ELECTRIC LINE CLEARANCE

MANAGEMENT PLAN

2019 – 2020

Applicable to the Declared Area for the Township of Beechworth

Adopted:

Trevor Ierino
Chief Executive Officer

Prepared by: Indigo Shire Council, June 2019
Version: 1
Project Officer: Brett Direen
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<td>B. Direen</td>
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Disclaimer
This Electric Line Clearance Management Plan ('Plan or ELCMP') has been developed by the Indigo Shire Council to inform Indigo Shire Council (Council), Energy Distribution Businesses (DB's) and all other interested parties about the vegetation management processes and strategies undertaken by the Indigo Shire Council to care for its trees that are in the vicinity of electricity assets. This Plan is to satisfy the requirements of the Electricity Safety (Electric Line Clearance) Regulations 2015 (Vic).

Indigo Shire Council notifies users of this Plan that some of the content/statements made in this Plan are based on assumptions, estimates, predictions and projections made as part of the Indigo Shire Council's Tree Management planning/development process and some of the content/statements are based on actions that the Indigo Shire Council intends to take in the future. The Indigo Shire Council may decide to take different actions to those it currently intends to take if circumstances change or assumptions and estimates prove to be inaccurate and events do not occur as predicted or projected. The users of this Plan accept responsibility and all risk for using material in this document. The users should seek expert advice in relation to their own circumstances and must rely solely on their own judgement and expert advice obtained.

The Indigo Shire Council including its Panel Consultants does not guarantee and will not be liable for, whether in contract, tort (including negligence), equity or otherwise, to compensate or indemnify any person for any loss, injury or damage arising directly or indirectly from any person using, or relying on any content/statements in this Plan.

May 2019

Plan Term:
This plan covers the period 2015-2020 in line with the revision period for the regulations. Each year this plan will be revised and updated as required. Annual revisions will be reviewed by Council's Project Officer. Updates and revisions will be recorded in the document version table.
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ELECTRIC LINE CLEARANCE MANAGEMENT PLAN PREPARED BY:

Name: Indigo Shire Council (ISC)
Date: May 2019

The following sections are in response to Regulation 9(2) – Preparation of Management Plan of Part 2 of the Electricity Safety (Electric Line Clearance) Regulations 2015.

9(2)

The Indigo Shire Council’s responsible person will review and amend the Electric Line Clearance Management Plan (ELCMP) annually prior to the 31 March each year.

The Indigo Shire Council will submit the Electric Line Clearance Management Plan within 14 days of a request.

The following sections are in response to Regulation 9(3) – Preparation of Management Plan of Part 2 of the Electricity Safety (Electric Line Clearance) Regulations 2015.

9(3)(a) Name, address and telephone number of the responsible person

Name: Indigo Shire Council (ISC)
Address: 2 Kurrajong Way, Mayday Hills, Beechworth VIC 3747
Telephone Number: 03 5728 8000
Facsimile Number: 03 5728 1676
Name of Chief Executive Officer: Trevor Ierino
Email Address: info@indigoshire.vic.gov.au

9(3)(b) Name, position, address and telephone number of the individual who was responsible for the preparation of the management plan.

Name: Brett Direen
Position: Project Officer
Address: 2 Kurrajong Way, Mayday Hills, Beechworth VIC 3747
Telephone Number: 03 5728 8000
Facsimile Number: 03 5728 1676
Email Address: brett.direen@indigoshire.vic.gov.au
9(3)(c) Name, position, address and telephone number of the persons who are responsible for carrying out the management plan.

Name: Brett Direen  
Position: Project Officer  
Address: 2 Kurrajong Way, Mayday Hills, Beechworth VIC 3747  
Telephone Number: 03 5728 8000  
Email Address: brett.direen@indigoshire.vic.gov.au

9(3)(d) The telephone number of a person who can be contacted in an emergency that requires clearance of an electric line that the responsible person is required to keep clear of trees.

Name:  
Emergency Telephone No.: 0437 647 781  
Name: Indigo Shire – Emergency Response Number  
Telephone No: 03 5728 8000  
Emergency Telephone No: 0448321386 AH

Note: As the staff of Indigo Shire Council are not currently trained or qualified to undertake electric line clearance work, Indigo Shire Council’s personnel may undertake visual inspections and non-electrical clearance work as their qualifications and experience allow.

