

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

[environment.nsw.gov.au](https://environment.nsw.gov.au)



# 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





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

New Case Party

Select a record type

- ☒ Individual Landholder
- ☐ Assessor
- ☐ Authorised Person
- ☐ Consent Authority
- ☐ Contact Person
- ☐ Corporation Landholder
- ☐ Council
- ☐ Credit Buyer
- ☐ Interest Holders

Cancel Next

New Case Party: Consent Authority

\* = Required Information

Consent Authority Details

\* Name  ×

\* Case  ×

To remove the selected record, press Backspace or Del.

Cancel Save & New Save

New Case Party: Council

\* = Required Information

Council Details

\* Name  ×

\* Case  ×

To remove the selected record, press Backspace or Del.

Cancel Save & New Save

# 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

The screenshot shows a web interface for managing cases. At the top left, there is a 'Case' icon and the ID '00037680'. To the right are three buttons: 'Edit', 'Create Assessment', and 'Submit to Consent Authority' (which is highlighted with a red box). Below this, the 'Type' is 'Development' and the 'Status' is 'Submitted to Consent Authority for Review'. The 'Additional Information' section contains fields for Subject, Description, Contact Name, DA Number/Major Projects ID, and Credit Outcome. The 'Status' section shows the current status, contact person, pending credits, and last updated by/assessor. A 'Credit Recording (6+)' table is also visible, showing columns for Credit ID, Credit Type, and Comments.

Credit ...	Credit ...	Credit T...	Commo...
CR-18...		Ecosyst...	▼
CR-18...		Species	Gang-ga... ▼
CR-18...		Species	South-e... ▼
CR-18...		Species	Camaro... ▼
CR-18...		Species	Eastern ... ▼
CR-18...		Species	Large-ea... ▼

!

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 [BOS Helpdesk](#) to request access.
- You may also add the consent authority as a case party after you have submitted the case if necessary.

Cancel

Submit

# 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.

Accredited Assessors

Consent Authorities / Council

Case 00037680

Edit Create Assessment **Submit to Consent Authority**

Type: Development Status: Submitted to Consent Authority for Review

Additional Information

Subject: Test DA Admin 3

Description: Test DA Admin 3

Contact Name: [BAAS APPROVAL](#)

DA Number/Major Projects ID:

Credit Outcome:

Status: Submitted to Consent Authority for Review

Contact Person on Register:

Pending credits to appear on Register?

Last Updated by Assessor: 11/02/2025 4:03 pm

Case Party Definitions: [Click](#)

Credit ...	Credit ...	Credit T...	Commo...
CR-18...	Ecosyst...		
CR-18...	Species	Gang-ga...	
CR-18...	Species	South-e...	
CR-18...	Species	Camaro...	
CR-18...	Species	Eastern ...	
CR-18...	Species	Large-ea...	

[View All](#)

Consent Authority parent email



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.

Assessor email



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](mailto:BOS.helpdesk@environment.nsw.gov.au).

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Contact the BOS Helpdesk to update your shared email address:

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

# 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.

Send Case Back To Assessor

Submit for DCCEEW Review

!

Contact the BOS Helpdesk to update your shared email address:

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

Accredited Assessors

Consent Authorities / Council

Consent Authority  
parent email



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 submitted to the BOAMs Assesor portal and re-assigned to the Assessor for required amendments.

Assessor email



Dear BAAS APPROVAL ,

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 re-submit the case to the consent authority for further review and approval.



# 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

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Available from April 2025

Application Origin  
Web

Web Email

**New Case Party**

Select a record type

☐ Council

☒ Reviewer

Cancel Next

Application Origin  
Web

**New Case Party: Reviewer**

\* = Required Information

**Reviewer Details**

\* Name  
Test Assessor12  
To remove the selected record, press Backspace or Del.

