

## 1. Policy Intent

The Letters of Support Policy (this policy) ensures requests for letters of support received by Tablelands Regional Council (TRC) are managed in an efficient, effective, transparent and accountable manner.

## 2. Scope

This policy applies to anyone seeking a letter of support from TRC including individuals, community groups, businesses, sporting clubs, schools or not-for-profit organisations.

## 3. Background & Supporting Information

A letter of support can be used to demonstrate support to assist in securing grant funding or other benefits for a project, program or initiative.

TRC receives a variety of requests for letters of support which are either related to TRC infrastructure or assets, or related to community, individual or business improvements which could benefit residents in the Tablelands Region.

Administration of letters of support include:

- Processing requests received via website, email or telephone
- Assessment of requests
- Record keeping
- Drafting and issuing letters of support.

Relevant legislation

- *Local Government Act 2009*
- Local Government Regulation 2012

## 4. Policy Statement

TRC will assess and respond to all requests for letters of support in a fair, equitable and timely manner in accordance with our Customer Experience Standards.

TRC will assess all requests against Corporate, Community and Operational Plans to ensure alignment to community and organisational priorities.

A letter of support will not be provided if:

- There is no demonstrated alignment to agreed community or organisational priorities
- The applicant is not based in the TRC Local Government Area (LGA) and is unable to demonstrate clear benefit to residents of the TRC LGA
- TRC is intending on applying for the same funding
- There are insufficient details for TRC to undertake an informed assessment.

Due to the potential impact on TRC's asset register and long-term financial planning, any request involving a project on land owned or administered by TRC will require approval through a Community Project Request prior to a letter of support being issued.

## 5. Responsibility

Council is responsible for the adoption, amendment and repeal of the policy and the Chief Executive Officer is responsible for the development and amendment of any associated procedures and guidelines relevant to the policy.

## 6. Review

It is the responsibility of the Coordinator Communication and Engagement to monitor the adequacy of this policy and recommend appropriate changes. This policy will be formally reviewed every three years or as required by Council.

This policy is to remain in force until otherwise amended or repealed by the Chief Executive Officer.

This policy repeals the former Tablelands Regional Council Policy titled 'Letters of Support Policy' adopted 30 August 2018.