

Common Seal Regulations 2016

TABLE OF PROVISIONS

<i>Section</i>	<i>Page</i>
Part 1—Preliminary.....	1
1. Objective	1
2. Authorising provision.....	1
3. Previous Council directions.....	1
4. Commencement.....	2
Part 2—Use of the Common Seal.....	2
4. Custody of the common seal	2
5. Use of the common seal on Testamurs	2
6. Register of use of the common seal.....	2
7. Deeds executed without use of the common seal	2
8. Additional persons who may attest to the fixing of the common seal	3
9. Documents to which the common seal may be affixed	3
10. Sealing clause for a testamur.....	3
11. Sealing clause for documents other than testamurs	4

VICTORIA UNIVERSITY

Victoria University Act 2010

Common Seal Regulations 2016

The Council makes the following Regulations:

Dated:

THE COMMON SEAL of VICTORIA)
UNIVERSITY was affixed to this)
document at the direction of the COUNCIL)
)



.....
Pro Vice- Chancellor

.....
Pro Vice-Chancellor

PART 1—PRELIMINARY

1. Objective

The objective of these Regulations is to make provision relating to keeping and use of the common seal in accordance with the Act and the *Governance, Academic and Student Affairs Statute 2013*.

2. Authorising provision

These Regulations are made under the *Governance, Academic and Student Affairs Statute 2013* and sections 28, 29 and 30 of the Victoria University Act 2010.

3. Previous Council resolutions or directions

- (1) The *Common Seal Regulations 2013* is revoked.
- (2) This Regulation does not limit the operation of section 7 of the *Victoria University Act 2010* or Division 4 of Part 11 of the *Governance, Academic and Student Affairs Statute 2013*.

Victoria University
Common Seal Regulations 2016

4. Commencement

This Regulation comes into operation on the date that it is sealed.

PART 2—USE OF THE COMMON SEAL

5. Custody of the common seal

The common seal must be kept in the custody of the Vice-Chancellor, or such other person authorised by the Vice-Chancellor, unless otherwise directed by the Council.

Note:

Section 7 of the *Victoria University Act 2010* provides that the common seal must be kept and used as directed by the Council or in any other manner authorised by university statute or university regulation.

Section 61 of the *Governance, Academic and Student Affairs Statute 2013* provides that the common seal must not be used except as authorised by that Statute or the regulations.

6. Use of the common seal on Testamurs

The common seal can only be affixed to a testamur by a person authorised by-

- (a) the Chancellor;
- (b) the Vice-Chancellor;
- (c) Deputy Vice-Chancellor; or
- (d) the Provost

7. Register of use of the common seal

The register of documents to which the common seal has been affixed must be kept in the custody of the Vice-Chancellor, or such other person authorised by the Vice-Chancellor, unless otherwise directed by the Council.

8. Deeds executed without use of the common seal

The register of documents to which the common seal has been affixed is not to include details of documents executed as deeds without the use of the common seal.

9. Additional persons who may attest to the fixing of the common seal

In addition to the persons specified in section 64(3) of the *Governance, Academic and Student Affairs Statute 2013*, the following persons may authenticate the affixing of the common seal to documents other than testamurs—

- (a) the Chief Operating Officer
- (b) the Provost
- (c) a Pro-Vice Chancellor;
- (b) a Vice-President;
- (c) a Senior Lawyer

10. Documents to which the common seal may be affixed

In addition to the documents specified in section 62(1) and (b) of the *Governance, Academic and Student Affairs Statute 2013*, the common seal may be affixed to documents which, in the Vice-Chancellor's opinion, have University wide significance.

Note:

Section 62 of the *Governance, Academic and Student Affairs Statute 2013* provides that the Vice-Chancellor may authorise the common seal to be affixed to documents prescribed by the regulations.

11. Sealing clause for a testamur

Testamurs must be sealed with the words:

“Given under the seal of Victoria University, Australia.”

The affixing of the common seal on testamurs must be authenticated by the Chancellor and Vice-Chancellor.

Note:

Section 28(3) of the *Governance, Academic and Student Affairs Statute 2013* provides that regulations may make provision about the form and content of a testamur.

Victoria University
Common Seal Regulations 2016

12. Sealing clause for documents other than testamurs

Except when a document is a testamur, or is executed as a deed without the use of the common seal, the following sealing clause is the preferred wording:

Dated:

THE COMMON SEAL of **VICTORIA**)
UNIVERSITY was affixed to this)
document at the direction of the)
[INSERT)
POSITION*])
in the presence of)

.....
[Authorised person]

.....
[Authorised person]

*Insert the position of the directing person who must be authorised to attest to the affixing of the common seal

Note:

Section 64(1) of the *Governance, Academic and Student Affairs Statute 2013* provides that regulations may prescribe a sealing clause to be used when the common seal is affixed to a document.