

## **10 DOCUMENTS FOR SEALING**

FILE REFERENCE INT1960060

RESPONSIBLE GENERAL MANAGER Tom McQualter

AUTHOR Sharon Voltan

### **RECOMMENDATION**

That Council note the fixing of the Common Seal to the documents listed below and the Seal be affixed to the document as listed.

### **Attachments**

*Nil.*

### **EXECUTIVE SUMMARY**

Under Council's Meeting Procedure Local Law, the Common Seal may be affixed to a document for the purpose of giving effect to a decision:

- a) Made by Council resolution;
- b) Made resolution of a Special Council meeting under Delegation; or
- c) Made by the Chief Executive officer under Delegation.

Accordingly, the Council Seal was affixed to the following documents:

<b>Description</b>	<b>Authorisation</b>	<b>Seal Date</b>
CT 18/09 Road resealing program – CSC & QR Constructions	Council resolution 19 November 2018	27 March 2019
CT 18/06 Cardinia mobile library trailer replacement	Council resolution 15 October 2018	27 March 2019
Contract 18/02 – PB Ronald Reserve carpark upgrade and construction	Council resolution 15 April 2019	9 May 2019

The following document/s requires the affixing of the Common Seal.

### **CONCLUSION**

It is appropriate for the Council to note the fixing of the Common Seal to the documents listed above and resolve to Seal the document listed.