



# Biodiversity Offsets Scheme public registers user guide

Credit supply register, credit demand register and  
transactions register

Department of Planning and Environment



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# 1. How to use this guide

This guide has been prepared to help you use 3 of the Biodiversity Offsets Scheme (the scheme) public registers. The registers are the credit supply register, credit demand register and the transactions register.

The 'More information' section below provides links to documents and webpages referred to in this guide.

## 2. Definitions and explanations of terms used in this guide

The 'Offsets scheme glossary of terms' on the Department of Planning and Environment (the department) website provides definitions and explanations of terms used in the scheme and throughout this guide.

The *Biodiversity Conservation Act 2016* (BC Act), the Biodiversity Conservation Regulation 2017 (BC Regulation) and the *Biodiversity Assessment Method* (BAM) contain additional definitions of terms relating to the scheme.

## 3. Information on the public registers

A public register is a register of information that is publicly available or open to public inspection. Public registers are made under legislation. The Biodiversity Offsets Scheme public registers are public registers that are legally required under the BC Act and the BC Regulation. Most of the information on the registers is required to be published by legislation but there may be additional information included.

Certain information may be restricted on the public registers if it is in the public interest to do so or if disclosure of the information would contravene other legislation, such as the *Privacy and Personal Information Protection Act 1998* and the department's Privacy Management Plan.

### 3.1 When to use the credit supply register

Use this register if you want to find out what credits are currently available or are potentially available, and appropriate contact details for those credits. This register has credits with different credit statuses. The credit statuses are:

- issued credits, which are credits that are immediately available
- pending credits, which are credits that are under review by the department and are likely to be issued
- expressions of interest to supply credits (enter into a biodiversity stewardship agreement). These are a potential supply of credits, and they may not yet have been fully verified
- pending credits (those that need assessment/approval) and issued credits
- equivalent credits, which are biobanking credits that have undergone an assessment of reasonable equivalence. They are displayed on this register when the credit owner has opted to display them there
- suspended or cancelled credits.

See section 5 for more details on when to use the credit supply register and the headings in this register.

## 3.2 When to use the credit wanted (demand) register

Use this register to advertise if you want to purchase credits. You will also need to use this register when seeking to use the *Ancillary rules: Reasonable steps to seek like-for-like biodiversity credits for the purpose of applying the variation rules*.

The ancillary rules relate to the variation rules provided by the BC Regulation, which provide some flexibility by allowing offsetting with a broader suite of biodiversity that is the same or more threatened than the biodiversity impacted.

The register contains details of the number, type and location of credits that are wanted/in demand.

This register may not represent a comprehensive view of credit demand. **Most listings included on this register are listed voluntarily.** It is only mandatory to make a listing on this register when seeking to use the *Ancillary rules: Reasonable steps to seek like-for-like biodiversity credits for the purpose of applying the variation rules*.

See section 6 for more details on when to use the credit demand register and the headings in this register.

## 3.3 When to use the credit transactions register

Use this register to find out the details of credit transfers (sales) and credit retirements. You can find details of the credit type, number, price and date of the transaction. You will also find details about credits that have been suspended or cancelled on this register.

See section 7 for more details on when to use the credit transactions register and the headings in this register.

## 3.4 Can I include or change information on these registers?

Yes, in limited scenarios.

Almost all information on the credit supply and credit transactions registers appears as a result of the department creating credits or registering a transfer or retirement of credits.

If you are concerned about your information being available on the credit supply or credit transactions registers contact the department on [boscredits@environment.nsw.gov.au](mailto:boscredits@environment.nsw.gov.au).

If you need to change the designated contact person or authorised representative on the credit supply register, again contact the department on [boscredits@environment.nsw.gov.au](mailto:boscredits@environment.nsw.gov.au).

External users may list information themselves when they:

- list an expression of interest to create a biodiversity stewardship site
- list a credit wanted (demand) listing for credits that are wanted, which would appear on the credit demand public register
- update contact details included for an expression of interest or credit wanted listing – there are limits on what information can be edited.

Refer to relevant Biodiversity Offsets and Agreement Management System (BOAMS) user guides for instructions on how to edit an expression of interest listing or credit wanted listing.

## 4. Accessing and using the public registers

### 4.1 Web-based access

Most people will access the credit supply, credit transactions and credit wanted (demand) register from the scheme website via a web application (web app). This web app presents each of the public registers online in an interactive table.

It is recommended that the web-based registers and associated exports are accessed using a desktop computer or laptop. Accessing the web-based registers and their exports via a mobile device using iOS or android operating systems may reduce performance and functionality of the registers.

### 4.2 Microsoft Excel registers

The public registers can also be accessed from the scheme website as a downloadable Excel file.

The Excel file will include all records in that public register.

The downloadable Excel file has been made available for advanced users of the public registers. Users will be able to analyse and manipulate data in the Excel file as required to meet their needs.

### 4.3 Features of the web-based registers

The web-based public registers include features that allow users to sort and filter records to find the information they want. Each feature, its purpose and an example of how the feature can be used is shown below (Table 1).

Detailed instructions on how to use these features are provided in section 4.4 of this guide.

**Table 1 Features available on the web-based public registers and their purpose**

Feature	Purpose	Example of use
Search	Searches all records using text or a number	To quickly find all records containing specific text, e.g. a species name
Date last updated	Identifies the last time a record on the public register was modified	For users to check that they are accessing the most recent version of a register
Tool tips	Provides explanations of each field on the public register, its purpose and when information will be shown in that field	To quickly understand what the field 'Offset Trading Group' means and identify that it will only be populated for ecosystem credits

Feature	Purpose	Example of use
Pin columns	Allows users to lock a column to the left or right side of the public register	To lock Credit ID to the left or right side so it stays visible while scrolling across to find relevant information such as contact details for the credits
Sort columns	Sorts records in a column in ascending or descending order	To view records by the number of credits in ascending order
Hide/arrange fields	Hide: Removes one or multiple columns from view on the public register Arrange: Reorders one or multiple columns on the public register	Hide: To remove all columns relating to ecosystem credits from view, so only information about species credits is shown Arrange: To make the 'Species common name' field the first column in the public register
Filter	Displays records based on specific criteria and hides all other records	To display all records within one IBRA subregion for a particular offset trading group Using the 'Filter' feature is recommended for finding specific entries, e.g. all entries for one offset trading group
Export	Allows users to extract information from the public registers in Excel, CSV or PDF format. Excel and CSV exports can be produced for all records. PDF exports can be produced for all records when the number of columns included in the report is limited to a maximum of 10 using the 'Hide/arrange fields' function	To extract a report of all records that match the filter applied or a search term, e.g. a specific IBRA subregion
Help	Provides quick links to resources to assist with using the public registers	To navigate to the 'Offset scheme glossary of terms' while viewing a public register
Clear all	Resets all customisations applied to the public register that changed the records displayed	To clear all filters applied to the public register so all records are displayed
Pagination	Identifies the number of pages with records and allows navigation between pages	To progress to the next page of records
Number of records	Identifies the total number of records across all pages	To identify how many records are available based on an applied filter
Rows per page	Ensures accessibility of the public register by showing 12 rows per page by default. The number of rows shown per page can be changed	To show 25, 50 or 100 rows per page

## 4.4 How to use the web-based credit supply, credit transactions and credit demand registers

### 4.4.1 Introduction to this section

This section provides instructions on how to use each of the features available in the web-based public registers, with screenshots.

The features can be used singly or in combination with one another to customise the information displayed on the public registers to meet specific needs.

### 4.4.2 Search

1. The search bar is in the top left of the public registers.
2. The search bar will be empty by default (Figure 1).

Report last updated: 30/05/2023 12:13 pm



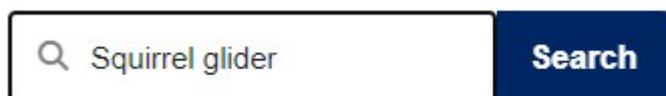
Q Enter keywords Search

Credit ID	Credit Status	Ecosystem or Species
CR_5460	Pending Review	Ecosystem

Figure 1 Search bar

3. Enter a keyword (for example, a species name or plant community type (PCT) name) to search the public registers and execute the search by clicking 'Search' (Figure 2).

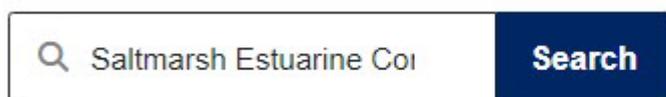
Report last updated: 30/05/2023 12:13 pm



Q Squirrel glider Search

Credit ID	Credit Status	Ecosystem or Species
CR_5460	Pending Review	Ecosystem

Report last updated: 30/05/2023 12:13 pm



Q Saltmarsh Estuarine Cor Search

Credit ID	Credit Status	Ecosystem or Species
CR_5460	Pending Review	Ecosystem

Figure 2 Search field to find records by a keyword or term

- The search will return any relevant results in the public register (Figure 3). Records displayed on the public register will be limited to those that match the keyword. Shown below is search results for the species name and PCT names that were searched.

