

From: [Ministerials](#)
To: [Team - Ministerial Services](#)
Subject: FW: Ministers office update - for week starting 9 September
Date: Monday, 9 September 2024 7:44:58 am
Attachments: [image003.png](#)
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[image007.png](#)
[image008.jpg](#)
[image009.jpg](#)

From: Nicole Were <Nicole.Were@mfe.govt.nz>
Sent: Friday, 6 September 2024 4:52 pm
To: Team - ELT <Team-ELT@mfe.govt.nz>; General Managers Team <generalmanagersteam@mfe.govt.nz>; Chief Advisors <ChiefAdvisors@mfe.govt.nz>
Cc: Ministerials <ministerials@mfe.govt.nz>; OCE Advisory <OCE-Team@mfe.govt.nz>; RMReform <RM.Reform@mfe.govt.nz>; Danielle Ryan <Danielle.Ryan@mfe.govt.nz>
Subject: Ministers office update - for week starting 9 September

Kia ora koutou

To help improve comms between MfE and our Minister's offices, we're going to send you a weekly email update covering general updates from our team at parliament. Please don't hesitate to contact myself or Danielle if you need any further information.

Week of 9 September

Please make sure all briefings arrive in the office before the Minister's office deadlines. The link below has deadlines for each office. If something is going to be late, please call the relevant private secretary. Our Private Secretary team is aware of the challenges of the change process and can work with you to manage expectations and agree realistic timeframes.

Minister Simmonds Office

- The office will not accept papers after deadline unless agreed in advance e.g. briefings for the Minister's weekend bag are due at midday Thursday so shouldn't be sent on a Friday. Papers received after 5pm will most likely be processed the following day (unless urgent)
- Items for Minister meetings (e.g meeting packs, talking points etc) should be with the office one day before the meeting is taking place as the Minister likes to read and be prepared. If it's going to be late, talk to private secs and provide high-level overview in 30 words or less in cover email.
- When emailing the team in Minister Simmonds office, please include the shared email address so the team have visibility of everything - environment portfolio [EXTERNAL] (parliament) environment.portfolio@parliament.govt.nz
- Nicola is on leave. Josh Nachowitz is covering for the week. His contact details are josh.nachowitz@parliament.govt.nz and 9(2)(a)

Out of scope

Out of scope

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

