

## **Terms of Reference Criminal Cases Review Commission Advisory Group**

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### **Purpose and function**

1. The purpose of the Criminal Cases Review Commission Establishment Advisory Group (the Establishment Advisory Group) is to provide advice to the Chief Commissioner of the Criminal Cases Review Commission (the CCRC) on the CCRC's establishment to ensure the CCRC gives effect to the Criminal Cases Review Commission Act 2019 (the Act).
2. Establishment Advisory Group members have a role in both providing advice to the Chief Commissioner and a function to communicate back to their communities the implementation work that is being done. The purpose of their community communication role is to provide transparency in the implementation work to increase awareness about the establishment of the CCRC and the CCRC's work.

### **Key relationships**

3. The Establishment Advisory Group will be appointed by the Minister of Justice. The Establishment Advisory Group will be accountable to the Chief Commissioner.
4. The Establishment Advisory Group will provide advice to the Chief Commissioner. The Chief Commissioner will provide this advice, or a summary of this advice to the Steering Committee responsible for implementation and if the Commissioner consider it necessary, other stakeholders including the Minister of Justice.
5. The Implementation Team will provide Secretariat support to the Establishment Advisory Group.<sup>1</sup> The Establishment Advisory Group will be provided with communication materials for members to take back to their communities.

### **Duration**

6. The Establishment Advisory Group will operate from February to July 2020.
7. From July 2020, if the Board of the CCRC determine they want to continue the Establishment Advisory Group's role, the CCRC's Board will need to reappoint the Establishment Advisory Group and will be responsible for their remuneration.<sup>2</sup>

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<sup>1</sup> The project team established in the Ministry of Justice to support the Chief Commissioner and the Ministry in the implementation of the Act.

<sup>2</sup> As an Independent Crown Entity, the Commissioners will be the CCRC Board per Section 49 Criminal Cases Review Commission Act 2019.

## **Meetings**

8. The Establishment Advisory Group will meet monthly from February to July 2020. Attendance at Establishment Advisory Group meetings can be in person or via another medium.

## **Consideration of matters**

9. Matters for the Establishment Advisory Group's consideration will generally be submitted as a paper circulated by the secretariat. Matters for consideration can be put to the Committee orally.
10. The Establishment Advisory Group is not a decision-making body. If any matters considered by the Establishment Advisory Group require providing the Chief Commissioner with advice and there are differing opinions on what the advice should be, these different opinions should be represented in the advice.

## **Consideration between meetings**

11. If required, the Establishment Advisory Group can consider matters and make decisions between meetings via email, to be facilitated by the secretariat.

## **Remuneration**

12. Establishment Advisory Group members will be paid by the Ministry of Justice implementation team.

## **State sector**

13. Establishment Advisory Group members will act in a way that is consistent with their obligations and responsibilities as members of the state sector.