



22 November 2022

John Luke
fyi-request-20431-208084bf@requests.fyi.org.nz

Reference: OIA-2022/23-0319

Dear John

Official Information Act request relating to the Ministerial Advisory Committee on Emergency Management

Thank you for your Official Information Act 1982 (the Act) request received on 1 September 2022. You requested:

*"I noted on your website
[https://www.civildefence.govt.nz/resources/news-and-events/news/the-ministerial-advisory-committee-on-emergency-management/...](https://www.civildefence.govt.nz/resources/news-and-events/news/the-ministerial-advisory-committee-on-emergency-management/)
Can you please supply the name of its current committee member, term of their appointment, their pay rate and full meeting minutes from since establishment since 25 May 2021."*

As advised within our acknowledgement of your request, we apologise that your email was missed in our systems due to a technical error. Once we were advised of the issues through your complaint to the Ombudsman (reference 593417), we have undertaken to respond to your request under urgency.

We are working with our technical support providers to ensure that an error like this does not occur in future. Open and transparent government is a critical factor in trust and confidence in both government and the Public Service. Please be assured that the National Emergency Management Agency is committed to ensuring public access to official information and to meeting our obligations in respect of the Official Information Act.

In response to the first part of your request, please see a list of the current committee membership below, including their date of appointment.

Committee Member	Date of appointment
Robyn Wallace (the Chair)	29 March 2021
Christine Kenney	29 November 2021
Liana Poutu	29 November 2021
Chris Tooley	29 March 2021
Kelly Stratford	29 March 2021

The pay rate for the Chair is \$845 per meeting day, and the pay rate for the remaining committee members is \$635 per meeting day. The pay rates are consistent with guidance from the Cabinet Office.

In response to the last part of your request for meeting minutes, the Ministerial Advisory Committee does not take formal minutes. I am therefore refusing this part of your request under section 18(e) of the Act, as the document alleged to contain the information requested does not exist or, despite reasonable efforts to locate it, cannot be found.

The Committee does, however, provide a report to the Minister for Emergency Management with a summary of each discussion. The report is based on information which has been provided on the basis of confidence and therefore if the reports were requested under the Act they would likely be withheld due to their nature.

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

We do not intend to publish this response on the Department of the Prime Minister and Cabinet's website.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Stefan Weir', with a small dot above the 'i'.

Stefan Weir
Chief of Staff
National Emergency Management Agency