



Ashfield Council

Filming in Ashfield Policy

February 2013

This policy will be reviewed triennially by: Works and
Infrastructure

Next review date: February 2016



Title:	Filming in Ashfield Policy
Summary:	To provide information on the requirements for obtaining a permit to film in the Ashfield Local Government Area.
Record Number:	
Date of Issue:	February 2013
Approval:	Council date 12 /2 /2013
Version Control:	V1 1999 V2 2012
Contact Officer:	Assistant Engineer, Works and Infrastructure (as Film Contact Officer)
Relevant References:	Division of Local Government, Local Government Filming Protocol 2009
Main Legislative or Regulatory References:	Work, Health and Safety Act 2011 State Environmental Planning Policy No 4
Applicable Delegation of Authority:	As per delegations schedule, Works & Infrastructure
Related Ashfield Council Policy:	Complaints Handling Policy
Related Ashfield Council Procedure:	S 68 Local Government Act 1993 Application Form Register of Applications

Policy Background

Ashfield Local Government Area contains many varied locations that are attractive for filmmakers ranging from Federation houses and streetscapes in Haberfield, to 1940's housing stock, and to well maintained Federation style parks and industrial areas. Ashfield Council actively supports filming in the Ashfield Local Government Area and will co-operate with film-makers and promote the opportunities that exist in Ashfield.

Council had previously adopted the Local Government Filming Protocol of September 2000 which has since been superseded by the Local Government Filming Protocol 2009.

Policy Purpose

The aim of this document is to establish a Council policy and a set of standard conditions for the orderly management of filming on both public and private property within the Ashfield Local Government Area (LGA)

For purposes of this policy, "filming" includes all filming technologies such as digital and analogue whether for cinema, television or internet, and Still photographic projects if these have a high impact on the public domain of the Ashfield Local Government Area. Still photography in general is not subject to this policy.

Policy Objectives

- To provide clear guidelines on the conditions that will normally apply to filming within the Ashfield Local Government Area,
- To facilitate filming in Ashfield on public property in a way that supports film-makers but at the same time minimises disruption to residents,
- To provide reasonable access to public property under the control of Ashfield Council for the purposes of filming,
- To allow a high level of delegation to Council officers for quick response and approval of applications for filming without delay,
- To ensure that residents and anyone likely to be affected by filming are advised of the project and kept well informed,
- To maintain an efficient system for dealing with complaints where these may arise.
- To define for the purposes of this policy, private property and public property.

Implementation and access

NSW Filming Protocol

The standard conditions in this Policy have been prepared so as to comply fully with the Local Government Filming Protocol 2009 issued by the Division of Local Government, Department of Premier and Cabinet.

Film Contact Officer

For Ashfield Council, the Assistant Engineer operates as the Film Contact Officer to assist filmmakers in obtaining the necessary approval, support and access to council services.

Filming on Private Property

If there is to be no effect on Council property then no consent is required for filming on private property, and no fee is payable to Council.

Where filming on private property involves the use of Council property for ancillary services, consent is required for such use. This would include for example:

- Vehicles needing to park for extended time in a period parking area.
- Use of a nearby park for meals by setting up a small catering tent or similar facility.
- Food service being provided from parked catering vans.
- Active use of Council pavement, footpath, or roadway for filming, either as a camera-site or use of the streetscape as subject matter.

Registered vehicles attending filming on private property are legally entitled to be parked on the street. However Council expects film crews to be sensitive to local parking demands and to disperse their parking demand within the area of the filming location rather than taking up all local parking opportunities in the immediate vicinity of the property being used.

Council will allow larger production trucks to park legally for extended periods in nominated locations providing prior notification and approval has been determined. Note that sightlines at intersections must be respected and large vehicles will be required to park well back from street corners. Compliance with road rules as determined by the NSW Roads and Maritime Services (RMS) are expected and are to be adhered to at all times.

Filming on Council Property

Council will facilitate filming in the Local Government Area by ensuring that reasonable access is available to public property under the control of the Council. Where filming involves non-standard requirements or multiple locations, it is advisable to ensure these issues are discussed in advance with Council officers.