Report last updated: 30/05/2023 12:13 pm [Clear all](#)

[Clear](#) Search
Hide / arrange fields
Filter
Export
Help ?

Community Type Common Name	Offset Trading Group	Species ID	Species Scientific Name	Species Common Name
		10604	Petaurus norfolcensis	Squirrel Glider
		10604	Petaurus norfolcensis	Squirrel Glider

Report last updated: 30/05/2023 12:13 pm [Clear all](#)

[Clear](#) Search
Hide / arrange fields
Filter
Export
Help ?

Credit ID	Credit Status	Ecosystem or Species	Number Of Credits	Plant Community Type Common Name
CR-3674	Issued	Ecosystem	10	Saltmarsh Estuarine Complex
CR-15965	Issued	Ecosystem	1	Saltmarsh Estuarine Complex

**Figure 3** Examples of search results

- Browse the search results to find the information you need.
- If the search term has been entered incorrectly or in error, or the expected results did not appear, reset the search by clicking 'Clear' or delete or backspace the text from the search field (Figure 4). Conduct the search again by repeating step 3.

Report last updated: 30/05/2023 12:13 pm

[Clear](#) Search

Community Type Common Name	Offset Trading Group
----------------------------	----------------------

**Figure 4** Changing the search term

- Once you have finished searching and browsing the results, reset the search by clicking 'Clear' or refreshing the webpage. All records on the public register should display again.

### 4.4.3 Date last updated

1. The date last updated appears on each public register above the search bar (Figure 5).
2. Refer to this date to know the last time a record on the register was modified.

Report last updated: 30/05/2023 12:13 pm

Search

Credit ID	Credit Status	Ecosystem or Species
CR-5460	Pending Review	Ecosystem

**Figure 5** Last updated date

### 4.4.4 Tool tips

1. Hover the cursor over the column heading until a tool tip appears over the column name (Figure 6).
2. The tool tip describes or explains the information shown in that column.

Report last updated: 30/05/2023 12:13 pm

Search

Hide / arrange fields
Filter
Export
Help ?

Credit ID	Credit Status	Ecosystem or Species	Number Of Credits	Plant Community Type	Common Name
CR-5460	The status of the credit. On the Supply public register, this includes issued, pending review, Expression of Interest, cancelled, suspended or equivalence.				
CR-6320	Pending Review	Species	1,245		

**Figure 6** Tool tip example

3. Repeat step 1 to display tool tips for other columns (Figure 7).

Report last updated: 22/05/2023 06:31 pm

Search

Hide / arrange fields
Filter
Export
Help ?

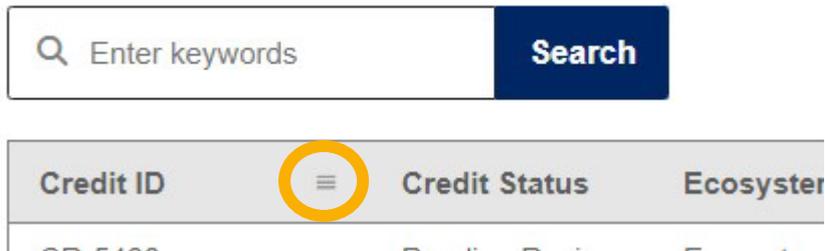
Transaction Date	Transaction ID	Transaction Status	Transaction Type	From	To
2021-0	The date that the transaction was approved.				
		Completed	Retire	CR-5159	CR-6200

**Figure 7** Another tool tip example

#### 4.4.5 Pin columns

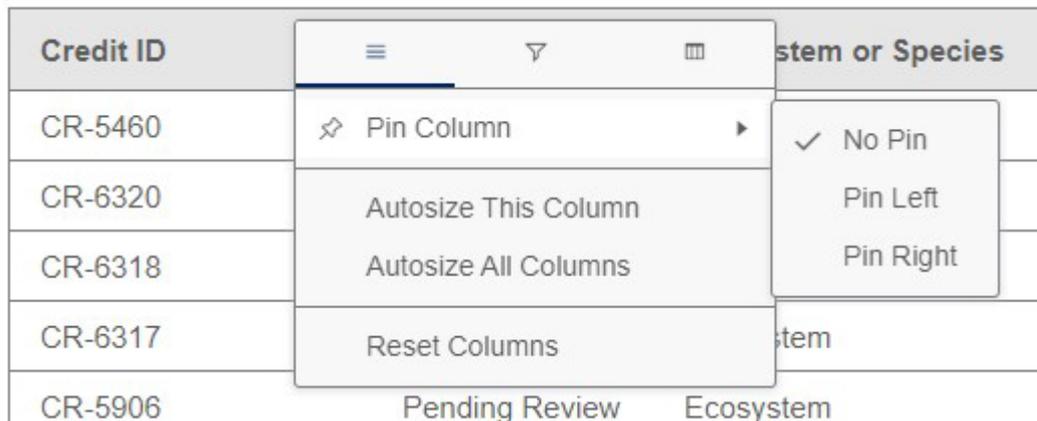
1. Choose the column to be pinned. One or more columns can be pinned at the same time. Different columns can also be pinned to the left or right at the same time.
2. Hover the cursor over the column heading until the  symbol appears beside the column name (Figure 8).

Report last updated: 30/05/2023 12:13 pm



**Figure 8** The 3-row symbol used to pin columns

3. Click on the  symbol. A list of options will appear (Figure 9). Select 'Pin Column' and a drop-down list of options 'No Pin', 'Pin Left' and 'Pin Right' will appear. The default setting is 'No Pin'.



**Figure 9** Options available to pin a column

- Pin the column to the left by selecting 'Pin Left'. The column will be pinned to the far left of the public register (Figure 10).

Credit ID	Type Common Name	Offset Trading Group	Species ID
CR-5460	Warrego Grass - herbaceou...	Inland Riverine Forests ...	0
CR-6320			10604
CR-6318	m - Red Stringybark open f...	Southern Tableland Dry ...	0
CR-6317	y&apos;s Red Gum moist v...	Western Slopes Grassy ...	0
CR-5906	nd woodland wetland of the...	Eastern Riverine Forest...	0

**Figure 10 Example of 'Pin Left'**

- Pin the column to the right by clicking 'Pin Right'. The column will be pinned to the far right of the public register (Figure 11).

Vegetation Class	Hollow Bearing Trees	Credit ID
Inland Riverine Forests		CR-5460
		CR-6320
Southern Tableland D...	Yes	CR-6318
Western Slopes Gras...		CR-6317
Eastern Riverine For		CR-5906

**Figure 11 Example of 'Pin Right'**

- To pin additional columns to the left, repeat step 4.
- To pin additional columns to the right, repeat step 5.
- To clear the pin column feature, repeat steps 2 and 3 above and choose 'No Pin' or refresh the web browser.

## 4.4.6 Sort column

1. Choose which column you want to sort by.
2. Click on the column heading. An upward-facing arrow will appear in the heading of the sorted column (Figure 12). This indicates that all the results are now sorted in ascending order according to the chosen column. In this example, the 'Credit Status' column has been sorted in ascending order.

Credit ID	Credit S... ↑	Ecosystem or Species	Number Of Credits	Plant Community Type Common Name
CR-17162	Cancelled	Species	1	
BIMS-CR-301	Equivalence ...	Ecosystem	10	Test PCT
BIMS-CR-299	Equivalence ...	Ecosystem	9,999	
BIMS-CR-303	Equivalence ...	Ecosystem	3	Test PCT Name
BIMS-CR-076	Equivalence ...	Ecosystem	209	Spotted Gum - Red Ironbark - Grey Gum sh
BIMS-CR-077	Equivalence ...	Species	55	
BIMS-CR-078	Equivalence ...	Species	20	
BIMS-CR-079	Equivalence ...	Species	745	
BIMS-CR-080	Equivalence ...	Ecosystem	0	Grey Ironbark - Spotted Gum - Grey Box op
BIMS-CR-081	Equivalence ...	Ecosystem	0	Pink Bloodwood - Thin-leaved Stringybark -
BIMS-CR-083	Equivalence ...	Ecosystem	0	Smooth-barked Apple - Turpentine - Blackb
BIMS-CR-082	Equivalence ...	Ecosystem	0	White Mahogany - Turpentine moist shrubby

Showing 1 to 12 of 984 Rows per page 12

**Figure 12** Example of sort column feature – ascending order

3. Click on the column heading again to sort all results by descending order according to the chosen column (Figure 13). 'Credit Status' has now been sorted in descending order.

