

## **Policy Redesign Project**

*All policies and procedures are being reviewed as part of this project. This document is pending review, but remains in effect until the review is carried out.*

## **Procedure for Affixing the Common Seal**

**Establishment:** Vice-President (Strategy and Community Engagement), 24 February 2014

**Date Last Amended:**

**Nature of Amendment:**

**Date Last Reviewed:**

**Responsible Officer:** University Secretary

### **1. Introduction**

The execution of certain University documents, mainly in dealing with real property, is managed either under seal in accordance with [Statute 1.1 The Common Seal](#) or by a Power of Attorney, in accordance with Council authorisations reflected in Appendix A of the [Policy on Delegations of Authority to Enter into Contracts](#).

The sealing of a document is a Council matter. As such, the sealing of a document is either approved by Council, or if urgent, approved on behalf of Council and reported to its next meeting. The documents most commonly requiring sealing are contracts for the sale of real property, although there are others, such as the Deed of Indemnity, Access and Insurance. The documents for sealing are therefore most frequently prepared by staff in Buildings and Property or by Legal Services.

### **2. Procedure for Sealing a Document**

#### **Sealing of a document at a Council meeting**

1. Check that the wording of the execution clause is in accordance with clause 4 of Statute 1.1;
2. Give the documents to the Council Secretary for inclusion in the Council agenda;
3. Following approval by Council, the document must be signed by:
  - i. one of the specified custodians: Chancellor, Deputy Chancellors, Vice-Chancellor, Deputy Vice-Chancellors and Pro Vice-Chancellors; and by
  - ii. one of the affixing officers: University Secretary or the Council Secretary.
4. Ensure that the date entered for affixing the seal corresponds to the date signed by the custodian;
5. Return the sealed document to the person who prepared it for action and to catalogue the document to TRIM.

#### **Sealing of a document between Council meetings**

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1. Advise the Secretary of the Council or the Council Secretary that a document has been received for sealing and confirm that the affixing of the seal is required before the next meeting of Council;
  2. Check that the wording of the execution clause is in accordance with clause 3 of Statute 1.1;
  3. The document must be signed by:
    - i. two custodians, as follows:
      - either the Chancellor or one of the Deputy Chancellors; and
      - either the Vice-Chancellor, a Deputy Vice-Chancellor or a Pro Vice-Chancellor; and by
    - ii one of the affixing officers: University Secretary or the Council Secretary.
  4. The Council Secretary will contact the Chancellor or a Deputy Chancellor and arrange for the document to be couriered for their signature;
  5. Ensure that the date entered for affixing the seal corresponds to the date signed by the custodians;
  6. Return sealed document to the person who prepared it for action and to catalogue the document to TRIM;
  7. Provide a copy to the Council Secretary for reporting to Council at the next meeting.

Questions about the above procedures should be directed to the Council Secretary.