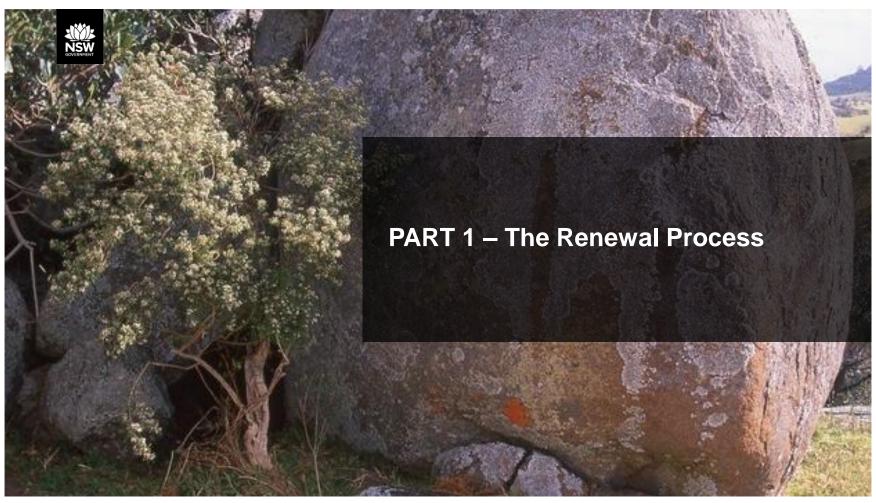




### A webinar for Accredited Assessors

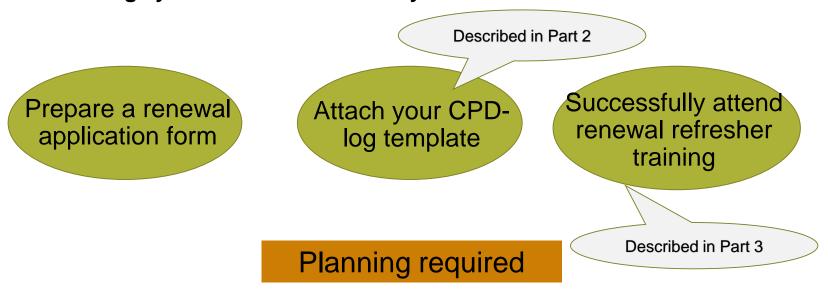


- To provide an explanation of what assessors need to do to renew their accreditation – Part 1
- 2. To provide DPIE's expectations about Continuing Professional Development Part 2
- 3. To provide assessors with an overview of renewal refresher training Part 3
- 4. Include answers to emerging questions





#### Three things you need to do to renew your accreditation





#### **Renewal Application From**

#### It includes

- The code of conduct declaration.
- the Fit and Proper Person declaration

You must read and re-consider both of these before signing for the next term of your accreditation.

#### The Renewing accreditation webpage:

https://www.environment.nsw.gov.au/topics/animals-and-plants/biodiversity-offsets-scheme/accredited-assessors/renewing-accreditation



This form is made up of four 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 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).

#### 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.



## Planning your renewal

- Your renewal application is due by your expiry date
- You have a six month window to complete your renewal

Other time factors for you to note:

- Renewal applications can be submitted 3 months before your expiry date
- You have a 3 month grace period after your expiry date
- Renewal refresher training has 6 months currency

**BOS** Training Greencap:

https://www.greencap.com.au/training/biodiversity-offsets schemetraining

There are up to 350 assessors who require renewal training in 21-22 financial year

We recommend expressing interest with the training provider

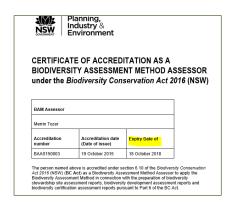


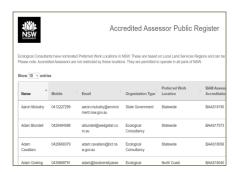
## **Know your accreditation expiry Date**

- Standard accreditation term is 3 years.
- Your expiry date is shown on your certificate
- You can also check the BAM accredited assessor public register and your account profile in BOAMs

Find the public register here:

https://customer.lmbc.nsw.gov.au/assessment/AccreditedAssessor







## More details about the grace period

A *grace period* extends to 3 months after your expiry date.

