

Procedure to rely on the Transport land exemption in planning schemes



Acknowledgements

Department of Transport and Planning

Author

Department of Energy, Environment and Climate Action, Native Vegetation Regulation

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We acknowledge and respect Victorian Traditional Owners as the original custodians of Victoria's land and waters, their unique ability to care for Country and deep spiritual connection to it.

We honour Elders past and present whose knowledge and wisdom has ensured the continuation of culture and traditional practices.

DEECA is committed to genuinely partnering with Victorian Traditional Owners and Victoria's Aboriginal community to progress their aspirations.



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The *Procedure to rely on the Transport land exemption in planning schemes* is approved by the Secretary to the Department of Energy, Environment and Climate Action as constituted under Part 2 of the *Conservation, Forests and Land Act 1987 (Vic)*.

Transport Agencies operating by or on behalf of the Head, Transport for Victoria must obtain written agreement from the Secretary (or an authorised officer) to DEECA to use this Procedure.



Kate Houghton PSM

Secretary, Department of Energy, Environment and Climate Action

Date: 26/03/2026

Public access to this Procedure

This Procedure will be published on the Department of Energy, Environment and Climate Action (DEECA) [website](#) along with a list of Transport Agencies that have been provided with written agreement from the Secretary to DEECA to rely on the Transport land exemption.

Definitions

In this Procedure:

Assessor's handbook means the *Assessor's handbook: Applications to remove, destroy or lop native vegetation (Version 1.2 June 2023)*, or its successor.

Construction activity means the construction of a building or construction or carrying out of works that require the removal, destruction or lopping of native vegetation that is undertaken to construct or maintain transport system infrastructure excluding maintenance.

Core construction activity means all construction activities that are not preparatory works

DEECA means the Victorian Department of Energy, Environment and Climate Action.

Detailed application guidance means the *Native Vegetation removal regulations Detailed pathway application guidance (May 2025)*, or its successor.

Endorsement form means the form included in Appendix 1 of this Procedure, or its successor available on DEECA's website

Guidelines means the *Guidelines for removal, destruction or lopping of native vegetation (Department of Environment, Land, Water and Planning (Version 1.1))*, or its successor.

Head, Transport for Victoria means the statutory office established under the Transport Integration Act 2010 (Vic)

Maintenance means the activities undertaken in accordance with Section 2.1

MSA Levy area has the same meaning as in the *Melbourne Strategic Assessment (Environment Mitigation Levy) Act 2020*

Native vegetation removal and **removal of native vegetation** includes the removal, destruction or lopping of native vegetation, including dead native vegetation

NVRR means a Native Vegetation Removal Report generated using NVR Map available on the DEECA's website.

Preparatory works means the activities listed in Section 3.9.2

Secretary means the Secretary to the Department of Energy, Environment and Climate Action as constituted under Part 2 of the *Conservation, Forests and Land Act 1987 (Vic)*

Transport Agency includes departmental officers, road and rail authorities including transport administrative offices, portfolio agencies and organisations specifically responsible for transport infrastructure maintenance or delivery on behalf of the Head, Transport for Victoria

Transport land means land in a Transport Zone, or land in a Public Acquisition Overlay if the Head, Transport for Victoria is the acquiring authority

Transport system infrastructure means any building, structure or development associated with the transport system as defined under Clause 73.01 of the Victoria Planning Provisions.

1. Introduction

Essential service

Victoria's transport system enables the delivery of an essential service across Victoria. Victoria's residents, businesses and visitors rely on the transport network for travel, and transportation of goods. It is essential that the transport network operates in a safe and efficient manner. The Transport Zone is used in Victoria to identify transport land use and land required for transport services and facilities.

Native vegetation

Land within the Transport Zone often contains native vegetation that contributes to Victoria's biodiversity. Native vegetation within the Transport Zone may be the only native vegetation remaining in a landscape, providing connection between fragmented and otherwise isolated patches of native vegetation. In some cases, native vegetation within the Transport Zone is considered critical habitat for the survival of threatened flora and fauna.

