

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

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.

The screenshot shows the 'Additional Information' section of a BOAMS case. The subject is 'Assessor case party fields PW' and the status is 'In-Progress'. The contact name is 'EABAM ASSESSOR'. To the right, there are two tables. The first is 'Credit Recording (5)' with columns for Credit ID, Description, and Role. The second is 'Case Parties (2)' with columns for Party ID, Full Name, Role, and Account. A yellow 'New' button is visible in the top right of the Case Parties table.

Party ID	Full Name	Role	Account
CP-23...	EABAM ...	Assessor	EABAM ASSESSOR
CP-23...	phil wood	Landhol...	phil wood

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

The screenshot shows a 'New Case Party' dialog box overlaid on the case details. The dialog asks to 'Select a record type' and lists several options: Individual Landholder, Assessor, Authorised Person, Consent Authority Member, Contact Person, Corporation Landholder, Council Member, Credit Buyer, and Interest Holders. The 'Council Member' option is selected with a radio button and highlighted in yellow. A yellow 'Next' button is also visible at the bottom right of the dialog.

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.

New Case Party: Council Member

Council Member Details

* Name: [B]
 Test Council
 Bonny Lagoon Council

* Case: 00025734

Cancel Save & New Save

Case 00025734 ✔ Case Party CP-23819 was created. assessment Submit to Consent Authority

Type: Development Status: In-Progress

Additional Information

Subject: Assessor case party fields PW

Description:

Contact Name: [EABAM ASSESSOR](#)

DA Number:

Credit Outcome:

Status: In-Progress

Contact Person on Register:

Pending credits to appear on Register?

Last Updated by Assessor:

Case Party Definitions [Click](#)

Credit Recording (5)

Credit ...	Credit ...	Credit T...	Commo...
CR-74...		Ecosyste...	▼
CR-74...		Species	White-b... ▼
CR-74...		Species	Square-t... ▼
CR-74...		Species	Large Be... ▼
CR-74...		Species	Barking... ▼

[View All](#)

Case Parties (3) New

Party ID	Full Name	Role	Account
CP-23...	EABAM ...	Assessor	EABAM ASSESSOR
CP-23...	phil wood	Landhol...	phil wood
CP-23...	Ms. Test ...	Council ...	Bonny Lagoon Council

[View All](#)

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.

Case
00025734

Edit Create Assessment **Submit to Consent Authority** ▾

Type: Development Status: In-Progress

Additional Information

Subject
Assessor case party fields PW

Description

Contact Name
[EABAM ASSESSOR](#)

DA Number

Credit Outcome

Status: **In-Progress**

Contact Person on Register

Pending credits to appear on Register? **1**

Last Updated by Assessor **1**

Case Party Definitions
[Click](#)

Credit Recording (5)

Credit ...	Credit ...	Credit T...	Commo...
CR-74...		Ecosyste...	▾
CR-74...		Species	White-b... ▾
CR-74...		Species	Square-t... ▾
CR-74...		Species	Large Be... ▾
CR-74...		Species	Barking ... ▾

[View All](#)

Case Parties (3) [New](#)

Party ID	Full Name	Role	Account
CP-23...	EABAM ...	Assessor	EABAM ASSESSOR
CP-23...	phil wood	Landhol...	phil wood
CP-23...	Ms. Test ...	Council ...	Bonny Lagoon Council

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.

