Open Agenda

KĀWHIA COMMUNITY BOARD

4 December 2025

Kāwhia Community Board

Notice is hereby given that an ordinary meeting of the Kāwhia Community Board will be held in the Kāwhia Community Centre, 27 Jervois Street, Kāwhia on Thursday, 4 December 2025 commencing at 4.00pm.

Tanya Winter, Chief Executive 20 November 2025

OPEN TO THE PUBLIC AGENDA

Kāwhia Community Board membership

Chairperson	Geoff Good
Deputy Chairperson	Hinga Whiu
Board Member	Richard Harpur
Board Member	Kit Jeffries
Board Member	Annie Mahara

All attendees at this meeting are advised that the meeting will be electronically recorded (audio and video) for the purpose of webcasting to the Council's YouTube channel. Every care will be taken to maintain individuals' privacy however attendees are advised they may be recorded as part of the general meeting proceedings.

Public forum

The purpose of the forum is to provide an opportunity at the start of all ordinary public meetings of the Boards, for members of the community to come along and speak to their elected representatives. This reflects the Board's desire to see more public participation in decision making and meeting procedures.

To speak at the Public Forum please use the online form on our website. Each speaker will be allocated a maximum of 5 minutes speaking time.

Role of the Community Board

The Kāwhia Community Board (the Board) is a separate entity to Ōtorohanga District Council (the Council). The role of a community board is set out in Section 52 of the Local Government Act 2002 and is summarised below.

1. Represent, and act as an advocate for, the interests of the Kāwhia community.
2. Consider and report on all matters referred to it by the Council, or any mater of interest or concern to the Board.
3. Maintain an overview of services provided by the Council within the Kāwhia community.
4. Prepare an annual submission to the Council for expenditure within the community.
5. Communicate with community organisations and special interest groups within the Kāwhia community.
6. Undertake any other responsibilities that are delegated to it by the Council.

Delegations by Ōtorohanga District Council

The Council is authorised to delegate powers to the Board and has made the following specific delegations to be exercised in accordance with Council policy.

Power to act – Reserve Funds

Full decision-making authority on the use of Reserve Funds in accordance with the Terms of Reference for the following funds:

1. Kāwhia General Reserve Fund.

Power to act - Discretionary Fund

Full decision-making authority on the use of the Board's discretionary fund in accordance with the Terms of Reference for the Fund.

Power to recommend – Long Term Plan/Annual Plan/Policy issues

Authority to make a submission to the Long Term Plan/Annual Plan process on activities, service levels and expenditure (including capital works priorities) with the Board's area or to make a submission in relation to any policy matter which may have an effect with the Board's area.

Power to recommend – Advocacy/Submission to other agencies

Authority to recommend to the Council on inclusions to submissions/advocacy to external organisations.

Opening formalities — Ngā tikanga mihimihi

Decision reports — Ngā pūrongo whakatau

Information only reports — Ngā pūrongo mōhiohio anake

There are no reports.

Other business — Ētahi atu take

Public excluded — Take matatapu

There are no reports.

Closing formalities

Workshops/briefings

This Open Agenda was prepared by Manager Governance, Kaia King and approved for distribution by Group Manager Regulatory and Growth, Tony Quickfall on 20 November 2025.

Commencement of meeting — Te tīmatanga o te hui

The Chairperson will confirm the livestream to YouTube is active then declare the meeting open.

Opening prayer/reflection/words of wisdom — Karakia/huitao/whakataukī

The Chairperson will invite a member to provide opening words and/or prayer/karakia.

Apologies — Ngā hōnea

A Member who does not have leave of absence may tender an apology should they be absent from all or part of a meeting. The meeting may accept or decline any apologies. For clarification, the acceptance of a Member's apology constitutes a grant of 'leave of absence' for that specific meeting(s).

Should an apology be received, the following is recommended: *That Kāwhia Community Board receive and accept the apology from …. for …. (late arrival, early departure, non-attendance).*

Public forum — Hui tūmatanui

Public forums are designed to enable members of the public to bring matters, not necessarily on the meeting's agenda, to the attention of Council. Requests to attend the public forum must be made to on the form available on Council's website: otodc.govt.nz/about-council/meetings/speak-at-public-forum Alternatively, please call 07 873 4000.

