



Biodiversity  
Conservation  
Trust

# **Biodiversity Conservation Trust**

Agency Information Guide | October 2022

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# 1. Introduction

The [Government Information \(Public Access\) Act 2009](#) (GIPA Act) provides members of the public with a right of access to government information.

Under the GIPA Act, each NSW Government department and agency is required to publish an Agency Information Guide.

This Agency Information Guide provides a general description of:

- Our agency's functions and structure
- How our functions affect members of the public
- How members of the public can participate in the formulation of the policies of the Biodiversity Conservation Trust (BCT) and provide feedback
- The types of information we hold
- The types of information we make available to the public, and how to access it
- How to access other information

## 2. About the BCT

### 2.1 About us

The BCT is a statutory not-for-profit body established under [Part 10 of the \*Biodiversity Conservation Act 2016\*](#). Established on 25 August 2017, the BCT became part of the Department of Planning and Environment (DPE) on 1 July 2020.

The object of the BCT is to protect and enhance biodiversity by:

1. Encouraging landholders to enter into cooperative arrangements for the management and protection of the natural environment that is significant for the conservation of biodiversity;
2. Seeking strategic biodiversity offset outcomes to compensate for the loss of biodiversity due to development and other activities;
3. Providing mechanisms for achieving the conservation of biodiversity; and
4. Promoting public knowledge, appreciation and understanding of biodiversity and the importance of conserving biodiversity.

More information is available on the [BCT's website](#).

### 2.2 Our functions

The BCT is responsible for encouraging and supporting landholders to enter into agreements to conserve biodiversity and support productive landscapes on their land. Biodiversity refers to the variety and variability of life on Earth. The BCT works with landholders to conserve biodiversity across a range of different landscapes and ecosystems. Through a range of education and engagement strategies, the BCT works to promote, develop and enhance public awareness and knowledge of biodiversity conservation.

The BCT is also responsible for the management of funds to support conservation programs and agreements.

More information on biodiversity and the BCT's programs is available on the [BCT's website](#).

## 3. Organisational structure

The affairs of the BCT are governed by its Board of Directors. The Board is appointed by the Minister for Environment and Heritage. More information on the BCT's Board of Directors is available at [Who we are](#).

Led by the Chief Executive Officer, the BCT consists of three portfolios that deliver the BCT's goals and programs:

### Programs

The Programs portfolio leads the design, coordination and review of the BCT's conservation programs, including provision of technical services, and management of the BCT's communication, engagement and education initiatives.

### Regional Delivery

The Regional Delivery portfolio provides ongoing management and monitoring of existing agreements, including provision of support to landholders. Regional Delivery teams support the BCT's communication, engagement and education initiatives.

### Strategy and Finance

The Strategy and Finance portfolio delivers business-enabling services to the BCT, including planning and reporting, finance management, governance, risk, audit and compliance.

More information about the BCT's structure and operation is available at [Who we are](#) and [What we do](#).

## 4. How we engage with the public and our stakeholders

The BCT's functions affect the public and its stakeholders directly and indirectly. The BCT is focused on maximising biodiversity conservation outcomes by supporting private land conservation, using public and private resources. The BCT plays a critical role in supporting the delivery of a healthy, productive and resilient environment across NSW.

### 4.1 Public participation

The BCT welcomes feedback and suggestions. You can [Make an enquiry](#), or [Contact us](#) by email, phone or post.

The BCT also utilises a range of consultation and engagement initiatives to support public participation in its work, including surveys, workshops, newsletters, and through its [website](#). The BCT maintains an active social media presence through its [Facebook](#), [Instagram](#), [Twitter](#) and [YouTube channels](#).

The BCT establishes custom communication channels with the public and its stakeholders on a project by project basis for specific program initiatives such as conservation tenders.

## 5. Information held by the BCT

The BCT holds a range of information in relation to its strategy and operations. The table below provides the main categories of information and the different types of information within each category.

Governance	<a href="#">Charters</a> <a href="#">Guarantee of Service</a> Delegations Board and Committee papers <a href="#">Annual reports</a> Internal briefing and working papers
Strategy and Planning	<a href="#">Business plan</a> Project plans Communications, education and engagement, and research strategies Internal briefing and working papers
<a href="#">Policy</a>	Policies Guidelines Manuals Forms and templates
<a href="#">Programs</a>	Program implementation plans BCT Assessment Metric BCT Ecological Monitoring Module Fact sheets Educational resources
Commercial	Program agreements Program monitoring reports Commercial records
Financial	Financial records Financial reports and forecasts
Registers	<a href="#">Public Register of Private Land Conservation Agreements</a>
Internal Operations	Internal personnel files Internal procedure documents
Correspondence	Correspondence with other government agencies, landholders, local government, conservation and land management groups and the business community

## 6. How to access information held by the BCT

### 6.1 Open access information

The BCT makes a wide range of information available on its website, free of charge: [www.bct.nsw.gov.au](http://www.bct.nsw.gov.au).

In accordance with the requirements of the GIPA Act, mandatory open access information is information that the BCT must make publicly available unless it is not in the public interest to do so. The BCT makes the following mandatory open access information available on its website free of charge:

- Agency Information Guide
- Governing Body Charters – Board of Directors, Audit and Risk Committee, Programs Delivery Committee
- Charter of Customer Service
- Guarantee of Service
- Biodiversity Conservation Investment Strategy
- BCT Business Plan
- BCT Annual Reports
- Information about BCT Programs
- BCT Assessment Metric
- BCT Ecological Monitoring Module
- Public Register of Private Land Conservation Agreements
- Policy Documents

Under the GIPA Act, the BCT is also required to ensure that it does not publish specific open access information if there is an overriding public interest against disclosure of that information. The BCT is required to make a record of any decision to not make open access information publicly available. Any such decision made by the BCT will be recorded in this AIG.

### 6.2 Proactive release of information

The BCT is also required to proactively release information unless it is not in the public interest. The BCT Executive periodically reviews the BCT's proactive release activities. Members of the public can suggest that information not already available on the BCT's website can be proactively disclosed by forwarding any requests to [info@bct.nsw.gov.au](mailto:info@bct.nsw.gov.au)

### 6.3 Informal access

You can request access to information that is not available on our website. Informal requests for information can be made to DPE via [gipa@dpie.nsw.gov.au](mailto:gipa@dpie.nsw.gov.au). For more information, visit [DPE How can I access information](#).

### 6.4 Formal access applications

If the information you are seeking is not available on the BCT website and is not otherwise routinely provided by DPE on request, you have a right to formally apply for access to information. Formal requests for information can be made to DPE via [gipa@dpie.nsw.gov.au](mailto:gipa@dpie.nsw.gov.au). For more information, visit [DPE How can I access information](#).