

## Guidelines for Certification Program Peer Review Panel Assessors

### Bushfire Planning and Design

The following guideline establishes the responsibilities and expectations of Peer Review Panel (PRP) Assessors when undertaking assessments for Practitioner Certification in Bushfire Planning and Design. This guideline has been endorsed by the Association's Board of Directors.

#### **General:**

The Peer Review Panel (PRP) is an integral part of the assessment process for Certification of Practitioners and therefore the Association places specific demands on PRP assessors when conducting assessments for Certification. The Certification process must be fair, consistent and transparent and the Association must regulate this process vigorously to ensure it remains free from bias or prejudice and ensure community confidence in the Certification program and its Certified Practitioners who are required to supply life safety documentation and advice.

#### **Appointment of Peer Review Panel assessors:**

FPA Australia shall request representatives of the Association who have successfully received FPA Australia Bushfire Planning and Design Practitioner Certification\* to become assessors to conduct assessments of applications on a needs basis.

The Peer Review Panel (PRP) will consist of five members. Two members will be people considered professionals by FPA Australia, having considerable industry experience. The members must be current FPA Australia Certified Professionals or current FPA Australia Board members. The third member will be a representative of FPA Australia and shall be present at all peer review panel interviews. The remaining two members shall be the relevant fire authority and a representative of local government in the relevant jurisdiction. The assessment process is expected to take 1-1½ hours for each assessment and multiple assessments may be undertaken in one day.

PRP assessors must sign a declaration to confirm acknowledgement and acceptance of these guidelines before commencing an assessment of an application.

\* FPA Australia may at its discretion appoint suitably experienced persons to the PRP who have not received FPA Australia Certification.

#### **Peer Review Panel assessment process**

The PRP members will be provided with documentation to assist in the assessment process. The assessment process will involve questioning of the applicant, reviewing the applicant's submitted portfolio and reviewing the application form. The PRP will be required to determine if the applicant has met the requirements as listed in, *Certified Practitioner and Business Program – Bushfire Planning and Design, A1 Requirements for Certification*.

At the completion of the assessment process the PRP assessors shall make a decision to endorse Certification or recommend not proceeding with Certification. The Panel's decision shall be recorded

in writing and signed by the participating PRP assessors. For recommendations to 'not proceed with Certification', the PRP will be required to submit a detailed reason.

Certification shall be determined by majority of PRP members.

### **Responsibilities of Peer Review Panel assessors**

Each assessor appointed to the PRP must abide by the following conditions of appointment and shall:

- (i) ensure each application is treated as confidential and not disclose to third parties information regarding the applicant or information supplied for assessment;
- (ii) act in an impartial manner;
- (iii) disclose to the PRP assessors and the FPA Australia appointee all known or potential conflicts of interest before commencement of the assessment;
- (iv) promote and support the Bushfire Planning and Design Certified Practitioner and Business Program;
- (v) refrain from asserting a company/business position;
- (vi) provide the applicant the opportunity to adequately address any questions asked;
- (vii) provide a written and signed reason for not recommending an applicant (if required);
- (viii) conduct themselves in a professional and constructive manner at all times and dress appropriately for assessments;
- (ix) maintain the appropriate level of FPA Australia membership;
- (x) meet costs associated with attendance at PRP assessments; and
- (xi) adhere to these guidelines at all times.

Note: Alternates shall not be permitted for PRP appointees who are unable to attend a scheduled meeting.

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