



2024-25 ANNUAL GENERAL MEETING (AGM) - AGENDA

DATE:	Monday, 22 September
TIME:	5:30pm-7:30pm
VENUE:	Highgate Playgroup, 66 Harold St, Mount Lawley WA 6050 Or online via Teams HERE
Chair	Rosie Paul

ITEM #:	ITEM:	PRESENTED BY:	NOTES:
1.	<u>Meeting Opening</u>		
1.1	<i>Welcome and Apologies</i>	Rosie Paul	<i>Verbal</i>
1.2	<i>Declaration of Interest</i>	Rosie Paul	<i>Verbal</i>
1.3	<i>Minutes from Previous Meeting: Held on <u>4 August 2025</u></i>	Rosie Paul	<i>Attached</i>
1.4	<i>Business Arising from Previous Meetings</i>	Rosie Paul	<i>Attached</i>
1.5	<i>2024-25 Chair Report</i>	Rosie Paul	<i>Attached</i>
2.	<u>Matters for Decision</u>		
2.1	<i>2024-25 Treasurer's Report</i>	Michael Christiansen	<i>Attached</i>
2.2	<i>2025-26 Budget</i>	Michael Christiansen	<i>Attached</i>
2.3	<i>2025-26 Committee Nominations</i>	Rosie Paul	<i>Verbal</i>
2.4	<i>2026 Fee Schedule</i>	Rosie Paul	<i>Attached</i>
2.5	<i>New Playgroup Mural Proposal</i>	Rosie Paul	<i>Attached</i>
2.6	<i>Trampoline at Playgroup</i>	Rosie Paul	<i>Verbal</i>
2.7	<i>Additional Cleaning Services</i>	Rosie Paul	<i>Verbal</i>
2.8	<i>Outside Play Area & Playground</i>	Rosie Paul / Yuki Higashi	<i>Verbal</i>
3.	<u>Matters for Noting</u>		
3.1	<i>Enrolments Update</i>	Mona Humphreys	<i>Verbal</i>
3.2	<i>Purchases Update</i>	Momoko Seki	<i>Verbal</i>
3.3	<i>Party Hire Update</i>	Monika Mečević	<i>Verbal</i>
3.4	<i>Events Update</i>	Viola Poppe	<i>Verbal</i>
3.5	<i>Marketing Update</i>	Dhyana Ishibashi	<i>Verbal</i>
3.6	<i>Halloween Activity</i>	Yuki Higashi	<i>Verbal</i>
4.	<u>General Business</u>	ALL	<i>Verbal</i>

MEETING PAPERS

MEETING:	Highgate Playgroup AGM
MEETING DATE:	22 September 2025
ACTION:	Matters for Decision
PREPARED BY:	Rosie Paul (RP)
ITEM:	1.4 - Business Arising from Previous Meetings

ACTION LIST FROM MEETING HELD 11 AUGUST 2025					
Item	Action	Date Raised	Responsible	Original Date Due	Revised Due Date
A.	Grant opportunities to be explored	5/2/24	MM	11 MAR	STANDING UNTIL COMPLETE
B.	Playgroup sponsorship options.	11/3/24	MM	8 APR	STANDING UNTIL COMPLETE
C.	Develop new member information pack.	7/9/24	RP	30 NOV	22 SEP
D.	Remove leaving Committee members from accounts.	10/2/25	RP/MC	10 MAR	22 SEP
E.	Book Committee catch-up	10/2/25	RP	10 MAR	22 SEP
F.	Run a like, follow, share competition on social media to win the toy box.	14/4/25	DI	19 MAY	22 SEP
G.	Project manage flooring repairs.	19/5/25	MC	1 JAN	
H.	Update ABN details.	19/5/25	RP	16 JUN	22 SEP
I.	Update Associations Online account.	19/5/25	RP	16 JUN	22 SEP
J.	Committee member call-out.	16/6/25	RP	7 JUL	22 SEP
K.	Artwork drying option presented.	7/7/25	MH	4 AUG	OCT
L.	Group reps advised of new lockbox code.	7/7/25	RP	8 JUL	
M.	Create additional term deposits for Highgate Playgroup.	7/7/25	RP	7 AUG	

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N.	Sunflower artist quote.	7/7/25	VP	4 AUG	
O.	Schedule AGM for members.	11/8/25	RP	22/9/25	
P.	Add 'Would you like to join the Committee' on member form.	11/8/25	RP	22/9/25	
Q.	Repair vacuum cleaner.	11/8/25	MC	22/9/25	
R.	Coordinate meeting with City of Vincent and MC.	11/8/25	RP	22/9/25	

MEETING PAPERS

MEETING:	Highgate Playgroup AGM
MEETING DATE:	22 September 2025
PREPARED BY:	Rosie Paul (RP)
ITEM:	1.5 – 2024-25 Chair Report

2024-25 Chair Report

What a bumper year 2024-25 has been for Highgate Playgroup!

