

## Written declaration of completion – Mayor / Deputy Mayor training

I, Cr (full name) \_\_\_\_\_, declare that I have completed the mandatory Mayor / Deputy Mayor training within one month of being appointed on (date) \_\_\_\_\_.

Attached is a record of training completed by me to demonstrate I have met the requirements of s.27A of the *Local Government Act 2020* and Reg. 4A of the *Local Government (Governance and Integrity) Regulations 2020*.

Signature of councillor	
Date	

I, (full name) \_\_\_\_\_, Chief Executive Officer of (council) \_\_\_\_\_,

Confirm that I have witnessed the making of this declaration.

Signature of CEO	
Date	

**Declaration: Mayor / Deputy Mayor training**

Date you were appointed as Mayor / Deputy Mayor: \_\_\_\_\_

Matter prescribed by the Local Government (Governance and Integrity) Regulations 2020	Date of completion	Name of the training	Training format	Who delivered the training?	Records proving completion of training
<i>Example only:</i>  <i>The role of Mayor / Deputy Mayor</i>	<i>12 December 2024</i>	<i>Understanding your role</i>	<i>In person with a copy of the presentation provided to me</i>	<i>Council's governance lawyers and Council's Director Corporate Services</i>	<i>Email confirming attendance from the trainer</i>
<b>Roles and responsibilities of a Mayor / Deputy Mayor</b> Knowledge about the roles and responsibilities of the Mayor / Deputy Mayor and support for the roles					
<b>Chairing meetings</b> Knowledge and skills related to the Mayor's role as the Chair of council meetings					

<p><b>Engagement and advocacy</b></p> <p>Knowledge and skills related to the role as the principal spokesperson for the council and the leader of civic and ceremonial duties</p>					
<p><b>Leadership</b></p> <p>Knowledge and skills related to the Mayor's role as the leader of the elected body of councillors</p>					
<p><b>Other training relating to the role of the Mayor / Deputy Mayor which the CEO determined should be completed</b></p>					

### Written declaration of completion – Councillor induction training

I, Cr (full name) \_\_\_\_\_, declare that I have completed the mandatory Councillor Mayor training within four months of taking the Oath / Affirmation of Office on (date) \_\_\_\_\_.

Attached is a record of training completed by me to demonstrate I have met the requirements of s.32 of the *Local Government Act 2020* and Reg. 6 of the *Local Government (Governance and Integrity) Regulations 2020*.

Signature of councillor	
Date	

I, (full name) \_\_\_\_\_, Chief Executive Officer of (council) \_\_\_\_\_,

Confirm that I have witnessed the making of this declaration.

Signature of CEO	
Date	

**Declaration: Councillor Induction training**

Date you took Oath / Affirmation of Office: \_\_\_\_\_

<b>Matter prescribed by the Local Government (Governance and Integrity) Regulations 2020</b>	<b>Date of completion</b>	<b>Name of the training</b>	<b>Training format</b>	<b>Who delivered the training?</b>	<b>Records proving completion of training</b>
<i>Example only:  Working together in a Council</i>	<i>12 December 2024</i>	<i>Who are we and what makes us tick?</i>	<i>In person workshop</i>	<i>Team Builders Inc.</i>	<i>Certificate of completion provided by the trainer</i>
<b>Working together in a council</b>  Activities to build relationships, connection and trust to enable the Council to work in a constructive, and respectful environment  Knowledge and skills to support councillors to understand and differentiate between roles of the Council, councillors and council staff					

<p><b>Decision making, integrity and accountability</b></p> <p>Knowledge and skills to build understanding of good governance, how councils make decisions, respectful debating practices, how council meetings work and to support ethical and lawful decision making</p>					
<p><b>Community representation</b></p> <p>Knowledge and skills to support councillors to understand representing their entire municipal community</p>					
<p><b>Strategic planning and financial management</b></p> <p>Knowledge and skills to support councillors to understand their role in setting the strategic direction of the Council and ensuring its long-</p>					

term financial sustainability					
<b>Conduct</b> Knowledge and skills to support councillors to understand the conduct expected of them when performing their councillor role					
<b>Land use planning</b> Knowledge and skills to support councillor understanding of their role in Victoria's Planning System					
<b>Other training relating to the role of a Councillor which the CEO determined should be completed</b>					