

East Gippsland Shire Council

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

Citizens wishing to speak to an agenda item 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 no less than four hours before the meeting's published commencement time on the day of the Ordinary or Special Meeting of Council, or handed to the Council officer on duty fifteen minutes before the meeting's published commencement time on the day of the Ordinary or Special Meeting.

East Gippsland Shire Council live streams, records and publishes its meetings via webcasting to make its meeting more accessible to the East Gippsland community. These recordings are also stored 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 Peter Cannizzaro, General Manager Business Excellence on 5153 9500.

I would like to speak on an agenda item about (please tick one):				
<input type="checkbox"/> a Notice of Motion or Rescission (Item 2)	<input type="checkbox"/> an item of Deferred Business (Item 3)			
<input type="checkbox"/> an Officer's Report (Item 5)				
Item number:				
Item name:				
Your name:				
Your postal address:			Postcode	
Your name and address will be included in the Council Meeting minutes, unless you indicate your objection by ticking this box <input type="checkbox"/>				
Signature: _____			Date: ____/____/2019	

Rules for Requesting to Speak on Agenda Items

- (1) Citizens may be allowed to speak on item/s listed on the agenda for the current Ordinary or Special Meeting of Council that relate to Notices of Motion and/or Rescission, Deferred Business or Officer's Reports. Some exceptions apply, i.e:

Exceptions:

- Planning applications that have been the subject of a Planning Consultation Meeting.

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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- Items previously subject to a consultation process undertaken under section 223 of the *Local Government Act 1989* where no substantial or material changes have been recommended from the Section 223 process.
- (2) Requests to Speak will be heard before the responsible Council officer presents the relevant agenda item (if appropriate) and Council considers it.
 - (3) Citizens will be heard only. This segment provides no opportunity for questions to be considered by the Chair, councillors or staff, or debate to occur with the Chair and/or councillors. At the discretion of the Chair, questions from councillors seeking clarification or additional detail may be permitted.
 - (4) In general, each speaker will be allowed no more than five minutes.
 - (5) Whether or not a citizen is allowed to speak will be at the discretion of the Chair.
 - (6) Management of all aspects of the Request to Speak process will be at the discretion of the Chair.

Meaning of words that may not be familiar

Rescission: The unmaking of a contract between parties or the unwinding of a transaction. This is done to bring the parties, as far as possible, back to the position they were in before they entered into a contract.

Deferred: Put off an action or event to a later time; postpone.

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 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

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: 70 Maurice Avenue

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