SHARED SERVICES

COUNCIL POLICY

PURPOSE

This policy describes the framework for Council entering into an agreement with one or more local government or local government subsidiaries for the delivery of shared services.

PRINCIPLES

City of Palmerston is committed to act in an economically efficient manner, to be socially and environmentally responsible and to provide innovative, high standard services.

DEFINITIONS

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

TERM	DEFINITION
Shared Services	Entering into an arrangement with one or more local governments for mutual benefit of improved service delivery and outcome at a reduced overall risk and cost.
Collective Procurement	Means an agreement between two or more councils to enter into a procurement agreement where a lead council is nominated.

POLICY STATEMENT

1. Shared service and joint procurement agreements

City of Palmerston may consider entering into a shared services agreement when:

- City of Palmerston may consider entering into a shared services agreement when:
- A role in City of Palmerston is capable of being undertaken by a person employed by another local government.
- A City of Palmerston service that cannot be supplied from within the organisation, is able to be delivered by another council.
- A City of Palmerston service can be supplied or delivered in another council's area, by agreement with that local government.

- Undertaking procurement of an asset, which can be collectively procured under a single procurement tender process; or
- The use of an asset can be shared between local governments; or
- It is efficient for City of Palmerston to enter into an agreement with other councils to undertake a project, where one council is approved by every participating council to take the lead on the project and make decisions on behalf of all participating councils.

2. Assessing a shared services or collective procurement opportunity

City of Palmerston will consider the following when a shared services or collective procurement agreement is being contemplated:

- Opportunities that would result from such a decision including:
- economies of scale,
- demonstration of leadership and collaboration,
- long-term sustainability,
- potential invigoration of council staff, and
- strengthening relationships with like-minded or neighbouring councils.
- Cost benefit analysis of entering into the agreement.
- Length of time of the potential agreement.
- Establishment and agreement of KPIs, where applicable.
- Associated risks and how those risks can be best managed via a risk assessment.
- Challenges likely to arise such the challenge of maintaining consistent service delivery across the City of Palmerston area and any other areas.
- Future needs of City of Palmerston and its constituency.
- Capacity, both current and future, of Councils which are parties to the agreement, to deliver the expected outcomes of a shared services or collective procurement agreement; and
- Ensuring the practices are compliant and are underpinned by City of Palmerston's procurement principles.
- Any other economic, social and cultural considerations.

3. Council requirements:

Annual reporting:

- A list of all shared services and collective procurement agreements that operated during the financial year, will be listed in City of Palmerston's Annual Report.
- Performance comparatives must be reported in the subsequent Annual Report for the same financial year.

Agreements to be in writing

- Shared services and collective procurement agreements must be in writing and clearly set out all relevant details.
- The agreement will be reviewed annually to ensure it remains fit for purpose for Council.

ASSOCIATED DOCUMENTS

- Community Plan
- Procurement Policy
- Privacy Policy

REFERENCES AND RELATED LEGISLATION

- Local Government Act 2019 (NT)
- Local Government (General) Regulations 2021 (NT)

POLICY DETAILS

OWNER	CEO	RESPONSIBLE OFFICER	General Manager Finance and Governance
APPROVAL DATE	18 March 2025	NEXT REVIEW DUE	18 March 2029
RECORDS NUMBER	466298	COUNCIL DECISION	10/1798