



LOCAL LAW NO. 1 USE OF THE COMMON SEAL 2020



Campaspe
Shire Council

Table of Contents

Table of Contents	i
PART 1 - INTRODUCTION	2
PART 2 – THE COMMON SEAL	3

PART 1 - INTRODUCTION

1.1 Title

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

1.2 Purpose of this Local Law

The purpose of this Local Law is to regulate the use and prohibit unauthorised use of the common seal.

1.3 Authorising Provision

This Local Law is made under section 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 18 August 2020; and
- b. Operates throughout the *municipal district* of Campaspe Shire Council in accordance with section 121(1) of the *Local Government Act 1989*.

1.5 Revocation of Meeting Procedure Local Law

On the commencement of this Local Law, Council's Local Law No.1 Meeting Procedure 2019 adopted by Council on 3 December 2019 is revoked.

1.6 Sunset

This Local Law will cease to operate on the 18 August 2030, unless revoked sooner by Council resolution.

PART 2 – THE COMMON SEAL

2.1 Use of Common Seal

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

The Common Seal of the)Councillor

Campaspe Shire Council)Councillor

was hereunto affixed) Chief Executive Officer

on the (day) of (month) (year)

2.2 Signatures to Accompany 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 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

Local Law No. 1 Use of the Common Seal 2020

The Campaspe Shire Council Local Law No 1 Use of the Common Seal was adopted by Council on 18 August 2020.

The Common Seal of the

) *A. Weston*Councillor

Campaspe Shire Council

) *W. F. F. F. F.*Councillor

was hereunto affixed

) *J. M. M.*Chief Executive Officer

