




FNQROC Regional Development Manual – Annual Review

| FNQROC Coordinator | Working Group (Council Engineers) | Councils | Timing | Comments |
|---|---|--|--|--|
| <p>Letter sent to councils and development industry</p> <p>Collate submissions and send to working group</p> <p>Document Recommendations</p> <p>Send list of submissions and recommendations to working Group</p> <p>Assistance if required</p> <p>FNQROC amends Local Government Specific</p> <p>Advertises proposal to amend the policy across the region</p> <p>Collect and collate submissions from public consultation phase</p> | <p>Submissions for Change sent to Coordinator</p> <p>Working Group to review submissions</p> <p>Meeting</p> <p>Working Group to arrange Policy amendment resolution</p> <p>Request sent to FNQROC for an amendment to Local Government Specific</p> <p>Ensure a copy of the proposed amended policy is available at offices</p> | <p>All Councils resolve to publicise the proposed amended policy</p> <p>Additional LG specific required?</p> | <p>1st September</p> <p>1st Wed of November</p> <p>November (4th Wed of November)</p> <p>2nd Wed of December</p> <p>No</p> <p>By end of January</p> <p>2nd Saturday of Feb – 2nd Friday of March</p> <p>Last Friday of March</p> | <p>Letters sent to councils & Development Industry advising of upcoming review (incl copy of excel spreadsheet)</p> <p>Individual councils will have specific requirements – seek council commitment to proposed changes put forward</p> <p>All submissions for change (Manual and Drawings) to be sent 3 weeks prior to the scheduled meeting date</p> <p>FNQROC Coordinator to collate submissions from councils and public.</p> <p>List of submissions to be sent to the Working Group 2 weeks prior to the meeting in November</p> <p>Working group to review the submissions made in consultation with relevant stakeholders and be prepared to make recommendation</p> <p>Working Group to meet and discuss submissions and make group and local government specific recommendations</p> <p>Where any council has been unsuccessful in a submission not making the default manual it can be added to the Local Government Specific section</p> <p>Within 3 weeks FNQROC to send a list of submissions and recommendations together with the draft amended manual to working group members</p> <p>Working group members to arrange for council to resolve to amend the policy – Note: further council consultation on the proposed amendments may be required</p> <p>All Councils need to resolve to publicise the proposed amended policy. Where councils do not agree with the amended policy can an amendment to the LG Specific rectify the issue? If so, an amendment is sent to FNQROC for actioning. If not, a working group meeting will be required to resolve the issue</p> <p>Once all councils have resolved to publicise the proposed amended policy FNQROC advertises via:</p> <ul style="list-style-type: none"> - Cairns Post - Tablelander - Mossman/Port Douglas Gazette - Innisfail Advocate - Tully News - FNQROC Website <p>FNQROC to send a letter of advice to all Development Industry on mailing list.</p> <p>Councils to ensure that a copy of the proposed amended document is available at their offices</p> <p>FNQROC to collect and collate submissions for the Working Group and sent to them 2 weeks prior to the working group meeting to make recommendations on submissions received</p> |

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|--|--|---|-----------------------------------|--|
|   | <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Meeting</div> | | 3 rd Wed of April | <p>Working Group meets to discuss and make recommendation on the properly made submissions in relation to the proposed amended Policy</p> <p>Any additional items will be held over for the next review</p> |
| <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Send list of submissions and recommendations to working Group</div> | | | 1 st Wed of May | |
|  | <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Working Group to arrange for council to endorse the amended policy</div> | | No | <p>Working group members to arrange for council to resolve to amend the policy – Note: further council consultation on the proposed amendments may be required</p> |
| | <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Councillors adopt amended policy</div> | | | |
| | <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Additional LG specific required?</div> | | | <p>After taking into consideration all properly made submissions and the recommendation of the Working Group council adopts the amended policy.</p> <p>If council is not prepared to adopt the recommendations of the working group can the issue be resolved with a LG Specific amendment? If so, send amendment to FNQROC. If not another working group meeting needs to be convened</p> |
| | <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Request sent to FNQROC for an amendment to Local Government Specific</div> | | | |
| <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">FNQROC amends Local Government Specific</div> | | | | |
| | <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Ensure a copy of the proposed amended policy is available at offices</div> | <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Each council advertises its adoption and effective date of the amended policy</div> | By 2 nd Friday of June | <p>Each council is required to:-</p> <ul style="list-style-type: none"> - advertise in their local paper when the amended policy has been adopted and when it becomes effective and then advise FNQROC - Ensure a copy of the amended policy is available for viewing in council offices |
| <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">FNQROC puts manual on website for councils to reference</div> | | | By 2 nd Friday of June | |
| <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">FNQROC prepares 2 copies of the manual for CEO certification</div> | | | | |
| | | <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">CEO's to certify copy of policy for DLGP</div> | At next CEO's meeting | |
| <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">FNQROC to send 2 certified copies of the manual to DLGP</div> | | | | |