



## Use and Custody of Common Seal Policy

**Policy Number:** SVC -EXE-PO-004-01

### **Aim**

To identify responsibility for the safe keeping and use of the Common Seal.

### **Legislation**

*Local Government (General) Regulation 2005 – Part 13 Division 1 Reg. 400*

### **Scope**

The General Manager is to arrange safekeeping of the Common Seal of the Snowy Valleys Council. The seal is to be kept under lock except when it is required for affixing to a document.

### **Overview**

1. The seal is to be kept under lock in the executive office at all times other than when it is required for affixing to a document.
2. When the seal is required by the General Manager and/or the Administrator or Mayor, the General Manager will request the release of the seal from the General Manager's Executive Assistant. The seal is not to be left unattended at any time during its removal from its place of safe storage.
3. The seal may be affixed to a document only in the presence of:
  - The Mayor or Administrator and the General Manager, or
  - At least one Councillor (other than the Mayor) and the General Manager, or
  - The Mayor and at least one other Councillor, or
  - At least 2 Councillors other than the Mayor.
4. The affixing of the seal to a document has no effect unless the persons who were present when the seal was affixed (being persons referred to in point 3 attest by their signatures that the seal was affixed in their presence).
5. The seal must not be affixed to a document unless the document relates to the business of Council and that Council has resolved (by resolution specifically relating to the document) that the seal be so affixed.
6. For the purposes of point 5, a document in the nature of a reference or certificate of service for an employee of Council does not relate to the business of Council.
7. When the seal has been used, the General Manager will request the Executive Assistant to immediately return the Seal to its safe storage area.

### **Responsibilities**

#### **Council**

Council is responsible for the adoption of this policy and the consideration of resources towards the implementation of this policy.

#### **General Manager**

The General Manager and Executive Assistants are responsible for the implementation of this policy.

**Contact Officer:** Executive Assistant

**Associated Documents**

**External** - Part 13 Division 1 Reg. 400 – LG (General) Regulation 2005

**Internal** - Affixing of Council's Seal Procedures SVC-EXEC-PR-002-1

**Superseding Policy No. and Title:**

Use and Custody of Common Seal Policy GOV.10 v1.4 – Tumut Shire Council

**Policy prepared by:** General Manager

**History table:**

Version Control No	Development /Amendment Date	Approval Date	Resolution Number	Activity log
	5/01/2017			Amended by Corporate Planning Coordinator – Policy Review committee to review
		28/02/2017		Adopted by Policy Review Committee
1		23/03/2017	M29/17	Adopted by Ordinary Council Meeting