

Attachment 1 - Advice Note

PART A - EXAMPLES OF DOCUMENTS THAT CAN BE EXECUTED UNDER COUNCIL AUTHORISATION

	Document Description		Document Description
1	Restrictive Covenants – under s.129BA of the <i>Transfer of Land Act 1893</i> and any discharge or modifications of covenants	11	Reciprocal Access agreements and withdrawal or modification of Reciprocal Access agreements
2	Lodgement, modification and withdrawal of Caveats	12	Management Statements and withdrawal or modification of Management Statements
3	Lodgement, modification and withdrawal of Memorial	13	General Legal and Service Agreements
4	Leases where Council has previously resolved to enter into or have been approved under delegation, including renewals, extensions or modifications of leases, including leases for staff housing	14	Contracts for the provision of services or goods, including those to be entered into following a tender process
5	Deeds of Agreement, Development Contribution Deeds and Deeds of Release;	15	Transfer of land documents where Council has previously resolved to either purchase or dispose of land or land is being transferred to the Shire for a public purpose
6	Licences	16	Debenture documents for loans which Council has resolved to raise
7	Covenants and any discharge or modification of covenants	17	New Funding or Contracts of Agreement between the Council and State or Commonwealth Governments or Private Organisations for programs to which Council has previously adopted, or additions to existing programs, which in the view of the Chief Executive Officer are in accordance with the original intent of the adopted program
8	Easements and the surrender or modification of easements	18	Records Disposal Authorisation
9	Notifications on title and withdrawal or modification of notifications	19	Letters requested to be written by Council by resolution, which are not of a Political nature
10	Rights of Carriageway agreements and withdrawal or modification of Rights of Carriageway agreements	20	

PART B - EXAMPLES OF DOCUMENTS WHERE THE COMMON SEAL IS/OR MAYBE REQUIRED

	Document Description		Document Description
1	New or Revised Town Planning Schemes	4	C/Wealth or State Governments documents where legislation specifically requires the seal.
2	Amendments to Town Planning Schemes	5	Documents of a Ceremonial Nature – such as Sister City agreements
3	New, Revised or Amendments to Local Laws		