



ROTTNEST ISLAND AUTHORITY

DEVELOPMENT APPROVAL PROCESS

This Development Approval Process guideline provides Developers with the Rottnest Island Authority's assessment and approval process which will be applied for all proposed developments to be undertaken on the Rottnest Island Reserve.

This Development Approval Process includes the following Sections:

- Section 1 – Who Requires a Development Approval
- Section 2 – Development Application Approval Process
- Section 3 – Power to Revoke an Approval
- Section 4 – The Development
- Section 5 – Unauthorised Development
- Section 6 – Application of the Development Planning Guidelines
- Section 7 – Site Specific Development Guidelines
- Section 8 – Administration of Development Planning Guidelines and Site Specific Development Guidelines

1. WHO REQUIRES DEVELOPMENT APPROVAL

Development Approval is required from the RIA for any person, organisation or entity, including the Rottnest Island Authority, to undertake any development on or partly within the Rottnest Island Reserve.

A Development Application is to be lodged with the RIA and approved by the RIA prior to the commencement of any development within the Rottnest Island Reserve.

2. DEVELOPMENT APPLICATION APPROVAL PROCESS

2.1 Development Application Submitted for Approval

A Development Application requesting approval to commence a development must be submitted to the RIA and must include the following:

- a) A completed Application Form (available from the RIA);
- b) Development Plans in accordance with the RIA's Development Plan Guidelines;
- c) A written submission detailing the proposal, as per the Development Planning Guidelines; and
- d) Any additional information or supporting material the Proponent may deem appropriate to support the Development Application or anything the RIA may require to assist it in the determination of the application.

2.2 Receipt of a complete Development Application

A Development Application may be accepted by the RIA but will only be formally receipted when all required information detailed in the Development Plan Guideline is supplied. At this time the Development Application is considered a “complete application”.

Within 14 days of receipt of a complete application, the RIA will issue a letter in writing to the applicant confirming that the application has been formally received.

Substantial Development Applications: Development applications deemed to be Substantial (please see definition in DPG 01) by the RIA require an Environmental Impact assessment prepared by the developer.

2.3 Determination Period

Subject to the requirements of clause 2.4, the RIA will generally make a determination on a Development Application received as a complete application by way of making a decision in the following periods:

- a) for a Standard Development Application – within 90 days;
- b) for a substantial Development Application that requires referrals and/or public comment – within 120 days

The determination period may be extended by agreement between the Applicant and the RIA on a case by case basis.

The time taken for an Applicant to fully respond to a Preliminary Written Response from the RIA in accordance with Clause 2.7, or respond to requests for additional information, will be additional to the above determination periods.

The time period for the RIA to refer applications to third party authorities, including Government agencies and/or to publicly advertise applications for comment is included in the above determination periods.

2.4 Referral of Development Applications to Third Parties or Government Agencies

Where a Development Application has cause to be referred to a third party authority or Government agency for specific consideration and/or comment in part or in whole, within 14 days of receipt of a complete Development Application the RIA shall refer a copy of the Development Application and all supporting information to the relevant authority/s or agency/s for their consideration and/or comment.

The RIA will not make a decision on a Development Application until comment from all referred relevant authorities or agencies has been received.

Should a Development Application be significantly amended subsequent to being initially receipted as a complete application, the RIA may again refer the application to the relevant authorities or agencies for consideration and/or comment.

The RIA will have due regard for the matters raised in any comment made by any third party authorities or agencies in determining an application.

2.5 Determination of Level of Development Application

The RIA's Development Application Assessment Team will, on a case by case basis, evaluate each Development Application to determine whether it is a:

- a) Standard Development Application; or
- b) Substantial Development Application

2.6 Determining the Requirement for an Independent Probity Advisor

A Development Application Approval Process will include the appointment of an independent probity advisor for a development that either:

- a) has a potential or estimated development value of \$1,000,000 or greater, inclusive of a construction phase and/or the total value of projected ongoing commercial terms; or
- b) is valued below \$1,000,000 but is determined by the RIA, the RIA Board or the relevant Minister to be of a sensitive or complex nature therefore requiring such independent advice.

Where an independent probity advisor is applicable they will be appointed prior to the finalisation of any development of documentation, specifications and any public advertising of an opportunity.

If appointed, the independent probity advisor will participate though all steps of the Development Approval Process from conception to its conclusion.

2.7 Community Comment

For a Substantial Development Application the RIA will seek comment from potentially affected stakeholders and the general public in accordance with the RIA's Stakeholder and Community Comment Guideline.

For a Standard Development Application the RIA may seek comment from stakeholders and the general public if deemed necessary or requested by the Minister for Tourism.

2.8 Preliminary Written Response

Prior to determination of a Development Application the RIA may provide a preliminary written response to the Applicant outlining:

- a) any non-compliance with provisions of a policy or guideline;
- b) comments obtained as a result of referral to relevant third party authorities or Government agencies;
- c) comments obtained as a result of a stakeholder and community comment process; or
- d) comments obtained as a result of a request for specialist advice.

The preliminary written response may request the Applicant to provide, within a specified time period:

- i. further information or supporting material regarding specific aspects of the proposal;
- ii. a written justification or response in relation to the matters raised in a) to d) above; and/or

- iii. information deemed necessary for the Development Application to comply with the specified Guideline provisions.

Issuing a preliminary written response will pause the Determination Period until a complete response to all matters raised is received from the Applicant.

2.9 Withdrawal of Development Application

A Development Application may be withdrawn by written request of the Applicant at any time prior to the RIA making its determination.

The RIA may refund all or part of the Application Fee (where applicable) when a Development Application is withdrawn, if assessment of the Development Application has not commenced.

2.10 Key matters for consideration in determination

In determining a Development Application, the RIA will have due regard for:

- a) the vision of the Rottneest Island Management Plan applicable at the time of application;
- b) the achievement of sustainable development;
- c) all provisions of the *Rottneest Island Authority Act 1987* as amended and the *Rottneest Island Authority Regulations 1988*;
- d) any relevant planning document adopted under the Development Planning Policy, the suite of Development Planning Guidelines and the Heritage Inventory;
- e) any consideration or comment received as a result of the referral to third party authorities, Government agencies or public comment;
- f) the requirements of orderly and proper planning; and
- g) the current and intended amenity of the locality.

2.11 Non-compliant Development Applications

If the Development Application does not comply with a provision of the Development Planning Policy or any Development Planning Guideline or a Site Specific Development Guideline or a provision of any other planning document adopted by the RIA, the RIA retains the right to approve the Development Application at its discretion.

This right will only be exercised in circumstances where the public good outweighs the non-compliance matter.

2.12 Determination decision

In determination of a Development Application, the RIA may:

- a) approve the Development Application unconditionally; or
- b) approve the Development Application subject to specific condition/s; or
- c) refuse the Development Application.

The RIA's decision is final.

2.13 Notification of RIA's determination

A determination of a Development Application takes effect from the date on which the approval or refusal form is signed by a Delegated Officer of the RIA.

The RIA will give notice in writing of its decision in respect of a Development Application to the Applicant within 10 business days of the approval or refusal form being signed.

The RIA shall also give notice in writing of its decision to each party to which a referral notice was given and who provided comment and to each person, organisation or entity that made an original written submission during any public comment period.

2.14 Approval Subject to Conditions

An approval with conditions issued to the Applicant will provide advice on how the conditions must be met and how the Applicant will report that they have met the conditions. Conditions may have the affect of stopping the development if not adhered to.

2.15 Reasons for Refusal

If the RIA refuses a Development Application the RIA shall give the Applicant written reasons for the refusal. Key reasons for which the RIA may refuse a Development Application include, but are not limited to:

- a) non-compliance with provisions of the Development Planning Guidelines or Site Specific Development Guideline;
- b) the proposed development is inconsistent with sustainable development practices;
- c) the proposed development is inconsistent with orderly and proper planning; and/or
- d) the proposed development presents a likely detrimental impact on the environment, cultural heritage and/or amenity of the locality.

2.16 Multiple Development Approvals

The RIA may determine or approve more than one Development Application for any site at any one time.

Where a Development Approval has been substantially commenced and that approval is inconsistent with any other Development Approval for the same land, then, to the extent of the inconsistency, the commenced Development Approval is taken to prevail and any other previous or concurrent Development Approval that is inconsistent with the commenced Development Approval is taken to have been revoked.

3. POWER TO REVOKE AN APPROVAL

The RIA may revoke a Development Approval granted under this Development Approval Process in any of the following circumstances:

- a) The development is not being or has not been constructed generally in accordance with the approved plans of the Development Approval.
- b) The development is not being or has not been carried out in accordance with one or more conditions of the Development Approval.
- c) One or more of the conditions of the Development Approval have not been complied with within a timeframe specified on the approval form.

4. THE DEVELOPMENT

4.1 Validity for commencement of development

If the approved development has not been commenced, within the timeframe agreed and stipulated by the RIA on the approval form and notification from the Developer has not been received and approved by the RIA, the Development Application approval shall lapse.

4.2 Validity period for development of limited duration

The RIA will nominate the validity period for an approved development

Where the RIA considers that a proposed development may take an extended or indefinite period of time and that time would be likely to have a detrimental affect on the environment, cultural heritage and/or amenity of the locality or for any other sound reason, the RIA may limit the period during which the development may occur.

Where the RIA limits the time that a development may occur, no person, organisation or entity shall undertake that development or use that land or building for that purpose after the expiration of the time limit without obtaining a new Development Approval.

4.3 Building Permit

Where a development is of a built form or has a component requiring construction activities, a Building Permit for the whole or part of the development will be required to be issued under the Building Act 2011.

The Developer will not commence building works and occupy the site without receipt of a formal Building Permit and Occupancy Certificate issued by the relevant Permit Authority nominated by the RIA.

4.4 Demolition Permit

Where a development requires some demolition or removal of a building structure, a Demolition Permit will be required to be issued under the Building Act 2011.

The Developer will not commence any demolition work without receipt of a formal Demolition Permit by the relevant Permit Authority nominated by the RIA.

5. UNAUTHORISED DEVELOPMENT

5.1 Cessation of Unauthorised Development

A duly authorised employee or representative of the RIA may serve a notice verbally (with immediate written notice) or in writing on a person, organisation or entity to immediately stop the development, who is:

- undertaking an unauthorised development without development approval; or
- undertaking an development in contravention of a development approval;

within the Rottneest Island Reserve.

5.2 Penalties for Unauthorised Development

A person, organisation or entity must not undertake any development or cause any development to be undertaken on land that is in, or partly in the Rottnest Island Reserve without Development Approval from the RIA, or in contravention of a Development Approval including contravention of a Development Approval condition.

