

1.21 USE OF THE COMMON SEAL

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Policy Responsibility	Chief Executive Officer		

Document History

Version	Date Amended	Details Comments e.g. Resolution Number

OBJECTIVE

The purpose of this Policy is to regulate the use of Council’s Common Seal and prohibit unauthorised use of the Common Seal or any device resembling the Common Seal as required by the Local Government Act.

POLICY STATEMENT

Location of the Common Seal

The Common Seal shall remain in the safe located in the Chief Executive Officer’s Office at the Coomalie Council, to be removed only by the Chief Executive Officer or their delegate for the purpose of signing and sealing Council contractual documents.

Use of the Common Seal

- The use of the Common Seal is only to take place pursuant to the Local Government Act
- The use of the Common Seal is only to take place through a resolution of Council
- The President and Chief Executive Officer (or those duly appointed to act in these roles, as occurs from time to time) are designated as signatories with regard to the Common Seal.
- The Chief Executive Officer is required to maintain a register containing all instances in which the Common Seal has been used.