



TE KAUNIHERA Ā-ROHE O  
**ŌTOROHANGA**  
DISTRICT COUNCIL

# Open Agenda

## **KĀWHIA COMMUNITY BOARD**

Date of meeting: 04 June 2026

Agenda issued: 25 May 2026

Re-issued: 02 June 2026 due to Notice of Motion received

# 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, 04 June 2026 commencing at 4.00pm.

Tanya Winter, Chief Executive

25 May 2026

## 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 matter 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: 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.

<b>Opening formalities</b>	<b>Ngā tikanga mihimihi</b>	
Opening prayer/reflection/words of wisdom	Karakia/huitao/whakataukī	6
Apologies	Ngā hōnea	6
Public forum	Hui tūmatanui	6
Late items	Ngā take tōmuri	6
Declaration of conflict of interest	Te whakapuakanga pānga taharua	7
Confirmation of minutes	Te whakaū i ngā meneti	7

<b>Decision reports</b>	<b>Ngā pūrongo whakatau</b>	
Item 8 Older Persons Housing Policy		18

<b>Information only reports</b>	<b>Ngā pūrongo mōhiohio anake</b>	
There are no reports.		33

<b>Other business</b>	<b>Ētahi atu take</b>	
Board Member updates		33
Board projects		33
Board priorities		33
Kāwhia General Reserve Fund		34
Kāwhia Discretionary Fund		34
Kāwhia Community Centre hire charge waivers		35
Resolution Register		36

**Public excluded****Take matatapu**

Item 9	Resolution to exclude the public for Item PE1	37
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**Closing formalities**

Closing prayer/reflection/words of wisdom	40
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Meeting closure	40
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**Workshops/briefings**

Monthly discussion on items raised in public forum or outstanding matters.	Open
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This Open Agenda was prepared by Manager Governance, Kaia King and approved for distribution by Group Manager Regulatory and Growth, Tony Quickfall on 25 May 2026 and reissued on 2 June 2026.

**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](https://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.

**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 02 April 2026 as distributed.



TE KAUNIHERA Ā-ROHE O  
**ŌTOROHANGA**  
DISTRICT COUNCIL

# Open Minutes

**KĀWHIA COMMUNITY BOARD**

2 April 2026

# Kāwhia Community Board

Open Minutes of an ordinary meeting of the Kāwhia Community Board held in the Kāwhia Community Centre, 27 Jervois Street, Kāwhia on Thursday, 2 April 2026 commencing at 4.00pm.

Tanya Winter, Chief Executive

10 April 2026

## Kāwhia Community Board attendance

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

## ODC Senior Staff in attendance

Group Manager Regulatory & Growth	Tony Quickfall	Attended
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**Opening formalities****Ngā tikanga mihimihi**

Opening prayer/reflection/words of wisdom	5
Apologies	5
Public forum	5
Late items	5
Declaration of conflict of interest	6
Confirmation of minutes	6

**Decision reports****Ngā pūrongo whakatau**

There were no reports.

**Information only reports****Ngā pūrongo mōhiohio anake**

There were no reports.

**Other business****Ētahi atu take**

Board Member updates	6
Board projects	7
Kāwhia General Reserve Fund	7
Kāwhia Discretionary Fund	8
Kāwhia Community Centre hire charge waivers	8
Resolution Register	8

**Public excluded****Take matatapu**

There were no reports.

**Closing formalities**

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**Workshops/briefings**

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

Open to public

These Open Minutes were prepared by Manager Governance, Kaia King and approved for distribution by Group Manager Regulatory and Growth, Tony Quickfall on 10 April 2026.

**Commencement of meeting****Te tīmatanga o te hui**

Chairperson Good declared the meeting open at 4.00pm.

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

Board Member Harpur provided the opening karakia.

**Apologies****Ngā hōnea**

There were no apologies.

**Public forum****Hui tūmatanui**

Waikato Regional Council's Waipā/King Country Councillor Liz Stolwyk spoke to the Board on her background and her intentions for her time with WRC.

Councillor Jeffries advised he had been working with Barbara Kuriger to take up central Government's offer to increase the number of EV charging stations. He considers Kāwhia has a strong case to make. He queried if it was appropriate for WRC to provide a letter of support. Ms Stolwyk agreed to discuss with the WRC Chairperson and provide a response.

Councillor Jeffries queried the possibility of a Kāwhia to Ōtorohanga bus service. Ms Stolwyk recommended he discuss with Ōtorohanga District Council's Mayor who is the representative on the Waikato Regional Transport Committee. She noted the service between Taumarunui and Hamilton needed to increase numbers before any further prioritisation was given by WRC.

Councillor Jeffries queried the weed control on road reserve or private property. Ms Stolwyk confirmed it was a responsibility of local councils or NZTA for road reserves.

Councillor Jeffries queried how WRC Councillors were faring following their election and then legislative changes to remove those after two years. Ms Stolwyk spoke about the reform and the impact on the next election and the importance of localism.

**Late items****Ngā take tōmuri**

There were no late items.

