SOCIAL IMPACT ASSESSMENT POLICY

Adopted: 26 August 2015

TRIM: 156452.2015

SOCIAL IMPACT ASSESSMENT POLICY

1.   PURPOSE

1.1   This Policy identifies the importance and rationale for Social Impact Assessment (SIA) and provides a framework for ensuring that SIA is effectively integrated into Council's decision-making processes. SIA aims to identify and manage the positive and negative consequences of proposed developments, policies, plans and planning instruments to optimise social outcomes and community wellbeing.

1.2   This policy sets out when a SIA is required, how it is to be undertaken and how the outcomes arising from a SIA are to be implemented and managed.

1.3   This Policy assists Council to support the growth of Liverpool into a vibrant and liveable City – one that meets the needs of the present population and provides opportunities for future generations to prosper.

2.   LEGISLATIVE REQUIREMENTS

The following legislation is relevant:

2.1   Local Government Act 1993 (LG Act)
Section 402(3) of this Act requires Councils to prepare a community strategic plan which:

(a) addresses civic leadership, social, environmental and economic issues in an integrated manner, and
(b) is based on social justice principles of equity, access, participation and rights, and
(c) is adequately informed by relevant information relating to civic leadership, social, environmental and economic issues, and
(d) is developed having due regard to the State government's State Plan and other relevant State and regional plans of the State government.

2.2   Environmental Planning and Assessment Act 1979 Sec 79C(1) (EP&A Act)
Specifies the matters Council should take into consideration when assessing development applications, including:

(a) the provisions of any relevant environmental planning instrument, development control plan or regulations
(b) the likely impacts of that development, including environmental impacts on both the natural and built environments and social and economic impacts in the locality
(c) the suitability of the site for the development
(d) any submissions made in accordance with this Act or the regulations"
(e) the public interest.

2.3   Gaming Machines Act 2001
Specifies the conditions under which clubs and hotels are required to lodge a *Local Impact Assessment (LIA)* with the Liquor Administration Board and with Council and other community agencies

2.4   Liquor Act 2007
Specifies the circumstances under which an application for a new liquor license, extended trading hours, or variation of a liquor license require the applicant to lodge a *Community Impact Statement (CIS)* with the Office of Liquor Gaming and Racing (OLGR) and notify their local council in accordance with Section 48 of the Act

2.5   State Environmental Planning Policy (Affordable Rental Housing) 2009 Part 3
Deals with retention of low cost rental accommodation

2.6   Other Commonwealth and State legislation such as:
a) NSW Disability and Services Act 1993
b) Federal Disability Discrimination Act 1992

specify requirements under each particular Act.

3.   DEFINITIONS

Community – Any individual or group who could be affected by a proposed change or project including:

a) Those who live nearby
b) Those who will hear, smell or see a development or its effects
c) Those who are forced to relocate
d) Those who have an interest in, or are likely to be affected by, the new project but may not live in close proximity
e) Those who may normally use the land where the project is to be located

Community Impact Statement (CIS) – Prepared by applicants as part of the liquor licence application process to assess issues and concerns with a proposed application

Development Application (DA) – Submitted by applicants seeking consent to develop on land within a council area

Development Control Plan (DCP) – Sets out the controls guiding development within a particular area

Environmental Planning and Assessment Act 1979 (EP&A) – The state government legislation that controls all development within New South Wales

Local Environment Plan (LEP) – Legal instrument that imposes standards to control development within a local government area

Local Impact Assessment (LIA) – Process to assess the impact of additional gaming machines in a local government area

Social Impact Assessment (SIA) – Process to assess the social impacts of a proposed change or project within a local government area

4.   IMPROVING COUNCIL BUSINESS

4.1   This Policy and Procedure seeks to improve the way in which Council makes planning decisions in Liverpool and ensures that social impacts are considered comprehensively in and consistently in the decision making process.

4.2   Council, the applicant, government agencies and the community all have a role in the identification and assessment of social impacts on the community.

4.3   In determining development applications, Council needs to be satisfied that the identified social impacts of proposed developments, policies, plans or planning instruments have been appropriately addressed and respond to social justice principles.

4.4   Council is responsible for notifying the community about a development and, where appropriate, to seek responses from the community on the social impacts of the development.

4.5   It is the applicant's role to prepare a social impact assessment if their development proposal requires one, according to this Policy. Applicants should seek expert advice in the preparation of social impact assessments.

4.6   Applicants must ensure that:

a) Their social impact assessment adequately addresses all possible social impacts
b) Adequate consultation is undertaken with communities that are likely to be impacted by the development

4.7   Depending on the nature of the proposed development, Council may seek input from relevant government agencies, e.g. input will be sought from local police on the development application for a liquor outlet.

4.8   Council will also review policies, plans or projects of State or Federal government agencies that may have an impact on the community and make relevant submissions.

4.9   The community's role is to provide useful comment on a development application with regard to its social impact either through responding to a survey, participating in community meetings or providing written submissions. Community members may also participate in consultations conducted directly by the applicant (or a professional acting on their behalf) about the likely impact of a development.

4.10   Submissions received by Council regarding any DAs will be placed on Council's e-planning portal and will not be removed until a decision is made on the DA. Submission writers will be notified of revisions to the DA and advised of any deadline for further submissions.

4.11   Council's vision is to be the vibrant regional city of opportunity, prosperity and diversity. To achieve this vision Council is committed to ensuring the needs of the community are at the forefront of Council's planning and decision making. The process of SIA is one way in which Council demonstrates this commitment. This commitment is set out within various Council plans and policies and further emphasises Council as an organisation that embraces innovation, excellence, sustainability and equity in delivering the most efficient and effective services for the Liverpool community.

4.12   Growing Liverpool 2023

4.12.1 Growing Liverpool 2023 is Council's community strategic plan. It identifies the community's key objectives and strategies for the next ten years and outlines how these will be achieved. There are seven Directions within the plan. SIA responds to:

- *Direction 2: Liveable Safe City* where the objective is to create safe and liveable neighbourhoods and by operating within a flexible planning system that supports high quality sustainable development.
- *Direction 7: Leading and Proactive Council* where the focus is on demonstrating a commitment to integrity, professionalism and transparency in decision making and delivering best practice and innovation.

4.13   Development Control Plan (DCP) for Social Impact Assessments

4.13.1 Council is committed to the process of SIA as a means of considering social issues more comprehensively and consistently in its planning and decision making.