Credit ID	Credit S... ↓	Ecosystem or Species	Number Of Credits	Plant Community Type Common Name
CR-5460	Pending Review	Ecosystem	98	River Red Gum - Warrego Grass - herbaceo
CR-6320	Pending Review	Species	1,245	
CR-6318	Pending Review	Ecosystem	1,072	Inland Scribbly Gum - Red Stringybark oper
CR-6317	Pending Review	Ecosystem	7	Apple Box - Blakely&apos;s Red Gum mois
CR-5906	Pending Review	Ecosystem	184	River Oak forest and woodland wetland of th
CR-5909	Pending Review	Ecosystem	261	Mugga Ironbark - mixed box woodland on h
CR-5910	Pending Review	Ecosystem	3,472	Black Cypress Pine - Red Stringybark - red
CR-7812	Pending Review	Ecosystem	2,668	Poplar Box - Gum Coolabah - White Cypres
CR-7813	Pending Review	Ecosystem	2,708	Dwyer&apos;s Red Gum - White Cypress P
CR-8361	Pending Review	Ecosystem	560	Mountain Gum - Broad-leaved Stringybark s
CR-8367	Pending Review	Species	539	
CR-8365	Pending Review	Ecosystem	31	Upland heath swamps of the New England

Showing 1 to 12 of 984 Rows per page 12

**Figure 13** Sort column feature – descending order

- Click on the column heading again to return results to the default order that they appear in the public register (Figure 14).

Credit ID	Credit Status	Ecosystem or Species	Number Of Credits	Plant Community Type Common Name
CR-5460	Pending Review	Ecosystem	98	River Red Gum - Warrego Grass - herbaceo
CR-6320	Pending Review	Species	1,245	
CR-6318	Pending Review	Ecosystem	1,072	Inland Scribbly Gum - Red Stringybark oper
CR-6317	Pending Review	Ecosystem	7	Apple Box - Blakely&apos;s Red Gum mois
CR-5906	Pending Review	Ecosystem	184	River Oak forest and woodland wetland of th
CR-5909	Pending Review	Ecosystem	261	Mugga Ironbark - mixed box woodland on h
CR-5910	Pending Review	Ecosystem	3,472	Black Cypress Pine - Red Stringybark - red
CR-7812	Pending Review	Ecosystem	2,668	Poplar Box - Gum Coolabah - White Cypres
CR-7813	Pending Review	Ecosystem	2,708	Dwyer&apos;s Red Gum - White Cypress P
CR-1341	Issued	Species	94	
CR-1405	Issued	Species	310	
CR-8361	Pending Review	Ecosystem	560	Mountain Gum - Broad-leaved Stringybark s

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**Figure 14** Sort column feature – default order

#### 4.4.7 Hide/arrange fields

##### Hide fields

- Click on the ‘Hide/arrange fields’ feature. A pop-up list of all columns available in the register will appear at the far right of the screen (Figure 15).

Report last updated: 30/05/2023 12:13 pm

Search

Hide / arrange fields

Filter

Export

Help ?

Credit ID	Credit Status	Ecosystem or Species	Number Of Credits	Plant Community Type Common Name
CR-5460	Pending Review	Ecosystem	98	River Red Gum - Warrego Grass - herbaceo
CR-6320	Pending Review	Species	1,245	
CR-6318	Pending Review	Ecosystem	1,072	Inland Scribbly Gum - Red Stringybark oper

**Figure 15** Hide/arrange fields feature



- To hide individual columns, find the column you want to exclude by scrolling through the list or typing the column name into the search bar at the top of the list. Uncheck the tick box beside the column name. The column will no longer be displayed on the register. In this example, the box for 'Number of Credits' has been unchecked, so the 'Number of Credits' column is no longer showing (Figure 17).

Search
Hide / arrange fields 
Filter 
Export 
Help ?

Item Status	Ecosystem or Species	Plant Community Type Common Name	
Under Review	Ecosystem	River Red Gum - Warrego Grass	<input checked="" type="checkbox"/> Credit ID
Under Review	Species		<input checked="" type="checkbox"/> Credit Status
Under Review	Ecosystem	Inland Scribbly Gum - Red Stringybark	<input type="checkbox"/> Number Of Credits
Under Review	Ecosystem	Apple Box - Blakely's Red Gum	<input checked="" type="checkbox"/> Plant Community Type Common Name
Under Review	Ecosystem	River Oak forest and woodland wetland	<input checked="" type="checkbox"/> Offset Trading Group
Under Review	Ecosystem	Mugga Ironbark - mixed box woodland	<input checked="" type="checkbox"/> Species ID
Under Review	Ecosystem	Black Cypress Pine - Red Stringybark	<input checked="" type="checkbox"/> Species Scientific Name
Under Review	Ecosystem	Poplar Box - Gum Coolabah - White Cypress Pine	<input checked="" type="checkbox"/> Species Common Name
Under Review	Ecosystem	Dwyer's Red Gum - White Cypress Pine	<input checked="" type="checkbox"/> IBRA Subregion
Under Review	Ecosystem	Mountain Gum - Broad-leaved Stringybark	<input checked="" type="checkbox"/> IBRA Region
Under Review	Ecosystem		<input checked="" type="checkbox"/> PCT ID
Under Review	Ecosystem		<input checked="" type="checkbox"/> Vegetation Formation
Under Review	Ecosystem		<input checked="" type="checkbox"/> Threatened Ecological Community
Under Review	Ecosystem		<input checked="" type="checkbox"/> Vegetation Class
Under Review	Species		<input checked="" type="checkbox"/> Hollow Bearing Trees
Under Review	Species		<input checked="" type="checkbox"/> Contact First Name
Under Review	Species		<input checked="" type="checkbox"/> Contact Last Name
Under Review	Species		<input checked="" type="checkbox"/> Contact Email
Under Review	Species		<input checked="" type="checkbox"/> Contact Phone
Under Review	Species		<input checked="" type="checkbox"/> Contact Mobile
Under Review	Species		<input checked="" type="checkbox"/> Business Name
Under Review	Species		<input checked="" type="checkbox"/> Business Phone

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Rows per page 12

**Figure 17** Hide/arrange fields feature – one column unchecked and therefore hidden

- Multiple columns can be hidden from the public register at once. Uncheck more column names to hide them (Figure 18). In this example, the 'Species ID', 'Species Scientific Name' and 'Species Common Name' columns have been hidden.

Plant Community Type Common Name	Offset Trading Group	IBRA Subregion	IBRA Region	
River Red Gum - Warrego Grass - herbaceous	Inland Riverine Forests	Lower Slopes	NSW South West Slopes	<input checked="" type="checkbox"/> Credit ID
		Murrumbateman	South Eastern Slopes	<input checked="" type="checkbox"/> Credit Status
Inland Scribbly Gum - Red Stringybark open forest	Southern Tableland Dry Forest	Murrumbateman	South Eastern Slopes	<input checked="" type="checkbox"/> Ecosystem or Species
Blakely's Red Gum moist forest	Western Slopes Grassy Woodland	Murrumbateman	South Eastern Slopes	<input checked="" type="checkbox"/> Number Of Credits
River Oak forest and woodland wetland of the tablelands	Eastern Riverine Forest	Hill End	South Eastern Slopes	<input checked="" type="checkbox"/> Plant Community Type Common Name
Apple Box - mixed box woodland on hill	Upper Riverina Dry Sclerophyll Forest	Hill End	South Eastern Slopes	<input type="checkbox"/> Offset Trading Group
Mugga Ironbark - mixed box woodland on hill	Upper Riverina Dry Sclerophyll Forest	Hill End	South Eastern Slopes	<input type="checkbox"/> Species ID
Black Cypress Pine - Red Stringybark - red gum	Western Slopes Dry Sclerophyll Forest	Hill End	South Eastern Slopes	<input type="checkbox"/> Species Scientific Name
Poplar Box - Gum Coolabah - White Cypress Pine	Western Peneplain Woodland	Lachlan Plains	Cobar Peneplain	<input type="checkbox"/> Species Common Name
Dwyer's Red Gum - White Cypress Pine	Inland Rocky Hill Woodland	Lachlan Plains	Cobar Peneplain	<input checked="" type="checkbox"/> IBRA Subregion
				<input checked="" type="checkbox"/> IBRA Region
				<input checked="" type="checkbox"/> PCT ID
				<input checked="" type="checkbox"/> Vegetation Formation
				<input checked="" type="checkbox"/> Threatened Ecological Community
				<input checked="" type="checkbox"/> Vegetation Class
				<input checked="" type="checkbox"/> Hollow Bearing Trees

**Figure 18** Hide/arrange fields feature – multiple columns unchecked and hidden

- To undo hidden columns, check the blue tick box against the field to display the column on the register again (Figure 19). In this example, the 'Species Common Name' column has been displayed again. The 'Species ID' and 'Species Scientific Name' columns are still hidden.
- To close the 'Hide/arrange fields' feature, click on the feature again. The pop-up list will be minimised again.

