



29 October 2024

OIAD-1250

9(2)(a)

Tēnā koe 9(2)(a)

Thank you for your email of 9 September 2024 requesting the following under the Official Information Act 1982 (the Act):

- 1. What directives/instructions (verbal or written) have Ministers given your department on how to prepare advice and policy options, since December 2023.*
- 2. When was that directive given and by which Minister?*

The Ministry for the Environment (the Ministry) has identified 20 emails, including five email attachments, in scope of your request, as listed in the attached table. Some information has been redacted as out of scope of your request, and withheld under the following sections of the Act:

- 9(2)(a) to protect the privacy of natural persons.
- 9(2)(f)(iv) to maintain the constitutional conventions for the time being which protect the confidentiality of advice tendered by Ministers of the Crown and officials.
- 9(2)(g)(i) to maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to Ministers of the Crown or members of an organisation or officers and employees of any public service agency or organisation in the course of their duty.

In terms of section 9(1) of the Act, I am satisfied that, in the circumstances, the withholding of this information is not outweighed by other considerations that render it desirable to make the information available in the public interest.

You have the right to seek an investigation and review by the Office of the Ombudsman of my decision to withhold information relating to this request, in accordance with section 28(3) of the Act. The relevant details can be found on their website at: www.ombudsman.parliament.nz.

Please note that due to the public interest in our work the Ministry publishes responses to requests for official information on our [OIA responses page](#) shortly after the response has been sent. If you have any queries about this, please feel free to contact our Ministerial Services team: ministerials@mfe.govt.nz.

Nāku noa, nā

Martin Workman

Chief of Staff – Office of the Chief Executive
Ministry for the Environment | Manatū Mō Te Taiao

Document schedule

Document no.	Document date	Content	Decisions	OIA sections applied
1	11 December 2023	Email <i>'FW Timeframes and printing requirements for Briefings Correspondence Meeting Invites and WPQs for Minister Bishop's office'</i>	Released in part	Out of scope information redacted & 9(2)(a)
2	2 February 2024	Email <i>'FW_ Hon Watts - meeting briefing template'</i>	Released in full	N/A
2.1	2 February 2024	Email attachment <i>'Hon Simon Watts - Meeting briefing template'</i>	Released in full	N/A
3	15 February 2024	Email <i>'FW Template font sizes'</i>	Released in part	Out of scope information redacted & 9(2)(a)
4	15 February 2024	Email <i>'FW Template font sizes'</i>	Released in part	Out of scope information redacted & 9(2)(a)
4.1	15 February 2024	Email attachment <i>'Cabinet Paper Template'</i>	Released in full	N/A
5	27 February 2024	Email <i>'FW_INV191 Omakau School Tunnel house opening'</i>	Released in part	Out of scope information redacted & 9(2)(a)

6	12 April 2024	Email <i>'FW_ Quick reminders_ Budget moratorium and consultation requirements for Cabinet papers with fiscal implications'</i>	Released in part	9(2)(a)
7	8 May 2024	Email <i>'FW_ Style guide for Ministers - briefing notes etc'</i>	Released in part	9(2)(a)
7.1	8 May 2024	Email attachment <i>'Updated Ministerial letterhead for Min Simmonds - 8 May 24'</i>	Released in full	N/A
8	29 May 2024	Email <i>'FW_ Feedback _ Minister Simmonds office feedback - Style guide for Ministers - briefing notes etc'</i>	Released in part	9(2)(a) & 9(2)(g)(i)
9	30 July 2024	Email <i>'FW_ RMA Reform Officials meeting'</i>	Released in part	Out of scope information redacted & 9(2)(a)
10	5 August 2024	Email <i>'FW_ Cabinet feedback - direction for all future Cabinet papers'</i>	Released in part	Out of scope information redacted & 9(2)(a)
11	6 September 2024	Email <i>'FW_ Ministers office update - for week starting 9 September'</i>	Released in part	Out of scope information redacted & 9(2)(a)
12	24 September 2024	Email <i>'Fw_ IMPORTANT INFO_ Memo re Cabinet and Cabinet Committee paper'</i>	Released in part	9(2)(a)

12.1	23 September 2024	Email attachment <i>'Memo to Ministers re Cabinet and Cabinet Committee processes'</i>	Released in full	N/A
13	26 September 2024	Email <i>'RE_ Potential joint decision briefing template_'</i>	Released in part	Out of scope information redacted & 9(2)(a)
14	27 September 2024	Email <i>'RE [Title withheld]</i>	Released in part	Out of scope information redacted & 9(2)(a) & 9(2)(f)(iv)
14.1	27 September 2024	Email attachment <i>'Guidance on Cab Papers_Min Simmonds Office July 2024'</i>	Released in full	N/A
15	27 September 2024	Email <i>'FW_ Ministers' office _ OCE update - for week starting 30 September (Recess week)'</i>	Released in part	Out of scope information redacted & 9(2)(a)