9(3)(e) The objectives of the management plan include,

- Improving Public Safety;
- Ensuring compliance with the Code of Practice for Electric Line Clearance (ELC) 2010 (the Code);
- Protection of areas of important vegetation which may be deemed as such on the basis of those areas containing botanically, historically or culturally important vegetation or vegetation of outstanding aesthetic or ecological significance, and/or the habitat of rare or endangered species;
- Managing vegetation to maximise the amenity value of the Shire’s trees;
- Providing a safe working environment for employees and contractors;
- Enhancing community satisfaction with the manner in which the necessary works are carried out;
- Protecting and restoring significant streetscapes by removal of aerial electric lines where practicable.
- Ensure that appropriately qualified persons are undertaking the electric line vegetation clearance works.
- Ensure that people impacted by the electric line clearance works are informed.
9(3) (f)  **The land to which the management plan applies.** A copy of the map held by Energy Safe Victoria at the following site.


- See Appendix 1 – Declared Area Map VH6-812.pdf
- See Appendix 1 – CFA Fire Hazard Rating Maps for Beechworth as at May 2013

Note: The current CFA Fire Hazard Rating Maps were supplied by CFA on 15th December 2016, which state that the maps provided are current as at May 2013 and are reviewed every four years.

9(3) (g) **The location of areas containing trees which may need to be cut or removed to ensure compliance with the Code and that are native, trees of cultural or environmental significance or listed in a planning scheme to be of ecological, historical of aesthetic significance:**

Are shown in the ISC Vegetation Clearance register and the Beechworth Tree Zone Map. Download on: http://www.indigoshire.vic.gov.au/What_We_Do/Parks_Gardens_Significant_Trees/Tree_Management_Program

In consideration of the categories of vegetation referred to above and in consultation with the Planning and Environmental officers of Indigo Shire it has been clearly established by records and visual inspection that no culturally, historically, environmentally, botanically or ecologically significant trees are located where they would require pruning to maintain electric line clearance. There are also no rare or endangered species habitats within the declared zone. In general terms the emphasis is always on avoiding and minimising impact on any Asset Trees within the Council declared area while ensuring that all clearances are maintained to comply with the code of practice.

9(3) (h) **The means which the responsible person is required to use to identify a tree specified in paragraph (g):**

1. Appendix 2 – Indigo Shire ELC Tree Inspection Report Form
2. Appendix 3 – Indigo Shire Tree Pruning Audit Spreadsheet (sample)

Other key resources used to determine these factors include but are not limited to:

• The Advisory list of Rare or Threatened Plants in Victoria 2014
• The Advisory list of Threatened Vertebrate Fauna in Victoria 2013
• The Advisory list of Threatened Invertebrate Fauna in Victoria 2009
• Map of threatened flora and fauna in Victoria (DSE)

The streetscapes within the declared area of Beechworth comprise primarily exotic trees in the vicinity of the Electric Lines and the main tree types are plotted in the Beechworth Tree Zone Maps (2009) which can be found in the ISC-Tree Management Plan 2011. The unique historical and heritage characteristics of Beechworth give rise to a high visibility factor and as such the aesthetic profile of the existing trees, most notably Elm, Poplar and Oak species are a local feature. None of the other areas of significance nominated above currently affect the management of the street trees in Beechworth.

The ELC Tree Inspection Report form is completed each year by a qualified Arborist.

The ISC planning scheme overlays and ordinances does not require a permit to keep the whole part or any part of a tree clear of an electric line provided the action is carried out.

9(3) (i) The management procedures that the responsible person is required to adopt to ensure compliance with the Code, which must include details of the methods proposed to be adopted for:

(i) managing trees;

Indigo Shire Council awards an annual contract for the works of providing tree clearance in accordance with the ELCMP, the Code, Pruning of Amenity Trees Australian Standard AS4373-2007 and General Conditions of Contract AS2124-1992. The contract is generally tendered in the winter months around June each year so that selection allows the clearance to be completed just as the trees are actively leafing out. This timing provides the clearest access to vegetation and least disruption to the growth cycle of the trees.

The Contractor shall be responsible for maintaining clearances between AusNet Services overhead distribution (22kV and LV) and sub-transmission (66 kV) lines and vegetation. This may involve; pruning, trimming, hoggling of small branches, removal/disposal of debris and cleaning up of sites on completion of work.

An inspection of the entire declared area by the Council supervisor in company with the Contractor qualified Arborist is undertaken annually, usually in April at the later stages of the growth season. In that inspection, trees which are in breach of the Code will be identified. In addition any trees which are determined to likely breach the Code in the next twelve months are also to be identified. This inspection should also include the identification of any hazards outside the clearance and regrowth spaces that may require correction. This inspection is included as a scheduled item in the annual clearance contract for Indigo Shire.

