Te Puni Kōkiri
MINISTRY OF MĀORI DEVELOPMENT

24 February 2026 File Ref: OIA 50594

[redacted]

Tēnā koe [redacted]

Official Information Act request

Thank you for your information request dated 26 January 2026. You sought the following:

1. *"The total number of meetings, discussions, or briefings held by the Chief Executive (or their office) since 1 January 2024 relating to waiata and karakia groups, practices, or proposed changes to the frequency of sessions.*
2. *Copies of any agendas, minutes, notes, or summaries from these meetings.*
3. *Any correspondence (including emails and messages) between senior leadership and the Public Service Association (PSA) regarding groups or proposed changes to how or when they operate.*
4. *Any internal communications, reports, or advice provided to or from the Chief Executive regarding participation, workplace time allocation, or cultural engagement policies.*
5. *Any decisions, policies, or guidance issued about waiata group operations, including any review or proposed limitation of sessions."*

Your request has been considered under the Official Information Act 1982 (**Act**).

I have numbered the five parts of your request for ease of reference. Parts 1, 2, 3, and 4 are refused in accordance with section 18(e) of the Act as the information requested does not exist.

For Part 5, one policy has been identified in scope of your request, Te Puni Kōkiri Kapa Haka Policy. My decision is to release this document in full. The remainder of Part 5 of your request is refused in accordance with section 18(e) of the Act as the information requested does not exist.

I trust my response satisfies your request.

You have the right to seek an investigation and review by the Ombudsman of this response. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Please note that Te Puni Kōkiri publishes some of its OIA responses on its website, after the response is sent to the requester. The responses published are those that are considered to have a high level of public interest. We will not publish your name, address or contact details.

If you wish to discuss any aspect of your request with us, including this decision, please feel free to contact us at oia@tpk.govt.nz.

Nāku noa, nā



Manaia King
Hautū, Te Puni Rangatōpū | Deputy Secretary, Corporate

Kaupapa Kapa Haka
Kapa Haka Policy

Te Puni Kōkiri
MINISTRY OF MĀORI DEVELOPMENT

Why we have this policy | Ko te pūtake o tēnei kaupapa here

Te Ao Haka provides Te Puni Kōkiri staff with an avenue to support their development and competency in te reo and te ao Māori that builds strong relationships, partnerships, and participation in cultural activities within government.

Policy | Kaupapa Here

1. Kapa haka practice is based at Te Puni Kōkiri Head Office and via MS Teams. Membership is open to all permanent, fixed-term, casual and contracted employees. Practice sessions are held for one hour per week at an agreed time. Should contracted employees choose to participate in these sessions, they are not permitted to charge for the time.

2. Employees wishing to participate in kapa haka activities outside of the weekly practice sessions and within normal work hours must have their manager's prior approval.

3. Te Ao Haka supports:

    a. the continued development and growth of te reo Māori me ngā tikanga Māori within Te Puni Kōkiri, supporting our value statements and organisational objectives;

    b. the learning of all forms of waiata and haka, both at a group and individual level; and

    c. Te Puni Kōkiri building and maintaining a position that shows leadership and commitment to tikanga Māori by the Crown.

4. Te Kapa Haka o Te Puni Kōkiri will operate in a whānau environment adhering to tikanga Māori.

Invitations to Perform

5. The Executive Committee may accept invitations to perform externally.

6. The availability of each kapa haka member in accepting an invitation to perform externally with the rōpū is on a voluntary basis with no expectation to participate. Each member must seek their manager's permission before accepting a kapa haka invitation to perform externally with the rōpū within normal work hours.

Budget

7. An annual budget for kapa haka expenditure is agreed with the Deputy Secretary, Organisational Support.

8. All expenditure requests shall be submitted to the Business Manager, Organisational Support for approval. Once approved, a member of the Executive Committee shall organise the purchase and ensure that the invoice is charged against the correct charge code.

9. A member of the Executive Committee shall manage and distribute kapa haka and/or Te Puni Kōkiri resources as required. All expenditure shall be pre-approved and allocated to kapa haka members by the Chairperson or Treasurer.