The RIA may determine that one or more of the following requirements apply to an Unauthorised Development:

- the Developer remedies the unauthorised development to a state determined by the RIA at the Developer's own cost; or
- the Developer returns the development to its original state at the Developer's own cost; or
- the RIA remedies the development with all costs being borne by the Developer.

The RIA will impose such requirements at its discretion

6. APPLICATION OF THE DEVELOPMENT PLANNING GUIDELINES

Application of the RIA's Development Planning Guidelines for any matter related to the planning or development of the Rottnest Island Reserve have been adopted by the Rottnest Island Authority Board to regulate development on Rottnest Island.

The content of a Development Planning Guideline reflects the vision in the Rottnest Island Management Plan, protects high levels of amenity and guides sustainable development on Rottnest Island.

The suite of Development Planning Guidelines will apply generally to all development on and to the Rottnest Island Reserve or to a particular matter, or to a particular area within the Rottnest Island Reserve.

Development Planning Guidelines will be prepared and adopted in accordance with the Development Planning Policy and the principles of the Rottnest Island Management Plan.

The Development Planning Guidelines are available on the Rottnest Island Authority website.

7. SITE SPECIFIC DEVELOPMENT GUIDELINES

The RIA may at its discretion prepare and adopt Site Specific Development Guidelines which will make provision for certain aspects of design for a development within the Rottnest Island Reserve.

The content of a Site Specific Development Guideline will be based on:

- a) the Development Planning Guidelines; and
- b) the Rottnest Island Management Plan principles

Each Site Specific Development Guideline will be written to ensure a high standard of design and amenity in developments for new and existing Buildings and other non-Building developments, and to achieve a safe, secure and aesthetically palatable public realm.

A Site Specific Development Guideline may apply to a particular type of development, or to a particular area within the Rottnest Island Reserve.

8. ADMINISTRATION OF DEVELOPMENT PLANNING GUIDELINES AND SITE SPECIFIC DEVELOPMENT GUIDELINES

- 8.1 The RIA may amend or rescind a Development Planning Guideline or a Site Specific Development Guideline at any time.
- 8.2 A Development Planning Guideline or Site Specific Development Guideline shall not bind the RIA in respect of any application for approval to commence a development, however the RIA shall have due regard to the provisions of the relevant Development Planning Guideline/s and Site Specific Development Guideline/s and the objectives or outcomes which the Guideline was designed to achieve.



ROTTNEST ISLAND AUTHORITY

DEVELOPMENT PLANNING GUIDELINE No 01

DEVELOPMENT PLANNING GUIDELINE INDEX AND GLOSSARY OF TERMS

1. GUIDELINE OBJECTIVES

The objective of this Guideline is to provide Developers and Applicants applying the Development Planning Policy, Development Planning Guidelines and Site Specific Development Guidelines:

- a) the Index to the suite of Development Planning Guidelines; and
- b) a Glossary of Terms that apply to the Policy and all processes, plans and approvals applicable to the Development Planning process for all developments within the Rottnest Island Reserve.

2. DEVELOPMENT PLANNING GUIDELINE INDEX

The table below is a list of the RIA's Development Planning Guidelines.

Developers must note that the RIA has other approved guidelines and plans that are referenced within the individual Development Planning Guidelines listed below that will have relevance to Development Applications as applicable.

Such guidelines and plans are available on the RIA's Website (www.rotnestisland.com).

Guideline No	Guideline Title
01	Development Planning Guideline Index and Glossary of Terms
02	Development Plans
03	Sustainable Development
04	Cultural Heritage Places and Heritage Precincts
05	Signage
06	Settlement Design
07	Colours and Materials
08	Environmental Management of Flora, Fauna and Marine
09	Transport and Movement
10	Construction Management
11	Stakeholder and Community Comment Process
12	Transportable Buildings

13	Telecommunications Infrastructure
14	Ancillary Development (Exemptions)

3. GLOSSARY OF TERMS

Aboriginal Heritage Act means the *Aboriginal Heritage Act 1972*.

Act means the *Rottneest Island Authority Act 1987*.

Amenity means all those factors which combine to form the character of an area including its values, use, accessibility, and include the present and likely future amenity.

Ancillary Development means a development that is of an ancillary nature and is likely to have no or minimal impact on Rottneest Island's cultural and natural environments.

Applicant means a person, entity, organisation or body authorised to make an application for development under the Act or to act on any other matter in relation to the land.

Balcony means a balustrade platform on the outside of a building with access from an upper internal room.

Bicycle means any two wheeled vehicle that is designed to be propelled solely by human power.

Bicycle rack means a permanent or moveable structure designed to accommodate and store stationary bicycles in an upright manner.

Building means a structure whether fixed or moveable, temporary or permanent, placed or erected on land and includes structures not for habitation.

Building height means the vertical distance at any point from the natural ground level to the uppermost part of the building above that point (roof ridge, parapet or wall), excluding minor projections above that point.

Building permit means a formal notice of approval, including conditions, issued by the RIA for a Developer to access the Site and commence construction.

Carbon footprint means a measure of the impact our activities have on the environment. Carbon footprint relates to the amount of greenhouse gases produced in our day-to-day activities through the burning of fossil fuels for electricity, heating and transportation etc. The carbon footprint is a measurement of all greenhouse gases individually produced in units of tonnes (or kg) of carbon dioxide equivalent.

Carrier means the holder of a carriers licence.

Commercial signage means signage installed and maintained by commercial operators for commercial purposes.

Community Comment means advertising of a development application seeking comment from key stakeholders and/or the general public with the aim of obtaining comments or opinions about the planning merits of the development within a defined period.

Complete application means a Development Application that is submitted to the RIA's satisfaction, including a completed application form, payment of application fee (if applicable), complete set of Development Plans and all required supporting information.

Construction means the assembly of a structure or building using planning and controlled measures.

Construction Management Plan means a plan detailing how the construction or demolition phase of a development is to be managed by the Developer.

Cultural significance means “aesthetic, historic, scientific or social value for past, present or future generations” as defined in the Burra Charter 1999.

Demolition means the complete or partial dismantling of a structure or building using planned and controlled measures.

Demolition Permit means a formal notice of approval, including conditions, issued by the RIA for a Developer to access the Site and commence demolition.

Designs and Concepts means sketches, coloured or other representations of the proposed development that do not provide scaled dimensions, however depicting scale through presentation to accompany a preliminary submission, concept or response to a public request.

Determination Period means the period of time allocated for determining a Standard Development Application or a Substantial Development Application, exclusive of any additional time required for an Applicant to fully respond to a Preliminary Written Response from the RIA or any other requests from the RIA for additional information.

Developer means any person, entity or organisation that proposes to or is approved to undertake development on Rottneest Island and may include the Rottneest Island Authority.

Development means the erection, construction, demolition, alteration or carrying out of any building, excavation, or other works, in, over or under land; a material change in the use of land or built structures; and any other act or activity in relation to land declared by regulation to be development, but does not include any work, act or activity specified in Exclusions to Definition of Development.

Development Application and **Standard Development Approval** means:

1. an application to the RIA for approval to commence a Development; or
2. a formal submission to a publicly or otherwise advertised development opportunity; or
3. an internal application to undertake works by and for the RIA.

Development Approval means a notice provided in writing from the RIA to the Developer formally approving a Development Application. A Development Approval may include measurable conditions.

Development Assessment Team means a team comprised of members from the RIA's administration and constituted specifically to assess and provide comment on specified Development Applications.

Development Application Process means the same as defined in the Development Application Process Guideline clause 2.1.

Development Plans means detailed, scaled and dimensioned design drawings for and of the development.

Development Planning Guideline means a guideline issued by the RIA for the purpose of providing Developers with the guidelines and principles for undertaking any development within the Rottneest Island Reserve.

Donga means a demountable building with skid mountings manufactured from metal sandwich panels with a flat roof design.

Emergency vehicle means a motorised vehicle to be used by or in conjunction with police duties; the fighting of a fire or the answering of a fire call; assistance to a sick or injured person; or any other emergency in which human life is reasonably believed by the driver of the vehicle to be in danger.

Emergency work means immediate work required where the life or health of a person or persons is endangered or the structural safety of a Building is at high risk.

Environmental Impact Statement is defined by the Environmental Protection Authority under the power provided by Sec.122 of the *Environmental Protection Act 1986*, Administrative Procedures, in a related document titled "(Draft) Environmental Assessment Guidelines; No.6".

Excavation means the act of digging, trenching, levelling, boring, removal of existing surface, removal of topsoil or ground probing the land.

Exclusions to Definition of Development

The following activities are excluded from the definition of Development and therefore excluded from requiring Development Approval:

- (a) maintenance or repair work, which does not involve new construction, by a public authority, utility service provider or the RIA itself (or contractor employed by the RIA);
- (b) maintenance or repair work to a building or structure that does not affect its external appearance or modify its prevailing use or specifications except for buildings listed on the Heritage Council's State Register of Heritage Places or RIA's Heritage Inventory unless the work is undertaken in accordance with a Management Plan approved by the RIA;
- (c) internal work to a Building that does not affect its external appearance or modify its use or specifications except for buildings listed on the Heritage Council's Register of Heritage Places or RIA's Heritage Inventory; and

Heritage Act means the *Heritage of Western Australia Act 1990*.

Heritage Council means the Heritage Council of Western Australia established pursuant to the *Heritage of Western Australia Act 1990*.

Heritage Impact Statement means a document that records an evaluation of the likely impact of a proposed development on the significance of a heritage place and its setting and any conservation areas within which it is situated.

Heritage Inventory means the RIA's Inventory of Heritage Places within the Rottneest Island Reserve.

Heritage Place means a site, an area, land, landscape, building, structure or other work, group of buildings, structures or other works, and may include components, contents, spaces and views that are listed in the RIA's Heritage Inventory or Register of Aboriginal Sites or the Heritage Council's State Register of Heritage Places.

Heritage Precinct means a group of Heritage Places that together form a precinct which is of cultural significance, notwithstanding that each place within the precinct may not be itself a Heritage Place, and is listed in the RIA's Inventory of Heritage Places or the State Register of Heritage Places.

Key stakeholder means any person, group, organisation or entity who has an interest or stake in a development proposed within the Rottneest Island Reserve.

Landscaping means land developed with garden beds, shrubs and trees, or by the planting of lawns and includes features such as retaining walls, rockeries, ornamental ponds, pools, barbeque areas, playgrounds and any other such area approved by the RIA as landscaped area.

Low impact Telecommunications Infrastructure means a facility as determined in the *Telecommunications (Low-impact Facilities) Determination 1997* and does not require a development approval from the RIA.

Material Change in Use means:

- (a) change from one land use to another use;
- (b) an intensification of use, including significant increase in floor space, or major change in operating hours or customer patronage;
- (c) any change in the nature of the land use that presents a significant change in the function of a development as determined by the RIA; or
- (d) any change in the nature of a land use that presents a significant impact on the public realm, as determined by the RIA.

