

Shire of Wiluna Policy Manual

DOCUMENT EXECUTION

Policy 1.28

1. Pursuant to paragraph (2) of Part 19 of the *Shire of Wiluna Standing Orders Local Law* and subsection 9.49A (2) of the *Local Government Act 1995*, a general authority be given to the Shire President and the Chief Executive officer to execute documents on behalf of the Shire of Wiluna by affixing the Shire's Common Seal in any circumstances where the execution of the documents is necessary for the routine business of the Shire or to give effect to Council decisions.
2. For the purpose of subparagraph 1 of this resolution, the Deputy Shire President is authorised to act in the role of the Shire President if the Shire President is unavailable for any reason to execute the document(s).
3. If the Shire President and Deputy Shire President are both unavailable to execute a document under seal, then the Shire President may by email or other written instrument addressed to the CEO or Deputy CEO authorise another elected member of the Council to execute a document under seal in the exercise of the general authority conferred by subparagraph 1 hereof.
4. For the sake of clarity in relation to subparagraph 1 above, the general authority given by subparagraph 1 extends to any senior officer authorised by the CEO for the execution of documents under the Common Seal, and to the Acting CEO or Deputy CEO if the Chief Executive Officer is unavailable for any reason to execute the document(s).
5. Pursuant to subsection 9.49A (4) of the *Local Government Act 1995*, a general authority be given to the Shire President, Chief Executive Officer, Deputy CEO, and the Manager Corporate Services to sign documents on behalf of the Shire as necessary in the routine course of the Shire's normal business or to give effect to Council decisions.

Document Control	
Responsible Directorate	Office of the CEO
Relevant Section	Governance
Legislative Requirement	
Council Meeting Held & Adopted, Resolution #	28 October 2017 Res 170/17
Amendments, Date & Resolution #	26 Feb 2020 Res 014/20 24 June 2020 Res 086/20
Review Dates & Resolution #	
Next Review Date	June 2022