



muma

manukau urban maori authority

7 Shirley Road, Papataetoe,
Auckland 2025
ph: 09 277 7866
email: info@muma.co.nz
www.muma.co.nz

11 February 2025

Kia ora

Variation to the Terms and Conditions of your Individual Employment Agreement

We refer to your employment agreement signed by you on 16 July 2024.

As discussed with your manager, your employment agreement has been amended as follows:

Clause	Current	New
Summary (Item 3) Employment Status	Part-time	Full Time
Summary (Item 4) Position	HR Administrator	HR Coordinator
Summary (Item 6) Hours of Work	30 hours per week Mon – 6 hours Tue, Wed & Thurs – 8 hours each day	40 hours per week Monday – Friday 7:30am – 4:00pm
Summary (Item 7) Base Annual Salary		
Summary (Item 8) Reports To	Matt McCarten	Tania Rangiheuea

Your working hours will increase from 30 to 40 hours per week. Due to this increase, your salary will rise by \$13,000, bringing your total salary

This temporary variation will be in effect from the date you sign this agreement until 30th June 2025. During this period, you will take on an additional 10 hours per week to support the organizational review special project, following instructions from Deborah Mahuta Quoye and Mike Tukaki.

These terms will be reviewed on 30 June 2025. All other terms and conditions of your employment will remain unchanged.

To accept the amendments set out in this letter, please return a signed and dated copy of this letter to me.

If you have any queries, please contact me.

Nāku, nā,
Tania Rangiheuea
CEO

I acknowledge and accept the variations to the terms & conditions of my employment agreement as set out in this letter.

Signed

Dated: 17.02.25