A quick update on Committee movements - during this financial year, we said goodbye to our wonderful enrolment and purchasing team Yumiko Tokiwa, Shuri Mitteregger and Hiroe Yoshioka as well as our co-treasurer Ivy Huang – I would like to thank them for the tireless work and effort they put in to making Highgate Playgroup such a wonderful place while they were in the roles! We also welcomed some wonderful new faces with Mona Humphreys joining as enrolment officer, Dhyana Ishibashi as marketing officer and Momoko Seki as purchasing officer who are both doing an incredible job as part of the team. Remaining by my side on the Committee this year has been our incredible Treasurer, Mike Christiansen, Secretary, Viola Poppe, and Party Hire Coordinator, Monika Mecivic. This dedicated team has been the absolute foundation of Highgate Playgroup and are the reason why Highgate Playgroup is such a beautiful, welcoming space. On behalf of all our members, I want to thank the Committee for their continued hard work and commitment.

I'm pleased to report that our membership has grown by 8.5%, reaching 89 members for the 2024-25 year (including committee members). Our party hire service also experienced significant growth, generating \$16,050 in revenue this financial year, which has greatly supported our operating costs. Looking ahead to the 2025-26 financial year, we aim to continue this upward trend in both membership and party hire by focusing on marketing and promoting Highgate Playgroup and its facilities.

Our member events, under the guidance of Viola Poppe, have continued to be a major drawcard for our playgroup. In 2024-25, we hosted a wide range of successful events including:

- Magic Dale;
- Swan Valley Cuddly Animal Farm;
- End of Year Christmas Party;
- Made to Be Mess;
- Children's First Aid Course (thank you to Royal Lifesaving WA in providing this training free of charge to our members);
- Rock 'n' Toddle; and
- Dancing Notes

We plan to continue hosting bi-monthly events throughout the 2025-26 year to keep our members engaged and connected.

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In 2024-25 we were very grateful to receive an election commitment from Mr Frank Paolino, Member for Mount Lawley, to repair the flooring at the playgroup, and thank him for his continued support. We will be looking to conduct these flooring repairs in 2025-26.

For 2025-26, along with the flooring repairs, we will also be looking to improve the vibrancy and visibility of the outside of our playgroup with an outside mural and updates to the outdoor play area. We will also be looking to increase our marketing activity and strengthen our relationships with local community groups, organisations and business to ensure continual connection and support of Highgate Playgroup. I encourage all members to reach out to the Committee with any suggestions or improvements they would like to see for the coming year.

Highgate Playgroup continues to be such a joyful, warm space for me to grow and develop my skills as a parent, surrounded by a supportive community. It has been invaluable to have a safe and welcoming place to connect with other parents, share experiences, and watch our children grow and learn together. My son, who has just turned two, has been attending since he was just four months old, and it has been so wonderful to see his development through play and interaction with other children. My hope for Highgate Playgroup is that we continue to grow our membership so that more parents can benefit from the support and joy that playgroup provides.

Thank you, once again, to our committee for their hard work, to our members for their ongoing support, and to our local community for embracing Highgate Playgroup as a valued part of family life in Mount Lawley.

A handwritten signature in black ink, appearing to read "Rosie Paul", with a long horizontal line extending to the right.

Rosie Paul

Chair, Highgate Playgroup

MEETING PAPERS

MEETING:	Highgate Playgroup AGM
MEETING DATE:	22 September 2025
PREPARED BY:	Michael Christiansen (MC)
ITEM:	2.1 – 2024-25 Treasurers

Highgate Forrest Park Playgroup Inc

2025 Treasurer's Report

I am pleased to present the 2025 Treasurer's Report to the members of the Highgate Forrest Park Playgroup Inc (**Playgroup**). The Playgroup is a community based not for profit playgroup whose objective is to provide opportunities for children to learn through play and develop social, emotional, physical and cognitive skills in a safe, nurturing and stimulating environment.

