

**TE KAUPAPA HERE MŌ  
TE REO MĀORI KI TE  
KAUNIHERA O TE  
WAIROA  
WAIROA DISTRICT  
COUNCIL TE REO MĀORI  
POLICY**

**DATE: 18 JULY 2017**



**TE WAIROA  
WAIROA DISTRICT**

<b>PERSON RESPONSIBLE:</b>	Māori Relationships Manager	<b>FILE REFERENCE:</b>	
<b>CATEGORY:</b>	Economic Development & Engagement	<b>STATUS:</b>	FINAL
<b>DATE REVISED POLICY ADOPTED:</b>	18 July 2017	<b>APPROVAL BY:</b>	Council
<b>REVIEW PERIOD:</b>	3 Years and As required	<b>NEXT REVIEW DUE BY:</b>	2020
<b>DATE PREVIOUSLY ADOPTED:</b>	Not applicable	<b>REVISION NUMBER:</b>	1

**KOREROHIA TE REO, KIA TIPU, KIA PUAWAI**  
**NURTURE OUR LANGUAGE, THAT IT MAY GROW AND FLOURISH**

## 1. TAUĀKĪ KITE – VISION STATEMENT

A sustainable environment for the promotion and use of te reo Māori in our communities.

## 2. KUPU ARATAKI – INTRODUCTION

The Wairoa district has the highest proportion of Māori of any local authority area in the country – approximately 59%<sup>1</sup> of the district’s 7890 people (14.9 % of NZ’s total population are Māori). The unique demographic profile of Te Wairoa is reinforced by its high percentage of te reo Māori speakers, approximately 18.7% of the total population, compared with 3.5% nationally.

The percentage of te reo Māori speakers in Te Wairoa rose slightly between 2006-2013 from 18.6% to 18.7% with an increase in the percentage of resident speakers living in the Wairoa township and Ngā Nuhaka and among local members of the Ngāti Kahungunu ki te Wairoa and Ngāti Rakaipaaka iwi. However, due to reasons such as overall population decline, mortality, outward migration (ie whānau moving to Australia for work) and rural/urban shifts, the percentage of te reo Māori speakers in most areas and iwi in the district has decreased.

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<sup>1</sup> Statistics New Zealand – Census data 2013

Overall, census data, alongside findings of the Te Ahu o te Reo survey (2016), highlight a good base of te reo Māori speakers in Te Wairoa, but also the need to boost its usage throughout the district by creating more opportunities or environments that increase the visibility and promotion of te reo Māori.

The Te Ture mō Te Reo Māori 2016/Māori Language Act 2016 reaffirms the status of te reo Māori as an official language of Aotearoa/New Zealand. This has particular implications for Government departments, Crown agencies and Crown entities. The Wairoa District Council acknowledges the importance and significance of te reo Māori. In recognition of the status of te reo Māori as a taonga (treasure) protected under the Treaty of Waitangi, and within the spirit of the Te Ture mō Te Reo Māori 2016, the Wairoa District Council will endorse the right of staff to use te reo Māori.

Furthermore, as a partner to the Te Wairoa Reorua 2040/Bilingual Wairoa 2040 strategy, the Wairoa District Council recognises its responsibility to demonstrate a commitment in helping to invigorate/revitalise and perpetuate/sustain te reo Māori usage and bilingual proficiency in Te Wairoa.

### **3. KAUPAPA – PURPOSE**

The Wairoa District Council is committed to recognising and promoting te reo Māori as the indigenous language of Aotearoa and as a taonga of iwi and Māori and encouraging its use in communications, hui and day to day operations of the organisation.

### **4. NGĀ WHĀINGA – OBJECTIVES**

- a) To develop and promote the use of te reo Māori throughout the organisation;
- b) To increase the opportunities to use te reo Māori by increasing the number of situations where it can be used;
- c) To foster positive attitudes and positive values about te reo Māori amongst staff so that the use of it becomes a valued part of the organisation; and,
- d) To empower staff to use te reo Māori by providing access to tools and resources.

## **4.1 NGĀ MĀTĀPONO ME NGĀ WHAKARITENGA – PRINCIPLES & APPLICATION**

The Wairoa District Council recognises tangata whenua preferences for place names within our district and will be included in our policies and planning documents.

The Wairoa District Council will ensure that when written Māori is used in official publications, letters, on the Council's website, emails or reports, it is of a consistently high standard and will refer to orthographic conventions for te reo Māori set out by Te Taura Whiri i te Reo Māori/Māori Language Commission, and local language preferences.

The Wairoa District Council will promote and encourage Māori culture and values through the use of te reo Māori.

