

Application to Inspect Prescribed Documents

Local Government Act 1989 Right of Inspection - Section 222 Local Government (General) Regulations 2015 - Regulation 12

A person wishing to view Prescribed Documents must make a written application to the Chief Executive Officer of the City of Greater Dandenong by completing this form and forwarding it to Manager Governance, PO Box 200, Dandenong, 3175 or governance@cgd.vic.gov.au.

Please use block capitals when completing this form:

Surname: **Given Names:**

Address:
(include
Postcode)

Email:

Telephone: 1. 2.

Upon receipt of this form you will be contacted to arrange a suitable time to view the Register(s). Photo identification will be required at the time of inspection.

Details of Prescribed Document(s) you require access to :

(Please
attached
extra
pages if
insufficient
space is
provided)

I, the undersigned, apply under Section 222 of the Local Government Act 1989, to the Council of the City of Greater Dandenong to inspect the above mentioned Prescribed Document(s) maintained under Regulation 12 of the Local Government (General) Regulations 2015 :

Signature:

Date:

Office Use Only:

CEO Acknowledgement and Date:

Photo identification sighted by :

LOCAL GOVERNMENT (GENERAL) REGULATIONS 2015 - Regulation 12

Documents to be made available for public inspection

For the purposes of section 222 of the Act, the following are prescribed documents if they are not published on the Internet website of the Council—

- (a) a document containing details of overseas or interstate travel (other than interstate travel by land for less than 3 days) undertaken in an official capacity by any Councillor or member of Council staff in the previous 12 months, including—
 - (i) the name of the Councillor or member of Council staff; and
 - (ii) the dates on which the travel began and ended; and
 - (iii) the destination of the travel; and
 - (iv) the purpose of the travel; and
 - (v) the total cost to the Council of the travel, including accommodation costs;
- (b) the agendas for, and minutes of, ordinary and special meetings held in the previous 12 months which are kept under section 93 of the Act, other than those agendas and minutes relating to a part of a meeting which was closed to members of the public under section 89 of the Act and are confidential information within the meaning of section 77(2) of the Act;
- (c) the minutes of meetings of special committees established under section 86 of the Act and held in the previous 12 months, other than those minutes relating to a part of a meeting which was closed to members of the public under section 89 of the Act and are confidential information within the meaning of section 77(2) of the Act;
- (d) a register of delegations kept under sections 87(1) and 98(4) of the Act, including the date on which the last review took place under sections 86(6) and 98(6), respectively, of the Act;
- (e) a document containing details of all leases involving land which were entered into by the Council as lessor, including the lessee and the terms and the value of the lease;
- (f) a register maintained under section 224(1A) of the Act of authorised officers appointed under that section;
- (g) a list of donations and grants made by the Council in the previous 12 months, including the names of persons who, or bodies which, have received a donation or grant and the amount of each donation or grant.