

**Information provided by Te Puni
Kōkiri in response to Te Kawa
Mataaho information request 2
(4 April 2024)**

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ATTACHMENT 1 – RESPONSE TO INFORMATION REQUEST 2 (4 APRIL 2024)

<p>1. Are the versions of the TPK policy documents we have received through our original information request the most current, and when were each approved? For clarity, we are referring to the following policies: Human Resources Delegation, Managing Conflicts of Interest, Recruitment and Review of Appointment.</p>	<p>The versions of the TPK policy documents provided in response to the original information request are the policies currently in place. The dates for approval and revision are set out at the end of each policy, as follows:</p> <ul style="list-style-type: none"> • <i>Recruitment Policy</i>: Approved 17/04/23 – Due for revision 17/04/25 • <i>Review of Appointment</i>: Approved 21/03/18 – Due for revision March 2020 (we will review this policy after the “Look into” process is completed) • <i>HR Delegations</i>: Approved 27/09/23 – Due for revision 27/09/25 • <i>Managing Conflicts of Interest Policy</i>: Approved 11/06/19 – Due for revision June 2021 (this policy is currently under review).
<p>2. In terms of Te Puni Kōkiri’s (TPK) Recruitment Policy, who was the ‘Recruiting Manager’ for s 9(2)(a) appointment?</p>	<p>The appointment process was led by s 9(2)(a). The panel consisted of the Director, People & Capability, s 9(2)(a) (Appointing Manager) and s 9(2)(a). s 9(2)(a) Director People & Capability was supporting s 9(2)(a) in the process as this was s 9(2)(a) first recruitment process and the position being recruited to sat within People & Capability (P&C).</p>
<p>3. Can you explain what s 9(2)(a) role was in s 9(2)(a) recruitment process and what the trigger was for s 9(2)(a) involvement?</p> <ul style="list-style-type: none"> • Please provide all relevant supporting documentation. 	<p>s 9(2)(a) was not asked for, and did not have, any input or involvement in the recruitment process or Review of Appointment request processes at all.</p> <p>The 20 December 2023 email from s 9(2)(a) (see Attachment 18 – TPK Response to RFI 1) suggested s 9(2)(a) as a potential Deputy Secretary to undertake a review, if a review was required. However, a review was not required because the requesters were not unsuccessful candidates.</p> <p>A requestor copied s 9(2)(a) in on their emailed Request for Review on 05/01/24 (see Attachment 17 TPK Response to RFI 1). s 9(2)(a) responded to the requestor, sending s 9(2)(a) response as a “reply all” email so s 9(2)(a) was copied into s 9(2)(a) response as well.</p>

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		<p>s 9(2)(a) has confirmed that, while s 9(2)(a) was copied into the requester's emailed request for review, s 9(2)(a) did not respond or communicate with the requester in any way.</p> <p>Note: s 9(2)(a) and s 9(2)(a) also agreed that, as s 9(2)(a) s 9(2)(a) s 9(2)(a) it would not have been appropriate for s 9(2)(a) s 9(2)(a) to be involved in matters relating to that specific request for review.</p>
4.	<p>Can you clarify if any specialist advice was sought, and whether it was legal advice or specialist HR advice etc., in relation to the recruitment process for the Senior Advisor – Māori Capability role, including s 9(2)(a) appointment?</p> <ul style="list-style-type: none"> Please provide all relevant supporting documentation. 	<p>s 9(2)(a) was supporting s 9(2)(a) with the process due to it being s 9(2)(a) first recruitment process. As the Director of P&C, s 9(2)(a) s 9(2)(a) would provide the "specialist advice", if any questions were asked about process etc by the interview panel.</p> <p>Administrative recruitment support was provided to s 9(2)(a) from the P&C Recruitment Lead and the Recruitment Administrator.</p>
5.	<p>Was s 9(2)(a) s 9(2)(a) one of s 9(2)(a) referees?</p>	<p>Yes</p>
6.	<p>Were any meetings (virtual, in-person or via a Teams Channel Chat or some other means) held by the Panel as a result of the Review of Appointment requests?</p> <ul style="list-style-type: none"> Please provide all relevant supporting documentation including any notes made by participants in those discussions. 	<p>No meetings were held by the Panel as a result of the Review of Appointment requests. s 9(2)(a) and s 9(2)(a) had several discussions (in person) regarding the review requests. These occurred as Review of Appointment requests were received and were not necessarily scheduled. These discussions were not documented.</p> <p>We have not specifically searched MST records to see if there is evidence of any meetings being scheduled between s 9(2)(a) and s 9(2)(a) re: Review of Appointment requests but can do so if required.</p>
7.	<p>Can you confirm that there were no Review of Appointment requests from unsuccessful candidates and that all review requests came from internal TPK staff?</p>	<p>Confirmed</p>
8.	<p>There appears to be a discrepancy between your Memo to Appoint at para [3], which indicates that there were 8 applications for the role and that all 8 candidates were shortlisted, whereas email communications between the panel (and the shortlisting forms that we were supplied) suggest that</p>	<p>This was an error in the memo. There were 9 applicants and 7 were shortlisted and interviewed.</p>

