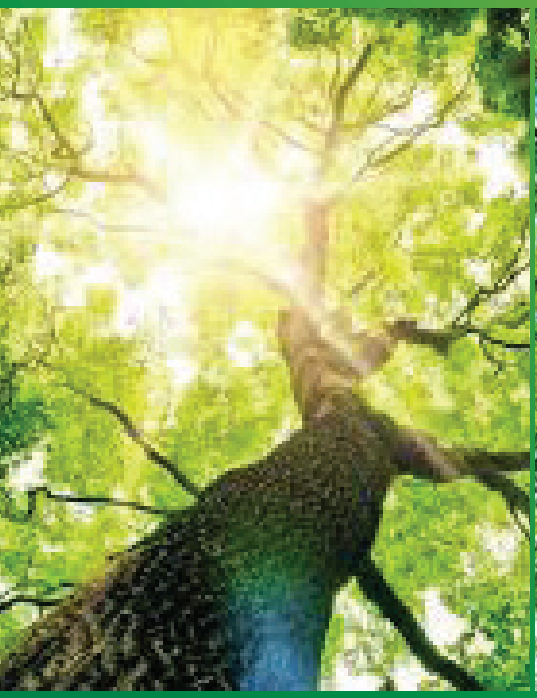
Electric Line Clearance

Management Plan 2023-2024



Campaspe
Shire Council

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APPROVALS

Approved by: _____(signature)
Pauline Gordon
Chief Executive Officer

Date Approved: 10 May 2023 Date Reviewed: 16 March 2023

REVISION LIST/VERSION CONTROL

Version	Date	Author	Reason/Description
V18	28 March 2023	David Southwell	Update Appendixes I & K
V17	16 March 2023	David Southwell	Annual Review
V16	06 June 2022	David Southwell	Further review and amendments to contacts and templates
V15	01March 2022	David Southwell	Annual Review including administration amendments.
V14	9 December 2021	David Southwell	Additional review including administration amendments.
V13	30 May 2021	David Southwell	Further review and amendments to regulations, codes, plans and contacts
V12	23 March 2021	David Southwell	Annual Review
V11	20 May 2020	Kate Lemon	Update to include Appendix B, Power Line Audit
V10	28 February 2020	Kate Lemon	Annual Review
V9	18 February 2019	Kate Lemon	Annual review
V8	24 April 2018	Kate Lemon	Annual review
V7	22 March 2018	Kate Lemon	Update based on advice from ESV review
V6	23 February 2018	Kate Lemon	Update based on advice from ESV review
V5	18 January 2018	Kate Lemon	Update based on advice from ESV review
V4	30 November 2017	Kate Lemon	Update based on advice from ESV review
V3	2 November 2017	Kate Lemon	General update to entire document based on ESV feedback and advice to bring plan into compliance
V2	August 2017	Kate Lemon	Update to 9(3)(c) information Address update 9(3)(b)
V1	March 2017	Kate Lemon	Annual Plan Review

ELECTRIC LINE CLEARANCE MANAGEMENT PLAN

Submitted By: **CAMPASPE SHIRE COUNCIL**

Date: **2023 - 2024**

Executive Summary

In accordance with the Electricity Safety Act 1998, the Campaspe Shire Council is responsible for avoiding and minimising the impact of vegetation on powerlines in the Declared Areas of Echuca, Kyabram, and Rochester. The following management structure identifies key roles and incumbents with the responsibility for establishing procedures and administering various electric line vegetation clearance works.

This plan will be reviewed annually in accordance with the Electricity Safety (Electric Line Clearance) Regulations 27 June 2020. The person responsible for the preparation of the plan will seek advice from the planning department at the time of the review to determine any changes to relevant planning overlays. The process of reviewing this document annually ensures up to date information is utilised as opposed to relying on the scheme changes which may be a protracted process over a number of years.

The chart shown below indicates the relationships and management elements of Council's Electric Line Clearance activities. The structure identifies the key personnel who are responsible and accountable for ensuring that Council remains compliant with Electricity Safety (Electric Line Clearance) Regulations 2020.

