



# FNQROC DEVELOPMENT MANUAL

## USER GUIDE

### Issue No. 01/09

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## **INTRODUCTION**

The Far North Queensland Regional Organisation of Councils (FNQROC) has recognised the need to develop comprehensive, structured and practical guidelines to promote consistency in development standards throughout the Far North Queensland region.

The Development Manual was prepared to achieve the following objectives:

- Provide a comprehensive, practical and authoritative guide through the development approval process from inception to completion for Developers, Consultants, Contractors and Council Officers.
- Provide consistency in the requirements of the participating Council's for development within the region.

It is the intention of the Development Manual to set out procedures and requirements that are consistent with the *Integrated Planning Act* and its supporting legislation, and represent 'best practice' in accordance with accepted current state and national standards for design and construction.

While the Development Manual provides comprehensive guidelines and requirements for the preparation and submission of approval applications, designs details and construction procedures, it is not the intention of the document to prescribe mandatory conditions.

Innovation is encouraged and approval may be given to adopt practices other than those included in the Development Manual providing the applicant is able to demonstrate that the proposed solution will meet as a minimum the standards of the manual.

It must be noted however that approval for practices or solutions not expressly included in the Development Manual is at the discretion of the relevant participating local Council, and there is no obligation for Council to approve any proposed alternative solutions.

The Development Manual is a "living document" and subject to annual review. Formal reviews of the document are held at yearly intervals. The document will updated as required to reflect changes in legislation or relevant standards, trends in innovation, or as a result of user feedback.

## **HOW TO USE THIS DEVELOPMENT MANUAL**

The Development Manual is comprised of 6 component documents together with the Standard Drawings, which provide detailed and comprehensive guidance of the requirements for each stage of the development process. Each of the component documents is complete and self-contained and provides all of the information relevant to its subject.

While individual component documents have been developed to be particularly applicable to particular stages of the development process, they should be considered and used in the context of the entire Development Manual. The component documents should not be considered in isolation as they may contain cross-references to other documents, or contain requirements that are over-ridden in the context of other documents in some circumstances.

Where 'days' has been specified through out the manual, 'business days' is implied.

The component documents, which comprise the Development Manual, are:

- **Development Principles**

The over-riding principles for development that form the basis of the guidelines and procedures detailed in the other components documents of the Development Manual are set out.

- **Application Procedures**

The application procedures provide guidance in the procedures involved in applying for an Operational Works Permit for works that will ultimately be owned and maintained by Council or other service authorities, or works that are subject to approval by Council, and includes advice about pre-lodgement discussions, what to include in the design submissions, and acceptable presentation standards.

- **Construction Procedures**

The procedures involved in construction for Operational Works subject to Council Approval are detailed. The guidelines cover pre-construction and construction requirements, and the criteria for 'acceptance' and 'final acceptance' of the works.

- **Design Guidelines**

Comprehensive design guidelines have been developed to address the major design elements involving infrastructure that will ultimately become the ownership and maintenance responsibility of the local Council.

- **Specifications**

The participating FNQROC member Councils have adopted standard specifications for engineering works.

- **Local Authority Specific Requirements**

This document contains details of requirements that are specific to each local Council, but do not apply generally throughout the region. This is an important document detailing requirements that may in some cases over-ride those in other sections.

- **Standard Drawings**

The participating FNQROC member Councils have adopted standard drawings for engineering works.

## DOCUMENT CONTROL PROCEDURES

The Development Manual will be electronically available and may be downloaded from the FNQROC web site [www.fnqroc.qld.gov.au](http://www.fnqroc.qld.gov.au) or that of each participating Council. Alternatively the document may be obtained in electronic format from:

FNQROC Executive Officer  
P O Box 359  
CAIRNS  
QLD 4870

A hard copy will be available for perusal at the office of each participating Council.

The document will be electronically controlled, with the latest updated version of the document available on the FNQROC web site and that of each participating Council.

An Amendment Register will be maintained and made available on the web site, and at the office of each participating Council.

Notification of amendments to the Development Manual will be advertised on the main web site of each participating Council, and the FNQROC web site. Users may register to be advised directly of amendments by completing the Amendment Notification Request and mailing it to the FNQROC Coordinator.