Case 00022641 Edit Submit to Consent Authority **Send Case Back To Assessor** ▾

Type: Development Status: Submitted to Consent Authority for Review

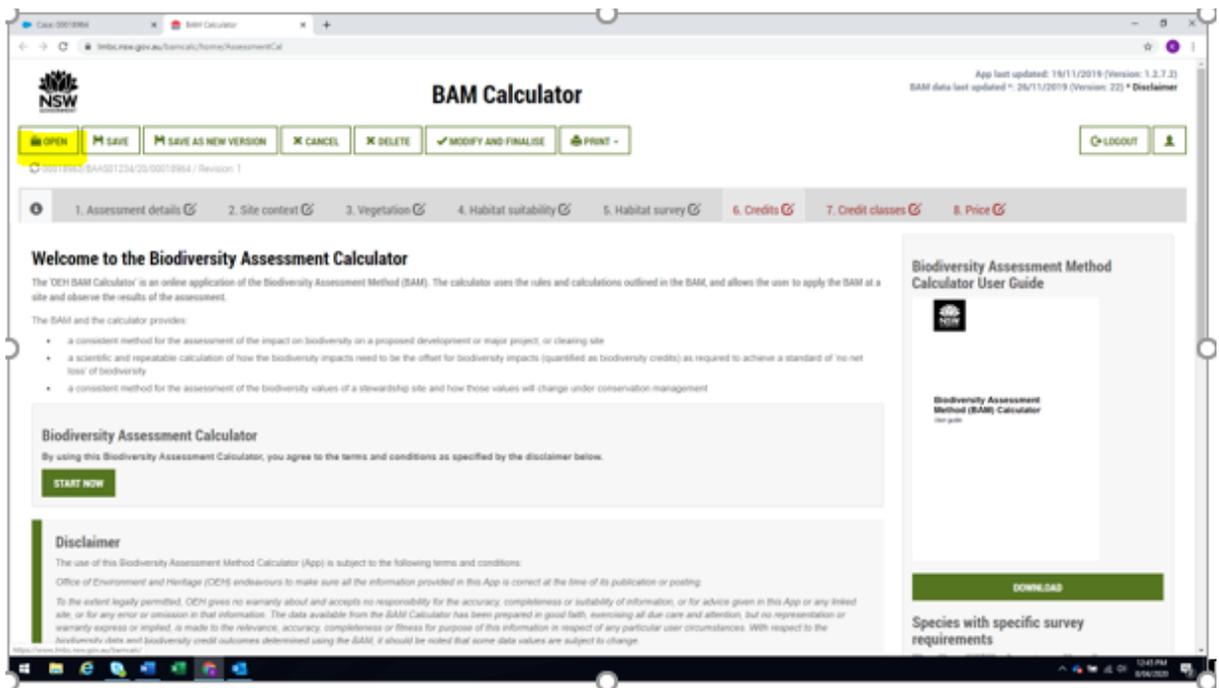
Submitted to Consent Authority... Consent Authority Determinatio... DPIE Review Complete Paid Into Fund Obligation Fulfilled DA Refused Withdrawn

Details Case Party Property Related Assessment Credit Recording Approval History Note Comment Case History Activity Attachment Related Retire Application

