

Department of Climate Change,   
Energy, the Environment and Water

Accreditation to apply the Biodiversity Assessment Method application

# Instructions on how to submit your form

This application form for accreditation to apply the Biodiversity Assessment Method (BAM) consists 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

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

Name your compiled document as:  
‘**year\_YOUR NAME\_ BAM AssessorApplication.pdf’**.

For example, 2024\_David Jones\_BAM AssessorApplication.PDF

Once you have successfully completed training, an email will be sent to you notifying you that you are now eligible to apply.

In order to submit your application, you will need to log in to Biodiversity Assessor Accreditation System.

Click on the apply for accreditation button, upload your document and pay your application fee using credit card during the online submission process.

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

In the Biodiversity Accredited Assessor System, please add or update these details into your account profile if you have not already.

|  |  |
| --- | --- |
| 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 details of any matters that are relevant to each of the categories below.

The Environment Agency Head (EAH) will consider the following matters (without limitation) when determining whether a person is a fit and proper person. Note the Environment Agency Head is the relevant Secretary of the department which currently administers the Accreditation Scheme and its delegated authority.

|  |  |
| --- | --- |
| 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.

|  |
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Relevant legislation means any of the following:

* the Act
* the Regulation or any other statutory instrument made under the Act
* any Act repealed by the Act and any regulations or relevant statutory instrument made under any such repealed Act
* Part 5A of the *Local Land Services Act 2013* and any regulations or relevant statutory instrument made under that Part of that Act
* the *Protection of the Environment Operations Act 1997*, and any regulations or relevant statutory instrument made under that Act
* the *Environment Protection Biodiversity Conservation Act 1999* (Cth) and any regulations and relevant instruments made under that Act
* 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.

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| 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 an 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 Environmental Agency Head 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 Environmental Agency Head exercising the power to vary, suspend or cancel the accreditation under Part 5 of the Accreditation Scheme (Section 6.10 of the Act).

As an assessor, you must meet the following obligations under the code of conduct:

* comply with the conditions of accreditation
* notify the department in writing of any changed circumstances affecting the fit and proper declaration submitted with an accreditation application
* maintain high standards of professional conduct when providing independent, consistent and objective advice based on adequate knowledge
* provide a truthful opinion on any matter submitted to them for advice or opinion, not give false or misleading information or statements and not conceal or omit information on any relevant conservation, market, environmental or scientific matter
* not state a fact to support a client that will not be capable of support by available data
* convey accurately to the client formal qualifications, expertise and experience and not mislead or omit information
* operate within the fields of their competence and engage with additional and appropriate expertise when required
* ensure that staff and/or contractors completing tasks under their directive are operating within their competencies
* 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
* 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
* to not undertake professional activities in a manner involving dishonesty, fraud, deceit, misrepresentation or bias
* not advertise or conduct themselves in a manner that will bring disrepute to the Biodiversity Offsets Scheme or the Minister
* not act in circumstances where there is actual, perceived, or potential conflict of interest
* cooperate with and provide the necessary and requested information to the Environment Agency Head during an audit or when otherwise requested
* maintain ecological or equivalent fieldwork 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.

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| 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 an 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. The Accreditation Scheme Order describes these as:

* 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.

Please attach relevant academic transcripts to your application to demonstrate proof of study and achievement. If relevant to your application, please include a brief description of the topic of any research degree – for example you could attach a copy of the abstract.

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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:

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

The Accreditation Order’s 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 – include month and year |
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| Total number of months | | | Click or tap here to enter text. |

## Eligibility Criteria: Relevant work experience – technical field 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 Biodiversity Assessment Method requires an assessor to have a strong focus on botanical skills, involving the collection of data in plots, quadrats and transects to sample species composition. This sampling is used to identify plant community types and threatened ecological communities.

### What is relevant work experience?

The following table describes the type of field work relevant to the BAM accreditation requirements.

|  |  |
| --- | --- |
| Fieldwork type | Objective of fieldwork type |
| Detailed vegetation community **survey** | Determining plant community type (PCT) using databases and on-ground survey plots including detailed plant identification. Assessing vegetation integrity in vegetation zones using survey plots/transects to collect data about composition, structure and function.  Refer: Chapter 5 (BAM 2017) or Chapter 4 (BAM 2020) |
| Targeted species **survey** | Targeted survey to confirm presence or absence of species that cannot be predicted by habitat surrogates (these are species credit species). The department’s species survey guidelines should be used.  Refer: Chapter 6 (BAM 2017) or Chapter 5 (BAM 2020) |
| Site inspections | Site inspections are generally shorter site visits to verify/review BAM field data reported in a Biodiversity Assessment Report carried out by government reviewers. At a minimum, the purpose is to verify the plant community type choice. It may also include observing landscape features and available habitats. |

### What is a reasonable amount of field work experience?

Assessor applicants should be aiming to demonstrate a reasonable level of recent relevant field work. As a guide, approximately 50 days of detailed vegetation community survey over the last 3 years. which includes plant based field work, involving plots, quadrats and transects.

Applicants may also include their field days where they completed targeted species survey as additional days, however, they are not considered part of the 50 days of detailed vegetation survey.

The number of days 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.

### What is considered recent field experience?

Recent field work is that completed over the last 3 years.

### Relevant field work experience table

Please complete the following table with the following information to demonstrate your involvement with on-ground, terrestrial field work.

Notes for completing the table.

* Column (i) ensure that you include only projects in which you personally participated 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, Environmental Impact Assessment, detailed site assessment using Biodiversity Assessment Method or other assessment techniques that include relevant field work.
* Column (iii) refers to the following roles: project supervisor, botanist, fauna specialist, government reviewer data collection
* Column (iv) refer to the following types of tasks where you have completed them: Detailed Plant community survey (and describe the data collection method used); targeted species survey (noting species and 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 detailed vegetation community survey
* Column (vi) write how many days you looked for specific plants and what plants they were.
* Column (vii) refers to the total number of days spent doing targeted fauna survey.

If the table below does not provide enough room, then please create your own table with the same columns and attach.

| (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 detailed vegetation community survey | (vi) Number of days spent doing targeted flora survey and species surveyed for | (vii) Number of days spent doing targeted fauna survey |
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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.

The academic transcript is a list of subjects and grades you attained while studying at university. It is not the degree certificate.

Please scan and add to your compiled application submission.

|  |  |
| --- | --- |
| Transcript attached | A white square with a blue border  Description automatically generated |

# 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 2 recent professional referees (within the last 3 years) from 2 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.

Scan and 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 |  |
| 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. |

Note: The types of projects and skills which are relevant may include: Environmental Impact Assessment, 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.

## 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 |  |
| 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. |

Environment and Heritage (EH)  
Department of Climate Change, Energy, the Environment and Water   
Locked Bag 5022, Parramatta NSW 2124; Phone: 1300 361 967 (EH enquiries);   
Email: info@environment.nsw.gov.au; Website: www.environment.nsw.gov.au   
EH 2024/0221; August 2024.

Note: The types of projects and skills which are relevant 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.