DEPARTMENT OF PLANNING AND ENVIRONMENT   
Continuing Professional Development Log

**Biodiversity Assessment Method**

# Your details

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| Name | Click or tap here to enter text. |
| BAM accreditation number | Click or tap here to enter text. |
| Accreditation start date | Click or tap here to enter text. |
| Accreditation end date | Click or tap here to enter text. |
| Current email address | Click or tap here to enter text. |

The *Accredited Assessor Continuing Professional Development Log Guideline (CPD-log guideline* (2021)) supports assessors in completing their log.

Any queries should be sent to the [BAM\_accreditation@environment.nsw.gov.au](mailto:BAM_accreditation@environment.nsw.gov.au) mailbox.

# Instructions

* 1. Download the CPD-log template.
  2. Naming format for your CPD-log: ‘year\_start-year\_end\_Your Name\_BAM AssessorCPD log.doc’. For example, 2017-2021\_David Jones\_BAM AssessorCPD log.doc.
  3. Read the CPD-log in conjunction with the CPD-log guideline (2021). The Department may update the instructions from time to time.
  4. Fill in the tables in CPD-elements 1–4 during the term of your accreditation.
  5. Your CPD-log will be part of an application for renewal. It will be uploaded into BOAMs as a pdf.

# Declaration

I declare that all information provided is true and accurate and is consistent with the BAM assessor accreditation code of conduct.

I understand that the department can request copies of reports and field datasheets, and can access BOAMs and the BAM-C for all cases I have referenced in this CPD-log.

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

Note: 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.

# CPD-log template structure

1. The CPD-log contains four sections, each addressing a CPD-element.
2. CPD elements
3. Fieldwork
4. Analysing data in the Biodiversity Assessment Method Calculator (BAM-C) and preparing credit reports (BAM-C analysis)
5. Authorship of Biodiversity Assessment Reports (BAR authorship)
6. Participation in BAM-related events (BAM-events)

# Element 1 Fieldwork

Complete details of your fieldwork in Table E1.

## Fieldwork minimum requirements

10 days per year of a mix of **survey** fieldwork including:

* + 1. detailed vegetation community survey
    2. targeted species survey.

Or 6 **site inspections** for government reviewers.

## Types of fieldwork

| 1. **Fieldwork type** | 1. **Objective of fieldwork type** |
| --- | --- |
| 1. Detailed vegetation community **survey** | 1. 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. 2. Refer: Chapter 5 (BAM 2017) or Chapter 4 (BAM 2020) |
| 1. Targeted species **survey** | 1. 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. 2. Refer: Chapter 6 (BAM 2017) or Chapter 5 (BAM 2020) |
| 1. **Site inspections** | 1. Site inspections are generally shorter site visits to verify/review BAM field data reported in a BAR carried out by government reviewers. At a minimum, the purpose is to verify the PCT choice. It may also include observing landscape features and available habitats. |

## Rules for recording fieldwork

* The CPD-log should record field **days** (and **not hours**). A field day is a minimum of a seven-hour day.
* Half-days can be added together to make whole days.
* The CPD-log should include details of the survey, your role, and the method and focus of the survey (flora/fauna). Include the type of fieldwork (as per the table above).
* If you are recording survey field work, then it cannot be only targeted species survey.
* It is not necessary to be completing the fieldwork solely for BAM reports. It is recognised that detailed site assessments and threatened species surveys are carried out for a variety of purposes. To be included in the CPD-log, however, it must be a type of fieldwork listed in the table above.
* ‘Site inspections’ are not the same as the two survey types listed in the table above. An assessor who is also a government reviewer, who only meets the minimum ‘site inspections’ for fieldwork, and doesn’t meet the minimum requirements of survey fieldwork, will be renewed with conditional accreditation.

