

## COMMUNITY BENEFIT ASSESSMENT FRAMEWORK INSTRUCTIONS

<b>BACKGROUND .....</b>	<b>2</b>
Community Benefit Assessment Framework.....	2
Purpose of this Document.....	2
CBAF Structure.....	2
<b>INSTRUCTIONS.....</b>	<b>5</b>
Step One: Request information from applicant.....	5
Step Two: Populate the 'Project Overview' sheet within the CBAF .....	5
Step Three: Populate the Assessment column of the CBAF .....	6
Step Four: Populate the Outcome column of the CBAF .....	6
Step Five: Populate the Likelihood column of the CBAF .....	6
Step Six: Identify the Overall Social Impact Score for each sub-element .....	7
Step Seven: Populate the Impact column of the CBAF .....	8
Step Eight: Confirm CBAF Graph has populated correctly.....	9

## BACKGROUND

### Community Benefit Assessment Framework

InvestLogan's Community Benefit Assessment Framework (CBAF) helps to identify the social benefits of potential investLogan activities. It will be used to guide investment decisions, as well as for reporting purposes.

The framework assesses project outcomes relating to community values and priorities, local economic and employment benefits, and alignment to the investLogan vision and focus areas. The framework will:

- Explore the nature and extent of potential social benefits for individual projects.
- Help inform decisions by the Board to determine if investLogan will become involved in a proposed project.
- Help to communicate potential social benefits associated with an activity to the Board, shareholder and the broader community (e.g. through annual reporting and quarterly shareholder activities updates).
- Review and assess the social impacts of an investLogan project for monitoring and evaluation purposes.

Further information on the Community Benefit Assessment Framework can be found in the CBAF Report which should be read prior to undertaking a community benefit assessment.

### Purpose of this Document

This document forms part of a 'How To Toolkit' to support the implementation of the CBAF. The How To Toolkit consists of:

1. CBAF Instructions (this document);
2. CBAF Questionnaire – a questionnaire to be completed by investLogan staff members with assistance from project proponents / applicants; and
3. CBAF Template – an excel spreadsheet used for the assessment.

The purpose of this document (CBAF Instructions) is to provide investLogan staff with step-by-step instructions to assist in undertaking an assessment of proposals against the Community Benefit Assessment Framework, utilising the Applicant Questionnaire and CBAF Template document provided within this toolkit.

### CBAF Structure

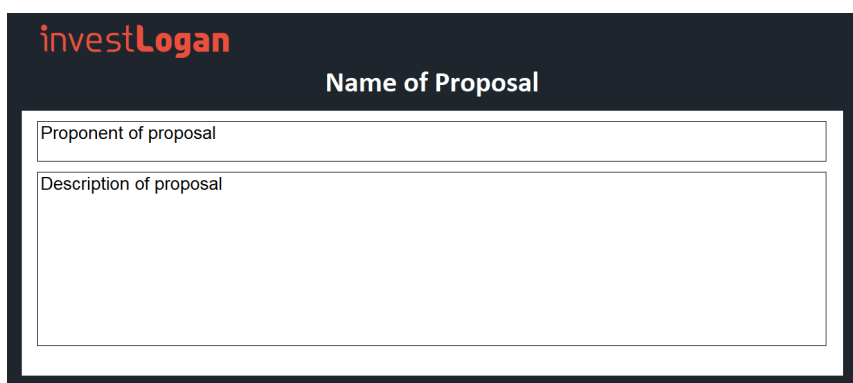
The CBAF template (item 3 above) provided within this 'How To Toolkit' is an Excel document consisting of four sheets:

- Sheet 1 – Proposal Overview
- Sheet 2 – CBAF Ratings
- Sheet 3 – CBAF Table
- Sheet 4 – CBAF Graph

A description of each sheet is provided below.

1. **Sheet 1 - Proposal Overview:** provides fields to enter the name of the proposal, the proponent, and to provide a brief description of the project or proposal being assessed against the CBAF. Refer to Figure 1.

