

GUIDELINE FOR PREPARING INFORMATION FACT SHEETS

WHEN IS AN INFORMATION FACT SHEET REQUIRED?

An Information Fact Sheet is required as part of a development when properties contain significant biodiversity features such as threatened ecological communities, species or their habitats as listed under the *Threatened Species Conservation Act 1995*. Other significant areas that may require an information fact sheet include the NSW Office of Environment and Heritage Priority Conservation Lands and land mapped as “Biodiversity” under *The Hills LEP 2012*. All rural cluster subdivisions contain a community association lot and an information fact sheet is required.

PURPOSE OF THE GUIDELINE

The purpose of the information fact sheet is to inform residents of the significant features of the site, describe their sensitivities and explain how they are to be managed.

WHAT SHOULD THE FACT SHEET INCLUDE?

The information fact sheet should consist of a short document of 2 pages detailing the following information:

- map of the subject site showing lot layout, management zones including any restrictions, vegetation types, natural features and fauna habitat features;
- local native flora and fauna known or likely to be utilising habitat on the subject site;
- vegetation types present on the subject site and whether they form part of a threatened ecological community;

- any sensitive environmental features present on the subject site;
- list of any statutory restrictions or requirements related to the subject site;
- recommendations of what type of activities are permitted within the community association lot;
- recommendations regarding actions to protect any restricted area;
- reference to vegetation management requirements in accordance with an approved Vegetation Management Plan;
- information regarding design and maintenance requirements of nest boxes or other artificial fauna habitat features;

Reference to any Vegetation Management Plan, or Community Management Statement linked to the site.

WHO CAN PREPARE AN INFORMATION FACT SHEET?

The information fact sheet shall be prepared by the ecologist who prepared the flora & fauna report and/or the vegetation management plan for the subject site. Alternatively, the fact sheet may be prepared by a person who has or is familiar with the biodiversity features of the site. An information fact sheet template has been prepared as an example and may be used by inserting the relevant information.

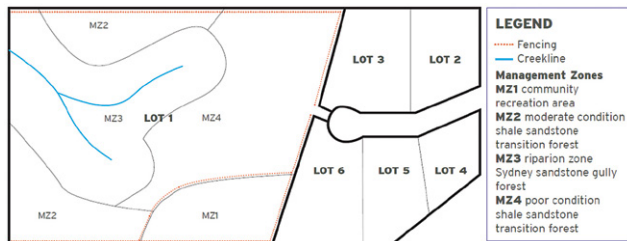


TEMPLATE

MANAGING BIODIVERSITY – COMMUNITY ASSOCIATION

INTRODUCTION

This information fact sheet has been prepared to ensure that the Community Association Lot is managed and maintained to protect biodiversity values. All land owners within the community scheme have a responsibility to contribute to the maintenance and improvement of biodiversity values within the community lot. A Vegetation Management Plan has been prepared to guide this work. The Community Association Lot provides an opportunity to community members to enjoy passive recreation activities such as picnicking, walking, and photography.



Note: Site Plan to include:

- Lot layout with Community Lot and any restrictions such as Restricted Development Areas (RDA).
- Location of any Endangered Ecological Communities (EEC), threatened species and/or other significant ecological features.

VEGETATION

The vegetation within the Community Association Lot consists of <<INSERT Vegetation Community Name>> eg Shale/Sandstone Transition Forest. The vegetation within the Community Lot consist of species which are protected and listed as Endangered Ecological Communities under

the Threatened Species Conservation Act 1995 (TSC Act).

<<INSERT List of trees/shrubs/groundcovers include Scientific name and (Common Name)>>

- Tree eg. *Eucalyptus punctata* (Grey Gum)
- Shrub eg. *Grevillea spp* (Spider flower)
- Groundcover eg. *Aristida vagans* (Threeawn Speargrass)

KEY THREATENED PLANTS TO LOOK OUT FOR:

<<INSERT Threatened Vegetation include (Common Name and Scientific name)>>

- eg. *Eucalyptus sp.* Cattai

Vegetation list from <<INSERT Flora & Fauna Report and/or Vegetation Management Plan Details>>

