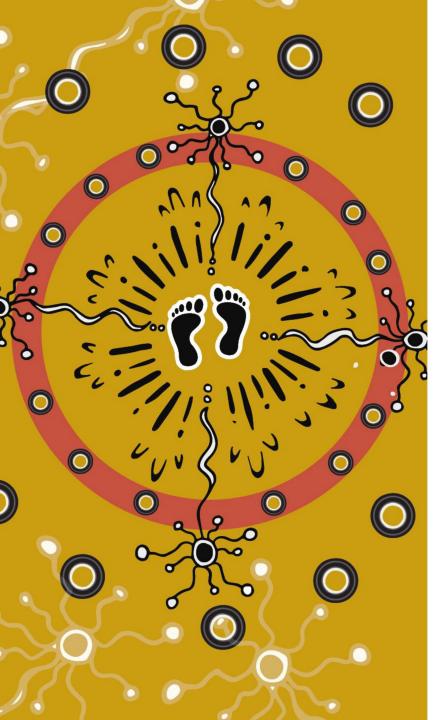
Important information is contained in the 'red box' tips throughout this document.



BOAMS Release Notes: March 2025

- For consent authorities: Updates to credit obligation reporting functions to support strict validation for credit reductions and approvals to ensure compliance.
- Updates to case party assignments and visibility to ensure greater transparency, clarity, and collaboration between roles.
- New "reviewer" role for consent authorities to allow assessors to support case reviews, improving flexibility in the process while maintaining access security.





Department of Climate Change, Energy the Environment and Water acknowledges the traditional custodians of the land and pays respect to Elders past, present and future.

We recognise Australian Aboriginal and Torres Strait Islander peoples' unique cultural and spiritual relationships to place and their rich contribution to society.

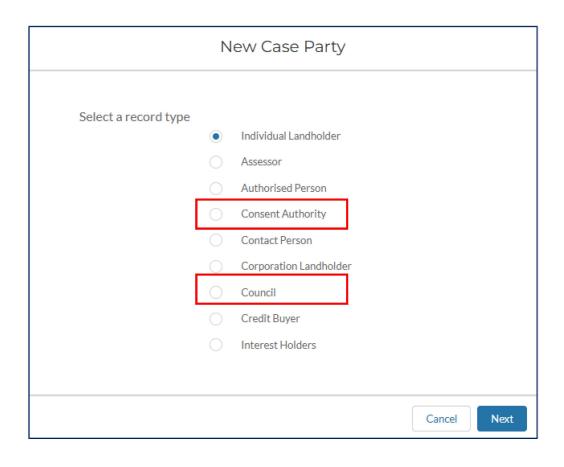
Artist and designer Nikita Ridgeway from Aboriginal design agency – Boss Lady Creative Designs, created the People and Community symbol.

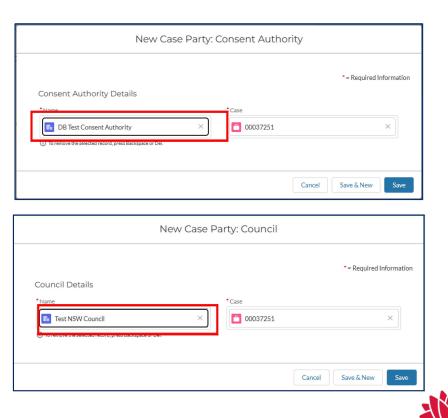


Assigning Cases to Consent Authorities / Councils

When adding case parties, select the parent Consent Authority or Council, rather than individual Consent Authority or Council members.

