

Provision of duplicate recordings and transcripts of proceedings

The purpose of this document is to set out the Administrative Decisions Tribunal's (ADT) policy for the provision of duplicate recordings and transcripts of proceedings before the Tribunal.

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1 Scope

This policy applies to the provision of duplicate recordings and transcripts in proceedings recorded after 18 January 2008.

2 Purpose

The purpose of the policy is to set out the circumstances in which a party or member of the public is entitled to duplicate recordings or transcripts of ADT proceedings.

3 Definitions

This policy uses the following definitions:

Party(ies) means an applicant, appellant, respondent to an application or appeal filed in the ADT. Party(ies) include persons appointed as a Guardian ad litem or as Counsel assisting the ADT.

Duplicate recording means a sound recording of what was said during a proceeding.

Transcript means a written record, prepared in accordance with legislation, of what was said during a proceeding.

4 Sound recording

Where proceedings are recorded, digital sound recording is used. Sound recording and transcription services are supplied by Reporting Services Branch, NSW Attorney General's Department.

4.1 Duplicate recordings

Duplicate recordings of proceedings are provided in CD format.

4.2 Transcript

Transcripts of proceedings are provided in Rich Text Format (rtf) or hard copy.

5 Provision of duplicate recordings and transcripts to parties

5.1 Duplicate Recordings

Duplicate recordings of proceedings will be given to parties if requested upon payment of the relevant fees unless a transcript has been prepared.

5.2 Transcript

A party will be able to apply to have a transcript only where:

- a transcript has already been prepared at the request of a member; or
- special circumstances exist, for example, the party is a person with a disability; or
- A transcript is required to prepare Appeal Books for an appeal in the Supreme Court or Court of Appeal and a copy of the initiating process in the Supreme Court or Court of Appeal has been provided to the ADT.

An application by a party for a transcript in any other circumstances should be made to the Registrar.

A transcript will be given to a party by email in rtf unless the party is unable to access the transcript in that format in which case a hard copy will be provided.

A transcript of proceedings closed to the public or subject to a suppression order will only be provided in hard copy.

6 Provision of duplicate recordings and transcript to the public

A person who is not a party may apply to the Registrar for a duplicate recording or transcript. The Registrar has a discretion to give access to a duplicate recording or transcript, see rule 42 of the *Administrative Decisions Tribunal Rules 1998*.

7 Fees

A fee is payable for the provision of sound recordings and transcripts from 1 September 2009. Please refer to Schedule 1 to the *Administrative Decisions Tribunal Regulation 2009* for the amount.

A deposit will be required upon the making of an application for sound recording or transcript. The deposit will be the minimum charge for providing the service. Any additional cost will be advised upon the Tribunal receiving the sound recording or transcript and must be paid upon collection.

8 References

Administrative Decisions Tribunal Act 1997

Administrative Decisions Tribunal Regulation 2009

Administrative Decisions Tribunal Rules 1998

9 Document information

Title:	Provision of duplicate recordings and transcripts
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10 Document history

Version	Date	Reason for Amendment
1.0	1/08	Approved for issue
1.1	8/09	Introduction of fees
1.2	8/11	Clarify no sound recording if transcript available