

# Fact Sheet: Making A Submission

**Queensland Child Safety Commission of  
Inquiry**

22 July 2025

Version 1.0

# Preparing a submission

The Commission of Inquiry into the Child Safety System will be inviting submissions on different topics throughout the Inquiry.

You can make a submission now in relation to any of the topics referred to in the Terms of Reference if you are ready or wait for future opportunities - there will be several chances to have your say.

Everyone is welcome to make a submission whether you are a young person, family member, carer, worker, or community member.

What is a submission? A submission is a comment written solely for an inquiry that has not been already published elsewhere. Any person or organisation can make a submission. Submissions help the Commission consider different views from experts, people with lived experience, organisations, and everyday Queenslanders.

What needs to be in a submission? Your submission needs to align to the Terms of Reference or address a specific topic called for by the Inquiry. Terms of reference are a list explaining exactly what the Commission wants to know about. You can find them on the Commission of Inquiry website. There is no set format for a submission. You could write it as a letter, an email, or a short document.

## Key tips for making your submission

- **Make your submission concise and clear. Make sure you stay on topic;** if your submission is long, it is helpful to include a summary of your key points on the first page, use headings or dot points. Use full web addresses in references, not hidden hyperlinks. Number the pages in your submission.
- **Facts and Order Matter,** if you are telling your story, try and put it in an order that makes sense, like a timeline. Research shows that facts play an important role in effective storytelling, use your knowledge and experience together to create a submission that is much more powerful than the same message without facts.
- **Your views matter,** your submission should include your views on the issue and the reasons for these views. If you have a recommendation for how to address or solve a point you are making, make sure you add that into your submission.
- **Include additional material if appropriate.** You may support your submission with additional material, such as articles, letters, or photographs. These can be attached to your submission.
- **Sign your submission.** Please sign your submission. If you are sending your submission electronically, please provide your name and contact details (such as address or phone number)
- **Make sure your submission is readable.** Commissions prefer submissions to be A4-size and submitted electronically as a Word or PDF file.
- **Be relevant and appropriate.** The Commission may not accept a submission that is not relevant to the terms of reference, is frivolous or contains offensive language or remarks.

## Confidentiality and anonymity

You are not required to de-identify information when providing a submission to the Commission.

If you do not want your information to be made public, you can apply to the Commission to restrict its publication. Not all information can be restricted: it may depend on the nature of the information and the

reasons why you are concerned. If you want your information to be restricted, you should raise that issue with the Commission's legal team when you provide your information.

In some circumstances, the Inquiry can accept information from anonymous sources. The Inquiry can also accept information on a confidential basis.

If you wish to provide information to the Commission on a confidential basis, the Commission will not generally publish or disclose your identity without your consent. It may disclose or publish the information you provide in a de-identified form for the purposes of its investigation.

There may be some circumstances where the law requires the Inquiry to disclose your information and/or your identity. If the information you give is going to be used to make adverse findings against another person, the Commission is required to disclose that information to that other person so that they can respond. This might include disclosing your identity.

## Legal Advice

If you have concerns about confidentiality, it is wise to seek legal advice, especially if you are concerned about the potential impact of providing information.

## What happens after you submit?

You will receive confirmation of your submission from the Commission. They will consider the submission's content and decide whether to accept and publish it. Most submissions are accepted and published on the Commission of Inquiry webpage.

While your name will be published, your contact details will not. The Commission may decide not to publish all or part of a submission for reasons such as:

- it is not relevant to the inquiry.
- it contains wording which may be considered offensive
- it refers to matters that are sub judice (currently before the courts), or
- the person making the submission has requested confidentiality, or their name be withheld.

Once the Commission of Inquiry has accepted a submission, it cannot be withdrawn or altered without the Commission's permission.

You can send your submission to the Child Safety Commission of Inquiry using the online form. If your attachment is larger than 10MB please email your submission to [info@childsafetyinquiry.qld.gov.au](mailto:info@childsafetyinquiry.qld.gov.au).

Please ensure you check the Commission of Inquiry website for further information or clarification, and for details of any changes, updates or amendments.

## Support

It is possible that there may be some points or topics that could create a trauma response for you or someone you care for. Please take care of yourself and loved ones and if you need support, you can also call the following crisis and support helplines, 24 hours a day, 7 days a week.

- [Lifeline: 13 11 14](tel:131114)
- [Kids Help Line: 1800 55 1800](tel:1800551800)
- [13YARN: 13 92 76](tel:139276) to talk with an Aboriginal or Torres Strait Islander Crisis Supporter.