



# Community Wellbeing Checklists

The Community Wellbeing Checklists were developed by Western Bay of Plenty District Council, Tauranga City Council and the Bay of Plenty District Health Board. Liz Davies, Policy Analyst – Strategic is available to assist in using the checklists. 2009.

## **Community Wellbeing checklists**

The Community Wellbeing Checklist is a tool that has been developed for Council staff to better address the '4 wellbeings' when considering and/or undertaking projects, processes or plans. The purposes of the Community Wellbeing Checklist are to:

- consider the potential impacts of a project, process or plan on the social, economic, cultural or environment wellbeing of the community, including consideration for more in depth assessments.
- identify actions that can be incorporated into the planning stages of a policy, process or plan to address potential negative impacts or strengthen the positive impacts.

The checklist is a useful tool that can be used for any project that impacts on social, economic, environmental and/or cultural wellbeing. The checklist is required to be used for all Priority A projects.

## **Project scoping - checklist**

Knowledge of the community affected, knowledge of the content of the proposed plan, project or process and existing documentation is needed for this process i.e. at the scoping stage of a project. This process often results in a number of actions being identified that can be incorporated into the project, plan or process which improves one or more of the well beings.

\* Populations affected - include the whole population, may need to consider different sectors separately e.g. children, young people, Maori, migrant/refugees, women, rural, disabled, older people, low income, lesbian/gay, homeless, unemployed.

Indicators of social wellbeing	Examples	Populations affected*	Comments	Recommendations/actions
<b>Social</b>			e.g. how do you know? What evidence do you have to support your response?	
How does/could the plan contribute to an individuals' health?  e.g. diet, physical activity, smoking, alcohol, drugs, gender, ethnicity, disability, age	Are there places for people to walk, jog or cycle? Is it designed for people with disabilities? Does it reduce disease?			
How does/could the plan contribute to social and community networks?  i.e. neighbourliness, social networks, community identity and belonging, degree of isolation, social support mechanisms, social cohesion, participation in community and public affairs	Residents know their neighbours.  Residents know people in their community.  Residents can get involved in council if they want to.			
How does/could the plan contribute to access and quality of services and infrastructure? e.g. education, health, cultural, recreation, sewerage etc	Residents know where the local schools/medical centre/reserves are.			
How does/could the plan relate to other public policies/other sectors?  e.g. health, education, social etc				

Indicators of cultural wellbeing	Examples	Populations affected*	Comments	Recommendations/actions
<b>Cultural</b>			e.g. how do you know? What evidence do you have to support your response?	
How does/could the plan contribute to reducing inequality between tangata whenua and rest of population?				
How does/could the plan contribute to Maori and whanau emotional/mental, spiritual, social, physical wellbeing?				
How does/could the plan express cultural values and practices?	It uses te reo Maori and tikanga.			
How does/could the plan link with marae and other cultural resources?	It relates to the local marae.			
How does/could the plan reduce discrimination?				
How does/could the plan involve Maori in planning and delivery?	Tangata whenua are involved in the plan.			
How does/could the plan contribute to cultural/heritage sites?	It recognises places important to tangata whenua and Pakeha.			
How does/could the plan contribute to migrants and/or refugees wellbeing?				

Indicators of economic wellbeing	Examples	Populations affected*	Comments	Recommendations/actions
<b>Economic</b>			e.g. how do you know? What evidence do you have to support your response?	
How does/could the plan contribute to the economy?	It contributes in the following ways to the economy.			
How does/could the plan increase the availability and quality of employment/education/training?	It will result in increased jobs and/or training.			
How does/could the plan reduce poverty?	Low income people have increased income.			
How does/could the plan improve income levels and distribution of wealth?	Income levels increase, particularly for low income earners.			
How does/could the plan increase the affordability of adequate housing and reduce household crowding?	Housing becomes more affordable.			
How does/could the plan take into account access to and use of public transport and communication networks?	Residents can get there or get the information via broadband.			

Indicators of environmental wellbeing	Examples	Populations affected*	Comments	Recommendations/actions
<b>Environmental</b>			e.g. how do you know? What evidence do you have to support your response?	
How does/could the plan reduce pollution?	There is less pollution.			
How does/could the plan improve the quality of air, water and soil?				
How does/could the plan improve the built environment? e.g. housing, urban design, transport, hazards/safety, low impact design	It is safe. It looks nice. Its good for the natural environment			
How does/could the plan improve the water supply?	More water is available.			
How does/could the plan improve the natural environment? e.g. landscape, flora, fauna, biodiversity, climate	The natural environment is better off.			
How does/could the plan improve resource sustainability? e.g. minimising energy and water use, waste reduction and disposal, promote recycling, life cycle costs	The life cycle cost ie acquisition, operation, maintenance etc is taken into account, not just capital costs.			

