

2 September 2021

Reference: IR-01-21-24367

Scott

[fyi-request-16321-be770f64@requests.fyi.org.nz](mailto:fyi-request-16321-be770f64@requests.fyi.org.nz)

Dear Scott

I am writing to you in response to your email sent to New Zealand Police on 6 August 2021, which was made pursuant to the Official Information Act 1982 (OIA) and specifically requested:

*For the Crowded Places Advisory Group New Zealand, I would like to request a copy of their terms of reference.*

*For the Business Advisory Group New Zealand and Community Advisory Group New Zealand I would like to request:*

- 1. A copy of their terms of reference*
- 2. The identity of the chairperson*
- 3. The identity of every member of the group, and the company or community group they represent*

*And finally, for the New Zealand Security Association's Crowded Places Security Advisory Group I would like to request:*

- 1. A copy of their terms of reference*
- 2. The identity of every company represented in the group's membership*
- 3. A copy of any formal agreement between NZSA or CPSAG and Police (as for instance a Letter of Agreement) that sets out the CPSAG-Police working relationship*
- 4. All email communications between Police and NZSA and/or the members of CPSAG relating to the group's establishment*

My response to your request is as below:

*For the Crowded Places Advisory Group New Zealand, I would like to request a copy of their terms of reference.*

A copy of the Crowded Places Advisory Group Terms of Reference is enclosed.

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## **Police National Headquarters**

180 Molesworth Street. PO Box 3017, Wellington 6140, New Zealand.  
Telephone: 04 474 9499. Fax: 04 498 7400. [www.police.govt.nz](http://www.police.govt.nz)

*For the Business Advisory Group New Zealand and Community Advisory Group New Zealand I would like to request:*

*1. A copy of their terms of reference*

This part of your request is refused pursuant to s 18(d) of the OIA as it will soon be publicly available. A letter of agreement for each Advisory Group is in the process of being formalised and once complete will be posted on the Police website.

*2. The identity of the chairperson*

The chairperson of the group has yet to be confirmed. Therefore, this part of your request is refused pursuant to s 18(g) of the OIA as the information is not held.

*3. The identity of every member of the group, and the company or community group they represent*

The membership of both groups is yet to be confirmed. Therefore, this part of your request is refused pursuant to s 18(g) of the OIA as the information is not held. Once confirmed the identities of the Community Advisory Group would be withheld pursuant to s 9(2)(a) of the OIA to protect the privacy of natural persons.

*And finally, for the New Zealand Security Association's Crowded Places Security Advisory Group I would like to request:*

*1. A copy of their terms of reference*

This part of your request is refused pursuant to s 18(g) of the OIA as the information is not held and Police has no reason to believe it is held by another agency

*2. The identity of every company represented in the group's membership*

This part of your request is refused pursuant to s 18(g) of the OIA as it is not held by Police.

*3. A copy of any formal agreement between NZSA or CPSAG and Police (as for instance a Letter of Agreement) that sets out the CPSAG-Police working relationship.*

I have attached the letter of agreement between New Zealand Police and the New Zealand Security Association.

*4. All email communications between Police and NZSA and/or the members of CPSAG relating to the group's establishment*

This part of your request is refused pursuant to s 18(g) of the OIA as it is not held by Police.

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You have the right, under s 28(3) of the OIA to ask the Ombudsman to review my decision if you are not satisfied with the way I have responded to your request.

Yours sincerely

A handwritten signature in black ink, appearing to read "Eric Tibbott".

Eric Tibbott  
Director Community Partnerships and Prevention

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# **New Zealand Security Association (Inc)**

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## Letter of agreement between the New Zealand Police and the New Zealand Security Association (Inc)

