

Accredited Professionals Notification Process

1. Document control

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Document Owner:	Director Development and Community Services	Document Author:	Senior Manager Development Services
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2. Purpose

- 2.1. This Process provides a framework for how Accredited Professionals should provide documents and notifications to the Chief Executive Officer of The Barossa Council (Council) in accordance with the Accredited Professionals Notification Policy.

3. Scope

- 3.1. This Process applies to all:
- 3.1.1. Workers of Council, including contractors and/or agents of Council during the course of their engagement; and
 - 3.1.2. Members of the Barossa Assessment Panel who are or become accredited as Accredited Professionals pursuant to the scheme established under Section 88 of the *Planning, Development and Infrastructure Act 2016* (the Act) and *Planning, Development and Infrastructure (Accredited Professionals) regulations 2019* (the Regulations).

4. Process for Council Workers

- 4.1. **Accreditation and Renewals**
- 4.1.1. Accredited Professionals who are Workers, must provide copies of their accreditation and renewals to:
 - Council's Human Resource Department; and
 - Council's Assessment Manager.
 - 4.1.2. Where scanned copies of the documents can be provided electronically, the Accredited Professional should provide the documents electronically.
 - 4.1.3. The documents must be provided within the timeframes stated in the Accredited Professionals Notification Policy.

4.2. **Written Notification of a Notifiable Event**

- 4.3. Accredited Professionals who are Workers must provide written notification of a Notifiable Event to:
- 4.3.1. The Chief Executive Officer;
 - 4.3.2. Council's Assessment Manager;
 - 4.3.3. Council's Human Resource Department.
- 4.4. Council's Human Resources department will ensure that any document received under clause 2 of this Process will be registered in the appropriate EDRMS location.
- 4.5. In accordance with the Policy, it is always the responsibility of the Accredited Professional to ensure that while they are working for, or engaged by Council as an Accredited Professional, that they, at all times, comply with the responsibilities and obligations set out in the Policy and this Process.
- 4.6. While it is the responsibility of the Accredited Professional to ensure that the appropriate level of Accreditation is maintained, Council's Human Resource department will monitor records and notify the Assessment Manager and Chief Executive Officer (where appropriate), accordingly.

5. Process for Barossa Assessment Panel Members

5.1. **Accreditation and Renewals**

- 5.1.1. Accredited Professionals who are members of the Barossa Assessment Panel, must provide copies of their accreditation and renewals to Council's Assessment Manager.
- 5.1.2. Where scanned copies of the documents can be provided electronically, the Accredited Professional should provide the documents electronically.
- 5.1.3. The documents must be provided within the timeframes stated in the Accredited Professionals Notification Policy.

5.2. **Written Notification of a Notifiable Event**

- 5.2.1. Accredited Professionals who are members of the Barossa Assessment Panel must provide written notification of a Notifiable Event to:
- Council's Chief Executive Officer; and
 - Council's Assessment Manager.

6. Responsibilities

- 6.1. Accredited Professionals will be advised of the Policy and this Process:
- 6.1.1. At the commencement of the Policy and Process;
 - 6.1.2. Upon an Accredited Professional commencing their role as a Worker at Council;
 - 6.1.3. Upon an Accredited Professional being engaged as a consultant at Council; or
 - 6.1.4. Upon an Accredited Professional being appointed as a member of the Barossa Assessment Panel.

including via induction processes, where applicable.

7. Legislation and References

- Part 2 - *Local Government Act 1999*
- *Local Government Act (Financial Management) Regulations 2011*
- Relevant Accounting Standards

8. Definitions

Accredited Professional	The persons identified in Clause 4.1 of the Policy
Act	<i>Planning, Development and Infrastructure Act 2016</i>
Business Day	A day when Council is normally open for business – Monday to Friday, excluding Public Holidays and when Council's Principal Office may be closed (e.g. over the Christmas holiday period).
CEO	Chief Executive Officer of The Barossa Council
Council	The Barossa Council
Electronic Document and Records Management System (EDRMS)	An automated system used to manage the creation, use, management, storage and disposal of physical and electronic Documents and Records, for the purposes of supporting the creation, revision and management of digital Documents; improving Council's work-flow, and providing evidence of business activities.
Employee	All full-time, part-time and casual employees of The Barossa Council including trainees, apprentices, and on-hire employees.
Notifiable Event	Notifiable Event means: (i) a change to the class of an Accredited Professional's Accreditation; (ii) the addition, substitution or deletion of a condition or limitation on an Accredited Professional's Accreditation pursuant to Regulation 17(5) of the Regulations; (iii) the surrender by an Accredited Professional of his or her Accreditation pursuant to Regulation 20 of the Regulations; (iv) the cancellation or suspension of an Accredited Professional's Accreditation pursuant to Regulation 21(1) of the Regulations or Regulation 93A of the <i>Development Regulations 2008</i>; (v) the provision of notice to an Accredited Professional by the accreditation authority of a proposal to suspend or cancel the Accredited Professional's Accreditation pursuant to Regulation 22(1) of the Regulations; (vi) the provision of a final report by a qualified auditor pursuant to Regulation 27(13) of the Regulations, where a copy of the report is provided to the Accredited Professional; (vii) any action taken by the accreditation authority (including giving directions to an Accredited Professional) pursuant to Regulation 27(14), (15) or (16) of the Regulations; (viii) the provision of notice to an Accredited Professional of a decision by the accreditation authority to investigate a complaint made against the Accredited Professional under Regulation 28 of the Regulations which relates to an act or omission of the Accredited Professional in the

	course of their employment with, or engagement or appointment by, the Council; (ix) the provision of a final report of an investigator to the accreditation authority pursuant to Regulation 28(11)(b) of the Regulations, or the outcome of any process that the accreditation authority has adopted to investigate a complaint made against an Accredited Professional pursuant to Regulation 28 of the Regulations; (x) any action taken by the accreditation authority against an Accredited Professional pursuant to Regulation 28(13) of the Regulations following the investigation of a complaint; (xi) any decision made by the South Australian Civil and Administrative Tribunal (SACAT) or any South Australian Court in relation to an Accredited Professional's Accreditation; (xii) a finding of guilt for an offence against the Act or the <i>Development Act 1993</i> (Repealed Act); and a finding of guilt for an offence against any regulations under the Act or the Repealed Act, including the Regulations.
Supervisor	Any direct line supervisor, including Chief Executive Officer, Director, Team Manager, Line Manager, Coordinator, Supervisor or Leading Worker who are responsible for Worker(s) reporting to them.
Worker	A person is a worker if the person carries out work in any capacity for Council, including work as: (a) an employee; or (b) a contractor or subcontractor; or (c) an employee of a contractor or subcontractor; or (d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or (e) an outworker; or (f) an apprentice or trainee; or (g) a student gaining work experience; or (h) a volunteer; or (i) a person of a prescribed class.

9. Version History

This Process will be reviewed by the Policy Author in consultation with the relevant stakeholders, within four years or more frequently if legislation or Council's need changes.

Version No.	Date	Summary of Change/s
1	23/11/2020	New Process
2	21/07/2026	Minor formatting changes, update to new template

10. Further Information

This Process is available on Council's website at www.barossa.sa.gov.au. It can also be viewed electronically at Council's principal office at 43-51 Tanunda Road, Nuriootpa during ordinary business hours. A printed copy of this Process can be obtained upon payment of a fixed fee.

Feedback regarding this Process or its application can be made to the Customer Service Team on 8563 8444 or barossa@barossa.sa.gov.au in the first instance, who will refer you to the most appropriate officer.