4.13.2 Council has a statutory obligation under Section 79C of the *Environmental Planning and Assessment Act 1979* to consider the social impacts of development applications. The aims of the Liverpool Local Environmental Plan 2008 include:

*(b) to foster economic, environmental **and social** well-being so that Liverpool continues to develop as a sustainable and prosperous place to live, work and visit.*

4.13.3 To complement the statutory obligation, Council has adopted a Development Control Plan for Social Impact Assessments that requires a SIA to be submitted with development applications for specific types of development and developments of a particular scale. As development opportunities increase to meet the demands of a growing city, the objective of SIA is to maximise the potential positive and minimise the potential negative social impacts of development, to help build healthier communities where people want to live and work.

4.14   Social Justice Policy

4.14.1 Council is also committed to the consideration of social impacts under the Social Justice Policy which falls under Growing Liverpool 2023. The Social Justice Policy commits Council to consider community wellbeing for all people and seeks to promote fairness and the rights of all members of the community.

4.14.2 The Social Justice Policy identifies social justice as the incorporation of the principles of sustainability, community strengths, safe and healthy communities, evidence based approaches, access, equity, participation and partnership, human rights and recognition of Aboriginal and Torres Strait Islander Australians into day to day Council practice.

4.14.3 This policy responds to social justice through the consideration of the above principles with respect to Council's planning and policy decisions and feedback mechanisms.

4.15   Community Engagement Policy

4.15.1 Council is committed to community engagement and to support effective and consistent community engagement practices across Council. Effective community engagement should lead to exemplary planning decisions which help to build healthier communities where people want to live and work. Community engagement and consultation with the communities that are likely to be affected is a critical phase of the SIA process.

5.   POLICY STATEMENT

5.1   Council is committed to the process of social impact assessment as a means of considering social issues more comprehensively and consistently in its planning and decision making.

5.2   Demand for a greater focus on social impact has been driven by:

a) A changing demographic profile and pressures arising from the growth and positioning of Liverpool as the regional city for South Western Sydney;
b) Increasing awareness of planning authorities to apply social criteria in making decisions about development and land use;
c) Increasing emphasis by Council and the community in considering social issues.

5.3   Having a process to include SIA as part of the development assessment process allows Council to make decisions within its strategic land use planning systems with a view to create a cohesive, caring, safe and equitable community. It allows Council to:

a) Ensure social impacts of Council's development applications, policy decisions and planning tools are considered;
b) Enhance consistency and transparency in assessing and commenting on the social impacts of development applications, policy decisions and planning tools;
c) Ensure that the opportunity for positive impacts of these proposals are maximised and that potential negative impacts are avoided, minimised or mitigated;
d) Ensure community needs are met in an equitable and inclusive way and that the environmental, social and economic qualities of the local area are enhanced as a result of the development;
e) Facilitate better community engagement and community feedback;
f) Create opportunities for greater understanding of certain planned development within the community.

5.4   Under this policy, Council is committed to:

a) Require SIA as a component of applications for specific types of development;
b) Require SIA of significant new or revised strategic land use plans including its LEP and master plans;
c) Require SIA of new or revised projects, policies, or plans that may trigger social change;
d) Require the consideration of social impacts in Council's reporting processes to enhance Council policy and decisions;
e) Evaluate the impact of this policy and its guidelines on a regular basis to identify further opportunities for improvement;
f) Review invitations from other government agencies for consideration of social impacts, for example, liquor and gaming applications and new planning policies and where appropriate make submissions.

6.   TRIGGERS TO SOCIAL IMPACT ASSESSMENT

6.1   Specific types of development, or developments of a particular scale, require the preparation of a SIA.

6.2 The lists in Tables 1 and 2 identify when a SIA or submission to an external agency will be required. Council can, at its discretion, ask applicants to prepare a social impact assessment if Council staff identify a proposal as having likely social impacts substantially more or less significant – or resulting in cumulative social impacts that are substantially more or less significant – than envisaged for a particular type of development in Tables 1 and 2. More detail is provided from Section 9 and in DCP Amendment No. 19.

6.3 The discretion to vary requirements for social impact assessment rests with the Executive Management Team, with consideration of recommendations made by Council staff.

6.4 Liquor and gaming machine licence applications

6.4.1 The determination of liquor and gaming machine licence applications is made by the Independent Liquor and Gaming Authority (ILGA), an authority of the Office of Liquor Gaming and Racing.

6.4.2 Council has an important role in reviewing and making comment on liquor license and gaming machine applications in accordance with Section 48 of the *Liquor Act 2007* and *Gaming Machines Act 2001*. The submissions made by councils to the ILGA can affect the outcome of liquor licensing applications.

6.4.3 While Council does not grant liquor or gaming machine licences, it does consider DAs for some kinds of premises where liquor will be sold. These include hotels, on-licence premises and retail premises.

6.4.4 It is Council's responsibility, as part of the DA process, in accordance with the EP&A and LG Act, to consider the social impacts arising from but not limited to:

a) Design
b) Location
c) Trading hours
d) Access
e) Signage
f) Fit out
g) Acoustic treatments
h) The sale of alcohol at an outlet and the consumption of alcohol

6.4.5 The assessment of these applications requires up to date data about the number of licensed premises within the LGA. As a matter of routine, Council should obtain, each year, the list of licensed premises from OLGR.

6.4.6 The location of licensed premises in Liverpool and in nearby council areas, including along feeder routes, should be promptly mapped by Council's GIS staff.

6.4.7 Licensed premises data from OLGR will be analysed by Council's Community Planning and Development team and the analysis will be referred to when any DA for a licensed premises is received or Council is notified of a liquor licence application.

7. SOCIAL IMPACT ASSESSMENT PROCESS

7.1 Types of Social Impact Assessment

7.1.2 There are two types of social impact assessment. Council has determined that for developments requiring social impact assessment, applicants must submit one of the following:

a) Social Impact Comment (SIC)
b) Comprehensive Social Impact Assessment (CSIA)

7.1.3 If a development proposal is consistent with one of the specific development proposals identified in Table 1, an applicant should complete a SIC and submit it to Council. A Council staff member will also prepare and submit a SIC to the respective Council unit or external agency.

