PROCEDURES STATEMENT FOR TRANSLOCATION OF THREATENED NATIVE FLORA IN VICTORIA

Endorsed by:

Peter Betson
Executive Director
Environment and Landscape Performance

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Part 1: Introduction

Purpose

This document provides a clear decision-making and administrative framework for proposals to translocate plants in Victoria. It provides two pathways for administering such proposals; a pathway for management of plants of high conservation significance, and a pathway for projects such as revegetation or management trials that involve species of lower conservation significance.

It is consistent with the IUCN position statement on translocation of living organisms, the IUCN guidelines for reintroductions and the Australian Network for Plant Conservation guidelines for translocations.

Scope

This Statement applies to translocations of threatened native plants or parts of such plants into, out of or within public land in the State of Victoria for the purposes of biodiversity conservation or scientific research, and includes all movements between wild populations, from an *ex situ* collection to the wild and from the wild into cultivation (irrespective of whether the plants are to be retained permanently or temporarily in cultivation).

The Statement is applicable to all government and non-government (including not-for-profit) individuals or organisations wishing to translocate threatened plants.

It does not include:

- plant taxa that are declared to be protected under section 46 of the *Flora and Fauna Guarantee Act 1988* (FFG Act), that are not also listed as a threatened taxon or included on DEPI's *Advisory List of Rare or Threatened Plants in Victoria – 2005*
- threatened plants moved within and between licensed collections or zoological and botanical gardens
- plants, parts of plants or regenerative material that are moved within a wild population
- collection of seed, whole plants or parts of plants where they are moved into, but not out of, the Victorian Conservation Seedbank or living collections of the Royal Botanic Gardens Melbourne or Cranbourne.

Legislative power

Under Section 48 of the FFG Act, the Secretary of DEPI may authorise the taking of protected flora, unless to do so would threaten its conservation. This Procedures Statement establishes a process to assess the impacts and benefits of translocations, and to provide clear scientific advice on whether permits to translocate should be issued.

Definitions

'High significance' plant means any native plant taxon (i.e. species, subspecies or varieties) or any part of such taxon (e.g. regenerative material such as seeds or cuttings) that:

- is listed[1] under Schedule 2 or Section 10 of the *Flora and Fauna Guarantee Act 1988*
- is protected under the FFG Act (i.e. declared protected by GiC Order) and is included on DEPI's *Advisory List of Rare or Threatened Plants in Victoria – 2005*[2] with a status of 'presumed extinct', 'endangered' or vulnerable'.

'Low significance' plants means those taxa that are protected under the FFG Act by GiC Order, and are included on DEPI's *Advisory List of Rare or Threatened Plants in Victoria – 2005* with a status of 'rare' or 'poorly known'.

Plants that are declared to be protected by GiC Order, but are not on the *Advisory List*, are not covered by the Statement.

Translocation means the deliberate human-assisted transfer of plants from one locality to another into, out of or within Victoria (with the exception of those moved within an existing population). Translocation includes the following types of movement:

- *Introduction* i.e. an attempt to establish a population of threatened plants in a site outside its historically known range but within the appropriate habitat type for that taxon
- *Re-introduction* i.e. an attempt to establish a population of a plant taxon in a part of the known or presumed native range from which it has disappeared or become extirpated
- *Supplementation* i.e. the addition of individuals or regenerative material to a population with the intent of increasing the population size or to increase genetic or demographic diversity. Supplementation has the same meaning as re-stocking or reinforcement for the purposes of this document
- *Experimental translocation* i.e. the movement of threatened plants for research
- *Salvage* i.e. the movement of threatened plants from places subject to habitat disturbance or loss.

[1] Listed in the Flora and Fauna Guarantee Act 1988, Threatened List - found at http://www.depi.vic.gov.au/plants-and-animals/native-plants-and-animals/threatened-species-and-communities/listed-items

[2] See DEPI website, http://www.depi.vic.gov.au/plants-and-animals/native-plants-and-animals/threatened-species-and-communities/threatened-species-advisory-lists

Translocation Plan means a written statement of intent to carry out a translocation into or within the State of Victoria, covering all matters set out in Appendices 1 and 2.

Translocation Evaluation Panel (TEP) means a panel of experts appointed by DEPI to provide advice to DEPI on Translocation Plans.

Unexpected or **emergency salvage** means a situation where threatened plants are found at a site subject to approved development, where they were not located or identified during permit approval processes.

Commencement and review

This Procedures Statement will operate for a period of five years from 30 June 2013 and will be reviewed at the end of its first year of operation and in the year prior to its expiry.

The Procedures Statement will not apply to plant translocation proposals received by DEPI prior to 31 July 2013.

Part 2: Principles

2.1 DEPI will permit, or undertake, translocation of threatened plants into or within Victoria for the purposes of biodiversity conservation, habitat or ecosystem management or scientific research, provided that:

- the translocation is not used as a substitute for protection of high quality natural areas or conservation of wild populations *in situ,* unless there is no other alternative
- the translocation provides or is considered likely to provide a significant conservation benefit or contribution to the recovery of the taxon, or to a co-occurring taxon of equal or higher conservation status, or of the community or ecosystem in which the taxon occurs
- the translocation is part of an approved management plan or program intended to increase knowledge/learning about species ecology and requirements
- removal of individuals from a source population is unlikely to pose a risk to that population (except in the case of emergency translocations – see 2.12 and 2.13 below)
- the translocation is likely to have no adverse impact on other plants at the recipient site, including genetic pollution, the spread of disease or pathogens
- the factors, if any, which threatened the plant's extinction or limited its abundance at the release site have been identified and solved or are being actively managed now and into the foreseeable future (except in the case of experimental translocations which may be designed to test such hypotheses)
- the translocation site is believed to have suitable and sufficient habitat and other factors such as pollinators and other dispersal vectors to enable a self-sustaining population (except in the case of experimental translocations which may be designed to test various techniques).

2.2 Translocation of threatened plants to habitats or locations outside their known, historic or extrapolated natural range will not be approved unless there is an overriding conservation reason for so doing and that reason is supported by the Translocation Evaluation Panel.

2.3 Proposed translocations of 'high significance' threatened plants require the approval of the Executive Director Environment and Landscape Performance, following assessment by the TEP.

2.4 Proposed translocations of 'low significance' plants require the written approval of the local DEPI Environment and Water Regional Manager.

2.5 All proponents wishing to translocate plants must first refer to the Decision Tree (Fig. 1) to determine if translocation is an appropriate course of action.

2.6 If translocation is appropriate, the proponent must prepare a Translocation Plan that covers the matters detailed in Appendix 2 (for 'high significance' taxa) or Appendix 3 (for 'low significance' taxa), with the exception of unexpected salvage situations involving the movement of less than 10% of the source population, as long as there are more than five extant populations. If there are fewer than five extant populations, a 'high significance' Translocation Plan will be required.

2.7 Unexpected[3] salvage situations involving the movement of less than 10% of a source population where more than five extant populations exist, may be approved by regional managers and do not require assessment by the Translocation Evaluation Panel. However, the applicant must provide proof to the Environment and Water Regional Manager that s/he has explored all other possible avenues to avoid the need for salvage.

2.8 Translocation should not be used as a substitute for protection of high quality natural areas or conservation of wild populations *in situ*.

2.9 All Translocation Plans must include a resourced monitoring program to assess the techniques used and the outcomes of the translocation.

2.10 Reports of both short-term and long-term monitoring of 'high risk' translocations must be sent to the TEP.

2.11 Major development proposals that anticipate salvage and/or translocation as mitigation measures, will be required to develop a Translocation Plan in accordance with this Statement and to the satisfaction of the Executive Director Environment and Landscape Performance, as a condition of approval.

