



Tiwi Islands Regional Council

Title: Use of the Common Seal Policy
Policy No: 09
Adopted By: Council
Next Review Date: February 2020
Responsibility: Governance & Compliance Manager
InfoXpert Document Number 179012

Version	Decision Number	Adoption Date	History
1	Resolution 8 of 24/02/2016	24 February 2016	Doc ID: 179012
2	Resolution 15 of 24/5/2018	24 May 2018	Doc ID: 216062

INTRODUCTION

The intent of this policy is to establish a standard set of conditions for the use and storage of the Council's Common Seal.

POLICY STATEMENT

Council's Common Seal will be kept by the Chief Executive Officer but held by the Governance and Compliance Manager.

The Common Seal shall not be removed from Wurrumiyanga Office without the authority of the Mayor or Chief Executive Officer.

The Seal will only be used when authorised by a resolution of Council.

SCOPE OF POLICY

This policy applies to Councillors, staff, delegates, advisors and contractors.

LEGISLATIVE CONTEXT

Section 26 (2) of the Local Government Act (2016) states:

The affixing of the common seal to a document:

- (a) must be authorised or ratified by resolution of the council; and*
- (b) must be attested by the signatures of the CEO and at least one member of the council.*



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PROCEDURE

Register

A record shall be kept detailing circumstances whenever the seal is used. The record shall contain a description of the document, the date the seal was affixed, the date Council resolved to affix the seal, the file number or other reference and the name of the person affixing the seal. This document may be either in hard copy or electronic form.

Documents

The following documents are an example of those which may require the affixing of the Council Seal. The list is not exclusive:

- Documents that will create, dispose of, extinguish or alter an interest in any property (including land);
- Any document relating to contracts, services or the supply or disposal of goods;
- Any document required by law to have the Seal affixed to authenticate that document.
- Authorised documents regarding Confirmation of Aboriginal and / or Torres Strait Islander descent if applicable.