Figure 1 – Sheet One: Proposal Overview



investLogan	
Name of Proposal	
Proponent of proposal	
Description of proposal	

2. **Sheet 2 - CBAF Ratings:** sets out the social benefit scoring framework utilised by the CBAF to assess proposals, based on an outcome score (0-20) and a likelihood score (0-20). Refer to Figure 2.

Figure 2 – Sheet Two: CBAF Ratings

LIKELIHOOD		OUTCOME (DEGREE TO WHICH ASSESSMENT CRITERIA ARE MET)			
		1	2	3	4
		Insignificant (0-<5)	Low (5-<10)	Moderate (10-<15)	High (15-20)
<b>A</b>	Almost certain (15 - <20)	<b>A1</b>	<b>A2</b>	<b>A3</b>	<b>A4</b>
<b>B</b>	Likely (10 - <15)	<b>B1</b>	<b>B2</b>	<b>B3</b>	<b>B4</b>
<b>C</b>	Possible (5 - <10)	<b>C1</b>	<b>C2</b>	<b>C3</b>	<b>C4</b>
<b>D</b>	Rare (0 - <5)	<b>D1</b>	<b>D2</b>	<b>D3</b>	<b>D4</b>

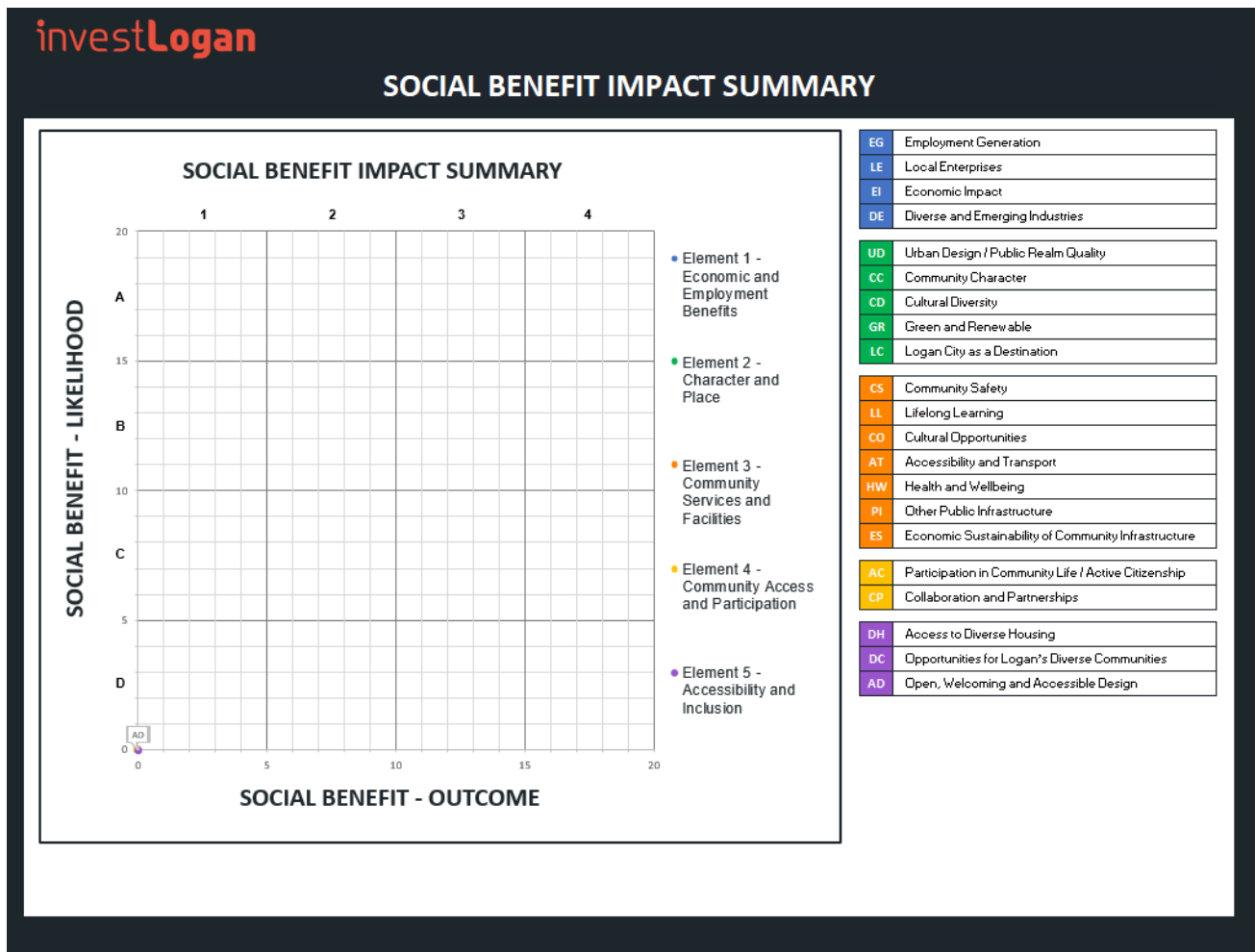
3. **Sheet 3 - CBAF Table:** The Community Benefit Assessment Framework table (shown at Figure 3) is grouped into five elements, each of which has a series of sub-elements. Each sub-element has a range of 'measures of social outcome', against which proposals and projects can be assessed. The Assessment column provides space for notes on the assessment of each measure.
4. The last component of the CBAF table is provided to quantify the potential impact of each sub-element using the CBAF rating system. This consists of an outcome score and a likelihood score, which determine an overall social benefit impact rating.