Table 1: When a Social Impact Comment is required

Type of development	Social Impact Comment
Residential development	Applications for development of, or major changes to: • Residential flat buildings greater than 20 units • Multi-dwelling housing greater than 20 dwellings • Residential subdivision greater than 20 dwellings • Affordable housing, within the meaning of SEPP (Affordable Rental Housing) 2009 – excluding secondary dwellings • Housing for seniors or people with a disability, within the meaning of the SEPP (Housing for Seniors or People with a Disability) 2004 • Student housing • Caravan parks
Commercial development	Applications for development of, or major changes to: • Entertainment facilities • Amusement centres • Function centres (greater than 100 person capacity) • Retail centres and other commercial development, including tattoo parlours
Other types of development	Applications for development of, or major changes to: • Childcare centres (greater than 20 places) • Places of public worship (greater than 200 person capacity) • Educational establishments • Health consulting rooms • Council-owned community facilities, including community centres, libraries, childcare centres and recreation facilities • Community land, as classified by the Local Government Act 1993

Planning Instruments	• Any changes to strategic land use plans or master plans including land rezoning unless deemed to be of minor impact by the Community Planning or Strategic Planning units • Any changes to the LEP which propose reclassification of community land to operational land • Development that will result in the loss of agricultural land outside of the South West Growth Centre
Planning Instruments (Social Impact Comment to be completed by Council staff	• Development of Council policies that may impact the community • Policies, plans and projects by other government agencies that may have an impact on the community. These include but are not limited to: metropolitan planning strategies, relevant state environmental planning policies, state and federal plans, ageing strategies and local health plans

* A Community Impact Statement is also required as part of the application process with the Independent Liquor and Gaming Authority

7.1.4 However, if a development proposal is identified in Table 2, meaning that it requires a more detailed social impact assessment, an applicant should complete a CSIA.

Table 2: Development requiring Comprehensive Social Impact Assessment

Type of development	Comprehensive Social Impact Assessment
Residential development	Application for development of, or major changes to: • Residential flat buildings greater than 100 units • Development that results in a reduction of affordable housing
Commercial development	Applications for development of, or major changes to: • Packaged liquor outlets • Hotels (bars, pubs, taverns), nightclubs and registered clubs • Applications for liquor licences and gaming machines* • Extension of trading hours for licenses premises • Gaming outlets • Restricted premises (e.g. sex shops) • Sex services premises (e.g. brothels) • Gun shops
Other types of development	Applications for development of, or major changes to: • Drug rehabilitation services – including methadone clinics and safe injecting rooms • Hospitals, medical centres and community health services • Freight transport facilities • Major public transport facilities

* A Community Impact Statement is also required as part of the application process with the Independent Liquor and Gaming Authority

7.2 Social Impact Comment (SIC)

7.2.1 A SIC requires the completion of an SIC Initial Assessment Form (Appendix A) by an appropriately trained professional (see Appendix E). A detailed outline of how to complete an SIC can be found in Section 9.

7.3   Comprehensive Social Impact Assessment (CSIA)

7.3.1   A CSIA is an in-depth assessment of the potential social impacts of a development proposal. This type of assessment is required when a development is of large enough scale or potential level of impact that it requires detailed consideration of social impacts. It involves a detailed analysis of the issues identified in the SIC and must be completed by a qualified and experienced professional (see Appendix E).

7.3.2   Details of how to complete a CSIA are set out in Section 10. Applicants should note that in the case of development applications requiring completion of a CSIA, the applicant is still required to complete a SIC Initial Assessment form as a first step.

7.4   Independent expert advice on SIA

7.4.1   Council may at its discretion:

a) Seek independent expert advice about specific social impact issues relevant to a proposal, including a DA, a proposed plan or policy
b) Obtain an independent external review of an applicant's SIA
c) Commission its own SIA

7.5   Social Impact Assessment Referral Process

7.5.1   The referral process by which development applications, internal policies and external policies are reviewed and assessed is shown at Appendix H.

8.   HOW TO COMPLETE A SOCIAL IMPACT COMMENT (SIC)

8.1   The SIC Initial Assessment Form (Appendix A) provides the parameters of social impact for the project and forms the basis for all social impact assessment.

8.2   The SIC Initial Assessment Form requires applicants to:

a) Identify all potential social impacts (use Common Social Impact Types table in Appendix B as a guide);
b) Assess whether the impacts are likely to be significant, for each identified social impact
c) Describe the nature of the impact
d) Describe any enhancement measures (for positive impacts) and/or mitigation measures (for negative impacts) proposed to be undertaken

8.3   It is strongly recommended that the applicant discuss the proposed approach to conduct the SIC at a pre-DA meeting with Council officers. These meetings may identify mitigation strategies that change the form or layout of the proposed

development, and this early input has the potential to shorten the length of processing time for the DA.

8.4   Applicants can also provide additional information, where relevant, to support or justify their assessment. In completing the SIC, applicants must provide sufficient information detailing the potential social impacts of their proposal. It is not sufficient to state that there will be no impact therefore the questions do not need answering.

9.   HOW TO COMPLETE A COMPREHENSIVE SOCIAL IMPACT ASSESSMENT (CSIA)

9.1   A CSIA is an in-depth assessment of the potential social impacts of a development proposal. It entails:

   a)   A detailed analysis of the issues identified in the SIC Initial Assessment
   b)   An outline of the methodology used to conduct the CSIA
   c)   An outline of the research undertaken (including communication and consultation with the impacted communities and key stakeholders)

9.2   The applicant should seek a meeting with Council Officers early in the process to discuss Council's specific requirements.

9.3   **When is a social impact significant?**

9.3.1   The assessment of significance applies to the development application (or other change event) as submitted (that is, prior to the application of mitigating measures to reduce identified impacts). A model to guide the determination of 'significance' of social impacts is provided at Appendix D.

9.4   **What types of impacts should be considered?**

9.4.1   The CSIA Report will address impacts identified in the SIC Initial Assessment Form in greater detail as well as those identified through the additional research and preparation for the CSIA. A list of common social impact types is provided at Appendix B.

9.4.2   The CSIA study will need to address the following types of impacts:

   a) Direct and indirect impacts;
   b) Temporary (e.g. during construction) and permanent (e.g. post-construction) impacts;
   c) The potential for cumulative impacts; and
   d) The significance of potential impacts

9.4.3   The type and amount of information required for the CSIA report depends on the types of impacts, the significance of those impacts and the potential measures (if

any) needed to enhance or mitigate them. The criteria for preparing a CSIA report are provided at Appendix F.

