

Name
Chief Executive Officer
Council
PO Box
SUBURB/TOWN VIC 0000

LETTER OF AGREEMENT

Dear

As the Lead Council for the **PROJECT** I write to you to request your signature on this letter of agreement to confirm your commitment to work together as a project partner.

The other partnering councils participating in the project are:

- **X Council**
- **X Council**
- **X Council**

This Agreement takes effect upon your signature of this letter and ends on the completion of the **PROJECT**. This Agreement is not a commitment of funds and each council will be responsible for funding its own staff for the duration of the Agreement.

As the Lead Council we will manage the agreement between all councils and fulfil any accountability that may arise as part of this agreement.

If these arrangements are agreeable to you, please sign below and return the original to me at

Yours sincerely

EXECUTED as a letter of agreement

Signed for an on behalf of the **Lead Council**:

X X COUNCIL

X X COUNCIL

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Signature

.....
Signature

.....
Chief Executive Officer

.....
Chief Executive Officer

Date: / / 2016

Date: / / 2016