

29 August 2024

File Ref: OIA 49312



Tēnā koe 

### **Official Information Act request**

Thank you for your information request dated 5 August 2024. You asked for the following information:

*“We request under the Official Information Act 1982 copies of any policies, procedures and practices relating to the process followed by Te Puni Kōkiri (TPK) in relation to the appointment and reappointment of Māori Wardens, as well as cancellation of appointments under section 7 of the Māori Community Development Act 1962.”*

Your request has been considered in accordance with the Official Information Act 1982 (the Act).

The following two documents have been identified as in scope of your request, and are released to you in full:

- *Maori Warden Warranting Approval Process* (provided to you as Attachment 1)
- *Warranting Māori Wardens: A guide to the new interim Māori Warden Warranting Process* (provided to you as Attachment 2).

Te Puni Kōkiri has a pivotal role in the appointment, reappointment and cancellation of appointments to the New Zealand Māori Wardens. The documents provided refer to the process undertaken by Te Puni Kōkiri.

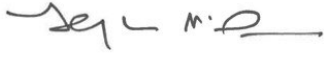
I trust my response satisfies your request.

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](http://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 [oiia@tpk.govt.nz](mailto:oiia@tpk.govt.nz).

Ngā mihi

A handwritten signature in black ink, appearing to read 'Hugh McAslan'.

Hugh McAslan  
Hautū, Te Puni Tapatahi | Deputy Secretary, Governance



Te Puni Kōkiri  
MINISTRY OF MĀORI DEVELOPMENT

Te Kāwanatanga o Aotearoa

Attachment 1

# Māori Warden Warranting Approval Process

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Transition to Statutory Entities & Appointments

RELEASED UNDER THE OFFICIAL INFORMATION ACT

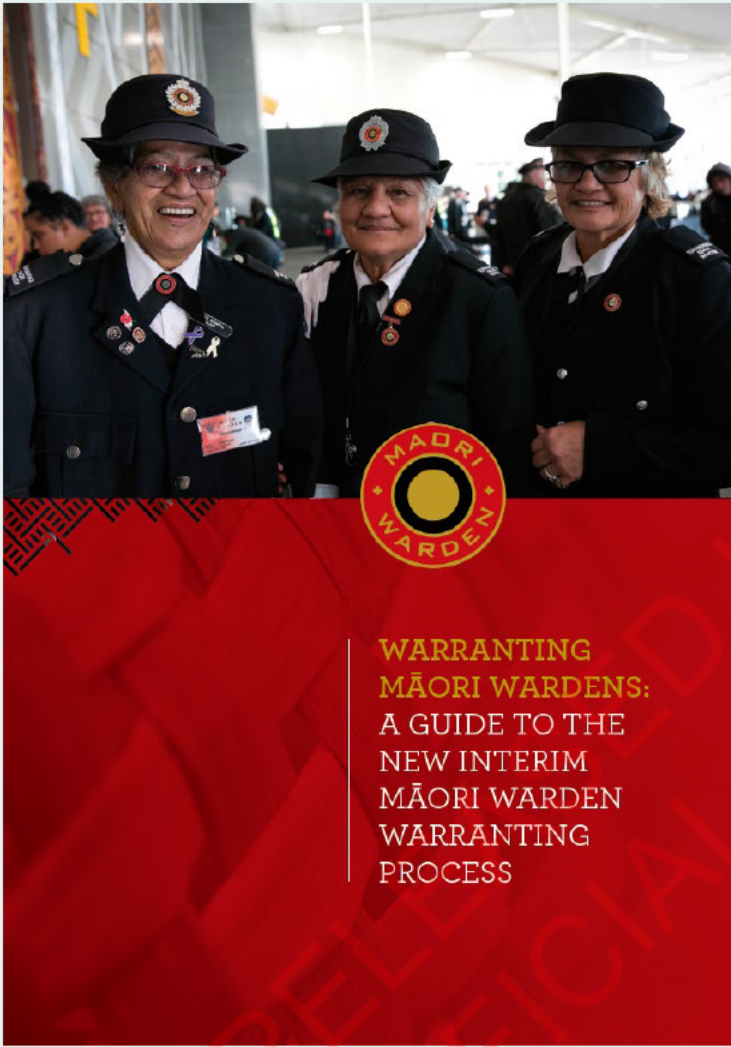
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# How an individual becomes a Warranted Māori Warden

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# Resource



All Information contained in the following 6 slides is resourced from this document

