



Biodiversity Offsets and Agreement Management System (BOAMS) Guide for Community Users

Department of Planning and Environment



Acknowledgement of Country

The Department of Planning and Environment acknowledges the Traditional Custodians of the lands where we work and live.

We pay our respects to Elders past, present and emerging.

This resource may contain images or names of deceased persons in photographs or historical content.

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Contents

Introduction	1
Are you a community user?	1
Why create a community user profile	2
Future changes to community user functions	2
Accounts, roles and creating a community user account	3
Community user account types	3
Accessing an existing community user account	3
Creating a community user account	3
Navigating the BOAMS landing page	5
Finding and understanding information as a community user	7
Information from a BOAMS case	7
BOAMS automated email	7
Expression of interest	8
Creating an expression of interest	8
Credit supply register display for EOIs	15
Credit wanted (credit demand) listing	16
Creating a credit wanted (credit demand) listing	16
Credit demand listing expiry	22
Credit demand register display for credits wanted	25
View credit obligations	26
Supplementary information	28
Special terms used in this guide	28
Types of case parties	29
Credit ownership report	30
Previous emails and reports	30
Where to get help and more information	31
Where to direct enquiries	31
More information	31

List of tables

Table 1	Information available from the BOAMS landing page	5
Table 2	Information displayed on the credit supply register for an EOI listing	15
Table 3	Information displayed on the credit demand register for a credit wanted listing	25
Table 4	Additional terms used in this guide	28
Table 5	Descriptions of different types of case parties	29
Table 6	Contact details by topic/issue	31

List of figures

Figure 1	BOAMS community user login page	4
Figure 2	BOAMS landing page for a community user	4
Figure 3	Buttons to create a new case in BOAMS as a community user	6
Figure 4	Email received when a community user account is created	7
Figure 5	Location of button to start an EOI case	8
Figure 6	EOI listing details page	9
Figure 7	EOI case page	10
Figure 8	Selecting the type of case party – community users will mostly use the 'Contact Person' case party type	10
Figure 9	'Vegetation & Threatened Species' button on the EOI case page	11
Figure 10	'Vegetation & Threatened Species' tool	11
Figure 11	Adding PCTs and threatened species to the EOI listing	12
Figure 12	Selecting and adding a PCT from the search results	12
Figure 13	Adding the area in hectares of PCTs and threatened species	13
Figure 14	Confirmation that PCT and threatened species information has been saved	13
Figure 15	Changing the expiry date will extend, relist or delist an EOI listing	14

Figure 16	Setting the case status to 'Terminated' to terminate an EOI listing	14
Figure 17	'Credit Wanted' button on the BOAMS landing page	16
Figure 18	'Credit Wanted Register' page for an individual wanting credits	17
Figure 19	'Credit Wanted Register' page for a company wanting credits	18
Figure 20	'Credit Wanted' case page	19
Figure 21	'Vegetation & Threatened Species' tool	19
Figure 22	Adding PCTs and threatened species to a credit wanted listing	20
Figure 23	'Vegetation & Threatened Species' tab and 'Submit' button	21
Figure 24	Email received when a credit wanted listing is about to expire	22
Figure 25	Changing the expiry date will extend, relist or delist a credit wanted listing	23
Figure 26	Setting the case status to 'Terminated' to terminate a credit wanted listing	24
Figure 27	Ways to navigate to your credit obligations from the BOAMS landing page	26
Figure 28	Setting the list view to 'Obligations'	27
Figure 29	List of credit obligations for development/clearing cases	27

Introduction

The Biodiversity Offsets Agreement Management System (BOAMS) is the system used by the Department of Planning and Environment (the department) to administer and manage accounts, biodiversity credits (credits) and credit obligations in the Biodiversity Offsets Scheme (the scheme).

This document has been prepared to guide community users in accessing BOAMS.

This document provides guidance on:

- finding and understanding information in BOAMS
- account management
- creating cases for credit demand, expressions of interest and applications for stewardship
- assistance with BOAMS.

If you are an accredited assessor, refer to the *Biodiversity Offsets and Agreement Management System (BOAMS) Guide for Accredited Assessors*.

Staff in the department who administer functions in relation to the scheme in BOAMS should not use this guide.

For enquiries regarding account details issues or BOAMS troubleshooting, please contact the Transactions and Systems (TAS) Team at BOSCREDITS@environment.nsw.gov.au.

More information regarding where to direct enquiries can be found under 'More information' below.

Are you a community user?

This document provides guidance on how to use BOAMS as a community user. Community users within BOAMS are members of the public who are individuals, and are not accredited assessors or members of the department. Accredited assessors may also create accounts for individuals to log in to BOAMS as a community user.

You may use BOAMS as a community user if you:

- are a landholder who is a party to a development (case party) obligation
- wish to list an expression of interest to create and sell credits
- wish to list biodiversity credits wanted.

Accredited assessors and community users

A BOAMS community user may need to engage an accredited assessor. For example, an accredited assessor would be required by a community user if the user decides to enter into a biodiversity stewardship agreement (BSA) to create and sell credits.

An accredited assessor is also required whenever a proposal for vegetation clearing, development or an activity triggers the scheme.

More information on accredited assessors is available online.

Why create a community user profile

Community users can:

- create an expression of interest (EOI) credits listing, to express interest in establishing a BSA over land and supplying credits. These listings appear as an EOI on the credit supply register. Steps to create an EOI can be found under 'Expression of interest' below
- create a credit wanted listing. Advertise credits you want to purchase and/or meet requirements of the scheme ancillary rules for your offset obligation on the credit demand public register. Steps to create a credit wanted listing can be found under 'Credit wanted (credit demand) listing' below
- view credit obligations held by them under 'Credit Obligations' in BOAMS. Please note only the landholder case party to a development assessment case will be able to see credit obligations. Steps to view your obligations can be found under 'View credit obligations' below.

Future changes to community user functions

The department is continually enhancing BOAMS to improve its useability and respond to stakeholder feedback.

The department is investigating further enhancements that may be made for community users in BOAMS.

The department will update you when enhancements become available.

Any feedback from community users about potential future enhancements can be provided to the department at BOSCREDS@environment.nsw.gov.au.

Accounts, roles and creating a community user account

Community user account types

If you are accessing BOAMS as a community user you will only be able to create an individual account. Community users cannot access BOAMS as an organisation or business at this time.

You are expected to use your full legal name when creating an account. This is the case for all organisations and individuals associated with any case in the system.

Accessing an existing community user account

Existing community user accounts are accessed using the BOAMS community user login page.

If you encounter difficulties, the department can assist you with accessing your account. Please contact the department at BOSCREDITS@environment.nsw.gov.au if:

- you are unsure whether you have an account created in BOAMS. You may be asked for additional information to confirm your identity before the department can release account information or make the account accessible to you
- an accredited assessor or the department has created an account for you, and you wish to log in to BOAMS as a community user
- you suspect your community user account has become inactive (accounts may become inactive after a period of time).

Each person or organisation must have only one BOAMS account. You should not create another BOAMS account if you are unsure whether you have an existing account or whether an existing account is activated as a community user. Please contact the department for advice in this situation.

Creating a community user account

1. Visit the 'Biodiversity Offsets and Agreement Management System (BOAMS)' webpage and follow the link to create a BOAMS account.
2. A new webpage will open (Figure 1). Begin creating an account by selecting 'Not a member?'
3. Enter a first name, last name and email address. A unique email address not used previously for any BOAMS account must be used. Click 'Register'.
4. An automated email will be sent to the email address used to create the account. Follow the prompts in the email to create a password for your account. Ensure you record your password in a safe place to access your account again in the future.
5. Once a password is successfully created, you will be redirected to the BOAMS landing page.

The BOAMS landing page is where a user can view, edit and find out any relevant information about their current applications (Figure 2).



Figure 1 BOAMS community user login page

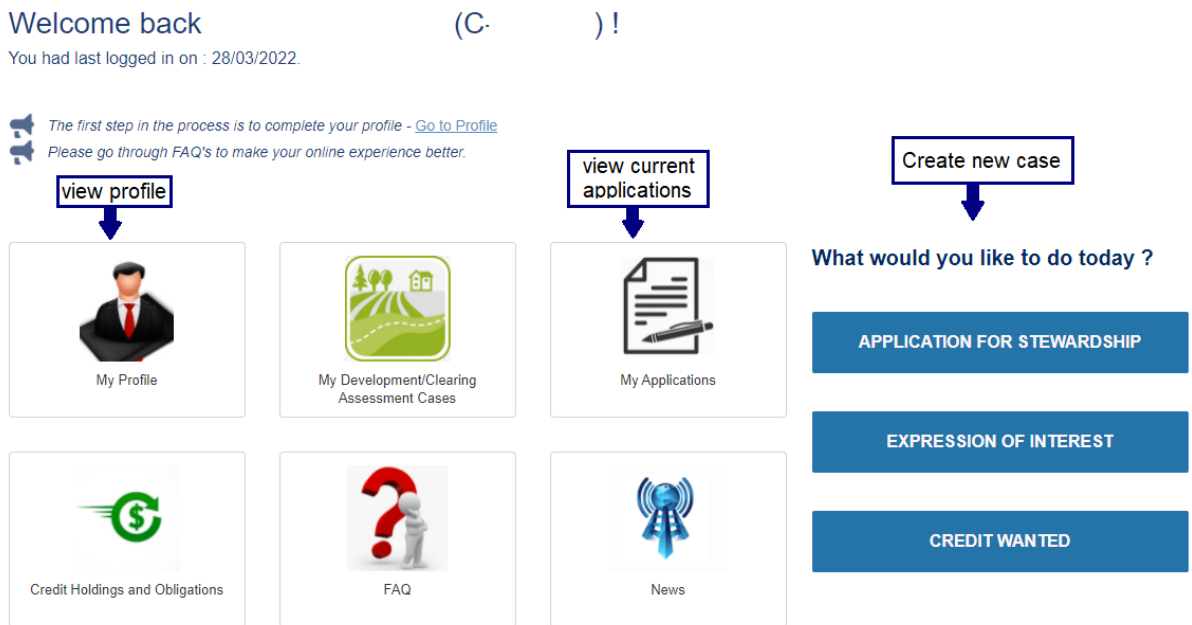


Figure 2 BOAMS landing page for a community user

Navigating the BOAMS landing page

Community users can view, edit and find information using the tiles on the BOAMS landing page, as described in Table 1.

