


Out of scope



From: Lisa Johnston <Lisa.Johnston@parliament.govt.nz>

Sent: Friday, February 16, 2024 10:39 AM

To: Ministerials <ministerials@mfe.govt.nz>

Cc: RMReform <RM.Reform@mfe.govt.nz>; Sarah King <Sarah.King@parliament.govt.nz>; Nicole Were <Nicole.Were@mfe.govt.nz>

Subject: RE: Template font sizes

Thanks for coming back Lucy 😊

Yes please to everything in Cab papers to be size 11, and also justified.

I have also been picking up inconsistencies with the numbering in the cab papers – some go 1 1.1 etc then randomly have an abc in? (sorry I have been trained too well by 9(2)(a))

Not sure if this is a template error or just things being added and then missed. Another thing to note is that cab paper rec numbering have to start at 1 again instead of continuing the numbering.

Attached is an example (which I have fixed myself as I need it to submit today).

These could just be author errors as opposed to the template and I appreciate the huge amount of work the Ministry is doing at pace so of course these things are going to slip through the cracks a bit at the moment!

Thanks heaps

Ngā mihi,



Lisa Johnston (she/her)

Private Secretary – RMA Reform | Office of Hon Chris Bishop

Minister for Housing, Minister for Infrastructure, Minister Responsible for RMA Reform,
Minister for Sport & Recreation, Leader of the House, Associate Minister of Finance

M: 9(2)(a)

Email: lisa.johnston@parliament.govt.nz Website: www.beehive.govt.nz

Private Bag 18041, Parliament Buildings, Wellington 6160, New Zealand

From: Ministerials <ministerials@mfe.govt.nz>

Sent: Friday, February 16, 2024 10:14 AM

To: Lisa Johnston <Lisa.Johnston@parliament.govt.nz>

Cc: RMReform <RM.Reform@mfe.govt.nz>; Sarah King <Sarah.King@parliament.govt.nz>; Nicole Were <Nicole.Were@mfe.govt.nz>

Subject: RE: Template font sizes

Kia ora Lisa,

Thank you for your feedback.

I have updated our briefing, AM and meeting note templates to reflect size 11 font and I have removed the unnecessary appendix page from the briefing note template, too.

I did have a question about the Cab paper template. We already had the font size set to 11, aside from some of the headings which are 12. Did you want the headings changed to 11 as well? Otherwise, any issues with sizing in the Cab papers may be from authors manually changing it to 12, if you let us know who these Cab papers have come from we can follow up with them to advise of the styling.

Kind regards,

Lucy

Lucy Auberson (she/her)

Ministerial Coordinator

9(2)(a)

From: Lisa Johnston <Lisa.Johnston@parliament.govt.nz>
Sent: Thursday, February 15, 2024 6:40 PM
To: Ministerials <ministerials@mfe.govt.nz>
Cc: RMReform <RM.Reform@mfe.govt.nz>; Sarah King <Sarah.King@parliament.govt.nz>; Nicole Were <Nicole.Were@mfe.govt.nz>
Subject: Template font sizes

Kia ora,

Just a note to ask if the templates for briefings and cab papers please be changed to 11pt font. We keep receiving papers in 12pt font and it's very time consuming having to change papers from this end.

Also, please can you remove the blank appendices pages, especially the ones that say 'attached in email to office' as we have to remove these too and they create confusion for the Minister.

Thanks

Ngā mihi,



Lisa Johnston (she/her)

Private Secretary – RMA Reform | Office of Hon Chris Bishop

Minister for Housing, Minister for Infrastructure, Minister Responsible for RMA Reform,
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