

COUNCIL POLICY LG523 EXECUTING OF DOCUMENTS



KEY FOCUS AREA **Leadership and Governance**

Purpose

The purpose of this policy is to ensure that Town of Claremont (**Town**) documents are duly executed in accordance with S9.49A of the *Local Government Act 1995*.

Policy

In relation to the use of the Town's common seal:

- The Chief Executive Officer is authorised to affix the common seal of the Town to documents;
- The common seal must be affixed in the presence of the Mayor and CEO, each of whom is to sign the document to attest that it was so affixed;
- The CEO is authorised to sign documents on behalf of the local government;
- The CEO may approve other officers as persons duly authorised to sign documents on behalf of the local government.

Document Control Box			
Legislation:	Local Government Act 1995 s9.49A		
Organisational:	Nil		
Version #	Decision:	OCM Date:	Resolution Number:
1.	Adopted	5 October 2010	210/10
2.	Reviewed	10 December 2013	360/13
3.	Reviewed	9 December 2014	203/14
4.	Reviewed	13 December 2016	206/16
5.	Reviewed	18 December 2018	228/18