



Name	GOV11 Common Seal
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	20/02/2024
Review Date	19/02/2028

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 the *Local Government Act* of the Northern Territory.

2. Scope

This policy applies to all documents which require the affixing of Litchfield Councils' Common Seal

3. Definitions

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

Common Seal	The Common Seal of Litchfield Council
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4. Policy Statement

4.1. Location of the Common Seal

- 4.1.1. The Common Seal shall remain in the safe at the Litchfield Council Office, 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 the relevant section 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

Common Seal Register

6. References and Legislation

Northern Territory Local Government Act 2019

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
14/11/2013	New Policy
15/09/2015	Changed to reflect that the Mayor and CEO are to be the only authorised signatories. Removal of a list of documents requiring the Common Seal and insertion of a generic term to ensure all documents are covered
19/09/2019	Update to current template and remove reference to Local Government Act section
20/02/2024	Policy reviewed, minor formatting changes and no content changes.