

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
ABN 81 957 967 765

Public Question Time

Community members wishing to ask a question at a Council meeting must complete this form by providing details of their name, address and the question they wish to ask.

The completed form must be received at Council's Corporate Centre via hand delivery, postal delivery, or email by no less than four hours before the meeting's published commencement time on the day of the Council meeting or handed to the Council officer on duty fifteen minutes before the meeting's published commencement time on the day of the Council meeting. Questions submitted in video must be received at the Council's Corporate Centre by midday the day before the published day of the 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.

Name:	
Postal address:	
Email address:	
Mobile phone number:	Home phone number:
Your name and address will be included in the formal Council Meeting minutes, unless you indicate you do not wish this to happen by ticking this box - <input type="checkbox"/>	
Question:	
Signature: _____ Date: ____/____/____	

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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Rules for Public Question Time

- (1) 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.
- (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 Council meeting.
- (3) No more than two questions will be accepted from any person at anyone 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 or delegate will read it to those present at the meeting on their behalf.
- (5) There will be no discussion or debate with the attendees to Open Forum, however Councillors may ask questions of clarification of the attendee.
- (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) Questions as part of open forum may be on any matter except if it:
 - 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*; or
 - is outlined in Governance Rules at Section 7.2 Open Forum and Question of Council guidelines.

The Mayor reserves the right to cease a question or submission as part of open forum if they deem the question or submission inappropriate.

Submitting your question:

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: 9.00am 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 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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