

From: [retailcrimeEOI](#)
Subject: Expression of interest for Ministerial advisory group on victims of retail crime
Date: Wednesday, 24 July 2024 1:44:00 pm
Attachments: [Expressions of Interest.docx](#)

Tēnā koe,

The Minister of Justice (Hon Paul Goldsmith) and the Associate Minister of Justice (Hon Nicole McKee) are convening a Ministerial Advisory Group ('the Advisory Group') to provide them with high quality, independent advice relating to retail crime. This advice will help restore law and order, and work towards the Government's law and order targets with respect to violent crime and youth crime.

Mr Sunny Kaushal has been approved as the Chair of the Advisory Group by the Cabinet Appointments and Honours Committee. We now seek expressions of interest for membership of the Advisory Group. The Advisory Group will have a maximum of five members, including the Chair, appointed by the Minister of Justice and the Associate Minister of Justice for a term of up to two years.

If you, or someone in your organisation, has years of experience and expertise from the retail sector, or the security and crime prevention space, please consider the attached Expressions of Interest (EOI) form for the Advisory Group.

Completed EOI forms, with attached Curriculum Vitae, must be returned to this email address by **COP 2 August 2024**. Any queries you have about the EOI process, or the Advisory Group, can also be referred to this email address.

Ngā mihi,

Secretariat for the Ministerial advisory group on victims of retail crime

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Expressions of Interest

Ministerial Advisory Group on Victims of Retail Crime

The Minister of Justice (Hon Paul Goldsmith) and the Associate Minister of Justice (Hon Nicole McKee) ('the Ministers') are convening a Ministerial Advisory Group ('the Advisory Group') to provide them with high quality, independent advice relating to retail crime. This advice will help restore law and order, and work towards the Government's law and order targets with respect to violent crime and youth crime.

The Functions and objectives of the Advisory Group are outlined in Annex 1. The Advisory Group will have a maximum of five members, including the Chair, appointed by the Minister of Justice and the Associate Minister of Justice for a term of up to two years.

Mr Sunny Kaushal has been approved as the Chair of the Advisory Group by the Cabinet Appointments and Honours Committee.

We now seek expressions of interest for membership of the Advisory Group.

Requirements and reimbursements for members

The Advisory Group will report to the Ministers on a quarterly basis. Members must be able to commit to attending at least monthly meetings over their two year appointment period.

The Advisory Group's membership must have between them experience and expertise from the retail sector, and the security and crime prevention space. Retail business owners and retail workers should both be represented by membership on the Advisory Group. Retail crime includes cyber-crime.

Fees for members, have been assessed in accordance with the Cabinet Fees Framework. The Advisory Group falls within Group 4 ('All Other Committees and Bodies'), level 1. In line with the Cabinet Fees Framework, a fee of \$690/day for members. In addition, members will be reimbursed for actual and reasonable travel, meal, and accommodation costs.

Assessment process

The targeted EOI process will run for three weeks. The Chair and the Minister of Justice will then assess the applications, on advice from the Ministry of Justice, and return to Cabinet in August seeking agreement to the Advisory Group's membership.

The following assessment criteria will be used:

Number of years experience in retail sector and/or the security and crime prevention space	years
Lived experience of retail crime	Y/N
Recognised leader in the sector e.g. media spokesperson, published author or committee chairperson	Y/N
Experience working with, or in, national/local government	Y/N
Experience working in collaborative groups e.g. retail sector committees	Y/N
Experience and/or understanding of international retail crime space	Y/N

Please be aware that not all EOIs will result in an appointment. The Advisory Group needs to be well-balanced in terms of gender, age, ethnicity, and geographic representation.

Please complete the EOI Form, and reply by return email with your Curriculum Vitae by **COP 2 August 2024**.

Successful applicants will be notified by **13 September 2024**.

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Expressions of Interest - Ministerial Advisory Group on Victims of Retail Crime

Name:

Contact details:

Supporting organisation (if applicable):

CV attached: Y/N

Please briefly outline what experience and expertise from the retail sector, or the security and crime prevention space, you possess that would make you an ideal member for the Advisory Group.

