

7 March 2024

File Ref: OIAPR-1274023063-25717

Tēnā koe [REDACTED]

Request for information 2024-020

I refer to your request for information dated 10 February 2024, which was received by Greater Wellington Regional Council (Greater Wellington) on 19 February 2024. You have requested the following:

Dear Wellington Regional Council,

Reviewing the Metlink Brand Guidelines January 2021, I would like to request the following latest version at the time of writing this email, including any additional amendments:

- *Metlink Brand Guidelines*
- *Metlink How We Write Style Guide - mentioned on page 3*
- *Metlink Brand Guidelines - Bus Livery - mentioned on page 3 and 49*
- *Metlink Brand Guidelines - Bus & Train Uniform - mentioned on page 3*
- *Wellington Metlink Wayfinding & Signage Guidelines (Diadem)*
- *Gentleman fonts with macrons from Greater Wellington Creative Studio mentioned on page 12*
- *Metlink brand colour swatch library - mentioned on page 14*
- *A library of Metlink illustrations is available on request - mentioned on page 21*
- *Full library of icon artwork - mentioned on page 22*

Greater Wellington's response follows:

To prevent the Metlink style being used for the creation of any public facing communication not created by Metlink, we have decided to release the documents in scope of your request on the condition that you come into the Greater Wellington Cuba St offices at 100 Cuba St, Te Aro to view the documents. In addition, we cannot allow the information to be taken away, including the taking of any photos. The purpose of these restrictions is to avoid confusion for public transport customers, for products Metlink operates now and may potentially develop in the future.

Notes regarding the documents:

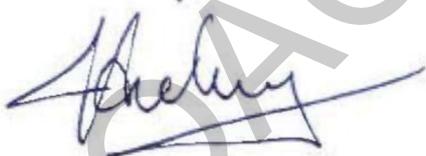
- Gentleman Font – can be purchased online, we have limited licences, and we cannot supply these outside our organisation
- Metlink colour swatches – the colour breakdowns are on page 13 of the Metlink Brand Guidelines January 2024.

To arrange a suitable time to view the documents, please contact [REDACTED]

If you have any concerns with the decision(s) referred to in this letter, you have the right to request an investigation and review by the Ombudsman under section 27(3) of the Local Government Official Information and Meetings Act 1987.

Please note that it is our policy to proactively release our responses to official information requests where practicable. Our response to your request will be published shortly on Greater Wellington's website with your personal information removed.

Nāku iti noa, nā



Donna Hickey
Kaiwhakahaere Matua Whakamāhorahora | Group Manager People and Customer