



25 September 2024

[REDACTED]
[REDACTED]
[REDACTED]

Ref: OIA-2024/25-0205

Dear [REDACTED]

Official Information Act request relating to reports provided to the Quin

Thank you for your Official Information Act 1982 (the Act) request received on 30 August 2024. You requested:

“Our OIA 2024/29: Request for all reports provided to the Quin between 1 January 2020 and 30 June 2020 from the New Zealand Police

Question 1: Can you provide all the reports that were provided to the Quin when Mike Bush was Strategic Operations Command Lead? We understand the Quin was disestablished on the 30 June 2020. These papers may be with New Zealand Police, but we expect they might have moved across to DPMC with the creation of the COVID-19 Group on 1 July 2020. For this reason, we have also made an OIA request to the New Zealand Police.

Our request includes copies of all reports, briefing and documents, such as:

- Statistics*
- Strategy (including any Strategic Insight reports)*
- Scanning documents*
- Intelligence Summary (INTSUM)*
- Logistic documents*
- And anything else that was provided.*

Additional question: Can we also receive a copy of the letter that appointed Mike Bush as operational commander for the COVID-19 response. I think it was signed by the Prime Minister and was dated on or slightly before the 19 March 2020.”

The Quin was a group of senior officials with the statutory powers and functions to respond to the COVID-19 pandemic both as a public health incident (a notifiable infectious disease) and a state of national emergency. It was chaired by the All-of-Government Controller and comprised the Director-General of Health and Director of Civil Defence and Emergency Management, both of whom held statutory functions and powers, the All-of Government Strategy and Policy Lead, and an All-of Government Strategy Operations Command Lead.

From 4 April 2020, Mike Bush was employed by the Department of the Prime Minister and Cabinet (DPMC) in the role of All-of-Government Strategy Operations Command Lead (prior to this he was the Police Commissioner). Your request for a copy of the letter appointing Mike Bush into the role is refused under section 9(2)(a) of the Act, to protect the privacy of individuals. A copy of the role description that accompanied his employment agreement is however attached.

As highlighted in our previous response, the COVID-19 pandemic generated a significant volume of work that was happening at pace. This was particularly the case during the early days of the pandemic response. A search of our databases confirmed there are

approximately 4,000 plus documents that relate to COVID-19 in some shape or form during the March to June 2020 period. There is no way to identify what reports were provided to the Quin during this period, therefore your request is refused under section 18(f) of the Act, that the information requested cannot be made available without substantial collation or research. In reaching this decision, I first considered the factors contained in sections 18A(1) and 18B of the Act. However, I did not consider that taking any of these steps of charging you for the information, extending the time limits or consulting further with you, would allow the request to be answered.

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



Clare Ward
Executive Director
Strategy, Governance and Engagement



Job Description

Job Title:	COVID-19 AOG Strategic Operations Controller
Portfolio:	COVID-19 All-of Government Team, DPMC
Reports to:	COVID-19 All-of-Government Controller (AOG), John Ombler, DPMC
Direct reports:	Strategic Operations Oversight Team
Location:	Wellington
Date:	30 March 2020

What we do

The Department of the Prime Minister and Cabinet (DPMC) occupies a unique position as the trusted advisor, leader and steward of our system of executive government. We also lead the national security system to make New Zealand stronger and more resilient. We support the effective conduct of executive government by the Governor General, Prime Minister, and members of the Cabinet, and play a leadership and coordination role for other public sector agencies.

Despite the breadth of our role and the diversity of the portfolios we serve, we are unified in our purpose to advance 'an ambitious, resilient and well-governed New Zealand'.

Our values guide how we work in pursuit of our purpose. We are:

Courageous – We stand up
Connected – We join together
Committed – We believe in what we do
And we do it with **Respect**.

Kia māia – be courageous
Kia honohono – be united
Kia manawanui – be determined and persistent
Kia taute – be considerate

COVID-19 All-of Government (AOG) Team

This role is based in the COVID-19 All-of Government (AOG) Team which is the pivotal point between New Zealand's national security system and the operational and strategic response to COVID-19. The AOG Team is also responsible for providing assurance to the New Zealand Government, the private sector and New Zealanders about the progress of the response to COVID-19.

Role Purpose

The COVID-19 AOG Strategic Operations Controller directly supports the COVID-19 All-of-Government (AOG) Controller and is responsible for the oversight of the COVID-19 AOG operational response effort to the pandemic in New Zealand. The person in this position also acts as an advisor to the COVID-19 AOG Controller on the operational matters. The COVID-19 AOG Controller will need to be kept informed at all times of any operational issues or risks that may have an impact on the Government's response to COVID-19.



