

ORDINANCE NO. 7

EXECUTION OF DOCUMENTS BY THE UNIVERSITY

The Council of the University of Tasmania makes this Ordinance under the University of Tasmania Act 1992.

1 Commencement and revocation

- 1.1 This ordinance takes effect on 24 September 2004.
- 1.2 This ordinance replaces Ordinance 7 (Execution of Documents by the University), made by Council on 15 November 2002.

2 Proper execution of documents by the University

- 2.1 A document that is executed in accordance with this ordinance and the University's delegations of authority in force at the time is properly executed on behalf of the University whether or not it is sealed with the University seal.

3 Custody of the University seal

- 3.1 The University seal is to be kept in the custody of the Director, Governance & Legal and is to be used only in accordance with this ordinance.
- 3.2 The Director, Governance & Legal is to keep a register of documents that have been sealed.

4 Use of the University seal

- 4.1 A document that the Chancellor or the Vice-Chancellor decides should be executed under seal (whether for ceremonial or protocol reasons or for any other reason) must be sealed in accordance with this clause.
- 4.2 The Vice-Chancellor may authorise an employee of the University to affix the seal to a document or a class of document.
- 4.3 The Chancellor (or nominee) and the Vice-Chancellor (or nominee) must attest to the sealing of a document, other than a testamur. The Vice-Chancellor and the Academic Registrar¹ must attest to the sealing of a testamur. The Vice-Chancellor and the Director, Governance & Legal must attest to the sealing of ordinances, rules and by-laws.

- 4.4 The Director, Governance & Legal must record the sealing of a document, other than a testamur, in the seal register. The Academic Registrar¹ must record the sealing of a testamur in the graduation roll.
- 4.5 The Vice-Chancellor must report to each meeting of the University Council on the use of the seal since the previous meeting, and must make the graduation roll available to Council on request.

5 Execution of documents

- 5.1 Ordinances, rules and by-laws must be sealed.
- 5.2 Council may by resolution specify any other documents or classes of document that must be sealed.
- 5.3 The Vice-Chancellor or the Executive Director Finance and Administration may execute a document on behalf of the University unless –
- the document or class of document is specified in a resolution under clause **5.2**; or
 - the Vice-Chancellor or the Chancellor decides that the document should be sealed.
- 5.4 The Vice-Chancellor or the Executive Director Finance and Administration may from time to time give written directions as to the people or classes of person who may on behalf of the University sign any documents or classes of document (other than those referred to in clause **5.1** or specified in a resolution made under clause **5.2**).
- 5.5 The Vice-Chancellor or the Executive Director Finance and Administration may at any time vary or revoke any direction given by them.

Made by Council on 24 September 2004.

Sealed with the seal of the University of Tasmania on 5 November 2004.

Professor Daryl Le Grew
Vice-Chancellor

Ms Belinda Webster
Director, Governance & Legal

¹ In any ordinance, rule, by-law, policy, procedure or other UTAS document, a reference to the Academic Registrar is deemed to be a reference to the Director, Student & Academic Services, following the abolition of the position of Academic Registrar on 25 April 2008.
(Ordinance 133 Director, Student & Academic Services – Approved by Council 11 April 2008)