Community users will typically focus on viewing and managing existing cases for credit wanted and EOI listings, and BSA applications.

The search bar can also be used to search for applications using keywords.

Community users can create certain applications and listings using the blue buttons on the right of the BOAMS landing page (Figure 3). The cases that can be created are an application for a stewardship site, an EOI case and a credit wanted case.



Table 1 Information available from the BOAMS landing page

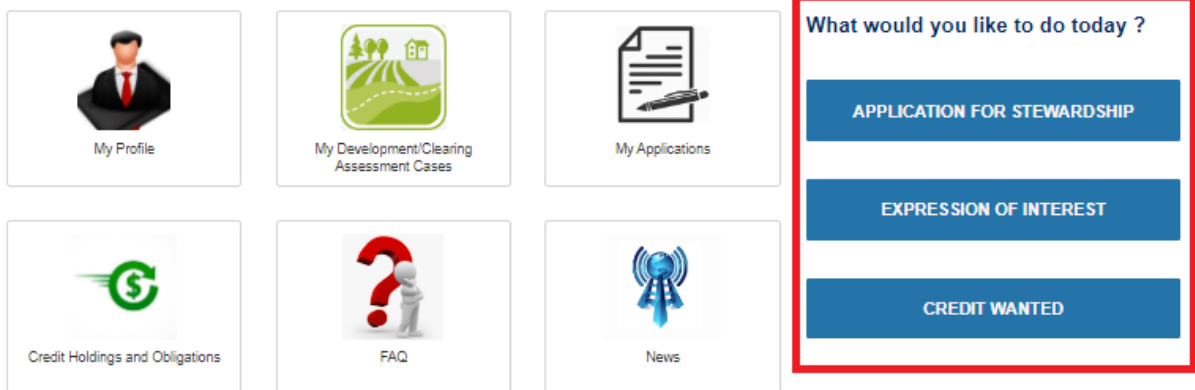
Tile	Description
My Profile	View information about your account, edit your contact details and view cases.
My Development/Clearing Assessment Cases	View a list of development/clearing assessment cases that you are a landholder case party to.
My Applications	<p>This will open a list of all your applications. It automatically opens to ‘Recently Viewed’ applications, but there is a drop-down menu which includes the following:</p> <ul style="list-style-type: none"> • list of your existing applications • manage applications • BAAS renewal applications* • AQP applications* • Map Team Queue • NVRM-Map on Request* • list of your existing cases • stewardship applications • manage your credits • development/clearing assessment cases • your recently viewed cases. <p>*BAAS renewal, AQP applications, Map Team Queue and NVRM – Map on Request list items are not relevant to community users. Please ignore these options.</p>
Credit Holdings and Obligations	<p>View credits owned by you under ‘Credit Holdings’. Please note only the landholder case party to a stewardship assessment case, or the credit buyer case party in a credit transfer case, will be able to see credit holdings.</p> <p>View credit obligations held by you under ‘Credit Obligations’. Please note only the landholder case party to a development assessment case will be able to see credit obligations.</p>

Tile	Description
FAQ	The department recommends community users disregard this tile as the FAQs are superseded by this guide.
News	The department recommends community users disregard this tile.

Welcome back

You had last logged in on : 28/09/2022.

 *The first step in the process is to complete your profile - [Go to Profile](#)*
 *Please go through FAQ's to make your online experience better.*



The screenshot displays a grid of six navigation tiles: 'My Profile' (man icon), 'My Development/Clearing Assessment Cases' (landscaping icon), 'My Applications' (document icon), 'Credit Holdings and Obligations' (dollar sign icon), 'FAQ' (question mark icon), and 'News' (radio tower icon). To the right, a red-bordered box highlights a menu titled 'What would you like to do today?' containing three blue buttons: 'APPLICATION FOR STEWARDSHIP', 'EXPRESSION OF INTEREST', and 'CREDIT WANTED'.

Figure 3 Buttons to create a new case in BOAMS as a community user

Finding and understanding information as a community user

A community user may need information from BOAMS or other sources for a Biodiversity Assessment Method (BAM) assessment or application to transfer or retire BAM credits.

Information from a BOAMS case

Once a case has been created, you can click on the case to get additional information that could be required in future transactions.

BOAMS automated email

When an accredited assessor or the department creates a BOAMS account for you, you will receive an email containing your customer number (C-XXXXXX) (Figure 4).

It is recommended that users keep this record of the BOAMS customer number for their account and the email address used to create the account as it will be needed for future assessment cases and in any credit transfer and retirement applications.

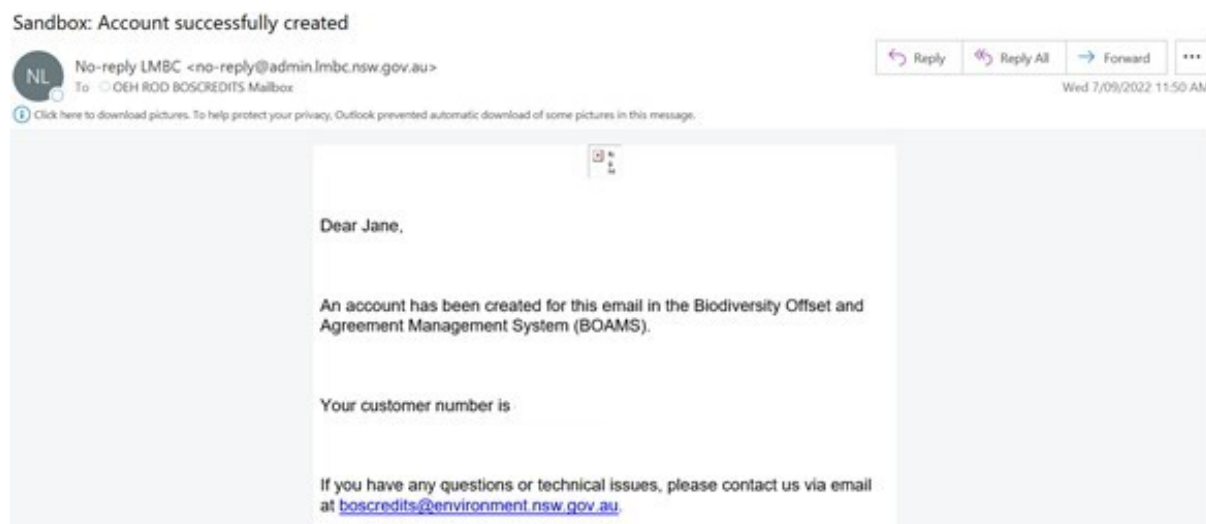


Figure 4 Email received when a community user account is created

Expression of interest

An EOI lists credits that have potential to be created by a BSA. These potential credits are listed on the credit supply public register for 12 months. A community user may want to list an EOI to identify potential interested purchasers of credits before proceeding to establish a BSA.

Creating an expression of interest

1. A community user can create an EOI by clicking on the 'Expression of Interest' button on the BOAMS landing page (Figure 5).

 Please go through FAQ's to make your online experience better.

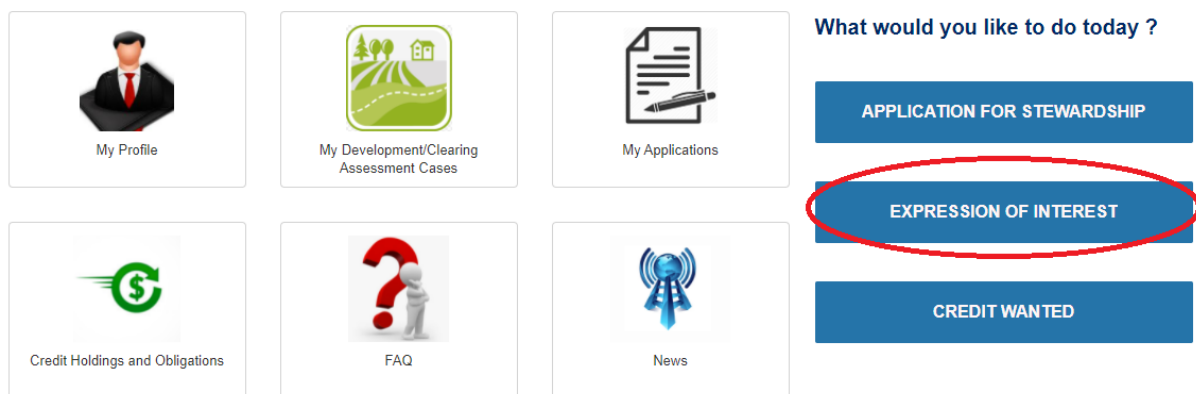


Figure 5 Location of button to start an EOI case

2. Complete all mandatory fields on the EOI listing page, including the landholder details, contact for EOI enquiries or notifications and proposed stewardship site sections (Figure 6), and any optional fields you wish to complete. All mandatory fields in BOAMS are marked with a red asterisk *.

Note that the contact information (name and contact details) included on the listing will be displayed on the credit supply register.

