

Attachment B

Use Group:	Community spaces and libraries
Use(s):	B. Libraries

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Summaries of the key findings from this assessment are provided in the main *Community Infrastructure Needs Analysis Key Findings & Recommendations* report.

Detailed assessment results are provided in Part B to this report. Where available, *Building Condition audits* and *Fitness for Purpose assessments* that have informed the *Suitability Assessment* may be requested directly from Moorabool Shire Council.

Definition(s):

Library (centre-based):

A staffed facility providing public access to printed collection items and electronic information resources for reference or borrowing, internet access, and space for community engagement programs such as story times, holiday programs, author talks, or reading groups.

Library (rural service):

Mobile service that provides library materials to rural communities, visiting various locations to a regular timetable.

Notes

Revision and update of the Quantity Standards

The Quantity Standards are directly informed by the current levels of public use that existing facilities receive. This is because Council cannot reasonably determine Quantity Standards without first understanding how well, or how poorly, existing facilities are used.

The current Quantity Standards for *Library (centre-based)* have been informed by the findings of the Utilisation Assessment. If utilisation rates change in future, the Quantity Standards should be revised to reflect that change.

Existing infrastructure

The following library services within Moorabool Shire were recorded through the Community Infrastructure Audit and assessed for this report:

Service	Service type	Owner & operator	Floor space (gross sqm)	Collection items
Lerderderg Library, Bacchus Marsh	Centre-based	Moorabool Shire Council	860 ¹	21,693
Ballan Library	Centre-based	Moorabool Shire Council	65.5	4,929
Blackwood mobile library stop # 1 and #2	Rural service	Moorabool Shire Council	n/a	n/a
Bungaree mobile library stop	Rural service	Moorabool Shire Council	n/a	n/a
Clarke's Hill mobile library stop	Rural service	Moorabool Shire Council	n/a	n/a
Dunnstown mobile library stop	Rural service	Moorabool Shire Council	n/a	n/a
Gordon mobile library stop	Rural service	Moorabool Shire Council	n/a	n/a

Table B1: Existing infrastructure (within Moorabool Shire)

To inform the Travel Accessibility Assessment, the following centre-based libraries outside of but within 20 minutes' drive of towns within the Shire, were also recorded and mapped:

City of Ballarat	Hepburn Shire	City of Melton
Ballarat City Library	Trentham Library	Melton Library and Learning Hub
Sebastopol Library	Daylesford Library	
Wendouree Library	Creswick Library	

Table B2: Existing infrastructure (accessible from Moorabool Shire)

¹ Excludes Visitor Information Centre

Quantity Assessment findings

Purpose

A strategic assessment to determine whether there are enough facilities in relation to population size.

The Quantity Assessment determines whether there is currently a suitable and sufficient quantity of services or facilities to meet the needs of the population of an area. It seeks to identify any under or over-provision that exists now and, using Council's population forecasts, may exist in the future.

Note regarding notation:

- *The needs analyses generally uses whole integers when referring to undersupply or oversupply. This is because it is often not possible in reality to provide fractions of facilities. The actual modelling used by Council uses 1 decimal place. Demand for 0.5 of a facility or greater has been rounded up to a figure of '1'.*
- *Figures that refer to an undersupply are prefixed with '-' and oversupply prefixed with '+'.*
- *The name 'Bacchus Marsh and Surrounds' refers to the urban areas of Darley, Bacchus Marsh and Maddingley.*

The Quantity Standard: Library (centre-based)

A Quantity Standard for rural library service is not used as need is determined more by local community interest, geographic distribution of services, and the availability of a suitable place to park the mobile van.

Two different Quantity Standards are used for centre-based libraries: the 'floor space' standard and the 'collection items' standard.

The 'floor space' standard

Standard used: *Floor space requirements are calculated based on the total population within the catchment of a library, using the 'People Places' tools² created by the Library Council of New South Wales:*

Projected population served	Sqm (gross) per 1,000 persons	Circulation space
<i>fewer than 2,750</i>	<i>Baseline 190 sqm</i>	
<i>2,750 to 20,000</i>	<i>57.5 sqm</i>	<i>+20%</i>
<i>20,001 to 35,000</i>	<i>39 sqm</i>	<i>+20%</i>
<i>35,001 to 65,000</i>	<i>35 sqm</i>	<i>+20%</i>

In addition, a population trigger of 2,000 people within a 20 minute drive is used to indicate the minimum population required to support a viable facility.

Rationale: *Refer to 'Living Learning Libraries (4th edition)', Library Council of New South Wales, 2012.*

² www.sl.nsw.gov.au/public-library-services/people-places-tools

The 'collection items' standard

Note, this is not a locally-derived planning standard but rather a benchmark, comparing Moorabool's current provision with the Victorian average.

