



Biodiversity Offsets and Agreement Management System

Guide for community users

Department of Climate Change,
Energy, the Environment and Water



Acknowledgement of Country

Department of Climate Change, Energy, the Environment and Water 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This resource may contain images or names of deceased persons in photographs or historical content.

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1. Introduction

The Biodiversity Offsets Agreement Management System (BOAMS) is the system used by the NSW Department of Climate Change, Energy, the Environment and Water to administer and manage accounts, biodiversity credits and credit obligations in the Biodiversity Offsets Scheme.

This guide is for community users. It explains how to use BOAMS as a community user and provides guidance on:

- finding and understanding information in BOAMS
- managing a community user account
- creating cases for credit demand, expressions of interest and applications for stewardship
- where to get help with using 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 department at BOSCREDITS@environment.nsw.gov.au.

For more information about where to direct enquiries see section 9.2 'More information'.

1.1 Are you a community user?

Community users within BOAMS are members of the public who are individuals and are not accredited assessors or working for the department. Accredited assessors may create accounts for individuals to log in to BOAMS as a community user.

As a community user you can use BOAMS to:

- create an 'expression of interest' (EOI) credits listing, to express interest in establishing a biodiversity stewardship agreement (BSA) over land and supplying credits. These listings appear as an EOI on the credit supply public register. Steps to create an EOI are set out in section 5 'Expression of interest'
- create a 'credit wanted' listing. This enables you to advertise on the credit demand public register the credits you want to purchase (for example, to meet the requirements of your offset obligation). Steps to create a credit wanted listing are set out in section 6 'Credit wanted (credit demand) listing'
- view development assessment/clearing cases where you are an individual landholder case party (displayed under the 'My Development/Clearing Assessment Cases' tile)
- view biodiversity stewardship applications where you are an individual landholder case party (displayed under the 'My Applications' tile)

- view credit wanted and expression of interest listings you have created (displayed under the 'My Applications' tile)
- view your credit obligations, but only if you are the landholder case party to a development assessment case. Steps to view your obligations are set out in section 7 'View credit obligations'.

Accredited assessors and community users

A BOAMS community user may need to engage an accredited assessor. For example, if you decide to enter into a biodiversity stewardship agreement you will need to engage an accredited assessor to apply the methodology used to create biodiversity credits.

An accredited assessor is also required whenever a proposal for vegetation clearing, development or an activity triggers the Biodiversity Offsets Scheme. The accredited assessor in this case is a person who is accredited to apply the methodology to avoid, minimise or calculate the impact in terms of biodiversity credits at the site affected by that activity.

For more information see [Find an accredited assessor](#).

1.2 Changes to your community user account

We are continually enhancing BOAMS to improve its usability and respond to users' feedback. When updates are made, we will send you information about them.

Send us your feedback

If you have suggestions or feedback that could help us to improve BOAMS, please send this to BOSCREDITS@environment.nsw.gov.au.

2. Creating and accessing your Biodiversity Offsets and Agreement Management System account

As a community user, you access BOAMS by creating an individual account. In its current configuration, community users cannot access BOAMS as an organisation or a business.

2.1 Accessing an existing community user account

Existing community user accounts are accessed via the [BOAMS community user login page](#).

If you have trouble accessing your account, contact the department at BOSCREDITS@environment.nsw.gov.au.

Contact us if:

- you are unsure whether you have a BOAMS account. We may ask you for additional information to confirm your identity before we 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 if they have not been used for some time).

A 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 has been activated as a community user. Contact the department for advice in this situation.

2.2 Multifactor authentication

All community users who access BOAMS will need to set up and use multifactor authentication (MFA).

Each time you log in to BOAMS you will be asked to provide your username and password. You will also be asked to identify where BOAMS can send a one-time password (OTP): either to your email address or to the mobile number registered on your account. To receive the OTP via mobile, you must have a valid Australian mobile number.

If you have trouble logging in to BOAMS using MFA, contact us at BOSCREDITS@environment.nsw.gov.au.

Sandbox: BOAMS One Time Password (OTP)

Application <no-reply@admin.lmbc.nsw.gov.au>
To: OEH ROD BOSCREDITS Mailbox

Reply Reply All Forward

Tue 1/10/2024 2:00 PM

This sender no-reply@admin.lmbc.nsw.gov.au is from outside your organization.

Dear Community User 1,

You are required to enter the following one-time password to log in to the Biodiversity Offsets and Agreement Management System (BOAMS).

Your one time password: 952510

If you did not request this code, or are having trouble accessing your account, please contact us at the details below.

Kind regards,

Biodiversity Offsets Scheme

Department of Climate Change, Energy, the Environment and Water

Email: BOSCREDITS@environment.nsw.gov.au

<https://www2.environment.nsw.gov.au/topics/animals-and-plants/biodiversity-offsets-scheme>

Disclaimer:

This message is intended for the addressee(s) only. It may contain confidential and legally privileged information and it is intended only to be read or used by the addressee(s). If you are not the intended recipient, you must not use, disclose, copy or distribute this communication. If you have received this message in error, please delete the message (and any attachments) and immediately notify the Department of Climate Change, Energy, the Environment and Water.

The Department of Climate Change, Energy, the Environment and Water assumes no liability for any loss, damage or other consequence which may arise from opening or using an email or attachment and is not responsible for any changes to this message, or the consequences of any changes to this message.

Figure 1a Email sent to a community user containing the OTP

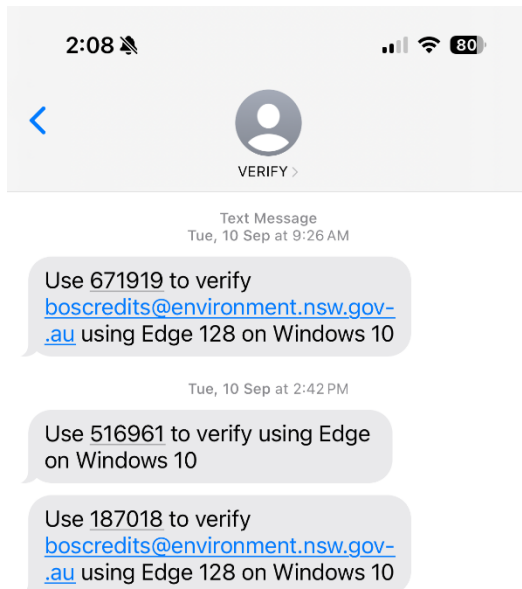


Figure 1b Text message sent to a community user containing OTP

2.3 Creating a new community user account

When creating a community user account you need to use your full legal name. (This applies to all individuals and organisations using BOAMS.)

1. Go to the [Biodiversity Offsets and Agreement Management System \(BOAMS\) webpage](#). Follow the link to create a community user account.
2. A new webpage will open. Begin creating an account by selecting 'Not a member?'.
3. Enter your 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. Click the link in the email.
5. Choose your preferred option for receiving an OTP – either via mobile or email. If you choose mobile, enter your Australian mobile number in 10-digit format including the leading 0 and without spaces, for example: 0411222333. BOAMS will send you an OTP.
6. Enter the OTP.
7. Read and agree to the privacy declaration displayed on the screen.
8. Create a password for your account. Record and store your password in a safe place so you can access your account again in the future.
9. When you have successfully created a password for your account, you will be redirected to the BOAMS landing page.

The BOAMS landing page is where you can view, edit and find any relevant information about your current applications.