You can find information on your lot and deposited plan (DP) on the Land Registry Services 'NSW LRS Online' portal.

3. Once you have completed all the fields, click 'Save'.
4. The case page for the saved case will appear (Figure 7). The case can now be edited to add new case parties and add a property.
5. To add a new case party, click 'New' on the case party tab. A dialog box with the case parties that can be added will appear (Figure 8). A community user may want to add a new contact person case party to an EOI case. This should be someone who can represent you appropriately if you are contacted and agrees to have their contact details displayed on a public register. The other case party types are unlikely to be used by community users.
6. Vegetation and threatened species will need to be added to the EOI listing. Add these by clicking on the 'Vegetation & Threatened Species' button at the top right of the EOI case page (Figure 9).

To add vegetation and threatened species, you will need to enable pop-ups in your browser. You will be prompted to enable pop-ups.

Landowner's Details

Fill in your details.

Title
Miss

* First name
Jane

* Last name
Doe

* Street number
123

* Street name
Offset Road

* Suburb
Yass

State
New South Wales

* Postcode
2582

Contact for EOI enquiries or notifications

* Name
Joe Bloggs

Phone

Mobile

Fax

* Email
joebloggs@fakemail.com.au

* Preferred Contact for credits or notifications
 Designated Email address (it will be displayed on EOI public register)
 BCT to receive inquiries from potential buyers and forward these to the landowner

Proposed Biodiversity Stewardship Site

* Property Name
Offset Street site

* Property Address
123 Offset Road

* Suburb
Yass

State
New South Wales

* Postcode
2582

Approx Area (hectares)

Lot and DP

CANCEL SAVE

Figure 6 EOI listing details page

Home CASES CREDIT HOLDINGS/O...

Case
Expression of Interest

Vegetation & Threatened Species Edit Submit

Status: New Application Number: 00035781

Details

Subject: Expression of Interest Status: New

Description: Public Register Expiry Date: 9/05/2024

Contact Person on Register: CP-39556

Case Information

Contact Name: Kirsten McWhirter

Case Parties (1) New

Party ID	Parent Ca...	Last Name	First Name
CP-39556		Doe	Jane

View All

Properties (1) New

Property Name: PN-0251641

View All

Vegetation & Threatened Species listing (0)

Attachments (0) Upload Files

Upload Files Or drop files

Figure 7 EOI case page

New Case Party

Select a record type

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

Cancel Next

Figure 8 Selecting the type of case party – community users will mostly use the 'Contact Person' case party type

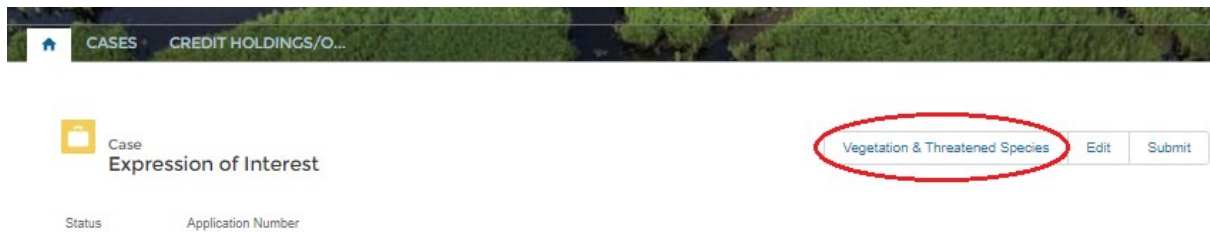


Figure 9 'Vegetation & Threatened Species' button on the EOI case page

7. The 'Vegetation & Threatened Species' tool will open in a new tab in your web browser (Figure 10). Complete all mandatory fields in this tool to identify possible vegetation and threatened species for your EOI listing:
 - a. Nominate the Interim Biogeographic Regionalisation for Australia (IBRA) region and IBRA subregion from the 2 drop-down lists. The lists make it easier to find the right options.
 - b. To add a plant community type (PCT) to the listing, search for the PCT by typing the PCT name or PCT ID in the 'Add Plant Community Type' field. Select the relevant PCT from the list that appears and click 'Add PCT' to add it to the listing (Figure 11, Figure 12). Only PCTs that occur in the nominated IBRA region and subregion will appear in the results list unless the tick box is checked to search across all regions and subregions. Repeat this step for all PCTs to be included in the listing.
 - c. To add a threatened species to the listing, search for it by typing its common or scientific name in the 'Add threatened species' field. Select the relevant species from the list that appears and click 'Add Species' to add it to the listing (Figure 11). Only threatened species that occur in the nominated IBRA region and subregion will appear in the results list unless the tick box is checked to search across all regions and subregions. Repeat this step for all threatened species to be included in the listing.
8. In the 'Formation list', enter the area in hectares (ha) on the proposed stewardship site for each PCT in the 'Area (ha)' column (Figure 13).
9. In the 'Threatened species list', enter the area in hectares (ha) of habitat for each threatened species in 'Area (ha)' column (Figure 13).

 A screenshot of the 'Vegetation & Threatened Species' tool interface. At the top left is the NSW Government logo. The title 'Vegetation & Threatened Species' is centered. Below the title, a note states 'All fields marked with an asterisk (*) are mandatory'. There are two dropdown menus: 'Interim Biogeographic Regionalisation for Australia (IBRA) *' and 'IBRA subregion *'. Below these are labels for 'IBRA Region:' and 'IBRA Sub Region:'. The interface contains two tables: 'Formation list' and 'Threatened species list'. The 'Formation list' table has columns for 'Formation', 'Area (ha) *', and 'Action'. The 'Threatened species list' table has columns for 'Threatened species', 'Area (ha) *', and 'Action'. At the bottom right, there are 'RESET' and 'SAVE' buttons.

Figure 10 'Vegetation & Threatened Species' tool



Vegetation & Threatened Species

All fields marked with an asterisk (*) are mandatory

Interim Biogeographic Regionalisation for Australia (IBRA) *
Cobar Peneplain

IBRA subregion *
Canbelego Downs

Add formation
ADD FORMATION

Search Plant Community Types (PCTs) in all IBRA regions
Add Plant Community Type (PCT) *
Search by PCT name or PCT Id
ADD PCT

Search threatened species in all IBRA regions/sub regions
Add threatened species *
Search by threatened species profile ID number or the common or scientific name
ADD SPECIES

IBRA Region: Cobar Peneplain
IBRA Sub Region: Canbelego Downs

Formation list

Formation	Area (ha) *	Action
Arid Shrublands (Acacia sub-formation) PCTs 123 - Mulga - Dead Finish on stony hills mainly of the Channel Country Bioregion and Broken Hill Complex Bioregion Search by PCT name or PCT Id to search PCTs under this form ADD PCT	16	Remove
Semi-arid Woodlands (Shrubby sub-formation) PCTs 108 - Gum Coolabah - Mulga open woodland on gravel ridges of the Cobar Peneplain Bioregion Search by PCT name or PCT Id to search PCTs under this form ADD PCT	36	Remove

Threatened species list

Threatened species	Area (ha) *	Action
<i>Sida rohlenae</i> (Shrub Sida)	37	Remove

RESET SAVE

Search by PCT name or ID number to find the ecosystem or species credit you are after. Click on the 'add PCT' and 'add species' to add credits to the below list

Add the area size (ha) to your EOI case

Figure 11 Adding PCTs and threatened species to the EOI listing

All fields marked with an asterisk (*) are mandatory

Interim Biogeographic Regionalisation for Australia (IBRA) *
Cobar Peneplain

IBRA subregion *
Canbelego Downs

Add formation
ADD FORMATION

Search Plant Community Types (PCTs) in all IBRA regions
Add Plant Community Type (PCT) *
123
ADD PCT

Search threatened species in all IBRA regions/sub regions
Add threatened species *
Please choose from below.
123 - Mulga - Dead Finish on stony hills mainly of the Channel Country Bioregion and Broken Hill Complex Bioregion

IBRA Region: Cobar Peneplain
IBRA Sub Region: Canbelego Downs

Formation list

Formation	Area (ha) *	Action
Arid Shrublands (Acacia sub-formation) PCTs	4	Remove

Figure 12 Selecting and adding a PCT from the search results

IBRA Region: Cobar Peneplain
IBRA Sub Region: Canbelego Downs

Formation list

Formation	Area (ha) *	Action
Arid Shrublands (Acacia sub-formation) PCTs 123 - Mulga - Dead Finish on stony hills mainly of the Channel Country Bioregion and Broken Hill Complex Bioregion	4	Remove
Search by PCT name or PCT Id to search PCTs under this form <input type="text"/> <input type="button" value="ADD PCT"/>		
Semi-arid Woodlands (Shrubby sub-formation) PCTs 108 - Gum Coolabah - Mulga open woodland on gravel ridges of the Cobar Peneplain Bioregion	2.1	Remove
Search by PCT name or PCT Id to search PCTs under this form <input type="text"/> <input type="button" value="ADD PCT"/>		

Threatened species list

Threatened species	Area (ha) *	Action
<i>Sida rohlenae</i> (Shrub Sida)	37	Remove

Figure 13 Adding the area in hectares of PCTs and threatened species

- Once you have put in all the credits you need for your EOI, click 'Save' and the vegetation and threatened species will be added to the EOI listing (Figure 14).
- Return to the EOI case page in BOAMS.
- Click the 'Submit' button at the top right of the EOI case page to submit the EOI to appear on the credit supply register. An EOI case can only be submitted when vegetation and threatened species information is included.
- Once the EOI application has been submitted, the 'Status' at the top left of the case page should change to 'Submitted'. If not, the EOI won't appear on the public register.
- You should receive an automated email confirming the EOI case has been submitted.
- The submitted EOI case will appear on the credit supply public register. Prospective credit buyers will then be able to contact you with regards to creation of the credits.