	<p>there were 9 applications received of which 7 were shortlisted – can you please clarify?</p>
<p>9. Our original information request broadly sought any communication between TPK employees in relation to s 9(2)(a) appointment (and more broadly the Senior Advisor – Māori recruitment process where this is relevant). Can you specifically confirm that the following materials were sought and obtained in relation to this request:</p> <ul style="list-style-type: none"> • Records of discussions held (and by whom) when the Review of Appointment requests were received including all records of email exchanges, phone-calls, meetings and/or conversations. • Records of discussions by the Panel when the interview panel summary documentation was prepared and there were differing views, before the memo seeking approval to appoint was issued, including any records of email exchanges, phone-calls, meetings and/or conversations. <ul style="list-style-type: none"> • Please include attachments to emails and related documentation. For example, s 9(2)(a) original scores and documentation relating to s 9(2)(a) application. • Our analysis of the text messages has identified gaps in the information provided. <ul style="list-style-type: none"> • Could you please provide the full exchange where you have extracted text messages and provided those to us already? • Could you please also confirm that you obtained relevant text messages from the following people: 	<p>Yes information was specifically sought from the interview panel s 9(2)(a) and those involved in considering the Review of Appointment requests s 9(2)(a) s 9(2)(a)</p> <p>In addition, to requesting information directly from those involved in the recruitment and Review of Appointment requests, information provided to Te Kawa Mataaho was also obtained through IT email searches Te Puni Kōkiri had undertaken in order to respond to Official Information Act requests.</p> <p>s 9(2)(a) had impromptu discussions regarding the Review of Appointment requests with s 9(2)(a) These discussions were not documented. Email discussions have already been provided (see Attachment 18 TPK Response to RFI 1)</p> <p>There are no records of discussions by the Panel other than the Panel Summary documentation (Attachment 2) and emails between s 9(2)(a) s 9(2)(a) between 23/11/23 – 1/12/23 (see Attachment 5 TPK Response to RFI 1), discussing the s 9(2)(a) 'No' recommendation.</p> <p>s 9(2)(a) original scores have been provided in Attachment 3. TPK Response to RFI 1. The scores s 9(2)(a) did in the shortlisting matrix are different to the panel summary template. s 9(2)(a) said this the result of s 9(2)(a) inexperience 'in knowing how to lead a Recruitment drive'.</p> <p>The full exchange of text messages have already been provided (see Attachment 20 TPK Response to RFI 1) . Screenshots of the text message exchanges can be provided if this is preferred.</p> <p>Yes</p>

	<ul style="list-style-type: none"> • s 9(2)(a) 	<ul style="list-style-type: none"> • s 9(2)(a) confirmed they had no relevant text messages • Text messages obtained from s 9(2)(a) and s 9(2)(a) s 9(2)(a) have already been provided (see Attachment 20 TPK Response to RFI 1).
10.	<p>Can you clarify precisely how, to whom, and when s 9(2)(a) disclosed his previous serious misconduct to TPK and/or when TPK found out about the New Zealand Teachers Disciplinary Tribunal disciplinary process, i.e. was it through independent checks or through s 9(2)(a) disclosing this information? Please provide all relevant supporting documentation.</p>	<p>s 9(2)(a) undertook a Google search of his own accord and found the Stuff article. He verbally brought the Stuff article and the tribunal report to s 9(2)(a) attention before s 9(2)(a) disclosure.</p> <p>s 9(2)(a) recalls checking s 9(2)(a) application form after he read the article and tribunal report to check for his answer to the criminal history question, which indicated he had no convictions.</p>
11.	<p>At what point in the recruitment process did any member of the recruitment team obtain a copy of New Zealand Teachers Disciplinary Tribunal decision involving s 9(2)(a)? Please provide all relevant supporting documentation.</p>	<p>s 9(2)(a) did a Google search of his own accord.</p> <p>s 9(2)(a) downloaded the decision document around the 23rd November. Download snippet of report below:</p> 
12.	<p>Who conducted the Google search about s 9(2)(a) (see 8 March TPK letter to s 9(2)(a)), is there any record of it, and when did this take place? Please provide all relevant supporting documentation.</p>	<p>See answers to Questions 10 & 11 above.</p>
13.	<p>Who managed the serious misconduct and criminal conviction checks? When were these done and what did the criminal conviction check return? And what was done off the back of these checks?</p>	<p>This process was handled by the Advisory Team, People & Capability Directorate.</p> <p>Te Puni Kōkiri Recruitment Administrator sent the check request to Ministry of Justice (MOJ) on 12 December 2023 and this was returned on 13 December 2023 (Attachment 3). No convictions were recorded so no further action was deemed necessary. The MOJ check was filed on s 9(2)(a) employee file.</p>

14.	Was s 9(2)(a) notified of the requests to review his appointment, by whom, how, and when were these done? Please provide all relevant supporting documentation.	s 9(2)(a) asked s 9(2)(a) to contact s 9(2)(a) and inform s 9(2)(a) of the Review of Appointment requests before s 9(2)(a) commenced leave 21 st December 2023 (and returned on 8 January 2024). On s 9(2)(a) return, s 9(2)(a) contacted s 9(2)(a) by phone to inform s 9(2)(a) of the details of the Review of Appointment requests. During this phone call s 9(2)(a) discovered that s 9(2)(a) had not informed s 9(2)(a) of the Review of Appointment requests. s 9(2)(a) later confirmed with s 9(2)(a) that he had forgotten to inform s 9(2)(a) of these matters.
15.	When, how, and by whom was s 9(2)(a) notified of his confirmed appointment at TPK? Please provide all relevant supporting documentation.	s 9(2)(a) emailed s 9(2)(a) on 08/12/23 with <ul style="list-style-type: none"> • Offer Letter • s 9(2)(a) • [REDACTED] • [REDACTED] • Job Description <p>(Attachment 4)</p>
16.	Please provide us with a list of all of the previous roles that s 9(2)(a) has applied for at TPK, in the last 12 months.	s 9(2)(a) [REDACTED]

Senior Advisor, Māori Capability

28-Sep-23

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17.	<p><i>In our original request we sought: Any records of any conflict of interests declared (including any mitigation plans developed by TPK) by any TPK employee in relation to s 9(2)(a) employment.</i></p> <p><i>Your response was: No conflicts of interests were discussed or declared by People & Capability (P&C) employees, by the interview panel or by the decision makers. No conflicts of interests were discussed or declared by a TPK employee in relation to s 9(2)(a) employment.</i></p> <p>Can you please clarify if your response means TPK employees filled out a declaration that they did not have any conflicts of interests (if so can you please provide us with these declarations) or that the question of conflicts of interests between TPK employees and s 9(2)(a) was not raised, discussed or declared during the entire recruitment process?</p>	<p>The question of conflicts of interests between TPK employees and s 9(2)(a) was not raised, discussed or declared during the entire recruitment process. So there is no documentation.</p>
18.	<p>Can you confirm when the Chief Executive (CE) of TPK was first notified was of the Review of Appointment requests? Please provide all relevant supporting documentation.</p>	<p>The Chief Executive (CE) was 1st notified of the Review of Appointment requests after he received the letter from the PSA dated 22 December 2023 (see <u>Attachment 17 TPK Response to RFI 1</u>). This information was provided to give the CE the context for the PSA letter (which supported the Review of Appointment requests).</p> <p>At that time s 9(2)(a) verbally discussed with the CE the reviews which had been received and the discussions s 9(2)(a) and s 9(2)(a) had had in response. The discussion between s 9(2)(a) and the CE was not documented.</p> <p>s 9(2)(a) did not provide the Chief Executive with any information re: the Review of Appointment requests until later in January (<u>Attachment 5</u>)</p>
19.	<p>Can you confirm that the CE of TPK did not issue a delegation in relation to Review of Appointment requests generally or in relation to s 9(2)(a) appointment?</p>	<p>The Chief Executive did not issue any specific delegations re: the Review of Appointment requests generally or in relation to s 9(2)(a) appointment.</p>
20.	<p>Please provide all panel summary documents (both draft and final) for all candidates that were interviewed (please ensure that candidate names are redacted for privacy)</p>	<p>The 7 panel summaries are provided in <u>Attachment 2</u></p>

	<p><u>Note:</u> Only two members of the panel were available to interview 1 of the candidates which is why there are only two signatures on one of the panel summaries.</p> <p><u>Note:</u> The scores s 9(2)(a) did in the shortlisting matrix were different to the panel summary template. s 9(2)(a) said this was a result of s 9(2)(a) inexperience in the recruitment process.</p>
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s 9(2)(a)

From: s 9(2)(a)
Sent: Monday, 29 January 2024 6:09 pm
To: s 9(2)(a)
Subject: FW: Review of Appointment -Senior Advisor, Māori Capability

s 9(2)(a)

s 9(2)(a)

Waea Whakaahua F : 0800 875 329

Te Puni Kōkiri, Te Puni Kōkiri House, 143 Lambton Quay, Wellington 6011, New Zealand
PO Box 3943, Wellington 6140, New Zealand



 [Te Puni Kōkiri Website](#)  [Kōkiri Magazine](#)  [Facebook](#)

From: s 9(2)(a)
Sent: Monday, January 8, 2024 4:29 PM
To: s 9(2)(a)
Cc: s 9(2)(a)
Subject: RE: Review of Appointment -Senior Advisor, Māori Capability

Tēnā koe s 9(2)(a)

In s 9(2)(a) absence I am responding to your email.

The response from s 9(2)(a) and myself clearly outlines that we both considered all the information prior to making a decision to approve the appointment. I acknowledge your views although I do not agree with them. To be clear, our response to you was not to "convince" you but to respond to your request for a review.

I understand that as the other successful candidate you have not accepted the position. That is your prerogative, and perhaps for the best given your disappointment and apprehension regarding your colleague's appointment.

Mauri ora.

s 9(2)(a)

s 9(2)(a)

s 9(2)(a)

Waea Whakaahua F : 0800 875 329

Te Puni Kōkiri, Te Puni Kōkiri House, 143 Lambton Quay, Wellington 6011, New Zealand
PO Box 3943, Wellington 6140, New Zealand



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From: s 9(2)(a)
Sent: Friday, January 5, 2024 1:39 PM

To: s 9(2)(a)
Cc: s 9(2)(a)
Subject: RE: Review of Appointment -Senior Advisor, Māori Capability

Tēnā koe s 9(2)(a)

s 9(2)(ba)(i)

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s 9(2)(a)

s 9(2)(a)

Waea Whakaahua F : 0800 875 329 | Paetukutuku W : www.tpk.govt.nz

Te Puni Kōkiri, 1 BNZ Centre, 120 Hereford Street, Christchurch 8011, New Zealand
Private Bag 4741, Christchurch 8011, New Zealand

From: s 9(2)(a)

Sent: Thursday, December 21, 2023 9:30 AM

To: s 9(2)(a)

Cc:

Subject: Review of Appointment -Senior Advisor, Māori Capability

Kia ora s 9(2)(a)

On 20 December 2023, I was notified of your request to review the appointment of s 9(2)(a) to the role of Senior Advisor, Māori Capability. I note that you were an internal candidate that was successful in securing one of the two roles.

The initial request was sent to s 9(2)(a) Director, People & Capability and s 9(2)(a)

s 9(2)(a) As you were not an unsuccessful applicant, there is no automatic right to a review of the appointment, however, It has been determined it is appropriate for an assessment of the request to review in accordance with the Review of Appointment Policy, be carried out by myself and s 9(2)(a) s 9(2)(a) s 9(2)(a) as we approved the appointment.

Your request to review was made under Section 72 of the Public Service Act 2020 (previously Section 60 of the State Sector Act). Section 72 of the Act refers to the requirement of appointments to be made based on the person who is best suited to the position.

I have considered the grounds for review that you have put forward, specifically:

s 9(2)(ba)(i)

[Redacted]

I am of the view that the grounds provided do not relate to the suitability of the candidate to the position,

s 9(2)(ba)(i)

[Redacted]

Te Puni Kōkiri carries out a robust assessment of candidates prior to appointment at Te Puni Kōkiri, this includes Ministry of Justice Criminal History Checks, reference checks and a competency-based interview process.

As you know, the Senior Advisor, Māori Capability role is specifically targeted towards supporting the workstreams associated with the Māori Capability kaupapa. The concerns raised do not impact the candidate's suitability for, or ability to carry out, the role.

After consideration of the grounds for review provided, I am of the view that there are no issues within the selection process that would have resulted in a different outcome, and that the appointment remains to be based upon merit. Recruitment processes attract a level of confidentiality; however, I can confirm that all relevant information was provided to myself and s 9(2)(a) prior to the decision to approve the appointment, and consideration was given to all factors prior to approval.

As a result, no formal review will be undertaken.

Ngā Mihi,

s 9(2)(a)

[Redacted]

s 9(2)(a)

[Redacted]

Waea Whakaahua F : 0800 875 329

Te Puni Kōkiri, Te Puni Kōkiri House, 143 Lambton Quay, Wellington 6011, New Zealand
PO Box 3943, Wellington 6140, New Zealand



s 9(2)(a)

From: [Redacted]

Sent: Wednesday, 20/12/2023 2:25 pm

s 9(2)(a)

To: [Redacted]

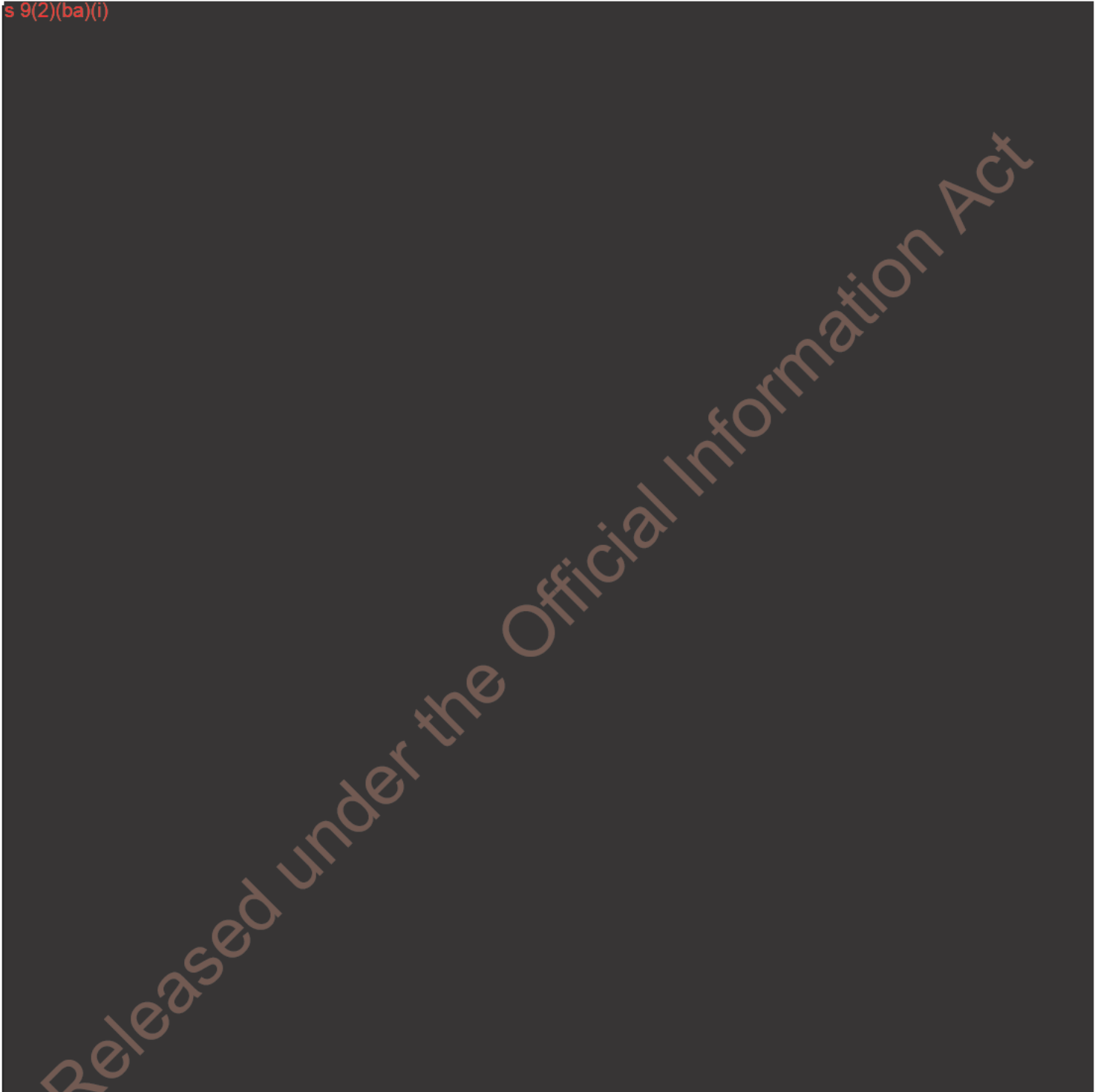
Cc: [Redacted]

Subject: Review of Appointment -Senior Advisor, Māori Capability

Tēnā koe, **s 9(2)(a)**

I seek a formal review of the recent appointment to the position of Senior Advisor, Māori Capability, People and Capability & Organisational Support, as announced in the Vacancies and Promulgations section of Te Pū Matua.

s 9(2)(ba)(i)



s 9(2)(a)

s 9(2)(a)

Waea Whakaahua F : 0800 875 329

Te Puni Kōkiri, 1 BNZ Centre, 120 Hereford Street, Christchurch 8011, New Zealand
Private Bag 4741, Christchurch 8011, New Zealand



Te Puni Kōkiri Website



Kōkiri Magazine



Facebook

s 9(2)(a)

From: s 9(2)(a)
Sent: Monday, 29 January 2024 6:05 pm
To: s 9(2)(a)
Subject: FW: Appointment Review
Attachments: PSA Response 2023 12 22.pdf

s 9(2)(a)

s 9(2)(a)

Waea Whakaahua F : 0800 875 329

Te Puni Kōkiri, Te Puni Kōkiri House, 143 Lambton Quay, Wellington 6011, New Zealand
PO Box 3943, Wellington 6140, New Zealand



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Facebook

From: s 9(2)(a)
Sent: Friday, December 22, 2023 1:23 PM
To: s 9(2)(a)
Cc: s 9(2)(a)
Subject: RE: Appointment Review

Tēnā koe s 9(2)(a)
Please find attached to your letter from this morning s 9(2)(a)
s 9(2)(a)

Meri Kirihimete to you and your members.

s 9(2)(a)

s 9(2)(a)

s 9(2)(a)

Waea Whakaahua F : 0800 875 329

Te Puni Kōkiri, Te Puni Kōkiri House, 143 Lambton Quay, Wellington 6011, New Zealand
PO Box 3943, Wellington 6140, New Zealand



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Facebook

From: s 9(2)(a)

Sent: Friday, December 22, 2023 9:31 AM

To: s 9(2)(a)

Co: s 9(2)(a)

Subject: Appointment Review

You don't often get email from s 9(2)(a) [why this is important](#)

Kia ora s 9(2)(a)

Please find attached letter on behalf of PSA members regarding the Appointment Review Process and your comment.

Ngā mihi nui

s 9(2)(a) PSA Organiser s 9(2)(a)

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Te Puni Kōkiri
MINISTRY OF MĀORI DEVELOPMENT

22 December 2023

s 9(2)(a)

Manawatu House
198 Cuba Street
Palmerston North 4444

s 9(2)(a)

Tēnā koe s 9(2)(a)

Request for review of appointment

Thank you for your letter of 22 December 2023 regarding a recent appointment.

With respect to my kōrero with Regional Partnerships & Operations kaimahi on 18 December 2023, I can confirm that my comments were not specific to kaimahi who had requested a review. I had been made aware of kōrero that I consider does not demonstrate Te Puni Kōkiri values and is unsafe for kaimahi. These comments include the inaccurate use of the terms 'child sex offender' and 'criminal'. The intent of my comments at the hui was to set the expectation with kaimahi of how we treat others, regardless of our personal beliefs and that any attitude of self-righteousness and bigotry is a risk to the health and safety of our kaimahi.

I am concerned, as I explained in the hui, that the use of the terms 'child sex offender' and 'criminal' could create a situation of bullying and harassment.

I would appreciate the support of the PSA in reinforcing with your members that public servants are bound by the standards of integrity and conduct issued by Te Kawa Mataaho and as such public servants should not apply an additional moral code beyond those standards when performing our roles.

At the 18 December hui I also reassured kaimahi that the necessary processes had been followed for the appointment in question, including background and reference checks in line with Te Puni Kōkiri policies.

You have asked that I reconsider the decision to review the appointment. The Review of Appointment Policy provides the following grounds for review:

- Merit as per Section 72 of the Public Service Act 2020 (previously Section 60 of the State Sector Act 1988);
- Non-adherence to appointment procedure; or
- Where there is information pertaining to the appointment, which may indicate unprincipled shortlisting or interview practices.

s 9(2)(a) and I have carefully considered any requests we have received and are confident that our decisions have been consistent with the policy.

s 9(2)(a) and I would be happy to meet with you in the New Year to discuss this matter in more detail.

Ngā mihi

s 9(2)(a)

Deputy Secretary, s 9(2)(a)

s 9(2)(a) PSA Lead Organiser
Deputy Secretary

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s 9(2)(a)

From: s 9(2)(a)
Sent: Friday, 29 September 2023 3:53 pm
To: s 9(2)(a)
Subject: Re: Opportunity at Te Puni Kōkiri

No worries. The currently advertised role closes 11 Oct but we will look to shortlist as applications are received. Expect to hear from us before the 11th.

Kia pai te wiki mutunga.

s 9(2)(a)

From: s 9(2)(a)
Sent: Friday, September 29, 2023 2:37 PM
To: s 9(2)(a)
Subject: Re: Opportunity at Te Puni Kōkiri

You don't often get email from s 9(2)(a) [Learn why this is important](#)

Kia ora,

s 9(2)(a)

Nāku nā,

s 9(2)(a)

On 29/09/2023, at 14:33 s 9(2)(a) wrote:

Kia ora s 9(2)(a)

s 9(2)(a)

s 9(2)(a)

s 9(2)(a)

E mihi nui ana,

s 9(2)(a)

On 15/09/2023, at 20:3 s 9(2)(a) wrote:

Kia ora rā s 9(2)(a)

Thank you for your phone call. This looks like a position I would be very interested in.

I would be grateful if you let me know once it is advertised.

