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SAMPLE OUTPUT

NEEDS ASSESSMENT REPORT

Community Services Needs Assessment

A needs assessment for a regional services programme, drawn from the supplied consultation data.

POPULATION

Regional, 78,000

CONSULTATION

412 responses

PRIORITY NEEDS

5

STATUS

Sample output

Purpose

This assessment identifies unmet service needs across the region, ranks them by the combination of severity and reach, and distinguishes needs that the programme can address from needs that require referral or advocacy. It is intended to support a funding submission and a two-year service plan.

Evidence Base

- Community survey: 412 responses, weighted to the regional age and locality profile.
- Service provider interviews: 19 organisations across health, housing and education.
- Administrative data: waiting lists and referral outcomes for the last 24 months.
- Two facilitated community sessions, 64 participants total.

Ranked Needs

Need	People affected	Severity	Currently served by
Transport to appointments	~9,400	High	Nothing regional
After-hours mental health support	~3,100	Very high	One provider, 40 km away
Affordable childcare, shift hours	~5,800	High	Two providers, weekday only
Digital access and literacy	~11,200	Medium	Library programme, capacity limited
Food security, seasonal	~2,700	High	Volunteer network, no funding

STRUCTURAL FINDING

Transport is a multiplier need. In consultation it was named as the reason people could not reach four of the five other services listed. Addressing it improves measured access to services the programme already funds.

What The Consultation Said

- Availability is not the main barrier — reachability is. Services exist but cannot be got to.
- After-hours provision was raised unprompted in both community sessions.
- Trust in existing referral pathways is low among respondents under 30.
- Respondents consistently preferred fewer, reliable services over more, intermittent ones.

Service Response Options

Option	Addresses	Indicative cost	Feasibility
Regional transport service, 4 days	Transport, access to 4 services	\$310k/yr	High
After-hours telehealth partnership	Mental health	\$180k/yr	Medium — partner required
Extended-hours childcare subsidy	Childcare	\$240k/yr	Medium
Digital access hubs, 3 sites	Digital literacy	\$120k/yr	High

Recommendations

- Fund the regional transport service first, on the grounds that it increases realised access to four other needs.
- Pursue the after-hours partnership in parallel — it is the highest-severity need and cannot be met internally.
- Fund digital access hubs as the lowest-cost, highest-reach intervention available.
- Do not fund food security directly; advocate for the volunteer network to be brought into an existing funded programme.

Gaps In This Assessment

Two populations are under-represented and the findings should not be generalised to them without further work: residents outside the two main towns, and non-English speaking households. Neither was reached in sufficient numbers by the survey or the community sessions.

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