

Kaupapa-here | Te Pūkenga Common Seal Policy

Mō wai me te whānuitanga | Audience and scope

This policy applies to:

- a) all employees of Te Pūkenga, including contracted staff, consultants and secondees providing services for Te Pūkenga, and those on fixed-term contracts (collectively referred to as Kaimahi in this policy); and
- b) where appropriate, Ohu Kaitiaki, which extends to all those operating at a governance level, including Council members and members of Council’s advisory committees.

Mokamoka whakaaetanga | Approval details

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Policy sponsor (has authority to make minor amendments)	Director Legal	Policy owner	Pourangi Kaimahi Chief of Staff Office of the Chief Executive
Category	Governance	Date of next review	October 2024
Contact person	Director Legal		

Ngā whakatikatika | Amendment history

Version	Effective date	Created/reviewed by	Reason for review/comment
1	1 October 2023	Academic Centre and Learning Systems Office of the Chief Executive	First published

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1. Pūtake | Purpose

- 1.1 The Common Seal represents the signature of Te Pūkenga Council and its presence on a document, countersigned by the relevant delegated authority demonstrates that execution of the particular documents was duly authorised by Te Pūkenga Council.
- 1.2 The purpose of this policy is to
 - a. Establish the circumstances under which the Common Seal may be affixed to documents
 - b. Ensure the Common Seal is affixed to appropriate documents
 - c. Establish those who may witness the affixing of the Common Seal
 - d. Provide for the safe keeping of the Common Seal.

2. Ngā Mātāpono | Principles

- 2.1. Te Pūkenga is entitled to enter into formal documents, such as deeds, without affixing the Common Seal (see section 127 (2) of the Crown Entities Act 2004).
- 2.2. The Common Seal may be affixed to certificates for academic qualifications, testamurs, and honorary awards to which its use has been approved by Council. The Common Seal may be affixed to any other document only pursuant to a resolution of Council, or such delegations as may be issued by Council.
- 2.3. In the interests of expediency, the Common Seal may be affixed prior to a formal resolution of Council if the relevant document is of a non-contentious or routine nature, in which case, the affixing of the Common Seal shall be ratified at the next regular Council meeting.
- 2.4. The Common Seal may be affixed to any document which has been deemed appropriate and necessary by the Chief Executive and which has been approved by the Director Legal to be in order.

3. Kaupapa Here | Policy Statements

3.1. Attestation

- a. When applying the Common Seal to a document other than an academic award under clause 2.2, the following attestation clause (or similar) should be used:

Dated this [insert date] day of [month] [year]

*The Common Seal of Te Pūkenga - New Zealand Institute of Skills and Technology
was hereunder affixed in the presence of:*

Signature of

Signature of

- b. Where the common seal is applied digitally, the occurrence of the above attestation will be digitally recorded through the means of a credentialing service under contract to Te Pūkenga for the purpose of ensuring digital credentials are reliable, trustworthy, and verifiable.

3.2. Security

- a. For affixing to an academic award under clause 2.2, the Common Seal will be kept in safe custody by the Pourangi Mātauranga me ngā Pūnaha Ako DCE Academic Centre and Learning Systems.
- b. For all other purposes, the Common Seal will be kept in safe custody by Director Legal.
- c. The digital variant is secure by design and cannot be used other than under the instruction of Pourangi Mātauranga me ngā Pūnaha Ako DCE Academic Centre and Learning Systems or Pourangi Kaimahi Chief of Staff.

3.3. Register and reporting

- a. The Pourangi Kaimahi Chief of Staff is responsible for ensuring that a register is maintained, recording the date and document to which the Common Seal was affixed, and each month a report be made to Council of the documents sealed in accordance with this Policy in the immediately preceding month.

3.4. Witnesses to Attestation

- a. The Common Seal may be affixed to an academic award under clause 2.2 attested by the Chair of Council and/or Tumuaki Chief Executive.
- b. Subject to the requirements of clause 2.2 or 2.3 having been met, affixing the Common Seal to documents other than academic awards must be witnessed by either:
 - i. Any two members of Council; or
 - ii. One member of Council and either the Chief Executive or other delegated authority.

4. Ngā Haepapa | Responsibilities

Role	Responsibilities
Chief Executive	May waive or vary the provisions of this Policy in individual cases; any such waivers or variations must be reported to Council
Pourangi Kaimahi Chief of Staff	Responsible for monitoring compliance with this Policy and reporting any breaches to Council. Breaches of this Policy may result in disciplinary action under the kaimahi code of conduct

5. Ngā Tikanga | Definitions

Term	Definition
Common Seal	The common seal of Te Pūkenga which, in its physical form, is either a rubber stamp, a sticker, or a print or digital copy carrying the words “Common Seal” and the full name of Te Pūkenga.

6. Ngā Hononga ki Tuhinga kē | Links to Other Documents

Ngā Kaupapa-Here e Hāngai ana Related policies Te Pūkenga Awards Statute (TBD)
Ture whai take Relevant legislation Section 128 of the Crown Entities Act 2004