Kia pai te wikene.

E mihi ana,

s 9(2)(a)

[Redacted]

<PastedGraphic-2.tiff>

On 15/09/2023, at 17:29, s 9(2)(a)

[Redacted] wrote:

Tēnā koe s 9(2)(a)

Good to talk with you earlier in the week. As mentioned, we have a role we are looking at advertising shortly (probably next week). A copy of the draft position description is attached.

The role is Grade 17 which has a range of \$90,599 - \$134,326.

If you are interested please let me know and I will notify you once it's advertised. Happy to also have a kōrero if you have any pātai.

Ngā mihi, nā s 9(2)(a)

s 9(2)(a)
[Redacted]
National Office

<image001.png>

s 9(2)(a)
Waea Whakaahua F : 0800 875 329
Te Puni Kōkiri, Te Puni Kōkiri House, 143 Lambton Quay, Wellington
PO Box 3943, Wellington 6140, New Zealand
<image002.png> [Te Puni Kōkiri Website](#) <image003.png> [Kōkiri Magazine](#) <image004.png> [Facebook](#)

<2023 09 15 Job Description Senior Advisor - Maori capability.docx>

Accepted on 11/01/2024 3:42 pm.

s 9(2)(a) catch up with s 9(2)(a)

Organizer s 9(2)(a)

Sent Thu 11/01/2024 3:40 pm

Time Friday, 12 January 2024 9:30 am-10:00 am

Location [Meeting Room - Level 4.3](#)

Response Accepted [Change Response](#)

Kia ora kōrua

Just setting this hui up for you two for āpōpō.

s 9(2)(a) Room 4.3 is opposite our little kitchen area on this floor.

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Ministry Holidays 2023/24

Important Dates and Leave

2023	Day	Sun	Mon	Tues	Wed	Thu	Fri	Sat
	Date	24 Dec 2023	25 Dec	26 Dec	27 Dec	28 Dec	29 Dec	30 Dec
	Event	Weekend	Christmas Day	Boxing Day	Ministry Day	Ministry Day	Ministry Day	Weekend
	Observed	Weekend	Holiday	Holiday	Holiday	Holiday	Holiday	Weekend

2024	Day	Sun	Mon	Tues	Wed	Thu	Fri	Sat
	Date	31 Dec 2023	1 Jan 2024	2 Jan	3 Jan	4 Jan	5 Jan	6 Jan
	Event	Weekend	New Year's Day	Day after New Year's	Normal Work Day	Normal Work Day	Normal Work Day	Weekend
	Observed	Weekend	Holiday	Holiday	Work Day	Work Day	Work Day	Weekend

- Kaimahi do not need to apply for leave for the Ministry Days from 27th to 29th Hakihea as these will be automatically applied.
- The last working day for Te Puni Kokiri in 2023 will be Rāmere 22nd Hakihea and the first working day of 2024 will be Rāapa 3rd Kohitātea. This is our minimum close-down period. Kaimahi are encouraged to take longer periods of leave if they have leave available.
- Please make sure you have entered any extra leave in ESS, that this has been approved by your manager, blocked out in your calendar and you've set up your out of office.
- If someone is looking after your kaupapa or responsibilities while you are on leave, include this in your out of office message.
- Those with high leave balances are reminded that up to one week of annual leave can be cashed up. Please check the leave policy for details.

Kirihimete Pay Dates

Please note the following changes to pay dates over the Christmas period:

- The direct credit payment for the payday on Rāapa 3rd Kohitātea 2024 will be brought forward to **Rāmere 29th Hakihea 2023**.
- Following the Christmas/New Year period the next scheduled payday will be **Rāapa 17th Kohitātea 2024**.

Kirihimete Payroll Deadlines

- The payroll deadline for the pay on Rāapa 20th Hakihea 2023 is **10am Rāapa 13th Hakihea 2023**.

- The payroll deadline for the pay on Rāmere 29th Hakihea 2023 is **10am on Rāhina 18th Hakihea 2023.**
- Any payroll documentation not received by these deadlines will be processed in the next available pay.

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