



Succeeding
Together

VICTORIA PARK LIBRARY & SUSSEX STREET COMMUNITY LAW SERVICE

BUILDING CONDITION ASSESSMENT & STRATEGIC ASSET REVIEW



DRAFT

April 2019

18-033



TOWN OF
VICTORIA PARK

Distribution and Revision History

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Limitations of this Report

This document has been prepared for use by the Town of Victoria Park in accordance with the agreement between the Town of Victoria Park and NS Advisory Pty Ltd. This agreement includes constraints on the scope, budget and time available for the services. The consulting services and this document have been completed with the degree of skill, care and diligence normally exercised by members of the building condition assessment profession performing services of a similar nature.

NS Advisory Pty Ltd derived the data in this report primarily from client provided information, data collected from our site inspection, SPM Asset Software and other information available to NS Advisory Pty Ltd, at the time of the report. Given the level of information available, the financial aspects of this report could be considered as high level, order of magnitude, estimates only. The passage of time, manifestation of latent conditions or impacts of future events may require further exploration at the site and subsequent data analysis, and re-evaluation of the findings, observations and conclusions expressed in this report.

We believe the information and advice provided to be correct as at the time of survey. This document has not been prepared for use by parties other than the Town of Victoria Park. It may not contain sufficient information for the purposes of other parties or for other uses.

Where appropriate, NS Advisory Pty Ltd have provided estimates to rectify PQS and building maintenance defects throughout the asset. We recommend the Town of Victoria Park satisfies themselves in this regard through a qualified building inspection report and quote, if considered necessary.

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Glossary

Asset Management Plan: The AMP is a report that summarises the end outcomes of the asset planning process. It documents the current and projected asset status and considers options to achieve strategic objectives through using asset solutions.

Asset Register: A record of asset information including some or all of; inventory, historical, service, financial, condition, construction, technical and financial information about each asset.

Base Life: The physical life of a building component expected considering its local environment. The life is measured from time of installation to time of its anticipated replacement, renewal or disposal.

Capital Expenditure (Capex): Expenditure used to create new assets (through addition or renewal) or to increase the capacity of existing assets beyond their original design capacity or potential. Capex increases the value of asset stock.

Component: The specific asset at the lowest level of detail, i.e. solid door, aluminium window, etc. Components are broken down into three categories; Component Group, Component Type and Component.

Component Group: High level categorisation of a component, i.e. Exterior & Sundries, External Fabric, Mechanical Services, Interior Finishes, etc.

Component Type: Mid-level categorisation of components that fit under Component Group, i.e. Floor Coverings, Air-Conditioning, Fixtures & Fittings, etc.

Component Criticality: This is the measure of the relative importance of a building component by identifying which components are more critical to the building. Criticality factors include; Likelihood of failure, risk to service delivery, appearance, health and safety impacts.

Condition: The state of an asset or component at a particular time.

Condition Assessment: Periodic inspection, measurement and interpretation of the resultant data of a specific component so as to determine the need for some preventative or remedial action. Condition is graded from condition grades of 1 (excellent) to 5 (end of life).

Condition Grade Index (CGI): Condition Grade Index is the combined weighting of the assessed components in relation to their stated condition. The index value gives a structural overview of the condition of replaceable components and is utilised in production of various lifecycle programs. A structure that has a low CGI value will require less capital works in comparison to a structure with a higher CGI value.

Critical Assets: Assets for which the financial, business or service level consequences of failure are sufficiently severe to justify proactive inspection and rehabilitation. Critical assets have a lower threshold for action than non-critical assets.

Capital Replacement Value (CRV): The cost to replace the structure, which is a combination of the Gross Replacement Cost and the Residual Structural Value. Cost is expressed in today's (2018) dollar value.

Depreciated Replacement Cost (DRC): The replacement cost of an existing asset less an allowance for wear or consumption having regard for the economic life of the existing asset. Cost is expressed in today's (2018) dollar value.

Economic Life: The total useful life of a building component based on its Level of Service. The life is measured from time of installation to time of its expected replacement, renewal or disposal.

Gross Replacement Cost (GRC): The identified cost of the assessed assets and components that are to be replaced within the lifespan of the building structure. Cost value does not include the Residual Structural Value (RSV). Cost is expressed in today's (2018) dollar value.

Key Performance Indicators (KPI): A qualitative or quantitative measure of a service or activity used to compare actual performance against a standard or other target. Performance indicators commonly relate to statutory limits, safety, responsiveness, cost, comfort, asset performance, reliability, efficiency, environmental protection and customer satisfaction.

Level of Service: The defined service quality for a particular activity or service area against which service performance may be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental acceptability and cost.

Lifecycle: The cycle of activities that an asset (or facility) goes through while it retains an identity as a particular asset i.e. from planning and design to decommissioning or disposal.

Lifecycle Cost: The total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, rehabilitation, and disposal costs. Cost is expressed in today's (2018) dollar value.

Lifecycle Cost Analysis: Any technique which allows assessment of a given solution, or choice from among alternative solutions, on the basis of all relevant economic consequences over the service life of the asset. Cost is expressed in today's (2018) dollar value.

Maintenance: All actions necessary for retaining an asset as near as practicable to its original condition but excluding rehabilitation or renewal.

Operation: The active process of using an asset or service that consumes resources such as manpower, energy, chemicals and materials.

Planned Maintenance: Planned maintenance activities fall into three categories: i) Periodic – necessary to ensure the reliability or to sustain the design life of an asset. ii) Predictive – condition monitoring activities used to predict failure. iii) Preventative – maintenance that can be initiated without routine or continuous checking and is not condition based.

Property Quality Standard (PQS): A desired level of performance, measured by pre-defined factors, relating to an overall characteristic of a property portfolio.

Remaining Life (Assessed): The remaining life (measured in number of years) of a building component as assessed by a property surveyor, e.g. carpet has an assessed remaining life of 10 years.

Remaining Life (calculated): The remaining life (measured in number of years) of a building component as calculated by an analysis considering deterioration, functionality and utilisation.

Renewal: Works to upgrade, refurbish or replace existing assets with assets of equivalent capacity or performance capability using Capex.

Replacement: The complete replacement of an asset that has reached the end of its life.

Residual Structural Value (RSV): The difference between the CRC and the replacement cost sum of the assessed components (GRC). Refers to components that are not able to be replaced through lifespan of asset, i.e. concrete foundation slab, concrete support columns, etc. Cost is expressed in today's (2018) dollar value.

Useful Life: The period over which the depreciable asset is expected to be used.

1. CONDITION ASSESSMENT

1.1 BUILDING DESCRIPTION

The Victoria Park Library and Sussex Street Community Law Service buildings are a single level brick and metal deck attached buildings providing public library amenity together with an office tenancy, respectively.

Table 1 below provides a general breakdown of the Victoria Park Library and Sussex Street Community Law Service through the undertaken building condition and performance assessment.

Table 1

Building Category & Type – Property Information			
Asset ID:	BD_083 & BD_084	Facility Classification:	Community Facility
Address:	27 - 29 Sussex Street, East Victoria Park		
Survey Date:	12/02/2019 & 07/03/2019	Floor Area (m ²):	1,054
Construction Year:	1995	No. Assessed Components:	608
No. Property Records:	31	**GRC of Assessed Components:	\$1,296,661
*Capital Value(s):	\$2,387,484	DRC of Asset(s):	\$1,250,222
Residual Structure(s):	\$1,090,823	Condition Grade Index (CGI):	2.51 (Weighted)

* Based on 2016 Financial Year ToVP Land and Buildings Valuation.

** Our best efforts have been made on inspection to correctly identify, quantify and condition grade each renewable component. However, some areas, such as external paving, cladding and painting, have been estimated due to the accessibility of individual components.

1.2 BUILDING APPRAISAL

Through the condition and performance assessments undertaken on the building, it is seen that the building is in moderate condition.

In total, there are 608 assessed components, consisting of 118 unique components, which have been identified against the buildings within the portfolio, i.e. a component can have multiple assets within a building. The Gross Replacement Cost (GRC) across the Sussex Street Community Law Service is \$1,296,661 (assets/components that will need to be replaced during the optimal lifespan of the building).

1.3 BUILDING CONDITION

The overall condition of the visually-assessed components within the building asset(s) is seen to be in a moderate condition, with 49% (by value - \$636,410) seen to be in a moderate condition, whilst approximately 6% of the assessed components (by value - \$79,459) being identified to be in a poor or very poor condition overall, as illustrated in Table 2 below.

Table 2

Component Group – Component Condition						
Component Group	C1 (Very Good)	C2 (Good)	C3 (Moderate)	C4 (Poor)	C5 (Very Poor)	Total
Exterior & Sundries	\$0	\$41,937	\$55,110	\$8,004	\$750	\$105,801
External Fabric	\$0	\$18,407	\$232,565	\$0	\$120	\$251,092
FPE-Other Equipment	\$0	\$250	\$3,182	\$0	\$0	\$3,432
FPE-Electrical Services	\$5,440	\$73,532	\$46,327	\$0	\$0	\$125,299
FPE-Fire Services	\$0	\$24,359	\$1,761	\$0	\$0	\$26,120
FPE-Mechanical Services	\$56,802	\$72,428	\$109,866	\$26,100	\$0	\$265,196
FPE-Security Services	\$0	\$29,652	\$10,806	\$0	\$2,700	\$43,158
FPE-Water Services	\$0	\$0	\$16,170	\$1,476	\$0	\$17,646
Hazardous Materials	\$0	\$0	\$9	\$0	\$0	\$9
Interior Finishes	\$0	\$257,985	\$159,114	\$37,401	\$2,908	\$457,408
BCG-Special	\$0	\$0	\$1,500	\$0	\$0	\$1,500
Total	\$62,242	\$518,550	\$636,410	\$72,981	\$6,478	\$1,296,661

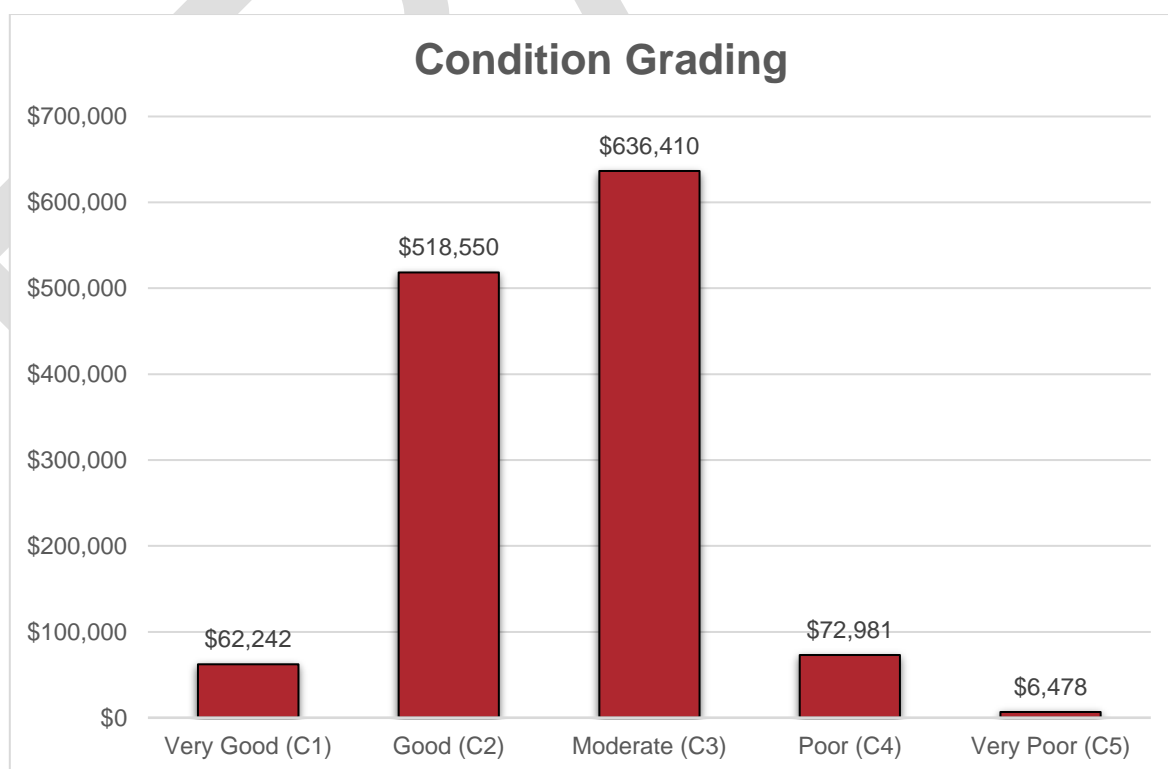


Figure 1 – Overall Condition Grading

1.4 BUILDING EXPENDITURE

Through the condition assessment survey undertaken and the lifecycle forecast extracted from the SPM Asset software database, a forecasted \$1,192,687 of renewals/replacements of the visually-assessed components is seen to be required over the next 15-year period.

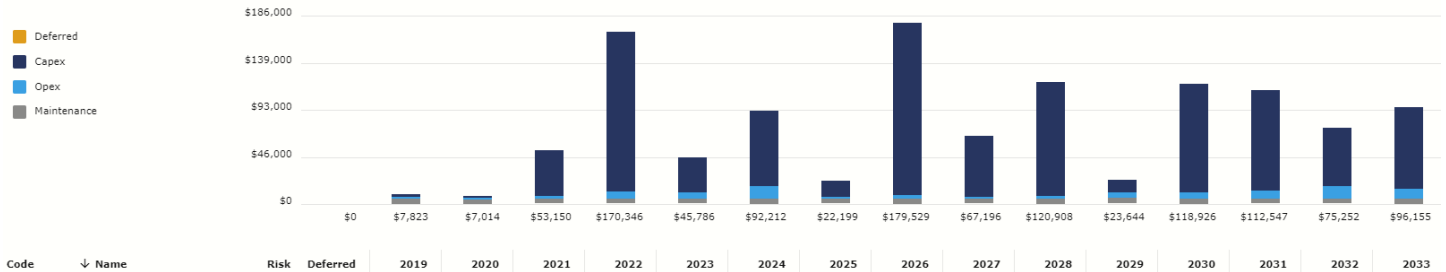
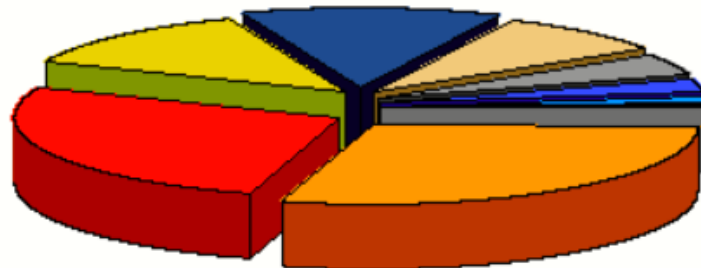


Figure 2 – Overall Building Expenditure (Next 15 Years)

Figure 2 above identifies the raw export from the SPM application over the next 15 years, whilst Table 3 below identifies the exact figures (not inclusive of maintenance issues) that are required over different time intervals.

Table 3

Period	Total	Yearly Average
5 Years (2019-2023)	\$284,119	\$56,824
10 Years (2019-2028)	\$766,163	\$76,616
15 Years (2019-2033)	\$1,192,687	\$79,512
20 Years (2019-2038)	\$1,673,055	\$83,653



Comp. Group	Count	Cost	Percentage
Interior Finishes	198	\$ 288,284	29%
Fpe-mechanical Services	51	\$ 265,196	27%
External Fabric	11	\$ 126,463	13%
Fpe-electrical Services	123	\$ 125,299	13%
Exterior & Sundries	19	\$ 84,531	9%
Fpe-security Services	20	\$ 43,158	4%
Fpe-fire Services	28	\$ 26,120	3%
Fpe-water Services	23	\$ 17,646	2%
Others	11	\$ 4,941	1%
Total	484	\$ 981,638	100%

Figure 3 – Building Renewal Components

Figure 3 above shows all associated components by component group that make up the forecasted renewals over the next 15 years. Of the forecasted renewals stated it relates to only \$981,638 of components, meaning that some identified components will require replacement on more than one occasion over the 15-year period.

Of the identified components required to be replaced over the next 15 years, it can be seen that 29% is associated with 'interior finishes' components whilst 49% are associated with services components.

Figure 4 below shows the forecasted condition of the building over the next 15 years, as seen by the black line which indicates the overall Condition Grade Index (CGI) of the assessed building asset at that point in time based on the assigned base life, criticality factors, and the unit rates of the assessed individual building components.

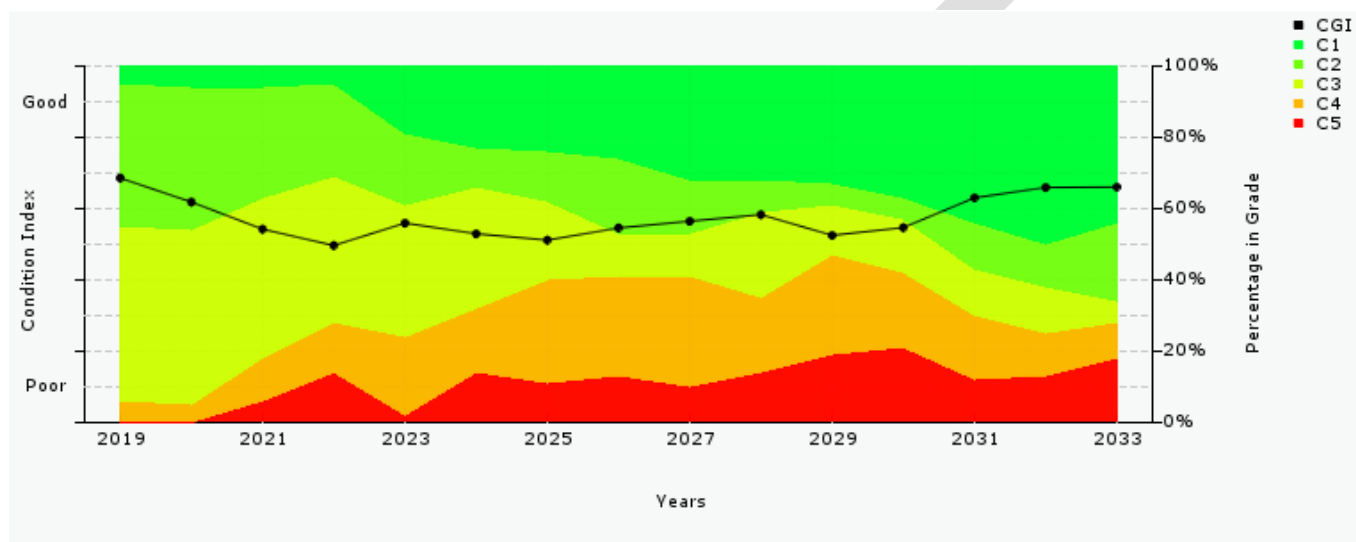


Figure 4 – Forecast Condition over the Next 15 Years

Figure 5 below shows the forecasted condition of the building over the next 15 years, as seen by the black line which indicates the overall Condition Grade Index (CGI) of the assessed building asset at that point in time based on no individual component upgrades or maintenance undertaken.

