

## A7. Common Seal Policy

### Policy Objective

To set out the correct usage of the Shire of Dundas common seal.

### Policy Statement

That the Chief Executive Officer and the Shire President be jointly authorised to affix the Shire of Dundas common seal to documents for dealings initiated by a Council resolution.

In this regard, the Council resolution need not refer to the sealing action and may only express its wish for certain action which may, ultimately, require the affixing of the seal to a document to achieve the Council's intention.

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 that such action is necessary to protect the 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 be signed and sealed and the transaction finalised.

***Policy Reviewed October 2020***