
From: Devina Shetty <Devina.Shetty@parliament.govt.nz>
Sent: Wednesday, May 8, 2024 9:09 AM
To: Nicole Were <Nicole.Were@mfe.govt.nz>; Ministerials <ministerials@mfe.govt.nz>
Cc: Nicholas Smith [EXTERNAL] (PARLIAMENT) <Nicholas.Smith@parliament.govt.nz>; Nicola Tynan [EXTERNAL] (Parliament) <nicola.tynan@parliament.govt.nz>
Subject: RE: Style guide for Ministers - briefing notes etc

Kia ora Nicole and Ministerials,

Please see latest updated letterhead for Minister Simmonds. Please pass on to your teams/advisors.

In terms of preference, Minister Simmonds prefers formal English in her correspondence.

- Salutation: Dear (first name)
- Sign off: Kind regards
- For MP's/Ministers/Mayors/Councillors – please use the designated formal reference eg: Dear Hon Brooke van Velden instead of Ms Brooke van Velden
- The only time I'd request we use Te Reo is if we are addressing correspondence to a Māori organisation.

Ngā manaakitanga,
Devina Shetty



Devina Shetty | Private Secretary Environment
Office of Hon Penny Simmonds
Minister for the Environment | Minister Tertiary Education & Skills
Associate Minister for Social Development & Employment
Mobile: [REDACTED] 9(2)(a)
G-025 Parliament Buildings

From: Nicole Were <Nicole.Were@mfe.govt.nz>
Sent: Monday, May 6, 2024 1:48 PM
To: Angus Thomas <Angus.Thomas@parliament.govt.nz>; Devina Shetty <Devina.Shetty@parliament.govt.nz>;

James Coombes <James.Coombes@parliament.govt.nz>; Jamie Molea <Jamie.Molea@parliament.govt.nz>; Nicholas Smith <Nicholas.Smith@parliament.govt.nz>; Nicola Tynan <Nicola.Tynan@parliament.govt.nz>; Regan Brash <Regan.Brash@parliament.govt.nz>; Sarah King <Sarah.King@parliament.govt.nz>; Peter Nelson <Peter.Nelson@parliament.govt.nz>

Subject: Style guide for Ministers - briefing notes etc

Kia ora team

Nick from our Quality of Policy Advice team has asked whether Ministers have confirmed their style preferences for briefings (e.g. acronyms, formatting etc)

Regan - I understand you chatted with Minister Bishop about this on Friday?

If you could feed that back to us, we can incorporate into our templates and make sure all briefings are hitting the mark.

Happy to chat if it's easier.

Cheers

Nicole

Nicole Were ([she/her](#))

Manager | Kaiwhakahaere

Office of Chief Executive

Ministry for the Environment | Manatū Mō Te Taiao

9(2)(a) | mfe.govt.nz

Ministry staff work flexibly by default. For me, this means I work 4 days a week and am out of the office on Wednesdays



Ministry for the
Environment
Manatū Mō Te Taiao



**A flourishing environment
for every generation.**
He taiao tōnui mō ngā
reanga katoa.

