



66 Terry Road EASTWOOD NSW 2122  
Tel: (02) 9804 5444  
[WWW.BFCSA.NSW.GOV.AU](http://WWW.BFCSA.NSW.GOV.AU)

# CORRECTIVE SERVICES NSW ACADEMY

BRUSH FARM & HUNTER CAMPUSES

# WELCOME



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Corrective Services Academy is a Registered Training Organisation

Registration Code: 90075

Legal name: Corrective Services NSW

Trading name(s): Corrective Services Academy

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Corrective Services NSW  
66 Terry Road, Eastwood NSW 2122  
Telephone: (02) 9804 5444  
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# Welcome

Welcome to Corrective Services Academy (CSA). This compendium will provide useful information about the facilities whilst staying at CSA.

If you have any questions relating to Accommodation at CSA, please contact Reception on 9804 5444 during business hours, 8am – 4.30pm.

We hope you enjoy your stay.

Michelle Micallef  
Director CSNSW Academy



# Corrective Services Academy

The Corrective Services Academy is a leading provider of vocational education and training for staff in the Australasian Correctional Services Industry. As a Registered Training Organisation (RTO), the Academy plays a key role in the goals of Corrective Services NSW (CSNSW) to deliver professional correctional services to reduce reoffending and enhance community safety.

## Goals and objectives:

- Provide a quality learning service
- Share best practice
- Provide a superior customer service
- Build effective teams and communication systems
- Expand partnerships
- Provide an environment that:
  - Acknowledges and draws upon the life experiences of participants;
  - Reflects a learner – centered focus;
  - Acknowledges and addresses a range of learning styles;
  - Focuses on the achievement of competency through curriculum development, training delivery and assessment practices;
  - Fosters teamwork and cooperation.

## Our Motto

The Academy's motto is '*growth through learning*'



# Academy Map



**Smoking** – is not permitted on site, except in the designated smoking area between Wentworth and Lawson blocks, from **1800 hrs – 0600 hrs only**

Offsite smoking is available in the marked areas shown on the map at Terry Road and Brush Road.

# Accommodation Residential Regulations

*The following regulations apply to guests staying in accommodation at the Corrective Services Academy (CSA).*

- 1) **Accommodation** – is provided subject to approval based on an eligibility criteria, availability and operational requirements determined by the Director. Guests may be required to vacate rooms at short notice;
- 2) **After hours call outs** – will incur a fee to gain entry into rooms in the event you lock yourself out and access cannot be granted by CSA management remotely;
- 3) **Alcohol** – is **not** permitted on-site without the written permission from the Director;
- 4) **Behaviour** – Guests should be courteous and considerate to others. Disorderly behaviour may result in a request to vacate the premises, along with further action being taken by the Director;
- 5) **Cleaning Staff** – Vacuuming and general cleaning is performed in the common areas only. Cleaning Staff do not perform individual cleaning services for guests;
- 6) **Doors** – Guests must ensure that all accommodation doors are locked when exiting. Some doors are self-closing so take keys/fobs with you at all times;
- 7) **Emergency Evacuation Procedures** – are posted in all rooms. Guests are to familiarise themselves with these procedures;
- 8) **Feedback Forms** – are available on the CSA internet site and located with the feedback form boxes in the Bistro, Education block and Reception;
- 9) **Gymnasium** – This facility is available only on completion of the Gym Membership Form available on Induction or from Reception.
- 10) **Housekeeping** – Rooms and common areas are to be maintained to a high standard of cleanliness at all times. Inspections of rooms may be undertaken at any time without notice;
- 11) **Keys** – Guests will be emailed a code to obtain their key/fob from the *Key Watcher*. The code and key/fob are to be kept secure at all times and will only be provided to the assigned guest. The key/fob **must** be returned to the *Key Watcher*. A charge will be incurred for lost, damaged or unreturned keys/fobs.

