

Out of scope

From: Devina Shetty Devina.Shetty@parliament.govt.nz

Sent: Friday, 27 September 2024 2:58 pm

To: Khan Aronsen [EXTERNAL] (PARLIAMENT) Khan.Aronsen@parliament.govt.nz; Shaun Lewis Shaun.Lewis@mfe.govt.nz; Dana Peterson dana.peterson@mfe.govt.nz

Cc: Annabelle Ellis Annabelle.Ellis@mfe.govt.nz

Subject: RE: 9(2)(f)(iv)

Kia ora koutou,

The papers here are not in satisfactory state to put forward to the Minister.

Editorial changes to be made before we can send this to the Minister. See attached cabinet paper guidance for Minister Simmonds.

1. Always send both pdf and word copies of the briefings and cabinet paper.

2. The title of the appendices should match the title of the document itself.
3. Appendices to be provided separate to the cab paper – pls detach Appendix 1
4. No comments please - Remove comments for ease of readability for the Minister. If there is something important to flag then please flag in in the cover email or briefing to the cabinet paper.
5. Fonts differ – please change the color and font of the title within the cab paper.
6. Authorised for lodgement - Minister for the Environment should be in bold at the bottom of cab paper
7. Appendix 2 – delete blank pages

Please make sure that the whole suite of documents are proof read. Changes to be made and re-submitted by **noon, 30 September.**

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: 9(2)(a)

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