

The information you provide in completing this application/form is considered 'personal information' for the purposes of the *Privacy and Personal Information Protection Act, 1998*. Coonamble Shire Council collects, stores, accesses, uses and discloses any personal Information you provide in order to facilitate services, customer requests and Council business, in accordance with obligations under the *Privacy and Personal Information Protection Act, 1998* and Council's Model Privacy Management Plan. The retention and disposal of your personal information is governed by the Local Government Record-Keeping Rule GA39. Council takes all reasonable and appropriate steps to protect the privacy of individuals as required by law.

RECORD OF CONVERSATION (FOR DEBT RECOVERY) FORM

Applicant Details Property Owner's Name: Company: Property No: Property Address: Property Owner's Phone No: Property Owner's Mobile No: Property Owner's Email:				
Name: Person's Phone No: Person's Mobile No:	tacted or in contact wit	h you		
Person's Email:				
Rates	Water	Debtors	TOTAL	
\$	\$	\$	\$	
Subject(s) of conversation:_ Summary of conversation: _				



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Action to be taken (specify steps and the individual's response):			
Name of person documenting conversation	Signature	Date	