



**Hobsons Bay**  
CITY COUNCIL

# Preparing Social Impact Assessments

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## Applicant Guidelines

Prepared by Social Planning & Development and Strategic Planning

**Adopted by Hobsons Bay City Council 22/03/2011**

## Introduction

Hobsons Bay City Council requires applicants to undertake a Social Impact Assessment (SIA) as part of planning permit applications and planning scheme amendments, in circumstances where it considers there may be significant social impacts resulting from the proposed development for which the application is sought.

Sections 4(2)(c) and (2)(d) of the Planning and Environment Act 1987 set out the objectives of the planning framework established by the Act and enables the integration of environmental, social and economic policies in land use and development planning. In addition, Section 60(1A)(a) allows the Council as the Responsible Authority to consider “any significant social and economic effects of the use or development for which the application is made”.

In implementing an SIA the Council seeks to:

- strengthen the Council’s ability to promote a range of development options which better meet the needs of the community
- assess the capacity of existing or planned infrastructure in areas surrounding the proposed development to cater for demand and identify gaps in infrastructure
- assess the opportunities that the proposed development presents to address existing and future deficits in community infrastructure
- maximise positive social impacts and minimise negative social impacts of land use plans and developments
- increase community participation in decisions that affect them
- identify options for mitigating any negative social impacts.

The purpose of the SIA is to identify and assess whether a proposal will:

- meet the needs of both current and future residents
- generate increased demand on existing community facilities and services
- have the capacity to improve/expand access to facilities and services
- provide greater or less choice in housing, shopping, recreational and leisure services
- impact on the existing residential community.

The Council believes that the process involved in developing an SIA will facilitate a quality development responsive to the needs of both existing and future communities.

## Purpose of the Guidelines

These guidelines have been prepared to assist applicants and consultants in the preparation of SIAs.

The overall objective for the SIA Guidelines is to ensure that, where appropriate, social considerations are an integral part of the development assessment or planning scheme amendment process.

In particular, the Guidelines seek to:

- identify development applications and planning scheme amendments for which an SIA should be undertaken
- provide guidance to applicants and consultants on how an SIA should be conducted
- enhance consistency and transparency in the Council's assessment of proposed developments or planning scheme amendments
- ensure that all impacts of the development or amendment have been considered
- assist the understanding and assessment of social issues relating to development applications and planning scheme amendments.

## When will an SIA be required?

In determining which development proposals or planning scheme amendments require an SIA, the Council will use the following trigger criteria:

### A. **Residential development** proposals for:

- 1) rezoning land to or from a residential use
- 2) multi-unit residential development of 20 or more dwellings; social housing; a specific age cohort or high needs resident population
- 3) residential development where the form or density was not anticipated by the planning scheme or supporting strategic plans and policies.

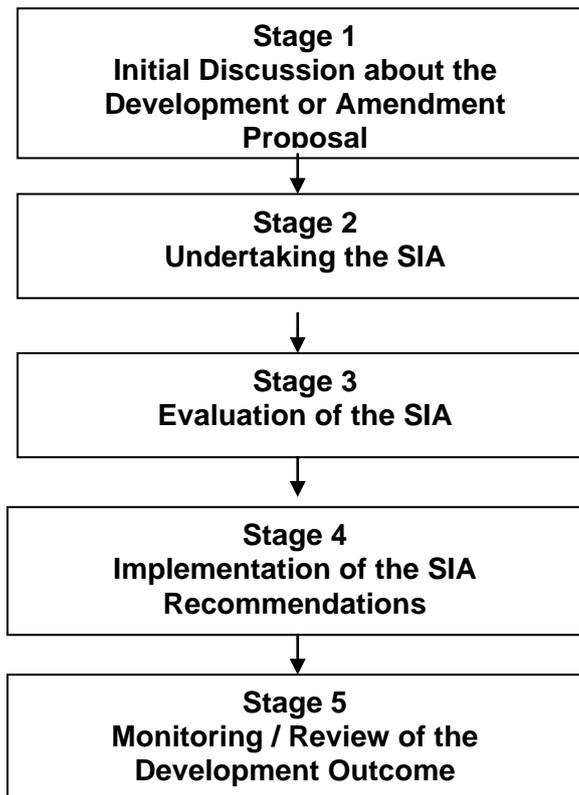
### B. **Non-Residential development and use** proposals for:

- 4) permits relating to gaming and/or liquor licences
- 5) rezoning public open space, or land in a public use zone
- 6) rezoning land to or from a commercial or industrial use
- 7) development and/or use that is likely to impact on local residents.