9.5   **Impact Mitigation Measures**

9.5.1 Council has an expectation that applicants will propose effective impact mitigation measures. Council will not accept proposed mitigations which will not be deliverable by the applicant. Any mitigation proposed must meet the following criteria:

a) Tangible – real, substantial, definite and capable of being assigned a value in monetary terms
b) Deliverable – something that can be done or realistically expected
c) Likely to be durably effective – longer-term lasting impact

9.5.2 Adequate mitigations

a) Severe impacts – Where the likely social impacts are severely adverse, the adequate mitigation is refusal of the development or discontinuation of the plan or event.
b) Moderate to serious social impacts – Where there are likely serious social impacts, if adequate mitigations are available, they are likely to require substantial up-front commitment of funds and/or proportion of a site, plus a means of providing financial support to the mitigating action.
c) Moderate social impacts – Where there are likely moderate impacts, for example a pizza takeaway and delivery store proposes to make deliveries using two stroke motorcycles and trade until 1.00am Thursdays – Sundays. The likely impacts are frequent motorcycle noise at peak delivery times and late at night. A proposed mitigation could be as a condition of consent all deliveries to be made by bicycles.

9.5.3 Inadequate mitigations

Below are some examples of mitigations considered inadequate because they are not tangible, deliverable or likely to be durably effective.

a) One off donations to community groups
b) Proposed additional public transport services
c) Proposed education programs
d) Consideration of local residents for employment opportunities

9.5.4 Applicants should ensure that the CSIA is undertaken by an appropriately trained professional. Information to assist applicants to select a suitable person to undertake social impact assessment (SIC and/or a CSIA) is provided at Appendix E.

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9.6   Data Sources

9.6.1   There are numerous data sources that can assist with the SIA preparation process. Refer to Appendix G for a listing of data sources you may wish to use.

10.   COMMUNITY CONSULTATION

10.1   After completion of the SIC Initial Assessment Form, a process of community consultation should be undertaken. The information contained in the SIC Initial Assessment Form should be used to help determine what kind of community consultation should be undertaken. The scale of community consultation that needs to be undertaken and the method used to consult depends on a number of factors, including:

a)   The community who are likely to be most affected
b)   The significance of the potential social impacts
c)   The duration of the impact
d)   The likely beneficiaries of the proposed development
e)   Those likely to be most negatively affected

10.2   Community engagement must be meaningful and take place at a reasonable period of time before a development application is submitted to Council. Affected communities have an important role to play in discussing the potential impacts of a development and identifying measures to enhance positive impacts or mitigate negative impacts.

10.3   Guidelines on conducting effective community consultations are provided at Appendix C.

11.   WHAT HAPPENS AFTER A SOCIAL IMPACT ASSESSMENT IS SUBMITTED?

11.1   **Assessment**
Council officers will review and assess the social impact assessment documentation that is submitted, seeking evidence of community input, a thorough assessment of all social impacts and clear impact mitigation measures. After Council officers have assessed the submitted social impact assessment, along with any independent advice sought by Council, they will either:

a)   Recommend approval by Council
This may involve appropriate consent conditions to ensure that any identified social impacts are well managed.

b)   Recommend refusal by Council
Refusals will be based on aspects of the development that are not appropriate for the site or wider area, do not comply with planning instruments and/or are inappropriate for other reasons identified in the assessment.

11.2 **Monitoring**

If the application is approved then Council and the applicant will monitor the social impacts and the conditions of consent. In the development of the SIC or CSIA, the applicant will have identified the impacts and developed measures to minimise or mitigate them. This information will be summarised in the SIC, or be included in the CSIA.

11.3 **Conditions of consent**

The applicant will be informed of the conditions of consent of their development application. Some developments may have conditional consents for a period of time (e.g. 12 month period for 24 hour operation of McDonald's) and require a follow up assessment at the end of a trial period.

AUTHORISED
Council Resolution

EFFECTIVE FROM
26 August 2015

REVIEW DATE
26 August 2017

DEPARTMENT RESPONSIBLE
Community and Culture (Community Planning and Development)

CONSULTATION
Planning and Growth (Development Assessment and Strategic Planning)
Corporate Services (Governance and Legal Services)

VERSION

	Adopted by	Changes made	Date	TRIM number
1	General Manager	None	3 April 2012	027483.2012
2	Council resolution	Complete review	26 August 2015	156452.2015

REFERENCES

Department of Health and Ageing: Creating Places for People, An Urban Design Protocol for Australian Cities 2011
Holroyd City Council: Social Impact Assessment Policy and Guidelines 2012
Liverpool City Council: Community Engagement Policy 2013
Liverpool City Council: Disability Strategy 2012
Liverpool City Council: Growing Liverpool 2023 2013
Liverpool City Council: Multicultural LEAPS Plan 2012
Liverpool City Council: Social Justice Policy 2011
Liverpool City Council: Youth Strategy 2012
NSW Health: Healthy Urban Development Checklist 2009
Office of Liquor, Gaming and Racing: A Guide to the Liquor Laws for Local Councils 2013
Parramatta City Council: Social Impact Assessment Guidelines (internal document) 2013
Planning Institute of Australia: Social Impact Assessment Position Statement 2010

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APPENDIX A – SOCIAL IMPACT COMMENT INITIAL ASSESSMENT FORM

Instructions for completing this form

Applicants of developments where social impact assessment is required must complete this form.

The completed form should either be submitted to Council prior to the pre-DA meeting (where a pre-DA meeting has been requested) or submitted with the development application (unless it has been determined that a CSIA report is required and is submitted with the development application instead).

SOCIAL IMPACT COMMENT INITIAL ASSESSMENT FORM			
Applicant's details:		**Owner's details (if different to applicant):**	
Name		Name	
Postal address		Postal address	
Email		Email	
Phone	Mobile	Phone	Mobile
Proposal details:			
Lot number & Registered plan number			
Site address			
Brief description of development proposal			
1. Population change			
Will the development result in significant change/s to the local area's population (either permanently and/or temporarily)? *Explanation: Changes to the size, structure and capacity of the population can have significant implications for the provision and adequacy of community facilities, services, community cohesion and/or social sustainability*			
Yes ☐ No ☐	**If yes, briefly describe the impacts below**		

	Describe your proposed mitigations of negative impacts or enhancements of positive impacts below

2. Housing	
Will the proposal increase or reduce the quantity, quality, mix, accessibility and/or affordability of housing? *Explanation: A mix of housing types, sizes and costs is necessary for social diversity (in terms of age, family life cycles, income, cultural background) and social inclusiveness. Retention or expansion of affordable housing is necessary for social equity and to avoid displacement of individuals and families on lower incomes*	
Yes ☐ No ☐	**If yes, briefly describe the impacts below**
	Describe your proposed mitigations of negative impacts or enhancements of positive impacts below

3. Accessibility	
Will the development improve or reduce physical access to and from places, spaces and transport? *Explanation: 'Access for all' is an essential component of a fair and equitable society. Accessible developments encourage inclusive communities, improve affordability of goods and services, maximise access to public transport, pedestrian and cycle networks and provide convenient and continuous paths of travel (thereby promoting healthy, sustainable lifestyles). Consideration must also be given to accessibility for people with a disability. Refer to Council's Disability Strategy 2012-2017 available for download from Council's website*	
Yes ☐ No ☐	**If yes, briefly describe the impacts below**
	Describe your proposed mitigations of negative impacts or enhancements of positive impacts below

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4. Community and Recreation Services / Facilities

Will the development increase, decrease or change the demand or need for community, cultural and recreation services and facilities?