Community Type	Common Name	Offset Trading Group	Species Common Name	IBRA Subregion	
Warrego Grass - herbaceous...		Inland Riverine Forests ...		Lower Slopes	<input checked="" type="checkbox"/> Credit ID
			Squirrel Glider	Murrumbidgee	<input checked="" type="checkbox"/> Credit Status
Red Gum - Red Stringybark open f...		Southern Tableland Dry ...		Murrumbidgee	<input checked="" type="checkbox"/> Ecosystem or Species
Blakely's Red Gum moist v...		Western Slopes Grassy ...		Murrumbidgee	<input checked="" type="checkbox"/> Number Of Credits
Forest and woodland wetland of the...		Eastern Riverine Forest...		Hill End	<input checked="" type="checkbox"/> Plant Community Type Com
Red Gum - mixed box woodland on hill...		Upper Riverina Dry Scle...		Hill End	<input type="checkbox"/> Offset Trading Group
Red Pine - Red Stringybark - red g...		Western Slopes Dry Scle...		Hill End	<input type="checkbox"/> Species ID
Gum Coolabah - White Cypress ...		Western Peneplain Woo...		Lachlan Pl	<input type="checkbox"/> Species Scientific Name
					<input checked="" type="checkbox"/> Species Common Name
					<input checked="" type="checkbox"/> IBRA Subregion
					<input checked="" type="checkbox"/> IBRA Region
					<input checked="" type="checkbox"/> PCT ID
					<input checked="" type="checkbox"/> Vegetation Formation

**Figure 19 Hide/arrange fields feature – one column checked and showing again**

### Arrange fields

- Click on the 'Hide/arrange fields' feature. A pop-up list will appear on the far right of the screen (Figure 20).

Hide / arrange fields 
Filter 
Export 
Help ?

Community Type	Number Of Credits	Plant Community Type	
	98	Riverine	<input checked="" type="checkbox"/> Search...
	1,245		<input checked="" type="checkbox"/> Credit ID
	1,072	Inland	<input checked="" type="checkbox"/> Credit Status
	7	Apple	<input checked="" type="checkbox"/> Ecosystem or Species
	184	Riverine	<input checked="" type="checkbox"/> Number Of Credits
	261	Muggah	<input checked="" type="checkbox"/> Plant Community Type Com
	3,472	Black	<input checked="" type="checkbox"/> Offset Trading Group
	2,668	Poplar	<input checked="" type="checkbox"/> Species ID
	2,708	Dwyer	<input checked="" type="checkbox"/> Species Scientific Name
	94		<input checked="" type="checkbox"/> Species Common Name
	310		<input checked="" type="checkbox"/> IBRA Subregion
	560	Mount	<input checked="" type="checkbox"/> IBRA Region
			<input checked="" type="checkbox"/> PCT ID
			<input checked="" type="checkbox"/> Vegetation Formation
			<input checked="" type="checkbox"/> Threatened Ecological Com
			<input checked="" type="checkbox"/> Vegetation Class
			<input checked="" type="checkbox"/> Hollow Bearing Trees
			<input checked="" type="checkbox"/> Contact First Name
			<input checked="" type="checkbox"/> Contact Last Name
			<input checked="" type="checkbox"/> Contact Email
			<input checked="" type="checkbox"/> Contact Phone
			<input checked="" type="checkbox"/> Contact Mobile
			<input checked="" type="checkbox"/> Business Name
			<input checked="" type="checkbox"/> Business Phone

Rows per page 12

**Figure 20 Hide/arrange fields feature – arrange columns**

8. Choose the column that is to be arranged into a different order. You can find the column by scrolling through the list or by typing the column name into the search bar at the top of the list.
9. Hover the cursor over the  symbol beside the chosen column name in the pop-up list. The cursor will turn into a hand icon.
10. While the hand icon is visible, click to make the column name draggable. Drag the column name to the desired place in the list and drop it.
11. The column will be arranged in the public register in the position it has been moved to in the pop-up list (Figure 21). In this example, the 'IBRA Subregion' column has been arranged between 'Credit ID' and 'Credit Status'.

Credit ID	IBRA Subregion	Credit Status	Ecosystem or Species	Num
CR-5460	Lower Slopes	Pending Review	Ecosystem	
CR-6320	Murrumbateman	Pending Review	Species	
CR-6318	Murrumbateman	Pending Review	Ecosystem	
CR-6317	Murrumbateman	Pending Review	Ecosystem	

-  Credit ID
-  IBRA Subregion
-  Credit Status
-  Ecosystem or Species
-  Number Of Credits
-  Plant Community Type Com
-  Offset Trading Group

**Figure 21** Hide/arrange fields feature – arranging an individual column

12. Multiple columns can be arranged at once. Repeat from step 8 to arrange more columns (Figure 22). In this example, 'Credit Status', 'Number Of Credits', 'Offset Trading Group' and 'Credit ID' have been rearranged.

Credit Status	Number Of Credits	Offset Trading Group	Credit ID	Ecosys
Pending Review	98	Inland Riverine Forests ...	CR-5460	Ecosys
Pending Review	1,245		CR-6320	Species
Pending Review	1,072	Southern Tableland Dry ...	CR-6318	Ecosys
Pending Review	7	Western Slopes Grassy ...	CR-6317	Ecosys

-  Credit Status
-  Number Of Credits
-  Offset Trading Group
-  Credit ID
-  Ecosystem or Species
-  Plant Community Type Com
-  Species ID

**Figure 22** Hide/arrange fields feature – arranging multiple columns

13. To reset how columns are arranged to the default order, either drag the fields back to their original order or refresh the page in your web browser.
14. To close the 'Hide/arrange fields' feature, click on the feature again. The pop-up list will be minimised again.

Columns can also be rearranged by clicking on the column heading and dragging it to the desired place in the heading row.

## 4.4.8 Filter

1. Click on the 'Filter' feature. A pop-up list will appear at the far right of the screen (Figure 23).

The screenshot shows a navigation bar with four buttons: 'Hide / arrange fields' (with a gear icon), 'Filter' (highlighted with a yellow circle and a dropdown arrow), 'Export' (with a download icon), and 'Help ?'. Below the navigation bar is a table with the following columns: 'Group', 'Credit ID', and 'Ecosystem'. The table contains several rows of data. A dropdown menu is open from the 'Filter' button, showing a search bar and a list of filter options, each with a right-pointing chevron. The filter options are: 'Credit Status', 'Number Of Credits', 'Offset Trading Group', 'Credit ID', 'Ecosystem or Species', 'Plant Community Type Com...', 'Species ID', 'Species Scientific Name', 'Species Common Name', 'IBRA Subregion', and 'IBRA Region'. At the bottom right of the table, there is a 'Rows per page' dropdown menu set to '12'.

Group	Credit ID	Ecosystem
ne Forests ...	CR-5460	Ecosys
	CR-6320	Species
leland Dry ...	CR-6318	Ecosys
es Grassy ...	CR-6317	Ecosys
rine Forest...	CR-5906	Ecosys
na Dry Scl...	CR-5909	Ecosys
es Dry Scl...	CR-5910	Ecosys
plain Woo...	CR-7812	Ecosys
Hill Woodl...	CR-7813	Ecosys
	CR-1341	Species
	CR-1405	Species
l Dry Sclero...	CR-8361	Ecosys

**Figure 23** Filter feature

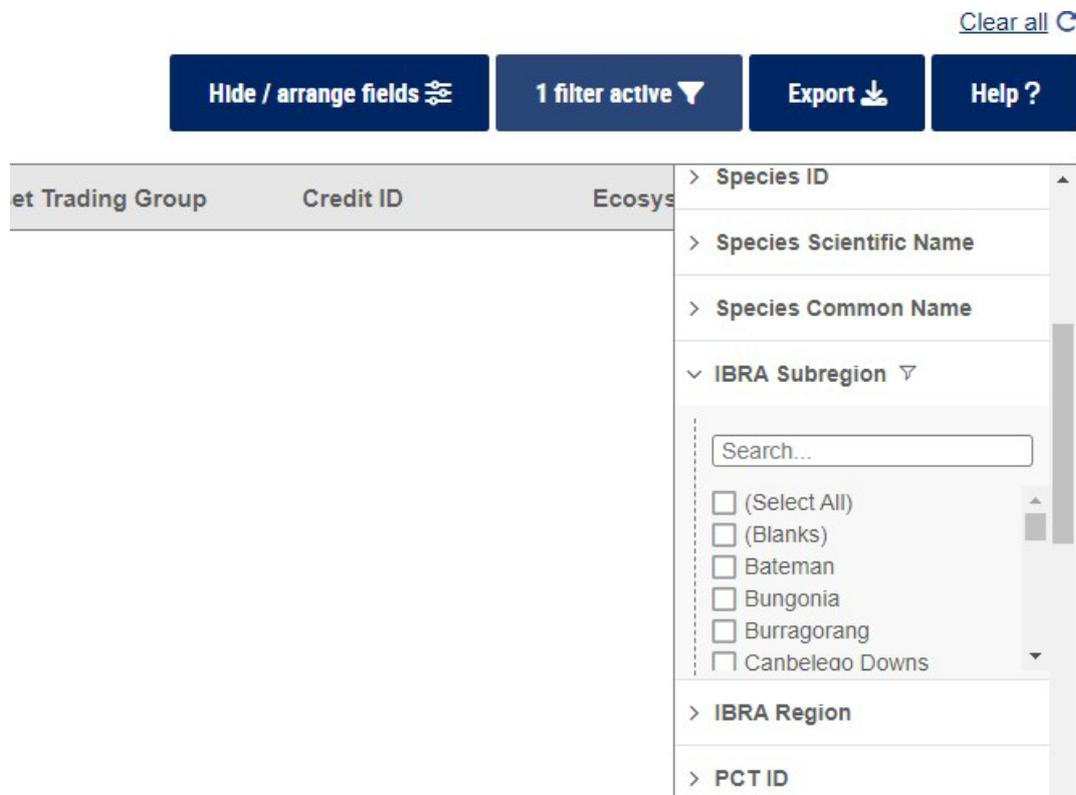
2. Choose the column you want to filter from the pop-up list. You can find the column name by scrolling through the list or by typing the name into the search bar at the top of the list.
3. Click on the right-facing arrow beside the column name. The field will expand to allow filter criteria to be selected (Figure 24). In this example, 'IBRA Subregion' has been chosen to be filtered.

