**Tool 4: Checklist for assessment of proponent’s Social Impact Assessment (SIA) report under Planning Act 2016**

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| CriteriaFor criteria details refer to the SIA Guideline |  Assessment | Notes  |
| **Community and stakeholder engagement**Overview of potentially impacted communities, and key stakeholder analysis.Details of engagement conducted to support the SIA. Summary of how stakeholder input shaped the baseline analysis, SIA, and management measures.A community and stakeholder engagement plan (construction and operational project phases). | Impact assessment and management plans☐ Insufficient☐ Sufficient☐ Exceeds requirements | [Insert notes] |
| **Workforce management**Overview of workforce profile for the construction and operational phases of the project (including the expected percentage of FIFO or DIDO workers).An analysis of the local and regional labour market, and assessment. A review of safe and practical commuting options for local workers.A workforce management plan (construction and operational project phases).  | Impact assessment and management plans☐ Insufficient☐ Sufficient☐ Exceeds requirements | [Insert notes] |
| **Housing and accommodation**Proposed workforce accommodation (construction and operational project phases).Overview of any proposed project workforce accommodation facilities or purpose-built housing, including size, and plans to provide adequate infrastructure, utilities and health services for workers.A review of the local and regional housing and accommodation market.An assessment of potential social impacts, including: * potential impacts on the availability and affordability of housing (for sale and for rent) and other forms of accommodation
* impact of project-related housing market changes for the local community
* opportunities for local accommodation providers.

A workforce housing and accommodation plan (construction and operational project phases) that includes: * objectives and key performance indicators
* actions to enhance potential benefits for project workers and the community
* mitigation measures for potential negative social impacts policies regarding housing and accommodation support offered to project workers and their families who want to live locally.
 | Impact assessment and management plans☐ Insufficient☐ Sufficient☐ Exceeds requirements | [Insert notes] |
| **Local business and industry procurement** An overview of the skills, services and materials required by the project. A review of local and regional supplier capacity and capability relevant to the project, and possible social impacts, including: * opportunities to build the capacity of local businesses and suppliers
* risks related to the project controlling local supply of goods and services.

A local business and industry procurement plan (construction and operational project phases), including: * objectives and key performance indicators
* procurement plans for local and nearby regional suppliers, including Aboriginal and Torres Strait Islander communities, and actions to facilitate participation.

Methods for incorporating local business and industry procurement strategies into the project’s contracting model.Mitigation measures for potential negative social impacts on local industries.Details of any established industry guidelines or codes of practice the proponent has agreed to follow. | Impact assessment and management plans☐ Insufficient☐ Sufficient☐ Exceeds requirements | [Insert notes] |
| **Health and community well-being**An analysis of the availability, accessibility, and capacity of existing social services, facilities, and infrastructure, and an assessment of potential project impacts on these, including:* healthcare
* emergency response
* transport
* utilities
* education
* childcare
* community support services.

An analysis of the health and well-being of potentially impacted communities.An assessment of potential social impacts, including:* community health
* safety and security (including exposure to hazards and risks
* environmental factors such as air quality, noise and water
* livelihoods
* economic well-being and access to resources
* community lifestyles and cultural practices
* amenity value
* social character
* community cohesion.

A health and community well-being plan (construction and operational project phases). Include KPIs and objectives to protect the current level of service provided to the community from existing social services, facilities and infrastructure.Actions to reduce potential health and well-being impacts on local communities and increase potential benefits. | Impact assessment and management plans☐ Insufficient☐ Sufficient☐ Exceeds requirements | [Insert notes] |
| **Impact assessment and mitigation** SIA report has a section that:* summarises all identified impacts, both positive and negative
* provides an indication of the quantum of the overall social impact
* identifies the proposed approaches to avoid, mitigate, manage or counterbalance the identified negative impacts, as well as to enhance the positive impacts.
 | ☐ Insufficient☐ Sufficient☐ Exceeds requirements | [Insert notes] |

*Tool 4: Checklist for assessment of proponent’s Social Impact Assessment (SIA)*

*This Tool and associated material is provided for information purposes only and does not provide statutory or legal advice. Users should obtain their own independent technical and legal advice.*