

**TOWN OF BASSENDEAN  
AGENDA  
BRIEFINGS SESSION  
8 OCTOBER 2019**

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# TOWN OF BASSENDEAN

## NOTICE OF BRIEFINGS SESSION

A Briefings Session of the Council of the Town of Bassendean will be held on Tuesday, 8 October 2019 in the Council Chamber, 48 Old Perth Road, Bassendean, commencing at 7.00pm.

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## A G E N D A

**The Mayor will preside at Briefing Sessions. In the absence of the Mayor, the session will be presided over by the Deputy Mayor.**

### 1.0                    DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

#### *Acknowledgement of Traditional Owners*

The Town of Bassendean acknowledges the past and present traditional owners of the land on which we gather to conduct this meeting, and pays its respects to their Elders, both past and present.

#### *Live Streaming – Audio and Video*

*The Town is committed to engaging with its community and recognises that providing opportunities for the community to attend Council meetings will result in more informed and engaged residents.*

*Live Streaming will commence at the times that the meetings are due to commence and finish when the Presiding Member closes or adjourns the meeting for any reason.*

*Meetings closed for consideration of matters under Section 5.23 of the Local Government Act or by resolution of Council will not be streamed.*

**Members of the public are requested to sign the attendance sheet located on the table at the rear of the Council Chamber.**

## 2.0 ATTENDANCES AND APOLOGIES

## 3.0 DEPUTATIONS

## 4.0 DECLARATIONS OF INTEREST

## 5.0 ADDRESSES BY MEMBERS OF THE PUBLIC

15 minutes will be allocated for addresses by members of the public on matters contained in the agenda only.

*It should be noted that comments are recorded and live streamed via YouTube, and that there is no protection from legal action being taken against you, should it arise from your comments delivered at the meeting.*

## 6.0 REPORTS

- 6.1 Joint Metropolitan Central Development Assessment Panel Application – Form 1 – Application for a Proposed Childcare Centre – Lot 54 (No. 72) Railway Parade, Bassendean, Owner: Mark Francis Hammond and Sandra Lee Hammond, Applicant: Dynamic Planning and Development (Ref: DABC/BDVAPPS/2019-106 - Brian Reed, Manager Development Services)

### APPLICATION

The application seeks approval to build a childcare centre intended to accommodate 92 children and 16 staff at Lot 54 (No. 72) Railway Parade, Bassendean.

Having regard to the timing of reporting requirements associated with this application, it is not possible to have an Officer report prepared for consideration at the Agenda Briefings Session. Instead, the Officer report will be included within the agenda for the Ordinary Council meeting.

**6.2 Community Benefit Sponsorship and Grants Applications:  
Carols at Steel Blue Oval (Ref: GRSU/PROGM/26 – Mona  
Soliman, Acting Director Community Planning)**

APPLICATION

This report provides for the assessment of an application for sponsorship from the Bassendean Church of Christ to stage the 2019 Carols at the Oval event.

ATTACHMENTS

**Attachment No. 1:**

- Community Benefit Sponsorship and Grants Sponsorship Application Form – Carols at the Oval;
- Grants Assessment Panel Report; and
- Community Benefit Sponsorship and Grants Guidelines 2019-2020.

BACKGROUND

On 27 August 2019, Council endorsed a new policy and governance framework for Sponsorship and Grants, including guidelines for the specific category of Community Benefit Sponsorship and Grants to support community projects or one-off initiatives.

The Bassendean Church of Christ has applied for funding to stage the 2020 Carols at the Oval event at Steel Blue Oval scheduled for Sunday 15 December 2019.

The Bassendean Church of Christ has been staging the Carols event within the Town of Bassendean since 1989. The Carols event was originally staged at Success Hill Reserve but due to increasing attendances the event was re-located to Steel Blue Oval in 2016. The Town has been a longtime supporter of the Carols event and has funded the event through the (former) Community Events Sponsorship Program, in addition to the Town's budget line items covering waste management, toilet hire and staging infrastructure to value of approximately \$2,000 per annum.

