

## INTRODUCTION

Social and Health Impact Assessment is a framework for considering how a new development proposal, policy or plan may impact on the health and wellbeing of the people of Wollondilly.

These guidelines are to be read in conjunction with Council's Social and Health Impact Assessment Policy.

## GUIDELINES

### 1. SOCIAL AND HEALTH IMPACT ASSESSMENT PROCESS

**1.1** Under the Social and Health Impact Assessment policy some types of development applications, planning policies and proposals for change will require a Social and Health Impact Assessment (SaHIA) to be undertaken and submitted. The triggers for this requirement are identified in Table 1 and Table 2.

**1.2** In this scheme there are two levels of Social and Health Impact Assessment. Depending on the level of impact, applicants must submit one of the following:

**Level 1** – Social and Health Impact Comment (SHIC)

**Level 2** – Comprehensive Social and Health Impact Report (CSHIR)

**1.3** All proposals requiring a Level 1 Social and Health Impact Comment must include a completed Social and Health Impact Comment (SHIC) form (with appropriate supporting documentation). A copy of the form is provided in Appendix B.

**1.4** A completed SHIC assessment form will provide an overview of the likely impacts of a proposal and will identify measures to mitigate any negative impacts. If assistance is required to complete this form, then the applicant/proponent must seek the guidance of an appropriately trained professional as detailed in 1.9 of the Guidelines.

**1.5** If a proposal is considered to have a moderate or greater level of impact on the community, a Comprehensive Social and Health Impact Report (CSHIR) will need to be completed.

**1.6** Table 1 and Table 2 provides guidance on how to determine what proposals require SaHIA and the level of SaHIA required. Additionally, a CSHIR may be required as a result of the findings of the SHIC or as identified by a Manager within Council.

**1.7** Identifying a proposal with a medium to high level of impact can be determined using the criteria listed in Table 1 and Table 2 below or can be identified by the assessing officer once a SHIC has been submitted.

**1.8** A Comprehensive Report (CSHIR) involves a detailed analysis of potential Social and Health impacts and must be completed by a qualified and experienced professional as detailed in 1.9. Details on what must be included in a CSHIR are provided in Appendix C.

**1.9** A Comprehensive Report (CSHIR) must be undertaken by a professional experienced in using social and health science methodologies, and where relevant with public involvement. This person must have qualifications in social and/or health sciences and/or planning and must have a demonstrated understanding of applied social and health science research methods.

**1.10** A Council staff member may use the SHIC form to identify potential impacts when assessing a development proposal or policy.

**1.11** Council may also contract an appropriately trained professional as detailed in 1.9 to prepare a SHIC and/or a CSHIR.

**1.12** When a SHIC and/or CSHIR is received in support of a proposal, it will be reviewed as part of the ongoing assessment of the proposal.

**1.13** Council may at its discretion:

- a) seek independent expert advice about specific social and health impact issues relevant to a proposal (meaning a development application, a planning proposal, or a proposed policy);
- b) obtain an independent external review of an applicant's SHIC and/or CSHIR;
- c) commission its own SHIC and/or CSHIR; or
- d) waive the requirement for SHIC/CSHIR (with Manager sign-off).

**1.14** Not all proposals require Social and Health Impact Assessment.

**1.15** Proposals that trigger the need for Social and Health Impact Assessment are outlined in Table 1 and Table 2 below.

**Table 1: Triggers for Social and Health Impact Assessment**

*(for development applications and land use policy and planning proposals)*

TRIGGERS FOR SOCIAL AND HEALTH IMPACT ASSESSMENT		
TYPE OF DEVELOPMENT	TYPE OF SOCIAL AND HEALTH IMPACT ASSESSMENT (SAHIA)* REQUIRED	
	Social and Health Impact Comment (SHIC)	Comprehensive Social and Health Impact Report (CSHIR)
<b>DEVELOPMENT APPLICATIONS</b> Applications for development of, or major changes to:		
<b>RESIDENTIAL DEVELOPMENT<sup>1</sup></b>		
Residential flat buildings of 10 units or more	•	
Residential flat buildings, multi dwelling housing, mixed use residential of 30 or more units/dwellings		•
Residential subdivision** between 20 and 99 lots***	•	

<sup>1</sup> If a SaHIA has been completed and approved as part of a previous planning proposal for the site, resubmission of the previous SaHIA may be acceptable (assuming the development proposal is largely the same).

