

Council Policy – Community Projects – Letters of Support

Responsible Directorate	Community Development
Responsible Business Unit/s	Community Development
Responsible Officer	Director Community Development
Affected Business Unit/s	Office of the Chief Executive Officer Governance

Objective

The objective of this policy is to:

- provide clear guidelines to organisations when requesting a letter of support from the Shire of Ashburton (the Shire) for community led projects, and
- acknowledge and support community led projects within the Shire.

Scope

This policy does not apply to requests for financial support.

Policy Statement

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 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

- Requests are to be addressed to the Shire President and should be received by the Shire at least 10 working days' prior to the required date.
- Requests for a letter of support (or a referee request, where specific funding bodies do not accept letters of support) is to include:
 - An overview of the application organisation,
 - Full contact details of the organisation including name and contact details of the relevant person in relation to the proposed project,
 - Details of the proposed project (including how the project meets the objectives of the policy),
 - Proof that the applicant has consulted with local clubs and groups, service providers and/or organisations to ensure there is no duplication of services and opportunities for collaboration have been considered,
 - Details of the application for the grant/subsidy, and
 - Details of the organisation's relationship with 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.
- Requests will be considered based on the information provided:
 - Where supported, a letter signed by the Shire President, will be issued to the applicant.
 - Where not supported, notification will be provided to the applicant.

Definitions

Nil

Relevant policies/documents

Nil

Relevant legislation/local laws

Nil

Office use only				
Relevant delegations	Nil			
Council adoption	Date	14 March 2023	Resolution #	039/2023
	Date	15 July 2025	Resolution #	125/2025
Reviewed/modified	Date		Resolution #	
	Date		Resolution #	
Next review due	2029			