



Name	GOV11 Common Seal Policy
Policy Type	Council Policy
Responsible Officer	Chief Executive Officer
Approval Date	17/09/2015
Review Date	31/03/2016
Document ID	LITCHFIELD-454211611-4

1 Purpose

The purpose of this Policy is to regulate the use of Council's Common Seal and prohibit unauthorised use of the Common Seal or any device resembling the Common Seal as required by Section 26(2) of the *Local Government Act*.

2 Principles

Litchfield Council is committed to transparency and efficiency in the governance of Council operations.

3 Definitions

For the purposes of this Policy, the following definitions apply:

Common Seal	The Common Seal of Litchfield Council
-------------	---------------------------------------

4 Policy Statement

4.1 Location of the Common Seal

The Common Seal shall remain in the safe at Council Officers, to be removed only by the Chief Executive Officer or their delegate for the purpose of signing and sealing Council contractual documents.

4.2 Use of the Common Seal

4.2.1 The use of the Common Seal is only to take place pursuant to Section 26(2) of the Local Government Act.

4.2.2 The use of the Common Seal is only to take place through a resolution of Council.

4.2.3 The Mayor and Chief Executive Officer (or those duly appointed to act in these roles, as occurs from time to time) are designated as signatories with regard to the Common Seal.

4.2.4 The Chief Executive Officer is required to maintain a register containing all instances in which the Common Seal has been used.

5 Associated Documents

Nil

6 References and Related Legislation

6.1 Northern Territory Local Government Act, Section 26(2)