

Policy – Corporation Seal

Policy

The seal of the Gippsland and Southern Rural Water Corporation shall be in the following form:



The seal is to be kept securely in the custody of the Corporation Secretary.

The attestation clause is to be:

The fixing of the common seal of the Gippsland and Southern Rural Water Corporation was attested by:

..... *Director*

..... *Name of Director*

..... *Director or Corporation Secretary*

..... *Name of Director or Corporation Secretary*

The seal must be affixed to the Instrument of Delegation and is used in the following other circumstances:

- When its use is confirmed by resolution of the board, or
- In accordance with the guidelines of attachment A.

The sealing of all documents is to be recorded on the register of documents sealed.

Definitions

Nil

Effective date and review date

This policy takes effect from 31 October 2017.

It is due for management review in February 2020 and board review in February 2023.

Who is affected

This policy applies to employees.

Rationale

This policy addresses the requirement of s85(5) of the *Water Act 1989* regarding the custody and use of the seal.

Contact

For more information on this policy, contact the Corporation Secretary.

Related documents

Water Act 1989, sections 85(3)(b) and 85(5).

Instrument of Delegation

Communications

As this is an administrative policy that directs management procedure, rather than a policy that impacts SRW customers and public stakeholders, this policy will be published internally; it will be made available externally on request.

Schedule A

An employee who is authorised to execute a document in accordance with the Instrument of Delegation may arrange the sealing of the document without resolution of the board.

Documents must be sealed when required by legislation.

Documents can be sealed when recommended by legal advice or requested by the other contracting party.

When a document is sealed without a resolution of the board, the Managing Director must authorise the use of the seal.