Standard

used: *Simple comparison against the 'Average items per capita' for Victoria reported in 'NSLA Australian Public Library Statistical Report 2015-2016' = 1.4 items per capita (municipal population).*

Rationale: *A simple benchmark against the Victorian average.*

Findings of the Quantity Assessment

Detailed results of the gap analysis comparing the audit of existing supply with the Quantity Standard are provided in Part B to this report.

Library services in the Shire are provided through the Lerderderg Library in Bacchus Marsh, the Ballan Library, and 5 rural services - currently Bungaree, Clarke's Hill, Dunnstown and Gordon on Tuesdays and Blackwood on Wednesdays.

Table B1 provides the current floor space for Lerderderg Library and Ballan Library and the number of collection items provided through each.

Small towns and rural areas:

- No small towns in the Shire exceed the population trigger for a centre-based library of 2,000 people and there are no centre-based libraries within either the Rural East or Rural West.
- Floor space standard:
 - when modelled together, the 'Ballan and the Rural West' area requires a library of 614 sqm now and 916 sqm by the year 2041. This represents a shortfall of -548 sqm now and -850 sqm by the year 2041 compared with the 66 sqm provided by the current Ballan Library.
- Collection items standard:
 - when modelled together, the 'Ballan and the Rural West' area is under-provided by approximately -7,500 collection items now and -13,600 items by the year 2041.
- The Quantity Assessment is not applied to rural library services.

Ballan:

- Floor space standard:
 - Modelled on its own, Ballan requires a library of 214 sqm now and 408 sqm by the year 2041. This represents a shortfall of -148 sqm now and -342 sqm by the year 2041 compared with the 66 sqm provided by the current Ballan Library.
- Collection items standard:
 - Modelled on its own, Ballan has a surplus of +589 items now, decreasing to a surplus of +246 items by the year 2021 and a shortfall thereafter.

It should be noted that the Ballan Library should reasonably be expected to have a catchment wider than just 'Ballan'. See above for results when Ballan and the Rural West are modelled together.

Bacchus Marsh and Surrounds:

- Floor space standard:
 - Bacchus Marsh and Surrounds⁴ requires a library of 1,375 sqm now and 1,428 sqm by the year 2041. This represents a shortfall -515 sqm now and -568 sqm in the year 2041 when compared with the 860 sqm of the Lerderderg Library.
 - When modelled together, the shortfall for the 'Bacchus Marsh and Surrounds and the Rural East' area is -874 sqm now and -1,222 sqm by the year 2041.
- Collection items standard:
 - Bacchus Marsh and Surrounds has a shortfall of -6,200 items now, increasing to a shortfall of -21,000 items by the year 2041.
 - For the wider 'Bacchus Marsh and Surrounds and the Rural East' area the shortfall is -13,500 items now and -34,200 items by the year 2041.

Utilisation Assessment findings

Purpose

Facility-specific assessments that determine whether services and facilities have adequate capacity to meet community demand.

The Utilisation Assessment examines the current level of use of facilities and determines whether or not they have capacity to accommodate existing and/or increased use.

The Utilisation Standard

Utilisation of libraries is measured both as the number of visits per capita per year and the number of registered library members as a percentage of population.

Visits per capita per year

Note, these are not proper locally-derived planning standards but rather benchmarks, comparing utilisation in Moorabool with the Victorian average.

Standard used: *Simple comparison against the 'Annual visits per capita' for Victoria reported in 'NSLA Australian Public Library Statistical Report 2015-2016' = 4.9 visits per capita (municipal population).*

Rationale: *A simple benchmark against the Victorian average.*

Registered library members as percentage of total population

Standard used: *Simple comparison against the 'Percent of population who are Library Members' for Victoria reported in 'NSLA Australian Public Library Statistical Report 2015-2016' = 34.9% of total population.*

Rationale: *A simple benchmark against the Victorian average.*

Findings of the Utilisation Assessment

Error! Reference source not found. (overleaf) provides the latest visitation figures for the Lerderderg and Ballan libraries and the current number of Moorabool residents who are registered library members.

For the Shire overall, the current membership of 7,241 members represents 21.3% of the total population. Compared with the Victorian average of 34.9%, current membership represents a shortfall of 4,635 members.

Small towns and rural areas:

- Visits per capita per year:
 - when compared with the average for Victoria of 4.9 visits per capita, the population of 8,900 people in the 'Ballan and the Rural West' area should generate 43,625 visits, which is 35,224 more (approximately 5 times) than the 8,401 visits to the Ballan Library.
- The Utilisation Assessment is not applied to rural library services.