\* Case  
00037624

Cancel Save & New Save

# 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
2. 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.

Consent Authorities / Council

!  
Available from April 2025

Case Parties (5)				New
Party ID	Full Name	Role	Account	
<a href="#">CP-42431</a>	Daisy DT ...	Landholder	Daisy DT Test	▼
<a href="#">CP-42430</a>	BAAS AP ...	Assessor	BAAS APPROVAL	▼
<a href="#">CP-42488</a>	Consent A...	Consent A...	Consent Authority Firm	▼
<a href="#">CP-42490</a>	Council Fir...	Council	Council Firm Account	▼
<a href="#">CP-43144</a>	Test Asses...	Reviewer	Test Assessor12	▼
				View All

Case Parties

5 items • Updated a few seconds ago

⚙️

🔄

🔍

Party ID	Full Name	Role	Account	Show Contact D...		
1	<a href="#">CP-42431</a>	Daisy DT Test	Landholder	Daisy DT Test	<input type="checkbox"/>	▼
2	<a href="#">CP-42430</a>	BAAS APPROVAL	Assessor	BAAS APPROVAL	<input type="checkbox"/>	▼
3	<a href="#">CP-42488</a>	Consent Authority Firm	Consent Authority	Consent Authority Firm	<input type="checkbox"/>	▼
4	<a href="#">CP-42490</a>	Council Firm Account	Council	Council Firm Account	<input type="checkbox"/>	▼
5	<a href="#">CP-42922</a>	Test Assessor12	Reviewer	Test Assessor12	<input type="checkbox"/>	▼

Edit

Delete

×

Delete Case Party

Are you sure you want to delete this Case Party?

Cancel

Delete

Test Assessor12   Reviewer   Test Assessor12

# Reporting Credit Obligations: **Accepting** a Credit Obligation

## Consent Authorities / Council

\* = Required Information

**Additional Information**

Subject  
Test DA No 4

Description  
for Sprint 1

Contact Name  
BAAS APPROVAL

DA Number/Major Projects ID ⓘ  
SSD-998

\* Status ⓘ  
Submitted to Consent Authority for Review▼

Contact Person on Register

Pending credits to appear on Register? ⓘ  
☐

Last Updated by Assessor ⓘ  
11/03/2025 2:13 pm

**Credit Outcome** ⓘ

Obligation Accepted▼

--None--

✓ Obligation Accepted

Obligation Reduced (Local Part ...)

Obligation Reduced (Major Proje...)

Obligation Reduced (Part 5 Activ...)

Obligation Increased

Obligation Amended (combination)

Application Origin  
Web▼

Web Email

**Save**

**Credit Recording (6+)**

Credit ID	Credit Ou...	Credit Type	Common ...
<a href="#">CR-17948</a>	Obligation ...	Ecosystem	▼
<a href="#">CR-17949</a>	Obligation ...	Species	Gang-gan... ▼
<a href="#">CR-17950</a>	Obligation ...	Species	Gyrostem... ▼
<a href="#">CR-17951</a>	Obligation ...	Species	Giant Burr... ▼
<a href="#">CR-17952</a>	Obligation ...	Species	Little Eagle ▼
<a href="#">CR-17953</a>	Obligation ...	Species	Green and... ▼

[View All](#)

**Case Parties (4)** [New](#)

Party ID	Full Name	Role	Account
<a href="#">CP-42434</a>	BAAS AP...	Assessor	<a href="#">BAAS APPROVAL</a> ▼
<a href="#">CP-42435</a>	Daisy DT ...	Landholder	<a href="#">Daisy DT Test</a> ▼
<a href="#">CP-42525</a>	Consent A...	Consent A...	<a href="#">Consent Authority Firm</a> ▼
<a href="#">CP-42527</a>	Council Fir...	Council	<a href="#">Council Firm Account</a> ▼

[View All](#)

1. 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

Type: Development Status: Submitted to Consent Authority for Review

\* = Required Information

**Additional Information**

Subject: Test DA No 4 \* Status: Submitted to Consent Authority for Review

Description for Sprint 1: Contact Person on Register

Contact Name: BAAS APPROVAL Pending credits to appear on Register? ☐

DA Number/Major Projects ID: SSD-998 Last Updated by Assessor: 11/03/2025 2:13 pm

**Credit Outcome**

--None--

Obligation Accepted

Obligation Reduced (Local Part ...

