

Attachment J

Use Group:	Aged and Disability
Use(s):	J. Centre-based meals

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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):

Centre-based meals:

Nutritious meals funded by the Commonwealth Home Support Programme (CHSP), prepared at or delivered to a facility (such as a community centre or senior citizens club) and eaten in a social setting. Meals are provided to people in the CHSP target population who are at nutritional risk or who have decreased capacity to prepare their own meals. In-centre meals also provide a social setting for interaction between clients and monitoring by service professionals.

Delivered meals ('meals on wheels'):

Nutritious meals funded by the Commonwealth Home Support Programme (CHSP), prepared and delivered to the client's home. Meals are provided to people in the CHSP target population who are at nutritional risk or who have decreased capacity to prepare their own meals. Additional benefits include the opportunity for informal health monitoring of and social interaction with clients while delivering the meal.

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 *Centre-based meals* 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 facilities within Moorabool Shire currently support centre-based meals services:

Service	Owner & operator	Meals served per week
Andy Arnold Centre & Quamby Room, Bacchus Marsh	Moorabool Shire Council	55
Ballan Senior Citizens Centre	Moorabool Shire Council	44

Table J1: Existing infrastructure

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 name 'Bacchus Marsh and Surrounds' refers to the urban areas of Darley, Bacchus Marsh and Maddingley.*

The Quantity Standard: Centre-based meals

It is not necessary to develop a Quantity Standard for centre-based meals. This is because meals services do not require dedicated facilities; they are one of the many uses that can be provided through multipurpose community facilities, if those facilities are designed to be age-friendly¹. Many existing facilities in small towns across the Shire are in fact already suitable for the provision of meals but are not used as such due to clients instead being services via delivered meals ('meals on wheels').

There is a move within local government towards community facilities that are multipurpose and suitable for use by a wide range of users. Moorabool Shire Council adopted such principles through the Community Infrastructure Planning Policy and Principles (2017).

This assessment therefore treats centre-based meals as an activity that should be supported by multipurpose community rooms and venues. For more information refer to the needs assessment for 'Multipurpose community rooms and venues'.

Findings of the Quantity Assessment

Centre-based meals are currently only provided through the Ballan Senior Citizens Centre and the Quamby Room in Bacchus Marsh. Other community facilities in small towns are suitable for the provision of meals and have done so in the past. However, the services at these other facilities have not continued due primarily to funding constraints.

In locations where clients do not have easy access to a facility providing meals in-centre, Council funds a delivered meals program. However, delivered meals do not provide the same opportunities for clients to interact socially with others, which can be key to maintaining good health and wellbeing.

As noted above, there is too little data to develop a meaningful Quantity Standard. Instead, the following assumptions should inform council's community infrastructure planning:

- The proportion of people aged 65 years and over who create demand for centre-based meals and delivered meals is expected to decline or remain static into the future. This is due in part

¹ www.mav.asn.au/what-we-do/policy-advocacy/social-community/positive-ageing/age-friendly-cities-and-communities

to the emergence of a wider range of ready-made food options onto the market and a trend amongst ageing ‘baby boomers’ for seeking higher quality food option². However, many clients who are unable to afford other options will still need to access meals through community facilities.

- Centre-based meals do not require dedicated facilities; rather they can operate through any facility that provides a suitable kitchen and dining space and is in a good location to service a population of sufficient size.

Small towns and rural areas:

- There are not currently any centre-based meals operating from facilities in small towns or rural areas. Typically, this is due to clients being dispersed across large geographic areas resulting in insufficient population residing within easy travel time of rural facilities. In addition, service providers are not sufficiently funded to deliver services in rural locations, instead providing delivered meals (‘meals on wheels’).
- Were the service ever to require the use of facilities in small towns and rural areas, some community halls are already suitable or could be made so through minor improvements (refer to the Suitability Assessment) whereas others may require more major upgrades, primarily to kitchens.
- Therefore, no new facilities are required, but upgrades to existing ones may be needed.

Ballan:

- The Ballan Senior Citizens group provides 44 meals per week, which equates to a rate of 1 meal per 14 people aged 65 and over. This rate is far higher than the Quamby Room in Bacchus Marsh which provides 55 meals per week, equivalent to 1 per 53 people³.
- If required to deliver more meals, the Ballan Senior Citizens Centre could meet an increase in demand. Alternatively, other venues such as the Ballan Recreation Reserve sports pavilion, Bowls Club pavilion, or Mechanics Institute Hall could also provide suitable facilities.
- Therefore, no new facilities are required, but upgrades to existing ones may be needed.

