Shire of Murray

Elected Members Training Register

s 5.127 Local Government Act 1995

Dean Unsworth, Chief Executive Officer – 1 October 2026 – D22/33045

Contents

1. Background 3
2. Current - Elected Member Information and Expiry of Term 4
3. Training to Be Reported 5
4. Publication of Training Report 5
5. Current Exemptions 5
6. Elected Member Training Report 6
7. Legislative Requirements 11
8. Endorsement 14

1. Background

On 27 June 2019, the *Local Government Legislation Amendment Act 2019* (Amendment Act) was passed by the Western Australian Parliament, with most consequential amendments to the *Local Government Act 1995* (the Act) and some subsidiary legislation coming into lawful effect on 6 July 2019.

On 16 September 2019 the amendment to the *Local Government Act 1995* and amendments to the *Local Government (Administration) Regulations 1996* (Regulation) relating to Council (Elected) members training came into effect with a new mandatory training course, titled *"Council Member Essentials"* being required to be completed within 12 months of being elected, unless an exemption applies pursuant to Regulation 36.

The Council Member Essentials course was developed to provide council members with the skills and knowledge to perform their roles as leaders in their district. This course comprises the following five units:

- understanding local government;
- serving on council;
- meeting procedures;
- conflicts of interest; and
- understanding financial reports and budgets.

The Council Member Essential training course is only able to be completed through the following prescribed training providers:

- Western Australian Local Government Association (WALGA);
- South Metropolitan TAFE; and
- North Metropolitan TAFE.

As part of the commencement mechanisms Section 5.128 of the *Local Government Act 1995* introduced a requirement for Council to prepare an adopt a policy in relation to the continuing professional development of council members.

Council adopted Policy M5 – Council Members Continuing Professional Development by absolute majority on 19 December 2019 (OCM19/269) to satisfy the legislative requirements. This Policy is available on the Shire of Murray website at: https://www.murray.wa.gov.au/?s=Council+Members+Continuing+Professional+Development

2. Current - Elected Member Information and Expiry of Term

Elected Member Name	Elected	Expiry of Term
Cr BLACK, Geoff	October 2017	October 2027
Cr CARTER, Stewart	October 2021	October 2029
Cr CASHMAN, Robert	October 2025	October 2029
Cr. GEORGE, Pru	October 2025	October 2029
Cr KIRKHAM, Stuart	October 2019	October 2029
Cr LEE, Steve	October 2013	October 2027
Cr MCLARTY, Douglas	October 2017	October 2027
Cr ROGERS, Ange	October 2015	October 2027
Cr WILLIS, Nicole	October 2023	October 2027

3. Training to Be Reported

Local Governments have been encouraged by the Sector to report on what Elected Member training has occurred in the preceding year, not just on the mandatory Council Member Essentials course.

4. Publication of Training Report

Section 5.127 of the *Local Government Act 1995* requires the CEO to publish this report on the local government's official website within 1 month after the end of the financial year to which the report relates.

Notwithstanding this clause and clause 6 a table detailing current elected member training completed, including Mandatory (Council Member Essentials) and all elective training undertaken is provided at **Appendix 1**.

5. Current Exemptions

A person who is a council member on the day on which the *Local Government Regulations Amendment (Induction and Training) Regulations 2019*, Regulation 8 comes into operation is exempt from the requirement in section 5.126(1) until the end of their term of office.

There are no current Councillor exemptions from the mandatory training requirements.

The date of the *Local Government Regulations Amendment (Induction and Training) Regulations 2019* commenced was 16 September 2019.