**STRATEGIC IMPLICATIONS**

<b>Objectives</b> <i>What we need to achieve</i>	<b>Strategies</b> <i>How we're going to do it</i>	<b>Measures of Success</b> <i>How we will be judged</i>
1.1 Build a sense of place and belonging	1.1.1 Facilitate engagement and empowerment of local communities	Community / Stakeholder Satisfaction Survey (Engagement and Participation)
	1.1.2 Activate neighbourhood spaces to facilitate community gathering	
	1.1.3 Ensure our unique culture and history are shared and celebrated	
	1.1.4 Continue to support and facilitate participation in the arts, community festivals and events	

*Arts and Cultural Plan 2019-2023:*

The application for funding from the Bassendean Church of Christ aligns with the newly adopted Arts and Cultural Plan 2019-2023 in developing partnerships to deliver culturally enriching experiences for Town residents and aligns with the Cultural Development Outcomes of:

- Sense of belonging to a shared cultural heritage;
- Bridging of social difference;
- Positive sense of place; and
- Appreciation of diversity of cultural expression.

**COMMUNICATION AND ENGAGEMENT**

Community development officers provided support and guidance to The Bassendean Church of Christ regarding the application process.

The event will be subject to a well-developed promotional campaign by the respective organisations.

**STATUTORY REQUIREMENTS**

Local Government Act 1995

**FINANCIAL CONSIDERATIONS**

The total cost of the Carols at Steel Blue Oval is proposed to be \$22,300 with \$2,000 sought from the Town as a contribution.

Funding is available as per the 2019/2020 adopted budget.

Council approved \$300,000 in the 2019/20 Budget for the staging of other events.

The impact on internal Town resources will be approximately 6 hours for the event, based on the events staged in 2018. This year's event will consume approximately 11 hours of the Town involving staff from across the areas of Recreation & Culture, Environmental Health Officers, Building Maintenance, Parks and Garden, Rangers and Youth Services

OFFICER RECOMMENDATION – ITEM 6.2

That:

1. Council receives the Community Benefit Sponsorship and Grants application lodged by the Bassendean Church of Christ to stage the 2020 Carols at Steel Blue Oval; and
2. Council approves funding in the amount of \$2,000 to Bassendean Church of Christ to stage the 2020 Carols at the Oval event, conditional upon agreement that glow sticks will not be used; and
3. The event be opened with a Welcome to Country acknowledgement.

**Voting requirements: Simple majority**

**6.3 Consideration of Ordinary Council Meetings and Briefings Sessions Dates and Citizenship Ceremonies for 2020 (Ref: GOVN/CCLMEET/1 – Yvonne Zaffino, Council Support Officer)**

APPLICATION

Council is requested to endorse its Ordinary Council and Briefings Sessions meeting dates and also Citizenship Ceremonies for 2020.

BACKGROUND

At the August 2019 Ordinary Council Meeting, Council agreed to host its Briefings Sessions in the community, rather than in the Council Chambers, as part of a 12 month trial, commencing November 2019.

At that same meeting, Council disbanded its Committees for the 2017-2019 term, except for the Audit and Governance Committee, Bassendean Local Emergency Management Committee and Town Assets Committee which will disband at the end of this year.

Council also endorsed that it would consider a new engagement structure, including the requirement for committees, which will be considered at a future Councillors' Workshop post appointment of the new Council.

STRATEGIC IMPLICATIONS

*Section 5 - Good Governance*

<b>Objectives</b> <i>What we need to achieve</i>	<b>Strategies</b> <i>How we're going to do it</i>
5.2 Proactively partner with the community and our stakeholders	5.2.1 Improve customer interfaces and service
	5.2.2 Engage and communicate with the community
	5.2.3 Advocate and develop strong partnerships to benefit community

COMMENT

Council Policy 6.2 – Council Meeting Schedule, states that Agenda Briefings Sessions are to be held one week prior to the monthly Ordinary Council Meeting, generally on the third Tuesday of the month, commencing at 7.00pm, effective from the commencement of 2018.

Briefings Sessions are designed to brief Council one week prior to the more formal Council meetings, where decisions are made. Councillors and staff also meet at Concept workshops which are scheduled on alternative Tuesdays of each month.

