



Application to Inspect Publicly Available Documents

To express your interest to inspect publicly available documents at the Council office, you must make a written application by completing and submitting this form. Please return the completed form 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 Council's [Part II Statement](#) for further information on publicly available documents.

The following documents are available by inspection only:

Document name	Notes	Indicate with an 'X' the document you would like to access
Travel Register with Council Officer's names.	<i>The Travel Register <u>without</u> Council Officer's names is publicly available on the Council Website.</i> <i>If you wish to view the Travel Register <u>with</u> Council Officer names, please indicate with an 'X' in the following column.</i>	
Council Meeting Agenda and Minutes of ordinary, special meetings of Council.	<i>Council Agenda and Minutes are publicly available on the Council website from 2009 to the current meeting.</i> <i>If you wish to view the previous 12 months of agendas and minutes at the Council Offices, please indicate with an 'X' in the following column. Please note that no additional information is included than that provided on the Council website.</i>	
Summary of Personal Interests Returns Declarations Register.	<i>The Summary of Personal Interests Returns Declarations Register is publicly available on the Council Website.</i> <i>If you wish to see the Summary of Personal Interests Returns Declarations Register at the Council Offices, please indicate with an 'X' in the following column. Please note that no additional information is included than that provided on the Council website.</i>	

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

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.