



# Royal Commission into the Home Insulation Program

## PRACTICE GUIDELINE 2

### Producing Material to the Royal Commission under Summons or Notice to Produce

#### INTRODUCTION

1. This Practice Guideline sets out the way the Royal Commission will receive material produced under Summons or Notice to Produce. The Royal Commission prefers to receive material in electronic format.
2. Persons producing large numbers of documents should refer to the Document Management Protocol, Federal Court Practice Guideline, CM6, attached, for more technical information.
3. Persons who produce material to the Royal Commission voluntarily are encouraged to comply with this Practice Guideline.
4. This Practice Guideline does not prevent material from being produced to the Royal Commission in hard copy format or as objects

#### PRODUCING ELECTRONIC MATERIAL TO THE ROYAL COMMISSION

5. Where possible, persons should produce electronic material rendered directly to searchable Portable Document Format, ie either by PDF or PDF/A. These should be accompanied by an index clearly referencing the pdf, containing the extracted 'metadata' from those files (for example, details such as the email sent date, sent time, subject line, from, to, cc, bcc).
6. Where persons are unable to provide such material with electronically extracted 'metadata', documents should be provided in the original 'native' file, for example, for emails in a Microsoft Outlook Data File (.pst file). Persons producing such documents should ensure that they produce all parts of the document, for example all parts of the email chain and that the attachments remain attached to the email.
7. Electronic materials that do not lend themselves to conversion to PDF (for example, complex spreadsheets, databases, etc.) may be produced to the Royal Commission in their original 'native' format, or in another format agreed by the Royal Commission. Listed below are some of the preferred formats:
  - a. Text for plain text records;
  - b. TIFF for images such as plans;
  - c. JPEG2000 or JPEG for photos;

- d. MPEG4 for video; and
- e. XLSX or XLS for complex spreadsheets.

Optical Character Recognition is encouraged.

- 8. Where possible, persons should avoid converting 'native' electronic material to paper. Production of electronic material in these formats will ensure that electronic records can be archived and managed for the long-term.

#### **QUERIES**

- 9. For any enquiries or to discuss the application of this Practice Guideline please contact the Office of the Royal Commission at [legal.homeinsulation@ag.gov.au](mailto:legal.homeinsulation@ag.gov.au).

Richard Ian Hanger AM QC  
**Commissioner**  
7 January 2014

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