As in the past, no meetings have been scheduled for January and a number of Councillors and Officers take extended leave during this time.

### STATUTORY REQUIREMENTS

*Local Government Act 1995, Section 5.25(1)(g) and Local Government (Administration) Regulation 12.*

A local government is required at least once each year to give local public notice of all Ordinary Council meetings and Committee meeting dates, times and places that are open to the public and are to be held in the next twelve months.

### FINANCIAL CONSIDERATIONS

Additional funds will be required to hold Briefing Sessions in the community, such as staff resources, equipment hire, venue hire (where required) etc, which will need to be costed from the Governance Functions area in the 2019/20 and 2020/21 Budgets. (This will be monitored and considered as part of the evaluation of the 12 month trial).

### OFFICER RECOMMENDATION — ITEM 6.3

That Council endorses the following:

1. Briefing Sessions and Council meeting dates for 2020:

<b>MONTH</b>	<b>Briefings Sessions</b>	<b>Ordinary Council Meetings</b>
FEBRUARY	18	25
MARCH	17	24
APRIL	21	28
MAY	19	26
JUNE	16	23
JULY	21	28
AUGUST	18	25
SEPTEMBER	22	29
OCTOBER	20	27
NOVEMBER	17	24
DECEMBER	8	15

2. Citizenship Ceremonies for 2020 be held on:

Sunday, 26 January;  
Wednesday, 25 March;  
Wednesday, 17 June; and  
Wednesday, 9 September.

**Voting requirement: Absolute majority**

#### 6.4 Chief Executive Officer's 12 Month Highlights Report (Peta Mabbs, Chief Executive Officer)

##### APPLICATION

This is a 12 month Highlights Report, following the appointment of the Chief Executive Officer on 22 October 2018.

The purpose of this report is to outline progress towards improving organisational performance thereby enabling greater value for community. The report is provided in the interests of transparency for Council and the community.

##### ATTACHMENT

###### Attachment No. 2:

CEO's 6 month highlights report

##### COMMENT

This report does not intend to duplicate what was presented in the 6 month Highlights Report (attached) but rather provide an update since that time.

##### New Organisational Structure

The most significant change that has occurred within the past 6 months has been the **design and delivery of a new organisational structure**. This follows Council's requirement for the CEO, as part of her Performance Agreement (April 2019), to deliver an organisational structure and workforce to reflect future needs.

With the above context in mind, the CEO examined the rationale for **organisational structural change at the Town of Bassendean as part of a broader transformational change program designed to build the leadership, culture, strategy and enabling capabilities** necessary to achieve the above objectives and in doing so, deliver greater value to the community.

The rationale of a new organisational structure is significant including:

- Making the top team more effective;
- Creating a more unified organisation;
- Transforming service quality and efficiency;
- Promoting a citizen focus;

- Driving performance and outcomes;
- Developing staff; and
- Creating effective channels of communication.

These changes will effectively translate to greater value for the community.

The rationale and the design of a new organisational structure was approved by Council in June 2019. **The new structure is cost neutral and strategically positions the organisation for future challenges and expectations.**

The impact of implementing a new structure in an organisation which has remained relatively stable for an extended period cannot be underestimated. Managing the 'hearts and minds' of staff to ensure the vision, rationale and benefits of the new structure are well understood, in addition to managing business continuity, whilst designing new roles, selecting and recruiting new staff and managing the changeover has been a key focus internally. Ensuring our community is well informed of the changes and what this means has also been an important focus.

On 21 October 2019, the new Executive team for the Town of Bassendean will be fully established. This will comprise:

- Peta Mabbs - Chief Executive Officer
- Paul White - Director Corporate Services
- Luke Gibson - Director Community Planning
- Phil Adams - Executive Manager Infrastructure

The top team are well qualified and experienced and collectively bring a blend of skills and expertise inclusive of corporate governance, public administration, town planning, financial and asset management, construction and community engagement.

#### New Approach to Budgeting and Key Priorities

The 2019/20 budget positions the Town well for the future, in addition to recognising the Town's capacity to deliver day-to-day services, new projects and activities whilst evolving its traditional delivery model and staffing structure. This multi-pronged approach will enable the Town to better serve the community into the future.

