



PRACTICE GUIDELINE 5

Submissions and any notice of potential adverse findings

1. The Commissioner invites written submissions from any person or entity that wishes to do so. It is not proposed to impose a limit on the extent of such submissions, but they should be as concise as possible, bearing in mind the involvement of the submitter in the proceedings of the Commission, and the extent of their involvement in the Home Insulation Program.
2. The written submissions, in Word format, should be lodged by no later than **Wednesday, 4 June 2014 at 4.00pm**. It may not be possible for Commission staff properly to consider submissions made after that time. Submissions should be addressed to Ms Petra Gartmann, Chief Executive Officer, Office of the Royal Commission, and emailed to legal.homeinsulation@ag.gov.au.
3. The written submission should identify the findings that the submitter invites the Commissioner to make, and the evidence relied upon to support such finding(s).
4. If any submitter wishes the whole or any part of its submissions to remain confidential, a covering letter identifying those parts of the submissions that are sought to be kept confidential, together with a short explanation as to the reasons for such application, should be lodged at the same time as the submissions.
5. Copies of the submissions received by the Commission will be posted initially to the dataroom, pending receipt of any submissions in accordance with paragraphs 6 and 7 hereof.
6. Any person or entity that wishes to respond to the submission of any other person or entity should do so, in the same manner as set out above, by no later than **Wednesday, 11 June 2014 at 4.00pm**.
7. It is expected that notice of any potentially adverse finding will be given to the person or entity concerned by **Monday, 30 June 2014 at 4.00pm**. Such notice will be given to the legal representative of the person or entity concerned, if the person or entity was legally represented before the Commission.

8. Further, any objection to the publication on the Commission's website of any part of the submissions together with the responses thereto, should be notified to the Commission, accompanied by an explanation as to why such publication ought not be made, by **Wednesday, 11 June 2014 at 4.00pm**.
9. Any response to a notice of a potentially adverse finding should be given to the Commission by **Friday, 11 July 2014 at 4.00pm**. It may not be possible for the Commission staff properly to consider submissions made after that time. Submissions should be addressed to Ms Petra Gartmann, Chief Executive, Office of the Royal Commission and emailed to legal.homeinsulation@ag.gov.au.

Ian Hanger AM QC
Commissioner
29 May 2014

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