## Recording the Hearing

Generally, Planning Panels Victoria (PPV) proceedings held in its city offices are not recorded, and proceedings held at other venues rarely recorded. This approach is taken for the following reasons:

* Written submissions and expert witness statements normally provide an adequate written record of the material placed before a Panel; and
* The Panel report should provide an adequate written record of the processes and deliberations used by the Panel to make findings and recommendations.

In exceptional cases the Chair may direct that the Hearing be recorded. Parties who wish proceedings to be recorded must make a request to the Panel before the commencement of the Hearing.

The typical conditions which will be imposed on the use of the recordings are:

* A Master copy will be signed by the Chair as the official version of the recording and this will be kept by the Panel;
* No further copies of the recording are to be made;
* The recording is not to be broadcast or directly quoted in the media (including any website) or in any way other than with the expressed permission of the Chair;
* Any transcript of the recording can only to be made with the consent of the Chair and is to be at the cost of the Party undertaking the transcript;
* Transcribing must be undertaken by an approved transcription service; and
* A copy of the transcript is to be made available to the Panel and to any other party requesting it at no cost.

## Obtaining Transcripts

Parties to PPV proceedings which have been sound recorded or taped by PPV may, at their own cost, arrange to be supplied with a transcript of the proceeding.

Proceeding transcripts may be obtained by the Party who requests it, after taking the following steps.

* Make direct arrangements for transcription of recordings and payment with an approved transcription service.
* Make a written request to PPV which includes name of the transcript service who will transcribe the proceeding.
* PPV will contact the transcription service to arrange collection and return of the recordings.
* The Chair of the Panel will either direct the transcription service to:
* provide an unrevised copy of the transcript marked “Unrevised” direct to you and a copy to PPV; or
* provide a draft copy of the transcript to the Panel who will check its accuracy and then have the transcription service send the revised transcript to you.

If another party requests a copy of the transcript at a later date, the party will be asked to deal directly with the transcript service, who usually charges a copying fee for this service.

## Recommended Suppliers

Auscript Pty Ltd, Lumley House, Level 4 179, Queen Street Melbourne 3000 (9672 5608)

CRS WordWave, Level 3, 221 Queen Street, Melbourne, 3000 (9602 1799)

Court Transcript Services, Level 2 Bank House,11 Bank Place, Melbourne 3000 (9600 2445)

Legal Transcripts, Suite 18, 600 Lonsdale Street, Melbourne, 3000 (9642 0322)

Spark and Cannon, Level 9, 620 Bourke Street, Melbourne, 3000 (9248 5678)

Independent Reporting, 493 Little Bourke Street, Melbourne, 3000 (9642 0946)

## Further Information

Further information about Planning Panels Victoria can be found on the department’s website:

<http://www.dtpli.vic.gov.au/planning/panels-and-committees>