Accredited Assessors



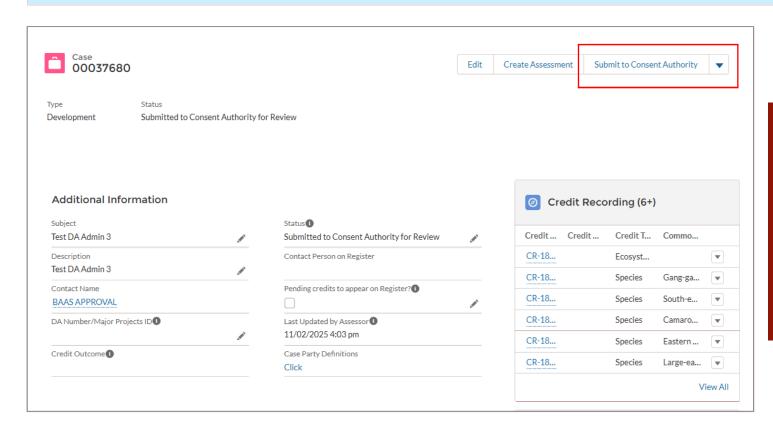


Submitting a Case to Consent Authority / Council

- Cases with an "In Progress" status are not visible to Consent Authorities or Councils.
- Click the "Submit to Consent Authority" button to grant access and trigger an email notification.

Accredited Assessors

Consent Authorities / Council



If you are a Consent Authority or Council and cannot access a case, request the Assessor to submit the case. The Assessor must click the 'Submit to Consent Authority' button to provide access.



Updated Message for Assessors on Case Submission

Assessors will now see updated messaging when cases are submitted to Consent Authority or Council.

Accredited Assessors

Submit to Consent Authority

This action:

- 1. Enables access to the case if the Consent Authority is assigned as a case party.
- 2. Sends an email notification to the assigned Consent Authority's registered email
- 3. Updates the case status in BOAMS

Important:

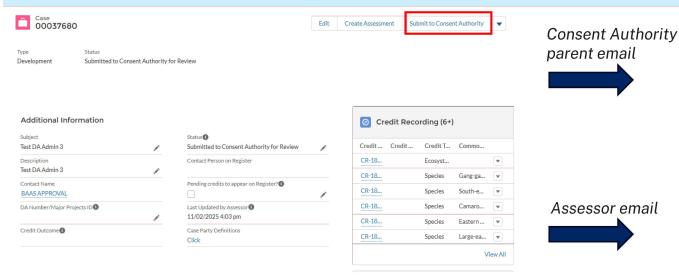
- This does not submit the actual Development Application (DA) or Biodiversity Development
 Assessment Report (BDAR) to the Consent Authority. You must complete that submission
 separately in the relevant Planning Portal.
- You may also need to contact the Consent Authority to inform them that the BOAMS case and assessment has been submitted for review.
- If a consent authority does not have a BOAMS account, they may contact the <u>BOS Helpdesk</u> to request access.
- You may also add the consent authority as a case party after you have submitted the case if necessary.





Notifications of Case Submission

- When an Assessor submits a case to a Consent Authority or Council, a notification email will be sent to the shared email address of the Consent Authority/Council.
- The Assessor-will also receive a confirmation email once the case has been successfully submitted.



Contact the BOS Helpdesk to update your shared email address:

- Email: BOS.Helpdesk@environment.nsw.gov.au
- Phone: 1800 931 717 (Tue to Thu, 10AM 4PM)

Accredited Assessors

Consent Authorities / Council

Dear Council Firm Account Team,

This is an automated response. Please do not reply to this email.

Please be advised a development assessment application case 00037680 has been submitted to the BOAMS consent authority portal.

Dear BAAS APPROVAL,

This is an automated response. Please do not reply to this email.

Please be advised a development assessment application has been submitted to the BOAMS consent authority portal.

Your development case 00037733 can now be reviewed by the consent authority. Their representative may contact you should they have any questions or concerns.

If you need any other assistance, please contact the BOS

Helpdesk on BOS.helpdesk@environment.nsw.gov.au.



Sending Cases Back To Assessors

- When consent authorities/councils require changes, the case is sent back to the Assessor and an email notification from the system The consent authority/council will no longer have access to the case.
- The Assessor must apply the changes and submit to consent authority after changes are applied.

Consent Authority parent email



This is an automated response. Please do not reply to this email.

