

# 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 \$19.00 (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  /  /

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

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.

<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>		