

## 14. DOCUMENTS FOR SIGNING AND SEALING

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Report Author: Governance Officer  
Responsible Officer: Director Corporate Services  
Ward(s) affected: (All Wards);

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*The author(s) of this report and the Responsible Officer consider that the report complies with the overarching governance principles and supporting principles set out in the Local Government Act 2020 and in accordance with Clause 87 of the Meeting Procedures and Use of Common Seal Local Law 2015, as prescribed by Section 14(2)(c) of the Local Government Act 2020.*

### CONFIDENTIALITY

This item is to be considered at a Council meeting that is open to the public.

### SUMMARY

It is requested that the following documents be signed and sealed:

- (a) *Letter Under Seal – Rosa Owen*
- (b) *Letter Under Seal – Grant Shanks*

A letter under seal has been prepared in recognition of Rosa Owen who has retired after 17 years of service with Yarra Ranges Council, and Grant Shanks who has retired after 44 years of service with Yarra Ranges Council.

### RECOMMENDATION

***That the following listed documents be signed and sealed:***

- (a) *Letter Under Seal – Rosa Owen***
- (b) *Letter Under Seal – Grant Shanks***