PROCEDURE STATEMENT
FOR TRANSLOCATION OF
THREATENED NATIVE VERTEBRATE FAUNA
IN VICTORIA

Endorsed by:

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Part 1: Introduction

Purpose

This document provides a clear decision-making and administrative framework for proposals to translocate threatened vertebrate fauna in Victoria.

It follows and extends the draft ANZECC *Policy for Translocation of Threatened Animals in Australia* and is consistent with *The IUCN position statement on translocation of living organisms* and the *IUCN guidelines for reintroductions*.

Scope

This Procedures Statement applies to translocations of threatened native vertebrate fauna into, out of or within the State of Victoria for the purposes of biodiversity conservation or scientific research, and includes all wild to wild, captive to wild and wild to captive movements (irrespective of whether the fauna is to be retained permanently or temporarily at captive facilities).

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

It does not include:

- fish within the meaning of the *Fisheries Act 1995*
- protected wildlife (other than threatened wildlife) within the meaning of the *Wildlife Act 1975*
- threatened fauna moved between licensed wildlife collections, zoos, wildlife parks or animal exhibitions
- threatened fauna moved by authorised 'scaring' programs undertaken by primary producers or government agencies for the purposes of asset protection (e.g. noise-makers to frighten birds or bats away from orchards)
- fauna not considered native to Victoria
- native flora
- domestic or feral animals
- native or exotic invertebrates
- transfer of sick or injured wildlife to or from wildlife shelters, and return of rehabilitated wildlife to the location where it was found.

Legislative power

Under Section 28A of the Wildlife Act, the Secretary of DEPI may authorise the collection, keeping and breeding of native wildlife, taking of samples from and marking and experimentation on native wildlife, provided that the authorisation is necessary for, among other things, conservation, protection, research and management. This Procedures Statement establishes a process to assess the impacts and benefits of such activities, and to advise on whether permits to translocate should be issued.

Definitions

Threatened fauna means all native vertebrate fauna:

- listed[1] under Schedule 2 or Section 10 of the *Flora and Fauna Guarantee Act 1988*
- included on DEPI's *Advisory List of Threatened Vertebrate Fauna in Victoria – 2013*[2]

and includes individuals, groups or populations of such fauna.

Translocation means the deliberate human-assisted movement or removal of fauna from one locality and subsequent release to be at liberty either in the wild (including areas fenced or secured) or into captivity at another locality into, out of or within Victoria. Translocation includes the following types of movement:

- *Introduction* i.e. the intentional dispersal by humans of threatened fauna outside its historically known native range
- *Re-introduction* i.e. the movement of threatened fauna 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. Supplementation has the same meaning as re-stocking or reinforcement for the purposes of this document and includes supplementation of captive populations from wild sources
- *Removal* i.e. the movement of threatened fauna from places where they are threatening or perceived to be threatening human health and safety, amenity, built assets or natural or other values
- *Salvage* i.e. the movement of threatened fauna from places subject to habitat disturbance or loss or movement of threatened fauna into captivity in an effort to prevent the imminent extinction of a taxon
- *Experimental translocation* i.e. the movement of selected threatened fauna for research, such as development of captive breeding techniques
- *Emergency* i.e. unplanned or ad hoc translocation to a temporary or permanent holding location, in response to an environmental crisis e.g. flood.

[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 Appendix 1.

Translocation Evaluation Panel (TEP) means a panel of experts appointed by the Executive Director Environment and Landscape Performance to provide advice to DEPI on Translocation Plans.

Commencement and review of statement

This Procedures Statement operates for a period of five years from 1 September 2011. It was reviewed at the end of 2012 and will be reviewed again in the year prior to its expiry.

