Overview of this guide

The Accredited Professionals 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 Accredited Professionals Scheme (the Scheme) is a key component of the new planning and development system created under the Planning, Development and Infrastructure Act 2016 (PDI Act).

This guide provides 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; and is intended to be read alongside it.

Other practitioner tools will be created to help practitioners understand the key requirements and steps required to become an accredited professional.

Further information about the PDI Act and the Scheme is available on the SA Planning Portal at www.saplaningportal.sa.gov.au.

Queries can be sent to DPTI.PlanningReform@sa.gov.au.

The information in this guide was correct at time of production but may have changed since then. For the most current version of this document go to the SA Planning Portal.
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1. Overview of the Scheme

Planning and development in South Australia is changing. The new Planning, Development and Infrastructure Act 2016 (PDI Act) is being progressively introduced to replace the existing Development Act 1993 and will provide a more efficient and effective system.

The PDI Act will shape the future of South Australia by focusing on good design outcomes and engagement, and fundamentally change the way planning and development decisions are made; and who can make them.

An important part of the new PDI Act 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. The Scheme will support the new system and expand the similar, but more limited provisions, of the Development Act 1993 (Private Certification – Part 12).

Under the Scheme, there will be a range of accredited professionals who can make important decisions based on the nature and complexity of a proposed development. The Scheme will establish and maintain 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 will also be 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.

1.1 Benefits of the Scheme

- **Better decisions** - The Scheme will provide 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 will recognise the importance of professionals in the decision-making process and value their skills and experience. It will also value professional development within the sector.

- **More choices for applicants** - Persons seeking to undertake development that ticks all the boxes will 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 will be recorded on the SA Planning Portal. This will provide an up-to-date directory of all planning and building decision-makers and their level of accreditation, including any specialist services.
1.2 Who needs to be accredited?

The following practitioners will require accreditation:

- **Building professionals** who are involved in assessing building consent applications, including private certifiers, inspectors and building surveyors.

- **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 panel.[1]

- **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 will ensure the operations of the SCAP represent contemporary best practice in development assessment and will uphold the State Planning Commission as a champion of the Accredited Professional Scheme.

[1] Council and Joint Planning Board assessment panels can include up to one elected member of a maximum panel of five members in total. 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.
1.4 Classes of accreditation

CLASSES OF ACCREDITATION

There are four classes of accreditation applicable to building professionals, four classes for 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.

NEW Development Assessment (General) Regulations 2019
Deemed-to-satisfy development.
Deemed-to-satisfy development with minor variations.
Performance assessed development not assigned to assessment panels.
Land division consent.

NEW
Notified performance assessed development.

NEW
Deemed-to-satisfy development.
Deemed-to-satisfy development with minor variations.

NEW
Deemed-to-satisfy development.

NEW
Deemed-to-satisfy land divisions (planning consent only).

Note: The classification system set out above is new for planning practitioners but is already in place for building professionals. The classification system is also subject to consultation before being finalised.
BUILDERS

New building accreditation classes that replace existing building certification under the new Scheme are shown below. Existing private certifiers will be automatically accredited under the Scheme (see Section 3 – Transitional Provisions).

NEW Development Assessment (General) Regulations 2019
Assess and provide consent for any class of development.
Planning consent for certain deemed-to-satisfy development, as determined by the Minister (similar to the current scope of ‘Residential Code’ development).

EXISTING Development Regulations 2008
Building Surveyor
Assess any development.
Provide consent for any class of development if registered as a private certifier.
Planning consent for ‘Residential Code’ development.

NEW
Assess and provide consent for buildings (all classes) not exceeding 3 storeys and a floor area not exceeding 2000m².

EXISTING
Assistant Building Surveyor
Assess any class of buildings not exceeding 3 storeys and not having a floor area exceeding 2000m².

NEW
Assess and provide consent for class 1 or 10 buildings not exceeding 2 storeys and a floor area not exceeding 500m².

EXISTING
Building Surveying Technician
Assess class 1a or 10 buildings not exceeding 2 storeys.
Assess class 2 to 9 buildings not exceeding 1 story and not having a floor area exceeding 500m².

NEW
Undertake inspections.

EXISTING
Not in existing regulations.
1.5 The Accreditation Authority

To become an accredited professional, you must be accredited by the Accreditation Authority, which is the Chief Executive of the Department of Planning, Transport and Infrastructure (DPTI). The Accreditation Authority is responsible for the administration of the Scheme established by the Planning, Development and Infrastructure (Accredited Professionals) Regulations 2019. The Regulations are able to be accessed on the SA Planning Portal.