Figure 3 – Sheet Three: CBAF Table

ELEMENT 2 – CHARACTER AND PLACE							
REF	SUB-ELEMENT	DESCRIPTOR	MEASURE OF SOCIAL OUTCOME	ASSESSMENT	OUTCOME	LIKELIHOOD	IMPACT
UD	Urban Design / Public Realm Quality	Delivers high-quality public realm outcomes, streetscape improvements and /or publicly accessible spaces	Provides a quality architectural design		0	0	
			Consistent with planning and design outcomes sought by the Logan City Council planning scheme, including the sequencing of development established through the Local Government Infrastructure Plan				
			Contributes to high quality, durable and attractive public realm through streetscape, landscaping, public art, street furniture and other improvements				
			Contributes to renewal and revitalisation of Logan's activity centres (e.g. Springwood, Beenleigh, Logan Village and Logan Central)				
CC	Community Character	Builds on and enhances Logan's character, history and attractions	Integrates smart technology into the design of new developments		0	0	
			Provides a connection to / representation of local community character (e.g. historical, cultural or urban/rural etc.)				
			Enhances or celebrates local character (for example, food precincts, creative arts, heritage trails, manufacturing and logistics, and retail and commercial districts <sup>5</sup> )				
			Provides opportunities for Logan's Aboriginal and Torres Strait Islander communities to celebrate connections to place <sup>7</sup>				

5. **Sheet 4 - CBAF Graph:** The outcome and likelihood scores entered into the CBAF Table (Sheet 3) will automatically populate the CBAF graph on Sheet 4 (see Figure 4) to show an overall social benefit impact summary.

Figure 4 – Sheet Three: CBAF Table



## INSTRUCTIONS

### Step One: Request information from applicant

In order to complete the community benefit assessment as accurately as possible, it will be important to gain as much background information from project proponents/applicants as possible. To assist with this a 'CBAF Questionnaire' is provided within this 'How To Toolkit'. A blank copy may be provided to the applicant to complete or InvestLogan may undertake an initial attempt to complete the questionnaire, before providing the document to the applicant to complete or expand upon the responses. It is recommended that investLogan makes the first attempt at providing responses wherever possible as this will assist applicants in understanding the nature of responses required. Figure 5 shows an excerpt of the 'CBAF Questionnaire'.

Figure 5 – Applicant Questionnaire

ELEMENT 2 – CHARACTER AND PLACE				
REF	SUB-ELEMENT	DESCRIPTOR	QUESTIONS	APPLICANT RESPONSE
UD	Urban Design / Public Realm Quality	Delivers high-quality public realm outcomes, streetscape improvements and /or publicly accessible spaces	Does the proposal provide a quality architectural design? <i>Note: has the proposal been designed by an architect or urban designer, or in compliance with appropriate / relevant design guidelines</i>	
			Is the proposal consistent with the relevant planning and design outcomes of the Logan City Council Planning Scheme? <i>Note: this includes the sequencing of development established through the Local Government Infrastructure Plan.</i>	
			Do any elements of the proposal contribute to a high-quality, durable and attractive public realm? <i>Note: for example, through streetscape, landscaping, public art, street furniture and other improvements</i>	
			Does the proposal contribute to the renewal and revitalisation of Logan's activity centres? <i>Note: for example, Springwood, Beenleigh, Logan Village and Logan Central</i>	
			Does the proposal integrate technology into the design of the new development?	