\* for more information see <http://www.barringer1.com/pdf/LifeCycleCostSummary.pdf>

**Stage 2 - SUMMARY OF ACTIONS FOR PROJECT \_\_\_\_\_**

<b>Wellbeing</b>	<b>Action</b>	<b>Process</b>	<b>Responsibility</b>	<b>Timeframes</b>
<b>Social</b>				
<b>Economic</b>				
<b>Environmental</b>				
<b>Cultural</b>				

## **Draft stage of Project plan - checklist**

This checklist will determine whether a social, cultural, economic or environmental impact assessment is required and may also identify actions that can be incorporated into the draft or implementation of the project or process to address potential negative impacts or strengthen the positive impacts. Further information about undertaking more indepth assessments is provided at the end of this Checklist.

\* Populations affected - include the whole population, may need to consider different sectors separately e.g. children, young people, Maori, migrant/refugees, women, rural, disabled, older people, low income, lesbian/gay, homeless, unemployed.

Indicators of social wellbeing	Examples	Populations affected*	Comments	Recommendations/actions
<b>Social</b>			e.g. how do you know? What evidence do you have to support your response?	
Potential impact on individual health and lifestyle. e.g. diet, physical activity, smoking, alcohol, drugs, gender, ethnicity, disability, age	Are there places for people to walk, jog or cycle? Is it designed for people with disabilities? Does it reduce disease?			
Potential impact on social and community networks e.g. neighbourliness, social networks, community identity and belonging, degree of isolation, social support mechanisms, social cohesion, participation in community and public affairs	Residents know their neighbours. Residents know people in their community. Residents can get involved in council if they want to.			
Potential impact on access and quality of services and infrastructure e.g. education, health, cultural, recreation, sewerage etc	Residents know where the local schools/medical centre/reserves are. Residents can access adequate waste water, solid waste and storm water systems.			
Potential impact on links with other public policy/other sectors e.g. health, education, social, housing , Maori etc				

Prompts – indicators of cultural wellbeing	Examples	Populations affected*	Comments	Recommendations/actions
<b>Cultural</b>			e.g. how do you know? What evidence do you have to support your response?	
Potential impact on inequality between tangata whenua and rest of population				
Potential impact on Maori and whanau emotional/mental, spiritual, social, physical wellbeing				
Potential impact on expression of cultural values and practices	It uses te reo Maori and tikanga.			
Potential impact on links with marae and other cultural resources	It relates to the local marae.			
Potential impact on racial discrimination	It doesn't discriminate against Maori or other cultural groups			
Potential impact on Maori involvement in planning and delivery	Tangata whenua are involved in the plan.			
Potential impact on cultural/heritage sites	It recognises places important to tangata whenua and Pakeha.			
Potential impact on migrants and/or refugees	It meets the needs of migrants and/or refugees			

Indicators of economic wellbeing	Examples	Populations affected*	Comments	Recommendations/actions
<b>Economic</b>			e.g. how do you know? What evidence do you have to support your response?	
Potential impact of the plan to contribute to the economy.	It contributes in the following ways to the economy.			
Potential impact on the availability and quality of employment/ education / training	It will result in increased jobs and/or training.			
Potential impact on poverty	Low income people have increased income.			
Potential impact on income levels and distribution of wealth	Income levels increase, particularly for low income earners.			
Potential impact on affordability of adequate housing and household crowding	Housing becomes more affordable.			
Potential impact on access to public transport and communication networks	Residents can get there or get the information via broadband.			

Indicators of environmental wellbeing	Examples	Populations affected*	Comments	Recommendations/actions
<b>Environmental</b>			e.g. how do you know? What evidence do you have to support your response?	
Potential impact on pollution	There is less pollution.			
Impact on quality of air, water and soil	Water, air and/or air quality is improved.			
Potential impact on built environment e.g. housing, urban design, transport, hazards/safety, low impact design	It is safe. It looks nice. Its good for the natural environment			
Potential impact on water supply	More water is available.			
Potential impact on the natural environment e.g. landscape, flora, fauna, biodiversity, climate	The natural environment is better off.			
Potential impact on resource sustainability e.g. minimising energy and water use, waste reduction and disposal, promote recycling, life cycle costs*.	The life cycle cost ie acquisition, operation, maintenance etc is taken into account, not just capital costs.			

\* for more information see <http://www.barringer1.com/pdf/LifeCycleCostSummary.pdf>

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<b>Social</b>				
<b>Economic</b>				
<b>Environmental</b>				
<b>Cultural</b>				

## Impact Assessment Information

If an outcome of the screening stage is the need for an impact assessment, the following information provides some guidance on the different types of impact assessments, what they are and where to go to get information on them.