Each inspection is fully documented on the Indigo Shire declared area register of trees, identified by species, street number and name and individual vegetation characteristics. The
non-conformities are noted and a record of the inspection is maintained by the responsible person.

The Council Project Officer will work with its Contractor to ensure that the trees that require pruning is undertaken in accordance with the Code and to AS4373-2007 ‘Pruning of Amenity Trees’.

If the Distribution Company (SP AusNet) identifies locations that require attention to maintain the electric line clearance requirements, which are the responsibility of Council, they shall notify Council. Council will place the works onto its next round of pruning or arrange for pruning to be done in a timely manner if deemed high risk by the Distribution Company.

The Indigo Shire Council and its Service Providers are responsible for organising any ‘Shutdowns’ or Suppressions’ that become necessary to undertake pruning works.

The Council’s Project Officer is responsible for liaising with the relevant Distribution Company should the distribution company wish to discuss any aspects of the electric line clearance works e.g. ‘Shutdowns’ or ‘Suppressions’ potential non-compliances’ etc.

Meetings will be arranged with the Distribution Company once per year and include an Agenda and Minutes of meeting by the Council’s Project Officer. Items on the agenda include:

- ELCMP Program for the year including dates.
- Any updates to any Hazardous Bushfire Risk Areas (HBRA) within Council’s declared area.
- Spans greater than 45m and any changes to the total number of spans.
- Hazard tree assessment and timing.
- Performance including notification of works, non-conformance and any other issues.
- Performance of Contractors.
- Provision of updated contact details.

(ii) Maintaining the clearance space, required by the Code, between electric lines and trees that also allows for sag and sway;

Required Clearances between Trees and Power lines

The minimum clearances required between trees and power lines (excluding an allowance for regrowth) are set out in Electricity Safety (Electric Line Clearance) Regulations 2015 and Australian Standard AS 4373 Pruning of Amenity Trees. Note that these are minimum safe clearances only and on top of these clearances an additional allowance for regrowth until the next programmed cutting (normally one year) is required. Unless otherwise specified any work undertaken shall be to a minimum of these clearances plus an allowance for at least one years’ regrowth.

Clearing Standards

Methods undertaken for the clearance of vegetation under power lines will be in accordance with the relevant guidelines outlined in the Code of Practice for Electric Line clearance 2015 or AS 4373-2007 as relevant. If the surrounding vegetation cannot be pruned to the Australian Standards to allow for appropriate clearance and regrowth within the pruning cycle without loss of amenity value or increased public risk, all other options available, such
as shorter pruning cycle, tree replacement, undergrounding or other as set out in the code will be considered and evaluated.

The declared area for the township of Beechworth primarily incorporates residential zoned land. Accordingly, it is anticipated that the majority of the spans would not exceed 45m in length. However, should longer spans be identified, the Council would liaise with the relevant Distribution Company to determine the additional clearance allowances for sag and sway. The Council’s Project Officer is responsible implementing this process.

The Distribution Company, AusNet Services Contact is William Few, ORP Liaison Officer, email: William.Few@select-solutions.com.au

Clearance requirements for spans >45m and up to 100m is provided in Schedule 2 of the 2015 Electric Line Clearance Regulations Graphs 2-4, Graphs 5-6 require additional sag and sway >45m.

The Council’s Project Officer is to check for any sag and sway >45m and ensure that the Tree Pruning Inspection Contractor has recorded the details into Council’s ELC Inspection Report Form (Appendix 2) so that the Tree Pruning Contractor is aware of the pruning requirements for the particular tree in question.

9(3)(j) The procedures to be adopted if it is not practicable to comply with the requirements of AS4373 while cutting a tree in accordance with the code;

Council’s contractors who conduct the arboriculture inspections have Level 4 qualifications in Horticulture and Arboriculture and above or at least three years of field experience in assessing trees.

The Indigo Shire Council and its service providers shall attempt to cut trees in accordance with AS4373-2007 or most current version unless it is deemed not practicable to do so, that is it would not be safe to do so or the desired outcome would not be achieved. In such instances, the matter shall be referred to the Council’s Project Officer for assessment prior to any pruning works on that tree.

Any tree pruning inspection that considers pruning of a particular tree as not practicable in accordance with the standard shall include details and method into Council’s ELC Inspection Report Form. This will then alert the Pruning Contractor to the particular tree and method.

The Pruning Contractor shall determine the plant and equipment necessary for the method.

The Tree Pruning Contractor will give consideration to alternatives such as an engineering solution prior to any cutting not in accordance with AS4373-2007. The Tree Pruning Contractor may also liaise with the Distribution Company for a solution.
9(3)(k) A description of each alternative compliance mechanism in respect of which the responsible person has applied, or proposes to apply, for approval under clause 31 of the code;

The Council is not intending to apply for any alternative compliance mechanism under clause 31.

