



ACCREDITATION
AUTHORITY

GUIDE TO THE ACCREDITED PROFESSIONALS SCHEME

July 2023





Overview of this guide

The Accredited Professionals Scheme (Scheme) aims to enhance the reliability, flexibility and accountability of decision-makers in the planning and development system and to give applicants greater confidence in the way their development proposals are assessed.

The Scheme is a key component of the new planning and development system created under the *Planning, Development and Infrastructure Act 2016* (PDI Act) to support accountable, impartial and effective decision making under the PDI Act and improve confidence in the system generally.

The purpose of this guide is to provide a detailed outline of the key features of the Scheme, and what it means for practitioners working in the development assessment system under the PDI Act; including key information on issues such as the Code of Conduct and Continuing Professional Development (CPD).

Further information about the PDI Act and the Scheme is available on the PlanSA portal at www.plan.sa.gov.au.

Queries can be sent to DTI.APSQueries@sa.gov.au.

Note this Guide is intended to be read in conjunction with the:

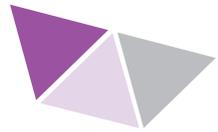
- ***Planning, Development and Infrastructure (Accredited Professionals) Regulations 2019***
- **The Qualifications, Skills & Experience Requirements for Accredited Professionals, and**
- **The Accredited Professionals Scheme Code of Conduct.**

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1. Overview of the Scheme

The *Planning, Development and Infrastructure Act 2016* (PDI Act) regulates planning and development in South Australia. It enables the Minister for Planning to establish an Accredited Professionals Scheme for planners, building certifiers, land surveyors and other industry professionals involved in making development decisions (the Scheme).

The objective of the Scheme is to improve confidence in these decisions, as well as the professionalism of decision-making more generally.

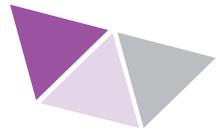
Under the Scheme, there are a range of Accredited Professionals who can make important decisions based on the nature and complexity of a proposed development. The Scheme establishes and maintains the minimum standards against which professionals are assessed to determine their level of accreditation.

The different levels are based on the professional's qualifications, skills and experience. There is also a requirement for all Accredited Professionals to hold the necessary insurance, comply with a code of conduct, participate in annual compliance checks for continuing professional development (CPD), and participate in periodic auditing.

Under the PDI Act, Accredited Professionals are required to renew their accreditation each year.

1.1 Benefits of the Scheme

- **Better decisions** - The Scheme provides increased confidence for developers and communities that decisions are being made by qualified and experienced professionals who regularly undergo training and are audited for competency.
- **Better recognition of professionals** - The Scheme recognises the importance of professionals in the decision-making process and values their skills and experience. It also values professional development within the sector.
- **More choices for applicants** - Persons seeking to undertake development that ticks all the boxes have the choice to engage Accredited Professionals in the public or private sectors, providing for faster and more responsive turnaround times on applications.
- **Improved management of complaints and investigations** - To ensure confidence in South Australia's Accredited Professionals and their decisions, the Scheme provides clear audit, complaints and investigations processes.
- **Centralised public register for all Accredited Professionals** - All professionals accredited under the Scheme are recorded on the PlanSA portal. This provides an up-to-date directory of all planning and building decision-makers and their level of accreditation.



1.2 Who needs to be accredited?

The following practitioners require accreditation:

- **Building professionals** who are involved in assessing and providing advice on building consent applications, known under the PDI Act as ‘building certifiers’.
- **Planning professionals** who are involved in assessing development applications, including assessment managers and panel members within councils, as well as private sector planning professionals who determine applications for planning consent.
- **Surveyors** who are acting as relevant authorities for planning consent as specified in the *Planning, Development and Infrastructure (General) (Development Assessment) Variation Regulations 2019*.
- **Allied professionals** who are members of assessment panels, including architects, lawyers, urban designers and landscape architects.

1.3 Who does not need to be accredited?

The following groups will not require accreditation:

- **Elected members** who sit on a council or Joint Planning Board assessment panel¹.
- **Planning professionals** who are assessing development applications under delegation for an Assessment Manager or Assessment Panel at a council.
- **Planning professionals** who are not acting as relevant authority for planning consent.
- **Building professionals** who are not acting as relevant authority for building consent.
- **Surveyors** who are not acting as relevant authorities for land division applications seeking planning consent.

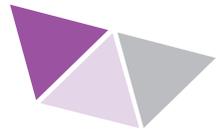
Whilst it is not a requirement of the PDI Act that members of State Commission Assessment Panel (SCAP) are accredited, the State Planning Commission has committed to ensuring all members of its Assessment Panel are accredited at Planning Level 2.

This ensures the operations of the SCAP represent contemporary best practice in development assessment and upholds the State Planning Commission as a champion of the Scheme.

