

**Policy Title: Affixing of the Common Seal**

**Policy Statement:**

To authorise the affixing of the Common Seal to documents.

**Policy Procedure:**

1. The Chairperson or, in the absence of the Chairperson, the Deputy Chairperson and the Chief Executive Officer, or the person acting in the Chief Executive Officer's position, are authorised to affix the Common Seal to documents requiring the Common Seal.
2. The Chief Executive Officer will maintain a register, in a secure location, detailing:
  - a. The type of document requiring the Common Seal;
  - b. The names of the persons who signed the document; and
  - c. The date the document was signed.
3. A report listing the documents to which the Common Seal has been affixed will be presented to the next Ordinary Meeting of Council.

<b>Legislation</b>	Local Government Act 1995 s.9.49A
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	30.05.2024
<b>Review History</b>	27/10/2005, 05/09/2013, 04/09/2014, 20/08/2015; 01/09/2016; 14/09/2017; 14/08/2018; 13/09/2019; 18/06/2020, 12/08/2021; 19/08/2022;21/09/2023;
<b>Next Review Date</b>	01/05/2025
<b>Delegation to the Chief Executive Officer</b>	Nil