The 2019/20 Budget has been developed around a 1% increase in rates for residents, reflecting an understanding of the current economic climate and the cost of living.

There has been provision for **two new reserve funds**: a “Future Projects Reserve Fund”, sets aside funding of \$1M to seed and invest in future projects; whilst an “Information Technology Reserve Fund” is designed to facilitate the automation and streamlining of the Town’s services to improve customer response times and quality of services. (IT is an area that is recognised as being able to harness significant benefits, based upon the development of a planned strategy and appropriate investment.)

The 2019/20 Budget also recognises the Town is on the “cusp of change”. Recently the Town has driven the **most comprehensive community engagement strategy** it has ever undertaken (i.e. “BassenDream Our Future”), in order to genuinely understand community aspirations to shape the future planning, development and amenity of our community.

These efforts lay a strong foundation to inform the **development of a new Strategic Community Plan to be developed in 2019/20 and a new Local Planning Strategy and Scheme**. These key documents will provide a forward-looking roadmap and masterplan for the Town for future decades. This approach will provide focus and clarity for future investment purposes thereby avoiding the risk of a “scatter-gun” approach in future spend.

Investing in technology aligns well to the new organisational structure which forms part of a broader reform agenda and new way of working for the Town’s Administration. An **information systems review** has recently commenced and is designed to streamline the collection, management, storage and sharing of information to optimise efficiencies within the Town and improve customer response times.

The Town also seeks to work closer with community and has harnessed the opportunity to create a **new policy framework for sponsorships and grants**. The new approach recognises the desire for our community to be more engaged and empowered.

As a result, the budgeting practice around funding community groups and community events has evolved to reflect this shift - from primarily Town-driven events and activities, to an increased focus on shared leadership. The Town’s role has evolved as it seeks to partner and sponsor community groups and members.

## Community Engagement

Recognising the importance of engaging our community early in decisions that impact them underpins the decision to **invest in building internal capability in the design and delivery of community engagement strategies that are fit for purpose.**

The issue for most organisations is that while engagement is an important part of business goals, it is not the core function of their business. This means there can be gaps in the systems and processes that would support the consistent delivery of quality engagement. The Town has taken steps to deliver training to key staff involved in delivering projects and events, in addition to appointing a full time Communications Coordinator. Over time, this investment will render great value particularly noting the rise in citizen participation within local communities.

Furthermore, the Town will be **hosting future Briefing Sessions in the community** (currently conducted monthly in Council Chambers) as a means of increasing access and involvement of the community in matters that directly affect them. As part of a 12 month trial, the Town will host sessions across the community in various sports clubs, community groups, schools etc, to increase the representation of young people, culturally and linguistically diverse, indigenous, families and other groups. Prior to the briefing sessions, there will be the opportunity for the community to meet and discuss matters with staff and Councillors.

A new **Customer Service Charter** has also been created and will be launched shortly to set out our commitment to our customers.

The Town has progressively been making changes to its web presence to ensure a **more intuitive website** from a user perspective. A **new look bi-monthly publication, named Thrive**, is now circulated to all residents and businesses to ensure our community is in touch with the latest news and events within the Town.

## Culture

A suite of employee professional development initiatives have been implemented in 2019 to support and drive the transformational organisational change necessary to deliver a high performing culture that fosters professionalism and excellence in customer service. One of the early and important initiatives to be conducted were **Transformational**

**Contribution Opportunity Forums.** Delivered at a whole-of-agency level, the forums provided important opportunities for staff to exchange views, ideas and proposals for the new organisational structure.

The Town has also undertaken an **Employee Culture Survey** to baseline perceptions and inform planning and development of initiatives that will further support and develop staff now and into the future. Importantly, and in keeping with the aim to drive cultural change, a Staff Representative Group will create and drive an action plan to address key findings from the culture survey.

A new **Employee Rewards and Recognition Policy** articulates the cultural expectations of the organisation, and provides an aspirational roadmap for staff to model behaviour against and provide the important recognition for desired behaviours.

