**Nomination form for listing a Key Threatening Process under the NSW *Biodiversity Conservation Act 2016***

Background

The purpose of this form is to provide a nomination to the NSW Threatened Species Scientific Committee (NSW TSSC) for assessment of a Key Threatening Process under Schedule 4 of the NSW *Biodiversity Conservation Act 2016* (BC Act). Please refer to the NSW TSSC Nomination Background Information document and the NSW TSSC Guidelines for information on the BC Act and criteria in the *Biodiversity Conservation Regulation 2017* (BC Regulation).

For a Key Threatening Process to be listed under the BC Act specific criteria must be met (see BC Act Part 4, Division 5, section 4.32). A threatening process is eligible to be listed as a Key Threatening Process if, in the opinion of the Scientific Committee:

(a)  it adversely affects threatened species or ecological communities, or

(b)  it could cause species or ecological communities that are not threatened to become threatened.

How to complete the nomination form

This nomination form consists of a series of questions to help you provide the information necessary to address the

criteria in the BC Act. Note, terms used in the nomination form and marked with asterisk (\*) are defined in section 5 of the NSW TSSC Nomination Background Information document.

The NSW TSSC recognises that completing a nomination form is demanding due to the volume and detail of the information that is required to undertake an assessment. Nominators are encouraged to seek expert advice where appropriate to assist in the completion of the nomination form. Complete as much of the nomination form as you can. While the NSW TSSC will seek advice from other sources, any information not provided in the nomination may delay the assessment process.

Include references to published journal articles or other material that support the information you have provided. Unsupported or anecdotal information may not provide sufficient evidence to demonstrate the ecological community meets the criteria for listing.

If there is insufficient information to enable details to be provided because of a lack of scientific data or analysis please include any information that is available or provide a statement next to the relevant question identifying that the data or analysis is not available.

Do not quote or provide information you have obtained from other people (usually referenced as personal communications) unless you have obtained the agreement of those people to use those statements in the nomination.

Indicate if you are providing information you have obtained on a confidential basis or data under a data licence that prohibits its release to other parties and if you have obtained permission to publicly release the confidential information or data.

Ensure you know and agree to how the NSW TSSC will use and share your nomination and the information contained in the nomination and any attachments including your personal details by signing the declaration section. If you request confidentiality please ensure you have you have not included your personal information, or any information that can be used to identify you, in the nomination or attachments.

**DO NOT DELETE ANY SECTION OF THE NOMINATION FORM INCLUDING SECTIONS LEFT BLANK**

Lodgement of nomination

The original, signed hard copy of the nomination can be posted or scanned and a pdf emailed to:

The Chairperson,

NSW Threatened Species Scientific Committee

c/o Department of Planning and Environment

Locked Bag 5022

Parramatta NSW 2124

[Scientific.committee@environment.nsw.gov.au](mailto:Scientific.committee@environment.nsw.gov.au)

In addition to the signed copy, completed nominations can also include supporting documentation in WORD, Excel (may be used for data) or PDF formats.

**Nomination form to list a Key Threatening Process under the NSW *Biodiversity Conservation Act 2016***

**1. General information**

|  |  |  |
| --- | --- | --- |
| 1.1 Title of the nominated Key Threatening Process: | | |
|  | | |
| 1.2 Description of the key threatening process by reference to its biological and non-biological components and the processes by which these components interact – if known. | | |
| Biological and non-biological components:  The processes by which these components interact, if known: | | |
| 1.3 Could this nominated key threatening process be considered to be included within a key threatening process that has already been listed under the BC Act (see Schedule 4 of the BC Act)? | | |
|  | | |
| 1.4 Is the key threatening process unique to NSW (i.e. does it only occur in NSW)? | | |
| Yes | | No, provide other states or territories |
| 1.5 Does the key threatening process occur in the following areas? | | |
| Lord Howe Island: | Australian Capital Territory: | |
| 1.6 Is the key threatening process (or a similar process) currently listed under the Commonwealth *Environment Protection Biodiversity Conservation Act 1999* (EPBC)? If so, under what name is it listed? | | |
|  | | |

**2. Geographic Distribution**

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| --- |
| 2.1 Describe the extent of the key threatening process within NSW and Australia (where relevant). If possible, include a map indicating the current distribution and location(s) of the key threatening process in NSW. |
|  |
| 2.2 Is the key threatening process restricted to a specific habitat type or locality? |
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| 2.3 Does the key threatening process vary in its severity across its distribution? |
|  |