The screenshot shows a data table with columns: 'Ecosystem Group', 'Credit ID', and 'Ecosystem'. A 'Filter' button is active, and a dropdown menu is open for the 'Ecosystem' column. The dropdown menu contains the following items:

- > Species ID
- > Species Scientific Name
- > Species Common Name
- ▼ IBRA Subregion
  - Search...
  - (Select All)
  - (Blanks)
  - Bateman
  - Bungonia
  - Burragorang
  - Canbelego Downs
- > IBRA Region
- > PCT ID

**Figure 24** Filter feature – applying a filter

4. Choose the criteria to filter the column by checking/unchecking the blue tick boxes beside the values. To remove all values from display, uncheck '(Select All)' (Figure 25). It might be useful to uncheck all values if you want to filter results by only a few criteria. You can then check the boxes beside the specific values of interest.



**Figure 25** Filter feature – filtering to remove all values from display

- If the tick box is unchecked for a value, results for this value in the chosen column will not display (Figure 26). In this example, the 'IBRA Subregion' column has been filtered to show results for the Cumberland, Hunter and Illawarra subregions by checking only those 3 tick boxes.
- To disengage the active filter for a column, simply check '(Select All)'.

[Clear all](#)

Hide / arrange fields 
1 filter active 
Export 
Help ?

Trading Group	Credit ID	Ecosys	Species ID
Coastal Wet Sclero...	CR-8477	Ecosys	> Species Scientific Name
	CR-8479	Species	> Species Common Name
	CR-8478	Species	> IBRA Subregion ▾
	CR-8781	Species	<input checked="" type="checkbox"/> Cumberland <input type="checkbox"/> Ellerston <input type="checkbox"/> Glen Innes-Guyra Bas... <input type="checkbox"/> Hill End <input checked="" type="checkbox"/> Hunter <input checked="" type="checkbox"/> Illawarra
Subtropical Rai...	CR-6314	Ecosys	> IBRA Region
Coastal Wet Sclero...	CR-6316	Ecosys	
Warm Temper...	CR-6315	Ecosys	
Land Plain Wood...	CR-11425	Ecosys	
Coastal Dry Scl...	CR-12885	Ecosys	
	CR-12882	Species	

**Figure 26** Filter feature – results based on an applied filter

7. You can apply active filters to multiple columns at the same time. Repeat steps 3 and 4 to apply more filters (Figure 27). In this example, the results have been filtered both by 'Credit Status' and 'IBRA Subregion'.

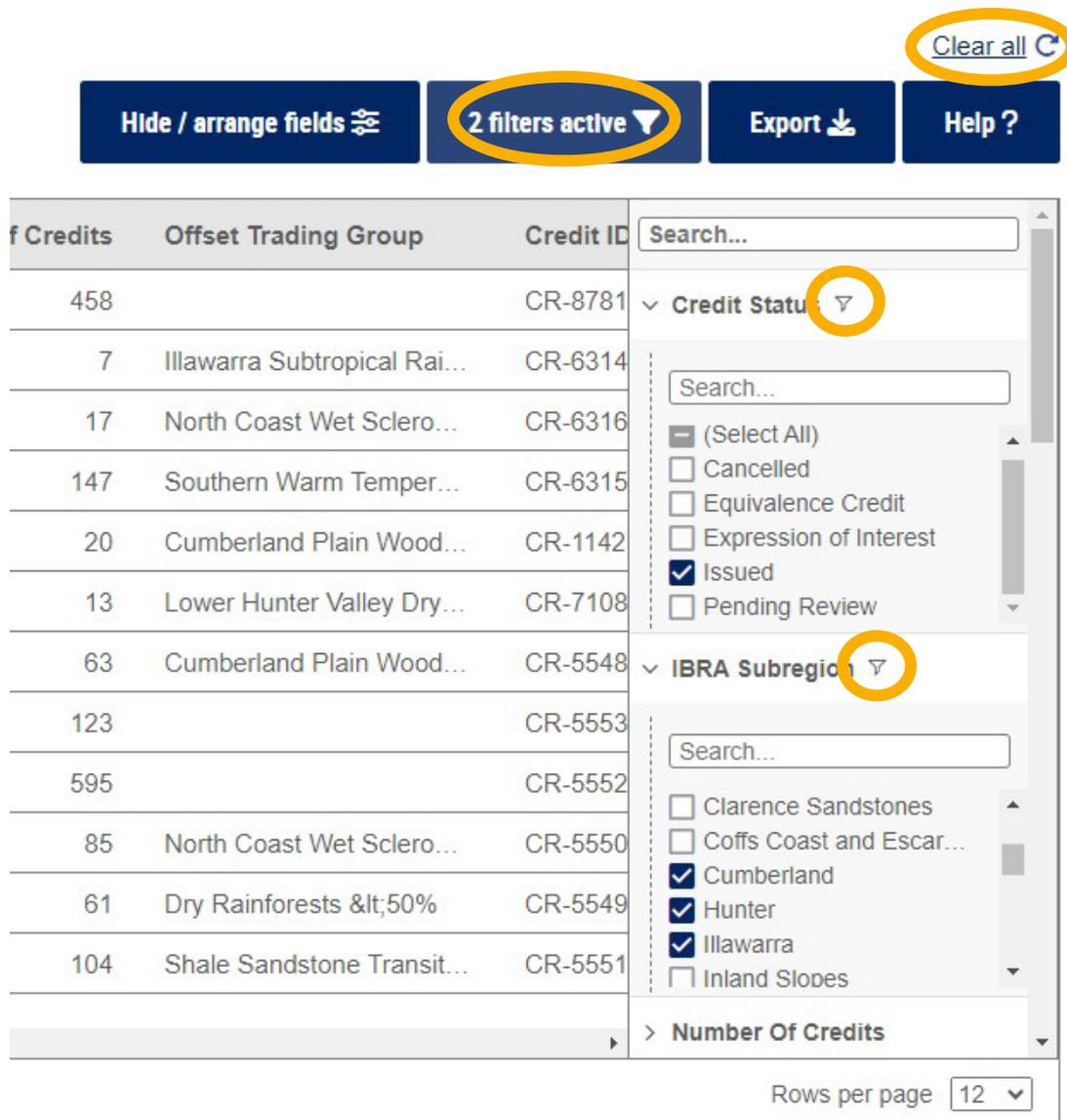
Hide / arrange fields  2 filters active  Export  Help ?

Number Of Credits	Offset Trading Group	Credit ID	Search...	
458		CR-8781	<div> <p>▼ Credit Status ▼</p> <p>Search...</p> <p><input checked="" type="checkbox"/> (Select All)</p> <p><input type="checkbox"/> Cancelled</p> <p><input type="checkbox"/> Equivalence Credit</p> <p><input type="checkbox"/> Expression of Interest</p> <p><input checked="" type="checkbox"/> Issued</p> <p><input type="checkbox"/> Pending Review</p> <p>▼</p> <p>▼ IBRA Subregion ▼</p> <p>Search...</p> <p><input type="checkbox"/> Clarence Sandstones</p> <p><input type="checkbox"/> Coffs Coast and Escar...</p> <p><input checked="" type="checkbox"/> Cumberland</p> <p><input checked="" type="checkbox"/> Hunter</p> <p><input checked="" type="checkbox"/> Illawarra</p> <p><input type="checkbox"/> Inland Slopes</p> <p>▼</p> <p>&gt; Number Of Credits</p> </div>	
7	Illawarra Subtropical Rai...	CR-6314		
17	North Coast Wet Sclero...	CR-6316		
147	Southern Warm Temper...	CR-6315		
20	Cumberland Plain Wood...	CR-1142		
13	Lower Hunter Valley Dry...	CR-7108		
63	Cumberland Plain Wood...	CR-5548		
123		CR-5553		
595		CR-5552		
85	North Coast Wet Sclero...	CR-5550		
61	Dry Rainforests &lt;50%	CR-5549		
104	Shale Sandstone Transi...	CR-5551		

Rows per page 12 ▼

**Figure 27** Filter feature – applying multiple filters at once

8. When there are filters applied the 'Filter' feature button changes to show how many columns have active filters (Figure 28).
9. Columns that are currently filtered are also indicated by the  icon beside the column name in the pop-up list (Figure 28).
10. To clear the filters applied to all columns, click 'Clear all' above the 'Help' button (Figure 28).

