



**SUBMISSION TO THE CHIEF EXECUTIVE OFFICER FOR SIGNING
OR SIGNING AND/OR SEALING**

Reason:		Sign only <input type="checkbox"/>	Sign and Seal <input type="checkbox"/>
Officer Making Submission:			
Description of Document:			
Brief Background:			
Details of appropriate Council resolution/s: <i>(If applicable)</i>			
Other Information:			
Recommendation:			
Officers Signature:		Date:	
Approval (Manager and Director approval required if submitting to the CEO)			
Signature:	N/A	Date:	
Signature:	N/A	Date:	
Chief Executive Officer Approval			
CEO's Signature:	N/A	Date:	
Details recorded on Common Seal Register:	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Requesting Officer to complete			
Recorded in Synergy:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Record No.	
Delegation Recorded	Yes <input type="checkbox"/> No <input type="checkbox"/>	Delegation No.	