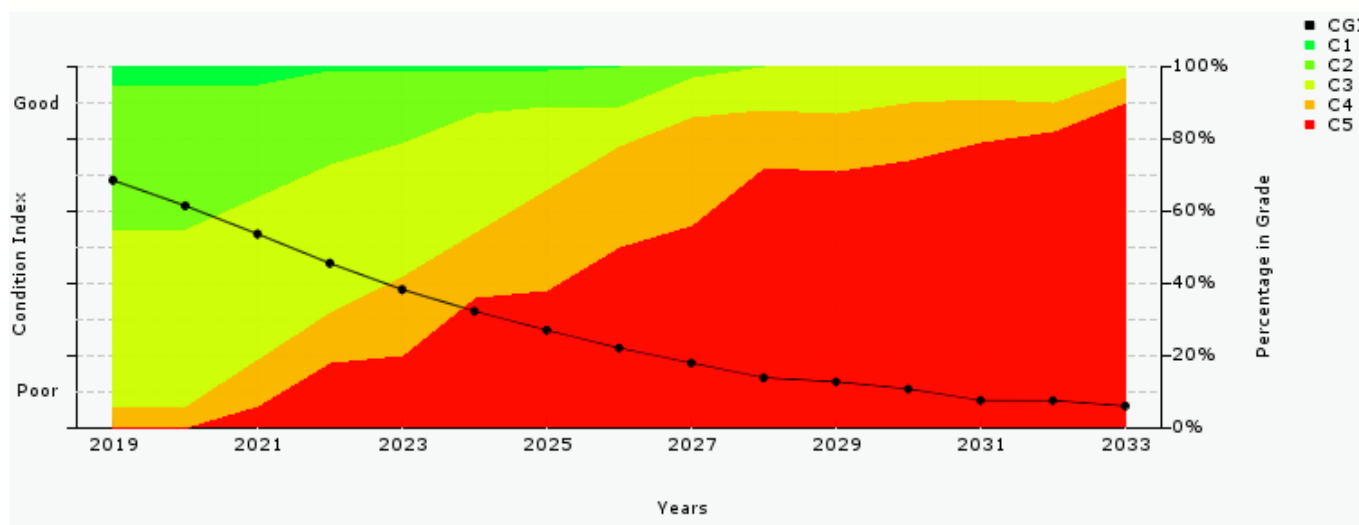


Figure 5 – Forecast Condition over the Next 15 Years (No building maintenance)

1.5 BUILDING MAINTENANCE

Defects are identified non-critical reactive maintenance tasks that have been identified through the assessment period. These defects are items that should be rectified, however they are not posing a risk to the functionality of the facility or to the users of the building asset itself.

Identified instances where immediate action is required to address any safety risks that have been observed within the assessment period, have been directly communicated to the Town of Victoria Park at the time of the assessment.

Table 4

Identified General Maintenance Defects				
Property Code	Room Name	Comment	Cost	
BD_083	Library External	Columns and bollards require sanding/repainting	\$500	
BD_083	Library External	Park bench appears to have been spray painted	\$250	
BD_083	Library External	Some Lights below ToVP signage are bent.	\$500	
BD_083	Library External	Roof - Advised several areas leak, primarily in public lending area and Librarian office. Suggest quote to rectify.	Quote	
BD_084-GF-11	Sussex Law - Office 6	Fluoro light replacement	\$50	
BD_084-GF-13	Sussex Law - Staff Resource Room	Damp patch in plaster on RHS of window	\$500	
BD_084-GF-06	Sussex Law - Office 1	Hole in plasterboard behind door. Requires longer door stopper to prevent.	\$250	
BD_084-GF-06	Sussex Law - Office 1	Ceiling water damage.	\$250	
BD_084-GF-15	Sussex Law - Corridor	Light/globe repair	\$50	
BD_084-GF-18	Sussex Law - Office 8	Ceiling leak	\$250	
BD_084-GF-01	Sussex Law - Entry/Reception	Advised that auto door often malfunctions. Suggest Quote.	Quote	
Total			\$2,600	

**Note – NS Advisory are not Quantity Surveyors and we recommend any Project Costs provided in Table 4 above should be accurately scoped and costed by an appropriately qualified professional(s).*

1.6 COMPONENTS IN POORER CONDITION

Assessed components that are identified to be in a poorer condition are required to be evaluated and a point of Council intervention will be determined. This stance on components in a poorer condition is based upon the Asset Standard that has been adopted by Council, in which no component is to be in a very poor condition (C5 assessed condition) from which any component in poorer condition should be reviewed. Components assessed to be in a poor to very poor condition (C4 or C5 assessed condition) are contained in Table 5 below.

Table 5

Assessed Components – Poor to Very Poor Condition (C4 - C5)				
Property Code	Component Type	Component	C4 / C5	GRC
BD_083	Interior Doors	Metal Door	C4	\$1,308

Assessed Components – Poor to Very Poor Condition (C4 - C5)