9(3) (l) The details of each approval for an alternative compliance mechanism that:

(i) The responsible person holds;
   Not applicable

(ii) Is in effect;
   Not applicable

9(3) (m) A description of the measures that must be used to assess the performance of the responsible person under the management plan;

The current person responsible for the preparation of an Electric Line Clearance plan prior to the 31 March each year and monitoring the performance of the plan is the nominated Project Officer, but that role may be undertaken by any other person in the Infrastructure Services Department as directed by the Director of Infrastructure Services.

The monitoring of compliance shall be based on:
• Recording of resolution of customer complaints.
• Recording of resolution of requests by AusNet Services for pruning
• The appropriate treatment of significant and heritage trees.
• The frequency of pruning required and the effectiveness of recommendations for alternative approaches:
• Coordination with the Indigo Shire Tree Replacement Program.

The Council's Project Officer will instigate any measures required to rectify deficiencies, non-compliance and if necessary review procedures to avoid future problems.

9(3) (n) Details of the audit processes that must be used to determine the responsible person's compliance with the Code;

Prior to the declaration of the fire season each year and again at the end of the normal seasonal growth period, the Council's Project Officer, jointly with the Contractor, will carry out a documented management audit including but not limited to:

• Trees non-compliant with the code of practice for electrical line clearance.
• ISC Roadside Vegetation Management Plan compliance
• Pruning Techniques.
• Areas for alternative construction.
• Reports of OH&S non-conformance and rectification.
• Customer consultation, notification and dispute resolution processes.

Periodic audits may also be carried out by an appropriate staff member to ensure that all requirements of the Electric Line Management Plan are being met and Electric line clearances are being maintained. This audit also includes the tree pruning techniques being practised to ensure compliance to the Australian Standards 4373 where practicable.
External audits are completed by the contractor responsible for clearance pruning every year. The completed audit report will state the number of trees, location, degree of voltage and services that need to be pruned to maintain line clearance. The report is then submitted to supervisor who then authorises for pruning works to commence.

9(3) (o) The qualifications and experience that the responsible person must require of the persons who are to carry out the cutting or removal of trees;

The Council employs contract resources to carry out pruning activities, whose qualifications vary from RPL accreditation to degrees, diplomas and certificates; all contracted staff meets or exceed the following criteria:

- A minimum three years of experience;
- Have a UET20312C Certificate II in ESI Power Line Vegetation Control;
- Chainsaw Level One & Two;
- Manual Handling;
- Tree Clearing for Non- Electrical personnel (NUE 280);
- Traffic Control - Vic Roads;
- Hearing Conservation;
- Safety Observer for Operations in Electrical Environment;
- Chipper Operations Certificate;
- Road Safety Alcohol/Drug Awareness;
- Work Place First Aid & CPR;
- Industry recognised pruning techniques;
- Plant Identification;
- Introduction to the Code of Practice Electric line Clearance 2010;

Contractors must provide details of qualifications of staff or subcontractors performing electric line clearance works to the Council’s Project Officer for approval before any works commence.

The Contractor shall not engage an unauthorised person to undertake the tree pruning in the vicinity of powerlines. The Council will ensure that the persons undertaking the work observes and applies the requirements listed in Electricity Safety (Installations) Regulations 2009- r.318 & r.319 including;

- Letting the owner of the infrastructure know prior to any pruning
- All the personal undertaking work to comply with the “Blue Book”.
- All the personal undertaking work to complete a course approved by Energy Safe Victoria.

The Contractor shall submit a Works Management Plan to the Council’s Project Officer for approval prior to commencement. Such information shall include, but not be limited to:
• Contact details.
• Induction.
• Certificates.
• Insurances.
• HSE.
• SWMS.
• JSA’s.
• Traffic Management Plans.
• Tool Box Meeting Standard Format.
• Declared Area Maps.
• Council’s Tree Management System Data.

Should the Contractor fail to comply with any aspect of the Contract the Council’s Project Officer shall instruct the Contractor within accordance with the General Conditions of Contract.

Training and Authorisation:

The following training, authorisation requirements and actions will be applied to demonstrate acceptable levels of competence with regard to skills, knowledge and experience, both upon appointment and on-going:

• Skills and competence shall be maintained through regular refresher training.
• All training shall be provided by a Registered Training Organisation.
• A record of the sighting of the required certificates and associated documents will be kept by the Council’s Project Officer. All certificates shall be reviewed by the Project Officer prior to commencement of electric line clearance works.