Figure 14 Confirmation that PCT and threatened species information has been saved

Changing the expiry date of an EOI listing

The expiry date of an EOI listing can be changed to extend, relist or delist the listing (Figure 15).

- To extend the listing, set the expiry date to a future date before the case reaches its current expiry date.

2. To relist an expired listing, set the expiry date to a future date.
3. To delist a listing, set the expiry date to at least the next calendar day. This ensures all relevant emails are triggered and the status change is applied so the case expires and is removed from the credit supply public register.

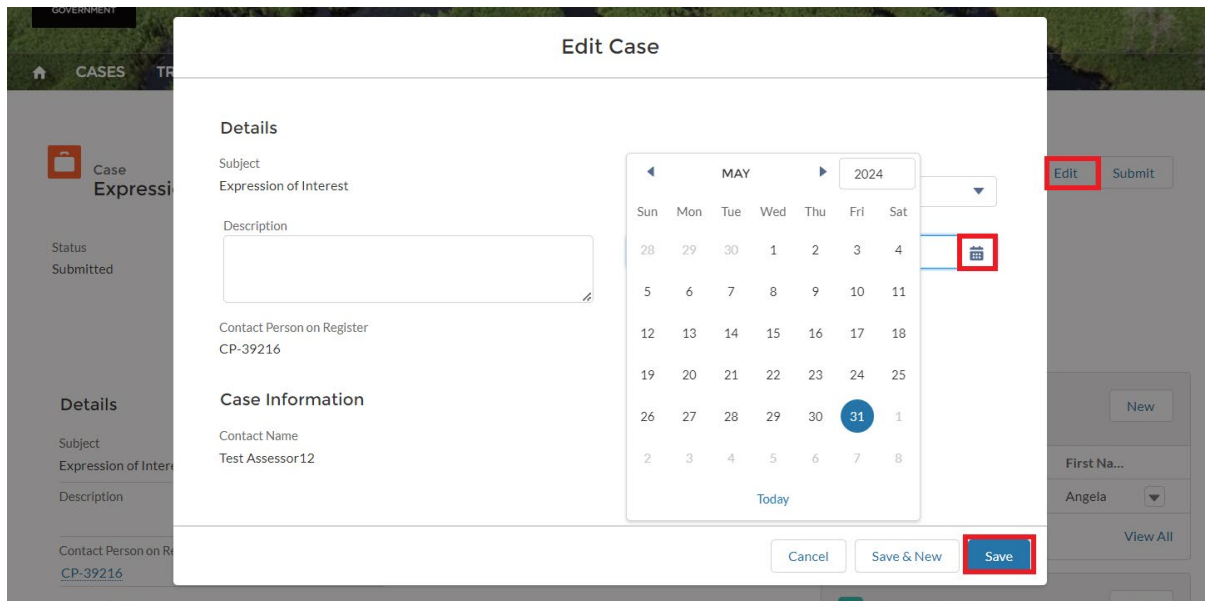


Figure 15 Changing the expiry date will extend, relist or delist an EOI listing

Terminating an EOI listing

An EOI listing can be terminated for any reason. You may wish to remove an EOI listing from the credit supply public register because you have found buyers for the credits, the listing was made in error or has a mistake, or it is no longer required for some other reason.

To terminate an EOI listing, from the EOI case page, edit the case to set the status to 'Terminated' and click 'Save' (Figure 16).

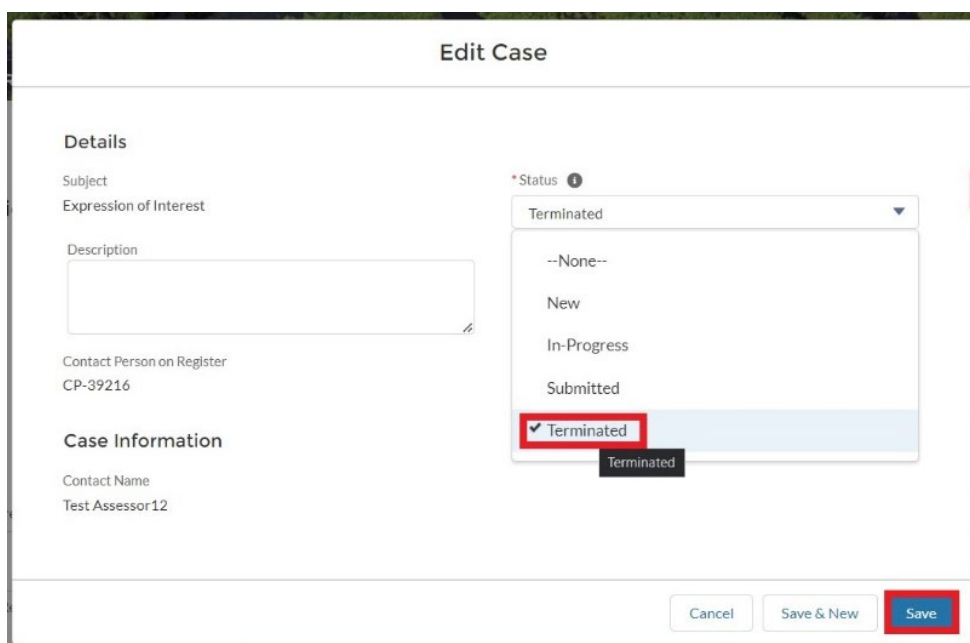


Figure 16 Setting the case status to 'Terminated' to terminate an EOI listing

The initial process of listing EOIs in BOAMS is managed by the Biodiversity Credits Supply Taskforce (the Taskforce). The Taskforce provides advice about listing an EOI for a BSA.

Email any enquiries about creating, editing the expiry date and terminating an EOI listing to the Taskforce.

Please contact the TAS team if there appears to be a problem with the operation of BOAMS while listing an EOI.

Credit supply register display for EOIs

Table 2 shows the information displayed on the credit supply register, with examples.

Table 2 Information displayed on the credit supply register for an EOI listing

Item	Example
Credit status	Expression of interest
Whether it is an ecosystem or species credit	Ecosystem or species
For ecosystem credits	
PCT common name	Rusty Fig - Native Quince - Native Olive dry rainforest of the Central Hunter Valley
For species credits	
Species ID	10616
Species scientific name	<i>Phascolarctos cinereus</i>
Species common name	Koala
IBRA subregion	Hunter
IBRA region	Sydney Basin
PCT ID	154
Vegetation formation	Rainforest

Credit wanted (credit demand) listing

The credit demand register is where buyers can list credits they are interested in buying to meet an offset obligation.



Credit wanted listings may be interchangeably referred to as credit demand listings.

Both accredited assessors and community users in BOAMS can create credit wanted listings. Both users need to enter information in fields marked * at a minimum, as these will be mandatory fields.

Creating a credit wanted (credit demand) listing

1. To create a credit wanted listing, click on the 'Credit Wanted' button on the BOAMS landing page (Figure 17).
2. Complete all mandatory fields (marked *) and any optional fields on the 'Credit Wanted Register' page, selecting whether the credits are wanted by an individual or a company.
3. **For a listing on behalf of an individual** – enter the required details (Figure 18). At a minimum, please put in the first and last name of individual, street address and contact details. Once completed, click 'Save'.
4. **For a listing on behalf of a company** – enter the required details (Figure 19). At a minimum, please put in registered company name, Australian Business Number (ABN) and/or Australian Company Number (ACN), street address and contact details. Once completed, click 'Save'.

The 'Credit Wanted' case page will appear (Figure 20). Here you can edit the case, add new case parties and add vegetation and threatened species to your credit wanted listing. There will be a case party under the 'Case Parties' tab that is referred to as the default case party.

 [The first step in the process is to complete your profile - Go to Profile](#)
 [Please go through FAQ's to make your online experience better.](#)

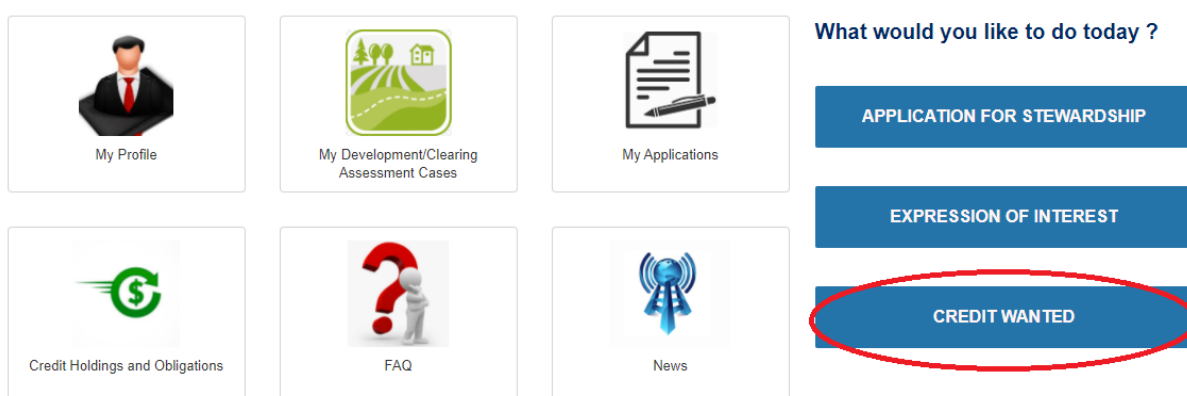


Figure 17 'Credit Wanted' button on the BOAMS landing page

Note that the contact information (name and contact details) included for the default case party will be displayed on the credit demand register. Please ensure all contact details are correct. Contact information may be used by prospective credit sellers who can supply the credits that are wanted.