1.6 Required qualifications

The qualifications, experience and technical skills required for each class of accreditation as determined by the Accreditation Authority under Regulation 5 of the Planning, Development and Infrastructure (Accredited Professionals) Regulations 2019, can be found in the Accreditation Authority’s Qualifications, Skills and Experience Requirements for Accredited Professionals. This document can be accessed on the SA Planning Portal.

The Accreditation Authority may also approve alternative qualifications, experience and technical skills on a case-by-case basis, and may grant conditional accreditation in particular circumstances.

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 Planning, Development and Infrastructure (Accredited Professionals) Regulations 2019.

Initial schemes will be recognised as outlined below. Other schemes will be considered for inclusion.

The Accreditation Authority may also approve other schemes not included in the table below provided they meet the relevant criteria for professional accreditation.

<table>
<thead>
<tr>
<th>CLASS</th>
<th>RECOGNISED EQUIVALENT SCHEME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accredited professional—planning level 1</td>
<td>Planning Institute of Australia (PIA) Registered Planner</td>
</tr>
<tr>
<td>Accredited professional—planning level 1 (Conditional)</td>
<td>PIA Full Member - must complete the transition to PIA Registered Planner within 24 months</td>
</tr>
<tr>
<td>Accredited professional—planning level 2</td>
<td>PIA Full Member</td>
</tr>
<tr>
<td></td>
<td>PIA Registered Planner</td>
</tr>
<tr>
<td>Accredited professional—planning level 3</td>
<td>PIA Full Member - Member must demonstrate the minimum 3-years’ experience requirement before a ‘Statement of Membership Equivalency’ is provided.</td>
</tr>
<tr>
<td></td>
<td>PIA Registered Planner</td>
</tr>
<tr>
<td>CLASS</td>
<td>RECOGNISED EQUIVALENT SCHEME</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>---------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Accredited professional—planning level 4 | PIA Full Member  
PIA Registered Planner  
Affiliate*  
Graduate*  
* Members must demonstrate the following experience requirements before a ‘Statement of Membership Equivalency’ is provided by PIA:  
• 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:** PIA will provide applicants with a ‘Statement of Membership Equivalency’ for use in the Accredited Professionals application process.

| Accredited professional—surveyor | Licensed Surveyor with the Surveying and Spatial Sciences Institute (SSSI) General Certification |
| Accredited professional—building level 1 | Australian Institute of Building Surveyors (AIBS)  
Building Surveyor Level 1  
Royal Institution of Chartered Surveyors (RICS) Level 1 |
| Accredited professional—building level 2 | AIBS Building Surveyor Level 2 Limited  
RICS Level 2 |
| Accredited professional—building level 3 | AIBS Assistant Building Surveyor Level 3  
RICS Level 3 |
2. The application process

To become an accredited professional, the practitioner must apply to the Accreditation Authority. The application can be lodged online on the SA Planning 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 once they have demonstrated they are suitably skilled and qualified, that they hold (or will hold) an appropriate level of insurance and pay the appropriate application fee.

2.1 Required documentation for the application

The information you will need to have/complete for the application:

- Photo ID (Driver’s Licence or Passport)
- Curriculum Vitae
- Referees Details
- A completed Statutory Declaration (download on SA Planning 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
- Relevant qualifications you hold
- Your experience and technical skills (download template on SA Planning Portal)

2.1.1 Documentation of professional body membership or any other accreditation

If an applicant holds a recognised equivalent scheme accreditation or has been accredited in another state or territory in Australia and wishes to apply for recognition of that accreditation under the Mutual Recognition Act 1992\(^1\), the applicant will need to provide documentary evidence of that recognised equivalent scheme accreditation or accreditation of another state or territory.

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\(^1\) 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.
When the level of professional body membership/accreditation or applying under mutual recognition aligns with the Accreditation Authority requirements for a recognised equivalent scheme, additional information/documentation of relevant qualifications, experience and technical skills listed above will not be required.

2.1.2 Documentation of any relevant qualification

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

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

If an applicant applying for accreditation does not possess the prescribed qualifications, the applicant should indicate any other qualifications which may be relevant to assist the Accreditation Authority in determining their application.

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 Accreditation Authority’s Qualifications, Skills and Experience Requirements for Accredited Professionals sets out the experience and technical skills required for each of level of accreditation.

An applicant will need to provide appropriately detailed documentation as part of their application which demonstrates that they meet the experience and technical skills required for the accreditation level applied for. This may include, but is not limited to, a comprehensive and chronological description of their skills and experience, evidence of projects worked on and role within them, evidence of issued consents and examples/case studies of work completed, and how these address the appropriate technical skill.

