

## FACT SHEET for General Managers

### Are you affected by a council merger?

The proclamations made on 12 May 2016 appointed interim General Managers and, in most cases, one or two Deputy General Managers to 19 newly-formed councils.

If you have been successful in securing an interim General Manager or Deputy General Manager position your contract will be rolled over to become a contract with the new council.

If your contract has less than twelve months remaining, you will enter into a new contract with the new council for a period of up to twelve months. The new council may at any time terminate the employment of the interim General Manager or Deputy General Manager (in accordance with the interim General Manager's or Deputy General Manager's contract).

A critical first step for the interim General Manager is to establish a management framework and responsibilities for the amalgamation process.

The interim General Manager will be responsible for leading successful change management, overseeing transition plans and coordinating the development of key plans and policies to guide the change process. [LGNSW's Amalgamation Toolkit](#) provides several resources to assist including:

- Template - [Transition Plan Template \(PDF, 309KB\)](#)
- Checklist – [Example amalgamation action checklist \(Word, 200KB\)](#)
- Checklist – [Policy Review and Consolidation \(Word, 427KB\)](#)
- Checklist – [Day 1: Commencement Day Checklist \(PDF, 254KB\)](#)
- Resource - [Due Diligence Key Deliverables and Key Areas \(Word, 443KB\)](#)

Other key priorities for the interim General Manager will include:

- Service continuity and service improvement
- Communication with staff and the community
- Transitioning critical internal functions including ICT, staff delegations and financial management
- Maintaining a positive work culture during a time of change.

The [Guidance for Leaders section](#) of the LGNSW Amalgamation Toolkit is a useful first port of call for Interim General Managers and Deputy General Managers.

LGNSW Learning Solutions can provide a range of workplace change sessions that may assist council staff including:

- Building well-being and resilience
- Constructive workplace communication
- Making consultative committees more effective
- Managing the stages of change.

**For further information contact: LGNSW Member Services on 9242 4142**