



Tasmania Fire Service

# **Chief Officer's Scheme**

for the

# **Accreditation of Bushfire Hazard Practitioners**

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Bushfire Planning & Policy**

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## Preface

The devastation caused by recent bushfires in Australia, including Tasmania, reminds us that we live in one of the most bushfire-prone regions in the world and that we must understand our risk and plan and prepare for bushfire.

In October 2012, the Tasmanian Government introduced significant reforms for planning and building in bushfire-prone areas. The reforms aimed to balance development in bushfire-prone areas with the physical, social, economic and emotional risk of bushfire to our communities. These changes are supported by the findings of numerous public enquiries that have recognised the importance of planning and building as a means to achieve community fire safety, including the *2004 National Enquiry on Bushfire Mitigation and Management* and the *2009 Victorian Bushfires Royal Commission*.

The Chief Officer's Scheme for the Accreditation of Bushfire Hazard Practitioners implements Part IVA of the *Fire Service Act 1979*. It sets out the requirements and processes for accreditation, including the competency and conduct expected of Bushfire Hazard Practitioners.

Bushfire Hazard Practitioners accredited under Part IVA of the *Fire Service Act 1979* will help to implement the planning and building requirements for those people looking at developing in a bushfire-prone area.



**Chris Arnot**  
CHIEF OFFICER  
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## Section 1: Scope and General

### 1.1 Scope

This Scheme specifies the process, requirements and conditions for the accreditation of Bushfire Hazard Practitioners, under Part IVA of the *Fire Service Act 1979*.

### 1.2 Application of the Scheme

This Scheme applies to persons seeking accreditation as a Bushfire Hazard Practitioner, and those accredited under Part IVA of the *Fire Service Act 1979*.

### 1.3 Objective

This Scheme seeks to ensure that Bushfire Hazard Practitioners are qualified and capable to perform their responsibilities in a professional manner and to acceptable standards.

### 1.4 Citation

This Scheme may be cited as *Chief Officer's Scheme for the Accreditation of Bushfire Hazard Practitioners*.

### 1.5 Commencement

Version 2.0 of this Scheme takes effect on 1<sup>st</sup> May 2018.

### 1.6 Definitions

#### **Accreditation**

The accreditation provided by the Chief Officer in accordance with Part IVA of the *Fire Service Act 1979*.

#### **Accreditation Certificate**

A certificate issued by the Chief Officer to identify a person accredited and details of the accreditation.

#### **Accreditation Officer**

A person appointed by the Chief Officer to be responsible for the administration of the Accreditation System.

#### **Accreditation Number**

A unique number issued by the Chief Officer to a person accredited as a Bushfire Hazard Practitioner.

#### **Accreditation Panel**

Persons appointed by the Chief Officer to be responsible for the assessment of applications for accreditation and the provision of advice to the Chief Officer.

#### **Accreditation System**

The system comprising the Act, other Acts where applicable, this Scheme, Bushfire Hazard Advisory Notes and all other documentation as released from time to time to aid the administration for the accreditation of Bushfire Hazard Practitioners.

#### **Act**

The *Fire Service Act 1979* including all amendments.

### Approved

Approved by the Chief Officer.

### Audit

Means a process to inspect the standards of work and professional conduct of Bushfire Hazard Practitioners for compliance with this Scheme.

### Bushfire Attack Level (BAL)

'A means of measuring the severity of a building's potential exposure to ember attack, radiant heat and direct flame contact, using increments of radiant heat expressed in kilowatts per metre squared, and the basis for establishing the requirements for construction to improve protection of building elements from attack by bushfire' as defined in AS 3959 –2009 *Construction of buildings in bushfire prone areas*.

### Bushfire Emergency Plan

The written documentation of the emergency arrangements for a site, generally made during the planning process. It consists of the preparedness, prevention and response activities and includes the agreed emergency roles, responsibilities, strategies, systems and arrangements.

### Bushfire Hazard Advisory Notes

A mechanism for the Chief Officer to issue advice on matters relating to the practice of bushfire hazard practitioners or the content of bushfire hazard management plans.

### Bushfire Hazard Practitioner (BFP)

A person accredited by the Chief Officer in accordance with Part IVA of the Act to certify that:

- a) a bushfire hazard management plan is acceptable; or
- b) that there is insufficient risk from bushfire to warrant any specific protection measures.

### Bushfire Hazard Management Plan (BHMP)

A plan showing means of protection from bushfires in a form approved in writing by the Chief Officer.

### Bushfire-Prone Area

- a) Land that is within the boundary of a bushfire-prone area shown on an overlay on a planning scheme map; and
- b) where there is no overlay on a planning scheme map, land that is within 100m of an area of bushfire-prone vegetation equal to or greater than 1 hectare.

### Chief Officer

The person appointed under Section 10 of the *Fire Service Act 1979*.

### Code of Conduct

A set of principles and expectations that accredited Bushfire Hazard Practitioners may be measured against to determine unsatisfactory professional conduct or professional misconduct.

### Continuing Professional Development (CPD)

Activities which maintain a current awareness and knowledge of improving industry products, practices, techniques and procedures.

### **Emergency Management Strategy**

A document that broadly identifies the proposed emergency management arrangements that will be formed into a detailed Bushfire Emergency Plan, generally required for the purposes of a planning permit for Vulnerable Uses and Hazardous Uses.

### **Mentor**

An individual sourced from the mentor panel with the responsibility to support and provide training to provisionally accredited Bushfire Hazard Practitioners.

### **Mentor Panel**

The group of individuals nominated by the Chief Officer to be responsible for the training and support of provisionally accredited Bushfire Hazard Practitioners and to assist in the ongoing development of the accreditation system.

### **Mentoring Program**

The framework for the delivery of mentoring services to provisionally accredited Bushfire Hazard Practitioners.

### **Provisional Accreditation**

A step in the accreditation process where an individual is deemed to have the necessary training and experience to be provisionally accredited.

