

Policy

City of Kwinana Common Seal and Progredimur Seal



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Adopted:	20/10/1976 #5(i)
Last reviewed:	27/09/2006 #519 28/04/2010 #105 11/07/2012 #163 10/12/2014 #348 14/12/2016 #414
Next review date due:	14/12/2018
Legal Authority:	Legal Authority Local Government Act 1995 Section 9.49A – Execution of documents
Directorate:	City Strategy
Department:	Governance and Civic Services
Related documents:	Acts/Regulations Local Government Act 1995 Plans/Strategies Corporate Business Plan 2016 - 2021 Policies D16/64401[v3] – Policy Development Work Instructions Nil. Other documents Nil

Note: Changes to References may be made without the need to take the Policy to Council for review.

Policy:

1. Title

City of Kwinana Common Seal and Progredimur Seal

2. Purpose

To outline the use of the official City of Kwinana Common Seal and Progredimur Seal.

3. Scope

The City of Kwinana's official Common Seal and Progredimur Seal (as depicted below) are retained for the City's exclusive use for purposes authorised by Council.

4. Definitions

List definitions and terminology that will assist in the understanding of this Policy.

5. Policy Statement

5.1 Execution of documents

The Mayor and Chief Executive Officer are authorised to affix the common seal as depicted below, to documents related to the business of the City initiated by either a resolution of Council or by the exercise of a delegated authority. This seal is for use on documents relating directly to the business of the City.

5.2 Exception to use

The Common Seal of the Local Government is not to be affixed to any document except as authorised by the Local Government. [Local Government Act Section 9.49A(2).]

5.3 Registration of use

A register is to be kept of all documents that the "Common Seal" is affixed to and the register will include the Resolution Number of Council or Delegated Authority reference.

5.4 Common Seal

The Common Seal is used for official documentation such as planning documentation, lease documents, legal documents etc.

COMMON SEAL



5.5 Progredimur Seal

The Progredimur Seal may be used by the Mayor and Chief Executive Officer without resolution of Council, on documents that are not related to the business of the City but are to authenticate documents requested by persons, such as new residents, pensioners and others that require personal status or other matters confirmed by the City.

It may also be used for pension statements and identity certifications (generally documents that are not of Australian origin).

PROGREDIMUR SEAL



6. Financial/Budget Implications

There are no specific financial or budget implications associated with this Policy.

7. Asset Management Implications

There are no specific asset management implications associated with this Policy.

8. Environmental Implications

There are no specific environmental implications associated with this Policy.

9. Strategic/Social Implications

There are no specific strategic/social implications associated with this Policy.

10. Occupational Safety and Health Implications

There are no specific OSH implications associated with this Policy.

11. Risk Assessment

A risk assessment conducted as part of the Policy review has indicated that the risk to the City by not executing documents correctly would result in a risk rating of high.

It is assessed that the risk rating following the implementation of this Policy would reduce the risk rating to low.