Bacchus Marsh and Surrounds:

- The Quamby Room provides the only centre-based meals service for the wider Bacchus Marsh and Surrounds area. It’s central location within the urban area means that clients can be transported from Darley and Maddingley but local facilities within both Darley and Maddingley would provide better accessibility.
- The Quamby Room has capacity to meet an increase in demand for centre-based meals and could continue to be the only facility servicing the wider Bacchus Marsh area. However, as increasing traffic congestion is likely to make north-south travel less convenient, it would be preferable to establish new centre-based meals services in Darley and Maddingley.
- Existing facilities in Darley and Maddingley should already be suitable for providing centre-based meals, such as sports pavilions and community venues. If they are not already suitable, upgrades may be required.
- Therefore, no new facilities are required, but upgrades to existing ones may be needed.

² <https://mealsonwheels.org.au/wp-content/uploads/2016/03/MOW-Building-Towards-A-New-Social-Experiment-For-Our-Times.pdf>

³ As the only facility providing centre-based meals to the wider Bacchus Marsh area, the ratio of 1 meal per 53 people is based on the population of the ‘Bacchus Marsh and Surrounds’ area.

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

As centre-based meals are one of many uses provided through multipurpose community facilities, it is not meaningful to develop a specific utilisation standard. Rather, utilisation of community rooms and venues is measured as the total hours of use of each facility for any activity. For more information in this regard, refer to the needs analysis for 'Multipurpose community rooms and venues'.

Findings of the Utilisation Assessment

Centre-based meals are one of the many uses that take place in the Ballan Seniors Citizens Centre and Quamby Room; as such, meals only represent a portion of their overall utilisation. Both facilities have capacity to provide more centre-based meals but that capacity is limited by other activities taking place such as seniors groups and general community bookings.

This assessment concludes that both the Ballan Seniors Citizens Centre and Quamby Room have the capacity to deliver more centre-based meals. While it is not possible at this stage to reliably quantify that capacity, it is reasonable to assume both facilities would be able to double the number of meals per week above current provision.

Refer to the Utilisation Assessment for 'Multipurpose community rooms and venues'.

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: Centre-based meals

Standards

used: *Population trigger: not set as dependent on client demand*
All settlements: 10 minute drive

Rationale:

Most centre-based meals clients are collected from their home by HACC-funded community transport; a smaller number arrive by private car or taxi. For those travelling by bus, it is highly desirable that journey times do not exceed 30 minutes each way. For this reason, the maximum Travel Standard is set as '10 minute drive', allowing for trebling of this time when collecting multiple clients.

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 J2** and **Map J1** below.*

Small towns and rural areas:

Table J2 below provides tabular results of the assessment for each of the 22 small towns and rural areas; the same results are shown on Map J1.

- The results show that only Gordon, Hopetoun Park and Myrning have access to a centre-based meals service within the 10 minute Travel Standard.
- A further 5 towns have a service less than 5 minutes beyond the Travel Standard (Balliang East, Greendale, Mt Egerton, Mt Wallace and Wallace).
- Most small towns do not have a service within a 10-minute drive. In these towns, delivered meals are instead available.
- Towns in the southwest of the Shire are particularly disadvantaged due to their considerable distance to the current meals services in Ballan and Bacchus Marsh.

Ballan:

- The Ballan Senior Citizens Centre provides for Ballan

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.

Bacchus Marsh and Surrounds:

- The only facility currently serving the whole urban area is the Quamby Room in central Bacchus Marsh. Darley and Maddingley do not have a more local facility providing meals.
- Other than the very far north of Darley, all parts of the urban area are within a 10-minute drive of the Quamby Room. However, in peak traffic and periods of congestion journey times increase, meaning that journeys to and from Darley and West Maddingley exceed the desired maximum of 30 minutes for all clients on community transport.

Gap analysis results (Travel Accessibility Assessment) - maps

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

Map J1: Travel Accessibility Assessment results for 'Centre-based meals'

	Population within range ⁴	Travel Standard	Standard met/failed	Actual journey time to 2 nearest facilities (as measured)	Comments
Balliang	<100	10 minute drive	✘	20 minutes: Quamby Room 31 minutes: Ballan Senior Citizens Centre	No reasonable access; residents can receive delivered meals
Balliang East	100-200	10 minute drive	✘	14 minutes: Quamby Room 31 minutes: Ballan Senior Citizens Centre	Quamby Room is only 4 mins beyond Standard.
Barkstead	<100	10 minute drive	✘	22 minutes: Ballan Senior Citizens Centre 38 minutes: Quamby Room	No reasonable access; residents can receive delivered meals
Blackwood	200-500	10 minute drive	✘	20 minutes: Ballan Senior Citizens Centre 25 minutes: Quamby Room	
Bungaree	100-200	10 minute drive	✘	16 minutes: Ballan Senior Citizens Centre 32 minutes: Quamby Room	
Clarendon	100-200	10 minute drive	✘	28 minutes: Ballan Senior Citizens Centre 46 minutes: Quamby Room	
Dales Creek	200-500	10 minute drive	✘	16 minutes: Ballan Senior Citizens Centre 22 minutes: Quamby Room	
Dunnstown	200-500	10 minute drive	✘	19 minutes: Ballan Senior Citizens Centre 36 minutes: Quamby Room	
Elaine	<100	10 minute drive	✘	32 minutes: Ballan Senior Citizens Centre 50 minutes: Quamby Room	
Gordon	500-2000	10 minute drive	✓	10 minutes: Ballan Senior Citizens Centre 27 minutes: Quamby Room	Ballan Senior Citizens is just within the Standard
Greendale	500-2000	10 minute drive	✘	11 minutes: Ballan Senior Citizens Centre 17 minutes: Quamby Room	Ballan Senior Citizens is only 1 minute beyond the Standard
Hopetoun Park	500-2000	10 minute drive	✓	8 minutes: Quamby Room 22 minutes: Ballan Senior Citizens Centre	Quamby Room is within the Standard