Speakers can speak for up to five (5) minutes. No more than two speakers can speak on behalf of an organisation during a public forum. At the conclusion of the presentation, elected members may ask questions of speakers. Questions are to be confined to obtaining information or clarification on matters raised by a speaker. Following the public forum, no debated or decisions will be made during the meeting on issues raised in the forum unless related to items already on the agenda.

No requests to be heard were received at the publication of this agenda.

Late items — Ngā take tōmuri

Items not on the agenda for the meeting require a resolution under section 46A of the Local Government Official Information and Meetings Act 1987 stating the reasons why the item was not on the agenda and why it cannot be dealt with at a subsequent meeting on the basis of a full agenda item. It is important to note that late items can only be dealt with when special circumstances exist and not as a means of avoiding or frustrating the requirements in the Act relating to notice, agendas, agenda format and content.

Should a late item be raised, the following recommendation is made: *That Kāwhia Community Board accept the late item …. due to …. to be heard ….*

Declaration of conflict of interest Te whakapuakanga pānga taharua

Members are reminded to stand aside from decision making when a conflict arises between their role as an elected member and any private or external interest they may have.

A conflict can exist where:

- The interest or relationship means you are biased; and/or
- Someone looking in from the outside could have reasonable grounds to think you might be biased.

Should any conflicts be declared, the following recommendation is made: *That Kāwhia Community Board receive the declaration of a conflict of interest from …. for item … and direct the conflict to be recorded in Ōtorohanga District Council's Conflicts of Interest Register.*

Confirmation of minutes Te whakaū i ngā meneti

The unconfirmed Minutes of the previous meeting is attached on the following page.

Staff recommendation

That Kāwhia Community Board confirm as a true and correct record of the meeting the open Minutes of the meeting held on 6 November 2025 as distributed.

Open Minutes

KĀWHIA COMMUNITY BOARD

6 November 2025

Kāwhia Community Board

Open Minutes of the Inaugural meeting of the Kāwhia Community Board held in the Kāwhia Community Centre,27 Jervois Street, Kāwhia on Thursday, 6 November 2025 commencing at 4.00pm.

Tanya Winter, Chief Executive 14 November 2025

Kāwhia Community Board attendance

Board Member	Geoff Good	Attended
Board Member	Richard Harpur	Attended
Board Member	Kit Jeffries	Attended
Board Member	Annie Mahara	Attended
Board Member	Hinga Whiu	Attended

ŌDC Leadership Team in attendance

Chief Executive	Tanya Winter	Attended
Group Manager Regulatory & Growth	Tony Quickfall	Attended

Other Elected Members present

Mayor	Rodney Dow	Attended
Deputy Mayor	Katrina Christison	Attended
Kāwhia-Tihiroa Councillor	Jo Butcher	Attended

Opening formalities	Ngā tikanga mihimihi	
Opening prayer/reflection/words of wisdom	Karakia/huitao/whakataukī	4
Apologies	Ngā hōnea	4

Making and attesting of declaration of Board Member-elects

Decision reports	Ngā pūrongo whakatau	
Item 1	Voting system used to appoint Chairperson	Xx
Item 2	Appointment of Chairperson	Xx
Item 3	Appointment of Deputy Chairperson	Xx
Item 4	Fixing of a date and time for the first meeting	xx

Information only reports	Ngā pūrongo mōhiohio anake	
Item 5	General explanation of laws affecting elected members	xx

Public excluded	Take matatapu
There are no reports.	

Closing formalities	Ngā tikanga whakakapi	
Closing prayer/reflection/words of wisdom	Karakia/huritao/whakataukī	Xx
Meeting closure	Katinga o te hui	xx

These Open Minutes were prepared by Manager Governance, Kaia King and approved for distribution by Group Manager Regulatory and Growth, Tony Quickfall on 14 November 2025.

Commencement of meeting — Te tīmatanga o te hui

Mayor Dow declared the meeting open at 4.40pm.

Opening prayer/reflection/words of wisdom — Karakia/huitao/whakataukī

Board Member Whiu provided an opening karakia.

Apologies — Ngā hōnea

There were no apologies.

Making and attesting of declaration of Board Member-elects

Mayor Dow invited each Board Member-elect to make their Declaration in alphabetical order.

Decision reports — Ngā pūrongo whakatau

Item 1 - Voting system used to appoint Chairperson

ŌDC's Chief Executive, Tanya Winter outlined the two options for consideration.