### **Provisional Bushfire Hazard Practitioner**

A person with provisional accreditation who can undertake practice as a Bushfire Hazard Practitioner whilst being mentored in the mentoring program.

### **Scheme**

The requirements set out in this document for the accreditation of Bushfire Hazard Practitioners as approved by the Chief Officer.

### **Scope of Accreditation**

The extent and limit of work to which a Bushfire Hazard Practitioner is accredited to undertake.

### **TFS**

Tasmania Fire Service.

### **TFS Emergency Planning Guidelines**

The Bushfire Emergency Planning Guidelines, as amended or substituted from time to time, published by the Tasmania Fire Service. This document can be accessed on the TFS website.

### **Unsatisfactory Professional Conduct**

Conduct by an accredited Bushfire Hazard Practitioner that –

- a) falls short of a reasonable standard of competence, diligence and integrity; or
- b) only partially fulfils requirements; or
- c) wilfully disregards relevant and appropriate matters; or
- d) fails to comply with this or any other Act or prescribed law.

## Section 2: Roles & Functions

### 2.1 Introduction

Tasmania has a range of requirements that must be met for the use and development of land, and the construction of buildings. This includes specific planning and building requirements that apply to land that is identified as 'bushfire-prone'. These requirements include specification on how development must be undertaken in order to reduce the risk to human life and property.

In order to ensure these standards and requirements are met, certification must be sought from the Chief Officer as a part of land use planning and building approvals process. The Chief Officer is able to delegate this power through the *Fire Service Act 1979* by accrediting Bushfire Hazard Practitioners (BFPs). This Scheme specifies the process, requirements and conditions for accreditation. Figure 1 shows where this Scheme sits within the system.

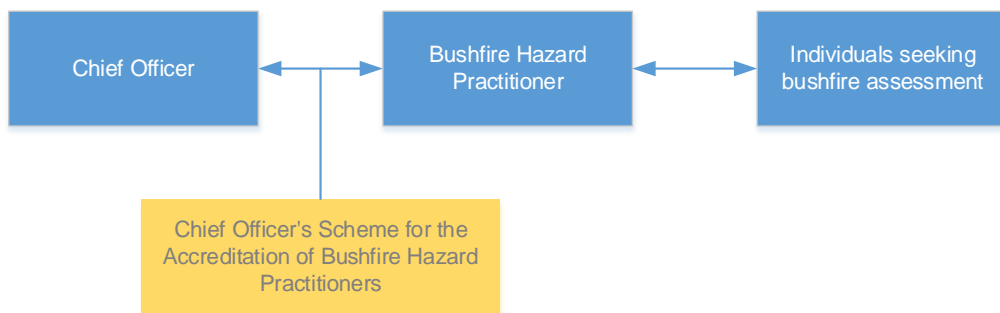


Figure 1: The relevance of this Scheme

### 2.2 Roles and Functions

The Scheme is centred on the Chief Officer and is supported by the Accreditation Officer, Accreditation Panel, Mentor Panel, and Bushfire Hazard Practitioners. Figure 2 shows the relationship between these roles.

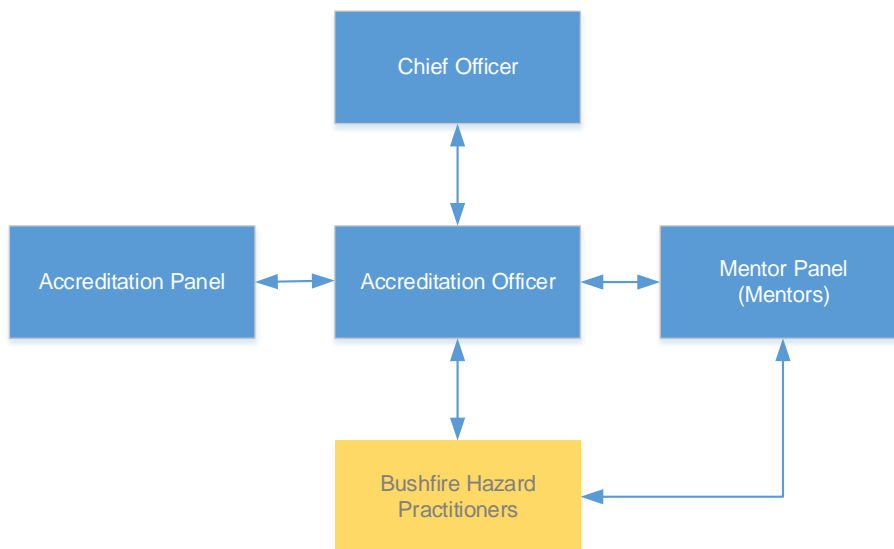


Figure 2: The relationship between key roles of the Scheme.



### 2.2.1 Chief Officer

The Chief Officer manages the bushfire hazard management system, including the accreditation of BFPs.

The Chief Officer is responsible for:

- a) The granting of accreditation;
- b) Approving in writing of the form of a Bushfire Hazard Management Plan;
- c) Setting the standards and requirements for accreditation (i.e. this Scheme);
- d) Imposing conditions on accreditation;
- e) Determining appropriate actions for complaints or failures to comply with the Scheme (e.g. suspension, revocation, penalty); and
- f) Responding to applicants within 28 days of receipt of an application for accreditation, or receipt of further information. Responses include:
  - i. Grant the application – with conditions of approval
  - ii. Refuse the application – with reasons for refusal

### 2.2.2 Accreditation Officer

The Accreditation Officer is responsible for:

- a) Maintaining a register of accredited people and their competency, capability and limitations to practice;
- b) Managing and promoting Continuing Professional Development;
- c) Maintaining public information relating to the accreditation process;
- d) Determining and recommending the makeup of panels and committees;
- e) Coordinating panels and committees;
- f) Assigning Mentors to provisional BFPs;
- g) Overseeing the mentoring system, and Mentor Panel;
- h) Facilitating the accreditation process; and
- i) Initiating and overseeing the audit process.