Written consent must be obtained before any such Council property can be used for filming. Applications to Film on Council property must be made in writing addressed to the General Manager and accompanied by proof of an appropriate level of public liability insurance. An application form is attached to this policy and should be submitted at least 4 weeks in advance of the commencement of filming.

Filming may occur only between the hours of 7am and 6pm. Should filming be proposed outside these hours, approval is conditional on the applicant obtaining the written agreement of all affected residents within the area where filming will occur.

If consent is given the appropriate fee must be paid before filming commences.

Fees

Council charges an Application Fee to cover the cost of processing the application and a Filming Fee based on either a half-day rate or a full-day rate. The Filming fee amount will also depend on whether Council staff are required to provide services in addition to processing the Application and whether there is a hire of constructed facilities



required. The fee amount is set as simple cost recovery only and should not place a financial burden on film production.

The Application Fee is non refundable however Council may elect to provide a full or partial refund in the event that filming does not proceed.

Educational filming by school, TAFE and university students and non-profit organisations is free providing proof of identity can be supplied either from student identification cards, proof of enrolment or a letter from an authorised member of academic staff of the academic institution.

The Filming Fees amount will depend on whether there is other filming on Council property, and must be paid in full prior to commencement. A schedule of fees is published annually and may be found on Council's web site, or by inquiry to Council's Customer Service Centre. The published level of fees applies to filming on street, roads, car parks and public open space. Filming fees for the use of major Council properties such as the Ashfield Swimming Centre, Ashfield Park, Pratten Park, Ashfield Town Hall, Thirning Villa and other community buildings or locations will be by individual negotiation.

Insurance

All persons carrying out filming on Council property are required to have Public Liability Insurance to a minimum amount of \$10m. A copy of this policy should be Submitted by the applicant at the same time as the Application.

Processing of Applications

Most applications received by Council will be able to be processed by Council officers under delegated authority. If the application made to Council includes all necessary details then approval is usually given within seven days with an acknowledgement of receipt of the application within one business day. Note also that processing time may also depend on other approval agencies.

No delegated authority exists to approve 'major' applications or out-of-hours filming and these need to be ratified by the elected Council. This will delay the issue of approval by a number of weeks depending on the timing of the application in relation to scheduled Council meetings. A 'major' application is defined as one that requires:

- partial closure of a residential street for more than two days,
or
- full day closure of a residential street for more than one day,
or
- partial or full closure of a street or car park in or on the periphery of one of the four major retail precincts in the municipality.

If any filming is proposed on arterial or regional roads approval by the Roads and Maritime Services, Police Service and Sydney Buses must be obtained before an application will be formally considered by the Council.

Should filming occur on any roadway with consequent interruptions to traffic, the

applicant is to advise the local Police Traffic Sergeant at Ashfield Police Station and obtain his or her permission before any filming is carried out.

Construction

Certain temporary structures and alterations or additions to buildings or works are now exempt development where the development is for the sole purpose of filming. This will apply only for short-term filming projects where the development will not remain in place for more than 30 days within a 12-month period. Also, to ensure public safety, the development must not be accessible to the public. As a workplace, the occupational health and safety of crew working with temporary film sets and equipment is the responsibility of the filmmaker.

Standard Conditions

The following conditions will form part of the standard Application for Filming, and approval is conditional on acceptance in full. Major projects, out-of-hours or special requirements must be negotiated separately.

Standard Conditions for Filming on Council Owned Property (incl Roads, Footpaths and Open Public Space)

Applications to film or photograph in the Ashfield Local Government Area must be made to the General Manager on the attached application form and will be assessed as promptly as possible. Approval will normally be given within seven days except for “major” applications, which must be submitted to the elected Council for approval.

The following conditions will be addressed in processing applications.