**Obligation Reduced (Major Project) - Co...**

Obligation Reduced (Part 5 Activ...

Obligation Increased

Obligation Amended (combination

Application Origin: Web

Web Email

**Save**

**Credit Recording (6+)**

Credit ID	Credit Ou...	Credit Type	Common ...
<a href="#">CR-17948</a>	Obligation ...	Ecosystem	
<a href="#">CR-17949</a>	Obligation ...	Species	Gang-gan...
<a href="#">CR-17950</a>	Obligation ...	Species	Gyrostem...
<a href="#">CR-17951</a>	Obligation ...	Species	Giant Burr...
<a href="#">CR-17952</a>	Obligation ...	Species	Little Eagle
<a href="#">CR-17953</a>	Obligation ...	Species	Green and...

**Case Parties (4)**

Party ID	Full Name	Role	Account
<a href="#">CP-42434</a>	BAAS AP...	Assessor	BAAS APPROVAL
<a href="#">CP-42435</a>	Daisy DT ...	Landholder	Daisy DT Test
<a href="#">CP-42525</a>	Consent A...	Consent A...	Consent Authority Firm
<a href="#">CP-42527</a>	Council Fir...	Council	Council Firm Account

**Credit Recording**

14 items • Sorted by Credit ID • Updated a few seconds ago

	Credit ID ↑ ↓	Credit Outcome	Cre... ↓	Co... ↓	Stat... ↓	Approved
1	<a href="#">CR-17948</a>	Obligation Reduced (Major Project) - Concurr...	Ecosys...		Assess...	14
2	<a href="#">CR-17949</a>	Obligation Accepted	Species	Gang-g...	Assess...	2
3	<a href="#">CR-17950</a>	Obligation Accepted	Species	Gyrost...	Assess...	5
4	<a href="#">CR-17951</a>	Obligation Accepted	Species	Giant B...	Assess...	5

## Consent Authorities / Council

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

## Consent Authorities / Council

Type: Development Status: Submitted to Consent Authority for Review

\* = Required Information

**Additional Information**

Subject: Test DA No 4

Description: for Sprint 1

Contact Name: BAAS APPROVAL

DA Number/Major Projects ID: SSD-998

Status: Submitted to Consent Authority for Review

Contact Person on Register:

Pending credits to appear on Register?: ☐

Last Updated by Assessor: 11/03/2025 2:13 pm

**Credit Outcome**

Obligation Increased

--None--

Obligation Accepted

Obligation Reduced (Local Part ...)

Obligation Reduced (Major Proje...)

Obligation Reduced (Part 5 Activ...)

✓ Obligation Increased

Obligation Increased

Application Origin: Web

Web Email:

Save

**Credit Recording (6+)**

Credit ID	Credit Ou...	Credit Type	Common ...
CR-17948	Obligation ...	Ecosystem	
CR-17949	Obligation ...	Species	Gang-gan...
CR-17950	Obligation ...	Species	Gyrostem...
CR-17951	Obligation ...	Species	Giant Burr...
CR-17952	Obligation ...	Species	Little Eagle
CR-17953	Obligation ...	Species	Green and...

View All

**Case Parties (4)**

New

Party ID	Full Name	Role	Account
CP-42434	BAAS AP...	Assessor	BAAS APPROVAL
CP-42435	Daisy DT ...	Landholder	Daisy DT Test
CP-42525	Consent A...	Consent A...	Consent Authority Firm
CP-42527	Council Fir...	Council	Council Firm Account

View All

**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

Type  
Development

Status  
Submitted to Consent Authority for Review

Additional Information

Subject  
Test DA No 4

Description  
for Sprint 1

Contact Name  
BAAS APPROVAL

DA Number/Major Projects ID  
SSD-998

\* Status  
Submitted to Consent Authority for Review

Contact Person on Register

Pending credits to appear on Register?

Last Updated by Assessor  
11/03/2025 2:13 pm

Credit Outcome

Obligation Reduced (Local Part 4) - Con...