Ballan:

- Visits per capita per year:

- when compared with the average for Victoria, the population of 3,100 people in Ballan should generate 15,190 visits, which is 6,789 more than the 8,401 visits to the Ballan Library.

See above for results when Ballan and the Rural West are modelled together.

Bacchus Marsh and Surrounds:

- Visits per capita per year:
 - For 'Bacchus Marsh and Surrounds', when compared with the average for Victoria, the population of 19,923 people should generate 97,623 visits, which is 8,610 less than the 106,233 visits to the Lerderderg Library.
 - For the wider 'Bacchus Marsh and Surrounds and the Rural East' area, the population of 25,128 people should generate 123,127 visits, which is 16,894 less than the 106,233 visits to the Lerderderg Library.

Service	Annual visits	Registered library members
Lerderderg Library, Bacchus Marsh	106,233	7,241
Ballan Library	8,401	

Table C3: Utilisation of libraries

Travel Accessibility Assessment findings

Purpose

A strategic assessment to determine whether people can travel to services and facilities within a reasonable journey time.

The Travel Accessibility Assessment examines the geographic distribution of existing facilities and their relationship to public transport (train station and bus stops) and car parking. It assesses whether facilities are accessible within a reasonable journey distance or time from where people live and identifies any significant spatial gaps in provision.

The Travel Standard: Library (centre-based)

Standards

used: *Population trigger: 2,000 total population within 20 minute drive*
Settlements of population less than 500: 20 minute drive
Settlements of population between 500 and 2,000: 15 minute drive
Settlements of population more than 2,000: 10 minute drive

Rationale:

The Travel Standards have been informed by various factors:

- *The geographic distribution of existing facilities and their distance from people.*
- *Minimum populations required to support viable services and facilities.*
- *Council and other service providers' financial ability to deliver and maintain a network of services and facilities.*

Findings of the Travel Accessibility Assessment

*Detailed results of the Travel Accessibility Assessment are provided in Part B to this report. Summary results are shown in **Table B4** and **Map B1** below.*

Small towns and rural areas:

Table B4 below provides tabular results of the assessment for each of the 22 small towns and rural areas; the same results are shown on Map B1.

- The results show that only Elaine and Morrisons fail the Travel Standards, being further than 20 minutes from Ballan, Bacchus Marsh or any of the Ballarat libraries.
- 4 of the rural library services are currently clustered in the far northwest of the Shire, with another in Blackwood. Distance-wise the southern rural half of the Shire has the poorest travel accessibility to any library services.
- 5 towns (Barkstead, Clarendon, Lal Lal, Navigators and Yendon) rely on libraries in Ballarat to meet their Travel Standards.

Ballan:

- Ballan meets the Travel Standard (10 minute drive) as it has the Ballan Library.

Note: at present, Bacchus Marsh is the only settlement assessed as an urban area. As the population of Ballan grows, it may be appropriate to also apply the urban assessment to Ballan.

	Population within range ³	Travel Standard	Standard met/failed	Actual journey time to 2 nearest facilities (as measured)	Comments
Balliang	<100	20 minute drive	✓	20 minutes: Lerderderg Library 28 minutes: Melton Library & Learning Centre	Lerderderg Library is only just within the 20 minute standard and Melton is well beyond.
Balliang East	100-200	20 minute drive	✓	13 minutes: Lerderderg Library 23 minutes: Melton Library & Learning Centre	Lerderderg Library is well within the 20 minute standard and Melton is only 3 mins beyond.
Barkstead	<100	20 minute drive	✓	15 minutes: Daylesford Library 18 minutes: Creswick Library	2 non-Moorabool facilities within 18 minutes. Closest Moorabool facility is Ballan Library (21 minutes).
Blackwood	200-500	20 minute drive	✓	12 minutes: Trentham Library 20 minutes: Ballan Library	2 facilities within 20 minutes, the closest of which is non-Moorabool. Rural service once weekly.
Bungaree	100-200	20 minute drive	✓	14 minutes: Ballarat City Library 16 minutes: Wendouree Library	2 non-Moorabool facilities within 16 minutes. Closest Moorabool facility is Ballan Library (17 minutes).
Clarendon	100-200	20 minute drive	✓	17 minutes: Sebastopol Library 20 minutes: Ballarat City Library	2 non-Moorabool facilities within 20 minutes. Closest Moorabool centre is Ballan Library (29 minutes).
Dales Creek	200-500	20 minute drive	✓	16 minutes: Ballan Library 17 minutes: Trentham Library	2 facilities within 17 minutes, 1 of which is non-Moorabool.
Dunnstown	200-500	20 minute drive	✓	13 minutes: Ballarat City Library 15 minutes: Wendouree Library	2 non-Moorabool facilities within 15 minutes. Closest Moorabool facility is Ballan Library (19 minutes). Rural service once weekly.
Elaine	<100	20 minute drive	✗	24 minutes: Sebastopol Library 28 minutes: Ballarat City Library	No facilities within 20 minute Travel Standard. 2 Ballarat libraries within 30 minutes.
Gordon	500-2000	15 minute drive	✓	10 minutes: Ballan Library 22 minutes: Ballarat City Library	Only Ballan Library within 15 minute Travel Standard. Rural service once weekly.
Greendale	500-2000	15 minute drive	✓	12 minutes: Ballan Library 18 minutes: Lerderderg Library	Only Ballan Library within 15 minute Travel Standard, plus Lerderderg Library 3 minutes beyond.