Part 2: Principles

2.1 DEPI will permit, or undertake, translocation of threatened vertebrate fauna into or within Victoria for the purposes of biodiversity conservation or scientific research, provided that:

- the translocation provides or is considered likely to provide a significant conservation benefit or contribution to the recovery of the taxon
- the removal of individuals is unlikely to pose a risk to the source population (except in the case of emergency transfers – see 2.13)
- the taxon being translocated is likely to have no adverse impact, including the spread of disease or parasites, upon other fauna at the release site
- the factors which caused the taxon'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 release site is believed to have suitable and sufficient habitat and other resources for the survival of the taxon (except in the case of experimental translocations which may be designed to test such hypotheses).

2.2 Proposed translocations of threatened fauna require the approval of the Executive Director Environment and Landscape Performance, following assessment by the TEP.

2.3 All proponents wishing to translocate threatened fauna must prepare a Translocation Plan that covers the matters detailed in Appendix 1, with the exception of unexpected salvage situations involving the movement of less than ten (10) individual threatened fauna.

2.4 Unexpected[3] salvage situations involving the movement of less than ten individual threatened fauna may be approved in writing by the relevant Environment and Water Regional Manager, and do not require assessment by the TEP. However, the applicant must provide to the Regional Manager proof that s/he has explored all other possible avenues to avoid the need for salvage.

2.5 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 taxon 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.

2.6 Translocation of taxa 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.

2.7 Experimental translocations must be approved by a properly constituted Animal Experimentation Ethics Committee.

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 must be sent to the TEP.

2.11 Translocations may only be undertaken with an authorisation issued under the Wildlife Act and when relevant, planning schemes, the *National Parks Act 1975* or the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC). (For information on the EPBC referral process, go to http://www.environment.gov.au/epbc/approval.html).

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

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

2.14 Emergency translocations and emergency holdings of threatened fauna, to save a taxon from imminent extinction or for welfare purposes, 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.

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

Part 3: Administration

This section outlines the administration of applications to translocate threatened fauna 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 (see Appendix 1) at their own cost.

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.

When preparing a 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 fauna management. Applicants must seek the approval of relevant land manager(s).

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

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 fauna conservation, genetics, disease management and management of captive populations
- a representative from DEPI's Regional Services
- a representative from DEPI's Arthur Rylah Institute for Environmental Research.

The TEP Chair is selected from the members and appointed by the Executive Director Environment and Landscape Performance.

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 are shown in Appendix 2.

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 threatened fauna management.

Administrative timeframe

Proponents 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.

Supporting documentation

Proponents are required to provide written evidence of the land manager's support for the proposed translocation, and, if needed, animal experimentation ethics approval, as part of their Translocation Plan. Proponents may also be required to provide the following documentation:

- certificates of animal health
- declarations from relevant veterinary authorities
- other relevant documents.

Part 4: Applying to translocate

This section describes the application process for authority to translocate threatened fauna 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 aligns with regional, State or National priorities for threatened fauna management
- whether translocation is a priority action in the ABC database, an Action Statement or a National Recovery Plan
- what capture and handling methods may be suitable
- suitable release sites and any management requirements (e.g. predator control or exclusion)
- what information should be included in the Plan
- of any 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 fauna to or from land under their management responsibility.

Step 2: Development of Plan

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 1 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.

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

Step 3: Submitting the Plan

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

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

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

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

Step 4: DEPI assesses completeness of the Plan

Each Translocation Plan will be assessed to ensure it includes all relevant information as detailed in Appendix 1, before being provided to the TEP.

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

Step 5: TEP assesses Plan on merit

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

- it is consistent with the principles outlined in this statement (see Part 2)
- it has clear benefits in biodiversity conservation or ecological restoration of fauna assemblages, 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):
    - animal welfare (i.e. injuries or distress to fauna)
    - predation
    - 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 founder effects, inbreeding or outbreeding depression, or genetic swamping
    - impact of the translocation upon the release site

    - impact of the translocation upon the source population
    - release 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 'take' and 'release' 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 have been obtained, including animal ethics approvals (with the exception of the *Wildlife Act 1975* authorisation)
- 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

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 will also consult with the relevant land manager(s) to ensure their approval has been sought and granted.

DEPI will notify the translocation applicant of the decision in writing.