The Council reserves the right to request an SIA for proposals other than those identified above and alternatively to waive the need for an SIA if it is deemed that it is not required.

## Stages of the Process

The process for applying an SIA to development and amendment proposals consists of five stages. The guidelines address each stage in turn outlining the information, actions or decisions required.



### **Stage 1: Initial Discussion about the Development or Amendment Proposal**

Applicants will meet with Council officers about the development or amendment proposal prior to lodging a formal application or as early as possible in the process. This meeting provides an important opportunity to discuss the scope of the SIA.

Applicants are advised to delay commencing any work in relation to the SIA until this meeting occurs. The proposed development might have impacts beyond the immediate neighbourhood area. Therefore agreement is required as to the scope of the SIA. This will establish the focus of the SIA area, the scale and size of the area to be considered and the degree of stakeholder consultation required.

Applicants will be provided with relevant Council officers' contact details for further assistance.

### **Stage 2: Undertaking the SIA**

The templates at Appendix 1: Residential and Appendix 2: Non-Residential provide information regarding the structure and content of the SIA. The SIA must be conducted by a suitably qualified person at the applicant's expense.

### **Stage 3: Evaluation of the SIA**

Upon receipt, the SIA will be evaluated by the Council as part of the planning scheme amendment or planning permit process. The Council will provide feedback to the applicant on the SIA and seek clarification or further information if required.

Documents lodged with the application may be made public, as part of the exhibition process.

### **Stage 4: Implementation of the SIA Recommendations**

During this stage, agreement is reached regarding actioning the SIA recommendations. It should be noted that recommendations arising from the SIA may require a range of responses from various stakeholders.

This stage will identify and formalise the SIA recommendations that are relevant to the applicant through the following options:

- planning scheme controls
- planning permit conditions
- developer contributions
- Section 173 Agreement
- establishment of a community committee
- other

### **Stage 5: Monitoring / Review of the Development Outcome**

On completion and occupancy of a Residential development, the Council may require the applicant to provide a demographic profile of new residents. This will enable the Council to gain an accurate picture of resident composition in the new development.

**In cases of Non-Residential development and use** the conditions of the permit will form the basis for monitoring and review.

# Template for residential rezoning and/or new residential developments

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## PART A – The Proposal and the Local Environment

### Information about the Proposed Development/Rezoning

- Site location and description of the current use of the site.
- Description of the proposed development including:
  - Total number of dwellings (e.g. units/apartments)
  - Dwelling size (e.g. 1 bedroom, 2 bedrooms etc)
  - Likely demographic profile of residents and household types eg. singles, families including those with dependent children, retirees etc
  - Anticipated total population size and average number of persons per household
  - Estimated price range for each dwelling type
  - Accessibility of the development (eg. for people with a disability)
  - Opportunities for the provision of affordable housing and/or community housing.
  - Any community or shared facilities planned on the site
  - Staging of the development and estimated date of completion

### Information about the Existing Environment

- Description of current population in the neighbourhood area/s affected by the proposed development as confirmed by the Council:
  - Size of population
  - Age structure
  - Number of households and family types
  - Birthplace of residents
  - Labour force status (by age groups or sex)
  - SEIFA disadvantage score
  - Household incomes (range)
  - The number of households renting/buying
  - Housing diversity eg. dwelling types and number of bedrooms
- In accordance with the community infrastructure hierarchy shown in Appendix 3, and in consultation with relevant service providers, provide an audit of current services and facilities. The extent of the geographical boundary to be addressed will be confirmed by Council. A map (as per Appendix 4) may also be used to visually represent this information.
- Consider other relevant matters identified in any supporting amendment documentation supplied by the applicant for the proposal. For example: physical barriers (eg. major roads, rail infrastructure); pedestrian and bicycle connectivity.

## **Policy and Planning Review**

- Review Council and other Government policies (see Appendix 5) to demonstrate how the recommendations emerging from the SIA in relation to the development are consistent with relevant strategic directions, planning principles and operational policies for the municipality.

## **PART B – Overview of Anticipated Changes**

### **Changes expected in the existing neighbourhood**

- Forecast data for the neighbourhood/s at the expected point of completion of the development and 5 years after completion, using the Council's and other relevant data (with the agreement of the Council) including:
  - Total population by age groups
  - Migration assumptions
  - Residential developments proposed for the neighbourhood or in close proximity to the proposed development
  - Number of households and family types
- For the current services and facilities described in Part A, please describe how these will service the proposed development outlining any potential supply/demand issues.
- An analysis of a similar development in a comparable location using Census Collection District Data (CCD) or other relevant data (to be confirmed by the Council) including:
  - Total population by age groups
  - Number of households and family types
  - Birthplace of residents
  - Labour force status
  - Household incomes
  - The number of households renting/buying
  - Car ownership/journey to work methods
- Description of the cumulative effect on the neighbourhood area and surrounds as a result of this proposal and in conjunction with other residential developments.