1.4 The Accreditation Authority

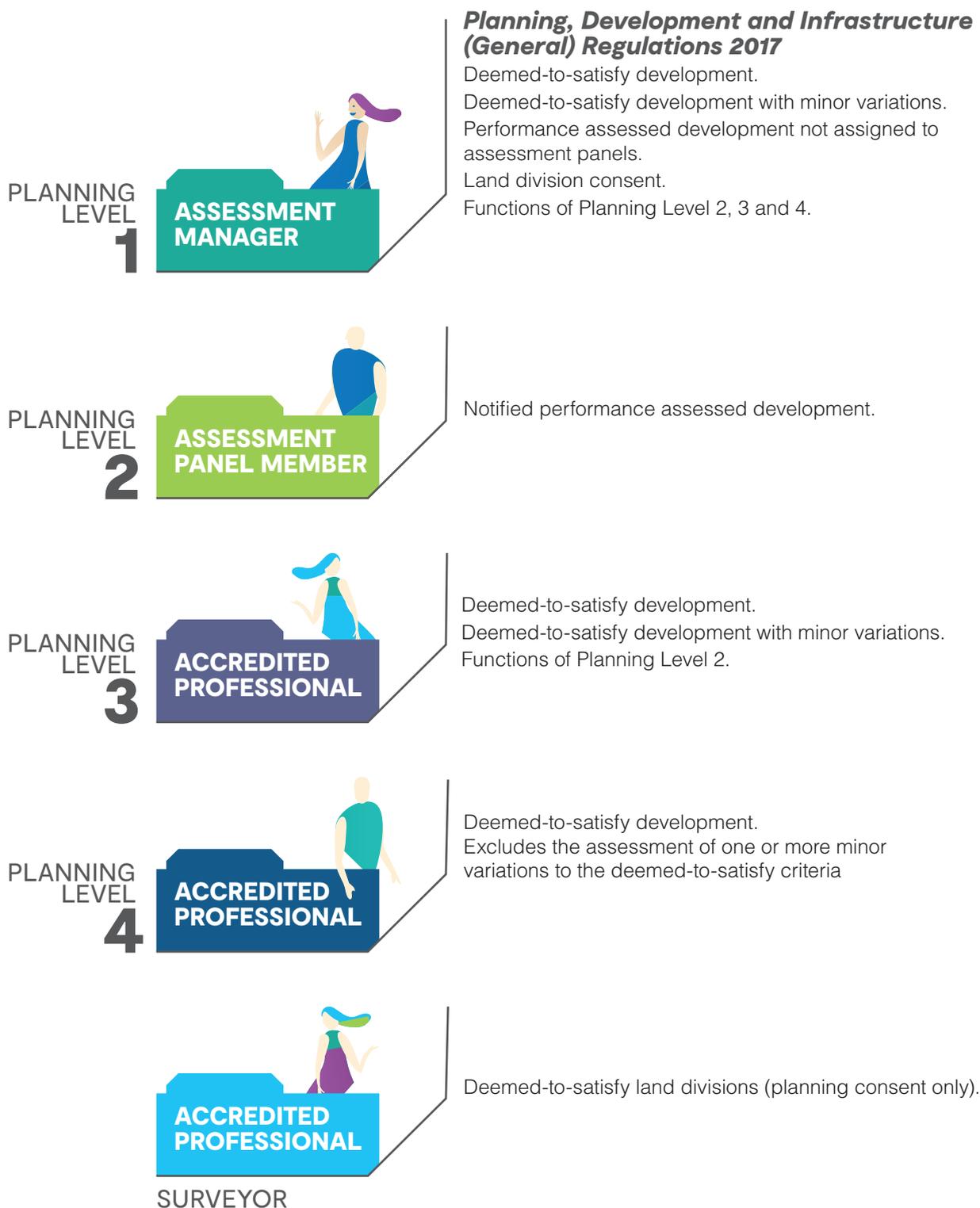
To become an Accredited Professional, you must be accredited by the Accreditation Authority, which is the Chief Executive of the Department reporting to the Minister for Planning. The Accreditation Authority is responsible for the administration of the Scheme established by the *Planning, Development and Infrastructure (Accredited Professionals) Regulations 2019* (Regulations). The Regulations are able to be accessed on the PlanSA portal.

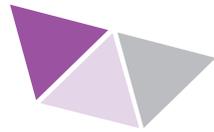
¹ Council and Joint Planning Board assessment panels can include up to one. The council needs to be satisfied that a person is appropriately qualified to act as a member of the assessment panel based on the person’s experience in local government.



PLANNING CLASSES OF ACCREDITATION

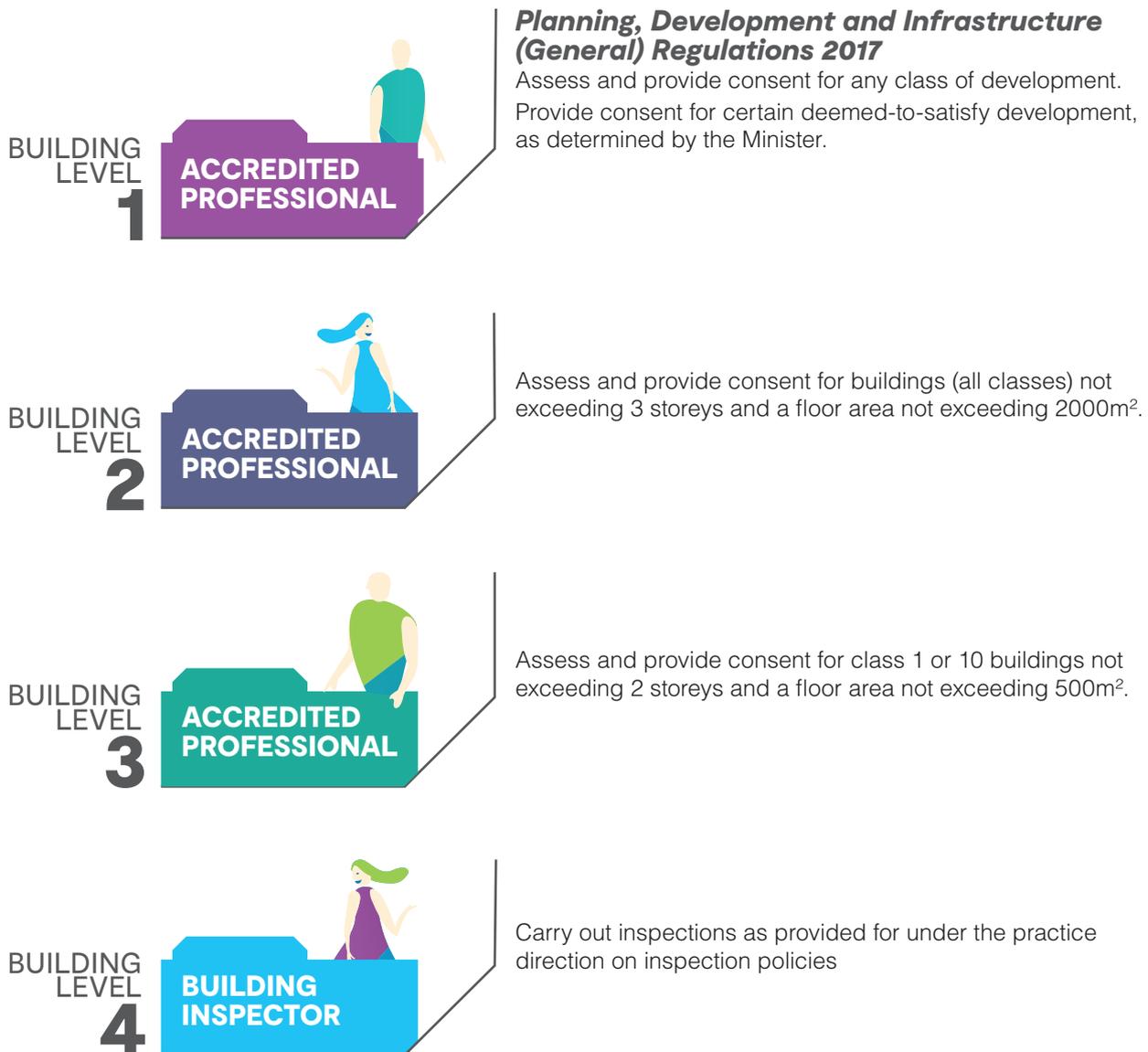
There are four classes of accreditation applicable to planning professionals, and a class for surveyors under the Regulations. Each class requires a different level of qualification and experience. The below table summarises the types of proposals they can assess.





