


Written declaration on completion of Councillor induction training

I, Cr Alex Makin hereby declare that I have completed the mandatory Councillor induction training within four months of having taken the oath/ affirmation of office on 14 November 2024.

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

Signature of councillor	 <u>Alex Makin (Mar 5, 2025 13:55 GMT+11)</u>
Date	Mar 5, 2025

I, Chris Carroll, Chief Executive Officer of Port Phillip City Council, confirm that I have witnessed the making of this declaration.

Signature of CEO	 <u>Chris Carroll (Mar 6, 2025 12:23 GMT+11)</u>
Date	Mar 6, 2025

Record of completed training activities for Councillor induction and professional development training

Councillor name:					
Training matter	Date (Activities must be completed within four months of taking the oath of affirmation of office)	Activity description / title (Course title)	Activity format (Such as Workshop, seminar, conference, course, etc.)	Activity provider (If relevant)	Evidence to support completion (Enrolment record, receipts, attendance records, presentation notes, etc.)
1. Working together in a Council	Wed 13 Nov 2024	Start with why	Workshop	ALA	Attendance records
	Wed 13 Nov 2024	Exercising leadership	Workshop	ALA	Attendance records
	Thu 14 Nov 2024	High performing team – success beyond success	Workshop	ALA	Attendance records
	Thu 14 Nov 2024	What makes a successful team	Presentation	ALA	Attendance records
	Thu 14 Nov 2024	Local Government Fundamentals and Essentials	Presentation	Maddocks	Attendance records
	Fri 15 Nov 2024	High performing team – success beyond success	Workshop	ALA	Attendance records
	Wed 20 Nov 2024	Cr Contact Guidelines	Briefing	City of Port Phillip	Attendance records
2. Decision making, integrity and accountability	Thu 14 Nov 2024	Local Government Fundamentals and Essentials	Presentation	Maddocks	Attendance records Calendar entry
	Wed 27 Nov 2024	Council Meeting Procedures	Presentation / workshop	City of Port Phillip	Attendance records
	Wed 29 Jan 2025	Fraud and Corruption Framework	Briefing	City of Port Phillip	Informal meetings of Council form

	Wed 27 Nov 2020	Council Meeting Procedures	Training session	City of Port Phillip	Informal meetings of Council form
	Before 28 Feb 2025	Fraud and corruption awareness and prevention	Online MyPath module	City of Port Phillip	MyPath reporting
3. Community representation	Wed 13 Nov 2024	Understanding and responding to the needs of the municipality	Presentation	City of Port Phillip	Attendance records
4. Strategic planning and financial management	Thu 14 Nov 2024	Introduction to Strategic Planning	Presentation	City of Port Phillip	Attendance records
	Fri 15 Nov 2024	Introduction to Financial Management	Presentation	City of Port Phillip	Attendance records
5. Conduct	Thu 14 Nov 2024	Local Government Fundamentals and Essentials	Presentation	Maddocks	Attendance records
	Wed 4 Dec 2024	OHS Annual Update	Briefing	City of Port Phillip	Informal meeting of Councillors form
	Mon 9 Dec 2024	Local Government Fundamentals and Essentials	In-person presentation and recording	Maddocks	Calendar invites and recording viewer audit
	Before 28 Feb 2025	Sexual harassment at work	Online MyPath module	City of Port Phillip	MyPath reporting
		Creating a child safe Port Phillip	Online MyPath module	City of Port Phillip	MyPath reporting
6. Land use Planning	Fri 15 Nov 2024	Council's Role as a Responsible Authority	Presentation	City of Port Phillip	Attendance records
7. Other training determined as mandatory by the CEO	Fri 15 Nov 2024	Media and Social Media	Presentation	City of Port Phillip	Attendance records
	Before 28 Feb 2025	Security Awareness	Online MyPath Module	City of Port Phillip	MyPath reporting
		S.C.A.M fundamentals	Online MyPath Module	City of Port Phillip	MyPath reporting
		Privacy awareness	Online MyPath Module	City of Port Phillip	MyPath reporting











Councillor Induction Attestation - Cr. Alex Makin

Final Audit Report

2025-03-06

Created:	2025-03-05
By:	Leanna Kane (Leanna.Kane@port Phillip.vic.gov.au)
Status:	Signed
Transaction ID:	CBJCHBCAABAAGTAIhNMHJKfdL75vJPkeqC9USKFIAZY8

"Councillor Induction Attestation - Cr. Alex Makin" History

-  Document created by Leanna Kane (Leanna.Kane@port Phillip.vic.gov.au)
2025-03-05 - 2:24:04 AM GMT
-  Document emailed to alex.makin@port Phillip.vic.gov.au for signature
2025-03-05 - 2:25:29 AM GMT
-  Email viewed by alex.makin@port Phillip.vic.gov.au
2025-03-05 - 2:46:51 AM GMT
-  Signer alex.makin@port Phillip.vic.gov.au entered name at signing as Alex Makin
2025-03-05 - 2:55:36 AM GMT
-  Document e-signed by Alex Makin (alex.makin@port Phillip.vic.gov.au)
Signature Date: 2025-03-05 - 2:55:38 AM GMT - Time Source: server
-  Document emailed to chris.carroll@port Phillip.vic.gov.au for signature
2025-03-05 - 2:55:39 AM GMT
-  Email viewed by chris.carroll@port Phillip.vic.gov.au
2025-03-05 - 3:23:36 AM GMT
-  Signer chris.carroll@port Phillip.vic.gov.au entered name at signing as Chris Carroll
2025-03-06 - 1:23:31 AM GMT
-  Document e-signed by Chris Carroll (chris.carroll@port Phillip.vic.gov.au)
Signature Date: 2025-03-06 - 1:23:33 AM GMT - Time Source: server
-  Agreement completed.
2025-03-06 - 1:23:33 AM GMT