Residential subdivision** of 100 or more lots***		•
Affordable housing, within the meaning of SEPP (Affordable Rental Housing) 2009 – excluding secondary dwellings	•	
Development that results in a reduction of affordable housing		•
Housing for seniors or people with a disability, within the meaning of <i>SEPP (Housing for Seniors or People with a Disability) 2004</i>	•	
Caravan Parks	•	
<b>RURAL DEVELOPMENT</b>		
Intensive plant agriculture on land less than 4ha	•	
Intensive livestock agriculture (new and additional poultry)	•	
<b>COMMERCIAL DEVELOPMENT</b>		
Entertainment facilities	•	
Amusement centres	•	
Function centres (with capacity of 100 persons or more)	•	
Retail premises comprising five or more individual shops and/or other commercial development and/or sensitive land uses (unless specified elsewhere)	•	
New or expansion of retail premises for the sale of packaged liquor over 500m <sup>2</sup> in floor area		•
New or renovations that will increase the floor area or change the layout of hotels (bars, pubs, taverns), nightclubs and registered clubs.		•
New, expansion of, or extension of hours to take away food and drink premises	•	
Extension of trading hours for licensed premises	•	
New gaming outlets and any proposal to increase floor space for additional gaming machines		•
New and expansion of restricted premises (e.g. sex shops)		•
New and expansion of sex services premises (e.g. brothels)		•
New and expansion of gun shops		•
24 hour trading in proximity to residential areas	•	

OTHER TYPES OF DEVELOPMENT AND PROPOSALS		
New childcare centres (of 20 places or more)	•	
Places of public worship (with capacity of 100 persons or more)	•	
Educational establishments	•	
Animal boarding and training establishments with 10 animals or more on lots of 10 ha or smaller	•	
Council-owned community facilities, including community centres, libraries and recreation facilities	•	
Health consulting rooms	•	
New hospitals	•	
Medical centres and community health services	•	
Methadone clinics, safe injecting rooms and primary needle and syringe programs		•
Drug and alcohol residential rehabilitation accommodation centres		•
Cemeteries	•	
Designated development	•	
Proposals to reclassify community land, as defined under the <i>Local Government Act 1993</i>	•	
PLANNING INSTRUMENTS AND MASTER PLANS		
Any changes to strategic land use plans or master plans unless deemed to be of minor impact	•	
Any new neighbourhood plans	•	
Any changes to the LEP which propose reclassification of community land to operational land	•	
Development that will result in the loss of agricultural land within the metropolitan rural areas	•	
<b>Planning Proposals<sup>2</sup></b>		
Planning Proposals Major	•	
Planning Proposals Significant		•
Employment Generating	•	
*If a development has been assessed as being of greater impact by Council then a comprehensive social and health impact report may be requested, regardless of the table above, at Council's discretion.		

\*\* This does not include subdivision in the Wilton Growth Area where a Neighbourhood plan has been approved by Council.

\*\*\* The final total number of lots for a staged subdivision application.

Note: If a development application is received for a proposal where a SaHIA has already been undertaken at the planning proposal stage, and there are no significant changes, resubmission of the previous SaHIA may be sufficient (subject to review by Council).

Council officers may also use the Social and Health Impact Assessment process to guide comments on social and health impacts for any of the following types of proposals in the following table 2 below.

**Table 2: Triggers for Social and Health Impact Assessment** (additional proposal types)

ADDITIONAL PROPOSAL TYPES THAT MAY TRIGGER SOCIAL AND HEALTH IMPACT ASSESSMENT (SAHIA)		
TYPE OF PROPOSAL	TYPE OF SOCIAL AND HEALTH IMPACT ASSESSMENT (SAHIA)* REQUIRED	
	Social and Health Impact Comment (SHIC)	Comprehensive Social and Health Impact Report (CSHIR)
Relevant Council policies and plans	•	
Regional and District Strategic Plans	•	
Changes to and new State Environmental Planning Policies (relevance determined by content)	•	

## 2. HOW TO COMPLETE A SOCIAL & HEALTH IMPACT COMMENT (SHIC)

**2.1** The SHIC Initial Assessment Form (Appendix B) provides the parameters of social and health impact for the project and forms the basis for all Social and Health Impact Assessment.