### **Community Consultation / Information Dissemination**

- Above and beyond any statutory advertising/exhibition requirements, the Council may require community consultation to take place including the development of a stakeholder engagement plan. This will be determined by factors including, but not restricted to, the location and size of the proposal. The purpose of this will be to assist the Council to gain community feedback on the proposal.

NB: All participants in the consultation should be made aware that the consultation will inform the SIA process, rather than determine the Planning Scheme Amendment or Planning Permit outcome.

- If required, a consultation may be informed by documents prepared for the planning application/scheme amendment process. The Council will provide direction on who should be involved and how the consultation should proceed.

## **PART C – Analysis and Response to Social Impacts**

The applicant is responsible for the analysis of all data included in the SIA. This section should summarise the preceding research, and importantly it should critically evaluate:

- Key social impacts (positive and negative) as identified from the research.
- The capacity of existing services, facilities and infrastructure to meet the needs of the new residents (supply/demand, capacity, access and equity issues), providing relevant information/calculations for these assumptions. The cumulative impact of any proposed / pending developments in the vicinity should also be considered.
- The consistency of the SIA recommendations with the strategic directions, planning principles and operational policies of the municipality
- Overall net benefit to the community.
- Potential options for managing the impacts of the proposal.

### Template for non-residential development and uses

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Proposals for non residential developments and uses that may impact on the local resident population are required to undertake an SIA.

An SIA may be required for: a new development; a new use of the site or building; or changes to the current operations (eg extension/reduction of hours, expansion of operations) that relates to the following:

- Permits relating to gaming liquor licences and entertainment venues
- Rezoning public open space, or land in a public use zone
- Rezoning land to or from a commercial or industrial use
- Community or cultural facilities

#### **PART A – The Proposal and the Local Environment**

Council officers will advise on the extent of the geographical area to be considered in the SIA. The Council reserves the right to alter the content requirements and the scope of the SIA on a case by case basis. Information that may be required in the SIA is outlined below:

Non Residential Development / Use (the proposal)

- Information about the proposal and the type and extent of activity
- Proximity to similar developments/uses
- Other developments/uses in the area that may be affected by the proposal
- A profile of potential users and the catchment area. This may also include a user profile associated with a comparable development/use

Affected Population (the local environment)

- Profile of the neighbourhood/s population
- Overview of the locality, including community facilities and infrastructure

#### **Policy and Planning Review**

- Review Council and other Government policies (see Appendix 5), to identify aspects and comment on their relevancy to the proposed development.

#### **PART B – Overview of Anticipated Changes**

This section will identify the following information, as directed by Council staff:

- The impact of the proposed development/use on local residents and users.
- Where applicable, the impact on existing facilities and infrastructure.
- Description of the cumulative effect on the neighbourhood area and surrounds as a result of this proposal and in conjunction with other existing developments or uses.

## **Community Consultation / Information Dissemination**

- Above and beyond any statutory requirements and the advertising process, the Council may require community consultation to take place including the development of a stakeholder engagement plan. This will be determined by factors including, but not restricted to, the location and size of the proposal. The purpose of this will be to assist the Council to gain community feedback on the proposal.

NB: All participants in the consultation should be made aware that the consultation will inform the SIA process, rather than determine the Planning Scheme Amendment or Planning Permit outcome.

- If required, a consultation may be informed by documents prepared for the planning application/scheme amendment process. The Council will provide direction on who should be involved and how the consultation should proceed.

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- Overall net benefit to the community.
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# Hobsons Bay Community Infrastructure Hierarchy