Note that the responses to the 'Element 1 – Economic and Employment Benefits' section of the questionnaire could be used as the inputs and assumptions into an Economic Benefit Assessment (EBA), where it is determined that an EBA is required.

### Step Two: Populate the 'Project Overview' sheet within the CBAF

Enter the background proposal details within the Project Overview sheet of the CBAF template, specifically (referring to Figure 6):

- A. Name of Proposal
- B. Proponent for Proposal
- C. Description of Proposal

Figure 6 – Populate the Project Overview sheet

The diagram shows a dark grey box representing the 'Project Overview' sheet. At the top left is the 'investLogan' logo. To the right of the logo is the text 'Name of Proposal'. Below this, there are two input fields: 'Proponent of proposal' and 'Description of proposal'. Three red arrows labeled A, B, and C point from the left to these fields: arrow A points to 'Name of Proposal', arrow B points to 'Proponent of proposal', and arrow C points to 'Description of proposal'.

## Step Three: Populate the Assessment column of the CBAF

Using the information provided by the applicant (within the Applicant Questionnaire) and any other supporting material – populate the ‘Assessment’ column of the CBAF table (Sheet 3) for each of the sub-elements. Refer to Figure 7.

In some cases, particular sub-elements or measures of social outcome will not be applicable, dependent on the nature of the proposal. In the example shown at Figure 7 below, the proposal is not located within an activity centre and the fourth measure does not apply. Where a measure is not applicable, this should be noted within the field and the field should be shaded in grey to clearly illustrate the measure is not relevant to the proposal.

In other cases, there may not be enough information available to provide a response. In the example provided in Figure 7 below, information on the provision of smart technology into the design for the proposal is unknown. Where this is the case, ‘TBC’ should be noted in the field and the field should be shaded in blue to clearly highlight further information is required from the applicant.

Figure 7 – Populate the Assessment column

ELEMENT 2 – CHARACTER AND PLACE							
REF	SUB-ELEMENT	DESCRIPTOR	MEASURE OF SOCIAL OUTCOME	ASSESSMENT	OUTCOME	LIKELIHOOD	IMPACT
UD	Urban Design / Public Realm Quality	Delivers high-quality public realm outcomes, streetscape improvements and /or publicly accessible spaces	Provides a quality architectural design	The proposal will refurbish the existing brick showroom located on site to a high standard.	0	0	
			Consistent with planning and design outcomes sought by the Logan City Council planning scheme, including the sequencing of development established through the Local Government Infrastructure Plan	The land uses and activities proposed over the site are consistent with the site's Specialised Centre zoning, and specifically the outcomes sought within the Loganholme Tourism Zone Precinct.			
			Contributes to high quality, durable and attractive public realm through streetscape, landscaping, public art, street furniture and other improvements	The proposal will incorporate landscaping to the street frontage and throughout the at-grade car parking fronting the street. The building will present an attractive facade to the public realm.			
			Contributes to renewal and revitalisation of Logan's activity centres (e.g. Springwood, Beenleigh, Logan Village and Logan Central)	Not Applicable - the site is not located within an activity centre.			
			Integrates smart technology into the design of new developments	TBC - more information required.			

## Step Four: Populate the Outcome column of the CBAF

Based on the responses provided within the assessment column, enter an overall outcome score for the sub-element within the Outcome column (see Figure 8). The outcome score is to provide a rating of the **degree to which assessment criteria are met** and is based on the following ranges (also set out within Sheet 2: CBAF Ratings within the CBAF):

- 0 - <5: Not met or insignificant degree
- 5 - <10: Low degree
- 10 - <15: Moderate degree
- 15 – 20: High degree

N.B. If the sub-element is not applicable, the score must be entered as #N/A to ensure the CBAF graph on sheet four populates correctly.