6. Elected Member Training Report

"Council Member Essentials" - Mandatory Training			
Elected Member	**Date of Training**	**Training Course**	**Status / Internal Reference**
Shire President - Cr. Douglas McLarty	14 April 2026	Meeting Procedures	Certifcate of Completion D26/30210
	18 November 2025	Conflicts of Interest	
	18 November 2025	Understanding Local Government	
	19 November 2025	Serving on Council	
	22 November 2025	Understanding Financial Reports and Budgets	
Deputy Shire President - Cr. Angela Rogers	24 March 2021	Meeting Procedures	Certifcate of Completion D25/27791
	24 March 2021	Conflicts of Interest	
	24 March 2021	Understanding Local Government	
	24 March 2021	Serving on Council	
	25 March 2021	Understanding Financial Reports and Budgets	
Councillor - Cr. Stewart Carter	3 November 2021	Understanding Local Government	Certifcate of Completion D25/27789
	3 November 2021	Conflicts of Interest	
	7 January 2022	Serving on Council	
	10 March 2022	Meeting Procedures	
	12 March 2022	Understanding Financial Reports and Budgets	

"Council Member Essentials" - Mandatory Training			
Elected Member	**Date of Training**	**Training Course**	**Status / Internal Reference**
Councillor - Cr. Nicole Willis	4 July 2024	Serving on Council	Certifcate of Completion D25/27787
	1 June 2024	Meeting Procedures	
	14 May 2024	Conflicts of Interest	
	4 July 2024	Understanding Financial Reports and Budgets	
	28 May 2024	Understanding Local Government	
Councillor - Cr. Geoff Black	13 April 2026	Serving on Council	Certifcate of Completion D26/30206
	10 April 2026	Conflicts of Interest	
	11 April 2026	Understanding Financial Reports and Budgets	
	14 April 2026	Understanding Local Government	
	10 April 2026	Meeting Procedures	
Councillor - Cr. Stuart Kirkham	28 June 2026	Understanding Local Government	Certifcate of Completion D26/30204
	5 May 2026	Conflicts of Interest	
	9 June 2026	Serving on Council	
	31 May 2026	Meeting Procedures	
	21 June 2026	Understanding Financial Reports and Budgets	

"Council Member Essentials" - Mandatory Training			
Elected Member	**Date of Training**	**Training Course**	**Status / Internal Reference**
Councillor - Cr. Steve Lee	7 September 2020	Serving on Council	Certifcate of Completion D25/27786
	8 September 2020	Meeting Procedures	
	14 September 2020	Understanding Local Government	
	17 September 2020	Conflicts of Interest	
	17 September 2020	Understanding Financial Reports and Budgets	
Councillor - Cr. Prue George	12 April 2026	Serving on Council	Certifcate of Completion D26/30208
	31 March 2026	Conflicts of Interest	
	12 April 2026	Understanding Financial Reports and Budgets	
	12 April 2026	Understanding Local Government	
	13 April 2026	Meeting Procedures	
Councillor - Cr. Robert Cashman	30 January 2026	Understanding Local Government	Certifcate of Completion D26/30205
	6 January 2026	Conflicts of Interest	
	4 February 2026	Serving on Council	
	28 June 2026	Meeting Procedures	
	24 January 2026	Understanding Financial Reports and Budgets	

Elected Member – Elective Training			
Elected Member	**Date of Training**	**Training Course**	**Location or Reference**
Shire President - Cr. Douglas McLarty			
Deputy Shire President – Cr. Angela Rogers	18 April 2017	Understanding Financial Reports and Budgets	Pinjarra
	19 April 2017	Infrastructure Asset Management	Pinjarra – not in Trim
	1 May 2018	Serving on Council - CLGF	Pinjarra
	11 & 12 February 2020	Serving on Council – 2 Days	Pinjarra
	23 August 2022	Development Assessment Panel Training	D22/29004 (email)
	November 2024	Economic Development Essentials for Elected Members	D25/22013
Councillor - Cr. Stewart Carter	12 October 2022	Emergency Management Fundamentals	West Leederville D22/35266
Councillor – Cr. Robert Cashman			
Councillor - Cr. Nicole Willis	24 October 2024	Strategic Decision Making (IPR)	D25/11444
	13 & 14 November 2025	Dealing with Conflict	D25/11444
	21 February 2025	Effective Community Leadership	D25/11444
Councillor - Cr. Stuart Kirkham	11 & 12 February 2020	Serving on Council – 2 Days	Pinjarra

