Tool 5: Developing community legacy benefits checklist

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| 1. Community priorities and vision |
| Why it matters: aligning legacy benefits with existing community vision ensures benefits are relevant, deliverable and sustainable |
| Review council’s strategic plans, community vision statements and regional and local priorities | ¨ |
| Identify key social, environmental and economic challenges facing the community | ¨ |
| Consider how community benefit expectations might change over time (for example, with population growth or new industries) | ¨ |
| \*Map existing community assets and identify gaps that future projects could help address, with consideration for both capital and recurrent resource requirements | ¨ |
| Review and identify infrastructure needs and future requirements | ¨ |
| Consider how benefit priorities are proportionate to likely project impacts and consistent with local development outcomes | ¨ |

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| 2. Engagement and consultation |
| Why it matters*:* genuine consultation builds trust and ensures legacy outcomes are meaningful across all parts of the community |
| Are there existing community consultation mechanisms?  | ¨ |
| Establish a clear process for consulting with the community about legacy benefits | ¨ |
| Use a combination of methods (for example workshops, surveys, stakeholder roundtables, reference groups) to gather diverse input and develop supporting materials including on the scale of development in the LGA, actions council has taken to date and lessons from other industry booms and busts (such as in mining and coal seam gas) | ¨ |
| Actively include hard-to-reach or vulnerable groups (such as youth, people with disabilities) | ¨ |
| Document all feedback and transparently communicate how it will be considered | ¨ |

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| 3. Potential benefit areas |
| Why it matters: defining broad benefit areas, which may be specific to townships or districts, and specific initiatives helps proponents understand community expectations and allows councils to prioritise which benefits are important |
| \*Local employment and skills pathways (such as apprenticeships, training, scholarships) | ¨ |
| \*Community and social infrastructure (such as halls, sporting facilities, childcare centres, human services) | ¨ |
| \*Affordable housing contributions | ¨ |
| \*Environmental programmes (such as land restoration, renewable energy partnerships) | ¨ |
| \*Cultural heritage and other initiatives | ¨ |
| \*Health and well-being programmes | ¨ |
| \*Transport improvements and regional connectivity | ¨ |
| \*Support for local businesses and supply chain growth | ¨ |
| \*Digital connectivity, education technology, or smart infrastructure investments | ¨ |
| \*Social cohesion or mental health initiatives linked to development impacts | ¨ |

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| 4. Partnership opportunities |
| Why it matters: partnerships can help stretch resources further and build local capacity to maintain legacy benefits over time |
| Identify potential partners, including non-profits, educational institutions, community groups and industry associations. | ¨ |
| Explore opportunities for co-investment or shared delivery of benefits | ¨ |
| \*Consider governance models that could oversee delivery of legacy outcomes (such as Local Reference Groups, Community Consultative Committees, community benefit trusts or joint committees) | ¨ |
| Where applicable, refer to recommended models or case studies outlined in state government guidance | ¨ |

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| 5. Monitoring and accountability |
| Why it matters: accountability mechanisms give the community confidence that commitments will be delivered and maintained, not forgotten once a project is operational |
| Define how benefits may be measured and reported on in different circumstances | ¨ |
| Set key performance indicators (KPIs) that can be adopted in a specific case, to be tracked through the life of the project | ¨ |
| Ensure reporting and evaluation frameworks are consistent with council’s monitoring capabilities and available tools | ¨ |
| Build internal council capacity to monitor compliance and manage relationships with proponents over the long-term | ¨ |
| Consider public-facing reporting methods to enhance community transparency and trust | ¨ |

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| 6. Review and continuous improvement |
| Why it matters: keeping checklists and benefits registers up to date ensures legacy benefits remain relevant and adapt to changing community aspirations |
| Ensure council complies with Planning Act requirements for public access to social impacts and community benefits arrangements | ¨ |
| Schedule regular reviews of community benefit priorities and how they are being delivered | ¨ |
| Consider lessons learned from past projects to refine future expectations | ¨ |
| Keep community members involved in reviewing and refreshing benefit lists as needs change | ¨ |
| Adapt benefit expectations and delivery models in response to updated statutory requirements, market conditions, or infrastructure impacts | ¨ |

*\* indicates critical questions*

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*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.*