



**Central
Regional**



Course

Pre-Enrolment Guide

Training Area:

Local Government

Training Product:

**LGA40120 Certificate IV in Local
Government**



Your Future. Your Choice. Your TAFE.

Central Regional TAFE spans four regions and around 57% of Western Australia, with nine campuses delivering training that reflects the industries driving our state's economy. From the Midwest and Wheatbelt to the Gascoyne and Goldfields, our footprint is vast – and so are the opportunities.

Studying regionally connects you directly with the jobs that matter. With most agricultural, health, and construction roles based in regional WA, training close to home ensures you build skills where the demand is.

Each campus is shaped by its community and industries. Whether it's aquaculture on the coast, mining in the Goldfields, or agriculture in the Wheatbelt, we work hand-in-hand with employers to make sure your training is current, practical, and linked to real apprenticeships and work placements.

Wherever you live, your local campus is ready to help you succeed – while keeping skills, jobs, and opportunities right here in regional WA.





Your Campus. Your Training. Your Career.

At Central Regional TAFE, it's all about you. We're here to help you shape the future you want, with the right support every step of the way.

Learn from industry experts who bring real-world knowledge into the classroom and gain the confidence and skills employers are looking for. With over 300 nationally recognised courses – from Certificate I through to Advanced Diploma – plus a wide range of short courses, there's a pathway for every ambition.

We know life is busy, so our flexible and online study options help you balance training with work, family, and everything else you've got going on. Add to that payment plans and tailored support, and achieving your goals has never been easier.

Whether you're leaving school, changing careers, or upskilling, you'll find a place at TAFE – and a pathway to a future that works for you.

Train where you live. Build real skills. Shape a future that works – with Central Regional TAFE.

Course Information

LGA40120 Certificate IV in Local Government

Release number	1
Required number of units for course completion	Total = 12 Core = 5 Elective = 7
Duration	12 – 24 months
Location	Online & Workshops Northam Campus and/or Perth Venue
Delivery mode	Self-Paced/Onsite

IS THIS COURSE RIGHT FOR ME?

Before you choose this course, it's a good idea to think about the skills and knowledge you might need. The information below will help you decide if the course is a good fit for you, or if there are areas where you might need some extra support. This qualification reflects the role of those working in local government who work with independence, taking responsibility for their own tasks and work outputs.

Information you need to know about the course

Before enrolling, think about what the role of a local government ranger, local laws officer, administration officer, parking officer, involves and whether it suits your interests and abilities.

Consider the following:

Physical Requirements

- Be comfortable walking or standing for long periods.
- Be willing to wear a body camera and carry equipment.
- Ability to work outdoors in all weather conditions.
- Have basic fitness for tasks like patrolling, lifting items including animals, or handling equipment.

Emotional and Mental Requirements

- Ability to stay calm and professional when dealing with conflict or challenging situations.
- Having good decision-making and attention to detail for following rules and procedures.
- Having resilience to manage stress and maintain a positive attitude.

Environmental Requirements

- Willingness to work in varied outdoor settings: streets, parks, reserves—often exposed to sun, heat, or rain.
- Having awareness of safety practices, including wearing protective gear and staying hydrated.

Cultural Considerations

- Willingness to engage respectfully with people from diverse backgrounds.
- Understanding the importance of cultural awareness, including working with Aboriginal communities.
- Commitment to fair and impartial enforcement of local laws.

Administrative Requirements

- Competent digital literacy for record keeping, research, and using sector-related software.
- Undertake paid/unpaid workshops and supervised work placements, sometimes outside typical hours, to apply knowledge in real service environments.
- Ability to obtain a Police Clearance as required by the workplace

Course Pathways

This course is designed to build the practical skills and technical knowledge you need for a successful career in local government as a Local Government Ranger, Pound Keeper, Local Laws Officer, Parking Officer, or Administration Officer.

