

Application to Inspect Prescribed Documents

If you would like to express your interest to inspect prescribed documents, you must make a written application complete and submit this form. When you have completed the form, please return it via one of the below methods:

1. **Email Address:** *governance@casey.vic.gov.au*
2. **Address:** *The Governance Department
2 Patrick NE Drive
Narre Warren VIC 3805*

Please Refer to the Part II Statement for further information.

The following documents are available by inspection only:

Local Government (General) Regulations 2015 – Regulation 12		
Regulation 12(a)	The Travel Register with Council Officer's names <i>(Note: The travel register without Council Officer's names is available on the Council Website)</i>	
Regulation 12(b)	The Agenda and Minutes of ordinary, special meetings of Council (for the previous 12 months) <i>(Note: Council publishes the minutes of the Meetings from 2009 to the present date on the Council Website)</i>	
Regulation 12(c)	Minutes of special committees <i>(Note: these are available on the Council Website)</i>	
Regulation 12(d)	Register of Delegations	
Regulation 12(e)	Register of Lease and Licence Agreements with Council as the Lessor	
Regulation 12(f)	Register of authorised officers under section 224(1A) of the Act	
Regulation 12(g)	List of donations and grants made by Council in the previous 12 months	

Local Government Act 1989 Right of Inspection – Section 222		
Section 24B	The exhibition voters' roll for a Council election for a period of 5 working days ending at 4pm on the entitlement date	
Section 75B	A copy of Council's policy in relation to the reimbursement of expenses for Councillors and members of Council committees. <i>(Note: available on the Council Website)</i>	
Section 81(10)	Register of interests – returns lodged by Councillors, Members of Special Committees and Nominated Council Officers	

The below documents are also required to be available for Public inspection, and are currently published on the Council Website:

- Councillor Code of Conduct
- Copies of Local Laws operative within Casey
- Copies of any quality or cost standards that have been adopted by Council
- Copies of the Preliminary and Final Reports from the last Electoral Representation Review
- A copy of the current:
 - Council Budget
 - Strategic Resource Plan (incorporated in the budget)
 - Annual Report and the associated Auditors Report on the Financial Statements
 - Council Plan
 - Differential rate (addressed in Casey's Revenue and Rating Strategy)
 - Election (Caretaker) Period Policy (*Casey's Elections Policy*)
 - Procurement Policy
 - Best Value Standards

If you would like to inspect these documents at the Council Office, please indicate the document below:

Applicant's Details

Inspection of the documents is between the hours of 9am-5pm by appointment. Please note that Council cannot guarantee inspection without an appointment.

Name:

Address:

Phone number:

Email Address:

Please select the day/s you prefer for the appointment

Monday

Tuesday

Wednesday

Thursday

Friday

Signed

Dated

City of Casey is committed to protecting your privacy. Your personal information will be handled in accordance with the Privacy and Data Protection Act 2014. All personal information collected by the City of Casey will only be used for the purpose outlined within our Privacy Policy. Council's Privacy Policy is available from our website www.casey.vic.gov.au and all Council Customer Service Centres. For further information about how Council manages and uses your personal information or how you can access and/or amend your personal information please contact Council's Privacy Officers via our website www.casey.vic.gov.au or by calling on 9705 5200.