

**FPA Australia  
Certified Practitioner  
& Business Program**

**Certification Guide  
for**

**BPAD-D Certified  
Practitioners**

*Providing Bushfire Planning and  
Design services which include deemed to  
satisfy designs and plans*

Version 2006:3



# Copyright statement

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## About this guide

This guide provides information on the application process and evidence required for certification as a Bushfire Planning and Design BPAD-D Certified Practitioner.

Also read the *General Conditions of the Bushfire Planning and Design Certification Program* which sets out the requirements, entitlements and conditions of the FPA Australia BPAD Certified Practitioner and Business Program.

All of the guides and application forms for the Certification Program can be downloaded from <http://www.fpa.com.au/certification/index.php?certification=bpad>.

## Certification requirements

You must be able to demonstrate through your application and subsequent peer review panel interview that you:

- Have successfully completed the following units which comprise the University of Western Sydney's Graduate Certificate in Design for Bushfire Prone Areas:
  - Bushfire Behaviour
  - Planning for Bushfire Prone Areas
  - Building in Bushfire Prone Areas
  - Bushfire Fighting; **or**
- Have an equivalent BPAD qualification from another tertiary institution. If providing evidence of an equivalent qualification you must clearly demonstrate through your evidence how it supports the competency requirements listed in the table on page 4.
- Have experience in identifying bushfire prone land, assessing potential bushfire impact, and developing and submitting deemed to satisfy designs and plans, by use of the prescriptive requirements of the relevant Australian Standards, the Building Code of Australia and the specific state or territory legislation, for subdivisions, new buildings or modification to existing buildings aiming to minimise the risk to future developments, their occupants and responding emergency services from a bushfire event.
- Have a detailed knowledge of bushfire planning, design and construction guideline requirements (such as *AS 3959* and *AS 2419*) for the state or territory within which they provide BPAD services.
- Have a knowledge of the bushfire provisions within, and hierarchy within, building classes and linkages with statutory requirements of the Building Code of Australia (BCA).
- Have a knowledge of the bushfire provisions within, and the operation and hierarchy of, the applicable state and local planning system of the relevant jurisdiction.
- Have a knowledge of relevant bushfire and emergency management policy, legislation and regulations.

- Have a knowledge of quality assurance management.
- Have an understanding of anti-competitive behaviour specific to BPAD.
- Have a high level of written and oral communication skills.
- Comply with FPA Australia's Code of Ethics.
- Have public liability insurance of a minimum of AUD \$5 million\*.
- Have professional indemnity insurance of a minimum of AUD \$1 million\*.

\*This requirement may be met where a practitioner is engaged by a Certified Business for the purpose of providing services relating to BPAD and that business entity provides the necessary insurance cover on behalf of the practitioner (documentary confirmation will be required), or employed by a national, state or territory government organisation or agency (documentary evidence not required).

## The application process

- 1 Read the *General Conditions of the Bushfire Planning and Design Certification Program* and this guide.
- 2 Complete the BPAD-D Certified Practitioner application form and compile a portfolio of evidence to support your application (see page 3).
- 3 Send to FPA Australia:
  - a) a copy of your completed and signed application form
  - b) your portfolio of evidence
  - c) a recent coloured passport style photograph of yourself (or email a photograph to [certification@fpaa.com.au](mailto:certification@fpaa.com.au))
  - d) payment of the application fee.

Refer to the *General Conditions of the Bushfire Planning and Design Certification Program* for information on fees and payment options.

Please note that there are no refunds for applications once they have been submitted.

# The assessment process

## Step 1: preliminary assessment

FPA Australia will conduct a preliminary assessment of the application and portfolio of evidence to check that the statements in the application form and the supporting documentation meet the certification requirements specified on page 1.

If FPA Australia is satisfied the applicant has met the requirements of the preliminary assessment, the application form and portfolio of evidence will be forwarded to a peer review panel which will be responsible for interviewing the applicant.