Obligation Reduced (Local Part ...

Obligation Reduced (Major Proje...

Obligation Reduced (Part 5 Activ...

Obligation Increased

Obligation Amended (combinatio...

Remediated by S...

Application Origin  
Web

Web Email

Save

Credit Recording (6+)

Credit ID	Credit Ou...	Credit Type	Common ...
CR-17948	Obligation ...	Ecosystem	
CR-17949	Obligation ...	Species	Gang-gan...
CR-17950	Obligation ...	Species	Gyrostem...
CR-17951	Obligation ...	Species	Giant Burr...
CR-17952	Obligation ...	Species	Little Eagle
CR-17953	Obligation ...	Species	Green and...

View All

Case Parties (4)

New

Party ID	Full Name	Role	Account
CP-42434	BAAS AP...	Assessor	BAAS APPROVAL
CP-42435	Daisy DT ...	Landholder	Daisy DT Test
CP-42525	Consent A...	Consent A...	Consent Authority Firm
CP-42527	Council Fir...	Council	Council Firm Account

View All

Credit Recording

14 items • Sorted by Credit ID • Updated a few seconds ago

	Credit ID ↑	Credit Outcome	Cre...	Co...	Stat...	Approved ...	R...	A...	A...
1	CR-17948	Obligation Reduced (Major Project) - Concurr...	Ecosys...		Assess...	14	N/A	16	16
2	CR-17949	Obligation Increased	Species	Gang-g...	Assess...	4	N/A	2	2
3	CR-17950	Obligation Accepted	Species	Gyrost...	Assess...	5	N/A	5	5
4	CR-17951	Obligation Accepted	Species	Giant B...	Assess...	5	N/A	5	5

Consent Authorities / Council

1. 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

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**.

Type: Development      Status: Submitted to Consent Authority for Review

\* = Required Information

**Additional Information**

Subject: Test DA No 4      \* Status: Submitted to Consent Authority for Review

Description for Sprint 1      Contact Person on Register:

Contact Name: BAAS APPROVAL      Pending credits to appear on Register?

DA Number/Major Projects ID: SSD-998      Last Updated by Assessor: 11/03/2025 2:13 pm

Credit Outcome:   
 --None--  
 Obligation Accepted  
 ✓ Obligation Reduced (Local Part ...  
 Obligation Reduced (Major Proje...  
 Obligation Reduced (Part 5 Activ...  
 Obligation Increased  
 Obligation Amended (combination)

Application Origin: Web      Web Email:

**Save**

**Credit Recording (6+)**

Credit ID	Credit Ou...	Credit Type	Common ...
CR-17948	Obligation ...	Ecosystem	
CR-17949	Obligation ...	Species	Gang-gan...
CR-17950	Obligation ...	Species	Gyrostem...
CR-17951	Obligation ...	Species	Giant Burr...
CR-17952	Obligation ...	Species	Little Eagle
CR-17953	Obligation ...	Species	Green and...

**Case Parties (4)**

Party ID	Full Name	Role	Account
CP-42434	BAAS AP...	Assessor	BAAS APPROVAL
CP-42435	Daisy DT ...	Landholder	Daisy DT Test
CP-42525	Consent A...	Consent A...	Consent Authority Firm
CP-42527	Council Fir...	Council	Council Firm Account

Cases > 00037624

**Credit Recording**

14 Items • Sorted by Credit ID • Updated a few seconds ago

	Credit ID	Credit Outcome	Cre...	Co...	Stat...	Approved ...	R...	A...	A...	A...
1	CR-17948	Obligation Reduced (Major Project) - Concurr...	Ecosys...		Assess...	14	N/A	16	16	16
2	CR-17949	Obligation Increased	Species	Gang-g...	Assess...	4	N/A	2	2	2
3	CR-17950	Obligation Accepted	Species	Gyrost...	Assess...	5	N/A	5	5	5
4	CR-17951	Obligation Accepted	Species	Giant B...	Assess...	5	N/A	5	5	5
5	CR-17952	Obligation Accepted	Species	Little E...	Assess...	4	N/A	4	4	4
6	CR-17953	Obligation Accepted	Species	Green ...	Assess...	6	N/A	6	6	6

**Credit Recording**

Credit Outcome: Obligation Reduced (Major Project) - Concurrence A...