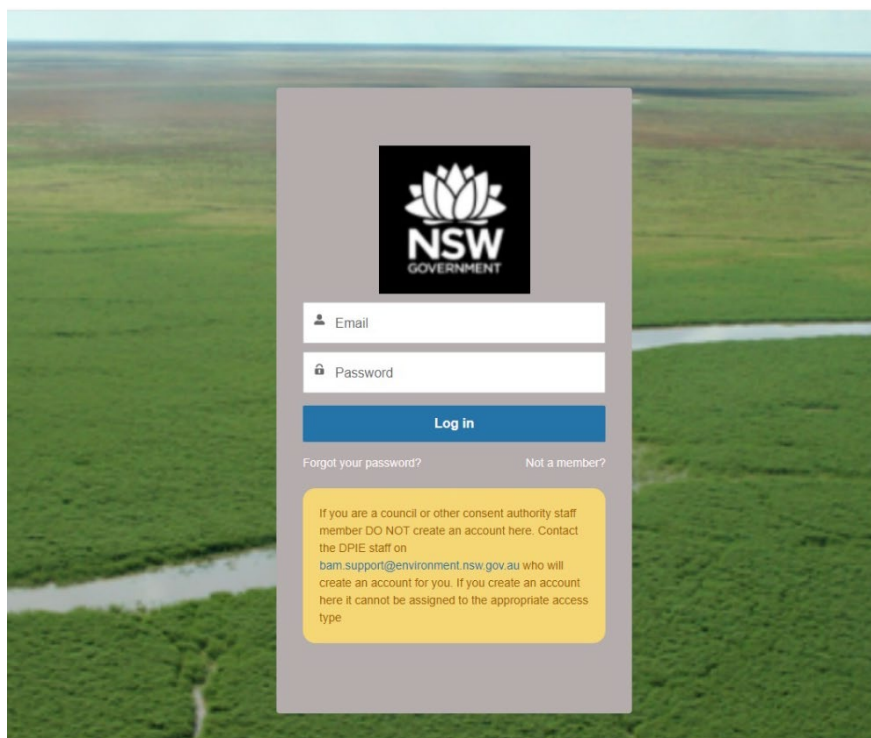


Figure 2 BOAMS community user login page

3. Navigating the Biodiversity Offsets and Agreement Management System landing page

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

Community users typically focus on viewing and managing existing cases for credit wanted and EOI listings, and BSA applications. You can also use the search bar to find applications using key words.

You can create certain applications and listings using the blue buttons on the right of the BOAMS landing page. As a community user, the cases you can create 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
Grey person icon in top right-hand corner	Contains options to navigate back to the BOAMS landing page, view My Account information and Logout
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>

Tile	Description
Credit Holdings and Obligations	View credit obligations held by you under 'Credit Obligations'. Only the landholder case party to a development assessment case will be able to see credit obligations
FAQ	As a community user, disregard this tile as the FAQs are superseded by this guide
News	As a community user, disregard this tile

Welcome back

(C.)!

You had last logged in on : 28/03/2022.

-  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 shows the BOAMS landing page for a community user. At the top, there is a 'Welcome back' message and a note about the last login date (28/03/2022). Below this, there are two instructions: 'The first step in the process is to complete your profile - Go to Profile' and 'Please go through FAQ's to make your online experience better.' The main content area consists of a grid of six tiles: 'My Profile' (with a 'view profile' box pointing to it), 'My Development/Clearing Assessment Cases', 'My Applications' (with a 'view current applications' box pointing to it), 'Credit Holdings and Obligations', 'FAQ', and 'News'. To the right of the grid, there is a 'Create new case' box pointing to a section titled 'What would you like to do today?'. This section contains three blue buttons: 'APPLICATION FOR STEWARDSHIP', 'EXPRESSION OF INTEREST', and 'CREDIT WANTED'.

Figure 3 BOAMS landing page for a community user

4. Finding and understanding information

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

4.1 Information from a Biodiversity Offsets and Agreement Management System case

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

4.2 Biodiversity Offsets and Agreement Management System 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).

We recommend you keep a record of the BOAMS customer number for your account, and the email address used to create the account, as this will be needed for future assessment cases and in any credit transfer and retirement applications.

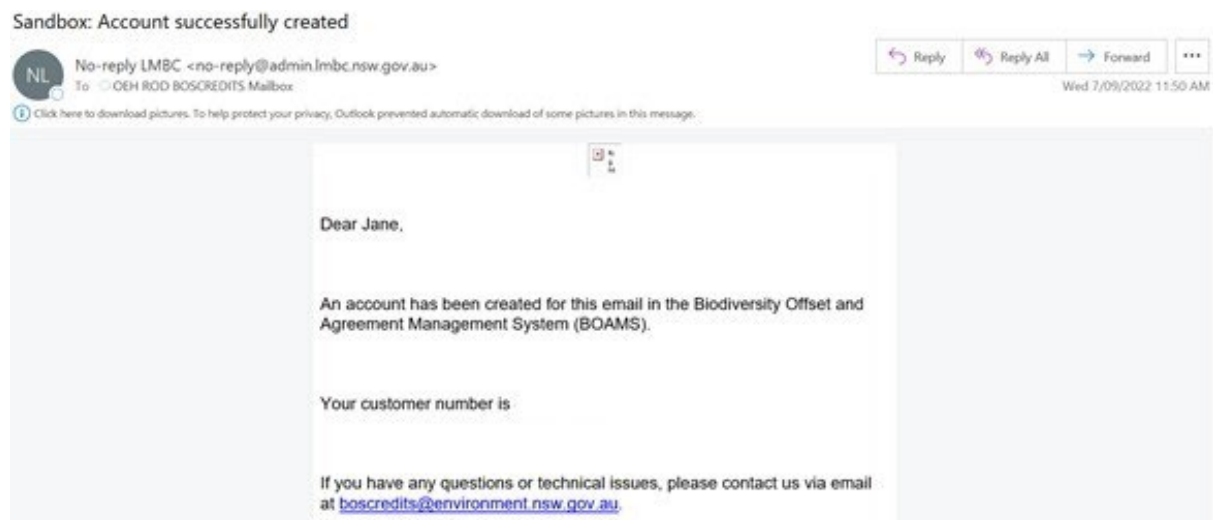



Figure 4 Email received when a community user account is created

5. 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 register (a public register) for 12 months. As a community user you may want to list an EOI to identify potential interested purchasers of credits before proceeding to establish a BSA.

5.1 Creating an expression of interest

1. Click the 'Expression of interest' button on the BOAMS landing page (Figure 5).

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

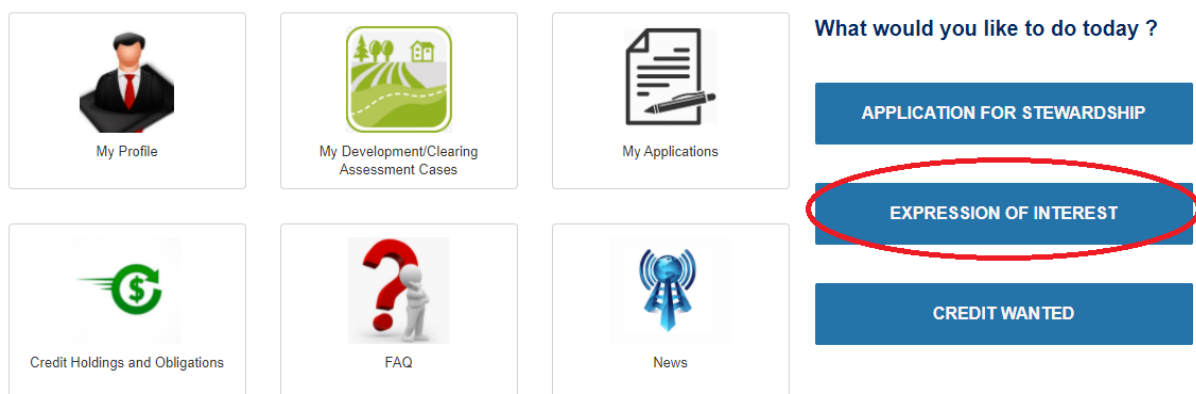


Figure 5 'Expression of interest' button to start an EOI case

2. Complete all mandatory fields on the EOI listing details 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 *.

The contact information (name and contact details) you include in the listing details 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.

