



WARRAWEE LODGE

53A Elders Way, WAIKERIE SA 5330 AUSTRALIA
Tel: 08 85413655 Email: admin@warrawee.org.au
<http://www.warrawee.org.au>

Feedback, Compliments, Suggestions and Complaints Form

We welcome and encourage your feedback.

Our commitment is to support Warrawee residents to live the best they can

We value all feedback

Please let us know what we do well and where we can improve our services.

Information will be treated in accordance with our Privacy Policy

Date:

This is a:

compliment

complaint

general feedback

suggestion for continuous
Improvement

I am a:

resident

family member

representative

other: _____

Priority (please circle)

High

Medium

Low

Compliment/General Feedback

Follow up (optional)

Please provide your details if you would like us to contact you about your compliment/feedback.

Name

Unit Number

Suggestion for continuous improvement

Follow up (optional)

Please provide your details if you would like us to contact you about your suggestion.

Name

Unit Number

Complaint

If necessary, please attach an A4 sheet with further details

Action sought to resolve complaint

Name _____ Unit Number _____

OFFICE USE ONLY

Complaint received

Date:

Action Taken

Responsible person:

Date:

Outcome

Date:

Signed

Date:

Evaluation by Management

Signed

Date:

Action completed and followed up with Resident:

Resident Signature: _____ Date: _____