Please be advised that Development Assessment - 00037695 has been submitted to the BOAMs Assesor portal and re-assigned to the Assessor for required amendments.

Accredited Assessors

Consent Authorities / Council

Send Case Back To Assessor

Submit for DCCEEW Review

Assessor email



Dear BAAS APPROVAL,

Dear Consent Authority Firm Team,

This is an automated response. Please do not reply to this email.

Please be advised that Development Assessment - 00037695 has been reviewed by the consent authority and returned to you for further amendment. You will need to liaise with the consent authority to determine the amendments required.

You may now view and edit this case by logging in to your assessor BOAMS account. Once you have completed your amendments, please resubmit the case to the consent authority for further review and approval.



Contact the BOS Helpdesk to update your shared email address:

- Email: BOS.Helpdesk@environment.nsw.gov.au
- Phone: 1800 931 717 (Tue to Thu, 10AM 4PM)

Adding a "Reviewer" Case Party

A Consent Authority / Council may assign a Reviewer to a case.

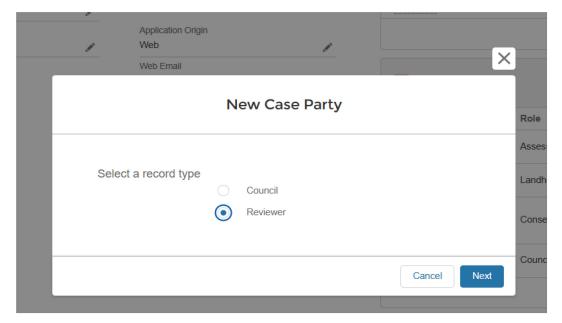
- 1. Open the case and add a new Case Party
- 2. Choose "Reviewer" as the Case Party role
- 3. Find and select the Assessor you want to add as a Reviewer
- 4. The Reviewer will receive an email notification confirming their assignment.

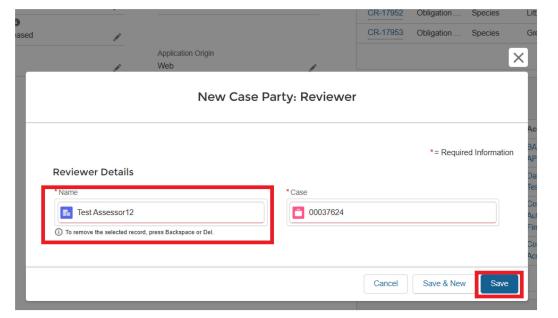
Note:

- Only Assessors can be assigned as Reviewers
- Reviewers are automatically removed after 120 days (but can be re-added)

Consent Authorities / Council

! Available from April 2025







Deleting a "Reviewer" Case Party

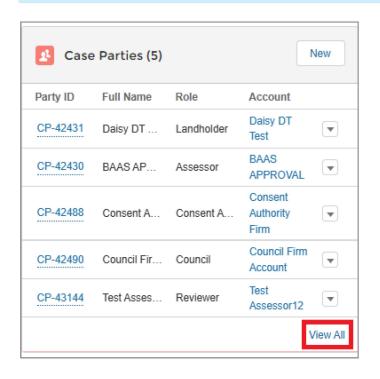
If a Reviewer has been added incorrectly or by mistake, follow these steps to remove them:

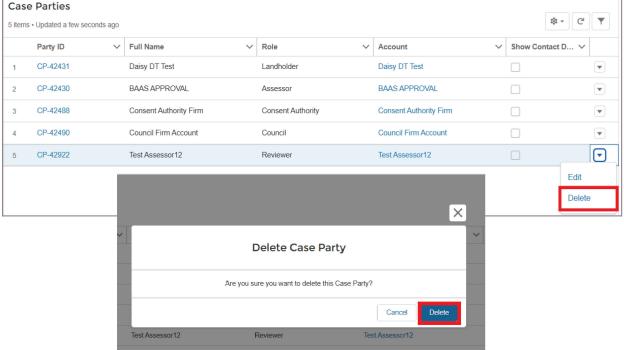
- 1. Navigate to the relevant case
- Locate the Case Parties section and click "View All"
- 3. Find the Reviewer Case Party and Delete them

This will immediately revoke their access to the case.



