**Originators Ref No: District Office Seal Ref No:**

**Originator:**

The request to obtain Seal Authority is authorised by:

Signature

Name

Appointment

[ ] SCHOOLS [ ] LCC [ ] LYQ [ ] LCAQD [ ] …….……………………………………..…….…..

Date request submitted : ………./………/………..

**Document Details:**

**It is requested that approval to sign a document under the Seal of the LCAQD be granted as described below:**

Document for Signature: …..……………………..…………………………………………..………………….

…………………………………………………….……………………………………………………………………

…………………….. . . …………………………………………………………………………………………….

Detailed Description :<attach documents as required> ………………………………………....……………

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The nature of the Document to be Signed under Seal may be described by ticking one or more of the boxes shown below:

**Value of Agreement or Contract**

The total value is: $.........................

**Timings**

The period of the agreement is for:

[ ] ‘Once off’ Project based [ ] Less than 1 year [ ] 1 to 2 years [ ] 3-5 years [ ] Over 5 years

The agreement ends …………….

**Source of funds**

**The entity providing funds in the document to be signed is:**

[ ] Block Grant Authority

[ ] Commonwealth Government

[ ] State Government

[ ] Local Government

[ ] Lutheran Laypeople’s League

[ ] A Bank (Bank Name………………)

[ ] Savings or Reserves from ………………………

[ ] …………………..…………………..

**Funding Characteristic**

**The characteristics of the funding being provided are:**

[ ] A ‘One-Off” grant for Building Purposes

[ ] A ‘One-Off” grant for the provision of human services

[ ] A grant or mortgage or lease agreement

[ ] New and On-going Recurrent Income

[ ] An extension to an existing contract

[ ] A variation to an existing contract

[ ] A Loan

[ ] ……………………………………..

**Activity**

**The agreement is for:**

[ ] Construction of a facility

[ ] Upgrade of facility

[ ] Purchase of property

[ ] Sale of property

[ ] Change of Beneficial Use of Property

[ ] Provision of Aged Care Services

[ ] Provision of Disability Services

[ ] Provision of Community Services

[ ] Provision of Crisis Accommodation (Housing) Services

[ ] Provision of Education Services

[ ] Provision of Early Childhood and Kindergarten Services

[ ] Provision of Other Child Care Services

[ ] Purchase or Installation of Solar equipment

[ ] Purchase of ICT equipment

[ ] …………………………………….…

**Any Other Conditions of Funding (Indicate as appropriate)**

[ ] The Agreement has a Funding Acquittal Reporting Date: Date: .........................

[ ] Funding needs to be expended by: Date: .........................

**Reporting**

**Reporting conditions include:**

[ ] The agreement requires reporting to occur quarterly

[ ] The agreement requires reporting to occur annually

[ ] The agreement requires the presentation of audited accounts

[ ] Other Reporting Conditions apply < describe the reporting conditions> ………………………………………………………………………………………………………………………

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**Specific Conditions to be brought to the attention of the District; or**

**Any Condition that would have a material impact on the budget**

…………………………………………………………………………………………………………………………

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**Relevant Previous Approvals or Resolutions or Considerations (DCC or Other Committees)**

…………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………...

**I certify that I have reviewed the documents mentioned in this Seal document, risks and issues have been considered, and I undertake to comply with the conditions of agreement.**

**Signed** ………………………………………………………………………………………………………

**District Church Council Executive Voting Record**

District Church Council Executive Members Vote:

(i) Rev Paul Smith [ ] Yes [ ] No

(ii) Ms Margit Hubbers [ ] Yes [ ] No

(iii) Rev Mark Vainikka [ ] Yes [ ] No

(iv) Rev Ben Hentschke [ ] Yes [ ] No

Alternate Members

(vi) Mr Michael Klatt [ ] Yes [ ] No

(vii)Ms Helen Mibus [ ] Yes [ ] No

**Record of Signature under Seal**

The document described above was signed under seal by:

Sealholders: (i) ………………………………...……………. (ii) ………..……………………………………….

Date:

**District Church Council Action**

District Church Council ratified the signing of the Documents signed under Seal:

DCC Resolution No:

Date:

Comment: