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# Release notes – Consent Authority user access to BOAMs, March 2020

Information for Accredited Assessors

# Introduction

The Biodiversity Offset and Agreement Management System (BOAMS) includes a new function allowing consent authorities including local government and state agencies (e.g. Local Land Services), access to Biodiversity Assessment Method Calculator (BAM-C) case related to a Biodiversity Development Assessment Reports (BDARs).

In BOAMS, it is important to differentiate between parent and child cases. Child cases contain the BAM-C proposal for assessing biodiversity impacts associated with the BDAR. A parent case may have multiple child cases.

The “Application type” field at the top left of the BOAMS case main page screen helps users to differentiate between a child and a parent case.



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Case  
00017699

Submit for DPIE Review

Application Type  
Application Development Parent

Type  
Development

Status  
Submitted to Council

# First Steps – Register and Create Account

## STEP 1

The consent authority emails [bam.support@environment.nsw.gov.au](mailto:bam.support@environment.nsw.gov.au) and requests registration to BOAMS.

The request must include an email address (individual or organisational) to which the registration will be linked.

When the registration is approved by DPIE, a notification email will be autogenerated to be received at the registered email address.



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## STEP 2

The notification email received at the registered address provides a link to the BOAMS URL address and outlines the steps to be followed by the consent authority to create their account.

# Step 3- Assessor Adds Case Party

Application type: Application Development Parent  
Type: Development  
Status: Submitted to Council

- 1 Step 1: Add a "Case party" for the landholder, with their email address. This email address is how the landholder will manage their credit obligations
- Step 2: Add the property and the assessed lots
- Step 3: Create an assessment by clicking "Create assessment" at top right, you will not be able to finalise an assessment without completing step 1 and 2.
- Step 4: After you have completed the assessment and the information has been sent to the relevant council return to this case and click "The assessment has been sent to council"  
This system does not send the assessment to council. You must notify council of the assessment

## Additional Information

Subject: DA Testing Sprint 11 - BT  
Description:  
Contact Name: SIT BAAS Assessor  
DA Number:  
Credit:

Status: Submitted to Council  
Contact Person on Register:  
Pending credits to appear on Register?:

The accredited assessor logs in and navigates to the parent case. On the Parent case page they click "New" next to "Case Parties". Select "Council member" or "Consent Authority member" whichever is most relevant. Then they click "Next".

**Credit Recording (6+)**

CRE...	CREDI...	CREDI...	COM...
CR-1...	Ecosyste...		
CR-1...	Species	Slaty Re...	
CR-1...	Species	Small-flo...	
CR-1...	Species	Barking ...	
CR-1...	Species	Brush-ta...	
CR-1...	Species	Denman...	

**Case Parties (2)**

PAR...	FULL ...	ACCO...	ROLE
CP-1...	SIT BAA...	SIT BAA...	Assessor
CP-1...	Land Ho...	Land Ho...	Landhot...

**Properties (1)**

PRO...	STREET	STATE	CITY
PN-0...	123 Fak...	NSW	Springf...

**Assessed Lots (1)**

PRO...	PROP...	LOT A...	LOT A...
LOT...	PN-002...	1/123456	5

New Case Party

- Individual Landholder
- Assessor
- Consent Authority Member
- Contact Person
- Contact person for Stewardship Application
- Corporation Landholder
- Council Member  
Member of the council who'll assess the DA application.
- Buyer
- Credit Buyer
- Credit Owner
- Credit Owner
- Interest Holders

