



DEPARTMENT OF PLANNING AND ENVIRONMENT

# Accreditation Renewal Application

## Biodiversity Assessment Method

This form is made up of 4 parts:

Part 1: Applicant details

Part 2: Accredited BAM Assessor Code of Conduct Declaration

Part 3: Fit and Proper Person Declaration

Part 4: Continuing Professional Development log

The Continuing Professional Development log is available on the [department's webpage](#).

A single package including Parts 1-4 should be compiled into one pdf for submission.

It should be uploaded in BOAMs using your accredited assessors account in Biodiversity Offsets and Agreement Management System (BOAMs).

Name your compiled document:

'year\_YOUR NAME\_ BAM Accreditation Renewal Application.pdf'.

## Part 1: Applicant details

Please ensure these details are current in your BOAMs account.

Full name	
Email	
Contact phone number	
Mailing address	
Current employer	
Date	

## Part 2: Accredited BAM ASSESSOR Code of Conduct

**You are required to sign a code of code for your next term of accreditation.**

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 (as shown on your accreditation certificate).
- Must notify the department in writing of any changed circumstances effecting the fit and proper declaration submitted with an accreditation or renewal 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	
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 Fit and Proper Person Declaration

You are required to sign the fit and proper person declaration for your next term of accreditation.

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

Please provide a 'yes/no' response in the table below and provide details of any matters that are relevant where your response is 'yes'.

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:	Accredited Assessors Response
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 <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>
Has in the opinion of the EAH, provided false or misleading information to the EAH in connection with their application	Yes <input type="checkbox"/> No <input type="checkbox"/>

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

Relevant legislation means any of the following:

- a. the Act
- b. the Regulation or any other statutory instrument made under the Act
- c. any Act repealed by the Act and any regulations or relevant statutory instrument made under any such repealed Act
- d. Part 5A of the *Local Land Services Act 2013* and any regulations or relevant statutory instrument made under that Part of that Act
- e. the *Protection of the Environment Operations Act 1997*, and any regulations or relevant statutory instrument made under that Act
- f. the *Environment Protection Biodiversity Conservation Act 1999* (Cth) and any regulations and relevant instruments made under that Act
- g. 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	
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: Continuing Professional Development log

Please attach your completed CPD log template here

Only include the pages that you have included information.

Use the box below if you wish to add any notes about your CPD-log.