



ROTTNEST ISLAND AUTHORITY

DEVELOPMENT PLANNING GUIDELINE No. 11

STAKEHOLDER AND COMMUNITY COMMENT PROCESS

1. GUIDELINE OBJECTIVES

The objective of this Community Comment Process Guideline is to provide Developers with the circumstances and procedure to be applied where a development is determined by the RIA to require a period of public and/or stakeholder comment. The objective is to:

- (a) ensure that key stakeholders are provided the opportunity to comment adequately on identified major development applications proposed for Rottnest Island; and
- (b) ensure that all comments received during a comment process are considered as part of the development assessment and decision-making process for a Development Application; and
- (c) provide a process framework for seeking public comment.

2. SCOPE

This guideline and any associated procedures and forms applies to a development application for which the proposed development has been determined by the RIA as 'substantial development'.

3. WHEN STAKEHOLDER & COMMUNITY COMMENT IS REQUIRED

Stakeholders and the general community will be provided an opportunity to comment on each development identified as a Substantial Development, therefore a development that has the potential to significantly impact on Rottnest Island's environment, heritage, social values or visitor amenity.

The scope for comments will be defined on a case by case basis for each development subject to this Guideline.

Community comment will be focussed on the style and dimension of the proposed development with the scope for comments relevant to the type of development proposed and the appropriate development details provided.

Comment may be sought from key stakeholder groups or the general public for other Development Applications at the discretion of the Minister for Tourism or the RIA.

4. THE COMMUNITY COMMENT PROCESS

Where a Development Application is subject to the requirement for stakeholder and community comment:

- (a) the comment opportunity will be publicly advertised as soon as practicable after the Development Application has been received by the RIA, ensuring appropriate detail is available to the community for comments to be effective;

- (b) the advertised period for comment will be for a minimum period of 21 days for comments to be received;
- (c) a copy of the development plans will be made available for viewing for the term of the comment period:
 - at the RIA main administration office on the mainland; and
 - at the RIA's designated office on Rottnest Island; and
 - posted on the RIA's website in electronic format.
- (d) copies of plans will not be made for or distributed to stakeholders or general public for comment purposes without the written permission of the RIA; and
- (e) all Substantial Development Applications will be considered by the RIA's governing body for a determination.

5. ADVERTISING FOR STAKEHOLDER & COMMUNITY COMMENT

The stakeholder and public comment process will be communicated through one or more of the following methods:

- a notice printed in a State wide newspaper; and/or
- a notice on the RIA's website in a dedicated Community Comment section; and/or
- letters or emails to key stakeholders outlining the nature of the proposal; and/or
- an advertising sign placed on site (only used in conjunction with the advertising methods above).

Comments must be received in writing, with the writer's identification, by the closing date for comment. Comments may also be received in an electronic form of media able to be printed.

Anonymous comments will not be considered as valid comments and therefore they will not be considered relevant to the development.

6. COSTS FOR STAKEHOLDER & COMMUNITY COMMENT PROCESS

The Applicant or Developer will bear any cost incurred through the comment process, including newspaper notices, mail outs or advertising signs.

7. THE OUTCOMES FROM A STAKEHOLDER & COMMUNITY COMMENT PROCESS

Upon completion of the stakeholder and community comment process, all comments received will be summarised and presented to the RIA's governing body. The governing body will address all relevant design and/or planning concerns raised from the comment process.

All persons and organisations that made a submission during the comment process will be informed in writing (including electronic media) of the RIA's determination and this will generally occur within 30 days of the Development Application being determined

8. ROLES AND RESPONSIBILITIES

All RIA officers, including Board members, are responsible for ensuring regard is had to this guideline in assessing and determining whether development described in an application for

development approval is or is likely to be classified as 'substantial development', thus requiring a period of community comment.

The following RIA roles have specific responsibilities for ensuring conformance with this guideline:

- **Director Contracts and Planning**

Determining and giving written directions to a proponent/applicant the scope and methods to be applied in advertising a development application comprising 'substantial development'.

- **Development Planning Team**

- (a) Assessment of a development application against provision 3 of this guideline; and
- (b) Recommending to the Director Contracts and Planning the scope and methods for advertising a development application comprising 'substantial development'.

9. **STATUTORY COMPLIANCE and RELEVANT DOCUMENTATION**

This guideline reflects the following requirements:

- Section 13 (1) of the *Rottnest Island Authority Act 1987*

The powers and functions afforded by the relevant legislation applicable to this Guideline are detailed in RIA's Schedule of Delegations and Authorisations, under section 70, or regulation 55 of the *Rottnest Island Regulations 1988*.

10. **EFFECTIVE DATE**

This Guideline is effective from **1 January 2022**

11. **REVIEW PERIOD**

This Guideline is to be reviewed every three years.

12. **CUSTODIAN**

The Director Contracts and Planning is responsible for the development and maintenance of this guideline.

13. **AUTHORISATION**

This Guideline details Rottnest Island Authority's requirements for providing an opportunity for community comment on a development proposal deemed to be 'substantial development'.

Signed: _____

Jason Banks
Executive Director

Date

14. GUIDELINE REVISION

Rev	Revision Description	Revision by	Date	Page
	Reformatting this guideline	Development Planning	20 December 2021	All