Native vegetation also helps stabilise transport infrastructure by reducing erosion. It provides buffers and filter strips that can reduce sediment entering waterways. In addition to environmental values, this native vegetation may also provide aesthetic and cultural value.

This Procedure

The objective of this Procedure is to facilitate the timely and efficient delivery of transport infrastructure activities, while ensuring Victoria's no net loss to biodiversity objective (as outlined in the Guidelines) is met.

This Procedure sets out the requirements the Head, Transport for Victoria, or Transport Agencies acting on its behalf, must comply with to rely on the Transport land exemption contained within Clause 52.17 of all Victorian Planning Schemes.

1.1 Legislative Framework

In Victoria, native vegetation removal is regulated under the *Planning and Environment Act 1987* and through Planning Schemes. A permit is required for native vegetation removal unless an exemption applies.

The Transport land exemption in Clause 52.16 and Clause 52.17 of the Victoria Planning Provisions states that the requirement to obtain a permit does not apply to:

*"Native vegetation that is to be removed, destroyed or lopped to the minimum extent necessary by or on behalf of the Head, Transport for Victoria on land in a Transport Zone, or land in a Public Acquisition Overlay if the Head, Transport for Victoria is the acquiring authority, to construct or maintain transport system infrastructure, in accordance with the written agreement of the Secretary to the Department of Environment, Land, Water and Planning (as constituted under Part 2 of the Conservation, Forests and Lands Act 1987)."*¹

This Procedure only applies to the removal of native vegetation where a permit would ordinarily be required under Clause 52.16 or Clause 52.17 but for the Transport land exemption.

Notwithstanding the Transport land exemption, Transport Agencies must ensure native vegetation removal (including maintenance) complies with other legislation, including:

- *Environment Protection and Biodiversity Conservation Act 1999*
- *Planning and Environment Act 1987*, including permits which may be required under other provisions
- *Flora and Fauna Guarantee Act 1988*
- *Catchment and Land Protection Act 1994*
- *Environment Effects Act 1978*
- *Marine and Coastal Act 2018*
- *Wildlife Act 1975*
- *Aboriginal Heritage Act 2006*
- *Heritage Act 2017*

¹ This includes Public Acquisition Overlays where Roads Corporation or VicRoads is the acquiring authority in accordance with Section 318 of the Transport Integration Act 2010.

1.2 Supporting Material

Transport Agencies using this Procedure should be familiar with the following tools and publications available on the DEECA website, which support the implementation of the native vegetation removal regulations:

- [The Guidelines](#)
- [Detailed application guidance](#)
- [The Assessors handbook](#)
- [NVR Map](#)
- [Certified assessors list](#)
- [Offset Search Tool](#)

1.3 Compliance

The Head, Transport for Victoria, or any Transport Agency acting on its behalf, is responsible for complying with this Procedure, and subsequent project endorsement conditions.

DEECA is responsible for ensuring application requirements are satisfactorily addressed and for endorsing any construction work undertaken under this Procedure.

If a dispute arises concerning the implementation of the Transport land exemption, the relevant Transport Agency and DEECA will attempt to resolve the matter at an operational level. Disputes that cannot be resolved at an operational level must be elevated to senior management (e.g. responsible officer nominated by the Transport agency), supported as required by the relevant policy teams from each organisation for resolution.

Breaches by Head, Transport for Victoria, or any Transport Agency carrying out vegetation removal on its behalf, may lead to the withdrawal, suspension or variation of the written agreement to rely on the Transport land exemption.

The breaches which pose the most significant risk to the no net loss to biodiversity objective under the Transport land exemption include:

- Removal, destruction or lopping of native vegetation outside of what was endorsed to be removed by DEECA,
- Failure to provide offset evidence to DEECA:
 - before the start of endorsed core construction activities where impacts to native vegetation removal exceeds 0.5ha, or
 - before 30 September the following financial year for endorsed core construction activities where native vegetation removal for the project is equal to or less than 0.5ha.