³ Travel Standards have been assigned to small towns according to population ranges. As larger populations can support a wider range of services and facilities, travel distance / time standards are generally less (i.e. better) for larger settlements. For more information regarding this methodology refer to the Moorabool Community Infrastructure Planning Process on Council's website.

	Population within range ³	Travel Standard	Standard met/failed	Actual journey time to 2 nearest facilities (as measured)	Comments
Hopetoun Park	500-2000	15 minute drive	✓	11 minutes: Lerderderg Library 12 minutes: Melton Library & Learning Centre	2 facilities within 12 minutes, 1 of which is non-Moorabool.
Korweinguboora	200-500	20 minute drive	✓	15 minutes: Daylesford Library 16 minutes: Ballan Library	2 facilities within 16 minutes, the closest of which is non-Moorabool.
Lal Lal	200-500	20 minute drive	✓	19 minutes: Ballarat City Library 20 minutes: Sebastopol Library	2 non-Moorabool facilities within 20 minutes. Closest Moorabool facility is Ballan Library (24 minutes).
Morrison's	<100	20 minute drive	✗	24 minutes: Ballan Library 31 minutes: Sebastopol Library	No facilities within 20 minute Travel Standard. Ballarat libraries just beyond 30 minutes.
Mt Egerton	200-500	20 minute drive	✓	12 minutes: Ballan Library 24 minutes: Ballarat City Library	Only Ballan Library within 20 minute Travel Standard.
Mt Wallace	<100	20 minute drive	✓	15 minutes: Ballan Library 30 minutes: Lerderderg Library	Only Ballan Library within 20 minute Travel Standard.
Myrniong	200-500	20 minute drive	✓	10 minutes: Ballan Library 12 minutes: Lerderderg Library	2 Moorabool facilities within 12 minutes
Navigators	200-500	20 minute drive	✓	11 minutes: Ballarat City Library 12 minutes: Sebastopol Library	2 non-Moorabool facilities within 12 minutes. Closest Moorabool facility is Ballan Library (24 minutes)
Wallace	200-500	20 minute drive	✓	12 minute: Ballan Library 16 minutes: Ballarat City Library	2 facilities within 16 minutes, one of which is non-Moorabool.
Yendon	200-500	20 minute drive	✓	15 minutes: Ballarat City Library 15 minutes: Sebastopol Library	2 non-Moorabool facilities within 15 minutes. Closest Moorabool facility is Ballan Library (21 minutes).

Table B4: results of the Travel Accessibility Assessment for small towns

- ✓ Travel Standard met,
- ✗ Travel Standard failed

Bacchus Marsh and Surrounds:

- Map B1 shows that all parts of the urban area apart from far north Darley meet the '10 minute drive' standards as they are within 10 minutes of Lerderderg Library.
- It is worth noting that during peak traffic times, drive times from northern Darley and southern Maddingley will likely exceed the 10 minute standard.

Gap analysis results (Travel Accessibility Assessment) - maps

The following maps are provided in Part B to this report ('Detailed assessment data'):

Map B1: Travel Accessibility Assessment results for 'Libraries (centre-based)'

Suitability Assessment findings

Purpose

Facility-specific assessments that determine whether facilities are fit for their purpose and in adequate physical condition.

The Suitability Assessment seeks to determine how suitable facilities are in terms of supporting the services or community activities delivered through them. The Suitability Assessment has two components: building condition and fitness for purpose.

Building condition vs fitness for purpose

For Council-owned facilities (i.e. Council assets), the Suitability Assessment includes data from audits of building condition conducted in June 2018. The condition audits are a technical assessment of the physical condition and integrity of the structure and fit out of the building.