<https://www.tpk.govt.nz/docs/tpk-maori-wardens-guide-to-interim-warranting-process.pdf>

There are four steps to the warranting process:

- Application
- Vetting
- Nomination
- **Approval**



**TPK role**



## Step 1: Apply

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- All Wardens must be affiliated to a Māori Warden Group within the District they reside.
- Applicants can apply directly to a Warden Group within the district they reside or via the **Ngā Wātene Māori** national body website [www.maoriwardens.nz](http://www.maoriwardens.nz)

Applies to be a  
Māori Warden

Applicant  
completes  
Application Form

Submission  
Group supports  
Applicant



## Step 2: Vetting

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Submission Group sends vetting request consent form to the NZ Police or the Ministry of Justice



Applicant meets vetting requirements



Submission Group sends Application Form with related documents to District Māori Council

The Submission Group will:

- **assess** the applicant's **suitability** to become a Māori Warden
- **conduct** the **vetting** process and
- **produce** a current **photo** of the applicant
- **Confirm** or **reject** the application



## Step 3: Nomination

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District Māori Council  
approves Applicant

District Māori Council  
sends Application  
and photo to  
Te Puni Kōkiri

*(Under the Māori Community Development Act 1962)*

- District Māori Council are authorised to nominate a person as a Māori Warden.
- Only the Minister of Māori Development can approve a new appointment
- The Chief Executive, TPK is authorised to approve reappointments.

[View DMC List](#)





## Step 4: Approval

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New Appointments are sent to the Minister for Māori Development  
Re-appointments are sent to the Chief Executive of Te Puni Kōkiri

Minister or Chief Executive approves Application

Te Puni Kōkiri processes approval and sends to the relevant District Māori Council

Te Puni Kōkiri's role is to:

- Coordinate appropriate **approval**
- Produce and issue the **badges**
- Produce and issue **warrant ID cards**
- **Distribute material** to relevant District Māori Council
- Keeper of **records**



