

12 January 2024

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Tēnā koe 9(2)(a)

## OFFICIAL INFORMATION ACT REQUEST

I refer to your official information request of 8 December for:

- *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?*

Manatū Wāhine Ministry for Women (the Ministry) has not received any direction from the Minister for Women or her Office regarding words, terms or phrases that should not be used in briefings, letters, memos, aide-memoires or any other documents, or in meetings.

The Ministry has received direction on the drafting of ministerial correspondence from the Minister's Office. The letters are to be short, sharp, and succinct and there should be an evidence-based approach. Letters are to be 1-2 pages maximum, and outcomes and results should be highlighted. The letter should end with an action if applicable.

The Ministry has not been given a style guide by the Minister's Office.

The Ministry has not received direction from the Minister for Women or her Office on the use of Te Reo and pronouns.

**Official Information Act responses**

Please note that this response, with your personal details redacted, may be published on the Ministry's website. If you have any concerns or comments related to this, please let us know by emailing [ministerialservicing@women.govt.nz](mailto:ministerialservicing@women.govt.nz), within two weeks of the date of this letter.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

Nāku noa, nā

*M Shortland*

Maxine Shortland  
Director Corporate Services (Acting)