**Declaration of conflict of interest****Te whakapuakanga pānga taharua**

There were no declarations made.

**Confirmation of minutes****Te whakaū i ngā meneti**

Resolved K15: That Kāwhia Community Board confirm as a true and correct record of the meeting the open Minutes of the meeting held on 12 February 2026 as distributed.

Chairperson Good | Board Member Mahara

**Decision reports****Ngā pūrongo whakatau**

There were no reports.

**Information only reports****Ngā pūrongo mōhiohio anake**

There were no reports.

**Board Member updates****Ngā kōrero hou a ngā Kaikaunihera**

Board Member Mahara attended the Kaumatua Mini Games with more than 80 kaumatua in attendance. Kāwhia Kai 4 All was getting low on boxes of kai coming from the supermarkets with only half being delivered now.

Deputy Chairperson Whiu spoke on an email regarding the temporary lane bridge on SH39. She noted there was no contact through to Ngāti Hikairo to attend. ŌDC's Tony Quickfall undertook to take the feedback back to the Leadership Team. Deputy Chairperson Whiu spoke on the timing of road works which are always conflicting with the poukai rounds.

Chairperson Good attended three poukai (including the opening of Ōkapu Marae), joined ŌDC's elected member bus tours, and participated in Annual Plan workshops (noting an upcoming rates increase). He also noted the Board made two submissions to the draft Annual Plan.

Board Member Harpur attended ŌDC bus tours and reported on several local matters—Kaumatua Club funding pressures due to repeated hall use, Kāwhia Sports Club building becoming available for public use,

the museum needing volunteers and planning a re-dedication service, progress on Kai Fest planning, and ongoing storm damage/remedial work concerns. He also noted young people continue to contact him about employment opportunities.

Councillor Jeffries provided a brief update covering the February storm event, Hamilton Airport shareholders day, RAC, meetings/workshops, three poukai, and bus tours.

Kāwhia Kai / Hauora Hub: A letter from Kāwhia Kai was read out by Chairperson Good. Deputy Chairperson Whiu said the Board should support the Hauora Hub and suggested considering the discretionary fund at the next meeting.

## Board projects and priorities

### Project 1: Kāwhia Storyboards

Deputy Chairperson Whiu advised Frank Thorne had sent apologies. She said the project needed stronger ŌDC support (noting it was better supported previously). She stated they had ideas but needed to align on what the storyboards will look like—possibly including audio via a QR code, and interactive signage concepts like a photo/selfie board seen in Whitianga. ŌDC's Tony Quickfall agreed to connect her with ŌDC's Comms team for design input and noted ŌDC staff can help with installation.

### Board priorities

The Board previously held an informal session to consider their priorities for the 2025-28 Triennium. Mr Quickfall advised a formal resolution was required to guide staff.

Resolved K16: That the Kāwhia Community Board confirm their priorities for 2026/27 financial year:

- a) Progress the Kāwhia boat ramp carpark and lease; and,
- b) Progress the Kāwhia Community Centre improvements and maintenance.

Chairperson Good | Board Member Mahara

## Kāwhia General Reserve Fund

There were no distributions made. Chairperson Good requested information on deposits into the Fund and any usage since.

## Kāwhia Community Board discretionary fund

Date of grant	Resolution #	Recipient	Purpose	Amount (excl. GST)	
				Budget	\$ 5,963.00
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
				<b>Total granted</b>	<b>\$ 1,500.00</b>
				<b>Total remaining</b>	<b>\$ 4,463.00</b>

### Request/s for funding

Chairperson Good spoke in support of a grant to the Kawhia RSA and the Mayoral Disaster Relief Fund.

Resolved K17: That the Kāwhia Community Board grant:

- a) \$1,000 to the Mayoral Disaster Relief Fund; Chairperson Good and Councillor Jeffries.
- b) \$500 to the Kāwhia RSA to assist with the costs for the 2026 Kāwhia ANZAC Day parade.

Chairperson Good | Board Member Mahara

### Kāwhia Community Centre hire charge waivers

Chairperson Good advised that '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)' was not using it anymore and should be removed from the hire charge waiver list.

### Resolution Register

Resolved K18: That the Kāwhia Community Board approve the removal of Resolution K10 from the Register.

Chairperson Good | Deputy Chairperson Whiu

### Public excluded

### Take matatapu

There were no reports.

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

Board Member Harpur provided the closing karakia.

**Meeting closure****Katinga o te hui**

Chairperson Good declared the meeting closed at 5.01pm.

**Workshops/briefings**

The following workshops were held.

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

**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.

<b>Item 8</b>	Older Persons Housing Policy	
<b>To</b>	Kāwhia Community Board	
<b>From</b>	Keri Downs, Senior Property Advisor	
<b>Type</b>	<b>DECISION REPORT</b>	
<b>Date</b>	4 June 2026	

**1. Purpose | Te kaupapa**

1.1. To consider the Older Persons Housing Policy review recommendations and, if appropriate, provide a recommendation for consideration by Ōtorohanga District Council.

**2. Executive summary | Whakarāpopoto matua**

- 2.1. The ‘Older Persons Housing Policy’ was reviewed in 2023. Veros conducted the ‘Ōtorohanga District Council Older Persons Housing Review’ in 2025 and recommended that the policy be reviewed and updated.
- 2.2. The Community Board may provide a recommendation only. Final decision-making authority rests with the full Council.

**3. Staff recommendation | Tūtohutanga a ngā kaimahi**

That the Kāwhia Community Board recommend Ōtorohanga District Council update the ‘Older Persons Housing Policy’ to incorporate the recommendations from the Ōtorohanga District Council Older Persons Housing Review and take into consideration the following matters:

a) .....

**4. Context | Horopaki**

- 4.1. Council must regularly review whether its services are effective, efficient and still needed. Any changes to rent or the policy must follow tenancy law and protect tenants’ rights.
- 4.2. Any discussions about individual tenants, such as rent impacts or MSD support, must protect privacy.

**Delegation to the Board**

- 4.3. Council has delegated authority to the Board to make submissions in relation to any policy matter which may have an effect within the Board’s area. Council owns 28 units – 22 in Ōtorohanga and 6 in Kawhia.
- 4.4. The Board can consider the Veros recommendations and make a recommendation to help Council make its decision.

### Current state

- 4.5. The *'Older Persons Housing Policy'* was last reviewed in 2023.
- 4.6. Veros conducted the *'Ōtorohanga District Council Older Persons Housing Review'* in 2025 to assess the ongoing suitability, efficiency, and sustainability of the units. This review was conducted in line with Section 17A of the *Local Government Act 2002*, requiring councils to periodically evaluate the cost-effectiveness of service delivery. The *'Older Persons Housing Policy'* was looked at as part of this review.
- 4.7. Approximately 10 people at any time are on the waiting list for a unit and this number is likely to rise as the high-need elderly population is projected to increase by 30% in the next 10 years. Council's role is essential as it fills a housing gap for these residents.
- 4.8. The units are in fair condition but are dated and require investment.
- 4.9. Current rents are well below the Market Rental provided by Veros. Increasing rents would improve revenue and enable reinvestment into upgrades.

## 5. Discussion | He kōrerorero

- 5.1. Council's current *'Older Persons Housing Policy'* serves as the foundational document guiding the provision, management, and tenancy of the Council's older persons housing portfolio. Its primary objective is to provide safe accommodation for older persons with limited financial means. A central tenet of the policy is that the Council's housing investment will continue to be self-funding without rates input, with all generated revenue reinvested into the activity for maintenance, management, renewal, and extension.
- 5.2. Total annual operating costs are \$219,000. Management costs are \$32,600, representing 12% of current gross rental income.
- 5.3. The current policy outlines that the units are intended to be self-contained, offering privacy and independence within a communal setting. It establishes specific eligibility criteria for tenants, including:
  - a) Age (60 years or over),
  - b) Ability to live independently, and a verified good tenant history.
  - c) Asset limits & Income thresholds:
- 5.4. The definition of "Market Rental" is included in the Policy, with no other reference to it.
- 5.5. Veros assessed the current Market Rental (not the wider market rental) of the units and found that the portfolio is currently rented at 61% (average) as shown below with current total gross rental income at \$283,140.

<b>Market vs Current Rental</b>			<b>Market Rental</b>		<b>Current rental</b>		<b>Total</b>
<i>Rent</i>	<i>Type</i>	<i>No.</i>	<i>Wk</i>	<i>p.a.</i>	<i>Wk</i>	<i>% MR</i>	<i>p.a.</i>
WC 1 Bedroom	1 Bedroom	8	<b>\$360</b>	\$149,760	<b>\$225</b>	62.5%	\$93,600
WC Studio	Studio	4	<b>\$300</b>	\$62,400	<b>\$180</b>	60.0%	\$37,440
EP 1 Bedroom	1 Bedroom	1	<b>\$360</b>	\$18,720	<b>\$225</b>	62.5%	\$11,700
EP Studio	Studio	9	<b>\$290</b>	\$135,720	<b>\$180</b>	62.1%	\$84,240
K 1 Bedroom	1 Bedroom	6	<b>\$315</b>	\$98,280	<b>\$180</b>	57.1%	\$56,160
<b>Total Rental Gross p.a.</b>		<b>28</b>		<b>\$464,880</b>			<b>\$283,140</b>

*WC – Windsor Court; EP – Elizabeth Place; K - Kawhia*

5.6. Recommendations in the Veros Report include updates to the current Policy which include:

- a) Defining Council’s role as a provider of affordable rental housing;
- b) Change the eligibility criteria from 60 to 65 years of age to prioritise older residents with the greatest housing need;
- c) Include a reference to Current Market Rental in the rent review process to enable ŌDC to generate the revenue needed to improve housing quality and support future development. If rents were increased to 80% market rental, the total gross rental income would be \$371,904, an increase of \$88,764 over current income. Adjusting the rental settings to 80% of market value through a phased approach would mean a 20% discount aligning with a nationally recognised benchmark for ‘affordable rentals’ in New Zealand. Rent increases to 70%, 75%, 80% of Market Rental are shown below:

<b>Rent increases</b>	<b>70%</b>		<b>75%</b>		<b>80%</b>	
	<i>Wk</i>	<i>p.a.</i>	<i>Wk</i>	<i>p.a.</i>	<i>Wk</i>	<i>p.a.</i>
WC 1 Bedroom	<b>\$252</b>	\$104,832	<b>\$270</b>	\$112,320	<b>\$288</b>	\$119,808
WC Studio	<b>\$210</b>	\$43,680	<b>\$225</b>	\$46,800	<b>\$240</b>	\$49,920
EP 1 Bedroom	<b>\$252</b>	\$13,104	<b>\$270</b>	\$14,040	<b>\$288</b>	\$14,976
EP Studio	<b>\$203</b>	\$95,004	<b>\$218</b>	\$101,790	<b>\$232</b>	\$108,576
K 1 Bedroom	<b>\$221</b>	\$68,796	<b>\$236</b>	\$73,710	<b>\$252</b>	\$78,624
<b>Gross p.a.</b>		<b>\$325,416</b>		<b>\$348,660</b>		<b>\$371,904</b>

5.7. When considering graduated increases to 70%, 75% and 80% of market rent, it is important to consider the effect on tenants who are in receipt of the MSD Accommodation Supplement payment which can increase if rent increases. Almost all tenants are eligible. Below is information from the ‘Check what you might get’ tool on the MSD website below that shows the net average rent increase.

5.8. The increases in year 1 to 70% market rent would be between 3.1% and 7.3% more than current rents. In year 2, the increases to 75% from 70% market rent range from 2.1% to 7.1%. In year 3, rents from 75% to 80% market rent range from 1.8% to 6.7%.

	<b>Current</b>	<b>Acc. Supp.</b>	<b>70%</b>	<i>Avg. Incr. from Current rent</i>	<b>75%</b>	<i>Avg. increase from 70%</i>	<b>80%</b>	<i>Avg. increase from 75%</i>
WC & EP 1 Bed	\$225	\$61 to \$68	\$252	\$17 – 7.3%	\$270	\$18 – 7.1%	\$288	\$18 – 6.7%
WC Studio	\$180	\$29 to \$37	\$210	\$9 – 5%	\$225	\$5 – 2.1%	\$240	\$5 – 2.2%
EP Studio	\$180	\$29 to \$37	\$203	\$6 – 3.1%	\$218	\$6 – 3%	\$232	\$4 – 1.8%

5.9. Another consideration is income and asset thresholds in the eligibility criteria. Amending the thresholds as shown below would prioritise those most in need of housing. The thresholds also allow for movement as the amounts vary according to externally provided figures:

**Financial Eligibility Thresholds**

Income Threshold Formula		
<i>Refer to</i>	<i>Individuals</i>	<i>Couples</i>
Work and Income	Less than NZ Superannuation amount plus 10%	Less than NZ Superannuation amount plus 10%, both must qualify
Asset Thresholds		
<i>Refer to</i>	<i>Individuals</i>	<i>Couples</i>
Work and Income Asset Limits (Accommodation Supplement) at 1 June 2026	\$8,100	\$16,200

NOTE:

Current Income Threshold

NZ Super \$1110.30 (single net/fortnight): 1.1 x annual net NZ Super \$31,754

NZ Super \$854.08 each (couple net/fortnight): 1.1 x annual net NZ Super \$24,426

5.10. Other updates include:

- a) Annual rent reviews or at least every 3 years as part of Council’s Long-Term Plan process.
- b) Removing curtains from the list of standard furnishings. Curtains have not been provided for some time and if they are included, would be a significant financial burden for Council. Curtain tracks and some custom blinds are provided or have been left by previous tenants.

**6. Considerations | Ngā whai whakaarotanga**

**Significance and engagement**

- 6.1. Updating the Older Persons Housing Policy will have an impact on tenants, particularly around rents being raised to a percentage of market rent. Rents were increased in 2023 following a long consultation process. The increases were significant as rents had not risen for several years.
- 6.2. Tenants were initially very concerned before MSD staff offered advice on-site that the increases would mostly be covered by the higher accommodation supplement. Prior to any future rent increase, Council staff will speak with each tenant about how such an increase will affect them and offer support as appropriate that may include a referral to social services or MSD.

6.3. Increasing the age of eligibility could have an effect but there is some discretion that can be exercised by the Chief Executive.

**Impacts on Māori**

6.4. Around half of the tenants are Maori. Support will be offered to tenants if any impact caused by updates to the Policy occurs.

**Risk analysis**

6.5. Updating the policy involves a risk for ŌDC if the changes are not discussed in adequate details with tenants.

**Policy and plans**

6.6. The Older Persons Housing Policy was last reviewed in 2023.

**Legal**

6.7. Any changes to the Policy will comply with the Residential Tenancies Act 1986 where necessary.

**Financial**

6.8. The elderly housing portfolio is currently self-funding with Kāwhia and Ōtorohanga Elderly housing combined under one activity. Any increases in rents will provide a greater surplus that can be used for repairs and upgrades.

