

	<p><b>LG523</b> <b>Executing of Documents</b></p>
<p><b>Key Focus Area</b> Leadership and Governance</p>	<p><b>Responsible Directorate</b> Office of Chief Executive</p> <p><b>Council Delegation</b> Nil</p>

### 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.

<b>Document Control Box</b>			
<b>Business Unit:</b>	Office of the Chief Executive		
<b>Legislation:</b>	<i>Local Government Act 1995 s9.49A</i>		
<b>Organisational:</b>	Nil		
<b>Review Frequency:</b>	Annual	<b>Next Due:</b>	2021
<b>Version #</b>	<b>Decision:</b>	<b>OCM Date:</b>	<b>Resolution Number:</b>
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