

From: [Amanda Moran](#)
To: [Kylie Marriner](#)
Cc: [Tash Macey](#); [Simon Skews-Poole](#)
Subject: Re: Translations for updated Ministerial briefing template
Date: Thursday, 23 November 2023 8:11:38 am

Approved.

Amanda

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From: Kylie Marriner <KMarriner@linz.govt.nz>
Sent: Wednesday, November 22, 2023 3:22:23 PM
To: Amanda Moran <AMoran@linz.govt.nz>
Cc: Tash Macey <TMacey@linz.govt.nz>; Simon Skews-Poole <sskews-poole@linz.govt.nz>
Subject: Translations for updated Ministerial briefing template

Kia ora Amanda

As per our conversation yesterday, I am please needing your approval to raise a purchase order for the payment of \$82.61 + gst to translate phrases from English to Māori.

The phrases we are having translated are for our updated briefing template and our Weekly Report template. The phrases we are seeking to translate are below.

We are also in the process of reviewing the Aide memoire template which may also require some translations. I will re-seek approval if there is an additional cost for this. Ideally I don't want to delay the briefing template being finalised while we update the aide memoire template.

I would be grateful if you're please able to advise if this cost is approved.

Briefing translations required:

- Key actions required
- Minister's comments
- Toitū Te Whenua views and options
- Statutory/legislative considerations
- Operational considerations
- Review
- Note
- Decide
- Accept
- Forward
- Confirm
- Modify

Weekly report translations required:

- Contents
- Actions
- Indicative agenda items
- Upcoming announcements and events
- Departmental Official Information Act requests
- Ministerial Official Information Act requests

Ministerial priorities

Ngā mihi

Kylie Marriner

Hoa Kōtui Pakihi Matua / Senior Business Partner, Ministerial and Government Services

Strategy, Policy and Design

kmarriner@linz.govt.nz | DDI 04 496 9421

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