

Appendix H

Complaint Record Sheet

Complaint Record Sheet

MOUNT EMERALD WIND FARM PTY LTD COMMUNITY COMMUNICATIONS AND COMPLAINTS RECORD SHEET

CONTACT DETAILS			
Type of Contact		Time	
Regarding		Date	
Name & Address of Complainant/Communicator (if possible)			
Name			
Address			
Phone Number			
Email			
RECORD OF COMPLAINT/COMMUNICATION			
Call Duration		Number Received From	
Contact's Temperament			
TIME and Date of the alleged incident or occurrence leading to the complaint			
Time:			
Date:			
WEATHER CONDITIONS at the time of incident			
<i>If the enquiry is from the Media, please record the following information:</i>			
What Media do they represent?			
What is their deadline?			
Reported To			
Referred To			
RECORD OF FOLLOW-UP ACTION/CORRESPONDANCE			
Date			
Issued By			