Management Chart / Organisational Structure – Electric Line Clearance Management Plan

Electricity Safety Act 1998
Electricity Safety (Electric Line Clearance) Regulations 2020

Campaspe Shire Council
PO Box 35, Echuca, 3564 - Ph: 5481 2200

Acting Director Infrastructure
Kate Lemon - Ph: 5481 2200

Acting Manager Operations
James Marsh - Ph: 5481 2200

Arboriculture Officer
Brendan Gretgrix-Mob: 0407951895

Contractor
Execution of Works

The following sections are as per Regulation 9(2) (Preparation of the Plan) of the Electricity Safety (Electric Line Clearance) Regulations 2020.

Before March 31 in each year a responsible person must ensure that a management plan relating to compliance with the Code for the next financial year is completed.

The Campaspe Shire Council (CSC) Electric Line Clearance Management Plan Commences on 1 July each year and concludes on 30 June of the following year. The management plan relating to compliance with the Code for the next financial year will be reviewed before 31 March each year by the responsible person listed in this plan.

The review will include the revision and update of:

- The relevant Regulations, Codes, Standards are updated to the latest version, as required.
- All relevant schemes, registers & lists
- Any internal processes and procedures are updated to ensure compliance with any regulatory changes.
- Council's performance in maintaining compliance during the previous year.
- Any changes required to improve performance.

The person named at 9(4)(c) will be responsible for providing the plan to Energy Safe Victoria (ESV) on request within 14 days or a period specified by ESV.

The plan is available at any time, the plan is kept on council's document management system and the Shire's website. The document version is controlled as indicated in the footer of the document and the version control panel at the front of the document.

Part 2 – Prescribed Code of Practice and Related Provisions

The following sections are as per Regulation 9(4) (Management Plans) of the Electricity Safety (Electric Line Clearance) Regulations, 10-47sr 002 as of 27 June 2020.

Preparation and submission of management plans (reference: 9)

1. Name, address, and telephone number of the responsible person *(reference: 9 (4)(a))*

Name:	Campaspe Shire Council Pauline Gordon CEO
Business Address:	Campaspe Shire Council Cnr Hare & Heygarth Streets ECHUCA VICTORIA 3564
Postal Address:	PO BOX 35 ECHUCA VICTORIA 3564
Council Phone: Council Phone	1300 666 535 (03) 5481 2200
Email:	p.gordon@campaspe.vic.gov.au

2. Name, position, address, and telephone number of the person who is responsible for the preparation of the plan *(reference: 9(4)(b))*

Name: Kate Lemon
Position: Acting Director Infrastructure

Business Address: 524- 530 High Street
ECHUCA VICTORIA 3564
Postal Address PO BOX 35
ECHUCA VICTORIA 3564

Telephone No.: 5481 2200
Email Address: k.lemon@campaspe.vic.gov.au

3. Name, position, address, and telephone number of the persons who are responsible for carrying out the plan *(reference: (9(4)(c))*

Name: James Marsh
Position: Acting Manager Operations

Business Address: 524 – 530 High Street,
ECHUCA VICTORIA 3564
Postal Address: PO BOX 35
ECHUCA VICTORIA 3564

Telephone No.: 5481 2200
Email Address: j.marsh@campaspe.vic.gov.au

Name: David Southwell
Position: Parks and Gardens Coordinator

Business Address: 524 – 530 High Street,
ECHUCA VICTORIA 3564
Postal Address: PO BOX 35
ECHUCA VICTORIA 3564

Telephone No.: 5481 2200
Email Address: d.southwell@campaspe.vic.gov.au

Name: Brendan Gretgrix
Position: Arboriculture Officer

Telephone No.: 0407951895
Email Address: b.gretgrix@campaspe.vic.gov.au

4. The telephone number of a person who can be contacted in an emergency, for the clearance of an electric line, that the responsible person is required to keep clear of vegetation *(reference: (9(4)(d))*

Campaspe Shire Council – 24-hour contact: 1300 666 535 or 03 54812200

5. The objectives of the plan *(reference: 9(4)(e))*

The following are identified as the key objectives of this plan to fulfil council's commitment to maintain the required clearance space between vegetation and powerlines under its control and to fulfil its duties as specified in the *Electricity Safety (Electric Line Clearance) Regulations 2020 (*The Code*)*

Under Subdivision 1 of Division 2 of Part 8 of the *Electricity Safety Act 1998 (*The Act) states that "A Council responsible for the management of public land in an area of land declared under section 81 is responsible for the keeping of the whole or any part of a tree situated on that land clear of an electric line that is not a private electric line."