It can open pathways to a variety of job roles or further study opportunities in this field. This qualification supports local government roles for those working in the sector as well as those who wish to enter the sector. The training addresses the growing demand for skills in a variety of critical areas, including general law enforcement, prosecutions, conflict management, firefighting, animal capture and handling, reptile handling, firearms training, customer service, and first aid. Further details can be found on our website [here](#).

National Course Entry Requirements

There are no National entry requirements for this qualification.

Central Regional TAFE (CR TAFE) Entry Requirements

You must have a Unique Student Identifier (USI) to enrol in and complete any nationally recognised training in Australia. If you do not have a USI or need help getting one, we can assist you with the process.

Before you enrol, CR TAFE is required to review your language, literacy, numeracy and digital (LLND) skills to help you decide if the course is right for you, identify any support you might need, or whether other learning options may be better suited to you at this time.

You are required to participate in an informal interview/chat with your lecturer over the phone or face to face in Northam. This is to gather information about your background and to help you decide if the course is right for you, identify any support you might need, or whether other learning options may be better suited to you at this time.

Fees and Payments

Whether you are enrolling in individual units and/or full qualifications at CR TAFE, you are responsible for paying the enrolment fee for each unit you enrol in.

You will find detailed information about your course costs and how they are calculated on our website [here](#).

You can also check the drop-down box for FEES on your course page on the website which has details about the course fees.

Further information on:

- key payment terms and conditions
- availability of any relevant government training entitlements and subsidies
- our withdrawal and refund requirements is available under the Fees and Payment Options section in the Student Handbook on our website [here](#).

Our Student Business Systems team can help if you are unsure about any fee information. Please refer to the Contacts section, on how to contact us.

Learning Resources

You will need the following learning resources for your course:

Online learning materials

Students will access their learning materials through the designated online learning management system or a thumb drive. Once enrolled, lecturers will provide access to the relevant units.

Each unit will include:

- Learning resources to support your study.
- Assessment tasks and submission guidelines.

Access to these materials will be available for the duration of your enrolment period. Students are encouraged to regularly log in to the platform to stay up to date with announcements, resources, and deadlines.

Resources and equipment you need to bring

Students are required to provide the following resources and equipment at their own expense:

Stationery and Technology

- Basic stationery supplies (pens, notebooks, folders).
- A laptop or computer with reliable internet access for off-campus and workshop study.

Personal Protective Equipment (PPE)

- As required by workplace health and safety standards during practical activities.
- Will include enclosed shoes, gloves, long sleeves and long pants.

Police Clearance

- As required by the workplace

CR TAFE online library resources

Our online library has a wide range of electronic resources useful to your course. You can find our online library on the CR TAFE website [here](#). Library staff are available to assist you as required.

Work Experience

Work experience is a valuable part of any course. Although there are no mandatory work placement hours, your lecturer has recommended a suitable amount of work experience to help you develop practical skills and complete some assessment tasks in a real-world setting. Your lecturer will help identify and assist you to organise a suitable workplace for you. You will need to undertake 10 days of work experience to gain a good level of knowledge, skills and understanding. This will also allow you to meet the assessment requirements of the 5 CORE units.

My Portal

There is a variety of information available to students on our website under [Current Students myPortal](#). Once you are enrolled, the Student Portal will allow you to view the following:

- My application - view the status of your application to study
- My payments - view your payment history and instalment plan details (if relevant)
- My study - view your course details, units and academic records

- My details - view and update your personal information
- My tasks - view any notices from Central Regional TAFE
- Blackboard - links directly to the Blackboard e-learning platform

Recognition of Prior Learning

Recognition of prior learning (RPL) means an assessment process that involves assessment of an individual's relevant prior learning and experience (including skills and knowledge obtained through formal and informal learning) to determine the extent to which the individual meets requirements specified in the training product. If you think you have existing knowledge and skills in one or more of your units of study, you may apply for RPL. Should you apply for RPL, you will be supported through the process by a lecturer. For further information visit our website [here](#).