6.9. The current estimated surplus for the entire portfolio is \$48,623. At 80% or market rental, the estimated surplus would be \$132,456. Any increase in the surplus will increase Council’s ability to undertake significant capital works that will improve and modernise the portfolio.

<b>Operating Expense Budget</b>	<b>\$218,787</b>
Current rental Surplus at 61%	\$48,623
Current rental Surplus at 70%	\$88,529
Current rental Surplus at 75%	\$110,503
Current rental Surplus at 80%	\$132,456

**7. Options analysis**

**Option 1: Update the Older Persons Housing Policy**

*Advantages*

7.1. Re-defining Council as a provider of affordable rental housing, not social housing will more accurately characterise Council’s role.

7.2. Changing the age of eligibility from 60 to 65 prioritises older residents with the greatest need.

7.3. Defining a rent benchmark (Market Rent) and committing to move rents in line with it will increase the surplus which could be used for reinvestment in quality improvements and an improved level of service

or funding depreciation. The surplus generated guarantees that the portfolio will continue to be self-funding.

- 7.4. Changing financial eligibility thresholds for income and assets and including the requirement that tenants need to be eligible for the Accommodation Supplement prioritises those with the fewest assets who are most in need. Tenants receiving the Accommodation Supplement will benefit from increases in the supplement in line with rent increases.
- 7.5. Removing curtains from the list of inclusions will allow tenants to choose window furnishings and comes at no cost to Council.

***Disadvantages***

- 7.6. Changing the age of eligibility may disadvantage applicants who are needy but not yet 65 years old. Under exceptional circumstances, an applicant that doesn't meet the criteria may be given dispensation by the Chief Executive.
- 7.7. Defining Market Rental as a rent benchmark will mean an increase in rents which sit currently at around 61% of Market Rental however, almost all tenants are eligible for accommodation supplements which may cover the bulk of any increases.

**Option 2: Do not update the Older Persons Housing Policy**

***Advantages***

- 7.8. No change to the policy means that tenants will continue to pay the same rent.
- 7.9. The eligibility age stays at 60 so tenants who are not yet 65 may apply.

***Disadvantages***

- 7.10. Not re-defining Council as a provider of affordable rental housing is likely to lead to confusion among applicants and other providers.
- 7.11. The eligibility age of 60 does not prioritise older needy applicants.
- 7.12. The inclusion of curtains remains as a significant financial burden for Council.

**Recommended option and rationale**

- 7.13. The preferred option is Option 1 to update the Older Persons Housing Policy to more accurately describe Council's role, change eligibility criteria to prioritise older residents with the greatest need, and include using market rent as a benchmark. Including a 3-yearly review will allow Council to set rents during the Long Term Plan process. Removing curtains from the list of inclusions will reduce costs for Council and reflect the current situation where tenants provide their own window furnishings.

## 8. Appendices | Ngā āpitihanga

Number	Title
1	Older Persons Housing Policy



# OLDER PERSONS HOUSING POLICY

## ŌTOROHANGA DISTRICT COUNCIL

Approval authority	Chief Executive
Administrator	Senior Property Advisor
Effective date	TBC
Next review date	1 March 2029

## VERSION HISTORY

Date	Changes	By	Date Adopted
1 May 2026	Policy reviewed	Keri Downs	

## PURPOSE

1. The purpose of Ōtorohanga District Council's Older Persons Housing is to provide safe accommodation for older persons with limited financial means. This policy:
  - a. sets out the Council's practice in regard to the provision, management and tenancy of Council's Older Persons Housing portfolio within Ōtorohanga District.
  - b. provides clear guidelines on tenant eligibility for persons wanting to live in Council-owned houses.
  - c. provides guidelines for the level of rental, with the intention of the facilities being self-funding.
  - d. ensures Council meets its statutory obligations with respect to tenancies.
  - e. confirms Council's commitment to the provision of housing.

## SCOPE

2. This policy applies to all Older Persons Housing units owned by Ōtorohanga District Council.

## PRINCIPLES

3. The core principles of this Policy are:
  - a. There is a genuine and growing need for long-term accommodation for older persons in the Ōtorohanga District.
  - b. Council has agreed it has a role in meeting this need and acknowledges that there are other housing providers delivering these services in the community.
  - c. Council's investment in housing will continue to be self-funding without rates input.
  - d. Older Persons Housing is listed as a strategic asset in Council's Significance and Engagement Policy.
  - e. Any monies generated within the activity in excess of operational needs (including the proceeds of any divestment) will remain in the activity and be utilised as considered appropriate for the maintenance, management, renewal and extension of the housing activity.
  - f. Council will recover reasonable administration costs in the management of the housing portfolio.
  - g. Council administers its Older Persons housing portfolio in accordance with the Residential Tenancies Act 1986.

