



## AFFIXING THE COUNCIL SEAL POLICY

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### 1. Scope

This policy applies to all Council staff and Councillors.

### 2. Purpose

To identify when and how the Council Seal is to be affixed.

### 3. Policy

The affixing of the Council Seal is determined by clause 400 of the *Local Government (General) Regulation 2005*.

3.1 The Council Seal must be kept by the Lord Mayor or the Chief Executive Officer, as Council determines.

3.2 The Council Seal may be affixed to a document only in the presence of —

- (a) the Lord Mayor and the Chief Executive Officer, or
- (b) at least one councillor (other than the Lord Mayor) and the Chief Executive Officer, or
- (c) the Lord Mayor and at least one other councillor, or
- (d) at least 2 councillors other than the Lord Mayor.

3.3 The affixing of the Council Seal to a document has no effect unless the persons who were present when the Council Seal was affixed (being persons referred to in

| Affixing the Council Seal             |  |                                |
|---------------------------------------|--|--------------------------------|
| Owner: Governance Manager             | Area: Governance                       | POL No:                        |
| Date of Commencement:<br>15 June 2021 | Approval Authority: Council            | Date Approved:<br>15 June 2021 |
| Amendment                             | Date of Next Review:<br>September 2021 | Review: Every 4 years          |



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clause 3.2) attest by their signatures that the Council Seal was affixed in their presence.

- 3.4 The Council Seal must not be affixed to a document unless the document relates to the business of Council and Council has resolved (by resolution specifically referring to the document) that the Council Seal be so affixed.
- 3.5 For the purposes of clause 3.4, a document in the nature of a reference or certificate of service for an employee of Council does not relate to the business of Council.

## 4. Procedure

- 4.1 If Council resolves to affix the Council Seal to a document, the resolution must specify the document that the Council Seal is to be affixed to.
- 4.2 When affixing the Council Seal one of the combination of persons in clause 400 *Local Government (General) Regulation 2005* must be present and attest to the affixing of the Council Seal by signature. The default persons to be present are the Lord Mayor and Chief Executive Officer.
- 4.3 The Council Seal is to be stored under lock.
- 4.4 The Council Seal must not be left unattended when removed for use.
- 4.5 The affixing of the Council Seal is to be documented in a Register.

## 5. Definitions

**Council** means City of Parramatta Council

**Council Seal** means the common seal of City of Parramatta Council

## 6. History

Nil

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|                    |   |
|--------------------|---|
| <b>REFERENCES</b>  | Local Government (General) Regulations 2005 |
| <b>POLICIES</b>    |   |
| <b>ATTACHMENTS</b> |   |

| <b>Affixing the Council Seal</b>      |  |                                |
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