

Native Vegetation Information Management (NVIM) system – MSA update

April 2017

The Native Vegetation Information Management system (NVIM) enables landowners in the Melbourne Strategic Assessment (MSA) program area to identify habitat compensation obligations for parcels of land in Melbourne's growth corridors.

The Department of Environment, Land, Water and Planning (DELWP) has recently released additional features in the NVIM system that enable users to create an account and submit information and documents to DELWP.

Users can log into their account to check the status of their applications and update information over time.

Since October 2016, DELWP has used NVIM to receive all applications to meet habitat compensation obligations (HCOs) and biodiversity offset requirements for actions associated with urban development in the MSA program area¹. This includes applications to either stage HCOs and biodiversity offsets, or to meet these in-full, for land parcels.

Applications to undertake works in conservation areas, or to change the boundary of a conservation area, will continue to be assessed by the MSA Precinct Structure Planning team via email:

precinctstructureplanning.ppr@delwp.vic.gov.au

Further information

To register for an account, please visit <https://nvim.delwp.vic.gov.au/>

An information sheet that describes how to create an account and submit an application (known as a registration) is attached and is available on the DELWP website (<https://www.environment.vic.gov.au/native-vegetation/native-vegetation-information-management>) under the sub-heading *Melbourne Strategic Assessment information*.

For NVIM user experience and registration related enquiries, please email:

NVIM.support@delwp.vic.gov.au

For MSA habitat compensation and biodiversity offset related enquiries, please email:

msa.habitatcompensation@delwp.vic.gov.au

¹ HCOs and biodiversity offset requirements are subject to the requirements of an approval granted in relation to the MSA program by the Commonwealth under Part 10 (section 146B) of the *Environment Protection and Biodiversity Conservation Act 1999*.

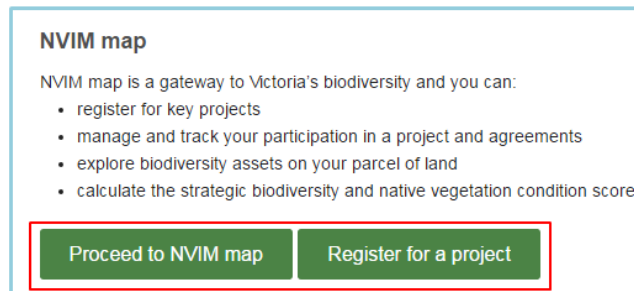
Registration submission

How do I create an NVIM account?

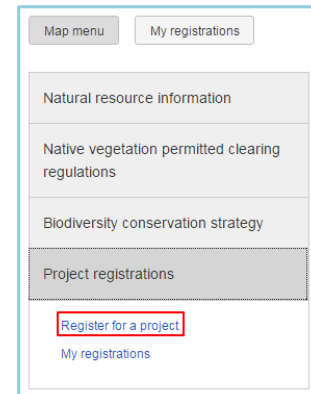
- Navigate to the NVIM website <https://nvim.delwp.vic.gov.au/> and select **Register**.
- Enter a first name, last name and email address.
- Select **Register**.
- A welcome email will be sent to the nominated email address within half an hour.
- Open the link in the email received.
- Enter the email address and a password (at least 10 characters in length).
- Select **Reset**.

How do I register for a project?

- Navigate to the NVIM website <https://nvim.delwp.vic.gov.au/>.
- Select **Log in**.
- Enter the registered email address and password.
- Select **Sign in**.
- Select either the **Proceed to NVIM map** or **Register for a project** button.



- Select **Project registrations** on the map menu .



- Select a project from the drop down box. **Note:** Projects will only be visible in this list if registration via NVIM is available.
- Select a registration type from the drop down box. Some projects may have several types of registrations that can be submitted for a single project.
- Select **Next**.

The next page will display all the information DELWP requires in order for a complete registration to be submitted.

