



PROVISION OF LETTER OF SUPPORT POLICY

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PART 1 – INTRODUCTION:

Council acknowledges the significant contributions of community groups, not-for-profit organisations and service providers within our community, recognising their essential roles in fostering social cohesion, driving economic development and enhancing recreational opportunities.

Letters of support play a vital role in grant applications, serving as evidence to potential funding partners of the local council's endorsement and confidence in the proposed initiative.

PART 2 - PURPOSE:

The purpose of this policy is to establish a structured and consistent approach for Junee Shire Council in managing requests for letters of support for grant applications.

This policy outlines the necessary information and criteria that applicants must provide to secure a letter of support from Council, ensuring that all requests are handled efficiently, effectively, transparently and with accountability.

By setting clear guidelines, the policy seeks to streamline the evaluation and response process, promote fairness and align Council support with its strategic objectives and community priorities.

PART 3 – OBJECTIVE:

The key objectives of this policy are to:

- Establish a standardised, transparent process for considering and issuing letters of support.
- Provide criteria and guidelines that applicants must meet to receive Council's support, ensuring they understand the eligibility requirements.
- Ensure that supported projects and programs deliver measurable community or economic benefits to Council, without conflicting with Council projects, policies or priorities.
- Support projects and programs where future costs and resource demands are clearly outlined and sustainable, avoiding projects that lead to indefinite commitments.
- Align letters of support with Council's strategic priorities and values.

PART 4 – SCOPE:

The policy addresses the following requests:

- Proposed projects intended to be situated on Council owned or managed public land.
- Proposed projects intended for public land managed by external organisations.

This policy ensures that all project and program types, regardless of location or service scope, are assessed in line with Council's standards and oversight requirements.

PART 5 – POLICY PROVISIONS:

a) Conditions:

The following conditions shall apply to requests for letters of support for grant applications:

- i. An application for a letter of support has been completed in full and all required attachments have been provided. Commercially sensitive items within the grant submission may be redacted.
- ii. The grant application must have a clear community or economic benefit to the Juneau Local Government Area.
- iii. The proposed project must align with Council's strategic priorities, as outlined in Council's strategic and delivery plans.
- iv. The Council must have a thorough understanding of the grant program and the specific details of the proposed project it is supporting.
- v. If relevant, required planning, environmental, heritage, approvals for the project must be obtained and approved in writing by Council.
- vi. The project must align to Council's objective to adopt sound asset management frameworks and strategies according to broad sustainability principles and cost effectiveness.
- vii. Where there are current or future costs to be incurred by Council, these need to be clearly outlined to be considered and approved by Council.
- viii. The applicant has undertaken all reasonable measures to mitigate the risks associated with the project, including holding appropriate insurance coverage.
- ix. When the grant program requires Council act as the applicant, the Council is thereby obligated to oversee both the project and the administration of the grant. Accordingly, these project management and administrative expenses should be accounted for within the scope of the grant application.
- x. Projects on Council-owned or managed public land requires applicants to ensure that all involved personnel, such as workers and/or volunteers, adhere to Council's work, health and safety policies, including appropriate inductions.
- xi. If Council public infrastructure on adjoining land is required as part of the proposed project, the applicant must commit to adhering to Council's public infrastructure standards, allowing critical stage inspections of the infrastructure to be conducted.

b) Letters of support will not be provided if:

- i. The applicant has not provided sufficient information for the application to be processed or offer suitable alternatives to satisfy the conditions contained within this policy.
- ii. The Council operates a program that is similar or the same as that of the application.
- iii. The objectives of the application or request do not fit with Council's strategic priorities.
- iv. There is an expectation to continue the event/project beyond reasonable timeframes.
- v. If relevant, the grant applicant does not possess the necessary authorisation to request a letter of support from Council on behalf of the grant applicant. Appropriate authorisation may include formal documentation, such as meeting minutes, or a resolution, that clearly reflects the approval for the request. This ensures alignment with governance processes and affirms that the request for support is made with the grant applicant's knowledge and consent.
- vi. If the grant applicant is requesting financial support from the Council for the proposed project, they must provide the most recent Annual Financial Statements, annual financial report, or most recent monthly financial report.

c) Limitations of Letter of Support

- i. A letter of support from Council does not constitute property owner consent for projects located on public land. If you require property owner consent from Council for a grant application, you must contact the Director Engineering Services to discuss your proposal. In addition, a Property Owners Consent Application must be completed for any grant applications that are submitted seeking Council approval for proposed works. A Development Application (DA) may also be required depending on the nature of the works.

PART 6 - LEGISLATION AND STANDARDS:

- Local Government Act 1993
- Environmental Planning and Assessment Act 1979
- Councils Fees and Charges
- State Environmental Planning Policy

PART 7 - RESPONSIBILITY:

Councillors are responsible for adopting the policy and ensuring that Councils interests are clearly represented in committee meetings and community organisations have opportunities to present their interests to Council.

PART 8 – REVIEW:

The policy may be reviewed at any time but unless otherwise requested, at least every four years from date of adoption.

Version Control and Change History

Version	Date	Action
V1.0	20 August 2024	First Draft
V2.0	9 October 2024	Second Draft
V3.0	15 November 2024	Third Draft