Landowner's Details

Fill in your details.

Title	<input type="text" value="Miss"/>		
* First name	<input type="text" value="Jane"/>	* Last name	<input type="text" value="Doe"/>
* Street number	<input type="text" value="123"/>	* Street name	<input type="text" value="Offset Road"/>
* Suburb	<input type="text" value="Yass"/>	State	<input type="text" value="New South Wales"/>
* Postcode	<input type="text" value="2582"/>		

Contact for EOI enquiries or notifications

* Name	<input type="text" value="Joe Bloggs"/>		
Phone	<input type="text"/>	Mobile	<input type="text"/>
Fax	<input type="text"/>	* Email	<input type="text" value="joebloggs@fakemail.com.au"/>
* Preferred Contact for credits or notifications			
<input checked="" type="radio"/> Designated Email address (it will be displayed on EOI public register)			
<input type="radio"/> BCT to receive inquiries from potential buyers and forward these to the landowner			

Proposed Biodiversity Stewardship Site

* Property Name	<input type="text" value="Offset Street site"/>		
* Property Address	<input type="text" value="123 Offset Road"/>	* Suburb	<input type="text" value="Yass"/>
State	<input type="text" value="New South Wales"/>	* Postcode	<input type="text" value="2582"/>
Approx Area (hectares)	<input type="text"/>	Lot and DP	<input type="text"/>

CANCEL

SAVE

Figure 6 EOI listing details page

- Once you have completed all the fields, click 'Save'.
- 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.

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

- 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 who agrees to have their contact details displayed on a public register. The other case party types are unlikely to be used by a community user.

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

7. You will need to add vegetation and threatened species 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.

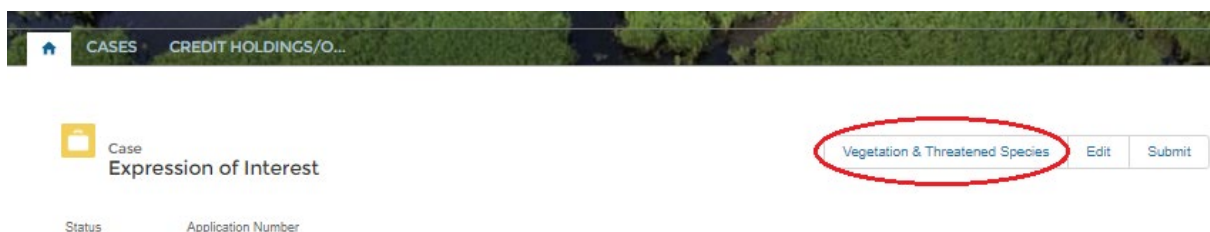


Figure 9 'Vegetation & Threatened Species' button on the EOI case page

8. 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.



Vegetation & Threatened Species

Ecosystem Credits

All fields marked with an asterisk (*) are mandatory

Interim Biogeographic Regionalisation for Australia (IBRA) *

IBRA subregion *

Search Plant Community Types (PCTs) in all IBRA regions

Add Plant Community Type (PCT)

Species Credits

Interim Biogeographic Regionalisation for Australia (IBRA)

IBRA subregion

Threatened Species

Figure 10 'Vegetation & Threatened Species' tool

- a. For ecosystem credit listings:
 - i. Nominate the Interim Biogeographic Regionalisation for Australia (IBRA) region and IBRA subregion from the 2 drop-down lists.
 - ii. Search for the Plant Community Type (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.) 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.



Vegetation & Threatened Species

Ecosystem Credits

All fields marked with an asterisk (*) are mandatory

Interim Biogeographic Regionalisation for Australia (IBRA) *

IBRA subregion *

Search Plant Community Types (PCTs) in all IBRA regions

Add Plant Community Type (PCT)

Please choose from below.

- 3878 - Kosciuszko Frost Hollow Grassy Open Heath
- 3879 - Kosciuszko High Plateau Grassy Open Heath
- 3890 - Kosciuszko Alpine Wet Heath
- 3892 - Kosciuszko Subalpine Valley Damp Heath
- 4135 - Kosciuszko Rocky Podocarpus Heath

Species Credits

Interim Biogeographic Regionalisation for Australia (IBRA)

IBRA subregion

Threatened Species

Figure 11 Adding PCTs to the EOI listing

- iii. Add details to the PCT, including area in hectares of the PCT, any threatened ecological community associations and whether the area of the PCT contains hollow-bearing trees (Figure 12).

iv. Repeat this process for all PCTs to be included in the listing.



Vegetation & Threatened Species

Ecosystem Credits
All fields marked with an asterisk (*) are mandatory

Interim Biogeographic Regionalisation for Australia (IBRA) *

IBRA subregion *

Search Plant Community Types (PCTs) in all IBRA regions

Add Plant Community Type (PCT) ADD PCT

IBRA	IBRA Sub Region	Plant Community Type	Area	Vegetation Formation	Vegetation Class	Associated TEC	Offset Trading Group	Hollow Bearing Tree	
Australian Alps	Snowy Mountains	3878 - Kosciuszko Frost Hollow Grassy Open Heath	5	Alpine Complex	Alpine Heaths	No TEC No TEC Associated	Alpine Heaths 50%	<input checked="" type="checkbox"/>	Remove

Species Credits

Interim Biogeographic Regionalisation for Australia (IBRA)

IBRA subregion

Threatened Species ADD SPECIES

RESET SAVE

Figure 12 Adding PCT details to the listing

b. For species credit listings:

- i. To add a threatened species to the listing, search for it by typing its common or scientific name in the 'Threatened species' field. Select the relevant species from the list that appears and click 'Add Species' to add it to the listing (Figure 13). 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.

IBRA subregion *

Search Plant Community Types (PCTs) in all IBRA regions

Add Plant Community Type (PCT) ADD PCT

IBRA	IBRA Sub Region	Plant Community Type	Area	Vegetation Formation	Vegetation Class	Associated TEC	Offset Trading Group	Hollow Bearing Tree	
Australian Alps	Snowy Mountains	3878 - Kosciuszko Frost Hollow Grassy Open Heath	5	Alpine Complex	Alpine Heaths	No TEC	Alpine Heaths <50%	<input checked="" type="checkbox"/>	Remove

Species Credits

Interim Biogeographic Regionalisation for Australia (IBRA)

IBRA subregion

Threatened Species

Please choose from below.

10686 - Pseudomys fumeus (Smoky Mouse)

ADD SPECIES

SAVE

Figure 13 Adding threatened species to the listing

- ii. Enter an IBRA region and subregion if desired. IBRA region and subregion are optional for threatened species listings.
- iii. Enter the area of habitat for the threatened species in hectares.
- iv. Repeat this step for all threatened species to be included in the listing.