### 2.2.3 Provisional Bushfire Hazard Practitioners

Provisional BFPs are responsible for adhering to all conditions of the Bushfire Hazard Practitioner Mentoring Program, including:

- a) Ensuring they have the relevant qualifications and/or acceptable industry experience;
- b) Conforming with the Scheme, Bushfire Hazard Advisory Notes and other applicable documents;
- c) Undertaking the Scope of Accreditation required in Section 3.2 of the Scheme in order to demonstrate the competency and capability for full accreditation;
- d) Advising the Accreditation Officer if they have reasons to believe that they are not receiving adequate mentoring from the Mentor;
- e) Revising their work until it is deemed acceptable by the Mentor;
- f) Ensuring that all submitted work is their own, unless it has been otherwise acknowledged and agreed by the Mentor;
- g) Lodging all work which they are not fully accredited to undertake (including BAL assessments, certificates, Bushfire Hazard Reports and BHMPs) with their Mentor using the following correspondence format:
  - i. Submit electronically to [bfp@fire.tas.gov.au](mailto:bfp@fire.tas.gov.au);

- ii. Submit documents with the subject title "BFP-P BFP's Surname & First name – Job Address, Job Location" (e.g. BFP-P Smith John – 13 East Avenue, West Town);
- iii. Provide all documents in PDF or MS Word format;
- h) Prior to engaging in the work of a bushfire hazard practitioner, the provisionally accredited BFP must:
  - i. Consider their capacity and competence to undertake the scope of work;
  - ii. Be provisionally accredited to undertake the scope of work;
  - iii. Advise the client of the status and limitations of their accreditation, including possible time frames associated with gaining certification of work; and
  - iv. Consider the timeframes associated with the mentoring process, in the context of the client's needs.

#### 2.2.4 Accredited Bushfire Hazard Practitioners

BFPs are accredited by the Chief Officer, and are responsible for:

- a) Adhering to the conditions of accreditation;
- b) Conforming with the Scheme, Bushfire Hazard Advisory Notes and other applicable documents;
- c) Developing and maintaining an understanding of planning and construction in relation to vulnerability to bushfires in Tasmania;
- d) Certifying a Bushfire Hazard Management Plan provides an acceptable solution to bushfire risk;
- e) Determining whether there is insufficient risk from bushfire to warrant any specific protection measures;
- f) Certifying an Emergency Management Strategy adequately identifies acceptable emergency management arrangements;
- g) Certifying a Bushfire Emergency Plan provides acceptable emergency arrangements;
- h) Submitting to TFS, copies of all Bushfire Hazard Reports, Bushfire Hazard Management Plans and certificates within 28 days of the date of certification, using the following correspondence format:
  - i. Lodging documents electronically to [bfp@fire.tas.gov.au](mailto:bfp@fire.tas.gov.au);
  - ii. Submit documents with the subject title "BFP-### – Job Address, Job Location – Report for Filing" (e.g. BFP-999 – 13 East Avenue, West Town – Report for Filing);
  - iii. Provide all documents in PDF or MS Word format.

#### 2.2.5 Accreditation Panel

The purpose of the Accreditation Panel is to assess applications for accreditation and provide advice to the Accreditation Officer regarding the outcomes of assessment.

The Accreditation Panel consists of suitably qualified specialists, appointed by the Chief Officer to fulfil the following roles:

- a) Undertake assessment of applications for accreditation against requisite standards and requirements; and
- b) Make recommendation to the Accreditation Officer regarding the outcome of application assessment.

### 2.2.6 Mentor Panel

The purpose of the Mentor Panel is to support Provisional BFPs in attaining the necessary competence and capability to achieve full accreditation.

The Mentor Panel consists of suitably qualified specialists, appointed by the Chief Officer to fulfil the following roles:

- a) Certify Bushfire Hazard Management Plans, Emergency Management Strategies, Bushfire Emergency Plans and certificates prepared by Provisional BFPs;
- b) Mentor Provisional BFPs so that they may achieve the requisite standards for accreditation;
- c) Report to the Accreditation Panel regarding applications for accreditation; and
- d) Report to the Accreditation Officer on issues and opportunities relating to the accreditation system.

### 2.2.7 Mentor

Each Provisional BFP will be assigned a Mentor by the Accreditation Officer. The Mentor will be sourced from the Mentor Panel, and is responsible for:

- a) Assisting, supporting and guiding the Provisional BFP to develop the required skills and knowledge;
- b) Providing the Provisional BFP with resources to support their development.
- c) Providing training, and supporting the accreditation system;
- d) Reviewing work submitted by the Provisional BFP to determine whether it is acceptable;
- e) Providing constructive feedback and suggested edits to the Provisional BFP, so that they may amend any work that is not of an acceptable standard; and
- f) Advising the Accreditation Officer when they believe that the Provisional BFP has reached the required competency for the Scope of Accreditation that they wish to be accredited for.

## Section 3: Accreditation

The Chief Officer may, from time to time, amend all aspects of Accreditation, other than those specified in the Act. Amendments will be communicated to BFPs and published on the TFS website.

All BFPs must comply with this Scheme and any specific conditions included in their Accreditation Certificate.

### 3.1 Categories of Accreditation

There are three Categories of Accreditation:

1. Provisionally Accredited Bushfire Hazard Practitioner
2. Accredited Bushfire Hazard Practitioner
3. Accredited Bushfire Hazard Practitioner with post graduate qualification.

The Category of Accreditation is identified in the Accreditation Certificate.

### 3.2 Scope of Accreditation

BFPs must only practice within the scope for which they are accredited.

The scope of accreditation is identified in the Accreditation Certificate issued by the Chief Officer, and is outlined in Table 1.