BUILDING CLASSES OF ACCREDITATION

There are four classes of accreditation applicable to building professionals. Each class requires a different level of qualification and experience. The below table summarises the activities that can be carried out for each level of accreditation.





1.6 Required qualifications

The qualifications, experience and technical skills for each class of accreditation as determined by the Accreditation Authority under regulation 5 of the Regulations, can be found in the **Qualifications, Skills and Experience Requirements for Accredited Professionals**. This document can be accessed on the PlanSA portal.

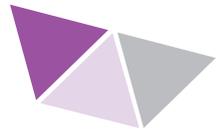
The Accreditation Authority may also approve alternative qualifications, experience and technical skills, and may grant conditional accreditation in particular circumstances. Please refer to the Frequently Asked Questions in the Qualifications, Skills and Experience Requirements document for further information.

1.7 Recognised equivalent schemes

Practitioners may be eligible for a class of accreditation under the Scheme if the person is a member of a professional association or body that provides an equivalent scheme for the recognition of qualifications, experience and technical skills that is recognised by the Accreditation Authority under Regulation 16 of the Regulations.

Current approved equivalent schemes that have been recognised by the Accreditation Authority to have met the relevant criteria required for professional accreditation are outlined below.

CLASS	RECOGNISED EQUIVALENT SCHEME
Accredited Professional - planning level 1	Planning Institute of Australia (PIA) Registered Planner
Accredited Professional - planning level 2	PIA Full Member PIA Registered Planner Current Registration with the Architectural Practice Board of SA (APBSA)
Accredited Professional - planning level 3	PIA Full Member - Member should demonstrate the minimum 3-years' experience requirement before a 'Statement of Membership Equivalency' is provided. PIA Registered Planner
Accredited Professional - planning level 4	PIA Full Member PIA Registered Planner Affiliate* Graduate* * Members should demonstrate the following experience requirements before a 'Statement of Membership Equivalency' can be provided by the PIA: <ul style="list-style-type: none"> • PIA accredited course – 1-year experience • Non-accredited course – 2-years' experience • Planning related course – 4-years' experience • None/Non-related course – 6-years' experience
Note: The PIA will provide applicants with a 'Statement of Membership Equivalency' for use in the Accredited Professionals application process.	



CLASS	RECOGNISED EQUIVALENT SCHEME
Accredited Professional - surveyor	Licensed Surveyor that holds General Certification with the Surveying and Spatial Sciences Institute (SSSI)
Accredited Professional - building level 1	Royal Institution of Chartered Surveyors (RICS) Level 1 Australian Institute of Building Surveyors (AIBS) Building Surveyor Level 1
Accredited Professional - building level 2	RICS Level 2 AIBS Building Surveyor Level 2 Limited
Accredited Professional - building level 3	RICS Level 3 AIBS Assistant Building Surveyor Level 3



2. The application process

To become an Accredited Professional, you may apply to the Accreditation Authority, as per / under the Regulations. Your application must be lodged online via the PlanSA portal.

All applications will be evaluated by the Accreditation Authority, which may rely on advice from a current service provider engaged by the Accreditation Authority.

Applicants will become Accredited Professionals once their application has been processed and approved by the Accreditation Authority.

2.1 Required documentation for the application

The information needed to have/complete for the application:

- photo ID (driver's licence or passport)
- curriculum vitae
- referees details
- a completed Statutory Declaration (download from the PlanSA portal).

You may also require the following documentation (pending the level of accreditation and professional memberships held):

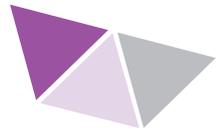
- insurance details (including your policy number)
- professional body memberships (inclusive of recognised equivalent schemes)
- other professional accreditation held
- current relevant qualifications
- your experience and technical skills (download template from the PlanSA portal)
- Practical Experience Report and supporting documents (building accreditation).

2.1.1 Documentation of professional body membership or any other accreditation

If you hold a recognised equivalent scheme accreditation or have been accredited in another state or territory in Australia and wish to apply for recognition under the *Mutual Recognition Act 1992*, you may need to provide documentary evidence of that recognised equivalent scheme accreditation or accreditation of another state or territory².

When the level of professional body membership/accreditation or interstate accreditation aligns with the Accreditation Authority requirements, additional information/documentation of relevant qualifications, experience and technical skills listed above may **not be required**.

² The *Mutual Recognition Act 1992* entitles a person who is registered in a state or territory other than South Australia for an occupation equivalent to a category of accreditation regulated by the *Planning, Development and Infrastructure Act 2016* to apply for recognition of the person's interstate registration, to carry out that occupation in South Australia.



2.1.2 Documentation of any relevant qualification

Accredited Professionals are required to have the appropriate qualifications detailed by the Accreditation Authority.

