

# Komiti o te Mōrearea me te Tūmaru | Risk & Assurance Committee



## Māneti Wātea | Open Minutes



Minutes of an ordinary meeting of Komiti o te Mōrearea me te Tūmaru | Risk & Assurance Committee held in the Council Chambers, 35 Kenrick Street, TE AROHA on Tuesday 9 December 2025 at 13:00.

### NGĀ MEMA | MEMBERSHIP

**He mema tūtahi | Independent Member**

**Tiamana | Chairperson:** Jaydene Kana

**Mema | Members:** **He mema tūtahi | Independent Member**

*To be confirmed*

**Koromatua | Mayor**

Ash Tanner

**Koromatua Tautoko | Deputy Mayor**

James Sainsbury

**Kaunihera ā-Rohe | District Councillors**

Bruce Dewhurst

Andrew McGiven

James Thomas

*An audio-visual recording of the open session of the meeting is available on Matamata-Piako District Council's website and YouTube channel.*

Visit <https://www.mpd.govt.nz/live-stream> for the most recent meeting livestream.

Recording	Document Reference#	YouTube Link
Risk and Assurance Committee – 9 December 2025	3126039	<a href="https://youtu.be/R4iszb16HgQ">https://youtu.be/R4iszb16HgQ</a>

**Minutes prepared by:**

Stephanie Hutchins

Kaitohu Mātāmua Kāwana | Senior Governance Advisor

## **Kaimahi i reira | Staff Present**

<b>Name</b>	<b>Title</b>	<b>Item No.</b>
Manaia Te Wiata	Tumu Whakarae   Chief Executive Officer	
Stephanie Hutchins	Kaitohu Māāmua Kāwana   Senior Governance Advisor	
Stacey Edwards	Kaitohu Kāwana   Governance Advisor	
Tamara Kingi	Kaiārahi Kāwana   Governance Team Leader	
Kelly Reith	Hautū Rangatōpū, Tāngata me ngā Hononga   Group Manager Corporate, People & Relationships	
Sandra Harris	Pou Kaupapahere, Rāngai Mahitahi me te Kāwana   Policy, Partnerships & Governance Manager	
Rachel Norman	Kaiārahi Kaupapa   Project Lead	8.3, 8.4, 8.5
Susanne Kampshof	Pou Rawa me ngā Kaupapa   Assets & Projects Manager	8.3, 8.4, 8.5
Sangeeta Singh	Mātanga Hokohoko   Procurement Specialist	8.3, 8.4, 8.5
Marie McIntyre	Three Waters Project Manager, Water and Wastewater Services	8.3
Chris Lee	Senior Projects Manager	8.3
Olivia Picard	Kaitohu Kaupapahere   Policy Advisor	8.3, 8.4, 8.5, 8.6
Anne Gummer	Kaitohu Kaupapahere Mātāmua   Senior Policy Advisor	8.3, 8.4, 8.5, 8.6
Ken Morris	Mōrearea, Kai-whakahaere ā Pakihi hoki   Risk and Business Excellence Advisor	
Larnia Rushbrooke	Pou Pūtea, Ratonga Pakihi   Finance & Business Services Manager	8.5, 8.6, 8.8
Kate Stevens	Pou Tāngata, Haumarū me te Oranga   People, Safety & Wellness Manager	8.9
Lucy Longstaff	Kaiārahi Haumarū me te Oranga   Safety & Wellness Team Leader	8.9

## **I reira | In Attendance**

<b>Name</b>	<b>Position/Organisation</b>	<b>Item</b>	<b>Time In</b>	<b>Time Out</b>
Rene van Zyl	Audit Director, Audit New Zealand   Mana Arotake Aotearoa	8.5	1.52pm	2.39pm

**1 Whakatūwheratanga o te hui | Meeting Opening**

Tiamana Jaydene Kana declared the meeting open at 1.00pm and welcomed members, staff and those viewing the livestream.

**2 Karakia | Prayer**

Matua Manaia Te Wiata performed the opening Karakia.

**3 Ngā whakapāha | Apologies/Leave of Absence**

There were no apologies.

