



ACCREDITATION
AUTHORITY

ACCREDITED PROFESSIONALS SCHEME – PERIODIC AUDIT PROGRAM UPDATE

This notification is for advisory purposes only and no immediate accredited professional action is required.

The Accredited Professionals Scheme Accreditation Authority (Accreditation Authority) commenced its accredited professionals audit program required under regulation 27 of the *Planning, Development and Infrastructure (Accredited Professionals) Regulations 2019* on 1 November 2021.

A number of Desktop Compliance Audits have been completed across individual planning and building accredited professionals' processes for development assessment and decision-making under the Periodic Audit Program.

The Periodic Audit Program's Spot Check Audits will start in April 2024. The Spot Check Audits will become the Accreditation Authority's key compliance monitoring tool moving forward, benefiting accredited professionals and industry by:

- Moving away from time-intensive individual audits which adversely impact on an accredited professional's available billable hours.
- Focusing on a key legislative requirement or process. For example, compliance with a new Ministerial Building Standard, an updated State Planning Commission Practice Direction or ensuring Accepted Development criteria has been met.
- Reviewing development assessment processes and decision-making across multiple accredited professionals so that all non-compliant practitioners are notified of corrective actions at the same time, improving consistency with regulatory requirements.
- Providing real-time feedback for PlanSA system workflow enhancements, informing regulatory change and development of practitioner educational and guidance material.
- Increasing auditing touchpoints within available resources, addressing recommendations within the [2023 Expert Panel for the Planning System Implementation Review Report](#).
- Providing transparency around accredited professional audit, compliance and enforcement processes as identified within the [2022 Accredited Professionals Scheme Review](#) and the [building confidence report: implementation plan](#).

ACCREDITATION AUTHORITY
Accredited Professionals Scheme
PO Box 1815 Adelaide SA 5001
Level 10, 83 Pirie Street Adelaide SA 5000
DTI.APSAudit@sa.gov.au
(08) 7133 2619

Audits of individual accredited professionals may still be conducted by the Accreditation Authority in response to risk indicators. This is where information such as compliance history, significant audit findings, complaint findings, court judgements, or a health and safety life event suggest that an accredited professional may be acting in contravention of the conditions of accreditation and/or planning and development legislation.

The Periodic Audit Program is designed to provide assurance that quality and consistency in development assessment services is achieved and maintained, providing confidence in the planning and development system.

The types of audits that may be conducted under the Periodic Audit Program include:

Spot check audits

Spot Check Audits consist of unannounced and random checks of compliance with specific legislated procedures or requirements. Information held within the Development Application Processing (DAP) system is regularly monitored by the audit team to gain comfort that accredited professionals are abiding by the requirements of their accreditation, including key development assessment legislation.

Desktop compliance audits

The auditor obtains a general picture of administrative compliance by verifying the alignment of an accredited professionals' processes and procedures with development assessment requirements within the Act and relevant regulations. The audit is conducted for an individual accredited professional and generally triggered by ongoing non-compliance and/or significant audit findings.

Detailed audits

The auditor completes a deep dive review of specific requirements, which may be technical in nature. The audits are conducted on an individual accredited professional basis in response to information that suggests that the accredited professional may be acting in contravention of the conditions of accreditation and/or planning and development legislation.

All audits will be performed by an approved Qualified Auditor, who must conduct audits with integrity, objectivity and confidentiality and observe the South Australian Public Sector Code of Ethics.

Further information around the Periodic Audit Program including audit processes, what happens when audit findings are made, and potential compliance and enforcement action that may be taken by the Accreditation Authority regarding non-compliance can be found within the *Periodic Audit Frequently Asked Questions (FAQ)* and *Spot Check Audit Guide* available via the [PlanSA portal](#).

Jessica Koop
Qualified Auditor

16 April 2024