This Plan provides the Campaspe Shire Council a basis to improve upon vegetation clearance practices and fulfil their obligations to:

- Public Safety.
- Compliance with the Electricity Safety (Electric Line Clearance) Regulations 2020.
- Minimisation of fire risks associated with vegetation contact with electric lines.
- Assist in maintaining a safe and reliable energy supply.
- Protection of important vegetation which may be deemed as such on a 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.
- Management of vegetation to maximise the amenity value of the Campaspe Shire Council's trees.
- Provision of a safe working place for employees and contractors.
- Community satisfaction with the manner in which necessary works are carried out.

Commitment to these objectives is provided through the following performance indicators.

- Annual inspection of all vegetation in the vicinity of electric lines that are the responsibility of council.
- Training of staff required to perform vegetation clearance, see paragraph 9(4)(p).
- Annual review of Council's Safe Operating Procedures (SOP's) and the use of Safe Work Method Statements (SWMS).
- Contractor induction through the LinkSafe program.
- Ensuring contractors have appropriate qualifications, training, experience, insurances, and procedures in place.
- Pruning is undertaken in accordance with AS4373-2007 Pruning of Amenity trees as a minimum.
- Clear identification of important vegetation through Council's internal processes.
- Development of the Tree Management Plan, in conjunction with the Urban Forest Strategy, in identifying inspection frequency and maintenance schedules; and
- Compliance to these commitments will be determined through regular audits conducted by councils Arboriculture Office with the required qualifications as specified in paragraph 9(4)(p).

6. The land to which the management plan applies *(reference: 9(4)(f))*

The Shire of Campaspe municipality covers a geographical land mass of 4500 square kilometres. However, only the townships of Echuca, Kyabram and Rochester are declared areas affected by this plan.

