

CGP019 – Application of the Shire of Waroona Common Seal

1. Intention

To provide guidance on the use of Council's Common Seal.

2. Scope

This policy applies to Elected Members and employees of the Shire of Waroona.

3. Statement

The Common Seal of the Shire of Waroona is authorised to be applied to leases, agreements and other required documents where Council has previously agree to enter such lease or agreement or consented to the matters pertained in other documents.

The application of the Common Seal is to be witnessed by the Shire President and Chief Executive Officer, or in their absence, by the Deputy Shire President and/or Deputy Chief Executive Officer.

4. Legislative and Strategic Context

The *Local Government Act 1995* and the associated subsidiary legalisation provide the broad framework within which this policy operates.

5. Review

This policy is to be reviewed as required.

6. Associated Documents

Nil.

Division	Corporate & Governance				
Policy Number	CGP019				
Contact Officer	Chief Executive Officer				
Related Legislation	Local Government Act 1995				
Related Shire Documents	Nil				
Risk Rating	Low	Review Frequency	As required	Next Review	When required
Date Adopted	25/09/2007				OCM07/160

Amendments		
Date	Details of Amendment	Reference
18/12/2018	Updated as part of major review.	OCM18/12/126
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071
Previous Policies		

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