## Definitions

4. For the purpose of this policy:
  - a. **“Current Market Rent”** is the level of rent the units would attract if listed on the open market, as determined by an independent rental appraisal.
  - b. **“Older persons”** are those people aged 65 or over.
  - c. **“One-bedroom unit”** has a separate bedroom, dining, lounge, kitchen and bathroom.
  - d. **“Studio unit”** has a combined lounge, bedroom, dining area with separate kitchen and bathroom.
  - e. **“Waiting List”** is a list administered by Council that holds information about those applicants who qualify and are waiting for a unit.

## Older Persons Housing Portfolio

5. The Council owns 28 units in 3 complexes:
  - a. Windsor Court, 24 Haerehuka Street, Ōtorohanga: 8 one-bedroom and 4x studio units; and 4 carports;
  - b. Elizabeth Place/58 Rangitahi Street, Ōtorohanga: 1 one-bedroom and 9x studio units; and 8 carports.
  - c. 386 Rosamond Place, Kawhia: 6 one-bedroom units.
6. The units were mainly constructed at a time when Central Government provided loans to Local Authorities at low concessionary interest rates to encourage Council involvement in Older Persons housing.
7. A standard unit is furnished with vinyl and carpet floor coverings throughout, cooking/kitchen facilities, bathroom facilities including a shower, a compliant and functioning smoke detector, clothes-line and letterbox.
8. The units allow tenants to retain their independence and privacy in a community atmosphere.
9. The units are solely for the use and accommodation of eligible tenants and no other associated persons.
10. Maintenance of the grounds is provided by the Council, although tenants are encouraged to be responsible for any gardens adjacent to their units.
11. All units are inspected no less than six-monthly.
12. No commercial activities can be undertaken in the units.
13. Council maintains a waiting list of eligible tenants.

## Rent and Rent Reviews

14. Rent reviews will take place annually as part of Council’s Annual Plan process.
15. Council will obtain market data annually in order to set rents.
16. Rents will be progressively increased to 80% market rent.

17. Notice of any increase will be given to tenants in accordance with the relevant provisions of the Residential Tenancies Act.
18. The standard rental paid per unit is for a single tenant.
19. If a couple is offered a tenancy, the rent may be up to 20% more than rental for a single tenancy.
20. Tenancies that start within 2 months of a planned rental increase will pay the higher amount immediately.

## Social Support for Tenants

21. The Council acknowledges its role as a responsible Landlord, and as such, will be accessible and diligent towards the general wellbeing of its tenants.
22. This will not extend to the provision of social services to tenants as these services are better provided by other professional service providers.
23. The Council will however, endeavour to provide its tenants with the contact information for professional services and other service providers.
24. Council staff will liaise with and refer to other agencies, professional service providers and next of kin where tenant concerns or difficulties arise which are outside of the Council's role as Landlord to manage.

## Application Process

25. An application for a unit must be made in writing and must include all supporting documentation. Application forms are available on Council's website and at the Council Offices.
26. Applicants will be contacted:
  - a. If their application is incomplete;
  - b. If their application is complete and they have secured either a place on the Waiting List or a unit.

## Eligibility Criteria

27. Applicants must have a genuine need for Council's Older Persons Housing.
28. Applicants must meet the following criteria:
  - a. Be a New Zealand citizen or resident aged 65 years of age.
  - b. The applicant is capable of living independently as confirmed by a Doctor.
  - c. Must not have any criminal convictions or behaviours that would impact negatively on communal living.
  - d. Must be able to pay four weeks' bond and two weeks rent in advance before their tenancy commences.

29. Under exceptional circumstances, where an applicant does not meet the above criteria, special dispensation may be granted at the discretion of the Chief Executive.

## FINANCIAL ELIGIBILITY

30. Applicants must be eligible to receive the Accommodation Supplement from the Ministry of Social Development (MSD).
31. Total assets including cash, investments, house and other property (not including a car, furniture and personal effects) must not exceed the asset limits imposed by Work and Income for the Accommodation Supplement.
32. The Financial Eligibility Threshold will be reviewed annually to align with national Superannuation and Veterans benefit increases.
33. The Income Threshold Formula and Asset Threshold Formula will be reviewed every three years or when there is a relevant central government policy or legislative change.

### Financial Eligibility Threshold

Income Threshold Formula		
<i>Refer to</i>	<i>Individuals</i>	<i>Couples</i>
Work and Income	Less than NZ Superannuation amount plus 10%  NOTE TO DELETE: NZ Super \$1110.30 (single net/fortnight): 1.1 x annual net NZ Super \$31,754	Less than NZ Superannuation amount plus 10%, both qualify  NOTE TO DELETE: NZ Super \$854.08 each (couple net/fortnight): 1.1 x annual net NZ Super \$24,426
Asset Threshold Formula		
<i>Refer to</i>	<i>Individuals</i>	<i>Couples</i>
Work and Income Asset Limits (Accommodation Supplement) at 1 June 2026	\$8,100	\$16,200

## Prioritisation Process

34. Demand for older persons housing is often in excess of the number of units available, therefore along with time on the waiting list, priority will be given to applicants who live in the District, and meet one or more of the following;
- a. Whose present housing conditions or situation is found to be unsatisfactory.
  - b. Who have close relatives in the area.
  - c. Who have been referred by a medical professional or professional service provider.
  - d. Who have been referred by The Ministry of Social Development.