During the grace period:

- you will not be officially accredited
- you will not be able to formally certify any Biodiversity Assessment Reports
- you can carry out field work, BAM-C calculations, BAR writing and attend BAM events, and include them in your CPD-log for your next accreditation term

#### After the grace period expires:

- You will **not** be able to renew
- Your access to BOAMs and the BAM-C will not be available.
- If you wish to have accreditation after your grace period, you will need to complete the initial training again.

After expiry: cannot certifying BARs

After Grace period expires:
Cannot access BOAMs and BAM\_C

8



## **Renewal Application processing time**

- DPIE has 60 days to process your application
- Provided your application meets all the requirements the processing time will be faster.



#### In summary: when planning your renewal consider:

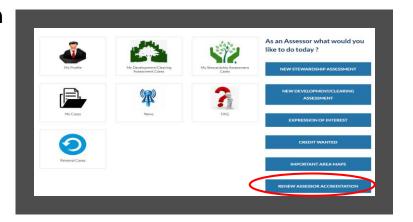
- availability of training courses,
- your project-related needs to formally certify any BOS work
- application processing times.





#### Use BOAMs to lodge your application

- 3 months before your due date an extra case button will appear on the right hand side of the BOAMs landing page.
- · Click on this button to create a renewal case
- The application uploading process follows a similar sequence to your initial accreditation process.
- If you need instructions find them in the "how to" tab.







# BOAMs send reminder emails – about your accreditation due date

- They come from with the "No reply LMBC" or BAM\_accreditation mailbox
- Be aware that gmail addresses appear to be unreliable in receiving system generated emails
- You may like to consider changing your email address if you are using "gmail"
- We recommend regularly checking your junk email folder and keep your contact details in BOAMs current.







### **Fees**

- Once notified that you have been approved you will need to pay the Term Fee.
- In the 2021-2022 financial year the 3 year term fee is \$318
- BOAMs includes an on-line portal where the fee can be paid







## Key messages for Part 1 of this webinar

- Your renewal application is due by your expiry date
- You need to plan when you will apply –
  including registering for renewal training, and
  consider the impact of the grace period on your
  work in progress, and DPIEs processing time
- The process is managed in BOAMs
- Any questions send to BAM\_accreditation@environment.nsw.gov.au







# Goal of Continuing Professional Development

For assessors to engage in:

- the Biodiversity Assessment Method,
- the BAM-calculator
- writing compliant BARs.

#### And:

- to maintain their technical field skills that relate to the BAM
- to engage with the BOS "community" of assessors.





Biodiversity Assessment Method (BAM) Calculator User guide

Guidance for local government on undertaking a critical review of a Biodiversity Development Assessment Report



## **CPD** guideline and Log-template

Draft exhibited in September 2020

Final version released in May 2021

Find them on the *Renewing Accreditation* webpage.







## Recap - CPD

CPD requires demonstration of annual activity in four CPD elements:

- (i) fieldwork,
- (ii) analyses using the BAM-C
- (iii) Biodiversity Assessment Report writing,
- (iv) attendance of BAM-related events.

The guideline incorporates some flexibility taking into consideration roles and employment contexts.

Transition allowances have also been defined for existing assessors (ie assessors accredited prior to June 30, 2021).



## Roles and employment contexts, CPD Tasks

The guideline includes ways of addressing CPD for all types of assessors including sole traders; people who work in teams in consultancies, and government agencies

Assessor are not restricted to addressing their CPD elements according to their roles or context.

Assessors can choose how they meet the minimum requirements by looking at the description of each CPD element and the range of ways they can be addressed.

#### Key terms that distinguish between CPD tasks:

Field work	Detailed vegetation plot survey, targeted species survey, site inspections
BAM-C	Lead assessor (name on credit report), Contributor (acknowledged in BAR), detailed reviewer
BAR	Lead assessor (certifier in BAR), Contributor (acknowledged in BAR), detailed reviewer



## **Summary of CPD annual activity**

Each element has an annual amount to be recorded in the Log-template. Refer to the guideline for a full description.

CPD element	Annual requirement
Field work	10 survey days Or 6 site inspections per year as reviewer
BAM-C cases	1 per year (lead assessor) Or 2 per year if contributor Or 1 per year detailed review
BAR authorship	1 per year (lead assessor) Or 2 per year if contributor Or 1 per year if detailed reviewer
BAM related events	2 per year



## More about the meaning of annual activity

Annual activity refers to the number of CPD tasks to be completed in a year.