Step 8: Permit authorisations

Once the Plan has been approved by the Executive Director Environment and Landscape Performance, an authorisation under the Wildlife Act will be issued by the Environmental Research Coordinator. 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 Wildlife Act (and other relevant authorisations), the applicant may commence the translocation in accordance with their Translocation Plan and any other conditions of the authorisation.

Provision of reports on the progress and outcomes of the translocation, as stated in the Translocation Plan, will be a condition of the wildlife 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 Vertebrate Fauna

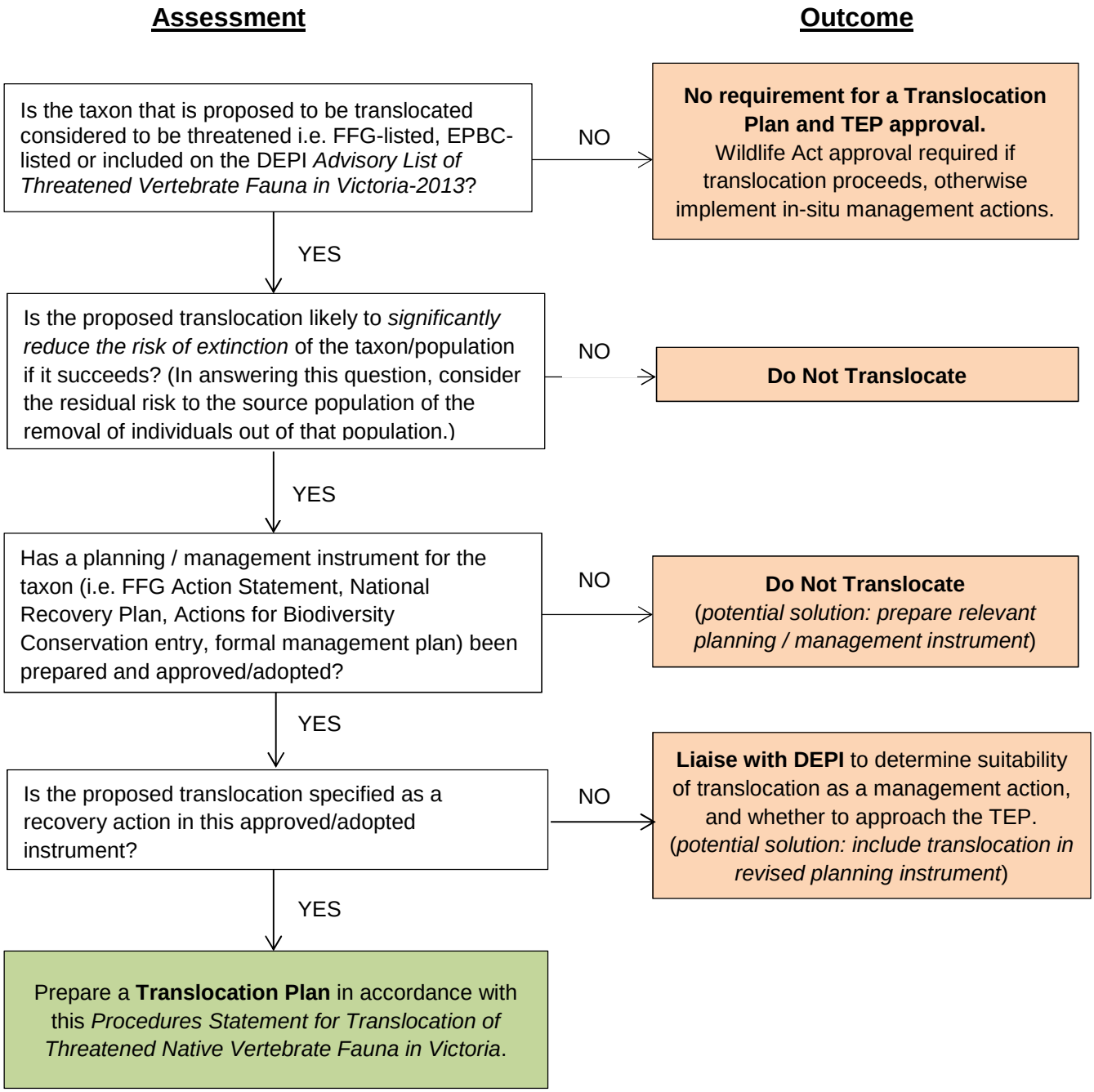
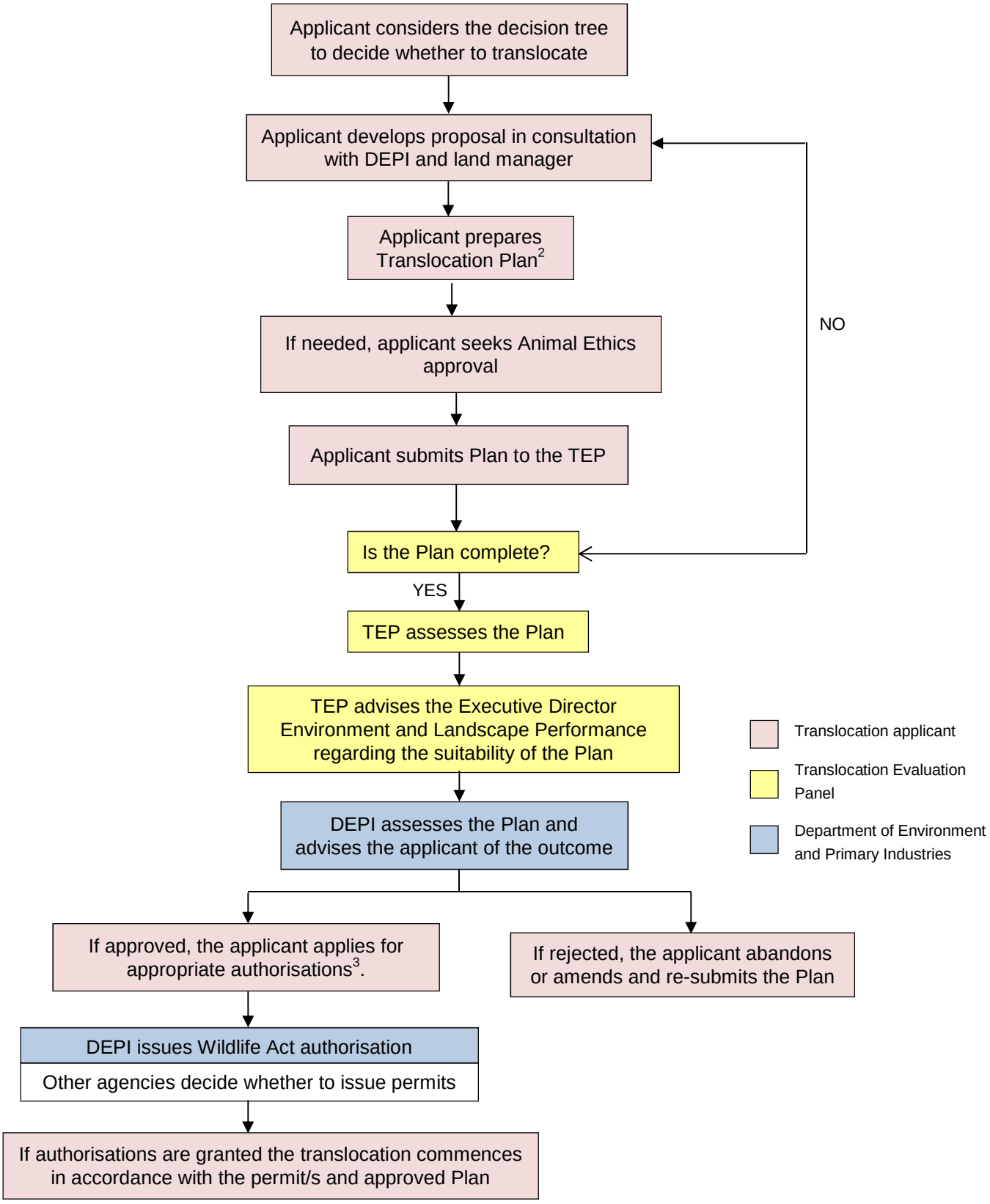


Figure 2: Summary of the application process for authority to translocate threatened native vertebrate fauna[1] in Victoria



1 – Vertebrate fauna taxa that are either listed under the FFG Act or included on DEPI's *Advisory List*.

