



**Local Government
Commission**
Mana Kāwanatanga ā Rohe

Local Government Reorganisation

Guidelines for reorganisation processes

Contents

1. Overview	4
Purpose and scope of these guidelines.....	4
The role and powers of the Local Government Commission.....	4
The scope of local government reorganisations	4
Objectives for reorganisations.....	4
Pathways for reorganisations	5
Which pathway should I take?	7
2. Council-led process	8
Initial conversations	8
Identifying a preferred structure	8
Community engagement	8
Finding the right model	9
Developing and adopting a reorganisation plan.....	10
Developing the plan	10
Adopting the plan	11
Notifying the plan	11
Applying to the Commission for approval.....	11
Applying for Commission approval	11
Commission review and approval	11
No poll requirement	12
Giving effect to the plan.....	12
If a plan is not approved.....	12
3. Commission-led processes	13
Initiating a Commission-led process.....	13
What an initiative or request must include	13
Commission decides whether to investigate	14
Commission undertakes reorganisation investigation	15
Investigation process document	15
Community and stakeholder engagement	15
Investigation process.....	16
Commission adopts reorganisation plan.....	16
Notifying the plan	17
Poll of electors	17
When a poll is not required	18
Giving effect to the plan.....	18
5. Transition body and implementation scheme.....	19

Transition body	19
Costs of the transition.....	19
Reorganisation implementation scheme.....	20
Issuing the reorganisation implementation scheme	20
When the implementation scheme takes effect.....	21
6. Appendices.....	22
Appendix A: What to include in a reorganisation initiative or investigation request:	22
Appendix B: Submitting reorganisation requests to the Commission.....	22

1. Overview

Purpose and scope of these guidelines

1. Local government reorganisations are intended to promote good local government by enabling and facilitating improvements to local governance.¹
2. These guidelines set out the options and processes for local government reorganisation, which can be led by councils or the Local Government Commission (the Commission).
3. These guidelines refer to the relevant provisions of the Local Government Act 2002 (the LGA), including the detailed process requirements in Schedule 3 of the Act (Schedule 3). The Commission encourages users of these guidelines to refer directly to the LGA to enable a full understanding.

The role and powers of the Local Government Commission

4. The Commission is an independent body. One of the Commission's functions is oversight of local government reorganisations.
5. As the Commission has the powers of a commission of inquiry, when investigating potential reorganisations, it can summon witnesses, request certain information, and receive evidence.²
6. Every council is required to work with the Commission, provide reasonable assistance, and supply the information it needs to carry out its responsibilities for local government reorganisation.³

The scope of local government reorganisations

7. Reorganisation arrangements can involve changes to regional councils, territorial authorities, local boards, or joint committees. Examples of such changes include a union, establishment, or abolition of districts, regions or local boards, alteration of boundaries, or transfer of responsibilities, duties powers or powers. A full list of possible reorganisation arrangements is set out in [section 24 of the LGA](#).

Objectives for reorganisations

8. When considering options for local government reorganisation, the Commission must take into account how best to achieve the following objectives. Councils leading their own reorganisation processes should also consider these objectives:⁴
 - (a) better fulfilment of the purpose of local government as specified in section 10; and

¹ LGA, section 24AA

² LGA, sections 35-37

³ LGA, section 26A

⁴ LGA, Schedule 3, clause 10

- (b) productivity improvements within the affected local authorities; and
- (c) efficiencies and cost savings; and
- (d) assurance that any local authority established or changed has the resources necessary to enable it to effectively perform or exercise its responsibilities, duties, and powers; and
- (e) effective responses to the opportunities, needs, and circumstances of the affected areas; and
- (f) enhanced effectiveness, efficiency, and sustainability of local government services; and
- (g) better support for the ability of local and regional economies to develop and prosper; and
- (h) enhanced ability of local government to meet the changing needs of communities for governance and services into the future; and
- (i) effective provision for any co-governance and co-management arrangements that are established by legislation (including Treaty of Waitangi claim settlement legislation) and that are between local authorities and iwi or Māori organisations.

