For a consent authority reviewer to access a BOAMS case, they require an account (set up by emailing <u>bam.support@environment.nsw.gov.au</u>).

The assessor must add the reviewer as a consent authority or Council member case party before submitting it in BOAMS.

Step 1 In the parent case go to case parties and select NEW button.

Additional Information			Oredit Record	ording (5)			
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Credit Outcome		Case Party Definitions Click				V	'iew All
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				Party ID Full Name	Role	Account	
				CP-23 EABAM	Assessor	EABAM ASSESSO R	

Step 2 Click on Consent Authority member (e.g. if DPIE-BCD reviewer such as North West Regional Planning team) or Council member (if Local Government reviewer such as Lake Macquarie City Council), then select the NEXT button

View All

Subject Assessor case party fields f	Status PW In-Progress		Credit Credit	Credit T	Comm
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Step 3 Start typing the council or individual reviewer name in the search contacts field. If the name does not appear in the drop down below the search field, they may not have set up an account and will need to request one to be set up. Some Councils and consent authorities have set up generic email accounts (e.g. Bonny Lagoon Council, or North West-BCD Planning team) whilst others have chosen to use individual officer email accounts. Check

with your reviewer what type of account they have set up. Select the appropriate account from the drop down list and press the SAVE button.

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	New Case Party	Council Mem	ber				
Council Member Details							
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The assessor must submit the case

Step 4 Ensure the BAM calculations are saved and child case status is finalised. On the parent case page click the Submit to Consent Authority button in the top right corner.

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			CP-23 Ms. Te	est Council	Bonny Lagoon	

The case is now accessible to the reviewer. They will receive a notification to their account email.

For the assessor to make changes requested by a reviewer, the reviewer must send the case back to the assessor

Step 5 The reviewer selects the "send back to assessor" button on the parent case page.



- 1. This automatically reverts the status of the parent case back from "Submitted" to "In Progress". The child case status may still be "finalised" until the assessor re-opens BAMC (when it will revert back to "In Progress").
- 2. Step 6 The assessor opens BAM-C



Step 7 To preserve the original assessment, in BAM-C the assessor should select "Save as a new version".

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Step 8 The assessor makes the requested changes in this new version. The new version must then be saved to keep this revision.



To access the revisions on subsequent log ins, click on the "Open" button.

4.