The Treasurer's role is to manage the Playgroup's income and expenses and to track the Playgroup's progress against a budget set by the Playgroup's committee (**Committee**). This includes being able to explain any differences against the budget and monitor any upcoming financial decisions. The Treasurer also manages the Playgroup's bank account, with a second Committee member (usually the Chair) reviewing and providing authorizations on any payments.

1. Income statement for the 2024 - 2025 Financial Year (FY24/25)

Highgate Playgroup reports overall Profit of \$7,673.48 between the 1 July 2024 and 30 June 2025. This is a better result than expected when compared to the budget set and approved by the 2024 Playgroup Committee which forecasted a deficit of \$4,450.00 for FY24/25. (see Attachment 1)

An extremely good result with net difference of \$12,373.48 between budgeted and actual, likewise when compared to a losses of \$1,089.82 in the 2023-2024 and \$6,000.65 in the 2022-2023 financial year's it reflects our committee's diligent financial management throughout the year and commitment to making The Highgate Playgroup successful into the future.

It is noted that:

- **Income:** Total income was \$28,210.00 which is \$10,210.00 more than the budgeted income of \$18,000.50.
 - Revenue from membership fees for FY 24/25 totalled \$11,860.00 providing an additional income of \$902.50 above budget also healthy increase from last year's \$10,970.00.
 - Cashflow from party hire was \$16,050.00 which was \$10,050.00 above budget expectations. A very healthy increase from \$5,080 as reported in FY23/24 and \$1,740.00 as reported in FY22/23.
 - We received 1 Donation of \$300. No fundraising revenue was obtained, and no community grants were received.

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- **Expenses:** Total expenses were \$20,286.52 which was \$2,163.48 less than the budgeted expenses of \$22,450.00. However, it's important to note that with increased memberships and bookings of party hires that our operating costs would generally increase. Likewise, Australia is still dealing with cost-of-living increases our playgroup is not immune from. Thus, our costs have increased by \$3,146.70 from the \$17,139.82 spent in FY23/24.

The underspend was predominantly associated with:

- Savings on cleaning costs by having a busy bee.
- We purchased soft play equipment rather than hiring it for the Christmas party.
- PGWA changed the way insurance was charged to us at the start of the 2025 calendar year and members now pay PGWA directly. Thus, saving us > \$1,865.00 from the budget.
- We didn't need to pay for gutter cleaning or COV maintenance this year.

Increased expenditure predominantly included:

- Operational expenses like supplies and stripe fees have increased mostly due to having more members and transactions.
- COV water rates increased substantially.
- Approved purchasing of some toys and books in the previous financial year did not get realized until this year.

2. Balance Sheet

Total equity in the balance sheet as of 30th June 2025 is \$48,592.76. Which includes holding 13 bonds of \$250 each for future party hire reservations. (Total \$3250) and prepaid deposits of \$184.75 for prebooked member events to be held in FY 25/26.

Overall, the Playgroup continues to hold a strong financial position after another productive and successful financial year. Having again increased our enrolment numbers and income generated from party hire, meanwhile also keeping our overall outgoing expenses well within the allocated budget. This combined has changed our forecasted deficit for FY24/25 into profit equating to a positive net cashflow variance of \$12373.48 above budget.

Despite the generous revenue and resulting net equity position, Highgate Forrest Park Playgroup Inc is still comfortably within the tier 1 band of the *Associations Incorporation Act 2015* (WA) (being less than \$250,000 revenue) which means that it does not require independent auditing. However, the Playgroup is a not for profit so it noted that legally any income must be used to promote the objects and purposes of the association.

