



Mr Phil Warner
Byron Shire Council
PO Box 219
MULLUMBIMBY NSW 2482

20 August 2019

Dear Phil,

We are pleased to let you know you have paid 100% of your Total Fund Deposit and the Biodiversity Conservation Trust have released your first Biodiversity Stewardship Agreement annual payment into your nominated bank account.

Who is the Biodiversity Conservation Trust?

The BCT is a statutory not-for-profit body established under the *Biodiversity Conservation Act 2016* on 25 August 2017. The BCT is charged with continuing the private land conservation functions of the Office of Environment and Heritage and the Nature Conservation Trust. This includes managing annual reporting for Biobanking Agreements, now termed Biodiversity Stewardship Agreements (BSAs), and processing new BSA applications. More information about the BCT can be found on our website www.bct.nsw.gov.au.

Why are we contacting you?

We have been informed by the BCT Finance team that you have reached 100% of your Total Fund Deposit. As a result your first annual management payment for BSA 352 – Lilli Pilli was deposited into your nominated bank account on 27 June 2019. When you receive your first payment you are required to implement active management on your site and carry out the actions identified in the BSA. As active management of your biodiversity stewardship site has commenced and more detailed reporting on the progress of management actions is required, annual reporting will now align with your first payment date.

Active management annual reporting

Your Annual Report for Year 1 of active management, which will demonstrate compliance with your BSA, will be due on 27 June 2020. Subsequent annual reports will be due on this date each year.

The attached leaflet includes further information about completing your management actions, completing your annual report and the BCT annual audit process.

Submission of your annual report via email is preferred. However, you may submit your annual reports in one of three ways:

1. email to: info@bct.nsw.gov.au
2. post to: Agreements and Technical Services
BIODIVERSITY CONSERVATION TRUST
PO BOX A290
SYDNEY SOUTH NSW 1232
3. contact us at info@bct.nsw.gov.au to arrange access through our secure file transfer service for large files.

Please contact Simone Garwood on 02 6659 8226 or at simone.garwood@bct.nsw.gov.au to discuss any issues relating to your BSA or to advise of any changes such as contact details or bank details. Please also contact Simone Garwood if you are considering selling land for which the Biodiversity Stewardship Agreement applies.

Yours sincerely

Catherine Gallery
Manager, Agreements and Technical Services

Head Office: Sydney

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