The **Qualifications, Skills and Experience Requirements for Accredited Professionals** sets out the recognised qualifications for each accreditation level. Proof of qualifications may be required (where relevant), and could be in the form of an academic parchment, transcript or other evidence showing successful completion.

If you are applying for accreditation but do not possess the prescribed qualifications, you should indicate any other qualifications which may be relevant to assist the Accreditation Authority in determining your application. You may need to seek assessment of other qualifications from an external registered training organisation or academic institution. Please refer to the Frequently Asked Questions in the Qualifications, Skills and Experience Requirements document for further information.

2.1.3 Documentation of experience and technical skills

Accredited Professionals are required to have the appropriate experience and technical skills detailed by the Accreditation Authority.

The **Qualifications, Skills and Experience Requirements for Accredited Professionals** sets out the experience and technical skills required for each level of accreditation.

You will need to provide appropriately detailed documentation as part of your application which demonstrates that you meet the experience and technical skills required for the accreditation level you have applied for. This may include, but is not limited to:

- a comprehensive and chronological description of your skills and experience
- evidence of projects you have worked on and your role within them
- evidence of issued consents
- examples/case studies of work completed, and how these provide evidence of your technical skill
- a description or summary of your methodology in undertaking assessment of consents under supervision.

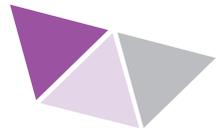
For example, an application for Accredited Professional – Planning Level 3 would require the applicant to appropriately demonstrate that they have at least six months' experience in at least three of the nominated technical skills.

2.1.4 Documentation of any Professional Indemnity Insurance

The Scheme requires Accredited Professionals to hold a policy for professional indemnity insurance that is “reasonable and adequate, taking into account the amount and nature of work to be undertaken in the accredited professional’s role” (Regulation 17).

An Accredited Professional will need to provide evidence that their insurance has been maintained and is current at every annual compliance check. They may also be required to produce proof of insurance in-between compliance checks (or on expiry), at the request of the Accreditation Authority.

All Accredited Professionals employed by a council will continue to be covered by the Local Government Association Mutual Liability Scheme. This will satisfy the requirement for professional indemnity insurance under the Scheme. If an employee of a council was to act as an Accredited Professional in a private capacity (i.e. outside their role as an accredited professional for a council), they would be required to ensure they have the appropriate level of accreditation and will need to obtain professional indemnity insurance for their accreditation to be valid in this context.



2.2 Applying

Your application should be lodged in the correct form and accompanied by evidence that supports your eligibility to become accredited in the level of your application. This is an online form accessible through the PlanSA portal.

The application fee should be paid on lodgement of the application and can be made by credit card (MasterCard or Visa).

2.3 Evaluation of an Application

All applications for accreditation under the Scheme will be evaluated/assessed by either the Accreditation Authority or an approved assessment service provider. However, only the Accreditation Authority will have the authority to officially register an applicant as an Accredited Professional.

2.4 Conditions of Accreditation

A key requirement of the PDI Act is that all Accredited Professionals carry out, and be seen to carry out, their functions with the highest ethical standards so as to maintain public confidence in the integrity of the planning system.

To be granted Professional Accreditation under the Scheme, you will be expected to maintain an appropriate level of insurance (if applicable); comply with the Accredited Professionals Scheme Code of Conduct, and notify the Accreditation Authority of any change to your professional circumstances.

The Accreditation Authority may impose such other conditions as it sees fit. An Accredited Professional may, on application to the Accreditation Authority, request the variation of a condition to which the accreditation is subject.

2.5 Register of Accredited Professionals

Upon granting professional accreditation, the Accreditation Authority will include the accredited professional in the Register of Accredited Professionals on the PlanSA portal. The register will include:

- the name and contact details of Accredited Professionals
- any condition or limitation that specifically relates to the Accredited Professional
- any further information seen fit by the Accreditation Authority.

The register will be searchable by the public.

2.6 Fees

Fees attributed to the Scheme are set out by a Ministerial fee notice published in the *South Australian Government Gazette*.

The fees payable for the purposes of the *Planning, Development and Infrastructure (Accredited Professionals) Regulations 2019* can be found on the [PlanSA portal](#).



3. Continuation of accreditation

3.1 Process and timeframe

An Accredited Professional seeking to remain accredited must apply, on a yearly basis, to the Accreditation Authority for the continuation of their accreditation under Regulation 19 and should:

- be in the approved form and lodged via the PlanSA portal
- be supported by any information specified in the approved form, including the CPD undertaken
- be accompanied by the relevant fee
- be made at least 14 days but not more than two months before the date of expiry of the accreditation.

The Accreditation Authority may determine a late application for continuation provided that the applicant pays the late payment fee prescribed by the *Planning, Development and Infrastructure (Fees and Charges) Regulations 2019*.

If an application for the continuation of an accreditation is not decided before the date on which the accreditation is due to expire, the accreditation continues in operation until the application is decided and, if the accreditation is continued, the continuation follows on from the original anniversary date.

The Accreditation Authority may refuse to consider an application for continuation if the application is made earlier than two months before the accreditation is due to expire.

3.2 Continuation of accreditation and CPD

It is a condition of continuing accreditation that you undertake the prescribed amount of CPD in the 12 months immediately preceding the anniversary date of your accreditation. As set out at Part 5 of this Guide and under regulation 19 of the Regulations, CPD is a mandatory requirement, which must be completed in order to ensure the continuation of your accreditation and that your accreditation will cease where you have not met the prescribed requirements, except in the case where certain criteria apply (described in Part 6 of this Guide below).

3.3 Amending an accreditation anniversary date upon renewal

An accredited professional will be able to apply to the Accreditation Authority when they renew their accreditation to change their anniversary date to a date that is earlier than what would otherwise be their next anniversary date.

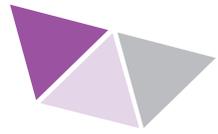
In doing so, an accredited professional may need to liaise with the Accreditation Authority regarding Continuing Professional Development (CPD) requirements.

This may assist accredited professionals in aligning their accreditation anniversary under the scheme with their accreditation held with other professional bodies, CPD activities or their insurance renewals.