Credit Wanted Register

Please enter credits wanted information.

If an individual If a company

Individual Details

Title

Mrs

* First name

Jane

* Last name

Doe

Street address

* Street number

123

* Street name

Offset Street

* Suburb

Yass

* State

New South Wales

* Postcode

2435

Mailing address

Street number

123

Street name

Offset Street

Suburb

Yass

State

New South Wales

Postcode

2435

Contact details to display on the register

* Name

Joe Bloggs

phone

0412345678

Mobile

0412345678

Fax

* Email

offset@yass.com.au

Do the wanted credits relate to offsetting requirements for an approved development?

CANCEL

SAVE

Figure 18 'Credit Wanted Register' page for an individual wanting credits

If an individual If a company

Company Details

*Registered Name
WOOLWORTHS GROUP LIMITED

ABN
88 000 014 675

ACN

GST Registered

Street address

*Street number
123

*Street name
Woolworths St

*Suburb
Sydney

*State
New South Wales

*Postcode
2000

Mailing address

Street number

Street name

Suburb

State
Australian Capital Territory

Postcode

Contact details to display on the register

*Name
Joe Bloggs

phone

Mobile

Fax

*Email
Joe.bloggs@fakeemail.com

Do the wanted credits relate to offsetting requirements for an approved development?

CANCEL SAVE

Figure 19 'Credit Wanted Register' page for a company wanting credits

The screenshot shows the 'Credit Wanted' case page. At the top, there are navigation links for 'CASES' and 'CREDIT HOLDINGS/O...'. The main heading is 'Case Credit Wanted'. On the right, there are buttons for 'Vegetation & Threatened Species', 'Edit', and 'Submit'. Below the heading, the status is 'New' and the application number is '00021152'. The 'Details' section includes fields for Subject (Credit Wanted), Description, Public Register Expiry Date (3/07/2022), and Contact Person on Register (CP-16139). The 'Case Information' section shows the Contact Name as Kirsten McWhirter. On the right, there is a 'Case Parties (1)' section with a table showing one party: CP-16139, Doe, Jane. Below that is an 'Attachments (0)' section with an 'Upload Files' button. At the bottom right, there is a button for 'Vegetation & Threatened Species listing (0)'.

Figure 20 'Credit Wanted' case page

5. Add the credits wanted by clicking on the 'Vegetation & Threatened Species' button at the top right. The 'Vegetation & Threatened Species' tool will open in a new tab in your web browser (Figure 21).

To add vegetation and threatened species you will need to enable pop-ups in your browser. You will be prompted to enable pop-ups.

The screenshot shows the 'Vegetation & Threatened Species' tool interface. It features the NSW Government logo on the left. The main heading is 'Vegetation & Threatened Species'. Below the heading, there is a note: 'All fields marked with an asterisk (*) are mandatory'. The form includes a dropdown for 'Interim Biogeographic Regionalisation for Australia (IBRA) *', a dropdown for 'Add IBRA subregion', and a button for 'ADD SUBREGION'. Below these, there is a section for 'Selected IBRA Sub Region(s) *' with 'IBRA Region:' and 'IBRA Sub Region(s):' labels. The 'PCT list' section has a table with columns for 'PCT- Common name', 'Credits', and 'Action'. The 'Threatened species list' section has a table with columns for 'Threatened species', 'Credits', and 'Action'. At the bottom right, there are 'RESET' and 'SAVE' buttons.

Figure 21 'Vegetation & Threatened Species' tool

6. Complete all mandatory fields in this tool to identify the credits wanted for your credit wanted listing:
 - a. Nominate IBRA region and IBRA subregion from the 2 drop-down lists. The lists make it easier to find the right options.
 - b. To add a PCT to the listing, search for the PCT by typing the PCT name or PCT ID in the 'Add Plant Community Type' field. Select the relevant PCT from the list that appears and click 'Add PCT' to add it to the listing (Figure 22). Only PCTs that occur in the nominated IBRA region and subregion will appear in the results list unless the tick box is checked to search across all regions and subregions. Repeat this step for all PCTs to be included in the listing.
 - c. To add a threatened species to the listing, search for it by typing its common or scientific name in the 'Add threatened species' field. Select the relevant species from the list that appears and click 'Add species' to add it to the listing (Figure 22). Only threatened species that occur in the nominated IBRA region and subregion will appear in the results list unless the tick box is checked to search across all regions and subregions. Repeat this step for all threatened species to be included in the listing.
7. In the 'PCT list', enter the number of credits wanted for each PCT in the 'Credits' column (Figure 22).
8. In the 'Threatened species list', enter the number of credits wanted for each threatened species in the 'Credits' column (Figure 22).

Vegetation & Threatened Species

All fields marked with an asterisk (*) are mandatory

Interim Biogeographic Regionalisation for Australia (IBRA) *

Add IBRA subregion

Selected IBRA Sub Region(s) * Canbelego Downs

Search Plant Community Types (PCTs) in all IBRA regions
Add Plant Community Type (PCT)

Search threatened species in all IBRA regions/sub regions
Add threatened species

IBRA Region: Cobar Penneplain
IBRA Sub Region(s): Canbelego Downs

PCT list

PCT- Common name	Credits	Action
123 - Mulga - Dead Finish on stony hills mainly of the Channel Country Bioregion and Broken Hill Complex Bioregion	<input type="text" value="16"/>	<input type="button" value="Remove"/>
108 - Gum Coolabah - Mulga open woodland on gravel ridges of the Cobar Penneplain Bioregion	<input type="text" value="36"/>	<input type="button" value="Remove"/>

Threatened species list

Threatened species	Credits	Action
<i>Sida rohlenae</i> (Shrub Sida)	<input type="text" value="37"/>	<input type="button" value="Remove"/>

Search by PCT name or ID number to find the ecosystem or species credit you are after. Click on the 'add PCT' and 'add species' to add credits to the below list

Add the number of credits you need for each PCT or species here

Figure 22 Adding PCTs and threatened species to a credit wanted listing

9. Once you have put in all the credits you want, click 'Save' and the vegetation and threatened species will be added to the credit wanted listing.
10. Return to the credit wanted case page in BOAMS.
11. Click the 'Submit' button at the top right of the credit wanted case page (Figure 23) to submit the credit wanted case to appear on the credit demand register. A credit wanted case can only be submitted when vegetation and threatened species information is included.

12. Once the credit wanted case has been submitted, the 'Status' at the top left of the case page should change to 'Submitted'. If not, the credit wanted case won't appear on the public register.
13. You should receive an automated email confirming the credit wanted case has been submitted.
14. The submitted credit wanted case will appear on the credit demand public register. Prospective credit sellers will then be able to contact you with regards to the sale of the wanted credits.
15. The contact person on the listing can be changed at any time:
 - a. It is recommended that the contact details on the public register are set on either the default case party or a contact person case party.
 - b. Where the current contact details are set on the default case party, the details can be editing on that case party record. The contact details can be removed entirely from the register by unticking 'Show contact details on Public Register?' on that record.
 - c. Where the current contact details are set on a contact person case party, that contact can be removed from the register by unticking 'Show contact details on Public Register?'. A new contact person can be set by creating a new contact person case party and ticking 'Show contact details on Public Register?' on the new contact person case party.

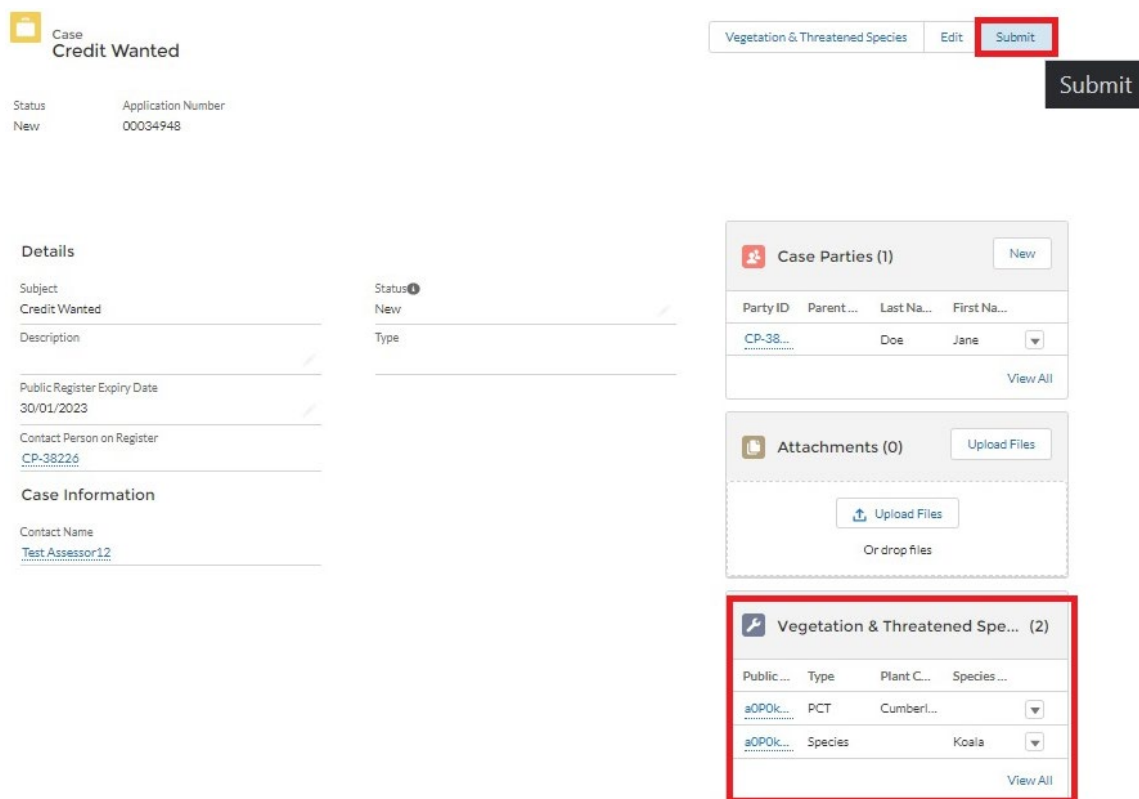


Figure 23 'Vegetation & Threatened Species' tab and 'Submit' button

A credit wanted listing will stay on the public register for 100 days. A listing can be delisted, or extended up to 100 days from the original listing expiry date. There is no limit to the number of listings one person can create.