# Issuing the Warrant

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```
graph TD; A[District Māori Council sends approval to the Submission Group] --> B[Submission Group informs the successful Applicant. Māori Warden begins 3 year term];
```

District Māori Council  
sends approval to the  
Submission Group

Submission Group informs  
the successful Applicant.  
Māori Warden begins 3 year term



# Application form

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[View application form](#)

**Privacy Statement:** The information that you provide at the time of submitting this form will be held by Te Puni Kōkiri and will be used to advise the Minister for Māori Development of your application to become a Māori Warden or the Chief Executive of Te Puni Kōkiri of your application to be re-appointed as a Māori Warden. This assessment process may require Te Puni Kōkiri to share or verify the information you have provided with the relevant District Māori Council or the submission group. You have the right at any given time to update or correct your information with Te Puni Kōkiri or to request a copy of your information held by Te Puni Kōkiri by contacting us at PO Box 3943, Wellington 6140.

Sometimes you are asked to provide proof of signature for the DMC endorsement

Chairperson (Or delegated authority)



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He pātai? | Any questions?

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# TPK's role

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Te Puni Kōkiri's role is to:

- Coordinate appropriate **approval**
- Produce and issue the **badges**
- Produce and issue **warrant ID cards**
- **Distribute material** to relevant District Māori Council
- Keeper of **records**

Co-ordinate Approval:

- **Check** the completeness of info
- **Enter information** of each form into the database\*\*
- Create the **approval memo + letters**
- Coordinate **sign-off**
- Print **letters**
- Create and print **warrant ID**
- Courier **letter, badge\*, ID** (per application)

\* For new appointments only



# Resources

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- [Temporary recording storage \(kept until finalised\)](#)
- Document Templates
- Content Server [Records](#) (permanent storage)
- Dedicated [maoriwardens@tpk.govt.nz](mailto:maoriwardens@tpk.govt.nz)
- Māori Warden [Database](#)
- District Māori Council [List](#)



# Database

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This tool is **often NOT maintained**. Why not?

- The database **is NOT a necessary component** to getting a warrant processed.

**Recommended** – the database can be enhanced to aid in making the complete process less cumbersome and more efficient.

So why do we need it?

- The database supports TPK's role as the keeper of the records and enables **timely and accurate responses** to information requested from Parliament, Warden Groups and DMCs.
- It will support your team to know the current status of a warrant application.

Without it..... you will spend a lot more time searching content server and opening multiple documents to figure it out.



## **TRAINING**

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Co-ordinating the approval process





# Receiving the application

Applications arrive received via maoriwardens@tpgk.govt.nz or by post/courier.

**MĀORI WARDEN APPLICATION FORM**

**APPLICANT**

Please tick where appropriate:  New Appointment  Re-Appointment - Badge Number

First Name: XXXXXXXX Last Name: XXXXXXXX

Date of Birth: / / Gender:

Residential Address: Contact Number ( ): Email: Tel or Māpō:

Town/City:

The following information is important, please read carefully:

**Privacy Statement:** The information that you provide at the time of submitting this form will be held by Te Puni Kōkiri and will be used to advise the Minister for Māori Development of your application to become a Māori Warden or the Chair/Deputy of Te Puni Kōkiri or your application to be re-appointed as a Māori Warden. This consent process may require Te Puni Kōkiri to share or verify the information you have provided with the relevant District Māori Council or the submission group. You have the right at any given time to update or correct your information with Te Puni Kōkiri or to request a copy of your information held by Te Puni Kōkiri by contacting us at PO Box 3943, Wellington 6140.

**In signing this application, I declare that:**

a) I have read and understood the above Privacy Statement of Te Puni Kōkiri;

b) To the best of my knowledge, the information contained in my application is true and accurate;

c) There exists no undeclared conflict of interest for me;

d) I reside in the districts which my application relates;

e) There is no adverse reason why I cannot carry out the duties of a Māori Warden in my community; and

f) If this application is approved, I accept the position of a Māori Warden.

Signature of Applicant: [Signature] Date: / /

Maori Warden Warrant Application Form 01

## Applicant:

- Name
- Signed
- Digital Photo

## Submission Group:

- Name
- Signed

## DMC:

- Name
- Authorised Signature

**SUBMISSION GROUP SUPPORT**

The applicant named has applied to be a new or re-appointed Māori Warden for a term of three years in accordance with Section 7 of the Māori Community Development Act 1952.

Submission Group: XXXXXXXXXXXX

The submission group confirms that an authorised individual NZ Police or Ministry of Justice vetting process of the applicant has been undertaken and confirms that no adverse information was found which would prevent the applicant from undertaking the Māori Warden role. The submission group will ensure that the applicant is made aware of their obligations whilst on duty as a Māori Warden.

Name: Position:

Email Address: Contact Number ( ): Date: / /

Signature: [Signature]

**DISTRICT MĀORI COUNCIL NOMINATION**

The XXXXXXXXXXXX District Māori Council nominates the named applicant to be appointed as a Māori Warden by the Minister for Māori Development, or re-appointed by the Chair/Deputy of Te Puni Kōkiri, within our District boundaries.

Chairperson (or delegated authority):

Signature: [Signature] Date: / /

Notes:

Send to:  
Maori Wardens Administrator, Te Puni Kōkiri, P.O. Box 3943, Wellington 6140

Maori Warden Warrant Application Form 02

1. Check
2. Database Entry \*
3. Assign a file reference #  
*E.g. a BP or RA numbers*
4. Create a temporary folder & save  
*E.g. a BP or RA numbers*

\* not required for the processing of a warrant HOWEVER;

- The database when well maintained, enables timely and accurate responses to PQ's / OIAs information and information requests from Warden Groups and DMCs
- It supports TPK's role as the keeper of the records



# Preparing the documentation

## Documents required:

### (BP) new appointments

- a briefing paper memo
- an appointment letter to Warden
- ~~a warranting report~~
- a tracking cover sheet?
- photo ID warrant card

### (RA) reappointments

- a memorandum
- an appointment letter to DMC
- a tracking cover sheet?
- photo ID warrant card

## Templates are available for ALL required documentation

- 1. New Appointment Templates
- 2. Reappointment Templates
- 3. TEMPLATE Warrant Photo ID.doc
- 4. Badge Number Allocation Worksheet
- 5. Cover letter TEMPLATE - Replacement ID Card.docx
- 6. Māori Warden Application Form\_Original.pdf

- 1. TEMPLATE Briefing Paper - BPXXXXX - Memo Appointment of Maori Wardens.docx
- 1.1 TEMPLATE FOR ONE PERSON Briefing Paper - BPXXXXX - Memo Appointment of Maori Wardens.docx
- 2. TEMPLATE Attachment 1 - BPXXXXX - Attachment one - Warranting Report
- 3. TEMPLATE Attachment 2 - BPXXXXX - Attachment two - Appointment letters to Wardens.docx