**4 Pānui i Ngā Take Ohore Anō | Notification of Urgent/Additional Business**

Section 46A(7) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“An item that is not on the agenda for a meeting may be dealt with at that meeting if-

- (a) The local authority by resolution so decides; and
- (b) The presiding member explains at the meeting, at a time when it is open to the public -
  - (i) The reason why the item is not on the agenda; and
  - (ii) The reason why the discussion of the item cannot be delayed until a subsequent meeting.”

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“Where an item is not on the agenda for a meeting -

- (a) That item may be discussed at that meeting if-
  - (i) That item is a minor matter relating to the general business of the local authority; and
  - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
  - (iii) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.”

**5 Whākī pānga | Declaration of interest**

Members are reminded of their obligation to declare any conflicts of interest they might have in respect of the items on this Agenda.

*Tiamana Jaydene Kana, declared a conflict of interest on agenda item 8.6 due to her position as a Director of Waikato Waters Limited*

**6 Whakaaetanga meneti | Confirmation of Minutes**

As this is the first meeting of the 2025-2028 triennium, there are no minutes to be confirmed.

## NGĀ PŪRONGO A NGĀ ĀPIHA | OFFICER REPORTS

### 7 Pūrongo me whakatau | Decision Reports

## 7.1 Welcome to new and returning members - Risk and Assurance Committee

CM No.: 3119354

### Te Kaupapa | Purpose

To welcome new and returning members to the Risk and Assurance Committee following the local elections 2025.

### Rāpopotonga Matua | Executive Summary

This report provides an overview of membership updates for the Risk and Assurance Committee.

Tiamana Jaydene Kana, Mayor Ash Tanner, Councillor James Thomas and Councillor Bruce Dewhurst, will be returning to the Committee after being members in the past. Deputy Mayor James Sainsbury and Councillor Andrew McGiven, will join the Committee as new members.

### WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The new and returning members be welcomed.

Resolution number YV/2025/00001

Moved by: Tiamana J Kana

Seconded by: Cr A McGiven

**KUA MANA | CARRIED**

## 7.2 Adoption of Standing Orders

CM No.: 3118708

### Te Kaupapa | Purpose

The purpose of this report is for the Risk and Assurance Committee to adopt Matamata-Piako District Council's Standing Orders as adopted by Council on 5 November 2025.

### Rāpopotonga Matua | Executive Summary

Under the Local Government Act 2002, Council is required to adopt Standing Orders. Council is required to operate in accordance with Standing Orders for the conduct of its meetings. Standing Orders must not contravene any Act.

The adoption of Standing Orders and any amendment to Standing Orders must be made by Council and by a vote of not less than 75% of the members present. Standing Orders apply to all meetings of the local authority, its committees, subcommittees and subordinate decision-making bodies.

Following the election on 11 October 2025, the newly elected Council reviewed and adopted the Standing Orders at their meeting on Wednesday, 5 November 2025. The Standing Orders are available on the Matamata-Piako District Council website and attached to this report.

### Tūtohunga | Recommendation

That:

1. The report be received.
2. The Risk and Assurance Committee adopt Matamata-Piako District Council Standing Orders (adopted by Council 5 November 2025), noting that Standing Orders cannot contravene any Act.

### WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The report be received.

Resolution number YV/2025/00002

Moved by: Tiamana J Kana

Seconded by: Cr A McGiven

**KUA MANA | CARRIED**

## 7.3 Schedule of Meetings and Draft Work Programme 2026

CM No.: 3117831

### Te Kaupapa | Purpose

The purpose of this report is to provide the Committee with proposed meeting dates for 2026 and a draft work programme of reports.

### Rāpopotonga Matua | Executive Summary

Annually, Council and Committees determine proposed meeting dates for the next year and a draft work programme of reports.

Note, Council and some other Committees are yet to determine their meeting dates. A full draft is attached for information but is subject to change.

### Tūtohunga | Recommendation

That:

1. The Schedule of Meetings and Draft Work Programme 2026 be received.
2. The Committee confirms the schedule of meetings and draft work programme of reports for 2026.

### WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The Schedule of Meetings and Draft Work Programme 2026 be received.
2. The Committee confirm its meeting dates as 24 February, with a contingency date of 3 March, as well as 16 June, 27 October, and 8 December.
3. Staff provide the Committee with an updated work programme at the February meeting, incorporating feedback received.

Resolution number YV/2025/00003

Moved by: Tiamana J Kana

Seconded by: Cr J Thomas

**KUA MANA | CARRIED**

## 8 Ngā Pūrongo Whakamārama | Information Reports

### 8.1 Chair's Update

CM No.: 3120716

#### Te Kaupapa | Purpose

The purpose of this report is for the Chairperson to update the committee on activities following the last committee meeting.

#### Rāpopotonga Matua | Executive Summary

Risk and Assurance Committee Chairperson, Jaydene Kana, in attendance to present the Chair's Update report (to be circulated separately).

#### WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The information be received.

Resolution number YV/2025/00004

Moved by: Tiamana J Kana

Seconded by: Mayor A Tanner

**KUA MANA | CARRIED**

## 8.2 Chief Executive's Update

CM No.: 3120071

### Te Kaupapa | Purpose

The purpose of this report is for the Chief Executive to update the Committee on organisational matters relevant to the Risk and Assurance Committee's Terms of Reference.

### Rāpopotonga Matua | Executive Summary

Chief Executive, Manaia Te Wiata, in attendance to present the Chief Executive's Update which is attached to the agenda.

#### WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The information be received.

Resolution number YV/2025/00005

Moved by: Tiamana J Kana

Seconded by: Mayor A Tanner

**KUA MANA | CARRIED**



## 8.3 Project Management: Top 5 Risks for Matamata Wastewater Treatment Plant Upgrade, Matamata Stadium and Matamata Domain Playground

CM No.: 3119050

### Te Kaupapa | Purpose

The purpose of this report is to provide the Committee with an overview of the top 5 risks to date for 3 projects that have been identified as high risk, high complexity.

### Rāpopotonga Matua | Executive Summary

The following projects have been identified as high risk, high complexity and the Top 5 risks to date are presented within individual presentations.

- ID: 244 Matamata Wastewater Treatment Plant Upgrade. Project Manager Marie McIntyre in attendance for risk presentation
  - The risk profile is stable (same five top risks), but delivery has advanced (civil works underway, power-supply mitigation progressed).
  - Compliance risk intensified in practice, an actual breach occurred mid-2025 so ongoing regulatory reporting and interim controls remain critical until the new plant is proven online.
- ID: 240 Matamata Sports Stadium, Project Manager Chris Lee in attendance for risk presentation.
  - Between June and November, the overall risk profile improved, especially for External Funding and Project Delays (residual ratings decreased), reflecting tangible progress in delivery and funding confidence. On-site activities have moved from heavy construction (steel/crane) to fit-out and external works (carpark, signage), with neighbour issues being actively resolved.
- ID: 247 Matamata Domain Playground. Project Manager Chris Lee in attendance for risk presentation.
  - The risk profile has changed slightly due to additional delays in procurement and having to re-advertise the tender.

Project risk registers have been completed and are reviewed as per the Risk Management Framework and risk register templates, as the projects evolve and progress, risks are reviewed and ratings modified accordingly, the top 5 risks will vary depending what stage the project is at.

### WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The information be received

Resolution number YV/2025/00006

Moved by: Mayor A Tanner

Seconded by: Cr A McGiven

**KUA MANA | CARRIED**

## 8.4 Project Management Update - October 26

CM No.: 3118390

### Te Kaupapa | Purpose

The Monthly Initiation, Project and Program Progress Reports are compiled from individual project managers' reports and presented to the Executive Team to support management decisions, identify projects needing additional support, clarify project statuses, balance workloads and budgets, and highlight projects requiring further analysis. It also provides an overview of risks to ensure alignment with the Risk Management Framework.