1. Further reference: CPD-log guideline (2021) Section 4.1

# Table E1: CPD fieldwork

1. Notes for completing the table:
2. Column (i) – ensure you include only projects in which you personally carried out on-ground fieldwork. Please list projects in chronological order and include dates in column (ii).
3. Column (iii) – project type may include: BDAR, BSA, biocertification, environmental assessment for DA. You may use your own descriptor.
4. Column (iv) – refers to the flora fieldwork type: detailed vegetation survey sampling; targeted species survey; structure/habitat data collection; site inspection.
5. Column (v) – refers to the fauna survey type: habitat survey; targeted species survey; site inspection.
6. Column (vi) – describe survey methods used for the work you included in columns (iv) and (v). For species survey you can refer to the type of species and method used.
7. Column (vii) – provide the number of days you spent doing detailed vegetation survey at this site.
8. Column (viii) – provide the number of days you spent doing targeted species survey.
9. Column (ix) – answer Y if you only carried out a ‘site inspection’. The CPD requirement for government reviewers relates to the number of different sites you have attended.
10. Add more rows as needed.

| 1. **(i)  Case/ Site name** | 1. **(ii)  Date of work** | 1. **(iii)  Project type** | 1. **(iv)  Flora fieldwork type** | 1. **(v)  Fauna fieldwork type** | 1. **(vi)  Survey method used** | 1. **(vii)  Number of days detailed vegetation survey** | 1. **(viii)  Number of days targeted species survey** | 1. **(ix) Site inspection only?** 2. **Y/N** |
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# Element 2 BAM-C analysis and credit reports

Complete details of your ‘BAM-C analysis and credit reports’ CPD-element in:

* Table E2.1 if you are a lead assessor or BAM contributor
* Table E2.2 if you are a government or independent reviewer

## Minimum requirements

You must:

* complete one BAM-C calculation per year and finalise the case as the lead assessor, or
* make contributions to two BAM-C calculations per year as a BAM contributor, or
* do the detailed review and written feedback of one BAM-C analysis and credit report as a government or independent reviewer.

## What is the BAM-C element?

1. For lead assessors/BAM contributors this activity includes entering data into the BAM-C, finalising the calculation in the BAM-C/BOAMs and generating credit reports.
2. For BAM reviewers it includes logging into BOAMs and the BAM-C to review entered data/calculations and writing a report with findings and recommendations.

## Rules for recording BAM-C activity

* Cases included in the CPD-log should be cases that are finalised for the purpose for which they were **contracted or commissioned**.
* ‘Finalising’ refers to a case-status in the BAM-C and BOAMs.
* Multiple versions of a BAM-C assessment for the same site cannot be used as multiple entries in the CPD-log.
* For lead assessors, the assessor’s name must show on the credit report.
* BAM contributors can demonstrate their activity in BAM-C analysis work through documentation in a BAR. This aligns with the requirement of the Biodiversity Conservation Regulation 2017 that the BAR should include the details of any other persons commissioned to conduct research or investigation that are relied on in preparing the report.
* Government or independent reviewers who provide detailed review and written feedback must be able to demonstrate this if requested. It should be a written evaluation of a BAM-C analysis for its technical quality and the requirements of the BAM.
* Government or independent reviewers must access the BAM-C case via BOAMs to review the underlying data and analysis. This CPD-element is not addressed if a BAR has been reviewed without the reviewer also accessing and considering the detailed BAM-C case.

1. ‘Contracted or commissioned’

The CPD-log requires that the BAM-C cases and BAR reports included as CPD activity only be those that were ‘contracted or commissioned’.

The terminology has been introduced to differentiate between test, incomplete or training cases that may not include real or reliable information.

‘Contracted or commissioned’ includes finalised cases that have been submitted to a consent authority as part of an approval process. They may also be cases that have been provided to a client but did not progress further.

1. Further reference: CPD-log guideline (2021) Section 4.2

## Table E2.1 For lead assessors and BAM contributors

### BAM-C analysis and credit reports CPD-element

1. Notes for completing the table:
2. Column (i) – ensure you include only projects in which you can demonstrate personal involvement. List projects in chronological order and include dates in column (ii).
3. Column (ii) – date you commenced the analysis in the BAM-C, can be the date you created the case in the BAM-C.
4. Column (iii) – BOAMs parent case number (you will need to log into BOAMs to retrieve this number).
5. Column (iv) – related BAM-C assessment number.
6. Column (v) – include the type of case, e.g. stewardship, development/clearing.
7. Column (vi) – Yes or No – refer to definition of ‘contracted or commissioned’.
8. Column (vii) – date case submitted (if submitted).
9. Column (viii) – indicate if you are the lead assessor or BAM contributor.
10. Column (ix) – Yes or No
11. Column (x) – Yes or No
12. Column (xi) – project approved/discontinued/refused or other.
13. Add more rows as needed.

