

# Professional Standard: Certified Planning Officer Requirements

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## Authority

This standard was endorsed by the EMPS Panel in August 2018.

## Context

The Emergency Management Professionalisation Scheme (the Scheme) is a program to recognise the skills, abilities and experience of emergency management practitioners.

Established by AFAC, the national council and peak body for fire, land management and emergency service agencies in Australia and New Zealand, the Scheme is an initiative designed to promote emergency management as a profession.

The Scheme is open to career and volunteer personnel of AFAC member agencies, as well as individuals from other approved organisations.

## Scope of application

This standard applies to applicants seeking recognition in the role of Certified Planning Officer.

Hazard specific expertise will be evaluated as part of the credentialing process, but credentials are not awarded by hazard class.

Applicants may be career staff or volunteers of AFAC member agencies or personnel from commercial or other government entities.

## Credential

The Certified Planning Officer credential is awarded to an individual who has successfully fulfilled all eligibility requirements. Individuals will be recognised as an expert in managing planning at an emergency incident, with significant experience in working in the context of high impact, high consequence and complex emergencies.

## Eligibility – Certified Planning Officer

An applicant must be able to provide evidence to demonstrate that he or she:

- Has signed and committed to the Code of Ethics and Standards of Professional Conduct 2018.
- Has the equivalent of three years or more applicable experience and has successfully fulfilled the role of Planning Officer at complex, high impact, high consequence emergency events.
- Is in compliance with the Professional Standard: Continuing Professional Development.
- Is supported in their application by their home agency or jurisdiction.

## Education requirements for Certified Planning Officer

Applicants must be able to demonstrate:

1. Successful completion of one or more of the education components and all associated prerequisites as specified in Table 1
2. Capabilities as described in the Professional Standard: Planning Officer Capabilities; and
3. Written documentation as evidence of meeting the requirements of this standard.

Table 1:

Course or Program
PUAOPE025A Manage planning for a level 2 incident ( <i>note: to be replaced by PUAOPE0XX Manage planning at a complex incident</i> )
An AFAC member agency course for advanced Planning Officers which is formally assessed against criteria equivalent to PUAOPE025A Manage planning for a level 2 incident
A qualification which was awarded after formal assessment and which in the view of the Panel provides evidence of the Applicant's competence to manage the Planning function at a level 3 incident equivalent to PUAOPE025A Manage planning for a level 2 incident

NOTE: there is no PUA Unit of Competency for Manage planning for a level 3 Incident. Applicants must be able to demonstrate that they are experienced in managing the planning function at a Level 3 incident in order to be eligible for this credential.

## Definitions

<b><i>A high impact, high consequence, complex event:</i></b>	Is a Level 3 incident or equivalent as described in the AIIMS Manual and as determined by the Panel.
<b><i>Equivalent three years' experience:</i></b>	Is the performance of planning roles in connection with emergency incidents during periods of above-normal activity, which is sufficiently recent to demonstrate current competency, as determined by the Panel.

## Review

This standard will commence August 2018. The Panel will review this standard after five years or as required.

## Related professional standards

- Code of Ethics (2017).
- Professional Standard: Planning Officer Capabilities (2018).
- Professional Standard: Continuing Professional Development (2018).