

TASMANIAN PLANNING COMMISSION



Access, Recording & Transcription Policy

August 2026

Version Control

Version no.	Date	Description	Approved by Commission/EC
1.0	13 April 2026	Policy endorsed by Commission	Commission
2.0	3 August 2026	Revisions to clarify policy setting on access to recordings	Commission

This document is available on the website of the Tasmanian Planning Commission at www.planning.tas.gov.au

1.0 Purpose

This Policy outlines the Commission's approach to managing access to recordings and transcriptions of hearings and regulating the participation of persons attending hearings in person, by telephone or online via MS Teams.

The Policy aims to uphold procedural fairness, safeguard participant privacy, and maintain the integrity, transparency and impartiality of the Commission's hearing processes.

2.0 Definitions

Recording	means any audio or video capture of a hearing.
Transcription	means a written record of spoken content from a hearing.
Participant	means any person attending or contributing to a hearing (e.g. a representor, planning authority representative, expert witness or other attendee).
MS Teams	means Microsoft Teams, the Commission's preferred online communication platform for remote participation in hearings via videoconference. Note, the Commission may, from time to time, use 'Zoom' instead for larger hearings.

3.0 Policy Context

The purpose of Commission hearings is to assist the Commission in its statutory assessment, review or determination roles and to provide an opportunity for the parties to fully inform the Commission as part of the process.

While Commission hearings are generally public, except in exceptional circumstances; the use of digital tools such as audio or video recording applications, transcription software, and artificial intelligence note-taking tools increase the risk of unauthorised or inappropriate dissemination of hearing content. Such dissemination may misrepresent spoken evidence, breach privacy, and undermine confidence in the Commission's processes.

To protect personal and sensitive information, and to preserve the integrity of the Commission's processes, it is essential that dissemination of hearing content does not occur without the express approval of the Commission.

Participants must be able to speak freely to the Review delegated Panel about matters raised in their representation or submission, and to have confidence that their verbal contributions including personal information and circumstances will not be published, recorded, transcribed, or shared beyond the hearing environment unless explicitly approved by the Commission in accordance with this Policy.

4.0 Recording and Transcription of Hearings

The Commission records hearings for internal use to support Panel delegates in their decision-making. Recordings enable the Commission to review evidence and information presented at a hearing to assist with the considerations and resolution of issues.

Hearing recordings are not routinely transcribed and are not generally made available to participants or members of the public.

No person attending a hearing, whether in person, by phone, or online via MS Teams is permitted to record or transcribe proceedings.

5.0 Access to Hearing Recordings Before Determination

5.1 Recordings

Access to hearing recordings before the Commission has determined the matter, may be granted on a limited basis.

Participants may request access to all or a part of a hearing recording by submitting a written request to tpc@planning.tas.gov.au, addressed to the Panel Chair. The request must identify the relevant part of the hearing and explain why access is sought, providing clear justification.

Approval is at the discretion of the Panel Chair, who may consult with the Executive Commissioner regarding any issues associated with the request.

In deciding whether to grant access, the Panel Chair will include consideration of the relevance of the request to a representation, the stage of assessment, whether the matter remains under consideration (i.e. a determination has not been made), and fairness to other parties, with overarching regard to maintaining procedural fairness.

Where access is approved by the Panel Chair, the recording will be made available for listening at the Commission's office in Hobart or, where appropriate, alternative arrangements may be made for applicants located outside southern Tasmania.

5.2 Transcripts

If a transcript of part of the recording is requested by a party and if reasonable justification is provided to the Panel Chair, the Chair, may approve the request. A copy of the transcript will be made available to all parties to the hearing.

These arrangements do not override rights or procedures under the *Right to Information Act 2009*.

In addition, sensitive matters to which section 60BA of the *Land Use Planning and Approvals Act 1993* applies in relation to major project assessments must not be disclosed to the public. This prohibition extends to disclosure by publication, during a hearing open to public attendance, or through any other public communication or discussion.

6.0 Access to Hearing Recordings After Determination

6.1 Recordings

Access to hearing recordings after the matter has been determined by the Commission may be granted on a limited basis.

Participants may request access to all or a part of a hearing recording by submitting a written request to tpc@planning.tas.gov.au, addressed to the Executive Commissioner. The request must identify the relevant section of the hearing and reason for seeking access, providing clear justification.

Approval is at the discretion of the Executive Commissioner, who may consult with the Panel Chair who undertook the assessment on any issues associated with the request.

In deciding whether to grant access, the Executive Commissioner will include consideration of the reason for seeking access, and whether granting access might have implications for other parties who participated in the hearing.

Where access is approved, the recording will be made available for listening at the Commission's office in Hobart or, where appropriate, alternative arrangements may be made for applicants located outside southern Tasmania.

6.2 Transcripts

If a transcript for part of the hearing recording is requested by a party and if reasonable justification is provided, the Executive Commissioner may approve the request. The Executive Commissioner will review the transcript and determine whether any party to a hearing referred to in the transcript should be advised of the release of the transcript.

These arrangements do not override rights or procedures under the *Right to Information Act 2009*.

In addition, sensitive matters to which section 60BA of the *Land Use Planning and Approvals Act 1993* applies in relation to major project assessments must not be disclosed to the public. This prohibition extends to disclosure by publication, during a hearing open to public attendance, or through any other public communication or discussion.

7.0 Participation in Hearings

Prior to a hearing, participants will be informed that, by participating in the hearing, they acknowledge and agree that they will not:

- record proceedings by any means,
- transcribe the proceedings, or
- distribute, publish, share or otherwise disseminate any recordings or transcripts of the proceedings without the Commission's approval.

Participants may only speak when invited by the Panel Chair, as would be the case if the person was present in person at the hearing.

The chat function on MS Teams is reserved for technical issues (e.g. sound or camera problems) or logistical matters (e.g. time restrictions) and must not be used for commenting on the subject matter of the hearing.

8.0 Non-Compliance with this Policy

Any unauthorised recording, transcription, publication or dissemination of hearing content constitutes a breach of this Policy.

If the Commission becomes aware that a person is, or has, breached the Policy during a hearing, the Commission may:

- (a) issue a warning, and direct a participant to stop recording or distributing content (e.g. recording or live-streaming)
- (b) refuse to hear or exclude a participant either temporarily or for the remainder of the hearing, mute a participant (online) or require a participant to leave the hearing (in person or online) if their conduct disrupts or undermines, or potentially disrupts or undermines the hearing.

The Panel Chair, and where relevant the Executive Commissioner will determine the appropriate response to any breach of this Policy, having regard to the nature of the conduct.

9.0 Privacy and Information Management

Recordings are securely stored and accessible only to Commission staff.

The Commission protects all personal information in accordance with the *Personal Information Protection Act 2004*. Further detail is available on the Commission's website - <https://www.planning.tas.gov.au/privacy-statement> .

In addition, the Commission's [Representations and Submissions – Protection of Personal Information Policy](#)¹ sets out how we obtain and use personal information received in representations and submissions during assessment and review processes. It describes what personal information will or will not be published on the Commission website.

10.0 Policy Review

The Commission will review this Policy every 12 months, to ensure it continues to support delivery of the Policy's aims and remains relevant to Commission hearing processes.

¹ https://www.planning.tas.gov.au/_data/assets/pdf_file/0004/798484/Representations-and-Submissions-Protection-of-Personal-Information-Policy.pdf