Natural ground level means the identified and recorded levels on a site preceding the proposed development, excluding any site works unless approved by the RIA.

Preliminary Written Response means a written response from the RIA to an Applicant requesting the Applicant to provide further information, clarification or justification of compliance issues relating their Development Application.

Public authority means a department of the Public Service of the State established or deemed to have been established under the *Public Sector Management Act 1994* and an agency, authority or instrumentality of the Crown in right of the State.

Public realm means the public setting or place that people can see and access with limited or with no restriction, and interact with each other and their surroundings.

Register of Aboriginal Sites means the inventory of Aboriginal sites held at the Department of Indigenous Affairs as a Register of Aboriginal Sites. This is a public database of recorded sites and it is possible that there are sites in existence that have not yet been recorded and entered on the Register.

Regulations means the *Rottnest Island Authority Regulations 1988*.

Renewable energy means any source of energy that can be used without depleting its reserves and when associated with power generation, has a zero or low carbon dioxide emission.

Reused resources/recycled materials: recycled content achieved through reused structure or façade, reuse of products such as steel or timber or choice of materials that have high recycled product content.

RIA means the Rottnest Island Authority as determined under Part 2, Section 5 of the *Rottnest Island Authority Act 1987*.

Rottnest Island means the same as for Rottnest Island Reserve.

Rottnest Island Management Plan (RIMP) means the five year management plan established under the *Rottnest Island Authority Act 1987* that guides the management direction of Rottnest Island.

Rottnest Island Reserve means the Rottnest Island Reserve as described in section 4 of the *Rottnest Island Authority Act 1987*.

Sea container means a metal clad transportable container designed for the transport of large volume goods by sea, rail or road.

Service vehicle means any authorised vehicle, other than an emergency vehicle, brought onto Rottnest Island for the purpose of providing a service to the RIA, private business or other government agency.

Setback means the horizontal distance between a wall at any point and the street, pedestrian path and/or internal road, measured at right angles (90 degrees) between the wall and the adjacent wall at any point, street, pedestrian path and/or internal road.

Site means an area designated for the proposed and/or approved development whether land, marine, building or infrastructure.

Site Specific Development Guideline means a Guideline prepared by the RIA for a specific development by application of the mandatory sections of the Development Planning Guidelines and adopting the principles of all other sections of the Development Planning Guidelines and adopted in accordance with the Development Planning Policy.

Standard Development Application has the same meaning as Development Application.

State Register of Heritage Places means the inventory of Heritage Places and Precincts of State importance prepared and adopted by the Heritage Council of Western Australia in accordance with Part 5 of the *Heritage of Western Australia Act 1990*.

Structure has the same meaning as for Building.

Substantial Development Application means a development application that, in the opinion of the RIA, has the potential to significantly impact the environmental, heritage, social and/or financial aspects of Rottnest Island and which may impact on the amenity of Rottnest Island.

Sustainability means a development which meets the needs of the present without compromising the ability of future generations to meet their own needs.

Sustainable Development means development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

Sustainable, renewable materials means materials that come from sustainably produced organic products such as sustainable forestry operations, straw, sustainable bamboo plantations etc. They can also include materials that are produced and recycled through an environmentally friendly (low-energy usage, non-polluting etc) process.

Telecommunications facility has the same meaning given to the term in the *Telecommunications Act 1997*.

Telecommunications infrastructure means any part of the infrastructure of a telecommunications network and includes any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure used, or for use in or in connection with a telecommunications network.

The Burra Charter (1999) means the Charter produced by the Australian International Council on Monuments and Sites (ICOMOS). The Burra Charter provides guidance for the conservation and management of places of cultural significance (cultural heritage places), sets out the principles and procedures to be followed in the conservation of heritage places and is based on the knowledge and experience of Australia ICOMOS members and internationally accepted heritage principles.

Tower means a tower, pole, mast, aerial or similar structure.

Transportable building means a prefabricated building that is purpose built to be moved from one location to another.

Unauthorised Development means a development being undertaken by a person, organisation or entity that is deemed responsible for undertaking the development within the Rottnest Island Reserve without Development Approval from the RIA or in contravention of an approval or the conditions of an approval.



ROTTNEEST ISLAND AUTHORITY
DEVELOPMENT PLANNING GUIDELINE No 02
DEVELOPMENT PLANS

1. GUIDELINE OBJECTIVES

The aim of this Development Plans Guideline is to provide Developers with the design plan requirements the RIA needs to enable an accurate and efficient assessment of a Development Application.

Development Plans submitted with a Development Application must achieve a minimum standard of presentation and detail and contain relevant information.

2. DEVELOPMENT PLANS STYLE GUIDE

Development Plans accompanying a Development Application for approval are to:

- a. be in hard copy on size A1 or AO sheet;
- b. be available in soft copy in dwg. and PDF format;
- c. be drawn with black lines and characters on a white background;
- d. be drawn to a scale of 1:100 or 1:200;
- e. show all measurements in the metric system;
- f. clearly illustrate and detail the proposed development in respect of all aspects of the Development Application applies;
- g. provide for buildings in plan view, including at a minimum:
 - the location and proposed use of any existing buildings to be retained as part of the development;
 - the location and use of buildings proposed to be constructed on the Site;
 - the location of buildings proposed to be demolished on the Site;
- h. provide in plan view the existing and the proposed means of access for pedestrians and vehicles to and from the Site:
 - during the development stage; and
 - as part of the completed development;
- i. show the location, number and type of bicycle parking facilities intended to be provided;

- j. show the location and details of proposed areas for stacking and loading and unloading goods or commodities from vehicles, including the means of access to and from those areas:
 - during the development stage; and
 - as part of the completed development;
- k. show the location, dimensions, design and particulars of proposed landscaping, including the retention of existing trees, vegetation, fences and walls;
- l. include elevations, plans and sections of any building, infrastructure or land form proposed to be constructed, installed, improved, refurbished or altered under the development;
- m. include details of all materials proposed for construction and a schedule of finishes and external and internal colours; and
- n. indicate any impact of the proposed development on the appearance of adjacent streets, on vegetation and buildings in adjacent streets and overshadowing caused by the development.

3. DESIGN PROPOSALS AND CONCEPTS STYLE GUIDE

Where the RIA requests submissions to a proposed development as advertised and the submission requirement calls for conceptual plans, these will be presented in the format prescribed in that advertised proposal.

Conceptual plans may include sketches, portraits, designs, models etc that are not construed as a Development Plan and do not require scaled or dimensioned details. The RIA will require, for the purpose of completing a Development Application, a suite of Development Plans that meet the requirements described in Section 2 of this Guideline.



ROTTNEST ISLAND AUTHORITY
DEVELOPMENT PLANNING GUIDELINE No 03
SUSTAINABLE DEVELOPMENT

1. GUIDELINE OBJECTIVES

The objective of this Sustainable Development Guideline is to:

- a) ensure all development on Rottnest Island is environmentally, socially and economically sustainable so as to conserve and protect the natural and cultural environment for future generations;
- b) contribute to Rottnest Island being recognised as an example of best practice sustainable development in Australia;
- c) assist in the reduction of Rottnest Island's carbon footprint;
- d) ensure that the predicted impacts of climate change are considered in the design of any development; and
- e) provide an achievable and easily assessable set of performance criteria to plan and assess potential developments.

2. SUSTAINABLE DEVELOPMENT

All proposals for development on Rottnest Island must demonstrate how the development is environmentally, socially and economically sustainable. Developers are required to provide justification with each Development Application demonstrating achievement of the criteria in this Sustainable Development Guideline.

3. ENVIRONMENTAL SUSTAINABILITY

3.1 Energy

All development on Rottnest Island must demonstrate an approach to energy conservation with the objective of minimising energy demands by applying renewable energy sources within a development that will contribute to reducing Rottnest Island's carbon footprint.

The following development and design criteria are applicable for all new buildings and alterations and major additions to existing buildings, unless prohibitive or otherwise approved by the Rottnest Island Authority:

- a) Green Star Ratings - achieve a Green Star Rating through the Green Building Council of Australia, where the development can be assessed using one of the Green Star rating tool categories.

- b) Renewable energy - obtain all or the majority of their operational power from renewable energy sources which may include solar, wind or any other type of renewable energy source obtained from a central energy supply or an on-site energy supply.
- c) Insulation - utilise thermal insulation to ceilings and external walls to the maximum "R" value available at the time of development.
- d) Building orientation - orientate to maximise access to sunlight, which is to be used for natural lighting and heating, particularly during winter.
- e) Passive solar design - incorporate best practice passive solar design principles including maximising northern openings and the minimisation of east and west openings.
- f) Shading - incorporate appropriately placed adjustable louvers, awnings, shutters and other shading devices to ensure that buildings do not become overheated in summer months and minimising the need for artificial cooling.
- g) Eaves - provide eaves to all east, west and north facing walls.
- h) Ventilation - utilise stack and cross ventilation techniques that take advantage of prevailing breezes to ensure that buildings do not become overheated in summer months and minimising the need for artificial cooling and reducing overall energy consumption.
- i) Lighting - design internal lighting to take advantage of natural light and use low-energy devices and sensor lighting to reduce energy consumption.
- j) Water heating - utilise solar water heating devices and gas energy where boosters are required.
- k) Appliances - incorporate appliances that conform to best practice energy efficiency standards. This includes but is not limited to refrigerators, microwave and convection ovens, cook-tops, washing machines, clothes dryers, heating and cooling devices and kitchen appliances.
- l) Air conditioners - The use of air conditioners is discouraged. However, where air conditioners are proposed to be installed and used in any development, they are to have a minimum 4.5 star heating and cooling energy rating and must be professionally sized to suit the development.

3.2 Water

Rottnest Island has a limited supply of fresh potable water that requires careful conservation to ensure there are sufficient supplies to meet current and future demand. Water availability can be a limiting factor to development on Rottnest Island.

As such all development, including new buildings and major alterations and additions to existing buildings must demonstrate an approach to water conservation with the objective of reducing general demands by applying the following criteria:

- a) Water Management Plan - All Substantial Developments (as deemed by the RIA) must include a Water Management Plan detailing how water will be sourced, use managed and how wastewater will be disposed of during the construction phase of the development and the subsequent ongoing operation of the development.
- b) Rainwater harvesting - connection to a rainwater harvesting system where practicable and plumbed to toilets and/or cold water laundry inlets.

- c) Grey water reuse - connection to a grey water production system for non-potable uses. If the use of grey water is deemed unfeasible at the time of development, where possible and practicable plumbing is to be installed that will allow future grey water use.
- d) Water efficiency - utilise water-efficient fixtures, fittings and appliances (including shower heads, toilets, washing machines etc). In this regard, the most efficient, best-practice standards available at the time of development shall be applied.

