

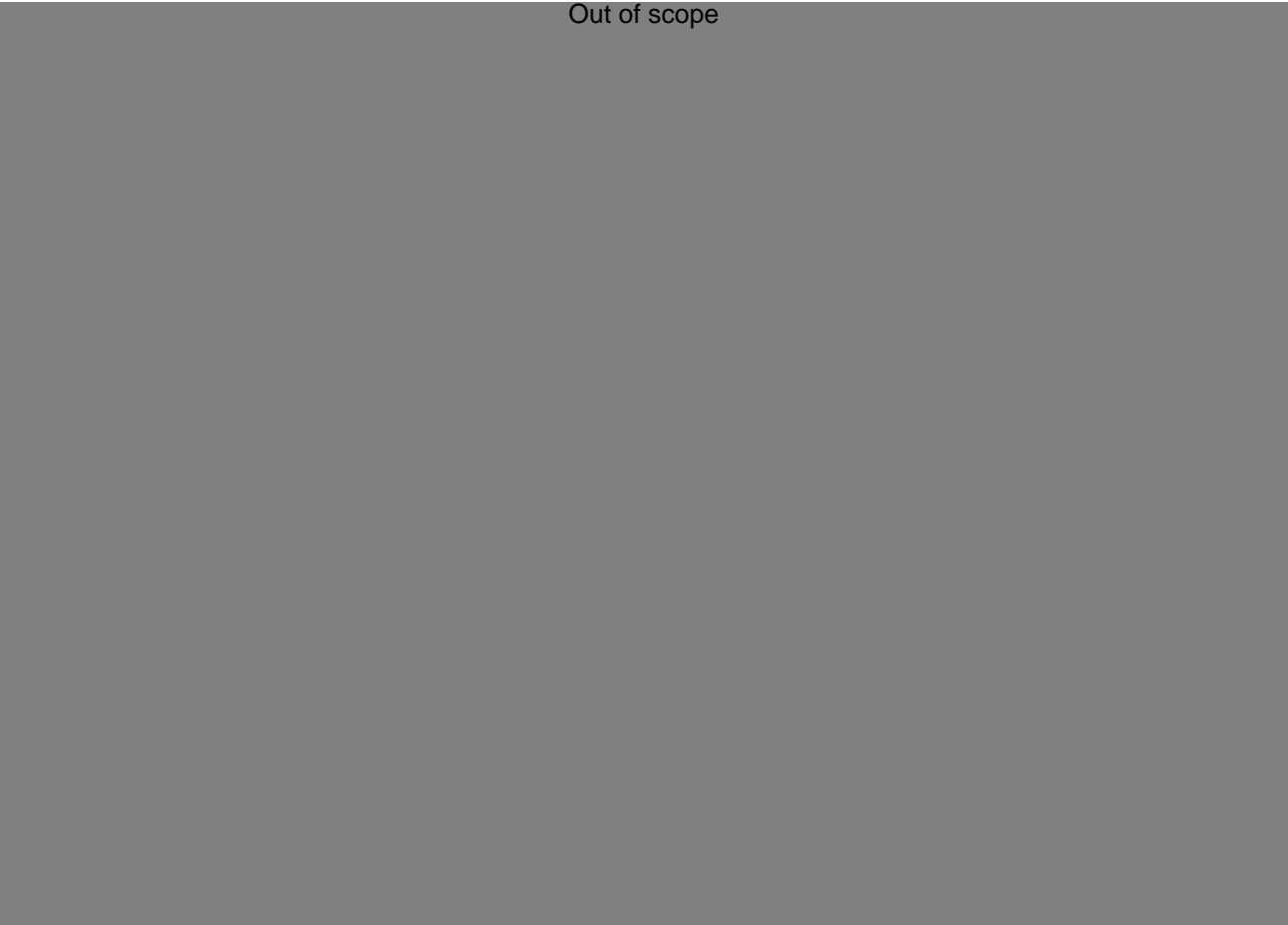
From: [Ministerials](#)
To: [Team - Ministerial Services](#)
Subject: FW: Ministers' office / OCE update - for week starting 30 September (Recess week)
Date: Monday, 30 September 2024 7:15:36 am
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.jpg](#)
[image002.jpg](#)

From: Nicole Were <Nicole.Were@mfe.govt.nz>
Sent: Friday, September 27, 2024 4:12 PM
To: Team - ELT <Team-ELT@mfe.govt.nz>; General Managers Team <generalmanagersteam@mfe.govt.nz>; Chief Advisors <ChiefAdvisors@mfe.govt.nz>; Business Group Managers <BusinessGroupManagers@mfe.govt.nz>
Cc: OCE Advisory <OCE-Team@mfe.govt.nz>; Danielle Ryan <Danielle.Ryan@mfe.govt.nz>; Ministerials <ministerials@mfe.govt.nz>; RMReform <RM.Reform@mfe.govt.nz>; Ngaire Best <Ngaire.Best@mfe.govt.nz>; Tiffany Vail <Tiffany.Vail@mfe.govt.nz>; Nicholas Adams <Nicholas.Adams@mfe.govt.nz>
Subject: Ministers' office / OCE update - for week starting 30 September (Recess week)

Kia ora

This is our weekly email update covering general updates from our team at parliament and OCE. Please don't hesitate to contact myself or Danielle if you need any further information.

