

## Policy 6.14 Use of Council Seal

<b>Directorate</b>	Business and Governance
<b>Responsible Officer</b>	Director Business and Governance

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### Record of Administrative Amendments

Amendment Version No.:	Description of Administrative Amendment	Date Reviewed
<u>3.2</u>	<u>Review of policy in accordance with Section 165 of the <i>Local Government Act 1993</i></u> <u>Placed on Public Exhibition 23 July 2025</u>	<u>July 2025</u>
<u>3.1</u>	<u>Review of policy in accordance with Section 165 of the <i>Local Government Act 1993</i></u> <u>Workshopped by Councillors on 18 June 2025</u>	<u>June 2025</u>
<u>3</u>	<u>Adopted by Council (D22/110626)</u>	<u>16/11/2022</u>

# 1 Introduction

## 1.1 Scope

This policy ensures legal compliance when using the Bega Valley Shire Council's (BVSC) Seal to officially sign contractual documents and applies to all Council Officers with delegated authority to use the Council Seal.

## 1.2 Purpose

The seal is the official stamp (Seal) of BVSC, indicating Council's formal acceptance of the contractual document/s. The policy sets out the circumstances when the BVSC Seal may be affixed to documents.

## 1.3 Definitions

Nil.

# 2 Legislation

- *Local Government Act 1993*

# 3 Implementation

## 3.1 Policy Statement

Bega Valley Shire Council will make sure the company seal is used responsibly and in accordance with the requirements of this policy by:

- Ensuring the Seal can only be affixed to documents relating to the business of the BVSC that have been the subject of a Resolution of Council.
- Ensuring the BVSC Seal is not affixed to a document unless the document relates to the business of the BVSC and the BVSC has resolved the Seal is to be affixed.
- Not using the seal for a reference or certificate of service for an employee of the council as it does not relate to the business of the BVSC.

## 3.2 Responsibilities

### 3.2.1 Elected Council and Chief Executive Officer

The Mayor and Chief Executive Officer are responsible for ensuring they do not affix the seal to any document that does not have an adopted resolution to do so.

## 4 Supporting documents

### 4.1 BVSC Procedures that relate to this Policy

Procedure No.:	Procedure Name	External or Internal Procedure
	There are no procedures under this Policy.	

### 4.2 BVSC Policies that Relate to this Policy

Policy No.:	Policy Name
6.08	Procurement of assets and services
6.11	Records Management

**Note:** Policy details may change from time to time. To ensure you are viewing the most recent version please view Council's adopted Policies and Procedures on Council website.