### Rāpopotonga Matua | Executive Summary

#### Project Management Framework

MPDC introduced the Project Management Framework in 2023, with full compliance required from 1 July 2024. Continuous improvement is planned and on-going.

- All projects must follow the new framework, processes, and templates.
- The Project Management Assurance Lead provides supportive oversight, standardised templates, guidance, collates data for reporting and analyses results.
- Monthly Initiation, Project and Program Progress Reports are compiled from individual project managers' reports and presented to the Executive Team to:
  - Support management decisions.
  - Identify projects needing additional support.
  - Clarify project statuses and balance workloads/budgets.
  - Highlight projects requiring further analysis.
  - Provide an overview of risks aligned with the Risk Management Framework.

#### Programs Overview (from Program Dashboard) Results as at the end of October 2025

Status:

- Achievable: 5
- Not Started: 3
- Deferred: 1

Financials:

- \$16M allocated for 25/26; actuals \$1.1M. Note: Actuals are as of end of September due to payment on the 20<sup>th</sup> of the following month:

Key Risks:

- Delays determining and finalising schedules of work to allocate budget and work orders delays, compliance, Health & Safety particularly for roading programs. Operational – interruptions or loss to services if asset failure occurs causing reactive works

Program Focus Areas:

- Short-term: Finalise budgets, assign resources.
- Medium-term: Monitor delivery risks. Capitalise completed activities
- Long-term: Reassess deferred programs.

## Projects Overview (from Project Dashboard) Results as at the end of October 2025

### Status:

- Initiation: 15 Achievable, 2 Action Required, 1 At Risk, 13 Not Started, 4 Deferred, 3 Terminated.
- Planning: 8 Achievable, 1 At Risk, 2 Terminated.
- Delivery: 15 Achievable, 2 Action Required.
- Finalise: 4 Achievable.
- Completed: 2.

### Financials:

- Allocated: approx. \$90M across active projects. Note: Actuals are as of end of September due to payment on the 20<sup>th</sup> of the following month:
- Actuals: tracking within variance but minimal overruns flagged

### Key Risks:

- High compliance risk for Morrinsville RSA retaining wall and District Desludging.
- Health & Safety and scope creep risks in delivery stage.

### Project Focus Areas:

- Short-Term (Next 3–6 Months)
  - Initiation: Ensure budget and work order allocation for scope finalisation.
  - Monitor high-risk compliance, Action Required and At-Risk projects (RSA wall, Desludging, Morrinsville Recreation Ground Masterplan, Wastewater Reconsenting 20/21, Closed Landfills Pump Station Upgrade Waihou/Morrinsville Leachate)
  - Monitor externally funded projects that must be completed by 30<sup>th</sup> June 2026 (all Better Off Funded projects – (BOF, Morrinsville - Continuation of Avenue Rd and Snell Street Footpath, Te Aroha - Spur St - wetlands connection, Te Aroha Accessibility Improvements, Waters Asset Data Improvement, Morrinsville - State Highway Crossing near Lorne Street, Matamata - Enhance Matamata Connectivity, - Matamata/Morrinsville Accessibility Improvements)
  - Oversight to proactively identify and mitigate where possible any delays in finalising projects increasing workloads and impacting the ability to meet agreed 2025/26 targets. (estimated start and completion dates) Currently 14 projects due for completion within the next 2 months, progress currently 90% or above.

### Medium-Term (6–12 Months)

- Validate alignment with Risk Management Framework and PM Framework compliance. (under review)
- Planning, Delivery and Finalisation oversight for Projects: (Destination Playgrounds Matamata Domain - re-tender process, Speed Management Plan, M365 Implementation, Matamata Wastewater Treatment Plant Upgrade, Matamata Sports Stadium, Lockerbie

**Bore Pump and Water Treatment Plant**

**Long-Term (12–24 Months)**

Ideation/Initiation: Progress on the below projects will require significant Council input and decision-making, which is expected to take time, particularly as newly elected councillors need to be brought up to speed. This could compromise our ability to deliver within the anticipated budget years and requires monitoring and realistic adjustments where necessary.