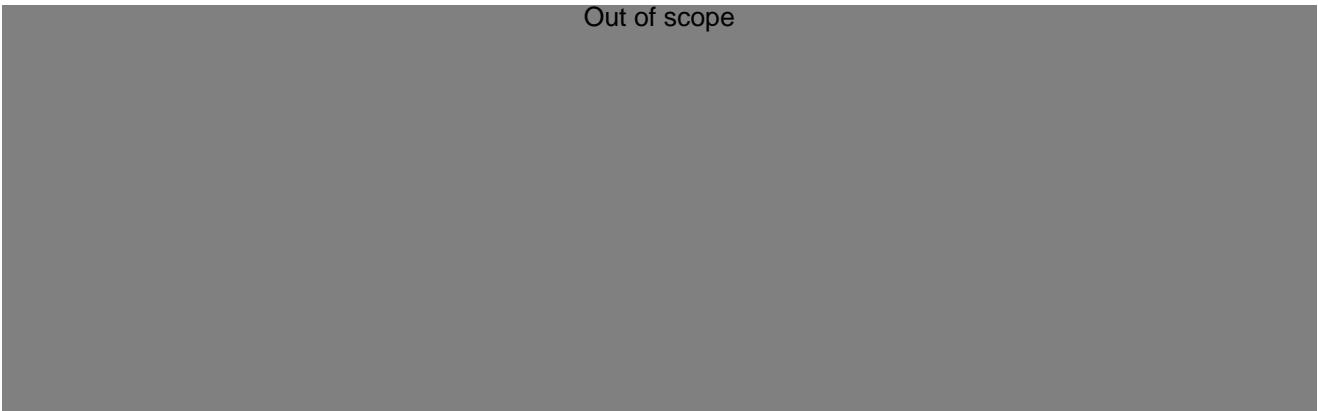
Out of scope



Minister Simmonds

Office has requested that where business groups are drafting letters for the Minister's signature and attaching these to briefings, these are to be placed on the Minister's e-letterhead. Ministerial Services can supply you with the e-letterhead.

Out of scope

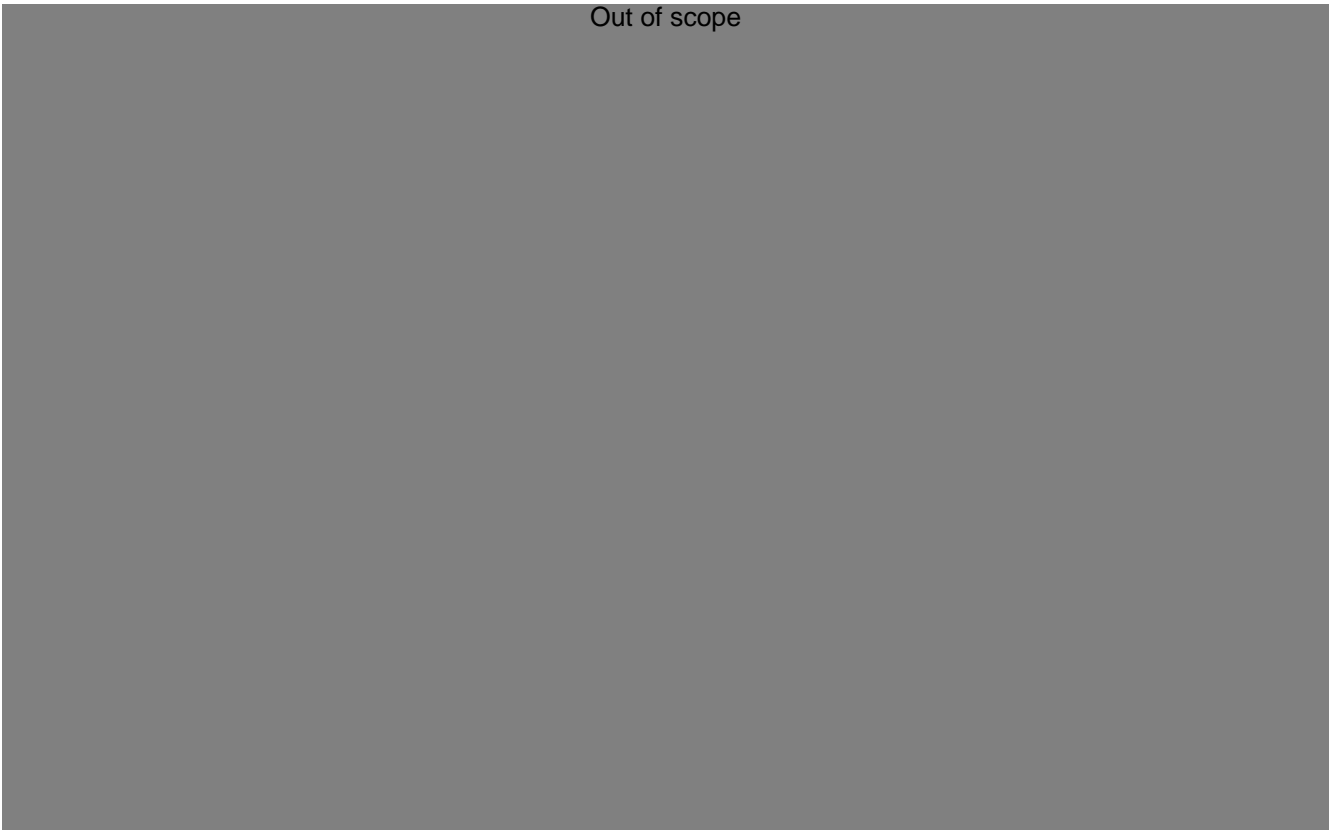


Key messages on Cabinet papers

The Prime Minister's Chief of Staff issued a [memo](#) this week reminding Ministers and agencies to:

- avoid noting only papers unless something relates to public interest and controversy.
- limit Cabinet papers to 10 pages
- lodge papers on time
- ensure consultation requirements must be met before submission of a paper

Out of scope



Nicole Were ([she/her](#))
Manager | Kaiwhakahaere
Office of Chief Executive

Ministry for the Environment | Manatū Mō Te Taiao
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