

COUNCIL POLICY: COMMON SEAL

Date Adopted:	26 March 2013
Committee Reference:	Corporate & Community Services; 19/3/13; (Item 1.5)
Amended Date:	30 July 2013; 24 May 2016
Contact officer:	Coordinator Governance and Corporate Policy
Next review date:	31 March 2016 ; 30 June 2019
File Reference:	13/05/001; 04/15/004
Related Policies/Local Laws/Legislation:	<i>Local Government Act 2009</i>
Related Documents:	Nil

OBJECTIVES

The objective of this policy is to regulate the form, custody and use of Council's common seal (established under Section 11(b) of the *Local Government Act 2009*) in the public interest.

Key Result Area/s	Corporate Sustainability Scenic Rim Regional Council is in a strong financial and operational position; we work with our community to deliver on the corporate plan priorities. <i>Organisational Sustainability</i> Council strives to be a high performing and financially sustainable organisation with robust governance structures based on the principles of risk management and continuous improvement. We offer a safe, positive work environment, value and reward our staff and are committed to providing ongoing development and training
Goal/s	Deliver quality customer focused services while recognising the impact on the capacity of ratepayers to pay and contain rate increases as much as practicable <i>Provide corporate business systems to drive effective and efficient delivery of services and infrastructure</i>

POLICY STATEMENT

The Chief Executive Officer will have custody of the common seal and must keep a register of the use of the seal showing Date of Use and the Description of Document to which it has been affixed.

The seal may be used for emblematic purposes to enhance documents such as awards and certificates issued by Council at a high level.

Authority to witness the affixing of the seal is limited to the Mayor and/or Chief Executive Officer (and to persons acting in those capacities).

The impression of the common seal of Scenic Rim Regional Council shall be in the following form:



SCOPE

This policy applies to the whole of Council.

DEFINITIONS

Nil

RESPONSIBILITIES

Policy Author	Coordinator Governance and Corporate Policy
Policy Owner	Coordinator Governance and Corporate Policy
Guidelines and procedures	N/A

Approved By:

SCENIC RIM REGIONAL COUNCIL
26 March 2013