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

3 – Wildlife Act permit and other relevant applications e.g. National Parks permit.

Appendix 1:

THREATENED NATIVE VERTEBRATE FAUNA

Translocation Plan Template and Instructions

The following provides a template of a Translocation Plan. 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 Chair.

1. INTRODUCTION

1.1	**Project Title**	Provide a concise title for the translocation proposal
1.2	**Taxon to be translocated**	Common and scientific name of taxon/a to be translocated
1.3	**Number of animals to be translocated**	Target number of animals expected to be translocated over the life of the project (provide details in 5.2).
1.4	**Proposed date of translocation**	List the expected commencement and conclusion dates (provide details in 5.1).
1.5	**Source location or captive facility**	State the name and location of the source location or captive facility (include a map reference or GPS coordinates).
1.6	**Release location or captive facility**	State the name and location of the release location or captive facility (include a map reference or GPS coordinates).
1.8	**Name of contact person**	Provide contact details of the team member who will be the contact point for DEPI in relation to the Translocation Plan and the translocation itself.
1.7	**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).
1.9	**Nature of the Translocation**	State whether the translocation is a: ▪ *Introduction* (i.e. the intentional dispersal by humans of threatened fauna outside its historically known native range) ▪ *Re-introduction* (i.e. the movement of threatened fauna into a part of its known or presumed native range from which it has disappeared or become extirpated in historic times) ▪ *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) ▪ *Removal* (i.e. the movement of threatened fauna from places where they are threatening human health and safety, amenity, built assets or natural or other values) ▪ *Salvage* (i.e. the movement of threatened fauna from places subject to habitat disturbance or loss) ▪ *Experimental translocations* (i.e. the translocation of selected threatened fauna 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. Include wider context (e.g. 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 animals 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 THREATENED TAXON

3.1	**Conservation Status**	List the taxon's current conservation status under: ▪ DEPI Advisory List of Threatened Vertebrate Fauna in Victoria ▪ 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.
3.4	**Biology and Ecology**	Provide a brief overview of aspects of the taxon's biology that are relevant to the translocation e.g.: ▪ habitat requirements – food, water, shelter, drought/flood/fire/predator refuge. ▪ reproduction ▪ social units ▪ longevity ▪ home range ▪ dispersal – comment on whether the taxon is likely to disperse from the release location ▪ minimum area required to support a viable population. 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 taxon 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**	Outline known factors contributing to the taxon's original decline or that could risk the success of the translocation. For example: ▪ habitat degradation/fragmentation ▪ predation (introduced and native) ▪ abiotic conditions (fire, flood, drought, storm, etc.) ▪ disease
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 percent 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/parasites 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 captivity, state the wild origin of the captive stock if known. Where the wild origin of a captive population is not known, state this.

3.9	**Captive Population**	If the taxon is being moved into a captive facility, state if a captive population of this taxon already exists. If 'NO', justify why a new captive population or breeding population of the taxon should be established. State the long-term plans for the translocated individuals and offspring. Outline the quarantine procedures.

4. THE RELEASE SITE

4.1	**Description of release site**	Describe the release site. Include factors relevant to the translocation e.g.: ▪ access ▪ habitat types ▪ area ▪ ecological communities present (flora and fauna) ▪ existing biodiversity values ▪ fire risk assessment (history and zoning
4.2	**Alignment with historic or current distribution**	State whether the release site is within or outside the known historic or current distribution of the taxon. Evidence that the taxon once occurred at the proposed site is not required if the taxon is being moved into a captive facility. If outside the known or extrapolated natural range, provide further justification as to the conservation reason for the translocation.
4.3	**Description of Facilities**	If the taxon is being moved into a captive facility, soft release or semi-captive situation, briefly describe the facilities. If the facility has been purpose-built for the taxon, identify the name and place. Only provide further details if relevant, Detail if supplementary feeding is required and how this will be done.
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 agreement of controlling body or owner as an Appendix.
4.5	**Ecological Requirements**	Describe how the release location meets the known ecological requirements of the translocated taxon. Identify specific site selection criteria e.g. • availability of reliable, suitable food sources • minimal presence of other aggressive and competitive species or potential predators • presence of essential breeding habitat features (such as tree hollows) • presence of wild individuals, Include an estimate of the area required for a self sustaining population. State whether the release location can support a self-sustaining population (not required if the release location is being used as a temporary holding area). For wild-to-captive translocations or those involving a temporary holding area, describe how the basic ecological requirements, e.g. food, water and shelter, will be met while animals are in the holding area. Detail any necessary site preparations.
4.6	**Land Management Implications**	Document the implications of the release 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 predator control, fire management, visitor management, restrictions on timber harvesting etc.

5. THE TRANSLOCATION

5.1	**Timeline**	Outline when the translocation/s will take place, including timelines of multiple releases. Include rationale for the timeline (i.e. seasonality, weather, food resources, fire risk, flood risk, time for site preparation, population dynamics). 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: ▪ age ▪ sex ratio ▪ singles/pairs/coteries/colonies

		▪ number of individuals. 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: ▪ Animal welfare (i.e. injuries or distress to fauna). ▪ Reducing the number of individuals in existence if the translocation fails. ▪ Genetic risks such as founder effects, inbreeding depression, outbreeding depression, or genetic swamping. ▪ Disease/Pathogen introduction by or to the translocated individuals. 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. ▪ For isolated populations (e.g. from island or captive populations, long term exposure to different habitats, predators or pathogens), consider ability to survive in the wild; is behavioural training and acclimatisation (i.e. hardening) needed? ▪ The taxon's ability to adapt to change. *For captive-to-wild translocations:* Consider the taxon's ability to survive in the wild, i.e.: ▪ Diet in captivity may affect body size, dental and cranial abnormalities, teeth and cranial muscle development, gut morphology (especially in birds). ▪ Physiology – specific traits can be affected by time in captivity, which can affect ability of individuals to survive in the wild (e.g. feather-tailed gliders not entering torpor in the same way as wild types). ▪ Presence of wild conspecifics. Captive-bred animals might have a positive benefit e.g. genetic variation, reproductive behaviour, or negative e.g. competition. *For wild-to-captive translocations:* Comment on 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 ▪ Risks to the translocated animals from predators, competitors, parasites, diseases or pathogens at the release site. ▪ Territorial issues (i.e. for large translocations, there may be competition between the individuals for resources). ▪ Risks to local competitors and/or prey taxa. ▪ Introduction of weeds and pests. Comment on what has been done to minimise the risk of introducing pests to the translocation site. If nothing, explain why not. ▪ Displacement of other taxa or otherwise influencing the structure and composition of the community through competition. ▪ Disruption of ecological processes by the activity within and the accessing of the site (e.g. soil disturbance leading to weed infestations, fence installation changing home ranges, vehicle access transporting weed seeds or pathogens). ▪ Security and protection of the release site i.e. risks of accidental damage *If to an island:* Provide a risk assessment that the proposed translocation is unlikely to have a detrimental effect on the existing flora and fauna values of that island and that future population management will not be required. *If from an island to mainland* Provide a risk assessment confirming that the translocation is unlikely to have a detrimental effect on the flora and fauna values of the specified mainland locality.

