

CP4.15 - AFFIXATION OF THE COMMON SEAL	CP4.15 - AFFIXATION OF THE COMMON SEAL	
CURRENT POLICY STATEMENT	PROPOSED	CHANGE NOTES
<p>SUSTAINABILITY THEME</p> <p>Governance</p>	<p>SUSTAINABILITY THEME</p> <p>Governance</p>	
<p>OBJECTIVES</p> <p>The purpose of this policy is to establish the circumstances under which the official Council Common Seal may be affixed to documents.</p>	<p>OBJECTIVE</p> <p>No Changes</p>	
<p>POLICY STATEMENT</p> <p>The purpose of this policy is to establish the circumstances under which the official Council Common Seal may be affixed to documents.</p>	<p>POLICY STATEMENT</p> <p>No Changes</p>	
<p>POLICY DETAILS</p>	<p>POLICY DETAILS</p>	
<p>1. Signatories to the Common Seal</p> <p>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.</p>	<p>1. Signatories to the Common Seal</p> <p>No Changes</p>	
<p>2. Register to be kept</p> <p>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.</p>	<p>2. Register to be kept</p> <p>No Changes</p>	
<p>3. Document Types to be sealed</p> <p>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;</p> <ul style="list-style-type: none"> 3.1. Legal Agreements; 3.2. A Town Planning Scheme and any Town Planning Scheme Amendments; 3.3. Documents relating to land matters including lodgment 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, 	<p>3. Document Types to be sealed</p> <p>No Changes</p>	

<p>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</p> <p>3.7. Any other documents stating that the Common Seal of the City of Greater Geraldton is to be affixed.</p>																																										
<p>KEY TERM DEFINITIONS</p>	<p>KEY TERM DEFINITIONS</p>																																									
<p>A per the Council Policy Manual</p>	<p>No Changes</p>																																									
<p>ROLES AND RESPONSIBILITIES</p> <p>The Manager Corporate Services is responsible for implementing and maintaining this policy.</p>	<p>ROLES AND RESPONSIBILITIES</p> <p>PA to the Chief Executive Officer</p>	<p>Updated as the Office of the CEO manages this process.</p>																																								
<p>WORKPLACE INFORMATION</p> <p>Local Government Act 1995, s 9.49A</p>	<p>WORKPLACE INFORMATION</p> <p>No changes</p>																																									
<p>POLICY ADMINISTRATION</p> <table border="1" data-bbox="195 856 1359 1075"> <thead> <tr> <th colspan="2">Directorate</th> <th>Officer</th> <th>Review Cycle</th> <th>Next Due</th> </tr> </thead> <tbody> <tr> <td colspan="2"></td> <td></td> <td></td> <td></td> </tr> <tr> <th>Version</th> <th>Decision Reference</th> <td colspan="3"></td> </tr> <tr> <td></td> <td></td> <td colspan="3"></td> </tr> </tbody> </table>	Directorate		Officer	Review Cycle	Next Due						Version	Decision Reference									<p>POLICY ADMINISTRATION</p> <table border="1" data-bbox="1383 856 2555 1075"> <thead> <tr> <th colspan="2">Directorate</th> <th>Officer</th> <th>Review Cycle</th> <th>Next Due</th> </tr> </thead> <tbody> <tr> <td colspan="2"></td> <td></td> <td></td> <td></td> </tr> <tr> <th>Version</th> <th>Decision Reference</th> <th colspan="3">Synopsis</th> </tr> <tr> <td></td> <td></td> <td colspan="3"></td> </tr> </tbody> </table>	Directorate		Officer	Review Cycle	Next Due						Version	Decision Reference	Synopsis								<p>Updated</p>
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