



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- d) copies of plans will not be made for or distributed to stakeholders or general public for comment purposes without the written permission of the RIA; and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.