[3] Where a threatened plant is found following pre-planning of a major project, and within the known or predicted range of that plant, salvage would **not** be regarded as 'unexpected'.

2.12 Emergency translocations and emergency holdings of 'high significance' plants to save a taxon from imminent extinction may be approved by the Executive Director Environment and Landscape Performance while a Translocation Plan is prepared. All other translocations should be planned in accordance with the measures indicated above.

2.13 Emergency translocations and emergency holdings of 'low significance' plants may be approved in writing by the Environment and Water Regional Manager.

2.14 Translocations may only be undertaken with an appropriate authorisation issued under the FFG Act, and when relevant, planning schemes, the *National Parks Act* or the EPBC Act. (For information on the EPBC referral process, go to http://www.environment.gov.au/epbc/approval.html).

2.15 All persons, including Department staff, involved in the handling or possession of threatened plants must have the necessary authority, licence or permit.

2.16 Decisions on whether to approve translocations must be in accordance with the 'conservation effects' decision as required by S.48(4) of the FFG Act i.e. "The Secretary must not issue a licence or permit for the taking … of protected flora if… to do so would threaten the conservation of the taxon or community of which the flora is a member or part." For further information on the 'conservation effects' decision, see the DEPI *Operational Procedures for Administering Protected Flora Permits* and the *Flora Permit Information Guide.*

2.17 The action to translocate and the results of the translocation must be included in the Actions for Biodiversity Conservation (ABC) system, and the Translocation Plan must show that the translocation is part of an overall plan that will benefit the conservation of the taxa concerned and that those benefits outweigh the risks. In the case of emergency salvage or transfers, the action may be added to ABC as soon as possible after the event.

Part 3: Administration

This section outlines the administration of applications to translocate threatened plants into and within Victoria including:

- the responsibilities of parties involved in the application and evaluation process
- the administrative timeframes
- the supporting documentation.

The translocation applicant

The translocation applicant is responsible for preparing and submitting a Translocation Plan to the TEP (see Appendix 1) or local DEPI Environment and Water Regional Manager (see Appendix 2) at their own cost.

When preparing a 'high significance' Translocation Plan, applicants are strongly encouraged to contact the local Environment and Water Regional Manager at DEPI to discuss the proposal and its alignment with regional, State and National priorities for threatened flora management, and Recovery Team directions (where relevant). Applicants must also discuss the proposal with relevant land manager(s) to obtain their support.

If further information is required by the TEP or the Executive Director Environment and Landscape Performance, it is the responsibility of the translocation applicant to provide this information at their own cost.

The applicant may be encouraged to attend meetings of the TEP when the Plan is being considered, to answer queries or further refine the Plan.

For 'low significance' applications, the translocation applicant is responsible for preparing and submitting a modified Translocation Plan to the local DEPI Environment and Water Regional Manager, including how the proposal accords with regional, State and National priorities for biodiversity management, with Action Statements and Recovery Plans (if they exist) and Recovery Team directions (where relevant).

Further information on the application process can be seen in Part 4: Applying to Translocate.

Translocation Evaluation Panel (TEP)

A panel will be appointed by the Executive Director, Environment and Landscape Performance to:

- assess Translocation Plans for compliance with all relevant Victorian and Commonwealth legislation
- provide advice to the Executive Director Environment and Landscape Performance as to the suitability and priority of Translocations Proposals.

Membership will include:

- up to three non-DEPI persons with combined experience in threatened plant conservation, genetics, disease management and management of populations in cultivation.
- a representative from DEPI's Regional Services
- a representative from DEPI's Arthur Rylah Institute for Environmental Research.
- a representative from the Royal Botanic Gardens.

The TEP Chair is selected from the members. The Executive Director Environment and Landscape Performance will appoint the Chair.

The TEP will meet four (4) times a year, although emergency meetings may be convened at the request of the Executive Director Environment and Landscape Performance. The Terms of Reference for the TEP is included in Appendix 3.

Consultation

Prior to approving or rejecting a Translocation Plan, the Executive Director Environment and Landscape Performance may consult with the relevant regional Environment and Water Manager(s) to ensure the Translocation Plan is consistent with regional priorities for management of threatened species and communities.

Administrative timeframe

Proponents for 'high significance' translocations must forward the Translocation Plan to the TEP at least three months before the planned date of the translocation (except in the case of an emergency translocation).

Once received, the TEP will consider the Plan at its next scheduled meeting, unless otherwise advised by the TEP. Following consideration, the TEP will notify the Executive Director Environment and Landscape Performance of its advice on the suitability of the Translocation Plan, or that additional information is being sought for further consideration, within 10 working days of that meeting.

Proponents for 'low significance' translocations must forward the Translocation Plan to the Environment and Water Regional Manager at least three months before the planned date of the translocation (except in the case of an emergency translocation).

Supporting information

Proponents are required to provide written evidence of the land manager's support for the proposed translocation as part of their Translocation Plan.

Determining form of translocation

Applicants will nominate which form of translocation they will be conducting as part of their Translocation Plan. However, DEPI reserves the right to determine what is considered an experimental translocation as opposed to other forms of translocation.

Part 4: Applying to translocate

This section describes the application process for authority to translocate threatened plants in Victoria. A summary of the process is provided at Figure 1.

Step 1: Proposal development

As a first step, the applicant should consider the decision tree in Fig. 1 to determine whether or not the translocation should be attempted. The applicant should discuss the proposal with the Environment and Water Regional Manager, DEPI or his/her delegate. They can advise:

- whether the proposal is likely to be 'high' or 'low' significance
- whether the proposal aligns with regional, State or National priorities for threatened plant management
- whether translocation is a priority action in the ABC database, an Action Statement or a National Recovery Plan
- suitable recipient sites and any management requirements (e.g. weed control or grazing exclusion)
- what information should be included in the Plan
- of other environmental information or permit requirements.

The applicant must also discuss the proposal with the relevant land manager(s) (e.g. Parks Victoria, local council) and obtain written support for the proposed translocation of threatened plants to or from land under their management.

Step 2: Development of the Plan

For a 'high significance' translocation, once a proposal has in-principle agreement from the Environment and Water Regional Manager, DEPI or their delegate and relevant land manager(s), a Translocation Plan should be developed. The Plan must be consistent with the requirements detailed in Appendix 2 and provide sufficient information about the taxon and the proposed translocation for an informed decision to be made whether to approve or reject the proposal. It should review relevant knowledge about the taxon's biology and ecology, its past and present distribution and conservation status, and the urgency of action. Information presented should be supported by references or data. Opinions expressed about aspects of the taxon's conservation biology should be clearly identified as such.

For a 'low significance' translocation, a Plan must be developed in accordance with the requirements detailed in Appendix 3.

An action describing the proposed translocation should also be entered onto the ABC system, if it is not already there.

Step 3: Submitting the Plan/proposal

Completed 'high significance' Translocation Plans can be submitted to the Translocation Evaluation Panel at:

Flora Translocation Evaluation Panel
c/o Biodiversity Regulation
Department of Environment and Primary Industries
Level 2, 8 Nicholson Street
East Melbourne VIC 3002

'Low significance' proposals must be submitted to the Environment and Water Regional Manager at the relevant DEPI office (see Appendix 4 for localities).

At the same time, the applicant should also submit applications for FFG Act, National Parks Act or EPBC Act permits, to allow sufficient time for processing.

For advice on how to apply for FFG Act and other authorisations, the applicant should refer to the *Flora Permit Information Guide* and the *Research Permits Information Guide* on the DEPI website.