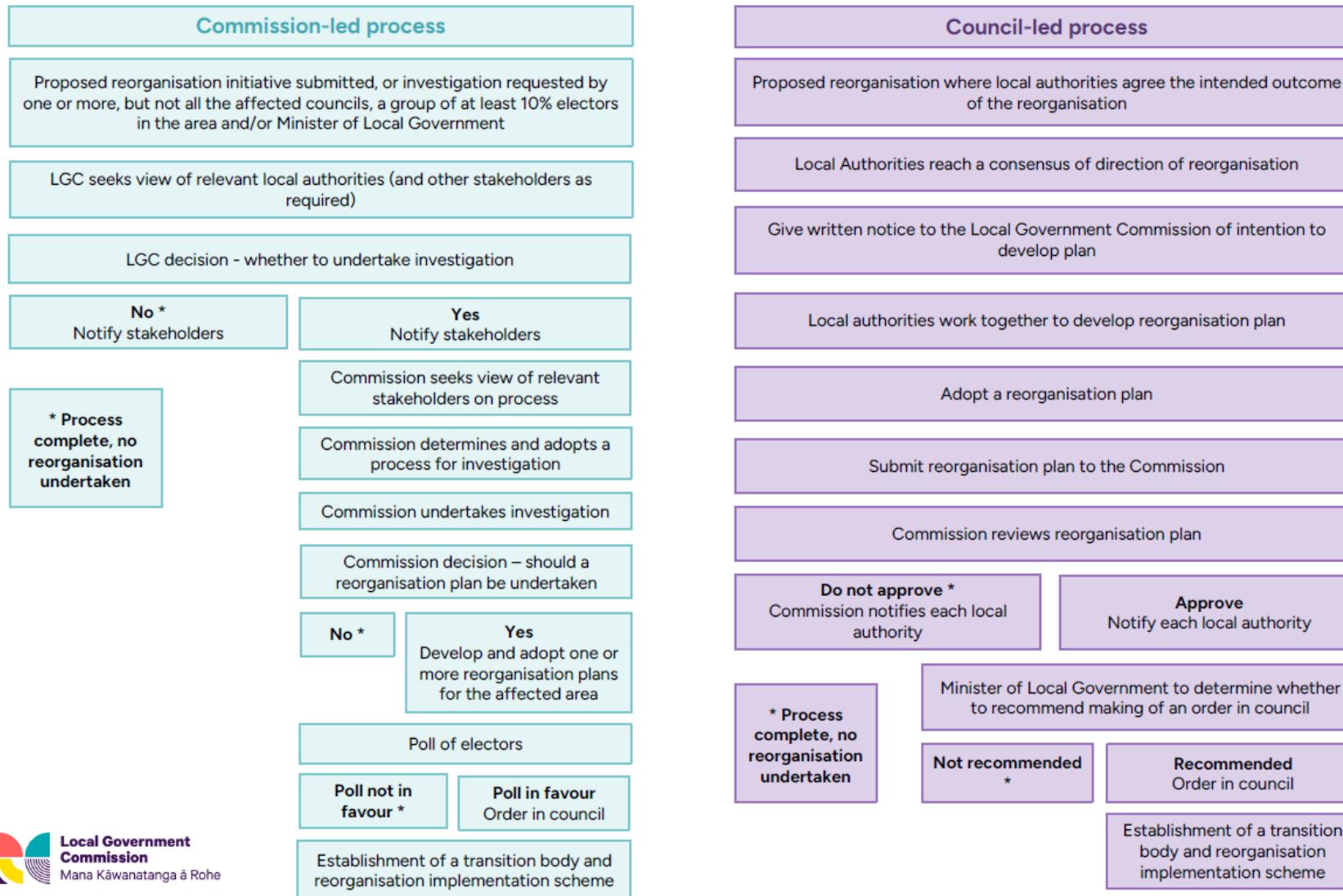
Pathways for reorganisations

9. There are two approaches to reorganisation, one led by councils, and one led by the Commission.
 - A **council-led** process involves local authorities developing and adopting a reorganisation plan, which they then submit to the Commission for approval.⁵
 - A **Commission-led** process can involve a request from either councils or electors for the Commission to:
 - consider a proposed local government reorganisation (*a reorganisation initiative*); or
 - conduct an investigation into an issue with current local government arrangements but without proposing a particular reorganisation (*a reorganisation investigation*).
10. The following table provides a simplified overview of each process.

