

11 August 2022

9(2)(a)

Tēnā koe 9(2)(a)

I refer to your request received on 15 June 2022, which has been considered under the Official Information Act 1982 (OIA), for the following information:

- *Between October 2020 to 16 June 2022 - Any documents containing the Ministry's policy/templates on the use of te reo Māori in external and internal communications, briefings, and documents*
- *Between October 2020 to 16 June 2022 - Any correspondence or directives from any Ministers and their offices about the use of te reo Māori in external and internal communications, briefings, and documents*

Your request was extended because consultations necessary to make a decision on your request were such that a proper response could not reasonably be made within the original time limit. Your new due date is 11 August 2022.

Information being released

Attached are the following documents:

Item	Date	Document Description
1	Dec 2014	Te Ara Style Guide
2	July 2021	Te Tai Publishing Guidelines
3	Dec 2021	Ministry Style Guide
4	Dec 2021	Ministry Email Signature (Intranet Page)

I have decided to release the documents listed above in full.

Document three is a general-purpose style guide, while not considered a formal policy, is the primary source of style conventions for documents produced by the Ministry such as briefings, accountability documents and media releases.

Information publicly available

The following information is also used by the Ministry and is covered by your request. This information is publicly available on the websites linked below:

Item	Date	Document Description	Link
5	May 2022	Maihi Karauna – Te Puni Kōkiri	https://www.tpk.govt.nz/en/a-matou-whakaarotau/te-ao-maori/maihi-karauna
6	July 2022	Māori-English Bilingual Signage – Te Puni Kōkiri	https://www.tpk.govt.nz/en/nga-putea-menga-ratonga/te-reo-maori/tohureorua

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

Please note that we intend to publish this response (with your personal details removed) on the Ministry's website.

Nāku noa, nā

9(2)(a)



Sarah Hardy
Deputy Chief Executive, Te Iho - Organisational Performance

PROACTIVELY RELEASED