1.4 Scope

This Procedure enables native vegetation on Transport land to be removed by the Transport Agencies to the minimum extent necessary for:

- Maintenance in accordance with Section 2.
- Construction activities (may consist of preparatory works) in accordance with Section 3.

Transport Agencies must determine if the proposed native vegetation removal is required for maintenance or a construction activity.

2. Maintenance

2.1 Maintenance activities

Maintenance keeps existing transport system infrastructure in a condition that is safe and retains the integrity of that infrastructure to ensure it is functioning correctly.

A Transport Agency may undertake maintenance under the Transport land exemption either:

- in accordance with Procedure to rely on the Road safety exemption in planning schemes (DELWP, August 2018) or any updated procedure that applies to the Road safety exemption in Clause 52.17 of the Victoria Planning Provisions; or
- in accordance with the Procedure to rely on the Railways exemption in planning schemes (DELWP, September 2018) or any updated procedure that applies to the Railways exemption in Clause 52.17 of the Victoria Planning Provisions.

2.2 Avoid and minimise requirement

Native vegetation removal for maintenance must be to the minimum extent necessary.

Opportunities to avoid and minimise impacts on native vegetation are best considered when planning and developing maintenance regimes. This is especially important for maintenance programs that involve the removal of native vegetation along long lengths of transport infrastructure, or through known areas of biodiversity significance. There should be ongoing internal reviews to identify opportunities for minimising impact. DEECA may be able to assist with this as needed.

Internal planning and review processes can use DEECA biodiversity information such as Victoria's Biodiversity Atlas records and species maps to help identify biodiversity values.

3. Construction activities

All construction activities must comply with the requirements set out in this section.

All construction activities must seek endorsement from DEECA by submitting a completed endorsement form (Appendix 1). The information supplied on the form must clearly address all the requirements and include all relevant attachments. **Incomplete forms will be returned with a further information request.**

Forms must be submitted to pe.assessment@deeca.vic.gov.au.

3.1 Pre-application discussion

Transport Agencies are encouraged to request a pre-application meeting with DEECA once the project scope and biodiversity values in the project area are known. Pre-application meetings are a valuable method of ensuring all necessary information will be provided to DEECA so that the project can be assessed in a timely manner.

A pre-application meeting gives the Transport Agency and DEECA an opportunity to discuss:

- The overall scope of the project.
- Options to avoid or minimise the removal of native vegetation.
- Identify any specific information that may be required to support an endorsement request.
- Discuss potential mitigation or environmental protection measures to be implemented throughout construction to protect adjacent biodiversity and other values not approved for removal.
- Project and offset staging requirements (if any), including any preparatory works.
- Project timelines and commitments.

3.2 Topographical and land information

Native vegetation removed from or adjacent to topographical features increases the risk to water quality and land degradation. The endorsement form must include information identifying the presence of the following features:

- Ridges
- Crests
- Hilltops
- Wetlands/waterways
- Slopes (>20%)
- Drainage lines
- Low lying areas
- Saline discharge areas
- Existing erosion

This information can be provided with the endorsement form as a written description, map or plan.

Describe the likelihood of impact to water or land quality from the proposed removal of native vegetation from the relevant features listed above.

3.3 Avoid and minimise requirement

Native vegetation removal must be avoided whenever possible. Impacts to native vegetation that cannot be avoided must be to the minimum extent necessary.

An avoid and minimise statement which demonstrates the efforts made to reduce impacts to native vegetation and other biodiversity values must be included in the endorsement form. The statement must address the following considerations:

- What efforts have been made to avoid or minimise impact on the biodiversity and other values outlined in Table 1 (below), which are relevant to the construction activity.
- Why there are no opportunities to further reduce impact to biodiversity values without compromising the objective of the development.