Fitness for purpose assessments were also conducted. These seek to understand how well existing facilities meet the needs of users and staff and how they compare with contemporary facility standards.

The Suitability Standards

Table B5 (overleaf) provides the 1-to-5 scoring system used by the building condition audits and fitness for purpose assessments. It is important to note that low values represent better condition or fitness for purpose.

Building condition

Standard

used: *Minimum standards for building condition are not used. Instead, condition scores are qualitatively assessed and compared with the fitness for purpose assessment findings.*

Rationale: *During audits, separate condition scores are assigned for different components of buildings such as roof, sub-structure, floor coverings and electrical services. These component scores are entered into Council's asset management systems and subsequently inform the annual maintenance, renewal and upgrade programmes.*

Score		Building condition	Fitness for purpose
1	Very good	Near new condition with no obvious signs of wear.	Fully meets service needs with no impact on delivery of services/activities, AND No identified risks to users or building integrity
2	Good	Good condition with limited signs of wear. Does not require any special attention.	Minor impact on ability to deliver the required services/activities, OR Minor identified risks to users or building integrity
3	Fair	Generally good condition with some evidence of minor defects in local spots. Requires some planned maintenance to prevent further deterioration and to return it to a very good condition.	Moderate impact on ability to deliver the required services/activities, OR Moderate identified risks to users or building integrity
4	Poor	Evidence of significant defects in multiple locations. Requires major maintenance to prevent further deterioration and to return it to a very good condition. Will need to be renewed, upgraded or disposed in near future. Is reflected via inclusion in the 10 year Capital Works Plan.	Significant impact on ability to deliver the required services/activities, OR Significant identified risks to users or building integrity
5	Very poor	In need of major repair and referred to the capital works program for renewal / replacement / disposal. Will need to be renewed, upgraded or disposed in near future. Is reflected via inclusion in the 2-5 year Capital Works Plan.	Severe impact - required services cannot be delivered/activities, OR Severe identified risks to users or building integrity
6	End of service life	No remaining service potential.	<i>Not used</i>

Table B5: scoring system used for the Suitability Assessment

Fitness for purpose

Two overall scores are determined for each facility: one for current fitness for purpose and another for future fitness for purpose (notionally 5 years' time). Both overall scores are then classified as per the standards below.

Standards

used:	1 to 2: 'Fit for purpose'	equivalent to the top 25%
	2 to 3: 'Attention required (minor)'	equivalent to upper 25% to 50%
	3 to 4: 'Attention required (major)'	equivalent to lower 25% to 50%
	4 to 5: 'Unfit for purpose'	equivalent to bottom 25%

Rationale: The above scores represent 25% bands where the top 25% indicate facilities that are fit for purpose and the bottom 25% unfit. Scores in between are graded into facilities that exhibit major and minor issues.

Findings of the Suitability Assessment

Detailed Building condition audit and Fitness for Purpose assessment data may be requested directly from Moorabool Shire Council. Summary results are provided through **Table B6** (overleaf).

Small towns and rural areas:

There are no libraries within small towns.

Ballan:

Building condition data is not available for Ballan Library as it is located within the State Government-owned Ballan Mechanics Institute Hall Reserve.

The Fitness for Purpose assessment scored the Ballan Library as 'unfit for purpose' due to:

- Substantially undersized meaning it cannot be fitted out to required standards. The library cannot be expanded any further at the current site without major reconfiguration of the Ballan and District Community House.
- Poor visibility from the street.
- No community internet access.
- Wheelchair users must enter through Community House.
- Cramped library room unsuitable for wheelchair users.

Bacchus Marsh and Surrounds:

The Lerderderg Library is in good to average condition throughout. The Fitness for Purpose assessment found the library to be generally fit for purpose but did identify two major issues:

- back-of-house and staff areas are undersized, cramped and lacking privacy.
- public library area is undersized for the population it serves.

Works are also required to address:

- Rough car park surface
- Upgrade to furniture and air conditioning in main library room.
- Lack of a 2nd wheelchair accessible exit, plus various other minor accessibility issues

Name	Building condition	Fitness for purpose			
		Score - Now	Classification - Now	Score - Future	Classification - Future
Small towns and rural areas					
<i>no facilities</i>	<i>n/a</i>				
Ballan					
Ballan Library	<i>No condition data</i>	4.0	Unfit for purpose	4.0	Unfit for purpose
Bacchus Marsh and Surrounds					
Lerderderg Library	<ul style="list-style-type: none"> All components good to average 	2.8	Attention required (minor)	3.1	Attention required (major)

Table B6: overall Suitability Assessment findings for libraries