



2 September 2024

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Reference: OIA-2024/25-0127

Dear [Redacted]

**Official Information Act request relating to Response and Readiness Preparation attendance**

Thank you for your Official Information Act 1982 (the Act) request received on 7 August 2024. You requested:

*“Under the Official Information Act I request the following information:*

- 1. A list of all members of NEMA's executive leadership team over the last 12 months prior to the date of this request, including former members, and the dates they have been members;*
- 2. A list of all Response and Readiness Preparation (RRP) sessions held over the 12 months prior to the date of this request;*
- 3. Any information held that confirms the attendance by any member of NEMA's executive leadership team (as included in the response to point 1) to any RRP, including, but not limited to:*
  - o Sign-in data held by facilities hosting the RRP*
  - o Email invite acceptances ”*

The National Emergency Management Agency (NEMA) is a departmental agency hosted by the Department of the Prime Minister and Cabinet (DPMC).

NEMA's Response and Recovery Readiness programme is known as “RRP”. Over the last 12 months it has included training, exercises, Coordinated Incident Management System (CIMS) function development, Standard Operation Procedures development, debriefs, and continuous improvement. Such meetings are often held on a Wednesday but can take place throughout the week. A key focus this year was to prepare all NEMA staff for the role they would undertake in the activation exercise on 12 June 2024, which was part of the Exercise Rū Whenua suite of three exercises.

All NEMA staff participate in the RRP, however, not all are required in every session. While staff prioritise RRP, some may not attend a particular session due to illness, international or external priority engagements, or their role in supporting a response.

The NEMA executive leadership team (ELT) endorsed the commitment to this programme and have enabled all staff to participate by requiring managers to set time aside as part of the business planning process. Your request focuses on ELT attendance. This attendance is outlined below.

## Part 1

The following is a list of the ELT at the date of the request. All had been members for at least 12 months:

Dave Gawn
Tania Gerrard
Sarah Holland
Ann Kilgour
John Price
Anthony Richards
Jenna Rogers
Stefan Weir
Thomas Wilson

Wendy Wright was a member up until 15 July 2024.

## Parts 2 and 3

The following Table provides a summary of the RRP sessions, invite acceptances and attendance by ELT. RRP invites were sent out via Outlook Calendar. There were several options for recording attendance at RRP sessions - a manual sign in register, a quick response (QR) code, and manual inputting of online attendance. A summary of this information, set out in the Table below, is provided under section 16(1)(e) of the Act.

The “table top sessions” (TTS) bridge the gap between the RRP content which is designed for all staff and the response, recovery and governance roles ELT undertake. Attendance at TTS was not tracked. The NEMA Chief Executive, Dave Gawn attended all TTS, except for one when he was sick.

Date	Topic	ELT accepted	ELT in attendance
27 Sep 2023	National Coordination Centre notifications, activation, initial actions	Wendy Wright, Sarah Holland, Tom Wilson (tentative), Tania Gerrard,	Tania Gerrard, Jenna Rogers, Stefan Weir, Sarah Holland, Anthony Richards, Wendy Wright
4 Oct 2023	NEMA’s scalable National Coordination Centre/ National Crisis Management Centre operating model: Escalation from Monitoring Alerting and Reporting Centre Mode 1 Monitoring, Initial situational awareness, Modes of Operation & Holistic Consequence Analysis (Intel only)	Wendy Wright, Tom Wilson, Sarah Holland, Anthony Richards, John Price, Tania Gerrard,	Tom Wilson, Tania Gerrard, Dave Gawn, John Price, Stefan Weir, Sarah Holland, Anthony Richards, Wendy Wright, Jenna Rogers
9 Oct 2023	TTS: Regional source tsunami with threat to land	Attendance at TTS was not tracked	Attendance at TTS was not tracked
11 Oct 2023	Holistic Consequence Analysis	-	Tom Wilson, Tania Gerrard, Jenna Rogers, Dave Gawn, Stefan Weir, Sarah Holland, Anthony Richards, Wendy Wright