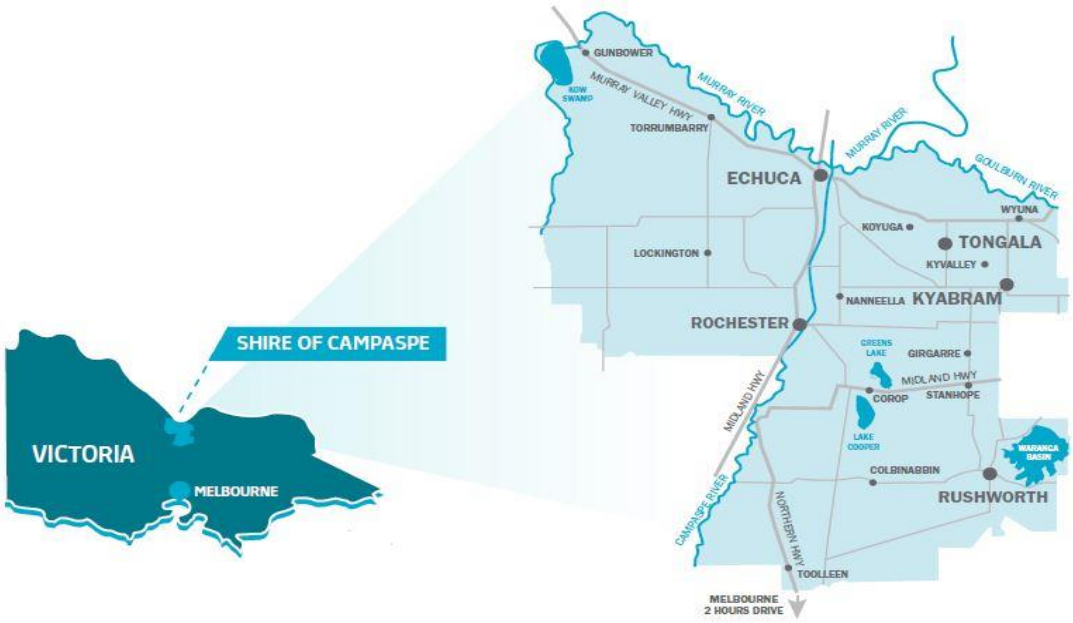


Figure 1: Map of Shire of Campaspe Municipality

The Shire of Campaspe is located in north central Victoria, approximately 180 kilometres north of Melbourne. It includes the communities of Echuca, Kyabram, Rochester, Lockington, Gunbower, Rushworth, Stanhope, Tongala, and Girgarre. However, many people also live and work outside these townships. The shire is in the heart of one of the richest and most diverse agriculture and food processing areas in Victoria. Its climate, history, cultural heritage, natural assets, and location in relation to major urban centres provide the shire with extensive opportunities.

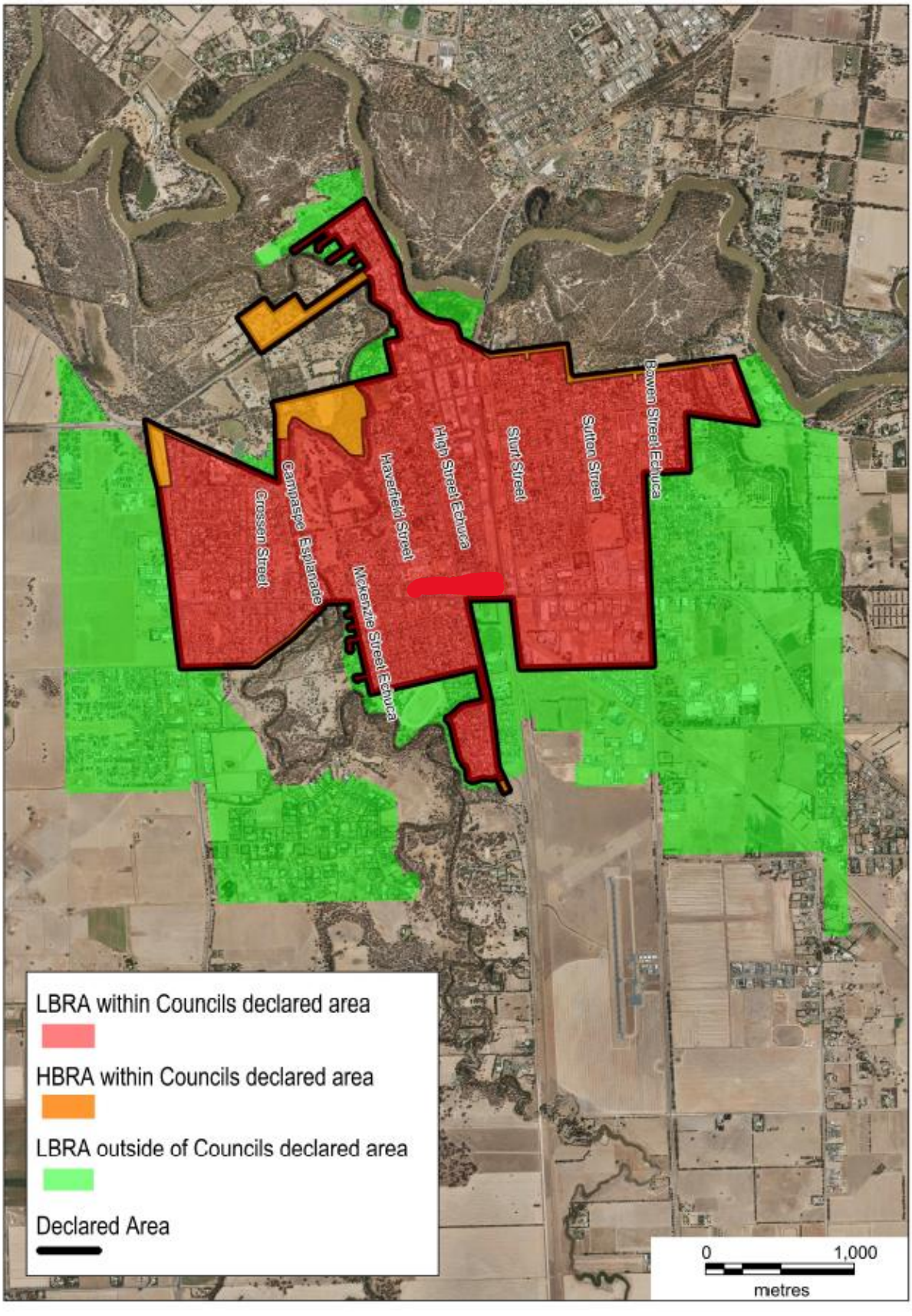
The economy is driven by the agriculture, food processing and healthcare sectors, whilst tourism plays a strong role with Echuca Moama and the Murray River recognised as among the state's key tourism destinations.

