

# Request for Council Meeting Audio Recording

Before completing this form, please note that you can listen free of charge to recent Council Meetings via the City of Launceston website [www.launceston.tas.gov.au](http://www.launceston.tas.gov.au).

Only full Council meeting audio recordings will be provided - sections of the meetings will not be cut out or edited.

**The fee for requesting the supply of a single Council meeting audio recording is \$18.00 (excluding GST).**

## Please print

Title	<input type="text"/>	Given Name	<input type="text"/>		
Surname	<input type="text"/>				
Daytime phone number	<input type="text"/>				
Email	<input type="text"/>				

What is the date of the Council meeting audio recording you require?

Date

Please indicate how you want to receive your recording (please tick one)

- Post       Collect from Customer Service Centre, Town Hall

## Postal address (only required if you would like us to post a copy of the recording to you)

Address	<input type="text"/>				
Suburb	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>

**Recordings are usually provided on a CD or USB, depending on availability and the size of the recording. If you have particular requirements (e.g. file format), please provide details here.** If we are not able to accommodate your request, the audio recording fee will be refunded.

<input type="text"/>
<input type="text"/>
<input type="text"/>

Your Signature \_\_\_\_\_

Date      /      /

**Personal Information Protection Statement**

As required under the *Personal Information Protection Act 2004*

1.	Personal information is managed in accordance with the <i>Personal Information Protection Act 2004</i> and may be accessed by the individual to whom it relates, on request to City of Launceston.
2.	Information can be used for other purposes permitted by the Local Government Act 1993 and regulations made by or under that Act, and, if necessary, may be disclosed to other public sector bodies, agents or contractors of City of Launceston, in accordance with Council's Personal Information Protection Policy (17-Plx-005).
3.	Failure to provide this information may result in your application not being able to be accepted or processed.

<b>File No. SF</b>				
<b>EO</b>		<b>OD</b>		<b>Box</b>
<b>Doc. No.</b>				
<b>Action Officer</b>			<b>Date Received</b>	