However, DPIE recognises the periodic nature of this type of work.

For the purposes of the CPD, assessors should meet the number of activities required for the whole term of their accreditation.

This means that a three year term would require three annual activity requirements.



## Conditional accreditation for government reviewers

Government reviewers (who are also accredited assessors) can record their fieldwork using site inspections.

If they do use these, and do not also complete a minimum amount of survey fieldwork, a condition will be placed on their accreditation that does not allow them to 'certify' a BAR or 'finalise' a BAM-C calculation.

#### What if I change jobs?

The condition can be removed on request in the future and will depend on fieldwork survey requirements being satisfied. We will consider this on a case-by-case basis.



## Notable changes from the 2020 draft

2020 draft version	2021 final version
Minimum number of site inspections for government reviewers – 10 site inspections	Lowered to 6 inspections per year
Peer reviewed BAM-C or BARs to be recorded in the CPD-log	Change to "as contracted or commissioned" (see guideline section 5).
Conditional approval for government reviewers	Inclusion of detail of how it will be removed
Transition allowances	Better defined and related to financial year assessor was accredited in
Request for consideration of circumstances where an assessor is alternatively active in the BOS and BAM	Final version is better defined and supported by a form.
Periods of time away from work not addressed	Explicitly refers to significant absences from the work place.



## **Transition allowances**

Expiry date	Amount for renewal allowances
1 July 2021 30 June 2022	Aim to include one annual CPD requirement, if possible, from the term of your accreditation.
	If one annual CPD requirement is not met you will still be eligible for renewal; however, you are encouraged to meet the annual requirements and list any relevant CPD activities that you completed.
1 July 2022 30 June 2023	Must have done one annual requirement of CPD, over the full term of your accreditation to be eligible for renewal.
1 July 2023 30 June 2024	Must have done two annual requirements of CPD, over the term of your accreditation to be eligible for renewal.
1 July 2024 onwards	Must have done three annual CPD requirement of CPD to be renewed, over the term of your accreditation to be eligible for renewal.



### What does transition mean for me? Some examples

Example	Advice
I was accredited in January 2018 and was extended to expire on January 2022	Aim to include one annual amount of CPD activity. The activity can have occurred during any time during your 4 year term.
	We encourage you to fill in as much as possible.
	If one annual amount of CPD activity is not met you will still be eligible for renewal
I was accredited in August 2019 and will expire in August 2022	Complete the template addressing one annual amount of CPD activity. The activity can have occurred during any time of your 3 year term.
	We encourage you to fill in as much as possible.



## Request for consideration: circumstances where an assessor is alternatively active in the BOS/BAM

This request applies to accredited assessors who:

- have detailed knowledge of and are also active in the BAM and BOS; and
- their work does not precisely fit the annual activity CPD requirements.

Some seniors of consultancies or departmental staff <u>may</u> fit this situation.

Please note: this is only intended for **a minority of people.** We do not expect people who are applying to renew in the 2021/22 financial year to submit a form due to the transition allowances.

If you consider yourself to be in this situation in the future, you can complete the form and send to the BAM\_accreditation mailbox.





#### Reminder about the Code of Conduct

Must maintain ecological or equivalent field work skills, and maintain a truthful written record of continuing professional development during the period of accreditation.

