



TE KĀHUI WHAKAMANA
RUA TEKAU MĀ IWA
PIKE RIVER
RECOVERY AGENCY

New Zealand Police and Pike River Recovery Agency Borehole Drilling and Forensics Governance Committee: Terms of Reference

PURPOSE

The New Zealand Police and Pike River Recovery Agency Borehole Drilling and Forensics Governance Committee provides strategic support and advice to the Assistant Commissioner, NZ Police, and the Chief Executive of the Agency, on the borehole drilling and forensics programme, to help the Assistant Commissioner and Chief Executive meet their obligations to carry out the programme:

- in a timely manner;
- in accordance with its budget and scope; and
- consistently with its objectives.

RESPONSIBILITIES

The Committee is to:

1. Advise and make recommendations to the Assistant Commissioner and the Chief Executive on the strategies and policies for –
 - a. the identification and management of risks to the completion of the programme in accordance with its objectives, in a timely manner or in accordance with budget;
 - b. the two agencies to work together in an effective and collaborative manner;
 - c. the allocation and co-ordination of programme responsibilities between the two agencies.
2. Regularly review the financial reports and information concerning the expenditure of the programme against budget and advise the Assistant Commissioner and the Chief Executive of any necessary changes to the budget or areas where expenditure may exceed budget.
3. Regularly review progress of the borehole drilling and forensics programme against –
 - a. the expected timeframes and key milestones and advise the Assistant Commissioner and the Chief Executive of any likely delays;
 - b. its objectives to ensure it remains focused on the achievement of those objectives and advise the Assistant Commissioner and the Chief Executive of any changes that may be required to those objectives.

Advise and make recommendations to the Assistant Commissioner and Chief Executive on the procedures for liaising with the Stand with Pike Family Reference Group regarding progress with the borehole drilling and forensics programme in accordance with the terms of the *Partnership Agreement between the Stand with Pike Family Reference Group and Pike River Recovery Agency, 26 July 2018* and *Partnership Agreement between the Stand with Pike Family Reference Group and NZ Police, March 2019*.

4. Perform any other advisory functions and responsibilities assigned by the Assistant Commissioner and Chief Executive.

MEMBERSHIP

Membership of the Committee includes:

For NZ Police

- Assistant Commissioner Response and Operations – Tusha Penny (Chair)
- Assistant Commissioner Investigations – Sue Schwalger
- Acting Superintendent, Pike River Re-entry – Dave Greig (contact person for NZ Police)
- Detective Superintendent, Pike River Mine – Peter Read

For the Pike River Recovery Agency

- Chief Executive – Dave Gawn
- Chief Operating Officer and Site Senior Executive – Dinghy Pattinson (contact person for the Agency)
- Chief of Staff – Michelle Wessing
- Senior Project Manager for the borehole drilling programme – Lloyd Steward

SPOKESPERSON

Police as the lead Agency will respond to media inquiries in consultation with the Agency on technical operational matters.

MEETINGS AND ADMINISTRATION

The Committee will meet at least monthly, or at times directed by the Assistant Commissioner and Chief Executive.

A quorum shall be 4 members, 2 of whom must be from NZ Police.

The Committee may meet using one or more of the following methods: in person, teleconference, video-conference or online meeting software.

Prepare and circulate agenda and meeting papers at least 3 days prior to each meeting.

Circulate draft minutes to the committee within 2 weeks of the meeting. The Agency will provide administrative support.



T. Penny, Assistant Commissioner

17/5/2021



A.D. Gawn, Chief Executive

14/5/2021