

UNIVERSITY SEAL USE AND CUSTODY POLICY AND PROCEDURE



CONTENTS

1	PURPOSE.....	1
2	SCOPE.....	1
3	POLICY STATEMENT	1
4	PROCEDURE	2
	Custody and security of seal.....	2
	Who may affix the seal.....	2
	Types of documents to which the university seal may be affixed	2
	Recording the use of the seal	3
5	RESPONSIBILITIES	3
	Compliance, monitoring and review	3
	Reporting.....	3
	Records management.....	3
6	DEFINITIONS	3
7	RELATED LEGISLATION AND DOCUMENTS.....	3
8	FEEDBACK.....	3
9	APPROVAL AND REVIEW DETAILS.....	4

1 PURPOSE

1.1 This policy and procedure:

- regulates the custody and security of the CQUniversity Seal
- outlines the types of documents to which the Seal is permitted to be affixed
- nominates the proper officers authorised to affix the Seal, and
- sets out the requirements for the proper recording and reporting to Council on the use of the Seal.

2 SCOPE

2.1 This policy and procedure applies to the University Council, Chancellor, Vice-Chancellor and President, University Secretary, and other persons as appointed to affix the University Seal.

3 POLICY STATEMENT

- 3.1 The University is a body corporate established under the [Central Queensland University Act 1998](#) (Qld) with a Seal which represents the signature of the University.
- 3.2 The Seal may only be affixed to documents with approval of the University Council.
- 3.3 The University Council has nominated the University Secretary to hold and use the Seal as authorised by this policy and the procedure.

4 PROCEDURE

Custody and security of seal

- 4.1 The University Seal must remain in the custody of the University Secretary and at all times when it is not in use must be kept locked in a secure place only accessible with the authority of the University Secretary.
- 4.2 The University Seal must not be copied or duplicated, physically or electronically without the consent and approval of the University Council.

Who may affix the seal

- 4.3 The University Secretary is authorised to affix the University Seal in accordance with this policy and procedure.
- 4.4 When affixing the University Seal to a document, it shall be placed in the appropriate place by the University Secretary in the presence of the Vice-Chancellor and President. They shall both then witness the affixing of the Seal by placing their signatures on the document.
- 4.5 Where appropriate, the following words, or equivalent, should appear on the document adjacent to the Seal's impress:

The Seal of the Central Queensland University was hereto affixed by (name of University Secretary) the University Secretary and (name of Vice Chancellor and President) the Vice-Chancellor and President the proper officers duly authorised by the University Council to affix the Seal this (date)

.....
Vice-Chancellor and President

.....
University Secretary

- 4.6 The University Secretary may authorise officers to affix the University Seal, in the absence of the Vice-Chancellor and President or the University Secretary. The authorisation would normally be made to the Acting Vice-Chancellor and President and the Acting University Secretary.
- 4.7 In the absence of the Vice-Chancellor and President or University Secretary, or employees acting in those positions, any of the following officers may be authorised to affix the University Seal, namely the Chief Operating Officer, Vice-Presidents or Acting Director Governance/University Secretary, as determined and delegated by the Vice-Chancellor and President and the University Secretary from time to time.

Types of documents to which the university seal may be affixed

- 4.8 The University Seal may be affixed to:
- a) awards and testamurs of the University (with the signatures of the Chancellor and Vice-Chancellor and President only)
 - b) any document or agreement that is required by law to be executed under seal including but not limited to documents relating to the sale or purchase of land, leases, subleases and variation of leases over land, easements and variation of easements
 - c) any document required to be executed as a deed
 - d) any document required by Council to be executed under seal for ceremonial reasons
 - e) any agreement to which the University is a party where another party to the agreement requires execution of the agreement under seal
 - f) any document or report prepared by the University for submission to the Commonwealth or State Government, or any of their agencies or departments, or any other University in Australia or overseas in circumstances where the government or its agency or department or the other University requires the affixation of the Seal
 - g) any memorandum of understanding where the other party to that document requires it to be executed under seal
 - h) any other document approved by the University Council or the Chancellor.

Recording the use of the seal

- 4.9 The University Secretary must maintain a register of the use of the University Seal in which the following information must be recorded:
- a) the date of sealing of the document
 - b) the nature and details of the document to which the Seal was affixed
 - c) the parties to the document
 - d) the name and position title of the Officers who affixed the Seal
 - e) the date the affixation was reported to the University Council.

5 RESPONSIBILITIES

Compliance, monitoring and review

- 5.1 The University Secretary is responsible for ensuring compliance with this policy and procedure, undertaking any necessary monitoring actions and reporting to the University Council on the use of the Seal.
- 5.2 The University Secretary is responsible for the overall implementation of this policy and procedure under the direction of the University Council.

Reporting

- 5.3 The use of the University Seal must be reported to the next ordinary meeting of the University Council.

Records management

- 5.4 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 5.5 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

6 DEFINITIONS

- 6.1 Terms not defined in this document may be in the University [glossary](#).

7 RELATED LEGISLATION AND DOCUMENTS

[Central Queensland University Act 1998](#) (Qld)

[Delegation of Authority Policy](#)

[Land Title Act 1994](#) (Qld)

[Property Law Act 1974](#) (Qld)

8 FEEDBACK

- 8.1 Feedback about this document can be emailed to policy@cqu.edu.au.

9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Council
Delegated Approval Authority	N/A
Advisory Committee	Audit, Risk and Finance Committee
Required Consultation	N/A
Administrator	University Secretary
Next Review Date	21/05/2024

Approval and Amendment History	Details
Original Approval Authority and Date	Council 05/03/2012
Amendment Authority and Date	Council 24/06/2015; Council 27/06/2018; Editorial amendment 04/02/2021; Deputy Vice-President (Students) and University Secretary 21/05/2021; Editorial amendment 04/01/2023.
Notes	