		Socio-economic Risks ▪ Risk of impacts on infrastructure (e.g. roads, houses) and industry (e.g. agriculture). Especially by burrowing, digging, or herbivorous taxa.
5.5	**Capture methods**	Ensure you cover the provisions made to minimise stress/maximise the welfare of the transferred taxon.
5.6	**Health assessments**	Document the criteria and the process and responsibilities for treating or euthanasing animals injured or stressed during the translocation. Describe how animal welfare will be affected and stress minimised. Outline veterinary arrangements. If any deaths occur throughout translocation (or while otherwise in captivity), will the carcasses be sent to a museum to add to scientific collections?
5.7	**Transportation**	Provide detailed description of methods and materials, including: ▪ cages ▪ vehicles ▪ personnel and their relevant skills ▪ stress minimisation techniques (e.g. specify length of time held in cages).
5.8	**Release / Tracking methods**	Provide detailed description of methods and materials, including: ▪ assessment of hard release versus soft release options ▪ feeding ▪ shelter ▪ radio transmitters or other implemented or fitted technologies ▪ other forms of individual identification (e.g. tagging, tattoos, ear punches, toe clipping, PIT tags, VIA tags, shell notching).
5.9	**Genetics**	Will genetic samples (tissue and/or blood) be taken from: ▪ all animals to be translocated; or ▪ a cross section of total population? If not, justify. Please note that any proposal to sample for genetics requires AEC approval. State the nature of the samples, the sampling technique, and location where the samples will be stored.

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). They will vary from taxon-to-taxon, location-to-location, and project-to-project. Outline the key indicators of success and failure at: ▪ both the source and release sites; and ▪ in the short- and long-term. Define these indicators in terms of factors such as persistence of sufficient individuals over pre-determined timeframes, multi-season breeding and recruitment, maintenance of demographic processes, persistence through fire/drought cycles. Indicators should be *SMART goals*: Specific, Measurable, Achievable, Result- orientated, and Timed. If more than one release is planned, specify the indications of success that must be reached

		before subsequent releases occur. Indicators can include: ▪ Body weights and body condition; ▪ Survival rates, e.g. – 80% of original population surviving after 30 days; – mean survivorship to 11 months post release, as estimated from mark-recapture data, to exceed 10% across three releases ▪ Breeding success or birth and recruitment, e.g. – F1 breeding within 12 months – F2 breeding within 2 years – > 30% of females reproduce ▪ Population estimates, e.g. – 50% increase in population within 3 years – N ≥ 250 and population persists for at least 5 years – at least 9 self-sustaining populations ▪ Indices of abundance e.g. – average daily trap success of 7.5% – sighting rate of 1-5 per 100 km ▪ Distribution, e.g.: – population of ≥ x spread over ≥ y hectares or z km^2 ▪ Dispersal, e.g.: – number of individuals dispersing from natal colony
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 ▪ population management if high population density occurs ▪ 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 animals. Detail actions if all the translocated animals leave the release site or cannot be found. 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 release populations. One is immediately post-release, 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) Row 1:								| Row 2:								| Row 3:								| **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 this 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.
- Taxa lists for the location.
- Funding approvals.
- Covenants.
- Contacts for Indigenous communities.
- Contact details for Affected and Interested Parties.
- Written evidence 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 *Wildlife Act 1975* (including research permits where applicable) • Animal ethics approvals • 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: Threatened Fauna 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 this statement (see Part 2 above); 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 in biodiversity conservation, or ecological restoration of fauna assemblages, 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:
    - animal welfare
    - predation
    - disease/pathogen/parasite transfer
    - genetic risks
    - impact of the translocation upon the release site and the source population
    - release site suitability
    - security and protection of the release 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 'take' and 'release' locations
- a monitoring and evaluation program is in place to track and assess the program's success and the effectiveness of management strategies applied;
- animal ethics approvals have been obtained,
- 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; and
- the proposal is feasible and workable.

If the provisions of the Wildlife 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 fauna. Membership will include:

- up to three non-DEPI persons with combined experience in threatened fauna conservation, genetics, disease management and management of captive populations.
- 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.