

PRACTICE GUIDELINE No. 5

Engagement of legal representatives

1. Any party that applies for leave to appear before the Commission and that has the means to do so is encouraged to brief counsel to appear on their behalf. This is to ensure the efficient conduct of hearings of the Commission.
2. Any counsel briefed by a party should be identified in any application for leave to appear. If leave is granted, it will entitle the named counsel to appear at future public hearings.
3. If a party has leave to be represented by senior and junior counsel, and there is a change in junior counsel, it is sufficient for senior counsel before the resumption of any public hearing to announce the appearance of his or her new junior.
4. If a party has leave to be represented by senior and junior counsel, and there is a change in senior counsel, an amended application for leave to appear should be filed. Unless there are exceptional circumstances, leave will automatically be granted to the party to be represented by their replacement senior counsel.
5. Before each hearing week, if a party that has leave to appear intends to participate at any point during that hearing week, the party will be required to fill out an appearance sheet, identifying when the party intends to appear, and confirming the counsel who will be appearing on their behalf.
6. Counsel representing a witness does not require leave to appear but shall also be expected to fill out an appearance sheet.
7. In relation to witness statements provided to the Commission, whether in response to a compulsory notice or otherwise, and assuming the witness has the means to do so, the Commission encourages any solicitor acting for the witness to instruct counsel to assist with the settling of the statement.

Stuart Wood AM KC

Commissioner

13 November 2025