

Under the Local Government Act 1989 and Local Government (General) Regulations 2015 Section 12, certain documents must be made available for inspection. All documents may be inspected at Mansfield Shire Council, 33 Highett Street, Mansfield, with some being accessible via Council's website.

It is usually best to make an appointment to arrange an inspection of a document. In some instances, requests may need to be made in writing. Please contact Council on (03) 5775 8555 to arrange a viewing time.

Legislative Provision (Local Government Act 1989)	Document	Published on website	Available from Council Kiosk	Prescribed form for inspection	Inspection only	Copy available	Limited inspection rights
Section 24B	Certified voters roll				✓		✓
Section 62A	Election campaign donation returns lodged by Candidates at the previous election	✓				✓	
Section 75B	Councillors' Expenses and Reimbursement Policy	✓				✓	
Section 76C	Councillors' Code of Conduct and Councillor Charter	✓	✓			✓	
Section 81(10)	Register of Interests			✓	✓		
Section 94(6)	If a Council passes a resolution to reappoint a person as its Chief Executive Officer without advertising the position, the Council must make details of the person's proposed total remuneration as Chief Executive Officer under the new contract available for public inspection within 14 days after the passing of the resolution.				✓		✓
Section 120	Community Local Laws	✓	✓			✓	
Section 125(11)	Council Plan	✓	✓			✓	
Section 126(4)	Strategic Resource Plan (appended to Council Plan)	✓	✓			✓	
Section 130(9)	Council Budget (adopted or revised) for current financial year	✓	✓			✓	
Section 133(3)	Annual Report	✓	✓			✓	
Section 161(3)	Differential Rate	✓				✓	
Section 186A	Procurement Policy	✓				✓	
Section 208F	Best Value Program – quality and cost standards					✓	

Legislative Provision (Local Government (General) Regulations 2015)	Document	Published on website	Available from Council Kiosk	Prescribed form for inspection	Inspection only	Copy available	Limited inspection rights
Regulation 12(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.		✓		✓		
Regulation 12(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.	✓	✓			✓	
Regulation 12(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.		✓		✓		
Regulation 12(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 section 86(6) and 98(6), respectively, of the Act.		✓		✓		
Regulation 12(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.		✓		✓		
Regulation 12(f)	A register maintained under section 224(1A) of the Act of authorised officers appointed under that section.		✓		✓		
Regulation 12(g)	A list of donations and grants made by 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 received.		✓		✓		