With that in mind, the budget for 2025/2026 Financial Year (see Attachment 2) has been adjusted to budget for:

1. Building and maintenance costs increased by \$30000.

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Forrest Park, 66 Harold Street, Highgate WA

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MEETING PAPERS

- \$25000 to allow for the floor replacement of which \$20000 will come from a grant Supported by the Department of Communities and \$5000 as a contingency for unexpected, related costs as approved by our committee.
 - \$4000 to allow for the painting of a mural on the exterior walls of playgroup, which we are hoping to secure a grant to cover up to half or \$2000 of this cost under the COV Mural co-funding program.
 - \$1000 for anticipated increased costs due to more use of the premises as we gain popularity.
2. Cleaning budget has been increased to \$6500 to allow for more regular cleaning due to demand.
 3. Marketing increased to \$1500 allowing for including professional photography and advertising (\$1000).
 4. Digital & Website Maintenance budget increased by \$300 to allow for the inclusion of "Elementor".
 5. Meeting catering has been increased by \$100 to allow for more in-person committee meetings.
 6. Member events budget has been increased to \$3000 to allow for additional inclusion of families and our increased membership numbers by allowing us to run additional and bigger events.
 7. Budget for Emergency services levy has been reduced to \$500 as we have paid back the deficit owed from previous financial years.
 8. Other minor general increases for inflation and additional usage as we become more popular include things like Electricity, Water, Rates, Insurance, Stripe fees, Food, Consumables and Craft Supplies.
 9. Due to the increased popularity of playgroup, we are also budgeting for increased refunds under exceptional circumstances related to both party hire and enrolments.
 10. We have added back into the budget \$350 to allow for appreciation committee gifts to thank the current team and help with retention of future volunteers.
 11. Income generated from party hire we are hoping to increase further through advertising and increasing rates. However, we are budgeting \$17000 in line with the performance of the past financial year.
 12. Income from enrolments has been increased to \$10920 to reflect current membership figures.

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13. We Have already received a grant of \$20000 to replace the playgroups flooring and anticipate another \$2000 towards the mural. Any other grants would also be very welcome.

This presented the FY25/26 budget represents an overall deficit of -\$7030. However, this does include \$2000 out of pocket for the mural and a contingency of \$5000 out of pocket for the flooring replacement and the additional \$2000 allocation for party hire refunds under exceptional circumstances. Considering the Playgroup has an overall comfortable positive net equity position, this is a reasonable position to be in and we look forward to presenting members with an exciting program of events in the 2026 membership year whilst at the same time continuing to pursue diligent financial management.

Michael Christiansen - Co-Treasurer

12 September 2025

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EOFY Report 2024 / 2025 Financial Year

Cash at Bank		1/07/2024	40,669.28	Start of year
Current Bank		31/06/2025	48,592.76	End of Year
Expenses				
Item No.	Description	Budgeted	Actual	Variance
1	Administration Expenses			
1.1	Building Maintenance - General	\$ (1,000.00)	\$ (400.00)	\$ 600.00
1.2	Cleaning Contractor	\$ (4,000.00)	\$ (2,520.00)	\$ 1,480.00
1.3	Marketing	\$ (500.00)	\$ (445.50)	\$ 54.50
1.4	PO Box Rental	\$ (300.00)	\$ (315.00)	\$ (15.00)
1.5	Purchases - Furniture & Equipment	\$ (700.00)	\$ (535.50)	\$ 164.50
1.6	Purchases - Toys & Books	\$ (500.00)	\$ (667.68)	\$ (167.68)
1.7	Digital & Website Maintenance	\$ (600.00)	\$ (875.05)	\$ (275.05)
2	Events			
2.1	Christmas Party	\$ (3,000.00)	\$ (1,966.69)	\$ 1,033.31
2.2	Meeting Catering	\$ (200.00)	\$ (38.46)	\$ 161.54
2.3	Member Events	\$ (2,000.00)	\$ (2,013.75)	\$ (13.75)
3	City of Vincent Payments			
3.1	CoV Electricity	\$ (600.00)	\$ (573.54)	\$ 26.46
3.2	CoV Emergency Services Levy	\$ (1,450.00)	\$ (1,389.41)	\$ 60.59
3.3	CoV Lease Annual Fee	\$ (600.00)	\$ (589.04)	\$ 10.96
3.4	CoV Maintenance	\$ (300.00)	\$ -	\$ 300.00
3.5	CoV Water Rates	\$ (1,350.00)	\$ (1,923.14)	\$ (573.14)
4	Insurance			
4.1	Party Hire Insurance - FinSure	\$ (800.00)	\$ (790.00)	\$ 10.00
4.2	PGWA Insurance	\$ (2,500.00)	\$ (635.00)	\$ 1,865.00
5	Operational			
5.1	Stripe Fees	\$ (600.00)	\$ (774.50)	\$ (174.50)
5.2	Purchases - Food and Consumables	\$ (500.00)	\$ (610.54)	\$ (110.54)
5.3	Purchases - Craft Supplies	\$ (650.00)	\$ (592.18)	\$ 57.82
6	Refunds			
6.1	Enrolment Refunds	\$ (300.00)	\$ (854.54)	\$ (554.54)
6.2	Party Hire Refunds (Not Bonds)	\$ -	\$ (1,777.00)	\$ (1,777.00)
7	Other			
7.1				
Total Expenses:		\$ (22,450.00)	\$ (20,286.52)	\$ 2,163.48
Income				
Item No.	Description	Budgeted	Actual	Variance
A	Bank Interest	\$ 1,000.00	\$ -	\$ (1,000.00)
B	Enrolments	\$ 11,000.00	\$ 11,860.00	\$ 860.00
C	Fundraising Income	\$ -	\$ -	\$ -
D	Party Hire	\$ 6,000.00	\$ 16,050.00	\$ 10,050.00
E	Income Other, Gifts and Donations	\$ -	\$ 300.00	\$ 300.00
Total Income		\$ 18,000.00	\$ 28,210.00	\$ 10,210.00
Net Profit / Loss		-\$ 4,450.00	\$ 7,923.48	\$ 12,373.48
Cash reserves change			\$ 7,923.48	
Current Liabilities				
Party Hire Bonds currently held		13	\$ 3,250.00	
Party hire bonds from previous financial year		-12	\$ (3,000.00)	
Net Bonds			\$ 250.00	
Grand Total			\$ 7,673.48	