### 2.2 The SHIC Initial Assessment Form requires applicants to:

- a) Identify all potential social and health impacts.
- b) Assess whether the impacts are likely to be significant, for each identified social and health 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.

### 2.3 Pre-lodgement meetings for Development Applications and Planning Proposals

**2.3.1** It is strongly recommended that the applicant of either a development application or a planning proposal discuss the proposed approach to the SHIC at a pre-lodgement meeting with Council officers.

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

## 3. HOW TO COMPLETE A COMPREHENSIVE SOCIAL AND HEALTH IMPACT REPORT (CSHIR)

**3.1** A Comprehensive Report (CSHIR) is an in-depth assessment of the potential social and health impacts of a development proposal. It entails:

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

**3.2** The applicant should seek a meeting with Council officers early in the process to discuss Council's specific requirements.

### 3.3 When is a social and/or health impact significant?

**3.3.1** 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 and health impacts is provided in the SHIC Preliminary Assessment Form at Appendix A.

### 3.4 What types of impacts should be considered?

**3.4.1** The CSHIR will more comprehensively address the impacts listed in Appendix C (these are also identified in the SHIC Initial Assessment Form) in greater detail as well as any other impacts that have been identified through the additional research and preparation for the CSHIR.

**3.4.2** The CSHIR Report will need to address the following types of impacts:

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

**3.4.3** The type and amount of information required for the CSHIR 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 CSHIR report is provided at Appendix C.

### 3.5 Impact Mitigation Measures

**3.5.1** 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; and
- d)** Directly related to the impact that is to be mitigated.

### 3.5.2 Adequate mitigations

- a) Where social and health impacts are assessed to be moderately to significantly adverse to community and proposed mitigations cannot adequately reduce the likely impacts, the advisory group will recommend that an application or proposal does not adequately provide or will not adequately result in a positive social or health outcome.

### 3.5.3 Inadequate mitigations

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

- 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

**3.5.4** Applicants should ensure that the CSHIR is undertaken by an appropriately trained professional. Information to assist applicants to select a suitable person to undertake Social and Health Impact Assessment (SHIC and/or a CSHIR) is detailed in 1.8 of the Guidelines.

### 3.6 Data Sources

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

### 3.7 Pre-lodgement meetings

**3.7.1** It is strongly recommended that the applicant of a development application discuss the proposed approach to conducting the CSHIR at a pre-lodgement meeting with Council officers.

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

**3.7.3** It is strongly recommended that the proponent for a planning proposal discuss the proposed approach to conduct the CSHIR at a pre lodgement meeting with Council officers as early input has the potential to reduce the need for further mitigation strategies as the proposal progresses.

## 4. COMMUNITY CONSULTATION

**4.1** 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.

**4.2** Community engagement must be in accordance with the principles and objectives outlined in the Wollondilly Community Participation Plan.

## 5. WHAT HAPPENS AFTER A SOCIAL AND HEALTH IMPACT ASSESSMENT IS SUBMITTED?

### 5.1 Assessment

Council officers will review and assess the Social and Health Impact Assessment documentation that is submitted, giving regard to evidence of community input, the breadth of social and health impacts considered and the adequacy of the mitigation measures proposed.

After Council officers have assessed the submitted Social and Health Impact Assessment, along with any independent advice sought by Council, they may require further information to be submitted in support for the assessment.

Once sufficient information has been provided, Council officers may negotiate aspects of the proposal to improve and mitigate any potential negative impacts, may impose conditions of consent or in the case of a planning proposal may identify site-specific development controls to address social and health impacts.

### 5.2 Compliance

**5.2.1** Any conditions of consent relating to Social and Health Impact Assessment will be monitored as part of any development consent unless specifically identified.

**5.2.2** Compliance with proposed mitigation measures at the planning proposal stage will be monitored through site specific development controls if applicable.