a. Declared Areas

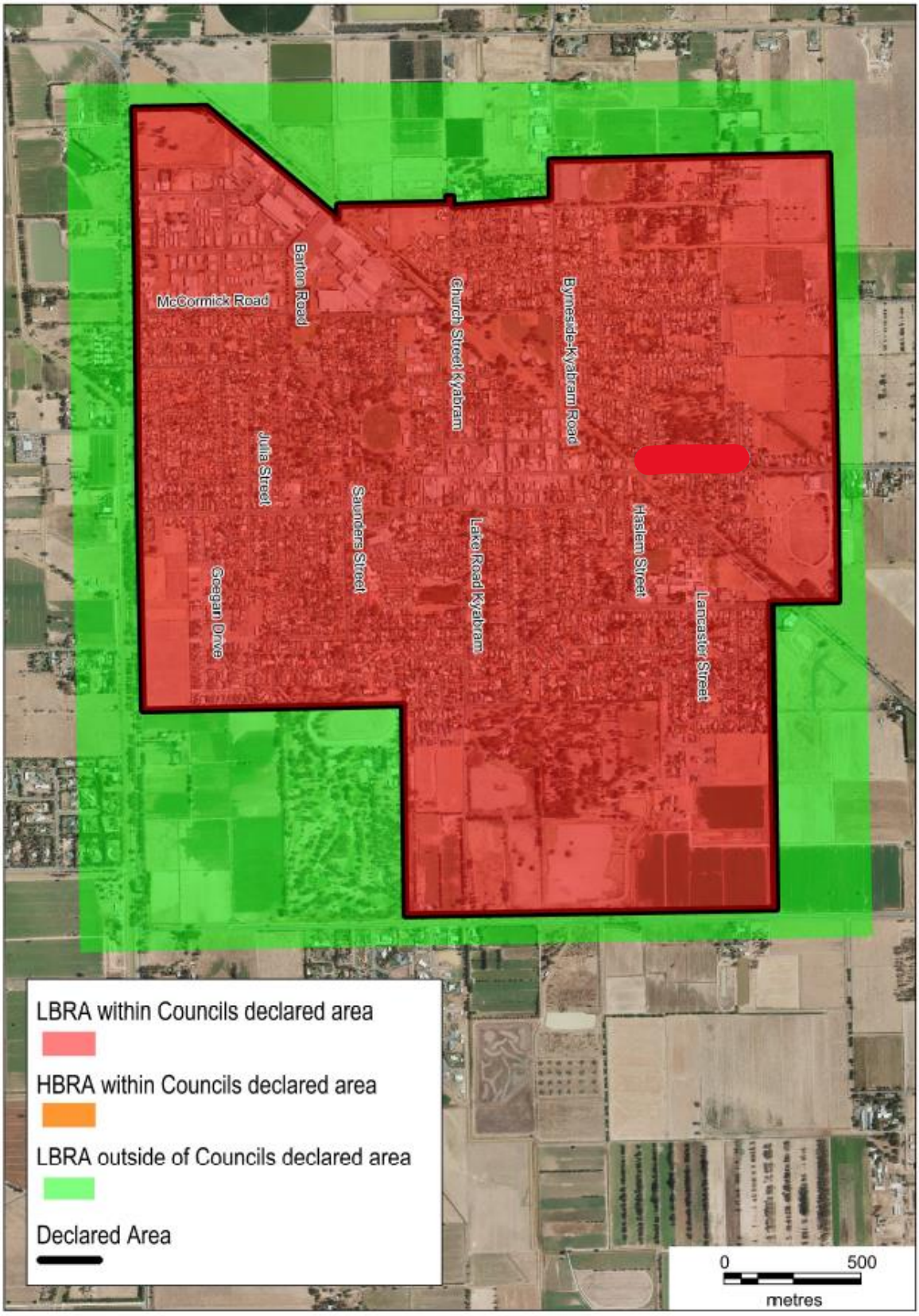
Council's declared areas are gazetted by the State government as prescribed in the Electricity Safety Act 1998 and are based in the following urban areas Echuca, Kyabram and Rochester. Electronic copies of these maps can be found at https://eservices.esv.vic.gov.au/LineClearance/ or at Council's Customer Service Centres. Copies of maps of the Declared Areas including Hazardous Bushfire Risk Areas (HBRA) and Low Bushfire Risk Areas (LBRA) for Echuca, Kyabram and Rochester, are also shown in *Appendix A*.