Cancel Next



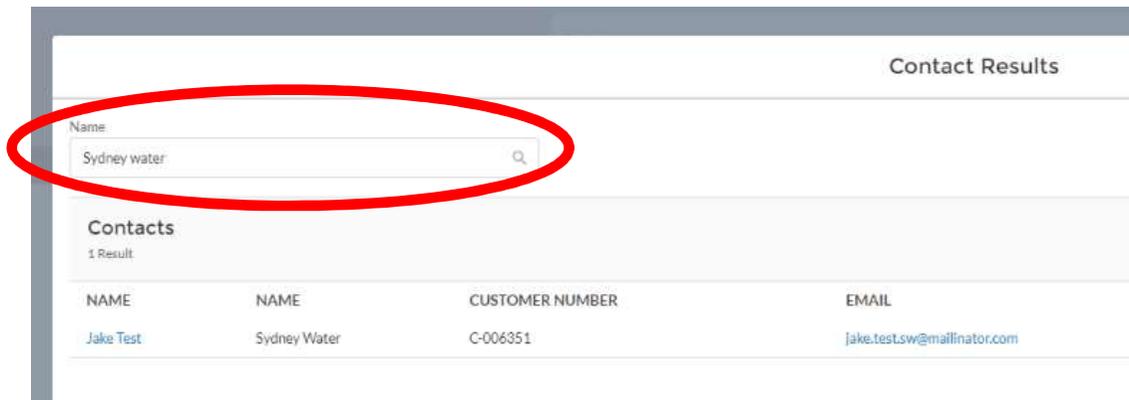
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# Step 3- Continued

The assessor searches for the council/consent authority contact by name or Agency Name e.g. "Parramatta" or "Local Land Services", selects the correct user and clicks "Save".

If the user does not appear in the drop down list, an account may not have been created for that agency. The assessor should liaise with the consent authority to ensure Steps 1 and 2 have been undertaken.

Please contact DPIE at [bam.support@environment.nsw.gov.au](mailto:bam.support@environment.nsw.gov.au) if there are problems adding a consent authority case party.



The screenshot shows a web interface titled "Contact Results". At the top, there is a search bar labeled "Name" containing the text "Sydney water" and a search icon. Below the search bar, the results are displayed under the heading "Contacts" with a sub-heading "1 Result". A table lists the search results with columns for NAME, NAME, CUSTOMER NUMBER, and EMAIL.

NAME	NAME	CUSTOMER NUMBER	EMAIL
Jake Test	Sydney Water	C-006351	jake.test.sw@mailinator.com



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# Step 4 – Assessor Submits Case

When the BAM calculations have been saved and finalised, and relevant case details are complete in BOAMS (e.g. the Assessed Lots tab), the assessor clicks “Submit to Consent Authority”.

Case  
00019763

Edit Create Assessment **Submit to Consent Authority**

Type Status  
Development In-Progress



- Step 1: Add a “Case party” for the landholder, with their email address. This email address is how the landholder will manage their credit obligations.
- Step 2: Add the property and the assessed lots.
- Step 3: Create an assessment by clicking “Create assessment” at top right. You will not be able to finalise an assessment until you have added a Council /Consent Authority case party.
- Step 4: To enable a consent authority or Council to view the assessment, add a “Council Member” or “Consent Authority officer”. The Council /Consent Authority officer must have a relevant account in BOAMS. If the Council/Consent Authority does not have an account, you can create one via BAM.support@environment.nsw.gov.au.
- Step 5: You may search for existing Council/Consent Authority case parties within the “Contacts” field of the case.
- Step 6: If you also wish to submit files associated with the assessment (e.g. shapefiles), they must be added to the case.
- Step 7: Once you have added a Council /Consent Authority case party, click “Submit to Consent Authority” at top right to view the BAM-C assessment. The DA and accompanying documentation should still be lodged with the relevant authority.
- Step 8: Once you have added a Council /Consent Authority case party, click “Submit to Consent Authority” at top right to view the BAM-C assessment. The DA and accompanying documentation should still be lodged with the relevant authority.

Remember, the development application (including the supporting BDAR and BAM calculation reports) must still be lodged with the consent authority. Clicking “submit to consent authority” within BOAMS only enables a registered consent authority user to view the BOAMS case information.

# Step 5 – Assessor Notifies Consent Authority

The assessor must notify the consent authority by phone or email that the case has been finalised and that they have been added as a case party in BOAMS.

The assessor must provide the consent authority with the relevant BOAMS PARENT case number (application number) and case name to enable them to view the assessment.



