



**Royal Commission on the Pike River Coal Mine Tragedy
Te Komihana a te Karauna mō te Parekura Ana Waro o te Awa o Pike**

UNDER THE COMMISSIONS OF INQUIRY ACT 1908

**IN THE MATTER OF THE ROYAL COMMISSION ON THE PIKE RIVER
COAL MINE TRAGEDY**

MINUTE NO 11: FINAL SUBMISSIONS

3 February 2012

Level 14, Prime Property Tower, 86-90 Lambton Quay, Wellington
P O Box 5846, Lambton Quay, Wellington 6145
Email: pikeriver@royalcommission.govt.nz
Freephone (NZ only) 0800 080 092

Introduction

1. This minute sets out certain requirements which participants are requested to comply with in drafting final submissions due 16 March 2012. The aim is to ensure that submissions filed with the Commission contain everything that is required for their subsequent evaluation and also that the format of submissions is such as to enable the Commissioners to compare and contrast the views of all submitters.

The requirements

2. *A table of contents:* Please include a table of contents page which will enable readers to immediately identify which topics the submission covers, as it is recognised that participants will make submissions about some aspects and not others.
3. *Overview:* Particularly if a submission is lengthy, a brief overview or summary of the content of the submission may be worthwhile.
4. *Evidence references:* Where the submission refers to evidence please include the document identification number (and paragraph number) for the witness statement or document, or the page reference in the notes of evidence, as the case may be. Please note Trial Director will not be available during the April hearings.
5. *Recommendations:* If a submitter considers that the Commission should include a particular recommendation in its report, reference to this should be included in the section of the submission to which the recommendation relates (ie suggested recommendations need not be gathered in a separate part of the submission).
6. *Table of contents headings and numbering:* Annexed to this minute is a submission table of contents. It is divided into four parts: context; the cause of the disaster; the search, rescue and recovery operation; and policy aspects. Each part is divided into separately numbered topics. Please draft submissions using the headings and numerical identifiers contained in the table of contents. This will facilitate ready access to particular topics across the range of submissions.

Other matters

7. The topics identified in the table of contents should be read in a non-limiting manner. The topics are intended to simply identify relevant aspects, not any view of the Commission concerning that aspect. However, the topics identified in part D are based on the questions framed in Minute 10: Phase 4, Policy Aspects. Those questions do, therefore, flesh out the part D topics.
8. If anything is unclear or assistance is needed in relation to these requirements, please contact counsel assisting.

Produced by

Royal Commission on the Pike River Coal Mine Tragedy
P O Box 5846
Lambton Quay
Wellington 6145

Dated 3 February 2012

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