Type of Impact Assessment	What is it	Where do I go for information	Examples
Cultural	<p>A tool used to:</p> <ul style="list-style-type: none"> <li>• describe the relationship between the appropriate Tangata Whenua and the ancestral land, waters, sites, waahi tapu and other taonga being affected.</li> <li>• identify how the relationship will be affected by a policy or project</li> <li>• identify what is required to mitigate any effects</li> </ul>	<p>Tauranga City Council has guidelines and a template in place for completing cultural impact assessments. Please contact the Takawaenga division for this information.</p>	
Social	<p>A tool to:</p> <ul style="list-style-type: none"> <li>• assess, intended and unintended social consequences, both positive and negative, of planned interventions (projects, plans, policies)</li> <li>• mitigate and manage social effects</li> <li>• monitor social effects</li> </ul>	<p><a href="http://www.sasanet.org/documents/Tools/Social%20Impact%20Assessment%20Methodology.pdf">http://www.sasanet.org/documents/Tools/Social%20Impact%20Assessment%20Methodology.pdf</a></p>	<p>Social Impacts of Gambling in Tauranga (2004) Stratus Limited for Tauranga City Council.</p> <p>Social Impact Assessment of Draft Nelson City council Gambling Policy</p>
Economic	<p>An economic impact assessment examines the impacts on the local economy associated with a project, plan or process. Impacts include employment, investment, property values, wages, taxes etc.</p>	<p><a href="http://www.hie.co.uk">www.hie.co.uk</a></p>	<p>An economic impact assessment was undertaken on a proposed integrated pulp, paper and saw mill with a renewable energy generation plant.</p> <p><a href="http://www.hie.co.uk">www.hie.co.uk</a></p>

Type of Impact Assessment	What is it	Where do I go for information	Examples
Environmental	<p>An environmental impact assessment (<b>EIA</b>) is an assessment of the possible impact—positive or negative—that a proposed project may have on the <a href="#">environment</a>; considering natural, social and economic aspects. The purpose of the assessment is to ensure that decision makers consider the ensuing environmental impacts to decide whether to proceed with the project.</p> <p>Assessment of environmental effects is required for resource consents, the type of the assessment depends on the nature and scale of the development. Each territorial authority provides guidance along with the District Plan which indicates the environmental effects that need to be considered depending on the nature of the resource consent.</p>	<p><a href="http://www.ec.europa.eu/environment/eia">www.ec.europa.eu/environment/eia</a></p> <p>A Guide to Preparing a Basic Assessment of Environmental Effects (20065)  <a href="http://www.mfe.govt.nz/publications">www.mfe.govt.nz/publications</a></p>	
Health	<p>A health impact assessment tool is used to predict the potential health effects of a policy or project, with particular attention paid to impacts on health inequalities.</p> <p>Whanau Ora Health Impact Assessment Tool</p> <p>was developed for use by policy makers as a tool for assessing the positive and negative impact of policies on Māori and to identify ways in which these could be enhanced or adapted.</p> <p>At the heart of the tool is the concept of 'Whānau ora', which means, 'Māori families being supported to achieve their maximum health and well being'. Its overarching aim is to ensure equity in health for Māori.</p>	<p>The following guidelines outline the steps required to develop a Health Impact Assessment:</p> <p>A Guide to Health Impact Assessment, Public Health Advisory Committee. June 2005.</p> <p><a href="http://www.phac.health.govt.nz/moh.nsf/indexcm/phac-guide-hia-2nd">http://www.phac.health.govt.nz/moh.nsf/indexcm/phac-guide-hia-2nd</a></p> <p>Whanu Ora Health Impact Assessment guidelines are available on <a href="http://www.moh.govt.nz">www.moh.govt.nz</a>.</p>	<p>Greater Christchurch Urban Development Strategy – HIA</p> <p>Greater Wellington Regional Land Transport Strategy – HIA</p> <p>Ranui Urban Concept Plan – HIA</p> <p><a href="http://www.moh.govt.nz/moh.nsf/index.mh/hiasupportunit">www.moh.govt.nz/moh.nsf/index.mh/hiasupportunit</a></p> <p><a href="http://www.moh.govt.nz/moh.nsf/index.mh/hiasupportunit/whanauora">Whānau Ora Health Impact Assessment Rapid Appraisal - Location of the New Plymouth Oral Health Facility</a></p> <p><a href="http://www.moh.govt.nz/moh.nsf/index.mh/hiasupportunit/whanauora">www.moh.govt.nz/moh.nsf/index.mh/hiasupportunit/whanauora</a></p>