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Background | He Kupu Whakamārama

Te Ao Haka provides an energetic and vibrant means of practising tikanga Māori in Te Puni Kōkiri through events for staff and/or manuhiri. Te Ao Haka allows utilisation of waiata from multiple rohe, kāinga and tribal areas of Aotearoa, with the aim of developing tikanga awareness for staff. Te Ao Haka also offers an opportunity for staff to practice aspects of tikanga Māori that includes:

- Te Wero: Pursue excellence – The Executive Committee strives to ensure that each waiata we learn is correct, from its explanation through to kupu and actions (where applicable);
- Manaakitanga: Value people and relationships – Te Kapa Haka o Te Puni Kōkiri is open to all staff. We also welcome input and guidance from our Pouwhakahaere in all aspects of te ao haka;
- He Toa Takitini: Work collectively – Te Kapa Haka o Te Puni Kōkiri works collectively as one whānau; and
- Ture Tangata – Being creative and innovative – Te Kapa Haka o Te Puni Kōkiri is creative and innovative by performing uniquely Māori waiata.

Te Kapa Haka o Te Puni Kōkiri provides cultural support for the Minister for Māori Development, Associate Minister for Māori Development, Minister for Whānau Ora and the Secretary for Māori Development at pōwhiri and any other hui as appropriate.

Responsibility and Enforcement | Ko ngā Haepapa me ngā Uruhi

All Te Puni Kōkiri employees and authorised con ractors are expected to comply with this Policy.

The Executive Committee shall have overall responsibility for the management of kapa haka and shall manage the day-to-day operations of the rōpū; and

All expenditure decisions shall be the joint responsibility of the Deputy Secretary, Organisational Support, and the Executive Committee, and in accordance with the Delegations Framework.

Policy Approval | Ko Te Whakaaetanga o te Kaupapa

This policy is owned and updated by:	It was approved by:	On the date of:	It is due for revision by:
The Kapa Haka Executive Committee	The Deputy Secretary – Organisational Support	18 April 2024	June 2026

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Related Documents | Ko Ētahi atu Kaupapa Here

Expense Claims Form

Delegations Policy – Departmental

Contact | Whakapā Mai

If you have any questions regarding this policy you can contact KapaHakaExec@tpk.govt.nz

Appendix: Kapa Haka Executive Committee Guidelines

Meetings

Te Kapa Haka o Te Puni Kōkiri shall have an AGM before the end of the financial year and quarterly meetings throughout each financial year. All kapa haka members will be given at least two weeks prior notification of the venue, time, and agenda for the AGM and for each of the quarterly meetings. Minutes will be taken for all meetings and saved to Content Server.

Executive Committee - Elected Positions

The Executive Committee shall consist of a minimum of six (6) staff with representation across our puni. One representative may also be elected from each region (Te Tai Tokerau, Tāmaki Makaurau, Waikato-Waiariki, Ikaroa Rāwhiti, Te Tai Hauāuru, Te Waipounamu).

These committee members will fill the following positions:

- Chairperson (to be determined following AGM)
- Treasurer
- Secretary
- Kaumatua representative (1 or more)

The roles of Treasurer and Secretary will be rotated and shared amongst Executive members who do not hold the Chair position. The responsibilities for the six officers are:

Chairperson:

- Spokesperson and contact for the rōpū.
- Chair for meetings.
- Kapa haka advocate.

Secretary:

- Produce a record of all formal meetings of the Executive Committee and kapa haka members.
- Distribute invitations to kapa haka members for scheduled practices and events.
- Book venues in advance of all practices and events.
- Liaise with the Deputy Secretary, Organisational Support and/or the Minister's Office, (if needed) regarding upcoming requests for the rōpū to perform (i.e. dates, times, and venues).
- Maintain the Events Calendar for the rōpū.
- Manage and distribute kapa haka and/or Te Puni Kōkiri resources as required.

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Treasurer

- Maintain and/or purchase resources.
- Assist with the preparation of draft plans and budgets.
- Manage and distribute kapa haka and/or Te Puni Kōkiri resources as required.

Committee Members

- Liaise between kapa haka members and their respective puni, teams and/or regional office.
- Follow-up on feedback/issues raised by the kapa haka members they represent.
- Support the Chairperson in their roles.
- Deputise for the Chairperson in their absence.
- Assist with the maintenance of resources (i.e. rāpaki, shirts, waiata, and guitar).
- Advocate for the rōpū.

Kaumātua

- Provide guidance and advice to the rōpū and the Executive Committee on tikanga Māori.
- Where appropriate, provide karanga and whaikōrero services.

Any member of kapa haka shall be eligible to hold an office. The term of office is **two years**. Appointments to the office shall be made by election at the AGM bi-annually, or at any other official kapa haka meeting if deemed required.

The elected officers shall, in consultation with kapa haka members, attempt to resolve any issues that may arise. If the issue is not resolved then the matter shall be put to the Deputy Secretary, Organisational Support, if necessary, whose decision shall be final and binding

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