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# Step 6 – Consent Authority Logs in to BOAMS

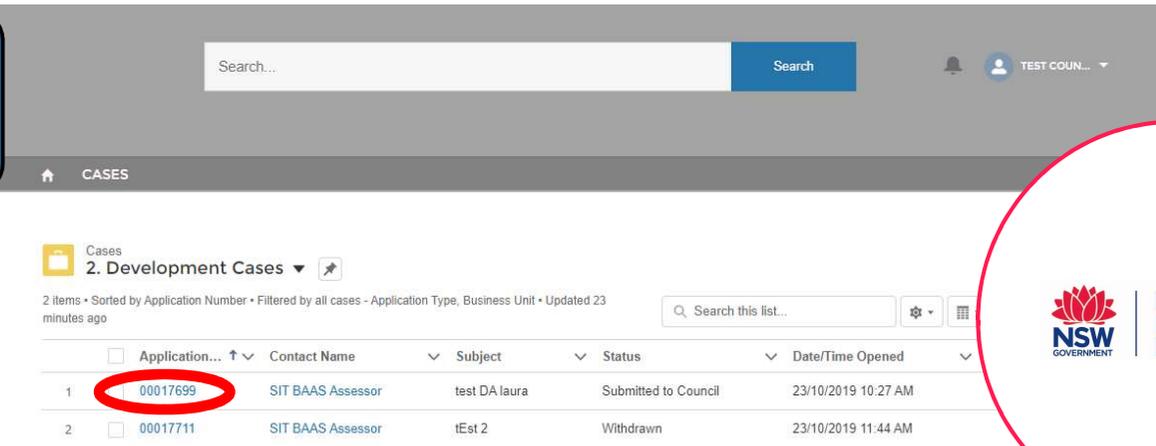
The consent authority user logs in to the system at <https://customer.lmbc.nsw.gov.au/s/login/?startURL=%2Fapplication%2Fs%2F&ec=302>, clicks on the “Development Applications” tile and searches the relevant application number (BOAMS PARENT case number).

The screenshot shows the BOAMS login interface. A red circle highlights the login form with fields for Email and Password, and a Log In button. Another red circle highlights the 'Development Applications' tile in the dashboard. A third red circle highlights the search bar at the bottom of the page. A red arrow points from the login form to the 'Development Applications' tile, and another red arrow points from the tile to the search bar. The NSW Government logo and the text 'Planning, Industry & Environment' are visible in the top right corner of the dashboard area.

Some BOAMS users report a better experience using Google Chrome as their internet browser to log in. Others suggest Internet Explorer. Try switching to a different browser if you are having trouble logging in with the log in details provided.

# Step 7 – Consent Authority Views Case

The consent authority user clicks on the blue case number to open the case.



Search... Search

TEST COUN...

CASES

Cases  
2. Development Cases

2 items • Sorted by Application Number • Filtered by all cases - Application Type, Business Unit • Updated 23 minutes ago

Search this list...

<input type="checkbox"/>	Application...	Contact Name	Subject	Status	Date/Time Opened
<input type="checkbox"/>	00017699	SIT BAAS Assessor	test DA laura	Submitted to Council	23/10/2019 10:27 AM
<input type="checkbox"/>	00017711	SIT BAAS Assessor	tEst 2	Withdrawn	23/10/2019 11:44 AM



To view the BAM calculations, open the Related Cases and then click on the BAM Calculator tab.



Related Cases (1)

