GOVERNMENT OF WESTERN AUSTRALIA

Department of **Local Government, Industry Regulation and Safety**

Guide to submitting a district boundary change or amalgamation proposal

Local Government Advisory Board

June 2026

Background

The Local Government Advisory Board (the Board) is the body established by the Local Government Act 1995 (the Act) to assess proposals for changes to local government district boundaries and amalgamation.

This document provides information on how the Board receives and assesses proposals for district boundary changes. It is recommended that proponents also check the requirements which are included in Schedule 2.1 of the Act.

The process followed for a district boundary change or amalgamation are largely similar, albeit the time frame for an amalgamation is usually much longer given the larger change, and when submitting a proposal to the Board, a proponent will need to demonstrate they have strongly considered all the ramifications which may extend to matters including transitional arrangements, human resources and financial costs, or any other matters the Board deems to be relevant.

Who can make a proposal?

The Board can accept proposals for change from the Minister for Local Government, local governments, or from electors.

Relevant information

The following information will help with formulating and submitting proposals:

- Schedule 2.1 of the Local Government Act 1995.
- Guiding Principles (background paper from the Local Government Advisory Board).
- *Form 1 – List of Affected Electors* (template for a petition from electors to initiate a boundary proposal).
- *Form 2 – Request for poll on a recommended amalgamation* (template for a petition from electors to initiate an amalgamation).

What happens when the Board receives a proposal?

Valid proposals (those that meet the requirements of the Local Government Act 1995) can either be:

- Formally assessed; or
- Informally assessed

The formal assessment process is comprehensive and can be quite lengthy. It includes the following:

- Submission of a detailed written proposal by the proponent
- Consideration of the proposal by the Board
- Conducting a public inquiry, including community consultation
- Completion of a formal written report, including a recommendation by the Board
- Consideration of the report and decision by the Minister

- Submission of paperwork to Executive Council for approval
- Publication of approved changes in the Government Gazette

For a proposal to be informally assessed, the Board may determine that the proposal is one of a minor nature and therefore not one about which public submissions need be invited.

All valid proposals must be considered by the Board.

All valid proposals must be considered by the Board.

Valid proposals

For a proposal to be assessed as valid it must:

1. Clearly and comprehensively set out the nature of the proposal, the reasons for making the proposal and the effects of the proposal on any affected local government.
2. Include at least one high quality map, illustrating both the existing boundaries and any proposed changes to the boundaries of the subject local government districts.
3. Comply with any regulations (Form 1 or Form 2).

If the proposal comes from electors it must have the correct number of petitioners, that is, affected electors who are:

- at least 250 in number or
- at least 10% of the total number of affected electors.

Upon receipt of a proposal, Board staff will assess its validity. This includes, among other things, ensuring that it complies with all required regulations, and that all necessary information is provided. Proponents may also be requested to provide further clarifying information about, or justification for the proposal. As well, the correctness of the details of all petitioners will be officially checked and validated via the Western Australian Electoral Commission (WAEC) electoral roll.

The Board can decide to undertake a formal or informal assessment of the proposal or reject it if it is deemed to be similar to a proposal that the Board has assessed within the last two years. The Board may also reject a proposal if it considers that it is frivolous or otherwise not in the interests of good government.

Each proposal will be considered on an individual basis and on its merits.

If the proposal is assessed as valid then a recommendation is presented to the Board on the nature of the assessment. The Board can either:

- Reject the proposal (unanimous decision required)
- Undertake an informal assessment (unanimous decision required)
- Undertake a formal assessment

In each case, the proponents and affected local governments will be notified of the decision as well as a notional time frame.

Invalid proposals

If the proposal is assessed as not valid then the proponent is advised of that decision in writing.

Some factors which may render a proposal invalid could include, but are not limited to:

- Insufficient information included in the proposal
- Not adequately addressing the eight guiding principles
- Unclear maps or plans which do not plainly show the affected area
- Insufficient numbers of petitioners included in the Form 1 or Form 2 accompanying the submission

Information for proponents considering submitting a proposal

The Board has developed eight guiding principles for the prescribed matters in the Act that are required to be considered in its assessment of any proposal. Each of these principles should be appropriately and comprehensively addressed in the proposal (see section below “Assessing the proposal”).

If a formal assessment is undertaken, the Board will invite written submissions from the affected local governments as part of the assessment/consultation process. These submissions should be based around the eight prescribed matters.

Where local governments are seeking minor amendments to boundaries, the Board requests that they attempt to reach agreement with the other affected local government(s) and submit a joint proposal to the Board. This will assist in the assessment process, and may help to reduce the overall time taken to undertake and complete the process.