Step 4: DEPI assesses completeness of the Plan

Each 'high significance' Translocation Plan will be assessed to ensure it includes all relevant information as detailed in Appendix 1.

If a Plan is not complete or provides insufficient information, the applicant will be notified and requested to provide more detail, with all amendments to the Plan clearly identified.

'Low significance' Plans will be similarly assessed by regional staff, and may require re-submission if further information is needed.

Step 5: TEP assesses 'high significance' Plans

The TEP will assess each 'high significance' Translocation Plan to ensure (amongst other things):

- it is consistent with the principles outlined in Part 2 above
- it has clear benefits in biodiversity conservation or ecological restoration, or in expected research outcomes contributing to biodiversity conservation
- a full risk assessment has been carried out and the plan has outlined how identified risks will be managed and/or addressed. Risks to be considered include those relevant to (but not limited to):
    - weed control
    - disease/pathogen/parasite transfer

- resolution or appropriate management of the factors that caused the initial loss or decline of the taxon
- genetic risks such as outbreeding or inbreeding depression.
- impact of the translocation upon the recipient population and site
- impact of the translocation upon the source population and site
- recipient site suitability and whether there is sufficient habitat and other resources to allow the establishment of a viable population
- security and protection of the recipient site

- the necessary long-term timeframe required in both personnel and finances to support and evaluate the translocation has been acknowledged and accounted for
- key stakeholders and, where relevant, recovery teams and key experts, have been consulted, including with respect to both source and recipient locations
- a monitoring and evaluation program is in place to track and assess the program's success and the effectiveness of management strategies applied
- relevant authorisations (e.g. FFG permits) have been applied for or are identified as being required
- a contingency plan has been prepared and can be enacted if early losses occur, targets are not met or if the translocation has unintended negative effects
- the proposal is feasible and workable.

Step 6: TEP advises DEPI ('high significance' proposals only)

The TEP provides advice to the Executive Director Environment and Landscape Performance regarding its view of the proposal.

Step 7: DEPI assesses the proposal

Before making a decision, the Executive Director Environment and Landscape Performance will consider the advice of the TEP and consult with the relevant Environment and Water Regional Manager(s) to ensure the proposal is consistent with regional priorities for threatened fauna management. The Executive Director may also consult with the relevant land manager(s) to ensure their approval has been sought and granted.

'Low significance' proposals will be similarly assessed by regional staff, and will be approved by the relevant Environment and Water Regional Manager. Regional staff may seek further information if the translocation plan is inadequate. Applicants may also be invited to provide further submissions if a proposal is rejected.

Step 8: Permit authorisations

Once the Plan has been approved by the Executive Director Environment and Landscape Performance, an authorisation under the FFG Act will be issued by either the Environmental Research Coordinator or the local Environment and Water Regional Manager. Where further permits are needed (e.g. National Parks or EPBC) the TEP's advice will be forwarded by DEPI's Biodiversity Regulation section to the authorities responsible for granting permits.

Step 9: Implementation

Upon receipt of the FFG Act permit (and other relevant authorisations), the applicant may commence the translocation in accordance with their Translocation Plan and any other conditions of the permit.

Provision of reports on the progress and outcomes of the translocation, as stated in the Translocation Plan, will be a condition of the FFG permit. Copies of reports submitted to the TEP will also be forwarded to relevant DEPI regions and Recovery Teams.

Figure 1: Decision Tree for Translocation of Threatened Native Flora

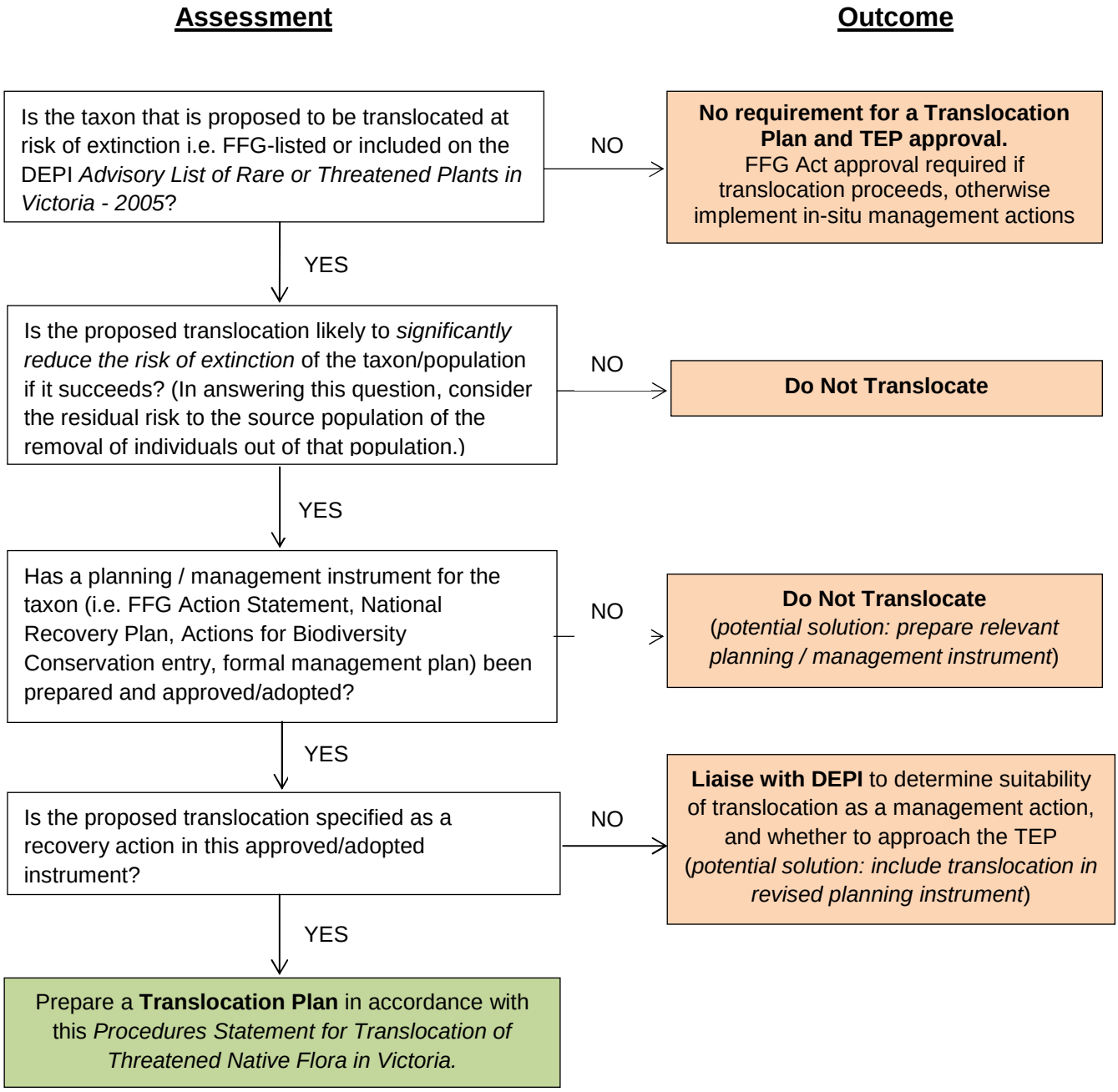
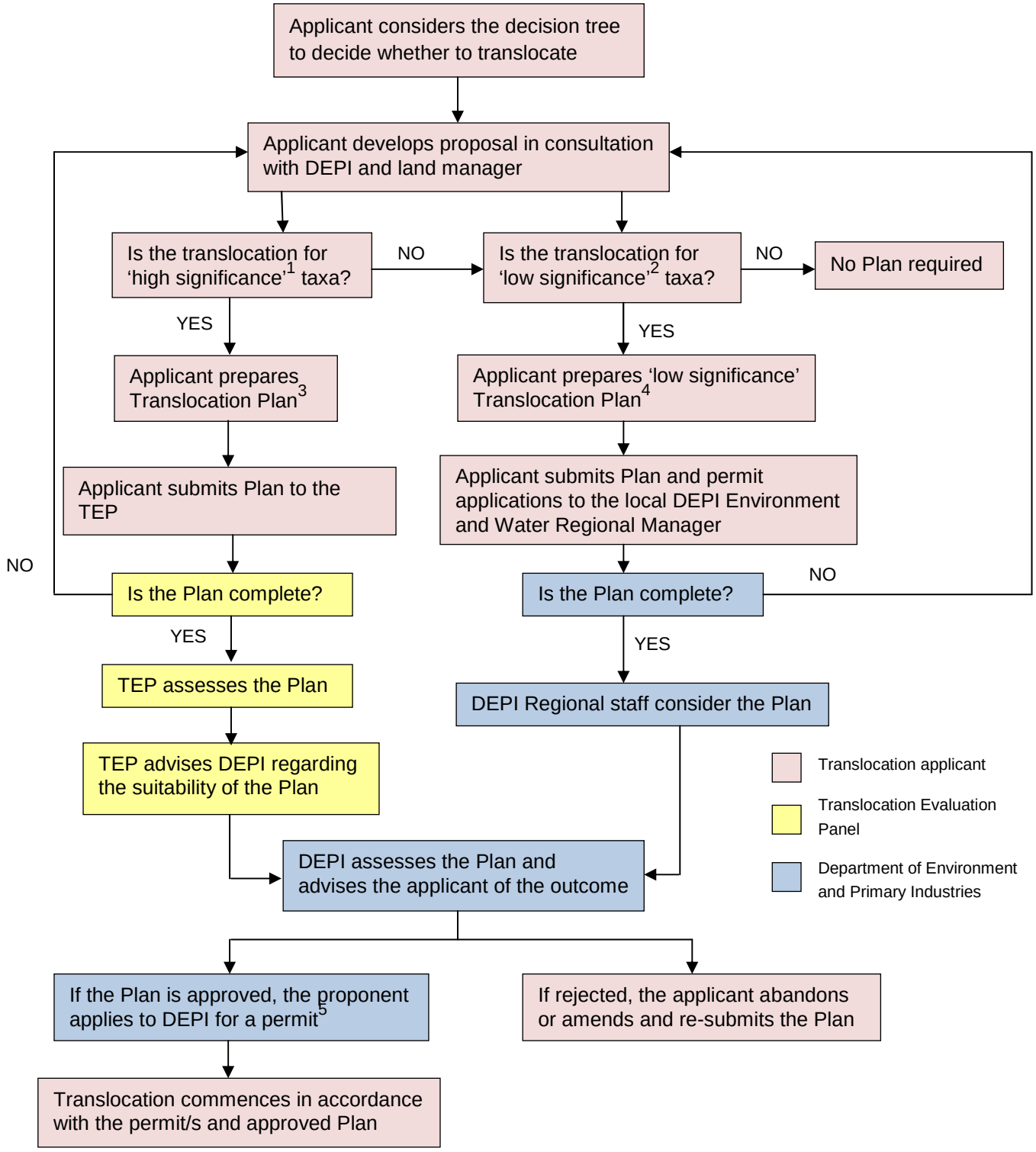


