

POLICY



Date adopted: 30/05/2017
File no: 508163-1
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Policy title: REQUEST FOR CHANGE TO SUBURB BOUNDARY

Directorate: ORGANISATIONAL SERVICES

Branch: CORPORATE GOVERNANCE

Policy objective: This policy applies to all requests for changes to Logan City's existing suburb boundaries.

Policy scope:

This policy is to be complied with when a councillor, member of the public or State Government department requests that the Council investigate a proposal for a suburb boundary change.

Definitions:

Not applicable.

Policy statement:

The following procedure is to be undertaken for this policy:

1. Council acknowledges it has no legal authority under the *Place Names Act 1994* to change a suburb boundary. Council can only make recommendations to the relevant State Government department for review and consideration by the relevant State Government Minister.
2. The relevant State Government department will always undertake the formal consultation process for major suburb boundary changes (including a public notice in a local newspaper requesting submissions), regardless of Council's informal community consultation process.
3. From time to time, requests will be received from councillors, members of the public and State Government departments for changes to existing suburb boundaries.
4. All requests for changes to a suburb boundary are to be referred to the Corporate Governance Manager in the first instance.
5. Upon receipt, the Corporate Governance Manager will liaise with the relevant divisional councillor(s) to seek their preliminary approval for the matter to proceed. If approval is given, the effected divisional councillor(s) will also advise on their preferred approach to community consultation i.e. whether to recommend that Council undertake a survey of effected properties (refer to section 7) **or** skip any Council informal consultation and proceed direct to the formal consultation process of the State Government department.
6. If the relevant divisional councillor(s) recommends skipping any Council informal consultation and proceeding direct to State Government department formal community consultation, then the Corporate Governance Manager will prepare a report to Council for determination on the proposed suburb boundary change and the outcome will be communicated to the State Government department to consider in their deliberations.

7. If the relevant divisional councillor(s) recommends that Council undertake the informal consultation, then the following is to occur:
- (a) The Corporate Governance Manager will then prepare a map detailing the existing and proposed boundaries together with a list of postal addresses for the properties that potentially could be effected by a change in suburb boundary.
 - (b) A covering letter prepared by the Corporate Governance Manager, for distribution under the letterhead of the respective councillor or councillors, together with a survey form and location map will be sent to:
 - (i) all effected property owners
 - (ii) the relevant registered native title body corporate or known local indigenous group
 - (iii) local historical societies and progress associations.To encourage a large survey return, the Council's freepost facility will be utilised.
 - (c) For the matter to proceed further, 70% or greater of the property owners must agree to the proposal. Non-respondents will be assumed to be in favour of the proposal.
 - (d) Following completion of the initial consultation, and a total number of respondents in favour of the proposal of 70% or greater, the Corporate Governance Manager will prepare a report to the Council detailing:
 - (i) the source of the initial request
 - (ii) the results of the community consultation
 - (iii) a copy of the map illustrating existing and proposed boundaries
 - (iv) whether the area councillor or councillors agree to the proposal
 - (v) non-residential property owners that may need to be advised of the proposal (eg. Australia Post, Queensland Housing Commission and Australian Bureau of Statistics).
 - (e) The Corporate Governance Manager will then co-ordinate the preparation of an application to the respective State Government department which will include the information specified in section 7 (d) of this policy.
 - (f) The Corporate Governance Manager will ensure that continued liaison is undertaken with the respective councillor or councillors during the State Government's consideration of the Council's application.
 - (g) After a gazettal of suburb boundary change the Corporate Governance Manager will liaise with Australia Post to see if there will be a postcode change. If a change has occurred this is to be noted in a letter to effected residents under clause 11.
 - (h) To ensure the effected residents are advised of the outcome, (ie, change or no change) a covering letter is to be prepared by the Corporate Governance Manager, for distribution under the letterhead of the respective councillor or councillors. Depending upon the outcome, (ie, change or no change) the following is to be included in the outcome letter:
 - (i) if a change is required, the outcome letter will advise of any resulting postcode change(s), if any and include a revised suburb boundary map
 - (ii) if there is no change, the letter will thank the effected residents for participating in the survey and advise that the suburb change was unsuccessful.

Related policies/legislation/other documents:

DOC ID	DOCUMENT TYPE	DOCUMENT NAME
	Legislation	<i>Place Names Act 1994</i>