

**E4 USE OF COMMON SEAL**

**PURPOSE**

To enable the execution of documents requiring the affixation of the Council’s Common Seal in accordance with clause 16.1 of the Shire of Irwin’s Meeting Procedures Local Law 2016.

**POLICY**

**SIGNATORIES TO COMMON SEAL**

The Shire President and Chief Executive Officer or a senior employee authorised by him or her are authorised to affix and sign all documents to be executed under a common seal.

**REGISTER TO BE KEPT**

**A3 EXECUTION OF DOCUMENTS**

**(A) USE OF COMMON SEAL**

The Shire President and Chief Executive Officer or a senior employee authorised by him or her are authorised to affix and sign all documents to be executed under a common seal.

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.

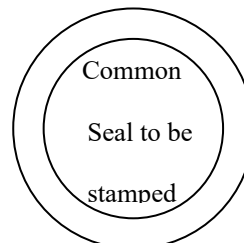
Below is an example of an entry into the Common Seal Register:

<b>Seal Number</b>	<b>Document</b>	<b>Document Description</b>	<b>Signatories</b>
001	<b>Creation of Easement</b>	<b>Deed between Dongara Holdings Pty Ltd and Shire of Irwin</b>	<ul style="list-style-type: none"> <li>• <b>Shire of Irwin Shire President</b></li> <li>• <b>Shire of Irwin CEO</b></li> <li>• <b>Director Dongara Holdings</b></li> <li>• <b>Secretary Dongara Holdings</b></li> </ul>

Below is an example of how documents should be executed under the common seal:

Dated this 23<sup>rd</sup> day of February 2009

The COMMON SEAL of the }  
 SHIRE OF IRWIN }  
 was hereunto affixed in the }  
 presence of: }



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**(INSERT NAME OF SHIRE PRES)**

Shire President

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**(INSERT NAME OF CEO)**

Chief Executive Officer

**(B) EXECUTION OF DOCUMENTS WHERE COMMON SEAL NOT REQUIRED**

Council authorises the Chief Executive Officer to sign deeds, contracts, funding agreements and other documents not requiring the use of the Common Seal, on behalf of the Shire of Irwin.

*Date of Last Amendment – 27 June 2017*

*(reviewed 27 June 2017 Minute 140617)*