***Ensure you take your keys when exiting your room at all times;***



- 12) **Loss/Damage to Furniture** – A charge may be incurred for loss or damage to rooms, furniture and equipment. Feet are to be kept off the furniture and furniture is not to be moved;
- 13) **Lost Property** – is held at Reception in the Administration Building;
- 14) **Maintenance Issues** – are to be reported as soon as possible to 9804 5444 or via email to [accommodation-bfcsa@dcj.nsw.gov.au](mailto:accommodation-bfcsa@dcj.nsw.gov.au). Rooms may be accessed at any time for maintenance or services as required;
- 15) **Noise Levels** – are to be kept to a lawful and reasonable level for the comfort of other guests;
- 16) **Personal Possessions** – There are no facilities for safe-keeping of valuables/money in any accommodation. Guests are responsible for the safe keeping of their personal possessions. When vacating, all food and personal belongings are to be removed;
- 17) **Pets** – are not permitted on the premises;
- 18) **Room Availability** – Rooms are available from **2pm** on arrival day and are to be vacated by **9am** on exiting day. Rooms are only to be occupied by the assigned guest at all times;
- 19) **Room Changing** – is not permitted without the approval of the CSA Administration & Finance Manager.
- 20) **Smoking** – is **not** permitted on site, except in the designated smoking area between Wentworth and Lawson blocks, from **1800 hrs – 0600 hrs only**; and
- 21) **Visitors** – are not permitted in accommodation areas, including children and family members.

***Please abide by these regulations, be considerate of others and enjoy your stay.***



# Accommodation

## Executive



Terry Building



Wentworth Building

## Standard



Blaxland Building



Lawson Building



Forster Cottage



Cox Cottage



Evans Cottage



Brush Cottage



# Site Information

## Computer Access

Complimentary WIFI is available at DCJ\_Guest

**CSA WIFI is NOT to be used for receiving or sending of any images or information that violates the Department's Information Technology Policies.**

**Blaxland & Lawson** have CSNSW networked computers in all rooms that require a CSNSW Login.

**Terry & Wentworth** have a CSNSW networked computer in the common room requiring a CSNSW Login. Rooms have CSNSW network ports for use with CSNSW Laptops.

**Cottages** *Forster Cottage* has WIFI for use with personal laptops as well as a desktop computer in the common area. *Cox, Evans and Brush Cottages* all have WIFI for use with a personal laptop.

## Education Block

Most training is conducted in the Education block. A screen at the main entry displays the location of each course. Other training areas are Classroom 11, located next to the Bistro; the Conference Room and Open Plan Boardroom, both located in the Admin Building.

## First Aid Kits & AEDs

First Aid Kits are located in the Bistro, Education Building, Admin Building and the common area of all accommodation buildings/cottages. Automated External Defibrillators (AEDs) are located outside the Gymnasium (within Lawson block); at the rear of the Bistro and in the Admin Building staff kitchen.

## Kitchen Provisions

Tea/Coffee is provided in the accommodation kitchen areas, milk can be obtained from the Bistro. Kitchen areas are to be kept clean at all times. Tea/Coffee/Milk is also provided in the Education building.

## Laundry Facilities

Available for guest use. Please keep these areas clean and tidy.

## Linen Service

*(Bedsheets and towels only)*

**Trainees** – Linen replaced on Tuesdays. Used linen is to be left outside your door before class and fresh linen will be placed at your door.

**Executive accommodation** – A weekly linen service is provided on Tuesdays. Used linen is to be left outside your door before class and fresh linen will be placed at your door.

**Other guests** – A weekly linen service is provided for long term guests on Tuesday. Used linen is to be left outside your door before class and fresh linen will be placed at your door.

## Maintenance

**Report issues as soon as possible.**

Business hours: Phone 9804 5444 or email [accommodation-bfcsa@dcj.nsw.gov.au](mailto:accommodation-bfcsa@dcj.nsw.gov.au)

After hours: Before 10pm phone 0411 440 565.

After 10pm, urgent issues only, phone 0419 012 665.

Rooms may be accessed at any time for maintenance or services as required

## Parking

Available onsite in designated spaces only. Street parking is available around the complex. Parking in Brush Farm House designated spaces is not available to Academy guests, Council fines may be incurred.

## Reception

Located in the Administration building. Opening hours are 8am to 4.30pm, Monday to Friday.

## Security

See page 12 under Emergency Contacts.



## Brush Farm Bistro

The Bistro is located near the Lawson Street entrance and provides a variety of hot and cold meals. Dietary restrictions can be catered for if advised to the bistro staff.  
*Opening Hours:*

	Mon – Thurs	Friday	Sat-Sun	Public Holidays
<b>Breakfast</b>	7am to 8am	7am to 8am	Closed	Closed
<b>Lunch</b>	11.30am to 12.45pm	11.30am to 12.45pm	Closed	Closed
<b>Dinner</b>	5.30pm to 6.45pm	Closed	Closed	Closed



## Library

The library is located below the Education block and is available for use by all staff and guests.

