**Inter-agency collaboration agreement**

**Purpose:** To enable agencies to agree on how to work together to address community priorities, and provide guidance on delegation for decision making and managing the collaboration throughout the LDM process.

Community do not want to wait for decisions to bounce back and forward between agencies or locations during LDM. Government has committed to be flexible and work at community pace. Therefore, this template helps facilitate a new way of working in government.

This document should be revisited regularly as the process evolves. It may or may not be shared with community

**When to use:** Create and sign in stage 1, revisit as required.

**How to use:** Complete section 1 for each agency:

* Consider the role of your agency. Is your agency leading the engagement with community? Leading a certain area or topic? Supporting with resources? Providing information? Where this is unclear or there are multiple agencies involved, agencies should work together to decide the roles of each agency.
* Consider decision making. Community do not want to be delayed by bureaucracy, or rushed by government timelines. How can processes be flexible, and how can decision making be streamlined?
* What data do you have that you could share with community, so they can better understand what is happening in their area?
* Do you have resources to help with the process? Think broadly, this could include funding, staff, a seat in a regional office, information from recent engagement, IT systems which enable data access and analytics.
* Who are the key contacts?
* What are enablers to collaboration? For example, local staff in this area, a successful program which could be built on, integrated systems, flexible funding arrangements.
* What are the barriers to collaboration? What can you address to make this smoother, and how will you do that? What could DCM do to help address these, and make the LDM process easier?

Then, agencies should work together to complete Section 2.

Finally, this document should be signed by delegates from each agency, in Section 3.

**Agency Collaboration Agreement**

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**LDM PROJECT PARTNER/SITE:** <content>

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**SECTION 1: AGENCIES DETAILS**

Complete for each agency.

|  |  |
| --- | --- |
| **Agency** |  |
| **Role in the LDM process** |  |
| **Key contacts** |  |
| **What do we understand key community priorities for this partner/site to be?** |  |
| **How will decision making be made for this project? Are there regional staff who can be delegated to make decisions on behalf of the agency? If not, how will delays be avoided?** |  |
| **What data does this agency have available that could be shared with community to enable informed decision making?** |  |
| **What resources does this agency have to contribute?** |  |
| **From this agency's perspective what are the enablers for collaboration?** |  |
| **From this agency's perspective what are the barriers to collaboration?** |  |
| **How could these be addressed?** |  |

**SECTION 2: COLLABORATION DETAILS**

Based on the information in section 1:

**Who will lead engagement with community?** <content>

**What are the reporting and accountability measures back to agencies?** <content>

**What needs to be changed to enable the collaboration?** <content>

**How will resources be shared and reported on?** <content>

**How will difficulties be handled?** <content>

**SECTION 3: AGREEMENT**

We are committed to supporting the self-determination of Aboriginal Communities and Territorians. We will work together and not as silos with Community or their Governance structures to help meet community priorities under the LDM initiative.

We commit to working within the LDM Principles.

Within budget and policy constraints, we will put the priorities of communities before our own. Where we cannot meet community priorities, we will explain the reasons to communities, and work together to try to find an alternative solution. Where process is a barrier to collaboration and meeting community priorities, we will be flexible.

We will learn from each other, and share success.

Date:

Agency 1 representative name

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Signed

Agency 2 representative name

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Signed

Agency 3 representative name

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Signed