<Enter the name of your Local Government> BUSINESS SYSTEMS TRANSITION WORKING GROUP

Terms of Reference

<Explanatory Notes: This an example Terms of Reference to be used as guidance purposes only – edit this document to suit your own council's purposes, or use your own template.</p>

It is recommended that:

- An appropriate governance structure is put in place to guide the business systems transitional planning.
- A Business Systems Transition Plan is developed to identify the current systems in place, the proposed business systems Future State, and the actions and priorities required to be undertaken.
- Business systems transition planning is commenced early and that efforts are made to be operating on one system for changeover day.
- The "Business Systems Transition Working Group" and the associated working groups should have representatives from each of the amalgamating local governments.

Delete this section from the Terms of Reference >

Background

The NSW Government released its Fit for the Future (FFTF) program in September 2014. The State Government announced plans for widespread changes to local government arrangements in NSW.

It has been proposed that the new local government entity <enter the name of your Local Government> will commence on XX XX 2016, formed by the amalgamation of the former <enter the name of the amalgamating local governments here>.

To support the transition to the new local government entity, a Business Systems Transition Working Group has been established to ensure that the immediate, short-term information technology and information management requirements of the new local government are identified, and that appropriate processes are put in place to enable a smooth transition to the new local government.

The Business Systems Transition Working Group reports to <complete as appropriate>.

Purpose

The Business Systems Transition Working Group will develop a Business Systems Transitional Plan that identifies the short, medium and long term business systems requirements for the new local government.

Responsibilities

- Identify what systems and processes need to be in place for commencement date, and take appropriate action to ensure smooth transition for change over day.
- Make recommendations to the Interim CEO on the short-term to long term technology requirements and systems for the new local government.
- Establish working groups for each of the key corporate systems (reporting to the Business Systems Transition Working Group) such as finance, HR and Payroll, records, property and rates, GIS.
- Identify risks and develop an appropriate risk migration plan.
- Determine costs of systems integration.
- Review existing business systems policies and develop new business systems policies.
- Complete assigned outputs within the agreed timelines.

Deliverables

 A Business Systems Transitional Plan that identifies the immediate business systems requirements for changeover day, and the short and medium term business systems requirements for the new local government, and the necessary actions to be undertaken.

- A risk assessment and mitigation plan.
- A draft business systems budget identifying systems, hardware and staff requirements.

Representatives

Representative	Contact details
	Ext: Email:
	Ext: Email:
	Ext: Email:
	Ext: Email:
	Ext: Email:
	Ext: Email:

Meeting procedures

- Frequency
 - The group shall meet fortnightly. However, in some circumstances, meetings may need to occur more or less regularly.
- Notice of meeting
 - As far as practicable, notice of meetings and supporting documentation shall be available three working days in advance of the meeting date.
- Notes/Actions
 - o Minutes of actions will be circulated to relevant working groups / sub-committee.