⁵The reference to council-led processes is referred to as a local authority-led reorganisation in the LGA.

Local Government Reorganisations

The process that a reorganisation follows depends on how it is initiated. Both processes are outlined below. Note, these diagrams have been simplified for ease of viewing.



11. If the outcome of either approach is a decision in favour of reorganisation and the adoption of a reorganisation plan, the next step is a reorganisation implementation scheme. Further information about reorganisation implementation is at [section 5 Implementation scheme and transition body](#) below.

Which pathway should I take?

Pathways for councils

12. The Commission does not have a preferred or recommended pathway. However, based on a range of early conversations with councils considering reorganisation, key considerations can include:

Factor	Council-led	Commission-led
Community views	Councils must engage with community and demonstrate community support for the reorganisation No poll required	Commission must engage with community and understand the level of community support for reorganisation Poll of electors required for some types of reorganisation.
Cost	Full cost of investigation met by council Cost of transition body met by councils (if reorganisation goes ahead)	Costs of investigation met by Commission, but with some resourcing required of councils to respond to the Commission. Cost of poll met by councils Cost of transition body met by councils (if reorganisation goes ahead)
Timeframe	Fewer statutory steps once process has started. Factor in time for initial discussions between councils.	More statutory steps (including poll).

Pathways for members of the public

13. Members of the public who are interested in suggesting a reorganisation should first contact their council to check whether there are any plans for reorganisation and whether their ideas could be considered as part of a council-led process.

14. If the council is not considering a reorganisation, individuals can ask the Commission to explore a possible reorganisation initiative or investigation. For more information about this, see [section 3. Commission-led processes](#).

2. Council-led process

Initial conversations

15. Initial conversations are important in ensuring alignment between parties and exploring appropriate options. Councils considering a reorganisation should start by talking with neighbouring councils to agree on the proposed scope and who might be affected.
16. Councils should also engage early with iwi to understand the level of involvement they would like and at which stages, and ensure this is incorporated into the planning process.
17. Councils intending to develop a reorganisation plan must give written notice to the Commission as soon as possible.⁶ While this is a legal requirement, it also allows Commission advisors to provide guidance for the process. Note that any resulting reorganisation plan must have the unconditional support of all affected local authorities.⁷ Given this requirement, we strongly recommend that the initial written notice of an intention to develop a reorganisation plan is signed by all affected local authorities.
18. Councils can notify the Commission by advising the Chief Executive Officer in writing. Contact details for the Commission are at [Appendix B](#).

Identifying a preferred structure

Community engagement

19. Community engagement is integral to the reorganisation process. It ensures that those directly affected by proposed changes have meaningful opportunities to contribute their perspectives, concerns, and aspirations. Genuine engagement builds trust, fosters transparency, and helps create outcomes that reflect the needs and values of local communities.
20. Councils need to have a clear plan for engaging with affected communities, so the community voice is gathered, recorded and considered. Councils can decide how they consult, but the process must be thorough and effective. Clear communication of the process is also important.
21. A council-led reorganisation application must include evidence that the plan has the support of affected communities, as the Commission cannot approve a reorganisation plan without it.⁸ With this in mind, councils may wish to release a draft reorganisation plan as part of their consultation and engagement.

⁶ LGA, Schedule 3, clause 22A(4)

⁷ LGA, Schedule 3, clause 22B(2)

⁸ LGA, Schedule 3, clause 22C(b)(ii)

22. Iwi and hapū should also be included in initial conversations, not simply consulted after plans are formed. Early involvement allows for more meaningful dialogue, co-design opportunities, and the ability to address concerns before decisions are made. Their insights and leadership can significantly enrich the planning process, deepen community engagement and contribute to more inclusive and enduring outcomes.
23. All community engagement and consultation must happen before councils adopt a reorganisation plan.