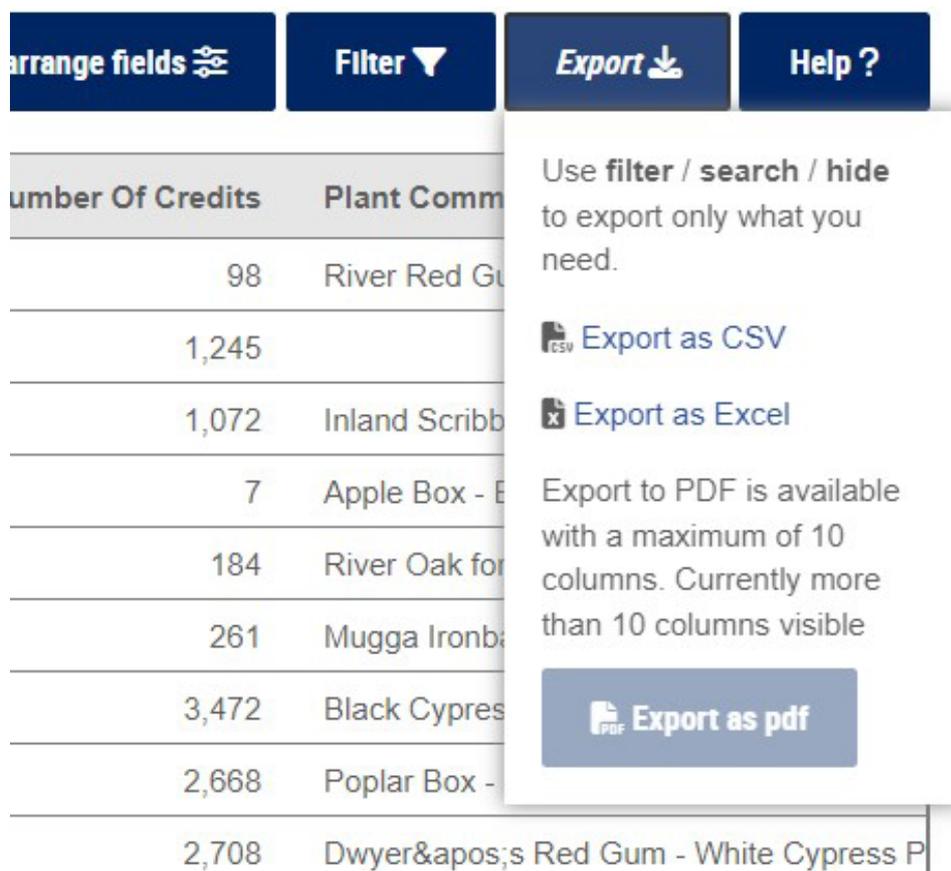


The screenshot shows a data table with the following columns: 'Number of Credits', 'Offset Trading Group', and 'Credit ID'. The table contains 12 rows of data. Above the table, there are four buttons: 'Hide / arrange fields', '2 filters active' (circled in yellow), 'Export', and 'Help?'. A 'Clear all' button (circled in yellow) is located above the 'Help?' button. A filter dropdown menu is open, showing two active filters: 'Credit Status' and 'IBRA Subregion'. The 'Credit Status' filter has 'Issued' selected. The 'IBRA Subregion' filter has 'Cumberland', 'Hunter', and 'Illawarra' selected. The 'Number of Credits' column is expanded to show a search bar and a list of options: '(Select All)', 'Cancelled', 'Equivalence Credit', 'Expression of Interest', 'Issued', and 'Pending Review'. The 'IBRA Subregion' column is expanded to show a search bar and a list of options: 'Clarence Sandstones', 'Coffs Coast and Escar...', 'Cumberland', 'Hunter', 'Illawarra', and 'Inland Slopes'. The 'Rows per page' dropdown is set to 12.

**Figure 28** Filter feature – the number of active filters applied and to which columns

## 4.4.9 Export

1. Click on the 'Export' feature. A pop-up will appear with 3 options to export results from the public register in either CSV, Excel or PDF format (Figure 29).



**Figure 29** Export feature – export options

2. For exporting in CSV or Excel format, use the filter, search and hide features to export only the results that are needed.
3. For exporting in PDF format, use the 'Hide' feature to remove columns from display and choose up to 10 columns to include in the export (Figure 30). The option to export to PDF will only be available when a maximum of 10 columns are displayed on the public register (Figure 29 and Figure 31).
4. To export the results in CSV format, click 'Export as CSV'.
5. To export the results in Excel format, click 'Export as Excel'.
6. To export the results as a PDF, click 'Export as pdf' when up to 10 columns are displayed.

Use features such as search, filter and hide to customise the results displayed on the public register before exporting a CSV or Excel report from the register. This will improve the performance of the export creation and download.

A maximum of 10 columns can be accommodated by a PDF export. The hide feature must be used to limit the number of columns shown to a maximum of 10 before the PDF export will become available.

Q Enter keywords **Search** **Hide / arrange fields** **Filter** **Export** **Help ?**

Credit ID	Credit Status	Ecosystem or Species	Number Of Credits	Plant
CR-5460	Pending Review	Ecosystem	98	River
CR-6320	Pending Review	Species	1,245	
CR-6318	Pending Review	Ecosystem	1,072	Inland
CR-6317	Pending Review	Ecosystem	7	Apple
CR-5906	Pending Review	Ecosystem	184	River
CR-5909	Pending Review	Ecosystem	261	Mugga
CR-5910	Pending Review	Ecosystem	3,472	Black

Search...

- Credit ID
- Credit Status
- Ecosystem or Species
- Number Of Credits
- Plant Community Type Com
- Offset Trading Group
- Species ID
- Species Scientific Name
- Species Common Name
- IBRA Subregion
- IBRA Region
- PCT ID

**Figure 30** Hiding columns using the 'Hide/arrange fields' feature to enable a PDF export

[Clear all](#)

**Hide / arrange fields** **Filter** **Export** **Help ?**

Species	Number Of Credits	Plant Comm
	98	River Red G
	1,245	
	1,072	Inland Scribb
	7	Apple Box - E
	184	River Oak for
	261	Mugga Ironbark - mixed box woodland on h

Use **filter / search / hide** to export only what you need.

 **Export as CSV**

 **Export as Excel**

 **Export as pdf**

**Figure 31** Export as PDF is now available

## 4.4.10 Help

1. The 'Help?' feature is in the top right corner of the screen (Figure 32).



**Figure 32** 'Help?' feature

2. Click on the 'Help?' button to open a pop-up list of options to seek help. There is a link to information about how to use the register and a link to a glossary of terms (Figure 33).

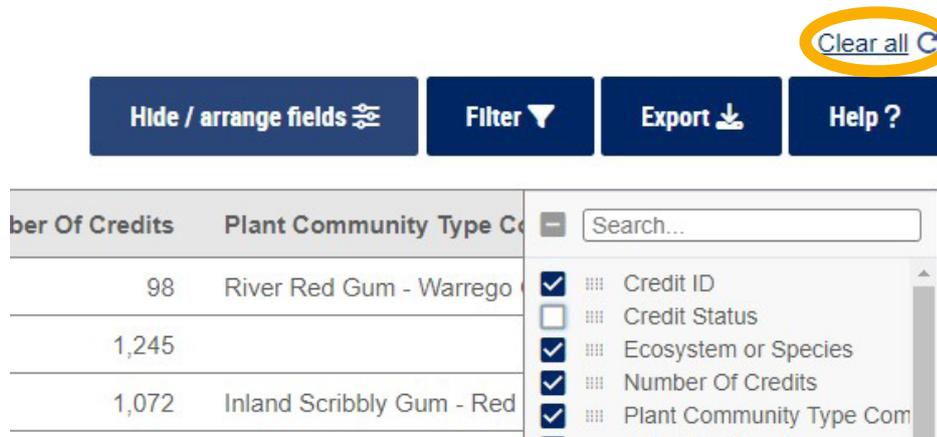


**Figure 33** Help options

3. Choose the desired option for help. You will be directed away from the public register so you may wish to open the link in a separate tab in your web browser.
4. To close the pop-up, click on 'Help?' again or click on any white space on the public register.

## 4.4.11 Clear all

1. The option to 'Clear all' appears in the top right corner of the screen when the 'Hide/arrange', 'Filter' or 'Search' features are active in the register (Figure 34).



**Figure 34** 'Clear all' feature

2. Click 'Clear all' to remove **all** 'Hide/arrange', 'Filter' and 'Search' criteria applied to the register. The register will return to displaying all results in the default format.

'Clear all' will **clear every change** made to the public register via the 'Hide/arrange', 'Filter' and 'Search' features.

To clear only changes made via one of these features, refer to the relevant section of this guide for the steps to undo or clear that feature only.

## 4.4.12 Pagination

1. The number of pages available on the public register is displayed in the bottom left corner of the register (Figure 35).