Multiple credit types can be listed in one EOI case. Credits can be listed for different IBRA regions and subregions.

9. Once all credits are included in the EOI, click 'Save' and the vegetation and threatened species will be added to the EOI listing (Figure 14).

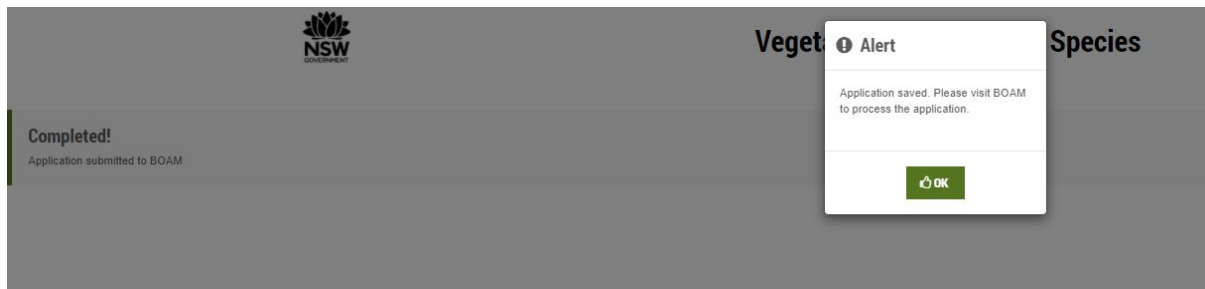


Figure 14 Confirmation that PCT and threatened species information has been saved

10. Return to the EOI case page in BOAMS.
11. 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.
12. 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 will not appear on the public register.
13. You should receive an automated email confirming the EOI case has been submitted.
14. The submitted EOI case will appear on the credit supply register. Prospective credit buyers will then be able to contact you about creating the credits.

5.2 Changing the expiry date of an expression of interest listing

You can change the expiry date of an EOI listing to extend, relist or delist the listing (Figure 15).

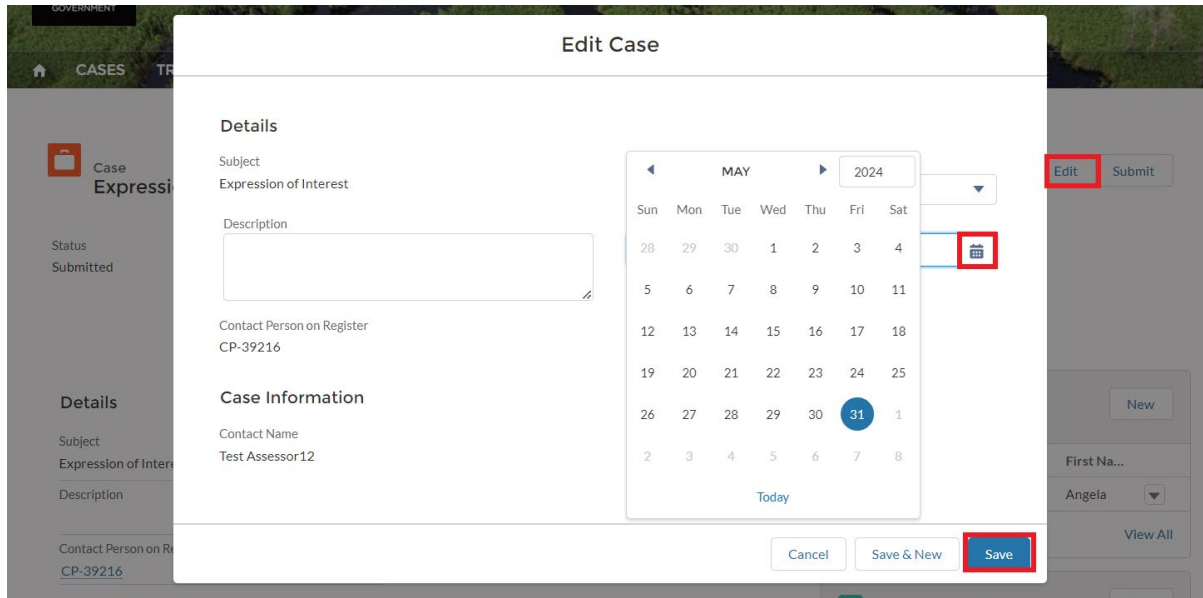


Figure 15 Changing the expiry date will extend, relist or delist an EOI listing

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 supply register.

5.3 Terminating an expression of interest listing

You can terminate an EOI listing for any reason. You may wish to remove an EOI listing from the credit supply 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).

The screenshot shows the 'Edit Case' form. On the left, there are sections for 'Details' (Subject: Expression of Interest, Description: empty text area, Contact Person on Register: CP-39216) and 'Case Information' (Contact Name: Test Assessor12). On the right, the '* Status' dropdown menu is open, showing options: --None--, New, In-Progress, Submitted, and **Terminated** (which is selected and highlighted with a red box). At the bottom right, there are three buttons: 'Cancel', 'Save & New', and 'Save' (which is also highlighted with a red box).

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

5.4 Credit supply register display for expression of interests

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	Hunter Valley Footslopes Slaty Gum Forest
IBRA subregion	Kerabee
IBRA region	Sydney Basin
PCT ID	3490

Item	Example
Vegetation formation	Dry Sclerophyll Forests (Shrub/grass sub-formation)
Threatened ecological community (NSW)	Central Hunter Valley eucalypt forest and woodland
Vegetation class	Central Gorge Dry Sclerophyll Forests
Hollow-bearing trees	Yes
For species credits	
Species ID	10616
Species scientific name	Phascolarctos cinereus
Species common name	Koala
For all credits	
Contact first name	John
Contact last name	Smith
Contact email	testemail@test.com.au
Contact phone	02 9999 0000
Contact mobile	0400 111 222
Listed date (YYYY-MM-DD)	2024-01-31
Public register expiry date (YYYY-MM-DD)	2025-01-31
Site area (HA)	5.5
Case number	000123456

6. Credit wanted (credit demand) listing


The credit demand register is a public register where buyers can list the 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 are mandatory fields.

6.1 Creating a credit wanted (credit demand) listing

1. Click the ‘Credit wanted’ button on the BOAMS landing page (Figure 17).

 *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.

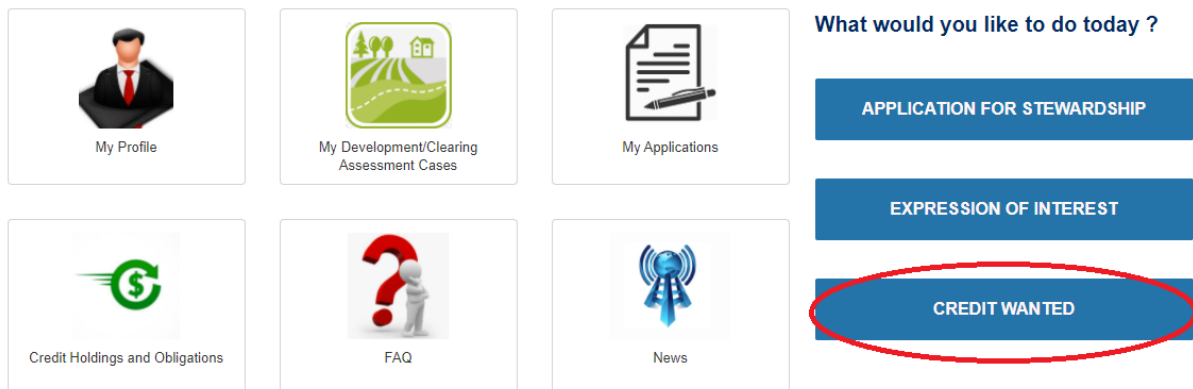


Figure 17 ‘Credit wanted’ button on the BOAMS landing page

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, enter the first and last name of individual, street address and contact details. Once completed, click ‘Save’.

