

Use of the Common Seal Policy

Title	Use of the Common Seal Policy
Policy No	09
Adopted by	Council
Adoption date	19 March 2025
Responsibility	Governance and Compliance Manager

Document History

Version	Decision Number	Adoption Date	History
3	Resolution 80 of 29/04/20	29 April 2020	Doc ID: 233468
2	Resolution 15 of 24/52018	24 May 2018	Doc ID: 216062
1	Resolution 8 of 24/02/2016	24 February 2016	Doc ID: 179012

1. Purpose

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

2. Scope

This policy applies to Councillors, employees of Tiwi Islands Regional Council, contractors and advisors.

3. Policy Statement

3.1 The Council's Common seal will be kept by the Chief Executive Officer in the Wurrumiyanga office safe.

3.2 The safe can be accessed by those approved by the CEO, including the Governance Manager, Governance Officer, Executive Assistant and the Wurrumiyanga Office Coordinator.

3.3 The common seal will only be used when authorised or ratified by a resolution of Council.

4. Legislative framework

4.1 Subsection 38(2) of the *Local Government Act 2019*.

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.

5. Register

5.1 The Council will keep a register referencing all documents executed under the council's common seal as per regulation 55 of the *Local Government (General) Regulations 2021*.

5.2 The record shall contain:

- (a) A description of the document.
- (b) The date the seal was affixed.
- (c) The date Council resolved to affix the seal.
- (d) The file number or other reference and the name of the person affixing the seal.
- (e) The document can either be in hard copy or electronic form.

6. Document management

6.1 This policy is the responsibility of the Governance and Compliance Manager.

6.2 The policy will be reviewed every two (2) years.

