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**

………………………………….. …………………………………..

*Signature Signature*

………………………………….. …………………………………..

**Chief Executive Officer Chief Executive Officer**

*Date: / / 2016 Date: / / 2016*