

Practice Guideline – Direct Meetings with the Commissioner

1. This Practice Guideline (Guideline) should be read together with the *Royal Commissions Act 1917 (SA)* (“Royal Commissions Act”) and the terms of reference contained in the Letters Patent establishing the Royal Commission.¹
2. This Guideline sets out general guidance for persons invited to attend at a direct meeting with Commissioner of the Royal Commission into Early Childhood Education and Care (“the Royal Commission”), The Honourable Julia Gillard AC.
3. The Royal Commission may vary or replace this Guideline at any time as appropriate.
4. Section 7 of the Royal Commissions Act stipulates that Royal Commissions in South Australia are not bound by the rules or practice of any court or tribunal as to procedure or evidence and may conduct proceedings and gather information as they see fit.
5. From time-to-time Royal Commission staff will identify and invite persons (or nominees from organisations) to attend at direct meetings with the Commissioner to discuss matters relevant to Royal Commission’s key areas of inquiry:
 - a. Preschool
 - b. The first 1000 days
 - c. Out of School Hours Care
6. These direct meetings are not a formal hearing of the Royal Commission. If you are invited to participate in such a meeting you are not a witness before the Royal Commission and you are not giving evidence. You will not be required to take an oath or an affirmation.
7. These meetings are however an official source of information gathering by the Royal Commission. Minutes of these meetings will be made and retained by the Royal

¹ The Letters Patent for this Royal Commission, containing the terms of reference, are available on the Royal Commission’s website at www.royalcommissionecec.sa.gov.au.



Commission as part of its formal records. Those minutes will not be published however the Royal Commission will publish a list of persons who attend at such direct meetings with the Commissioner.

8. The Royal Commission may also publish a high level summary of discussions at a direct meeting. Publication may take the form of content in the Royal Commission's newsletter or website.
9. The information discussed at such direct meetings will inform the work of the Royal Commission. For example, discussions at such meetings may inform subsequent requests for information issued by the Royal Commission, either to the participant who attended the meeting or other identified bodies or persons.
10. The information shared during these direct meetings may be incorporated into the Royal Commission's interim or final report. If the Commission proposes to refer to such information arising out of a particular direct meeting with the Commissioner (either by way of a direct quotation or summary) the participant will be notified in advance of publication.

