

Record of Pollution Complaints

Circular Plastics Australia



Under our Environmental Protection Licence, we at Circular Plastics Australia Albury, will keep a legible record of all complaints in relation to pollution arising from any EPA licenced activity.

Date of complaint:		Time of complaint:	
Name of person taking complaint:			
Method by which the complaint was made:			
Personal details of the complainant, OR if no details are given, THEN record notes to that effect:	Name:		
	Contact details:		
	Other details:		
Nature of the complaint:			
Action taken by CPA OR explanation of no action taken.			
Has the complainant been informed of the actions taken?	<input type="checkbox"/> Yes - please fill date and time.	Date:	
	<input type="checkbox"/> No.	Time:	
Complaint reviewed and actioned by (Name of Manager or equivalent):	Manager to sign:		
	Date of signature:		

Please save completed copies of complaints in the respective Shared Drive folder:

SITE SPECIFIC BINDER\5. Legal & other requirements & document control\EPA Licence\Pollution Complaints.