Approved Credit Obligation: 14

Reason for Credit Change

# Submitting Credit Obligation for to DCCEEW for reporting

Consent Authorities / Council

The screenshot displays the DCCEEW system interface for a case submission. At the top left, the case number is 00037680. The status is 'Submitted to Consent Authority for Review'. In the top right corner, there are two buttons: 'Send Case Back To Assessor' and 'Submit for DCCEEW Review', with the latter highlighted by a red box. The main form area includes fields for 'Subject' (Test DAAdmin 3), 'Description' (Test DAAdmin 3), 'Contact Name' (BAAS APPROVAL), 'DA Number/Major Projects ID', 'Credit Outcome' (set to '--None--'), and 'Priority' (set to 'Medium'). A red box highlights the 'Status' dropdown menu, which is currently set to 'Consent Authority Determination Received'. Below the dropdown, a red error message states: 'Invalid Status Change: Status changes are reserved for internal use. Status changes are reserved for internal use. Contact Person on Register'. At the bottom of the form, a red box highlights a 'Review the following fields' warning message, which lists 'Status' as the field to be reviewed. To the right of the form, there are two tables: 'Credit Recording (6+)' and 'Case Parties (4)'. The 'Credit Recording' table lists several credit entries with IDs like CR-18037, CR-18038, CR-18039, CR-18040, CR-18041, and CR-18042. The 'Case Parties' table lists parties with IDs like CP-42572, CP-42592, CP-42573, and CP-42590, along with their roles and accounts.

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.
2. 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
<b>Credit obligation is the same as assessed in the BDAR</b>	<ol style="list-style-type: none"><li>1) Select "Obligation Accepted" from the "Credit Outcome" field on the Development parent case and click Save.</li><li>2) All Credit Records will be updated to "Obligation Accepted". <b>You do not need to open or adjust the individual credit records.</b></li><li>3) Complete the "DA Number/Major Project ID" field if it is blank.</li><li>4) Click Save.</li></ol>
<b>Credit obligation has been increased and there are NO reductions to any individual credit records</b>	<ol style="list-style-type: none"><li>1) Select "Obligation Increased" from the "Credit Outcome" field on the Development parent case and click Save.</li><li>2) Complete the "DA Number/Major Project ID" field if it is blank.</li><li>3) All Credit Records will be temporarily updated to "Obligation Accepted".</li><li>4) Click "View All" to open the credit recording (CR) list.</li><li>5) Click into and update the Credit Outcome description on the individual credit records to adjust with the increases.</li><li>6) Adjust the number of "Approved Credit Obligations" as required with the increase.</li><li>7) Click Save.</li></ol>
<b>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.</b>	<ol style="list-style-type: none"><li>1) Select "Obligation Amended (combination of reduced and increased)" from the "Credit Outcome" field on the Development parent case.</li><li>2) Complete the "DA Number/Major Project ID" field if it is blank.</li><li>3) All Credit Records will be temporarily updated to "Obligation Accepted".</li><li>4) Click "View All" to open the credit recording (CR) list.</li><li>5) Click into and update the Credit Outcomes on the Individual Credit Records to adjust with both increases and decreases.</li><li>6) Adjust the number of "Approved Credit Obligations" as required with both increases and decreases.</li><li>7) Click Save.</li></ol>