Key Accountabilities

Key Accountability Areas:

Provision of Leadership and Advice

- Provide high-quality and coordinated leadership and trusted advice to the COVID-19 AOG Controller on the New Zealand Government's operational response to COVID-19.
- Ensure the COVID-19 AOG Controller is proactively briefed and kept fully informed at all times of any issues or risks that may have a significant impact on the New Zealand Government's response to COVID-19.
- Monitor key themes, issues, and outputs across the COVID-19 AOG Strategic Operations Oversight Team to provide the COVID-19 AOG Controller with assurance that these matters are being effectively managed.
- Work closely with the Director-General of Health, Director CDEM, and the AOG Strategy and Policy Coordinator on New Zealand's response to COVID-19.

Represent and Support the COVID-19 AOG Controller

- Represent the intentions of the COVID-19 AOG Controller in meetings and forums by communicating the CE's strategic and organisational intentions, and guidance on specific matters impacting on the COVID-19 AOG's Team performance.
- Manage operational COVID-19 issues of importance to the COVID-19 AOG Controller – bring people together and facilitate solutions

Relationship Management

- Develop and maintain relationships with key internal and external stakeholders in order to advance objectives of the New Zealand Government's response to COVID-19.
- Foster strong working relationships across DPMC and other government departments and agencies and the private sector.

Organisational Responsibilities

- Role model appropriate behaviours such as communicating a shared view of the strategic direction, vision and values of the COVID-19 AOG Team.
- Demonstrate alignment with DPMC's values, goals, policies and procedures.
- Understand and apply the strategic context in which DPMC and COVID-19 AOG Team operates, including priorities and perspectives of the Ministers, partner agencies and external stakeholders.
- Apply tikanga and Treaty of Waitangi principles.

Health and Safety

DPMC is committed to providing a healthy and safe work environment. All DPMC managers, employees, secondees and consultants to DPMC also have and safety responsibilities and are expected meet these and contribute to ensuring DPMC is a healthy and safe place to work by:

- (a) Notifying management of any hazards or potential hazards;
- (b) Undertaking work and using equipment as specified in relevant documentation;
- (c) Reporting incidents, injuries and near misses;
- (d) Acting in a safety conscious manner at all times; and
- (e) Supporting DPMC's health and safety initiatives



Key Relationships

Internal

Chief Executive
COVID-19 AOG Controller
COVID-19 AOG Team
DPMC's Executive Leadership Team
All DPMC staff and people leaders

External

Prime Minister's Office
Ministers' Offices
Central Agencies
ODESC Agencies/Chief Executives
Other Government Departments
Private Sector

Qualifications/Experience

- A tertiary degree in a relevant field, or equivalent knowledge, skills and experience
- Strong experience within the public sector and knowledge of the machinery of government
- Significant experience working in operational or strategic coordination roles in complex, multi-stakeholder environments
- Proven experience in working with executive leadership teams and in building and maintaining mutually beneficial relationships
- A demonstrated capacity to build and maintain effective relationships with ministers, senior officials and colleagues at all levels
- Excellent oral and written communication skills

Desirable

- A knowledge of and interest in national security issues (broadly defined) would be an advantage

Personal Attributes

- Collaborative: brings together stakeholders to deliver responsive outcomes in a respectful manner
- Leadership: able to lead and support diverse teams towards a common goal, delivering excellence in high tempo situations within a high performance mindset.
- Agility: the ability to quickly adjust and adapt to changing or ambiguous conditions and still perform to the required work standards.
- Initiative: the ability to be a self-starter, to prioritise effectively, to initiate appropriate action to clear obstacles, and to be motivated to find solutions. Manages own workload and operates well under pressure.
- Cognitive power: the ability to think analytically and strategically about issues and express ideas clearly and conceptually.
- Knowledge and skills: the ability to understand and apply relevant analytical frameworks to



issues; excellent written and oral communication skills; good general problem identification; highly developed interpersonal and representational skills.

- Discretion: holds a reputation for judicious conduct and speech and for showing due prudence and circumspection as appropriate. Demonstrates high standards of personal conduct and integrity.

Security Requirements

This position requires New Zealand citizenship, and the ability to obtain and maintain a national security clearance at the level of at least Top Secret. You must satisfactorily complete pre-employment checks which will include, but is not limited to, criminal and credit checks.

Released Under the Official Information Act 1982