



Premier  
& Cabinet

# Preparing for Change

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GUIDANCE FOR COUNCILS

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# PROCESS

- Council merger proposals are currently the subject of an examination and reporting process
- This presentation does not assume that the outcome of the examination and reporting process will be a merger of council
- This presentation outlines guidelines councils can implement during the proposal period to prepare for the possibility that, following the examination of the merger proposal by the CEO's Delegate (and review of the Delegate's report by the Boundaries Commission), the Minister will decide to implement the merger proposal
- This guidance is voluntary and is not formal guidance for the purposes of s23A of the Local Government Act
- Implementation of this guidance will not prevent councils from participating in the examination process

# AGENDA

- **Introduction**

- context
- principles
- key goals
- working together

- **Guidance**

- communications and engagement
- human resources
- finance
- legal
- services and systems

# INTRODUCTION

# CONTEXT

- Guidance for **preparation phase** from early to mid 2016
- Running parallel to merger proposal examination process
- Guidance for councils working **individually** and **together**
- Other guidance sources:
  - Council Decision Making During Merger Proposal Periods (OLG)
  - Local Government Workplace Reform Kit (LGNSW)
- Further direction for merging councils to be provided later in 2016

# PRINCIPLES

<b>Service</b>	Maintain seamless service delivery to communities
<b>Opportunity</b>	Embrace opportunities to improve services and infrastructure to communities
<b>Cohesion</b>	Bring together and build on the strengths of strategies, structures, staff and systems
<b>Engagement</b>	Inform and involve communities, staff and partners in planning and implementing change
<b>Integrity</b>	Ensure ethical, open and accountable governance and administration
<b>Respect</b>	Value the knowledge and contributions of staff, communities and other partners

# KEY GOALS

- 1 Collaboration between and within councils
- 2 Transition planning
- 3 Service continuity
- 4 Informed community
- 5 Informed staff
- 6 IP&R analysis
- 7 Planning for identity and website
- 8 Planning for business continuity

# LEADERSHIP AND COLLABORATION

- Shared transition planning
- Regular meetings
- Drawing on staff across councils
- Frequent communications
- Progress monitoring
- Celebrating milestones
- Respecting histories and achievements



# GUIDANCE

# COMMUNICATIONS AND ENGAGEMENT

- Communications and Engagement Plans
  - community
  - staff
- Existing activities
  - maintain most
  - review media and social medial protocols
- Consider new council identity and website
- Plan for future community engagement

# HUMAN RESOURCES

- Non-senior staff protected from forced redundancy:
  - during proposal period and
  - for 3 years after new council established
- Minister must generally consent to changes to employment conditions

# HUMAN RESOURCES

- Communicate early and frequently with staff
- Consider holding over vacancies where possible
- Document and analyse current arrangements
  - organisational structure
  - position descriptions
  - salary system
  - payroll
  - industrial issues

# FINANCE

- Maintain sound financial management
- Where possible, avoid significant commitments that bind a new council
- Prepare 2016-17 Operational Plan and budget aligned to Delivery Program
- Document current arrangements
- Plan to integrate
  - bank accounts
  - ABN and TFN
  - insurances
  - financial systems
  - policies and procedures

# LEGAL

- Review oversight, particularly delegations
- Document current arrangements
  - contracts
  - loans
  - legal proceedings
  - real estate, plant and equipment, technology
  - interests, affiliations, MOUs
  - intellectual property
  - registers
- Consider practical effects of potential vesting order
- Plan for service continuity for regulatory activities

# SERVICES AND SYSTEMS

- ICT Plan
- Document other services and systems
- Plan for potential merger
  - service continuity
  - stability for customers and staff
  - realise early benefits



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