9(3) (p) Notification and consultation procedures, including the form of the notice to be given in accordance with Division 3 of Part 2 of the Code;

The Council is the responsible person as defined under Section 84C of the Act. Accordingly, Council is not required to give notice under Division 3 clause 15(2)(a).

Notwithstanding the above, Council’s Project Officer notifies affected residents of electric line clearing of urgent works. Refer to Appendix 5 for an example of the ‘Notice of Urgent Tree Cutting or Removal.’

However, all programmed works (other than of an urgent works nature) the Council’s Project Officer is to publish the line tree clearing programme in a newspaper or newsletter circulating in Beechworth. An example of the ‘Public Notice-Notification of Tree Pruning’ refer to Appendix 4.

Programmed works is required to be published 14 days and not more than 60 days to pruning works beginning.

The Contractor cannot commence programmed works until the notification or publication has occurred or unless instructed by the Council’s Project Officer.
9(3) (q) Dispute resolution procedures;

a. Internal Dispute Resolution;

The Council will resolve disputes with the Contractor on issues relating to the pruning of Council controlled trees in the declared area in accordance with the General Conditions of Contract. The nominated arbiter under the General Conditions of Contract shall be:

Contact Officer:  Trevor Ierino
Position: Chief Executive Officer
Address:  2 Kurrajong Way, Beechworth, 3747
Telephone:  03 5728 8000

Council may elect to use other General Conditions of Contract and the Executive Manager Assets is required to update the ELCMP if this occurs.

The dispute resolution process for Pruning Contractors is set out in the General Conditions of Contract AS2124-1992 – Clause 47. A sample copy cannot be included in the plan due to copyright laws.

b. External Dispute Resolution

For all external disputes between Council, property owners and other stakeholders (e.g. Distribution Businesses) the Council’s Complaint Handling Policy shall be followed and if unsuccessful in resolving the issue, the plaintiff will be referred to the Victorian Ombudsmen.

A copy of Council’s Complaint Handling Policy can be viewed on Council’s website address below:


There are several methods of lodging a complaint with Indigo Shire Council and this can be viewed on Council’s website address below;

https://www.indigoshire.vic.gov.au/Have-your-say/Customer-Service/Make-a-complaint

9(4) A method for determining and additional distance that allows for cable sag and sway may provide for different additional distances to be determined for different parts of a span of an electric line;

Covered under clause 9(3) (i) (ii).

10(7) The responsible must ensure that a copy of the management plan is:

a. Published on the responsible person’s internet site.

The current version of the ELCMP is available for inspection on the Indigo Shire Council’s website address:
Any revised version of the ELCMP is to be published on the Council internet site by 31 March each year.

The superseded ELCMP is to be removed from the internet site at this time.

b. Available for inspection at the responsible person’s principle office in the State during normal business hours.

A current version of Council’s “Electric Line Clearance Management Plan 2019-2020” is available at Council’s Beechworth Office at 101 Ford Street, Beechworth, Victoria, 3747 for inspection during normal office hours. The current version is to be available at the Council Office by the 31 March each year.

The superseded ELCMP is to be removed from the office at this time.

SCHEDULE 1 – CODE OF PRACTICE FOR ELECTRIC LINE CLEARANCE

PART 2 – CLEARANCE RESPONSIBILITIES

DIVISION 1 – ROLES OF RESPONSIBLE PERSONS

(4) Exception to minimum clearance space for structural branches around insulated low voltage electric lines

Council does not intend to apply an exception

(5) Exception to minimum clearance space for small branches around insulated low voltage electric lines

Council does not intend to apply an exception.

(6) Exception to minimum clearance space for structural branches around uninsulated low voltage electric lines in low bushfire risk areas

Council does not intend to apply an exception.

(8) Responsible person may cut or remove hazard tree

Trees are inspected annually by the Council’s contracted service provider and includes the following process.

(i) Council will ensure that all trees are assessed by a suitably qualified Arborist that holds a minimum Arboriculture Certificate Level IV and has at least three years field experience in assessing trees.

(ii) The assessment will consider all locally foreseeable conditions that it is reasonable to assess within the scope of the expertise of the inspecting Arborist that indicate the likelihood of contact with an electric line or overhead conductors, i.e. under, over or beside.

(iii) A visual tree assessment will be recorded on the ELC Inspection Report Form and then used to allocate the clearance works by the contractor.

