
City of Greater Geraldton

4.15 AFFIXATION OF THE COMMON SEAL

SUSTAINABILITY THEME

Governance

OBJECTIVES

The purpose of this policy is to establish the circumstances under which the official Council Common Seal may be affixed to documents.

POLICY STATEMENT

This policy applies to all Council documents.

POLICY DETAILS

1. Signatories to the Common Seal

The Mayor and Chief Executive Officer are authorised to affix and sign all documents to be executed under the Common Seal, however, in the absence of the Mayor and/or the Chief Executive Officer, the Deputy Mayor and the Acting Chief Executive Officer are authorised to affix the Common Seal.

2. Register to be kept

Details of all transactions where the Common Seal has been affixed shall be recorded in a register kept by the Chief Executive Officer, with such register to record each date on which the Common Seal was affixed to a document, the nature of the said document, and the parties to any agreement to which the Common Seal was affixed.

3. Document Types to be sealed

Sale of City owned land for which a Council resolution is required expressly stating that the documents be signed and sealed and the transaction finalised;

3.1. Legal Agreements;

3.2. A Town Planning Scheme and any Town Planning Scheme Amendments;

3.3. Documents relating to land matters including lodgement of caveats, memorials, leases, transfers, deeds, licences, covenants, easements and withdrawal of instruments.

3.4. Local Laws;

3.5. Services Agreements;

3.6. New funding or Contracts of Agreements between the City and State or Commonwealth Governments for programs to which the City has previously adopted, or additions to existing programs, which in the view of the Chief Executive Officer are in accordance with the original intent of the City endorsed program; and

3.7. Any other documents stating that the Common Seal of the City of Greater Geraldton is to be affixed.

ROLES AND RESPONSIBILITIES

The **PA to the Chief Executive Officer** is responsible for implementing and maintaining this policy.

WORKPLACE INFORMATION

Local Government Act 1995, s 9.49A

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Office of the CEO		PA to the Chief Executive Officer	Biennial	2020
Version	Decision Reference	Synopsis		
1.	CCS231 – 24 January 2017	CP037 EXISTING POLICY transferred to new template. Review cycle amended.		
2.	CEO### – Date of Meeting	Council Policy Review		