Figure 2: Summary of the application process for authority to translocate threatened plants in Victoria



1 – Flora taxa that are protected under the FFG Act, and are either listed under the FFG Act or included on DEPI's *Advisory List* as 'presumed extinct', 'endangered' or vulnerable'.

2 – Flora taxa that are protected under the FFG Act and are included on the *Advisory List* as 'rare' or 'poorly known'.

3 – As per the template in Appendix 1 of this Procedures Statement.

4 – As per the template in Appendix 2 of this Procedures Statement.

5 – FFG permit application and other relevant applications e.g. National Parks permit

Appendix 1

'High Significance' Threatened Native Flora

Translocation Plan Template and Instructions

The following provides a template of a Translocation Plan. Detailed instructions for each field are included in blue text. The instructions should be removed before completing the Plan.

Please be brief and to the point. If you provide information in one section and it is requested in another, please cross-reference rather than repeating the information. If you have any queries about the quality or quantity of the information you are asked to provide, please contact the TEP convenor.

1. SUMMARY

1.1	**Project Title**	Provide a concise title for the translocation proposal
1.2	**Taxon to be translocated**	Common and scientific name of plant to be translocated
1.3	**Number of plants to be translocated**	Target number/ percentage of plants expected to be translocated over the life of the project (provide details in 5.2).
1.4	**Proposed dates of translocation**	List the expected commencement and conclusion dates (provide details in 5.1).
1.5	**Source location or propagation facility**	State the name and location of the source location or propagation facility (include a map reference or GPS coordinates).
1.6	**Recipient site or propagation facility**	State the name and location of the recipient location or propagation facility (include a map reference or GPS coordinates).
1.7	**Name of contact person**	Provide contact details of the team member that will be the contact point for DEPI in relation to the Translocation Plan and the translocation itself.
1.8	**Name and Affiliation of Proponents**	List the team members and provide their address details and information on their skills/experience relevant to this translocation (including experts contacted for advice). The names and address details listed will appear on the *Flora and Fauna Guarantee Act* 1988 permit if the Plan is approved by the Executive Director Environment and Landscape Performance.
1.9	**Nature of the Translocation**	State whether the translocation is a: • *Introduction* (i.e. an attempt to establish a population of threatened plants in a site outside its historically known range but within the appropriate habitat type for that taxon • *Re-introduction* (i.e. an attempt to establish a population of threatened plants into a part of its known or presumed native range from which it has disappeared or become extirpated) • *Supplementation* (i.e. the addition of individuals to a population with the intent of building up their number or to increase genetic or demographic diversity. (For the purposes of this document, supplementation has the same meaning as re-stocking or reinforcement) • *Salvage* (i.e. the movement of threatened plants from places subject to habitat disturbance or loss, or movement of threatened plants into cultivation in an effort to prevent the imminent extinction of a taxon) • *Experimental translocation* (i.e. the movement of selected threatened plants for research). If this is an emergency translocation, state the nature of the emergency.
1.10	**Executive Summary**	Briefly outline the key points relating to the translocation proposal. Describe whether the translocation is for one release, or several over time (max. 150 words).

2. JUSTIFICATION

2.1	**Need And Appropriateness**	State the purpose of the proposal and outline the benefits to the taxon as a whole. Explain why this taxon/population needs to be translocated (i.e. state the problem you are trying to fix). In the case of a salvage translocation, explain the reason e.g. site is subject to development. What are the likely consequences of not proceeding with the proposed translocation?
2.2	**Context**	Briefly list any additional background information. Including wider context (e.g. where this proposal is one of several transfers for this taxon).

2.3	**Conservation Outcome(s)**	State the conservation outcome(s) for the project. This is the longer-term 'end state' you are looking to achieve at the release site or for the taxon covered by this project. How does this relate to longer-term targets for the taxon at other sites? In the case of a salvage translocation, state the long-term goal for the salvaged plants and how they will contribute to a self-sustaining, demographically functional population.
2.4	**Research Objective(s)**	State the research objectives. If needed, state what aspects of the design of your translocation will allow for elucidation of key elements of translocations (i.e. what will be learnt from your translocation?)
2.5	**Restrict Options**	Comment on whether the translocation will restrict options for introducing other individuals or taxa in the future (e.g. if the translocation fails, there will not be enough wild individuals for future translocations).