1. If Council classifies the application as ‘major’ it will need to be placed before the elected Council for approval and this will affect the length of time for processing the application. A ‘major’ application is defined as one that requires:
 - partial closure of a residential street for more than two days
or
 - full day closure of a residential street for more than one day
or
 - partial or full closure of a street or car park in or on the periphery of one of the four major retail precincts in the municipality.
2. Any short term full or part-time closure for a period of two days of a residential street can be approved subject to all affected residents being approached and agreement being obtained.
3. A traffic Management Plan must be prepared and included with any application that requires the full-time or part-time road closure of any road
4. The applicant must advise Council of details of its Public Liability Insurance Policy at the time of the application. The Public Liability Insurance Policy must



- have cover of a minimum amount of \$10,000,000. A copy should be attached to the application form.
5. The applicant must agree to obey any reasonable instruction given by Council staff.
 6. The applicant must undertake to ensure that all public areas within the film site are left in a clean and tidy condition.
 7. If filming is to occur on a roadway with consequent interruptions to traffic, the applicant must advise the Police Traffic Sergeant at Ashfield Police Station and obtain his or her permission before any filming is carried out. Council will not approve applications that restrict an occupant's right of access to his or her property for more than a few minutes at a time.
 8. If the applicant proposes filming on an arterial or regional road then approval must be obtained from the Roads and Maritime Services, Police Service and Sydney Buses before an application will be accepted by Council.
 9. Any trucks and vans (ie powering vehicles, catering vans, change vans etc) associated with the filming are to be dispersed in the area so as to minimise impact on amenity. Wherever possible all trucks, vans and crew cars should be located away from residential areas so as to avoid problems such as the noise associated with van-mounted air conditioning units, or loss of kerbside parking normally available to residents.
 10. When it is proposed to park large trucks on a street in association with filming the trucks must be parked at least 15 metres from any intersection in order not to restrict the sight distance of motorists.
 11. Adjoining residents / businesses are to be letter box-dropped and advised as to the extent of any disruptions due to the filming. A copy of this letter is to be submitted to Council staff prior to filming.
 12. When filming on private property no car parking spaces are to be barricaded off for the filming except those directly outside the subject property. No other car parking or traffic movements are to be interfered with.
 13. Normally approval will only be given for filming to take place between the hours of 7am and 6pm. Should filming be proposed outside these hours the approval of all affected residents must be obtained and documented and presented to Council, otherwise approval will not be given. In considering approval for filming outside the standard hours Council will take into account the likely level of noise generated by the filming activities.
 14. An Application Fee and a Filming Fee must be paid to Council before filming is started. The standard fees are listed in Council's Fees and Charges, and apply to filming on roads, footpaths, car parks, and public open space. Note that non-



commercial filming by schools, TAFE, or other educational bodies, university students or by non-profit groups/organisations is free.

15. Fees for filming on other Council property such as the Ashfield Swimming Centre, Ashfield Park, Ashfield Town Hall, Thirning Villa etc, if approved will be separately negotiated and may be higher than the standard fee to reflect income that is lost to Council and the higher costs of managing the use of these properties.
16. The applicant will be required to reimburse Council for the cost of repair of any damage caused to Council property as a result of the filming activities. This also applies should any clean-up be required.
17. In compliance with the Work, Health and Safety Act 2011 and Regulation requirements, the Applicant shall undertake full responsibility for the hazard identification and risk controls necessary for all staff, contractors, visitors, residents and any others associated before, during and after the filming activity to ensure safety of persons and property.
18. Where the application involves more than two days filming on the same production the terms of approval will require appropriate acknowledge of Ashfield Council by way of an appropriate film credit. This applies to all filming on Council property other than that used for general background such as roads, footpaths, car parks, or open space.



APPLICATION FOR PERMIT TO CARRY OUT WORK WITHIN A ROAD, PARK & DRAINAGE RESERVE AND/OR AFFECTING TRAFFIC WITHIN A ROAD & ROAD RESERVE Under Section 138 Roads Act 1993 / Section 68 Local Government Act 1993

1. What type of application are you making?

- Types of applications: Road Opening, Crane Permit, Erection of a Construction Hoarding, Filming Permit, Road Occupancy, and Other.