Explanation: Access to diverse and adequate community and recreation services and facilities is necessary for physical and mental health, well-being, personal productivity, social cohesion and social sustainability. Examples of facilities include community centres, leisure centres, recreation centres, sports fields and playgrounds

	If yes, briefly describe the impacts below
Yes ☐ No ☐	
	Describe your proposed mitigations of negative impacts or enhancements of positive impacts below

5. Cultural and Community Significance

Will the development impact on any items or places of cultural or community significance?

Explanation: There may be certain places, items or qualities that are culturally valuable or significant to the community. They provide significant meanings and reference points for individuals and groups. This may include specific sites of Aboriginal significance. The acknowledgement and protection of these places, items or qualities is a key element in building strong and resilient communities.

For information about Liverpool's cultural and linguistically diverse communities, refer to Council's LEAPS Multicultural Plan available for download from Council's website

	If yes, briefly describe the impacts below
Yes ☐ No ☐	
	Describe your proposed mitigations of negative impacts or enhancements of positive impacts below

6. Community Identity and Sense of Belonging
Will the development strengthen or threaten opportunities social cohesion and integration within and between communities?   *Explanation: Social cohesion and integration requires places and spaces for informal and safe social interaction. Developments can increase or decrease these interaction opportunities through their provision (or otherwise) of safe and connected pathways and linkages and attractive gathering places (town centres, parks, squares / plazas, civic spaces and streets)*   *Consideration should be given to incorporating principles of good urban design into the development proposal. Refer to the Creating Places for People: An Urban Design Protocol for Australian Cities, available for download from the Federal government's Urban Design website*

Yes ☐ No ☐	**If yes, briefly describe the impacts below**
	Describe your proposed mitigations of negative impacts or enhancements of positive impacts below

7. Health and Well-being
Will the development strengthen or threaten opportunities for healthy lifestyles, healthy pursuits, physical activity and other forms of leisure activity   *Explanation: Developments can increase or decrease opportunities for healthy lifestyles through improving or reducing the liveability of places (due to things such as safety, noise, dust, aesthetics) or increasing or decreasing opportunities for:*   • *Walking, cycling, play and other physical activity*   • *Healthy food choices*   • *Drinking, gambling and smoking*   *Consideration should be given to incorporating healthy urban design principles into the development proposal. Refer to the Healthy Urban Development Checklist, available for download from the NSW Health website*

Yes ☐ No ☐	**If yes, briefly describe the impacts below**
	Describe your proposed mitigations of negative impacts or enhancements of positive impacts below

8. Crime and Safety	
Will the development increase or reduce public safety and opportunities for crime (perceived or actual crime)? *Explanation: Developments can increase or decrease perceived and actual safety. For example, through generating increased traffic, providing venues that may attract unruly behaviour. This can diminish social cohesion and integration however impacts can be mitigated by appropriate design, traffic controls and management.* *Safer by Design principles should be considered in the development proposal. Refer to Council's Community Safety and Crime Prevention Strategy available for download on Council's website. The Crime Prevention Through Environmental Design (CPTED) Guidelines are available for download on the NSW Police website*	
Yes ☐ No ☐	**If yes, briefly describe the impacts below**
	Describe your proposed mitigations of negative impacts or enhancements of positive impacts below

9. Local Economy and Employment Opportunities	
Will the development increase or reduce the quantity and/or diversity of local employment opportunities (temporary or permanent)? *Explanation: Unemployment and low income are associated with poor health and reduced social inclusiveness and resilience. Accessible and diverse local jobs (suited to the capacities of local populations) reduce the risk of unemployment (and the associated poorer health and social sustainability outcomes)*	
Yes ☐ No ☐	**If yes, briefly describe the impacts below**
	Describe your proposed mitigations of negative impacts or enhancements of positive impacts below

10. Needs of Specific Population Groups	
**Will the development increase or decrease inclusive opportunities (social, cultural, recreational, employment, governance) for groups in the community with special needs?** *Explanation: Council has a Social Justice Policy, which promotes access to life opportunities (e.g. jobs, education, full participation in the cultural life of the community) and inclusiveness for all (including those with special needs – young people, aged population, CALD communities, Aboriginal community, people with a disability, children and women). Developments can increase inclusiveness through the provision of culturally appropriate facility design and programs, and the avoidance of communication barriers.* *Refer to Council's Community Strategic Plan, Growing Liverpool 2023, Social Justice Policy, LEAPS Multicultural Plan, Youth Strategy and Disability Strategy available for download on Council's website.*
Yes ☐ No ☐	**If yes, briefly describe the impacts below**
	Describe your proposed mitigations of negative impacts or enhancements of positive impacts below

APPENDIX B – COMMON SOCIAL IMPACT TYPES

There are a wide a range of potential social impacts associated with different types of development. Some social impacts are typical of particular types of development – as summarised in the tables below. Table B1 provides examples of impacts for particular types of development requiring a Social Impact Comment and Table B2 provides lists examples of impacts for the types of development requiring a Comprehensive Social Impact Assessment. These tables are not exhaustive however they provide an initial point of consideration for applicants in what Council expects to be included in a social impact assessment.