It is important to note that any request to amend an accreditation date cannot result in an extension of the anniversary date. As such the accredited professionals will need to lodge a separate renewal application prior to the new nominated anniversary date.

Subject to the length of this period, the Authority may consider waiving (in full or part) any fees associated with the next renewal.

As a result, should an accredited professional subsequently require an exemption from the requirement to complete CPD in the next renewal period, they will need to follow the process outlined at 5.6 of this Guide.



3.4 Reapplication <12 months since expiry

In accordance with Regulation 19(6)(a), an accreditation will cease where a continuation of accreditation application is not made or determined by the Authority in the required time frame.

Where an accredited professional has failed to renew their accreditation in the required time frame, they will have the ability to reapply for an expired accreditation, through a streamlined process (as opposed to completing a new application), provided the accreditation has not been expired for more than 12 months.

In doing so the applicant will be required to complete an application with supporting documents and show evidence of CPD completed within the previous 12 months OR submit a request for exemption in accordance with the process outlined at 5.6 of this Guide.

3.5 Extension of time to renew an accreditation

As set out under Regulation 19, a person seeking to remain accredited must apply on a yearly basis to the Accreditation Authority for the continuation of the accreditation. An annual application must be made at least 14 days before each anniversary of the granting of the accreditation.

An accredited professional may apply to the Accreditation Authority, via the portal, for an additional 3 months' time to lodge their continuation of accreditation application in certain circumstances. A request for extension of time to renew must be made 14 days prior to expiry of the anniversary date.

The acceptable criteria for potentially being granted an extension of time to renew – noting this remains a decision for the Accreditation Authority – are:

- being pregnant or taking leave from work due to the birth of a child; or
- being seriously ill or severely disabled; or
- being required to care for a member of the Accredited Professional's immediate family for an extended period of time
- being under severe financial stress
- on the basis of other unavoidable or extenuating circumstances of which the accredited professional has provided sufficient evidence.

Where an extension of time to renew is approved, this will also provide an additional three months for the accredited professional to complete CPD.

An accredited professional will still be required to apply to renew the accreditation prior to the end of the 3 month extension end date.

Where an accredited professional undertakes CPD during a three-month extension period, that CPD can only be counted towards one CPD period.

Where an extension of time to renew is refused, the accredited professional will still have the ability to lodge a renewal application for 14 days after the refusal or up until their anniversary date, whichever is later.



4. Code of conduct

4.1 Background

The Minister has adopted an Accredited Professionals Code of Conduct (Appendix 3 of the Regulations) to be observed by Accredited Professionals under the PDI Act.

The Code of Conduct is a key tool to ensure that all Accredited Professionals act honestly and ethically with a high degree of accountability in respect of functions performed under the PDI Act. A key requirement is that all Accredited Professionals must carry out, and be seen to carry out, their functions with the highest ethical standards so as to maintain public confidence in the integrity of Accredited Professionals.

The PDI Act provides for general duties of Accredited Professionals but also sets out the consequences for any breach of duty by an Accredited Professional. The maximum penalty for a breach of a duty by an Accredited Professional under section 91 of the PDI Act is \$50,000. Some Accredited Professionals may also be bound by codes of conduct or professional standards issued by professional bodies. Where there is a conflict between the Accredited Professionals Code of Conduct and any other professional code or standard, the Accredited Professionals Code of Conduct prevails for the purposes of the PDI Act.

The Code of Conduct can be accessed on the PlanSA portal.

4.2 Code of conduct requirements

In performing any function as an Accredited Professional under the PDI Act, you must comply with requirements 1 to 20 of the Code of Conduct. In addition, if you perform any function in relation to the issuing of a building consent you must also comply with requirements 21 to 26.

There are penalties associated with any breach of the Code of Conduct, including the potential suspension or cancellation of your accreditation.

4.3 Broader legislative framework

Section 15 of the PDI Act provides a framework for the general duties of all Accredited Professionals.

Broadly, it is expected that a person or body will:

- act in a cooperative and constructive way
- be honest and open in interacting with other entities under the PDI Act
- be prepared to find reasonable solutions to issues that affect other interested parties or third parties
- exercise professional care and diligence
- act honestly and in an impartial manner
- be responsible and accountable
- comply with any code of conduct, service benchmark or other requirement that applies in relation to the person or body.



5. Continuing Professional Development

5.1 What is Continuing Professional Development (CPD)?

CPD is a mandatory requirement for all Accredited Professionals under the PDI Act and must be undertaken to ensure continuation of accreditation. This section provides key advice and guidance for practitioners to assist them to meet their CPD requirements to improve and maintain their performance as Accredited Professionals operating under the PDI Act.

Continuing Professional Development (CPD) is activity undertaken by a professional to maintain, improve and enhance their professional knowledge, expertise, and qualities throughout their professional careers. You are required to undertake CPD to ensure that, like other professionals, you continue to maintain and broaden your knowledge and abilities to ensure you can perform your role to a high standard to support the development assessment system under the PDI Act.

Performing your role to a high standard requires you to stay up to date with latest developments to respond to the ever-changing nature of the professional environment. New legislation, technology, roles and workplaces often require, and provide opportunities for, you to undertake the requisite CPD.

The Accreditation Authority recognises that lifelong learning is a feature of each profession and the workplace. It supports learning about technical aspects as well as non-technical or 'soft' skills (e.g. leadership and project management). As you progress in your career, and as professions respond to increasing expectations by employers and the community, CPD provides a competitive edge and the capacity to work more effectively.

CPD requirements under the Scheme are mandatory for both planning and building Accredited Professionals.

5.2 What counts as CPD? What doesn't?

The Regulations define CPD as an activity that:

- is of significant educational, practical or technical value and are related to the activities of an Accredited Professional (taking into account the class of accreditation under the Regulations)
- is conducted by a person with practical or academic experience in the subject covered by the activity
- is relevant to the immediate or long-term professional development needs of an Accredited Professional who is undertaking the activity
- comprises any of the following:
 - attendance at, or presentation of, a lecture, seminar, conference, workshop, educational program or course; or
 - engagement (viewing or listening) in educational material presented as a part of a multi-media, web-based or recorded program; or
 - preparing material for any lecture, seminar, conference, workshop, educational program or course, or for any multi-media, web-based or recorded program.

