COMMON SEAL POLICY

COUNCIL POLICY	
Responsible Directorate	Office of the CEO
Responsible Section	Governance
Responsible Officer	Chief Executive Officer

OBJECTIVE:

To provide guidelines on the affixing of the Common Seal of the Town of Cambridge to certain documentation.

SCOPE:

This Policy applies to all Directorates of the Town of Cambridge.

POLICY STATEMENT:

The attachment of the Common Seal requires the accompanying signatures of both the Mayor, or in their absence the Deputy Mayor, and the Chief Executive Officer or the person acting in that position. In the absence of the requirement to affix a Common Seal, the Chief Executive Officer is empowered under the *Local Government Act 1995* to authenticate a document..

Guidelines

The following documents require the Common Seal of the Town of Cambridge to be affixed:-

(a) Local Laws;
(b) Land transactions, including but not limited to sale, leases, assignments, subleases, consent to mortgage, surrenders, transfers, lodgment and withdrawals of caveats and amalgamations as decided by Council;
(c) Town Planning Schemes and Scheme Amendments;
(d) Documents of a ceremonial nature (where the affixing of the Common Seal is for posterity rather than as a legal requirement); and
(e) Any document stating that the Common Seal of the Town of Cambridge is to be affixed.

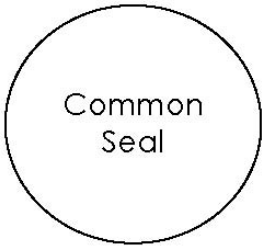
Additionally, the following procedures for the secure use of the Common Seal should be adopted:-

1. The Chief Executive Officer is to have charge of the Common Seal and is responsible for the safe custody and proper use of it.
2. The Common Seal may only be used on the authority of the Council given either generally or specifically and every document to which the Seal is affixed must be signed by the Mayor or in their absence the Deputy Mayor, and the Chief Executive Officer or a senior employee authorised by him or her.
3. The Administration is to record in a register each date on which the Common Seal was affixed to a document, the purpose of the document, and the number of copies Sealed.

4. The wording to accompany the application of the Common Seal should be as follows:-

   "Dated this (date) day of (month) (year)

The Common Seal of the)
Town of Cambridge)
was hereunto affixed in the)
presence of:)



…….. *……..……..*
(Insert name of Mayor) *(Insert name of Chief Executive Officer)*

Document Control				
Office Use Only:				
Previous Policy No	Policy No.1.2.13 and 020			
Statutory Legislation and Compliance	Section 2.5(2), Section 9.49A and 9.49 of the *Local Government Act 1995* (WA)			
Related Documents/Legislation	*Town of Cambridge Meeting Procedures Local Law 2019*			
Date of Adoption by Council	Council Meeting – 28 September 2004			
Date Reviewed/Amended	27 May 2008 22 May 2018	27 April 2010 28 July 2020	22 May 2012 27 June 2023	28 June 2016 February 2025
Next Review Date	February 2027			