



Powhiri Guidelines

Table of Contents

1. PURPOSE.....	2
2. GUIDELINES	2
REFERENCE DOCUMENTS.....	3
DOCUMENT DETAILS.....	3
AMENDMENT HISTORY.....	3

1. PURPOSE

Unitec encourages the use of Powhiri (welcoming ceremonies) on appropriate occasions. The purpose of this document is to help ensure that Powhiri are conducted in accordance with protocol and proper etiquette according to Maori tradition. The information provided should be considered guidance rather than formal policy, allowing for flexibility in protocol as deemed appropriate for each occasion.

2. GUIDELINES

- 1) Departments within Unitec wishing to incorporate Powhiri in their programmes must give ample prior notice to and seek guidance from the Pae Arahi.
- 2) In terms of TINO RANGATIRATANGA (self determination) all Powhiri ritual interaction will be conducted entirely in Maori.
- 3) At the discretion of the PAEPAE (speaking platform) and the appropriateness of the occasion, a second part to the ceremony may occur, whereby English may be used.
- 4) The PAEPAE reserves the right to make any changes it deems appropriate for the occasion.
- 5) All external community groups, visiting institutions and the like should provide their own KAIKORERO (orator/s) and KAIKARANGA (female welcome caller).
- 6) The KAWA (protocol) to be adopted for all Powhiri ceremonies will be that of PAEKE. In other words, the order of speakers will be all TANGATA WHENUA (hosts) first and then to be followed by MANUHIRI (visitors)
- 7) Speaking rights are accorded to male only.
- 8) The ceremony will begin with the host KAIKARANGA extending the welcome call to the visiting group.
- 9) The visiting KAIKARANGA to respond to the host KAIKARANGA.
- 10) MANUHIRI to be seated with the KAIKORERO and male members in the first row of seating.
- 11) All TANGATA WHENUA speakers will in turn address and welcome the MANUHIRI. Each speaker will be provided with a WAIATA (a song of compliment) at the end of his speech.
- 12) TANGATA WHENUA will signal to the MANUHIRI when all their speakers have concluded.
- 13) MANUHIRI will then respond with their speakers and WAIATA.
- 14) It is normal practice for the last MANUHIRI speaker to lay on the floor/ground a KOHA (monetary gift) which will be picked up by one of the TANGATA WHENUA.
- 15) MANUHIRI will then be invited to perform the HONGITANGA and HARIRU (nose pressing/handshaking). This ends the formal part of the ceremony.
- 16) In the event of a second part of the ceremony where English is permitted, it is at this stage when the MANUHIRI will return to their seats so as to allow the start of the English section.
- 17) At the conclusion of the powhiri ceremony, MANUHIRI will be accorded MANAAKITANGA (hospitality) appropriate for the occasion.

REFERENCE DOCUMENTS

[1] [Guidelines for Koha Payments](#)

DOCUMENT DETAILS

Version:	1
Document Owner:	Pae Arahi
Document Sponsor	Pae Arahi
Approved By:	Pae Arahi
Date Approved:	18/03/10
Date of Issue:	18/03/10
Date of Next Review:	March 2013

AMENDMENT HISTORY

Version	Issue Date	Created/Changed by	Reason for Revision
1	18/03/10	Pae Arahi	Total review which included moving the content from a policy template into a guideline template. This document replaces Powhiri Policy and Procedure.