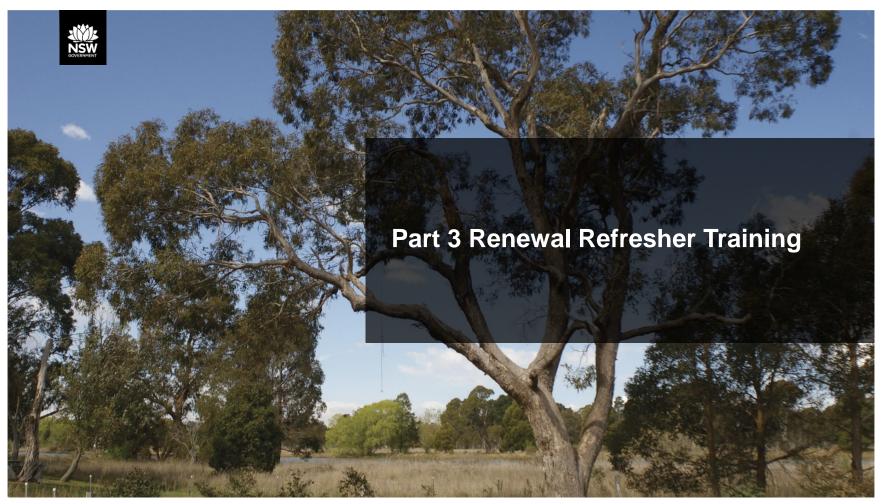




## Key messages for Part 2

- CPD requires annual activity in four elements.
- There are transition allowances.
- The guideline and the Log-template describe what to record.
- Assessor should familiarise themselves with the detail of the guideline and template – and start recording!
- Questions about your specific circumstances can be sent to the BAM\_accreditation mailbox







#### Renewal refresher training

- A technical course designed to improve knowledge of accredited assessors in identified key areas and competencies.
- Renewal refresher training for BAM accredited assessors has two parts.
  - Part 1 online eLearning modules.
  - Part 2 two 5-hour sessions delivered online.
- Includes an assessment component which ensures assessor competency in applying the BAM more broadly.
- · Delivered by third party training provider Greencap.







James Val/DPIE



#### Renewal refresher training

- Does not cover the BOS or BAM in the same detail as the initial BAM assessor training course.
- Assumes knowledge of the NSW BOS, BAM and related concepts gained from work as an assessor.
- Does not apply to the assessment of other impacts on the environment under other state or Commonwealth legislation or State Environmental Planning Policy.
- Does not accredit participants to assess impacts to meet other statutory requirements or other approvals that may be required.



Nick Cubbin/DPIE



John Spencer/DPIE



- 6 modules.
- Refresh assessor knowledge on key concepts related to accreditation, the BOS and BAM.
- Supported by Course Companion document.
- Competency is assessed through multiple choice quizzes at the end of each module – 2 attempts allowed.
- · Greencap host and manage delivery.



John Spencer/DPIE



Gavin Phillips/DPIE

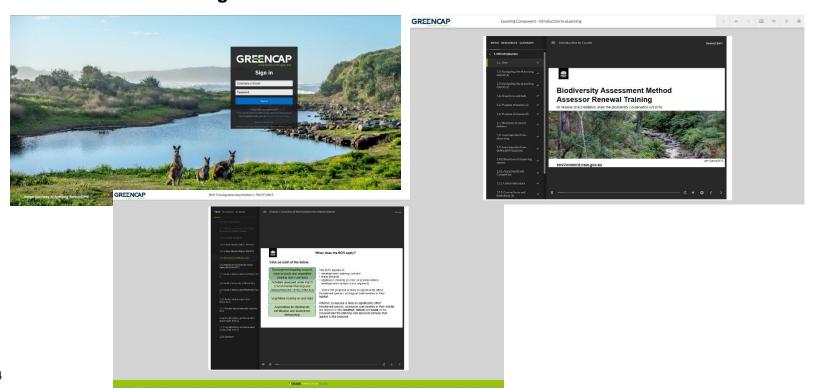


Module title	Summary of contents
Introductory module	Introduction to training and instructions for navigating the eLearning environment and completing assessments.
Module 1: BAM accreditation and renewal	<ul> <li>Explanation of aspects of accreditation including:</li> <li>Renewing accreditation</li> <li>Accreditation scheme</li> <li>Role of an assessor</li> <li>Eligibility</li> <li>Code of conduct and conflict of interest</li> <li>Framework to manage accredited assessor work quality and behaviour</li> <li>Offences and penalties</li> <li>Scientific licences.</li> </ul>
Module 2: Determining whether the BOS applies	Explanation of the criteria that determine when the BOS applies to key planning pathways and assessor role when the BOS applies.



Module title	Summary of contents
Module 3: Exemptions and other considerations when determining how the BOS applies to a proposal	<ul> <li>Exemptions and other considerations including:</li> <li>BV Map – 90 day exemption, subdivision, impacts that are not clearing or prescribed impacts</li> <li>Commonwealth Bilateral and endorsement</li> <li>Biodiversity certification</li> <li>Cl34A certification</li> <li>Category 1 – exempt land</li> <li>BDAR waiver.</li> </ul>
Module 4: Biodiversity Assessment Reports	Outline of the content required for each type of BAR and general provisions relation to modification, withdrawal, certification of BARs.
Module 5: eLearning summary	Summary/recap of knowledge learned during eLearning and next steps for completing training and preparing to renew accreditation.