3.3 Landscaping

It is vital that any landscaping development proposed for Rottnest Island is well planned and serves a function, generally contains native vegetation and applies low water usage. The aim is to ensure water usage is low and ongoing maintenance costs are minimised whilst not detracting from Rottnest Island's ecosystem,

All Development Applications that include open space as part of the development must include a "**Landscape Plan**" that addresses the requirements of this Guideline for approval by the RIA.

A Landscape Plan shall identify at a minimum all proposed new vegetation including species, density of plantings, any vegetation to be removed (including valid justification), any alteration of the topography, hard landscaping proposed (such as paving, walls, outdoor furniture) and lighting and apply the following criteria:

- a) Native species - The majority of vegetation species used in any landscaped areas shall be native to Rottnest Island and shall be drought tolerant and low water usage.
- b) Non-native species - Introduced plants of historic value may be used in a development provided the use of the species can demonstrate achievement of a cultural vista to the satisfaction of the RIA.
- c) Shade/windbreak/breeze channel - In addition to adding visual interest, landscaping is to provide or maintain a shade, windbreak or breeze channel function, where possible. This is to be demonstrated in the Landscape Plan.
- d) Hard landscaping - All hard landscaping proposed is to be designed to minimise glare and wherever possible not have access to direct sunlight during summer months. Materials which are low maintenance, durable and non-hazardous to the environment or users are to be used.
- e) Lighting - Any lighting proposed as part of a Landscape Plan is to utilise low-energy luminous devices and is located so not to interfere with nocturnal animal activity or vessel navigation and should minimise impact on the amenity of the area.

3.4 Waste

The effective management of waste generated on Rottnest Island is vital. Waste management includes for all waste generated from a development during the construction phase and for the on-going use or operation of the development for the duration of its existence.

The Developer is to propose its management of waste within the Development Application for consideration:

- a) A General Waste Management Plan applicable to the development (post construction) detailing how waste issuing from the ongoing operations of the site will be managed; and
- b) A Construction Waste Management Plan outlining how waste is to be treated during the construction or works phase of the development. This Plan is to demonstrate best practice waste reduction, re-use and recycling of materials and is to be submitted to and approved by the RIA. As a minimum the following matters should be addressed.
 - Demolition - The reuse of materials from demolition is strongly encouraged to be used in new buildings and alterations and additions to existing buildings.
 - Green waste - Any green waste generated as a result of either demolition or construction is to be collected for use on Rottnest Island as mulch, brushing, wood chipping or any other purpose directed by the RIA.
 - Other waste - Any waste that cannot be effectively re-used or recycled on Rottnest Island or received through Rottnest Island's general waste stream is to be transported at the Developers cost to a suitable facility on the mainland. Arrangements are to be made for those materials that are recyclable to be recycled on the mainland.
 - Topsoil reuse - Topsoil is to be stockpiled and reused on Rottnest Island to best advantage on a site as determined by the RIA.
 - Hazardous materials - All hazardous substances, pollutants and contaminants are to be treated on site to a safe standard, according to a sanctioned remediation process or, if this is not feasible, to be removed from Rottnest Island and treated according to a sanctioned remediation process (such as per Department of Environment and Conservation's Contaminated Sites Management Series and, where asbestos is an issue, the Department of Health's Asbestos Guidelines) to the satisfaction of the RIA.
 - Separate bins - All development is to provide and demonstrate easy access to separate bins to recover recyclable materials, both during construction and for subsequent on-going operations.

3.5 Materials

Materials used in a development on Rottnest Island are to, where possible, be sourced locally, reused or recycled, sustainable, renewable and non-toxic. To this extent the following criteria will be addressed in a Development Application and designs to identify the Developer's approach to meeting sustainable initiatives in the use of materials:

- a) Non-toxic materials - Non-toxic and low emission products are to be used in all developments including internal paints, floor coverings, sealants and adhesives and non-allergenic materials for furnishings.
- b) Local products - Developers are encouraged to use local manufacturers (based in the Perth metropolitan area or in close proximity) and/or suppliers wherever possible.
- c) Minimise packaging - Developers are to, where appropriate, select materials and suppliers that minimise and/or recycle packaging.

- d) Construction materials - Construction materials are encouraged to be made from either or a combination of:
 - i) Reused resources.
 - ii) Materials with high content of recycled material.
 - iii) Sustainable, renewable resources.
 - iv) Responsibly sourced and manufactured materials.

4. SOCIAL SUSTAINABILITY

4.1 Cultural environment

The history of Rottnest Island provides a rich cultural heritage which includes Aboriginal, Colonial, European, maritime, military, recreational and social aspects.

All development is to recognise the importance of this cultural heritage and Developers are required to ensure designs are culturally sensitive to this culture.

Development that contributes towards Aboriginal reconciliation and/or that provides some economic opportunity for Aboriginal people is strongly encouraged by the RIA.

4.2 Amenity and culture

All development on Rottnest Island is to protect and add to the unique prevailing culture of Rottnest Island ensuring that the amenity of the area is maintained for future generations. Developers are to consider and address the following in their Development Applications to meet this criterion:

- a) Visitor amenity - All development is to contribute to the attraction of visitors to Rottnest Island and no development shall in any way detract from the amenity of Rottnest Island.
- b) Safety and security - All development is to contribute to and not detract from a safe and secure environment on Rottnest Island.
- c) Residents - Development Applications proposing the need for staff to be accommodated on Rottnest Island will require detailed justification, and any such need is to be minimised.
- d) Education and interpretation - All development is to, where appropriate and practicable, include some education and interpretation for visitors to Rottnest Island. Details shall be submitted with the Development Application.
- e) Accessibility - All development is to provide maximum accessibility in order to provide an equitable holiday experience for all visitors to Rottnest Island. Access is to be provided in accordance with the RIA's Disability Access and Inclusion Plan and the current Building Code of Australia as issued by the Australian Building Codes Board.

4.3 Community Comment

The RIA will advise the Developer if there is a requirement to incorporate a stakeholders and community comment period into the Development Approval Process for a particular Development Application.

The Stakeholder and Community Comment Process Guideline will be applicable for such cases.

4.4 Heritage

All developments on and near Heritage Places or in Heritage Precincts shall have regard to the heritage value of such places and precincts.

All development must be undertaken in accordance with the RIA's Development of Heritage Places and Heritage Precincts Guideline to ensure that the development is sensitive and sympathetic to the range of Heritage Places on Rottnest Island.

As much as practicable, Heritage Places may be adapted for use for an approved purpose consistent with the prevailing Rottnest Island Management Plan and providing it does not alter the structure and appearance of a Heritage Place.

5. FINANCIAL SUSTAINABILITY

5.1 Cost minimisation

Developers must propose a development that addresses the ongoing operating costs subsequent to the development's completion. The Development Application must show how the Developer intends to minimise ongoing costs within the following criteria

- a) Operating costs - demonstrate that operating costs are minimised to ensure long-term financial sustainability of the development.
- b) Efficiencies - demonstrate how efficiencies have been achieved to reduce operating costs.
- c) New technologies – demonstrate the introduction and use of new technologies in the proposed development which will provide long-term cost savings.



ROTTNEEST ISLAND AUTHORITY

DEVELOPMENT PLANNING GUIDELINE No 04

CULTURAL HERITAGE PLACES AND HERITAGE PRECINCTS

1. GUIDELINE OBJECTIVES

The objective of this Cultural Heritage Places and Heritage Precincts Guideline is to:

- a) guide conservation and development of Heritage Places and Precincts in accordance with the principles of the Burra Charter and by application of the principles of the State Planning Policy 3.5 Historic Heritage Conservation;
- b) guide development and decision making in accordance with the relevant statement of significance and level of protection or management identified in the RIA's Heritage Inventory, RIA's Conservation Plans and the State Register of Heritage Places;
- c) ensure all developments affecting Aboriginal Heritage Places are undertaken in accordance with the requirements of the *Aboriginal Heritage Act 1972* and with any approvals required under the *Aboriginal Heritage Act 1972*;
- d) ensure development, including demolition does not adversely affect or detract from the significance of a Heritage Place or Heritage Precinct or significant fabric of buildings; and
- e) ensure that development affecting Heritage Places achieves high quality architectural design and respects the integrity and significance of these places to guarantee ongoing use and public appreciation for future generations.

2. DEVELOPMENT

Any proposed development of or within a Heritage Place or Heritage Precinct requires approval from the RIA.

Each development:

- a) must be respectful of the recognised cultural significance and is not to adversely affect, damage or destroy the heritage significance;
- b) must be of high design quality and is to reinforce and relate to the existing heritage character and features, yet be visually distinguishable from the heritage fabric;
- c) must be of a design that does not imitate, replicate or mimic the heritage architecture or detract from the cultural significance of the place or precinct;

- d) incorporating extensions and additions to Heritage Places, must be compatible and complement the Heritage Place. Extensions and additions are to be designed to retain and protect the heritage significance of the Heritage Place and are to be compatible in terms of proportions, height, setbacks, materials, colours and other details of the Heritage Place. Extensions and alterations to Heritage Places are to be reversible or removable where possible to avoid permanent and irreversible damage to the Heritage Place; and
- e) of Buildings and/or places that are not Heritage Places but are adjacent to a Heritage Place or a Heritage Precinct, are to be respectful of the recognised cultural heritage values.

3. DEMOLITION

Heritage Places and Heritage Precincts are to be conserved and maintained to a high standard where ever possible.

Any Development Application for demolition of a Heritage Place must include clear and convincing evidence that there is no feasible and prudent alternative.

Any Development Application for demolition of a Building, other than a Heritage Place, within a Heritage Precinct must include clear and convincing evidence that its demolition does not detract from the heritage value of the precinct.

Partial or complete demolition of a Heritage Place will only be approved by the RIA in the following exceptional circumstances:

- i. where the Building or part of the Building has been identified as having no significance, or as not contributing to the significance of the Heritage Place or Heritage Precinct, or is considered intrusive; or
- ii. where it can be demonstrated by a suitably qualified person or persons that a Heritage Place is beyond repair, both physically and economically; or
- iii. if the significance of the Heritage Place has been diminished to a degree that it cannot be re-established; or
- iv. the removal or relocation of a Heritage Place is the only means of ensuring a Heritage Place's survival.

4. WHEN DEVELOPMENT APPROVAL IS NOT REQUIRED

Development approval is not required for the carrying out of work to a Building located within a Heritage Precinct that is not identified as a Heritage Place, where:.

- a) the work is inside the Building only and does not involve change of use or dimensions of the Building; or
- b) the work is emergency works to a Heritage Place or Heritage Precinct.

For work undertaken as emergency works, wherever practicable, the advice of a registered professional engineer is to be obtained before starting the work.