This is a short-duration course structured around hands-on practical training, with assessments conducted through direct observation of skill demonstrations. In this context, Recognition of Prior Learning (RPL) would not be a suitable option.

Credit

Credit can be given if you have successfully completed a unit or module that has the same code or is deemed equivalent to one in your current course. You may have completed this unit/module at a Registered Training Organisation or at an alternate authorised organisation such as a university.

You will have to provide some evidence you have successfully completed the unit or module. This might include authenticated VET transcripts or other AQF certification documents like Statements of Attainment, Records of Results etc.

You won't be charged for credit. If you think this might apply to you, contact your lecturer to discuss eligibility, the application process and the evidence you need to provide.

Note: CR TAFE will not issue an Award or Statement of Attainment that is achieved wholly through crediting units completed at another RTO.

Appeals and Feedback

CR TAFE values student feedback and recognises that opportunities to improve products and services arise from the effective handling of student complaints. Complaints are processed in a way that balances the interests of students and CR TAFE while making sure the process is fair for everyone.

Students are supported to [provide feedback and make complaints](#). Students have the right to appeal decisions made by the lecturer/assessor and CR TAFE. For example, if you have concerns about your assessment results, please approach your lecturer to discuss the issue and/or refer to our website for details [here](#).

Student Support Services

CR TAFE aims to provide a supportive learning environment for all students. If you have any support needs, either before you enrol or during your course, we encourage you to speak with your lecturer or the Student Support Services team. CR TAFE will provide, or help you access, the support that can assist you in your studies.

Training Support:

You are encouraged to identify any training support that you may need before you enrol and at any point during your learning journey. This may include but not limited to:

- Study Skills
- Accessing and using technology
- Assessments
- Disability support
- Aboriginal and Torres Strait Islander support

Wellbeing Support:

CR TAFE is dedicated to supporting students and to providing a safe and inclusive learning environment for all students including a culturally safe learning environment for Aboriginal people. CR TAFE recognises that student wellbeing is important for a successful learning journey and may provide, or support access to, appropriate services where needed. Wellbeing support may include, but not limited to:

- Counselling and mental health resources (external)
- Career Services and Guidance (internal)
- Financial (fee and debt payment options, scholarships) (internal)
- Abuse, harassment, bullying (internal and external)
- Crisis and Support Lines (external)
- Support for Aboriginal students (internal and external)
- Aboriginal Counselling Support (external)
- Support for students with disability (internal and external)
- Support for international students (internal)

For confidential, no obligation contact information for wellbeing support, please contact our Student Support Services team who can help you with more information on how to access these support services, or go to our [website](#).

Contacts:

Lecturer contact details:

Name: Dr.Sak Sarangapani

Phone number: 0896226759

Email: Dr.Sak.Sarangapani@crtafe.wa.edu.au

Availability: Mondays to Thursdays

Name: Sharleen Jordan

Phone number: 08 9622 6746 | 0428 001 876

Email: sharleen.jordan@crtafe.wa.edu.au;

Availability: Mondays to Thursdays

To speak to our Student Business System Team, Student Support Services Team, our Technical Support Team, Aboriginal Support Services or your local Access and Equity Inclusion Officer, contact: 1800 672 700 or enquiries@crtafe.wa.edu.au.

Alternatively, you can complete an online enquiry form <https://www.centralregionaltafe.wa.edu.au/contact-us>.

For help with all things career, training and employment, contact our Jobs and Skills Centres at either our Geraldton, Kalgoorlie or Northam campuses, or call 13 64 64 or go to www.jobsandskills.wa.gov.au.

Award

Upon successful completion of this course, you are entitled to an Award and a Record of Achievement. Should you not have successfully completed all the units of competency required for the Award, you are entitled to a Statement of Attainment for the individual units for which you have been assessed as competent.

