



Written declaration on completion of Mayoral training

I, Cr Bryan Mears hereby declare that I have completed the mandatory mayoral training within one month of being elected as 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	 Bryan Mears (Jan 8, 2025 13:35 GMT+11)
Date	Jan 8, 2025

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

Signature of CEO	 Kylie Bennetts (Jan 8, 2025 13:49 GMT+11)
Date	Jan 8, 2025

Record of completed training activities for Mayoral training

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

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

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










Cr Bryan Mears Deputy Mayor Induction Attestation

Final Audit Report

2025-01-08

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