**Table 1: Scope of Accreditation for Bushfire Hazard Practitioners**

Scope	Description
1	Certify a Bushfire Hazard Management Plan for the purposes of the <i>Building Act 2016</i> .
2	Certify an Exemption from a Bushfire Hazard Management Plan for the purposes of the <i>Building Act 2016</i> or the <i>Land Use Planning and Approvals Act 1993</i> .
3A	Certify a Bushfire Hazard Management Plan meets the Acceptable Solutions for Vulnerable Uses and Hazardous Uses for the purposes of the <i>Land Use Planning and Approvals Act 1993</i> .
3B	Certify a Bushfire Hazard Management Plan meets the Acceptable Solutions for small <sup>1</sup> subdivisions for the purposes of the <i>Land Use Planning and Approvals Act 1993</i> .
3C	Certify a Bushfire Hazard Management Plan meets the Acceptable Solutions for large <sup>2</sup> subdivisions for the purposes of the <i>Land Use Planning and Approvals Act 1993</i> .
4	Certify an Emergency Management Strategy or Bushfire Emergency Plan for all uses and classes of building for the purposes of the <i>Building Act 2016</i> or the <i>Land Use Planning and Approvals Act 1993</i> .

### 3.3 Pre-requisites for Accreditation

The Chief Officer has determined the minimum qualifications necessary for accreditation. This is detailed in Schedule 1 of this Scheme.

The Chief Officer retains the discretion to determine that a combination of qualifications and experience held by an applicant are equivalent to those required for accreditation.

### 3.4 Competence and Capacity for Accreditation

The Chief Officer has determined the minimum competency and capacity necessary for accreditation. This is detailed in Schedule 1 of this Scheme.

<sup>1</sup> A 'small' subdivision is defined as containing up to 10 lots.

<sup>2</sup> A 'large' subdivision is defined as containing more than 10 lots, or a multi-staged subdivision.

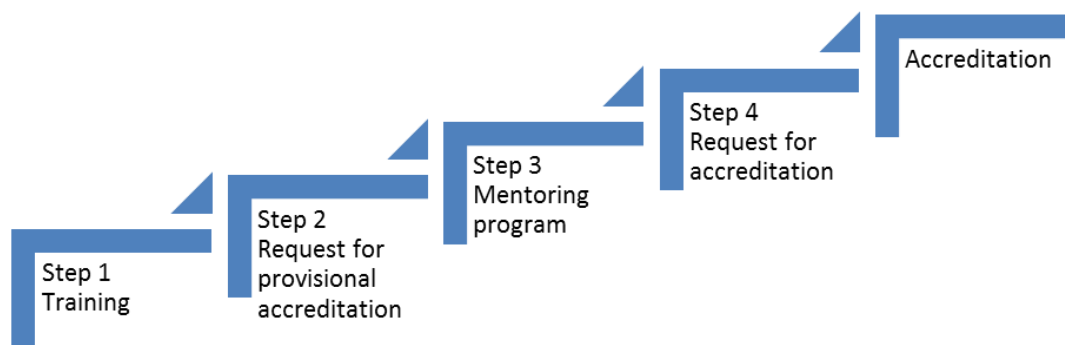
### 3.5 Purpose of the Accreditation Process

The purpose of the accreditation process is to ensure that an applicant:

- a) Has appropriate qualifications, experience and knowledge;
- b) Has sufficient competency and capacity to undertake the work of a BFP; and
- c) Meets the requirements for accreditation as set out in the Act and this Scheme.

### 3.6 Steps in the Accreditation Process

Figure 3 details the four steps in the accreditation process.



**Figure 3: Steps to Accreditation**

#### 3.6.1 Step 1: Training

An applicant must undertake and satisfactorily complete an approved course, or demonstrate equivalent experience and knowledge. The approved courses are listed in Schedule 1.

#### 3.6.2 Step 2: Application for Provisional Accreditation

The application process for provisional accreditation applies to both non-accredited persons seeking provisional accreditation, and accredited BFPs seeking additional scope of accreditation.

Applications for provisional accreditation will be accepted at any time, must be made in writing, addressed to the Accreditation Officer, and submitted to [bfp@fire.tas.gov.au](mailto:bfp@fire.tas.gov.au).

An application for provisional accreditation must include:

- a) A written request to become a Provisional Bushfire Hazard Practitioner;
- b) Evidence of completion of an approved course, or evidence of equivalent experience and knowledge; and
- c) The scope of accreditation being sought – as detailed in Section 3.2 of this Scheme.

Appendix 1 of this Scheme provides a template application for provisional accreditation.

An application for provisional accreditation will be determined by the Chief Officer within 28 days of an application being received, and may be:

- a) Granted with relevant conditions or restrictions; or
- b) Refused.

If an application is successful, the applicant will enter the Mentoring Program and be allocated a Mentor. Timing of entry into the Mentoring Program is dependent on the availability of Mentors.

Provisional Accreditation will take effect once a Mentor has been assigned by the Accreditation Officer.

Upon entering the Mentoring Program, a person will be granted provisional accreditation for a maximum of 18 months (12 months, plus a possible six-month extension). If an applicant has not achieved full accreditation after 18 months, they must either:

- a) Forego their provisional accreditation; or
- b) Re-apply for provisional accreditation.

### 3.6.3 Step 3: Mentoring Program

The purpose of the mentoring program is to support the provisional BFP in developing the necessary competence and capacity to undertake the work of a BFP.

The mentoring program is applicable to Provisional BFPs progressing towards accreditation and accredited BFPs seeking to increase their Scope of Accreditation.

Each Provisional BFP will be assigned a Mentor by the Accreditation Officer.

Provisional BFPs must lodge, with the Mentor, all work which they are not fully accredited to certify.

Work lodged with the Mentor will form the basis (portfolio of evidence) for a Provisional BFP to request full accreditation. If the Mentor does not require revision of work submitted, then this is an indication that the provisional BFP is ready to apply for accreditation. The Mentor will provide advice to the BFP regarding their readiness for accreditation.

Refer to the *Tasmania Fire Service Bushfire Hazard Practitioner Mentoring Program* for further details on the mentoring process.

### 3.6.4 Step 4: Application for full Accreditation

Applications for full accreditation will be accepted at specified times (minimum twice per year) with notice provided to provisional BFPs regarding the application period. Applicants must lodge applications during the application period, which is 28 days from the time of the notice being published. Applications for full accreditation will only be accepted during the application period.

