

Shared Services Policy

Council Policy



Policy Name	Shared Services Policy		
Type	Council Policy		
Owner	Elected Members		
Responsible Officer	Chief Executive Officer		
Decision Number	22763	Approval Date	26/09/2023
Records Number	D2023/015063	Next Review Date	26/09/2027

1 Purpose

This policy describes the framework for Alice Springs Town Council entering into an agreement with one or more councils for the delivery of shared services.

2 Definitions

For the purposes of this policy, the following definitions apply:

Term	Definition
Collective procurement	An agreement between two or more councils to enter into a procurement agreement where a lead council is nominated, as prescribed under the <i>Local Government (General) Regulations 2021</i> .

3 Policy Statement

3.1 Principles

Alice Springs Town Council is committed to act in an economically efficient manner, to be socially and environmentally responsible and to provide innovative, high-standard services.

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.

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.

3.2 Considering Shared Services and Joint Procurement Agreements

Alice Springs Town Council may consider entering into a shared services agreement when:

- 3.2.1 a role in Alice Springs Town Council is capable of being undertaken by a person employed by another council (under a shared resourcing agreement);
- 3.2.2 a council service that cannot be supplied from within Alice Springs Town Council is able to be delivered by another council;

- 3.2.3 a council service can be supplied or delivered in another council's area, by agreement with that council; or
- 3.2.4 undertaking procurement of an asset (such as motor vehicles), which can be collectively procured under a single procurement tender process; or
- 3.2.5 the use of an asset can be shared between councils; or
- 3.2.6 it is efficient for Alice Springs Town 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.

3.3 Assessing a Shared Services or Collective Procurement Opportunity

Alice Springs Town Council will consider the following when a shared services or collective procurement agreement is being contemplated, and before entering into a formal agreement:

- 3.3.1 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);
- 3.3.2 potential impact on local businesses;
- 3.3.3 associated risks and how those risks can be best managed, including conducting a risk assessment and assessing mitigation strategies;
- 3.3.4 challenges likely to arise (e.g. the challenge of maintaining consistent service delivery across the council area and any other areas);
- 3.3.5 future needs of Alice Springs Town Council and the Alice Springs community;
- 3.3.6 capacity, both current and future, of Alice Springs Town Council, or councils which are parties to the agreement, to deliver the expected outcomes of a shared services or collective procurement agreement;
- 3.3.7 cost benefit analysis of entering into the agreement;
- 3.3.8 service level standards to be met;
- 3.3.9 period of time of agreement and whether it is one-off or ongoing for a period of time;
- 3.3.10 establishment and agreement of KPIs;
- 3.3.11 if access to Alice Springs Town Council information is required under the agreement, the control and protection of Alice Springs Town Council information whilst ensuring that Alice Springs Town Council meets disclosure requirements under the *Information Act 2002 (NT)*;
- 3.3.12 any change management process that may be necessary;
- 3.3.13 employment opportunities that may arise or be reduced as a result of entering into an agreement; and
- 3.3.14 any other economic, social, environmental and cultural considerations.

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3.4 Annual Reporting

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

From time-to-time, Alice Springs Town 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).

3.5 Agreements to be in Writing

Shared services and collective procurement agreements must be in writing and clearly set out all relevant details.

Collective procurement agreements must be in writing and contain certain details pursuant to regulation 44 of the *Local Government (General) Regulations 2021*.

4 Responsibilities

The Chief Executive Officer (CEO) is accountable for the establishment and periodic review of the policy, and Alice Springs Town Council's Directors are responsible for the implementation and management of the functions contained within this policy.

5 Related Documents

- *Information Act 2002 (NT)*
- *Local Government Act 2019 (NT) – section 216*
- *Local Government (General) Regulations 2021*

6 Version History

Version	Date	Action/Description of changes made	By
V1.0	24/01/2023	New policy	Director Corporate Services
V2.0	26/09/2023	Revised policy	Acting Director Corporate Services

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7 Communication and Training

Will this policy be communicated through internal communications?	Yes
Where will this policy be available?	Intranet, ASTC website
Will training needs arise from this policy? If yes, who will be responsible.	No