Any other activity which is outside the bounds of the definition provided by the Regulations will not be considered by the Accreditation Authority as CPD. Clarification on whether an activity is CPD or not can be sought from the Accreditation Authority.



5.3 What are the mandatory requirements?

Mandatory CPD requirements are set out under Schedule 1 of the Regulations.

The amount of CPD required to be undertaken varies between 4 and 20 CPD units over a 12 month accreditation period, depending on the levels of accreditation held. This is to ensure the professional standards of Accredited Professionals are maintained. One CPD unit equates to one hour of professional development (i.e. 10 units = 10 hours).

Completion of CPD forms a mandatory requirement for continuation of accreditation (see Part 3 of this Guide above). Failure to undertake CPD may result in the Accreditation Authority ceasing an accreditation, unless extenuating circumstances are declared to the Authority (see Part 6.5 below).

For each field (planning or building) there are four and five professional competencies (respectively), in which a minimum number of CPD units must be completed.

PLANNING	BUILDING
<p>If you hold Planning Level 1 only or in combination with other Planning levels (20 units)</p> <p>20 CPD units in each 12-month accreditation period of which 7 units must be completed in the following professional competencies:</p> <ul style="list-style-type: none"> • 2 units in performance-based planning • 2 units in decision making in development assessment • 2 units in legislative compliance • 1 unit in ethics in planning. 	<p>If you hold Building Level 1, Building Level 2 or Building Level 3 (20 units)</p> <p>20 CPD units in each 12-month accreditation period of which 9 units must be completed in the following professional competencies:</p> <ul style="list-style-type: none"> • 2 units in construction practices and principles • 2 units in the application of performance-based building code matters • 2 units in decision making in development assessment • 2 units in legislative compliance • 1 unit in ethics in development.
<p>If you ONLY hold Planning Level 2 (4 units)</p> <p>4 CPD units in each 12-month accreditation period of which 4 CPD units must be completed in the following professional competencies:</p> <ul style="list-style-type: none"> • 1 unit in performance-based planning • 1 unit in decision making in development assessment • 1 unit in governance • 1 unit in ethics in planning. 	<p>If you hold Building Level 4 (10 units)</p> <p>10 CPD units in each 12-month accreditation period in which 4 units must be completed in the following professional competencies:</p> <ul style="list-style-type: none"> • 1 unit in construction practices and principles • 1 unit in the application of performance-based building code matters • 1 unit in legislative compliance • 1 unit in ethics in development.
<p>If you hold Planning Level 3, Planning Level 4, or Surveyor only or in combination with other Planning levels (other than Planning Level 1) (20 units)</p> <p>20 CPD units in each 12-month accreditation period of which 5 units must be completed in the following professional competencies:</p> <ul style="list-style-type: none"> • 2 units in decision making in development assessment • 2 units in legislative compliance • 1 unit in ethics in planning 	<p>Note:</p> <ul style="list-style-type: none"> • If an accredited professional holds Planning Level 1 accreditation, they are able to undertake the functions of a Planning Level 2, 3 & 4 without the need to complete additional CPD other than what is listed under Planning Level 1. • If an accredited professional holds Planning Level 3 accreditation, they are able to undertake the functions of a Planning Level 2 without the need to complete additional CPD other than what is listed under Planning Level 3. • In the case of an accredited professional who holds both planning and building accreditation, CPD may be counted towards multiple accreditations held by one person, provided the required competencies for each accreditation held, are covered.

Table 2. CPD requirements



5.4 CPD categories

Beyond the prescribed level of CPD units and minimum units of ‘professional competencies’ required under the Regulations, the following categories (A to E) of CPD are set out to assist Accredited Professionals to consider the breadth of activities they could undertake to meet their CPD requirements.

The Authority recommends a maximum of 8 units for categories B, C and work placement. The recommended maximum number of CPD points assigned to these particular categories accounts for the difference between passive learning and active or structured learning. This encourages CPD activities to be conducted using a variety of delivery methods over each 12 month accreditation period.

CATEGORY	DESCRIPTION
A	<p>Conferences, Seminars, Lectures, Workshops & Study Tours</p> <p>Organised learning activities which enhance professional knowledge and skills, but do not include academic assessment. May be provided by PIA, AIBS or any other organisation and can be about planning or other work-related topics.</p>
B	<p>Self-guided Learning</p> <p>Individual or group activities to expand understanding of professional issues and processes or enhance work related non-professional skills. Includes ‘structured’ reading, self-taught courses and scheduled discussion sessions. Includes viewing or listening to material presented as part of a multi-media, web-based or recorded program.</p>
C	<p>Professional & Community Service</p> <p>Active involvement in committees and projects to develop and promote the planning profession. Includes involvement in editorial and peer review activities, mentoring programs and input to overseas aid programs.</p>
D	<p>Formal Education & Training</p> <p>Classes and courses, face-to-face or by distance, where formal, guided learning (lectures, reading or discussion) is followed by academic assessment. May be provided by a recognised educational institution, or by a specialist or professional association.</p>
E	<p>Presentations, Papers, Publications & Instruction</p> <p>Preparation of material for publication and/or presentation (including professional conferences and seminars) to assist other planners’ learning. Includes preparation and presentation of any multi-media, web-based or recorded program. Also includes guest lectures in university planning classes.</p>
WORK PLACEMENTS	<p>The Accreditation Authority distinguishes between CPD and practice, and it is expected that most CPD activity is not work tasks. Work placements and tasks directly related to continuing professional development and not part of the Accredited Professional’s normal role should be considered as Category A, unless there is evidence of documented assessment when they can be regarded as Category D.</p>

Table 3. CPD Categories



5.5 CPD associated with professional bodies

Many Accredited Professionals will already be members of professional bodies such as the Planning Institute of Australia (PIA), the Australian Institute of Building Surveyors (AIBS) and the Royal Institute of Chartered Surveyors (RICS) and will already be familiar with the concepts of accreditation and CPD. These organisations require members to maintain and enhance their professional knowledge and skills through their CPD programs.