Elected Member – Elective Training			
Elected Member	**Date of Training**	**Training Course**	**Location or Reference**
Councillor - Cr. Steve Lee	5 August 2015	Decision Making at a Governing Board Level	D15/41436
	9 May 2017	Effective Community Leadership	Mundijong – not in trim
	31 March 2017	Intergrated Strategic Planning	Bunbury – not in trim
	June 2015 – 2017	Serving on Council	West Leederville
	1 May 2018	Serving on Council	Pinjarra
	2 May 2018	Meeting Procedures & Debating	Pinjarra – not in trim
	11 & 12 February 2020	Serving on Council – 2 Days	Pinjarra
Councillor - Cr. Geoff Black	7 November 2017	Manage Recovery Activities for Local Government	Pinjarra - not in trim
	6 November 2017	Participate in Local Government Emergency Management Preparation	Pinjarra - not in trim
	1 May 2018	Serving on Council	Pinjarra
	2 May 2018	Meeting Procedures & Debating	Pinjarra - not in trim
	28 May 2019	Participate in Local Government Emergency Management Preparation	West Leederville – not in trim
		AIIMS Awareness Training	eLearning – not in trim
		Understanding Local Government for Elected Members	eLearning
		Conflicts of Interest	eLearning

7. Legislative Requirements

Local Government Act 1995 – Section 5.126. Training for Council members

(1) Each Council member must complete training in accordance with regulations.

(2) Regulations may —

(a) prescribe a course of training; and

(b) prescribe the period within which training must be completed; and

(c) prescribe circumstances in which a council member is exempt from the requirement in subsection (1); and

(d) provide that contravention of subsection (1) is an offence and prescribe a fine not exceeding $5,000 for the offence.

[Section 5.126 inserted: No. 16 of 2019 s. 61.]

Section 5.127. Report on training

(1) A local government must prepare a report for each financial year on the training completed by council members in the financial year.

(2) The CEO must publish the report on the local government's official website within 1 month after the end of the financial year to which the report relates.

[Section 5.127 inserted: No. 16 of 2019 s. 61.]

Local Government Act 1995 – Section 5.128. Policy for continuing professional development

(1) A local government must prepare and adopt* a policy in relation to the continuing professional development of council members. * Absolute majority required.

(2) A local government may amend* the policy. * Absolute majority required.

(3) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.

(4) The CEO must publish an up-to-date version of the policy on the local government's official website.

(5) A local government —

(a) must review the policy after each ordinary election; and

(b) may review the policy at any other time.

[Section 5.128 inserted: No. 16 of 2019 s. 61.]

Local Government (Administration) Regulations 1996 – Regulation 35. Training for council members (Act s. 5.126(1))

(1) A council member completes training for the purposes of section 5.126(1) if the council member passes the course of training specified in subregulation (2) within the period specified in subregulation (3).

(2) The course of training is the course titled Council Member Essentials that —

(a) consists of the following modules —

(i) Understanding Local Government;

(ii) Serving on Council;

(iii) Meeting Procedures;

(iv) Conflicts of Interest;

(v) Understanding Financial Reports and Budgets; and

(b) is provided by any of the following bodies —

(i) North Metropolitan TAFE;

(ii) South Metropolitan TAFE;

(iii) WALGA.

(3) The period within which the course of training must be passed is the period of 12 months beginning on the day on which the council member is elected.

[Regulation 35 inserted: Gazette 9 Aug 2019 p. 3022-3.]

Local Government (Administration) Regulations 1996 – Regulation 36. Exemption from Act s. 5.126(1) requirement

(1) A council member is exempt from the requirement in section 5.126(1) if —

(a) the council member passed either of the following courses within the period of 5 years ending immediately before the day on which the council member is elected —

(i) the course of training specified in regulation 35(2);

(ii) the course titled 52756WA — Diploma of Local Government (Elected Member); or

(b) the council member passed the course titled LGASS00002 Elected Member Skill Set before 1 July 2019 and within the period of 5 years ending immediately before the day on which the council member is elected.