Items (i) to (iii) inclusive is managed, reviewed and audited by Council’s Project Officer.
(iv) If a member of the public, Council staff, CFA or Distribution Company identifies and reports a hazard tree outside of the scheduled annual program, a qualified arborist will conduct an assessment of the tree, and if that assessment confirms the likelihood of contact with an electric line having regard to foreseeable local conditions, the tree may be pruned or removed by the responsible person. Council's Project Officer will record the report in the ELC Inspection Report Form for action by the Contractor.

If deemed urgent Council's Project Officer is responsible for arranging for the tree to be pruned by an accredited contractor.

If Council is not responsible, details of the report is to be forwarded to AusNet Services or other responsible parties as soon as practicable.

(v) The Council's Project Officer is required to notify the affected persons:
- For urgent works by placing a Notice in the letterbox of the abutting properties impacted by the Work, refer Appendix 5.
- For General programmed works in writing or by publication in a newspaper circulating generally in the locality of the land in which the trees is to be pruned or removed at least 14 days and not more than 60 days before the intending cutting or removal is to occur. Refer to sample notification Appendix 4.

(vi) The Contractor must not cut a tree further than 1m from the minimum clearance space for a span of an electric line whilst undertaking emergency or urgent pruned.

(vii) The Contractor will remove or prune branches of trees considered urgent from within the vicinity of the power lines. When the Contractor is instructed to undertake urgent work, the Council's Project Officer will be required to notify,
- All affected persons.
- The occupier of land on which the tree was cut or removed.
- If a tree was removed-the owner of land on which the tree was removed;

After completion of the work copies of the notifications are to be placed on Council's records management system.

SCHEDULE 1 – CODE OF PRACTICE FOR ELECTRIC LINE CLEARANCE
PART 2 – CLEARANCE RESPONSIBILITIES
DIVISION 2 – MANNER OF CUTTING AND REMOVING TREES

(10) Clearance space for electric lines

The Council's Project Officer in conjunction with the Arborist will determine the clearance space and the regrowth space required based on:
- evidence from annual auditing and pruning record
- known rates of regrowth for the tree variety
- the requirements of the Electricity Safety (Electric Line Clearance) Regulations 2015 and AS 4373
- the significance of the trees
- the aesthetic values standards for the area
- maintain minimum pruning extent while ensuring compliance requirements
The Council’s Project Officer will manage trees;

- below the transmission line to mitigate, as far as practicable, the fire risks associated with the fuel load below the transmission line
- adjacent to the transmission line to avoid, as far as practicable, a tree entering the required clearance space around that line if the tree falls
- create and maintain the required clearance space around the transmission line

The Council’s Project Officer must, as far as practicable restrict the cutting or removal of native trees or trees of cultural or environmental significance to the minimum extent necessary to ensure compliance with the requirements of this Part and Part 3 of this Code and the Schedule to this code or to make an unsafe situation safe by;

- frequent pruning cycles
- pruning to the Australian standards AS4373-2007
- ensure the trees are pruned by a suitably qualified contractor who holds:
  - a qualification of National Certificate Level 3 In Horticulture and Arboriculture,
  - a UET20132C Certificate II in ESI Power line Vegetation Control
  - First Aid – Level 1
  - Safety Observer for Operations in electrical Environment
  - Chipper Operations Certificate
  - Chainsaw Operations Certificate
  - OH&S

(11) Cutting or Removing Habitat for Threatened Fauna

The Council’s Project Officer, in consultation with the Tree Maintenance Officer, will discuss with the contractor how to avoid and minimise the impact of Electrical Line Clearance work on any habitat trees that exist. Currently no habitat trees have been identified in the declared area. The process of managing habitat trees that are affected by electric line clearance activities could include:

- Pruning conducted out of the breeding season wherever practical.
- Translocation of the fauna if not practical to undertake outside of the breeding season.
- If it is not practicable to undertake cutting or removal of that tree outside of the breeding season for that species, translocation of the fauna must be undertaken wherever practicable.

SCHEDULE 1 – CODE OF PRACTICE FOR ELECTRIC LINE CLEARANCE
PART 2 – CLEARANCE RESPONSIBILITIES
DIVISION 3 – NOTIFICATION, CONSULTATION AND DISPUTE RESOLUTION

(15) Responsible person must provide notification before cutting or removing certain trees

Refer to clause 9(3) (p).

(16) Responsible person must publish notification before cutting or removing certain trees
Refer to clause 9(3) (p).

(19) Dispute resolution

Refer to clause 9(3) (q).

SCHEDULE 1 – CODE OF PRACTICE FOR ELECTRIC LINE CLEARANCE
PART 2 – CLEARANCE RESPONSIBILITIES
DIVISION 4 – ADDITIONAL DUTIES OF RESPONSIBLE PERSONS

(20) Duty relating to the safety of cutting or removal of trees close to an electric line

The Beechworth declared area within the Indigo Shire Council has the one Distribution Company – Aus Net Services surrounding this township.