Finding the right model

24. Finding the right model for a reorganisation is underpinned by the context. A reorganisation may be triggered by a number of factors such urban growth spilling over a boundary, discussions between the councils or feedback from the community. This should be considered and discussed both internally and with Commission officials to ensure that all relevant factors are considered when beginning to consider models.
25. For councils undertaking a council-led reorganisation, the LGA does not prescribe a process for deciding on the most appropriate governance model. The Commission recommends following an approach similar to that set out in the LGA for Commission-led investigations. This helps ensure councils provide the right type and amount of evidence alongside their reorganisation plans, enabling the Commission to undertake a robust review and make an informed decision on whether to approve the plan.
26. The scale and depth of the council investigation should be proportionate to the scale and complexity of the reorganisation proposed. The emphasis should be on creating a robust, evidence-based framework that balances statutory requirements with practical realities.
27. For boundary changes, for example, this may mean providing evidence of development opportunities and how they will support economic wellbeing, link with wider regional development plans and/or support whanau hapū iwi aspirations for their land. For larger scale reorganisations involving the abolishing and/or establishing of new local boards or councils, robust financial and economic modelling will likely be required.
28. Councils should begin by clearly defining the issues, identifying opportunities and constraints, and establishing criteria for assessing community views and other information. They must consider a broad range of governance, operational, and financial factors, including communities of interest, representation arrangements, infrastructure and service delivery, financial sustainability, planning and regulatory frameworks, and Treaty obligations. These considerations should be aligned with the statutory objectives in Schedule 3, such as improving productivity, achieving efficiencies and cost savings, ensuring resource adequacy, and supporting sustainable local governance and economic development. The statutory objectives are listed under [Objectives for reorganisations](#) at the beginning of this document.

29. Councils should consider adopting a structured approach for evaluating their preferred model, combining objective analysis with transparent judgment processes. Objective elements such as financial sustainability, infrastructure efficiency, and potential cost savings can be tested through financial modelling and scenario analysis. Subjective factors such as governance effectiveness, community identity, and co-governance need clear evaluative criteria ensure a consistent and transparent process.

30. Councils developing larger scale reorganisation proposals should assess more than one option, including the status quo if that remains an option. This enables meaningful comparison and strengthens the evidence base.

31. Ultimately, the goal is to provide a clear, logical, and well-documented basis for any proposed changes, supported by robust evidence and stakeholder input.

Developing and adopting a reorganisation plan

Developing the plan

32. If the council-led process identifies a preferred new local government structure, each affected council must separately adopt the same reorganisation plan. The plan should be informed by the outcomes of community engagement and modelling of the proposed structure. Councils must comply with the same legislative requirements as the Commission when developing and adopting a reorganisation plan.⁹

33. A reorganisation plan outlines the structure and functions of a newly configured local government. It includes details such as the type and name of each council, district or regional boundaries, representation arrangements, iwi and hapū areas of interest, communities and boards, and any other relevant matters. The plan also sets out transition arrangements, including roles, powers, and composition of any transition body.

Required attachment to the plan

34. The plan must also have attached a full and detail statement that:¹⁰

- explains how the reorganisation plan will achieve the [Objectives for reorganisations](#) listed at the beginning of this document
- a balanced assessment of the advantages and disadvantages of the reorganisation plan, including those relating to:
 - the creation or alteration of any district or region; and
 - the exclusion of any remaining area of a district or region affected by the proposal; and
 - any changes to the responsibilities of each affected local authority; and

⁹ LGA, Schedule 3, clause 22A

¹⁰ LGA, Schedule 3, clause 13(2)

- any change to how a local government service is managed and provided.

35. A complete list of what a reorganisation plan must include is set out in [Schedule 3, clause 14 of the LGA](#)

Adopting the plan

36. When deciding whether to adopt a reorganisation plan, councils must consider specific factors and show the Commission that they have done so. These include potential benefits, costs, risks of not acting, community interests (including iwi and hapū), and levels of public support or opposition. A comprehensive list of considerations can be found in Schedule 3, [subparts 1](#) and [1A](#) of the LGA.

37. The Commission recommends that council staff provide a detailed report on these factors to the council meeting where the decision to adopt a reorganisation plan will be considered.

