

## Appendix 2

(Paragraph 1.3)

### Self-assessment checklist: effective collaboration<sup>13</sup>

This self-assessment checklist will help public bodies develop better practice, procedures and protocols for effective collaboration.

Developing effective collaboration: self-assessment		In place?
<b>Understand the cross-entity environment</b>		
<b>1</b>	Entities have worked together to understand the common goals and drivers for any proposed collaboration.	<input type="checkbox"/>
<b>2</b>	Entities have established and mutually agreed that a collaborative arrangement is likely to present advantages over a single entity approach.	<input type="checkbox"/>
<b>Promote cross-entity performance and accountability</b>		
<b>3</b>	Entities have discussed and agreed on a clear purpose, a coordinated strategy and shared and visible lines of accountability.	<input type="checkbox"/>
<b>4</b>	Each party's expectations, responsibilities and functions have been identified, agreed, understood and documents, including arrangements for funding, monitoring progress and performance reporting.	<input type="checkbox"/>
<b>Establish clear roles, responsibilities and governance arrangements</b>		
<b>5</b>	The parties have agreed and documented accountability arrangements in three dimensions: (i) horizontal accountability obligations among the partners (ii) vertical accountability within each entity to its governing or oversight body (iii) collective accountability of all partners to an overall governing body.	<input type="checkbox"/>
<b>6</b>	Appropriate consideration has been given (and action taken) to appointing a lead entity and/or management committee to oversee and drive the partnership and monitor outcomes.	<input type="checkbox"/>
<b>7</b>	Appropriate consideration has been given towards establishing formal dispute resolution mechanisms in order to deal effectively with any differences that arise during the course of the partnership.	<input type="checkbox"/>
<b>Work towards a shared objective or outcome, while managing shared risks</b>		
<b>8</b>	The desired objective or outcome of the collaboration has been agreed and clearly documented.	<input type="checkbox"/>
<b>9</b>	Funding and accountability arrangements have been discussed, agreed and clearly documented, with a focus on ensuring transparent and appropriate expenditure of public funds.	<input type="checkbox"/>
<b>10</b>	Risks associated with the collaboration—including shared risks—have been identified, considered and fairly allocated, and agreement has been reached and documented on how risks will be managed and reported on.	<input type="checkbox"/>

<sup>12</sup> Source: *Public Sector Governance: Strengthening performance through good governance: Better Practice Guide*; Australia National Audit Office; June 2014