N.B. If there are several areas that require further information this should be noted in the assessment column and the outcome score should be based only on known information.

## Step Five: Populate the Likelihood column of the CBAF

Based on the responses provided within the assessment column, enter an overall likelihood score for the sub-element within the Likelihood column (see Figure 8). The likelihood score is to provide a rating of the **likelihood the assessment criteria will be met** and is based on the following ranges (set out within Sheet 2: CBAF Ratings):

- 0 - <5: Not at all or rare
- 5 - <10: Possible
- 10 - <15: Likely
- 15 – 20: Almost certain

N.B. If the sub-element is not applicable, the score must be entered as #N/A to ensure the CBAF graph on Sheet 4 populates correctly.

N.B. If there are several areas that require further information this should be noted in the assessment column and the outcome score should be based only on known information.

Figure 8 – Populate the Outcome and Likelihood columns

ELEMENT 2 – CHARACTER AND PLACE							
REF	SUB-ELEMENT	DESCRIPTOR	MEASURE OF SOCIAL OUTCOME	ASSESSMENT	OUTCOME	LIKELIHOOD	IMPACT
UD	Urban Design / Public Realm Quality	Delivers high-quality public realm outcomes, streetscape improvements and /or publicly accessible spaces	Provides a quality architectural design	The proposal will refurbish the existing brick showroom located on site to a high standard.	14	16	
			Consistent with planning and design outcomes sought by the Logan City Council planning scheme, including the sequencing of development established through the Local Government Infrastructure Plan	The land uses and activities proposed over the site are consistent with the site's Specialised Centre zoning, and specifically the outcomes sought within the Loganholme Tourism Zone Precinct.			
			Contributes to high quality, durable and attractive public realm through streetscape, landscaping, public art, street furniture and other improvements	The proposal will incorporate landscaping to the street frontage and throughout the at-grade car parking fronting the street. The building will present an attractive facade to the public realm.			
			Contributes to renewal and revitalisation of Logan's activity centres (e.g. Springwood, Beenleigh, Logan Village and Logan Central)	Not Applicable - the site is not located within an activity centre.			
			Integrates smart technology into the design of new developments	TBC - more information required.			

## Step Six: Identify the Overall Social Impact Score for each sub-element

Based on the outcome and likelihood scores assigned to each sub-element, and using the ratings table within Sheet 2 of the CBAF, determine the overall social benefit impact score for each sub-element. The overall social benefit impact scores are as follows (also see Figure 9 below):

- Very High: falling within:
  - A3: outcome score between 10 and <15 and likelihood score equal to or greater than 15.
  - A4: outcome score equal to or greater than 15 and likelihood score equal to or greater than 15.
  - B4: outcome score equal to or greater than 15 and likelihood score between 10 and <15.
- High: falling within:
  - A2: outcome score between 5 and <10 and likelihood score equal to or greater than 15.
  - B3: outcome score between 10 and <15 and likelihood score between 10 and <15.
  - C4: outcome score equal to or greater than 15 and likelihood score between 5 and <10.
- Moderate: falling within:
  - A1: outcome score less than 5 and likelihood score equal to or greater than 15.
  - B2: outcome score between 5 and <10 and likelihood score between 10 and <15.
  - C3: outcome score between 10 and <15 and likelihood score between 5 and <10.
  - D4: outcome score equal to or greater than 15 and likelihood score less than 5.
- Low: falling within:
  - B1: outcome score less than 5 and likelihood score between 10 and <15.
  - C2: outcome score between 5 and <10 and likelihood score between 5 and <10.
  - D2: outcome score between 5 and <10 and likelihood score less than 5.
  - D3: outcome score between 10 and <15 and likelihood score less than 5.
- Very Low: falling within:
  - C1: outcome score less than 5 and likelihood score between 5 and <10.
  - D1: outcome score less than 5 and likelihood score less than 5.
- Not Applicable: where the sub-element is not relevant to the proposal.

