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**From:** Nicole Were <Nicole.Were@mfe.govt.nz>  
**Sent:** Wednesday, May 29, 2024 11:23 AM  
**To:** Ministerials <ministerials@mfe.govt.nz>; Nicholas Adams <Nicholas.Adams@mfe.govt.nz>  
**Subject:** Feedback : Minister Simmonds office feedback - Style guide for Ministers - briefing notes etc

Kia ora koutou

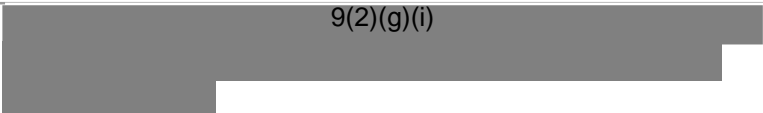

Minister Simmonds office have provided feedback below on how MfE can improve Briefings/CAB papers.

**Feedback from Devina in Minister Simmond's office:**

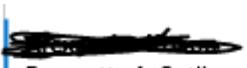
A few more updates. I would like to emphasize that I very much appreciate (and thank) the teams supporting us through urgent requests and quick turnarounds despite having a very heavy workload. Noted below is feedback for the teams we work with. Please also note that we are happy to receive feedback from Ministerials/officials/advisors on improvements in communications/commissioning/interactions etc. Feedback would be optimal to a supportive conducive work environment 😊

Can you please pass onto the Ministerial Teams and Teams who regularly send through Briefings/CAB Papers:

What needs to change	Reason
1) The tiles for briefings within OIA's and WPQ's need to match the titles within the document themselves.	When briefing titles are released through OIA's, titles that do not match the title within the briefing itself can be misconstrued and misinterpreted. This has occurred when I've sent through OIA's to Minister's office to review. Example: Title in email that will be released: [redacted] Out of scope [redacted] is different to Title within document: [redacted] Out of scope [redacted]
2) The titles of the supporting documents (appendices) for CAB papers needs to be an exact match to the titles of the documents noted in the email itself.	<ul style="list-style-type: none"><li>- It makes it much easier to cross reference the documents attached to the email and then to forward it to the Minister for review and approval.</li><li>- It makes it easy to cross-reference when we lodge the CAB paper/review the CAB Paper uploaded to CaBNeT.</li></ul>

	Otherwise, we need to re-upload the CAB paper and supporting documents to make sure the titles match for Cabinet Committee review.
3) Any CAB paper with tracked changes needs to be relatively easy for the Minister to read. i.e. formatting on the right-hand side needs to be deleted, any messy looking paragraphs that have been edited multiple times (discernible through multiple colors) is not preferred as it is hard to track which parts have been changed and the flow of reading them is consistently disrupted.	Pri Secs spend a considerable amount of time re-formatting the tracked changes documents to make it readable for the Minister when we have a very tight timeframes to meet especially if we have to review multiple CAB papers that evening to send to the Minister for approval. (See screenshots below, any identifiers have been blacked out)
4) Cab papers classifications that have a label of 'Budget' – please note that any paper with a 'Budget' endorsement should, as a consequence, carry the 'Sensitive' classification.	This has a flow on-effect on WPQs that request for CAB papers and briefing titles. We have previously released titles of documents that have been labelled as 'budget in-confidence' but are actually 'budget sensitive'. There is also no option in cabinet for a 'budget in-confidence' label.
5) When meeting notes/talking points are commissioned to MFE for meetings with industry/MPs etc. Please make sure the Briefing is titled 'BRF-XYZ: Meeting with XXXXX' instead of ' BRF-XYZ <u>Talking points: Meeting with XXXX'</u>	9(2)(g)(i)  

Screenshots:

  
**Formatted:** Outline numbered + Level: 2 + Numbering  
Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned  
at: 1.27 cm + Tab after: 2.54 cm + Indent at: 2.54 cm

8 The Ministry ~~hasve~~ consulted with the following agencies on this draft Cabinet paper and Order: ~~engaged with X the~~ Ministry of Transport (MOT), Department of Internal Affairs (DIA), Ministry for Culture and Heritage (MCH), Ministry for Primary Industries (MPI), Office for Māori Crown Relations – Te Arawhiti, ~~the Cyclone Recovery Unit of the Department of Prime Minister and Cabinet~~ DPMC, ~~the Cyclone Recovery Unit and Teitū Te Whenua~~ Land Information New Zealand (LINZ), and Te Puni Kōkiri (TPK). ~~agencies on this paper.~~

9 MOT, DIA and MPI provided feedback on specific drafting, timeframes, NZBORA, and consent conditions, which has been incorporated. Other agencies provided feedback as follows:

~~Key points raised by agencies include:~~

- ~~Ministry of Transport: provided feedback on the draft Order in relation to specific drafting.~~
- ~~Department of Internal Affairs: provided suggested wording in the draft Cabinet paper to further explain the timeframes the Order is designed to meet and the justified limit on the rights and freedoms under NZBORA.~~

59.1 ~~MCHinistry for Culture and Heritage (MCH): provided feedback on the draft Order in relation to specific drafting. MCH emphasised the importance of New Zealand to be involved in the process as early as possible and to ensure that all commissioned archaeological assessments to identify areas with heritage value.~~

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

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