2. What is the address of the property / street suburb on which the work is to be undertaken?

Form with fields for House/Shop/Unit No., Lot, Road Permit No., Related Development Application No., Address, and Suburb.

3. Applicant – details of person applying for approval

Form for applicant details including Company/Contractor control, Name, Address, Phone, Business Hours, Mobile, Email, and Fax.

4. Owner – details of owners

Form for owner details including Company, Name, Address, Phone, Business Hours, and Mobile.

5. Proposal of work to be carried out

Form for work proposal including Proposed Work, Start Date, End Date, Proposed Times, and Site Contact Person.

6. Agreement and Declaration



- I declare that I will conform with all the requirements of this agreement together with the conditions issued by Council; that I agree to pay additional charges, on invoice, if the opening is found to exceed the initial estimation/measurement; that I carry current public liability insurance to the value of at least \$10 million.
- That I carry all the relevant credentials required to carry out the specified activity and all parts thereof and accept the role of principal contractor in the effect of the activity.
- Comply with all conditions and requirements of WorkCover NSW and satisfy all obligations under the Occupational Health and Safety Act 2000 and the Occupational Health and Safety Regulations 2001 for all aspects of the activity.
- Employ adequate site, traffic and pedestrian control/protection measures at all stages of the activity in accordance with relevant standard and RMS requirements
- Comply with all environmental and other legislation, Council policies and any other Regulation applicable to the activity.
- Locate all relevant utility services by contacting "Dial Before You Dig" on Phone 1100 or good industry practice prior to commencement of any civil works.

□

Signature of Applicant:

Signature of Owner:

Office Use Only:

Code: 451/540/543/544/546/549/555 Permit Approval Fees: Receipt No: Date:

Code: 98 Security Deposit: Receipt No: Date:



Application for Permit to carry out work within a Road, Park & Drainage Reserve and/or

Affecting Traffic within a Road & Road Reserve

General Information

1. The Applicant should read and understand all this information set out in the application form prior to lodgement.
2. All necessary information shall be printed clearly.
3. If you are unsure about anything, please ask – time spent early may avoid delays later. Please telephone Customer Service on 9716 1800.
4. Multiple applications will be required for activities reasonably separable in terms of timing, administration, liability, conditions or other factors deemed relevant by Council's Authorising Officer.
5. If road/footpath closure or occupancy is required and it will affect traffic, the applicant must apply for both Road Opening Permit and Road Occupancy Permit using the same application.
6. No works to be commenced until permit/consent is issued by Council.
7. The Applicant shall quote the application number for any future queries/correspondence.

Relevant Acts

The following are the extracts from the Road Act 1993 & Local Government Act 1993, that are relevant to the application/activities:

Road Act 1993 – Section 138

Under the Roads Act 1993, Section 138, a person (the applicant) must not:

- (a) Erect a structure or carry out work in, on or over a public road, or
- (b) Dig up or disturb the surface of public road, or
- (c) Remove or interfere with a structure, work or tree on a public road, or
- (d) Pump water into a public road from any land adjoining the road, or
- (e) Connect a road (whether public or private) to a classified road, other than with the consent of the appropriate roads authority.

Local Government Act 1993 – Section 68

Under the Local Government Act 1993, Section 68, a person (the applicant) must not carry out any of the following without Council approval:

- (a) Structures or places of public entertainment
 1. Install a manufactured home, moveable dwelling or associated structure on land
- (b) Water supply, sewerage and stormwater draining work
(The following activities 1, 2, 3, 4 and 6 are exempted from Water supply authority under Sydney Water Act, 1994 and Water Management Act, 2000).
 1. Carry out water supply work
 2. Draw water from a Council water supply or a standpipe or sell water so drawn
 3. Install, alter, disconnect or remove a meter connected to a service pipe
 4. Carry out sewerage work
 5. Carry out stormwater draining work
 6. Connect a private drain or sewer with a public drain or sewer under the control of Council or with a drain or sewer which connects with such a public drain or sewer.
- (c) Management of Waste
 1. Place a waste storage container in a public place
- (d) Public Roads
 1. Swing or hoist goods across or over any part of a public road by means of a lift, hoist or tackle projecting over the footway
 2. Expose or allow to be exposed (whether for sale or otherwise) any article in or on or so as to overhang any part of the road or outside a shop window or doorway abutting the road, or hang an article beneath an awning over the road.