The Responsible Person for the preparation of the plan will request updated maps from the CFA at the time of the annual plan review to ensure that amendments to HBRA /LBRA are included and the maps remain current.

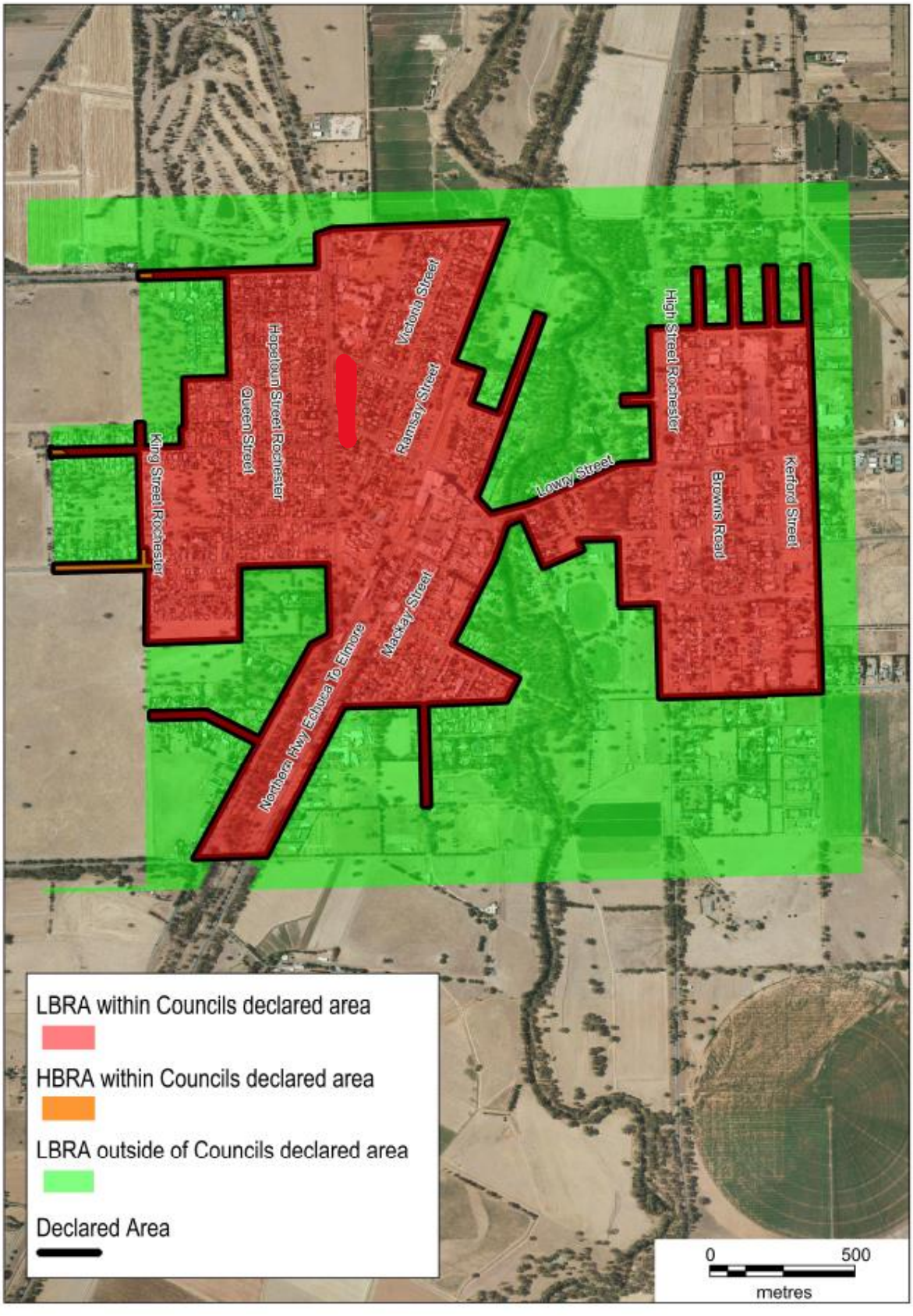
ECHUCA TOWNSHIP



KYABRAM TOWNSHIP



ROCHESTER TOWNSHIP



7. The location of each area that the responsible person knows contains a tree that the responsible person may need to cut or remove to ensure compliance with the code and that is *(reference: 9(4)(h))*:

i. Native

Council define Native Vegetation, for the purpose of the Electricity Safety (Electrical Line Clearance) Regulations 2020, as vegetation that is indigenous and naturally occurs within the area. Areas of native vegetation in the declared areas (the townships of Echuca, Rochester, and Kyabram) that will be subject to clearance works as part of Councils annual clearance program are detailed in the Annual Powerline Audit Report shown at *Appendix B*. There are no areas of habitat, rare or endangered species impacted by this management plan.

Clause 52.17 Native Vegetation as defined in the Campaspe Planning scheme, states that "A permit is required to remove, destroy or lop native vegetation, including dead native vegetation".

Clause 52.17-7 of the Campaspe Planning Scheme, states the following, no permit is required to remove, destroy, or lop native vegetation to the minimum extent necessary if any of the following apply:

a. Planted vegetation.

The native vegetation has been planted or grown as a result of direct seeding for crop raising, extensive animal husbandry and aesthetic or amenity purposes, including agroforestry (the simultaneous and substantial production of forest and other agricultural products from the same land unit), shelter belts, woodlots, street trees, gardens, or the like.

This exemption does not apply if public funding was provided to assist in planting or managing the native vegetation and the terms of the funding did not anticipate removal or harvesting of the vegetation.

b. Fire protection

The native vegetation is to be removed, destroyed, or lopped in accordance with a fire prevention notice under:

- Section 65 of the Forests Act 1958
- Section 41 of the Country Fire Authority Act 1958
- Section 8 of the Local Government Act 2020

The native vegetation is to be removed, destroyed, or lopped to keep the whole or any part of any native vegetation clear of an electric line in accordance with a code of practice prepared under Part 8 of the Electricity Safety Act 1998.

The native vegetation is to be removed, destroyed, or lopped in accordance with any code of practice prepared in accordance with Part 8 of the Electricity Safety Act 1998 in order to minimise the risk of bushfire ignition in the proximity of electricity lines.

ii. Listed in a planning scheme to be of ecological historical or aesthetic significance

The Department of Environment, Land, Water and Planning have provision for identifying areas, including trees, which are of Archaeological, Aboriginal and Victorian Heritage significance. There are identified areas of heritage and cultural sensitivity within these declared areas, however there are no known trees in the vicinity of the powerlines that are impacted by this management plan.

Within the Campaspe Shire Council declared areas, areas of ecological, historical or aesthetic significance are detailed in *Appendix C*. Trees included on the Victorian Heritage Register under the Heritage Act 1995 are also detailed in *Appendix C*. Street tree controls apply only in the sections labelled HO1, HO2 and HO3 HO86 & HO87 in Echuca, HO127 & HO128 in Kyabram and HO203 in Rochester.

The location of areas containing trees of ecological, historical, aesthetic, vegetation within the Declared Areas of Echuca, Rochester and Kyabram are detailed in *Appendix C - Heritage Overlays*.

iii. Trees of cultural or environmental significance

A tree with cultural or environmental significance; culturally significant trees are a special class of trees that have exceptional values in terms of their contribution to our environment. These values are over and above the accepted values of trees. Trees that are likely to be of cultural significance are those that help us to understand the past or enrich the present, and which will be of value to future generations. Reference Burra Charter.