A Provisional BFP may apply to become an Accredited BFP, provided:

- a) A variety of relevant work has been undertaken to the Mentor's satisfaction;
- b) All scopes of work to be accredited have been demonstrated; and
- c) Competency in accordance with Schedule 1 of this Scheme has been met.

Applications for full accreditation must be made in writing, addressed to the Accreditation Officer, and submitted to [bfp@fire.tas.gov.au](mailto:bfp@fire.tas.gov.au).

An application for full accreditation must include:

- a) The Scope of Accreditation being sought – as detailed in Section 3.2 of this Scheme;
- b) A list of the relevant Scope of Accreditation items that have been certified by a Mentor and demonstrate the required competency and capability as outlined in Schedule 2;
- c) Proof of insurance coverage, or capacity to attain insurance coverage (in accordance with Section 6 of this Scheme); and
- d) Acknowledgment of the requirement for payment of an application fee.

Appendix 1 of this Scheme provides a template application for accreditation.

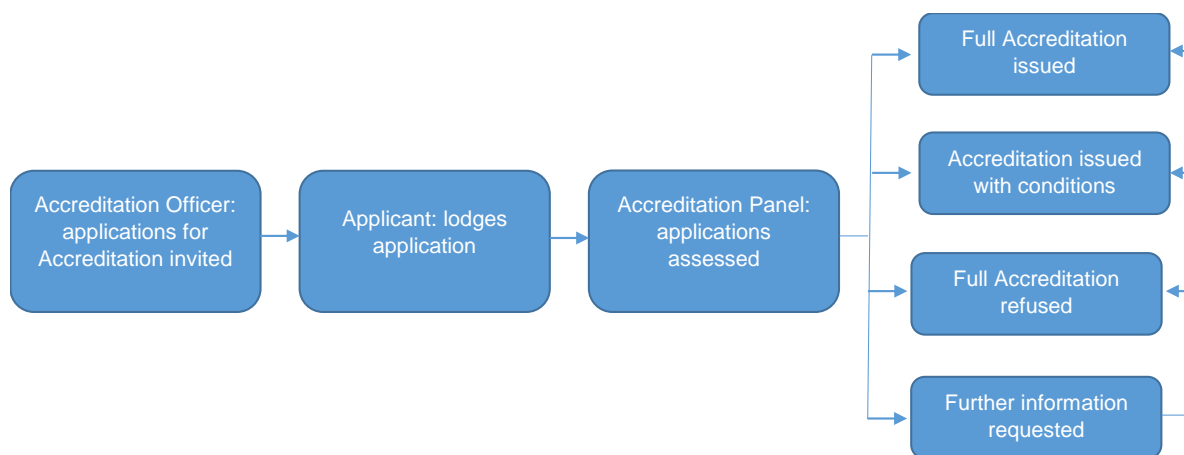
On request from the Accreditation Officer, the Accreditation Panel will convene to undertake an assessment of applications for accreditation. The Accreditation Panel may request:

- a) Further information from the applicant to substantiate their application; and
- b) The Mentor provide an appraisal of the competency and capability of the applicant against the performance standards for each scope of practice.

The Accreditation Panel will provide advice to the Accreditation Officer on the outcome of the application assessment process. The Accreditation Officer will then make recommendation to the Chief Officer. Applicants will be advised in writing of the outcome of their application, within 28 days of the application period closing. This will be either:

- a) Grant the application – with conditions of approval; or
- b) Refuse the application – with reasons for refusal.

Figure 4 details the accreditation application process.



**Figure 4: The accreditation application process.**

### 3.7 Accreditation Certificate

The Chief Officer will issue an Accreditation Certificate to a person who is accredited as a BFP.

The Accreditation Certificate provides the following details:

- a) Details of the accredited person;
- b) Accreditation (BFP) number;
- c) Date of accreditation;
- d) Scope of accreditation;
- e) Category of accreditation; and
- f) Conditions and restrictions of accreditation.

The Accreditation Certificate is no longer valid if:

- a) The BFP has not provided evidence of insurance coverage as detailed in Section 6 of this Scheme; or
- b) The Chief Officer suspends or revokes a person's accreditation.



### 3.8 Accreditation Number

The Chief Officer will issue provisionally accredited BFPs with the generic accreditation number: BFP-P.

The Chief Officer will issue accredited BFPs with a unique personal accreditation number, in the form: BFP-###.

The accreditation number is issued to an individual BFP and is non-transferable. A BFP must not:

- a) Use another persons' accreditation number; or
- b) Allow another person to use their accreditation number.

The accreditation number and BFP's full name must be clearly appended to all certified work, or work to be certified, so as to identify the accredited BFP.

## Section 4: Conditions of Accreditation

### 4.1 Maintaining Provisional Accreditation

Provisional accreditation is bound to the relevant conditions set out in this Scheme.

Provisional accreditation will be granted for a period for up to 12 months, as detailed in the *Tasmania Fire Service Bushfire Hazard Practitioner Mentoring Program*. After 12 months, the BFP may request a single six month extension or forego the mentoring place whereby provisional accreditation will be revoked.

An individual whose provisional accreditation has been revoked may reapply for provisional accreditation in accordance with this Scheme.

### 4.2 Maintaining Full Accreditation

The Chief Officer has determined the following conditions to maintain accreditation:

- a) Compliance with the relevant conditions set out in this Scheme;
- b) Evidence of appropriate insurance coverage, as detailed in Section 5 of the Scheme; and
- c) Evidence of continued professional development (where available).

BFPs must lodge a copy of current insurance information and any relevant details of any continued professional development with TFS. To be accepted, this information must comply with the following:

- a) Be sent electronically to [bfp@fire.tas.gov.au](mailto:bfp@fire.tas.gov.au); and
- b) Be submitted with the subject title "BFP-### – Insurance" (e.g. BFP-999 – Insurance).

TFS will provide Confirmation of receipt via return email within 14 days.

Noncompliance with this condition may result in revocation of accreditation.