Notifying the plan¹¹

38. As soon as reasonably possible after adopting a reorganisation plan, each affected council must give public notice of the plan (including its attachments) and make copies available for the public. Councils also need to specifically notify any other people, bodies, or groups who they think may have an interest in the plan.

Applying to the Commission for approval

Applying for Commission approval

39. Once councils are confident the reorganisation plan with its attachments and accompanying documents has met the statutory requirements, they must apply to the Commission for approval of the plan.¹² The application must include the plan and [required attachment](#) and a report from each affected local authority, adopted by that local authority, that records:

- its unconditional support for the plan
- the public consultation undertaken by the local authority
- the themes and outcomes of that consultation.

40. For details on where to submit an application see [Appendix B](#).

Commission review and approval

41. The Commission must then review, then decide whether to approve the plan.¹³

¹¹ LGA, Schedule 3, clause 13

¹² LGA, Schedule 3, clause 22B

¹³ LGA, Schedule 3, clause 22C

42. The Commission's role is limited to either accepting or rejecting the proposed reorganisation plan; it does not have the authority to amend it.

43. The Commission must approve the reorganisation plan unless:

- it is missing information, or
- the Commission considers, on reasonable grounds, that the provisions relating to the adoption and notification of the plan, or the content of the plan were not complied with in developing the plan or
- the plan does not have the support of affected communities.

No poll requirement

44. Under a council-led process, there is no requirement for a poll on whether a reorganisation plan should proceed. Poll requirements only apply to reorganisation plans adopted by the Commission under a Commission-led process.¹⁴

Giving effect to the plan¹⁵

45. As soon as reasonably possible after the Commission approves a reorganisation plan, it must notify each affected local authority of its decision.

46. Councils must then request the Minister of Local Government to arrange an Order in Council to give effect to the plan. The Commission can assist councils to work with the relevant agency to arrange this.

47. From this point, the Council-led process and the Commission-led process will follow the same path, as described from section [5. Implementation scheme and transition body](#).

If a plan is not approved¹⁶

48. If the Commission does not approve a reorganisation plan, the Commission must notify each affected local authority of its decision and the reasons for it. The council-led reorganisation plan does not go ahead and the process ends.

49. The Commission may choose to undertake an investigation into any matter related to the content of the local authority-led reorganisation application.

¹⁴ LGA, Schedule 3, clause 23

¹⁵ LGA, Schedule 3, clause 22C(5)

¹⁶ LGA, Schedule 3, clause 22C(6)

3. Commission-led processes

Initiating a Commission-led process

50. There are two ways to begin a Commission-led process:

- A *reorganisation initiative* outlines a specific proposal for change with defined outcomes and affected areas
- A *request for reorganisation investigation* focuses on exploring an issue or opportunity without suggesting a particular solution

51. A reorganisation initiative can be proposed by, or an investigation can be requested by¹⁷:

- one or more affected local authorities
- a group of at least 10% of electors in the affected area
- the Minister of Local Government

52. A group of electors proposing a Commission-led process must provide evidence that they comprise 10% of electors of the affected area. This must be in the form of a list of names and addresses of people currently on the most recent electoral roll for the area. The Commission recommends that more than the required number of electors is collected to ensure the required number is achieved. This is because some signatories may not be qualified electors or there may be some duplicated names.

53. Details of what to include in a reorganisation initiative or investigation request are included in [Appendix A](#).

54. Reorganisation initiatives or requests for an investigation should be emailed to the Commission. See [Appendix B](#) for details.

What an initiative or request must include¹⁸

55. A reorganisation initiative must include a description of the proposed changes including:

- the type(s) of reorganisation sought (e.g. union of districts, boundary alteration, transfer of responsibility, etc.)
- a plan or other description sufficient to identify the affected area or areas
- an explanation of the outcome that the proposed changes are seeking to achieve

56. A reorganisation investigation request must include a description of the matter, issue, problem, or opportunity to be investigated.