For example, where a sub-element has an outcome score of 11 and a likelihood score of 18, the impact score will be 'A3' or 'Very High'. This is illustrated below within Figure 9.

Figure 9 – Ratings Table

LIKELIHOOD		OUTCOME (DEGREE TO WHICH ASSESSMENT CRITERIA ARE MET)			
		1 Insignificant (0-<5)	2 Low (5-<10)	3 Moderate (10-<15)	4 High (15-20)
A Almost certain (15 - <20)		A1	A2	A3	A4
		B1	B2	B3	B4
C Possible (5 - <10)		C1	C2	C3	C4
D Rare (0 - <5)		D1	D2	D3	D4

Likelihood: 18

Outcome: 11

Social Benefit: Very High

## Step Seven: Populate the Impact column of the CBAF

Enter the Overall Social Benefit Score for each sub-element into the Impact column of the CBAF, using the available drop-down list (select the field, click on the arrow to the right of the field, and select the applicable score). Refer to Figure 10.

Figure 10 – Populate the Impact column

ELEMENT 2 – CHARACTER AND PLACE							
REF	SUB-ELEMENT	DESCRIPTOR	MEASURE OF SOCIAL OUTCOME	ASSESSMENT	OUTCOME	LIKELIHOOD	IMPACT
UD	Urban Design / Public Realm Quality	Delivers high-quality public realm outcomes, streetscape improvements and /or publicly accessible spaces	Provides a quality architectural design	The proposal will refurbish the existing brick showroom located on site to a high standard.	14	16	A3
			Consistent with planning and design outcomes sought by the Logan City Council planning scheme, including the sequencing of development established through the Local Government Infrastructure Plan	The land uses and activities proposed over the site are consistent with the site's Specialised Centre zoning, and specifically the outcomes sought within the Loganhalme Tourism Zone Precinct.			
			Contributes to high quality, durable and attractive public realm through streetscape, landscaping, public art, street furniture and other improvements	The proposal will incorporate landscaping to the street frontage and throughout the at-grade car parking fronting the street. The building will present an attractive facade to the public realm.			
			Contributes to renewal and revitalisation of Logan's activity centres (e.g. Springwood, Beenleigh, Logan Village and Logan Central)	Not Applicable - the site is not located within an activity centre.			
			Integrates smart technology into the design of new developments	TBC - more information required.			
CC	Community Character	Builds on and enhances Logan's character, history and attractions	Provides a connection to / representation of local community character (e.g. historical, cultural or urban/rural etc.)	Minor - refurbishes existing brick showroom and directly contributes to the identified tourism precinct.	9	12	B2
			Enhances or celebrates local character (for example, food precincts, creative arts, heritage trails, manufacturing and logistics, and retail and commercial	Partial - refurbishes the existing showroom on site and directly contributes to the identified tourism precinct.			
			Provides opportunities for Logan's Aboriginal and Torres Strait Islander communities to celebrate connections to place <sup>7</sup>	None identified by the applicant.			



## Step Eight: Confirm CBAF Graph has populated correctly

Once the outcome and likelihood scores have been entered into the CBAF Table, the CBAF Graph within Sheet 4 of the excel document will automatically populate to show the overall social benefit score of each sub-element. Refer to Figure 11 for an example.

N.B. You may be required to move data labels where they are overlapping points or labels on the chart.

In line with the CBAF rating table within Sheet 2:

- Anything graphed in A3, A4 or B4 has an overall social impact score of 'Very High'.
- Anything in A2, B3 or C4 – 'High'.
- Anything in A1, B2, C3 or D4 – 'Moderate'.
- Anything in B1, C2, D2 or D3 – 'Low'.
- Anything in C1 or D1 – 'Very Low'.

N.B. Anything that is 'Not Applicable' will not be graphed.

The graph will illustrate and quickly convey those sub-elements with the highest overall impact for the proposal.

In the example provided at Figure 11, the graph quickly shows the sub-elements with a 'Very High' Social Benefit Impact Score are:

- EG: Employment Generation
- DE: Diverse and Emerging Industries
- UD: Urban Design / Public Realm Quality
- LC: Logan City as a Destination
- HW: Health and Wellbeing

Figure 11 – Populated CBAF Graph

