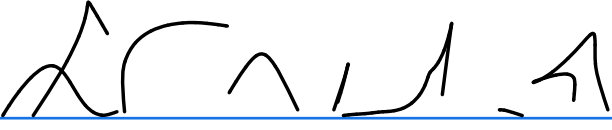


## Written declaration on completion of Mayoral training

I, Cr Louise Crawford hereby declare that I have completed the mandatory mayoral training within one month of being elected as mayor on Thursday 12 and Friday 13 December 2024.

Attached is a record of completed training activities which demonstrates that I have completed the mandatory mayoral training as required.

Signature of councillor	 <a href="#">Louise Crawford (Dec 24, 2024 12:16 GMT+10)</a>
Date	<b>Dec 24, 2024</b>

I, Brian Tee, Acting Chief Executive Officer of City of Port Phillip, confirm that I have witnessed the making of this declaration.

Signature of CEO	<i>Brian Tee</i>
Date	<b>Dec 24, 2024</b>

## Record of completed training activities for Mayoral training

<b>Councillor name:</b>					
<b>Training matter</b>	<b>Date</b> (Activities must be completed within one month of being elected to the role)	<b>Activity description / title</b> (Course title)	<b>Activity format</b> (Such as Workshop, seminar, conference, course, etc.)	<b>Activity provider</b> (If relevant)	<b>Supporting evidence to support completion</b> (Enrolment record, receipts, attendance records, presentation notes, etc.)
1. Roles and responsibilities	<ul style="list-style-type: none"> <li>• Thurs 12 Dec 2024</li> <li>• Thurs 12 Dec 2024</li> <li>• Thurs 12 Dec &amp; Friday 13 Dec 2024</li> </ul>	<ul style="list-style-type: none"> <li>• The relationship between the Mayor and CEO</li> <li>• Roles, responsibilities and support for the Mayor and Deputy Mayor</li> <li>• The roles and powers of the Mayor and Deputy Mayor</li> <li>• Understanding the powers and duties associated with the positions</li> <li>• Working as a leadership team with elected councillors</li> <li>• The support available to the mayor and deputy mayor</li> </ul>	<ul style="list-style-type: none"> <li>• Course</li> </ul>	<ul style="list-style-type: none"> <li>• MAV</li> </ul>	<ul style="list-style-type: none"> <li>• Enrolment record</li> </ul>

<p>2. Chairing meetings</p>	<ul style="list-style-type: none"> <li>• Thurs 12 Dec 2024</li> <li>• Thurs 12 Dec &amp; Friday 13 Dec 2024</li> </ul>	<ul style="list-style-type: none"> <li>• Effectively chairing meetings</li> <li>• Assisting the CEO in agenda development</li> <li>• Preparing for meetings by understanding key issues</li> <li>• Role of the Chairperson in facilitating debate and managing time</li> <li>• Applying the Council's Governance Rules during meetings</li> <li>• Managing CEO Performance and setting strategic objectives and Key Performance Indicators (KPIs)</li> <li>• Supporting the Development of the CEO</li> </ul>	<ul style="list-style-type: none"> <li>• Course</li> </ul>	<ul style="list-style-type: none"> <li>• MAV</li> </ul>	<ul style="list-style-type: none"> <li>• Enrolment records</li> </ul>
<p>3. Engagement and advocacy</p>	<ul style="list-style-type: none"> <li>• Thurs 12 Dec 2024</li> <li>• Thurs 12 Dec &amp; Friday 13 Dec 2024</li> </ul>	<ul style="list-style-type: none"> <li>• Acting as Council's principal spokesperson.</li> <li>• The Mayor as principal spokesperson for the council</li> <li>• Speaking to the media</li> </ul>	<ul style="list-style-type: none"> <li>• Presentation</li> <li>• Conference</li> </ul>	<ul style="list-style-type: none"> <li>• MAV</li> </ul>	<ul style="list-style-type: none"> <li>• Enrolment records</li> </ul>

		<ul style="list-style-type: none"> <li>• Managing social media as mayor</li> <li>• Effective advocacy and representation</li> <li>• Ceremonial and civic functions</li> <li>• Community engagement</li> </ul>			
4. Leadership	<ul style="list-style-type: none"> <li>• Thurs 12 Dec 2024</li> <li>• Thurs 12 Dec &amp; Friday 13 Dec 2024</li> </ul>	<ul style="list-style-type: none"> <li>• Helping Councillors understand and perform their role</li> <li>• Helping councillors understand and perform their role</li> <li>• Helping the Councillor group work together</li> <li>• Helping resolve conflict and disputes</li> <li>• Supporting individual councillors, especially first-term members</li> <li>• Providing guidance and maintaining relationships</li> <li>• Promoting behaviour among Councillors consistent with the Model Code of Conduct</li> </ul>	<ul style="list-style-type: none"> <li>• Presentation</li> <li>• Conference</li> </ul>	<ul style="list-style-type: none"> <li>• MAV</li> </ul>	<ul style="list-style-type: none"> <li>• Enrolment records</li> </ul>










# Cr Louise Crawford Mayoral Induction Attestation

Final Audit Report

2024-12-24

Created:	2024-12-24
By:	Eden Aspinall (Eden.Aspinall@portphillip.vic.gov.au)
Status:	Signed
Transaction ID:	CBJCHBCAABAArjjPoKg-4kzQz5UcsK6nMsfeOiXBvZh2

## "Cr Louise Crawford Mayoral Induction Attestation" History

-  Document created by Eden Aspinall (Eden.Aspinall@portphillip.vic.gov.au)  
2024-12-24 - 1:53:27 AM GMT
-  Document emailed to louise.crawford@portphillip.vic.gov.au for signature  
2024-12-24 - 1:54:25 AM GMT
-  Email viewed by louise.crawford@portphillip.vic.gov.au  
2024-12-24 - 2:15:48 AM GMT
-  Signer louise.crawford@portphillip.vic.gov.au entered name at signing as Louise Crawford  
2024-12-24 - 2:16:31 AM GMT
-  Document e-signed by Louise Crawford (louise.crawford@portphillip.vic.gov.au)  
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-  Document emailed to Brian Tee (brian.tee@portphillip.vic.gov.au) for signature  
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-  Agreement completed.  
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