CR-7812	Pending Review	Ecosystem	2,668	Poplar Box - Gum Coolabah - White Cypress
CR-7813	Pending Review	Ecosystem	2,708	Dwyer&apos;s Red Gum - White Cypress P
CR-1341	Issued	Species	94	
CR-1405	Issued	Species	310	
CR-8361	Pending Review	Ecosystem	560	Mountain Gum - Broad-leaved Stringybark s

Navigation controls at the bottom left: < < Page 1 of 82 > > | Showing 1 to 12 of 984 | Rows per page 12

**Figure 35** Pagination shown at the bottom left of the register

2. Click on the > icon to move forward one page.
3. Click on the >| icon to move to the last page.
4. Click on the < icon to move back one page.
5. Click on the <| icon to move back to the first page.

The functions in steps 2 and 3 will be greyed out when viewing the **last** page.  
The functions in steps 4 and 5 will be greyed out when viewing the **first** page.

### 4.4.13 Number of records

1. The number of records available on the public register is displayed at the bottom of the register (Figure 36). This shows the total number of records and which subset of these records is currently on the screen.

CR-7812	Pending Review	Ecosystem	2,668	Poplar Box - Gum Coolabah - White Cypress
CR-7813	Pending Review	Ecosystem	2,708	Dwyer&apos;s Red Gum - White Cypress P
CR-1341	Issued	Species	94	
CR-1405	Issued	Species	310	
CR-8361	Pending Review	Ecosystem	560	Mountain Gum - Broad-leaved Stringybark s

Showing 1 to 12 of 984

**Figure 36** Number of records shown at the bottom of the register

2. The total number of records will change depending on the total number of results currently available on the public register and any search, hide or filter features applied.

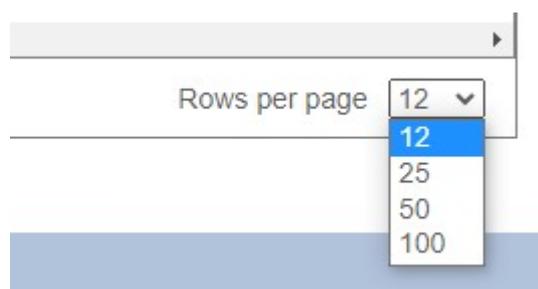
### 4.4.14 Rows per page

1. The number of rows displayed on the public register at one time is shown in the bottom right corner (Figure 37). The default setting is 12 rows per page.
2. To change the number of rows displayed per page, click on the down arrow to open a list of options for the number of rows to display (Figure 38).
3. Click on the desired number of rows, whether 12, 25, 50 or 100.
4. The chosen number of rows will now be shown in the drop-down and will display on the page (Figure 39).

CR-7812	Pending Review	Ecosystem	2,668	Poplar Box - Gum Coolabah - White Cypress
CR-7813	Pending Review	Ecosystem	2,708	Dwyer&apos;s Red Gum - White Cypress P
CR-1341	Issued	Species	94	
CR-1405	Issued	Species	310	
CR-8361	Pending Review	Ecosystem	560	Mountain Gum - Broad-leaved Stringybark s

Rows per page 12

**Figure 37** Rows per page feature



**Figure 38** Rows per page options

94	
310	
560	Mountain Gum - Broad-leaved Stringybar
539	

Rows per page

**Figure 39** Changing the number of rows per page

## 5. Credit supply register

### 5.1 When would you use the credit supply register?

The credit supply register may be used for many reasons. Users will have a variety of reasons for using the register, including but not limited to:

- searching for biodiversity credits to buy to meet a credit obligation and finding contact details for the credits
- checking that specific biodiversity credits are available in ‘issued’ status before buying them
- checking whether specific biodiversity credits are suspended or have been cancelled
- understanding what types of biodiversity credits are already available when considering whether to enter into a stewardship agreement to create biodiversity credits
- understanding what types of biodiversity credits may be available soon.

### 5.2 Explanation of information included in the credit supply register

Table 2 provides a list of all the fields included in the credit supply register and a description of what is included in each field.

This information is also available as tool tips in the web-based credit supply register. This guide provides additional information about some fields.

**Table 2 Explanation of the fields included in the credit supply register**

Field	Description
Credit ID	A unique identifier for credits of a certain class that are associated with a credit holding
Credit status	The status of the credit. On the credit supply public register, this includes: <ul style="list-style-type: none"><li>• Issued – credit is in supply and may be available for purchase</li><li>• Pending review – credits that may be created but still need assessment/approval</li><li>• Expression of Interest – credits that have the potential to be created on a biodiversity stewardship site. These relate to potential credit supply</li><li>• Cancelled – credits that are in a cancelled status under the provisions of the BC Act</li><li>• Suspended – credits that are in a suspended status under the provisions of the BC Act</li><li>• Equivalence – credits that have been created under BioBanking and have undergone a reasonable equivalence assessment to calculate the equivalent value under the scheme. The number of credits shown is the number of equivalent scheme credits available</li></ul>

Field	Description
Ecosystem or Species	<p>Whether the credits are an ecosystem credit or a species credit</p> <p>Ecosystem credits are a measurement of the value of threatened ecological communities, threatened species habitat for species that can be reliably predicted to occur within a PCT, and PCTs generally. Ecosystem credits measure the loss in biodiversity values at a development, activity, clearing or biodiversity certification site and the gain in biodiversity values at a biodiversity stewardship site</p> <p>Species credits are the class of biodiversity credits created or required for the impact on threatened species that cannot be reliably predicted to use an area of land based on habitat surrogates. Species that require species credits are listed in the Threatened Biodiversity Data Collection</p>
Number of credits	The number of credits associated with the Credit ID
Plant Community Type	The PCT associated with the credits. PCTs identify and describe recurring patterns of native plant species assemblages in relation to environmental conditions
Common Name	<p>For PCTs in eastern New South Wales, the PCT Common Name column will display either:</p> <ul style="list-style-type: none"> <li>the name of the PCT under the eastern NSW PCT classification where the credit was created using this PCT classification</li> <li>the name of the PCT under the decommissioned PCT classification where the credit was created prior to the eastern NSW PCT classification</li> </ul>
Offset Trading Group	<p>The name of the Threatened Ecological Community associated with the credits OR the group of Plant Community Types with the same vegetation class and threat status as the credits</p> <p>When searching the public register for listings according to offset trading group, results may include credits with PCTs assigned under the eastern NSW PCT classification and decommissioned PCTs assigned prior to the eastern NSW PCT classification</p>
Species ID	The unique identifier of the species associated with the credits. This only applies to species credits
Species Scientific Name	The scientific name for the species. This only applies to species credits
Species Common Name	The common name for the species. This only applies to species credits
IBRA Subregion	A subregion of a bioregion under the Interim Biogeographic Regionalisation of Australia (IBRA) system
IBRA Region	A bioregion based on their dominant landscape-scale attributes using the IBRA system

Field	Description
PCT ID	The unique identifier of the PCT associated with the credits. This only applies to ecosystem credits For PCTs in eastern New South Wales, the PCT ID column will display either: <ul style="list-style-type: none"> <li>the unique identifier of the PCT under the eastern NSW PCT classification where the credit was created using this PCT classification (3000 and above)</li> <li>the unique identifier of the PCT under the decommissioned PCT classification where the credit was created prior to the eastern NSW PCT classification</li> </ul>
Vegetation Formation	The formation in which the PCT presents, which is defined by major structural and physical features
Threatened Ecological Community (NSW)	Information will only be included in this field if it applies. A Threatened Ecological Community listed in schedule 2 of the BC Act. This only applies to ecosystem credits
Vegetation Class	A group of plant communities that share comparable traits, which are generally found in similar habitats. This only applies to ecosystem credits
Hollow Bearing Trees	Where hollows are present in trees, natural or artificial. This only applies to ecosystem credits
Contact First Name	The first name of the contact person. This person is listed on the register as the person you contact if you wish to enquire about the listing
Contact Last Name	The last name of the contact person for the credits
Contact Email	The email of the contact person for the credits
Contact Phone	The phone number of the contact person for the credits
Contact Mobile	The mobile number of the contact person for the credits
Business Name	The name of the business who is supplying the credits, if applicable
Business Phone	The business contact phone number
Business Email	The business contact email
Listed Date	The date on which the credits were listed in the format YYYY-MM-DD
Public Register Expiry Date	The date on which the listing will expire
Site Area (HA)	The area of the site in hectares where an expression of interest is listed
LGA	Local government area (LGA) where the credits are. This will populate when the LGA is listed against the credits
Case Number	The unique case number for the listing

<b>Field</b>	<b>Description</b>
Indicative like-for-like credits	Credits that may be available to utilise like-for-like offsetting rules, subject to location, threat status and hollow-bearing tree status. This will only be populated when necessary
Indicative like-for-like subregions	Credits that may be available to utilise like-for-like offsetting rules, subject to location. This will only be populated when necessary
Suspension Start Date	The date from which credits are suspended. Only applies to credits that are suspended under provisions of the BC Act
Suspension End Date	The date on which suspension of credits will end. Only applies to credits that are suspended under provisions of the BC Act
Cancellation Start Date	The date from which credits were cancelled. Only applies to credits that are cancelled under provisions of the BC Act
Grounds for Cancellation	Reason that the credits were cancelled. Only applies to credits that are cancelled under provisions of the BC Act
OEH Comment	Any comments made by department staff. This will only be populated when necessary

## 6. Credit demand register

### 6.1 When would you use the credit demand register?

The credit demand register may be used for many reasons. Users will have a variety of reasons for using the register, including but not limited to:

- voluntarily listing credits that are wanted, such as to meet a credit obligation or for another reason
- listing credits that are wanted to meet a credit obligation in accordance with the *Ancillary rules: Reasonable steps to seek like-for-like biodiversity credits for the purpose of applying the variation rules*
- searching for potential buyers of biodiversity credits and finding contact details for those buyers
- understanding what types of biodiversity credits are in demand when considering whether to enter into a stewardship agreement to create biodiversity credits.