Resolved K1: That the Kāwhia Community Board:

a) **ADOPTS** System B as the method for electing the chairperson,

b) **NOTES** this adoption is in accordance with Schedule 7, Clause 25 of the Local Government Act 2002.

Councillor Jeffries | Board Member Good

Item 2 - Appointment of Chairperson

Mayor Dow called for nominations and one nomination was received.

Resolved K2: That the Kāwhia Community Board

a) **APPOINTS** Geoff Good as the Chairperson for the 2025-28 Triennium.

b) **NOTES** this appointment is made in accordance with Clause 37(1) of Schedule 7 to the Local Government Act 2002.

Board Member Harpur | Board Member Mahara

Chairperson Geoff Good assumed the Chairperson role.

Item 3 - Appointment of Deputy Chairperson

Chairperson Good called for nominations and one nomination was received.

Resolved K3: That the Kāwhia Community Board

a) **APPOINTS** Hinga Whiu as the Deputy Chairperson for the 2025-28 Triennium.

b) **NOTES** this appointment is made in accordance with Clause 37(1) of Schedule 7 to the Local Government Act 2002.

Board Member Harpur | Board Member Mahara

Item 4 - Fixing of a date and time for the first meeting

ŌDC's Chief Executive, Tanya Winter advised a decision on the date and time of the first ordinary meeting of the Kāwhia Community Board was required at the Inaugural meeting under legislation.

Resolved K4: That Kāwhia Community Board:

a) **CONFIRMS** the first ordinary meeting of the Board for the 2025–28 Triennium is to be held on Thursday, 4 December 2025, commencing at 4.00pm; and,

b) **NOTES** this decision will satisfy statutory requirements and enable the effective initiation of the Board's business.

Councillor Jeffries | Board Member Mahara

Information only reports — Ngā pūrongo mōhiohio anake

Item 5 - General explanation of laws affecting elected members

ŌDC's Chief Executive, Tanya Winter spoke to a PowerPoint presentation[1] outlining the key legislation.

[1] Available upon request.

Resolved K5: That the Kāwhia Community Board:

a) **RECEIVES** the report titled 'General explanation of laws affecting elected members' by Tanya Winter, Chief Executive; and,

b) **NOTES** Board Members will receive further advice from staff as part of their induction and on a case-by-case basis to ensure they understand their legal obligations when making decisions.

Board Member Mahara | Board Member Harpur

Public excluded — Take matatapu

There were no reports.

Closing prayer/reflection/words of wisdom — Karakia/huritao/whakataukī

Deputy Chairperson Whiu provided a closing karakia.

Meeting closure — Katinga o te hui

Chairperson Good declared the meeting closed at 5.09pm.

Decision reports Ngā pūrongo whakatau

DISCLAIMER: The reports attached to this Open Agenda set out recommendations and suggested resolutions only. Those recommendations and suggested resolutions DO NOT represent Kāwhia Community Board policy until such time as they might be adopted by formal resolution. This Open Agenda may be subject to amendment either by the addition or withdrawal of items contained therein.

Item 6 Adoption of Kāwhia Community Board meeting schedule

To Kāwhia Community Board

From Kaia King, Manager Governance

Type **DECISION REPORT**

Date 4 December 2025

1. Purpose | Te kaupapa

1.1. To adopt a schedule of Kāwhia Community Board (KCB) meetings from February 2026.

2. Executive summary | Whakarāpopoto matua

2.1. KCB must hold meetings for the good governance of the Kāwhia and Aotea communities. Every meeting of KCB and its committees must be open to the public. Meetings must be called and conducted in accordance with legislation. Additional meetings may be held as required.

2.2. The staff recommendation seeks to bring certainty for staff, elected members and the community of the meeting dates and allow for the required public notices to be lodged in the local newspaper.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Kāwhia Community Board **APPROVE** the following meeting schedule to provide both elected members and members of the public with confirmation of dates:

2026

- 12 February
- 5-March
- 2-April
- 7-May
- 4-June
- 2-July
- 6-August
- 3-September
- 1-October
- 5-November
- 3-December

2027

- 4-February
- 4-March
- 1-April
- 6-May
- 3-June
- 1-July
- 5-August
- 2-September
- 7-October
- 4-November
- 2-December

2028

- 3-February
- 2-March
- 6-April
- 4-May
- 1-June
- 6-July
- 3-August
- 7-September
- 5-October

4. Context | Horopaki

4.1. The Chief Executive must give notice in writing to each member of the local authority of the date, time, and place of any meeting. Notice must be given at least 14 days before the meeting unless the council has adopted a schedule of meetings, in which case notice must be given at least 14 days before the first meeting on the schedule.

