



**Te Tari Taiwhenua  
Internal Affairs**

20 November 2023

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Kylie

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Tēnā koe Kylie

**Your Official Information Act 1982 request reference OIA 2324-0289s**

I am responding to your email of 27 October 2023 to Te Tari Taiwhenua | the Department of Internal Affairs requesting the following under the Official Information Act 1982 (the Act):

*Has the agency or any staff received external or internal instruction, direction or guidance, written or oral, to prepare, develop, review or edit briefings to incoming ministers with a view to removing the use of the word 'Aotearoa' or other te Reo Māori? If so, what was the instruction received (either copies of meeting minutes/emails/other document or via a summary of the memory of staff involved in the discussion(s)).*

There is one internal document, *Style Guide for BIMs 2023*, within the scope of your request. This document is related to Briefings to Incoming Ministers, and its focus is to ensure clarity and consistency across the BIMs for each Minister and ministerial portfolio supported by Te Tari Taiwhenua.

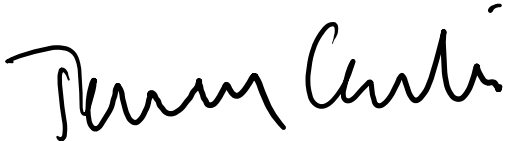
It may be of interest to you that there is a publicly available guide for the inclusion of te reo Māori when using it in an English context in government content. This guide can be found at: [www.digital.govt.nz/standards-and-guidance/design-and-ux/content-design-guidance/inclusive-language/te-reo-maori](http://www.digital.govt.nz/standards-and-guidance/design-and-ux/content-design-guidance/inclusive-language/te-reo-maori).

The page linked above is part of a wider set of pages that advise on the use of inclusive language: [www.digital.govt.nz/standards-and-guidance/design-and-ux/content-design-guidance/inclusive-language](http://www.digital.govt.nz/standards-and-guidance/design-and-ux/content-design-guidance/inclusive-language).

You have the right, under section 28 of the Act, to seek a review of my decision by the Office of the Ombudsman. The postal address of the Office of the Ombudsman is PO Box 10152, Wellington. Alternatively, you can phone 0800 802 602 or email [info@ombudsman.parliament.govt.nz](mailto:info@ombudsman.parliament.govt.nz).

We intend to publish our response to your request on Te Tari Taiwhenua's website at: [www.dia.govt.nz](http://www.dia.govt.nz). This letter, with your personal details removed, will be published in its entirety. Publishing responses increases the availability of information to the public and is consistent with the Act's purpose of enabling more effective participation in the making and administration of laws and policies and promoting the accountability of Ministers and officials.

Nāku noa, nā

A handwritten signature in black ink, appearing to read 'Jeremy Cauchi'. The signature is fluid and cursive, with a prominent initial 'J' and a long, sweeping underline.

Jeremy Cauchi

**Tumuaki | Director Ministerial, Monitoring, and Capability**