18 Oct 2023	Intent, Objectives, Commanders Critical Information Requirements, Critical Resources		Dave Gawn, John Price, Stefan Weir, Anthony Richards
25 Oct 2023	Complete Knowledge of CIMS, Coordinated Incident Management System Planning, Intelligence, Operations or Logistics & Planning process walk through (consolidated planning) - (Planning only)	John Price	Tom Wilson, Tania Gerrard, Dave Gawn, John Price, Stefan Weir, Sarah Holland, Anthony Richards, Wendy Wright, Jenna Rogers
1 Nov 2023	TTS: Supporting Ministers	Attendance at TTS was not tracked	Attendance at TTS was not tracked
1 Nov 2023	Planning process walkthrough (consolidated planning)	John Price, Dave Gawn	Tania Gerrard, John Price, Stefan Weir, Sarah Holland, Anthony Richards, Wendy Wright
8 Nov 2023	Supporting the Minister during a response	John Price	Tania Gerrard, Dave Gawn, John Price, Stefan Weir, Sarah Holland, Anthony Richards, Jenna Rogers
14 Nov 2023	TTS: State of National Emergency	Attendance at TTS was not tracked	Attendance at TTS was not tracked
15 Nov 2023	Options development	John Price	Tom Wilson, Dave Gawn, John Price, Stefan Weir, Sarah Holland, Anthony Richards, Wendy Wright, Jenna Rogers
22 Nov 2023	Options analysis	John Price, Dave Gawn	Tom Wilson, Tania Gerrard, Stefan Weir, Sarah Holland, Anthony Richards, Wendy Wright
27 Nov 2023	TTS: Wellington earthquake scenario	Attendance at TTS was not tracked	Attendance at TTS was not tracked
29 Nov 2023	Logistics 101	Tom Wilson, John Price	Tania Gerrard, John Price, Sarah Holland
6 Dec 2023	Function development	John Price, Dave Gawn, Tom Wilson	Tom Wilson, Dave Gawn, John Price, Anthony Richards, Wendy Wright
7 Dec 2023	TTS: working with media	Attendance at TTS was not tracked	Attendance at TTS was not tracked
13 Dec 2023	TTS: Alternative comms (Broad Band Global Area Network), Christmas arrangements, "Commander's" briefcase	Attendance at TTS was not tracked	Attendance at TTS was not tracked
16 Jan 2024	TTS: Chief Executive / Director / National Controller roles	Attendance at TTS was not tracked	Attendance at TTS was not tracked
24 Jan 2024	Functions recalibrate – Where are we at?	John Price, Tom Wilson, Jenna Rogers, Wendy Wright, Sarah Holland	Tom Wilson, Tania Gerrard, John Price, Sarah Holland, Anthony Richards, Wendy Wright

31 Jan 2024	Information Management 101	Wendy Wright, Jenna Rogers, Sarah Holland	Tom Wilson, Tania Gerrard, Dave Gawn, John Price, Sarah Holland, Anthony Richards, Wendy Wright, Jenna Rogers
7 Feb 2024	Exercise Stata Mater	John Price, Wendy Wright, Jenna Rogers, Sarah Holland, Tom Wilson,	Tom Wilson, Tania Gerrard, John Price, Sarah Holland, Anthony Richards, Wendy Wright
14 Feb 2024	Response staff well being	Wendy Wright, Jenna Rogers, Sarah Holland, Tom Wilson,	Tom Wilson, John Price, Stefan Weir, Sarah Holland, Anthony Richards, Wendy Wright, Jenna Rogers
21 Feb 2024	Legislation in response & recovery	Wendy Wright, Tania Gerrard, Tom Wilson,	John Price, Anthony Richards, Wendy Wright
28 Feb 2024	Science in response & recovery	Wendy Wright, Tom Wilson,	Tom Wilson, John Price, Sarah Holland, Anthony Richards, Wendy Wright
6 Mar 2024	Intelligence cycle & Geographic Information System	Wendy Wright, Jenna Rogers, Tom Wilson,	Tom Wilson, John Price, Stefan Weir, Sarah Holland, Anthony Richards, Wendy Wright
13 Mar 2024	Equity & vulnerable populations	Wendy Wright, Jenna Rogers, Tom Wilson,	Dave Gawn, John Price, Stefan Weir, Sarah Holland, Anthony Richards, Wendy Wright
20 Mar 2024	Function development	Wendy Wright, Jenna Rogers, Tania Gerrard, Tom Wilson,	Tania Gerrard, John Price, Sarah Holland, Anthony Richards, Wendy Wright
26 Mar 2024	TTS: First day major earthquake; Commanders Critical Information Requirements	Attendance at TTS was not tracked	Attendance at TTS was not tracked
27 Mar 2024	Exercise Wegweiser	Wendy Wright, Jenna Rogers, Tania Gerrard, Tom Wilson,	Tom Wilson, John Price, Stefan Weir, Anthony Richards, Wendy Wright, Jenna Rogers
3 Apr 2024	Function development & response leaders hui	Wendy Wright, Tom Wilson,	Tania Gerrard, Dave Gawn, Anthony Richards, Wendy Wright
10 Apr 2024	Public Information Management 101	Wendy Wright, Jenna Rogers, Tania Gerrard, Tom Wilson, Anthony Richards,	Tom Wilson, Tania Gerrard, Dave Gawn, Jenna Rogers
17 Apr 2024	Welfare 101	-	Tania Gerrard, Anthony Richards
24 Apr 2024	Function development	-	Tom Wilson, Tania Gerrard, Dave Gawn, John Price, Stefan Weir, Sarah Holland, Anthony Richards, Wendy Wright, Jenna Rogers
1 May 2024	Function development	Tania Gerrard, Tom Wilson (tentative),	Functions operated remotely/independently due to Kate Sheppard Place building move