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
0412346678

Mobile
0412346678

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

4. **For a listing on behalf of a company** – enter the required details (Figure 19). At a minimum, enter the registered company name, Australian Business Number (ABN) and/or Australian Company Number (ACN), street address and contact details. Once completed, click ‘Save’.

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 '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.

1. Complete all mandatory fields, as marked with *

2. Complete the details of the credits you require using the "Vegetation and Threatened Species" button.

3. Once all the Wanted credits have been created return to this screen and click "Submit". Your Wanted Credits will not be listed until you have completed the Submit step.

4. Once your credits are listed they will remain on the Public register for 100 days, after which time they will automatically expire. You can renew the case at this time if you want the listing to remain.

Case
Credit Wanted

Vegetation & Threatened Species
Edit
Submit

Status	Application Number
New	00037181

Details

Subject
Credit Wanted

Description

Public Register Expiry Date

Contact Person on Register
CP-41620

Case Information

Contact Name
Community User 1

Status

New

Type

Case Parties (1) New

Party ID	Parent Ca...	Last Name	First Name
CP-41620		person	test

[View All](#)

Attachments (0) Upload Files

Upload Files

Or drop files

Vegetation & Threatened Species listing (0)

Figure 20 'Credit Wanted' case page

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

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).

Figure 21 ‘Vegetation & Threatened Species’ tool

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

6. Complete all mandatory fields in this tool to identify the credits wanted for your credit wanted listing.
 - a. For ecosystem credit listings:
 - i. Choose the reference data to use for the listing from the drop-down list.

The live dataset includes data from the 2023 revised classification of eastern NSW plant community types (PCTs). The legacy classification includes data prior to the 2023 revised classification of eastern NSW PCTs.

You can change the dataset at the start of listing each new credit within a single credit wanted case.

- ii. Nominate the IBRA region and IBRA subregion from the 2 drop-down lists.
- iii. Search for the PCT by typing the PCT name or PCT ID in the ‘Plant Community Type’ field. Select the relevant PCT from the list that appears and click ‘Add’ 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 selected to search across all regions and subregions.

Vegetation & Threatened Species

The default reference version for Plant Community Type (PCT) data is the live dataset. You can change the reference version of data used in this listing by clicking on the dropdown below and selecting the dataset you want to use. This includes if you want to list legacy PCTs that have been decommissioned by revised PCT classifications.

Select reference version: Legacy Classification (pre-ENSW)

Ecosystem Credits

All fields marked with an asterisk (*) are mandatory

IBRA*

IBRA - Sub Region*

Search all IBRA regions

Plant Community Type

IBRA	IBRA Sub Region	Plant Community Type	Credits	Vegetation Formation	Vegetation Class	Associated TEC	Offset Trading Group	Hollow Bearing Tree	Action
Sydney Basin	Cumberland	3029 - Lower North Wet Gully Palm Rainforest	<input type="text" value="5"/>	Rainforests	Northern Warm Temperate Rainforests	<input type="text" value="Lowlar"/>	Lowland Rainforest in the NSW North Coast and Sydney Basin Bioregions	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>
Sydney Basin	Burratorang	3024 - Blue Mountains Gorge Warm Temperate Rainforest	<input type="text" value="6"/>	Rainforests	Northern Warm Temperate Rainforests	<input type="text" value="No TE"/>	Northern Warm Temperate Rainforests <50%	<input type="checkbox"/>	<input type="button" value="Remove"/>
Sydney Basin	Burratorang	1206 - Spotted Gum - Blackbutt shrubby open forest on the coastal foothills, southern Sydney Basin Bioregion and northern South East Corner Bioregion	<input type="text" value="2"/>	Wet Sclerophyll Forests (Grassy sub-formation)	Southern Lowland Wet Sclerophyll Forests	<input type="text" value="No TE"/>	Southern Lowland Wet Sclerophyll Forests <50%	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>

Species Credits

IBRA

IBRA - Sub Region

Search all IBRA regions

Threatened Species

IBRA	IBRA Sub Region	Threatened species	Credits	Kingdom	Threat Status	Action
		<i>Phascolarctos cinereus</i> (Koala)	<input type="text" value="3"/>	Fauna	Endangered	<input type="button" value="Remove"/>

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

- iv. Add details to the ecosystem credits, including number of credits wanted, any threatened ecological community associations and whether the credits need to contain hollow-bearing trees (Figure 22).
- v. Repeat this process for all ecosystem credits to be included in the listing.
- b. For species credit listings:
 - i. To add a threatened species to the listing, search for it by typing its common or scientific name in the 'Threatened species' field. Select the relevant species from the list that appears and click 'Add' to add it to the listing (Figure 13).
 - ii. Enter an IBRA region and subregion if desired. IBRA region and subregion are optional for threatened species listings.
 - iii. Enter the number of species credits wanted.
 - iv. Repeat this step for all threatened species to be included in the listing.

Multiple credit types can be listed in one credit wanted case. One credit wanted case can list credits from both the live dataset and legacy classification (pre-ENSW). Credits can be listed for different IBRA regions and subregions.

7. Once you have included all of the credits, click 'Save' and the vegetation and threatened species will be added to the credit wanted listing.
8. Return to the credit wanted case page in BOAMS.
9. 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.