Click on the 'My Applications' tile on the BOAMS landing page to edit, view and see the status of the credit wanted listing.

Credit demand listing expiry

Expiry reminders

The contact person on a credit wanted listing will receive an automated expiry reminder email 10 days, 5 days and 1 day before the listing expires (Figure 24).

No-reply LMBC <no-reply@admin.lmbc.nsw.gov.au>

To ○

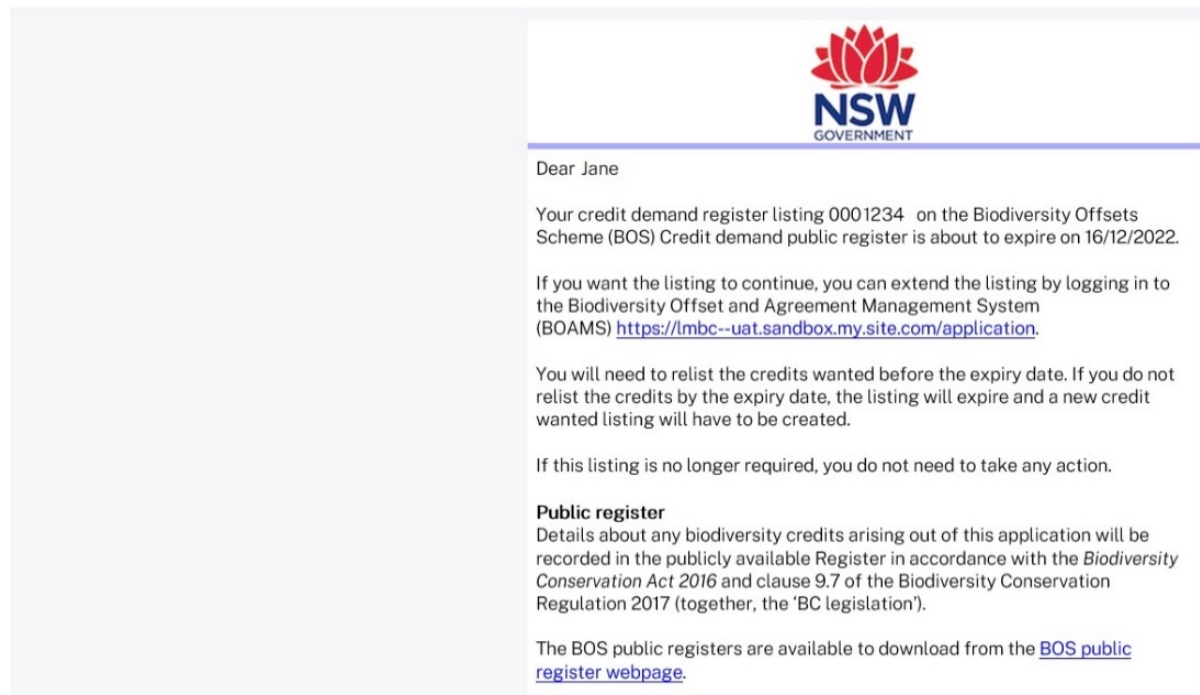


Figure 24 Email received when a credit wanted listing is about to expire

Changing the expiry date of a credit wanted listing

The expiry date of a credit wanted listing can be changed to extend, relist or delist the listing (Figure 25).

1. To extend the listing, set the expiry date to a future date before the case reaches its current expiry date.
2. To relist an expired listing, set the expiry date to a future date.
3. To delist a listing, set the expiry date to at least the next calendar day. This ensures all relevant emails are triggered and the status change is applied so the case expires and is removed from the credit demand public register.

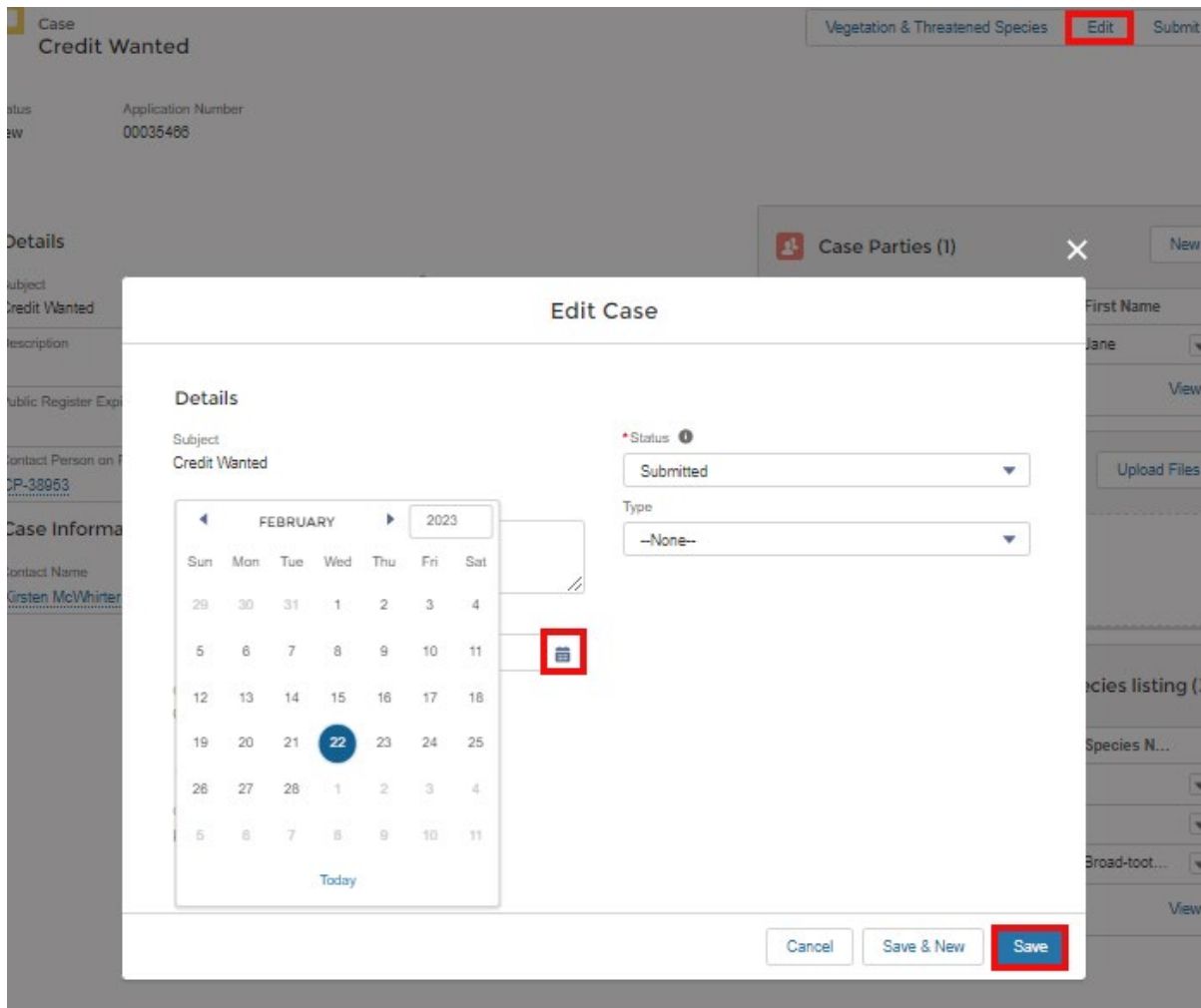
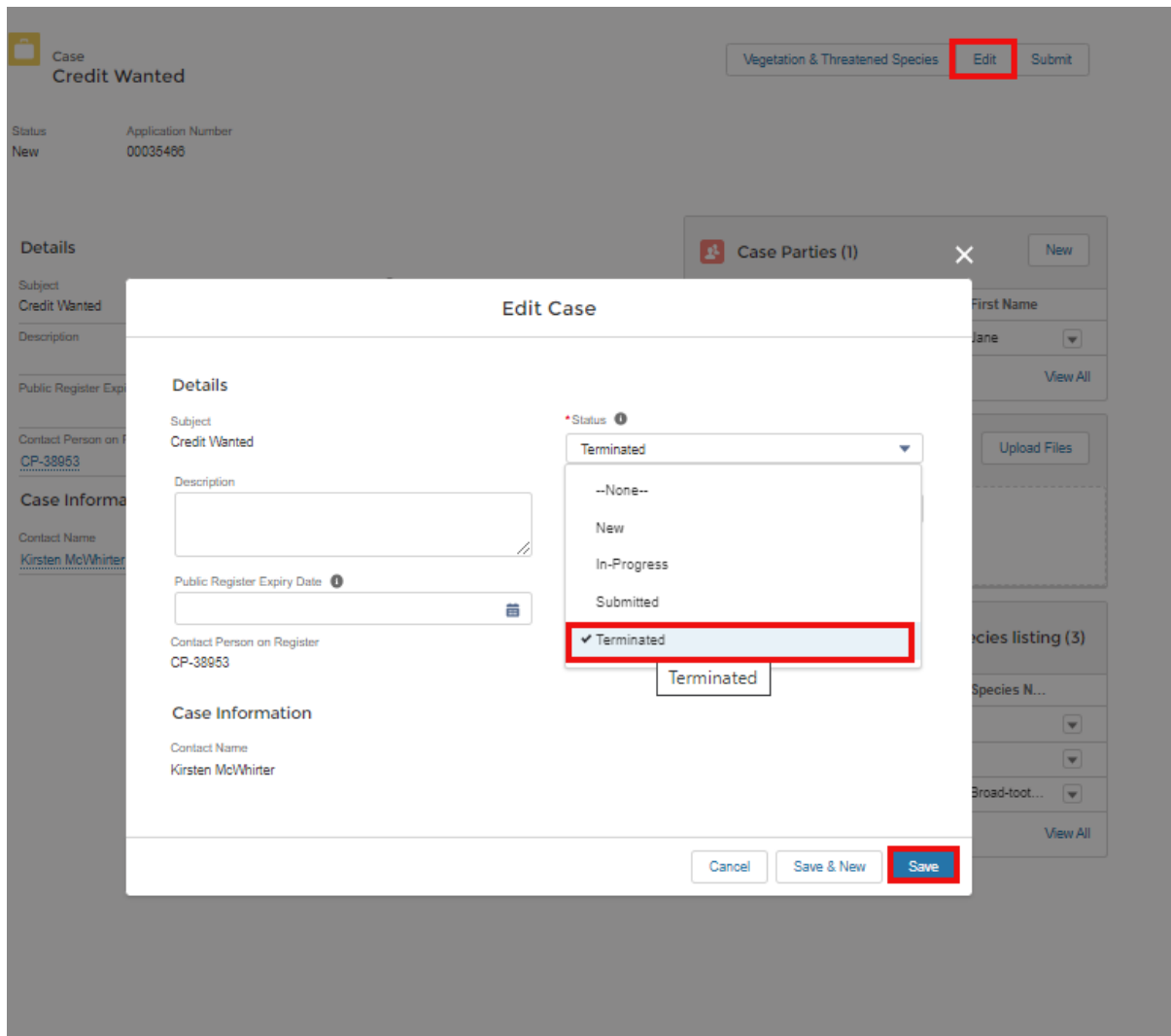