Table 1: Biodiversity and other values (reproduced from Table 1 of the Guidelines)

Biodiversity values	Other values
<ul style="list-style-type: none"> Patches (includes condition) 	<ul style="list-style-type: none"> Topographical features
<ul style="list-style-type: none"> Large trees 	<ul style="list-style-type: none"> Identified landscape values
<ul style="list-style-type: none"> Endangered EVCs 	<ul style="list-style-type: none"> Native vegetation protected under the <i>Aboriginal Heritage Act 2006</i>.
<ul style="list-style-type: none"> Sensitive wetlands and coastal areas 	
<ul style="list-style-type: none"> Habitat for threatened species 	

3.4 Mitigation actions

Measures must be put in place to prevent unintentional impact to retained and adjacent biodiversity and other values that are present and at likely risk of being impacted during preparatory work or construction activities. Mitigation measures must be maintained and kept in place until there is no further risk to the value being protected.

Mitigation actions proposed must be included in the endorsement form or as an attachment.

3.5 Identify native vegetation proposed for removal

Proposed native vegetation removal must be identified in accordance with the Guidelines. The total extent of native vegetation removal must be identified in a Native Vegetation Removal Report (NVR). If relevant, the NVR must include:

- Past removal
- Assumed loss
- Direct removal
 - Patches (including Mapped wetland)
 - Consequential loss
 - Patch trees
 - Previously endorsed preparatory works associated with the project
 - Scattered trees

Native vegetation removal subject to the requirements of the MSA levy area are not required to be included in the NVR.

Depending on the assessment pathway, the NVR must be generated using either modelled data or a site assessment undertaken in accordance with Section 6.5 of the Guidelines. NVR generation requirements are set out in Table 2.

Table 2: NVR Generation Requirements

Assessment pathway	NVR Generated	Generated using
Basic	NVR Map*	Modelled data or site assessment
Intermediate	NVR Map*	Modelled data or site assessment
Detailed	NVR Map*	Site assessment

*If there is difficulty generating an NVR in NVR Map contact DEECA at nativevegetation.support@deeca.vic.gov.au.

3.6 Endorsement form requirements

The Transport Agency is required to include the following information in the endorsement form. The information required in the form corresponds with the application requirements within the Guidelines as outlined in Table 3.

Ecological assessments and NVR shape files are not mandatory where sufficient information is provided in the endorsement form or other attachments.

The Detailed assessment pathway application guidance provides detailed explanation of what is expected to satisfy each application requirement.

Table 3: Alignment of endorsement form requirements and Guidelines application requirements

Endorsement form requirement	Corresponding requirement in Table 4 and 5 of the Guidelines*
Project Details	N/A
Attachment 1 – Native Vegetation Removal Report	Application requirements 1, 4, 11
Attachment 2 – Recent dated photographs	Application requirement 3
Attachment 3 – Site assessment (If applicable)	Application requirement 10
Attachment 4 – Site map**	N/A
Attachment 5 – Ecological Assessment**	N/A
Attachment 6 – NVRP Shape file**	N/A
Project description	N/A
Topographical and land information	Application requirement 2
Avoid and minimise statement	Application requirement 5
Mitigation actions	Supports application requirement 5
Offset statement	Application requirement 9
Offset timing	Supports application requirement 9

**Application requirements 6, 7 and 8 of the Guidelines are generally not applicable to transport activities under the Transport land exemption.*

***Attachment is not required under the Guidelines; however, it provides DEECA with a more comprehensive understanding of likely impacts for larger projects.*

3.7 Endorsement

Following submission of the endorsement form, DEECA will assess the proposal and provide one of the following responses:

- Further information is required before assessment can occur. With this response the letter will clearly identify the information required.
- The proposal has satisfactorily addressed all the requirements. This response:
 - will include offset requirements which must be complied with, and
 - may advise that the endorsement is for preparatory works only and the native vegetation approved for removal must be included within the NVRP for the future core construction activities application, and
 - may include mitigation measures to prevent unintentional impact to adjacent flora, fauna or waterways which have not been approved for removal.
- The proposal has not satisfactorily met the requirements of this Procedure or do not fit under the Transport land exemption and that a planning permit is required.