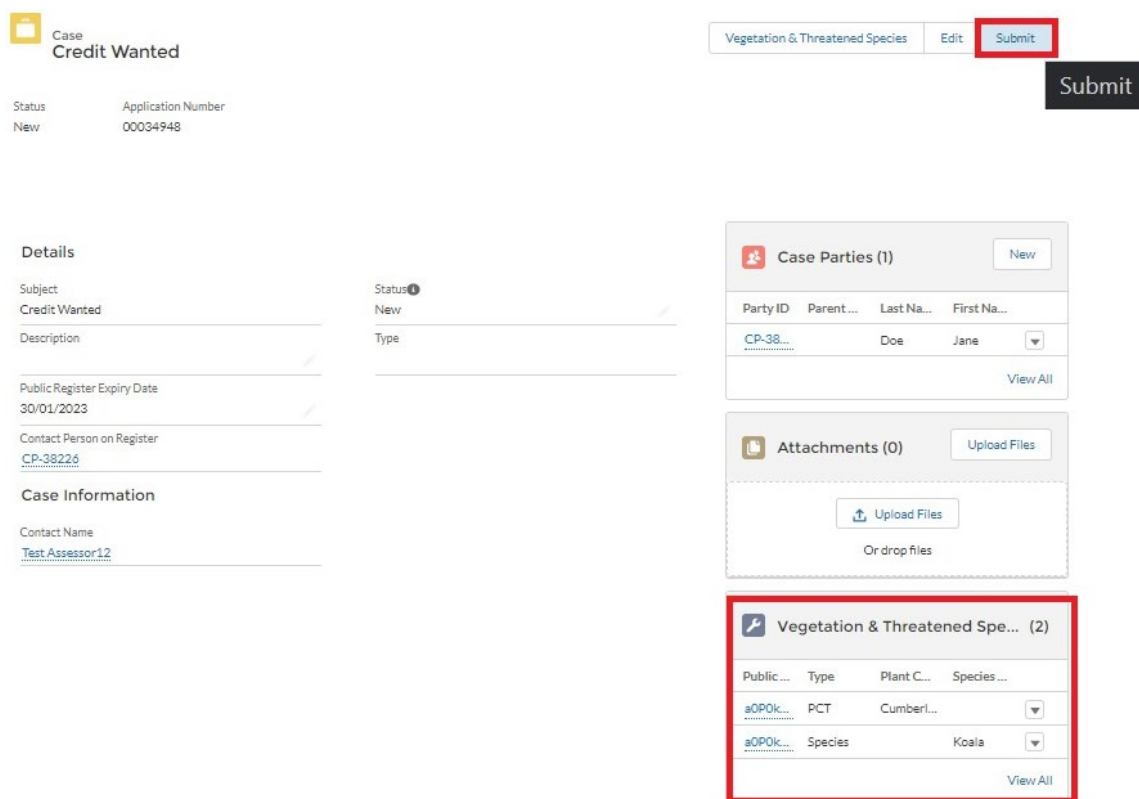


Figure 23 'Vegetation & Threatened Species' tab and 'Submit' button

10. 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 will not appear on the public register.
11. You should receive an automated email confirming the credit wanted case has been submitted.
12. The submitted credit wanted case will appear on the credit demand register. Prospective credit sellers will then be able to contact you about selling the wanted credits.
13. The contact person on the listing can be changed at any time:

- a. We recommend you set the contact details on the public register as 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 edited on that case party record. The contact details can be removed entirely from the register by deselecting '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 deselecting 'Show contact details on Public Register?'. A new contact person can be set by creating a new contact person case party and selecting 'Show contact details on Public Register?' on the new contact person case party.

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.

6.2 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 ○

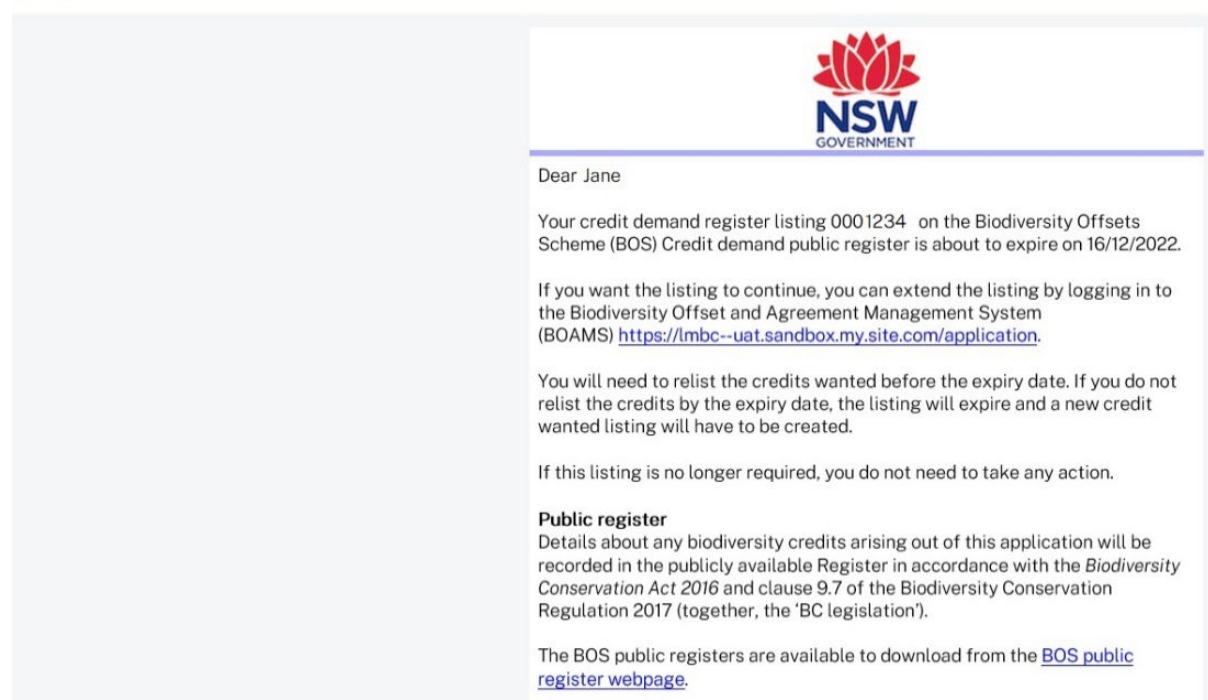


Figure 24 Email received when a credit wanted listing is about to expire

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 register.

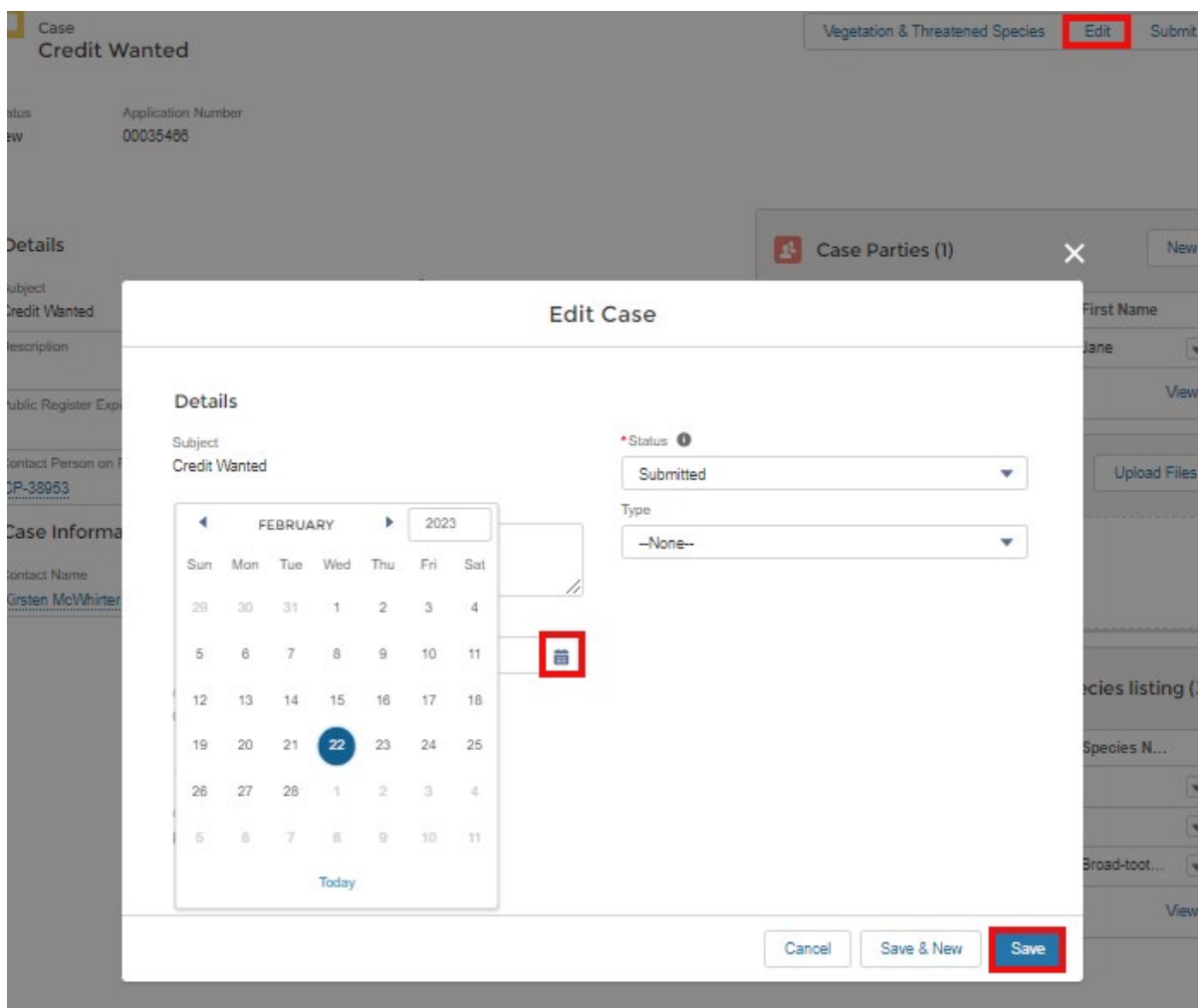


Figure 25 Changing the expiry date will extend, relist or delist a credit wanted listing

