



Practice Guideline - Providing a written submission to the Commission

Introduction

1. This Practice Guideline provides guidance about how to make a written submission to the Royal Commission into Domestic, Family and Sexual Violence (the Commission), and how your written submission will be used.
2. The Commission may vary, replace or withdraw this Guideline at any time.
3. The Commission will publish other guidelines during the course of its inquiry, including in relation to how to provide information to the Commission in other ways. All guidelines will be available on the Commission's website.

Communicating with the Commission

4. Any person wishing to make a written submission should follow the procedure outlined in this Guideline.
5. General enquiries can be made by email to royalcommissionDFSV@sa.gov.au. However, written submissions or other information will not be accepted if sent by email. They must be provided through the Commission's online submission tool in accordance with this Guideline.
6. This is because arrangements have been put in place for the secure storage of information submitted through the Commission's online submission tool.

Making a submission to the Commission

7. Making a written submission is one of the main ways that people and organisations can provide information relevant to the Commission's Terms of Reference.
8. The Commission issued a call for written submissions when it commenced on 1 July 2024.
9. To help guide the preparation of written submissions, the Commission also published an Issues Paper which contains an explanation of relevant issues and asks some questions. The Issues Paper can be found on the Commission's website.



10. The Commission is seeking written responses to the issues raised and questions asked in the Issues Paper by **Friday 16 August 2024**. These responses will be used to inform the future work of the Commission.
11. More fulsome or general written submissions can be made at any time up to **27 September 2024**.
12. Anyone who wishes to make a written submission in response to the Issues Paper, or to the Commission's Terms of Reference more generally, must use the Commission's online submission tool which can be accessed through the Commission's [website](#).
13. Written submissions are not a safe or appropriate way to ask for help about a particular matter or person. If you need urgent assistance, call 000. If you do not need urgent assistance but do want to speak to someone to seek advice, a list of support services are listed [here](#) and at the end of this Guideline.

What will happen with my written submission?

14. When received, all written submissions made through the Commission's online submission tool will be reviewed and considered by the Commission's staff.
15. Written submissions may not be reviewed immediately. As explained in paragraph 13 above, written submissions are not a safe or appropriate way to ask for help about a particular matter or person.
16. The Commission may contact some individuals or organisations who have made submissions. The Commission may ask the individual or organisation to provide further information or to consider participating in a further engagement opportunity with the Commission such as a community consultation. Not everyone who provides a submission will be contacted.

Submissions and Confidentiality

17. Written submissions made to the Commission may be published on the Commission's website. When you use the online submission tool, you will be asked if you agree to your written submission being published on the Commission's website. If you answer 'No', your written submission will not be published on the website.
18. Written submissions, or parts of written submissions, may also be published in the Commission's final report or in other publications, or may be shown to other organisations.



19. If you wish for all or part of your written submission to be treated as confidential, please indicate this clearly on your written submission, along with a short explanation of the reason for your need for confidentiality.
20. The Commission will consider all requests for confidentiality and will notify you of its decision.

Notifications to other departments

21. If your written submission suggests that you or someone else is at risk of harm, the Commission may provide the relevant information to South Australia Police or the Department for Child Protection, as appropriate.
22. If your written submission raises a potential issue of corruption, misconduct or maladministration in public administration, or a complaint about the conduct of a South Australia Police Officer, the Commission will provide that information to the Office for Public Integrity.

If you need assistance:

1800 737 732 (24 hours) | [1800RESPECT](#) | National sexual assault, domestic and family violence counselling service, available 24/7.

1300 766 491 | [Men's Referral Service](#) | For anyone in Australia whose life has been impacted by men's use of violence or abusive behaviours. Available 7 days.

13YARN (13 92 76) | [13 YARN Crisis Support](#) | Crisis support for Aboriginal and Torres Strait Islander peoples, available 24/7

8226 8777 or 1800 817 421 | [Yarrow Place](#) | Yarrow Place Rape and Sexual Assault Service