4.2. Where KCB adopts a meeting schedule it may cover any period considered appropriate and may be amended. Notification of the schedule, or an amendment, will constitute notification to members of every meeting on the schedule or the amendment.

4.3. The Chairperson of a scheduled meeting may cancel the meeting if, in consultation with the Chief Executive, they consider this is necessary for reasons that include lack of business, lack of quorum or clash with another event.

5. Discussion | He kōrerorero

5.1. The adoption of a meeting schedule is a standard governance practice that supports transparency, accountability, and effective planning. It provides elected members, staff, and the public with clarity regarding the timing and frequency of KCB's meetings.

5.2. A confirmed schedule enables better coordination of reporting timelines, facilitates public participation, and ensures compliance with statutory notification requirements under the Local Government Act 2002.

5.3. KCB has the discretion to adopt a schedule for any period it deems appropriate. This flexibility allows for alignment with electoral cycles, strategic planning horizons, or operational needs.

5.4. Four options are presented for consideration:

a) Option 1 proposes adopting the full meeting schedule as presented, offering the highest level of certainty and administrative efficiency.

b) Option 2 limits the schedule to the 2026 calendar year, providing short-term certainty while allowing for future adjustments.

c) Option 3 allows for an amended schedule, enabling KCB to tailor meeting frequency and timing to specific needs.

d) Option 4 proposes not adopting a schedule, which would require individual meeting notifications and may reduce transparency and increase administrative workload.

5.5. Each option presents varying degrees of certainty, flexibility, and administrative impact. The preferred approach will depend on KCB's priorities regarding governance efficiency, public engagement, and operational planning.

6. Strategic Considerations | Ngā whai whakaarotanga

Significance and engagement

6.1. Staff have assessed the significance of this decision in accordance with the Significance and Engagement Policy and determined it to be low, as it does not materially affect levels of service, strategic assets, or the community. The meeting dates will be advertised on ŌDC's website and promoted via ŌDC's social media.

Mana whenua / Māori

6.2. The adoption of a meeting schedule provides a foundation for consistent and transparent governance, which supports the principles of partnership and participation outlined in ŌDC's Māori Engagement Framework. By adopting a schedule, KCB demonstrates its commitment to enhancing Māori participation in decision-making and upholding the values of rangatiratanga, mana tangata, and whakamana as outlined in the Framework.

6.3. A confirmed schedule enables early and meaningful engagement with mana whenua by providing visibility of key decision-making timelines. This supports the ability of iwi and hapū to plan for participation, contribute to kaupapa of shared interest, and uphold their role as kaitiaki and Treaty partners. The schedule also assists in aligning project planning with the timeframes required for effective Māori engagement, as identified in the Framework and its implementation plan. This includes allowing sufficient time for kanohi ki te kanohi (face to face) engagement, incorporating feedback, and ensuring cultural considerations are embedded in governance processes.

Strategic alignment

6.4. The adoption of a meeting schedule supports the delivery of ŌDC's Long Term Plan (LTP) by enabling effective governance and decision-making. It aligns with ŌDC's strategic priority of Trusted Leadership and Relationships, ensuring transparency, accountability, and timely engagement with the community.

6.5. A confirmed schedule contributes to the Community Outcomes of:

- People – by promoting inclusive participation and enabling residents to engage with Council processes.
- Place – by supporting the efficient operation of Council, which underpins the delivery of services and infrastructure.
- Partnerships – by fostering trust and collaboration between elected members, staff, and the community through predictable and accessible governance processes.

Legal

6.6. Provision for a schedule of meetings is outlined in the Local Government Act 2002, Schedule 7, part 19.

Financial

6.7. The cost of KCB's governance structure is provided for in existing budgets. There are no unbudgeted financial implications.

Risk analysis

6.8. The adoption of a meeting schedule mitigates several operational and reputational risks. A confirmed schedule ensures compliance with statutory notification requirements under the Local Government Act 2002 and supports transparent and timely decision-making. It reduces the risk of administrative oversight, such as missed notifications or scheduling conflicts, which could otherwise impact governance effectiveness and public trust.