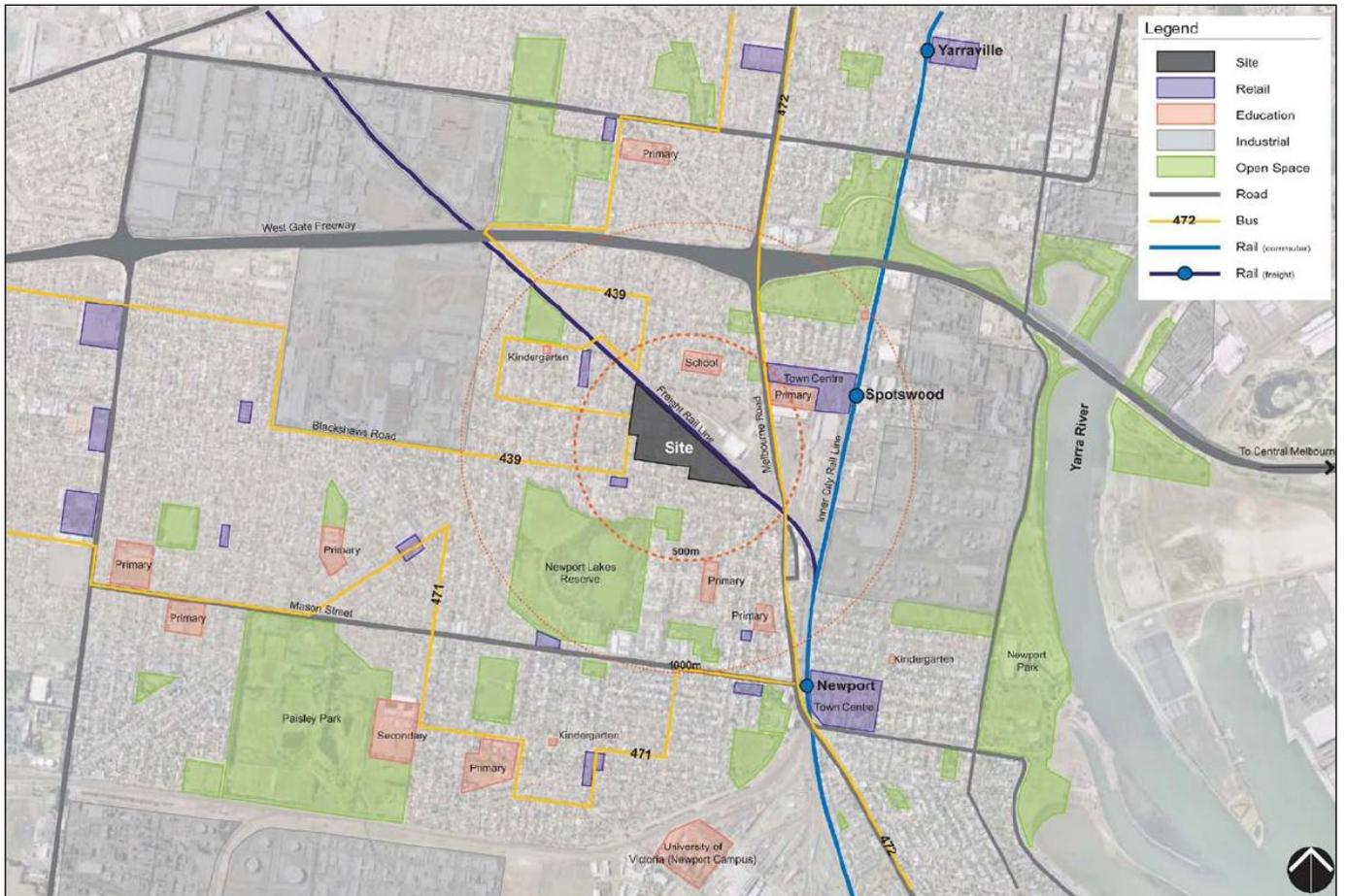
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The contents of this hierarchy are indicative only.

