



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

The University of Newcastle
Infrastructure and Facilities Services
Project Briefing Document
TREE MANAGEMENT PROCEDURE
CALLAGHAN CAMPUS

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1 PURPOSE

This procedure provides direction in completing or overseeing an assessment of impact and identifying required compensatory works under the Newcastle City Council Urban Forest Technical Manual (UFTM) for Development Applications (DA)'s which require tree pruning or removal at the University of Newcastle's (UON) Callaghan Campus.

This procedure does not apply to development that have a Significant Impact under Section 5A of the *Environmental Planning and Assessment Act 1979*, or development that are classified as significant under the *Environmental Protection and Biodiversity Conservation Act 1999*. Provision of relevant State and Commonwealth legislation apply in these cases.

This procedure does also not apply to tree pruning or removal at Campuses other than the Callaghan Campus. All tree pruning and removal at Ourimbah Campus should be undertaken in consultation with the Environmental Manager and a qualified Ecologist due to the presence of an Endangered Ecologically Community protected under the *Threatened Species Conservation Act 1995 (TSC Act)*.

2 BACKGROUND

The Callaghan Campus covers approximately 140 hectares of land. Of this some 25 hectares comprises native bushland which provides habitat and supports 188 flora species, 30 introduced flora species, 116 bird species, 14 native mammal species, 11 frog species, 18 reptile species. Three ecological communities exist within the Callaghan Campus:

- Coastal Foothills Spotted Gum-Ironbark Forest
- Riparian Closed Forest
- Freshwater Wetlands

Two isolated patches of the Dry Grassy variant of the Coastal Foothills Spotted Gum – Ironbark Forest display characteristics similar to the endangered Lower Hunter Spotted Gum – Ironbark Forest listed under the NSW TSC Act 1995, where the key indicative species *Eucalyptus fibrosa* is a dominant canopy tree species.

Four threatened fauna species have been recorded (Eco Biological, 2013) and include:

- Little Lorikeet
- Little Eagle
- Varied Sittella
- Grey-headed Flying Fox

For all projects, trees should be retained where possible and incorporated into building design. Careful and considered management is required to ensure the ecological integrity and visual amenity of our unique bushland campus is maintained.

For projects where tree removal cannot be avoided, the Newcastle City Council Development Control Plan (DCP) S5.03 Tree Management and the associated Urban Forest Technical Manual (UFTM) were amended

in 2013 to provide an alternative compensatory mechanism enabling UON to undertake actions other than the traditional 2:1 tree planting. The inclusion of S5.03.07 of Newcastle City Council DCP 2012 relates specifically to the UON's Callaghan Campus and the 2012 Landscape Management Implementation Plan.

The purpose of the 2013 amendments to both the Newcastle DCP and UFTM aimed to; improve the quality of the vegetation on the Callaghan Campus, maintain the Bushland Campus identity, and to ensure appropriate regeneration works are undertaken for vegetation which is removed or pruned for the purpose of development.

3 LEGISLATIVE REQUIREMENTS

All activities that have the potential to impact on the environment including require approval under the [Environmental Planning and Assessment Act 1979 No 203](#) (EP&A Act 1979). This act forms the overarching piece of planning legislation.

[The Newcastle Local Environment Plan 2012](#) (Newcastle LEP) is legal document of rules and standards that governs development within the Newcastle local area.

[The Newcastle Development Control Plan \(DCP\) and Technical Manuals](#) sits under the Newcastle LEP. The DCP controls development and provides the details of the Newcastle LEP and the *EP&A Act 1979*.

The Urban Forest Technical Manual is produced by Newcastle Council to supplement S5.03 Tree Management of Newcastle DCP 2012.

The assessment for compensatory works for tree removal at the Callaghan Campus under the UFTM shall be undertaken for all activities where trees are removed or pruned. Where the assessment under the UFTM is not required to for legislative reasons, the assessment will be undertaken as the University's preferred method of consideration.

On 24 July 2015 Universities became classified as Public Authorities for the purpose of the NSW State [Environmental Planning Policy \(Infrastructure\) 2007](#) (ISEPP). This allows the University to undertake certain development without the need for consent from a consent authority.

ISEPP prescribes four different development types. ISEPP Development types, assessment, and development application requirements are outlined in table 1.

Table 1 - DA Requirements for Tree Removal under ISEPP Development Types

ISEPP Development Type	UFTM Tree Removal Assessment Required	DA for Tree Removal Required
Exempt development	Yes	² Yes
Complying development	Yes	² Yes
Development with consent	Yes	Yes
Development without consent	¹ No	No

¹ | The assessment under the UFTM is not required to for legislative reasons, the assessment will be undertaken as the University's preferred method of consideration.

² | Although 'exempt' and 'complying' developments are usually carried out without the need for development consent, sections 20(g) and 20B(f) respectively require vegetation removal or pruning to be undertaken with consent.