(2) A person who is a council member on the day on which the *Local Government* Regulations *Amendment (Induction and Training) Regulations 2019,* Regulation 8 comes into operation is exempt from the requirement in section 5.126(1) until the end of their term of office.

[Regulation 36 inserted: Gazette 9 Aug 2019 p. 3023.]

Local Government (Administration) Regulations 1996 – Regulation 36A. Declaration relating to training (Act s. 5.126)

(1) the council member must, within the declaration period under subregulation (2) and in accordance with subregulation (3), declare either of the following –

(a) that the council member passed the course of training specified in regulation 35(2) on the date specified in the declaration;

(b) that the council member is not required to pass the course of training specified in regulation 35(2) within the period specified in regulation 35(3) because the council member is exempt under regulation 36.

(2) The ***declaration period*** is the following periods taken together –

(a) the period specified in regulation 35(3);

(b) the period of 1 month beginning on the day after the period specified in regulation 35(3).

(3) The declaration –

(a) must be in writing and signed by the council member; and

(b) if made under subregulation (1)(a) – must have attached to it a certificate or other written document issued by the provider of the course of training that verifies the matters referred to in subregulation (1)(a); and

(c) if made under subregulation (1)(b) in the case of an exemption under regulation 36(1)(a) – must have attached to it a certificate or other written document issued by the provider of the relevant course referred to in regulation 36(1)(a) that verifies the matters referred to in regulation 36(1)(a); and

(d) be provided to the CEO.

(4) The CEO must notify the Inspector if –

(a) a council member contravenes subregulation (1); or

(b) the CEO has reason to believe that the declaration provided to the CEO is false or misleading or is likely to deceive.

(5) Despite Part 5 Division 8 of the Act, if a council member (the ***non-compliant member***) contravenes subregulation (1), the non-compliant member loses their entitlement to all fees, reimbursement of expenses and allowances under that Division in relation to the period (the ***non-compliant period***) that –

(a) begins on the day after the declaration period under subregulation (2); and

(b) ends on the day on which the non-compliant member provides the CEO with the required declaration.

(6) Subregulation (7) applies if the local goverment has paid the non-compliant member, in advance, an annual allowance or annual fee under Part 5 Division 8 of the Act relating to a period (the ***advance payment period***) that –

(a) is the same a sthe non-compliance period; or

(b) includes the whole or a part of the non-compliance period.

(7) The non-compliant member mus repay to the local government an amount calculated as follows-

$$R = \frac{A}{D} \times N$$

where —

R is the amount that the non-compliant member must repay;

A is the amount of the advance payment;

D is the number of days in the advance payment period;

N is the number of days in the non-compliance period that are also in the advance payment period.

(8) The local government must take action to recover the amount that must be repaid under subregulation (7) as a debt due from the non-compliant member to the local government.

[Regulation 36(A) inserted: SL 2025/208 r.23]

Local Government (Administration) Regulations 1996 – Regulation 36B. Offences relating to training (Act s. 5.126)

(1) A council member commits an offence if they contravene section 5.126(1).

Penalty for this subregulation: a fine of $10 000.

(2) A council member commits an offence if they contravene regulation 36A(1).

Penalty for this subregulation:

(a) a fine of $5 000;

(b) a daily penalty of a fine of $500 for each day or part of a day which the offence continues.

(3) A council member commits an offence if –

(a) The council member provides the CEO with a declaration required under regulation 36A(1), including in a case where the declaration is provided after the declaration period under regulation 36A(2); and

(b) The declaration contains information that the council member knows –

i. Is false or misleading in a material particular; or

ii. Is likely to deceive in a material way.

Penalty for this subregulation: a fine of $10 000.

[Regulation 36B inserted: SL 2025/208 r.23.]

8. Endorsement

This report is provided to satisfy the requirements of section 5.127(1) of the *Local Government Act 1995.*

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