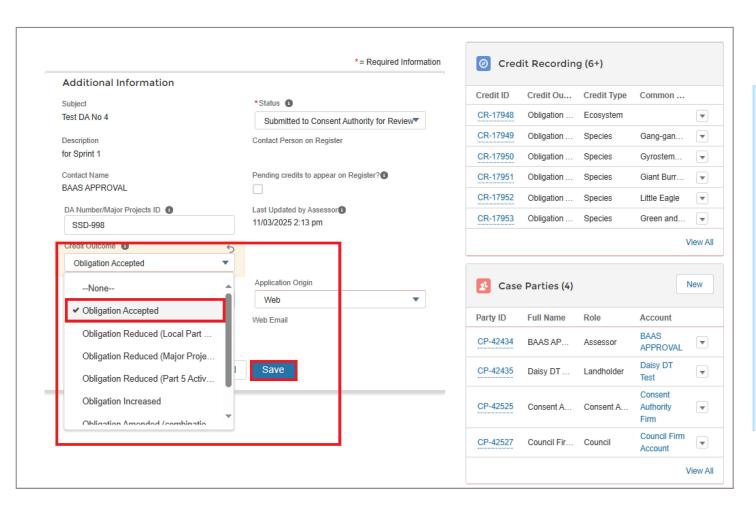
! Available from April 2025







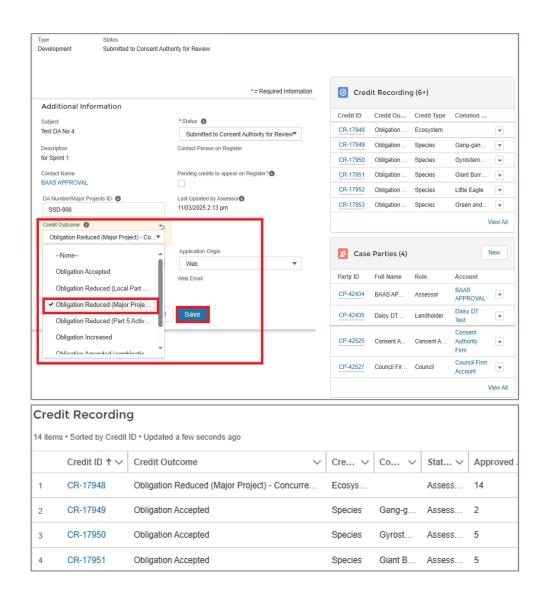
Reporting Credit Obligations: Accepting a Credit Obligation



- In the "Credit Outcome" field of the Development Parent Case, choose "Obligation Accepted".
- 2. All Individual Credit Records will be automatically updated to "Obligation Accepted". No further adjustments are needed to the individual credit records.
- 3. Complete the "DA Number/Major Project ID" field if it is blank.
- 4. Click **Save** to confirm the updates.



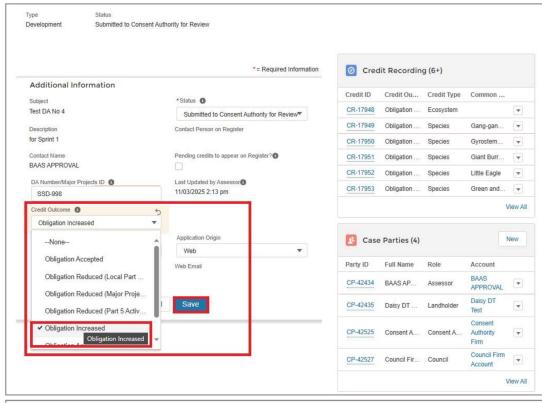
Reporting Credit Obligations: Reduced Credit Obligations



- 1. Select the relevant label for a reduced credit outcome according to project type: Major Project, Local Part 4, or Part 5 Activities.
- 2. Complete the "DA Number/Major Project ID" field if it is blank.
- 3. Save the record.
- 4. All individual Credit Records will update *temporarily* to "Obligation Accepted" until adjusted by the Consent Authority or Council.
- 5. Refer to Page 14 for guidance on adjusting individual Credit Records.