A person who fails to obtain an approval or who carries out an activity, otherwise than in accordance with an approval, is guilty of an offence.



Necessary Documents/Details

Council's acceptance of the application does not imply that a permit/consent will necessarily be granted in respect of the activity. A Permit/Consent may not be issued if insufficient information or details are provided as relevant to the type and scale of activity or for any reason. Details to be provided include:

- A site plan or a sketch
- Engineering plans if applicable
- A certificate of currency as evidence of holding public liability insurance valued at a minimum of \$10 million and suitable for the activity
- A Traffic Control Plan is required (prepared by an RMS accredited person) in compliance with RMS's Traffic Control at Work Sites Manual Guidelines, AS 1742.3 and WorkCover regulations. Pedestrian control and management is to be included in the Traffic Control Plan.
- A notification letter of the proposed works to be forwarded to Council, and following approval, distributed to residents in the affected area by the applicant.

Processing and Approval

1. Immediate processing of requests is not guaranteed and Council will not be responsible for the consequences caused by late applications or insufficient information.
2. An appropriate fee must be paid when lodging this application and if a further fee is payable, the applicant will be advised by Council. This fee shall be paid prior to issue of the permit/consent for the work. Fees are in accordance with Council's Fees and Charges and cheque clearance is required prior to issue of the permit.
3. At the time of lodgement, if there are any unknown details such as start and end dates of the work, contractor's public liability cover number etc, the applicant shall contact Council and provide this information at least five (5) working days prior to intended commencement date of works. Upon receipt of the necessary information, Council will issue a permit/consent for the work.

Applicant's Responsibility and Compliance

1. The applicant is, by way of signature to the application, responsible for compliance with all of the agreements, declarations and permit/consent conditions and likewise responsible for compliance in respect of all agents, sub-contractors and anyone else carrying out part or all of the activity authorized under the permit/consent as if they were the applicant.
2. If the application is made on the owner's behalf, a written authority from the owner is required.
3. Consent is valid for the dates and times stipulated by Council and any amended dates and times authorized by Council.
4. A copy of the Council endorsed application and the permit/consent must be held onsite and be available for inspection whilst the activity is being carried out.
5. The works shall proceed to completion without undue delay.
6. The applicant shall contact Council for any extension of time required for the work prior to the original expiry date.
7. Upon request, the contractor must be able to produce evidence that all plant is registered and the subject of third party insurance.
8. The applicant is liable to pay Council any extra cost incurred to restore the road to its original serviceability.
9. Where the applicant is not the owner, Council reserves the right to recover any extra cost incurred to restore the road to its original serviceability from both the applicant and the owner.

Temporary Restoration

1. The applicant will be held responsible for all damage in the vicinity of their work unless they have reported such in advance of commencing the work. Where applicable, a dilapidation report is to be submitted to Council showing existing damage or an inspection is to be arranged with Council prior to commencing any work. A joint inspection is required with the Council officer on completion of works.
2. The applicant making the opening shall maintain it in a safe condition until temporary restoration is accepted by Council.

Traffic Control and Pedestrian Management

1. The applicant is to provide adequate barriers, lighting and warning signs in accordance with Australian Standards (AS 1742.3 – Traffic control devices for works on roads). Where in Council's opinion, inadequate barricading and/or lighting of a road or footpath opening has been provided, Council may, without prior notification, install additional barricades and/or lamps and charge the applicant performing the opening.
2. The applicant should always maintain no adverse impact on road safety for road users including pedestrians.
3. Provision is made for service vehicles, resident's vehicles etc to gain access to properties at all times.