Further Resources and Information

More information can be found in our Student Handbook, available for download off our website [here](#).

Notification of Changes to the Course

You will be informed in writing by your lecturer of any changes that affect your course after enrolment. You will be supported throughout the change to ensure there is minimal disruption to your learning journey.

Timetable and Training Hours

The timetable provided helps you plan your week and understand your study commitments. The timetable shows which days and times you need to attend training. It helps you plan and manage your participation.

Refer to Ranger Training Schedule 2026 below for dates:

SEMESTER 1

WORKSHOPS	FEB	MAR	APR	MAY	JUNE	JULY	COST	DAYS
Regulatory Officer Compliance Skills (ROCS) 1 <i>Location: Swan Active, Beechboro</i>	10-13	-	-	-	-	-	TBA	4
Reptile Handling and Capture <i>Location: Armadale Reptile Centre, Wungong</i>	18	-	-	-	-	-	TBA	1
Regulatory Officer Compliance Skills (ROCS) 2 (LGAREG001 Implement parking controls and PSPREG008 Act on non-compliance) <i>Location: Swan Active, Beechboro</i>	24-27	-	-	-	-	-	TBA	4
Prosecutions (LGAREG002 Provide evidence in court) <i>Location: Swan Active, Beechboro</i>	-	10-12	-	-	-	-	TBA	3
Dog and Cat Management and Control (ACMCAS304 Capture, handle and transport companion animals) <i>Location: Swan Active, Beechboro</i>	-	17-20	-	-	-	-	TBA	4
Livestock Management and Control (ACMAIM303 Move large animals to new location) <i>Muresk, Northam (Accommodation available)</i>	-	-	28-1	1	-	-	TBA	4
Regulatory Officer Compliance Skills (ROCS) 1 <i>Location: Swan Active, Beechboro</i>	-	-	-	5-8	-	-	TBA	4
Microchip Implantation for Dogs and Cats Skill Set ACMSS00007 <i>Location: Central Regional TAFE, Northam</i>	-	-	-	12-14	-	-	TBA	3
Regulatory Officer Compliance Skills (ROCS) 2 (LGAREG001 Implement parking controls and PSPREG008 Act on non-compliance) <i>Location: Swan Active, Beechboro</i>	-	-	-	19-22	-	-	TBA	4
Dog Act 1976 <i>Location: Swan Active, Beechboro</i>	-	-	-	26	-	-	TBA	1

SEMESTER 2 SCHEDULE

WORKSHOPS	AUG	SEPT	OCT	NOV	DEC
Regulatory Officer Compliance Skills (ROCS) 1 <i>Location: Central Regional TAFE, Northam</i>	4-7	-	-	-	-
Regulatory Officer Compliance Skills (ROCS) 2 (LGAREG001 Implement parking controls and PSPREG008 Act on non-compliance) <i>Location: Central Regional TAFE, Northam</i>	18-21	-	-	-	-
Prosecutions (LGAREG002 Provide evidence in court) <i>Location: Swan Active, Beechboro</i>	25-27	-	-	-	-
Reptile Handling and Capture <i>Location: Armadale Reptile Centre, Wungong</i>		23	-	-	-
Dog and Cat Management and Control (ACMCAS304 Capture, handle and transport companion animals) <i>Location: Swan Active, Beechboro</i>	-	-	13-16	-	-
Microchip Implantation for Dogs and Cats Skill Set ACMSS00007 <i>Location: Central Regional TAFE, Northam</i>	-	-	27-29	-	-
Regulatory Officer Compliance Skills (ROCS) 1 <i>Location: Swan Active, Beechboro</i>				3-6	
Regulatory Officer Compliance Skills (ROCS) 2 (LGAREG001 Implement parking controls and PSPREG008 Act on non-compliance) <i>Location: Swan Active, Beechboro</i>	-	-	-	17-20	-
Prosecutions (LGAREG002 Provide evidence in court) <i>Location: Swan Active, Beechboro</i>	-	-	-	-	1-3

Overview of Training Hours and Assessment Methods

The table below outlines the units you need to complete. It shows the types of training you are required to do, approximately how much time they should take, and how each unit will be assessed. This will help you understand how much time you will need to set aside for each unit you are enrolled in.