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Annex 1: Functions and objectives of the Advisory Group

The functions of the Advisory Group are to provide independent advice on:

- current policies relating to retail crime and opportunities relating to the detection, prevention, and deterrence of retail crime;
- the experiences, interests, and needs of victims of retail crime and the ways they could be better supported and protected;
- overseas developments, particularly novel and emerging responses to retail crime from other jurisdictions;
- whole-of-society issues that may drive retail crime and require cross-agency collaboration;
- significant policy reviews (including at the scoping and recommendation stages) relating to retail crime; and
- its findings from research and engagement commissioned or undertaken.

The initial objectives of the Advisory Group will be to provide advice on possible legislative changes to:

- empower security guards to deal with retail offenders;
- allow retail business owners to deal with shoplifters; and
- enable the use of facial recognition technology.

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Minister for Arts, Culture and Heritage
Minister of Justice
Minister for Media and Communications
Minister for State Owned Enterprises
Minister for Treaty of Waitangi Negotiations

26 AUG 2024

Mr Michael Bell
s9(2)(a)

Dear Mr Bell

Appointment as a Member of the Ministerial Advisory Group on retail crime

I am writing to inform you that, pending your acceptance, I propose to appoint you as a Member of the Ministerial Advisory Group for a period of two years. The group will be tasked with providing me as the Minister of Justice, and Hon Nicole McKee as the Associate Minister, with independent and direct advice on how to combat retail crime.

For your guidance and to assist in your consideration, attached to this letter are the Terms of Reference for the Ministerial Advisory Group.

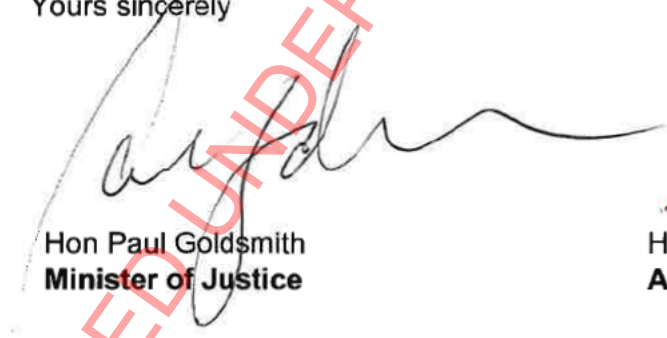
In line with the Cabinet Fees Framework, the fee payable to you is \$690 per day of duties.

You will appreciate that it is imperative that all members exercise good judgement in all communications during their appointment as a member of the Advisory Group. I therefore signal from the outset that it is my expectation that Members will ensure that communications align with the responsibilities entrusted to the group and are conveyed at the direction or with the agreement of the Chair.

As you may have seen in the recent announcement, the position of Chair has been filled by Mr Sunny Kaushal. I look forward to the advice the Advisory Group will formulate and hope you will decide to accept appointment as one of its members.

My officials are working to have the Advisory Group up and running in September and they will be in contact regarding working arrangements and to arrange an introduction with the Chair and your fellow members.

Yours sincerely


Hon Paul Goldsmith
Minister of Justice


Hon Nicole McKee
Associate Minister of Justice

Attachment

Ministerial Advisory Group on Victims of Retail Crime Terms of Reference

Context

The Minister of Justice and the Associate Minister of Justice (Hon Nicole McKee) ('the Ministers') intends to convene a Ministerial Advisory Group ('the Advisory Group') to provide the Ministers with high quality, independent advice relating to retail crime. This advice will help restore law and order, and works towards the Government's law and order targets with respect to violent crime and youth crime.

This comes after a period of unprecedented increases in all types of retail crime.

