

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 first name:	Surname:
Postal address:	
	Postcode:
Contact number:	
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: ____/____/____	
Location or venue of event: (please provide address if known)	
	Postcode:

Collection Notice

East Gippsland Shire Council collects information provided by you in this form to consider your invitation request for Councillors to attend an event. East Gippsland Shire Council will only disclose your personal contact information to a third-party where required to do so by law. Information shared in this situation will be in accordance with the requirements of the Privacy and Data Protection Act 2014. If incorrect information or details are provided Council will be unable to assist you with this request. For more information on Council's Privacy Policy, please visit Council's *Privacy Statement* on our website or email feedback@egipps.vic.gov.au if you have any questions. AUG 26

Description of event including background information to assist with speech notes: (attach flyer if applicable)

Signature:

Name:

Date: ____ / ____ / ____

Office Use Only:

CS Stamp:

IM Stamp:

Contact Council

-  **Phone:** 03 5153 9500
-  **Email:** feedback@egipps.vic.gov.au
-  **Website:** eastgippsland.vic.gov.au
-  **Mail:** PO Box 1618, Bairnsdale VIC 3875

Customer Service Centres:

- **Bairnsdale:** 273 Main Street
- **Lakes Entrance:** 18 Mechanics Street
- **Mallacoota:** 70 Maurice Avenue
- **Omeo:** 179 Day Avenue
- **Orbost:** 1 Ruskin Street
- **Paynesville:** 55 Esplanade

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