4 INSTRUCTIONS OF COMPENSATORY WORKS FOR TREE REMOVAL

Compensatory works for the removal and/or pruning of vegetation are to be undertaken in accordance with S5.03 of the Newcastle DCP and the requirements under the Callaghan Campus section of the Urban Forest Technical Manual. Compensatory works may include bush regeneration with native species, targeted weed removal, and the installation of nest boxes. Works should be undertaken in zones identified in the Landscape Management Implementation Plan and as advised by the University's Environmental Manager.

4.1 URBAN FOREST TECHNICAL MANUAL ASSESSMENT

Completing the assessment under the UTFM to determine the compensatory works for tree removal consists of a two-step process:

Step 1: Determine the category of impact the activity will have on the environment.

Vegetation works are to be categorised based on the category of impact the activity will have on the environment. The category of impact is determined through a series of questions. Each question must be considered carefully before answering to identify both the vegetation type and impact (moderate or minor). Note, major is not listed as an impact option, if the activity is determined to have a major impact to the environment a separate approvals pathway is required.

Step 2: Determine the compensatory works that are to be undertaken for vegetation removal.

Once the category of impact is known, compensatory works can then be determined. The location of the compensatory work is to be undertaken in a specified management zone identified in the Landscape Management Implementation Plan, Callaghan Campus (LMIP). Refer to LMIP for details of the bushland management zones.

4.2 SUBMISSION OF DEVELOPMENT APPLICATION

The management zone where compensatory works are to be undertaken is to be nominated in the development application at the time of submission.

Compensatory works identified under the Urban Forest Technical Assessment will be taken as a condition of consent by Newcastle City Council.

4.3 PERMIT TO WORK

The Permit to Work shall be completed as per the University of Newcastle's Permit to Work Guide.

As tree removal at the Callaghan Campus requires additional assessments to be undertaken to support the PTW, to avoid delays in approval due to incomplete or inadequate assessments, it is advised to liaise with the Environment Team as early in the planning process as applicable.

4.4 TREE PRUNING

Tree pruning at the Callaghan Campus requires the completion of the Tree Pruning Specification Form (UTFM Appendix 5) in addition to the assessment specified under Section 12 Callaghan Campus of the UTFM. The form is to be completed and returned to the Environmental Manager for review and record before any works are undertaken.

4.5 IMPLEMENTATION AND MONITORING OF COMPENSATORY WORKS

Compensatory works will be placed as a condition of consent on the DA approval by the approving body.

All conditions of consent are to be communicated to the contractor for implementation on site. Staff / project managers are to monitor the works to ensure the compensatory works/conditions of consent along with relevant mitigation measures are implemented.

Details of all tree pruning, removal, and compensatory works are to be supplied to the Environmental Manager and will be kept in the Tree Removal and Compensatory Works Log. Supporting information such as arborist reports and photos should be kept under the relevant project folder.

5 ROLES AND RESPONSIBILITIES

Project Managers/Officers who are responsible for overseeing the preparation of the Development Application/REF are responsible for:

- Ensuring the assessment under the Urban Forest Technical Manual is undertaken by the Arborist for all projects that require tree removal.
- Communication of the compensatory works, mitigation measures, and conditions of consent to the contractor
- Monitoring the on-ground works to ensure compensatory works, mitigation measures and conditions of consent are implemented onsite

6 CONTACTS

Environment Team

Environmental Manager: Daan Schiebaan at Daan.Schiebaan@newcastle.edu.au or 02 492 17315.

Operations Team

Facilities Coordinator: Andrew Somerville at Andrew.Somerville@newcastle.edu.au or 02 492 16639.

7 RELEVANT DEFINITIONS

In the context of this document definition of terms are outlined in table 2;

Table 2 - Relevant Definitions

Term	Definition
Bushland Management Zone	Zones identified and numbered in Section 9 of the Landscape Management Implementation Plan Callaghan Campus for bushland management.
Bush Regeneration	The rehabilitation of bush from weed infested or otherwise degraded plant community to a healthy community composed of native and indigenous species.
Development Control Plan	Defined as per the Environmental Planning and Assessment Act 1979. A development control Plan made, or taken to have been made, under Division 6 of Part 3 and in force.
Development Application	An environmental planning application for works requiring Council approval under the <i>Environmental Planning and Assessment Act 1979</i> .
Compensatory Works	Bush regeneration with native species, targeted weed removal and the installation of nest boxes.
Urban Forest Technical Manual	The practical manual produced by Newcastle City Council to supplement section 5.03 Tree Management of the Newcastle Development Control Plan 2012 by providing technical information for the design, implementation and management of tree planting in the local area.
Landscape Management Implementation Plan	The document prepared by Eco Logical Australia, September 2012 which outlines the ten year bushland management plan for the Callaghan Campus.