



PRACTICE DIRECTION NO. 2 – ELECTRONIC PRODUCTION OF MATERIALS¹

RELEASED 5 JUNE 2015

INTRODUCTION

1. This Practice Direction sets out the way in which the Royal Commission into Family Violence (**Royal Commission**) will receive material produced electronically in response to a Notice to Produce (**Notice**) or otherwise on a voluntary basis.
2. This Practice Direction is issued under, and should be read in conjunction with, the *Inquiries Act 2014* (Vic) (**Act**).
3. This Practice Direction may be varied from time to time.
4. The Royal Commission may, at any time, depart from this Practice Direction if it considers it appropriate to do so.

PURPOSE

5. This Practice Direction aims to ensure compliance with the Victorian Electronic Strategy (**VERS**), in particular VERS Long Term Preservation Formats PROS 99/07, Version 2, Specification 4. The Royal Commission seeks to ensure that electronic material produced to the Royal Commission is in a format that will ensure the Royal Commission's electronic records may be archived and managed on a long-term basis.
6. Whilst the Royal Commission would generally prefer to receive material in an electronic format consistent with the requirements of this Practice Direction, this does not preclude the Royal Commission from accepting material in a hard copy format or as objects.

¹ Issued under section 16(1) of the *Inquiries Act 2014* (Vic).

PROTOCOLS FOR PRODUCING ELECTRONIC MATERIAL TO THE ROYAL COMMISSION

7. Wherever practicable, persons producing material to the Royal Commission should produce material in an electronic format consistent with the protocols set out below.
8. The Royal Commission adopts the principles set out in Federal Court of Australia Practice Note CM 6 regarding electronic technology in litigation (**Federal Court Practice Note**). Compliance with the Federal Court Practice Note is particularly desirable for persons producing large volumes of material.
9. If possible, persons must produce electronic material rendered directly to a searchable Portable Document Format (**PDF**), either by PDF or PDF/A.
10. If it is not feasible to produce material in PDF, for example in relation to complex spreadsheets or other databases, persons may produce the material in the original form in which the material was created by a computer software program (Native Electronic Documents (**NED**)) or in another format agreed with the Royal Commission. Listed below are some of the Royal Commission's preferred NED formats:
 - 10.1 Text for plain text records;
 - 10.2 Tagged Image File Format for images (such as plans);
 - 10.3 JPEG2000 or JPEG for photos;
 - 10.4 MPEG4 for videos; and
 - 10.5 XLSX or XLS for complex spreadsheets.Optical Character Recognition is encouraged.
11. Wherever possible, persons should avoid converting NED to paper.
12. Persons wishing to produce material as NED must provide the following metadata, if applicable:

Fields	Description
AUTHOR	Name of person creating document (for emails use FROM field below), and organisation of person (where applicable).
BCC	Name(s) of person(s) blind copied on an email.
CC	Name(s) of person(s) copied on an email.

CUSTODIAN	Name of person from whom the file was obtained.
DATECREATED	Date document was created.
DATERECEIVED	Date email was received (where applicable).
DATESAVED	Date document was last saved.
DATESENT	Date email was sent (where applicable).
DOCEXT	File extension of NED.
FILENAME	Meaningful name of the NED file as it existed at the time of collection.
FROM	Name of person sending an email.
RECIPIENT	Name(s) of person(s) receiving the document, and organisation (where applicable).
SUBJECT	Subject line of an email.
TITLE	Title of the NED (usually from the front page) as it existed at the time of collection.
TIMERECEIVED	Time email was received in user's mailbox (where applicable).
TIMESENT	Time email was sent (where applicable).
TO	Name(s) of person(s) receiving email.

13. Any metadata that is produced to the Royal Commission must not contain any 'null' values.
14. Persons who have been granted leave to appear are subject to additional requirements set out in Practice Direction No. 3 – Production and Exchange of Material by Persons Granted Leave to Appear.

ROYAL COMMISSION'S DOCUMENT MANAGEMENT SYSTEM

15. The Royal Commission will maintain an electronic database using Ringtail software that will contain, amongst other things, copies of all material produced to the Royal Commission in response to a Notice or otherwise on a voluntary basis.
16. Documents maintained using Ringtail software will be allocated a document identifier which will be an alphanumeric sequence which uniquely identifies a document within a collection of documents. Documents will be objectively coded based on the objective elements of the document.
17. Persons wishing to produce electronic material to the Royal Commission in a format compatible with Ringtail and the Royal Commission's document management protocols should contact Rebecca Grant whose contact details are set out below.

CONTACT

18. Any person wishing to contact the Royal Commission about the interpretation of this Practice Direction should contact Jared Heath, Principal Legal Adviser, at Jared.Heath@rcfv.com.au.

19. Any person who has a technical question about producing material electronically to the Royal Commission should contact Rebecca Grant, at Rebeca.Grant@rcfv.com.au.