

Application form for accreditation to apply the Biodiversity Assessment Method (BAM)

(Version 1)

August 2017

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www.environment.nsw.gov.au

# BAM Assessor Accreditation under the *Biodiversity Conservation Act 2016*

## Overview of BAM assessor accreditation

To be eligible for accreditation, a person must:

* be ‘fit and proper’, in accordance with the criteria in the Accreditation Scheme Order,
* have successfully completed BAM Assessor training, and
* have appropriate knowledge, skills and experience (such as academic qualification and/or relevant work experience).

People wishing to become accredited assessors need to submit an application demonstrating how they meet these eligibility criteria. They also need to successfully complete the BAM training.

Accreditation application ($200) and term fees apply ($300 for three years).

Accredited assessors are required to adopt a code of conduct. This includes a commitment to operating with integrity and within professional standards.

All accredited assessors will be listed on a public register.

## Application process

An application is to be made by submitting a completed Accredited Person Application Form (ie this form) along with the following accompanying documents:

1. a completed [Accredited Person Code of Conduct Declaration](http://www.environment.nsw.gov.au/resources/bcact/biodiversity-assessment-method-assessor-code-of-conduct-170491.docx)
2. a completed [Accredited Person Experience and Qualification Report](http://www.environment.nsw.gov.au/resources/bcact/biodiversity-assessment-method-experience-qualification-report-170492.docx)
3. two completed [Accredited Person Referee Reports](http://www.environment.nsw.gov.au/resources/bcact/biodiversity-assessment-method-referees-report-170493.docx)
4. certified copies of originals of relevant academic transcripts
5. payment of the Application Fee ($200), and
6. payment of the Accreditation Term Fee ($300, once notifed that their accredidation has been approved by the EAH).

## The Biodiversity Assessors Accreditation System (BAAS)

OEH is developing an on-line portal to support the administration of the scheme (including the uploading of documentation, and payment of fees).

It is likely to be in operation during the second half of 2017. OEH will update its webpage as information becomes available.

### Interim process

Until the BAAS is fully operational, OEH will facilitate a process which will involve part manual and part system.  OEH will contact individuals by email after they have completed their BAM Assessor training to describe the next steps in the accreditation process (including how to pay fees).

## Public Register Information

In the form below, please provide your name, email address and the region of NSW in which you are available to prepare BAM asessments. Please note that this will be a forthcoming functinality of the public register and may not be apparent until the end of 2017.

You may nominate yourself as available to operate in as many or few regions as you like, as well as statewide. This is to indicate to people using the Public Register which parts of NSW you are available to complete work and will assist people in identifying consultants that operate in their region. It does not mean you are only allowed to operate in that region. We will be unable to show these on our website until later in 2017.

You can check which regions you wish to nominate through the Local Land Services home page: [www.lls.nsw.gov.au/our-regions/whats-my-region](http://www.lls.nsw.gov.au/our-regions/whats-my-region)

|  |  |
| --- | --- |
| Name |  |
| Email 1  (for Public Register) |  |
| Email 2 (for OEH correspondence – can be the same as email 1) |  |
| Phone number 1  (for Public Register) |  |
| Phone number 2 (for OEH correspondence – can be the same as phone number 1) |  |
| Nominated LLS region(s) or Statewide |  |

If your contact details have changed since your EOI application, please also provide the updated information in the appropriate fields.

|  |  |
| --- | --- |
| Current employer |  |
| Contact mailing address |  |
| Preferred contact address for OEH correspondence (e.g. home address) |  |

## Authorisation to publish contact details

I, the undersigned, consent to my name, email and phone details being published on the OEH public register of accredited assessors. I have indicated in the tables above my preferred email, phone contact and address for inclusion on the public register.

|  |  |
| --- | --- |
|  |  |
| Signature | Print Name (BLOCK CAPITALS) |
|  |  |
| Date |  |

## 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 EAH may 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**[[1]](#footnote-2), 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 over the page.

|  |
| --- |
|  |

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 | Print Name (BLOCK CAPITALS) |
| Date |  |

1. **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.

   [↑](#footnote-ref-2)