### Governance

An **organisational risk assessment and audit of controls** was undertaken by an independent auditor to baseline the Town's organisational maturity and capability.

Management is actively addressing areas of risk and control gaps identified through the audit and review process. A strategic approach to risk management is being taken at the systemic level, with a **program of business improvement projects** and initiatives being planned and/or underway for 2019/2020. This program is aligned with the Strategic Community Plan and (recently developed) Corporate Business Plan and includes:

- Review of information management and technology;
- Development of a costing and pricing framework;
- Review of procurement and contract management framework;
- Analysis of rates debt;
- Review of assets, leases and management arrangements;
- Review of financial processes and controls;
- Development of a Councillor Induction Program;
- Creation of an Audit register;
- Creation of a Risk Management Framework;
- Review of Delegations;
- Building of project management capability;

- Improving Corporate Performance Reporting Framework (including Quarterly Reporting);
- Developing a new Customer Service Charter;
- Development of a new Strategic Community Plan; and
- Development of an evaluation framework.

The **Corporate Management Committee** comprising the CEO and Executive team, has been established to oversight organisational performance and integrity.

#### Policy and Procedures

A **review of the Town’s Administration and Council policies**, and other governance instruments has contributed to the development of a significant number of new Council and Administration policies in 2019. With focused objectives including to ensure statutory compliance and reflect contemporary best practice in the Town’s administrative and Council policies, these include Annual Performance Review - Chief Executive Officer; Employee Reward and Recognition; Electoral Caretaker Period; and Sponsorship and Grants.

#### Standing Orders and Delegations

A **review of the Town’s Meeting Procedures Standing Orders**, pursuant to sections 3.16 and 3.12 of the *Local Government Act 1995* (Act) is also underway, with a consultation period on the draft Meeting Procedures 2019 currently open. The Town is also in the process of a “ground-up” **review of the Delegations Register** (register), in accordance with section 5.46(2) of the Act. The principal aim of the review will be to ensure that the delegations set out in the register comply with the legislation and are set out in accordance with requisite standards of compliance and accountability.

### STATUTORY REQUIREMENTS

<b>Objectives</b> <i>What we need to achieve</i>	<b>Strategies</b> <i>How we’re going to do it</i>	<b>Measures of Success</b> <i>How we will be judged</i>
5.1 Enhance organisational accountability	5.1.1 Enhance the capability of our people	Community / Stakeholder Satisfaction Survey (Governance)
	5.1.2 Ensure financial sustainability	
	5.1.3 Strengthen governance, risk management and compliance	Compliance Audit
	5.1.4 Improve efficiency and effectiveness of planning and services	Risk Management Profile

	5.1.5 Ensure optimal management of assets	Financial Ratio Benchmarked.  Asset Ratio Benchmarked
5.2 Proactively partner with the community and our stakeholders	5.2.1 Improve customer interfaces and service	Community / Stakeholder Satisfaction Survey (Community engagement and participation)
	5.2.2 Engage and communicate with the community	
	5.2.3 Advocate and develop strong partnerships to benefit community	
5.3 Strive for Improvement and Innovation	5.3.1 Adopt and measure against best practices ensuring a focus on continuous improvement	Local Government Service Review Benchmarks  Percentage uptake of the community of Ecommerce applications

**FINANCIAL CONSIDERATIONS**

Nil.

**OFFICER RECOMMENDATION – ITEM 6.4**

That Council notes the CEO's 12 month Highlights Report.

**Voting requirement: Simple majority**

**6.5 Determinations Made by the Principal Building Surveyor**  
**Ref: LUAP/PROCED/1 – Kallan Short, Principal Building**  
**Surveyor)**