- 4. TEMPLATE DMC Letter - BPXXXXX Cover Letter to DMC .docx
- 4.1. TEMPLATE ONE PERSON DMC Letter - BPXXXXX Letter from MWPT to DMC.docx
- EXAMPLE - Attachment one - Warranting Report.docx.pdf

- 1. TEMPLATE - 202X XX XX MWP(RA) Memo to Dep Sec.docx
- 1.1 TEMPLATE FOR ONE PERSON - 202X XX XX MWP(RA) Memo to Dep Sec.docx
- 2. TEMPLATE Letter 202X XX XX Dep Sec Appointment Letter - Rohe.docx
- 2.1 TEMPLATE FOR ONE PERSON Letter 202X XX XX Dep Sec Appointment Letter - Rohe.docx
- 2023-2024 RPO Document Cover sheet - IEOS.pdf





WARRANTING  
MĀORI WARDENS:  
A GUIDE TO THE  
NEW INTERIM  
MĀORI WARDEN  
WARRANTING  
PROCESS



Above: Raewyn Taputoru, Kalina Young, Parehikairo Fatu – Waikato District Māori Wardens.  
Front page: Eileen Walker, Ngarau Wharepapa, Janie Waititi - Tairāwhiti Māori Wardens.

# WARRANTING MĀORI WARDENS: A GUIDE TO THE NEW INTERIM MĀORI WARDEN WARRANTING PROCESS

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# Introduction

## Why do we need a change?

Warranting has been an issue for many Māori Warden Groups for a long time and as such this remains a priority for improvement.

The Joint Advisory Group (JAG) was set up to facilitate improved change for Māori Wardens. Members comprise representatives from Māori Warden Groups and the New Zealand Māori Council.

An interim warranting process has been developed and will come into effect on 30 April 2018.

it will:

- provide clarity, consistency and certainty for applicants
- be timely, efficient and transparent
- provide certainty to the Minister for Māori Development and the Chief Executive of Te Puni Kōkiri, that the proposed applicant is suitable for appointment as a Māori Warden
- comply with the Māori Community Development Act 1962; and
- deliver against the 2014 Treaty of Waitangi Tribunal findings and recommendations.

## Submission Group

What was known as a nominating group is now identified as the Submission Group. The Submission Group is the Māori Warden Group the applicant will be a member of.

## Moving Forward

An interim warranting process was largely supported in principle by each regional group who attended the Māori Warden National Conference held in Rotorua on 1 July 2017. For an interim warranting process to be successful it must be agreed and implemented as intended.

## Collection of Personal Information

As administrators of the warranting process, Te Puni Kōkiri are required to collect personal information of those people seeking to become a Māori Warden.

The Privacy Act requires Te Puni Kōkiri (via the Māori Warden Project) to include a privacy statement on the Application Form indicating how we intend to use the information. This will be included on all Application Forms.

## Vetting

The New Zealand Police, Ministry of Justice, or an authorised Vetting Agent will undertake the task of processing vetting requests. The release of information is then vetted by the Submission Group, who assesses the applicants data to make an informed decision of their suitability to become a Māori Warden.

Applicants who do not meet the vetting standards will have their Application Form declared ineligible.

## Role of the District Māori Council

The Māori Community Development Act 1962 clearly states that only a District Māori Council can nominate Māori Warden warrants.

# New Form

## MĀORI WARDEN APPLICATION FORM

Attach photo here

APPLICANT

Please tick where appropriate:  New Appointment  Re-Appointment – Badge Number

**The following information is important, please read carefully:**

**Privacy Statement:** The information that you provide at the time of submitting this form will be held by Te Puni Kōkiri and will be used to advise the Minister for Māori Development of your application to become a Māori Warden or the Chief Executive of Te Puni Kōkiri of your application to be re-appointed as a Māori Warden. This assessment process may require Te Puni Kōkiri to share or verify the information you have provided with the relevant District Māori Council or the submission group. You have the right at any given time to update or correct your information with Te Puni Kōkiri or to request a copy of your information held by Te Puni Kōkiri by contacting us at PO Box 3943, Wellington 6142.

In signing this application, I declare that:

- a) I have read and understood the above Privacy Statement of Te Puni Kōkiri;
- b) To the best of my knowledge, the information contained in my application is true and accurate;
- c) There exists no undeclared conflicts of interest for me;
- d) I reside in the district to which my application relates;
- e) There is no adverse reason why I cannot carry out the duties of a Māori Warden in my community; and
- f) If this application is approved, I accept the position of a Māori Warden.

Māori Warden Warranting Application Form 01

## SUBMISSION GROUP SUPPORT

The applicant named has applied to be a new or reappointed Māori Warden for a term of three years in accordance with Section 7 of the Māori Community Development Act 1962.

The submission group confirms that an authorized individual NZ Police or Ministry of Justice vetting process of the applicant has been undertaken and confirm that no adverse information was found which would prevent the applicant from undertaking the Māori Warden role. The submission group will ensure that the applicant is made aware of their obligations whilst on duty as a Māori Warden.

## DISTRICT MĀORI COUNCIL NOMINATION

Te Puni Kōkiri District Māori Council nominates the named applicant to be appointed as a Māori Warden by the Minister for Māori Development, or re-appointed by the Chief Executive of Te Puni Kōkiri for District boundaries.

Notes

Send to:

Māori Wardens Administrator, Te Puni Kōkiri, P.O. Box 3943, Wellington 6140

Māori Warden Warranting Application Form 02

## New Application Form

The new Application Form will replace all existing forms.

The form is a one paged, two sided form – the front page is for the applicant to fill out and the back is for the supporting groups – the Submission Group and the respective District Māori Council.

The Application Form will be available from local Māori Warden groups or Te Puni Kōkiri offices.

An e-copy version is also available on the TPK website:

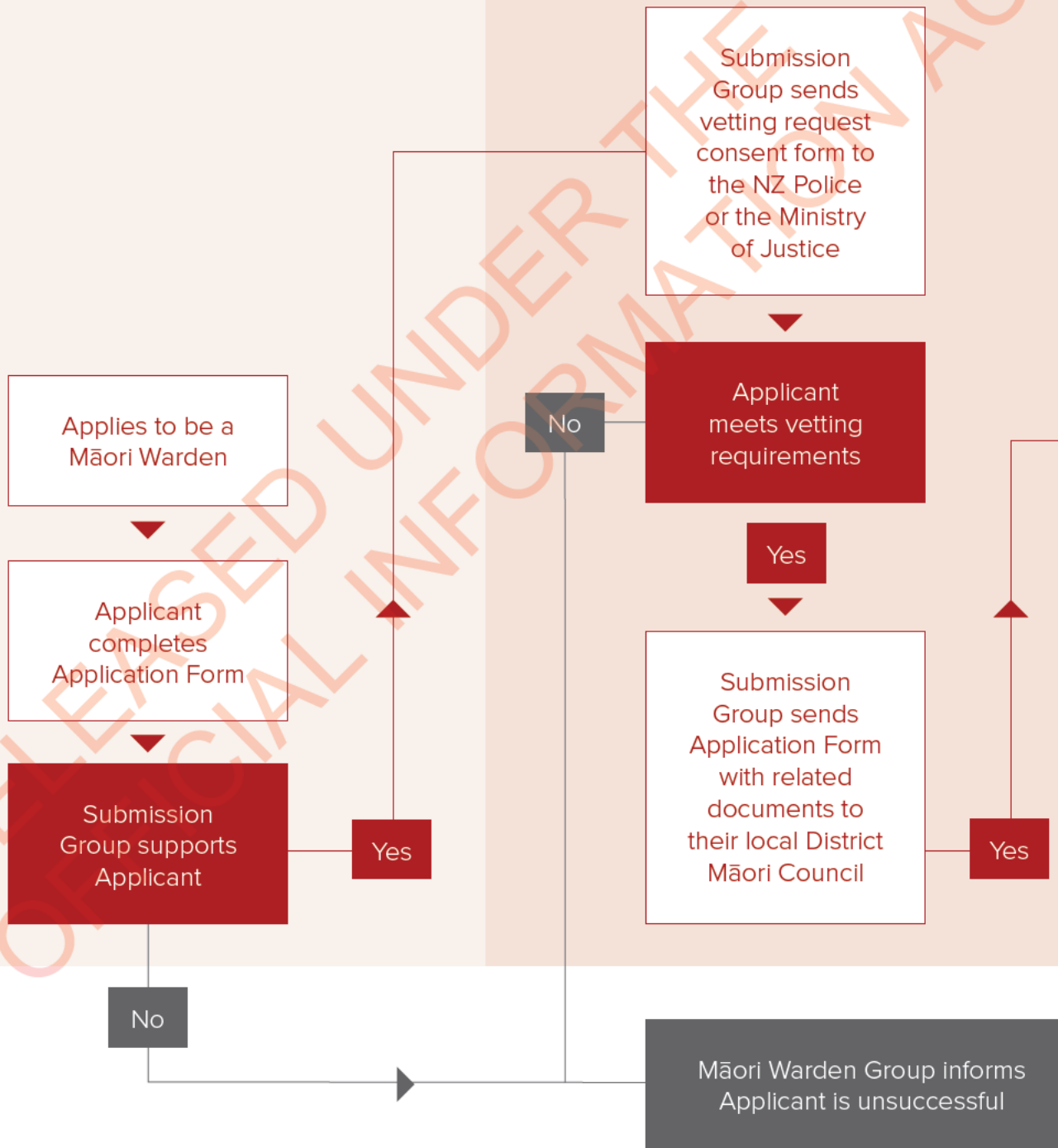
[www.tpk.govt.nz](http://www.tpk.govt.nz)

"The new forms will be available in April 2018."

# New Interim Warranting Process

## Step 1: Apply

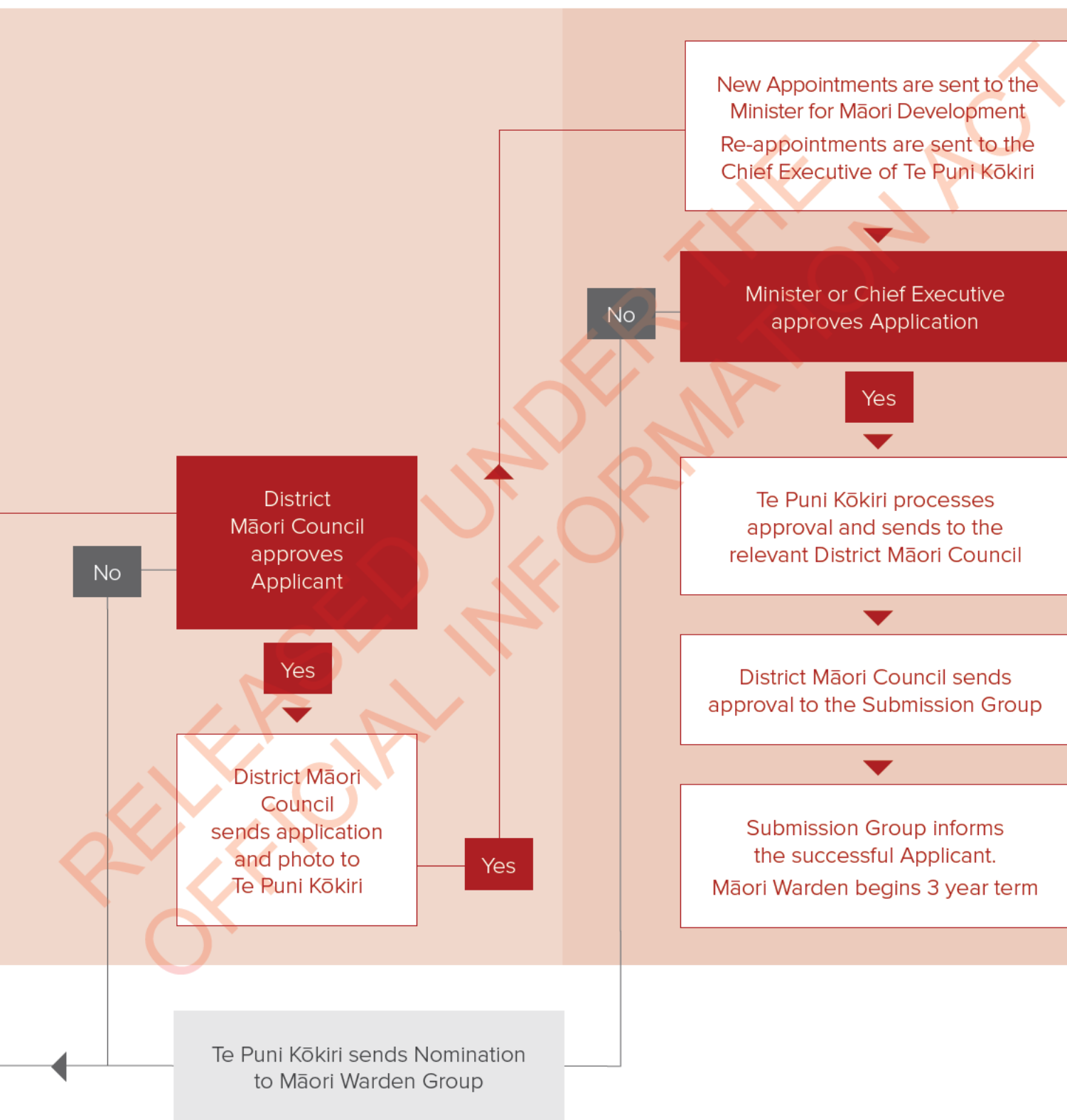
## Step 2: Vetting





## Step 3: Nomination

## Step 4: Approval



# Step 1: Apply



## Application Form

The new Application Form replaces all previous forms, and must be completed as part of the warranting process.

## Supporting an applicant

Each Application Form must be supported by the Submission Group. The Submission Group is the Māori Warden Group the applicant will be a member of.

## Step 2: Vetting

Submission Group sends vetting request consent form to the NZ Police or the Ministry of Justice

Applicant meets vetting requirements

Submission Group sends Application Form with related documents to District Māori Council

### Vetting Agent

All vetting agents must be approved and authorised to operate. To be considered for approval to access the Police Vetting Service (on the basis of an individual's consent) New Zealand agencies must meet criteria. See the NZ Police website for more details.

Vetting clearance must be obtained. The Submission Group is responsible for ensuring applicants are vetted correctly, i.e. by the NZ Police or Ministry of Justice.

### Vetting requirements

The vetting requirements are determined by the Submission Group, who assesses the applicants data to determine their suitability to become a Māori Warden. Neither Te Puni Kōkiri or the District Māori Council are involved in the vetting process.