Table B1: Common social impact types – Social Impact Comment

Development type	Specific development proposal	Social aspect	Potential impacts
Residential development	Applications for development of, or major changes to: • Residential flat buildings greater than 20 units • Multi-dwelling housing greater than 20 dwellings • Residential subdivision greater than 20 dwellings • Affordable housing, within the meaning of SEPP (Affordable Rental Housing) 2009 – excluding secondary dwellings including student housing, caravan parks and backpacker's accommodation • Housing for seniors or people with a disability, within the meaning of the SEPP (Housing for Seniors or People with a Disability) 2004	Accommodation	• Housing choice • Displacement • Loss of affordable housing
Commercial development	• Entertainment facilities • Amusement centres • Function centre (greater than 100 person capacity) • Retail centres and other commercial development, including tattoo parlours • Applications for liquor licences and gaming machines*	Accessibility	• Access to services and facilities • Access to public transport options • Accessibility for people with disabilities or mobility issues • Access to fresh food and local produce
		Health and wellbeing	• Ageing in place • Familiarity with neighbourhood • Improved community participation opportunities • Recreation opportunities • Relaxation and sleep • Provision of open space in the immediate area (private and

Table B2: Common social impact types – Comprehensive Social Impact Assessment

Development type	Specific development proposal	Social aspect	Potential impacts
Residential development	Application for development of, or major changes to: • Residential flat buildings greater than 100 units • Development that results in a reduction of affordable housing	Accommodation	• Housing choice • Displacement • Loss of affordable housing
		Accessibility	• Access to services and facilities • Access to public transport options • Accessibility for people with disabilities or mobility issues
		Health and wellbeing	• Ageing in place • Familiarity with neighbourhood • Improved community participation opportunities • Recreation opportunities • Relaxation and sleep • Provision of open space in the immediate area (private and communal)
		Crime and safety	• Clear and accessible path to travel to shops and transport options • Community cohesion and familiarity • Domestic violence • Population clustering • Substance consumption or abuse • Public violence • Usability of streets or outdoor space • Lay-out of master plan to ensure CPTED principles are met
		Population change	• Significant population change (size and characteristics) • Change in population density
		Community identity and sense of belonging	• Exclusion • Familiarity with neighbourhood • Ownership • Perception of danger • Improved community participation opportunities • Sense of belonging or being unwelcome
Commercial development	Applications for development of, or major changes to: • Packaged liquor outlets • Hotels (bars, pubs, taverns), nightclubs and registered clubs • Extension of trading hours for licenced premises*	Health and wellbeing	• Access to services and facilities • Familiarity with neighbourhood • Interaction and quality of social relationships • Recreation • Noise and activity (particularly late at night) • Smoking near residential properties
		Crime and safety	• Graffiti

SOCIAL IMPACT ASSESSMENT POLICY

	- Gaming outlets - Restricted premises (e.g. sex shops) - Sex services premises (e.g. brothels) - Gun shops		- Vandalism & property damage - Littering - Offensive language & behaviour - Public violence/assault; - Substance consumption and abuse - Theft - Useability of streets and outdoor spaces - Noise and activity (particularly late at night) - Safety of workers (safe work practices) - Safety of patrons - Substance consumption and abuse - Public violence
		Community identity and sense of belonging	- Ownership - Perception of offensive activity/area - Perception of danger - Sense of belonging or being unwelcome
		Local economy	- Contribution to local economy - Employment opportunities - Access to entertainment options for young people
		Accessibility	- Access to goods, services and facilities - Affordability and choice - Access to public transport (bus stops and train stations) - Connectivity - Interaction and quality of social relationships for residents
Transport Infrastructure	Applications for development of, or major changes to: - Freight transport facilities - Major public transport facilities	Health and wellbeing	- Noise and activity - Relaxation and sleep
		Crime and safety	Pedestrian access
		Local economy and employment opportunities	- Contribution to local economy - Employment opportunities - Property values
		Local economy and employment opportunities	- Contribution to local economy - Employment opportunities
Commercial development	Applications for development of, or major changes to: - Drug rehabilitation services – including methadone clinics and safe injecting rooms - Hospitals, medical centres and community health services	Health and wellbeing	- Access to services and facilities - Improved community participation opportunities
		Accessibility	- Accessibility of building for disabled persons or people with mobility issues - Access to transport options - Parking
		Crime and safety	- Graffiti - Vandalism and property damage

			• Offensive language and behaviour • Public violence • Safety of young people • Substance consumption or abuse • Theft – on street, from cars, business or homes

APPENDIX C – COMMUNITY CONSULTATION METHODS / OPTIONS

The overriding principle in community participation is to ensure people have the opportunity and the information to influence decisions that might affect them. Effective community participation requires time and commitment and a proactive approach to the less articulate groups and individuals in the community. Involving the community is one of the keys to increasing the extent that the development benefits local communities whilst ensuring the negative impacts on people are minimised.

Who is the affected community?	Effective Communication
- Those who live nearby - Those who will hear, smell or see a development or its effects - Those who are forced to relocate - Those who have an interest in the new project but may not live in close proximity - Those who may normally use the land where the project is to be located	- Notify people early - Listen carefully and absorb the information - Allocate sufficient staff resources to conduct the consultation - Cultivate community networks or use informal channels - Be sensitive to cultural aspects and differences - Supply and ensure easy access to information (translate and interpret information or use advisers to explain technical issues in plain English) - Seek agreement about the process of consultation - Encourage open and full discussion - Develop skills in group facilitation and conflict resolution - Be independent

Useful community consultation resources

Below is a list of resources that may assist with consulting and engaging with affected communities:

Guide to Better Regulation – Consultation Policy, 2008 *NSW Department of Premier and Cabinet*
Health Impact Assessment: A Practical Guide, 2007 *Centre for Health Equity Training, Research and Evaluation*
Community Engagement in the NSW Planning System, 2003 *PlanningNSW*

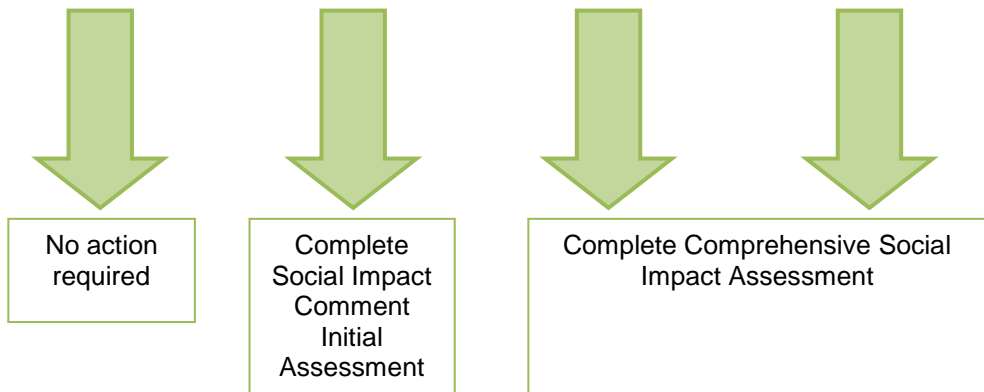**Techniques to consult with the community**

