

Development Planning Guideline

11. Stakeholder and Community Comment Process

1. Guideline Objectives

The objective of this Stakeholder and Community Comment Process Guideline is to provide developers with the circumstances and procedure to be applied where a development is determined by Rottnest Island Authority (RIA) to require a period of public 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 Wadjemup / Rottnest Island.
- (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.
- (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 RIA as substantial development.

3. When Stakeholder & Community Comment are Required

Stakeholders and the 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 the island's environment, heritage, social values, or visitor amenities.

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

Community comments will be focused 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 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 RIA, ensuring appropriate detail is available to the community for comments to be effective.
- (b) The advertised period for comment will be a minimum period of 21 days for comments to be received.
- (c) A copy of the development plans will be made available for viewing during the comment period:
 - At RIA's main administration office in Fremantle
 - At RIA's designated office on the island
 - Published on RIA's website ria.wa.gov.au
- (d) Copies of plans will not be made for, or distributed to stakeholders, or the general public for comment purposes without the written permission of RIA.
- (e) All Substantial Development Applications will be considered by RIA's governing body for a determination.

5. Advertising for Stakeholder and Community Comment

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

- A notice printed in a statewide newspaper
- A notice on RIA's website ria.wa.gov.au
- Letters or emails to key stakeholders outlining the nature of the proposal
- 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 will not be considered relevant to the development.

6. Costs for Stakeholder and 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 and 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 or planning concerns raised from the comment process.

All persons and organisations that submitted during the comment process will be informed in writing including email of 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 adherence 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 or 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
- (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 July 2024.

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.

14. Guideline Revision

Rev	Revision Description	Revision by	Date	Page
1	Reformatting this Guideline	Development Planning	20 December 2021	All
2	Reformatting this Guideline	Corporate Communications	July 2024	All