

NORTHERN TERRITORY OF AUSTRALIA

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Regulations 1988, No. 39\*

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By-laws under the *Advanced Education and Darwin  
Institute of Technology Act*

The Northern Territory Council of Advanced Education, in pursuance of section 42 of the *Advanced Education and Darwin Institute of Technology Act*, at a meeting held on the 11th day of April 1988, made the following By-laws and, for the purposes of section 63(2)(a) of the *Interpretation Act*, authorized Nancy Giese, its Chairman, to sign them.

Dated 26 August 1988.

N. GIESE  
Chairman

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DARWIN INSTITUTE OF TECHNOLOGY  
(COMMON SEAL) BY-LAWS

1. CITATION

These By-laws may be cited as the Darwin Institute of Technology (Common Seal) By-laws.

2. DEFINITIONS

In these By-laws -

"Administrative Officer" means the person holding the position of Administrative Officer to the Council, and includes a person for the time being acting in that position or appointed by the Director in writing to act as Administrative Officer for the purposes of these By-laws;

"common seal" means the Common Seal of the Institute described in by-law 3.

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\* Notified in the *Northern Territory Government Gazette* on 7 September 1988.

Darwin Institute of Technology (Common Seal) By-laws

3. FORM OF COMMON SEAL

The form of the common seal of the Institute is -



4. CUSTODY OF COMMON SEAL

The Administrative Officer shall hold the common seal in safe custody, and available for use as authorized by these By-laws.

5. USE OF COMMON SEAL

(1) The Administrative Officer may affix the common seal to -

- (a) certificates of awards conferred or granted by the Council;
- (b) By-laws and Rules made by the Council;
- (c) determinations of the Council relating to the conditions of service of staff of the Institute;
- (d) deeds, instruments, contracts, agreements and arrangements made or entered into on behalf of the Institute, whether or not required by law to be under seal; and
- (e) any other documents or classes of documents which have been authorized to be sealed with the common seal by a resolution of the Council or of a committee to which the Council has delegated power so to resolve.

(2) Where pursuant to clause (1)(e) the Administrative Officer affixes the seal to a document on the authority of a resolution of a committee of the Council, he shall bring that fact to the notice of the Council at its next meeting.

Darwin Institute of Technology (Common Seal) By-laws

6. EXECUTION OF SEALED DOCUMENTS

(1) A certificate of award to which the common seal is affixed shall have inserted at the end -

"Given under our hand and seal this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_ .",

and shall be signed by the Chairman, and counter-signed by the Director and the Academic Registrar of the Institute.

(2) A document other than a certificate of award to which the common seal is affixed shall have inserted at the end -

"The common seal of the Darwin Institute of Technology was hereto affixed on the \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_ by the authority of the Council.",

and shall be signed by the Chairman or, in his absence, the Deputy Chairman or Director, and counter-signed by the Administrative Officer.

(3) The Council may by resolution determine, either generally or in relation to any particular case or cases, that the signatures, or any of the signatures, required by clause (1) in the case of a certificate of award may be facsimiles affixed to the certificate by a mechanical means.

7. REGISTER OF USE OF SEAL

The Administrative Officer shall maintain a register of the use of the common seal, and shall, on each occasion on which it is affixed to a document, record in the register particulars of the document, its date, and the names of its signatories.

8. MISUSE OF SEAL

(1) A person shall not use the common seal except in accordance with these By-laws.

(2) A person shall not take an impression, or use a facsimile, of the common seal without the express authority of the Council.

Penalty for an offence against this by-law: \$20.

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1. The first part of the document is a list of names and addresses, which appears to be a directory or a list of correspondents. The names are written in a cursive hand, and the addresses are listed below them. The list includes names such as "Mr. J. B. Smith", "Mrs. A. M. Jones", and "Mr. C. D. Brown".

Dear Sir,  
I have the honor to acknowledge the receipt of your letter of the 10th inst. in relation to the above-named matter. I am sorry to hear that you are having trouble with the same, and I will do my best to assist you in the same.

I have reviewed the papers in this case, and I find that there is a discrepancy in the amount of the bill. It appears that the bill should be for \$100.00, but the amount shown is \$150.00. I will correct this error and issue a new bill for the correct amount.

I am sorry that this error has caused you any inconvenience, and I hope that the new bill will resolve the matter. If you have any further questions or concerns, please do not hesitate to contact me. I will be glad to assist you in any way I can.

I am, Sir, very respectfully,  
Your obedient servant,  
J. B. Smith

Very truly yours,  
J. B. Smith

Enclosed for you are the corrected bill and a copy of the original bill for your reference. I hope that this will resolve the matter to your satisfaction.

I am, Sir, very respectfully,  
Your obedient servant,  
J. B. Smith

Very truly yours,  
J. B. Smith