

Practice Guideline - Stakeholder Roundtable Sessions

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 about attending at and participating in a stakeholder roundtable ("roundtable").
3. The Royal Commission may vary or replace this Guideline at any time as appropriate.

Primary purpose of Stakeholder Roundtable Sessions

4. Commission staff will identify and invite persons (or nominees from organisations) to attend at roundtables that will be organised into 3 streams, reflecting the Commission's key areas of inquiry:
 - a. Preschool
 - b. The first 1000 days
 - c. Out of School Hours Care
5. The roundtables will bring together identified stakeholders over a number of sessions with the intention of building a shared understanding of the key issues in each workstream, and exploring possible solutions.
6. A roundtable is not a formal hearing of the Royal Commission. If you are invited to participate in a roundtable 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.

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.



7. The roundtables will encourage open discussion so that all stakeholders have the opportunity and are encouraged to contribute their perspective.

Preliminary meeting

8. A preliminary meeting will be held online with all participants prior to each roundtable session. The purpose of the preliminary meeting is to provide participants with contextual information to assist in their preparation. Participants may be provided with guiding questions in advance of roundtable sessions, and be asked to prepare written responses to share at the sessions.

Format of Stakeholder Roundtable Sessions

9. An agenda will be provided to participants in advance of each roundtable session.
10. Minutes will be taken and retained as part of the Royal Commission's formal records. These notes will not be made public, however the Royal Commission may from time to time update the public by providing a summary of the issues explored in the roundtable sessions by way of its newsletter.
11. Where requested, participants will be given an allocated time to speak to their written answers to the guiding questions. These will be issued as part of the agenda for the meeting. The Commissioner will facilitate dialogue with respect to the guiding questions.
12. The roundtable sessions will not be open to the public or the media.
13. The roundtable sessions will be audio recorded. Transcripts will be prepared for use by the Royal Commission. Neither the audio nor the transcripts will be published however the Royal Commission may quote from the transcripts in the interim and/or final report. Where that is to occur, affected parties will be contacted prior to publication.



Conduct of participants

14. While this is not a formal hearing of the Royal Commission, it is expected that the participants will conduct themselves appropriately, including through open, frank and polite discussion, conducted with no interruptions of other speakers.
15. The Royal Commission recognises that participants in the roundtables may bring multiple perspectives (e.g. as an individual service provider, as a leader of a professional association, as a Department for Education employee and so on).
 - a. Participants are encouraged to bring the full range of their knowledge and perspectives to the roundtable.
 - b. Where appropriate, participants may identify where the views they are expressing are personal, and where the views they are expressing are the endorsed views of an organisation to which they belong or which they represent.

Use of the information provided in roundtable sessions

16. The identities of those attending at the roundtable sessions will be published however no personal contact details will be published.
17. The contents of written responses to guiding questions may be published by the Royal Commission, noting that participants will have an opportunity to approve whether the statement is attributed to them as an individual or is shared without specific identifying commentary (noting the proviso of point 16 above).
18. The contents of discussions at the roundtable sessions may be incorporated into the Royal Commission's interim or final report. If the Commission proposes to publish the contents of particular oral discussions (as opposed to written responses to guiding questions) the participants will be notified in advance of publication.
19. Discussions at roundtable sessions may also inform subsequent requests for information issued by the Commission, either to participants of the roundtable or other identified bodies or persons.