General Conditions for Erection of Hoarding

1. A site plan must be included in the application to the scale of 1:100 (smaller scale permitted for large sites) showing all footpath detail (width and surface finish), street tree locations, street furniture, street lighting poles, bus stop locations, and traffic control and pedestrian signals. Plans of the proposed hoarding and crane structure must be to scale including elevations and all infrastructures mentioned above.
2. Hoardings are required to be erected in accordance with guidelines prepared by the NSW WorkCover Authority. These construction guidelines are hereby adopted as a minimum requirement for hoardings within Ashfield Council.
3. Hoardings shall be constructed to the satisfaction of Council and shall remain in position until construction of the building is completed or in the case of demolition, until the building is demolished.
4. The applicant shall organise with State Transit Authorities the temporary relocation of bus stops, if applicable, until the completion of the hoarding.
5. The hoarding is to be designed to not obstruct the flow of motorists or pedestrians. The minimum unobstructed width of 1.5m footpath is to be maintained at all times. It would assist Council in the processing of your application if photographs of the site are provided.
6. The applicant should also note that where hoardings are required as a part of development consent, the failure to maintain such hoarding in accordance with any such approval granted will constitute a breach of that consent, and be liable to prosecution.

General Conditions for Crane Permit

1. Cranes shall not be placed upon the public way unless a permit has been obtained from the Works & Infrastructure Coordinator, Ashfield Council.
2. Approval from Ashfield Police – Local Area Command Centre must be obtained in all circumstances. Please attach a photocopy of Police approval.
3. If the crane is to be stood on a classified State Road, or within 50 metres of traffic signals, approval must be obtained from the Roads & Traffic Authority. Please attach a photocopy for Roads & Traffic Authority approval.

General Conditions for Filming

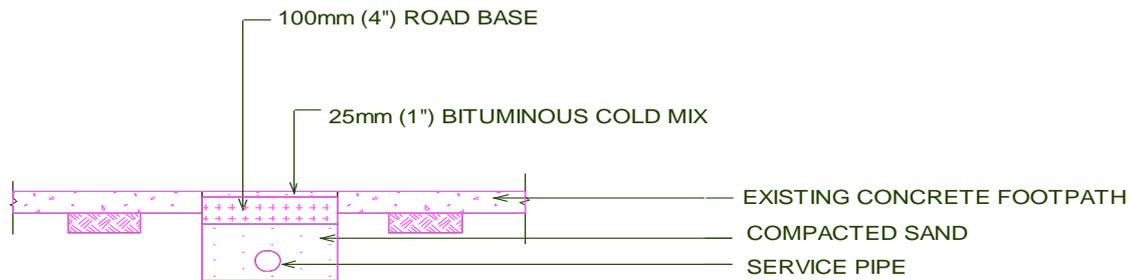
1. All filming application will require 5 working days to assess. In cases where less than five days notice is given, an additional charge of \$200, or higher depending upon the classification of filming, will be incurred. A further \$100 will be incurred if notice is less than 24 hours.
2. All applications shall provide the type of filming, essential vehicle numbers and registration with a locality plan showing parking allocation. A copy of the letter drop given to residents informing them of filming shall be submitted to Council along with a copy of the public liability insurance.
3. Council's fees and charges for filming are as follows:
 - Footpath usage **\$55.20** per square metre
 - Road Carriageway usage **\$107** per square metre

Classification	No. of Vehicles (including wagons & trailers)	Application Fee
Low	Up to 4 vehicles	\$150
Medium	Up to 10 vehicles	\$300
High	More than 10 vehicles	\$500

