

**QUEENSLAND ORGANISED CRIME COMMISSION OF INQUIRY**

**PROCEDURAL GUIDELINE No. 01**

**Providing Information to the Commission**

1. The Queensland Organised Crime Commission of Inquiry (the Commission) is established under the *Commissions of Inquiry Act 1950* (the Act).
2. The Terms of Reference which are outlined in *Commissions of Inquiry Order (No. 1) 2015* provide the scope of the inquiry. The Terms of Reference can be viewed at the Commission's website: [www.organisedcrimeinquiry.qld.gov.au](http://www.organisedcrimeinquiry.qld.gov.au)
3. Unless otherwise directed (for example, by a notice under section 5 of the Act), information from agencies or organisations are to be provided electronically, in full text-searchable, multi-page PDF format, and with a return email address by:
  - Email: [mailbox@organisedcrimeinquiry.qld.gov.au](mailto:mailbox@organisedcrimeinquiry.qld.gov.au) (the word 'Information' should be entered in the subject line); or
  - Via the Commission's website:  
[www.organisedcrimeinquiry.qld.gov.au](http://www.organisedcrimeinquiry.qld.gov.au)

**Confidential information or material should be provided via the Commission's secure website.**

4. The Commission may make exceptions to the requirement for information to be provided electronically and in full text-searchable format as the Commission considers appropriate. Any person seeking an exception or assistance in meeting this requirement should notify the Executive Director on (07) 3224 7372.
5. Individuals intending to provide information should also do so electronically by email or via the website. Individuals who are concerned with providing written information should notify the Executive Director.

6. Information provided to the Commission may be published on the Commission's website or otherwise made publicly available.
7. Any person, agency or organisation providing information to the Commission who wishes to apply for confidentiality in relation to the fact of their provision of the material, or the whole or any part of the material:
  - a) should, if they consider it necessary to address confidentiality before provision of any material, contact the Executive Director to discuss arrangements to proceed in that regard;
  - b) subject to alternative arrangements pursuant to (a) above, when the material is provided to the Commission, provide it under cover of a written notice stating:
    - the part of the information or material in respect of which confidentiality is sought;
    - whether the confidentiality is sought in respect of the world at large or subject to acceptance of publication to some person or categories of persons; and
    - the grounds on which such confidentiality is asserted to be necessary and appropriate despite the public nature of the Inquiry.
  - c) organise the material provided in such a way as to indicate on its face where confidentiality is sought.
8. Where confidentiality is applied for in relation to material provided to the Commission, the Commissioner shall either:
  - a) determine the application on the written material and notify the person or their nominated legal practitioner accordingly. In such a case, where confidentiality is refused, the material or information

in question will nevertheless be kept confidential for seven days from notification of the decision; or

- b) notify the person or their nominated legal practitioner that they will be required to attend at a sittings of the Commission on a date to be advised for further consideration of their application.