<b>Building Applications Determined in the Month of September 2019</b>		
<b>Application No</b>	<b>Property Address</b>	<b>Description</b>
201900177	40 PENZANCE STREET, BASSENDEAN	PATIO
201900172	9 BASSENDEAN PARADE, BASSENDEAN	DECK & PATIO
201900178	320 COLLIER ROAD, BASSENDEAN	PARTIAL DEMOLITION OF WAREHOUSE
201900190	16 ATKINS WAY, EDEN HIL	SHED
201900196	6 PURSER LOOP, BASSENDEAN	GYM FIT OUT
201900182	84 WHITFIELD STREET, BASSENDEAN	CARPORT
201900184	18 BRIGGS STREET, BASSENDEAN	SHED
201900188	46 CYRIL STREET, BASSENDEAN	SINGLEY STOREY DWELLING
201900180	23 WALKINGTON WAY, EDEN HIL	SINGLE DWELLING
201900187	184 RAILWAY PARADE, BASSENDEAN	RETAINING WALL
201900183	24 MAIDOS STREET, ASHFIELD	DWELLING
201900189	1A MAY HOLMAN DRIVE, BASSENDEAN	ASSEMBLY BUILDING (MENS SHED)
201900181	130 FIRST AVENUE, BASSENDEAN	RETAINING WALL & SCREEN WALL
201900185	60 EILEEN STREET, BASSENDEAN	SHED
201900145	88 SECOND AVENUE, BASSENDEAN	SINGLE STOREY DWELLING WITH GARAGE AND ALFRESCO
201900169	19 CHESTERTON ROAD, BASSENDEAN	PATIO

**OFFICER RECOMMENDATION – ITEM 6.5**

That Council notes the decisions made under delegated authority by the Principal Building Surveyor.

**Voting requirement: Simple majority**

**6.6 Determinations Made by Development Services (Ref: LUAP/PROCED/1 – Brian Reed, Manager Development Services)**

The Manager Development Services made the following planning decisions under Delegated Authority since those reported to the last Council meeting:

<b>Planning and Subdivision Applications Determined to 27 September 2019</b>			
<b>Applic No</b>	<b>Property Address</b>	<b>Description</b>	<b>Determination</b>
2018-118	70 Reid Street Bassendean	Additions and alterations to Single House	Delegate Approved
2019-035	12/1 Anzac Terrace Bassendean	Grouped Dwelling	Delegate Approved
2019-072	22 Fifth Avenue Bassendean	Single House	Delegate Approved
2019-075	1 Surrey Street Bassendean	1. Additions and alterations to Pensioner Guard Cottage; 2. Additions and alterations to dwelling adjoining Pensioner Guard Cottage and change of use to community purpose; and 3. Construction of new building to rear of site for Community Purpose And Consulting Rooms.	Delegate Approved
2019-081	14 Fourth Avenue Bassendean	Four Grouped Dwellings	Delegate Approved
2019-085	5A Fifth Avenue Bassendean	Grouped Dwelling	Delegate Approved
2019-091	21 Ashfield Parade Ashfield	Single House	Delegate Approved
2019-096	7 Broun Way Bassendean	Additions and alterations To Single House	Delegate Approved
2019-101	6 Purser Loop Bassendean	Retrospective application for amendments to warehouse development	Delegate Approved
2019-103	5 Broun Way Bassendean	Retaining walls and patios	Delegate Approved
2019-109	5 Barton Parade Bassendean	Additions and alterations and outbuilding to single house	Delegate Approved
2019-111	4 French Street Ashfield	Single house	Delegate Approved
2019-112	19B James Street Bassendean	Retaining wall	Delegate Approved
2019-118	140 Old Perth Road Bassendean	Addition of women's change room to club premises	Statutory Advice Recommend approval
2019-123	17 Carman Way Bassendean	Outbuilding	Delegate Approved
2019-131	16 Atkins Way Eden Hill	Outbuilding	Delegate Approved

	<b>Subdivision applications</b>		
158488	14 Clarke Way Bassendean	Two lot subdivision	Statutory Advice Recommend refusal

OFFICER RECOMMENDATION – ITEM 6.6

That Council notes the decisions made under delegated authority by the Manager Development Services.

**Voting requirement: Simple majority**

**7.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

**8.0 CONFIDENTIAL BUSINESS**

*It should be noted that that the audio and live streaming will be turned off whilst confidential items are being discussed.*

**9.0 CLOSURE**

The next Briefings Session will be held on Tuesday 19 November 2019 commencing at 7.00pm at the Ashfield Community Centre, 2 Colstoun Road, Ashfield.