Reporting Credit Obligations: Increased Credit Obligations

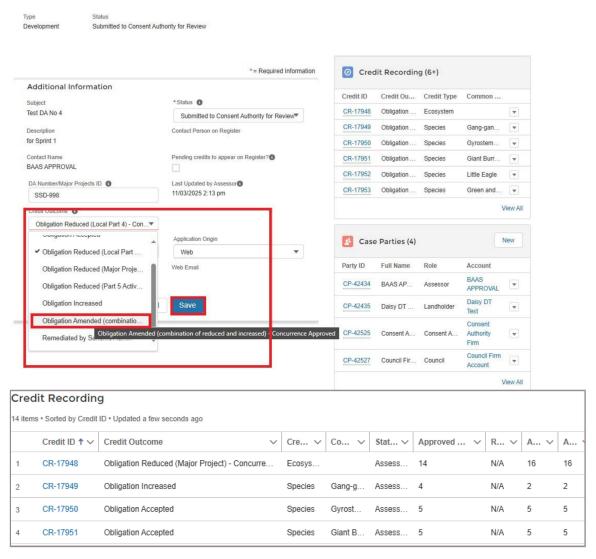


Credit Recording 14 items • Sorted by Credit ID • Updated a few seconds ago Credit ID ↑ ∨ Credit Outcome ∨ Cre... ∨ Co... ∨ Stat... ∨ Approved ... ∨ 1 CR-17948 Obligation Increased Ecosys... Assess... 18 2 CR-17949 Obligation Accepted Species Gang-g... Assess... 2 3 CR-17950 Obligation Accepted Species Gyrost... Assess... 5

- 1. Select "Obligation Increased" to report a credit outcome with an *increase* in the assessed credit obligation.
- 2. Do not use "Obligation Increased" if any credit obligation reductions apply to individual Credit Records.
- 3. Complete the "DA Number/Major Project ID" field if it is blank.
- 4. Once saved, all individual Credit Records will be *temporarily* updated to "Obligation Accepted".
- 5. After saving, update the relevant individual Credit Records to reflect the *increase* in obligation.
- 6. Refer to Page 14 for guidance on adjusting individual Credit Records.



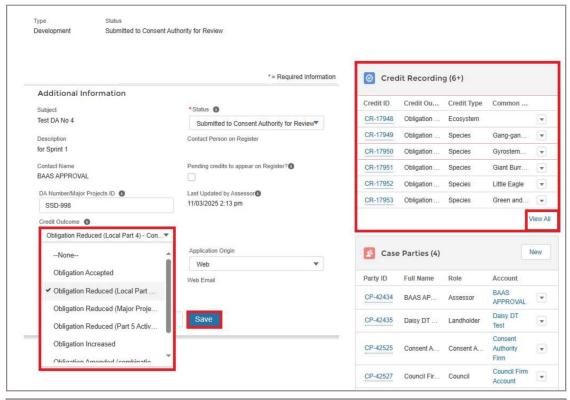
Reporting Credit Obligations: Both an Increase and Decrease to Individual Credit Obligations



- Select "Obligation Amended" to report a combination of *increases and reductions* for individual credit obligations.
- 2. Complete the "DA Number/Major Project ID" field if it is blank.
- 3. Save the record.
- 4. All individual Credit Records will be **temporarily** updated to "Obligation Accepted" until relevant individual Credit Records are adjusted.
- 5. Refer to Page 14 for guidance on adjusting individual Credit Records.



