



**LOCAL LAW NO 1
USE OF THE COMMON SEAL 2020**

Adopted by Council 25 August 2020

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PART 1 – INTRODUCTION

1.1 Title

This Local Law will be known as the Strathbogie Shire Council, "Local Law No. 1 - Use of the Common Seal 2020".

1.2 Purpose

The purpose of this Local Law is to regulate the use and prohibit unauthorised use of Council's Common Seal.

1.3 Authorising Provision

This Local Law is made under sections 14(2)(c) of the *Local Government Act 2020* and section 111(1) of the *Local Government Act 1989*.

1.4 Operational Commencement

This Local Law:

- a. Comes into operation on 1 September 2020; and
- b. operates throughout the *municipal district* of Strathbogie Shire Council in accordance with section 121(1) of the *Local Government Act 1989*.

1.5 Revocation of Meeting Procedure Local Law

Council's Local Law No.1 Meeting Procedure 2014 adopted by Council on 3 December 2014 is revoked upon the commencement of this Local Law.

1.6 Sunset

This Local Law will cease to operate on the 1 September 2030, unless revoked sooner by Council resolution.

PART 2 – THE COMMON SEAL

2.1 Use of the Common Seal

The common seal of Council must be in the following form:

The Common Seal of the)Councillor
Shire of Strathbogie)Councillor
was hereunto affixed)Chief Executive Officer
on the (day) of (month) (year)

2.2 Signatures to Accompany the Common Seal

Every document to which the Common Seal is affixed must be signed by two (2) Councillors and the Chief Executive Officer.

2.3 Authority for Use of the Common Seal

The Common Seal must be affixed to a document only for the purpose of giving effect to a decision which has been:

- a) made by Council resolution;
- b) made by resolution of a Delegated Committee to which the power to use the Common Seal has been delegated; or
- c) made by the Chief Executive Officer or a senior officer to whom power to use the Common Seal has been delegated.

2.4 Who Keeps the Common Seal

For security purposes, the Chief Executive Officer or other member of Council staff to whom this duty has been delegated must keep the Common Seal in safe custody.

2.5 Unauthorised Use of the Common Seal

Any person who uses the Common Seal or any device resembling the Common Seal without authority is guilty of an offence.

Penalty 20 penalty units