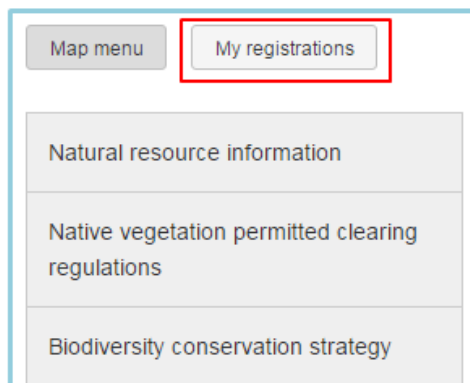
Save as draft

At any point the registration can be saved as a draft and completed at a later stage. Once a registration has been saved as a draft, it can be relocated through the *My registrations* page.



Registration submission

The *My registrations* page can be found on the NVIM Map menu:



Applicant details

Applicant details are the contact details for the NVIM user submitting the registration. The given name, surname and email address are automatically populated from the NVIM account profile.

Other contact details (e.g. address) are required when submitting the first registration for a registered user. Once the new registration is saved as a draft or submitted, the new contact details will be updated in DELWP's system.

Additional contact details

Adding an additional contact to your registration is optional. A nominated additional contact cannot login to NVIM and view the registration. Instead, it gives DELWP officers an additional contact to discuss details of the registration in the event that they cannot contact the primary contact. If a registration requires more than one additional contact, please contact DELWP after submitting your registration.

Note: Additional contact details cannot be edited after saving a registration as draft or submitting a registration.

If you would like to amend these details, please contact DELWP NVIM.support@delwp.vic.gov.au.


Upload supporting document(s)

This section allows you to upload documents to your registration.

Specific documents that are mandatory for a registration will be identified by an asterisk.

Where the label is *Document*, applicants can upload any document they deem beneficial to the registration.



Where there is a  symbol against a label, applicants can select the icon for more information about the specific document requirements.

Land details

Where the *Land details* section is visible, it is mandatory to nominate a parcel of land or area associated with the registration. Ideally this would be in the form of street address and parcel SPI.

Additional Information

The *Additional information* section includes a comments field where it is optional for the applicant to provide any additional information or message to DELWP.

The *Additional information* section can also include a series of questions or statements to gather additional information for a registration in the form of checkboxes, drop down lists and text fields. Where this information is mandatory for a registration, the field is identified by an asterisk.

Submit

Once the applicant is satisfied the registration is complete, it can be submitted to DELWP by selecting the **Submit** button.

How do I view and edit my registrations?

- Open the NVIM website <https://nvim.delwp.vic.gov.au/> and **log in**.
- Select the **Proceed to NVIM Map** button.
- Select the **My registrations** button.
- This page will display all the active registrations submitted by the logged in user, as well as all closed or withdrawn registrations.
- Locate the registration of interest and click it to open it.
- Select the **Edit registration** button (only available for Draft or Resubmission Required statuses).

Registration submission

- Select the **Next** button.
- Details can now be added, edited or deleted in the registration details page.
- Select **Submit** to submit the changes to DELWP.

How do I submit additional documents after submitting a registration?

- Open the NVIM website <https://nvim.delwp.vic.gov.au/> and **log in**.
- Select the **Proceed to NVIM Map** button.
- Select the **My registrations** button.
- This page will display all the active registrations submitted by the logged in user, as well as all closed or withdrawn registrations.
- Locate the registration of interest and click it to open it.
- Select the **Attach document** button.
- Once the additional documents have been loaded, select the **Save** button.

How do I ask a question about my registration?

Email contact details can be found by clicking on the **Contact DELWP** button at the top of any page in NVIM.

For general NVIM and registration related queries email NVIM.support@delwp.vic.gov.au.

For MSA Program related queries email msa.information@delwp.vic.gov.au.

For habitat compensation related queries email msa.habitatcompensation@delwp.vic.gov.au.

For native vegetation regulations related queries email nativevegetation.support@delwp.vic.gov.au.

For works in conservation area related queries email precinctstructureplanning.ppr@delwp.vic.gov.au.

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