8 May 2024	International engagement, agency collaboration & integration of Liaison Officers		
21 May 2024	TTS: Alpine Fault Earthquake (Ex Rū Whenua)	Attendance at TTS was not tracked	Attendance at TTS was not tracked
22 May 2024	Exercise Aufbruch	Wendy Wright, Tom Wilson,	Tom Wilson, Tania Gerrard, Dave Gawn, John Price, Stefan Weir, Sarah Holland, Anthony Richards, Wendy Wright, Jenna Rogers
29 May 2024	Safety 101	Wendy Wright, Tania Gerrard, Tom Wilson	Anthony Richards
5 Jun 2024	Function development	John Price, Jenna Rogers, Tom Wilson,	Tom Wilson, Tania Gerrard, Dave Gawn, John Price, Stefan Weir, Sarah Holland, Anthony Richards, Wendy Wright
12 Jun 2024	Ex Rū Whenua Day 1 – Initial response	Data drawn from roster	Dave Gawn, Wendy Wright, Anthony Richards, John Price, Stefan Weir, Sarah Holland, Tom Wilson, Tania Gerrard, Jenna Rogers
19 Jun 2024	Continuous Improvement – Function level debriefs	John Price, Wendy Wright (tentative), Jenna Rogers (tentative), Sarah Holland, Tom Wilson,	Separate Continuous Improvement invites sent to Functions
26 Jun 2024	Ex Rū Whenua Day 2 – Sustained response	N/A	Dave Gawn, Sarah Holland, John Price, Tania Gerrard, Anthony Richards, Jenna Rogers, Tom Wilson
3 Jul 2024	Solomon Islands National Disaster Management Office brief & Continuous Improvement Ex Rū Whenua Day 1 Debrief	Wendy Wright, Jenna Rogers (tentative), Tania Gerrard, Tom Wilson,	Dave Gawn, John Price, Stefan Weir, Sarah Holland
4 Jul 2024	TTS: Space Weather and Crisis Appreciation and Strategic Planning	Attendance at TTS was not tracked	Attendance at TTS was not tracked
10 Jul 2024	Ex Rū Whenua Day 3 - Recovery	Risk & Recovery managed invites	Dave Gawn, John Price, Sarah Holland, Stefan Weir, Anthony Richards, Tania Gerrard, Tom Wilson, Wendy Wright
17 Jul 2024	Continuous Improvement – Improvement Action Workshop Group & Action Integration Workshop	Wendy Wright, Jenna Rogers (tentative), Tania Gerrard, Tom Wilson,	Separate Continuous Improvement invites sent to Functions
24 Jul 2024	Situational awareness – What is it and how do we do it?	Wendy Wright, Jenna Rogers (tentative), Sarah Holland, Tania	Tania Gerrard, Dave Gawn, Stefan Weir, Sarah Holland, Anthony Richards, Wendy Wright

		Gerrard, Tom Wilson,	
29 Jul 2024	TTS: Crisis Appreciation and Strategic Planning and Space Weather	Attendance at TTS was not tracked	Attendance at TTS was not tracked
31 Jul 2024	Function development	Sarah Holland, Tania Gerrard,	Tom Wilson, Tania Gerrard, Dave Gawn, John Price, Stefan Weir, Sarah Holland, Anthony Richards, Wendy Wright, Jenna Rogers
7 Aug 2024	Recovery 101	Sarah Holland, Tania Gerrard, Tom Wilson	Jenna Rogers opened the Recovery session – ELT away day

You have the right to ask the Ombudsman to investigate and review my decision under section 28(3) of the Act.

This response will be published on DPMC's website during our regular publication cycle. Typically, information is released monthly, or as otherwise determined. Your personal information including name and contact details will be removed for publication.

Yours sincerely



Stefan Weir  
**Chief of Staff**  
**National Emergency Management Agency**