6.9. Failure to adopt a schedule may result in increased administrative burden, reduced visibility of KCB's activities, and potential disengagement from the public due to inconsistent or late meeting notifications. This could also lead to reputational risk if stakeholders perceive a lack of transparency or accessibility in KCB processes.

6.10. The proposed approach aligns with the principles of good governance and supports the objectives of the Risk Management Framework by promoting predictability, accountability, and effective planning.

7. Options analysis | Tātari Kōwhiringa

Options summary of considerations

7.1. The following table summarises the key considerations for each option available to KCB:

	Option 1: Adopt schedule as presented	**Option 2: Adopt a schedule for 2026 only**
Summary	Adopt the meeting schedule for KCB as presented for consideration.	Adopt a meeting schedule for 2026 only.
Advantages	This option provides staff, elected members and members of the public with confirmation of dates.	A schedule of meetings provides certainty to elected members, staff and members of the public.
Disadvantages	May limit flexibility if changes are needed later in the triennium; however, the schedule can be amended by KCB resolution if required.	Does not provide long-term certainty beyond 2026, requiring future scheduling decisions.

	Option 3: Adopt an amended schedule	**Option 4: Do not adopt a schedule**
Summary	KCB could adopt a schedule for a timeframe of its choosing.	Do not adopt a meeting schedule.
Advantages	Allows flexibility to tailor the meeting schedule to specific needs or priorities within a defined period.	Provides maximum flexibility to schedule meetings as needed throughout the year.
Disadvantages	May result in insufficient opportunities for timely decision-making or public engagement.	To not adopt a meeting schedule provides a monthly administrative burden to send the notification and may cause members of the public to be unaware of any specific meeting.

Recommended option and rationale

7.2. Option 1: Adopting the meeting schedule allows the Kāwhia and Aotea communities certainty of the timing to engage and provide input into the matters contained in the agendas.

8. Appendices | Ngā āpitihanga

Number	Title	Magiq number
There are no appendices.		

Information only reports Ngā pūrongo mōhiohio anake

There are no reports.

Board Member updates Ngā kōrero hou a ngā Kaikaunihera

All Board Members will be invited by the Chairperson to provide a verbal update to the meeting.

Board projects

Board Members will provide updates as appropriate.

Project 1: Kāwhia Storyboards

Kāwhia General Reserve Fund

The Reserve Fund should only be used to fund expenditure[1] within the KCB area. Any surplus in the General Reserve can be used to fund one off items of unforeseen expenditure for which there is no approved budget. When considering any request for funding from the General Reserve Fund the Board should ensure that any distribution from the Reserve:

a) Is appropriately targeted,

b) Occurs in a consistent, efficient and effective manner,

c) Is fair and transparent, and

d) Promotes accountability.

The Fund had a balance of $201,022.66 as at 30 June 2025.

Kāwhia Community Board discretionary fund

Any decision to allocate the Board's funds must be made to promote the social, economic, environmental, and cultural well-being of the Kāwhia and Aotea community in the present and for the future. The grants below were made by the previous Kāwhia Community Board.

[1] 1 Any acquisition of an asset must be recommended to ŌDC for a final decision. The Board are unable to own assets.

Date of grant	Resolution #	Recipient	Purpose	Amount (excl. GST)
03/07/25	K120	Kaiewe MMWL	Kai for Maketū Marae pōwhiri for new Police Officer.	500.00
07/08/25	K125	Kāwhia Kai Committee	Kāwhia Kai Festival 2026	1,000.00
			Total granted	1,500.00
			Total remaining	**$4,463.00**

Request for funding

No requests have been received.

Kāwhia Community Centre hire charge waivers

Waiver criteria and requirements

The Kāwhia Community Board:

a) Advise that all applications for a waiver of the Kāwhia Community Centre fees and charges must be submitted for consideration by the Board as an agenda item at the next available meeting.

b) Determine that the following criteria be used in assessing any applications from community groups for a Kāwhia Community Centre fees and charges waiver:

   i. must be recognised, non-profit volunteer run that are Kāwhia/Aotea based.

   ii. must be providing a service that benefits the Kāwhia/Aotea communities e.g. health, wellness, youth development etc.

   iii. must be using the Centre on a regular weekly basis.

c) Advise that community groups who receive a fees and charges waiver for the Kāwhia Community Centre must abide by the following requirements:

   i. Must leave the hall in a clean, swept condition, including the toilet area.

   ii. Cannot re-allocate their booking to any other group or person.

   iii. Must relinquish or choose to pay for any booking that has been requested by a fee-paying individual or group.

   iv. Cannot use the Centre for profit-making purposes.

   v. Will be responsible for any damage caused by attendees/participants.

   vi. vi) Must maintain an on-site event attendance register detailing attendance numbers for their bookings.

   vii. Will be required to provide a short verbal or written update to the Board at their November and March meetings except as agreed and confirmed in writing.

d) Advise that the Kāwhia Community Board reserve the right to rescind the waiver at their discretion.