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| 1. **(i)  Case/ Site name** | 1. **(ii)  Date analysis commenced** | 1. **(iii)  BOAMS case number** | 1. **(iv)  BAM-C assessment number** | 1. **(v)  Type of case** | 1. **(vi)  Confirm case submitted or provided as contracted or commissioned** 2. **Y/N** | 1. **(vii)  Date case submitted or provided** | 1. **(viii)  Role – lead assessor or BAM contributor** | 1. **(ix)  If lead assessor confirm your name is on the credit report** 2. **Y/N** | 1. **(x)  If BAM contributor confirm your name is in the BAR** 2. **Y/N** | 1. **(xi)  Outcome of project** |
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## Table E2.2 For government and independent reviewers

### BAM-C analysis and credit reports CPD-element

1. Notes for completing the table:
2. Column (i) – ensure you include only projects in which you personally reviewed a case. Please list projects in chronological order.
3. Column (ii) – date you accessed the BAM-C case.
4. Column (iii) – BOAMs parent case number (you will need to log into BOAMs to retrieve this number).
5. Column (iv) – related BAM-C assessment.
6. Column (v) – include the type of case: development, stewardship, streamlined, biocertification.
7. Column (vi) – Yes or No.
8. Column (vii) – are you from local government or a state agency, or an independent reviewer?
9. Column (viii) – Yes or No.
10. Column (ix) – provide date of detailed written review.
11. Add more rows as needed.

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| 1. **(i)  Case/ Site name** | 1. **(ii)  Date you accessed BOAMS case** | 1. **(iii)  BOAMS case number** | 1. **(iv)  BAM-C assessment number** | 1. **(v)  Type of case** | 1. **(vi)  Confirm you accessed case in BOAMS** 2. **Y/N** | 1. **(vii)  Role – government reviewer or independent reviewer** | 1. **(viii)  Confirm you provided detailed written feedback to the approver/ applicant/ assessor** 2. **Y/N** | 1. **(ix)  Date of your written feedback** |
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# Element 3 BAR authorship

Complete details of your ‘BAR authorship’ CPD-element in:

* Table E3.1 if you are a main author assessor or BAM contributor
* Table E3.2 if you are a government or independent reviewer

## Minimum requirements:

1. You must:

* complete one BAR per year as the **lead assessor**, or
* make contributions to two BARs per year as a **BAM contributor,** or
* do the **detailed review and written feedback** of one BAR per year as **a government or independent reviewer**.

## What is the ‘BAR authorship’ CPD-element?

1. BAR authorship is the writing of BARs as the main author and includes certifying the report. Assessors who work in a team may make contributions to a BAR, and their name and contribution should be clearly included in the report.
2. For government or independent reviewers, the CPD activity requires detailed written review and feedback.

## Rules for recording the BAR authorship activity

* Only BARs prepared in accordance with the BAM can be used for the CPD-log. Other types of assessment reports such as flora and fauna reports, assessment of significance or landscape reports cannot be included.
* Cases included in the CPD-log should be cases that are finalised for the purpose for which they were **contracted or commissioned**.
* For **lead assessors**, the report must be **certified** by that assessor in the BAR.
* **BAM contributors** should demonstrate their input by having their contributions acknowledged in the BAR. The types of contributions may include: writing the draft report; preparing appendices; documenting part 1, 2 or 3; preparing mapping for BARs.
* If requested, the government or independent reviewer must be able to provide evidence of their detailed review. Only briefly looking at, or compiling other people’s comments about a BAR, does not meet the requirements of the CPD activity.

