Department of Planning and Environment   
Application form for accreditation to apply the Biodiversity Assessment Method (BAM)

This form is made up of 6 parts:

**Part 1:** Applicant details

**Part 2:** Fit and proper person declaration

**Part 3:** Accredited BAM Assessor Code of Conduct Declaration

**Part 4:** Accredited BAM Assessor Experience and Qualification Report

**Part 5:** Certified copies of originals or relevant academic transcript

**Part 6:** Accredited BAM Assessor Referee Reports

Each part requires input using keyboard and scanned copies of relevant documents.

A single package of documents should be compiled into one pdf document for submission in Biodiversity Accredited Assessor System (BAAS).

Name your compiled document as ‘**year\_YOUR NAME\_ BAM AssessorApplication.pdf’**. For example, 2019\_David Jones\_BAM AssessorApplication.PDF

# Instructions on how to submit your form

On completion of the training course you will be sent an invitation to register in the Biodiversity Assessor Accreditation System (BAAS).

In Order to submit your application, you will need to log in to BAAS

Step by step instructions on how to use BAAS can be found in the ‘How to’ Tab on the landing page after login.

If you have any questions about this form, please contact [BAM\_accreditation@environment.nsw.gov.au](mailto:BAM_accreditation@environment.nsw.gov.au)

# Part 1 Applicant details

|  |  |
| --- | --- |
| Full name | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Contact phone number | Click or tap here to enter text. |
| Current employer | Click or tap here to enter text. |
| Mailing address | Click or tap here to enter text. |
| Signature | Click or tap here to enter text. |
| Date | Click or tap to enter a date. |

# Part 2 Accredited BAM Assessor Fit and Proper Declaration

The following matters have been included in the Order for the *Accreditation Scheme for the Application of the Biodiversity Assessment Method 2017*.

Please provide any details of any matters that are relevant.

The Environment Agency Head (EAH) will consider the following matters (without limitation) when determining whether a person is a fit and proper person.

|  |  |
| --- | --- |
| As an individual, the applicant: |  |
| Has contravened any relevant legislation, or has held a licence, accreditation or other authority under relevant legislation that has been suspended or revoked under the relevant legislation | Yes  No |
| Was a director or other person concerned in the management of a corporation that has contravened any relevant legislation or any licence or other authority under relevant legislation | Yes  No |
| Has in the opinion of the EAH, acted in such a manner as to not be regarded to be of good repute, or to bring into question the applicant’s character, honesty and integrity | Yes  No |
| Is a partner or other associate of a person whom the EAH considers is not a fit and proper person to be an accredited person | Yes  No |
| Has, in the opinion of the EAH, previously falsely claimed that they are an accredited person, or made false claims as to the scope of their accreditation (where the applicant is currently or has previously been an accredited person) | Yes  No |
| Has certified a biodiversity assessment report under section 6.15 of the Act, which in the opinion of the EAH contained false or misleading information (where the applicant is currently, or has previously been an accredited person) | Yes  No |
| Has in the opinion of the EAH, provided false or misleading information to the EAH in connection with their application | Yes  No |

If you have answered yes to any of the above, please provide more details.

|  |
| --- |
| Click or tap here to enter text. |

Relevant legislation means any of the following:

* + 1. the Act
    2. the Regulation or any other statutory instrument made under the Act
    3. any Act repealed by the Act and any regulations or relevant statutory instrument made under any such repealed Act
    4. Part 5A of the *Local Land Services Act 2013* and any regulations or relevant statutory instrument made under that Part of that Act
    5. the *Protection of the Environment Operations Act 1997*, and any regulations or relevant statutory instrument made under that Act
    6. the *Environment Protection Biodiversity Conservation Act 1999* (Cth) and any regulations and relevant instruments made under that Act
    7. any other Act or statutory instrument of the State, the Commonwealth, any other state or territory or any other country that relates to the protection of the environment, the conservation of biodiversity, threatened species, threatened ecological communities, or their habitats.

## Declaration

I confirm that all information given in this fit and proper person declaration to be correct to the best of my knowledge and belief.

|  |  |
| --- | --- |
| Signature | Click or tap here to enter text. |
| Date | Click or tap to enter a date. |

Note: You will need to print this page to sign or you can insert a e-signature. Add to your compiled documents prior to finalising your application pdf.

# Part 3 Accredited BAM ASSESSOR Code of Conduct

Accredited persons are accredited by the Environmental Agency Head (EAH) to apply the Biodiversity Assessment Method (BAM) when preparing Biodiversity Assessment Reports, as required under the *Biodiversity Conservation Act 2016* (the Act).