6.3 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 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).

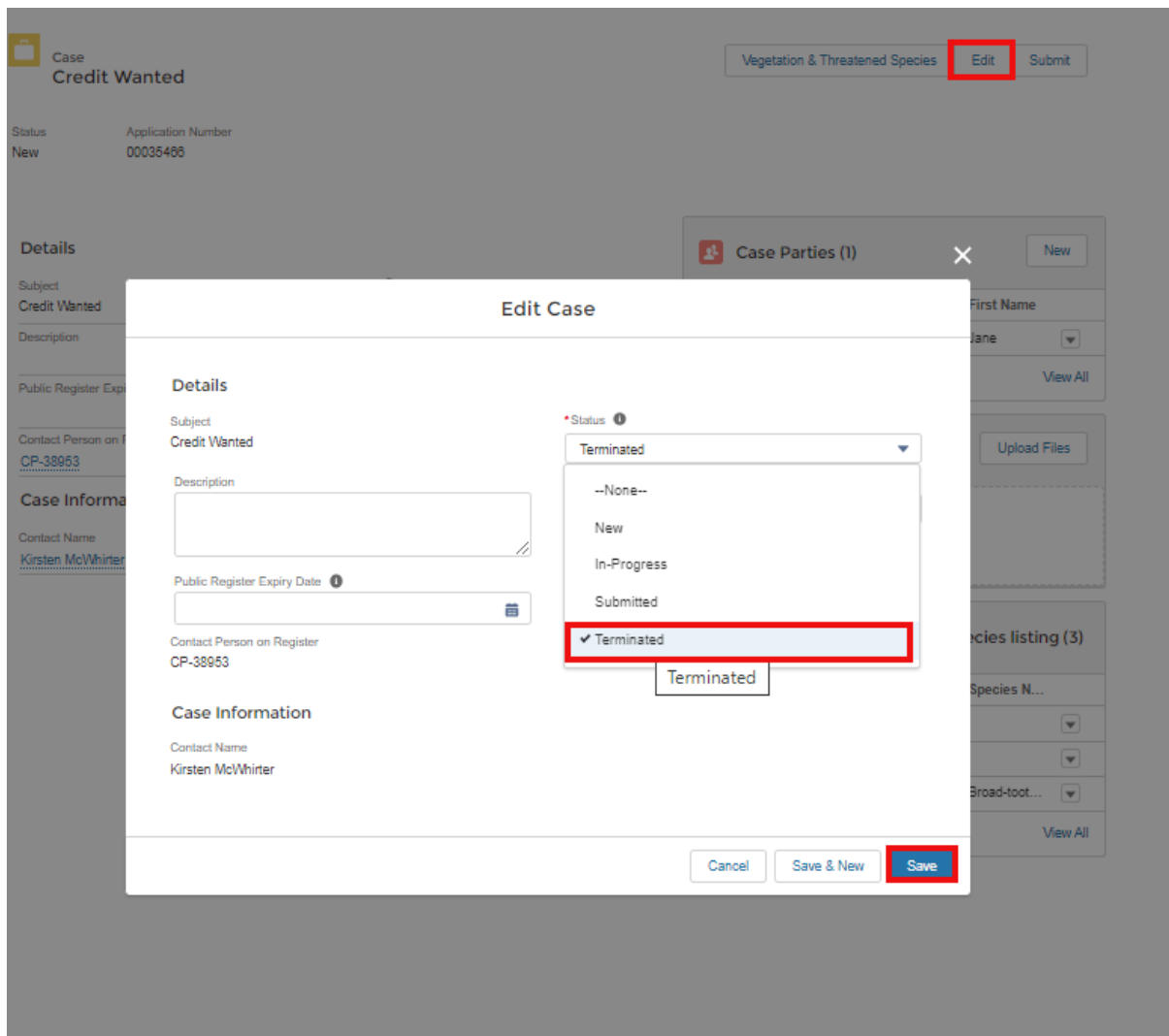


Figure 26 Setting the case status to 'Terminated' to terminate a credit wanted listing

6.4 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	Phascolarctos cinereus
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

7. 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.

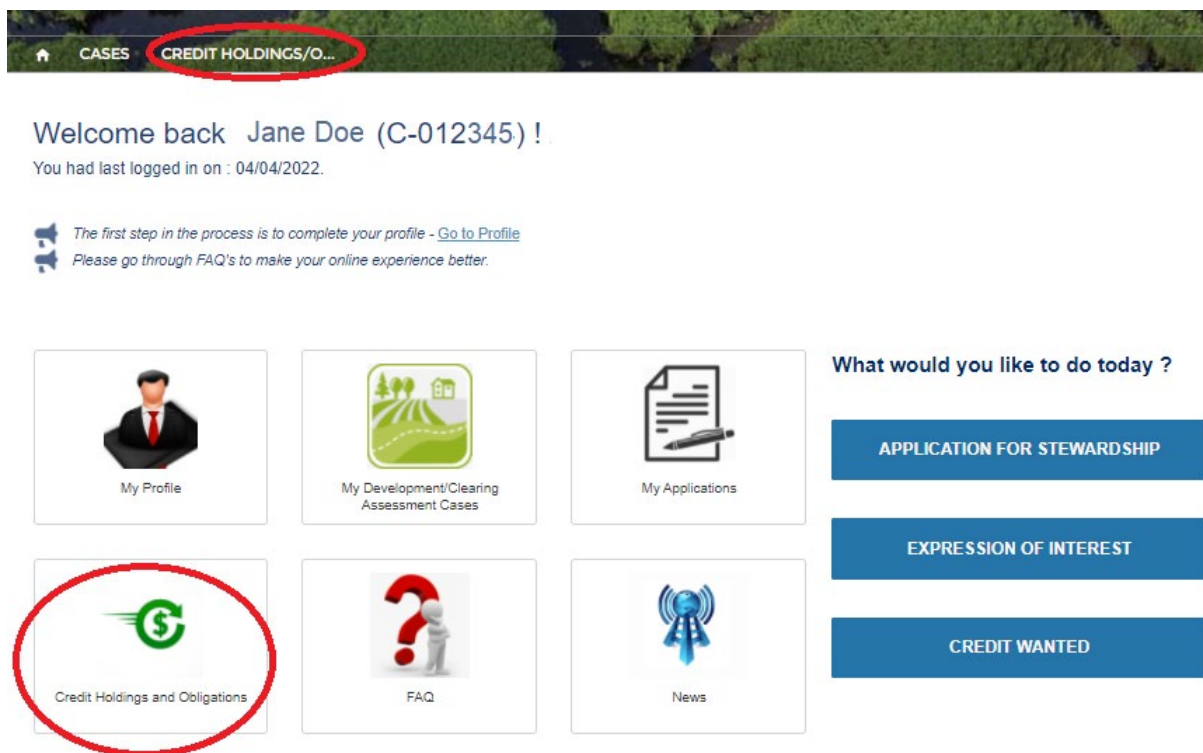


Figure 27 Ways to navigate to your credit obligations from the BOAMS landing page

