

COMMENCEMENT DAY CHECKLIST – Day 1 of new entity

In time for commencement of the new entity, it is essential that some actions, especially certain legal and financial tasks, are completed. Other tasks outlined in ‘Stage 4 – Implementation’ of the toolkit will most likely continue to be implemented over a longer changeover *period*.

The list below are those tasks for which it is ideally important to have completed prior to or on commencement day.

Governance

- Prepare an overarching Transition Action Plan documenting the framework, key tasks and milestones. This could include an operational program delivery framework with reporting and project deliverables.
- Communicate the Commencement Day plan (including communications plan and risk assessment for Commencement Day, systems and process, accommodation/premises, marketing collateral, service provision, after hours contact details etc.), and ensure all business units are captured within the overarching or specialist areas.

Interim organisational structure

- The interim structure is finalised and communicated.
- Employees have received their Letter of Appointment. Prepare letters of appointment for the GMs and Senior staff either through the Council and /or the Governor’s proclamation.
- The current Salary Systems for each of the old entities are in place for payroll purposes.

Due Diligence

- Present the findings of the due diligence report to all key working groups and stakeholders. Ensure risk, communications, workforce, service provision and key asset and financial matters are managed in accordance with the due diligence recommendations.

Delegations

- Collate and develop an inventory of all delegations in accordance with legislative guidelines.
- The policy, procedure and delegations manual is communicated and is accessible to all employees. Training requirements have been met if applicable.
- Employees have a clear understanding of their delegation of authority and authorisation levels.
- Adequate financial delegations are in place to manage the expenditure of funds and exercise control of financial functions.

Risk Management

- Undertake a risk assessment of the transition process and establish a risk management plan.
- Amend/update all necessary insurance policies and arrangements for the new entity.

Communications

- All customer service staff are instructed on the use of the new name of the Council and to answer the telephones using the new name of the Council. Appropriate training of the staff to occur. Other processes for customer-facing roles will need to be defined to deliver a consistent approach (refer to Customer Service Changeover Day checklist).
- Develop an overarching communication strategy and establish the website presence for the new organisation, linked through to each of the old entities using hyperlinks. Also, establish new email addresses for staff linked back through to the original email as proxy.

Common Seal

- Resolve to adopt the Common Seal for the new entity at the first meeting of the new Council. Or for those councils which have opted for a Power of Attorney instead of the Council Common Seal, ensure a council resolution is passed to re appoint a Power of Attorney for the new organisation (must be an individual).

Records Management

- An agreed process for receipt and dispatch of records, mail etc. has been established and communicated.

Financial Management

- Resolve to adopt budget and implement Operational Plan 2016/17.
- Accounting policies finalised.
- All business unit budgets have been distributed.
- All responsible officers are briefed on budget, reporting requirements and processes.
- Establish new banking arrangements and implement new processes.
- Transfer balances (post audit) to new entity (allow provision for uncleared cheques and EFTs).
- Arrange closure of accounts no longer required and transfer of funds to new entity.
- Complete all new business entity requirements where required and in line with new business entity model. This may include applying for a new ABN and GST registration with Australian Taxation Office, a Tax File Number (for FBT purposes) and FBT Registration, Deductible Gift Recipient (DGR) number, Payroll tax number and new common seal.