## Allocation of housing units

35. When allocating units to approved applicants on Council's Waiting List for Older Persons Housing, the following things will be taken into consideration by Council staff to ensure the best possible outcome for the new and existing tenants;
- a. The applicant's preferred unit location.
  - b. Approved pets.
  - c. Vehicle ownership and available parking.
  - d. Suitability of the unit without Council needing to make improvements outside of the normal renewals or maintenance schedule.
  - e. Fit with the current tenant dynamics and contribution to the communal living environment.
  - f. Current tenants with a good tenancy record may be considered for transfer to another Council unit or complex on request in writing and only in extenuating circumstances, such as a doctor's written recommendation.

## Changes in Circumstances

36. Tenants with a good tenancy record may be considered for transfer to another Council unit
37. A tenant's eligibility to occupy a housing unit will be re-assessed if there are reasonable grounds to indicate a change in eligibility status or by routine re-assessment across the whole tenancy portfolio.
38. Where it is suspected that there are existing or impending eligibility issues for medical, physical or mental health reasons; the Council will in the first instance seek to facilitate the provision of the appropriate social service support.
39. Following consultation with the appropriate social service, medical professionals and next of kin, if the tenant is clearly unable to meet the eligibility on an on-going basis, the Council will consider giving the tenant the required notice to vacate.

## Smoking

40. Tenants and their visitors are not permitted to smoke inside the units.

## Pets

41. Tenants must make a written request to keep a pet. If permission is granted, a pet bond may be payable.

42. Pets must be well behaved and properly cared for so that they do not cause damage to the property or create a nuisance to other tenants, or neighbours.

## Marketing and Occupancy

43. The Council will maintain a waiting list of approved applicants as prospective tenants which will be regularly reviewed and updated. If a waiting list does not exist, the Council will market and promote its housing to ensure maximum occupancy.

## Date of Review

44. Council will review this policy every 5 years, or earlier if considered necessary.

## RESPONSIBILITIES

### RECORDS MANAGEMENT

Staff must retain all records relevant to administering this policy in MagiQ Docs, the recognised Council recordkeeping system. All interview notes should be provided to HR for scanning into Elmo.

### RELATED LEGISLATION AND DOCUMENTS

Local Government Act 2002

Residential Tenancies Act 1986

Residential Tenancies Amendment Act 2020

Privacy Act 2020

Human Rights Act 1993.

**Information only reports****Ngā pūrongo mōhiohio anake**

There are no reports.

**Notice of Motion**

Two Notices of Motion were received.

1. Chairperson Geoff Good proposed the following recommendation for the Board's consideration: KCB requests that refuse and recycling collection days for Kawhia and Aotea remain on Monday, including when Monday is a public holiday.
2. Councillor Kit Jeffries provided an update report but due to commercial sensitivity, this item will be discussed in public excluded.

**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****Project 1: Kāwhia Storyboards**

Staff update: ŌDC staff waiting on KCB for proposed locations and design.

**Board priorities****Priority 1: Progress the Kāwhia boat ramp carpark and lease**

Staff update: ŌDC staff are progressing lease negotiations.

**Priority 2: Progress the Kāwhia Community Centre improvements and maintenance**

Staff update: ŌDC staff waiting on KCB for pricing for fridge, pie warmer, stove top. Roof and rotten boards being programmed for replacement.

## Kāwhia General Reserve Fund

The Reserve Fund should only be used to fund expenditure<sup>1</sup> 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 \$205,101.37 on 31 March 2026.

## 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.

Date of grant	Resolution #	Recipient	Purpose	Amount (excl. GST)
03/07/25	K120	Kaiewe Māori Womens Welfare League	Kai for Maketū Marae pōwhiri for the new Police Office.	500.00
07/08/25	K125	Kāwhia Kai Committee	Kāwhia Kai Festival 2026	1,000.00
02/04/26	K17	Mayoral Disaster Relief Fund	Assist the community following the February severe weather event	1,000.00
02/04/26	K17	Kāwhia RSA	ANZAC Day catering	500.00

Budget	\$5,963.00	Total granted	\$3,000.00	Total remaining	\$2,963.00
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**Request for funding:** No requests have been received.

<sup>1</sup> 1 Any acquisition of an asset must be recommended to ŌDC for a final decision. The Board are unable to own assets.

## 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.

#### Active:

- 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).

#### Inactive:

- 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**

There are no Resolutions remaining on the Register.