Transport Agencies can only commence native vegetation removal, if they receive a response from DEECA confirming that the proposal has satisfactorily addressed the requirements of this Procedure. If a response is not received within the timeframe outlined in Section 3.8, the Transport Agency can consider the project endorsed and proceed with the native vegetation removal.

Transport Agencies must record and track all endorsed preparatory works and projects and ensure all offset and mitigation requirements are complied with.

3.8 Endorsement timeframe

DEECA will usually provide a written response to projects in the timeframe set out in Table 4.

Within the first 10 business days of the assessment period outlined within Table 4, DEECA may request further information. The assessment period timeframe will recommence upon DEECA’s receipt of the further information.

If more time is required to complete the assessment, DEECA will discuss and then advise the Transport Agency of the extended time within the first 10 business days of the assessment period outlined within Table 4. DEECA may advise that the extended assessment period timeframe does not commence until further information is submitted.

If a decision from DEECA is not received within the timeframes set out in Table 4, or time extension as notified, the Transport Agency can consider the project endorsed and proceed with the native vegetation removal (subject to requirements of Section 3.9).

Table 4: Assessment response timeframe

Response from DEECA	Assessment Pathway	
	Basic and Intermediate	Detailed
Confirm the construction activities can proceed under the Transport land exemption and that the requirements of this Procedure have been met and may include a requirement for mitigation measures OR		
State the construction activities do not meet the requirements of this Procedure or do not fit under the Transport land exemption and that a planning permit is required.	15 business days	20 business days

3.9 Offset requirement

Native vegetation removal (including native vegetation removal for any preparatory works) for endorsed projects must be offset in accordance with the Guidelines, with consideration of the following concessions.

- Offset requirements for preparatory works may be deferred, consolidated and secured with the offset requirements for native vegetation removal associated with the core construction activity.
- Offset evidence (allocated credit extract or executed first party offset agreement) must clearly state which endorsed activity it is for. Offset evidence for all endorsed activities must be provided to DEECA (pe.assessment@deeca.vic.gov.au) within the following timeframes:
 - By 30 September of the following financial year for all endorsed construction activities (preparatory and core) with 0.5 ha or less of native vegetation removal.
 - Before the start of core construction activities for endorsed activities (preparatory and core) with greater than 0.5 hectares of native vegetation removal.

The timing of the offset requirement may be varied by DEECA when endorsing the activity.

Offsets are not required for native vegetation removal in the MSA Levy area (refer to Section 3.10).

Offset reconciliation

A secured offset may be reconciled at the completion of a project (or project stage) in accordance with Appendix B. For a secured offset to be reconciled at the end of a project stage, the NVRr included in the endorsement must include staged offset requirements. Discuss the need to stage offset requirements with DEECA during the pre-application meeting.

Preparatory works

Preparatory works can proceed before securing the offset requirement, but the Transport Agency must obtain endorsement from DEECA before preparatory works commence. The Native vegetation removed for

preparatory works must be included within the NVRR (as proposed removal) for the core construction activity endorsement. Preparatory works means, and is limited to, the following activities:

- Works associated with investigating, testing and surveying land
- Creation and use of construction access points, accessways and working platforms
- Site establishment works including construction of temporary site fencing and hoarding, site offices, and hardstand and laydown areas
- Construction and use of temporary car parking
- Construction or installation of environment and traffic controls, including designated 'no-go' zones
- Construction, protection, modification, removal or relocation of utility services, rail signalling, overhead and associated infrastructure
- Salvage and relocation of cultural heritage material and other management actions required to be carried out in compliance with a cultural heritage management plan prepared and/or approved under the *Aboriginal Heritage Act 2006* (Vic) or otherwise in compliance with that Act, or the conditions of any permit or consent granted under the *Heritage Act 2017* (Vic) or otherwise in compliance with that Act
- Demolition or removal of a building (other than a building in a Heritage Overlay) or works to the minimum extent necessary to enable another preparatory use or development
- Removal, destruction or lopping of vegetation (other than a tree in a Heritage Overlay) to the minimum extent necessary to enable another preparatory use or development.

