

East Gippsland Shire Council

273 Main Street (PO Box 1618)
Bairnsdale VIC 3875
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Fax (03) 5153 9576
National Relay Service 133 677
Residents' Information Line 1300 555 886
ABN 81 957 967 765

Rules for Public Question Time

- (1) Question time is a regularly scheduled segment at Ordinary Meetings of Council and is restricted to 15 minutes or such time as allowed by the Mayor.
- (2) The person named on the form as submitting the question must be at the meeting or have a representative present. The person submitting the question must notify the Chief Executive Officer (CEO) of the name of their representative, in writing, by no less than four hours before the meeting's published commencement time on the day of the Ordinary Meeting.
- (3) There will be only two questions per person at each meeting. A question may only be split into a maximum of two parts and all parts of the question must be relevant to the same subject of enquiry.
- (4) The Mayor will invite submitters to read out their question. The submitter must read their question as written. If the submitter does not wish to read their question, the CEO will read it to those present at the meeting on their behalf.
- (5) There will be no debate on questions asked.
- (6) If a question cannot be answered by the CEO or another senior officer present at the meeting, a written response will be prepared in accordance with the service standard for written correspondence set out in Council's Customer Response Policy (within 10 business days, or within 30 business days in relation to a complex or sensitive matter).
- (7) The Mayor reserves the right to *not accept* a question if it:
 - a) is improper, trivial, minor, repetitious, objectionable in language or substance, or should be more properly directed to another organisation or body; or
 - b) it concerns matters deemed to be confidential information under section 77 of the *Local Government Act 1989*.
See L7.54 (10) of Local Law No. 1 – Procedures for Council Meetings, for a full list of exclusions.

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

Bairnsdale Service Centre: 24 Service Street.
Bairnsdale Business Centre: 34 Pyke Street.
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

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)