⁴ 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 ⁴	Travel Standard	Standard met/failed	Actual journey time to 2 nearest facilities (as measured)	Comments
Korweinguboorra	200-500	10 minute drive	✘	15 minutes: Ballan Senior Citizens Centre 31 minutes: Quamby Room	No reasonable access; residents can receive delivered meals
Lal Lal	200-500	10 minute drive	✘	24 minutes: Ballan Senior Citizens Centre 42 minutes: Quamby Room	
Morrison's	<100	10 minute drive	✘	24 minutes: Ballan Senior Citizens Centre 42 minutes: Quamby Room	
Mt Egerton	200-500	10 minute drive	✘	11 minutes: Ballan Senior Citizens Centre 29 minutes: Quamby Room	Ballan Senior Citizens is only 1 minute beyond the Standard
Mt Wallace	<100	10 minute drive	✘	14 minutes: Ballan Senior Citizens Centre 30 minutes: Quamby Room	Ballan Senior Citizens is only 4 minutes beyond the Standard
Myrniong	200-500	10 minute drive	✓	10 minutes: Ballan Senior Citizens Centre 12 minutes: Quamby Room	Ballan Senior Citizens is just within the Standard
Navigators	200-500	10 minute drive	✘	24 minutes: Ballan Senior Citizens Centre 40 minutes: Quamby Room	No reasonable access; residents can receive delivered meals
Wallace	200-500	10 minute drive	✘	13 minutes: Ballan Senior Citizens Centre 29 minutes: Quamby Room	Ballan Senior Citizens is only 3 minutes beyond the Standard
Yendon	200-500	10 minute drive	✘	21 minutes: Ballan Senior Citizens Centre 39 minutes: Quamby Room	No reasonable access; residents can receive delivered meals

Table J2: results of the Travel Accessibility Assessment for small towns

- ✓ Travel Standard met,
- ✘ Travel Standard failed

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 J3 (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 J3: 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 J4** (overleaf).*

Small towns and rural areas:

There are no facilities providing centre-based meals in small towns and rural areas.

Facilities with commercial kitchens that are likely to be suitable for centre-based meals include:

- Bungaree Recreation Reserve Community Centre
- Dunnstown Community Centre
- Gordon Recreation Reserve Pavilion
- Wallace Recreation Reserve Pavilion

Facilities without commercial kitchens but which could be upgraded to improve their suitability for centre-based meals include:

- Blackwood Hall
- Bungaree Public Hall
- Elaine Mechanics Institute Hall
- Gordon Public Hall
- Korweinguboorra Recreation Reserve Community Hall
- Lal Lal Soldier's Memorial Hall
- Mount Egerton Mechanics Institute Hall
- Mt Wallace Hall
- Myrniong Hall
- Rowsley Community Hall
- Wallace Public Hall

Ballan:

The Ballan Senior Citizens Centre is the only facility currently providing centre-based meals in Ballan. The Fitness for Purpose assessment scored the facility as 'Attention required (major)' due to:

- Convoluted access to toilets which is confusing for clients
- Needs two new accessible toilets
- Will require modernisation to remain fit for purpose and meet future user expectations

Bacchus Marsh and Surrounds:

The Quamby Room generally meets current client needs but will require modernisation if it is to meet the future expectations of the next generation of clients. The Quamby Room is the only facility in the Shire designed to be age-friendly and dementia-friendly.

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 Senior Citizens Centre	<ul style="list-style-type: none"> • Fair: Accessibility, fire services, site services • All other components good 	3.0	Attention required (major)	3.0	Attention required (major)
Bacchus Marsh and Surrounds					
Andy Arnold Centre and Quamby Room	<ul style="list-style-type: none"> • All components good to average 	1.5	Fit for purpose	2.1	Attention required (minor)

Table J4: overall Suitability Assessment findings