Application Number	Case Type
00019633	Development Assessment

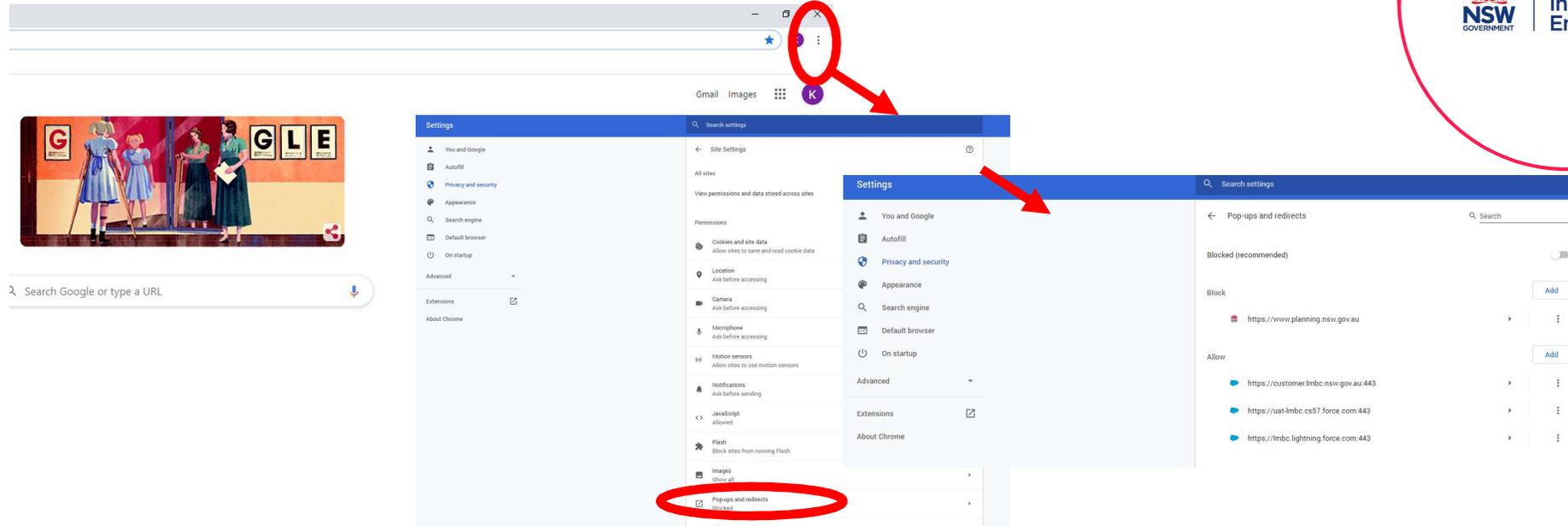


# Step 7 – Continued

If the BAM Calculator tab does not open properly, ensure you have pop-ups enabled in your web browser.

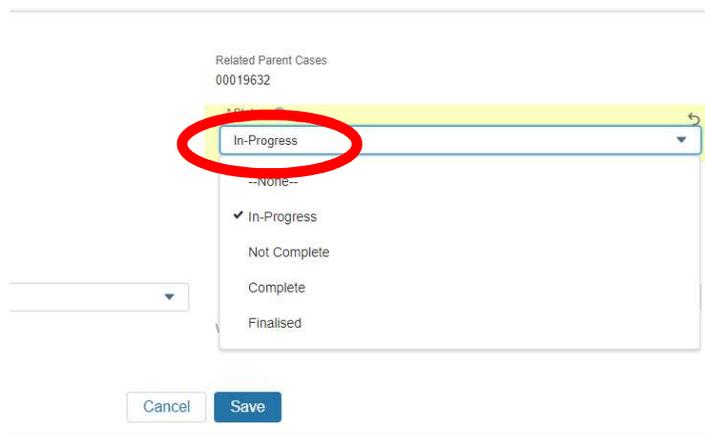
To do this go to settings in your web browser and check the site settings allow pop ups and redirects for the BOAMS site URL address.

For example, in Chrome



# Amendments requested by consent authority

The consent authority may require amendments to the BAM-C assessment. Where amendments are required, the consent authority must allocate the case back to the assessor. To do so, the Consent Authority changes the status of the BOAMS case from “Submitted to Consent Authority” to “In Progress” using the drop down options available under the “Status” field.



The screenshot shows a web form interface. At the top, it displays 'Related Parent Cases' and the number '00019632'. Below this is a dropdown menu for 'Status'. The 'In-Progress' option is selected and highlighted with a red circle. Other options in the dropdown include '--None--', 'In-Progress' (with a checkmark), 'Not Complete', 'Complete', and 'Finalised'. At the bottom of the form, there are 'Cancel' and 'Save' buttons.