3. THE TAXON

3.1	**Conservation Status**	List the taxon's current conservation status under: ▪ DEPI Advisory List of Rare and Threatened Plants ▪ State legislation: *Flora and Fauna Guarantee Act 1988* ▪ Federal legislation: EPBC Act 1999
3.2	**Taxonomy**	Taxonomy (genus, species and subspecies level only)
3.3	**Historical and Current Distribution**	Include maps where applicable as an Appendix.
.4	**Biology and Ecology**	Provide a brief overview of aspects of the taxon's biology that are relevant to the translocation e.g.: ▪ habitat requirements – climate, soil, slope, habitat structure, pollinators, soil symbionts etc ▪ time taken for plants to reach maturity ▪ flower and fruit production ▪ mode of regeneration – vegetative and/or seed ▪ breeding system (inbreeding, outcrossing, vegetative, apomictic, etc.) ▪ seed viability, germination rates and longevity ▪ growth rate ▪ essential management requirements e.g. biomass control, fire, inundation If any of the above information is already cited in other sources e.g. Recovery Plans or other readily available references, refer to those in preference to re-stating the information here.
3.5	**Documented Recovery Actions**	Confirm whether the action to translocate is included within a species or community Action Statement or Recovery Plan. Where an Action Statement or Recovery Plan is yet to be prepared, outline how the translocation is part of an overall plan that will benefit the conservation of the taxa concerned. Confirm that the action to translocate will be included in the Actions for Biodiversity Conservation system if it is not already.
3.6	**Pressures/Threats to the taxon**	Outline known factors contributing to the taxon's original decline or that could risk the success of the translocation. For example: ▪ habitat destruction ▪ habitat degradation/fragmentation ▪ predation / herbivory (introduced and native) ▪ invasive species ▪ abiotic conditions (fire, flood, drought, storm, etc.) ▪ disease/pathogens.
3.7	**Demographics**	How many populations/individuals are known to exist in the wild and in captivity? Where are they located or known to occur? Estimate what per cent of the overall population you dealing with in this project. Describe recent population trends if known.

3.8	**Source Population Details**	Details of source population (include, as needed, genetics, history, geography, numbers and screening for disease/pathogens where known). Specify which population has been selected and why this source is the most appropriate e.g.: ▪ geographically closest to the release site ▪ only source available ▪ ecologically or genetically most suitable ▪ legal status ▪ most accessible. Where a taxon is transferred from cultivation, state the wild origin of the captive stock if known. Where the wild origin of a cultivated population is not known, state this.
3.9	**Cultivated Population**	State if a cultivated population of this taxon already exists (state not applicable if none exists). Outline the quarantine procedures (if any).

4. THE RECIPIENT SITE

4.1	**Description of recipient site**	Describe the recipient site. Include factors relevant to the translocation e.g.: ▪ access ▪ habitat types ▪ area ▪ topography ▪ climate ▪ ecological communities present (plants and animals) ▪ existing biodiversity values ▪ fire risk assessment (history and zoning) ▪ presence or absence of essential features such as mycorrhizal fungi.
4.2	**Alignment with historic or current distribution**	State whether the recipient site is within or outside the known or modelled historic or current distribution of the taxon. Provide available evidence (this may include modelling) that the taxon once occurred at the proposed site (not required if the taxon is being moved into cultivation or the translocation is part of a research translocation e.g. investigating sites worthy of consideration in a changing climate). If outside their known or modelled natural range, provide further justification as to the conservation reason for the translocation (e.g. what other sites you considered).
4.3	**Description of Facilities**	If the taxon is being moved into a propagation facility, briefly describe it. Only provide further details if relevant.
4.4	**Current Land Use, Tenure and Management**	Describe the details of the current land use, its tenure, its security for ongoing conservation and how it is being managed. Include written evidence of approval by the landowner or manager as an Appendix.
4.5	**Ecological Requirements**	Describe how the recipient site meets the known ecological requirements of the translocated taxon. Identify specific site selection criteria e.g. • minimal presence of invasive weeds, over-abundant herbivores • ability to burn • presence of pollinators • presence of mychorrizal fungi State whether the recipient site can support a self-sustaining population. Detail any necessary site preparations.
4.6	**Land Management Implications**	Document the implications of the translocation for the immediate and longer-term management of the site. Consideration should include any land management prescriptions that apply to the taxon, and habitat management requirements such as weed control, fire management, visitor management, restrictions on timber harvesting etc. Action Statements, Forest Management Plans, Park Management Plans and Shire Planning schemes and overlays should be checked for prescriptions and guidelines relevant to the taxon.

5. THE TRANSLOCATION

5.1	**Timeline**	Outline when the translocation/s will take place, including times of multiple releases. Include rationale for the timeline (i.e. seasonality, weather, fire risk, flood risk, time for site preparation). Detail when the proposed translocation is likely to be concluded. In the case of an emergency translocation that has already occurred, note when the translocation took place.
5.2	**Translocation Individuals**	Describe the composition of the transfer population and the number and timing (including time of year) of transfers, including: ▪ number of plants ▪ age / size of plants ▪ sex ratio (for dioecious plants) ▪ genetic variability ▪ preparations for translocation e.g. hardening, introduction of mycorrhizal fungi Explain why this composition was chosen. Comment how it is likely to produce a viable population, either from this translocation or combined with subsequent translocations. If more than one transfer is required, describe the composition of the transfer population for each transfer separately.
5.3	**Previous Work / Literature**	Comment on whether the taxon (or similar taxa) has ever been translocated before. If '*YES*', briefly describe the techniques used and what was learned. List the reference and summarise what monitoring was undertaken and the criteria used to determine success or failure.
5.4	**Risks and risk management**	***Risks to the taxon arising from the translocation*** Comment on the risks associated with the proposed translocation and what will be done about these risks. Risks to consider include those associated with: ▪ Reducing the number of individuals in existence if the translocation fails ▪ Genetic risks such as inbreeding depression, outbreeding depression, or genetic swamping ▪ For isolated populations (e.g. from *ex-situ* populations, long term exposure to different habitats, predators or pathogens), consider their ability to survive in the wild; is hardening needed? ▪ The effect of removing the transfer individuals on the source population, including any demographic or genetic effects and whether the removal will affect the viability of the source population. ***Risks at the release site*** Document how the risks that contributed to the taxon's decline elsewhere (3.6) have been removed or ameliorated at the recipient site. If you cannot control all threats at the recipient site, please state why. ▪ Introduction of weeds, pests and pathogens. Comment on whether pathogens (or strains of pathogens) in the source population are also found at the release location. List the disease screening tests that have been undertaken and will be carried out to determine whether the pathogens found in the source population are already present in the release location ▪ Competition and herbivory ▪ Disruption of ecological processes by the activity within and the accessing of the site (e.g. soil disturbance leading to weed infestations, fence installation, vehicle access transporting weed seeds or pathogens) ▪ Displacement of other taxa or otherwise influencing the structure and composition of the community through competition ▪ Ability to undertake ecological burning if needed ▪ Security and protection of the recipient site i.e. risks of accidental damage ***Socio-economic Risks*** Any impact on the surrounding landholders (i.e. disease, fire, pesticide use).
5.5	**Transportation**	Describe the: ▪ collection technique (e.g. tree spade, hand shovel, bulldozer bucket, etc) ▪ time taken to travel to the translocation site and ▪ steps taken to reduce stress on the plants during transit. Describe the hygiene and quarantine procedures to minimise weed and disease/pathogen

		transfer to and from the translocation site, including: ▪ staff and volunteer training and their past experience (if any) ▪ vehicles, plant, equipment and personal attire are clean ▪ materials (e.g. soil and plant material) are clean. List the existing approved hygiene and quarantine procedures that will be followed and list the relevant documents.
5.6	**Description of Facilities**	If the plants are being moved into cultivation describe the location and facilities.
5.7	**Planting**	Describe the: ▪ planting layout and ▪ horticultural techniques for after planting care that are necessary (e.g. watering, soil wetting agents, irrigation, mulch, fencing tree guards, pesticides).
5.8	**Other factors**	e.g. if mycorrhizal fungi are required, describe the process by which these will be introduced, either prior to or at the time of translocation.

