



ELM18 COMMUNITY PROJECTS LETTERS OF SUPPORT

Aim	To provide clear guidelines to the Elected Members and Shire Staff regarding community projects where letters of support from the Shire of Ashburton are requested
Application	All Elected Members & Staff
Statutory Environment	Not Applicable
Principles	Strategic Community Plan 2017 – 2027 (Desktop Review 2019) Goal 05 Inspiring Governance Objective 4 Exemplary work and team environment
Approval Date	OMC 17 December 2019 (MINUTE: 722/2019)

AIM

To acknowledge and support the Shire of Ashburton community projects where letters of support are requested. The Shire of Ashburton recognises that it has a major role in creating and developing a strong, cohesive community where people support each other and work together to achieve their desired quality of community life.

OBJECTIVE

Council will support projects, services, programs and facilities for the community which are:

- Planned and Coordinated – Council recognises services to the community are best delivered in a holistic, coordinated manner and that any council planning processes such as recreation planning must consider the needs of the community and must be considered before a letter of support is written.



- Efficient and Accountable – Council will support services for the community that are delivered in an effective, competitive and accountable way.
- Participative – Council recognises the importance of the community being involved in the design, development and management of services and facilities that will be utilised by them.
- Accessible – Council wishes to ensure that the community have access to the range of services and facilities offered in the community.
- Collaborative Partnerships – Council recognises and encourages the collaborative efforts of individuals and agencies working in partnership with the Shire.

METHOD

1. Requests should be received by the Director of Community Services with a minimum of five working days' notice prior to the required date.
2. Request for a letter of support (or a *Referee* request, where specific funding bodies do not accept letters of support) is to include:
 - a. An overview of the application organisation;
 - b. Full contact details of the organisation including name and contact details of the relevant person in relation to the proposed project.
 - c. Details of the proposed project (including how the project meets the objectives of the Policy);
 - d. Details of the application for the grant/subsidy;
 - e. Details of the organisations relationship the Shire including any Lease or License conditions in place, plus any other relevant information that might affect the Shire as a result of the application.
3. A summary of the application, any officer comments and a draft letter of support to be prepared by the Director of Community Services (for President' consideration).
4. All letters of support are to be signed by the Shire President.