

# BILATERAL PARTNERSHIP AGREEMENT - PROCESS FLOWCHART<sup>1</sup>

Phase	Action	Indicative Timeframe
<i>Preliminary</i>	Council writes to the Premier to ask for a Partnership Agreement or to accept the Premier's invitation to proceed to a second Agreement.	
	Local Government Office is available to brief the Council on the process.	
<i>Preparation</i>	The Premier requests Ministers to provide issues for negotiation and nominate Agency reps for Peak Group. The Council is also asked to provide issues.	<i>Around 5 weeks</i>
	State issues are sent to Premier for approval, then to Cabinet.	
	State Agencies are asked to comment on Council issues.	<i>Around 4 weeks</i>
	State Government and Council exchange issues.	<i>At least 4 weeks</i>
	Informal discussions occur between the parties to finalise agreed issues. Protocol Arrangements are drafted.	
	Briefing given to Chair and the State Government representative on the Peak Group.	
	First Peak Group meeting held, at the end of which the Protocol Arrangements are signed.	
	<i>Negotiation</i>	Negotiations occur as the Working Groups develop schedules (sections) for the Agreement.
Working Groups finalise schedules and forward them to the Partnerships Team for compilation.		
Partnership Agreement compiled by the Partnerships team.		<i>2-3 weeks</i>
<i>Approval</i>	Peak Group endorses the final draft Agreement either at a meeting or out of session.	<i>Around 5 weeks</i>
	Cabinet and Council approve the Partnership Agreement.	
<i>Signing</i>	Premier and Mayor formally sign Partnership Agreement.	
<i>Implementation</i>	Council and State submit regular progress reports (once every 2 months for the first year, then once every 4 months).	
<i>Evaluation</i>	Partnership Agreement is evaluated after 12 months. Changes can be requested and new issues may be added by Council and State Agencies.	<i>Implementation over 3 years</i>
<i>Review</i>	Partnership Agreement is reviewed 3 years after signing. A new Partnership Agreement may be developed.	

<sup>1</sup> The same process is used for regional Partnership Agreements. The process for statewide and tripartite Partnership Agreements differs, depending on the nature of the Agreement.