

Our Ref DOIA 23 133

8 March 2023

[Redacted]

Wellington Office
Radio New Zealand House
155 The Terrace
PO Box 5501
Wellington 6145
New Zealand
T 0800 665 463
F +64 4 472 2244
E customersupport@linz.govt.nz
W www.linz.govt.nz

Tēnā koe [Redacted]

Response to your official information request

Thank you for your official information request received on 20 February 2023 for “copies of tools, learning modules and comprehensive plain language writing guides”. Please find enclosed the information requested.

Toitū Te Whenua Land Information New Zealand (LINZ) has developed Plain Language Guidance for all kaimahi (people) to use, which is in line with the Plain Language Act (see **Attachment 1**). This links to a Plain Language Standard produced by Write Limited (see **Attachment 2**). The Plain Language Standard is to help our kaimahi (people) use plain language in their communication.

LINZ has also procured an online training module ‘Let’s Be Clear’ from Write Limited (see **Attachment 3**), which is available to all staff, and has been promoted across LINZ.

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 or freephone 0800 802 602.

Please note, this response letter outlining our decision on your request, **with your personal details withheld**, and any attached documentation will be published on the LINZ website (linz.govt.nz). This is likely to be published by 31 March 2023.

Nāku noā, nā



Claire Richardson
Kaihautū Organisational Effectiveness