|  |
| --- |
| Shared Risk |
|  |
| Network Agreement *template* |
| **<Network name>** |



DD Month 20XX

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# Using this Template

## Purpose

This Network Agreement is a template that you and your network may choose to use. It is particularly recommended for complicated and complex types of shared risks.

It helps you define, identify and document important information about the shared risk, the indicative budget allocated to deal with the risk, roles and responsibilities, how you will monitor and govern the risk and the ways you will work together with other agencies and organisations.

Importantly, it also includes a sign off page to obtain written commitment from the relevant parties.

1. Scope

<Introduction>

* 1. Purpose

<Purpose of this agreement>

* 1. Lead agency

<Lead Agency >

* 1. Statement of network mission

<A short statement, preferably one or two sentences which explains the mission of the network>

* 1. Problem statement

<Defines the problem in 2 or 3 paragraphs and explains simply what areas are affected and how the problem is evidenced. This may be articulated in a report.>

* 1. Specific issues to be addressed
* This section is important because it represents the work which will be actually undertaken by the agencies in the network. In preparing this list:
* Clarity is essential to provide focus and direction for the team/s.
* Be specific.
  1. Indicative budget

<What is the breakdown of the indicative budget?>

* 1. Proposed outcomes

|  |  |
| --- | --- |
| **#** | **Description** |
|  |  |
|  |  |
|  |  |

1. Risk Identification

<Articulate any risk identification that has occurred already>

1. Emerging Risks

<Articulate any new risks that have been identified>

1. Deliverables

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Deliverable name** | | **Description** | **Who** | **When** |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |

1. People and Other Resources
   1. General responsibilities of members

* While members represent their agency, each also has a responsibility to act from a whole of government perspective so that the arrangement can produce the best results for government and the community
* Seek effective outcomes in a constructive manner with members
* Advise other members of any caveats or requirements constraining their involvement in the arrangement
* Follow up with the lead agency regarding lead agency responsibilities
* Follow up with their own agency if the responsibilities of their agency are not met and report back to the lead agency
* Accept the confidentiality of the arrangements as outlined by the lead agency
* Embrace collegiality as a behaviour crucial to public sector leadership
  1. Specific responsibilities

|  |  |  |  |
| --- | --- | --- | --- |
| **Name/agency** | | **Role** | **Responsibility** |
|  |  | |  |
|  |  | |  |
|  |  | |  |

* 1. Allocation of resources

<How will resources be allocated?>

1. Working Together
   1. Timeframes

* Beginning and ending times for the network.
* Any milestones along the way.
* Whether or not timeframes are negotiable and under what circumstances.
  1. Meetings
* Location/s and schedule for and duration of meetings.
* Process for setting up periodic, as-needed meetings other than those listed above.
* Whether, to what extent, and who will take minutes.
  1. Workshops
* Location/s and schedule for and duration of workshops.
* Content and purpose of workshops.
  1. Pulse checks

<Frequency and content of Pulse checks>

* 1. Record keeping and reporting requirements
* List those persons/organisations that need to know about interim decisions made by the team.
* How this will be communicated also needs to be included here.
  1. Review performance

<Progress to date>

* 1. Information sharing

<How will information be shared?>

* 1. Oversight

<Where are the escalation points? What are the escalation protocols?>

* 1. Communication Plan

<Add Communication Plan>

1. More Information

Where do I go for more information?

|  |  |
| --- | --- |
| VGRMF resources | <https://www.vmia.vic.gov.au/tools-and-insights/victorian-government-risk-management-framework> |
| VMIA | Your Risk Adviser |

1. Our Commitment

To ensure this program meets our objectives, we agree to the timelines, roles and responsibilities as listed above

|  |  |  |
| --- | --- | --- |
| Organisation | Name and signature | Contact details |
|  |  |  |
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