All reasonable steps must be taken to ensure the work is reversible. Where the work is not reversible, the impact of the work on the cultural significance of the Heritage Place must be limited.

Where the emergency work is for the purpose of merely making the Heritage Place safe, a Development Application must be made to obtain approval for the full extent of any development.

Where applicable, a contingency plan for obtaining approval from the Registrar of Aboriginal Sites under Regulation 10 of the *Aboriginal Heritage Act* should be developed.

5. HERITAGE IMPACT STATEMENT

A Heritage Impact Statement describes and evaluates the likely impact of a proposed development on the significance of a Heritage Place and/or Heritage Precinct and includes measures designed to minimise impact.

Any development, including demolition, of a Heritage Place or within a Heritage Precinct requires the preparation of a Heritage Impact Statement.

For minor works, as determined by the RIA, the Heritage Impact Statement may be undertaken by the RIA's Heritage Officer(s).

For major works, as determined by the RIA, the Heritage Impact Statement must be undertaken by an independent suitably qualified Heritage Consultant at the developer/applicant's cost.

6. HERITAGE DEVELOPMENT REFERRALS

Any development of a Heritage Place or within a Heritage Precinct that is listed on the State Register of Heritage Places is to be referred to the Heritage Council as required by the Heritage Act for their support.

In accordance with the Heritage Act, the recommendation/s received from the Heritage Council will be taken into consideration in the determination of the Development Application.

Further information about the heritage referral process can be found in the Heritage Guidelines.

7. ABORIGINAL CULTURAL HERITAGE

Any development proposed on a place that is listed on the Department of Indigenous Affairs' Register of Aboriginal Sites requires:

- an application to the Department of Indigenous Affairs under the Aboriginal Heritage Act, in addition to a Development Application to the RIA;
- approval from the Minister of Indigenous Affairs via a Section 18 Notice under the Aboriginal Heritage Act to the Department of Indigenous Affairs. Approval to be, obtained by the developer, preferably prior to lodging a Development Application with the RIA;
- a permit to dig where works involves ground disturbance that will include reference to the RIA's Rottnest Island Aboriginal Heritage Survey for determination of the requirement to include Aboriginal observers on the Site;

If development is proposed in an area where the extent of the Aboriginal places is unknown or unsurveyed, the developer/applicant must undertake an Aboriginal Heritage Survey, inclusive of consultation with Aboriginal people, at the developer/applicant's cost.

If, during development, Aboriginal cultural material is uncovered, work is to cease immediately and advice is to be sought from the RIA and/or the Department of Indigenous Affairs.

If skeletal material is found during the development, this is subject to the RIA's guidelines relating to the Excavation of Archaeological Finds. Procedures for dealing with the discovery of human remains are available at: <http://www.dia.wa.gov.au/Section-18-Applications/Heritage-management/Aboriginal-SkeletalAncestral-Remains.aspx>



ROTTNEST ISLAND AUTHORITY
DEVELOPMENT PLANNING GUIDELINE No 05
SIGNAGE

1. GUIDELINE OBJECTIVES

The objective of this Signage Guideline is to:

- a) ensure all signage, commercial or otherwise, does not detract from the character and desired amenity of Rottnest Island;
- b) guide the appropriate design, location and installation of signage; and
- c) clarify when signage is not considered to be a development and therefore does not require development approval.

2. SIGNAGE INFORMATION TO BE SUBMITTED WITH A DEVELOPMENT APPLICATION

The Developer will submit the following information, whether specifically for a signage development or for a development incorporating an element of signage, with any Development Application:

- a) photograph/s of the premises or land showing the proposed sign superimposed in the proposed position and any existing signage to be removed; and
- b) full dimensioned to scale plans including sign elevations, site plan and location on building or land; and
- c) graphic content of the sign clearly showing colours, lettering style and any graphic to be used; and
- d) description of any illumination (if applicable); and
- e) the proposed attachment details for the sign/s.

3. PERFORMANCE STANDARDS FOR THE INSTALLATION OF SIGNAGE

The Development Application must clearly outline how the proposed signage supports the amenity of the locality through:

- a) demonstrating a level of restraint in scale, size and collective amount of signage on the site by proposing signs that do not adversely affect views and streetscapes;
- b) designed to a high quality that complements the building and/or the site;
- c) proposing signage that is constructed of durable and quality materials;

- d) proposing a size and style that is consistent with the development area, purpose, use or business activity;
- e) being compatible with the intended character and amenity of the area;
- f) contributing to a legible public realm and not creating visual clutter;
- g) not adversely affecting the safety of the community utilising the public realm;
- h) not adversely affecting the flora and fauna in the vicinity of the signage area;
- i) ensuring signage attachments, posts, frames etc meet the strength, safety, and aesthetic requirement for a sign of the proposed size and application; and
- j) ensuring that if signage is intended to be attached to a Heritage Place or in a Heritage Precinct as identified on the RIA's Heritage Inventory, it has a minimal impact on the heritage value of the place and complies with the RIA's Development of Heritage Places and Precincts Guideline and any relevant Conservation Plan for the place.

4. SIGNAGE REQUIRING DEVELOPMENT APPROVAL

The following signage types are subject to development approval from the RIA, whether applied for as a stand alone Development Application or part of a wider Development Application:

- a) Projecting signage - signage that includes three dimensional or projecting elements.
- b) Roof signage - signage that is attached to or painted on a roof of a building but does not protrude from the roof;
- c) Above roof signage - signage that protrudes above the normal roof line with little or no relation to the architectural design of the building;
- d) Created roof signage - signage that is affixed to the fascia, the roof itself or forms part of a projection above the eaves or ceiling of the building and complements the architectural style of the building, but does not include above roof signage;
- e) Changeable media signage - signage with images or information that periodically changes display, such as electronic or rotating signage and includes all televisions and monitors;
- f) Tethered signage - signage tethered to a structure or the ground, such as flags or balloons or banners;
- g) Freestanding signage - signage not affixed to a building or a permanent structure, such as three-dimensional objects, ground-based/sandwich boards or 'A' frame signs;
- h) Illuminated and neon signage (non-flashing) - signage that is capable of being illuminated either from within or outside the sign by artificial light provided, or mainly provided for that purpose; and
- i) All other signage that does not meet the criteria of signage that is exempt from development approval under Clause 5 of this Guideline.

5. SIGNAGE EXEMPT FROM DEVELOPMENT APPROVAL

The following signage is exempt from the requirements of the Development Approval Process, however may be subject to formal approval from the RIA under either the terms and conditions of a lease or development agreement or an alternative internal RIA approval process:

- a) RIA directional, informational, educational, interpretive signage;
- b) signage inside a building such as directional signage or advertising displays inside shop windows which are not affixed to the inside of the window;
- c) temporary signage that is displayed for an activity or event for less than 48 hours (continuously) and does not compromise public amenity, visual amenity or safety to the satisfaction of the RIA;
- d) decals, including stickers or frosting, or similar devices or materials, applied to glazing to display directions, business names, advertising or other information or provide privacy that take up no more than 10% of the glazing on which it is displayed;
- e) one name plate per tenancy or business that is a small flat plate attached to the wall near the entry of a building that indicates the street number and or name of premises or building operator's name and is not larger than 0.5 m²;
- f) one hoarding in the form of a temporary barrier that is used to screen a building or construction site, including signage, while works are being carried out on a development for the purposes of advertising the development or the developer up to 2.5m in height, and erected for the term of the development only;
- g) electoral signage that contains an electoral advertisement relating to a prospective forthcoming election of the Parliament of Australia or of the State or either House thereof respectively and to a referendum that is temporary and is removed within 24 hours after polling day.

6. SIGNAGE THAT WILL GENERALLY NOT BE APPROVED

The following signage types will not be supported for any development on Rottnest Island:

- a) flashing illuminated signage;
- b) flashing neon signage;
- c) signage containing third party advertising;
- d) changeable media signage proposed for the outside of a Heritage Place or Heritage Precinct; and
- e) Freestanding signage, such as ground-based/sandwich board or 'A' frame signs.



ROTTNEST ISLAND AUTHORITY
DEVELOPMENT PLANNING GUIDELINE No 06
SETTLEMENT DESIGN

1. GUIDELINE OBJECTIVES

The objective of this Settlement Design Guideline is to:

- a) ensure all development employs quality design principles that contribute to the unique character and fabric of Rottnest Island;
- b) ensure all built form development contributes significantly to the sense of place, adds visual interest and contributes to an active community place; and
- c) provide a clear set of evaluation criteria for the assessment of any new development in accordance with design principles which will contribute to the amenity and sustainability of Rottnest Island for future generations.

2. BUILDING SETBACKS

Building setbacks are to reflect the scattered nature of existing building on Rottnest Island. A building setback provides an appropriate setting for a building and a separation distance between the building and the street, pedestrian walkway or path.

Building setbacks must be appropriate for the area and will differ depending on the area of the precinct, the use of the building and the setbacks of existing buildings and structures.

The RIA may provide a prescribed Site Specific Development Guideline for individual development building sites, areas or precincts, which must be adhered to.

The following criterion applies to general building setbacks for developments on Rottnest Island:

- a) contribute to the desired streetscape;
- b) provide adequate open space around buildings;
- c) allow for safety clearances for essential services;
- d) provide an appropriate separation distance between private and public areas; and
- e) ensure that overshadowing of adjacent buildings and public areas is minimised.

3. BUILDING HEIGHTS

The majority of buildings on Rottneest Island are single storey. However in some instances, two storey developments may be considered appropriate to create visual interest and an intimate street environment without overwhelming the adjoining pedestrian space and streetscape.

The RIA may provide prescribed site specific development guidelines, including specified building heights, for specific building sites, areas or precincts which must be adhered to by the Developer.

The following general criteria apply to building heights for developments on Rottneest Island:

- a) be generally consistent with existing building heights in the immediate area or precinct; and
- b) where the Developer/Applicant proposes a building greater than two storeys (or equivalent height from natural ground level) is to provide detailed justification demonstrating that the height of the building does not detract from the amenity of the area, is sympathetic to surrounding buildings, will not cause overshadowing of nearby buildings and public areas and does not block any significant view corridors.

4. STREET ACTIVATION

Buildings that abut a street, pedestrian walkway or footpath, when designed appropriately, can enliven the pedestrian experience and provide a greater sense of visual security through the use of windows, internal activity viewed through windows, doors and other interactive uses of space such as alfresco dining areas.

Development proposals that are adjacent to the public domain are to actively contribute to the adjacent street, pedestrian walkway or public domain.

5. BALCONIES AND PRIVATE OPEN SPACE

Balconies aid in the visual articulation of building façades by breaking up uninteresting walls and providing outdoor space. The outdoor space encourages access to the outdoor environment (light and air) and connects occupants to the surrounding streetscape and area.