Reporting Credit Obligations: Individual Credit Records



Credit Recording \$ - C Y 14 items * Sorted by Credit ID * Updated a few seconds ago Credit ID ↑ ∨ Credit Outcome V Cre... V Co... V Stat... V Approved ... V CR-17948 Obligation Reduced (Major Project) - Concurre... CR-17949 Obligation Increased Species Assess... 4 CR-17950 CR-17951 CR-17952 Obligation Accepted Obligation Accepted Assess... 6

Consent Authorities / Council

Adjust individual Credit Records if there is an *increase* or a *decrease* to the credit obligation reported in the BDAR.

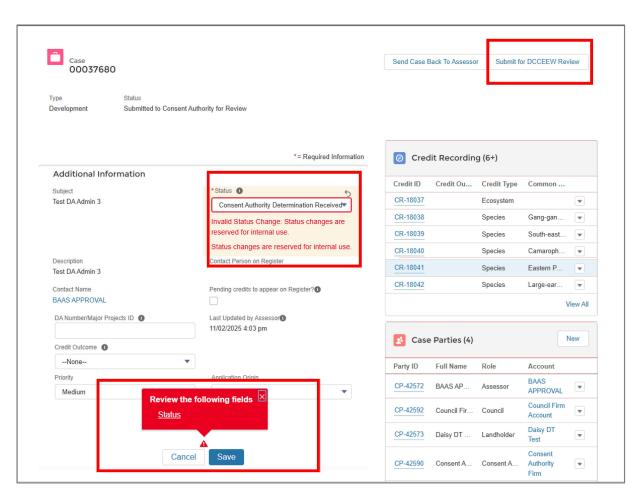
- 1. After selecting the overall Credit Outcome on the parent case, all the individual Credit Records will be **temporarily** updated to "Obligation Accepted" with the Assessed Credits automatically populated in the "Approved Credit Obligation" field.
- 2. Select the appropriate individual Credit Record.
- 3. Select the appropriate Credit Outcome to describe the adjustment.
- 4. Enter the modified Approved Credit Obligations and click **Save.**





Submitting Credit Obligation for to DCCEEW for

reporting



Consent Authorities / Council

When you have completed recording the credit outcomes for a notification of determination, submit the report to DCCEEW for review.

- 1. Click the "Submit for DCCEEW Review" button located in the top right corner of the screen.
- This is a system status update function and DCCEEW do not need to review the outcome.
- 3. Using the "**Status**" drop down to update the case status will result in an error.

!
Always use the
designated "Submit for
DCCEEW Review" button.



Quick Reference Guides: Credit Obligation Reporting



Summary: Reporting Credit Obligations to DCCEEW (1 of 2)

Credit Outcome	Steps to Follow
Credit obligation is the same as assessed in the BDAR	 Select "Obligation Accepted" from the "Credit Outcome" field on the Development parent case and click Save. All Credit Records will be updated to "Obligation Accepted". You do not need to open or adjust the individual credit records. Complete the "DA Number/Major Project ID" field if it is blank. Click Save.
Credit obligation has been increased and there are NO reductions to any individual credit records	 Select "Obligation Increased" from the "Credit Outcome" field on the Development parent case and click Save. Complete the "DA Number/Major Project ID" field if it is blank. All Credit Records will be temporarily updated to "Obligation Accepted". Click "View All" to open the credit recording (CR) list. Click into and update the Credit Outcome description on the individual credit records to adjust with the increases. Adjust the number of "Approved Credit Obligations" as required with the increase. Click Save.
Credit obligations for certain credit records include both increases and reductions. If the project is a Local Part 4 or a Major Project, a concurrence from DCCEEW is required for the reductions.	 Select "Obligation Amended (combination of reduced and increased)" from the "Credit Outcome" field on the Development parent case. Complete the "DA Number/Major Project ID" field if it is blank. All Credit Records will be temporarily updated to "Obligation Accepted". Click "View All" to open the credit recording (CR) list. Click into and update the Credit Outcomes on the Individual Credit Records to adjust with both increases and decreases. Adjust the number of "Approved Credit Obligations" as required with both increases and decreases. Click Save.



