

## GOV030 – Shared Services Policy

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### 1. POLICY CERTIFICATION

Policy title:	<b>Shared Services Policy</b>
Policy number:	<b>GOV030</b>
Category:	<b>Council Policy</b>
Classification:	<b>Administration</b>
Link to Strategic Plan Goals:	Goal 1: Strong Leadership through Good Governance. Strong Financial Management, Corporate Planning and Operational Support
Link to Strategic Plan Strategy:	Goal 1: Further strengthen corporate governance and financial sustainability
Link to Business Plan Strategy:	Goal 1: Achieve strong Corporate Governance
Status:	Approved

### 2. PURPOSE

Roper Gulf Regional Council (Council) affirms its commitment to the development and sustainability of its residents and communities. Council aims to provide efficient, timely, and high-standard services to achieve this goal. RGRC recognises that under certain circumstances it may be practical to enter into a shared-services arrangement with one or more bodies for mutual benefit of improved service delivery and outcome, at a reduced overall risk and cost.

### 3. ORGANISATIONAL SCOPE

This Policy is applicable across Roper Gulf Regional Council as a whole, and is aimed at Directorate and Business Unit level. This Policy compliments the following Council Policies:

- COR005 Corporate Processes Policy;
- GOV031 Procurement Policy;

### 4. POLICY STATEMENT

Council will consider whether or not a shared-services approach with other public or private bodies is desirable on a case by case basis.

Council will also consider requests and proposal for shared services from external stakeholders.

The ultimate discretion of whether or not to enter into a shared services agreement lies with Council and its delegated officers as outlined in the GOV012 Organisational Delegations Manual (Non-Financial).

### 5. DEFINITIONS

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<b>CEO</b>	Chief Executive Officer
<b>RGRC</b>	Roper Gulf Regional Council

### 6. PRINCIPLES

The feasibility of potential shared services arrangements with external bodies shall be reviewed by the Strategic Leadership Team (SLT). Requests for such arrangements may arise from internal business units, as well as from external parties.

Proposals for shared services arrangements shall be assessed against various requirements and considerations including but not limited to:

- Applicable law;
- Current and potential contractual and agreement obligations;
- The public interest;
- Current and potential operational requirements;
- Risk;
- Safety;
- Cost analysis;
- Current and potential capacity of all parties to deliver stated and desirable outcomes;

Should SLT determine that a shared services arrangement is desirable, the responsible business unit shall develop a proposed agreement as directed by the Chief Executive Officer (CEO) or applicable General Manager, and forward the proposal to the Corporate Information Services business unit for review in accordance with the COR005 Corporate Processes Policy.

The final draft of a shared services agreement requires the review and approval of the General Manager Corporate Services and Sustainability before it is presented to the CEO and/or Council (depending on nature of matter) for adoption and execution.

### 7. Applicable Law

Cited Acts	<i>Local Government Act 2019</i>
Applicable Acts (not exhaustive)	<i>Information Act 2002;</i>
Cited Case Law	Nil
Other Reference Material	COR005 Corporate Processes Policy

### 8. DOCUMENT CONTROL

Policy Number	<b>GOV030 Shared Services Policy</b>
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Policy Owner	<b>Manager Corporate Compliance</b>
Approved By	<b>Council</b>
Approval Date	<b>27 June 2018</b>
Revisions	<b>Nil</b>
Amendments	<b>May 2021 (administrative)</b>
Next revision due	<b>June 2024</b>

### 10. CONTACT PERSON

Position **Manager Corporate Compliance**  
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