All proposals should be signed by the Mayor or President and the Chief Executive Officer.

The Board will inform affected local governments of proposals which impact them when it has made a decision on the level of assessment required. It is also recommended that proponents inform their neighbours of any proposals for a boundary change.

After it has been determined that a formal assessment is appropriate, the Board will advise affected local governments of the following before the commencement of the inquiry:

- that there will be a formal inquiry and
- the scope of the inquiry.

The formal inquiry process is assisted if all affected local governments are in agreement and working collaboratively.

Public consultation

The minimum public submission period is six weeks. The Board will advertise the proposal and invite public submissions in the relevant community newspapers. The affected local governments can also be asked to advertise on their websites, social media pages, and display notices/posters at public buildings etc.

Dates and times for public meetings and forums will be advertised in community newspapers and on public notice boards. Local governments will be consulted about these times.

Key stakeholders and members of the public can be invited to attend any public meetings or forums and also to make written submissions to the Board.

Key stakeholders can include but are not restricted to:

- affected local governments
- members of the public
- ratepayer and progress associations
- local business and service groups
- elected members
- government agencies.

The Board will meet with the councillors and senior officers of the affected local governments. Where there are specific issues or regional offices, the Board may arrange to meet with relevant officers.

Assessing the proposal

The Board will assess the merits of the proposal against the eight prescribed matters:

a) community of interest

b) physical and topographical features

c) demographic trends

d) economic factors

e) the history of the area

f) transport and communication

g) matters affecting the viability of local governments, and

h) the effective delivery of government services.

This does not limit the factors which can be taken into consideration. For example, the Board will also consider the impact of the proposal on wards and representation.

Making a recommendation

At the completion of its assessment the Board will complete a comprehensive formal report which is forwarded to the Minister. The report may recommend that the Minister:

- accept the proposal and make orders in accordance with the proposal
- reject the proposal
- make some other order which is not significantly different from the original proposal.

An absolute majority is required to support the Board’s recommendation.

The Minister can either:

- accept the Board's recommendation
- reject the Board's recommendation

The Minister will also request the Board to give notice of its recommendation(s).

The Minister then advises the Department of Local Government, Industry Regulation and Safety and the affected local governments of the decision.

Requesting a poll – proposed council amalgamations

Where the Board recommends to the Minister the making of an order to abolish two or more districts and to amalgamate them into one or more new districts, affected electors may request a poll in accordance with clauses 7 and 8 of Schedule 2.1 of the Act.

The Board will then give notice of its recommendation and the right of electors to request a poll, and is also required to advise the following groups:

- affected local governments
- affected electors
- other electors directly affected by the Board's recommendation.

A poll request must be made within one month of notice of the Board's recommendation.

It must be signed by at least 10% or 250 affected electors of one of the affected districts.

The Minister may also request a poll of electors affected by any Board recommendation.

If the Minister receives a request for a poll, then the Board determines the question(s) to be asked and prepares a summary of the cases for and against.

The Minister directs the local government:

- to make the summary of the cases available to electors and
- to hold a poll and return the results to the Minister.

The Minister is to reject the recommendation where:

- at least 50% of eligible voters vote and
- a majority of voters reject the recommendation.

If there is no request for a poll, the Minister will accept the Board's original recommendation.

The Minister then advises the affected local governments and the Department of Local Government, Sport and Cultural Industries of the decision.

Proposals of a minor nature

If the Board determines that an informal assessment is appropriate, the criteria for making this determination include:

- the proposal is considered to be of a minor nature and

- not one that requires public submissions.

Examples of minor proposals may include:

- transfer of individual lots or leases
- realignment of boundaries to correspond with changes in road alignments
- transfer of part lots to one local government
- historic anomalies.

While some proposals appear to be minor in nature, their impact may be such that the Board would choose to undertake a formal assessment in the interests of public involvement.

The views of affected local governments and land owners are important in the Board's consideration of the proposal.

The process is assisted if affected local governments are in agreement about the proposal.

After contacting affected local governments and land owners to request their views on the proposed change, the proposal is then assessed by the Board.

The Board then presents a report with a recommendation that the Minister either:

- accept the proposal and make orders in accordance with the proposal
- reject the proposal.

The Board advises the proponents and the affected local governments of the Minister's decision.

A copy of the Board's report will be made available on the Board's website.

Examples of previous reports are available to assist proponents in developing their own proposals.

For advice and assistance

You can contact the Local Government Advisory Board to discuss any aspects of your proposal.