Functions and objectives

The functions of the Advisory Group are to provide independent advice on:

- current policies relating to retail crime and opportunities relating to the detection, prevention, and deterrence of retail crime;
- the experiences, interests, and needs of victims of retail crime and the ways they could be better supported and protected;
- overseas developments, particularly novel and emerging responses to retail crime from other jurisdictions;
- whole-of-society issues that may drive retail crime and require cross-agency collaboration;
- significant policy reviews (including at the scoping and recommendation stages) relating to retail crime; and
- its findings from research and engagement commissioned or undertaken.

The initial objectives of the Advisory Group will be to provide advice on possible legislative changes to:

- empower security guards to deal with retail offenders;
- allow retail business owners to deal with shoplifters; and
- enable the use of facial recognition technology.

The Advisory Group will report to the Ministers on a quarterly basis.

Status

The Advisory Group reports to the Minister of Justice and the Associate Minister of Justice.

Secretariat services will be provided by the Ministry of Justice. A secretariat position will be established at the Ministry of Justice to support the Advisory Group and the Chair.

The Official Information Act 1982 applies to all workings of the Advisory Group.

Membership

The Advisory Group will have a maximum of five members, including a Chair, appointed by the Minister of Justice and the Associate Minister of Justice for a term of up to two years.

The Advisory Group's membership must have between them experience and expertise from the retail sector, and the security and crime prevention space. Retail business owners and

retail workers should both be represented by membership on the Advisory Group. Retail crime includes cyber-crime.

The appointment of members will be subject to the Cabinet Fees Framework, at level 1 of Group 4 ("All Other Committees and Other Bodies").

The Chair or a member may resign, in writing, to the Minister of Justice.

The Minister of Justice may advise, in writing, the Chair or a member that their term is to expire on such earlier date as specified.

The Minister of Justice and the Associate Minister of Justice may from time to time alter or reconstitute the Advisory Group, or discharge any member of the Advisory Group or appoint new members to the Group for the purpose of decreasing or increasing the membership or filling any vacancies.

Chair

The Ministers will from time to time appoint a member of the Advisory Group to be its Chair. The Chair will preside at every meeting of the Advisory Group at which they are present. The Chair may appoint a member as Deputy Chair, in consultation with the Minister of Justice and the Associate Minister of Justice. The Deputy Chair may exercise the powers of the Chair in situations where the Chair is not present or is unable to act (e.g., if the Chair has a conflict of interest).

Conflicts of interest

The Advisory Group needs to retain public confidence. Members must perform their functions in good faith, honestly and impartially, and avoid situations that might compromise their integrity or otherwise lead to conflicts of interest. They must also be, and be seen to be, independent of the Minister of Justice, the Associate Minister of Justice and Ministry of Justice.

Members attend meetings and undertake Advisory Group activities as independent persons responsible to the Advisory Group as a whole. Members are not appointed as representatives of professional organisations or groups. The Advisory Group should not assume that a particular group's interests have been taken into account because a member is associated with a particular group.

Members are required to disclose any actual or perceived interests to the full Advisory Group. The Advisory Group will then determine whether or not the interest represents a conflict, and if so, what action will be taken.

The Chair will ask members to declare any actual or perceived interests at the start of each meeting.

Working arrangements

Financial support will be provided through the Ministry of Justice. Budgetary and financial management will be as agreed between the Ministry and the Advisory Group.

Financial and secretariat support will be provided by the Ministry of Justice. This will include access to some advisory support.

Office facilities for the role will be provided within the Ministry of Justice but if necessary other arrangements may be negotiated with the Ministry.

Requests for additional support from the Ministry of Justice, such as administration, policy advice or access to information, must be channelled through the Minister of Justice and the Associate Minister of Justice (in the same way as requests for information from other ministers are handled by the Ministry of Justice).

Employment of support staff

The Ministry of Justice will be the managing agency for the Advisory Group role and will enter any relevant contracts for research or support staff since an advisory group cannot be an employer or enter into contracts.

Consultation

In delivering its objectives, the Advisory Group will, where appropriate, be required to consult with:

- NZ Police
- retail advocacy groups, as well as retail worker unions
- relevant government bodies
- other interests in the retail sector, as may be necessary.

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