

## EXE 010: COMMON SEAL

<i>Document Status</i>	Current	<i>Version No</i>	2
<i>Document Controller</i>	Manager Executive Services		
<i>Policy Adopted</i>		<i>Res No</i>	
<i>Last Reviewed</i>	March 2018	<i>Res No</i>	O0318-073

### Objective:

To ensure the correct usage of the Shire of Esperance's common seal.

### Policy:

The Chief Executive Officer and the Shire President be jointly authorised to affix all seals jointly to documents for dealings initiated by Council resolution. In the absence of the Shire President and/or the Chief Executive Office, the Deputy Shire President and Acting Chief Executive Officer are authorised to affix the Common Seal. The Council resolution need not refer to the sealing action and may only be a direction for certain action which may, ultimately, require the affixing of the seal to a document to achieve the Council's decision.

### Exceptions to the above are:

1. Council staff may take independent action in the use of the seal if, in the opinion of the Shire President and Chief Executive Officer jointly such action is necessary to protect Council's interest; e.g. lodging of caveats and easements and being of the opinion that the protection is no longer necessary, the Shire President and Chief Executive Officer may jointly withdraw the protection.
2. The sale of Council real estate for which a Council resolution is required expressly stating that the final document is signed and sealed and the transaction finalised.

Details of all instances where the seal has been affixed be recorded in a signed register and on an electronic register, which shall be available for inspection by Councillors during normal office hours.

----- Policy Ends -----