### 4.3 Accreditation with Conditions or Restrictions

All accreditations are subject to the conditions and requirements set out within this Scheme.

Additionally, the Chief Officer may impose restrictions or conditions on the Scope of Accreditation. Conditions and restrictions on accreditation are identified within the Accreditation Certificate issued by the Chief Officer.



## Section 5: Insurance

### 5.1 Mandatory Insurance Requirements

Every accredited BFP must be covered by a policy of Professional Indemnity Insurance and Public Liability Insurance. This is a condition of accreditation and a breach of this condition will result in Revocation of accreditation.

### 5.2 Liability to be Covered

The policy shall indemnify the practitioner against legal liability resulting from any claim or claims first made against the practitioner during the period of insurance and first notified to the insurer during such a period and arising out of any act, error or omission on the part of the practitioner in the conduct of the practitioner's business as a bushfire hazard practitioner, or in relation to a company, firm or authority conducting the business of a practitioner of which the accredited person is a director, partner or employee.

The policy is required to provide indemnity against legal liability in respect of claims for damages or compensation made against the practitioner from misleading or deceptive conduct or conduct which is likely to mislead or deceive under sections 18, 29, 60 and 61 of Schedule 2 of the *Competition and Consumer Act 2010* (Commonwealth) but excluding any claims arising from dishonest, fraudulent, malicious or criminal conduct.

### 5.3 Amount and Period of Insurance

The policy can specify a limit for any one claim and in the aggregate for any one period of insurance must not be less than the amount listed in Table 2.

**Table 2: Required Insurances**

Insurance Type	Amount
Professional Indemnity	\$1 million
Public Liability	\$5 million

The policy may provide a greater insurance cover than that required by the Chief Officer. The amounts required may be reviewed from time to time by the Chief Officer.

If an accredited practitioner is employed or appointed by a company, firm or authority (with the insurance) he or she shall be deemed to comply with this Scheme to the extent that his or her work is carried out pursuant to such employment or appointment.

### 5.4 Mandatory Provisions

The policy may name as the insured either the practitioner or the company, firm or authority of which the BFP is a director, partner or employee. If the insured is the company, firm or authority the policy must provide indemnity to:

- a) Persons who are at the commencement of or become during the period of insurance directors, partners or employees of the company, firm or authority and are accredited BFPs; and

- b) Persons who are former directors, partners or employees of the company, firm or authority and who are or have been accredited BFPs in respect of acts, errors or omissions committed or allegedly committed whilst they were directors, partners or employees of the company, firm or authority.

The Chief Officer requires the policy to contain at least one automatic reinstatement extension.

## 5.5 Standard Exclusions

Nothing in this Scheme prevents an approved professional indemnity policy from containing exceptions and exclusions of a kind that, in accordance with standard practice, are generally included in policies of the same kind.

## 5.6 Other Matters

The policy is required to be compatible with Sections 20, 48, 49 and 51 of the *Insurance Contracts Act 1984* (Commonwealth).

It is not necessary that the insurance be provided by one policy only, or that the insurance be provided by one insurer only.

The indemnification of officers and State Service Employees of the State of Tasmania provided under the *State Service Act 2000* Ministerial Direction No. 8 of 1st July 2003, satisfies the requirements of this Scheme.

## Section 6: Conduct of Bushfire Hazard Practitioners

A breach of any conditions under this Scheme may result in any of the following:

- a) Alteration to the scope of accreditation;
- b) Suspension of accreditation;
- c) Revocation of accreditation; or
- d) Fines\*.

\* Penalty units are defined within the Act.

### 6.1 Acting within the Area of Competence

Regardless of the Category and Scope of Accreditation for which a BFP is accredited, the BFP must act only within their area of competence. Specifically, the BFP must not engage in work for which the BFP does not have:

- a) Accreditation;
- b) Adequate experience;
- c) Sufficient resources; or
- d) Capability.

### 6.2 Code of Conduct

The Code of Conduct aims to ensure that the conduct of BFPs meets a reasonable standard, by setting out expectations for:

- a) Professional conduct;
- b) Competence; and
- c) Integrity.

Any member of the public is entitled to expect that a BFP will exercise their functions in a way that will meet or exceed these reasonable standards.

The performance of an accredited BFP will be measured against this Code of Conduct, and as appropriate, the Chief Officer will review the accreditation of, or take disciplinary action against any practitioner who fails to comply with this Code of Conduct.

For the purpose of this Code of Conduct, the following interpretation applies:

**Competence** is defined as demonstrating adequate ability to perform the functions of the Category for which a BFP is accredited;

**Diligence** is defined as a constant and earnest effort to accomplish what is undertaken;

**Integrity** is defined as soundness of moral principle and character.

#### 6.2.1 Professional Responsibility

The following standards of conduct apply to Professional Responsibility:

- a) All BFPs should know and understand the professional responsibilities of the categories in which they are accredited; and
- b) It is expected that all BFPs will undertake their responsibilities with appropriate professionalism.

Failure to meet community and industry expectations of their responsibilities will be considered as unsatisfactory professional conduct.

#### 6.2.2 Compliance with Legislation

The following standards of conduct apply to Compliance with Legislation:

- a) All BFPs must ensure they comply with all relevant and applicable legislation and standards related to the work they undertake; and
- b) It is expected that all BFPs will have knowledge, familiarity with and understanding of the legislation that applies to the categories for which they are accredited.

Failure to comply with legislation relevant to the work undertaken will be considered as unsatisfactory professional conduct.

#### 6.2.3 Communication

The following standards of conduct apply to Communication:

- a) All BFPs should ensure they communicate relevant aspects of the work to all parties involved; and
- b) It is expected that all BFPs will make reasonable efforts to communicate with all parties involved.

Failure to communicate with other parties or to assume they already know of relevant matters without confirming that they are aware of these matters will be considered as unsatisfactory professional conduct.