Potential Projects where options and analysis are required before proceeding to a Project Brief:

- ID:423 Matamata Level Crossing 25/26
- ID:375 Te Aroha Spa Enhancement 26/27
- ID:357 Te Aroha Library - Building Relocation 26/28
- ID:422 Destination Playgrounds - Te Aroha 26/27
- ID:365 New Resource Recovery Centre 26/28

**WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION**

**That:**

**1. The information be received**

**Resolution number YV/2025/00007**

**Moved by: Tiamana J Kana**

**Seconded by: Mayor A Tanner**

**KUA MANA | CARRIED**

## 8.5 Draft Annual Report 2024/25

CM No.: 3117250

### Te Kaupapa | Purpose

To provide the draft Annual Report and Annual Report Summary for 2024/25 (most up to date version at the time of writing this report) for feedback. An update from Audit New Zealand will also be provided.

### Rāpopotonga Matua | Executive Summary

The draft Annual Report and Annual Report Summary for 2024/25 (most up to date version at the time of writing this report) is provided to the Committee for review. The audit process is ongoing. Audit New Zealand Director, René van Zyl will provide a written update on progress (circulated separately) and provide a verbal update at the meeting.

### Tūtohunga | Recommendation

That:

1. The information, including the draft Annual Report and Annual Report Summary 2024/25 and Audit New Zealand update, is received.
2. The Committee provide any feedback (*feedback to be specified*).

#### WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The information, including the draft Annual Report and Annual Report Summary 2024/25 and Audit New Zealand update, is received.
2. The Committee recommends accepting a qualified audit opinion (limitation of scope in relation to Property, Plant and Equipment) in order to adopt the Annual Report for 2024/2025 as soon as practicable.

Resolution number YV/2025/00008

Moved by: Deputy Mayor J Sainsbury

Seconded by: Cr A McGiven

**KUA MANA | CARRIED**

#### ATTACHMENTS

- A Additional Attachment - Item 8.5 - Matamata-Piako DC 2025 audit update - Risk and Assurance Committee - 9 December 2025

## 8.6 Annual Plan 2026/27 Issues and Risks Registers

CM No.: 3118955

### Te Kaupapa | Purpose

The purpose of this report is to outline the issues and risks related to the development of the Annual Plan 2026/27. Issues and risk registers to be circulated separately.

### Rāpopotonga Matua | Executive Summary

Council are currently developing the Annual Plan 2026/27. Associated issues and risks are outlined in registers to be circulated separately.

#### WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The Annual Plan 2026/27 Issues and Risks Registers to be received.

*Tiamana Jaydene Kana declared a conflict of interest and did not participate in discussion or voting of this item.*

Resolution number YV/2025/00009

Moved by: Cr A McGiven

Seconded by: Cr B Dewhurst

**KUA MANA | CARRIED**

#### ATTACHMENTS

- A Additional Attachment - Item 8.6 - Annual Plan 26-27 Issues Register for RAC 09.12.25
- B Additional Attachment - Item 8.6 - Annual Plan 26-27 Risk Register for RAC 09.12.25

## 8.7 Risk Update and Quarterly Risk Report - December 2025

CM No.: 3118643

### Te Kaupapa | Purpose

The purpose of this report is to provide a risk management update and a quarterly risk report for the information of the Committee.

### Rāpopotonga Matua | Executive Summary

Robust risk management is essential to Council achieving its strategic objectives and this Committee has responsibility for the oversight of enterprise risk management at Matamata-Piako District Council and the effectiveness of Council's risk management framework.

The Quarterly Risk Report has been developed to aid the Committee in its work. The December 2025 report will be circulated separately in advance of the meeting. It will present the Risk Management Work Plan 2026 as agreed by the September meeting for reconfirmation by the new committee before significant work is progressed in the new year; it will also provide a 'Top Risks' update and an emerging risks commentary.

The 'Top Risks' update will include Key Risk Indicator (KRI) information, and a status update on the implementation of the additional mitigating controls set out in the 2025/26 'Top Risks' document. The KRI reporting will continue to develop over time and we trust the Committee will see this information as valuable in its oversight work.

