

# Associate Minister of Education

## Ministerial Letters

### *Format:*

- Arial 12.
- Fully justified.

### *Style:*

- Do not use contractions, i.e. write 'do not', 'can not' rather than 'don't', 'can't'.
- Draft clear, straightforward jargon-free responses to requesters. The response should be helpful and easily understood.
- Where a writer has a complaint, attempt to resolve it by the time the response is written (i.e. avoid providing a response for the Minister's signature that says "your complaint has been referred to ..., please contact ... to resolve". By the time the Ministerial response goes out, given the 15 day response time, the writer could expect to have heard directly from the Education Review Office in that time).

- The Minister prefers to address other Ministers in correspondence as Tēnā koe [first name].

- Begin the letter with:

Thank you for your X dated/of X, about TOPIC.

- Websites are underlined (but not hyperlinked, and should be in black), and instructions on accessing web pages are in italics. E.g. The contact details can be found on the Council website, [www.aucklandcouncil.govt.nz](http://www.aucklandcouncil.govt.nz) under the *About the council* tab.
- In general the last line is: Thank you again for writing.
- Never leave the Minister's signature on a stand-alone page. Move some of the letter content so it is obvious that the signature applies to that particular letter. Include at least a line and half on the second page, not just one line.
- The Minister's name is not bold and the title is bolded, as per example shown below:

Ngā mihi

Hon Jan Tinetti  
**Associate Minister of Education**

## Briefings

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- Provide the Minister a full range of options and include previous Cabinet minutes or source documents where mentioned.
- Do not use contractions in speeches, i.e. write 'do not' rather than 'don't'.
- 'Yes/No' is required for noting recommendations.
- Please ensure that appendices are noted in the briefing the first time they appear in the text (e.g. 'refer to Appendix A' or 'included as Appendix A'), and that they are ordered as A, B, C etc. according to the order they are first mentioned in the text.
- The office requires a draft of a full speech two-three weeks in advance of the event (the Private Secretary will confirm timing when requesting the speech). Speeches need to be emailed to the Private Secretary and the Press Secretary.
- Allow at least a week for sign off of briefings and be very clear about the rationale behind timeframes (e.g. because the paper is due at the Cabinet Office/there is a statutory deadline). If a shorter timeframe is required, discuss with the Private Secretary.
- Upcoming briefings need to be in the relevant status report, particularly if they will have tight timeframes. They should also be communicated to the Private Secretary directly.

Please do not provide a briefing on Friday afternoon for discussion at officials' meeting on Mondays or Tuesdays unless this has been discussed with the Private Secretary.

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