6. PROJECT MANAGEMENT

6.1	**Long-term Commitment**	Translocations require ongoing funds, personnel and resources, long after the actual translocation has taken place. Please document and demonstrate the long-term staff and funding commitment and the ability to resource contingency plans, including: ▪ length of contracts/tenure of all team members ▪ strategies for managing change of personnel (e.g. hand-over of information, training) ▪ strategies to ensure on-going funding.
6.2	**Monitoring Program**	Outline the monitoring program for both the source and release populations and locations. Monitoring must be adequate to measure the success of the translocation and must relate back to the indicators of success and conservation outcome(s). Include: ▪ what will be monitored ▪ methods (direct versus indirect methods) ▪ when/how often ▪ the duration of the monitoring program.
6.3	**Indicators of Success**	Key indicators of success, or operational targets, should be established for both short- (<12 months or otherwise stated) and long-term time frames (>12 months). Indicators of success or failure should be established for both the source and recipient sites. While the indicators will vary from taxa-to-taxa, location-to-location and project-to-project, wherever possible, they should conform to the SMART principle (i.e. they should be Specific, Measurable, Achievable, Result orientated and Time bound). Define these indicators in terms of factors such as persistence of sufficient individuals over pre-determined timeframes, multi-season flowering, fruiting and recruitment, maintenance of demographic processes, persistence through fire/drought cycles. For example: ▪ At least 70% of plants translocated to the recipient site survive for a three month period after planting. ▪ At least 30% of plants translocated to the recipient site are flowering and producing seed five years after planting.
6.4	**Ongoing Management**	Outline how decisions will be made through time, and who will be in charge of those decisions. Include (where appropriate): ▪ management at the release location to ensure the population establishes successfully ▪ management of the source population to ensure it recovers from having individuals removed.
6.5	**Contingency Plan**	Outline the contingency plan to be followed if early losses occur or targets are not met, and how that plan will be enacted. An exit strategy should detail what will occur if the program fails to meet its objective, where current desirable management cannot be maintained, where the negative effects of the translocation become unacceptable or where targets are not being met. Clearly state factors that will trigger an exit strategy e.g. loss of funding, unacceptable losses of plants. Identify potential to provide resources to manage alternative outcomes.

6.6	**Reporting and Publications**	There are two distinct reporting phases that should be observed, for both the source and translocated populations. One is immediately post-translocation, to finalise the transfer phase and debrief relevant people on how it went, and to record and evaluate the transfer for future reference and improvement by lessons learned in the process. The second is an ongoing report, to record and evaluate what is monitored (at least annually, more frequently in early years) and to inform relevant parties about progress and any issues that arise. Copies of both post-release and longer term reports must be sent to the TEP. Submission of results in peer-reviewed journals is encouraged to promote widespread access to translocation information. Failing that, public accessible information pages should be produced for publication (e.g. on the world wide web). State the commitment and intent for publication of this project.

7. FUNDING AND RESOURCES

7.1	**Sources**	Outline all sources of funding or proposed funding, both real and in-kind. Include confirmation of funding as an Appendix.
7.2	**Resources Required**	All actions should be scoped and budgeted for the life of the project. Identify the source(s) of funding or proposed funding. Use the format below for recording expected costs. Include: ▪ Post translocation management for the duration of the project. ▪ Take account of hours and costs at both the source and release locations.
7.3	**Budget**	As per the following example: **Item description** | **Year 1** (Budget, Source) | **Year 2** (Budget, Source) | **Year 3** (Budget, Source) | **Ongoing** (Budget, Source) (blank) | (blank) | (blank) | (blank) | (blank) | (blank) | (blank) | (blank) | (blank) (blank) | (blank) | (blank) | (blank) | (blank) | (blank) | (blank) | (blank) | (blank) (blank) | (blank) | (blank) | (blank) | (blank) | (blank) | (blank) | (blank) | (blank) **TOTAL** | $ | $ | $ | $ For the item description, please list all specific items required (please include staff time, in-kind resources and equipment costs). Please indicate the source or proposed source of funding for all items. Where funding is only confirmed for one year, detail the annual budget, and provide projected costs for subsequent years and sources of likely or potential funding. If an ongoing program is essential for the success for this translocation (e.g. predator control) identify this and the funding/resource commitments.

8. CONSULTATION AND COMMUNITY RELATIONS

8.1	**Affected and Interested Parties**	List all affected and interested parties. (Can be attached as an Appendix.) Note that if the translocation is an activity covered by a Land Use Activity Agreement (i.e. an Agreement that provides Traditional Owners with a role in decision making in relation to land use activities on some areas of Crown land), consultation with Traditional Owners may be mandated by agreement or legislation.
8.2	**Public Relations and Participation**	Briefly describe the communication strategies, the communication process undertaken with affected and interested parties and their response. Consider likely social and economic costs and benefits of the project e.g. ▪ cultural benefits and significance for indigenous people ▪ funding opportunities for charismatic taxa ▪ public relations issues for uncharismatic or seemingly unwelcome taxa ▪ use of volunteers ▪ ecotourism significance. List and comment on the key PR implications (positive and negative). Briefly state how the issues/PR implications are going to be managed and by whom.

		Identify likely resistance to the proposal and how this will be managed. If public participation is desirable, list the opportunities provided by his project. If there are confidentiality or site security issues, state them. Briefly state how the opportunities will be delivered.
8.3	**Stakeholders' Endorsements**	List endorsements from all stakeholders. Including relevant DEPI staff and land managers.

9. REFERENCES

Bibliography of references used to produce the Plan.

10.APPENDICES

Can include, but not limited to: • Recovery plan for the taxon. • Maps of distribution, project area, habitats etc. • Taxa lists for the location. • Funding approvals. • Covenants. • Contacts for Indigenous communities. • Contact details for Affected and Interested Parties. • Written evidence of approval from land holder/manager.

11.PERMITS

Permits	State whether permits and other approvals have been applied for, and the status or outcome of the applications. Particularly: • Permits under the *Flora and Fauna Guarantee Act 1988* (including research permits where applicable) • Permits under the *National Parks Act 1975.* • Permits under the *Environment Protection and Biodiversity Conservation Act 1999* Attach a copy of approval or application if available.