If the Council has particular concerns about the safety of cutting or removing of a tree close to an electric line then the Council’s Project Officer will consult with the relevant distribution company - AusNet Services prior to any works being undertaken.

The contact person at AusNet Services details is provided in Section 9(3)(m).

The Council’s Project Officer shall make a note of the discussion and agreed outcome be placed on Council’s ELC Inspection Report Form for the required action if any.

SCHEDULE 1 – CODE OF PRACTICE FOR ELECTRIC LINE CLEARANCE
PART 3 – MINIMUM CLEARANCE SPACES
DIVISION 2 – ALTERNATIVE COMPLIANCE MECHANISMS

(31) Application for approval of alternative compliance mechanism

The Indigo Shire Council may apply to Energy Safe Victoria for approval to use an alternative compliance mechanism in respect of a span of an electric line or a class of spans. An application would include details of:

The alternative compliance mechanism.
The procedures to be adopted for the commissioning, installing, operating, maintaining and decommissioning the alternative compliance mechanism.
The published technical standards that would be complied with when commissioning, installing, operating, maintaining and decommissioning the alternative compliance mechanism.
Describe the location of the affected span or describe class of spans.
Specify the minimum space that the applicant proposes to be applied in relation to the span, or class of spans, in respect of which the application is made.
Include a copy of a formal safety assessment relevant to the alternative compliance mechanism as prepared by the distribution company under clause 32.
Include written agreement for the use of an alternative compliance mechanism from the owner or operator of the span and is not owned by the applicant.
Include written agreement in respect of a class of spans that the span belongs to that class and is not owned by the applicant.
(32) Formal safety assessment of alternative compliance mechanism

The Indigo Shire Council does not have the qualified personnel to undertake a formal safety assessment. This would be undertaken by the distribution company or an alternative qualified contractor would be enlisted.
Appendix 1 – Map of Declared Areas  
– CFA Fire Hazard Rating Maps for Beechworth
## Appendix 2 – Electric Line Clearance Inspection Report Form

### Department: OPERATIONS
Title: ELECTRIC LINE CLEARANCE INSPECTION REPORT FORM

<table>
<thead>
<tr>
<th>Street Zones Inspected:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>Addresses Inspected:</td>
<td></td>
</tr>
</tbody>
</table>

**Reason for carrying out inspection:** (e.g. customer request, periodic, compliance audit)

**List any related requests for pruning or any recorded complaints.**

1.  
2.  
3.  
4.  

**Vegetation Assessment**

<table>
<thead>
<tr>
<th>1. Is there vegetation in breach of the code?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

**Locations of offending vegetation:**

<table>
<thead>
<tr>
<th>2. Is there evidence of previous pruning?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>3. Do any trees require urgent pruning? Please list below if yes</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>4. Are there alternatives to pruning available?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

**If so, what?**

<table>
<thead>
<tr>
<th>5. Is there evidence of native habitat?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>6. Is the vegetation listed as being of Historical, Aesthetic, Cultural, Botanical or Ecological significance?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>7. Have the residents/ owners been contacted?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>8. Have photos been taken?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

**Actions:**

<table>
<thead>
<tr>
<th>Completed date</th>
</tr>
</thead>
</table>

**Inspected by:**

<table>
<thead>
<tr>
<th>Signature</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>OFFICE USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version No</td>
</tr>
<tr>
<td>-------------</td>
</tr>
<tr>
<td>Version 1</td>
</tr>
</tbody>
</table>

Electric Line Clearance Management Plan 2019/2020  
Page 21 of 24
## Appendix 3 – Sample of Indigo Shire Tree Pruning Audit

