



PRACTICE GUIDELINE No.1

General matters

Published 1 July 2025

Part A - Introductory matters

1. This Practice Guideline relates to the conduct of the Child Safety Commission of Inquiry (**Inquiry**). It should be read in conjunction with the *Commissions of Inquiry Act 1950* (Qld) (**Act**) and the Terms of Reference (**TOR**) contained in the *Commissions of Inquiry Order (No. 1) 2025* made 16 May 2025 (**Order**).
2. The Inquiry commences on 1 July 2025. It is due to make its final report into the subject matter of the Inquiry to Government by 30 November 2026. It may produce interim reports before that date, as determined by the Commissioner.
3. This Practice Guideline sets out general guidance about the procedures the Inquiry will follow relating to the conduct of the Inquiry. Further practice guidelines may be published in due course.
4. This Practice Guideline and any future practice guidelines may at any time be varied, changed or replaced. The Commissioner may, at any time, dispense with compliance with this Practice Guideline if he considers it appropriate to do so, subject to the Act and the Order.

Part B – Making submissions to the Inquiry

5. The Inquiry may receive submissions from persons and entities that have information or documents relevant to any of the matters contained in the TOR. The TOR are broad. From time to time, the Inquiry may call for submissions on particular aspects of the TOR to assist it to receive information targeted to the particular areas of the Inquiry that it is focused on at the relevant time.
6. Those who wish to provide information relevant to the Inquiry's TOR should, in the first instance, contact the Inquiry through its online submission form, which can be accessed on the Inquiry's website. If you require assistance or are unable to use the online form, please email info@childsafetynquiry.qld.gov.au to make alternative arrangements.
7. Further information, such as the intended closing date for written submissions, and the treatment of submission information by the Inquiry, will be available on its Inquiry's website in due course.

Part C - Communicating with the Inquiry

8. Any person wishing to provide the Inquiry with information relevant to the Inquiry's TOR should follow the procedure set out in paragraph 6 above.



9. All general enquiries regarding Inquiry processes or enquiries regarding this Practice Guideline should be made by email to info@childsafetyinquiry.qld.gov.au.
10. The Inquiry will assume that all written communications from the Inquiry to another person may be directed to the email address or postal address from which that person's communication to the Inquiry was received, unless that person has specified another email address or postal address as their contact.

Part D - Hearings

11. One of the ways that the Inquiry may progress its work is through public hearings, in such a manner and in such locations as determined by the Commissioner, as appropriate and convenient, in a way that promotes transparency.
12. The Inquiry will hold a ceremonial public hearing to formally open the Inquiry at a time and date to be advised in due course.
13. As the Inquiry determines its program of its public hearings, details of scheduled public hearings will be published on its website and in the media. Details of upcoming public hearings will include the scope of the hearings.
14. While the Inquiry's usual position will be to conduct hearings in public, if circumstances require it may conduct closed hearings.

Part E – Leave to appear

15. Applications by interested parties for leave to appear should be made in accordance with *Practice Guideline No. 3 – Leave to Appear*. Applications for leave to appear will generally be determined on the papers, but Applicants will be notified if they are required to appear before the Inquiry for their application to be considered.

Part F - Production of documents

16. The Inquiry may require a person or entity to produce any documents that may assist the Inquiry using the powers under the Act. The *Practice Guideline No. 2 – Production of documents and other material* outlines procedures for producing documents to the Inquiry and the process for persons who wish to resist production on the basis of reasonable excuse.



Part G - General

17. Transcripts of each public hearing will be placed on the Inquiry's website as soon as possible after they becomes available, subject to any order of the Commissioner to the contrary.
18. Media Guidelines for public hearings will be published on the Inquiry's website. Members of the media should refer to those Guidelines for further information on publication and access to evidence.
19. Nothing in this Practice Guideline should be taken as limiting the Inquiry's powers, whether at the request of any person or on the Inquiry's own initiative, to treat any material or information as confidential and to take any steps in respect of the preservation of such confidentiality.

Paul Anastassiou

Commissioner

1 July 2025

