

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



Telephone: (03) 5153 9500
Fax: (03) 5153 9576
National Relay Service : 133 677
ABN: 81 957 967 765

Invitation Request for Mayor and Councillors

- Invitations to be received a minimum of 2 weeks prior to the event if possible.
- Mayor to be invited in the first instance as official spokesperson for Council. If the Mayor is unable to attend a delegate will be provided.
- Invitations will be forwarded to the Councillor Support Officer for diary management and you will receive an email with confirmation of attendance in due course.

Contact Details:

Name of organisation: (if applicable)								
Contact person name:								
Postal address:								
				Postcode				
Phone number:	Mobile: (preferred)		Work:					
Email address:								

Event Details:

Name of event:	
Event date: ____/____/____	
Event start time: ____ ☐ am ☐ pm	Event finish time: ____ ☐ am ☐ pm
Who is being invited: ☐ Mayor (official spokesperson for Council) ☐ Mayor and Councillors	
Official Duties requirements: ☐ Speech ☐ Official Duties, e.g. ribbon cutting: _____ ☐ Not applicable	
Speech start time: ____ ☐ am ☐ pm	Official Duties start time: ____ ☐ am ☐ pm
Estimated speech time:	
RSVP date: ____/____/____	

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 submitting documents to Council you are confirming that you have authority to use those documents. In the event that the giving of notice is required pursuant to Section 52 of the Planning and Environment Act 1987, you permit documents submitted as part of this application, including your full contact information to be made available for public viewing on Council's website

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

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Location or venue of event: (please provide address if known)								
				Postcode				
Description of event including background information to assist with speech notes: (attach flyer if applicable)								

Applicant signature:	
Name:	Date: ____ / ____ / ____

Submitting your application:

Electronic	Fax to 03 5153 9576 Email to feedback@egipps.vic.gov.au	
Mail	Post the signed, completed form together with any applicable fees or copies of any documentation to; PO Box 1618 BAIRNSDALE VIC 3875.	
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.	Bairnsdale Corporate Centre: 273 Main Street. 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
	Mallacoota Service Centre Opening Hours: Monday and Tuesday 10.00am to 2.00pm Wednesday, Thursday, Friday 2.00pm to 5.00pm	

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