Technique	Objective	Affected Community			
		Neighbours	Local Street	Local Stakeholder Groups	Wider Community Groups
Letters	• Informing the community	✓	✓		✓
Brochures and / or fact sheets		✓	✓	✓	✓
Media releases				✓	
Signage on land		✓	✓	✓	
Displays on notice boards				✓	
Questionnaires	• Informing the community • Obtaining specific feedback			✓	✓
Discussions with adjoining property owners	• Information exchange • Involving the community • Obtaining feedback	✓	✓	✓	
Street meetings	• Information exchange	✓	✓		
Community meetings	• Involving the community				✓
Personal interviews	• Obtaining feedback	✓			✓
Workshops	• Information exchange • Raising awareness • Involving the affected community • Obtaining specific and broad feedback				✓
Community advisory committees	• Information exchange • Raising awareness • Involving the affected community • Building support • Obtaining feedback on a wide range of issues				✓

APPENDIX D – DETERMINING LEVELS OF IMPACT SIGNIFICANCE

Assessment criteria	Neutral (neither positive or negative)	Minor Impact (positive or negative)	Moderate Impact (positive or negative)	Significant Impact (positive or negative)
Degree of change likely to arise from development relative to existing circumstances	Insignificant / No change	Some change, low significance	Some change, moderate significance	High level of change
The number and nature of people affected	None	Immediate neighbours only (small number)	Suburb level impact (100+ people)	LGA wide impact, substantial impact on a large number of people / groups
Direct or indirect impact	No impact	Indirect impact	Some direct impact	Direct impact
Duration of impact	N/A	During construction phase only	1-12 months	12 months or more
Community perception that a development will cause significant negative social impacts	None	Low level of reaction from the people affected	Moderate level of reaction from the people affected and/or wider community	High level reaction from the people affected and/or wider community
Potential cumulative impacts	Insignificant / None	Low likelihood of increase in overall impacts in the locality	Moderate likelihood of increase in overall impacts in the locality	High likelihood of increase in overall impacts in the locality

No action required

Complete Social Impact Comment Initial Assessment

Complete Comprehensive Social Impact Assessment

APPENDIX E – COMPETENCY REQUIREMENTS FOR UNDERTAKING SOCIAL IMPACT ASSESSMENT

The Social Impact Assessment Policy requires that any social impact assessment must be conducted by "a professional in the social sciences field who has had experience preparing and applying social impact assessment." The following checklist can be used to determine whether or not a consultant is appropriately qualified to complete a SIC or CSIA for submission to Liverpool City Council.

❑ Does the consultant have qualifications and/or substantial field experience in the relevant technical area?

   E.g. Qualifications in social science, human geography, urban or social planning – or referees (in the profession or within Government) who can validate the relevant experience within the social impact assessment field

❑ Does the consultant have a good reputation in relation to the relevant work?

   Referees within the profession or Government who can confirm this

❑ Does the consultant use best practice methodologies in data gathering, community consultation and data analysis?

   Such as those methods specified in these guidelines and by the International Association for Impact Assessment

❑ Does the consultant have experience preparing social impact assessments for local councils?

   Can the consultant provide evidence of relevant experience?

❑ Does the consultant have a conflict of interest or a financial interest in the project?

APPENDIX F – STANDARDS FOR A COMPREHENSIVE SOCIAL IMPACT ASSESSMENT

Impact assessment is an important part of planning and decision making processes and as such social impact assessment should be given as much consideration as environmental or economic impact assessment.

In accordance with the Planning Institute of Australia's Social Impact Position Statement, Council expects that a comprehensive social impact assessment, submitted to Council, to meet the following criteria:

a) The process is undertaken by a competent, professional social scientist and uses rigorous social science methodologies

b) The process includes effective, timely and transparent public involvement

c) The baseline (pre-change) situation is adequately researched and documented

d) The scope of proposed changes is fully described

e) Examples of similar changes are identified, including impacts likely to affect minority groups, different age, income and cultural groups and future generations

f) Direct as well as indirect, long term and short term, positive and negative, passing and accumulating impacts are identified

g) The relative equity of impacts is identified. It is important to identify how the benefits and losses will be distributed to different sections of the community

h) Impacts over time and location are considered (e.g. local as opposed to state and national benefits and losses)

i) Impacts which are not amendable to precise measurement are not excluded from consideration – the assessment is and evaluation not a proof

j) A review mechanism is included where appropriate

k) The precautionary principle is applied in making an assessment

Adapted from Planning Institute of Australia's Social Impact Position Statement

The following additional criteria apply:

a) The size of the document should be commensurate with the number and significance of the social issues likely to eventuate

b) Size of document will not be regarded as an indicator of its accuracy, adequacy or completeness

c) All SIAs of more than 10 pages are required to contain an executive summary of not more than 1000 words

APPENDIX G – DATA SOURCES

Liverpool Local Government Area (LGA) www.liverpool.nsw.gov.au

Source	Data available
Community Profile (Profile.id)	Liverpool's key demographics: • How many people live here • Who are we? • What do we do? • How do we live?
Social Atlas (Atlas.id)	Thematic maps (as above)
Liverpool City Council website www.liverpool.nsw.gov.au	• Council's 10 year community strategic plan – Growing Liverpool 2023 • Annual reports • Other documents and publications e.g. Youth Strategy
Consultations or research reports	Local community organisations may have reports containing relevant community consultation outcomes and research • Anglicare • Kari Aboriginal Resources • Liverpool Migrant Resource Centre • Liverpool Neighbourhood Connections • South West Child, Adolescent & Family Services

Federal Government agencies www.australia.gov.au

Source	Data available
Australian Bureau of Statistics (ABS) www.abs.gov.au	• Census data (demographic, employment, housing) • Manufacturing and retail censuses • Building and construction data • Social trends data • Disability data • Victims of crime survey • Health data • Tourism data
Department of Employment **Labour Market Information Portal** www.lmip.gov.au	• Centrelink Customer Populations by Main Allowance Type • Job Services Australia data • Employment Industries and Occupations by area • Unemployment rates • Labour force data
Department of Immigration and Border Protection www.immi.gov.au	• Statistics on permanent settlers to Australia by visa category using the *Settlement Database*