3.10 Works inside the MSA Levy Area

Satisfying the requirements of the *Melbourne Strategic Assessment (Environment Mitigation Levy) Act 2020* is a distinct legislative requirement and does not form part of DEECA's project endorsement under this Procedure.

Projects that wholly or partially overlap the MSA Levy area are also required to obtain a levy assessment notice and pay the relevant levy should the project trigger a levy event. DEECA's Melbourne Strategic Assessment program team can be contacted at msa.habitatcompensation@delwp.vic.gov.au to provide further assistance.

Levy notices or payment information are not required to accompany the endorsement form.

Native vegetation proposed for removal from the MSA Levy area is not required to be included within the removal extent on the NVRR, unless advised by MSA habitat compensation.

4. Administration

4.1 Other arrangements

Nothing in this Procedure limits the ability for the Head, Transport for Victoria or a Transport Agency to seek project or activity-specific written agreement with the Secretary to remove native vegetation using the Transport land exemption under different terms or requirements.

4.2 Endorsement amendments

If the proposed extent of endorsed native vegetation removal increases or changes location, the Transport Agency must obtain an amendment to the original endorsement. The amendment request must include a new NVRR and updates to any of the application requirements as relevant.

4.3 Transport agencies reporting

Transport Agencies must have a system in place to track the use of the exemption and to ensure compliance with their requirements.

4.4 DEECA reporting

Endorsed construction activity information provided by Transport Agencies to DEECA will be collated and included within the native vegetation removal regulations annual no net loss report. This report will be published on DEECA's website.

DEECA will record the offset evidence provided by the Transport Agencies.

4.5 Procedure review

This Procedure will be reviewed within 5 years of its execution.

Appendix 1 – Transport land exemption: Project endorsement form

This form must be used for projects submitted for endorsement under the Transport land exemption. Complete this form and submit to DEECA at pe.assessment@deeca.vic.gov.au.

NOTE - The online Word version of this form may be updated periodically.

Project Details	
Transport Agency	
Project name	
Project location	
Project contact	Name
	Phone
	Email
Pre-application discussion DEECA contact (or N/A)	
Is Past removal relevant?	Yes/No
	If yes, past NVRR ID(s)
Proposed removal NVRR ID	
Is the removal for preparatory works only? (Yes/No)	
Are there additional approvals required?	<i>Flora and Fauna Guarantee Act 1988</i>
	<i>Melbourne Strategic Assessment (Environment Mitigation Levy) Act 2020</i>
	<i>Marine and Coastal Act 2018</i>
	<i>Aboriginal Heritage Act 2006</i>

Attachments	Requirement	Included (Yes/No)
1. Native Vegetation Removal Report	Mandatory	
2. Recent, dated photos	Mandatory	
3. Site assessment report (If applicable)	Mandatory ²	
4. Site map with aerial images clearly identifying works area and native vegetation proposed for removal.	Mandatory	
5. Ecological assessment report	Supplementary	
6. NVRR Shape file	Supplementary	

² Only mandatory for projects following the Detailed Assessment Pathway or using site assessed data for the Basic or Intermediate assessment pathways.

Provide the information below in sufficient detail to clearly communicate the extent of impact and the actions proposed to satisfactorily address the no net loss to biodiversity objective. The **Native Vegetation Removal Regulations – Detailed assessment pathway application guidance** provides a detailed explanation of what is expected for each application requirement. Where information provided is contained in an attachment, such as an ecological assessment, please identify the location of the information within the attachment.

Project description

Provide a brief description of the project and its objective(s). If this is included in an attachment, identify where in the attachment).

[Insert text]

Topographical and land information

Provide a description of the topographical and land information relating to the native vegetation proposed for removal. The description must capture the presence of ridges, crests, hilltops, wetlands and waterways, slopes of more than 20%, drainage lines, low lying areas, saline discharge areas, and areas of existing erosion. This information may be captured in a clearly labelled map as Attachment 4.