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.

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, 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.
An applicant applying for accreditation for the first time may not have professional indemnity insurance at the time of the application. An applicant may proceed with their application prior to having this insurance in place, however they will need to provide the Accreditation Authority with proof of their professional indemnity insurance for their accreditation to be registered.

2.2 Applying

An application must be lodged in the correct form and accompanied by evidence that supports an applicant’s eligibility to become accredited in the class that has been requested. This will be an online form accessible through the SA Planning Portal.

The application fee will be required to be paid on lodgement of the application. This fee payment can only 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

As an ongoing condition of accreditation under the Scheme, practitioners will not only be expected to demonstrate that they have maintained suitable skills and qualifications, but will also be required to maintain an appropriate level of insurance; comply with the Accredited Professionals Scheme Code of Conduct; and notify the Accreditation Authority of any change to their professional circumstances.

The Accreditation Authority may impose such other conditions to a particular accredited professional 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 SA Planning Portal. The register will include:

- the name and contact details of accredited professionals
- qualifications held by each accredited professional
- 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 in the Planning, Development and Infrastructure (Fees, Charges and Contributions) Regulations 2019, and will come into operation on the day that Section 88 of the PDI Act (Accreditation Scheme) comes into operation (1 April 2019).

The regulations specify that the following fees are payable for the purposes of the Planning, Development and Infrastructure (Accredited Professionals) Regulations 2019:

<table>
<thead>
<tr>
<th>FEES UNDER PLANNING, DEVELOPMENT AND INFRASTRUCTURE (ACCREDITED PROFESSIONALS) REGULATIONS 2019</th>
<th>TOTAL</th>
</tr>
</thead>
</table>
| 1 Application to the accreditation authority for accreditation under the regulations, other than if item 2 applies  
(a) in the case of an application for accreditation as an Accredited professional—planning level 1; and  
(b) in any other case | $760  
$560 |
| 2 Application to the accreditation authority for accreditation under the Planning, Development and Infrastructure (Accredited Professionals) Regulations 2019 where the person is a member of a professional association or body recognised by the Accreditation Authority for the purposes of Regulation 16(2)(a) of the Planning, Development and Infrastructure (Accredited Professionals) Regulations 2019 and the person is applying as a member of that association or body for a corresponding level of accreditation under Regulation 16(2)(a)(ii) of those regulations | $270 |
| 3 Application to the accreditation authority for accreditation under Regulation 19 of the Planning, Development and Infrastructure (Accredited Professionals) Regulations 2019 | $180 |
| 4 Late application fee under Regulation 19(3) of the Planning, Development and Infrastructure (Accredited Professionals) Regulations 2019 | $60 |
3. Transitional arrangements for current private certifiers

3.1 Transitional provisions

The following provisions apply in relation to a person who is registered as a private certifier under Regulation 93A of the Development Regulations 2008 immediately before the day the Planning, Development and Infrastructure (Accredited Professionals) Regulations 2019 come into effect.

On that designated day, the person will be taken to be an accredited professional under the Scheme until the anniversary of their existing registration.

3.2 Corresponding class of accreditation determination

The person will be taken to hold the class of accreditation that most closely corresponds to the functions or activities that the person was authorised to perform as a private certifier under the Development Regulations 2008 immediately before the designated day, as determined by the Accreditation Authority.

3.3 Duration of transitional accreditation

The accreditation that the person holds will have effect until the anniversary of the registration under Section 93A of the Development Regulations 2008 next occurring on or after the designated day. The person may then apply for accreditation under the Planning, Development and Infrastructure (Accredited Professionals) Regulations 2019 to replace the conferred accreditation.

The person will continue to be subject to any action, investigation or other process under Regulation 93A(7) or (8), or 103, of the Development Regulations 2008, and the outcome of any such process may have effect for the purposes of the person’s accreditation under the Scheme.
4. **Continuation of accreditation**

4.1 Process, fees and timeframe

A person may apply to the Accreditation Authority for the continuation of an accreditation under the new Regulations. The application must:

- be in the approved form
- be supported by any information specified in the approved form
- be accompanied by the relevant fee
- be made at least 28 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 commences on the day after the date on which the accreditation would have expired.

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.

4.2 Transitional period

In addition, for **Accredited Professionals - Planning Level 1**, a two-year transitional period applies from the date of initial accreditation during which the accredited professional must demonstrate peer-reviewed compliance (in accordance with a process established by the Accreditation Authority) with the following five core competencies:

- Professionalism and integrity
- Understanding, interpreting and using spatial thinking
- Using a creative and integrative approach, drawing on a range of disciplines and methods
- Communicating and engaging with stakeholders
- Understanding and working with planning frameworks.

