



8 November 2019

Wilson Jones
fyi-request-11075-ede5f6ca@requests.fyi.org.nz

Reference: OIA-2019/20-0118

Dear Wilson Jones

Official Information Act request relating to Request for Standard Operating Procedures of the National Crisis Management Centre (NCMC) including sub-functions and for establishing, resourcing and maintaining the NCMC

Thank you for your Official Information Act 1982 (the Act) request received on 29 August 2019. You requested:

"I would like to request a complete electronic copy of the Standard Operating Procedures for all of the functions and sub-functions of the National Crisis Management Centre and any other Standard Operating Procedure that exists for the purposes of establishing, resourcing and maintaining the National Crisis Management Centre."

Your request was extended by 30 days on 26 September 2019, to allow time for necessary consultation to make a decision on your request. I am now able to make a decision.

Information being released

I have decided to release the relevant parts of the documents listed below, subject to information being withheld as noted. The relevant grounds under which information has been withheld are:

1. Section 6(a), as the release of information would be likely to prejudice the security or defence of New Zealand or the international relations of the Government of New Zealand;
2. section 9(2)(a), to protect the privacy of individuals
3. section 9(2)(i), to protect the Crown's commercial activity

I note much of the withheld information has been withheld under section 6(a) of the Act. Information withheld under these grounds has been determined as inappropriate for release into the public domain, as it would either provide access to, or could inadvertently inhibit clear lines of communication in an emergency event. Given the work carried out at the NCMC, we believe the publication of this information would be highly likely to endanger the safety of New Zealanders in the event of an emergency, and therefore believe this is important to the security of New Zealand.

Item	Document Description/Subject
1.	NCMC Response Activation
2.	National Controller SOP
3.	CDEM NCC Operations Function SOP
4.	NCC Planning Function SOP

Item	Document Description/Subject
5.	NCC Intelligence Function SOP
6.	Logistics Standard Operating Procedure (CDEM NCC)
7.	International Function SOP
8.	National Crisis Management Centre Policy Standard Operating Procedure
9.	NCC PIM Function SOP
10.	NCC Welfare Function SOP
11.	NCMC REMA Deployment Standard Operating Procedure
12.	MCDEM Response Management Concept of Operations

These documents represent the Standard Operating Procedures (SOPs) that are used, or intended for future use, for the functions or sub-functions of the NCMC, including establishment, resourcing and maintenance of the NCMC. Many of these are living documents, and are routinely updated to reflect new knowledge and lessons learned. Therefore, this release captures the latest versions of the SOPs, and not historic iterations.

I note that page 6 of item 12, MCDEM Response Management Concept of Operations, includes a list of Standard Operating Procedures, this reflects the draft nature of the document, as it includes SOPs that have not yet been created.

In making my decision, I have taken the public interest considerations in section 9(1) of the Act into account.

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

Sarah Stuart-Black
Executive Director, MCDEM