12.SIGNATURE(S)

Name(s) and Signature(s) of Proponents	

Appendix 2

'Low Significance' Threatened Native Flora

Translocation Plan Template and Instructions

1. SUMMARY

1.1	**Project Title**	Provide a concise title for the translocation proposal
1.2	**Taxon to be translocated**	Common and scientific name of plant to be translocated
3.1	**Conservation Status**	List the taxon's current conservation status under: ▪ DEPI Advisory List of Rare and Threatened Plants ▪ Federal legislation: EPBC Act 1999
1.3	**Number of plants to be translocated**	Describe the number/ percentage of plants expected to be translocated over the life of the project. If possible, describe age classes, sex, genetic variability if possible.
1.4	**Proposed dates of translocation**	Describe when the translocation will take place and when it is likely to be concluded. If the program includes multiple translocations, describe. In the case of an emergency translocation that has already occurred, note when the translocation took place.
1.5	**Source location or propagation facility**	State the name and location of the source location or propagation facility (include a map reference or GPS coordinates).
1.6	**Recipient site or propagation facility**	State the name and location of the recipient location or propagation facility (include a map reference or GPS coordinates).
1.7	**Name of contact person**	Provide contact details of the team member that will be the contact point for DEPI in relation to the translocation.
1.8	**Name and Affiliation of Proponents**	List the team members and provide their address details and information. The names and address details listed will appear on the *Flora and Fauna Guarantee Act 1988* authorisation if the Plan is approved by the Executive Director Environment and Landscape Performance.
1.9	**Nature of the Translocation**	State whether the translocation is a: • *Introduction* (i.e. an attempt to establish a population of threatened plants in a site outside its historically known range but within the appropriate habitat type for that taxon • *Re-introduction* (i.e. an attempt to establish a population of threatened plants into a part of its known or presumed native range from which it has disappeared or become extirpated) • *Supplementation* (i.e. the addition of individuals to a population with the intent of building up their number or to increase genetic or demographic diversity. (For the purposes of this document, supplementation has the same meaning as re-stocking or reinforcement) • *Salvage* (i.e. the movement of threatened plants from places subject to habitat disturbance or loss, or movement of threatened plants into cultivation in an effort to prevent the imminent extinction of a taxon) • *Experimental translocation* (i.e. the movement of selected threatened plants for research). If this is an emergency translocation, state the nature of the emergency.
1.10	**Targets**	State expected targets from the translocation e.g.: ▪ At least 70% of plants translocated to the recipient site survive for a three month period after planting. ▪ At least 30% of plants translocated to the recipient site are flowering and producing seed five years after planting.

2. THE TRANSLOCATION

2.1	**Need And Appropriateness**	State the purpose of the proposal and outline the benefits to the taxon as a whole. Explain why this taxon/population needs to be translocated (i.e. state the problem you are trying to fix). In the case of a salvage translocation, explain the reason e.g. site is subject to development. What are the likely consequences of not proceeding with the proposed translocation?

2.2	**Recipient site management**	State whether the recipient site can support a self-sustaining population. Detail any necessary site preparations. Describe the planting layout and post-planting horticultural techniques (e.g. watering, soil wetting agents, irrigation, mulch, fencing tree guards, pesticides).
2.3	**Risks and risk management**	Document how the risks that contributed to the taxon's decline elsewhere have been removed or ameliorated at the recipient site. If you cannot control all threats at the recipient site, please state why. Identify risks: ▪ to the translocated plants e.g. predators, competitors, parasites, diseases or pathogens at the translocation site. ▪ to the source population e.g. activities resulting in weed or pathogen introduction ▪ to the recipient site e.g. soil disturbance, introduction of weeds and pests, change in community composition, vehicle movements ▪ to the taxon as a whole e.g. effect of removing the transferred individuals from the source population, or genetic effects ▪ to surrounding landholders e.g. disease, pesticide use, burning Describe how the risks will be minimised/controlled e.g. describe the hygiene and quarantine procedures to minimise weed and disease/pathogen transfer to and from the translocation site.
2.4	**Ongoing and long-term management**	Describe the on-going management at the release location to ensure it establishes successfully.
2.5	**Monitoring and Reporting**	Outline the monitoring program for the translocated populations and locations. Monitoring must be adequate to measure the success of the translocation and must relate back to the operational targets (1.10) and conservation outcomes(2.1).

3. PROJECT MANAGEMENT

3.1	**Stakeholders**	Clearly identify all stakeholders, and their roles. If possible/relevant, describe how the project will provide opportunities for education or public participation
3.2	**Budget**	As per the following example: **Item description** | **Year 1** (Amount, Source) | **Year 2** (Amount, Source) | **Year 3** (Amount, Source) | **Ongoing** (Amount, Source) (blank) | (blank) | (blank) | (blank) | (blank) | (blank) | (blank) | (blank) | (blank) (blank) | (blank) | (blank) | (blank) | (blank) | (blank) | (blank) | (blank) | (blank) (blank) | (blank) | (blank) | (blank) | (blank) | (blank) | (blank) | (blank) | (blank) **TOTAL** | $ | $ | $ | $ For the item description, please list all specific items required (please include staff time, in-kind resources and equipment costs). Please indicate the source or proposed source of funding for all items. Where funding is only confirmed for one year, detail the annual budget, and provide projected costs for subsequent years and sources of likely or potential funding. If an ongoing program is essential for the success for this translocation (e.g. predator control) identify this and the funding/resource commitments.
4.4	**Reporting and Publications**	Reporting on the translocation program is a condition of the FFG permit. Reports must be provided to DEPI by the date and in the form required by the permit. Generally annual reports will be required, to record and evaluate what is monitored and how the program has met its targets and to inform relevant parties about progress and any issues that arise. Copies of reports must be sent to DEPI and the TEP.

4. APPENDICES

Can include, but not limited to:

- Biology and ecology of the taxon
- Pressures/threats to the taxon
- Source population details

• Previous translocation work/literature • Recovery plan for the taxon. • Maps of distribution, project area, habitats etc. • Taxa lists for the location. • Contacts for Indigenous communities. • Contact details for Affected and Interested Parties. • Written evidence from land holder/manager.

5. PERMITS

Permits	State whether permits and other approvals have been applied for, and the status or outcome of the applications. Particularly: • Permits under the *Flora and Fauna Guarantee Act 1988* • Permits under the *National Parks Act 1975.* • Permits under the *Environment Protection and Biodiversity Conservation Act 1999* Attach a copy of approval or application if available.

6. SIGNATURE(S)

Name(s) and Signature(s) of Proponents	

Appendix 3: Flora Translocation Evaluation Panel (TEP) Terms of Reference

Establishment

The TEP is established under this Procedures Statement by the Executive Director Environment and Landscape Performance.

Role

The role of the TEP is to provide advice to the Executive Director Environment and Landscape Performance on the management of risks associated with proposed translocations. Specifically, the TEP will:

- assess Translocation Plans for compliance with all relevant Victorian and Commonwealth legislation and consistency with the policies outlined in Part 2 of this Procedures Statement; and
- provide advice to the Executive Director, Environment and Landscape Performance as to the suitability of translocation proposals.

When assessing a Translocation Plan, the TEP will ensure (but not be limited to) that:

- it has clear benefits for biodiversity conservation or ecological restoration, or in expected research outcomes contributing to biodiversity conservation
- a full risk assessment has been carried out and the plan has outlined how identified risks will be managed and/or addressed. Risks to be considered include those relevant (but not limited) to:
    - weed control
    - disease/pathogen/parasite transfer
    - resolution or appropriate management of the factors that caused the initial loss or decline of the taxon
    - genetic risks such as outbreeding or inbreeding depression, or genetic swamping
    - impact of the translocation upon the recipient population and site
    - impact of the translocation upon the source population and site
    - recipient site suitability and whether there is sufficient habitat and other resources to allow the establishment of a viable population
    - security and protection of the site
- land management implications are understood and can be accommodated
- site selection criteria, indicators of success and triggers for exit strategies are clearly stated
- the necessary long-term timeframe required in both personnel and finances to support and evaluate the translocation has been acknowledged and accounted for
- key stakeholders and, where relevant, recovery teams and relevant experts, have been fully consulted, including with respect to both the source and recipient locations
- a monitoring and evaluation program is in place to track and assess the program's success and the effectiveness of management strategies applied
- a contingency plan has been prepared and can easily be enacted if early losses occur, targets are not met or if the translocation has unintended negative effects
- the proposal is feasible and workable.