57. The Commission may also require:

¹⁷ LGA, Schedule 3, clause 2

¹⁸ LGA, Schedule 3, clause 3

- evidence of community engagement or community-driven rationale supporting the proposed reorganisation
- anecdotal evidence indicating public support or perceived benefits of the reorganisation.
- details of existing shared services or collaborative arrangements between councils

Commission decides whether to investigate

58. On receiving a reorganisation initiative or investigation request, the Commission must decide whether to investigate the proposed reorganisation.¹⁹

59. If the request comes from a group of electors, the Commission will confirm that the group represents at least 10% of electors in the affected area. If this threshold is not met, the Commission will advise the person who submitted the request that an investigation will not proceed.

60. In deciding whether to undertake a reorganisation investigation, there are statutory factors Commission must consider:²⁰

- the purpose of the local government reorganisation provisions in the LGA to promote good local government by enabling and facilitating improvements to local governance"²¹
- the potential scale and scope of improvements to local governance and services that might result from the investigation
- the potential costs, disruption and other negative effects on the affected local authorities and their communities that may be caused by the investigation
- any time or other constraints that apply to the opportunity to achieve potential improvements to local governance and services
- the need for urgent resolution of any problem identified by the Commission or in the reorganisation initiative or request
- the resources available to the Commission to undertake the investigation in a timely manner
- the likelihood of significant community opposition to any reorganisation that might result from the investigation.

61. The Commission must also consult affected local authorities and may consult iwi on the above factors, before deciding whether to investigate. The Commission recommends that local authorities talk with mana whenua partners early, before approaching the Commission, so they have a chance to provide their views from the start.

62. Any reorganisation initiatives or requests should include as much relevant information on the above factors as possible.

¹⁹ LGA, Schedule 3, clause 5(1)(b)

²⁰ LGA, Schedule 3, clause 6

²¹ LGA, section 24AA

63. If the Commission decides not to undertake an investigation, it will inform the person who submitted the initiative or request and explain the reasons for its decision.²²

64. If the Commission decides to investigate an initiative or request, it will inform the person who submitted it, and the affected local authorities. The Commission must then decide how it will go about the investigation.²³

Commission undertakes reorganisation investigation

Investigation process document²⁴

65. If the Commission decides to investigate, it must consult affected councils, iwi, and hapū before determining and adopting an investigation process. The Commission's process will be recorded as a process document, which must describe how the Commission will carry out the investigation, including how the Commission intends to engage with affected parties and communities. For further details on what the Commission must include in an investigation process document, see [Schedule 3, clause 7 of the LGA](#).

66. The Commission may amend its process document at any time and must do so if there is a significant change to the process.

67. Once the Commission adopts or amends its process, it will:

- advise affected councils, affected iwi and hapū, and key stakeholders
- publicly notify the process document within the affected area, explaining where it can be viewed, and publishing the document on its website.

Community and stakeholder engagement

68. Community and stakeholder engagement underpin the process for reorganisations, particularly as it relates to good governance.

69. The Commission determines the process for engagement and consultation as part of a reorganisation investigation. This will include seeking input from affected/neighbouring councils, iwi/hapū and other stakeholders to access on the ground knowledge to inform the engagement approach.

70. The engagement approach will also reflect the nature and scale of the proposed reorganisation and the amount of information provided by the proposers on levels of community support for the proposal. Proposers should, therefore, consider carefully the type and amount of information they submit as part of their proposal or request.

²² LGA, Schedule 3, clause 5

²³ LGA, Schedule 3, clause 5

²⁴ LGA, Schedule 3, clause 7

Investigation process

71. In conducting its investigation, the Commission will engage with councils and anyone else it needs to, to understand the issues and context, and identify what information is needed from councils. It may also undertake inquiries and consultation in relation to the investigation with any persons, bodies and groups that it considers appropriate.
72. At any time during the investigation or after the investigation, the Commission may issue a report and make recommendations to any council on matters arising in the course of the investigation. A council that receives a report or recommendation from the Commission must consider and respond to the Commission in relation to the report or recommendation.²⁵
73. When assessing reorganisation options, the Commission will consider how best to achieve the purpose of local government and the statutory objectives introduced at the beginning of this document under [Objectives for reorganisations](#).
74. After completing the investigation, the Commission will give notice of its completion and inform all affected local authorities, iwi or hapū, and key stakeholders.
75. If the Commission's investigation identifies that a different local government structure for the affected area is preferable, the Commission will develop a reorganisation plan.

