Council

Meeting of 04 November 2026

Business Unit: Corporate
Date Created: 28 September 2026

Application of the Common Seal from 8 April to 12 October 2026

Purpose Te Aronga o te Pūrongo

To inform Council of documents that have been sealed under the Common Seal under delegation since the last schedule was prepared and presented to Council on 15 April 2026.

Recommendations Ngā Tūtohinga

That Council receive and accept the schedule of sealed documents from 08 April to 12 October 2026, as listed in Section 3 of this report.

Report prepared by:
Steph Skinner
Governance and Strategy Officer

Approved for submission by:
Frances Smorti
General Manager - Corporate

1 Background Ngā Kōrero o Muri

1.1 The following delegations apply to the use of the Council seal and authority to sign:

The Chief Executive will be responsible for custody of the Council's seal. The seal may be attached to all documents which record the disposal or exchange of an interest in land (with the exception of residential tenancies) or other documents where it is appropriate to do so.

1.2 It will be attached, however, only when:

- *The Council or a committee has authorised the transaction involved; or*
- *The transaction involved has been authorised by an officer under delegated authority.*

1.3 The Mayor and Chief Executive have delegated authority to approve the affixing of the common seal to any document and to sign every document to which the common seal is affixed. A list of documents to which the common seal is affixed shall be reported for information to the Mayor and Councillors on a regular basis.

2 Strategic Fit Te Tautika ki te Rautaki

2.1 Not applicable as this is a legislative / operational item.

3 Discussion and Options Considered Ngā Matapakinga me ngā Kōwhiringa i Wānangahia

3.1 A list of documents to which the common seal has been affixed is reported for information to the Mayor and Councillors.

3.2 The documents listed below primarily relate to Warrants of Authority issued to Council staff and contractors. These warrants authorise individuals to exercise specific statutory powers on behalf of Council, consistent with their roles and the Council's Delegations Manual. Warrants are issued when staff commence employment, change roles, or where contractors are engaged to undertake regulatory functions on Council's behalf.

Date Applied	Document applied to	Name of Person	Job Title or Company	Explanation
8 Apr 26	Reserves Act 1977	Chris Wisnewski	Compliance and Planning Manager	Exercise ranger powers under s. 93 of the Reserves Act 1977
8 Apr 26	Reserves Act 1977	Chris McRae	Compliance and Enforcement Officer	Exercise ranger powers under s. 93 of the Reserves Act 1977
2 Jun 26	Noise Warrant x 4	Caleb Lahina, Jesse Carley, Tikva Mooy, Turor Newton	Armourguard Security	Contracted security personnel to undertake noise control duties on behalf of Council
11 Jun 26	LGA 2002	Lara Blackmore	Project Initiation Manager (Fixed Term)	Authorisation to exercise relevant statutory powers under the LGA 2002

11 Jun 26	LGA 2002	Danny Dao	Senior Design Engineer	Authorisation to exercise relevant statutory powers under the LGA 2002
11 Jun 26	LGA 2002	Chye Goh	Senior Design Engineer	Authorisation to exercise relevant statutory powers under the LGA 2002
12 Jul 26	Noise Warrant	Siddharth Sharma	Armourguard Security	Contracted security personnel to undertake noise control duties on behalf of Council
17 Aug 26	Noise Warrant x 2	Melachi Meads, Waisake Momo	Armourguard Security	Contracted security personnel to undertake noise control duties on behalf of Council
28 Sep 26	LGA 2002 & RMA 1991	Ben Foster	Intermediate Consents Planner	Updated warrants following a change in role, authorising the exercise of relevant statutory powers
12 Oct 26	Building Act Enforcement, Building Act 2004 & LGA 2002	Gabrielle Chauval	Building Officer	Authorisation to exercise relevant statutory powers associated with building control and enforcement functions
12 Oct 26	Building Act Enforcement, Building Act 2004 & LGA 2002	Anjana Krishan	Building Officer	Authorisation to exercise relevant statutory powers associated with building control and enforcement functions

4 Risk Assessment Te Arotake Tūraru

4.1 Not applicable.

5 Engagement Te Whakapānga

Significance of Decision

5.1 The Council's Significance and Engagement Policy is not triggered by matters discussed in this report. No stakeholder engagement is required.

Māori and Cultural Engagement

5.2 There are no known cultural considerations associated with the matters addressed in this report. No specific engagement with Māori or other ethnicity groups is necessary.

Community Engagement

5.3 Community Engagement is not required.

6 Operational Implications Ngā Pānga Whakahaere

6.1 There are no operational implications with this report.

7 Financial Implications Ngā Pānga Ahumoni

7.1 There are no financial implications with this report.

8 Statutory Requirements Ngā Here ā-Ture

8.1 There are no statutory requirements for this report.

9 Next Steps Te Kokenga

9.1 Not applicable.

10 Attachments Ngā Āpitihanga

10.1 No attachments.