



25 MAY 2021

Tēnā koe

On 7 May 2021, you emailed the Ministry of Social Development (the Ministry) requesting, under the Official Information Act 1982 (the Act), the following information:

- *Style guides for the use of the following words: New Zealand, Aotearoa, and Aotearoa New Zealand.*
- *Naming conventions for the use of the following words: New Zealand, Aotearoa, and Aotearoa New Zealand.*

The Ministry's style guide sets out the corporate standard for written communication within the Ministry, its service lines, business units and offices throughout the country. It is used to ensure that documents are professional, consistent and appropriate to their audience.

The style guide states that when drafting written communication, the word 'New Zealand' should be spelled out and not abbreviated. There is no further direction within the guide that outlines when the words, New Zealand, Aotearoa and Aotearoa New Zealand should be used.

The principles and purposes of the Official Information Act 1982 under which you made your request are:

- to create greater openness and transparency about the plans, work and activities of the Government,
- to increase the ability of the public to participate in the making and administration of our laws and policies and
- to lead to greater accountability in the conduct of public affairs.

This Ministry fully supports those principles and purposes. The Ministry therefore intends to make the information contained in this letter available to the wider public. The Ministry will do this by publishing this letter on the Ministry of Social Development's website. Your personal details will be deleted, and the Ministry will not publish any information that would identify you as the person who requested the information.

If you wish to discuss this response with us, please feel free to contact OIA_Requests@msd.govt.nz.

If you are not satisfied with this response, you have the right to seek an investigation and review by the Ombudsman. Information about how to make a complaint is available at www.ombudsman.parliament.nz or 0800 802 602.

Ngā mihi nui

Louise Beaumont

General Manager, Communications and Engagement