



25 June 2021

Lional Jones
fyi-request-15590-27565d27@requests.fyi.org.nz

Reference: OIA-2020/21-0623

Dear Lional Jones

Official Information Act request relating to activities held off-site for Fridays in December 2020

Thank you for your Official Information Act 1982 (the Act) request received on 27 May 2021. You requested:

“the diaries or details of meetings, events or activities held off-site for all your tier 1 and 2 officials on each Friday in December 2020. This should exclude if the official was on annual, sick or other approved leave that day, and they did not partake in any meetings, events or activities that involved other staff or Departmental/Ministry resources on that leave day. Details can be as brief as the subject, date, time, and location.”

You have requested information relating to meetings attended by tier 1 and 2 officials in the Department of the Prime Minister and Cabinet (DPMC), on Friday 4, 11, and 18 December 2020. The National Emergency Management Agency (NEMA) is a departmental agency hosted by DPMC therefore, this response also includes tier 1 and 2 officials in NEMA.

For DPMC we have interpreted tier 1 officials to include the Secretary, Brook Barrington and for tier 2 officials to include following members of the Executive Leadership Team:

- Anneliese Parkin, Deputy Chief Executive, Policy
- Cheryl Barnes, Deputy Chief Executive, COVID-19 Response
- Tony Lynch, Deputy Chief Executive, National Security Group
- Stephen McKernan, Director, Health and Disability Transition Unit
- Clare Ward, Executive Director, Strategy, Governance and Engagement
- Michael Webster, Secretary of the Cabinet.

For NEMA, we have interpreted tier 1 officials to include the Chief Executive, Carolyn Schwalger and for tier 2 officials to include Alan Cassidy, Deputy Chief Executive, Strategic Enablement.

We have interpreted your request to be for meetings including events or activities held in a location other than DPMA or NEMA premises. We have not included meetings conducted through Zoom, Microsoft Teams or telephone.

In your request you state that you are “*studying the productivity of tier 1 and 2 officials in various Departments and Ministries on Fridays in December during the lead up to Christmas 2020.*” Please note, the attendance of meetings by senior managers, regardless of the location, day of the week or time of year, does not provide an accurate reflection of


productivity. Attending meetings only represents part of the work of managers and the need to do it varies between individuals, depending on their roles.

The information you have requested is attached. Please note that Mr Cassidy attended no offsite meetings for the period requested.

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 cursive script that reads "Clare Ward".

Clare Ward
Executive Director
Strategy, Governance and Engagement

Department of Prime Minister and Cabinet

Tier 1: Brook Barrington, Secretary

4 December 2020		
Scheduled Time	Subject	Location
9.30am	Central Agencies regular meeting	Wellington
10.45am	Ministry of Business, Innovation & Employment's Extended Leadership Team	Wellington
11 December and 18 December 2020		
No offsite meetings		

Tier 2: Members of the Executive Leadership team

4 December 2020

Official	Scheduled Time	Subject	Location
Cheryl Barnes	11.00am-1.00pm	Strategy Session – COVID-19 Response portfolio	Wellington
Tony Lynch	No offsite meetings		
Stephen McKernan	7.30am – 4.30pm	Meeting with Whanganui Board Management and Iwi Partners	Whanganui
Anneliese Parkin	9.00am-10.30am	Central Agencies regular meeting	Wellington
	1.30pm-2.00pm	Ministry of Health	Wellington
Clare Ward	11am to 12 noon	IT Project Specific Steering Committee	Wellington
Michael Webster	9.00am-10.30am	Central Agencies regular meeting	Wellington

	10.30 am to 12 noon	Aspen Institute NZ event	Wellington
--	---------------------	--------------------------	------------

11 December 2020

Official	Scheduled Time	Subject	Location
Cheryl Barnes	No offsite meetings		
Tony Lynch	No offsite meetings		
Stephen McKernan	No offsite meetings		
Anneliese Parkin	11.30am-12.00 noon	Prime Minister's Office	Wellington
Clare Ward	9.00am to 11.00am	IT Governance Committee	Wellington
Michael Webster	No offsite meetings		

18 December 2020

Official	Scheduled Time	Subject	Location
Cheryl Barnes	No offsite meetings		
Tony Lynch	3.30pm – 5.30pm	Royal Commission of Inquiry - Government Response	Christchurch
	6.00pm – 8.00pm	Royal Commission of Inquiry - Government Response	Christchurch
Stephen McKernan	No offsite meetings		
Anneliese Parkin	12.00 noon -1.30pm	Ministry of Social Development	Wellington
Clare Ward	No offsite meetings		
Michael Webster	No offsite meetings		

National Emergency Management Agency

Tier 1 - Carolyn Schwalger, Chief Executive

4 December 2020		
Scheduled Time	Subject	Location
No offsite meetings		
11 December 2020		
7.00am – 9.00am	Emergency Services Leadership Board	Wellington
9.00am – 11.00am	IT Governance Committee	Wellington
18 December 2020		
7.00am – 8.00am	Next Generation Critical Communications	Wellington