1. This letter of agreement (LOA) confirms the relationship between the New Zealand Police and the New Zealand Security Association (Inc). Both agencies share a common goal of working together to reduce crime and increase community safety and wish to formalise that relationship.
2. The Chairperson of the New Zealand Security Association (Inc) and the Commissioner of Police (or their representatives) will meet at least once a year to:
  - discuss the strategic direction, priorities and plans of each agency;
  - develop initiatives and evaluate progress towards crime reduction and community safety in those areas of common interest agreed upon;
  - discuss any appropriate communication and media strategies regarding the partnership between the two parties, and matters of member and public interest arising from it;
  - develop and promote regional level relationships;
  - deal with any other areas or issues relating to the common goal specified in paragraph 1 above.
3. The New Zealand Police and the New Zealand Security Association (Inc) agree to inform each other, at an early stage, of any relevant policy development that either party is undertaking, and to take all reasonable steps to ensure that there is adequate time for comment.
4. The New Zealand Police and the New Zealand Security Association (Inc) agree that whenever possible, to consult each other beforehand if either is considering providing information or comment to the media on a matter which comes within the other agency's responsibility or in which that other agency has an interest.
5. Concerns about any matters, including operational or policy matters, will be raised through appropriate internal channels, rather than through the media.
6. All issues, disputes and differences between New Zealand Police and New Zealand Security Association (Inc) will, firstly, be resolved at the earliest opportunity at a local level.
7. Matters that remain unresolved or need further adjudication will be referred to the Police National Crime Manager (or his or her representative) or the Chairperson of the New Zealand Security Association (Inc) (or his or her representative). If agreement cannot be reached within 28 days from this referral, the matter will be referred, in writing, to the Chairperson of the New Zealand Security Association (Inc) and the Police Assistant Commissioner: Investigations & Intelligence for final resolution.
8. The parties agree that from time to time they may develop agreements or protocols relating to specific procedures and activities between them. These will be attached to this LOA as schedules, and will be signed by the relevant operational managers.
9. Nothing in this LOA is intended to create legal relations between the parties and neither party will be liable for actions of the other.
10. This LOA is subject to Cabinet directives and any enactment.
11. Either party may terminate this LOA without cause by providing 14 days written notice to the other party.
12. This LOA commences on the date it is signed below and will be reviewed no later than 2 years from the date of signature below.

Signed on this 21st day of August 2018.

By

Brett Wilson  
Chairperson of the

New Zealand Security Association (Inc)

Gary Morrison

Executive Officer

New Zealand Security Association (Inc)

And

By

Detective Superintendent Tim Anderson

National Manager: Criminal Investigations

New Zealand Police

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# Crowded Places Advisory Group New Zealand: Terms of Reference

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## Crowded Places Advisory Group New Zealand: Terms of Reference

### Document Approval

Document Type	CPAGNZ Terms of Reference
Approvers	CPAGNZ / CTCC
Effective Date	12 January 2021
Review timing	Annual

### Document History

Version 1.0	February 2020	Creation
Version 2.0	January 2021	Updated to reflect changes following publishing initial documents but prior to BAGNZ & CAGNZ attendance

## **Crowded Places Advisory Group New Zealand: Terms of Reference**

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### **1 Crowded Places definition**

- 1.1** The Strategy<sup>1</sup> defines a Crowded place as locations that large numbers of people access easily and predictably. They include sporting arenas; transport hubs and public transport; buildings and offices; schools, shopping centres; restaurants, hotels, theatres and other entertainment venues; community festivals and markets; houses of worship; tourist attractions; and civic spaces. Crowded places also include open spaces like busy urban streets, parks and pedestrian malls. A crowded place is not necessarily always crowded: the density of the crowd may vary between day and night, and between seasons; the crowd may be temporary (such as during sporting events, festivals, concerts or one-off events).

### **2 Role**

- 2.1** The Crowded Places Advisory Group New Zealand (CPAGNZ), in close consultation with the Counter Terrorism Coordinating Committee (CTCC) aims to; share information on threat types and vulnerabilities and to support sectors to initiate good practice strategies and activities relating to the protection of crowded places from terrorism, other acts of violent extremism or similar incidents.
- 2.2** the CPAGNZ will strategically coordinate work associated with protecting crowded places by recognising and communicating the varying and evolving threat capabilities that can expose crowded places to exploitation and by developing, supplementing or supporting existing or proposed plans within identified sectors.
- 2.3** The CPAGNZ members, and/or their organisation will engage with business entities and community sectors on issues regarding crowded places, as relevant and appropriate and in consultation with the Business Advisory Group New Zealand (BAGNZ) and the Community Advisory Group New Zealand (CAGNZ).

### **3 Role of individual members**

CPAG members will:

- have a strong interest, willingness and commitment to contribute to the CPAG and its work.
- have a willingness and sufficient authority to raise (or continue to raise) the profile and influence the consideration of countering terrorism and violent extremism within their respective organisations and sectors.
- A willingness and desire to contribute to official guidance material to ensure better business and community preparation and mitigation through improved prevention planning.
- Use CPAG as a network forum to exchange information and learn from other sectors.
- provide advice on potential changes to laws, policies and industry standards that affect operations.
- collectively develop a vision and mission statement and work plan for the group

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<sup>1</sup> Protecting Our Crowded Places from Attack: New Zealand's Strategy

