



26 January 2024

9(2)a

Dear 9(2)a

Thank you for your email of 7 December 2023 requesting the following under the Official Information Act 1982 (the Act):

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?*

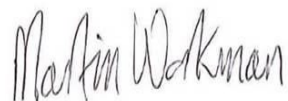
Please note that my request covers all written and verbal directions/instructions. Where the direction was written I request a copy of the direction, where the direction was verbal I request a written summary of the direction along with who it was given to, where and when.

Your request has been refused under section 18(e) of the Act, as the information requested does not exist. As at the date of your request, the Ministry for the Environment has not received any directions or instructions to not use particular phrases/words in advice and communications from the Minister for the Environment, Hon Penny Simmonds.

You have the right to seek an investigation and review by the Office of the Ombudsman of my decision relating to this request, in accordance with section 28(3) of the Act. The relevant details can be found on their website at: www.ombudsman.parliament.nz.

Please note that due to the public interest in our work the Ministry for the Environment publishes responses to requests for official information on our [OIA responses page](#) shortly after the response has been sent. If you have any queries about this, please feel free to contact our Ministerial Services team: ministerials@mfe.govt.nz.

Yours sincerely

A handwritten signature in black ink that reads "Martin Workman". The signature is written in a cursive, slightly slanted style.

Martin Workman
Chief of Staff
Ministry for the Environment | Manatū Mō Te Taiao