### Sending all material

The following documents must be completed before sending to the local District Māori Council for their endorsement:

- Application Form
- Current passport sized head and shoulders photo

## Step 3: Nomination

District Māori Council  
approves Applicant



District Māori Council  
sends Application  
and photo to  
Te Puni Kōkiri

### District Māori council

Under the Māori Community Development Act 1962 only the District Māori Council (DMC) can nominate a person to be a Māori Warden. To nominate, the DMC sends the approved Application Form and photo to Te Puni Kōkiri for processing.

### Māori Warden Project

The Māori Warden Project team within Te Puni Kōkiri will only process approved Application Forms.

# Step 4: Approval

New Appointments are sent to the Minister for Māori Development  
Re-appointments are sent to the Chief Executive of Te Puni Kōkiri

Minister or Chief Executive approves Application

Te Puni Kōkiri processes approval and sends to the relevant District Māori Council

District Māori Council sends approval to the Submission Group

Submission Group informs the successful Applicant.  
Māori Warden begins 3 year term

## Approval Process

Under the Māori Community Development Act 1962 the Minister for Māori Development is the only person who can approve a new Māori Warden appointment. The Chief Executive of Te Puni Kōkiri approves all Māori Warden re-appointments.

## Processing successful applicants

The Māori Warden Project will:

- produce badges
- produce warrant ID
- provide a uniform (subject to requirements)
- send all material to the District Māori Council

The District Māori Council will formally distribute all material to the Submission Group.

## Confirmation

The Submission Group will inform the applicant of their appointment.

For an appointed Māori Warden to receive training, be provided with a uniform and carry out specific tasks within their community, they must be affiliated to a Māori Warden Group within the District they reside in.

## Three year term

Each warrant is valid for a three year term. Māori Wardens are welcome to re-apply before the end of the three year term.

# Joint Advisory Group



Sir Taihākurei Durie  
Chair – New Zealand  
Māori Council



Owen Lloyd  
Deputy Chair –  
New Zealand  
Māori Council



Matarora Smith  
Māori Warden –  
Tāmaki ki te Tonga



Haki Wihongi  
Māori Warden –  
Tai Tokerau



Tina Drummond  
Māori Warden –  
Waikato



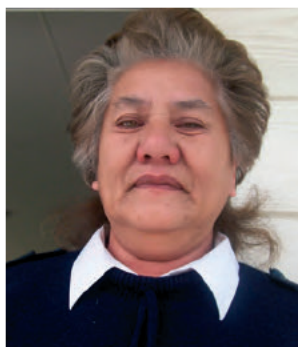
Harvey Ruru  
District Māori Council/  
Māori Warden –  
Te Tau Ihu



Mihi Jacobs  
Māori Warden –  
Tākitimu



Norm Dewes  
District Māori Council/  
Māori Warden –  
Te Waipounamu



**Mere Devine**  
District Māori Council/  
Māori Warden –  
Waikato



**Carol Te Huna**  
Māori Warden –  
Aōtea



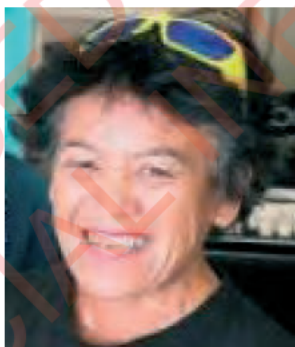
**Jordan Winiata**  
Māori Warden –  
Raukawa



**Linton Sionetali**  
Māori Warden –  
Waikato



**Constance Hughes**  
Māori Warden –  
Tāmaki



**Marama Apelu**  
District Māori Council/  
Māori Warden –  
Tairāwhiti



**Joe McLeod**  
District Māori Council/  
Māori Warden –  
Pōneke

# FAQ's

## Why we developed an easier Māori Warden Warranting process?

Warranting has been a problem for years and there have been many complaints. Complaints include delays in the process, information going missing, districts implementing their own processes to suit themselves and people not following a standardised process or system. We are changing the warranting process because the current process is not working.

On top of this, the Waitangi Tribunal Report in 2014 also recognised this and recommended that a new process be implemented.

## What are the main benefits?

The benefits will be:

- getting a warrant faster without the hassles;