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MEETING:	Highgate Playgroup AGM
MEETING DATE:	22 September 2025
PREPARED BY:	Michael Christiansen (MC)
ITEM:	2.2 – 2025-26 Budget

Budget 2025 / 2026 Financial Year

Expenses		
Item No.	Description	FY25/26 Budget
1	Administration Expenses	
1.1	Building Maintenance - General	\$ (31,000.00)
1.2	Cleaning Contractor	\$ (6,500.00)
1.3	Marketing	\$ (1,500.00)
1.4	PO Box Rental	\$ (350.00)
1.5	Purchases - Furniture & Equipment	\$ (700.00)
1.6	Purchases - Toys & Books	\$ (500.00)
1.7	Digital & Website Maintenance	\$ (900.00)
2	Events	
2.1	Christmas Party	\$ (3,000.00)
2.2	Meeting Catering	\$ (300.00)
2.3	Member Events	\$ (3,000.00)
3	City of Vincent Payments	
3.1	CoV Electricity	\$ (650.00)
3.2	CoV Emergency Services Levy	\$ (500.00)
3.3	CoV Lease Annual Fee	\$ (600.00)
3.4	CoV Maintenance	\$ (300.00)
3.5	CoV Water Rates	\$ (2,100.00)
4	Insurance	
4.1	Party Hire Insurance - FinSure	\$ (850.00)
4.2	PGWA Insurance	\$ -
5	Operational	
5.1	Stripe Fees	\$ (850.00)
5.2	Purchases - Food and Consumables	\$ (800.00)
5.3	Purchases - Craft Supplies	\$ (700.00)
5.4	Purchases - EOY Committee Gifts	\$ (350.00)
6	Refunds	
6.1	Enrolment Refunds	\$ (500.00)
6.2	Party Hire Refunds (Not Bonds)	\$ (2,000.00)
Total Expenses:		\$ (57,950.00)

Income		
Item No.	Description	
A	Bank Interest	\$ 1,000.00
B	Enrolments	\$ 10,920.00
C	Fundraising Income	\$ -
D	Gifts and Donations.	\$ 22,000.00
E	Party Hire	\$ 17,000.00
Total Income		\$ 50,920.00

Projected Loss	-\$ 7,030.00
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MEETING:	Highgate Playgroup AGM
MEETING DATE:	22 September 2025
ACTION:	Matters for Decision
PREPARED BY:	Rosie Paul (RP)
ITEM:	2.4 - 2026 Fee Schedule

Purpose

To confirm the Highgate Playgroup fee schedule for the 2026 calendar year.

