



APPENDIX 13
Complaints Register Form

DIXON SAND (PENRITH) PTY LIMITED
COMPLAINTS REGISTER FORM

All complaints or comments received from the public to be recorded on a copy of this form.
 The Environmental Officer must be advised of the complaint immediately.

Corrective actions are to be identified and followed-up within one week of expiry of the stated timeframe.

Call Received: (Time/date)	
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Method of complaint:	
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Nature of complaint:	

Weather conditions at time relating to complaint (wind/rain?):	
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Name/address/contact no. of caller: (If complainant will not provide details, provide a note to that effect)	
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Call taken by:	
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Section to be completed by Site Supervisor:

Recommended Action: (If no action is to be taken, provide reason why)	

Implementation required by (date):	
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Complainant to be contacted on (date if required):	
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Action completed: Signed/date (Site Supervisor)	
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