

## 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.*

## CONFIDENTIALITY

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

## SUMMARY

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

### ***Letter Under Seal - Donna Fairweather***

A letter under seal has been prepared in recognition of Donna Fairweather, Business Recovery & Development Officer, who has resigned after 20 years of service with Yarra Ranges Council.

## RECOMMENDATION

***That the following late document be signed and sealed:***

***Letter Under Seal - Donna Fairweather***