Background

Highgate Playgroup is a non-profit which relies on fees received from memberships and party hire to operate. The fees cover the continual purchasing of new toys and equipment, utilities, amenities and consumable supplies and cleaning. These expenses have been increasing due to CPI as well as the current cost of living crisis.

The fees for the last three years have been as follows:

Fee	2025	2024	2023
1st Quarter (Jan-Mar) Annual Membership Fee	\$145	\$145	\$145
2nd Quarter (Apr-Jun) Annual Membership Fee	\$115	\$115	\$108.75
3rd Quarter (Jul-Sep) Annual Membership Fee	\$75	\$75	\$72.50
4th Quarter (Oct-Dec) Annual Membership Fee	\$35	\$35	\$36.25
Member Party Hire	\$150	\$100	\$100
Non-Member Party Hire	\$250	\$200	\$150

It is also compulsory for all members to be members of Playgroup WA. The fee for membership to Playgroup WA is determined by the Playgroup WA board in November annually. This fee will be passed on to members when they sign-up for Highgate Playgroup membership.

We want to continue to encourage the growth of membership to Highgate Playgroup as well as make the membership fee as accessible as possible to members in the community but also ensure expenses are appropriately accommodated.

Recommendation

It is therefore recommended that, to ensure membership remains as accessible as possible, Highgate Playgroup membership fees for the 2026 calendar year will only increase by \$5.

Please note, we have reverted term one to a standard price structure (with each term decreasing by \$40) so it is now \$10 more expensive. However, we have also proposed an increase of \$10 (up to \$30 for the early bird discount) to counteract this increase for returning members.

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To recognise the commitment of our group representatives and to encourage future group session creations, we have also proposed the introduction of a 30% discount off Highgate Playgroup member fees for the group representative looking after each session (15% discount if there are two group representatives looking after a session).

Additional child or attending an additional session is proposed to be \$25. Please note, the 'unlimited session' option has been removed due to multiple sessions exceeding capacity and new closed sessions.

2026 Membership Fees

Fee Type	Cost
Membership (excluding Playgroup WA fees)	
1st Quarter (Jan-Mar) Annual Membership Fee	\$160
2nd Quarter (Apr-Jun) Annual Membership Fee	\$120
3rd Quarter (Jul-Sep) Annual Membership Fee	\$80
4th Quarter (Oct-Dec) Annual Membership Fee	\$40
Early Bird	
Early Bird Discount (if purchased prior to 31 January 2025)	-\$30
Committee Membership (excluding Playgroup WA fees)	
Annual Membership Fee – HFPP Committee	\$0
Group Representative Discount (excluding Playgroup WA fees)	
One group representative per session	30% discount
Two group representatives per session	15% discount each
Additional Membership Options	
Extra Child (per child)	\$25
Extra Session	\$25

Note: Committee members are not required to pay Highgate Playgroup fees in recognition of their volunteer service but are still required to pay the annual Playgroup WA fees.

To accommodate the increase in expenses to the playgroup, it is recommended that the party hire fee increases by \$50 per booking for both members and non-members.

2026 Party Hire Fees (\$50 increase)

Fee Type	Cost
Party Hire – Member	\$200
Party Hire – Non-Member	\$300

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Party Hire – Bond	\$300
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Note: Committee members receive one complimentary party hire booking per calendar year.

Action

For members to confirm the fee schedule for the 2026 calendar year.

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MEETING:	Highgate Playgroup AGM
MEETING DATE:	22 September 2025
ACTION:	Matters for Decision
PREPARED BY:	Rosie Paul (RP)
ITEM:	2.5 - New Playgroup Mural Proposal

Purpose

To confirm the preferred quote for the Highgate Playgroup outer-wall mural.

Background

The Highgate Playgroup Committee has received comments that Highgate Playgroup is difficult to find, and many are unaware that the facility exists. The Committee has increased marketing across social media, printed posters around the community and has also purchased signage to increase visibility in Forest Park.

The Committee has proposed that a mural on the outside of the building could help increase visibility to those walking around playgroup but will also help playgroup stand out in promotional material. A mural on the outside of the building could also help encourage outside play and bring more vibrancy/fun to the area. City of Vincent is currently offering a grant program which, if successful in the application, will fund 50% of the mural costs.