Property Code	Component Type	Component	C4 / C5	GRC
BD_083	Windows & Doors	Paint Finish	C5	\$120
BD_083	Sundries	Paint Finish	C5	\$450
BD_083-GF-01	Security	Keypad - Access	C5	\$2,700
BD_083-GF-02	Floor Finishes	Carpet Tiles	C4	\$2,392
BD_083-GF-05	Floor Finishes	Carpet Tiles	C4	\$3,640
BD_083-GF-06	Floor Finishes	Carpet Tiles	C4	\$4,160
BD_083-GF-06	Wall Finishes	Paint Finish	C4	\$2,130
BD_083-GF-08	Floor Finishes	Carpet Tiles	C5	\$1,768
BD_083-GF-10	Interior Doors	Paint Finish	C4	\$120
BD_083-GF-11	Floor Finishes	Ceramic Tiles	C4	\$310
BD_083-GF-11	Wall Finishes	Paint Finish	C4	\$480
BD_083-GF-11	Wall Finishes	Plaster Finish	C4	\$960
BD_083-GF-11	Sanitary Plumbing	Laundry Tub	C4	\$1,476
BD_083-GF-12	Floor Finishes	Carpet Tiles	C4	\$1,664
BD_084	Sundries	Sun Screen/Awning	C4	\$8,004
BD_084	Fixtures & Fittings	Bench Seating - Timber	C4	\$810
BD_084	Air Conditioning	Package Air Conditioner	C4	\$26,100
BD_084	Sundries	Paint Finish	C5	\$300
BD_084-GF-01	Floor Finishes	Carpet	C4	\$876
BD_084-GF-03	Floor Finishes	Carpet	C4	\$1,971
BD_084-GF-03	Wall Finishes	Paint Finish	C4	\$1,500
BD_084-GF-04	Wall Finishes	Paint Finish	C5	\$1,140
BD_084-GF-05	Floor Finishes	Ceramic Tiles	C4	\$1,085
BD_084-GF-06	Floor Finishes	Carpet	C4	\$730
BD_084-GF-06	Wall Finishes	Paint Finish	C4	\$1,050
BD_084-GF-07	Floor Finishes	Carpet	C4	\$730
BD_084-GF-08	Floor Finishes	Carpet	C4	\$730
BD_084-GF-09	Floor Finishes	Carpet	C4	\$803
BD_084-GF-09	Wall Finishes	Paint Finish	C4	\$1,050
BD_084-GF-10	Floor Finishes	Carpet	C4	\$730
BD_084-GF-11	Floor Finishes	Carpet	C4	\$730
BD_084-GF-11	Wall Finishes	Paint Finish	C4	\$1,020
BD_084-GF-12	Floor Finishes	Carpet	C4	\$730
BD_084-GF-13	Floor Finishes	Carpet	C4	\$949
BD_084-GF-14	Floor Finishes	Ceramic Tiles	C4	\$310
BD_084-GF-15	Floor Finishes	Carpet	C4	\$1,095

Assessed Components – Poor to Very Poor Condition (C4 - C5)

Property Code	Component Type	Component	C4 / C5	GRC
BD_084-GF-15	Wall Finishes	Paint Finish	C4	\$1,440
BD_084-GF-16	Floor Finishes	Carpet	C4	\$584
BD_084-GF-17	Floor Finishes	Carpet	C4	\$803
BD_084-GF-18	Floor Finishes	Carpet	C4	\$511
Total				\$79,459

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1.7 BUILDING FINANCIAL SUMMARY

Based upon the results of the building condition and performance assessment, the following recommendations and potential future capital works are suggested:

- \ Commit to accurately scope identified general maintenance defects requiring a qualified quote and rectify within the next 12 months.
- \ Commit budget to renew assessed components in a poorer condition (C5) and identified building maintenance issues (\$2,600) over the next 12 months.
- \ Commit budget to renew assessed components in poor (C4) condition over the next 1-3 years.

Table 7 and Figure 6 below identify the total projected expenditure for the building asset, which has been based upon; forecasted renewals and identified defects.

Table 6

15-year Building Expenditure (Excluding Projects)						
Expenditure	2019	2020	2021	2022	2023	Total
General Maintenance Defects	\$2,600					
Lifecycle Renewal	\$7,823	\$7,014	\$53,150	\$170,346	\$45,786	
Total	\$10,423	\$7,014	\$53,150	\$170,346	\$45,786	
Expenditure	2024	2025	2026	2027	2028	
General Maintenance Defects						
Lifecycle Renewal	\$92,212	\$22,199	\$179,529	\$67,196	\$120,908	
Total	\$92,212	\$22,199	\$179,529	\$67,196	\$120,908	
Expenditure	2029	2030	2031	2032	2033	
General Maintenance Defects						
Lifecycle Renewal	\$23,644	\$118,926	\$112,547	\$75,252	\$96,155	
Total	\$23,644	\$118,926	\$112,547	\$75,252	\$96,155	\$1,195,287

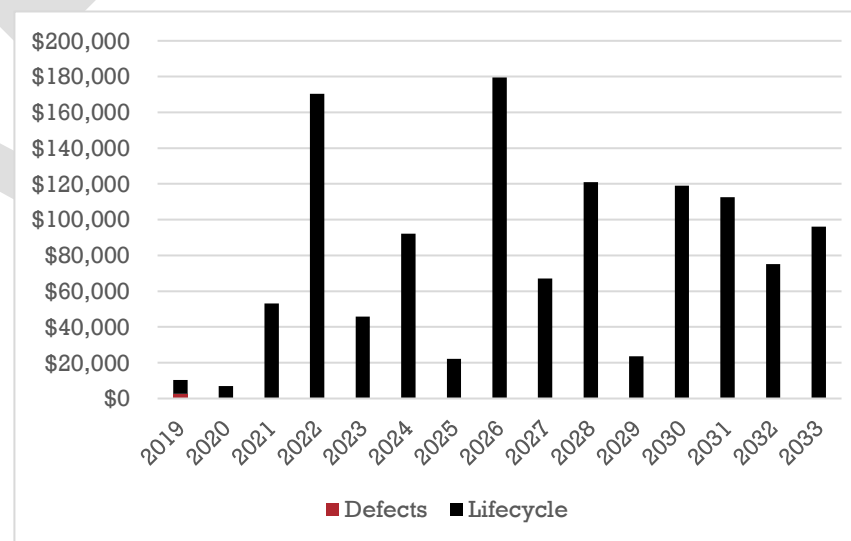


Figure 6 – Forecast Financial Summary over the next 15 years

2. STRATEGIC ASSET REVIEW

The following provides a strategic review of both the Victoria Park Library as well as the adjoining Sussex Street Community Law Service, to aid future asset opportunities and integrated renewal strategies. The asset review has been undertaken, taking into account the following five criteria: accessibility, safety, functionality, usage and modernisation.

Upon inspection of the Victoria Park Library, the asset can broadly be described as being in a good/moderate condition with a Condition Grade Index of 2.43. The Sussex Street Community Law Service, the asset can broadly be described as being in a moderate condition with a Condition Grade Index of 2.81.