- Aim to refresh knowledge in identified key areas of the BAM and ensure competency in applying the BAM more broadly.
- 6 modules.
- · Greencap's trainer will deliver online via Zoom.
- Supported by Course Companion document.
- · Competency will be assessed.





Liz Schaeper/DPIE



Module title	Summary of contents
Module 6: Biodiversity data and BOS systems	<ul> <li>Refreshes knowledge of BioNet, BOAMS and BAM-C generally.</li> <li>Improves assessor knowledge of specific functions of BOAMS and BAM-C that are the subject of frequently asked questions by assessors.</li> <li>Includes BOAMS and BAM-C demonstration</li> </ul>
Module 7: BAM Stage 1 habitat suitability assessment	<ul> <li>Recap of changes to the BAM in BAM 2020.</li> <li>Detailed content on BAM Chapter 5 to assess the habitat suitability for threatened species.</li> </ul>



Module title	Summary of contents
Module 8: BAM Stage 2	<ul> <li>BAM Stage 2 overview.</li> <li>Impact identification and BAM Chapter 6.</li> <li>BAM Chapter 7 – Avoiding or minimising impacts on biodiversity values.</li> <li>BAM Chapter 8 – Assessing the impacts of the proposal on biodiversity values.</li> <li>Offset obligations and biodiversity credits.</li> <li>Chapter 9 - Thresholds for assessing and offsetting the impacts of development.</li> </ul>
Module 9: BAM Stage 3	<ul> <li>BAM Stage 3 overview.</li> <li>BAM Chapter 11 – Calculating gain in biodiversity values at a biodiversity stewardship site.</li> <li>Biodiversity Stewardship Agreement overview.</li> </ul>



Module title	Summary of contents
Module 10: Biodiversity Assessment Report resources and discussion session	<ul> <li>Important resources when preparing a Biodiversity Assessment Report (BAR).</li> <li>General improvements for BARs.</li> <li>Trainer will facilitate a discussion session on example BARs (provided by assessors), considering whether they meet BAM minimum requirements.</li> </ul>
Module 11: Summary and next steps	<ul> <li>Review renewal training learning objectives.</li> <li>Review modules 6 to 10.</li> <li>Finding additional information on BOS and BAM.</li> <li>Reminder about renewing accreditation.</li> </ul>



#### Registering for renewal refresher training

1. Greencap will email assessors directly from their BOS Training email address with a link to enrol in renewal training. Payment is required upon enrolment.

Note: Assessors are welcome to enquire with Greencap about attending training within the 6 month window before their renewal is due.

- 2. Enrolment will give assessors access to the Part 1 of renewal training the eLearning modules.
- 3. Once Part 1 is complete, assessors are invited to register for Part 2 of renewal training the online BAM sessions.

Upcoming sessions for Part 2 are listed on Greencap's website.

Note: Timeframes within which Part 1 and Part 2 of renewal training must be completed after enrolment in Part 1 are likely to be implemented in the future.

4. Greencap will inform the Department of an assessor's successful completion of Part 1 and Part 2 of renewal training.



#### Registering for renewal refresher training

- Assessors are being invited to enrol in renewal training in order of the date their renewal is due.
- Priority to attend renewal training is currently given to assessors due to renew their accreditation between July and September 2021.
- Assessors due to renew their accreditation after September 2021 are welcome to enquire with Greencap about attending training within the 6 month window before renewal is due.
- A person must currently be accredited to attend renewal training.



#### Key messages

- A technical course designed to improve knowledge of accredited assessors in identified key areas and competencies.
- Does not cover the BOS or BAM in the same detail as the initial BAM assessor training course.
- Assumes knowledge of the NSW BOS, BAM and related concepts gained from work as an assessor.
- Part 1 online eLearning modules.
- Part 2 two 5-hour sessions delivered online.
- Competency is assessed.
- Assessors are being invited to enrol in order of the date their renewal is due.
- Greencap will email assessors directly from their BOS Training email address with a link to enrol.
- Refer to the Department's Renewing accreditation webpage and Greencap's Biodiversity Offsets Scheme Training webpage for further information.