The Committee reached out to 4 local artists recommended by the City of Vincent. All artists were informed of the area that required quoting, that we would be hoping to paint in November, that we would be looking to secure City of Vincent funding support and that we would like to also have the mural tie-in to the mural artwork already on the inside of playgroup as well as to ensure the artwork will still suit the historic nature of the Croquet Club precinct.

The quoted prices are as follows:

- Darren Hutchens - \$4,004 (inc. GST) - full quotation provided and attached



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- Tessa Dorotich - \$5,000-\$7,000 – email attached for reference



- Marisa Santosa – did not provide final quote
- Kardy Kreations – no response

Recommendation

Based on the provided quote and closeness of style to this internal Melski mural, that the members approve Darren Hutchens mural quote and apply for City of Vincent funding support, approving a budget of \$2,000 for an outside mural.

Action

For members to confirm the mural artist and budget for the outer-wall mural.

DARREN HUTCHENS ARTIST

ABN: 91 157 043 476

web: <http://www.darrenhutchens.com>social: <https://www.instagram.com/darrenhutchensart/> - <https://www.facebook.com/darrenhutchensartist/>

QUOTATION

Date: Tuesday August 19th, 2025
To: Rosie Paul, Highgate Playgroup Chair.
Job: Mural treatment of external walls of Highgate Playgroup (see images).
Scope: Design and paint a mural to front and side walls of Highgate Playgroup.

Artist will :

- *Consult and liaise with client.*
- *Develop an engaging design and colour scheme for mural for client approval.*
- *Purchase all paints, materials and equipment required for installation.*
- *Prepare surface for painting (previously painted walls - undercoat required).*
- *Instal and complete artwork in a safe, timely and professional manner.*

Client will :

- *Consult and liaise with artist.*
- *Support artist in approving design, providing feedback, etc.*
- *Arrange for surface preparation of damaged areas of walls by City of Vincent.*
- *Arrange for easy access to site (car parking, after hours access if required)*
- *Ensure prompt payment of invoices including deposit for project to commence.*

Area: Artwork area approx. 25+ square metres, based upon supplied dimensions.

Theme: "Play/fun" theme to be explored. Client to provide a design brief, and has already supplied some images of the internal Melski mural for consideration.

Colours: Artist will develop an effective colour palette upon site visit and consideration of surroundings, the desired feel of the work, and so on (eg. colours of plants, tree blossoms, external finishes, natural light and shade, etc).

Approach: My general approach to design involves the reduction of mural elements to simple shapes, use of flat colour and minimal linework/detail where required. Smaller budgets require me to be smart with design and colour, so anything that can assist the process of maximising visual impact whilst reducing time/effort required for installation will be explored. For example, broad areas of flat colour can fill and transform the space, with artwork placed in key focal points to add visual interest and stimulate viewer engagement. Work must appeal to small kids at their eye level, as well as across the distance to the street and potential new playgroup members.

Location: Approximate dimensions of walls, as supplied.



Front entrance area



Side area

Area: Suggested possible areas for mural treatment.



****NB: Colours indicate artwork area only, and are NOT indicative of proposed colour scheme.***



Breakdown: Artists services, materials and expenses.

Description	Details	Quantity	Unit Price	Cost
Artist services	Consultation <ul style="list-style-type: none"> • Liaising with client • Planning of project & design approach • All admin and communications 	1	\$ 240.00	\$ 240.00
	Design - Concepts <ul style="list-style-type: none"> • Supply of initial "response to brief" concept sketches for client feedback 	1	\$ 360.00	\$ 360.00
	Design - Final <ul style="list-style-type: none"> • Supply of final design and colour scheme for client approval 	1	\$ 640.00	\$ 640.00
	Installation <ul style="list-style-type: none"> • Painting of murals to specified locations over an estimated 4 days 	1	\$ 2,000.00	\$ 2,000.00
Materials	<ul style="list-style-type: none"> • All paint, brushes, roller covers, sundry items and expenses 	1	\$ 400.00	\$ 400.00
			Subtotal	\$ 3,640.00
		GST	10.00%	\$ 364.00
			Total	\$ 4,004.00

Conditions: Artist requests client to meet the following conditions for a successful project:

- *Once project has been approved, deposit of one third of total on receipt of an invoice from the artist, for work to commence.*
- *Preparation of damaged wall to be carried out by City of Vincent prior to instal period.*
- *Access for artist vehicle (as near as possible).*
- *Access to areas clear of all obstacles.*
- *Reschedule project if weather conditions are unsuitable for painting on the nominated dates.*

Prequalification: Artist maintains the following:

- *Public & Product Liability Insurance to \$20M*
- *Personal Accident Insurance to \$20M*
- *Motor Vehicle Insurance*
- *Police Clearances and Working with Children Check*
- *Own ABN*

Copies of all documentation available on request.

