


23 January 2024

File Ref: OIA 47974



Tēnā koe 

Official Information Act request

Thank you for your information request dated 7 December 2023. You asked for the following information:

“Under the Official Information Act 1982 I request the following information:

- *A list of all words, terms, and phrases that the Minister or any member of their Office has directed officials to not use in briefings, letters, emails, memos, aides-memoires or any other documents, or in meetings.*
- *A list of all directions to officials regarding the length, style or make up of all briefings, letters, emails, memos, aides-memoires or any other documents.*
- *A copy of any style guide given to officials by the Minister’s Office.*
- *What directions, if any, has the Minister or their Office given to officials regarding the use of the word “equity”?*
- *What directions, if any, has the Minister or their Office given to officials regarding the use of the word “fairness”?*
- *What directions, if any, has the Minister or their Office given to officials regarding the use of the word “wellbeing”?*
- *What directions, if any, has the Minister or their Office given to officials regarding the use of Te Reo?*
- *What directions, if any, has the Minister or their Office given to officials regarding the use of pronouns?”*

Your request has been considered in accordance with the Official Information Act 1982 (the Act).

No information has been found in scope of your request, accordingly, your request is refused in full under section 18(g)(i) as the information requested is not held by the department and we have no grounds for believing that the information is held by another department.

However, please note that we have received preferences from the Minister when drafting correspondence. Hon Tama Potaka, Minister for Māori Development and Whānau Ora, has advised that his preference is for concise responses, and greetings and sign-offs in Te Reo.

I trust my response satisfies your request.

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

Please note that Te Puni Kōkiri publishes some of its OIA responses on its website, after the response is sent to the requester. The responses published are those that are considered to have a high level of public interest. We will not publish your name, address or contact details.

If you wish to discuss any aspect of your request with us, including this decision, please feel free to contact us at oa@tpk.govt.nz.

Ngā mihi

A handwritten signature in blue ink, appearing to read 'Manaia King', written in a cursive style.

Manaia King
Hautū , Kaupapa Hiranga me Mana Whakahaere | Acting Deputy Secretary, Critical Projects
& Governance