Commission adopts reorganisation plan

76. The Commission will develop a reorganisation plan based on the information and analyses produced during the investigation. It may do this in discussion with the affected local authorities. A complete list of what a reorganisation plan must contain [can be found in Schedule 3, clause 14 of the LGA](#)
77. A reorganisation plan outlines the structure and functions of a newly configured local government. It includes details such as the type and name of each council, district or regional boundaries, representation arrangements, iwi and hapū areas of interest, communities and boards, and any other relevant matters.
78. The plan also outlines transition arrangements, including roles, powers, and composition of any transition body and whether it will appoint an interim chief executive to any council newly established in the reorganisation plan. Full details of the purpose, composition, and roles of a transition body are set out in Part 3 of Schedule 3 of the LGA and discussed in [chapter 5](#) of these guidelines.
79. The Commission must include a statement with the reorganisation plan that explains how it meets the [objectives for reorganisations](#), and provides a balanced assessment of the plan and outlines the advantages and disadvantages of the proposal, including those relating to:
 - the creation or alteration of any district or region

²⁵ LGA, section 31

- the exclusion of any remaining area of a district or region affected by the proposal
- any changes to the responsibilities of each affected local authority
- any change to how a local government service is managed and provided.²⁶

80. When adopting a reorganisation plan, the Commission must consider statutory factors such as potential benefits, costs, risks of not acting, community interests (including iwi and hapū), and levels of public support or opposition.²⁷ These factors are set out in full in [Schedule 3, clause 12 of the LGA](#).

Notifying the plan²⁸

81. As soon as reasonably possible after adopting a reorganisation plan, the Commission must give public notice of the plan. The public notice must advise where people can look at the plan and the Commission must do anything else needed to make sure interested people, groups, or organisations know about it.

Poll of electors

82. Under a Commission-led process, the more significant types of reorganisation plan require a poll of electors.²⁹ The poll is held in the affected area, and the result is determined by a simple majority across the whole affected area (not by each local authority area).³⁰

83. The types of reorganisation plans that require a poll are listed in [Schedule 3, clause 23 of the LGA](#).

84. The poll must be held in accordance with the [Local Electoral Act 2001](#) and the provisions of that Act apply, with any necessary modifications, to the conduct of the poll.³¹

85. The costs of the poll are shared between the affected councils. Costs are apportioned based on how many electors from each council area are on the electoral roll.³²

86. If more than 50% of votes cast (as a simple majority across the affected areas) support the reorganisation plan, the Commission must prepare and issue a reorganisation implementation scheme.³³

²⁶ LGA, Schedule 3, clause 13

²⁷ LGA, Schedule 3, clause 12(2)

²⁸ LGA, Schedule 3, clause 13

²⁹ LGA, Schedule 3, Subpart 2

³⁰ LGA, Schedule 3, clause 27

³¹ LGA, Schedule 3, clause 25

³² LGA, Schedule 3, clause 25

³³ LGA, Schedule 3, clause 28

When a poll is not required

87. A poll is not required if the reorganisation plan only deals with one or more of the following matters:

- boundary alterations;
- the establishment of joint committees or the establishment, abolition or alterations to local board areas and local boards;
- the transfer of responsibilities, duties, or powers that do not involve a *major transfer*³⁴

Giving effect to the plan

88. Once a reorganisation plan is adopted, either by the Commission or by councils with Commission approval, and any required poll supports the plan, an Order in Council is required to give effect to it.³⁵ This is arranged in discussion with the Department of Internal Affairs.

89. The Order in Council also establishes the transition body described in the reorganisation plan.

³⁴ LGA, Schedule 3, clause 23

³⁵ LGA, Schedule 3, clause 25

5. Transition body and implementation scheme

Transition body³⁶

90. Reorganisations plan must provide for a transition body to be established for any reorganisation.

91. Every transition body must include an implementation team and may include a transition committee. An implementation team is likely to include staff from the affected councils and will be responsible for the practical steps required to implement a reorganisation. Transition committees comprised principally of elected members will be established where the type and scale of changes involved require elected member oversight of implementation. A transition board must be established where a reorganisation involves the establishment of a new local authority or a significant change to a local authority.