Management believe that good progress is being made in strengthening Council's risk management culture and look forward to delivering on the Risk Management Work Plan.

#### WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The report is received;
2. The Quarterly Risk Report December 2025 is received, and the Risk Management Work Plan 2026 contained within it is reconfirmed by the new committee.

Resolution number YV/2025/00010

Moved by: Tiamana J Kana

Seconded by: Mayor A Tanner

**KUA MANA | CARRIED**

#### ATTACHMENTS

A Additional Attachment - Item 8.7 - Quarterly Risk Report December 2025 - 9 December 2025

## 8.8 Procurement Report Q3 & Q4 2024/2025

CM No.: 3119876

### Te Kaupapa | Purpose

The purpose of this report is to provide an update to the Committee on procurement performance for quarters 3 and 4 of 2024/25.

### Rāpopotonga Matua | Executive Summary

Procurement plays a critical role in ensuring the efficient acquisition of goods and services that align with Matamata-Piako District Council's (MPDC's) Long Term Plan and best practice. This report provides findings on procurement for the period – quarter three and four, 2024/25.

#### Summary of findings:

1. Compliance – of the procurements reviewed, 97% complied with the requirements of MPDC's Procurement Manual. while not 100%, the compliance rate has improved at least by 20 percent from the same period the previous financial year.
2. Procurement framework – Council reviewed and approved the Procurement Policy in August 2025. The Policy will next be due for review in 2028.
3. Top 10 Suppliers – analysis shows that MPDC has active contracts with the top ten suppliers with the highest number of transactions during the reporting period. Contracted suppliers often go through competitive processes, which means pricing and service terms are more likely to represent value for money.
4. Tenders –three tenders were awarded within the period, and they all complied to the procurement requirements. The awards were made to contractors based within the Waikato region.
5. Contracts Management in Authority – Authority has 96 active contracts. This includes contracts that have expired but are still active (excluding those under retention).
6. Contracts – MPDC has joined two shared contracts, allowing the Council to access pre-negotiated terms and pricing, which improves efficiency, reduces procurement costs, and ensures consistency across engagements.

#### WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

##### That:

1. The Committee receives the Procurement Report.

Resolution number YV/2025/00011

Moved by: Tiamana J Kana

Seconded by: Deputy Mayor J Sainsbury

**KUA MANA | CARRIED**



## 8.9 Safety and Wellness Reports

CM No.: 3119258

### Te Kaupapa | Purpose

The purpose of this report is to provide the Committee with safety and wellness reporting.

### Rāpopotonga Matua | Executive Summary

The July to September 2025 Quarterly Safety & Wellness Report, and the October 2025 Safety & Wellness Update are provided. Lucy Longstaff, Safety and Wellness Team Leader and Kate Stevens, People, Safety & Wellness Manager in attendance to discuss the reports with the committee.

### WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The information be received.

Resolution number YV/2025/00012

Moved by: Tiamana J Kana

Seconded by: Cr A McGiven

**KUA MANA | CARRIED**

## 8.10 Risk and Assurance Committee Work Programme - Update December 2025

CM No.: 3119838

### Te Kaupapa | Purpose

The purpose of this report is to provide an update to the Committee on the work programme.

### Rāpopotonga Matua | Executive Summary

An update on scheduled reports and standing items for December 2025 is included.

#### WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The information be received.

Resolution number YV/2025/00013

Moved by: Mayor A Tanner

Seconded by: Cr J Thomas

**KUA MANA | CARRIED**

3.17 pm

The Chairperson thanked Members for their attendance and attention to business and declared the meeting closed. Tiamana Jaydene Kana invited Chief Executive Manaia Te Wiata to perform the closing Karakia.

CONFIRMED AS A TRUE AND CORRECT RECORD  
OF THE MEETING OF KOMITI O TE MŌREAREA  
ME TE TŪMARU | RISK & ASSURANCE  
COMMITTEE HELD ON 9 DECEMBER 2025.

**KO TE RĀ | DATE:** .....

**TIAMANA | CHAIRPERSON:** .....