1. ‘Contracted or commissioned’

The CPD-log requires that the BAM-C cases and BAR reports included as CPD activity only be those that were ‘contracted or commissioned’.

The terminology has been introduced to differentiate between test, incomplete or training cases that may not include real or reliable information.

‘Contracted or commissioned’ includes finalised cases that have been submitted to a consent authority as part of an approval process. They may also be cases that have been provided to a client but did not progress further.

1. Further reference: CPD-log guideline (2021) Section 4.3

## Table E3.1 For main authors and BAM contributors

### BAR authorship CPD-element

1. Notes for completing the table:
2. Column (i) – ensure you include only projects in which you personally had involvement. Please list projects in chronological order and include dates in (ii).
3. Column (ii) – date you commenced work on the BAR (as the main author or the contributor).
4. Column (iii) – BOAMs parent case number (you will need to log into BOAMs to retrieve this number).
5. Column (iv) – the type of case: development, stewardship, streamlined, biocertification.
6. Column (v) – Yes or No – refer to definition of ‘contracted or commissioned’.
7. Column (vii) – your role – lead author or contributor.
8. Column (viii) – Yes or No – confirm if you personally certified the report.
9. Column (ix) – Yes or No – confirm your contributions are recorded in the BAR.
10. Column (x) – add comments if required.
11. Add more rows as needed.

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| 1. **(i)  Case/ Site name** | 1. **(ii)  Date case commenced** | 1. **(iii)  BOAMS case number** | 1. **(iv)  Type of case** | 1. **(v)  Confirm case submitted as contracted or commissioned** 2. **Y/N** | 1. **(vi)  Date report submitted** | 1. **(vii)  Role – lead author or BAM contributor** | 1. **(viii)  If lead author confirm you certified the report** 2. **Y/N** | 1. **(ix)  If BAM contributor confirm your contributions are in the BAR** 2. **Y/N** | 1. **(x) Comments** |
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## Table E3.2 For government or independent reviewers

### BAR authorship CPD-element

1. Notes for completing the table:
2. Column (i) – ensure you include only projects in which you personally had involvement. Please list projects in chronological order and include dates in (ii).
3. Column (ii) – date you commenced work on the BAR (as the main author or the contributor).
4. Column (iii) – BOAMs parent case number (you will need to log into BOAMs to retrieve this number).
5. Column (iv) – type of case: development, stewardship, streamlined, biocertification.
6. Column (v) – your role – government reviewer or independent reviewer.
7. Column (vi) – Yes or No – confirm you provided detailed feedback to the approver/applicant/assessor.
8. Column (vii) – add comments if required.
9. Add more rows as needed.

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| 1. **(i)  Case/ Site name** | 1. **(ii)  Date of your detailed review** | 1. **(iii)  BOAMs case number** | 1. **(iv)  Type of case** | 1. **(v)  Role – government reviewer or independent reviewer** | 1. **(vi)  Confirm you provided detailed feedback to the approver/ applicant/ assessor Y/N** | 1. **(vii) Comments** |
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# Element 4 Participating in BAM-related events

Complete details of your BAM-related events CPD-element in Table E4.

## Minimum requirement

1. The minimum requirement is engagement in two BAM-related events per year.

## Rules for recording the BAM-related events

1. Assessors should record the details in the CPD-log template.

## BAM-related events include:

* BAM support webinars either live or on-demand Recordings can be found on the [Department’s website](https://www.environment.nsw.gov.au/topics/animals-and-plants/biodiversity/accredited-assessors/biodiversity-offsets-scheme-support-webinars)
* accredited assessor workshops that are held from time to time
* participating in BAM-related departmental working groups
* BAM-related sessions held in other settings, such as conferences or workshops.

1. Note: If you are unsure if an event would count towards your CPD-log, advice can be sought from the [BAM\_accreditation@environment.nsw.gov.au](mailto:BAM_accreditation@environment.nsw.gov.au) mailbox.

## Table E4 for BAM-related events

Please record in chronological order.

Add more rows as required.

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| 1. **Date of event** | 1. **Name of event** | 1. **Type of event** | 1. **Comment** |
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