



Council

Meeting of 15 April 2026

Business Unit: People and Corporate
Date Created: 10 March 2026

Application of the Common Seal between 13 November 2025 and 18 March 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 18 September 2025.

Recommendations Ngā Tūtohinga

That Council receive and accept the schedule of sealed documents, listed in Section 10 of this report, from 13 November 2025 to 18 March 2026.

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Approved for submission by:
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General Manager - People and 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.

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.

1.2 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 from time to time.

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 on a regular basis.

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 The use of the seal is detailed in the Local Government Act 2002, with Section 174 directing the use of the seal on warrants of authority that require an officer to enter private land.

9 Next Steps Te Kokenga

9.1 Not applicable.

10 Attachments Ngā ĀpitiHanga

10.1 Documents to which the common seal has been affixed since last reported to Council on 18 September 2025 are listed below for receipt.

Date Applied	Document Applied To	Name	Position
13 Nov 2025	8 Warrants - RMA 1991Noise	365 Security (Vinegar Hill)	External Contractor
17 Nov 2025	3 Warrants - LG 2002, Public Works Act, Reserves Act	Michael Taylor	Community Assets Manager
20 Nov 2025	Public Places Bylaw		Bylaw
22 Dec 2025	2 Warrants - RMA Enforcement - LG2002	Tracey Evans	Infrastructure Compliance Officer - Water and Stormwater
22 Dec 2025	2 Warrants - RMA Enforcement - LG2002	Kerry Frost	Infrastructure Compliance Officer - Wastewater and Trade Waste
22 Dec 2025	Warrant - LG2002	Catherine Clement	Three Waters Engineer
14 Jan 2026	Warrant - LG2002	Matt Williams	Roading Programme Manager
21 Jan 2026	Warrant - LG2002	Adina Foley	Utilities Delivery Manager
21 Jan 2026	Warrant - LG2002	Leo Alexander	Reticulation Serviceperson
18 Mar 2026	Warrant - RMA 1991Noise	Armourguard	External Contractor