- a standardised process; everyone will use the same forms and there are simple to understand steps in the process to guide people through it. The same process will be used no matter if you are from Kaitiāia in the North or Motueka in the South

## Will we be trained in using the new forms?

Training will be provided to those members who are involved in the Māori Warden Warranting process.

## Why do I need to have community support?

You need to show that you have the support within your community to carry out the duties and role of a Māori Warden. This indicates your connectedness to the community and the faith the community has in you.

## Why is there a Privacy Statement on the Application Form?

The Privacy Statement on the Application Form is to show applicants that Te Puni Kōkiri must act responsibly and within the requirements of the Privacy Act when handling their personal information.

Information will be held for no more than three years (the duration of their warrant) and will only be used for the purpose it was requested.

## How long are warrants valid for?

Māori Warden Warrants are valid for a term of three years. A new Māori Warden Warranting Application Form and vetting must be completed at the end of each term if a Māori Warden wishes to be re-appointed

## Who is a NZ Police Vetting Agent?

Police Vetting is only available to approved agencies, not for individual or personal use. In order to be considered for approval to access the Police Vetting Service (on the basis of an individual's consent), New Zealand agencies must meet criteria. Further information on the criteria and how to become a registered vetting agent/agency can be found on the NZ Police Website <http://www.police.govt.nz/advice/businesses-and-organisations/vetting/register-new-zealand-police-vetting>.

## Can I go directly to the local Māori Warden Group?

Yes you can. An existing Māori Warden group will take responsibility for your development, training and support as a Māori Warden.



## What is the role of the District Māori Council?

The Māori Community Development Act 1962 provides the NZ Māori Council, the District Māori Councils and Māori Wardens with the authority to carry out their duties. Only a District Māori Council can nominate (endorse the Application Form to be nominated) a person to become a Māori Warden. The role of the District Māori Council is to ensure the individual meets all of the requirements to become a Māori Warden e.g. passes the vetting process.

## How will I get help?

Training will be provided. Workshops will be held across the country to make sure Wardens and Council members understand the process and their responsibilities at every stage throughout the process. Regional Coordinators will also be available to support you following the workshops.

## Can a Māori Warden apply for a warrant in another district other than where they live?

No. Under the Māori Community Development Act 1962, No person shall be appointed or reappointed a Maori Warden in respect of any Maori Council District unless he is residing in that district and has been nominated for appointment or reappointment by the District Maori Council for that district.

## Later in 2018...

In the longer term, an online warranting system will be introduced. This will allow anyone wanting to become a Māori Warden the opportunity to access the warranting process easily. If you have access to a computer, you will be able to access the online Māori Warden warranting system process.

Just like how you can apply for a NZ passport online, the Māori Warden warranting system will be very similar. As you work your way through the online system, you will be 'prompted' at each stage to provide certain information. You will not be able to move to the next stage until you have completed fully what is required at every stage.

"**AROHA  
KI TE  
TANGATA**"