**Public excluded****Take matatapu**

**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** Resolution to exclude the public for Item PE1

**To** Kāwhia Community Board

**From** Kaia King, Manager Governance

**Type** **DECISION REPORT**

**Date** 4 June 2026



**1. Purpose | Te kaupapa**

1.1. To exclude the public from parts of the proceedings of the Kāwhia Community Board meeting.

**2. Executive summary | Whakarāpopoto matua**

2.1. All formal meetings are open to the public; however, there are some parts of the meeting where the public can be excluded. The Board must provide a good reason if to exclude the public meeting - this also includes the media. A resolution must be made at a time when the meeting is open to the public stating the general subject of each matter, the reason for passing that resolution in relation to the matter, and the grounds on which the resolution is based.

**3. Staff recommendation | Tūtohutanga a ngā kaimahi**

That the Kāwhia Community Board exclude the public from the following parts of the proceedings of this meeting confirming:

- a) This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 7 of that Act where a risk of prejudice is minimised by the holding of the whole or the relevant part of the proceedings of the meeting in public; and
- b) The general subject of each matter to be considered while the public is excluded and the reason for passing this resolution in relation to each matter and the specific grounds for the passing of this resolution are as follows:

<b>General subject of each matter to be considered</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>	<b>Interest</b>
Item PE1: Notice of Motion from Councillor Kit Jeffries	Section 7(2)(b)(ii)	To protect where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.

## 4. Context | Horopaki

- 4.1. The Board is required under the Local Government Official Information and Meetings Act 1987 (LGOIMA) to conduct its meetings in a manner that is open and transparent to the public, except in circumstances where there is a justified reason to exclude the public. Section 48(1)(a) of LGOIMA permits the exclusion of the public from parts of a meeting to protect commercial interests, as specified in section 7(2)(b)(ii).
- 4.2. Public excluded agendas and minutes are not available to the public; however, the Board will release public information considered during the public excluded part of a meeting where possible. This approach ensures compliance with statutory obligations while balancing the principles of transparency and privacy.

## 5. Discussion | He kōrerorero

- 5.1. The Board must ensure that any decision to exclude the public is made transparently, with clear reference to the relevant legislative grounds. The process must also consider the potential for releasing non-sensitive information after the meeting, in line with the Board's commitment to openness. The decision aligns with the requirements of the Local Government Act 2002.

## 6. Strategic Considerations | Ngā whai whakaarotanga

### Significance and engagement

- 6.1. While the exclusion of the public is a procedural matter, it is important to ensure that the rationale for exclusion is clearly communicated and that any non-sensitive information is made available to the public as soon as practicable. This approach maintains public confidence in Board's processes and aligns with the principles of transparency and accountability under the Local Government Act 2002.

### Mana whenua / Māori

- 6.2. The Board acknowledges its obligations to engage with mana whenua and Māori in decision-making processes. The subject matter of this report is procedural and does not require consultative or informative discussions with mana whenua/Māori.

### Strategic alignment

- 6.3. This decision supports the Board's strategic objectives by ensuring that governance processes are robust and compliant, The exclusion of the public in this context is consistent with best practice for managing commercial interests and upholds the integrity of the Board's risk and assurance functions.

### Legal

- 6.4. The recommendation is made in accordance with section 48(1)(a) of the Local Government Official Information and Meetings Act 1987. The process also aligns with the decision-making provisions of the Local Government Act 2002.

**Financial**

6.5. There are no direct financial implications arising from the procedural decision to exclude the public.

**Risk analysis**

6.6. Excluding the public for this item mitigates the risk of breaching commercially sensitive information and ensures compliance with statutory requirements. There is a reputational risk if the exclusion is not clearly justified or communicated; however, this is mitigated by adherence to legislative requirements and the Board’s commitment to releasing non-sensitive information post-meeting.

**7. Options analysis | Tātari Kōwhiringa**

**Options summary of considerations**

	<b>Option 1: Exclude the public for the entire item</b>	<b>Option 2: Exclude the public for part of the item</b>	<b>Option 3: Do not exclude the public</b>
<b>Summary</b>	Full exclusion to protect privacy.	Partial exclusion, with some discussion in public.	All discussion held in public.
<b>Advantages</b>	Maximum protection and compliance with LGOIMA.	Balances transparency. Non-sensitive matters discussed publicly.	Maximum transparency.
<b>Disadvantages</b>	Limits public oversight; may be perceived as lacking transparency.  Reputational risk if perceived as overly secretive.	Risk of inadvertent disclosure of sensitive information.  Complexity in managing public/private split; potential for error.	Risk of breaching obligations; potential legal liability.  Legal and reputational risk.

**Recommended option and rationale**

7.1. Staff recommended Option 1: Exclude the public for the entire item. This approach provides the highest level of protection for matters under consideration, ensures full compliance with section 48(1)(a) of LGOIMA. While this limits immediate transparency, the Board can release non-sensitive information after the meeting, maintaining public trust and accountability.

**8. Appendices | Ngā āpiti hanga**

**Closing prayer/reflection/words of wisdom****Karakia/huritao/whakatauki**

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**

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

Open

**1. Alternative beach access**

Staff update: ŌDC staff waiting for mana whenua/landowner hui, then will reconvene stakeholder workshop.

**2. Better Places Together (Kāwhia/Aotea)**

Staff update: On hold until new projects staff member is recruited (recruitment in progress).

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