**3. Impacts of Key Threatening Process**

|  |  |  |
| --- | --- | --- |
| 3.1 List the Threatened Species\*, Populations\* and Ecological Communities\* (as listed under Schedules 1 and 2 of the BC Act), that are adversely affected by the nominated key threatening process.  Provide information that demonstrates how the nominated key threatening process adversely affects these threatened species, populations and ecological communities.  Provide information on the extent and severity of the nominated key threatening process on these threatened species, populations and ecological communities, i.e., does the nominated threatening process adversely affect them throughout their range? | | |
| Species, populations and ecological communities | Adverse effect | Extent and severity of threat |
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|  |  |  |
|  |  |  |
| 3.2 List any species\*, populations\* and ecological communities\* not currently threatened (i.e., not listed under the BC Act in Schedules 1 and 2) in NSW that could become threatened due to the nominated key threatening process.  Provide information that demonstrates how the nominated key threatening process adversely affects these species, populations and ecological communities.  Provide information on the extent and severity of the key threatening process on these species, populations and ecological communities, i.e., does the nominated key threatening process adversely affect these species, populations and ecological communities throughout their range? | | |
| Species, populations and ecological communities | Adverse effect | Extent and severity of threat |
|  |  |  |
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|  |  |  |
|  |  |  |
| 3.3 Explain how the species, populations and ecological communities could become threatened as a result of the nominated key threatening process. | | |
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**4. Appendices and Information sources**

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| --- | --- |
| 4.1 If you have attached any information to his nomination please list or describe the information below. | |
| Appendix 1 |  |
| Appendix 2 |  |
| 4.2 Has this document been refereed? If so, indicate by whom. | |

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Postal Address | Telephone | Email |
|  |  |  |  |
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| --- |
| 4.3 Document all written sources, published and unpublished. Where information is not freely available please include a copy. |
|  |
| 4.4 List any other experts, researchers or organisations relevant to the assessment of this Key Threatening Process. |
|  |

**5. Nominator information**

**Privacy information**

The information you provide in this nomination form will be used by the NSW TSSC in the assessment to determination the conservation status and listing or delisting of threatened or extinct species and threatened or collapsed ecological communities.

The NSW TSSC may forward your nomination to other people, researchers and organisations to seek advice on the information provided and/or to obtain more information relevant to the assessment and management of the species.

The NSW Government has agreed with the Commonwealth and other state and territory governments to collaborate on national threatened species assessments using a common assessment method. Your nomination, including your details as nominator, may be provided to state and territory government agencies and scientific committees as part of this collaboration unless you have requested that your personal information be treated as confidential and you have not included your personal information in the nomination or attachments.

Individuals can access their personal information or request a correction of personal information held by the NSW TSSC by contacting the NSW TSSC’s Secretariat.

The NSW TSSC has adopted the procedures set out in the DPE Cluster Privacy Management Plan (PMP). The PMP defines personal information and provides details about the privacy principles that the NSW TSSC follows when dealing with personal information.

**Declaration**

I declare that the information in this nomination and any attachments is true and correct to the best of my knowledge.

I permit the NSW Threatened Species Scientific Committee to provide a copy of the nomination and any attachments to other people or organisations for expert comment or advice.

I permit NSW Threatened Species Scientific Committee to provide location details or data included in the nomination and any attachments to the Office of Environment and Heritage for inclusion in GIS databases managed by OEH, including publicly accessible databases.

I permit the NSW Threatened Species Scientific Committee to use, reproduce, publish, communicate and distribute information (see also 5.2) contained in the nomination and any attachments, in Committee publications including determinations, assessment reports, documents for public information and on the Committee’s website.

I permit NSW Threatened Species Scientific Committee to provide a copy of the nomination and any attachments to Commonwealth, State and Territory government agencies and associated committees or other bodies undertaking threatened species and ecological community assessments for those agencies.

Signed: Date:

|  |  |  |
| --- | --- | --- |
| 5.1 Nominator’s details | | |
| Name |  | |
| Organisation |  | |
| Postal address  (required information) |  | |
| Email |  | |
| Phone |  | |
| 5.2 Do you wish the information provided in the Nominator’s details section to be regarded as confidential? | |
| **Yes / No**  **If you have requested confidentiality please ensure you have you have not included your personal information, or any information that can be used to identify you, in the nomination or attachments.** | |

**Please note**: The Committee is subject to the provisions of the *Government Information (Public Access) Act 2009* and access to the nomination and any accompanying information may be sought in accordance with that Act.

**References**

NSW Biodiversity Conservation Act 2016. <https://www.legislation.nsw.gov.au/~/view/act/2016/63>

NSW Biodiversity Regulation 2017. <https://www.legislation.nsw.gov.au/~/view/regulation/2017/432>

NSW TSSC (2018) Nomination Background Information document. <http://www.environment.nsw.gov.au/committee/HowToNominateASpeciesAsThreatened.htm>

NSW TSSC (2018) Guidelines.

<http://www.environment.nsw.gov.au/committee/scientificcommitteepublications.htm>