Summary: Reporting Credit Obligations to DCCEEW (2 of 2)

Credit Outcome	Steps to Follow
Credit obligation has been reduced and concurrence received from DCCEEW for a Local Part 4 approval	 Select "Obligation Reduced (Local Part 4) - Concurrence Approved" from the "Credit Outcome" field on the Development parent case and click Save. Complete the "DA Number/Major Project ID" field if it is blank. All Credit Records will be temporarily updated to "Obligation Accepted". Click "View All" to open the credit recording (CR) list. Click into and update the Credit Outcome on the individual credit records to adjust with a reduction. Adjust the number of "Approved Credit Obligations" as required with the reduction. Click Save.
Credit obligation has been reduced and concurrence received from DCCEEW For a Major Project approval	 Select "Obligation Reduced (Major Project) - Concurrence Approved" from the "Credit Outcome" field on the Development parent case and click Save. Complete the "DA Number/Major Project ID" field if it is blank. All Credit Records will be temporarily updated to "Obligation Accepted". Click "View All" to open the credit recording (CR) list. Click into and update the Credit Outcome on the individual credit records to adjust with a reduction. Adjust the number of "Approved Credit Obligations" as required with the reduction. Click Save.
Credit obligation has been reduced for a Local Part 5 Activity approval	 Select "Obligation Reduced (Part 5 Activities)" from the "Credit Outcome" field on the Development parent case and click Save. Complete the "DA Number/Major Project ID" field if it is blank. All Credit Records will be temporarily updated to "Obligation Accepted". Click "View All" to open the credit recording (CR) list. Click into and update the Credit Outcome on the individual credit records to adjust with a reduction. Adjust the number of "Approved Credit Obligations" as required with the reduction. Click Save.



Validation Rules When Submitting to DCCEEW

Send Case Back To Assessor

Submit for DCCEEW Review

Parent Case Credit Outcome	Validation Rules for submitting Credit Records
Obligation Accepted	All Credit Records <u>must</u> indicate "Obligation Accepted" and Approved Credits must equal Assessed Credits
Obligation Reduced (Local Part 4) - Concurrence Approved	 At least 1 Individual Credit Record should be marked as "Obligation Reduced (Local Part 4)-Concurrence Approved" with a corresponding reduction in Approved Credits. All other Individual Credit Records should be marked as "Obligation Accepted".
Obligation Reduced (Major Project) - Concurrence Approved	 At least 1 Individual Credit Record should be marked as "Obligation Reduced (Major Project) - Concurrence Approved" with a corresponding reduction in Approved Credits. All other Individual Credit Records should be marked as "Obligation Accepted".
Obligation Reduced (Part 5 Activities)	 At least 1 Individual Credit Record should be marked as "Obligation Reduced (Part 5 Activities)" with a corresponding reduction in Approved Credits. All other Individual Credit Records should be marked as "Obligation Accepted"
Obligation Increased	 At least 1 Individual Credit Record should be marked as "Obligation Increased" with a corresponding increase in Approved Credits. All other Individual Credit Records should be marked as "Obligation Accepted".
Obligation Amended (combination of reduced and increased)	 At least 2 Individual Credit Records should be changed according the type of planning application approved: At least one "Obligation Reduced (Major Project)-Concurrence Approved" OR "Obligation Reduced-(Local Part 4)-Concurrence Approved" OR "Obligation Reduced (Part 5 Activities)" with a corresponding reduction in Approved Credits; AND At least one "Obligation Increased" with a corresponding reduction in Approved Credits with a corresponding increase in Approved Credits. All other Individual Credit Records should be marked as "Obligation Accepted".



Glossary of Terms

Term	Definition
Council	Consent Authority for Local Part 4 development applications and certain Part 5 activities
Consent Authority	State environment government reviewers access cases as this case party. The consent authority is the Department of Planning, Housing and Industry
Parent Case	Application record in BOAMS
Individual Credit Record	Credit records listed in BOAMS on the credit records page after a BAM-C case has been finalised.
Reviewer	An accredited assessor who has been assigned by a local council to review a BDAR on their behalf