All buildings providing short-term tourist or long-term (staff) accommodation are to provide either a useable balcony or terrace to each unit or house.

Where a development is proposed to include balconies and/or private open space the following criteria apply:

- a) balconies are to be integrated into the design of the building (not cantilevered);
- b) balconies and private open space are to provide for privacy; and .
- c) balconies and terraces are to have a minimum area of 10 square metres and be accessed from an internal living area. Some variations may be considered appropriate if a more diverse and successful outcome is achieved through alternative design.

6. CORNERS OF BUILDINGS

Corners of buildings are to provide strong architectural expression to achieve character and a sense of place.

7. CORNER BUILDINGS

Building developed for locations where roadways or pathways converge must address the street or path frontages by using architectural expression, including but not limited to balconies, terraces, artwork, variety of materials, covered walkways and the like.

8. BUILDING SCALE AND BULK

Buildings proposed are to complement the existing low, scattered nature of buildings on Rottneest Island and are not to detract from the visual amenity of the area.

All buildings on the Island are to maintain an appropriate pedestrian scale.

9. ROOF TREATMENT

Roofs for buildings are to use strong, simple forms appropriate to Western Australian vernacular architecture.

Typical roof configurations considered acceptable include hip, gable, flat, vault and skillion.

Roofs for new buildings are to be designed to harmonise with existing roof types of adjacent buildings and streetscape.

Roof materials are to be non-reflective, durable and of high quality.

10. FENCING AND BOUNDARY WALLS

10.1 Heritage Precincts

Developers are to consider and apply historical documentary evidence, to the design of new, revised and replacement fences and boundary walls in their development proposal.

10.2 Other Precincts and general areas

New fencing and boundary walls are to be designed to complement the respective building with regards to materials, colours and style and designs should apply the following criteria:

- a) Front fencing - shall have a maximum height of 1.2 metres above natural ground level unless otherwise required by law, code or other authority.
- b) Side and rear fencing - between a building and the street or path which is visible from the public domain is to be designed to be seen through or over so as to promote passive surveillance, whilst still providing security and/or privacy for occupants.
- c) Side and rear fencing - where not visible from the public domain can be up to a maximum height of 1.8 metres, colour matched to other such fencing.
- d) Lattice fencing is not permitted.



ROTTNEST ISLAND AUTHORITY
DEVELOPMENT PLANNING GUIDELINE No 07
COLOURS AND MATERIALS

1. GUIDELINE OBJECTIVES

The objective of this Colours and Materials Guideline is to:

- a) ensure there is an appropriate and defined scheme in place for the use of external colour treatments and materials on all buildings and structures on Rottnest Island;
- b) provide guidance to Developers and the RIA on the type of external colour treatments and materials deemed acceptable for use on buildings and structures, which are consistent with the conservation of the historic, aesthetic and environmental values of Rottnest Island; and
- c) ensure all paints, surface finishes and materials used in the construction of new Buildings, structures and alterations, additions and refurbishment of existing Buildings are sustainable.

2. COLOURS

2.1 General Buildings and Structures

Colour treatments for existing Buildings should be based on the original colour scheme, if known.

Colour treatments chosen for new Buildings are to be sympathetic to or blend in with the natural environment and landscape.

2.2 Heritage Places

To determine the colour treatment and scheme of Heritage Places requires detailed and individual investigation using documentary and physical evidence. A Development Application must address the following:

- a) determine a colour scheme that relates to the earliest concepts or to the period of greatest significance of that place; and/or
- b) propose shades of a similar colour period that identify different periods of construction on a building.

3. PAINT SYSTEMS

3.1 General

- a) All restoration, resurfacing and painting processes are to be executed to professional standards.
- b) Painting is to be restricted to the minimum extent necessary and surfaces not previously intended to be painted are to be left unpainted.
- c) Existing non-heritage places are to be painted with lime based paints wherever possible.
- d) All loose and flaking paint is to be removed carefully to avoid damage to underlying fabric.
- e) Removal of sound paint layers is not always necessary, unless adhesion of existing systems is preventing the operation of moving components (e.g. proper closure of windows).
- f) All waste from the painting process (i.e. paint washing, tins, brushes etc) is to be disposed of in a sustainable manner appropriate to the type of paint and in accordance with an approved Waste Management Plan.
- g) All synthetic paint waste is to be disposed of on the mainland.
- h) Records of the paint system and colour used on each building or structure are to be retained for future reference and maintenance requirements.

3.2 Heritage Places

- a) Existing limestone Buildings are only to be painted with lime based paints both internally and externally.
- b) Acrylic paints, enamel paints or silicone based paint products are **not** to be used on the walls and limestone structures or columns of Heritage Places.
- c) Records of the paint system and colour used on each building or structure for Heritage Places are to be sent to the RIA's Heritage branch.
- d) Moisture resistant paints can be considered for use in high condensation areas on the advice of the RIA's Heritage branch.

4. COLOUR CHART

All colour schemes for existing main buildings on Rottneest Island are to comply with the colour and material chart attached as Appendix 1 to this Guideline.

Where an existing Building's current colour scheme is contrary to the colour and material chart at Appendix 1, then repainting of the Building in accordance with the colour and material chart is to occur when refurbishment or further development occurs.

Colour schemes for all new Buildings are to be sympathetic to, but not necessarily replicate, the colour schemes used for existing Buildings.

5. MATERIALS

5.1 Existing Buildings

All wall and roofing materials for existing Buildings on Rottnest Island are to comply with the colour and material chart, attached at Appendix 1.

Where a roof needs to be replaced and the existing roof material is no longer available or it is impractical to replace, then a substitute will be considered to the satisfaction of the RIA.

A proposed substitute material is not to detract from the appearance of the building and is to be sympathetic to surrounding buildings.

5.2 New Buildings

Building materials for new Buildings on Rottnest Island are to generally comprise of masonry products or limestone for major structures such as walls. Other minor structures such as fencing may include material such as natural timbers and corrugated colourbond® or similar.

Alternate materials can be considered for approval by the RIA but must demonstrate how they contribute to the streetscape and be sympathetic to surrounding buildings.

Extensions to existing Buildings are to generally utilise the same materials as the main Building, however alternate materials can be used which demonstrate clear definition between the old and new parts of a Building.

Colour and Material Chart

Building/Structure	Location	Wall Colour	Trim (Windows & Doors / Verandah)
Beach Shelters	All	Dark Cream	N/A
Toilets Showers Masonry Structures	City of York Bay Cape Vlamingh Green Island Oliver Hill	Dark Cream	N/A
Toilets/Showers	Basin	Light Ochre	N/A
Bathurst Units	Bathurst Point	Dark Ochre Light Ochre Mid Ochre (Vary to blend 3 shades over area)	White
Bathurst Lighthouse	Bathurst	White	Determine from Scrapes
Gem Cottages (Lighthouse Keeper's Quarters)	Bathurst	Unpainted Limestone	Determine from Scrapes
Villas	Fays Bay	Shades of Lemon Yellow, one for each area	White/Grey
Villas & Store	Geordie Bay		White/Grey
Villas	Longreach Bay		White/Grey
Bike Hire	Thomson Bay	Shades of Ochre	White/Grey
Board Cottage	Thomson Bay	Old Section – Copperas Wash New Section – Mid Ochre	White
Timber Bungalows	Thomson Bay	Light Yellow	Caramel
Chapel	Thomson Bay	White	Determine from Scrapes
Holy Trinity Church	Thomson Bay	Light Ochre	Grey Green
Cottages L, M, E, J, F, G, K1, K2, 336	Thomson Bay	Copperas Wash, variety of shades to reflect different periods of building. Refer to Records of Paint Colours	Determine from Scrapes/records of previous colours
Dome Café Building	Thomson Bay	Shades of Ochre	White/Grey
Units	North Thomson	Dark Ochre Mid Ochre Light Ochre	White
Units	South Thomson	Dark Ochre Mid Ochre Light Ochre	White
Hotel	Thomson Bay	Old section – Unpainted New Section – On advice from the RIA	White and Determine from Scrapes
Post Office/Gift Shop	Thomson Bay	Mid Ochre	Determine from Scrapes
Museum	Thomson Bay	White	Determine from Scrapes

Lodge (Boy's Reformatory & Quod)	Thomson Bay	Old Section – Copperas Wash New Section – Dark Ochre	White and Determine from Scrapes
Lomas Cottage	Thomson Bay	White	Determine from Scrapes or previous records
Salt Store	Thomson Bay	White	Determine from Scrapes
Sea Wall	Thomson Bay	Copperas Wash	N/A
General Store & Shops	Thomson Bay	Old Section – Copperas Wash New Section – Light Ochre	Determine from Scrapes
Villas	Thomson Bay	Orange Ochre	White
Visitor Centre	Thomson Bay	Mid & Dark Ochre	White
Wadjemup Lighthouse	Wadjemup Hill	White	Green



ROTTNEST ISLAND AUTHORITY

DEVELOPMENT PLANNING GUIDELINE No 08

ENVIRONMENTAL MANAGEMENT OF FLORA, FAUNA AND MARINE

1. GUIDELINE OBJECTIVES

The objective of this Environmental Management of Flora, Fauna and Marine Guideline is to:

- a) ensure that any development that occurs on or within the Rottnest Island Reserve protects and enhances existing native ecosystems and encourages rich and native biodiversity;
- b) minimise the impact of development on Rottnest Island's natural environment;
- c) ensure that proposed development is undertaken in accordance with the approved Environmental Management Plan; and
- d) provide a set of environmental performance criteria for all proposed development to be assessed against.

2. ENVIRONMENTAL IMPACT ASSESSMENT

An Environmental Impact Assessment is to be conducted for all Substantial Development Applications to ascertain the impact of the proposed development on Rottnest Island's natural environment.

The Environmental Impact Assessment must identify all potential environmental issues.

The Environmental Impact Assessment should be undertaken by a suitably qualified environmental professional on behalf of the Developer, at the Developer's expense and submitted with the Development Application.

The RIA's Environmental Management branch is to be consulted as part of any Environmental Impact Assessment process.

3. ENVIRONMENTAL MANAGEMENT PLAN

The RIA will require an Environmental Management Plan to be drafted and presented where, in the opinion of the RIA, the proposed development will have a significant impact on Rottnest Island's natural environment.

The Environmental Management Plan must address all issues identified in the Environmental Impact Assessment.

The RIA may require an Environmental Management Plan to be submitted as part of a Development Application or as a condition of development approval.

The Environmental Management Plan is to contain the following information:

- i) how the landscape and amenity of the area will be protected;
- ii) how the land will be maintained and managed to achieve sustainable environmental outcomes over the long term;
- iii) how nutrient inputs to the land and exports from the land from the development will be controlled and reduced (if applicable);
- iv) how the provision of habitat for flora and fauna on and around the development site will be enhanced (if applicable);
- v) how wetlands and remnant vegetation will be protected and rehabilitated (if applicable); and
- vi) a waste strategy drawing on the applicable references in the proposed or approved Waste Management Plan.