Phone: 08 6551 4802

Email: advisoryboard@lgirs.wa.gov.au

Form 1 (r.8)

Community proposal to create, change the boundaries of, or abolish a local government district

Local Government Act 1995 and *Local Government (Constitution) Regulations 1998*

(Template for a petition from electors to initiate a boundary change proposal)

To: Local Government Advisory Board

Locked Bag 14, CLOISTERS SQUARE PERTH WA 6850

Email: advisoryboard@lgirs.wa.gov.au

1. The affected electors, whose names, details and signatures are set out in the attached list, propose that an order should be made under section 2.1 of the *Local Government Act 1995* in relation to the local government district of:

(insert name of local government/s proposed to be created, affected or abolished)

2. A summary of the purposes of the proposed order is as follows:
(Set out reasons for the proposal and attach relevant documentation. You may wish to attach a separate word document.)

(Enter text)

3. The following documents are attached to and form part of this proposal:
   - A comprehensive document clearly setting out the nature of the proposal, the reasons for making the proposal and the effects of the proposal on the local governments; and
   - A high-quality map (or maps) illustrating the existing boundaries and any proposed changes to the boundaries of the local government district/s.

4. This petition is served on behalf of the listed signatories by:

Name:	(Enter text)
Address:	(Enter text)
Telephone:	(Enter text)
Email:	(Enter text)

To: Local Government Advisory Board

Signature:		Date:	

For this petition to satisfy the requirements of clause 2 (1) of Schedule 2.1 to the *Local Government Act 1995*, a proposal that an order be made under section 2.1 of the Act to create, change the boundaries of, or abolish a district, can be made to the Local Government Advisory Board by affected electors who:

Are at least 250 in number; or
Are at least 10% of the total number of affected electors.

Form 1 (r.8) - List of Affected Electors

We, the undersigned, propose that an order be made under section 2.1 of the *Local Government Act 1995* for the purposes summarised in item 2 of this proposal in relation to the local government district named in item 1.

Full name of affected elector*	Address which entitles, or would entitle, you to vote in the elections of the local government proposed to be created, affected or abolished	Signature of affected elector	I confirm that I have seen and understand both the proposal and the accompanying map/s YES / NO	Date

*An “elector” is one of the following:

- A resident owner or occupier enrolled to vote at State elections.
- An owner of rateable property (e.g. an absentee land-owner or an owner of business premises, vacant land or other non-resident property).
- An occupier of rateable property (e.g. tenant of business premises or other non-residential property).

An “affected elector” is:

- An elector whose eligibility as an elector comes from residence, or ownership or occupation of property, in the area directly affected by the proposal.
- A person who would be an elector is the area directly affected by the proposal became, or became part of, a district.

Form 2 (r 9)

Request for poll on a recommended amalgamation

Local Government Act 1995

Local Government (Constitution) Regulations 1998

Request for a poll on a recommended amalgamation*

To: The Minister for Local Government.

1. The electors of the district of *[name of district whose electors are making the request]*, whose names, details and signatures are set out in the attached list, request that the recommendation of the Local Government Advisory Board that the districts of *[names of the 2 or more districts to be abolished or amalgamated]* be abolished and amalgamated, be put to a poll of electors of the districts.

2. This request is served on behalf of the listed signatories by —

Name:

Signature:

Contact address:

Phone No.:

Email:

Date:

List of electors (form of each page of signatories)

We the undersigned, electors of the district of *[name of district whose electors are making the request]*, request that the recommended abolition and amalgamation of the districts of *[names of the 2 or more districts to be abolished or amalgamated]* be put to a poll of
electors of those districts under the *Local Government Act 1995*.

Full name of affected elector*	Address which entitles, or would entitle, you to vote in the elections of the local government proposed to be created, affected or abolished	Signature of affected elector	I confirm that I have seen and understand both the proposal and the accompanying map/s YES / NO	Date

* Under clause 8 of Schedule 2.1 to the Local Government Act 1995, a request asking for a recommendation of the Local Government Advisory Board that districts be abolished and amalgamated to be put to a poll of electors of the districts can be made to the Minister for Local Government by —

- at least 250 of the electors of one of the districts; or
- at least 10% of the electors of one of the districts.

* An “elector” is one of the following —

- a resident owner or occupier enrolled to vote at State elections
- an owner of rateable property (e.g. an absentee land owner or an owner of business premises, vacant land or other non-residential property)
- an occupier of rateable property (e.g. tenant of business premises or other non-residential property).

All names and addresses on the petition form must be written clearly and legibly.