



SUBMISSIONS GUIDELINE

Revised: 21 May 2015

The Nuclear Fuel Cycle Royal Commission has prepared this guideline to assist people and organisations which intend to make a submission to it. This guideline provides information as to the form which that submission should take so as to best assist the Commission.

Who may make a Submission?

Individuals, companies and organisations with an interest in a matter contained in the Terms of Reference can make a submission to the Commission.

Contents of Submissions

The Commission will progressively publish Issues Papers in the weeks following its establishment. An Issues Paper will be published in relation to each of the four topics in the Commission's Terms of Reference. The Issues Paper will be made available through the Commission's [website](#).

A person or organisation proposing to make a submission should read the Issues Papers before making a submission. They provide a factual background relevant to understanding the questions on which the Commission seeks submissions.

A submission should be in response to the questions posed in the Issues Papers. The submission may address all, some or only one of the questions. A submission is not limited by the factual background set out in the Issues Papers.

If an individual or organisation wishes to make a submission other than in response to a question in an Issues Paper, that submission must be contained in an appendix to the main submission.

Submissions should clearly identify the reasoning supporting any conclusion or on which any view is based. Sources and references should be cited to enable verification. Where information is obtained from the internet, the web address from which that information is sourced should be contained in a footnote. References to books and other published material should be stated in full so that the relevant work can be identified.

Form of Submissions

Submissions should be typed with page numbers. Submissions should adopt the numbering of the questions used in the Issues Papers.



Attachment of witness statements

Following the provision of written submissions, the Commission will hold public hearings at which oral evidence will be given by witnesses on some of the issues raised by the questions contained in the Issues Papers.

If an individual or organisation proposes that a witness should be called to give oral evidence at a hearing, they should attach as an appendix to the submission a witness statement containing the evidence that person would give as a witness at an oral hearing.

The Commission will determine if an issue is to be addressed at a public hearing, the witnesses to be called and who will be permitted to question witnesses.

The statement must be provided with the submission to allow Counsel Assisting to decide whether to call that witness at a hearing.

Such a witness statement should have appended to it a suitable curriculum vitae which identifies the expert's academic qualifications, relevant employment and other experience, published materials and other relevant information. A statement made by an expert must:

- ▶ identify assumptions relied upon to found the basis for a conclusion;
- ▶ reason from stated facts and assumptions to a conclusion or view;
- ▶ explain technical terms used within the submission; and
- ▶ identify source material relied upon in the submission.

The expert witness must swear or affirm that he or she believes the truth of the contents of that statement and the opinions expressed.

A person or organisation proposing to attach a witness statement with their submission should as soon as possible inform the Commission by email of their intention to include such a statement.

For further information about public hearings please refer to the information on this website.

Use of coversheet

All submissions must be accompanied by a completed coversheet. The coversheet is available for download from the Commission's [website](#).

The coversheet must contain the name of the person or organisation making the submission. That information will be published with the submission.

The coversheet must also contain the contact details of the person or organisation so that the Commission can make contact. If a person or organisation does not want its contact details published, it should tick the box on the coversheet.

Further, the person making the submission must swear or affirm that:

- ▶ the submission is made by them or that they are authorised to do so by the organisation making the submission;
- ▶ the information or views expressed in the submission are true and correct to the best of the person's knowledge and belief;
- ▶ they believe the submission is suitable for publication on the internet; and
- ▶ they understand the Commission may contact them should it require further information.

The oath or affirmation must be made before a witness that can take an oath or affirmation. In Australia, that witness is usually a lawyer (a Commissioner for taking affidavits) or a Justice of the Peace. Justices of the Peace can be searched for by postcode, suburb or town on the [Justice of the Peace Services website](#). If a person required different arrangements in order to make a submission, contact should be made with the Commission as soon as possible to discuss the need for those arrangements.

If an individual or organisation making a submission is located outside Australia, the Commission will accept the equivalent of an oath or affirmation which is accepted within the jurisdiction in which they are located.

If a submission is sent without a completed coversheet, the Commission will request that a coversheet be completed before the submission is received.



Submissions must not contain inappropriate material

Submissions should not contain material that is inappropriate for publication (such as offensive or defamatory material). Submissions will not be accepted until the Commission is satisfied they are appropriate for publication.

Confidential Submissions

Submissions will not be received on a confidential basis, other than by prior agreement with the Commission.

The Commission will not agree to receive a confidential submission unless there is a good reason to do so. A good reason would include, for example, that information must be confidential for cultural reasons, or that the information is a trade secret or is otherwise commercially sensitive.

The Commission will return any submissions marked "confidential" which are received without prior agreement. The person or organisation making the submission may then either make a submission not marked "confidential", or seek the Commission's agreement to receive a confidential submission.

Provision of Submissions

The Commission prefers to receive submissions electronically.

Submissions can be made to the Commission electronically either by [email](mailto:submissions@nuclearrc.sa.gov.au) (submissions@nuclearrc.sa.gov.au) or by directly uploading the submission through its [website](#).

Electronic submissions should be in PDF format and be text searchable (OCR). If an electronic copy of the submission is provided, a hardcopy should not be provided.

Hardcopy submissions can be sent to:

Nuclear Fuel Cycle Royal Commission

GPO Box 11043
Adelaide SA 5001

Submissions closing date

Please refer to the Commission's [website](#) for the closing date for making a submission. No further submission will be accepted after this date without prior agreement with the Commission.

Different arrangements to make a Submission

If a person requires different arrangements to be made in order to make a submission, they are requested to contact the Commission to discuss those arrangements.