The Amendment Notification Request may also be returned electronically to: [d.irvine@cairns.qld.gov.au](mailto:d.irvine@cairns.qld.gov.au)

The Amendment Register should be consulted prior to using any copy of the Development Manual previously downloaded or obtained in hard copy. It is the responsibility of the individual user to ensure they are aware of recent amendments and to consult the current version of the document.

## **DOCUMENT REVIEW AND AMENDMENT PROCEDURES**

The Development Manual has been developed as a 'living document' and will be subject to annual review.

Feedback and suggested improvements to the document are welcomed and may be submitted by completing the Document Content Feedback. This form may be lodged with any participating local Council or mailed to:

FNQROC Executive Officer  
P O Box 359  
CAIRNS  
QLD 4870

Document Content Feedback may also be lodged electronically to: [d.irvine@cairns.qld.gov.au](mailto:d.irvine@cairns.qld.gov.au)

The Development Manual Working Group comprising representatives of each of the FNQROC member Councils are held annually to consider and decide upon proposed amendments or other actions that may be required as a result of feedback from Councils or other users of the document, changes in legislation or updates of relevant standards.

Once accepted by the Working Group, amendments to the document will be made and the Amendment Register updated. Users who have requested to be advised of amendments will be notified electronically, and advertisements of amendments will be posted on the relevant web pages.

Individual member Council's may from time to time amend the Council specific requirements, however all notification of such amendments will be via the central working group.

<b>AMENDMENT NOTIFICATION REQUEST</b>		
Note: Complete this form and return to the FNQROC Executive Officer. This form may be photocopied if required.		
<b>POST</b> FNQROC Executive Officer P O Box 359 CAIRNS QLD 4870	<b>ELECTRONIC MAIL</b>  <a href="mailto:d.irvine@cairns.qld.gov.au">d.irvine@cairns.qld.gov.au</a>	<b>ENQUIRIES</b>  Telephone: 4044 3038
<b>Document Details</b>		
Title: FNQROC Development Manual		
<b>Forward Notification of Amendment to:</b>		
Position Title:.....		
Organisation:.....		
Contact Name:.....		
Postal Address:.....		
		.....Post Code.....
Telephone Number:.....		
Facsimile Number:.....		
Email Address:.....		
SIGNATURE:.....		DATE.....
<b>OFFICE USE ONLY</b>		
DETAILS INCLUDED ON REGISTER: <input type="radio"/>		Date: .....
ACKNOWLEDGEMENT SENT: SIGNATURE .....		Date: .....

<b>DOCUMENT CONTENT FEEDBACK</b>		
Note: Complete this form and return to the FNQROC Coordinator. This form may be photocopied if required.		
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<b>Document Details</b> Title: FNQROC Development Manual		
COMMENTS:		
PROPOSED CHANGES:		
<b>PROPONENT DETAILS</b>		
Organisation:..... Contact Name:..... Postal Address: ..... .....Post Code..... Telephone Number: ..... Facsimile Number: ..... Email Address: ..... <b>SIGNATURE:</b> ..... <b>DATE:</b> .....		
<b>OFFICE USE ONLY</b>		
REVIEW		
COMMENTS:		
ACKNOWLEDGEMENT SENT : SIGNATURE ..... Date: .....		

**DOCUMENT AMENDMENT REGISTER**

**Document Details**

**Title:** FNQROC Development Manual

Details of amendments can be found on Council websites  
 Enquiries may be made to the FNQROC Coordinator, or at the office of the participating Councils.

<p><b>POST</b>                  FNQROC                  Coordinator                  P O Box 359                  CAIRNS                  QLD 4870</p>	<p><b>ELECTRONIC MAIL</b>   <a href="mailto:d.irvine@cairns.qld.gov.au">d.irvine@cairns.qld.gov.au</a></p>	<p><b>ENQUIRIES</b>                   Telephone: 4044 3038</p>
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Document	Record of Downloaded Revision
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<b>User Guide</b>									
<b>Development Principles</b>									
<b>Application Procedures</b>									
<b>Construction Procedures</b>									
<b>Design Guidelines</b>									
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<b>Local Authority Specific Requirements</b>									
Cairns Regional Council									
Cassowary Coast Regional Council									
Cook Shire Council									
Tablelands Regional Council									