

# East Gippsland Shire Council

273 Main Street (PO Box 1618)  
Bairnsdale Vic 3875  
Website [www.eastgippsland.vic.gov.au](http://www.eastgippsland.vic.gov.au)  
Email [feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au)  
Follow us on Twitter @egsc



Telephone: (03) 5153 9500  
Fax: (03) 5153 9576  
National Relay Service: 133 677  
Residents' Information Line: 1300 555 886  
ABN: 81 957 967 765

## Emergency Management Community Leave Early/Information Form

If you are leaving early or if you would like to register your whereabouts on any given day or time please fill out this form and leave at the place of registration.

Please print information carefully

Location:	Date: ____/____/____	Time:24hrs
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Family Names	Given Names	Alternate Name (nickname, preferred name)	Relationship (To primary person registering)

Home Address:							
			Postcode				
Postal Address:							
			Postcode				
Phone number: Home:		Work:		Mobile:			
Email address:							

### Destination details

Destination address:							
			Postcode				
Phone number: Home:				Work:		Mobile:	

Signature: _____
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To assist us with our records please register your return home by notifying EGSC Emergency Management Team at [memr@egipps.vic.gov.au](mailto:memr@egipps.vic.gov.au) or by phoning 5153 9500.

**This form is intended to be for advice of emergency agencies only.**

**It is Not Intended to replace the Personal Identification Form (PIF).**

**Person's attending a relief centre may still be required to complete a PIF form to ensure they will be listed on the Red Cross "Register, Find, Reunite" database**

### Privacy Statement

The East Gippsland Shire Council asks for details about you to collect rates, approve permits and licences, and run a range of community services. The information you give to us on this form is used only for the reasons set out in the form and is not given to anybody else. Sometimes we may supply details about you to someone else, but only if we are allowed by law, or to protect someone or property. When information is given out, Council will always try to make sure your privacy is protected in line with the *Privacy and Data Protection Act 2014*. You may ask for more information about Council's Privacy Policy by contacting our Information Privacy Officer on 03 5153 9500 or e-mail [feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au)

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Notes: (include requests for assistance)

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