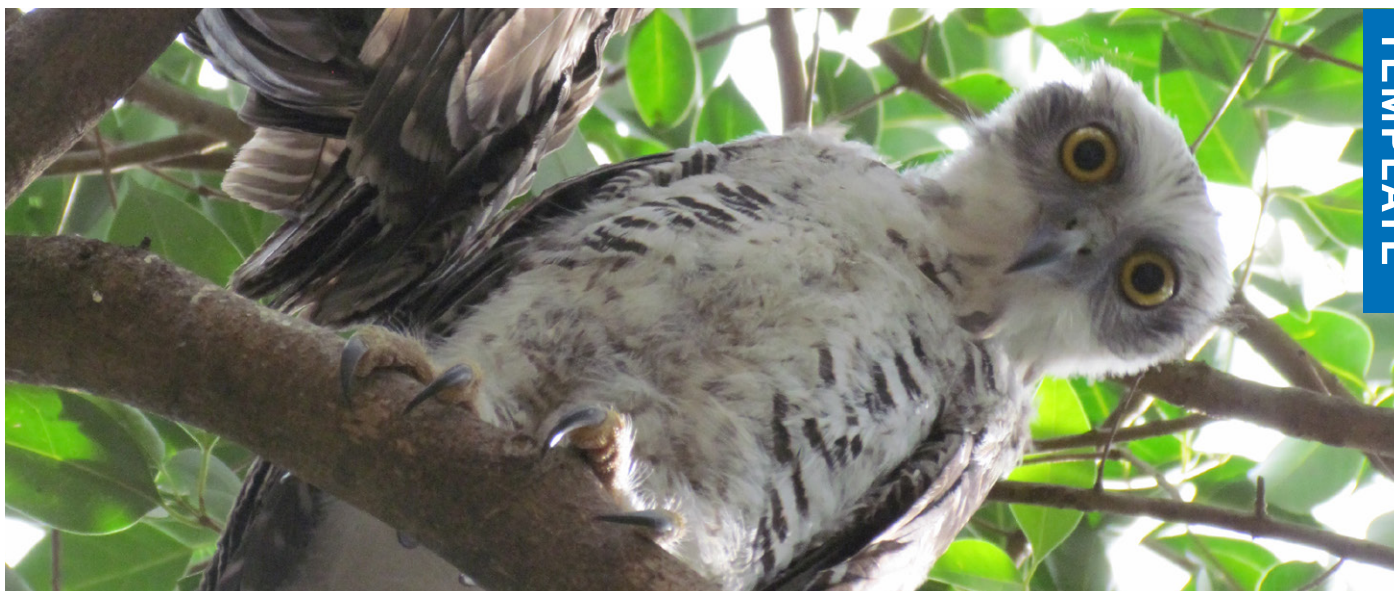
FAUNA

<<INSERT Key habitat features of he site>> Eg. Woodland with hollows, exposed sandstone with small crevices etc. The Community Association Lot supports habitat for: (list species)

<<INSERT List of birds/mammals/amphibians/reptiles (if known) include Common Name and (Scientific name)>>

- Bird eg. Glossy Black Cockatoo (*Calyptorhynchus lathami*)
- Mammal eg. White-striped Freetail Bat (*Austronomus australis*)
- Amphibian eg. Red-crowned Toadlet (*Pseudophryne australis*)
- Reptile eg. Wall Lizard (*Cryptoblepharus virgatus*, *Scincidae*)

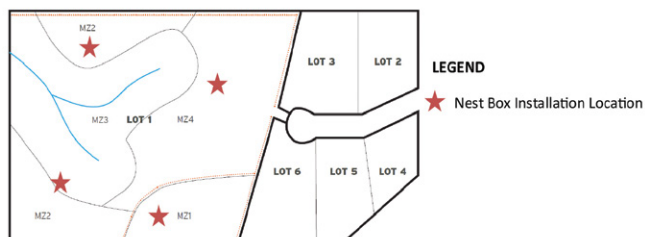
Fauna list from <<INSERT Flora & Fauna Report and/or Vegetation Management Plan Details>>



NEST BOXES

<<DELETE Section if Nest Boxes are not required by consent or INSERT other artificial fauna habitat features if applicable>>

- <<INSERT No:>> nest boxes have been installed within the community lot.
- <<Describe types of nest boxes installed>>
- Nest boxes must be managed to comply with <<INSERT Document title>>
- <<INSERT Site plan showing location of nest boxes or other artificial fauna habitat features>>



HOW TO PROTECT YOUR COMMUNITY LOT

- Use local indigenous species in your garden
- Plant dense plantings of native shrubs and groundcover to encourage smaller fauna
- Plant canopy species that provide habitat and/or food to native species
- Protect native wildlife by controlling your pets eg. Keep pet cats indoors
- No grazing allowed
- Do not collect firewood
- Do not remove bush rock
- Do not pick native flowers
- Do not dump garden waste eg. Grass clippings (as this can spread weeds)

<<INSERT additional points and/or Delete as required>>

A Vegetation Management Plan has been prepared that details the Community Associations responsibilities for the Community lot including:

- Fencing
- Signage
- Vegetation Management and Monitoring including weed control
- Nest box maintenance and monitoring
- Other items as detailed in the Vegetation Management Plan prepared by <<INSERT Name>>

<<INSERT additional points and/or Delete as required>>

MORE INFORMATION

For further information on the management and maintenance of the Community Association Lot please refer to:

- Vegetation Management Plan <<INSERT report prepared by and date>>
- <<INSERT additional reference documents as required>>

Other useful resources are: <<INSERT Details of other applicable resources>>

Eg. NSW Threatened Species profiles: <http://www.environment.nsw.gov.au/threatenedSpeciesApp/>