Existing waivers

The following non-profit community groups have received hire charge waivers for the 2025/26 financial year from the previous Kāwhia Community Board.

a) **Operation Kai 4 All** – weekly hire of the Board/Supper Room (and kitchen) for the purpose of free food distribution services for those in need (volunteer run); and,

b) **Kāwhia Hauora Club** – hire of the main hall at six sessions per week for the purposes of fitness group sessions for the local community (volunteer run); and,

c) **Strength training exercise class** – weekly hire of the main hall for the purposes of assisting those with mobility issues and fall prevention (volunteer run).

d) **Rowley Clegg** – weekly hire of the main hall for the purpose of providing music both live and via website playlists to provide residents the opportunity to sing or play an instrument (volunteer run).

Request for hire charge waiver

No requests have been received.

Resolution Register

The previous Kāwhia Community Board made a recommendation to the new Board.

Resolution #	Date	Resolution	Staff update
K129	02/10/25	That Kāwhia Community Board receive the report and recommend the incoming Board revisit the need for a camera in March 2026 as part of the Annual Plan process.	Staff will provide further information after the meeting and will seek the Board’s decision at the next meeting.

Resolutions of the Kāwhia Community Board which are not yet finalised are outlined below.

Resolution #	Date	Resolution	Staff update
K1	06/11/25	That the Kāwhia Community Board: a) ADOPTS System B as the method for electing the chairperson, b) NOTES this adoption is in accordance with Schedule 7, Clause 25 of the Local Government Act 2002.	There is no further action required. Staff recommend this Resolution is **removed** from the Register.
K2	06/11/25	That the Kāwhia Community Board: a) APPOINTS Geoff Good as the Chairperson for the 2025-28 Triennium.	There is no further action required. Staff recommend this Resolution is **removed** from the Register.

		b) NOTES this appointment is made in accordance with Clause 37(1) of Schedule 7 to the Local Government Act 2002.	
K3	06/11/25	That the Kāwhia Community Board a) APPOINTS Hinga Whiu as the Deputy Chairperson for the 2025-28 Triennium. b) NOTES this appointment is made in accordance with Clause 37(1) of Schedule 7 to the Local Government Act 2002.	There is no further action required. Staff recommend this Resolution is **removed** from the Register.
K4	06/11/25	That Kāwhia Community Board: a) CONFIRMS the first ordinary meeting of the Board for the 2025–28 Triennium is to be held on Thursday, 4 December 2025, commencing at 4.00pm; and, b) NOTES this decision will satisfy statutory requirements and enable the effective initiation of the Board's business.	There is no further action required. Staff recommend this Resolution is **removed** from the Register.

Staff recommendation

That the Kāwhia Community Board approve the removal of Resolutions K1, K2, K3 and K4 from the Register.

Public excluded — Take matatapu

There are no reports.

Closing prayer/reflection/words of wisdom — Karakia/huritao/whakataukī

The Chairperson will invite a Member to provide the closing words and/or prayer/karakia.

Meeting closure — Katinga o te hui

The Chairperson will declare the meeting closed.

Workshops/briefings

Code of Conduct — Open

Monthly discussion with staff on items raised in public forum or outstanding matters. Open

a) Alternative beach access

b) Better Places Together (Kāwhia/Aotea)

c) Karewa boat ramp boat parking

d) Kāwhia parking plan.

For use in both opening and closing meetings

A Member will provide the words of their preference or may choose to use the following:

Mā te whakapono	*By believing and trusting*
Mā te tūmanako	*By having faith and hope*
Mā te titiro	*By looking and searching*
Mā te whakarongo	*By listening and hearing*
Mā te mahi tahi	*By working and striving together*
Mā te manawanui	*By patience and perseverance*
Mā te aroha	*By all being done with compassion*
Ka taea e tātou	*We will succeed*