The EAH may carry out or cause to be carried out an audit of compliance by an accredited person with the Accredited Person Code of Conduct. Non-compliance with the Accredited Person Code of Conduct may result in the EAH exercising the power to vary, suspend or cancel the accreditation under Part 5 of the Accreditation Scheme (Section 6.10 of the Act).

Obligations for Accredited Persons are outlined below.

* Must comply with conditions of their accreditation.
* Must notify the department in writing of any changed circumstances effecting the fit and proper declaration submitted with an accreditation application.
* Must maintain high standards of professional conduct when providing independent, consistent and objective advice on the basis of adequate knowledge.
* Must provide a truthful opinion on any matter submitted to them for advice or opinion, and must not give false or misleading information or statements and must not conceal or omit information on any relevant conservation, market, environmental or scientific matter.
* Must not state a fact to support a client that will not be capable of support by available data.
* Must convey accurately to the client formal qualifications, expertise and experience and must not misled or omit information.
* Must operate within the fields of their competence and engage with additional and appropriate expertise when required.
* Must ensure that staff and or contractors completing tasks under their directive are operating within their competencies.
* Must be personally accountable for the validity of all data collected, analyses performed or reports developed by them and for the scrutiny of all data collected, analyses performed or reports developed under their direction.
* Must ensure thorough quality control measures are in place to confirm the correctness and validity of all work prepared by them or by staff or contractors under their direction.
* Must not conduct professional activities in a manner involving dishonesty, fraud, deceit, misrepresentation or bias.
* Must not advertise or conduct themselves in a manner that will bring disrepute to the Biodiversity Offset Scheme or the Minister.
* Must not act in circumstances where there is actual, perceived or potential conflict of interest.
* Must cooperate with and provide the necessary and requested information to the EAH during an audit or when otherwise requested.
* Must maintain ecological or equivalent field work skills, and maintain a truthful written record of continuing professional development during the period of accreditation.

## Accredited BAM Assessor Code of Conduct Declaration

In applying to become accredited to apply the Biodiversity Assessment Method (BAM) I, the undersigned, agree to abide by the Accredited Person Code of Conduct.

|  |  |
| --- | --- |
| Signature | Click or tap here to enter text. |
| Date | Click or tap to enter a date. |

Note: You will need to print this page to sign or you can insert a e-signature. Add to your compiled documents prior to finalising your application pdf.

# Part 4 BAM ASSESSOR Accreditation application Experience and Qualification Report

Please note that Assessor applicants must provide true information.

This is a requirement of the Code of Conduct. The Accreditation Order includes powers to enforce this.

## Eligibility Criteria: Academic qualifications

Please list your academic qualifications. From the Accreditation Scheme Order, these are considered to be:

* relevant tertiary education in the natural sciences including subjects that relate to the observation and description of terrestrial biodiversity and landforms
* such other qualifications as are, in the opinion of the Environment Agency Head, relevant to exercising the functions of an accredited person.

You will also need to attach relevant academic transcripts to your application to demonstrate proof of study and achievement.

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| Qualification | Institute/University or other | Year completed |
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## Eligibility Criteria: Relevant work experience – employment history

Please provide an overview of your employment history for the last 7 years. Relevant work experience for BAM accreditation includes that in the fields of environmental science, environmental management, environmental impacts assessment or preparation of conservation management plans that includes:

* 1. conducting plant and animal surveys
  2. identification of plant community types
  3. identification of ecological communities.

If part of the last 7 years was spent gaining academic qualifications, please indicate the relevant dates in the table.

The requirements are:

* in the case of a person possessing the relevant academic qualification, at least 3 years of experience within the last 7 years
* in any other case, at least 5 years of experience, 2 of which have been gained within the last 7 years.

| Organisation | Position | Role | Range of dates employed |
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## Eligibility Criteria: Relevant work experience – technical skills

To have confidence that BAM assessors can complete the tasks of a field based assessor, it is important that applicants have had recent relevant work experience. The BAM requires an assessor to have a strong focus on botanical skills, involving plots, quadrats, and transects to sample species composition. This sampling is used to identify plant community types and threatened ecological communities.

Please complete the following table with information regarding your involvement with on-ground, terrestrial field work that includes your experience in: conducting plant and animal surveys, identifying plant community types, and identifying ecological communities over the last three years.

If, however, you have had significant time away from the field in the last 3 years, you may expand the table to include your experience from the last 7 years.