### *Portfolio of evidence*

The portfolio of evidence included with your application is a crucial part of the application process. The preliminary assessment will review your documentation for the following:

- Evidence of successful completion of the four units which comprise the University of Western Sydney's Graduate Certificate in Design for Bushfire Prone Areas (see page 1), **or**
- An equivalent bushfire planning and design qualification from another tertiary institution. If providing evidence of an equivalent qualification you must clearly demonstrate through your evidence how it supports the competency requirements listed in the table on page 4.
- Any other relevant academic qualifications.
- Evidence of any other relevant training or professional development.
- Bushfire assessment report(s) that you have written for developments in accordance with the relevant state and territory requirements.
- Public liability insurance policy or certificate of currency for a minimum of AUD \$5 million. The evidence provided must show the policy number, policy renewal date and the name of the individual or business/company insured.
- Professional indemnity insurance policy or certificate of currency for a minimum of AUD \$1 million. The evidence provided must show the policy number, policy renewal date and the name of the individual or business/company insured.
- Other documentary evidence that supports your statements on the application form or the certification requirements listed on page 1, such as written references, testimonials, certificates, correspondence.

## Competency requirements

You must be able to substantiate through your portfolio of evidence that you can meet the competency requirements in the following table. The simplest way to provide this evidence is through the successful completion of the four units which comprise the Graduate Certificate in Design for Bushfire Prone Areas listed on page 1, as these units directly support the certification competency requirements.

If providing evidence of an equivalent qualification you must clearly demonstrate through your evidence how it supports the competency requirements listed in the table below.

Please note that if the academic evidence is missing or does not provide sufficient information for FPA Australia to identify how it supports the competency requirements, we will not process the application and will suggest that you have your experience and prior learning recognised through a tertiary institution such as the University of Western Sydney before resubmitting your application.

Element	Performance criteria
1 Map bushfire prone lands	1.1 Identify bushfire prone lands having regard to vegetation, slope and criteria established in legislation
2 Assess bushfire risk in the preparation of land use planning studies	2.1 Identify extent of bushfire risk having regard to bushfire hazard (vegetation, slope, size of hazard) and existing development pattern, community characteristics and environment 2.2 Integrate risk assessment with other planning objectives to determine the feasibility and extent of development in bushfire prone areas
3 Implement planning schemes	3.1 Provide information for stakeholders to assist in the implementation of the bushfire provisions within the planning scheme
4 Design developments including subdivisions, new buildings or modifications to existing buildings in bushfire prone areas aiming to minimise the risk to future developments and their occupants from bushfire and facilitate safe response to bushfires by emergency services	4.1 Assess the extent of the bushfire risk to the site 4.2 Design subdivisions/property in bushfire prone areas to incorporate passive bushfire protection measures into the subdivision/property design having regard to bushfire hazard, planning controls, the type of development proposed, constraints arising from the existing development pattern, community character and environment 4.3 Negotiate on subdivision patterns to achieve bushfire and other outcomes
5 Submit design applications for subdivisions, new buildings or modifications to existing buildings in bushfire prone areas to eliminate or minimise risk to future and existing developments and their occupants from bushfire and facilitate safe response by emergency services	5.1 Communicate and negotiate with key parties involved in the application and approval process 5.2 Write design applications in prescribed formats

## Step 2: peer review panel

FPA Australia will organise an interview between the applicant and a peer review panel at which the applicant is required to discuss the bushfire assessment report(s) and other documentary evidence that they have submitted.

The peer review panel will question the applicant to determine their knowledge of the legislation of their particular state or territory, the bushfire provisions of the Building Code of Australia, AS 3959 and statutory requirements applicable to the relevant jurisdiction, and will review the applicant's portfolio of evidence.

The interview will be conducted according to the *Guidelines for Bushfire Planning and Design Certification Program Peer Review Panel Assessors* which can be downloaded from <http://www.fpaa.com.au/certification/index.php?certification=bpad>.

Following the interview, the peer review panel will determine if the applicant meets all of the requirements listed under 'Certification requirements' on page 1.

The interview should take no longer than an hour. All costs associated with the applicant attending the interview are to be met by the applicant.

The certification process is outlined in the diagram on page 6.

### ***Composition of the peer review panel***

The peer review panel will consist of up to five members. Members will be people considered professionals by FPA Australia, having considerable industry experience, who are current FPA Australia Certified Practitioners, FPA Australia Board members, or representatives from the fire authority and local government in the relevant jurisdiction.

A representative of FPA Australia who will be present at all peer review panel interviews.

### ***Scheduling of the peer review panel interview***

FPA Australia will schedule a meeting of the peer review panel in each state or territory when there are sufficient applicants to hold such an interview.

## Further information

For further information about the Certification Program contact FPA Australia:

Phone: 1300 731 922 or 03 9890 1544

Email: [certification@fpaa.com.au](mailto:certification@fpaa.com.au)

Fax: 03 9890 1577

# Certification process

