

# BETTER PRACTICE GUIDE SECTION 1 ATTACHMENT – BOUNDARY CHANGE REQUEST FORM

## Attachment 1.A – Boundary Change Request Form



### Boundary Change Request Form

March 2018

#### Regional Development Australia (RDA) Boundary Change Request Form

##### Before you begin

This form should be read in conjunction with the [Principles Underpinning RDA Boundary Changes](#). These principles were jointly agreed to by the Commonwealth and State and Territory ministers responsible for regional development.

##### Submitting the Request Form

The request form can be lodged between **15 January and 15 February of each calendar year**.

Requests should be made by at least one of the impacted RDA Committees.

Requests for changes to **intra-state** and **inter-state boundaries** should be directed to the Department to obtain current State or Territory contacts and the Commonwealth Minister details.

Requests for changes to **intra-state boundaries** should be directed to the relevant State or Territory minister.

Requests for changes to **inter-state** boundaries should be directed to the Commonwealth Minister.

If you require further information about the form please email [rda@infrastructure.gov.au](mailto:rda@infrastructure.gov.au) or telephone the RDA Helpline 1800 505 938.

A government response will be provided by 30 May of the same year.

Your request form should address all of the items in the section below.

**Please complete the following**

**1. Name of RDA Committee/s making the request** (*Must include at least one of the RDA Committees impacted by the boundary change*).

**2. Contact person** (*e.g. Chair of the requesting RDA Committee. Please provide name, title, and contact details*).

**3. Summary of reasons for altering the RDA Committees' boundary/ies** (*Note that evidence of broad consultation will strengthen the RDA Committee's request*).

**4. Attachments - Please tick which documents have been attached.**

**Essential attachments**

- Written support from all RDA Committees impacted by the proposed changes.
- Views of local government organisation impacted by the proposed changes (excluding the ACT).
- Views of lead State agencies responsible for delivery of regional development.

**Recommended attachments**

- Written support from relevant organisations (e.g. local Chambers of Commerce).
- Summary of any broad consultation undertaken (e.g. who provided an opinion, what the opinion is).