Assessor applicants should be aiming to demonstrate a reasonable level of recent relevant work experience. As a guide approximately 50 days over the last three years of plant based field work, involving plots, quadrats and transects is considered reasonable. This is based on experience of previous assessors. This is a guide only, and each application is considered individually, and on its merits against the criteria.

### Relevant field work experience table

Guide: 50 days of plant-based surveys involving plots, quadrats and transects is considered reasonable over the last 3 years.

Notes for completing the table:

* Column (i) ensure that you include only projects in which you personally had involvement in the on-ground field work. Please list projects in chronological order and include the date.
* Column (ii) the types of projects may include: research focused, EIA, detailed site assessment using BBAM/Biocertification or FBA or EOAM, development of site management plans
* Column (iii) refer to the following categories of roles: project supervisor, botanist, fauna specialist, council environmental officer auditing site, DPE auditing site, LLS officer data collection
* Column (iv) refer to the following types of tasks where you have completed them: Plant survey (and describe the methods used); animal survey (and describe methods used); identification of plant community types or ecological communities (and describe methods used).
* Column (v) provide the number of days that you spent on flora field work on each task you carried out
* Column (vi) provided the number of days that you spent on fauna field work on each of tasks carried out

If the table below does not provide enough room, then please create your own table with the same columns and attach in this location of your compiled document.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| (i) Project name/location, date | (ii) Type of project | (iii) Your role | (iv) Tasks you personally carried out and surveying methods used | (v) Number of days you spent doing flora tasks listed in Column (iv) | (vi) Number of days you spent doing fauna tasks listed in Column (iv) | (vii) Total Flora field + Fauna field days column (v) + (vi) |
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# Part 5 Certified copies of originals or relevant academic transcript

The academic transcript is a list of subjects and grades you attained while studying at university. It is not the degree certificate. This document is given to you by the university at graduation.

Please include in your compiled application submission.

|  |  |
| --- | --- |
| Transcript attached |  |

# Part 6 Referees Reports

Individuals seeking accreditation to apply the Biodiversity Assessment Method (BAM) must provide written references using the format below.

Referees reports must be supplied from two recent professional referees (within the last three years) from two separate organisations.

A professional referee can be an employer or a professional in the same industry who can vouch for the applicant’s knowledge, skills, experience and professional conduct.

Please supply the following form separately to each referee to complete.

Include both referee reports within your compiled application submission.

## Report 1

### BAM ASSESSOR Accreditation application – Referees’ Report

|  |  |
| --- | --- |
| Referee’s name: | Click or tap here to enter text. |
| Organisation: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. |
| Phone: | Click or tap here to enter text. |
| Working relationship with applicant for assessor accreditation – please include date range and organisation name for the time of this relationship | e.g. employer, supervisor, co-worker, professional colleague |
| Click or tap here to enter text. |
| Positions held by the applicant during the working relationship | Click or tap here to enter text. |
| Types of projects and skills used during that position | May include: EIA, targeted surveys, environmental research, plant and community type identification, field and desktop skills (quadrats, transects, API, GIS etc.), fauna habitat surveys, project management, any other biological and natural science skills |
| Click or tap here to enter text. |
| Professional conduct | Provide an opinion related to the professional conduct of the applicant related to the above experience |
| Click or tap here to enter text. |

I confirm that all information given is correct to the best of my knowledge and belief. I understand that the department may contact me to verify any details.

|  |  |
| --- | --- |
| Signature | Click or tap here to enter text. |
| Date | Click or tap to enter a date. |

## Report 2

### BAM ASSESSOR Accreditation application – Referees’ Report

|  |  |
| --- | --- |
| Referee’s name: | Click or tap here to enter text. |
| Organisation: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. |
| Phone: | Click or tap here to enter text. |
| Working relationship with applicant for assessor accreditation – please include date range and organisation name for the time of this relationship | e.g. employer, supervisor, co-worker, professional colleague |
| Click or tap here to enter text. |
| Positions held by the applicant during the working relationship | Click or tap here to enter text. |
| Types of projects and skills used during that position | May include: EIA, targeted surveys, environmental research, plant and community type identification, field and desktop skills (quadrats, transects, API, GIS etc.), fauna habitat surveys, project management, any other biological and natural science skills |
| Click or tap here to enter text. |
| Professional conduct | Provide an opinion related to the professional conduct of the applicant related to the above experience |
| Click or tap here to enter text. |

I confirm that all information given is correct to the best of my knowledge and belief. I understand that the department may contact me to verify any details.

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| Signature | Click or tap here to enter text. |
| Date | Click or tap to enter a date. |