The Accreditation Authority's CPD requirements are mandated by the Regulations and may not strictly align with the CPD requirements associated with any particular institute or association. However, CPD points earned under the Scheme are likely to count towards the requirements of those associations/institutes and vice versa.

5.6 Extenuating circumstances for not undertaking CPD

As set out in Part 4, under the Scheme, an Accredited Professional should meet the prescribed CPD requirements to have continuation of their accreditation granted.

However, if an Accredited Professional who has applied for continuation has not completed the prescribed amount of CPD, the Accreditation Authority may, on application by the Accredited Professional, excuse the Accredited Professional from the CPD requirements, or allow the accreditation to continue subject to conditions.

The acceptable criteria for potentially being excused from CPD requirements – noting this remains a decision for the Accreditation Authority – are:

- that the Accredited Professional has been unable to complete the prescribed amount of CPD because of:
 - being pregnant or taking leave from work due to the birth of a child; or
 - being seriously ill or severely disabled; or
 - being required to care for a member of the Accredited Professional's immediate family for an extended period of time
- being under severe financial stress
- that there are other unavoidable or extenuating circumstances that made it exceptionally difficult for the Accredited Professional to participate in compulsory professional development over the course of the relevant CPD period, or a substantial part of the relevant CPD period.

An application for CPD exemption by an Accredited Professional must be made by a [statutory declaration](#) lodged with the Authority, which provides evidence of meeting a criteria above, and any steps (if any) the Accredited Professional intends to take to improve or achieve compliance with CPD requirements.

5.7 Recording and monitoring of CPD

The onus is on you to maintain accurate records of your CPD activity in the preceding 12 months. You are expected to maintain clear and complete records, including:

- date the activity was undertaken
- type of activity undertaken (including location and name of the provider)
- professional competency value of the activity (reflection on what was learned)
- hours (length of time spent doing CPD)
- category (CPD category A-E)
- number of CPD units attained.



An Accredited Professional should, in respect of each 12 month CPD period, maintain and retain records of their CPD activity for 6 years after the end of that CPD period:

- a written record of CPD activities undertaken and of the CPD units completed
- material indicating the nature of each CPD activity
- a record of the fact that the Accredited Professional undertook each of such activity.

You must also be able to provide the Authority, within 14 days of receipt of a written request, information about your compliance in line with the CPD requirements.

5.8 Accredited Professional's activity log example

The Accreditation Authority requires independent audits of CPD activities every five years. And you are expected to be able to produce written records for this purpose. You are required to keep an electronic or hard copy of your CPD records. Below is an example of the [CPD activity log](#) that may be used for your record keeping purposes.

ACTIVITY LOG					
DATE	PROVIDER (organisation who provided the training material or to whom you presented)	CPD ACTIVITY (Title, type of activity, location)	CPD CATEGORY (Refer to the Guide at 5.4)	PROFESSIONAL COMPETENCIES (Reflect on what was learnt/topic discussed)	CPD UNITS (1 hour = 1 unit)
Planning Example					
8/10/2020	PIA Planet 2020 online	SCEED Communities - holistic community planning	Category A	performance based planning	1 unit
				ethics in planning	1 unit
				other - stakeholder engagement	1.5 units
Building Example					
5/03/2020	AIBS	Day one, AIBS South Australia Chapter Conference	Category A	legislative compliance	2 units
				performance-based building code matters	1 unit
				ethics in development	1 unit
				other - industry trends	1 unit
				other - strategic planning	1 unit
				other - stakeholder management	1 unit

This is a true account of my Continuing Professional Development activity in FY Signed Date.....



6. Audits

6.1 Purpose of audits

Periodic audits are a condition of the Scheme and are undertaken by a qualified auditor.

The Accreditation Authority may check any matter it sees fit for the purpose of the audit; however, audits will primarily be conducted in order to check whether the processes and procedures associated with the assessment of development, and the granting of any relevant consents, have been undertaken in accordance with the PDI Act.

6.2 Qualified auditor

An audit of an Accredited Professional must be completed by a suitably qualified auditor. A person is a qualified auditor if:

- the Accreditation Authority is satisfied the person applying holds the appropriate qualifications, experience and technical skills in planning or building assessment or a related discipline and holds a current approval issued by the Accreditation Authority; or
- the person is acting under an agreement between the Accreditation Authority and an association or other body in connection with the conduct of audits; or
- the person is an employee of the State and the Accreditation Authority considers that person to be suitably qualified to act as a qualified auditor under this regulation.

6.3 Who will be audited?

All Accredited Professionals will be audited, with the exception of:

- assessment panel members (planning level 2)
- an Accredited Professional who is an employee of the State or a council (insofar as they are acting within the scope of their employment).

6.4 When are audits required?

The first periodic audit must be completed in relation to an Accredited Professional if:

- they are carrying on business as an Accredited Professional at the commencement of these Regulations—within five years after that commencement; or
- they commence business as an Accredited Professional after the commencement of these Regulations—within five years after the date on which they commenced business.

Thereafter, an Accredited Professional must ensure that a periodic audit is completed at least once in every five years.



6.5 Failure to comply with the requirements of accreditation

A qualified auditor must report any significant contravention or failure on the part of the Accredited Professional to comply with the requirements of accreditation to the Accreditation Authority. Following review of the report, the Accreditation Authority may:

- make recommendations to the Accredited Professional
- give directions to the Accredited Professional to rectify any matter, or to take any other action, with a view to preventing the recurrence of any act, failure or irregularity
- impose conditions on the accreditation of the Accredited Professional
- alter the accreditation of the Accredited Professional to a lower level of accreditation
- take action under these Regulations to cancel or suspend the Accredited Professional's accreditation.