Figure 25 Changing the expiry date will extend, relist or delist a credit wanted listing

Terminating a credit wanted listing

A credit wanted listing can be terminated for any reason. You may wish to remove a credit wanted listing from the credit demand public register because the credits have been obtained, the listing was made in error or has a mistake, or it is no longer required for some other reason.

To terminate a credit wanted listing, from the credit wanted case page, edit the case to set the status to 'Terminated' and click 'Save' (Figure 26).



The screenshot shows a web application interface for managing a 'Credit Wanted' case. The main page is titled 'Case Credit Wanted' and includes a navigation bar with 'Vegetation & Threatened Species', 'Edit', and 'Submit' buttons. The 'Edit' button is highlighted with a red box. Below the navigation bar, the case details are shown: Status: New, Application Number: 00035488. A 'Details' sidebar on the left lists fields like Subject, Description, and Public Register Expiry Date. A 'Case Parties (1)' modal is open, showing a list of parties with a 'New' button. The 'Edit Case' modal is the central focus, displaying a 'Details' section with a 'Status' dropdown menu. The dropdown menu is open, showing options: --None--, New, In-Progress, Submitted, and Terminated. The 'Terminated' option is selected and highlighted with a red box. Below the dropdown menu, a 'Terminated' button is visible. At the bottom of the modal, there are three buttons: 'Cancel', 'Save & New', and 'Save'. The 'Save' button is highlighted with a red box.

Figure 26 Setting the case status to 'Terminated' to terminate a credit wanted listing

Credit demand register display for credits wanted

Table 3 shows the information displayed on the credit demand register, with examples.

Table 3 Information displayed on the credit demand register for a credit wanted listing

Item	Example
Credit status	Credits wanted
Whether it is an ecosystem or species credit	Ecosystem or species
Number of credits	56
For ecosystem credits	
PCT ID	154
PCT common name	Rusty Fig - Native Quince - Native Olive dry rainforest of the Central Hunter Valley
For species credits	
Species ID	10616
Species scientific name	<i>Phascolarctos cinereus</i>
Species common name	Koala
IBRA subregion	Hunter
IBRA region	Sydney Basin
Vegetation formation	Rainforests
Contact first name	First name
Contact last name	Last name
Contact email	BOScredits@environment.nsw.gov.au
Contact mobile	0400 000 000
Listed date	6/04/2023
Case number	00023344
Public register expiry date	6/10/2023

View credit obligations

Credit obligations created by a development/clearing case can be seen by a community user when that community user is the landholder on the specific case. The development/clearing case will be created and finalised by an accredited assessor.

1. There are 2 ways to navigate to your credit obligations from the BOAMS landing page (Figure 27):
 - a. click on 'Credit Holdings/Obligations' in the top navigation bar
 - b. click on the 'Credit Holdings and Obligations' tile.

Both options will take you to the same page.

2. Ensure the 'List Views' drop-down list is set to 'Obligations' (Figure 28).
3. All credit obligations created by development/clearing cases where the community user is the landholder case party will appear in a list (Figure 29).
4. The columns in the table of credit obligations are:
 - a. Credit ID – a unique identifier for the credit obligation generated for that credit class
 - b. Case – the 8-digit case number for the development/clearing case that created the obligation
 - c. Credit type – ecosystem or species credits
 - d. Plant community type name – name of the PCT for an ecosystem credit
 - e. Available/approved credits – number of credits generated by the credit obligation.

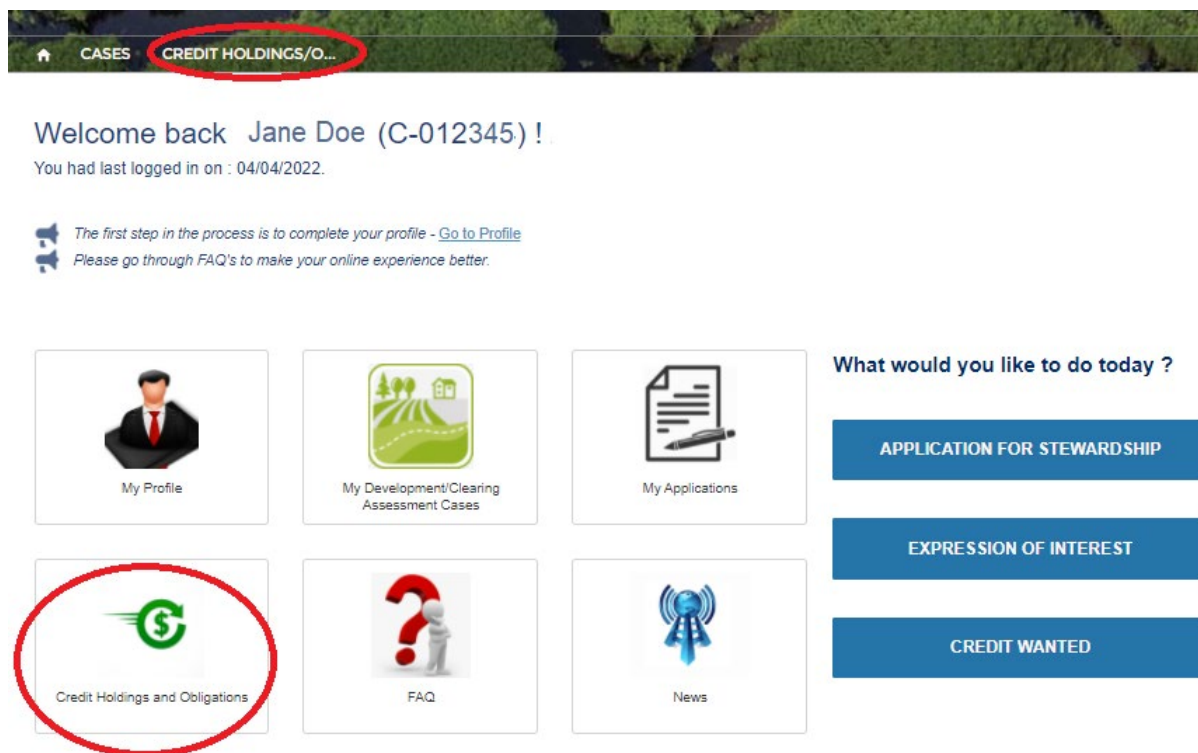


Figure 27 Ways to navigate to your credit obligations from the BOAMS landing page