2.1 ACCESSIBILITY

VICTORIA PARK LIBRARY

- \ The automatic front doors are single access only, i.e. single entry and single exit doors. This creates a congestion and broader access issue for patrons. In addition to this, the front reception counter appears larger than what might reasonably be required for the public lending space. Further to this, the facility currently has a maximum occupation of 50 people that is directly related to the single entry and exit doors at the front of the building.
- \ The public toilets are unisex and feature a heavy entry door. This may be caused by the door closer being too tight/malfunctioning. Further to this, an internal structural column inhibits access to the toilet for patrons. Wheelchair access to this space is difficult.
- \ Industry standards generally dictate that, where the ends of aisles allow for wheelchair turning, the minimum aisle width between shelves is 1.5m (i.e. the clear space between facing shelves).¹ The space between shelving in the subject asset is often less than this standard, primarily due to the lack of space and quantity of display items (books etc.).
- \ Staff administration areas and staff toilets access would be an issue, if a staff member with mobility constraints were to be employed. In addition to this, storage within the staff administration areas is difficult to access due to limited space and storage having to be off the ground to allow for this.
- \ There is a rear storage shed at the back of the Library, however, due to the lack of space provided, staff also utilise storage facilities within a toilet block located at John MacMillan Park. This is likely to be discontinued with a proposed masterplan of John MacMillan Park likely to cease access to this storage facility, at least for a period of time.



Figure 7 – Library Rear

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- \ The front automatic entrance door together with automatic door in the entry/reception area often malfunction as patrons often pull on the door, not knowing it is automatic.
- \ The office space, in general, is overcrowded with 11 office spaces, with several shared offices spaces with multiple staff.

¹People Places - A Guide for Public Library Buildings in New South Wales (Third Edition) - State Library New South Wales

2.2 SAFETY

VICTORIA PARK LIBRARY

- \ CCTV does not capture the entire main public lending area. Externally the CCTV coverage does not extend to the bike rack area near the existing playground area.
- \ Staff workroom areas are crowded and present ongoing OHS issues. There is little administration storage and not enough space for the number of staff within the workspace. This is of particular concern for those staff that process stock.
- \ Upon inspection, we were advised that the roof leaks during heavy downpours. This often occurs in the Public Lending area and may present an OHS issue for patrons

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- \ Front automatic door is often faulty and has the potential to pose a safety concern, given the usage of the building.
- \ Internal staff have advised that the rear of the premises is often a place frequented by displaced/homeless people. Line of sight to this area is generally sound, due to the rectangular nature of the building as well as the area being closed in.

2.3 FUNCTIONALITY/FIT FOR PURPOSE

VICTORIA PARK LIBRARY

- \ Based on floor plans provided, the existing library is in the order of 844m². Taking into consideration the Town's population projections to 2036 (54,713)² and the minimum recommended base library size (~2,196m²)³, the existing facility is far too small to accommodate the future needs of the Town. Based on the current population, 39,234², the minimum recommended base library size is in the order of 1,683m²³. This recommended minimum base gross floor areas above allow for collections, staff, public seating areas, utilities, foyer and toilets only.
- \ Additional spaces to be considered that have not been included in the minimum base area calculations include:
 - Local/family history service
 - Meeting rooms
 - Training rooms
 - Auditorium/theatre
 - Youth space
 - Storytelling space (with space for parents/prams or option to move furniture to create)
 - Makerspace (or storage and ability to create space)
 - Exhibition spaces (away from activity areas)
 - Study spaces (individual/group)
 - Technology space (with easy access to devices, Wi-Fi, power, desks/stations)
 - Wet area
 - Café
 - Outdoor areas/courtyard
 - Toy library
 - Mobile library³
- \ The size of the library causes ongoing programming issues for quiet spaces, reading time and other children's programming, limited public lending space as well as confined back of house administration areas.

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- \ The functionality of the office space is reasonable, although, as previously indicated, now quite small for the quantum of staff and services provided.

²<https://forecast.id.com.au/victoria-park>

³Queensland Public Library Standards and Guidelines - State Library of Queensland (2018)

2.4 USAGE

VICTORIA PARK LIBRARY

- \ The Victoria Park Library attracted 137,708 (11,476 monthly) visitors throughout 2017/18. The library also features 9,024 active members with 210,081 items loaned during this period. ⁴ From June 2018 to date, the library has attracted an average of 13,000 visitors per month. In addition to this, the library has averaged 87 PC users and attracted 213 visitors for study purposes and 107 visitors attending events, per month.
- \ A recent Town innovation, whilst not based at the library premises, was the establishment of a digital hub, located at 1 Harper St, Victoria Park. Throughout 2017/18, the digital hub assisted 141 clients, facilitated 1,367 one-on-one tuition sessions and assisted 17 people into employment using job site searches. These services were primarily delivered with the support of 17 volunteers assisting the program delivery.
- \ From a benchmarking perspective, neighbouring City of South Perth has an approximate population of 44,760⁵ and features two public libraries, South Perth and Manning. Combined, these two libraries had 240,363 visits throughout 2017/18. **We have been advised by the architects of South Perth and Manning libraries that the areas for these two facilities are 1,681m² and 993m², respectively.**

SUSSEX STREET COMMUNITY LAW SERVICE

- \ Whilst we were not able to obtain overall usage of the Sussex Law Services, building, we note that they provide the following services:

Legal Services

- Family Law
- Welfare Rights
- Civil Law
- Outreach Services
- Minor Criminal Law
- Night Legal Service
- Disability Discrimination

Non-Legal Services

- Financial Counselling
- Tenant Advocacy
- Individual Disability Advocacy⁶

- \ Again, we highlight that the building appears to be at capacity, from a floor space/staff perspective with little room to accommodate any future growth.

2.5 MODERNISATION

VICTORIA PARK LIBRARY

- \ Significant efforts have gone into keeping the library front of house, primarily the public lending area, fresh with carpets recently updated and the interior painted in 2018.
- \ The front circulation desk/counter was renewed in March 2010, however, appears to be too large for the space.
- \ We have been advised that installation of a new Library Management System and Radio Frequency Identification (RFID) solution are expected to be completed by June 2019.
- \ We note that landscape architecture firm, Epcad, were engaged in 2018 to provide a concept master plan for the John MacMillan Park (John Mactivation). The high-level master landscape plan proposes to re-invigorate the park to include a nature play space, replacing the existing tired playground equipment as well as a half basketball court, amphitheatre and new toilet block (old toilet block removed with new constructed in front of reconfigured carpark area).

⁴Annual Report – Town of Victoria Park (2017/18)

⁵Annual Report – City of South Perth (2017/18)

⁶<http://www.sscls.asn.au>

SUSSEX STREET COMMUNITY LAW SERVICE

- \ Primary internal components in poor and very poor condition are floor and wall finishes. The property would benefit from repainting and new flooring internally.
- \ Externally, the air conditioning condenser for the primary ducted system appears to be dated. We highlight that we were not able to gain access onto the roof due to access limitations from the adjoining library.



