

---

## 5.3 Common Seal

<b>Policy Owner</b>	<b>Governance</b>
<b>Person Responsible</b>	<b>Chief Executive Officer</b>
<b>Date of Adoption</b>	<b>23 February 2022 – Resolution 040222</b>
<b>Date of Last Review</b>	<b>23 February 2022 – Resolution 040222</b>
<b>Date Next Due for Review</b>	<b>3 years / or earlier if required</b>

### **OBJECTIVE**

This policy covers the proper use of Council's common seal, on what documents it can be applied and under what circumstances. In addition, the policy streamlines the decision-making process relating to the affixation of the seal by not requiring such use to be presented to Council on all occasions when the sealing of a document may be necessary.

### **POLICY**

The Chief Executive Officer is to have charge of the common seal, and it is to be responsible for the safe custody and proper use of it.

The Shire President and Chief Executive Officer are authorized to sign and affix the common seal to documents where such action is necessary to protect Council's interest, to give effect to a Council resolution, or to complete a legal document.

In the absence of the Shire President and Chief Executive Officer, as the case may be, and the Deputy President and a senior employee authorized by the CHIEF EXECUTIVE OFFICER (CEO) are authorized to affix the common seal on their behalf.

Details of all transactions where the common seal has been affixed shall be recorded in a register and this is to include the date on which the common seal was affixed to a document, the nature of the document, and the parties to any agreement to which the common seal was affixed.

Details of the use of the common seal shall be reported to the Council at the next ordinary meeting of Council and the register shall be available for inspection by Councillors upon request to the Chief Executive Officer during normal office hours.

**REVIEW**

Reviews of this policy are to be undertaken every three years or earlier if required.

**RESPONSIBILITY FOR IMPLEMENTATION**

The Chief Executive Officer shall be responsible for ensuring that the Common Seal is affixed to documents and this policy is properly carried out.