4. ENVIRONMENTAL OFFSETS

Environmental offsets aim to ensure that significant and unavoidable adverse environmental impacts are counterbalanced by a positive environmental gain, with an aspirational goal of achieving a 'net environmental benefit'.

In view of the RIA's commitment to sustainability, it has the potential to be a useful management tool – enabling development to occur, but not at the expense of the environment.

It is important to recognise that environmental offsets represent a 'last line of defence' for the environment, being used only when all other options to avoid and mitigate environmental impacts have been considered and exhausted.

Any environmental offsets proposed by a Developer to facilitate a development are to be in accordance with the Environment Protection Authority's relevant guidance statement relating to environmental offsets.

5. REFERRAL OF PROPOSALS TO THE ENVIRONMENTAL PROTECTION AUTHORITY

The RIA is recognised as a 'decision making authority' under the *Environmental Protection Act 1986*.

Under Section 38 of the *Environmental Protection Act 1986*, the RIA is required to refer proposals to the Environmental Protection Authority where the matter is considered to be a 'significant proposal', that is if the proposal were implemented it would have a significant effect on the environment.

6. DECISION MAKING CRITERIA

In assessing a Development Application for a development within or adjacent to any natural area (terrestrial or marine) the RIA will consider as appropriate:

- a) the potential impacts on any significant vegetation with conservation value during the anticipated phases of development including construction and subsequent on-going use;

- b) the reason for removing any vegetation and the practicality of any alternative options which do not require removal of native vegetation or other habitat components or would reduce the loss of natural area/habitat. Where alternatives exist which do not require the loss of native vegetation or other habitat values, these alternatives will be favoured;
- c) the results of any flora and fauna survey and assessment of the biological values of the land and consideration of whether the survey and assessment have been adequately completed under appropriate seasonal conditions and by suitably qualified personnel;
- d) whether the flora and fauna of the area are to be adequately protected and their sustainability and long-term conservation ensured;
- e) whether appropriate management practices are proposed, including the control of environmental weeds, pollutants and access; and
- f) the contribution of the proposal towards the ecological restoration of any remnant vegetation and habitat, or the potential of the proposal to reduce the capability for ecological restoration of the site.

7. FLORA

Indigenous vegetation on Rottnest Island is of great significance due to its intrinsic habitat and visual landscape values and is to be retained and enhanced as part of a development.

Indigenous vegetation is not to be removed from Rottnest Island to facilitate development unless it can be clearly demonstrated to the satisfaction of the RIA that such removal will not adversely impact on the environmental integrity of Rottnest Island. If any vegetation removal is approved by the RIA, it may require offset planting to be undertaken by the Developer.

The planting of environmental weeds will not be approved.

Applicants for buildings and works are encouraged to develop proposals which result in a net increase of indigenous vegetation.

The use of pesticides, herbicides and artificial fertilisers is to be minimised. This can be achieved through choice of landscaping and physical termite barriers etc. Developers are to consult with the RIA's Environment Management section with regards to this.

Developers are to include bushfire mitigation and management planning and take appropriate management actions, as determined by the RIA.

All landscaping is to comply with the requirements of DPG 03 Sustainable Development Guideline: 3.3 Landscaping.

Protection of flora during construction (including significant trees) is to be undertaken in accordance with the RIA's Construction Management Guideline (DPG 10) and in consultation with the RIA's Environment Management section.

8. FAUNA

Development is to have no impact on land and marine habitats for native species, with particular focus on threatened or endangered species.

The RIA may require the Developer to prepare for approval a pest management strategy. All measures contained within the approved pest management strategy are to be implemented by the Developer.

Development on Rottnest Island is to limit fencing and other structures that restrict safe fauna movement.

The approved development will satisfy an approach to minimised light and noise pollution and any noise and light will be directed away from fauna habitat areas.

Ecological corridors linking vegetated and open space areas are to be retained and enhanced where possible to the satisfaction of the RIA.

Where applicable, a thorough ecological fauna survey in accordance with Environment Protection Authority standards is to be conducted prior to development to ascertain biodiversity and populations of vulnerable or threatened species. Development will be designed to facilitate the preservation of such species where identified.

Protection of fauna during construction is to be undertaken in accordance with the RIA's Construction Management Guideline and in consultation with the RIA's Environment Management section.

9. MARINE ENVIRONMENT

Developments proposed for the marine reserve are to be low impact, minimising environmental damage during construction and ensuring the design will not create environmental damage when subsequently used for ongoing operations.

Design is to demonstrate minimal shading of seagrass meadows and sediment suspension.



ROTTNEST ISLAND AUTHORITY

DEVELOPMENT PLANNING GUIDELINE No 09

TRANSPORT AND MOVEMENT ON ROTTNEST ISLAND

1. GUIDELINE OBJECTIVES

The Transport and Movement on Rottnest Island Guideline aims at ensuring all development undertaken on Rottnest Island accommodates and is sympathetic towards the natural and social environment, pedestrians and cyclists, by:

- a) ensuring that all development is managed in a way that protects the pedestrian and cyclist environment;
- b) ensuring that any vehicle brought on to Rottnest Island to be used during construction or as a service vehicle for an on-going operation is appropriate and minimises any impact, and
- c) providing the requirements for transportation matters related to development on Rottnest Island.

2. VEHICLE MANAGEMENT DURING CONSTRUCTION

The management of vehicle use and vehicle movements during the construction phase of a development is to comply with the RIA's Construction Management Guideline.

Vehicles are only to be used for the purpose they are approved to enter Rottnest Island.

Vehicles can only be driven by persons having a Rottnest Island issued Driver's Permit.

Road rules and driving rules apply on Rottnest Island as per any other road in Western Australia and will be policed accordingly.

3. HEAVY AND LARGE HAULAGE

All movements on Rottnest Island where heavy or large haulage is required will be arranged through the Rottnest Island Rangers and/or Rottnest Island Police.

The Rangers and Police will provide the necessary approvals, escorts and road management for the safe passage of such movements on Rottnest Island.

4. SERVICE VEHICLES – POST DEVELOPMENT

The number of service vehicles to be used for the ongoing operations subsequent to a development on Rottnest Island will be determined by the RIA and will generally be minimised to maintain a predominantly pedestrian and cyclist environment.

All vehicles proposed to be brought to Rottnest Island as a result of a development (excluding during construction), including RIA owned vehicles, are to be justified by the Developer and approved by the RIA.

The engine size of all new service vehicles will be minimised in order to reduce fuel consumption and carbon emissions.

The use of alternate fuel sources, such as petrol/electric hybrid vehicles or any other petrol alternative that may become available, is strongly encouraged by the RIA.

Any disused service vehicle shall be removed from Rottnest Island by the operator/owner of the vehicle in a timely manner which shall not exceed 4 weeks after the vehicle has ceased operation.

5. BICYCLE PARKING FACILITIES

All development on Rottnest Island must ensure adequate provision is made for bicycle parking facilities in the form of 'bicycle racks' to the satisfaction of the RIA.

The number of bicycle racks required for any development is related to the maximum number of persons the development can accommodate at any one time.

Bicycle racks shall be provided at a minimum rate of 1 bicycle rack per 2 persons accommodated by the development. This provision may be reduced if it can be demonstrated by the Developer that there is sufficient shared bicycle parking facilities in close proximity to the development.

Bicycle racks are to be located close to the main point of entry to a Building or site and are not to be hidden from public view or inconvenient to access.

Bicycle racks are to be constructed of high strength durable materials and designed to allow the bicycle frame and one wheel to be locked to the rack. The bicycle racks are to be fastened securely to the ground or a wall so they cannot be readily removed and can withstand vandalism.

Bicycle parking facilities are to be well lit at night and provided with signage which allows them to be readily located and identified.

6. SERVICE VEHICLE ACCESS AND PARKING

Any Development Application that requests to have service vehicles attend the development on a regular basis must provide appropriate approved access and parking for the vehicle/s.

Where a development has an approved permanent service vehicle included, access and parking areas are to be:

- a) located and accessed from the rear of a building (where possible);
- b) designed in such a manner that they are not visible and are appropriately screened from public view so as to not detract from the amenity of the area;
- c) located where the impact on the natural and cultural environment and amenity of the area is minimised.

Approved service vehicle parking bays are to be a minimum width of 3 metres and a minimum length of 6 metres.

The number of service vehicle parking bays provided to service a development on an on-going basis shall be as approved by the RIA.



ROTTNEST ISLAND AUTHORITY
DEVELOPMENT PLANNING GUIDELINE No 10
CONSTRUCTION MANAGEMENT

1. GUIDELINE OBJECTIVES

The objective of this Construction Management Guideline is to:

- a) ensure that any construction, excavation or demolition work that occur as part of a development on Rottnest Island:
 - is undertaken in a safe manner in accordance with industry legislation, codes and standards;
 - does not negatively impact on the natural terrestrial and marine environment;
 - has no or minimal impact on the health, safety and amenity of Rottnest Island visitors, residents and staff; and
 - is undertaken in a sustainable manner.
- b) provide Developers, builders, contractors and the RIA with a set of guidelines to be followed during the construction process on Rottnest Island; and
- c) clarify when a Construction Management Plan is required and what information is to be contained in the Construction Management Plan.

2. CONSTRUCTION MANAGEMENT PLAN

An Applicant or Developer proposing a development involving the construction or demolition of any Building or structure or excavation of any land is to prepare and submit a Construction Management Plan with the Development Application for approval by the RIA.

The Construction Management Plan will generally be a separate plan or where applicable may be included as part of an Environmental Management Plan.

All construction, excavation and demolition works are to be undertaken in accordance with the approved Construction Management Plan.

A Construction Management Plan is to address the following issues:

- a) key environmental, health and safety risks associated with the construction phase of the development;
- b) training of staff and employees;
- c) storage of construction materials;
- d) construction waste management;
- e) public safety, amenity and site security;

- f) air and dust management;
- g) stormwater and sediment control;
- h) traffic management (including pedestrian and bicycle traffic); and
- i) any other specific issue/s relating to the management of the proposed construction as deemed appropriate by the RIA.

3. CONSTRUCTION WASTE

All construction waste is to be disposed of in accordance with an approved Waste Management Plan as detailed in the Sustainable Development Guideline.

4. SIGNIFICANT TREES AND OTHER VEGETATION

The RIA may require a specific arboricultural assessment to be undertaken in order to address vegetation impacts of the construction phase.

All significant trees and other vegetation that are on or in close proximity to a construction site must be retained unless approval is granted by the RIA's Environment function. It is recommended that the Environment function be contacted for advice as part prior to designing the proposed development.



