

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 \$21.00 (excluding GST).

Please print

Title		Given Name	
Surname			
Daytime phone number			
Email			

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

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

☐ Post	☐ Collect from Customer Service Centre, Town Hall
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Postal address (only required if you would like us to post a copy of the recording to you)

Address			
Suburb		State	
		Postcode	

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.

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> (the Act) and may be accessed by the individual to whom it relates, on request to the City of Launceston.
2.	Information may be used and disclosed for other purposes permitted by the Act. Personal information may be disclosed to third parties, including other public sector bodies, agents or contractors of the City of Launceston, in accordance with our Personal Information Protection Policy (17-Plx-005) and the Act.
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		

PURPOSE

To provide a digital recording of the whole of a Council meeting.

SCOPE

Applies to any member of the public, requesting a copy of a Council meeting audio recording.

RELATED POLICIES & PROCEDURES

[14-Plx-008 Council Meetings - Audio Recording Policy](#)

DOCUMENT INFORMATION

Reference number	14-Fmx-009
Version	01/07/2026
Review	30/06/2027
Key function	Governance
Document type	Form
Responsible Directorate	Organisational Services Network
Approved by	Senior Leader People Governance and Safety
Action Officer	Team Leader Governance and Information Services
Text search key words	Council meetings audio recordings CD USB

To be communicated to (To be identified by Approver) (Insert ✓ in relevant row)		Department/Area only
		Directorate via Director and Managers
	✓	Specific Areas: • Governance Team • Customer Service
		Organisation-wide
	✓	Website
		Intranet (via a link)

Hard copy distribution	N/A
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