Further information on what is required to demonstrate compliance with the above core competencies can be found in the *Accreditation Authority’s Qualifications, Skills and Experience Requirements for Accredited Professionals*. The document is available on the SA Planning Portal.
5. Code of conduct

5.1 Background

The Minister for Planning will adopt an Accredited Professionals Code of Conduct (Appendix 3) to be observed by accredited professionals under the PDI Act. This provides guidance on the standards of conduct and professionalism expected with regard to all accredited professionals performing functions 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 Accredited Professionals Code of Conduct is the key tool to ensure that all accredited professionals act honestly and ethically with a high degree of accountability. 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.

5.2 Legislative framework

Section 15 of the PDI Act provides the 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.

There are penalties associated with any breach of the Accredited Professionals Code of Conduct.

5.3 Code of conduct requirements

In performing any function as an accredited professional under the PDI Act, an accredited professional must comply with requirements one to 20 of the Accredited Professionals Code of Conduct. In addition, an accredited professional performing any function in relation to the issuing of a building consent must also comply with requirements 21 to 26.

The Code of Conduct can be accessed on the SA Planning Portal.
6. Continuing Professional Development

6.1 What is Continuing Professional Development (CPD)?

Accredited professionals need to maintain and enhance their professional knowledge and skills as their careers progress. New legislation, technology, roles and workplaces often require, and provide opportunities for, accredited professionals to undertake Continuing Professional Development (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 accredited professionals progress in their careers, 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 is not about ‘going back to school’ or attending seminars – the focus is on extending, enhancing and updating skills and knowledge for practice. The Accreditation Authority encourages accredited professionals to use diverse types of CPD to meet their personal needs, and to respond to the ever-changing nature of the professional environment.

The below section provides more detail on CPD as it relates to the Scheme.

6.2 What counts as CPD?

The regulations define CPD as activities that:

- are of significant educational, practical or technical value and are related to the activities of an accredited professional (taking into account the relevant class of accreditation under the regulations)
- are conducted by a person with practical or academic experience in the subject covered by the activity
- are relevant to the immediate or long-term professional development needs of an accredited professional who is undertaking the activity
- comprise any of the following:
  - attendance at, or presentation of, a lecture, seminar, conference, workshop, educational program or course
  - 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.

6.3 Access to CPD

The Accreditation Authority recognises that some accredited professionals, particularly those in rural/regional areas or who work part-time, find it difficult to access face-to-face CPD activities. The CPD guidelines suggest alternative ways in which CPD can be accessed – including structured reading and learning.

The Accreditation Authority is working towards providing limited online and distance learning opportunities for accredited professionals; and already recognises several courses run by education and training providers for CPD (details are shown below).
6.4 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.

6.5 Mandated CPD

To ensure the maintenance of professional standards of accredited professionals, there will be a requirement to meet prescribed CPD requirements on an ongoing basis. One CPD unit equates to one hour of professional development.

<table>
<thead>
<tr>
<th>PLANNING</th>
<th>BUILDING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning level 1, Planning level 3, Planning level 4 and Surveyor</td>
<td>Building level 1, Building level 2 and Building level 3</td>
</tr>
<tr>
<td>20 CPD units in each 12 month period of which 8 units of CPD must be included from the following professional competencies as a part of the total 20 units:</td>
<td>20 CPD units each 12 months of which must include 10 units from the following prescribed professional competencies:</td>
</tr>
<tr>
<td>• 2 units in performance based planning</td>
<td>• 2 units in construction practices and principles</td>
</tr>
<tr>
<td>• 2 units in decision making in development assessment</td>
<td>• 2 units in the application of performance based building code matters</td>
</tr>
<tr>
<td>• 2 units in legislative compliance</td>
<td>• 2 units in decision making in development assessment</td>
</tr>
<tr>
<td>• 2 units in ethics in planning.</td>
<td>• 2 units in legislative compliance</td>
</tr>
<tr>
<td>Planning level 2</td>
<td>Building level 4</td>
</tr>
<tr>
<td>10 CPD units in each 12 month period of which 4 CPD units must be completed from the following professional competencies:</td>
<td>10 CPD units which must include 5 units from the following professional competencies:</td>
</tr>
<tr>
<td>• 1 unit in performance based planning</td>
<td>• 1 unit in construction practices and principles</td>
</tr>
<tr>
<td>• 1 unit in decision making in development assessment</td>
<td>• 1 unit in the application of performance based building code matters</td>
</tr>
<tr>
<td>• 1 unit in governance</td>
<td>• 1 unit in decision making in development assessment</td>
</tr>
<tr>
<td>• 1 unit in ethics in planning.</td>
<td>• 1 unit in legislative compliance</td>
</tr>
<tr>
<td></td>
<td>• 1 unit in ethics in development.</td>
</tr>
</tbody>
</table>
### 6.6 CPD categories