*Opening hours:* Monday – Friday, 8.30am – 4.30pm



## Gymnasium

The gym is located inside the Lawson block. Guests requiring use of the gym must complete the gym membership form available at induction or at Reception. When the signed form is returned to Reception you will be issued a FOB to gain entry.

*Opening hours:* Monday to Friday, 6.30am – 8.00pm





# Local History

## Aboriginal History

Aboriginal people lived for thousands of years in what we call the City of Ryde. When the first Europeans settled at Sydney Cove in 1788 the traditional owners of this area were the Wallumedegal. This was first told to Captain Arthur Phillip, the first governor of the New South Wales convict colony, by Woollarawarre Bennelong who came from the Wangal clan on the south side of the river.

## Site History

The Corrective Services Academy was established in 1990 after the then NSW Department of Corrective Services purchased the Eastwood site from the NSW Department of Community Services. Prior to 1989 the Department's training function had been largely centralised at the Long Bay Correctional Complex.

The Academy draws its name from the original Brush Farm Estate which was founded in 1800 after the amalgamation of 9 soldier and ex-convict settlements. In 1807 Gregory Blaxland purchased the estate and at some time prior to 1820 built the now historic Brush Farm House – an example of colonial Georgian architecture. The Estate remained in the Blaxland family until 1881. Gregory Blaxland is famous for discovering a route across the Blue Mountains, in company with Lt. William Lawson and William Wentworth in 1813. He is also renowned as the first viticulturist in Australia, winning silver and gold medals for wine exported to England.

In 1894 an area of land, including Brush Farm House, was leased to the NSW Government. In 1904 the NSW Government resumed 38 acres of the property and it became firstly a reformatory, then a home for orphaned and delinquent boys.

Two years after purchasing the property in 1989, CSNSW sold Brush Farm House and its immediate surrounds to City of Ryde Council who completely refurbished the House grounds in 2007-08. Corrective Services NSW contributed \$800,000 towards this refurbishment.

Over the years, the Academy has become an integral tool in achieving CSNSW's strategic goals and represents an important link to Australia's convict past and also the future of corrections in NSW. In 2020, Corrective Services Academy celebrated its 30th anniversary.

The CSA site is home to a unique memorial, frequently utilised during Remembrance Day services. Built using sandstone sourced from the walls of Parramatta Correctional Centre, The Cenotaph remembers those officers who were killed on duty or died from injuries received whilst protecting the community of New South Wales. A time capsule lies within the body of the Cenotaph.



# Local Information

## Hospitals

### **Ryde Hospital**

Denistone Road Eastwood, NSW 2122  
Ph. (02) 9874 0199

### **Westmead Hospital (Adults)**

Darcy Rd  
Westmead, NSW 2145  
Ph. (02) 9845 5555

## Medical Centres

### **Eastwood Medical Centre**

Shop 21A, Level 1  
Eastwood Village Square  
1 Lakeside Rd  
Eastwood, NSW 2122  
Ph: (02) 9858 5833

### **561 Medical Practice**

561 Blaxland Rd,  
Eastwood, NSW 2122  
Ph: (02) 9874 9333

## Transport

### **Government Buses**

Ph: 131 500  
Bus Route 545 Parramatta to Chatswood back to Parramatta, via Eastwood station

