

## 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 agreed 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 Director Corporate & Community Services or Director Infrastructure & Development Services.

### 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 every three years (triennially).

### 6. Associated Documents

Nil.

<b>Division</b>	Corporate & Governance				
<b>Policy Number</b>	CGP019				
<b>Contact Officer</b>	Chief Executive Officer				
<b>Related Legislation</b>	Local Government Act 1995				
<b>Related Shire Documents</b>	Nil				
<b>Risk Rating</b>	Low	<b>Review Frequency</b>	Triennially	<b>Next Review</b>	May 2027
<b>Date Adopted</b>	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

25/06/2024	Replaced Deputy Chief Executive Officer title with Director Corporate & Community Services or Director Infrastructure & Development Services.	OCM24/06/090
<b>Previous Policies</b>		
CORP015 – Application of the Shire of Waroona Common Seal		
1.26 – Application of the Shire of Waroona Common Seal		