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>TYPE OF CPD</th>
<th>Hours/Capping</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Conferences, Seminars, Lectures, Workshops &amp; Study Tours</td>
<td>1 unit per hour, Capped at a maximum of 8 Units each calendar year</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Self-guided Learning</td>
<td>1 unit per hour, Capped at a maximum of 8 Units each calendar year</td>
</tr>
<tr>
<td></td>
<td>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. Include viewing or listening to material presented as part of a multi-media, web-based or recorded program.</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Professional &amp; Community Service</td>
<td>1 unit per hour, Capped at a maximum of 8 Units each calendar year</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Formal Education &amp; Training</td>
<td>2 units per hour, No capping</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Presentations, Papers, Publications &amp; Instruction</td>
<td>2 units per hour, No capping</td>
</tr>
<tr>
<td></td>
<td>Preparation of material for publication and/or presentation (including professional conferences and seminars) to assist other planners’ learning. Includes preparation and presentation of any multimedia, web-based or recorded program. Also includes guest lectures in university planning classes.</td>
<td></td>
</tr>
<tr>
<td>WORK PLACEMENTS</td>
<td>The Accreditation Authority distinguishes between CPD and practice, and it is expected that most CPD activity is not work tasks. Work placements and tasks which can be demonstrated to be directly related to continuing professional development and are not part of the Accredited Professionals normal role should be considered as Category A unless there is evidence of documented assessment when they can be regarded as Category D.</td>
<td>Capped at a maximum of 8 units per calendar year</td>
</tr>
</tbody>
</table>
6.7 Recording and monitoring of CPD

The onus is on the accredited professional to maintain accurate records of CPD completion and the accredited professional is expected to maintain clear and complete records, including:

- date each activity was undertaken
- activity undertaken (including type of activity, location and name of the provider as appropriate)
- 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.

CPD records must be maintained for at least five years after the end of the membership year to which they apply.
6.8 Accredited professional’s activity log example

The Accreditation Authority requires independent audits of the CPD activities every five years, and members are expected to be able to produce written records for this purpose.

Accredited professionals are required to keep their own electronic or hard copy CPD records unless they are stored or held by a recognised professional body.

An example of a personal activity log that may be used by accredited professionals for their records has been provided below.

<table>
<thead>
<tr>
<th>DATE</th>
<th>CPD ACTIVITY</th>
<th>VALUE</th>
<th>HOURS</th>
<th>CPD CATEGORY What CPD Category (A-E) was the activity?</th>
<th>CPD UNITS How many CPD units were earned?</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/09/2019</td>
<td>Attended a planning case law update</td>
<td>Improved knowledge of relevant case law and my ability to make decisions in development assessment</td>
<td>2 hours</td>
<td>Category A</td>
<td>2</td>
</tr>
<tr>
<td>15/10/2019</td>
<td>Read an Australian Planner journal article on design in the planning system</td>
<td>Improved my design knowledge and lead me to consider ways I may be able work with applicants to improve design outcomes in the future.</td>
<td>1 hour</td>
<td>Category B</td>
<td>1</td>
</tr>
</tbody>
</table>

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

Signed .................................................. Date ...........................................
7. Audits

7.1 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.

7.2 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.
- 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.

Further information on what is required by the Accreditation Authority to demonstrate appropriate qualifications, experience and technical skills will be released shortly.

7.3 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)

7.4 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
- 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.
7.5 Failure to comply with the requirements of accreditation

A qualified auditor must report any 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.
8. Complaints

8.1 Complaints against accredited professionals

Any person may make a complaint to the Accreditation Authority about an accredited professional within six 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, will be located on the SA Planning Portal.

8.2 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.
8.3 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.
9. Cancellation or suspension of accreditation

9.1 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.

9.2 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.
10. 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 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.
11. Glossary

**Accreditation Authority** is the Chief Executive of the Department of Planning, Transport and Infrastructure (DPTI).

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

**AIBS** means the Australian Institution of Building Surveyors

**CPD** means Continuing Professional Development

**DPTI** means the Department of Planning, Transport and Infrastructure

**PIA** means the Planning Institute of Australia

**RICS** means the Royal Institute of Chartered Surveyors

**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