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

Credit Outcome	Steps to Follow
<b>Credit obligation has been reduced and concurrence received from DCCEEW for a Local Part 4 approval</b>	<ol style="list-style-type: none"><li>1) Select "Obligation Reduced (Local Part 4) - Concurrence Approved" from the "Credit Outcome" field on the Development parent case and click Save.</li><li>2) Complete the "DA Number/Major Project ID" field if it is blank.</li><li>3) All Credit Records will be temporarily updated to "Obligation Accepted".</li><li>4) Click "View All" to open the credit recording (CR) list.</li><li>5) Click into and update the Credit Outcome on the individual credit records to adjust with a reduction.</li><li>6) Adjust the number of "Approved Credit Obligations" as required with the reduction.</li><li>7) Click Save.</li></ol>
<b>Credit obligation has been reduced and concurrence received from DCCEEW For a Major Project approval</b>	<ol style="list-style-type: none"><li>1) Select "Obligation Reduced (Major Project) - Concurrence Approved" from the "Credit Outcome" field on the Development parent case and click Save.</li><li>2) Complete the "DA Number/Major Project ID" field if it is blank.</li><li>3) All Credit Records will be temporarily updated to "Obligation Accepted".</li><li>4) Click "View All" to open the credit recording (CR) list.</li><li>5) Click into and update the Credit Outcome on the individual credit records to adjust with a reduction.</li><li>6) Adjust the number of "Approved Credit Obligations" as required with the reduction.</li><li>7) Click Save.</li></ol>
<b>Credit obligation has been reduced for a Local Part 5 Activity approval</b>	<ol style="list-style-type: none"><li>1) Select "Obligation Reduced (Part 5 Activities)" from the "Credit Outcome" field on the Development parent case and click Save.</li><li>2) Complete the "DA Number/Major Project ID" field if it is blank.</li><li>3) All Credit Records will be temporarily updated to "Obligation Accepted".</li><li>4) Click "View All" to open the credit recording (CR) list.</li><li>5) Click into and update the Credit Outcome on the individual credit records to adjust with a reduction.</li><li>6) Adjust the number of "Approved Credit Obligations" as required with the reduction.</li><li>7) Click Save.</li></ol>

# 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 <b>must</b> indicate "Obligation Accepted" and Approved Credits must <b>equal</b> Assessed Credits
Obligation Reduced (Local Part 4) - Concurrence Approved	<ul style="list-style-type: none"> <li>• <b>At least</b> 1 Individual Credit Record should be marked as "Obligation Reduced (Local Part 4)-Concurrence Approved" with a corresponding <b>reduction</b> in Approved Credits.</li> <li>• All other Individual Credit Records should be marked as "Obligation Accepted".</li> </ul>
Obligation Reduced (Major Project) - Concurrence Approved	<ul style="list-style-type: none"> <li>• <b>At least</b> 1 Individual Credit Record should be marked as "Obligation Reduced (Major Project)-Concurrence Approved" with a corresponding <b>reduction</b> in Approved Credits.</li> <li>• All other Individual Credit Records should be marked as "Obligation Accepted".</li> </ul>
Obligation Reduced (Part 5 Activities)	<ul style="list-style-type: none"> <li>• <b>At least</b> 1 Individual Credit Record should be marked as "Obligation Reduced (Part 5 Activities)" with a corresponding <b>reduction</b> in Approved Credits.</li> <li>• All other Individual Credit Records should be marked as "Obligation Accepted"</li> </ul>
Obligation Increased	<ul style="list-style-type: none"> <li>• <b>At least</b> 1 Individual Credit Record should be marked as "Obligation Increased" with a corresponding <b>increase</b> in Approved Credits.</li> <li>• All other Individual Credit Records should be marked as "Obligation Accepted".</li> </ul>
Obligation Amended (combination of reduced and increased)	<ul style="list-style-type: none"> <li>• <b>At least 2</b> Individual Credit Records should be changed according the type of planning application approved: <ul style="list-style-type: none"> <li>• At least one "Obligation Reduced (Major Project)-Concurrence Approved" <b>OR</b> "Obligation Reduced-(Local Part 4)-Concurrence Approved" <b>OR</b> "Obligation Reduced (Part 5 Activities)" with a corresponding reduction in Approved Credits; <b>AND</b></li> <li>• At least one "Obligation Increased" with a corresponding reduction in Approved Credits with a corresponding increase in Approved Credits.</li> </ul> </li> <li>• All other Individual Credit Records should be marked as "Obligation Accepted".</li> </ul>



# 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