## **4.2 NGĀ TOHUTŌ – MĀORI MACRONS**

The use of macrons helps to distinguish between long and short vowels and has become the standard for written Māori consistent with the recommendation of Te Taura Whiri i te Reo Māori. The use of Māori macrons in day to day work is encouraged and will be phased into our work in the next few years. Implementing the use of macrons in the workplace will involve:

- Making autocorrect functionality available for all computers users (this function automatically macronises common Māori words)
- An IT audit of hardware and software will also be required to ascertain which character set to create macrons will be the corporate macron
- Removal of umlaut keyboards and installation of NZ Māori keyboard
- Consideration of the use of a Māori spellchecker
- Providing staff with documentation on how to create macrons
- The Māori Relationships Manager will coordinate a database, in conjunction with Māori Standing Committee, that outlines appropriate place names and use of macrons for the purpose of Council

## **4.3 TE WHAKATAIRANGA I TE REO MĀORI – PROMOTION OF MĀORI LANGUAGE**

The Wairoa District Council promotes the use of te reo Māori within the organisation and will as far as practicable support activities/events/training such as:

- Te Wiki o Te Reo Maori/Māori Language Week
- Matariki (Māori New Year)
- Te Reo Māori pronunciation training for staff
- Waitangi Day
- Use of Māori words, phrases etc on our intranet/website

- Māori online resources available on the intranet
- Tikanga and kawa are acknowledged and instituted where appropriate
- Te Wairoa Reorua 2040/Bilingual Wairoa 2040 initiatives

## **4.4 TE WHAKAMĀORI-Ā-TUHI ME TE WHAKAMĀORI-Ā-WAHA – TRANSLATIONS AND INTERPRETING**

Definition of translation is the process of converting written words or text from one language into another.

Definition of interpreting is the process of orally conveying the meaning of the spoken word from one language into another.

The purpose of translating important Council documents into te reo Māori and the provision of translators or interpreters is to:

- Strengthen the use of te reo Māori
- Recognise and value te reo Māori
- Demonstrate community leadership for the use of te reo Māori

### **4.4.1 PAEARU – CRITERIA**

The following criteria for translation and interpreting has been taken into consideration:

- The material and issue(s) deals with the Māori community
- The material and issue(s) relate to resources that are specific to Māori
- The material is a current district issue of importance to Māori
- The issue(s) was presented to the Wairoa District Council in the Māori language
- The issue(s) may relate to a Māori stakeholder group such as a rūnanga or a kura kaupapa.

Any Wairoa District Council material requiring translation or interpretation of Whakamāori (English-Māori) or Whakapākehā (Māori-English) can be done through approved Māori translation providers and interpreters and Māori language quality assurers who are:

- registered and have appropriate experience and qualifications;
- proficient in the language requirements of Wairoa District Council and its Māori consumers; and
- demonstrated exponents of current best practice translation.

Additional guidance and endorsement will be sought from:

- Māori language specialists and pākeke (tribal elders).

The cost of translation work will be met by appropriate department budgets. The Māori Relationships Manager will co-ordinate all translation and interpretations requests across the organisation in order to ensure the criteria and procedure is adhered to.

#### **4.4.2 TUKANGA – PROCEDURE**

The following procedures for translation and interpreting can be taken into consideration:

- a) Department identifies the need for translation or interpreter.
- b) Request is sent to Māori Relationships Manager with detail of the work required.
- c) Request assessed by Māori Relationships Manager.
- d) If the work is out-sourced, a request will be sent to the appropriate consultant for a quote that will then be supplied to the relevant service for approval.
- e) Once approved and relevant purchase order is provided the Māori Relationships Manager will instruct the consultant to proceed with the work.
- f) Completed work will be received and forwarded to the relevant service along with the requisition details.
- g) Internal work will follow a quality assurance process.

#### **4.5 NGĀ TOHU REORUA I TE WAIROA – BILINGUAL SIGNS IN TE WAIROA**

All Wairoa District Council signs will be bilingual (Māori and English). The order will be in Māori first and English second. Bilingual signage will be supported by a robust translation and quality assurance review process. This process will be carried out in conjunction with Te Wairoa Reorua 2040/Bilingual Wairoa 2040 and its stakeholders.

### **5. NGĀ KAWENGA – ROLES AND RESPONSIBILITIES**

Following are the roles and responsibilities regarding this policy:

- a) The Wairoa District Council will oversee the strategic direction and sign-off the policy.
- b) The Māori Standing Committee will provide cultural guidance and a forum for the Māori community.
- c) The Chief Executive Officer will monitor the policy implementation.
- d) The Department Managers will implement the policy and budget for translation and interpreting services.
- e) The Economic Development and Engagement Manager will ensure relevant web material supports this policy.
- f) The Māori Relationship Manager will oversee the policy and address any queries regarding the policy.

## **6. AROTAKE – REVIEW**

This policy will be monitored on an annual basis and an informal review will be undertaken each year by the Māori Standing Committee to assess its relevance and effectiveness.

A formal review of this policy will be undertaken at least every three years.

## **7. NGĀ MIHI ME NGĀ RĀRANGI PUKAPUKA – ACKNOWLEDGEMENTS AND REFERENCES**

We further acknowledge the following organisations and individuals for their guidance and advice in producing this policy.

- Bay of Plenty Regional Council Māori Policy Unit - Te Reo Māori (Māori Language) and Macron Policy;
- Hawkes Bay District Health Board – Te Reo Māori translation policy;
- Te Puni Kōkiri – Te Ture mō Te Reo Māori/Māori Language Act 2016;
- Karaitiana Taiuru – Te Kete Pōtae Guidelines for creating an Organisation Macron Policy; and
- New Zealand Council for Educational Research – Te Ahu o Te Reo Māori Language Survey 2016, He Pūrongo mō Te Wairoa – Te Wairoa Community Report (September 2016)