The credit demand register may not represent a comprehensive view of credit demand. **Most listings included on this register are listed voluntarily.** It is only mandatory to make a listing on this register when seeking to use the *Ancillary rules: Reasonable steps to seek like-for-like biodiversity credits for the purpose of applying the variation rules*.

### 6.2 Explanation of information included in the credit demand register

Table 3 provides a list of all the fields included in the credit demand register and a description of what is included in each field.

This information is also available as tool tips in the web-based credit demand register. This guide provides additional information about some fields.

**Table 3** Explanation of the fields included in the credit demand register

Field	Description
Credit status	Status of the credit. On the Credit Demand public register, this will always be credit wanted
Ecosystem or Species	Whether the credits are an ecosystem credit or a species credit Ecosystem credits are a measurement of the value of threatened ecological communities, threatened species habitat for species that can be reliably predicted to occur within a PCT, and PCTs generally. Ecosystem credits measure the loss in biodiversity values at a development, activity, clearing or biodiversity certification site and the gain in biodiversity values at a biodiversity stewardship site Species credits are the class of biodiversity credits created or required for the impact on threatened species that cannot be reliably predicted to use an area of land based on habitat surrogates. Species that require species credits are listed in the Threatened Biodiversity Data Collection

Field	Description
Number of credits	The number of credits wanted
PCT ID	<p>The unique identifier of the PCT associated with the credits. This only applies to ecosystem credits</p> <p>For PCTs in eastern New South Wales, the PCT ID column will display either:</p> <ul style="list-style-type: none"> <li>the unique identifier of the PCT under the eastern NSW PCT classification where the credit was created using this PCT classification (3000 and above)</li> <li>the unique identifier of the PCT under the decommissioned PCT classification where the credit was created prior to the eastern NSW PCT classification</li> </ul>
Plant Community Type Common Name	<p>The Plant Community Type associated with the credits. PCTs identify and describe recurring patterns of native plant species assemblages in relation to environmental conditions</p> <p>For PCTs in eastern New South Wales, the PCT Common Name column will display either:</p> <ul style="list-style-type: none"> <li>the name of the PCT under the eastern NSW PCT classification where the credit was created using this PCT classification</li> <li>the name of the PCT under the decommissioned PCT classification where the credit was created prior to the eastern NSW PCT classification</li> </ul>
Offset Trading Group	The name of the Threatened Ecological Community associated with the credits OR the group of PCTs with the same vegetation class and threat status as the credits
Species ID	The unique identifier of the species associated with the credits. This only applies to species credits
Species Scientific Name	The scientific name for the species. This only applies to species credits
Species Common Name	The common name for the species. This only applies to species credits
IBRA Subregion	A subregion of a bioregion under the IBRA system
IBRA Region	A bioregion based on dominant landscape-scale attributes using the IBRA system
Vegetation Formation	The formation in which the PCT presents, which is defined by major structural and physical features
Threatened Ecological Community (NSW)	Information will only be included in this field if it applies. A Threatened Ecological Community listed in schedule 2 of the BC Act. This only applies to ecosystem credits
Vegetation Class	A group of plant communities that share comparable traits, which are generally found in similar habitats. This only applies to ecosystem credits
Hollow Bearing Trees	Where hollows are present in trees, natural or artificial. This only applies to ecosystem credits
Business Name	The name of the business who wants the credits, if applicable

Field	Description
Business Phone	The business contact phone number
Business Email	The business contact email
Contact First Name	The first name of the contact person. This person is listed on the register as the person you contact if you wish to enquire about the listing
Contact Last Name	The last name of the contact person for the credits
Contact Email	The email of the contact person for the credits
Contact Phone	The phone number of the contact person for the credits
Contact Mobile	The mobile number of the contact person for the credits
Listed Date	The date on which the credits were listed in the format YYYY-MM-DD
Case Number	The unique case number for the listing
Public Register Expiry Date	The date on which the listing will expire

## 7. Transactions register

### 7.1 When would you use the transactions register?

The transactions register may be used for many reasons. Users will have a variety of reasons for using the register, including but not limited to:

- identifying whether a specific offset obligation has been met by the retirement of biodiversity credits
- understanding previous sale prices to inform negotiations for the sale or purchase of biodiversity credits
- understanding market information for a specific biodiversity credit type, such as sale price and number of transactions, when considering whether to enter into a stewardship agreement to create biodiversity credits
- conducting analysis of the biodiversity credit market.

### 7.2 Explanation of information included in the transactions public register

Table 4 provides a list of all the fields included in the transactions register and a description of what is included in each field.

This information is also available as tool tips in the web-based transactions register. This guide provides additional information about some fields.

**Table 4 Explanation of the fields included in the transactions register**

Field	Description
Transaction Date	The date the transaction was approved in the format YYYY-MM-DD
Transaction ID	The unique case number for the transaction case
Transaction Status	The status of the transaction. This should only appear as 'complete' on the register
Transaction Type	The type of transaction. This will either be 'transfer' for a transfer of biodiversity credits or 'retire' for the retirement of biodiversity credits
From	A unique identifier for credits of a certain class that are associated with a credit holding
To	The new unique identifier for a certain class of credits that is created after credits are transferred or retired
Plant Community Type	The PCT associated with the credits. PCTs identify and describe recurring patterns of native plant species assemblages in relation to environmental conditions
IBRA Sub Region	A subregion of a bioregion under the IBRA system
Offset Trading Group	The name of the threatened ecological community associated with the credits OR the group of PCTs with the same vegetation class and threat status as the credits

<b>Field</b>	<b>Description</b>
Vegetation Formation	The formation in which the PCT presents, which is defined by major structural and physical features
Scientific Name	The scientific name for the species. This only applies to species credits
Common Name	The common name for the species. This only applies to species credits
Number Of Credits	The number of credits transferred or retired in the transaction
Price Per Credit (Ex-GST)	The price that each credit was sold for. This price excludes goods and services tax (GST)
Philanthropic Reason For Transfer Disclosed	If the proponents of the transfer have disclosed whether this is a philanthropic transaction or not. This is optional
Retirement Reason	The reason for which the biodiversity credits have been retired, if applicable
Other Reason for Retiring	Proponents can nominate other reasons for retiring credits. Information will only be included in this field if it is necessary
Reference Number of Obligation	For credit retirements. This relates to the reference number of the consent, approval, biodiversity obligation or other instrument that imposed the obligation to retire the credits, if applicable
Address of Obligation	Street address of the land where the obligation to retire the credits applies, if applicable
Local Government Area of Obligation	LGA of the land where the obligation to retire the credits applies, if applicable
Date of Consent Approval	For credit retirements. The date of the consent, approval, biodiversity obligation or other instrument that imposed the obligation to retire the credits, if applicable

## 8. Further help

### 8.1 Contacting the department for help

If you have a problem while using the Biodiversity Offsets Scheme public registers you should first consult this user guide and the tool tips on the registers. If you still need help or further information, email the department at [boscredits@environment.nsw.gov.au](mailto:boscredits@environment.nsw.gov.au). This includes questions, feedback and to report issues, errors or problems with the public registers.

### 8.2 Creating or editing an expression of interest or credit wanted listing on the public registers

Refer to the relevant BOAMS user guide for instructions on how to edit an expression of interest listing or a credit wanted listing.

### 8.3 Changing contact details for the designated contact person or authorised representative

Credit holders (credit owners) need to apply to the department to change the designated contact person or authorised representative that appears on the credit supply public register for enquiries in relation to biodiversity credits and credit transactions.

The person listed as a designated contact on the public register must be the credit holder or someone who is authorised to act on their behalf.

The *Biodiversity Offsets Scheme – change of designated contact person or authorised representative for the public register* form must be completed and submitted to the department. The department will then change the designated contact person or authorised representative on the public register.

## 9. More information

- [Ancillary rules: Reasonable steps to seek like-for-like biodiversity credits for the purpose of applying the variation rules](#)
- [Biodiversity Assessment Method \(BAM\)](#)
- [Biodiversity Conservation Act 2016](#)
- [Biodiversity Conservation Regulation 2017](#)
- [Biodiversity Offsets Scheme – change of designated contact person or authorised representative for the public register form](#)
- [Offsets scheme glossary of terms](#)