

East Gippsland Shire Council

273 Main Street (PO Box 1618)
Bairnsdale VIC 3875
Website www.eastgippsland.vic.gov.au
Email feedback@egipps.vic.gov.au
Follow us on Twitter @egsc
Facebook EastGippyShire



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

Request to Speak

Community members wishing to speak to an agenda item or any matter must complete this form by providing details of their name, address and the item on which they would like to speak.

The completed form must be received at Council's Corporate Centre, Bairnsdale by hand delivery, postal delivery or email by 12pm the day of the Council meeting.

East Gippsland Shire Council live streams, records and publishes its meetings via webcasting to enhance the accessibility of its meetings to the broader East Gippsland community. These recordings are also archived and available for viewing by the public or used for publicity or information purposes. At the appropriate times during the meeting, any members of the gallery who are addressing the council will have their image, comments or submissions recorded.

If you have any questions about this form, please contact Governance on 5153 9500.

I would like to speak on an agenda item or any matter about:									
Item number:									
Item name:									
Your name:									
Your postal address:				Postcode					
Email address:									
Mobile phone number:			Home phone number:						
Your address will be included in the Council Meeting minutes, unless you indicate your objection by ticking this box <input type="checkbox"/>									
Signature: _____				Date: ____/____/____					

Rules for requesting to speak on agenda items or any matter

- (1) Community members may be allowed to speak on item/s listed on the agenda for the current Council Meeting or any other matter. Except if it is:
- is considered malicious, defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
 - relates to confidential information as defined in section 3(1) of the *Local Government Act 2020*;
 - relates to the personal hardship of any resident or ratepayer; or
 - relates to any other matter which the Council considers would prejudice the Council or any person.

Privacy Statement

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 Information 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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- (2) Community members will not be able to speak during any period when Council has resolved to close the meeting under section 66(1) of the *Local Government Act 2020*.
- (3) After the community member has spoken there will be no discussion or debate with the attendees however Councillors may ask questions of clarification of the attendee.
- (4) Question time is a regularly scheduled segment at Council meeting and is restricted to up to 30 minutes, maximum five minutes allocated to each person or such time as allowed by the Mayor.
- (5) The person in addressing the Council:
 - must confine their address allocated of time;
 - shall extend due courtesy and respect to the Council and the processes under which it operates; and
 - shall take direction from the Chair whenever called upon to do so.
- (5) Management of all aspects of the Request to Speak process will be at the discretion of the Mayor.

Submitting your application:

Mail	Post the signed, completed form to: PO Box 1618 BAIRNSDALE VIC 3875
Electronic	Email to feedback@egipps.vic.gov.au
In Person	Bring the completed form and supporting documents to any of the following locations: Service Centre Opening Hours: 8:30am to 5:00pm. Monday to Friday Corporate Centre: 273 Main Street, Bairnsdale. Lakes Entrance Service Centre: 18 Mechanics Street. Omeo Service Centre: 179 Day Avenue. Orbost Service Centre: 1 Ruskin Street. Paynesville Service Centre: 55 The Esplanade. Mallacoota Service Centre Opening Hours: Monday and Tuesday 10.00 am to 2.00 pm; Wednesday, Thursday, Friday 2.00 pm to 5.00 pm Mallacoota Service Centre: 70 Maurice Avenue

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