[Insert text]

Avoid and minimise statement

Provide a statement that describes any efforts to avoid the removal of and minimise the impacts on the **biodiversity and other values** of native vegetation, and how these efforts focussed on areas of native vegetation that have the most value. The statement must include a description of the following:

- Strategic level planning (if relevant)
- Site level planning (specifically address the values present)
- No further options to minimise.

Strategic avoid and minimise planning	<i>[Insert response]</i>
Site based avoid and minimise planning	<i>[Insert response]</i>
Why are there no further options to minimise?	<i>[Insert response]</i>

Mitigation actions

Identify risks to retained and adjacent biodiversity (Flora and fauna) and other (land and water) values and provide a statement how that risk will be mitigated.

<i>[Insert value 1]</i>	<i>[Insert mitigation action]</i>
<i>[Insert value 2]</i>	<i>[Insert mitigation action]</i>
<i>[Insert value 3]</i>	<i>[Insert mitigation action]</i>

Offset statement

Provide a statement demonstrating that an offset has been identified that meets the offset requirements detailed within the Native Vegetation Removal Report (Attachment 1). Depending on the offset identified,

the statement must demonstrate that one of the following (or a combination of) options will satisfy the offset requirement:

- A third-party offset is available to purchase
- A new third-party offset site will be established
- A first party offset will be established

[Insert offset statement]

Proposed offset timing (select one)

Preparatory works only

Offset requirement will be deferred and consolidated into the future core construction activity endorsement request.

Core construction

Offset evidence will be provided to DEECA by 30 September of the following financial year?

Core construction

Offset evidence will be provided to DEECA before the core construction activity commences?

Appendix 2 – Offset requirement reconciliation

Transport Agencies can reconcile the offset requirement for completed endorsed activities if the actual extent of native vegetation removal is less than what was endorsed.

Offset reconciliation is optional and can occur at the completion of the project, or at the completion of a stage of a project. To reconcile offsets after project stages, the endorsed NVRN must have offset requirements broken down into stages.

NOTE

- Step 6 is only required if the offset requirement has already been secured and allocated to a project.
- Unallocated credits from a secured offset will be 'banked' within the Native Vegetation Offset Register to the Transport Agency's nominated entity.

Step	Action
1	<p>Transport Agency</p> <p>Complete the project or stage. This means that no further native vegetation removal will occur for the project or stage. Determine whether the actual extent of native vegetation removal is less than what was endorsed for removal. Decide whether to proceed with reconciliation.</p>
2	<p>Transport Agency</p> <p>Generate a new NVRN reflecting the reduced extent of removal. A new site assessment by a certified assessor may not be required. The new NVRN can be generated by amending (i.e. removing or reducing) the habitat zones and trees from the original shapefile that were able to be retained.</p>
3	<p>Transport Agency</p> <p>Compile evidence that supports the retained vegetation is still intact and not likely to be impacted during the operation of the infrastructure. Evidence may consist of one or a combination of:</p> <ul style="list-style-type: none"> • New NVRN • Photos • Ecological report • DEECA site visit <p>The evidence must clearly demonstrate the native vegetation is retained and will remain into the future.</p>
4	<p>Transport Agency</p> <p>Submit the evidence with a request to reconcile to pe.assessment@deeca.vic.gov.au. Along with the evidence, the request must include the following project details:</p> <ul style="list-style-type: none"> • Transport Agency name • Project name • DEECA case management reference number • Endorsed NVRN ID
5	<p>DEECA</p> <p>Once DEECA has verified the new NVRN based on the decreased extent, the original endorsement will be updated. It will likely include a reduced offset requirement.</p>
6	<p>Transport Agency</p> <p>If the offset has already been secured and allocated to the project, the Transport Agency, must contact the Native Vegetation Offset Register (nativevegetation.offsetregister@deeca.vic.gov.au) regarding the un-allocation of credits. The Native Vegetation Credit Register will supply forms to be completed. Once processed a new Credit Extract will be provided.</p>