State Government agencies www.nsw.gov.au

Source	Data available
NSW Bureau of Crime Statistics and Research http://www.bocsar.nsw.gov.au/	• Crime statistics for NSW and LGAs • Specialist crime data and comparative trend analysis
NSW Police Force www.police.nsw.gov.au	• Mapped crime data by local area commands (available through local police stations) • Crime statistics • Annual customer satisfaction surveys (levels of reporting and police response)
Department of Family and Community Services – Community Services www.community.nsw.gov.au	• Supported accommodation information • Child abuse and domestic violence statistics
NSW Government Licensing Service (GLS)	• Childcare licence information
Department of Family and Community Services – Housing NSW www.housing.nsw.gov.au	• Waiting list numbers • Client profiles • Housing stock Information • Quarterly rent and sales reports
Department of Education and Communities www.dec.nsw.gov.au	• Enrolments in government and private schools • Enrolment of special groups (Aboriginal and Torres Strait Islanders; Non-English Speaking Background students)
NSW Fair Trading www.fairtrading.nsw.gov.au	• Boarding house data • Rental Bond Board data (rents, type of dwellings)
Bureau of Transport Statistics www.bts.nsw.gov.au	• Passenger travel for all modes of transport (by traffic zones and statistical local areas) • Freight movement survey • Journey to work data • Information on future road and public transport networks
Department of Planning & Environment www.planning.nsw.gov.au	• Population projections (LGA and regions) • NSW Household and Dwelling Projections Data • Demographic trend analyses • Urban Development Program (UDP) production data – new release areas • Metropolitan Urban Development Program (MUDP)

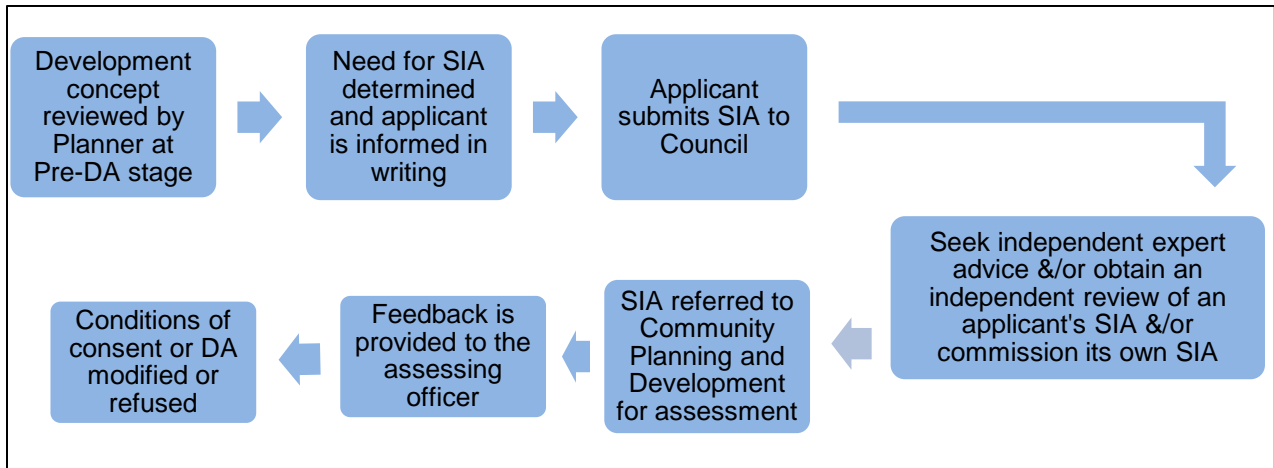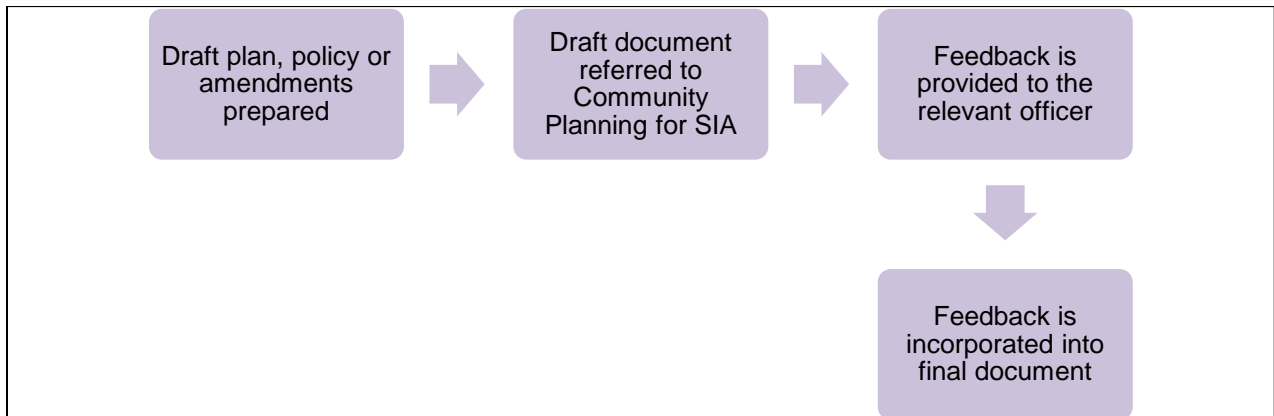|	
	production data – established areas • Employment Lands Development Program data • Regional housing statistics and market analysis
NSW Health www.health.nsw.gov.au	• In-patient statistics • Community health data • Hospital facility data • Waiting list information • Range of health indicators (e.g. mortality data) • Alcohol and drug dependency data
NSW Lands & Property Information http://www.lpi.nsw.gov.au	• Land title registration • Property information • Valuation • Surveying • Mapping
NSW Spatial Data Catalogue (NSDC) www.sdi.nsw.gov.au	• Central repository for the publication of metadata describing NSW Local and State Government spatial data • Search for data, find out what data exists, where and how to access the data, the data's fitness for purpose, who/when and how the data was created, how often it is updated, the geographic extent of the dataset, as well as the rights and restrictions that apply to the dataset.

APPENDIX H – SOCIAL IMPACT ASSESSMENT REFERRAL PROCESS

Below is the referral process by which development applications, internal policies and external policies are reviewed and assessed by Council.

Rezoning/Development Application Referral Process

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Development concept reviewed by Planner at Pre-DA stage → Need for SIA determined and applicant is informed in writing → Applicant submits SIA to Council → Seek independent expert advice &/or obtain an independent review of an applicant's SIA &/or commission its own SIA

Conditions of consent or DA modified or refused ← Feedback is provided to the assessing officer ← SIA referred to Community Planning and Development for assessment ← (from above)
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Internal Policy and Plan Referral Process

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Draft plan, policy or amendments prepared → Draft document referred to Community Planning for SIA → Feedback is provided to the relevant officer → Feedback is incorporated into final document
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External Government Policy and Plan Referral Process

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Draft plans, policies or updates received by Council for feedback → Draft document referred to Community Planning for SIA → Feedback prepared and sent to Director or CEO for endorsement → Feedback sent to the relevant government agency
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