7. Complaints

7.1 Complaints against Accredited Professionals

Any person may make a complaint to the Accreditation Authority about an Accredited Professional within 12 months of the day on which the complainant believes that the incident occurred. This may be in relation to any of the following:

- the Accredited Professional has failed to comply with, or acted in contravention of, the PDI Act or the Regulations with respect to any matter associated with any assessment, decision, permission, consent, approval, authorisation, certificate or process that relates to any development (or proposed development)
- the Accredited Professional has not acted in accordance with the public interest
- the Accredited Professional seeks, accepts or agrees to accept a benefit from another person as a reward or inducement to act against a provision of the PDI Act
- the Accredited Professional has acted in contravention of the Code of Conduct.

To ensure that all complaints are of an appropriate nature, a complaint must:

- be made in the approved form
- contain particulars of the allegation on which the complaint is based
- be verified by statutory declaration.

Further details and requirements, including the approved form and statutory declaration, can be located on the PlanSA portal.

7.2 Investigations procedure

The Accreditation Authority will review all received complaints about an Accredited Professional. The Accreditation Authority may refuse to investigate a complaint or, having accepted a complaint for investigation, may refuse to proceed further, if it appears that:

- the complainant does not have a sufficient interest in the matter to which the complaint relates
- the matter raised by the complaint is trivial
- the complaint is frivolous or vexatious or is not made in good faith
- it would be more appropriate for proceedings to be initiated in a court or tribunal constituted by law, or for the matter to be handled by another authority
- there is some other good reason not to proceed (or further proceed) with the matter under this regulation.

If the Accreditation Authority decides to proceed with the investigations process, it may appoint a person to investigate the complaint. The Accreditation Authority must inform the Accredited Professional of the appointment of the investigation and furnish formal notification of the nature of the complaint. The investigation must give the Accredited Professional a reasonable opportunity to make representations about the complaint. The investigation may require the Accredited Professional to provide documents and other information, verified by statutory declaration, if required. At the conclusion of the investigation the investigator must provide a report to the Accreditation Authority.



7.3 *Final determination*

Upon the receipt of the report, or at the conclusion of any process the Accreditation Authority has adopted in the alternative, it must provide the person to whom the complaint relates with a copy of the report. The Accreditation Authority may then decide to:

- take no further action on the complaint
- undertake any consultation or further inquiry as the Accreditation Authority thinks fit
- caution or reprimand the Accredited Professional
- make recommendations to the Accredited Professional
- impose conditions on the accreditation of the Accredited Professional
- alter the accreditation of the Accredited Professional to a lower level of accreditation
- cancel or suspend the Accredited Professional's accreditation
- take such other action as the Accreditation Authority thinks fit.



8. Cancellation or suspension of accreditation

8.1 Grounds for cancellation or suspension

The Scheme aims to ensure the professionalism and accountability of planning, building and surveying professionals across South Australia. Accredited Professionals who do not meet the standards of the Scheme may have their accreditation suspended or cancelled.

The Accreditation Authority may cancel or suspend an accreditation if one or more of the following grounds applies:

- events have occurred such that the Accredited Professional would not be entitled to be granted accreditation if the person were to apply for accreditation
- the Accredited Professional failed to comply with a provision of the PDI Act or Regulations
- the Accredited Professional has contravened or failed to comply with a condition of the accreditation
- the Accredited Professional has contravened or failed to comply with the Code of Conduct
- it considers that the Accredited Professional obtained the accreditation improperly or on the basis of false or misleading information
- the Accredited Professional is no longer a fit and proper person or otherwise suitable to hold an accreditation
- the Accredited Professional has acted in an unprofessional or inappropriate manner
- any other ground for cancellation of the accreditation specified by the Regulations.

8.2 Rights of Accredited Professionals

If the Accreditation Authority proposes to cancel or suspend an accreditation, it must give the Accredited Professional notice of the proposal and the reasons for the proposal.

The notice to the Accredited Professional must state that within a specified period, after the notice is given, they may make written representations to the Accreditation Authority concerning the proposal. The Accreditation Authority must not give effect to the proposal without considering any representations received within the specified period.

A cancellation may have effect:

- permanently
- for a specified period
- until the fulfilment of specified conditions
- until further determination of the Accreditation Authority.

A suspension may have effect:

- for a specified period
- until the fulfilment of specified conditions
- until further determination of the Accreditation Authority.



9. Right of Review

The Accredited Professional, whose accreditation is affected by the decision of the Accreditation Authority, may apply to the South Australian Civil and Administrative Tribunal (SACAT) for a review of the decision within 28 days after the making of the relevant decision (or such longer period as SACAT may allow).

This may be in the case such that the Accreditation Authority proposes to:

- refuse to grant an accreditation
- impose a condition on an accreditation, to vary a condition of an accreditation, or to refuse an application to vary a condition of an accreditation
- refuse to continue an accreditation
- alter the accreditation of an Accredited Professional to a lower level of accreditation
- cancel or suspend an accreditation.



10. Glossary

Accreditation Authority is the Chief Executive of the Department reporting to the Minister for Planning

PDI Act means the *Planning, Development and Infrastructure Act 2016*

AIBS means the Australian Institution of Building Surveyors

CPD means Continuing Professional Development

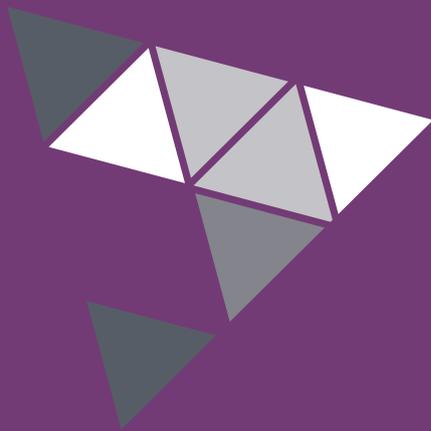
PIA means the Planning Institute of Australia

RICS means the Royal Institute of Chartered Surveyors

AP Regulations means the *Planning, Development and Infrastructure (Accredited Professionals) Regulations 2019*

Scheme means the Accredited Professionals Scheme

SSSI means the Surveying and Spatial Sciences Institute



ACCREDITATION AUTHORITY



Government of South Australia

Department for Trade
and Investment