### **Premier Cabs**

Ph: 13 10 17

### **Trains**

Ph: 131 500  
Eastwood Train Station  
West Parade  
Eastwood 2122

## Shopping Centres

### **Eastwood Shopping Centre**

152-160 Rowe Street  
Eastwood, 2122  
Ph: (02) 9874 3666

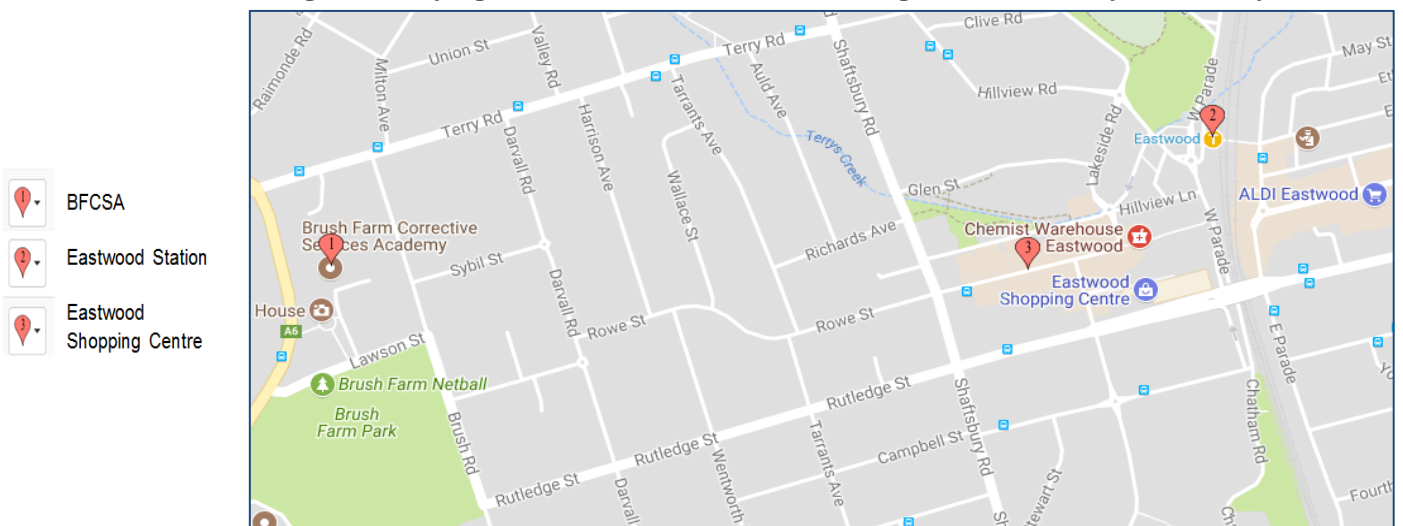
### **Carlingford Court**

Corner Pennant Hills & Carlingford Rd  
Carlingford, 2118  
Ph: (02) 8845 8200

## Restaurants

There is a wide variety of restaurants available around the Eastwood Shopping Centre.

**NOTE:** When ordering or requesting food delivery, give directions to:  
**66 Terry Road, Eastwood, enter via 19 Lawson Street driveway.**  
**For guests staying in Cox, Forster and Evans cottages, use the Terry Road entry.**



# Emergency Contacts

## Police, Fire, Ambulance

Phone 000

## Security

### **Business hours**

8.00am – 4.30pm – Reception 9804 5444

### **After-hours**

Sunday – Thursday: 4.30pm – 10pm, Security Officer - Mob: 0411 440 565

Friday: 4.30 - 7.30pm, Security Officer - Mob: 0411 440 565

### **Other Times**

Wilson Security Ph: 1300 945 766 - **you will incur a fee** for after-hours callouts

### When locked out of your room:

Trainees please contact the following relevant training unit managers:

**Custodial Training Unit** – 0447 471 293

**Community and Workplace Training Unit** – 0476 829 817

**Correctional Services Training Unit** – 0448 634 521

For other guests, contact the **Maintenance Overseer** – 0419 012 665

## Local Police Station

### **Eastwood Police Station**

2 Ethel Street

Eastwood, NSW 2122

Ph: 9858 9299

## Local Fire Station

### **Fire and Rescue NSW Eastwood Fire Station**

269 Rowe Street

Eastwood, NSW 2122

Ph: 9858 4457

**NOTE: When ringing emergency or ordering a taxi/uber, give directions to:  
66 Terry Road, Eastwood, enter via 19 Lawson Street driveway.**





# Emergency Evacuation Procedures

- In an emergency you will be alerted by:
  - A public address system announcement; and/ or
  - An alarm sounding; and/ or
  - A direction to evacuate by a warden.
- Listen to any announcement/instructions carefully and if directed proceed immediately to the nominated evacuation area (refer to the below or the map posted in your room/ accommodation common areas).
- Any participants, staff or visitors with a disability are to wait for a Warden, (in a safe area) for assistance to the Assembly Area.
- Follow and obey all instructions from the Chief, Deputy, Area or General Wardens, distinguishable by their white, yellow or red caps and vests.
- Stay with your group once you have reached the Emergency Assembly Area
- The Course or Conference Coordinator has a list of people in attendance. This list needs to be checked and any person who has not reported to the Emergency Assembly Area should be reported immediately to the Communications Officer, Chief or Deputy Chief Warden.
- DO NOT re-enter the building until you have been advised it is safe to do so. Once the situation has been assessed you will be notified if it is safe to re-enter the building.
- After Hours Emergency Evacuations** – Contact 000 immediately, if you suspect a fire, alert other guests, and evacuate to a safe place. Contact management 0429 463 641
- If an alarm sounds after hours**, there is a back to base alarm monitoring company who will alert the afterhours contact – any concerns contact 0419 012 665

