

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.

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 \$13.00 (excluding GST).

Please print

Title Given Name

Surname

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

Suburb State Postcode

Daytime phone number

Email

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

Date / /

Your Signature _____

Date / /

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

- Post Collect from Customer Service Centre, Town Hall

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.

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.

File No. SF					
EO		OD		Box	
Doc. No.					
Action Officer			Date Received		