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. 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.

3. 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.

4. 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 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.

5. 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.

6. 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.



ROTTNEST ISLAND AUTHORITY
DEVELOPMENT PLANNING GUIDELINE No 12
TRANSPORTABLE BUILDINGS

1. GUIDELINE OBJECTIVES

The objective of this Transportable Buildings Guideline is to provide guidance to Developers about:

- a) acceptable criteria for the use of transportable buildings on Rottnest Island;
- b) circumstances where transportable buildings may be suitable;
- c) the type/s of transportable buildings that may be considered for use on Rottnest Island;
- d) the potential appropriate uses for transportable buildings so they do not detract from the amenity of the area; and
- e) the removal of temporary transportable buildings from Rottnest Island.

Transportable buildings are a cost-effective form of providing additional floor space either for accommodation, office, storage or other uses while sea containers and dongas can provide temporary, short term additional storage and office space.

2. DEVELOPMENT APPROVAL

A requirement or proposal to install any transportable building, including a sea container or donga, anywhere on Rottnest Island for any reason requires development approval from the RIA prior to the commencement of any works and is therefore subject to the RIA's development approval process.

Proposals for transportable buildings may also subject to the Building Licence, where circumstances require.

3. TRANSPORTABLE BUILDING LOCATION CRITERIA

When proposing the installation of a transportable building on Rottnest Island, Developers must design to ensure the proposed transportable buildings:

- a) are located so as to avoid the need for the clearing of substantial trees and existing native vegetation;
- b) are sited so that they achieve maximum solar orientation and cross ventilation in accordance with the RIA's Sustainable Development Guideline; and

- c) setbacks for transportable buildings reflect the scattered nature of the existing buildings on Rottnest Island (and in some circumstances are to be assessed by a geomorphologist in relation to coastal engineering setback requirements) as required by, and to the satisfaction of, the RIA.

3. DESIGN CRITERIA

3.1 Transportable Buildings (other than Sea Containers or Dongas)

A Development Application for a transportable building is to be accompanied by:

- a) a plan indicating the location of the transportable building and all services connections;
- b) proposed duration of the transportable building on Rottnest Island;
- c) any other information considered necessary by the RIA.

Transportable buildings are to contain either a pitched roof at a similar angle to existing buildings on Rottnest Island or a skillion roof design. Flat roof designs will generally not be supported.

Roofing materials are to be colourbond to match existing buildings within the locality

Transportable buildings are to comply with the RIA's Colours and Materials Guideline.

Transportable buildings are to use a cladding material in keeping with existing similar buildings on Rottnest Island.

All transportable buildings are to comply with the Building Code of Australia as issued by the Australian Building Codes Board.

3.2 Sea containers and dongas

A Development Application for a sea container or donga is to be accompanied by:

- a) a plan indicating the location and services connections;
- b) proposed duration of the sea container or donga on Rottnest Island;
- c) advice on where materials or office furniture etc will be moved when the sea container or donga is removed from Rottnest Island;
- d) any other information considered necessary by the RIA.

Sea containers and dongas may only be considered for temporary storage or office accommodation purposes provided that they are appropriately screened and do not detract from the amenity of the area to the satisfaction of the RIA.

Sea containers shall not be used for any residential or guest accommodation purposes.

Dongas shall not be used for long term ongoing residential or guest accommodation purposes. The RIA may consider the use of dongas for temporary staff accommodation.

Sea containers and dongas may be used during the construction process for storage of construction materials and office purposes but their location, size and other relevant details must be included on the Development Application and approved by the Authority.

Sea containers and dongas will only be approved for a maximum period of 12 months. After this time, a new Development Application must be lodged with and approved by the RIA.

4. REMOVAL FROM ROTTNESST ISLAND

It is the responsibility of the Developer to remove any transportable building, sea container or donga from Rottnest Island within 21 days after the expiry date of the development approval.

Failure to do so may result in the RIA removing the transportable building, sea container or donga from Rottnest Island and charge the Applicant or Developer full costs including disbursements.



ROTTNEST ISLAND AUTHORITY
DEVELOPMENT PLANNING GUIDELINE No 13
TELECOMMUNICATIONS INFRASTRUCTURE

1. GUIDELINE OBJECTIVES

The objective of this Telecommunications Infrastructure Guideline is to:

- a) minimise the impact of high impact telecommunications infrastructure on the natural and social environment and amenity of Rottnest Island;
- b) provide the RIA with a guidelines to assess and determine Development Applications for proposed telecommunications infrastructure; and
- c) provide guidance to telecommunications carriers concerning the development of telecommunications infrastructure on Rottnest Island.

2. TELECOMMUNICATIONS INFRASTRUCTURE GUIDELINES

Telecommunications infrastructure is required to be co-located with other existing or proposed infrastructure of a similar kind and type, to the satisfaction of the RIA, unless the Applicant is able to justify otherwise to the RIA for technical reasons.

Telecommunications infrastructure is to be located at least 300 metres from any holiday accommodation, staff accommodation, residence and any tourist-based business or activity unless otherwise approved by the RIA.

A Development Application for telecommunications infrastructure will only be considered by the RIA when all information specified in the *Telecommunications Code of Practice 1997* has been submitted with the Development Application or separately.

A Development Application submitted for telecommunications infrastructure is to address the development's impact on:

- a) cultural heritage (including Aboriginal heritage);
- b) soil degradation, erosion and contamination;
- c) visual and aesthetic;
- d) wildlife and bushland;
- e) environmental;
- f) health; and
- g) visitor amenity.

Telecommunications infrastructure is to be designed in such a manner that:

- a) it provides for the co-location of additional carrier telecommunications infrastructure;
- b) the design and location of the telecommunications infrastructure has a minimal impact on the streetscape and the amenity of the surrounding area;
- c) the tower associated with the telecommunications infrastructure is a slim line monopole and erected at the minimum possible height;
- d) the tower, equipment shelter(s) and associated equipment of the telecommunications infrastructure is designed to blend into the surrounding area with the use of neutral non-reflective compatible colours, landscaping and/or innovative artwork;
- e) the surrounding vegetation is retained as much as possible and any new landscaping includes suitable advanced locally native species;
- f) all obsolete telecommunications infrastructure are to be removed immediately and the land reinstated with the appropriate landscaping and/or other suitable treatment to the satisfaction of the RIA; and
- g) it is not to be attached to any building or structure included in the RIA's Heritage Inventory.

Broadband aerial telecommunications cabling is not permitted on Rottnest Island due to its adverse impact on the environment and, therefore, any cabling is to be located underground.



ROTTNEST ISLAND AUTHORITY
DEVELOPMENT PLANNING GUIDELINE No 14
ANCILLARY DEVELOPMENT (EXEMPTIONS)

1. GUIDELINE OBJECTIVES

The objective of this Ancillary Development Guideline is to:

- a) provide guidance to Developers and the RIA as to what constitutes ancillary development; and
- b) define development that is exempt from the need to obtain development approval in accordance with the Development Planning Process.

2. ANCILLARY DEVELOPMENT

A development may be determined as being of an ancillary nature, in the opinion of the RIA, which makes it exempt from the requirement to be approved in accordance with the Development Planning Process.

The criteria the RIA will apply in making a determination on the relevance of a development being deemed an ancillary development includes, but is not limited to the following:

- a) the development is small in scale and composition and it will not unduly adversely affect the amenity of the area;
- b) the development is of a temporary nature and occurs on one-off occasion (and may include a number of days) but is not of any permanent nature or re-occurrence and excludes unflavored activities;
- c) the development will have limited use and is considered by the RIA to be ancillary to the overall operations of the primary approved use, but not contrary to any other RIA regulation, policy or guideline;
- d) the use of the development will not adversely affect the environment, amenity, streetscape, or day-to-day activities of the area or any other use which, in the opinion of the RIA, constitutes an ancillary use; and
- e) the development is not located in or adjacent to a place that is:
 - i) in the Register of Places under the *Heritage of Western Australia Act 1990*;
 - ii) the subject of an order under Part 6 of the *Heritage of Western Australia Act 1990*;
 - iii) a Registered Site under the *Aboriginal Heritage Act 1972*; or
 - iv) in the RIA's Heritage Inventory.

3. ANCILLARY DEVELOPMENT EXAMPLES

Development that may be considered an ancillary development includes but is not limited to such development/activities as:

- i) filling or excavation that does not exceed 500 millimeters in height, that does not constitute a significant alteration of the natural ground level of the land which is clearly known by the RIA to be of no Aboriginal or other heritage significance under section 5 of the *Aboriginal Heritage Act 1972*;
- ii) shop front alterations where the alignment is unaltered, which do not affect heritage requirements or which do not include the installation of roller doors and shutters;
- iii) signs that are exempt from development approval as outlined in the RIA's Signage Guidelines;
- iv) change of text and graphics on existing signs;
- v) works to a building in a dangerous state or of an emergency endangering any person, building or structure, before it became dangerous or an emergency or the works fully comply with the RIA's policies and guidelines, where applicable;
- vi) temporary offices and sheds used by builders or contractors directly associated with the building works occurring on site for the duration of completing those building works and operations and in accordance with the RIA's Transportable Building Guideline on land which is clearly known by the Authority to be of no Aboriginal or other heritage significance under section 5 of the *Aboriginal Heritage Act 1972*; and
- vii) alfresco blinds on approved premises used for the purpose of outdoor weather protection, provided that they:
 - are non-reflective, transparent and lightweight in appearance and do not have the visual or apparent effect of enclosing public space;
 - are removed from public areas at the close of business each day;
 - do not hinder use of public areas during and after trading hours;
 - do not cause injury to or prejudicially affect the amenity of the immediate area; and
 - have a plain appearance, that is, no wording or graphics to be displayed.

ROTTNEST ISLAND AUTHORITY

DEVELOPMENT APPLICATION

Office Use Only
Application No. _____

For Development Application made under the Rottnest Island Authority
Act 1987
Section 13.2 (a) and supporting policy and guidelines

Applicant name or company names (whichever is applicable):			
Applicant correspondence:	Address for	Email Address:	
		Phone Number:	
		Mobile Number:	
		Contact Person:	
Location of Proposed Development (eg. Street name, nearby landmarks):	Building name or number (if applicable):	GPS Coordinates:	
Name of nearest road junction/intersection:			
Description of Proposed Development (Attach details as required by Development Planning Guideline No 2):			
Purpose for which development site or building is currently being used:			
Nature of existing building on the land (if applicable):			
Estimated Cost of Development:	\$	Proposed Date of Completion:	
Signed by Applicant (s)	Signature		
	Name(s) Printed		
	Date		
Received on behalf of the Rottnest Island Authority	Signature		
	Name Printed		
	Date		