#### 6.2.4 Performance

The following standards of conduct apply to Performance Management:

- a) All BFPs should perform the work for which they are accredited to a reasonable standard; and

- b) It is expected that all BFPs will ensure that any person they have engaged to assist with the work will also perform that work to a reasonable standard.

Failure to ensure that all work is performed to a reasonable standard will be considered as unsatisfactory professional conduct.

### 6.2.5 Conduct and Behaviour

The following standards of conduct apply to Conduct and Behaviour:

- a) All BFPs should ensure they conform to reasonable standards of acceptable behaviour while undertaking work for which they are accredited;
- b) It is expected that all accredited BFPs will behave with dignity and respect when dealing with clients, regulators, industry and the general public.

Failure to conform to reasonable standards of conduct and behaviour will be considered as unsatisfactory professional conduct.

## 6.3 Compliance with Code of Conduct

This Scheme requires all BFPs to comply with the Code of Conduct.

Compliance with the Code of Conduct is the means by which the Chief Officer can measure the performance of accredited BFPs.

The Code of Conduct is not intended to create any legal right of redress for a person making a complaint against an accredited practitioner.

## Section 7: Complaints

### 7.1 Complaint Handling

A person may make a complaint to the Chief Officer in respect of the professional misconduct or the unsatisfactory professional conduct of a BFP.

The Chief Officer will determine whether the complaint contains sufficient information to undertake an investigation and whether or not the matter is within the authority of the Chief Officer.

If the matters are not within the authority of the Chief Officer, the complainant will be notified that the matter may be referred to another authority with jurisdiction to handle the matters contained in the particulars.

Referral of the matter to another authority will not limit the Chief Officer from investigating whether the matter also breaches the Code of Conduct for accredited BFPs.

Matters raised in complaints against accredited BFPs may be used to consider improvements and facilitate training.

### 7.2 Responsibility Regarding Complaints

It is unsatisfactory conduct not to assist and co-operate with an investigation into a complaint or to mislead or obstruct the Chief Officer or an investigator investigating a complaint.

Complaints made against a BFP will be noted on the practitioner's file as a performance indicator to establish patterns of complaints, frequencies and to identify trends that may be used in audits.

The Chief Officer may disseminate information about the type of complaints made, the outcomes of any investigations and the penalties imposed. Any information provided in this regard will be done without identifying the particulars of the accredited BFPs involved.

### 7.3 Appeal against Decision of Chief Officer

An accredited BFP may appeal a decision or action of the Accreditation Officer firstly to the Chief Officer and then to the Magistrate's Court.

## Section 8: Audits

### 8.1 Purpose of an Audit

TFS will undertake periodic audits to review and examine an accredited BFP's compliance with the Act and this Scheme. This is an important quality control measure to ensure that industry standards are maintained.

Efforts will be made to ensure audits will be undertaken in such a manner to not interfere with the normal business activity of an accredited practitioner, so far as reasonable.

Work will be selected from the BFP's complete portfolio of work which should have been submitted to TFS.

An accredited BFP must assist with reasonable requests in the audit.

Audits undertaken by the Accreditation Officer are not financial audits of accounting records. In addition to audits conducted as part of a routine audit cycle, indicators such as complaints made against accredited BFPs may be used to determine whether additional audits are to be conducted.

### 8.2 Audit Process

Audits will generally follow the process outlined in this Scheme, however may vary due to the specific nature of the complaint or decision to audit.

The audit process is as follows:

- 1) BFPs are selected and assigned to a TFS Officer for review. This may be triggered by any of the following:
  - a) Random selection as part of standard TFS quality control processes;
  - b) Receipt of a complaint in relation to a practitioner (including Code of Conduct violations); or
  - c) Receipt of any information that suggests a potential non-compliance with this Scheme or competency issue.
- 2) Compliance with this Scheme will be assessed by review of work undertaken by the BFP, including work submitted to the TFS. Work for which the BFP is accredited to certify will be reviewed for:
  - a) Technical accuracy and correct application of the relevant bushfire requirements;
  - b) Compliance with the Bushfire Hazard Advisory Notes, including the minimum requirements outlined in the Chief Officer's Approved Form for a Bushfire Hazard Management Plan;
  - c) Should a significant non-compliance or competency issue be identified in the selected work, additional work may be reviewed to further verify recurring issues;

- d) Any other relevant information recorded on the TFS database will be reviewed (including evidence of insurance, correspondence, etc);
- e) If considered necessary to inform assessment against the Scheme requirements, the assessing TFS Officer may seek further information from the BFP or make enquiries to relevant agencies or persons;
- f) The assessing TFS Officer will document compliance with the Scheme in a short report that will include recommended actions which will be considered by the Chief Officer before any formal response is provided; and
- g) The Chief Officer will notify the BFP in writing of the audit findings and of any further action deemed necessary.

### 8.3 Audit outcomes

All audit outcomes, regardless of the result, will be communicated to the BFP in writing. The findings of any audit may be used to assist to identify training and information dissemination opportunities.

Where a breach of the conditions of accreditation is identified, additional examples of the BFP's work may be reviewed and the BFP will be advised of the findings in writing.

The degree and incidence of the breach/es will dictate the resulting actions, which may result in any of the following:

- a) Alteration to the scope of accreditation;
- b) Suspension of accreditation;
- c) Revocation of accreditation; or
- d) Fines\*.

\* Penalty units are defined within the Act.

Where minor breaches of the Scheme or minor competency issues are identified, further action will likely be limited to provision of specific advice and/or clarification to rectify the issue.

Where significant breaches of the Scheme or competency issues are identified, the Chief Officer may suspend, revoke or impose conditions on a practitioner's accreditation.

Matters relating to potential breaches under the *Building Act 2016* will be referred to the Director of Building Control.

## Section 9: Professional Development

### 9.1 Continuing Professional Development (CPD) Requirements

To ensure skills and knowledge remain up-to-date, BFPs must undertake CPD every year (where provided).

BFPs must retain a record of proof for the CPD activities they have undertaken and submit that record in accordance with this Scheme.