Thank you Rosie, for the opportunity to provide a preliminary costing for this project.

Please let me know if you wish to discuss any of the above details.

Sincerely,



Darren Hutchens



19.08.2025

For further examples of my mural work, please visit: <http://www.darrenhutchens.com>



Subject: Re: Mural enquiry - Highgate Playgroup
Date: Thursday, 7 August 2025 at 8:46:32 am Australian Western Standard Time
From: Tessa Dorotich
To: Rosie Paul | Highgate Playgroup

Hi Rosie,

Super exciting to hear you are working with the City of Vincent, they are an awesome team.

Re: budget- it might be easier for me to work to the constraints that you have. My quote will depend on the level of detail I apply to this artwork, and I can design with a certain budget in mind and use open space in a creative way to minimise high- detail areas whilst still feeling as though the mural is busy and full.

The minimum budget I can work to for this project is \$5,000, but if you had a little bit more wiggle room, my ideal quote would be \$7,000. With this in mind, I would be happy to chat further about your needs and limits here. Creating an artwork for a playgroup really falls into my artistic interests and artwork style and I would be more than happy to see what we can do to get this over the line.

Love that Melski work too, she is a gem.

Please feel free to buzz me on  if you'd like to chat further.

Kind regards,

Tessa

On Sun, Aug 3, 2025 at 4:55PM Rosie Paul | Highgate Playgroup
<admin@highgateplaygroup.org.au> wrote:

Hi Tessa,

Thanks so much for getting back to me!

I have attached photos of the building for your reference. This building is owned by the City of Vincent who can assist with any repairs/preparation for the walls (you'll see one photo where the wall needs to be patched up before painting can commence).

Dimensions are a little bit tricky as there are a lot of corners and windows but, as a guide (thanks to the apple measuring tool). the front of the building is around 2.5m high. The sliding door wall is around 6m wide, and the side walls are around 3m. The section around the side of the building (which looks out onto the Forrest Park Croquet Club) is around 3m high.

We were aiming for the completion of the mural to be mid-November but are flexible with timing.

We're applying for the City of Vincents co-funding program to help us fund the project. The funding application does come with some guidelines which I've attached for your reference (we have discussed with the City of Vincent and they are planning to do this funding scheme again later this month).

We haven't allocated a budget to this project yet, but I would note we are a small volunteer community group - unfortunately, the budget available would be minimal. We are reaching out to a few artists for quotes at the moment to get a budget locked in. As an FYI, you came highly recommended from the City of Vincent team!

In terms of style, we would love for the mural to work harmoniously with the mural we already have internally at playgroup (attached for reference). Our location is right next to a public playground but also the [Forrest Park Croquet Club](#). We would love for the work to encourage play and fun but also make sure it doesn't juxtapose the historic croquet club which has been around for over 100 years.

Let me know if you have any other questions and I look forward to hearing from you 😊

Thanks,

Rosie Paul

Highgate Playgroup Chair



Highgate Playgroup acknowledges the Traditional Owners of the land on which we play and work, the Whadjuk people of the Noongar nation. We pay our respects to Elders past and present.

Please note, Highgate Playgroup is governed by a group of volunteer families. We appreciate your patience and understanding regarding response times.

From: Tessa Dorotich <tessadorotich@gmail.com>

Sent: 27 July 2025 15:28

To: Rosie Paul | Highgate Playgroup <admin@highgateplaygroup.org.au>

Subject: Mural enquiry - Highgate Playgroup

Hi Rosie,

Thank you so much for reaching out in regards to a mural for Highgate Playgroup.

I would love to quote you on this one. This timeline is great for me, as I'm fully booked

until Late October.

Can you please flick me an image of the wall you'd like painted along with rough measurements? I live just around the corner so if it's easier for you, I am happy to pop by on my way home from work this week any day from about 4:30? Let me know.

I have attached my updated portfolio and CV for your perusal in the meantime.

Kind regards,

Tessa Dorotich
0499 883 584