Memorandum Of Understanding
Community Engagement Example

Date

Between Australian Catholic University Ltd and X ...

Australian Catholic University is a public university funded by the Australian Government and open to students and staff of all beliefs. It seeks to attend to all that is of importance to human beings, guided by a fundamental concern for justice and equity and the rights and dignity of all persons. X is...

Background

This memorandum stems from a meeting on ..., between Australian Catholic University and X, establishing a collaborative project that aims to promote ... The parties to this memorandum have come together in partnership to develop ... and to do so in a relationship characterised by mutuality, equality of status, clearly defined goals and sought outcomes, frequent and effective communication, and long-term commitment evident in the trust and respect among all parties.

Aims

This transformational partnership aims to establish mutually beneficial activities in the areas of education, research, community engagement, capacity building, and social inclusion. In so doing, the parties will pay particular attention to informed engagement for the benefit of communities. The purposes of this memorandum are:

- To ensure clear, effective and frequent communication among the parties;
- To create a point of reference for the proposed initiatives;
- To develop principles governing a collaborative and co-ordinated approach to community-based education;
- To develop a community engagement research base for discussions concerning social policy and advocacy; and
- To offer opportunities for the parties to meet, exchange ideas, and set collaborative goals.

Provisions

1. Definitions

In this Memorandum of Understanding, unless stated otherwise:

“Memorandum” means this document, including all schedules and annexures.

“Community Engagement” means involvement in a relationship characterised by mutuality, equality of status, clearly defined goals and outcomes, frequent
communication, long-term commitment, and trust and respect among all parties. This involvement will extend to the broader community through education, communication and opportunity to participate in community engagement in order to transform community.

“Research” means involvement in developing research proposals, seeking funding, undertaking joint research and publications, and providing research consultancy.

“Program” means involvement in developing proposals, seeking funding, and undertaking joint initiatives to address social injustice and disadvantage.

“Disagreement” means any matter of contention brought to the notice of all the partners in writing.

“Term” means the term set out in item 12.

2. Nature of Professional Partnership

Community Engagement: The parties are committed to collaborate in long-term community engagement activities for improving the wellbeing and building the capacity of primary and secondary students.

Research: Staff from the parties will be involved in the development of research proposals and the conduct of collaborative research that may also be used to inform public policy.

Programs: Staff from the parties will be involved in the development of program proposals and the implementation of collaborative programs for addressing disadvantage.

Publications: Staff from the parties may contribute articles individually or jointly to publications in each organization. The organizations may also enter into agreements to publish joint publications. The institutional ownership of articles will be decided prior to publication.

3. Intellectual Property

All parties will recognise the shared ownership of the intellectual property brought to activities and outcomes generated from the activities associated with this Memorandum of Understanding.

4. Insurance

Each party shall maintain, at its own expense, all policies of insurance which a prudent person in the position of the party would reasonably maintain, including public liability insurance and professional indemnity insurance, covering all relevant insurance risks for an amount that a prudent person subject to such insurance risks would insure for, and will, if required by one of the other parties, produce documentary evidence of such insurance policies.

5. Proposed Outcomes

6. Agreed Statement of Roles and Responsibilities
7. **Mutual Benefits**

Australian Catholic University will benefit by … and through joint research and publications with partners.

X will benefit by …

8. **Structure**

The executive board/steering committee is composed of representatives from Australian Catholic University and .... Each organization will nominate its representative(s) and determine the length of time that its representative(s) serves on the steering committee.

9. **Management**

**Communications and operations review**

The parties agree that:

- They will meet quarterly to propose and consider programs and to plan and review program implementation;
- Operational decisions will be made on a collaborative joint basis;
- The timing and nature of any public communication of significant planning decisions will be agreed upon by all parties prior to its release.

**Financial arrangements**

The parties agree to share through in-kind or financial contribution to capacity building in the community.

**Risk management and grievance procedures**

All parties will endeavour to provide a safe and secure environment.

The following are the agreed procedures for preventing and/or settling disputes concerning this agreement:

- Without prejudice, all parties will ensure that appropriate resources, financial or in-kind, are provided to carry out the agreed responsibilities.
- Where disagreement arises, the nominated representatives of each organization will make every effort to resolve the dispute.
- If a matter cannot be resolved, it will be referred to the directors of each agency, who will determine a suitable dispute resolution procedure in accord with the relevant policies of each agency.
10. **Confidentiality**

Any and all information relating to the operation of the parties that is not in the public domain is held to be confidential, including (but not exclusively) client information. Such information is not to be used or disclosed by any party without the specific prior approval of the others. This condition is held to apply both during and after the term of the Memorandum of Understanding.

11. **Media Relations**

Media releases or media activities that result as part of the activities under this Memorandum of Understanding will be released at key points during the implementation of the project. Such media activities will recognise the collaboration of all parties ... Media protocols relating to such matters as permission for publication of photographs must be followed by all parties.

12. **Term**

This Memorandum of Understanding shall come into place on the first date appearing on this document. It will be reviewed on ... and will remain in place unless the parties agree to vary or terminate it. Three months’ notice will be given by any party if this Memorandum of Understanding is to be terminated before the end of one year. Variations of the Memorandum of Understanding may occur from time to time with the written agreement of all parties.

Nothing in this Memorandum of Understanding is intended to create:

- legal relationships among the parties, or
- a corporate partnership.

**SIGNATORIES**

This Memorandum of Understanding is signed by the parties.

__________________________________  
**Australian Catholic University Ltd**  
**40 Edward St, North Sydney, NSW**  
**ABN 15 050 192 660**  
**CRICOS Codes: 00004G, 00112C, 00873F, 00885B**  

__________________________________  
**X**  

Date