Assessment Methods

For this course, assessments may include the following:

- **Knowledge questions:** This involves answering questions, either orally or in writing relating to the unit of competency.

- **Observations:** This involves your assessor or a third party (workplace supervisor) observing you perform tasks in the workplace and/or simulated workplace to check that you have the knowledge and skills required for the unit of competency.
- **Project:** This involves completing tasks or activities in the workplace and/or simulated workplace to show that you can apply the knowledge and skills required for the unit of competency.
- **Portfolio:** This is a collection of evidence you put together, such as documents, examples of your work, or completed activities, to show that you have the knowledge and skills required for the unit of competency.

Note: The specific assessments required for each unit of competency will be outlined in the Training and Assessment Plan (TAP) for that unit. You will receive a copy of the TAP for each unit when you enrol.

Stage	National ID	Unit Of Competency	Face to Face	Workshops	Work Placement	Structured Out Of Class Activities	Tutorial Study Support	Total	Assessment	Delivery Mode	Core / Elective	Group
	BSBOPS304	Deliver and monitor a service to customers [OCF16]			0.00	45.00	10.00	55.00	5.00	Blended Delivery	Core	Core Units
	BSBOPS403	Apply business risk management processes [OCF09]				30.00	15.00	45.00	5.00	Blended Delivery	Core	Core Units
	BSBWHS411	Implement and monitor WHS policies, procedures and programs [OCD83]			0.00	40.00	10.00	50.00	5.00	Blended Delivery	Core	Core Units
	BSBXCM401	Apply communication strategies in the workplace [OAQ34]			0.00	35.00	15.00	50.00	5.00	Blended Delivery	Core	Core Units
	LGACOR001	Work in local government [ODA41]			0.00	50.00	20.00	70.00	5.00	Blended Delivery	Core	Core Units
	ACMAIM303	Move large animals to new locations [OBD84]	28.00			5.00		33.00	8.00	Blended Delivery	Elective	Group F: General
	ACMCAS304	Capture, handle and transport companion animals [BBE55]				30.00	15.00	45.00	5.00	Blended Delivery	Elective	Group F: General
	BSBCMM411	Make presentations [OCG20]				20.00	10.00	30.00		Blended Delivery	Elective	Group F: General
	BSBPMG430	Undertake project work [OCE84]			0.00	40.00	15.00	55.00	8.00	Blended Delivery	Elective	Group F: General
	HLTPOP013	Contribute to the implementation of a disaster plan [AVZ52]			0.00	40.00	20.00	60.00	5.00	Blended Delivery	Elective	Group F: General
	LGAREG001	Implement parking controls [ODA06]	0.00	16.00	0.00	25.00	10.00	51.00	8.00	Blended Delivery	Elective	Group C: Parking Control
	LGAREG002	Provide evidence in court [ODA05]	0.00	24.00		7.00	15.00	46.00	5.00	Blended Delivery	Elective	Group E: Regulatory Control
	LGAREG003	Manage conflict situations in a regulatory environment [ODA04]			0.00	30.00	15.00	45.00	5.00	Blended Delivery	Elective	Group F: General
	PSPREG003	Apply regulatory powers [AWT87]				25.00	15.00	40.00	5.00	Blended Delivery	Elective	Group C: Parking Control
	PSPREG008	Act on non-compliance [AWT92]		16.00		10.00	10.00	36.00	5.00	Blended Delivery	Elective	Group C: Parking Control
		Total	28.00	56.00	0.00	432.00	195.00	711.00	79.00			



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