

DA	<b>COUNCIL'S COMMON SEAL</b>	AES2
----	------------------------------	------

<b>DELEGATED AUTHORITY CODE:</b>	AES2
<b>DIRECTORATE:</b>	Executive Services
<b>BUSINESS UNIT:</b>	Executive Services
<b>SERVICE UNIT:</b>	Executive Services
<b>RESPONSIBLE OFFICER:</b>	Director, Governance & Community Services
<b>FILE NO.:</b>	086/003
<b>DATE FIRST ADOPTED:</b>	1997
<b>DATE LAST REVIEWED:</b>	9 June 2016
<b>ATTACHMENTS:</b>	N/A
<b>VERSION NO.</b>	5

<b>Dates of Amendments / Reviews:</b>		
DAPPS Meeting:	24 May 2012	25 February 2016
	27 February 2014	26 May 2016
OCM:	13 May 2010	13 March 2014
	14 June 2012	10 March 2016

**FUNCTION DELEGATED:**

The authority to arrange for the execution of documents requiring the affixation of Council's Common Seal.

**CONDITIONS/GUIDELINES:**

- (1) All transactions requiring the common Seal to be recorded in a Register which shall be accessible by Elected Members upon request to the Chief Executive Officer during normal office hours.
- (2) All transactions utilising this delegation are to be recorded in the Recording of Delegated Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

**AUTONOMY OF DISCRETION:**

As provided for under Council Policy AES2

**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:**

Council Policy AES2 – "Common Seal of the City Of Cockburn" refers

**DELEGATE:**

Chief Executive Officer

Note: The Chief Executive Officer will sub-delegate this Authority to:

DA	COUNCIL'S COMMON SEAL	AES2
----	-----------------------	------

**DELEGATE/S AUTHORISED:**

Director, Governance & Community Services  
Director, Planning & Development  
Director, Finance & Corporate Services  
Director, Engineering & Works  
Manager, Strategic Planning (Land matters only)  
City Property & Lands Officer (Land matters only)  
Manager, Community Development (Funding Agreements only)  
Child Care & Seniors Manager (Funding Agreements only)