Corporate Policy
2.8
Authority to Execute Documents on Behalf of Council

Purpose

The purpose of this policy is to provide guidance regarding the delegation of authority to the Chief Executive Officer to execute documents on behalf of the Council in accordance with the *Local Government Act 1995*, Sections 9.49A and 9.49B.

Policy Measures

The delegation of authority to the Chief Executive Officer to execute documents allows for efficient administration and avoids the need to prepare Council reports on matters considered routine, minor or straightforward.

All matters concerning the disposal, purchase, assignment, boundary adjustment or leasing of land and any changes to the vesting purpose or vesting authority are to be put before Council for authorisation prior to execution. The reason for this practice is the view that long term or permanent change to public property should be a matter for Council consideration.

Authority is delegated to the Chief Executive Officer to execute documents on behalf of Council other than for matters concerning the disposal, purchase, assignment, boundary adjustment or leasing of land and any changes to the vesting purpose or vesting authority.

In cases where there is a requirement to execute documents for matters concerning the disposal, purchase, assignment, boundary adjustment or leasing of land and any changes to the vesting purpose or vesting authority and require the use of the Common Seal, the Shire President and Chief Executive Officer are authorised subject to decision on the matter of Council.

Administration

This policy will be administered by the Office of CEO.

Adoption and Date Due for Revision

ADOPTED 20 JUNE 2024
REVIEWED N/A

NEXT DUE FOR REVIEW 20 JUNE 2029

The Administration of this Policy is by Office of CEO.