Once the accredited assessor has made the necessary amendments, the case may be resubmitted for further review by the Consent Authority. There is no limit to the number of times a case may be reallocated by the Consent Authority and amended by the assessor before final determination is made.

# Step 8 – Record the Development Assessment Approval and Credit obligation

On the main PARENT case page, the consent authority enters the DA number and selects an option for the “Credit outcome” for each generated credit by clicking the pen icon beside each field.



Additional Information

Subject  
test DA laura

Description

Contact Name  
SIT BAAS Assessor

DA Number  
TestDA121232

Status  
Submitted to Council

Contact Person on Register

Pending credits to appear on Register?



CASES

Case 00017699

Submit for DPIE Review

Application Type: Application Development Parent, Type: Development, Status: Submitted to Council

**Step 1:** Add a "Case party" for the landholder, with their email address. This email address is how the landholder will manage their credit obligations  
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This system does not send the assessment to council. You must notify council of the assessment

Additional Information

Subject: test DA laura, Status: Submitted to Council

Description: Contact Person on Register

Contact Name: SIT BAAS Assessor, Pending credits to appear on Register?:

DA Number: DA123456

Credit Outcome: Obligation Accepted

Cancel Save

If “Obligation Accepted” is selected, the offset obligation will record the number and type of credits displayed in the BAM-C and the credit report. No further editing of the credits is required.

# Step 8 - Continued

If any credit numbers are to be reduced and concurrence has been provided by the relevant concurrence authority, "Concurrence Approved" is selected. The consent authority must complete the credit recordings for each credit entry by selecting "Edit" from the drop down options and entering then saving the credit outcome for each credit.

The consent authority may also use function to increase the number of credits for all or a particular type of credit.

CREDIT TYPE	COMMON NAME	
Ecosystem		
Species	Squatter Pigeon (southern species)	
Species	Little Eagle	

### Edit CR-1631

**Credit Recording**

Credit Outcome:

**Credit Detail**

Credit ID: CR-1631  
Status: Assessed  
Case: 00017700  
Related Application:  
Related Agreement:  
Related Parent Case: 00017699  
Credit Holding:

Credit Type: Ecosystem  
Obligation:   
Price Per Credit:  
Price:  
Assessment Type: Obligation  
Issued-Unavailable:



# Step 9 – Case Completion

Once the DA number and all credit outcomes have been entered and saved, the consent authority clicks “Submit for DPIE Review”.

Submit for DPIE Review



Submit for DPIE Review

This action does not apply for concurrence for discounting. You must receive concurrence for discounting before sending for review

Comment

The consent authority provides reference details of the granted concurrence, or comments that concurrence is not required. The case status will change to “Council Determination Received”.

NOTE: Obtaining concurrence for a reduction in credits occurs outside of BOAMS . Submitting a case for DPIE review does not apply for concurrence and must not be assumed to confer concurrence for a Development Application.



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## Step 9 (cont.) – Development consent is refused or application is withdrawn

The consent authority completes the DA number field. The credit outcomes field is completed with 0 credits.

If the application is withdrawn, “withdrawn” is selected from the drop down menu.

If consent is refused, the consent authority notes this in the comments field (DPIE will ensure the status is refused in Step 9).



The screenshot shows a web interface with two main sections. The top section is titled "Attachments (0)" and contains an "Upload Files" button and a text area with "Or drop files" below it. The bottom section is titled "Case Comments (1)" and is circled in red. It contains a table with the following data:

USER	PUBLIC	CREATED DATE	COMMENT
<a href="#">Test Council User</a>	<input checked="" type="checkbox"/>	30/10/2019 1:38 PM	Test comment

There is a "New" button to the right of the table and a "View All" link at the bottom right.

# Step 10 – Case Completion

DPIE BOAMS administration users will review the case, verify concurrence where it has been issued and progress the application to completion.



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# Appeals and Variations

To revise any details of a completed case, including the number and type of credit requirements as a result of appeals, or other variations, the consent authority will need to email DPIE via [bam.support@environment.nsw.gov.au](mailto:bam.support@environment.nsw.gov.au).



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