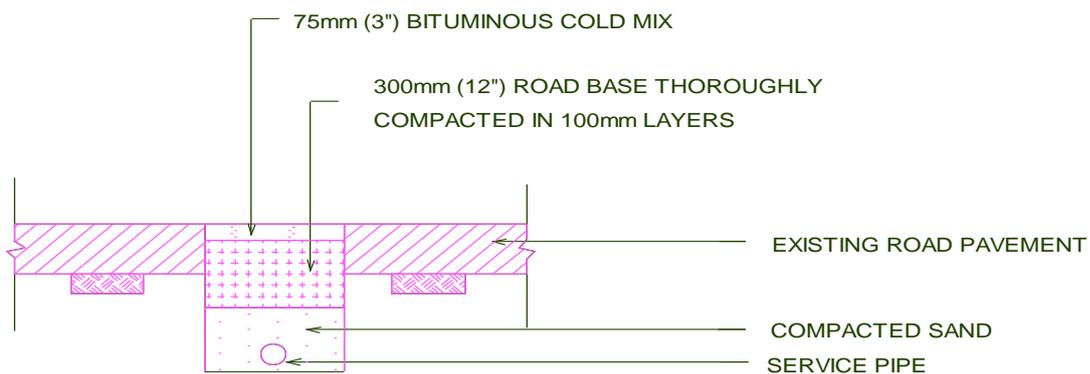
4. All applications shall be submitted to info@ashfield.nsw.gov.au .



CODE FOR BACKFILLING OF TRENCHES



FOOTPATH



ROADWAY

NOTES

1. All excavated material is to be removed from the site.
2. Excavated material is not to be used for backfilling the trench unless it is of a granular type which has been approved by Council's Engineer.
3. The sand for backfilling is to be provided by the permit holder and is to be thoroughly damped down to ensure the sand is fully compacted.
4. The road base is to be placed and thoroughly compacted in layers of 100mm.
5. Should the backfilling of the trench not be carried out in accordance with this code, the permit holder will be liable for any extra costs incurred by the Council in rectifying the work.
6. Should the trench subside at a future date due to unsatisfactory backfill, the permit holder will be liable for the cost of the rectification work required.



Filming and Photography - ADDITIONAL DETAILS

Name of Production:

Production summary/synopsis/script

Type of Production (please tick appropriate box):

- | | | |
|---------------------------------------------------|---------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Feature | <input type="checkbox"/> TV Drama | <input type="checkbox"/> Documentary |
| <input type="checkbox"/> TV Commercial | <input type="checkbox"/> Corporate Video | <input type="checkbox"/> Short Film |
| <input type="checkbox"/> Music Video | <input type="checkbox"/> Student Film | <input type="checkbox"/> Children’s Production |
| <input type="checkbox"/> Children’s Production | <input type="checkbox"/> Infotainment/Travel Show | <input type="checkbox"/> Reality TV |
| <input type="checkbox"/> Stills shoot/photography | <input type="checkbox"/> other (please specify | |

Please tick (✓) if your shoot involves any of the following and ensure details are attached;

- | | |
|---------------------------------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Temporary traffic control | <input type="checkbox"/> Street dressing |
| <input type="checkbox"/> Reconstruction of crime/emergency | <input type="checkbox"/> Road closure |
| <input type="checkbox"/> Cherry pickers/lighting | |
| <input type="checkbox"/> Cast dressed as police/emergency towers services | |
| <input type="checkbox"/> Low loaders | <input type="checkbox"/> Camera crane |
| <input type="checkbox"/> Car chases/driving sequences | <input type="checkbox"/> Camera track |
| <input type="checkbox"/> Crowd control/security | <input type="checkbox"/> Stunts |
| <input type="checkbox"/> Generator | <input type="checkbox"/> Firearms/gunfire |
| <input type="checkbox"/> Temporary structures | <input type="checkbox"/> Children |
| <input type="checkbox"/> Smoke effects | <input type="checkbox"/> Scaffolding |
| <input type="checkbox"/> Animals | <input type="checkbox"/> Fire effects |
| <input type="checkbox"/> Playback | <input type="checkbox"/> SFX (Special Effects) |
| <input type="checkbox"/> Other | |

Lodging the Application

You can lodge the completed application form and supporting documents:

- By email:** info@ashfield.nsw.gov.au
By fax: (02) 9716 1911
In person: Customer Service Centre, 260 Liverpool Road, ASHFIELD NSW 2131
8.30am – 5pm, Monday to Friday
Mail: PO Box 1145
ASHFIELD NSW 1800
DX 21221