<table>
<thead>
<tr>
<th>Tree Location</th>
<th>Tree Type</th>
<th>Pruning Required</th>
<th>Assess Code</th>
<th>Feeder</th>
<th>Inspection Date</th>
<th>Completion Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LOCH STREET</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CNR LOCH &amp; KARS</td>
<td>1 X OA 1 X PO 1 X PI</td>
<td>3</td>
<td>PT30</td>
<td>MYT7</td>
<td>15/05/2019</td>
<td></td>
<td>1 WIRE - 3 TREES</td>
</tr>
<tr>
<td>35</td>
<td>1 X EL</td>
<td>1</td>
<td>PT30</td>
<td>MYT7</td>
<td>15/05/2019</td>
<td></td>
<td>REMOVE - DANGEROUS</td>
</tr>
<tr>
<td>34 A</td>
<td>1 X EL</td>
<td>1</td>
<td>PT30</td>
<td>MYT7</td>
<td>15/05/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>2 X EL</td>
<td>2</td>
<td>PT30</td>
<td>MYT7</td>
<td>15/05/2019</td>
<td></td>
<td>CLEAR POLE</td>
</tr>
<tr>
<td>32</td>
<td>2 X EL</td>
<td>2</td>
<td>PT30</td>
<td>MYT7</td>
<td>16/05/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CNR WILLIAM</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>POLE 4503363 - PARK</td>
<td>2 X EL</td>
<td>2</td>
<td>PT30</td>
<td>MYT7</td>
<td>15/05/2019</td>
<td></td>
<td>CNR WILLIAM TO BURKE MUSEUM, CLEAR POLE, REDUCE WINGS</td>
</tr>
<tr>
<td>CARPARK</td>
<td>2 X EL</td>
<td>2</td>
<td>PT30</td>
<td>MYT7</td>
<td>15/05/2019</td>
<td></td>
<td>CLEAR POLE &amp; STREETLIGHT</td>
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<tr>
<td>10</td>
<td>1 X OA</td>
<td>2</td>
<td>PT30</td>
<td>MYT7</td>
<td>15/05/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>1 X OA</td>
<td>1</td>
<td>PT30</td>
<td>MYT7</td>
<td>15/05/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CNR CHURCH STREET</strong></td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>39</td>
<td>1 X EL</td>
<td>1</td>
<td>PT30</td>
<td>MYT7</td>
<td>15/05/2019</td>
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</tr>
<tr>
<td>21</td>
<td>1 X EL</td>
<td>1</td>
<td>PT30</td>
<td>MYT7</td>
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</tr>
<tr>
<td>15 A</td>
<td>1 X EL</td>
<td>1</td>
<td>PT30</td>
<td>MYT7</td>
<td>15/05/2019</td>
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<tr>
<td>13</td>
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<tr>
<td>19 POLE 450 3075</td>
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<td>PT30</td>
<td>MYT7</td>
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<td><strong>23 POLE 450 3077</strong></td>
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<td>CORNER WILLIAM</td>
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<td>PT30</td>
<td>MYT7</td>
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<td></td>
<td>CLEAR SW ACROSS ROAD</td>
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<tr>
<td>31</td>
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<td>PT30</td>
<td>MYT7</td>
<td>15/05/2019</td>
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<td>CLEAR SW ACROSS ROAD</td>
</tr>
<tr>
<td>37</td>
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<td>PT30</td>
<td>MYT7</td>
<td>15/05/2019</td>
<td></td>
<td>CLEAR SW ACROSS ROAD</td>
</tr>
</tbody>
</table>
Appendix 4 – Sample Notice to Residents

Reference No: 16 / 3824

Thursday, 21st July 2018

Dear Resident/Occupier

RE: ELECTRIC LINE CLEARANCE WORK

In the period from 15 August 2018 until 3 October 2018, Indigo Shire will have Smiths Tree Services in the Beechworth town area undertaking work to clear vegetation from around powerlines. The work will only be conducted on trees growing in the vicinity of power lines on Council land in the declared area in Beechworth.

Maps of the declared area can be viewed in the Electric Line Clearance Management Plan located at the Indigo Shire Office, 101 Ford St., Beechworth.

Residents who wish to make arrangements to have private trees pruned from power lines on their own property can contact our contractor, Smiths Tree Services or arrange with any other accredited contractor. For any related enquiries please contact Brett Direen at Indigo Shire on 1300 365 003.

Yours faithfully,

Brett Direen
Manager Municipal Operations
Appendix 5 – Sample Notice of Urgent Tree Cutting or Removal

Notice of Urgent Cutting or Removal of Tree from unexpected regrowth or other reasons as per Clause 6 (2) (a),(b),(c),(d) of the Electricity Safety (Electric Line Clearance) Regulations 2015

Indigo Shire Council
101 Ford Street, Beechworth, Vic, 3747
T: 03 5728 8000
www.indigoshire.vic.gov.au

NOTICE OF URGENT TREE CUTTING OR REMOVAL

Dear Occupier /of __________________________ Street,

__________________________________________,

and/or affected person/s

Under Clause 6 of the Electricity Safety (Electric Line Clearance) Regulations 2015, the tree adjacent your property has been deemed to require urgent cutting or removal.

Authorised contractors have undertaken these works in accordance with the Regulations.

If you have any queries about the works undertaken, please contact the Project Officer on mobile 0407 338 621

Brett Direen Project Officer ___________________________(date)