



# Suggestions / Opportunity For Improvement

## Details of person raising the Issue:

Client:  Debtor/Offender:  Admin Officer:  Field Officer:

Name Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Contact Address: \_\_\_\_\_

## How was issue raised?

Phone:  Letter:  3<sup>rd</sup> party:  Other:

## Type of OFI:

Complaint:  Compliment:  Suggestion:  OH&S:

## Type of Issue:

Procedure:  Personnel:  Equipment:  Client data:

## Describe what it is that you wish to comment on:

## References (if known):

Manual name:		IT System name:	
Page references:		Screen title, field:	
Person:		Council:	
Other:			

Signature: \_\_\_\_\_ Date: ..... / .... / .....

**Thank-you for your comments.**

**Please send this form to BTA P/L PO Box 779, Melton VIC 3337**

*Office Use Only:*

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Signature:	Response type:	Mail	<input type="checkbox"/>
		Phone	<input type="checkbox"/>
		E-mail	<input type="checkbox"/>
		Not Req'd	<input type="checkbox"/>

Date: .... / .... / .....

Finalised By: \_\_\_\_\_