If the provisions of the FFG Act are not triggered, the TEP may also provide advice on an informal basis to other threatened fauna managers (e.g. interstate agencies) without requiring the approval of the Executive Director Environment and Landscape Performance, although the Executive Director must be copied in to the advice.

Membership

Members

Members of the TEP are appointed to provide expert advice about the translocation of threatened plants. Membership will include:

- up to three non-DEPI people with combined experience in threatened plant conservation, genetics, disease management and horticulture, including a representative from the Royal Botanical Gardens
- a representative from DEPI's Regional Services
- a representative from DEPI's Arthur Rylah Institute for Environmental Research.

Chair

The TEP chair is a non-DEPI person, and is selected from the Members by the Executive Director Environment and Landscape Performance and will ensure that the TEP fulfils its role and functions effectively.

The Chair reports, as requested by the Executive Director Environment and Landscape Performance, on the operation of the TEP and the results of its deliberations.

Alternate Members

The Executive Director Environment And Landscape Performance may approve an alternate Member for each Member appointed to the TEP.

Appointment
A person nominated for appointment as a Member (or alternate Member) of the TEP is not a Member of the TEP until appointed by the Executive Director Environment and Landscape Performance.

Term of appointment
Unless otherwise determined by the Executive Director Environment and Landscape Performance, the term of office of the TEP and each Member shall be three years, except where a replacement Member is appointed, in which case the term of office for that Member shall be the balance of the term of office of the replaced Member.

Attendance of alternate Members
Alternate Members may only attend meetings of the TEP when the Member for whom they are the alternate is not in attendance.

Resignation
A Member (or alternate Member) of the TEP must submit a resignation in writing.

Termination
A Member's (or alternate Member's) appointment may be terminated by:

- mutual agreement of the Member and the Executive Director Environment and Landscape Performance
- immediate notice if in the opinion of the Executive Director Environment and Landscape Performance it has been determined that the Member is no longer a fit and proper person for the role.

Four weeks notice must be given by either party.

If a Member is unable to attend a majority of meetings in a year, then the Chair (after consultation with the Executive Director Environment and Landscape Performance) may recommend an alternate person with the appropriate level of expertise be appointed.

Vacancies
The office of a Member becomes vacant if a Member:

- resigns
- is removed under these Terms of Reference
- is incapable of performing his/her duties
- changes role so they are no longer fulfil a prescribed membership role
- becomes a bankrupt or a person disqualified from acting as a director or acting in the management of a company.

Remuneration
TEP Members, or alternate Members, may receive sitting fees for attendance at TEP meetings.

Members and alternate Members who are employees of the Victorian Government are not eligible to receive sitting fees for TEP meetings.

Expenses
Travel and personal expenses of Members (or alternate Members) are paid at rates that are consistent with those described in the Guidelines for the appointment and remuneration of part-time nonexecutive directors of State Government boards and members of statutory bodies and Advisory Committees.

Pecuniary interest
Where a Member has a direct or indirect interest in any matter of business before the TEP, which may be construed as personal, financial or other gain, that interest shall be declared to the TEP. Where a Member so declares, the Chair may:

- refuse the Member the right to speak to the business
- refuse the Member the right to vote on that business
- require the Member to withdraw from a meeting for the period of discussion and resolution of that business.

A Member shall not be subject to the Pecuniary Interest provisions where the interest is solely the recovery of the cost of services or goods to the TEP.

A Member shall not be subject to the Pecuniary Interest provisions where the interest is solely related to the Members employment.

Observers
The Executive Director Environment and Landscape Performance may nominate observers to attend meetings of the TEP. Observers may participate in discussions at the invitation of the Chair.

Expert assistance
The TEP may co-opt relevant experts to assist with its deliberations, where the relevant expertise does not exist within the membership.

The applicant
The applicant may be invited to attend the meeting, by telephone or in person, but will be required to absent himself/herself from the TEP's decision-making.

Operation

Meeting frequency
The TEP will meet four times a year, although emergency meetings may be convened at the request of the Executive Director Environment and Landscape Performance.

Conduct of meetings
Meetings shall be conducted in accordance with accepted procedures and in accordance with rulings of the Chair.

The Chair will determine the pace and length of deliberations on agenda items and will ensure that

every Member has adequate opportunity to participate in the discussions.

The TEP may consider Translocation Plans and other business out-of-session or in meetings, as determined by the Chair.

Meeting agenda
Meeting agendas will be circulated at least five business days prior to the relevant meeting.

Meeting minutes
Minutes of meetings will be circulated to the Members or alternate Members for comment no more than ten working days after the meeting.

Minutes from previous meetings should be formally adopted at the following meeting.

Documentation
Translocation Plans and associated documents for consideration will be distributed in accordance with these Terms of Reference.

Unless alternative arrangements are made, DEPI will distribute Translocation Plans and associated documents by email.

Members and alternate Members require access to email communication unless alternative arrangements are made with the Chair.

Quorum
A Quorum of the TEP is constituted by a majority of the members (or alternate Members) of the TEP for the time being holding office.

No meeting of the TEP shall commence or continue unless a quorum is present, one of whom is a non-government member.

Any duly convened meeting at which a quorum is present shall be competent to consider and resolve any business of the TEP and shall have and may exercise all the functions of the TEP.

Voting
Questions arising at a meeting of the TEP shall be determined by a majority of votes of the members present and voting.

The Chairperson presiding over a meeting shall have a deliberative vote and, in the event of equality of voting, shall have a second or casting vote.

No person at a meeting, other than an appointed member, may have the right to vote.

Confidentiality

Deliberations of the TEP will be strictly confidential.

The responsibility to maintain confidentiality lies with the Members and alternate Members.

Members, alternate Members and observers must not disclose information that relates to a Translocation Plan or information that may reveal the identity of a translocation applicant.

Members and alternate Members may discuss with their respective groups or organisations issues before the TEP that are not confidential but may not discuss any deliberations of the TEP or circulate any meeting agendas, minutes, papers or other materials publicly without the consent of the Chair.

Support

DEPI will provide administrative services and executive support to the TEP.

Reporting relationship to advisory bodies

In providing advice to the Executive Director Environment and Landscape Performance where legislative approval is needed, the TEP must not, without consent of the Executive Director Environment and Landscape Performance, communicate its advice to anyone other than DEPI.

Appendix 4 DEPI offices

DEPI Port Phillip – Melbourne

Environment and Water Manager
Level 8, 8 Nicholson Street,
East Melbourne, Victoria, 3002
Phone: (03) 9637 9455 Mob: 0407 961 597
Email: environmental.research@DEPI.vic.gov.au

DEPI Barwon South West – Geelong

Environment and Water Manager
Cnr Fenwick & Little Malop Streets
Geelong VIC 3220
(03) 5226 4667

DEPI Barwon South West – Grampians

Environment and Water Manager
402-406 Mair Street,
Ballarat VIC 3350
Ph. (03) 5336 6856

DEPI Loddon Mallee – Bendigo

Environment and Water Manager
Cnr Midland Highway and Taylor Street
Bendigo VIC 3550
(03) 5430 4444

DEPI Hume – Benalla

Environment and Water Manager
89 Sydney Road
Benalla, VIC 3672
(03) 5761 1611

DEPI Gippsland

Environment and Water Manager
71 Hotham Street
Traralgon VIC 3844
(03) 5172 2111