Figure 8 – Proposed Concept for John MacMillan Activation (John Mactivation)

3. RECOMMENDATIONS

SHORT TERM

The following provides some shorter-term recommendations, specific to asset renewal/improvement:

Library

- \ Accurately define and scope cost to provide automated double door access and smaller reception to the front area. The existing single entry, single exit doors present access and congestion issues as well as limits capacity of the building.
- \ Investigate potential solutions to the existing single unisex toilet. Library staff report that the single toilet is an issue and patrons advise separate male and female amenity is preferred. Separate to this, current access to the area is inhibited, particularly by internal columns. **Note: if the toilet space was increased, this would take away from current public lending area which is already insufficient.**
- \ Consider improvements to back of house staff administration areas. New flooring and more efficient workstation and storage areas may assist; however, the space has effectively reached capacity for the number of workstations in the area. Consideration may be required to relocate staff not required at the library on a day to day basis to an alternate location (administration building) if possible.
- \ Additional CCTV cameras required to fully capture entirety of public lending area and bike rack area near John MacMillan Park.
- \ A café has the potential to work well in this location, however, may be more appropriately considered as part of the John Mactivation masterplan.
- \ A roof and ceiling inspection is required to rectify ongoing leak issues. This should be undertaken by a qualified professional to investigate, scope and repair the issue.
- \ Commit to implement the new Library Management System and Radio Frequency Identification (RFID) by June 2019.

Sussex Law

- \ Replace or repair the front automatic entrance door together with automatic door in the entry/reception area.
- \ Ensure sufficient CCTV cameras are operational, particularly at the rear of premises, as this area is often a place frequented by displaced/homeless people.
- \ Investigate the cause of damp to the Staff Resource Room (Room 13) and rectify.
- \ Commit budget to repaint internally, install new flooring and new air conditioning condensers on the roof. The majority of flooring in a poor/very poor condition is budgeted for replacement in 2022 with internal wall painting in 2021/22. The package air conditioning condenser on the roof, servicing the ducted air conditioning system is budgeted for replacement in 2021 whilst the individual split system condensers (15 in total) that are servicing the individual split system air conditioning units in each room are budgeted for replacement in 2022. **We highlight that we were not able to gain access to the roof space and further investigation, by an air conditioning contractor, may be required in order to more accurately confirm replacement of these components.**

LONG TERM

The following provides holistic strategic recommendations with regard to the two assets:

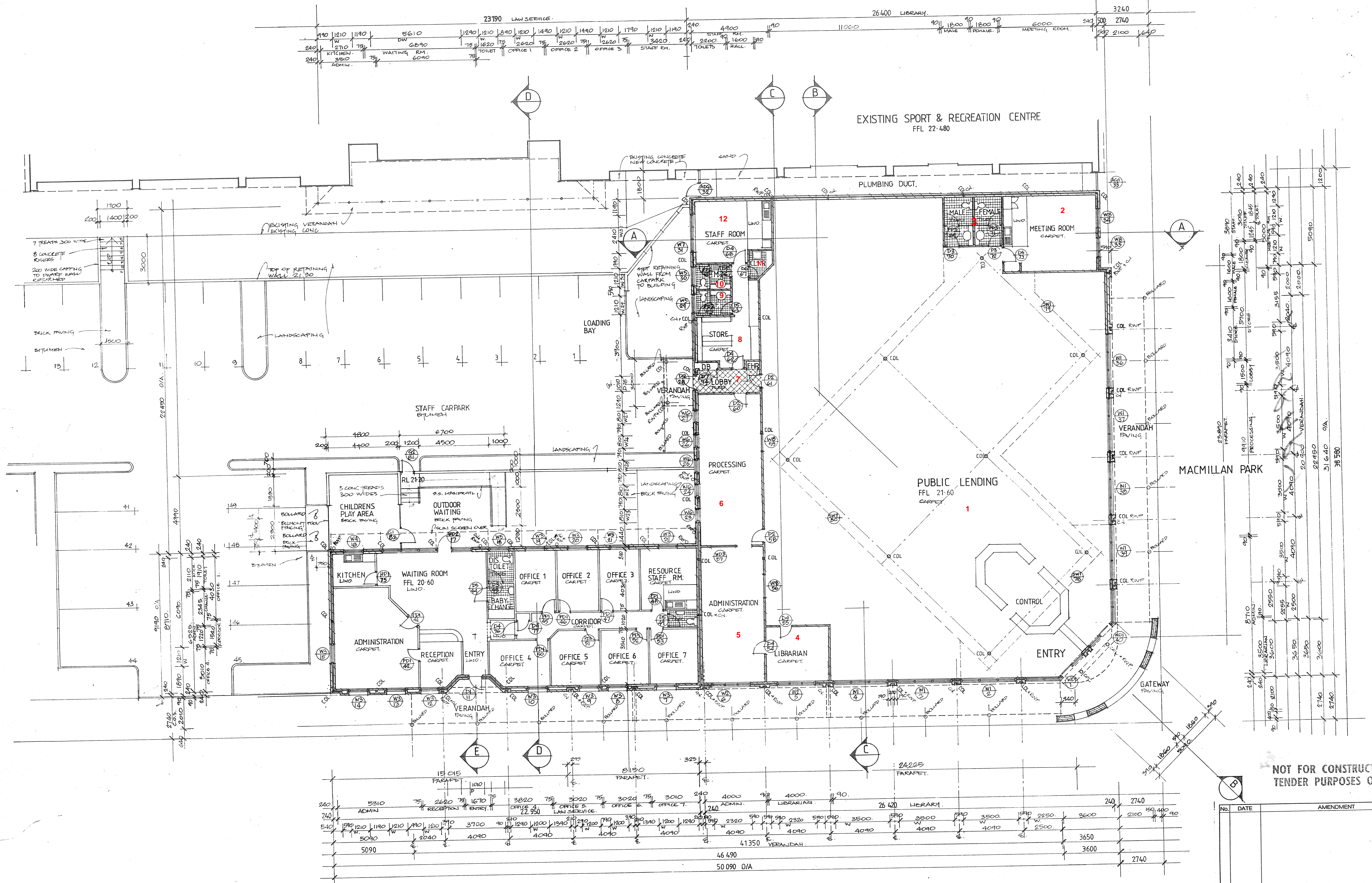
- \ Of the two assets stand alone, the Library components are in a better overall condition (CGI of 2.43 v 2.81). The respective CGI's indicate that the building components are generally within the last 45-50% of their useful life for the Library and 40% of useful life for the Sussex Law building.
- \ Based on its current condition and ongoing use, Victoria Park Library represents a viable opportunity for long term asset management expenditure. Whilst the functional and longer-term user needs for the facility will be ever evolving (technology, café, storytelling space etc), the facility represents a practical ongoing use and need for the Town and broader community.
- \ Notwithstanding the above, our initial analysis indicates that the existing Library provision (size m²) is inadequate based on the Towns current and projected population. Taking into consideration the condition and limited expansion opportunities for the existing facility, it is recommended that the Town investigate alternate sites/locations for a second library facility.
- \ Any future spatial planning requirements would need to be dictated by a needs assessment. The outcomes of the needs analysis will further inform the direction the Town may pursue as it relates to their library needs long term. This may include more substantial capital works program to improve the existing facility, construction of a new library facility on an alternate site or a combined facility (with aligned uses) on a the existing or an alternate site.
- \ Internally, the Town should further consider their ongoing subsidy to Sussex Street Community Law to assist in the provision of their services. Based on the 2017/18 Annual Report, the Town currently receives \$1 p.a. rent with a rental valuation in the order of \$45,000 p.a. If it is ultimately determined that this is a required community service that the Town should continue to subsidise, the future spatial needs of Sussex Street Community Law should also be quantified as part of a needs analysis.