### 9.2 Opportunities for Continuing Professional Development

Professional development is a personal matter that is specific to an individual's needs for maintaining awareness, knowledge and skills of the industry, technology, products and practices related to the category for which they are accredited.

CPD broadly includes, but is not restricted to:

- a) Formal education and training activities;
- b) Informal learning activities;
- c) Conferences and meetings;
- d) Presentations and papers; and
- e) Service activities.

CPD consists of a variety of learning activities and must be relevant to the BFP's practice. CPD may include any activity that enables the practitioner to:

- a) Extend or update their knowledge, skill or judgment;
- b) Become more productive;
- c) Understand and apply advances in technology;
- d) Face changes in the industry;
- e) Improve their business practices;
- f) Improve their individual career paths and opportunities for advancement; and
- g) Better serve the community.

## Schedule 1

### Approved Training Courses

This Schedule identifies the approved training courses that meet the requirements for Provisional Accreditation for each of the TFS Codes (Scope of Accreditation). Whilst these courses meet the requirements, each applicant is assessed individually, and other qualifications or experiences may be assessed and deemed to be equivalent. It is at the discretion of the Accreditation Officer to determine the suitability of an applicant's previous experience and qualifications.

**Table 3: Approved Courses for Provisional Accreditation**

TFS Code (Scope)	Approved Course for Provisional Accreditation
1, 2, 3A, 3B, 3C	Short Course in Development and Building in Bushfire Prone Areas (University of Technology Sydney)  OR  Postgraduate Certificate or Diploma in Bushfire Protection (University of Western Sydney)  OR  Postgraduate Certificate or Diploma in Bushfire Planning and Management (University of Melbourne)
4	Short course in Emergency Planning (Tasmania Fire Service)  AND, either of the following courses:  Short Course in Development and Building in Bushfire Prone Areas (University of Technology Sydney)  OR  Postgraduate Certificate or Diploma in Bushfire Protection (University of Western Sydney)  OR  Postgraduate Certificate or Diploma in Bushfire Planning and Management (University of Melbourne)



## Categories of Accreditation

The Chief Officer has determined the following requirements for accreditation for each category of accreditation.

**Table 4: Approved requirements for each category of accreditation**

Category of Accreditation	Requirement
Provisionally Accredited Bushfire Hazard Practitioner	Short Course in Development and Building in Bushfire Prone Areas (University of Technology Sydney)  OR  Postgraduate Certificate or Diploma in Bushfire Protection (University of Western Sydney)  OR  Postgraduate Certificate or Diploma in Bushfire Planning and Management (University of Melbourne)
Accredited Bushfire Hazard Practitioner	Short Course in Development and Building in Bushfire Prone Areas (University of Technology Sydney)
Accredited Bushfire Hazard Practitioner with Post Graduate Qualification	Postgraduate Certificate or Diploma in Bushfire Protection (University of Western Sydney)  OR  Postgraduate Certificate or Diploma in Bushfire Planning and Management (University of Melbourne)

## Standards for Competence and Capacity

The Chief Officer has determined the standards required for full accreditation for each scope of work. Competency and capacity are demonstrated through completing the required number of work items to an acceptable standard.

**Table 5: Standards for Competence and Capacity for Full Accreditation**

TFS Code (Scope of Accreditation)	Evidence to demonstrate competency & capacity	No. of work items of an acceptable standard
1	1) Bushfire Attack Level (BAL) assessment; and 2) Bushfire Hazard Management Plan for building work.	4
2	1) Exemption where there is no increase in risk; 2) Exemption based on Bushfire Hazard Advisory Note or site is outside bushfire-prone area.	2
3A	1) Bushfire Attack Level (BAL) assessment; and 2) Bushfire Hazard Management Plan for Vulnerable or Hazardous Uses.	1
3B	1) Bushfire Attack Level (BAL) assessment; and 2) Bushfire Hazard Management Plan for Subdivision.	2
3C	1) Bushfire Attack Level (BAL) assessment; and 2) Bushfire Hazard Management Plan for Subdivision.	2
4	1) Emergency Management Strategy; and 2) Bushfire Emergency Plan.	2

## Appendix 1

-- Example application requesting provisional accreditation --

Name  
Position  
Organisation  
Address  
Email  
Telephone

Date

The Accreditation Officer  
Tasmania Fire Service  
[bfp@fire.tas.gov.au](mailto:bfp@fire.tas.gov.au)

Application for Accreditation as a Provisional Bushfire Hazard Practitioner

Dear Sir / Madam,

I write to apply for accreditation as a provisional Bushfire Hazard Practitioner for scope:

1    2    3A    3B    3C    4

As detailed below I possess a qualification from an approved course and have achieved the standards for competency and capacity.

### **Approved Course**

Please see attached certificate of completion as record of my qualification.

As part of my request I would like to be assigned a mentor by the Accreditation Officer and participate in the Mentoring Program.

I understand that I will be required to pay a fee on receipt of the invoice.

Yours sincerely,

Your Name.

Enclosed:  
A. Approved Course

-- Example application requesting full accreditation --

Name  
Position  
Organisation  
Address  
Email  
Telephone

Date

The Accreditation Officer  
Tasmania Fire Service  
[bf@fire.tas.gov.au](mailto:bf@fire.tas.gov.au)

Application for Accreditation as a Bushfire Hazard Practitioner

Dear Sir / Madam,

I write to apply for accreditation as a Bushfire Hazard Practitioner for scope:

1    2    3A    3B    3C    4

As detailed below I have achieved the standards for competency and capacity and hold / have arranged (delete one) the appropriate insurances.

**Competency and Capacity**

Please find attached a record of work that meets the standards for Competency and Capacity in accordance with Schedule 1 of the *Chief Officer's Scheme for the Accreditation of Bushfire Hazard Practitioners*.

**Insurance**

Please find attached certificates detailing relevant insurances.

I understand that I will be required to pay a fee on receipt of the invoice.

Yours sincerely,

Your Name.

Enclosed:

- A. Competence and Capacity Checklist and record of work
- B. Insurance held / arranged.