92. The transition body's responsibilities include:

- Assisting the Commission in the development of a reorganisation implementation scheme
- Providing advice to the Commission and the affected councils on practical matters relating to implementation of the reorganisation
- Preparing and implementing a change management plan to guide the transition to the new arrangements
- Carrying out any other actions the Commission considers necessary for the transition
- If Order in Council implementing the reorganisation plan require, appointing an interim chief executive for a council.

93. The Commission may delegate all or part of the responsibility for preparing a reorganisation implementation scheme to the transition body, but the Commission retains responsibility for ensuring it complies with the legislation.

94. Detailed information about the roles and functions of transition bodies is [found in Schedule 3, clause 36 of the LGA](#) and specific roles may be set out in individual implementation schemes.

Costs of the transition³⁷

95. The costs associated with the transition are shared between the affected councils. The Commission must decide how those costs will be shared as soon as reasonably possible after the Order in Council giving effect to the implementation scheme is made.

³⁶ LGA, Schedule 3, clauses 33-39

³⁷ LGA, Schedule 3, clause 40

Reorganisation implementation scheme³⁸

96. The Commission (or transition body if delegated) must prepare and issue a reorganisation implementation scheme that sets out the detail of the reorganisation described in the reorganisation plan, and how it is to be implemented. The implementation scheme must promote good local government in a way that meets the needs and preferences of affected communities.

97. The implementation scheme must:

- restate key matters already set out earlier in the reorganisation plan, so the scheme is clear and self-contained
- include all provisions needed to make the reorganisation work, including:
 - any transition provisions that are necessary or helpful because of the change
 - any provisions needed for the purposes of the affected district or region, to enable the responsibilities of affected councils to be carried out, or for any other matter necessary to give effect to the scheme.

98. It may also:

- adjust or switch off certain standard provisions specified in clauses 45 and 46 of Schedule 3 if needed, so the scheme fits local circumstances
- apply parts of other Acts with sensible modifications, where that would help the scheme work smoothly³⁹
- set up any practical arrangements the Commission considers necessary to deliver the reorganisation
- include any other matters the Commission thinks are required to implement the reorganisation plan fully.

99. If representation arrangements or community board arrangements were not included in the reorganisation plan, the Commission must include them in the implementation scheme.

100. If needed, the implementation scheme can include extra provisions to make the transition work smoothly. These may cover things like elections, transferring responsibilities, planning and reporting requirements, civil defence arrangements, setting up committees or council-controlled organisations, sharing assets and liabilities, transferring staff, rating systems, and ensuring fair representation during the change.

Issuing the reorganisation implementation scheme

101. The reorganisation scheme does not require a separate public notification process.

³⁸ Schedule 3, clauses 41-43

³⁹ Schedule 3, clause 42(1)(d)

102. Once the scheme is finalised, it is given legal effect through an Order in Council.⁴⁰ That Order is published in the New Zealand Gazette, which serves as the formal public notice. The Commission arranges the Order in discussion with the Department of Internal Affairs.

When the implementation scheme takes effect

103. Once the Order in Council is made, the implementation scheme become law. The affected councils then carry out the requirements of the scheme and the necessary practical arrangements, such as transferring responsibilities, assets, staff, and setting up new governance arrangements. The Commission's role largely ends on the day the reorganisation takes effect, except for any follow-up or monitoring that the scheme or legislation requires.

⁴⁰ LGA, section 25A

6. Appendices

Appendix A: What to include in a reorganisation initiative or investigation request:

A reorganisation initiative or investigation request must include the name and address of the person making the request.

If the request is from a group of electors, it must include evidence that the group comprises at least 10% of electors in the affected area. Evidence must be in the form of a list of names and addresses of people currently on the most recent electoral roll for the area. It is recommended that more than the required number of electors is collected to ensure the required number is achieved as some signatories may not be qualified electors or there may be some duplicated names.

Appendix B: Submitting reorganisation requests to the Commission

Reorganisation initiatives, investigation requests, and reorganisation plans for approval must be submitted by email to the Chief Executive Officer of the Local Government Commission: info@lgc.govt.nz