## **Crowded Places Advisory Group New Zealand: Terms of Reference**

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### **4 Function**

#### **4.1** The CPAGNZ will:

- develop and maintain the '*Protecting Our Crowded Places from Attack: New Zealand's Strategy*
- Work to coordinate resources and assist business entities and local and national government institutions to implement Protecting Our Crowded Places: New Zealand's Strategy.
- Ensure relevant sectors are engaged on issues regarding protection of crowded places via BAGNZ and CAGNZ
- provide advice and oversight of BAGNZ and CAGNZ giving due consideration to
  - nationally consistent arrangements
  - information management
  - public information
  - implications of a change in the security environment
- Ensure liability to protect people lies with the relevant organiser and that the organiser is aware of their liability
- Ensure there is sufficient funding in place to achieve its purpose or escalate requirements.

### **5 Membership**

#### **5.1** New Zealand Police, as the lead agency for crowded places, will chair the CPAGNZ.

#### **5.2** Membership of the CPAGNZ shall consist of appropriate level representatives from :

- New Zealand Police ANZCTC member - Chair
- National Security Group, Department of Prime Minister & Cabinet
- Ministry of Transport
- Ministry of Business, Innovation and Employment
- Department of Internal Affairs
- New Zealand Security Intelligence Service
- Protective Services
- Business Advisory Group New Zealand
- Community Advisory Group New Zealand

#### **5.3** The Chair of the CPAGNZ may approve other advisers to attend the CPAGNZ meetings where required. The chair may also appoint further regular members

### **6 Secretariat Support**

#### **6.1** Secretariat support for the CPAGNZ will be provided by DPMC and/or NZ Police.

### **7 Reporting, Management and Accountability**

## **Crowded Places Advisory Group New Zealand: Terms of Reference**

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- 7.1** The CPAGNZ will report to the CTCC. When required, it will keep the Australia–New Zealand Counter Terrorism Committee (ANZCTC) informed about the overall state of preparedness.
- 7.2** The CPAGNZ will meet monthly (or as defined by the chair) in Wellington. Meetings may also be conducted by secure tele-/video-conference, where required.
- 7.3** Longer duration quarterly or biannual planning sessions will likely be required where key events can be identified/prioritised, and campaigns can be focused/organised.
- 7.4** The agenda for CPAGNZ meetings and agenda papers will be distributed at least 3 days prior to the meeting. A summary record for each meeting will be distributed within one week of the meeting.
- 7.5** If disagreement precludes the CPAGNZ making a recommendation on a particular issue, the issue should be taken to the CTCC.

### **8 Review**

- 8.1** This ToR is to be reviewed annually, or more frequently at the discretion of the Chair. Significant changes should be communicated to the CTCC for endorsement.. The CTCC shall approve any changes to this ToR.

### **9 Security Clearances**

- 9.1** The minimum national security classification requirement for attendees is Police Vetted. This will include the chairs of the BAGNZ and CAGNZ. Other members of these sub CAPGNZ groups will be required to sign a “Business Advisory Group New Zealand: Letter of Agreement”
- 9.2** If security clearances are found to be a constraint to effective communication between agencies and the BAG & CAG chairs the CPAGNZ may request secret clearance for members.
- 9.3** The Chair may allow others who are not cleared to attend for specific agenda items from time to time. Such attendees may be asked to sign a variation to the Letter of Understanding.
- 9.4** Meetings are to be held in appropriately secure facilities.

## Crowded Places Advisory Group New Zealand: Terms of Reference

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### Glossary

Australia–New Zealand Counter-Terrorism Committee (ANZCTC)	Committee responsible for effective coordination and cooperation on counter-terrorism matters across New Zealand and Australia.
Business Advisory Group New Zealand	Group of representatives of New Zealand’s main business groups that advises the Crowded Places Advisory Group New Zealand.
Community Advisory Group New Zealand	Group of representatives of New Zealand’s main community groups that advises the Crowded Places Advisory Group New Zealand.
Crowded Places Advisory Group New Zealand	Group of representatives of government agencies, which share information on threat types and vulnerabilities to support sectors to initiate good practice strategies and activities relating to the protection of crowded places from terrorism or similar incidents of extreme violence.
Owners and operators of crowded places	Businesses, major-event organisers, sports clubs, charities, community groups, religious groups, government agencies and local governments.

### Abbreviations

ANZCTC	Australia–New Zealand Counter-Terrorism Committee
BAGNZ	Business Advisory Group New Zealand
CAGNZ	Community Advisory Group New Zealand
CPAGNZ	Crowded Places Advisory Group New Zealand
CTCC	Counter-Terrorism Coordination Committee
DPMC	Department of the Prime Minister and Cabinet

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