



3 July 2024

OIAD-1103

9(2)(a)

Tēnā koe 9(2)(a)

Thank you for your email of 27 May 2024, and your clarification email on 4 June, making the following request under the Official Information Act 1982 (the Act):

*We are requesting that each of the four departments, together or separately, check and complete column A (the reference) and Col B (the appropriate date) in our Excel attached. You can search by government department, in [Col E] of the Excel or via the table on our website.*

*Note 1: While scoping for this OIA, we noticed that there are at least three different types of dates might exist. If Cabinet has a preferred date style (e.g. 1, 2 or 3 below), please advise. We simply want a standard date that can be relied upon to identify a Cabinet Paper in our publications.*

- 1. the date the paper is prepared for Cabinet by a Minister or official (e.g. Proposals not yet tabled).*
- 2. the date the paper first becomes part of the agenda of Cabinet (e.g. Proposals that have been tabled).*
- 3. the date of the Cabinet meeting at which final decisions were made (e.g. Minutes/Decisions).*

*Note 2: The aim of this list is to create a comprehensive and accurate list of all climate-related Cabinet papers. If there is a Cabinet paper missing, please add to the excel and/or email us directly (with a link to the paper).*

### **The Spreadsheet**

The Ministry for the Environment (the Ministry) has identified 77 unique Cabinet papers that it is responsible for in your spreadsheet, including one that has two separate entries.

Please find attached an updated version of your spreadsheet, where we have filled in gaps and corrected some data to meet your request. All new or replaced text is in green, and there are 78 rows completed:

- We have removed Cabinet papers that the Ministry is not responsible for.
- We have changed Columns A and B to record the Cabinet Committee and Cabinet Minute document codes and dates for each Cabinet paper, and removed all other dates listed, as agreed by email.
- Some Cabinet papers have two references in Column A for their Cabinet meeting. This indicates that Cabinet has amended in some way a decision previously made by a Cabinet Committee.
- We have used Column C to record the Ministry's supporting notes, rather than yours.
- Two rows were identified as referring to the same Cabinet paper. We have merged these two entries.
- We have corrected some of the Cabinet paper titles in Column D to match the titles that were considered by Cabinet and its committees, as agreed by email, as there are some discrepancies between these and what is proactively released on the Ministry's website. We have not changed any of the links.

- We have filled in the gaps in Column F according to the date that the proactive release was recorded as uploaded onto the Ministry's website. However, some of these dates were chronologically prior to the dates that the respective papers were considered by Cabinet, and many of these are coincidentally recorded as being on the first day of the month. We recommend that all Column F dates are considered as an estimation of the proactive release date, not an exact record.
- We have corrected some of the Cabinet committee data in Column G.
- We have added a Cabinet paper that was not in your spreadsheet, which is now in Row 42. You had the Cabinet minute reference for it incorrectly included in Row 41. We have also added a link to the proactive release of this paper to Column D.

#### **Note 1**

The Cabinet Office has advised us that the date of a Cabinet paper should be referred to as when Cabinet has made a decision on a paper, not the date it was submitted to a Cabinet Committee.

We have also sought information on citation of Cabinet papers and minutes in academic settings. We have been advised that there is no specific correct way to cite a Cabinet paper. The Cabinet Office has advised that depending on what information is being referred to, the respective minute or paper should be cited, or both if appropriate.

We recommend that you contact the Cabinet Office directly if you have any further questions about citation practice of Cabinet papers.

#### **Note 2**

As this request was sent to multiple government departments, we have interpreted this note as it is directed to the Ministry as a request to add any missing climate-related papers held by the Ministry only.

We are refusing this part of the request under section 18(f) of the Act, as the information requested cannot be made available without substantial collation or research.

You have the right to seek an investigation and review by the Office of the Ombudsman of my decision 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](http://www.ombudsman.parliament.nz).

Please note that due to the public interest in our work the Ministry for the Environment 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](mailto:ministerials@mfe.govt.nz).

Yours sincerely



Danielle Ryan  
**Manager – Ministerial Services**  
**Ministry for the Environment | Manatū Mō Te Taiao**