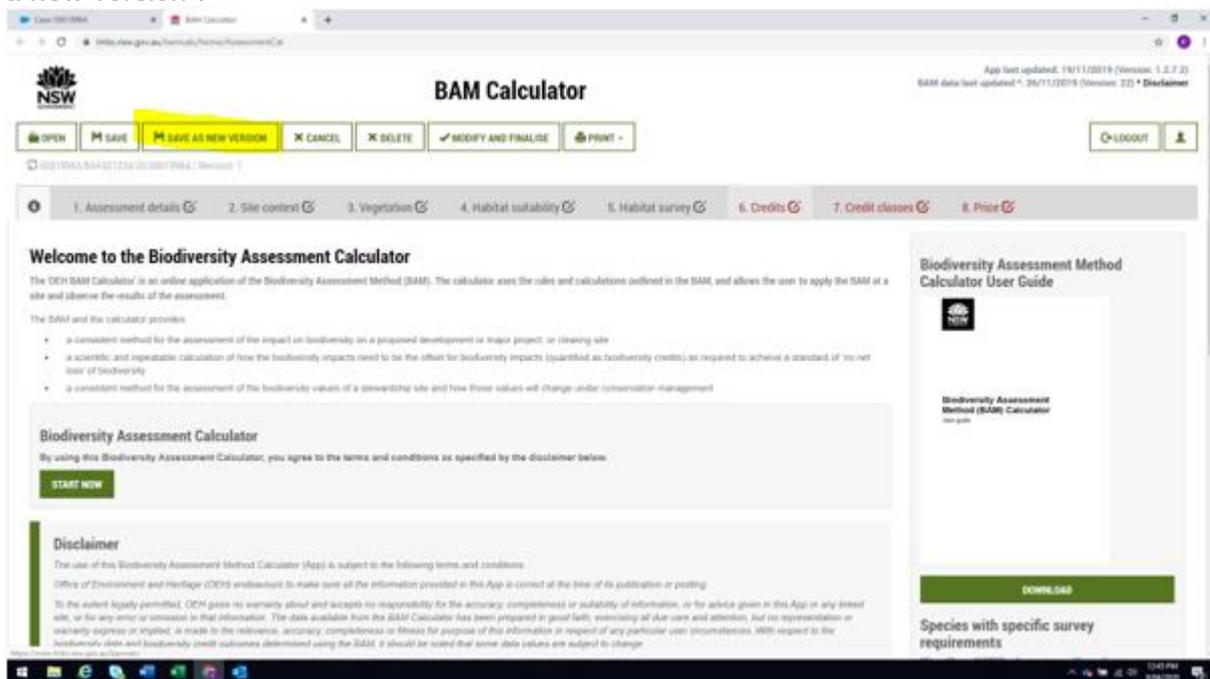
Case Information

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

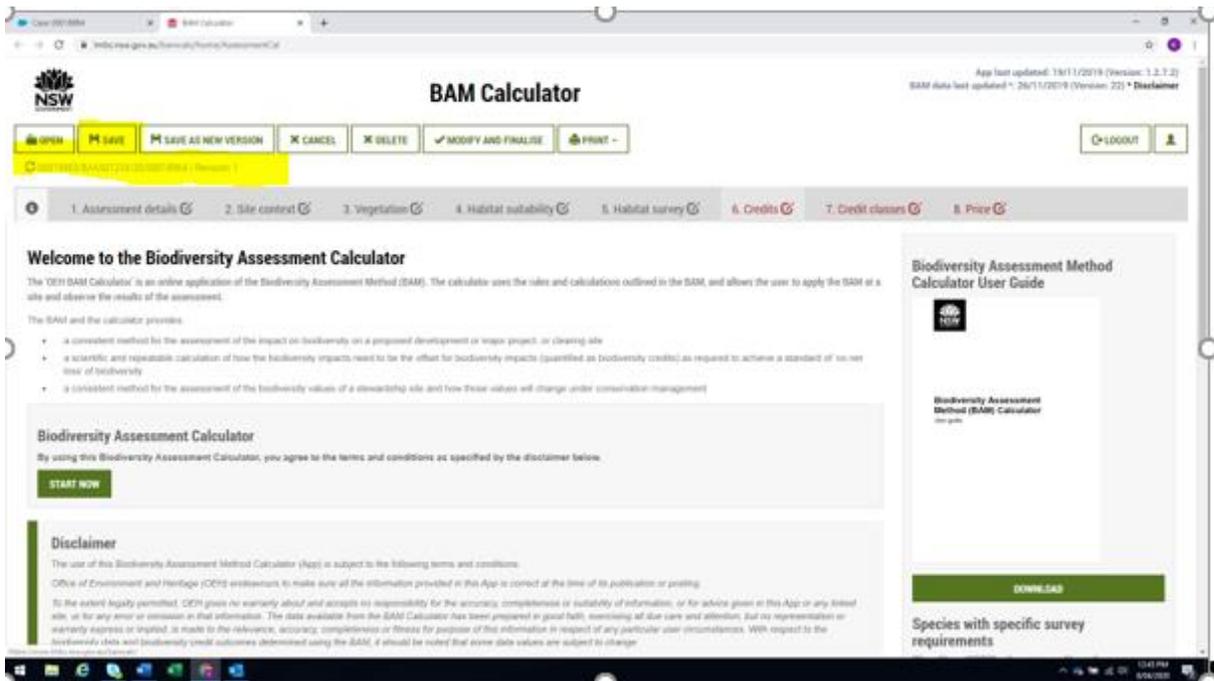
3.



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



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.

Assessment ID	Proposal Name	Status	Revision	Updated on
00024051/BAAS01234/21/0002446	Hoary test	Open	1	09/03/2021 13:20:15
00024051/BAAS01234/21/0002446	Hoary test	Open	0	09/03/2021 13:05:29