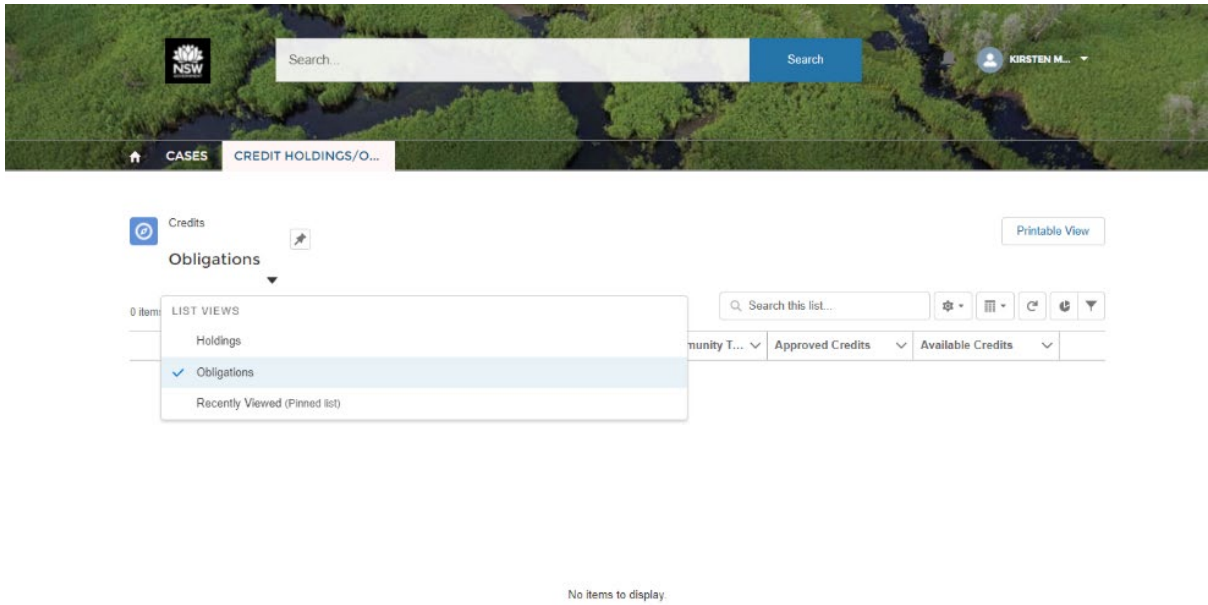


Figure 28 Setting the list view to 'Obligations'

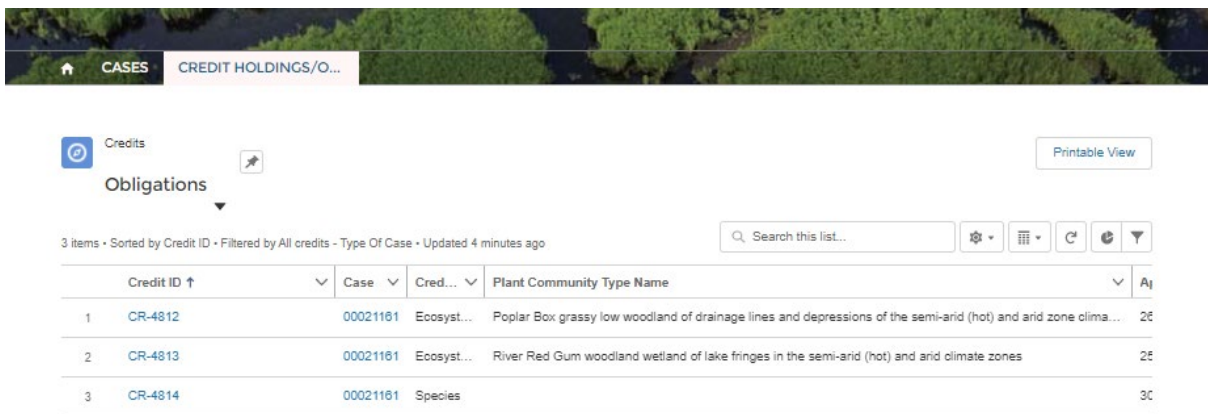


Figure 29 List of credit obligations for development/clearing cases

Supplementary information

Special terms used in this guide

The 'Offsets scheme glossary of terms' provides definitions and explanations of terms used in the scheme and throughout this guide. Table 4 below explains some terms specific to this guide.

Table 4 Additional terms used in this guide

Term	Description	Location of Information
Transactions and Systems Team (TAS Team)	The team within the department that looks after enquiries regarding BOAMS, the public registers, transactions and credit equivalences.	Not applicable.
Biodiversity Credits Supply Taskforce (the Taskforce)	The team that processes BSA applications, operates the Biodiversity Credits Supply Fund and manages expression of interest listings on the credit supply public register.	Refer to the 'About the Biodiversity Credits Supply Fund and Taskforce' webpage for more information on the Taskforce.
Case	A high level entry into BOAMS Different activity types in BOAMS are called cases. Types of cases in BOAMS include: <ul style="list-style-type: none"> • development/vegetation clearing case • application for stewardship • EOI • credit wanted (demand). 	Cases are held within BOAMS.
Account	A central location for information regarding the scheme and proponents of proposals requiring assessments under the BAM. The account could be a community user account or Assessor account for example.	An account is held within BOAMS.
Community user	A person who is not an accredited assessor or a member of the department engaged in administering functions managed by BOAMS. This includes landholders, proponents, and brokers.	Not applicable.
Customer account number	Has the format C-XXXXXX A trackable number for the account of a person or business All case parties will be linked to a customer account.	The customer account number appears on a confirmation page after a new account is created. This number is emailed to customers by BOAMS. Where an assessor has created the account, the assessor should also provide the customer number to the customer and recommend it is stored by them for future reference.

Term	Description	Location of Information
Credit holding	Has the format CH-XXX Contains all credits created by a BSA, or all credits transferred to a customer in one transaction.	Provided by the Taskforce to the landholder upon a stewardship agreement being registered. The Taskforce should be contacted if any information about a credit ID is required.
CT number	Has the format CT-XXX Unique identifier for a transaction/credit holding.	Not currently displayed in BOAMS.

Types of case parties

Table 5 Descriptions of different types of case parties

Case party type	Description	Examples of use of this case party type
Individual landholder	The owner of the subject land that is an individual person. For example, the owner of the land proposed for a BSA, or the owner of the subject land proposed for development, an activity, vegetation clearing or biodiversity certification. See below on adding information on individuals.	An individual landholder applying for a BSA An individual proponent for a development or vegetation clearing proposal A partner in an individual partnership
Assessor	An accredited assessor working on the assessment. Additional assessor case parties may be added where multiple assessors are working on an assessment or ownership of an assessment is being transferred to another assessor. Accredited assessors must not enter themselves as authorised persons unless they hold the appropriate legal authority (e.g. a valid power of attorney) to act as the authorised person.	An additional assessor working on the case for an assessment
Authorised person	The person who has legal authority to act on behalf of another party. For example, a company director, company secretary, someone acting under a power of attorney.	A director or secretary under section 127 of the <i>Corporations Act 2001</i> (Cth) A trust
Consent authority member	Determining authority for activities assessed under Part 5 of the EP&A Act and for departmental regional branches reviewing Biodiversity Assessment Reports. Detailed guidance on adding a consent authority member case party is available in <i>Assessor Update 48</i> .	The department A public authority other than a council

Case party type	Description	Examples of use of this case party type
Contact person	The public contact for phone enquiries and for listing of information on the public registers. A contact person does not have to have legal authority to act; however, the contact person may also be an authorised person.	The individual who is the contact person for the case
Corporation landholder	The owner of the subject land that is a corporation. For example, the corporation that owns the land proposed for a BSA or the corporation that owns the subject land proposed for development, an activity, vegetation clearing or biodiversity certification.	A landholder that is a business or other organisation that is applying for a BSA A proponent that is a business or other organisation applying for vegetation or development clearing A partner in a business or other organisation partnership A public authority other than a council
Council member	Local councils, being the consent authority under Part 4 of the EP&A Act reviewing Biodiversity Development Assessment Reports. Detailed guidance on adding a consent authority case party is available in <i>Assessor Update 48</i> .	A local council

Credit ownership report

The department has developed a new credit ownership report for credits in the scheme, in PDF format.

This report is available for a credit holding and identifies all credit owners, and outlines the status, number and class of credits that are available in the credit holding.

The report is available to credit holders (credit owners) following the registration of a BSA on the land title and when a transfer of credits has been completed.

Owners of credits can also request an ownership report at any time by sending an email to BOSCREDITS@environment.nsw.gov.au. The email request must include your full name and the credit holding reference. Additional information may be requested by the department to ensure the correct ownership report is provided.

Previous emails and reports

The department recommends that any important correspondence from the department or your accredited assessor and any reports prepared on your behalf be kept in your records. This information may be required for a future BAM assessment or application to transfer or retire BAM credits.

Emails from the department may include important information such as the credit holding ID and credit ID of credits transferred to your ownership.

Emails from BOAMS will come from no-reply@admin.lmbc.nsw.gov.au. Please refer to Table 6 for other email addresses from which you may receive emails in relation to BOAMS.

Where to get help and more information

Where to direct enquiries

Table 6 provides contact details for enquiries you may have when navigating your way through the scheme.

Table 6 Contact details by topic/issue

Topic/Issue	Contact
General enquiries regarding the BOS	BOS.helpdesk@environment.nsw.gov.au
Creating or accessing a Community User account	BOSCREDITS@environment.nsw.gov.au
Biodiversity stewardship applications	Stewardship@environment.nsw.gov.au
Expression of interest case – initial listing	stewardship@environment.nsw.gov.au
Expression of interest case – system issues	BOSCREDITS@environment.nsw.gov.au
Credit wanted case – initial listing	BOSCREDITS@environment.nsw.gov.au
Credit wanted case – system issues	BOSCREDITS@environment.nsw.gov.au

More information

The following are links to useful information for you to refer to when using BOAMS.

- [About the Biodiversity Credits Supply Fund and Taskforce](#)
- [Biodiversity Assessment Method 2020](#)
- [Biodiversity Offsets and Agreement Management System \(BOAMS\)](#)
- Biodiversity Offsets and Agreement Management System (BOAMS) Guide for Accredited Assessors
- [Biodiversity Offsets Scheme Accredited Assessor Update 48](#)
- [Biodiversity Offsets Scheme homepage](#)
- [Biodiversity Offsets Scheme public registers](#)
- [BOAMS community user login page](#)
- [Buying and selling credits and market information](#)
- [Credit Demand Expression of Interest](#)
- [Credit obligations](#)
- [Credits transactions](#)
- [Land Registry Services NSW LRS Online](#)
- [Offsets scheme glossary of terms](#)
- [Stewardship Expression of Interest](#)
- [What are biodiversity credits?](#)