

POLICY

TITLE:	Shared Services Policy		
DIRECTORATE:	Council		
ADOPTED BY:	Council Resolution: OMC-24/355		
DATE OF ADOPTION:	29 November 2024	DATE OF REVIEW:	29 November 2026
POLICY NUMBER:	121		
LEGISLATIVE REF:	<i>Local Government Act 2019; Section 216</i> <i>Local Government (General) Regulations 2021; Section 44</i> <i>Information Act 2002 (NT)</i>		

1. INTRODUCTION

1.1. Purpose

The purpose of this Policy is to describe the framework for Council entering into an agreement with one or more Councils or Agencies for the delivery of shared services.

1.2. Scope

This Policy applies to contracts or agreements entered into with one or more local governments, agencies or subsidiaries for the delivery of shared services or collective procurement.

All local government services are open to being delivered under a shared service model or collective procurement agreement, subject to the individual requirements of each participating entity.

1.3. Responsibilities

All persons within scope of this Policy are required to adhere to this Policy and its associated procedures.

The CEO is accountable for the overall management of this Policy.

1.4. Policy Objectives

- 1) The Council is committed to act in an economically efficient manner, to be socially and environmentally responsible and to provide innovative, high-standard services.
- 2) All council services are open to being delivered under a shared service model or collective procurement agreement, subject to the individual business and practical requirements of each participating council.
- 3) Collective procurement is an agreement between two or more councils to enter into a procurement agreement where a lead council is nominated, as prescribed under the Local Government (General) Regulations 2021. The relevant legislative provisions are to be considered and a formal agreement entered into prior to this type of arrangement commencing.

2. POLICY STATEMENT

2.1 Considering shared services and joint procurement agreements

The Council may consider entering into a shared services agreement when:

- a) a role in Council is capable of being undertaken by a person employed by another council (under a shared resourcing agreement);
- b) a council service that cannot be supplied from within Council is able to be delivered by another council;
- c) a council service can be supplied or delivered in another council's area, by agreement with that council; or
- d) undertaking procurement of an asset (such as motor vehicles), which can be collectively procured under a single procurement tender process; or
- e) the use of an asset can be shared between councils; or
- f) it is efficient for Council to enter into an agreement with other councils to undertake a project, in accordance with legislative requirements, where one council is approved by every other participating council to take the lead on the project and make decisions on behalf of all the participating councils.

2.2 Assessing a shared services or collective procurement opportunity

The Council will consider the following when a shared services or collective procurement agreement is being contemplated:

- a) opportunities that would result from such a decision (e.g. shared risk; economies of scale; demonstration of leadership and collaboration; long-term sustainability; potential invigoration of council staff; strengthening relationships with a like-minded or neighbouring council);
- b) associated risks and how those risks can be best managed;
- c) challenges likely to arise (e.g. the challenge of maintaining consistent service delivery across the council area and any other areas);
- d) future needs of council and its constituency; and
- e) capacity, both current and future, of the council, or councils which are parties to the agreement, to deliver the expected outcomes of a shared services or collective procurement agreement.

3. COUNCIL REQUIREMENTS

3.1 Annual Reporting

A list of all shared services and collective procurement agreements that operated during the financial year, are to be listed in Council's annual report.

From time-to-time the Council may set one or more performance indicator measurements and expectations for shared services in Council's annual plan and actual performance comparatives must be reported in the subsequent annual report for the same financial year(s).

3.2 Agreements to be in writing

Shared services and collective procurement agreements must be in writing and clearly set out all relevant details as required under Section 44 of the Regulations.

3.3 Matters for consideration

Before entering into a formal agreement for shared services or collective procurement activity, the following considerations will be taken into account:

- a) cost benefit analysis of entering into the agreement;
- b) service level standards to be met;
- c) period of time of agreement and whether it is one-off or ongoing for a period of time;
- d) establishment and agreement of KPIs;

- e) risk assessment and mitigation strategies;
- f) if access to council information is required under the agreement, the control and protection of council information (ensuring access to sensitive council information is protected);
- g) any change management process that may be necessary;
- h) employment opportunities that may arise or be reduced as a result of entering into an agreement; and
- i) any other economic, social and cultural considerations.

4. RELEVANT POLICIES

Policies and procedures to be read in conjunction with this policy are:

- 1) Codes of Conduct
- 2) Procurement Policy
- 3) Risk Management Policy
- 4) Enterprise Agreement

5. IMPLEMENTATION AND REVIEW

5.1. Implementation

Relevant personnel will be made aware of this policy. It is not a requirement of the Act for this Policy to be published on the Barkly Regional Council website.

5.2. Review

This policy will be reviewed on or before 29 November 2026.

6. VARIATIONS, REVOCATIONS AND/OR CHANGES

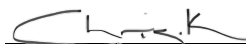
Barkly Regional Council reserves the right to revoke and/or amend this policy from time to time as is considered necessary to better manage its business and/or to comply with any legislative requirements. Employees will be given sufficient notice of any such revocations, amendments, or changes.

7. APPROVAL

This policy is approved.

Chris Kelly

Chief Executive Officer



Signature

29 Nov 2024

Dated

END