ATTACHMENTS

APPENDIX A – MARKED UP FLOOR PLANS

VICTORIA PARK LIBRARY

DRAFT



**NOT FOR CONSTRUCTION
TENDER PURPOSES ONLY**

No.	DATE	AMENDMENT

BHA
BARRY HALL ARCHITECTURE
BARRY HALL & ASSOCIATES PTY LTD
12 PROWSE STREET WEST PERTH
WESTERN AUSTRALIA 6005
FACSIMILE (09) 321 9394
TELEPHONE (09) 321 9399

EAST VICTORIA PARK
CITY OF PERTH
COMMUNITY LIBRARY
and
LAW SERVICE

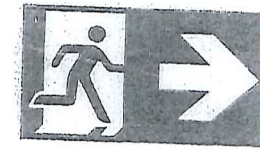
CONSULTANT
Building Department
RECEIVED
1 - SEP 1993

* BUILDER MUST CHECK ALL DIMENSIONS, HEIGHT & LEVELS ON SITE BEFORE COMMENCING ANY WORK
& DIMENSIONS TO GOVERN SCALE

TITLE
GROUND FLOOR PLAN

DRAFT

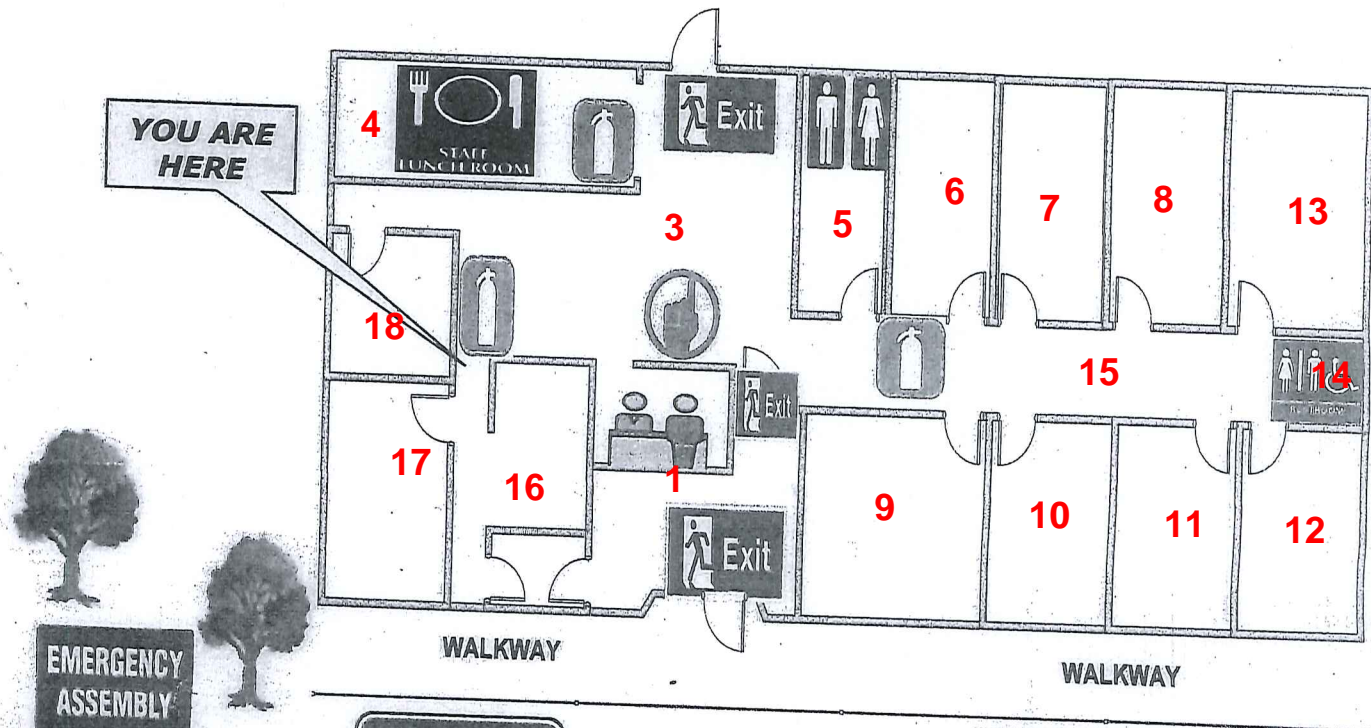
EVACUATION DIAGRAM



SUSSEX STREET COMMUNITY LAW CENTRE

- When an **EMERGENCY ALARM** sounds clear the building of all Staff and Clients.
- **EVACUATE** to the **ASSEMBLY AREA**
- **ENSURE** someone has rung '000' on a mobile from **OUTSIDE** the building
- **REPORT** to the attending **EMERGENCY AMENITIES**
- **DO NOT RETURN** until the **EMERGENCY SERVICES** advise "ALL CLEAR"

YOU ARE HERE



LEGEND	ICON
Emergency Exit	
Alarm Call Point	
DP Fire Extinguisher	

EMERGENCY ASSEMBLY AREA

PARKING AREA

SUSSEX STREET COMMUNITY LAW CENTRE
NOT TO SCALE

PARKING AREA

SUSSEX STREET

This document produced on Thursday 3rd August, 2017, by
Valid until 2022

