

# OPTIONAL

Your Name

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Address

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Post Code

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Contact Number

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Email

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All comments will be reviewed.

A written response will be provided where name and address are given.

# OFFICE USE ONLY

Date rec'd / /

File Ref No.

Forwarded to Finance & Admin Manager  Date / /

Forwarded for investigation/comment to

Name

Date / /

Report received date / / (copy attached)

Response sent to Customer / / (copy attached)

(To be sent within one month of receipt of feedback)

Is Corrective Action required?  YES  NO

Is Preventative Action required?  YES  NO

If yes, has all action been completed?  YES  NO

If no, what action remains?

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Referred to Unit Managers' Meeting  YES  NO

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**NOTE:** Original form, copies of all reports and customer response to be forwarded to the Customer Service Officer.

Action Finalised / /

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Document No: D13/014665



**BRUSH FARM**  
CORRECTIVE SERVICES ACADEMY  
CORRECTIVE SERVICES NSW

# FEEDBACK

on services and facilities for visitors & staff  
at Brush Farm Corrective Services Academy



66 Terry Road  
EASTWOOD NSW 2122  
Tel: (02) 9804 5444  
Fax: (02) 9804 5428

[WWW.BFCSA.NSW.GOV.AU](http://WWW.BFCSA.NSW.GOV.AU)

We are continually working to improve our service and facilities and we welcome your feedback. If you have a problem or praise for the Brush Farm Corrective Services Academy please let us know.

Talk to your Training Officer or contact the Customer Services Officer on (02) 9804 5444

OR

If you wish to register your written feedback, write your comments on this form and leave it in the Suggestion Box in reception.

OR

Mail your completed form to:

**Customer Services Officer**  
Brush Farm Corrective Services Academy  
66 Terry Road,  
Eastwood NSW 2122

# COMMENTS

PLEASE PRINT

Area involved

Name of staff member you spoke with

Day, date and approx time

What would you like to see happen?