2. Ensure the 'List Views' drop-down list is set to 'Obligations' (Figure 28).

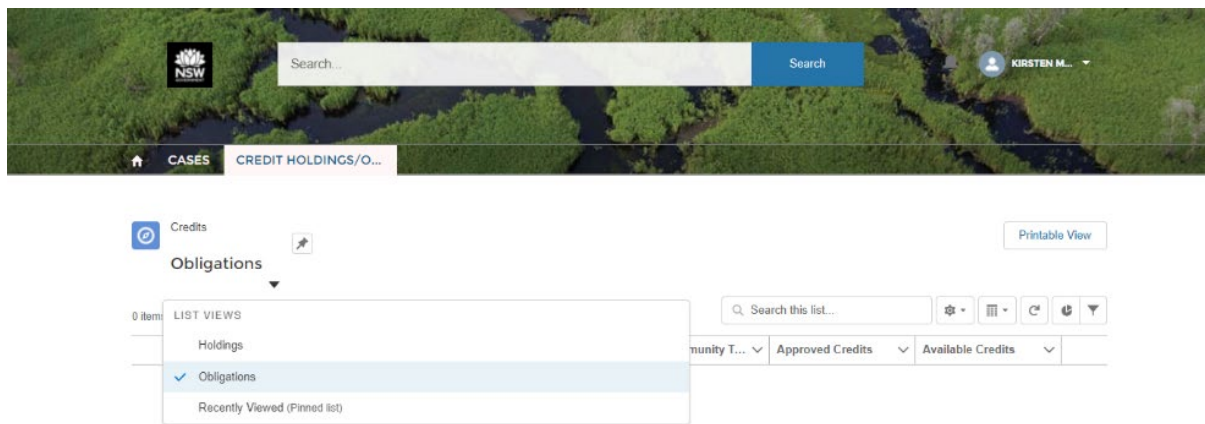


Figure 28 Setting the list view to 'Obligations'

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.

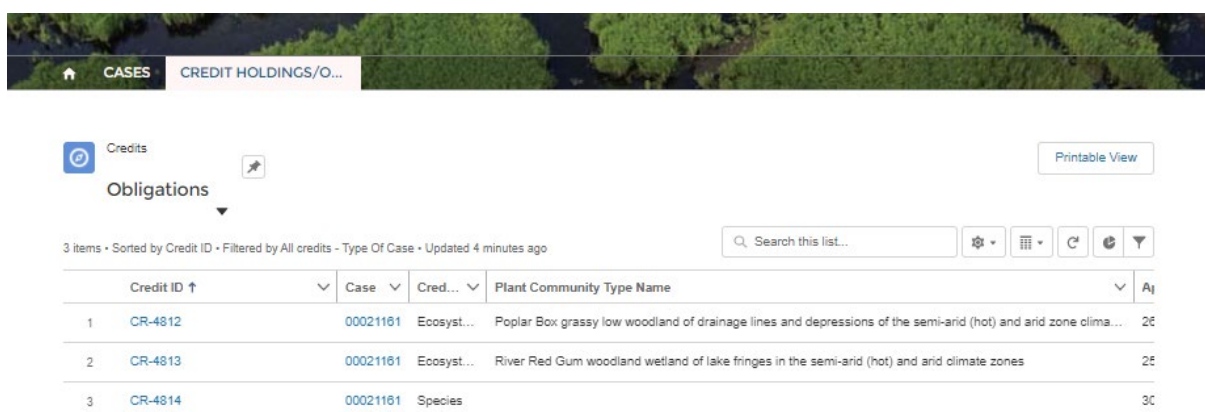


Figure 29 List of credit obligations for development/clearing cases

8. Supplementary information

8.1 Special terms used in this guide

For definitions and explanations of the terms used in the scheme and throughout this guide, see the [Biodiversity Offsets Scheme glossary](#). Table 4 explains some terms specific to this guide.

Table 4 Additional terms used in this guide

Term	Description	Location of information
BOS Credits Team	The team within the department that looks after enquiries about BOAMS, the public registers, transactions and credit equivalences	
Biodiversity Credits Supply Fund (the supply fund)	The team that processes BSA applications and operates the Biodiversity Credits Supply Fund	See About the Biodiversity Credits Supply Fund
Case	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 an 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	
Customer account number	Has the format C-XXXXXX A trackable number for the account of a person or business	The customer account number appears on a confirmation page after a new account is created

Term	Description	Location of information
	All case parties are linked to a customer account	This number is emailed to customers by BOAMS Where an assessor has created the account, the assessor should provide the customer number to the customer. We recommend you store this for future reference
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 department to the landholder upon a stewardship agreement being registered. Contact the department if you require any information about a credit ID
Credit transaction (CT) number	Has the format CT-XXX Unique identifier for a transaction/credit holding	Not currently displayed in BOAMS

8.2 Types of case parties

Table 5 Descriptions of different types of case parties

Case party type	Description	Examples 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 An individual that is acting as the trustee on behalf of a trust
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

Case party type	Description	Examples of this case party type
Authorised person	The person who has legal authority to act on behalf of another party. For example, a company director, company secretary, or 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 Environmental Planning and Assessment Act 1979 (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 Assessor Update 48 .	The department A public authority other than a council
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 An entity that is acting as the trustee on behalf of a trust 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 council member case party is available in Assessor Update 48 .	A local council

8.3 Credit ownership report

The department has developed a new credit ownership report format for credits in the scheme. Presented as a PDF file, this report relates to a credit holding and identifies all credit owners. It 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 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. We may ask for additional information to ensure the correct ownership report is provided.

8.4 Previous emails and reports

We recommend you keep any important correspondence from the department and your accredited assessor, and any reports prepared on your behalf. 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. See Table 6 for other email addresses you may receive emails from in relation to BOAMS.

9. Where to get help and more information

9.1 Where to direct enquiries

Table 6 provides contact details for enquiries about the Biodiversity Offsets Scheme.

Table 6 Contact details by topic or issue

Topic or 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	BOSCREDITS@environment.nsw.gov.au
Credit wanted case	BOSCREDITS@environment.nsw.gov.au

9.2 More information

- [About the Biodiversity Credits Supply Fund](#)
- [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 Reviewer access instructions](#)
- [Biodiversity Offsets and Agreement Management System \(homepage\)](#)
- [Biodiversity Offsets Scheme public registers](#)
- [BOAMS community user login page](#)
- [Biodiversity credits market: buying and selling credits and market information](#)
- [Credit Demand Expression of Interest](#)
- [Find biodiversity credits: credit obligations](#)
- [How to transfer or retire BioBanking credits: credits transactions](#)
- [Land Registry Services NSW LRS Online](#)
- [Biodiversity Offsets Scheme glossary](#)
- [Stewardship Support Program: stewardship expression of interest](#)
- [Biodiversity credits](#)