Hierarchy	Items
<b>Level 1</b> <b>Neighbourhood Area</b>	<ul style="list-style-type: none"> <li>• Kindergartens</li> <li>• Government Primary Schools</li> <li>• Childcare</li> <li>• Maternal and Child Health</li> <li>• Community Centre/ Neighbourhood House - multipurpose uses &amp; program delivery               <ul style="list-style-type: none"> <li>- art space</li> <li>- meeting spaces</li> <li>- education /training</li> <li>- age specific uses eg senior citizens, youth etc</li> <li>- social supports eg counselling, emergency relief, legal services, early childhood intervention, ethno specific, employment &amp; housing services etc</li> </ul> </li> <li>• Open space (passive and active)</li> <li>• Local or neighbourhood activity centre</li> <li>• Public transport services (access and frequency of in area)</li> </ul>
<b>Level 2</b> <b>Precinct Level</b>	<ul style="list-style-type: none"> <li>• Government Secondary Schools</li> <li>• Residential Aged Care</li> <li>• Library</li> <li>• Recreation facilities (eg. clubs, reserves, recreation centres)</li> </ul>
<b>Level 3</b> <b>SLA Level</b> (Altona or Williamstown SLA)	<ul style="list-style-type: none"> <li>• Community Hub - multipurpose options with space for hire               <ul style="list-style-type: none"> <li>- Youth facility</li> <li>- larger meeting spaces (&lt;200 people) available for hire</li> <li>- smaller program spaces</li> <li>- social supports eg counselling, emergency relief, legal services, early childhood intervention, ethno specific, employment &amp; housing services etc</li> </ul> </li> <li>• Level 1 Community Health Services (eg. services such as drug and alcohol services, counselling services, community nursing, allied health services, and integrated health promotion and primary prevention; primary antenatal and postnatal care)</li> <li>• Planned Activity Groups</li> <li>• Major activity centre</li> </ul>
<b>Level 4</b> <b>Municipal Level</b>	<ul style="list-style-type: none"> <li>• Community Art /Performance Centre</li> <li>• Civic Centre</li> <li>• Level 2 Community Health Services (eg. GP care, nursing, some specialist care, access to diagnostic services, some procedural services (including fractures and suturing) and observation facilities; rehabilitation services and community health services.</li> </ul>
<b>Level 5</b> <b>Regional</b> Provision for two or more municipalities	<ul style="list-style-type: none"> <li>• Highest Order Performance Arts Facility</li> <li>• University/TAFE</li> <li>• Level 3 Community Health Services (eg. a range of day procedures; renal dialysis, day surgical procedures and dental day surgery, specialist services (including specialist mental health services such as Child and Adolescent Mental Health Services (CAMHS))</li> <li>• Level 4 Community Health Services (eg. EDs, radiotherapy, and day surgery or procedures involving a high degree of clinical risk; stents, angiograms or some laparoscopic surgical procedures)</li> </ul>

# Appendix 4

## Example of locational map



## Appendix 5

### List of Reference Documents

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Relevant documents to be considered in the preparation of a SIA are listed below. This is not an exhaustive list.

#### PLANNING

- Hobsons Bay Planning Scheme.
- Neighbourhood Character Study 2002.
- Hobsons Bay Activity Centres Strategy 2006.
- Newport Local Structure Plan, 1999.
- Guidelines for Infill Development in Heritage Areas, 2006.
- Industrial Land Management Strategy 2008
- Spotswood Outline Development Plan 2001.
- Hobsons Bay Heritage Study 2006.
- Williamstown, A vision for the commercial centre, 2000.
- Williamstown Foreshore Strategic Plan 2010.
- Parking in Williamstown, A parking strategy for the commercial centre, 2000.
- Landscape Design Guidelines 1999.
- Hobsons Bay Community Profile (there are additional neighborhood profiles for Altona North, Williamstown and Brooklyn).  
[www.id.com/hobsonsbay/commprofile](http://www.id.com/hobsonsbay/commprofile)
- Hobsons Bay Community Facilities Planning Principles 2008

#### OTHER COUNCIL DOCUMENTS

- Hobsons Bay Coastal Trail – People, Piers and Pelicans 2002.
- Urban Design Manual.
- Hobsons Bay Sport and Recreation Strategy 2003-2007 (currently being revised).

#### SOCIAL

- Health and Wellbeing Plan 2007-2011.
- Ageing Well Strategy 2007-2017.
- Disability Action Plan 2008-2012.
- Youth Strategic Plan 2009-2013.
- The Children's Plan 2009-2013
- Improving Access to Food (Food Security) Policy Statement
- Electronic Gaming Machine Policy 2008
- Multicultural Policy and Action Plan 2008
- Neighbourhood Houses Strategic Plan 2009

#### ENVIRONMENT

- Hobsons Bay Environment Strategy 2006-2010.
- Hobsons Bay Stormwater Management Plan 2006.
- Water Plan 2009
- Hobsons Bay Strategic Bicycle Plan 2003.
- Hobsons Bay Open Space Plan.
- Greenhouse Action Plan 2008-2013

#### STATE GOVERNMENT

- Melbourne @ 5 million.
- Melbourne 2030.
- The Victorian Integrated Housing Strategy 2010
- Commonwealth Government's Responsibility for the Provision of aged care places under the Age Care Act 1997
- Safer Design Guidelines for Victoria, DSE 2005.
- Higher Density Residential Development Guidelines, DSE 2004.
- Activity Centre Design Guidelines, DSE 2005.
- Western Regional Housing Statement, 2006.
- Western Region Employment and Industrial Development Strategy, 2007.
- Towards and Integrated Victorian Housing Strategy, 2006.
- Environment Protection and Biodiversity Conservation Act 1999.
- Aboriginal Heritage Act 2006.