## Professional Standard: Certified Planning Officer Requirements

**Authority**

This standard was endorsed by the AFAC Emergency Management Professionalisation Scheme Panel   
on 30 May 2024 as delegated authority by the AFAC Board.

### 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 for fire 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 organisations approved by AFAC.

### Scope of application

This standard applies to applicants seeking credentialing 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 government, commercial, or other entities approved by AFAC.

### 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

Applicants must meet eligibility requirements for all three areas as detailed below (education, experience and other).

### Education requirements for Certified Planning Officer

Applicants must be able to provide documented evidence of:

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. meeting the requirements of this standard.
4. Table 1:

| **Course or Program** |
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| PUAOPE025 Manage planning for a complex incident – awarded following completion of a program of study with an accredited RTO. |
| PUAOPE025 Manage planning for a complex incident - awarded through a formal RPL (Recognition of Prior Learning) process with an accredited RTO. |
| An AFAC member enterprise-approved non-accredited course for Planning Officers working in developed incident management structures which is formally assessed against criteria equivalent to PUAOPE025.  You will need to provide evidence of your agency’s mapping to PUAOPE025. |
| Non-Traditional Pathway (NTP) – has been credentialed in the specified role by the EMPS Panel having successfully followed the EMPS-NTP pathway. |

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.

### Experience Requirements – Certified Planning Officer

Applicants must be able to provide documented evidence to demonstrate that they:

* have successfully fulfilled the role of Planning Officer managing a developed Planning Section at complex, high impact, high consequence emergency events, including managing Units within the Section.
* the above experience should be for a period of at least three years
* *(and in a minimum of three instances, with at least one instance being in the 12 months prior to the date the application is received by AFAC.)*
* *for the three instances provided as evidence only one instance can be an exercise or simulation.*

1. **Other Requirements – Certified Planning Officer**

Applicants must comply with all of the following:

* have committed to the EMPS Code of Ethics (2023)
* have committed to the EMPS Professional Standard: Continuing Professional Development (2023)
* are supported by their home agency or jurisdiction. *NOTE:* nomination for this credential requires the nominating agency to confirm that in its view the nominee is competent to fill the role of Certified Planning Officer

### Definitions

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| --- | --- |
| ***A high impact, high consequence, complex event:*** | Is a Level 3 incident or equivalent as described in the AIIMS Manual and as determined by the Panel. |
| ***Equivalent three years’ experience:*** | 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. |
| ***Instance:*** | An operational incident, an exercise involving a realistic simulation of an operational incident, or an incident management team activated in anticipation of an operational incident. |

### Review

This standard will commence June 2024. The Panel will review this standard after five years or as required

### Related professional standards

* Code of Ethics (2023).
* Professional Standard: Certified Planning Officer Capabilities (2024).
* Professional Standard: Continuing Professional Development (2023).