Within the Campaspe Shire Council declared areas, areas included under the Aboriginal Heritage Act 2006 as being of Aboriginal cultural sensitivity are detailed in *Appendix D*. There are no identified trees of cultural or environmental sensitivity impacted by this management plan as determined from the Areas of Cultural Sensitivity Maps of Loddon Mallee – Echuca and Shepparton.

The location of areas containing trees of cultural or environmental significance within the Declared Areas of Echuca, Rochester and Kyabram are detailed in *Appendix D – Areas of Cultural Sensitivity*.

The person Responsible for implementing the plan will review all lists, maps, schedules and schemes with the Campaspe Shire Council Planning Department annually to ensure they remain current.

8. Means by which the responsible person will identify a tree specified in section 4(h) *(reference: 9(4)(i))*

Council conducts an annual audit of the declared areas considering areas that have significant value as described in 4(h)(i)(ii)(iii). Council's Arboriculture Officer conducts this audit, but, if necessary, Council will engage a suitably qualified Consultant Arborist to support this task.

The annual audits of vegetation within the Declared Areas in the townships of Echuca, Rochester, and Kyabram, as referred to in this management plan, are detailed in the Annual Powerline Audit Report which can be found at *Appendix B*. The audit outlines the predominant categories of vegetation and their locations in these townships. The suitably qualified Arborist is guided by the relevant clauses, tables and figures in the Code of Practice as well as by their experience of the range of weather conditions encountered in the Shire, particularly with respect to the effect that heat, and wind has on powerline sag and sway in the declared areas.

In the event that a tree requires clearance work and is not listed as significant but displays characteristics that indicate that it could be considered significant the matter will be referred to Council's Planning Department using the council's electronic request management system, for consideration and inclusion on the lists where appropriate.

The characteristics considered may include but not be limited to

- Diameter at breast height (DBH)
- Structure
- Surrounding environment
- Age, Height, and Health
- Wildlife habitat value
- Remnant specimen
- One of a locally rare species
- Landscape contribution value.

The Campaspe Shire Council Planning Department consults the following references when determining the inclusion of a particular tree.

Council planning scheme overlay for historical, cultural environmental of aesthetic significance: https://www.campaspe.vic.gov.au/build/strategic-planning/campaspe-planning-scheme/National Trust of Australia register of significant trees: https://www.nationaltrust.org.au/services/significant-tree-register/

The Victorian Heritage Register: https://heritagecouncil.vic.gov.au/heritage-protection/levels-of-protection/

Victorian Aboriginal Heritage Register: https://www.vic.gov.au/aboriginalvictoria/heritage/heritage-tools-and-publications/victorian-aboriginal-heritage-register.html

Threatened Flora & Fauna List: https://www.environment.vic.gov.au/conserving-threatened-species/threatened-species-advisory-lists

Flora and Fauna as listed as threatened with a status of "vulnerable", "endangered", or "critically endangered":

- Threatened Invertebrate Fauna List
- Threatened Vertebrate Fauna List

https://www.environment.vic.gov.au/conserving-threatened-species/threatened-species-advisory-lists
NOTE : Any changes to the list as a result of the annual audit and Planning Department assessments will be communicated to staff at Tree Crew tool box meetings and to the Contractor during the powerline clearance induction.

Responsibility for communication of this information sits with Council's Arboriculture Officer and Parks and Gardens Coordinator.

9. The management procedures that the responsible person is required to adopt to ensure compliance with the Code, which must *(reference: 9(4)(j)).*

i. Include details of the methods proposed to be adopted for managing trees and maintaining a clearance space as required by the code.

The Campaspe Shire Council manages trees affected by the plan using a combination of proactive (programmed) and reactive maintenance programs. These programs are carried out via Council's tree crew and contractors who undertake a range of works to ensure the health and safety of the community and the health and life expectancy of council's tree assets. Programs include:

- Annual Tree Planting programs for street, naturestrip and park trees (species planted are determined by adopted tree lists)
- Annual inspections of all trees in parks, pools and sporting reserves
- Annual inspections of all trees on Council managed Crown Land
- Formative Pruning programs
- Crown Raising programs
- Electric Line Clearance Program in accordance with the relevant legislation in the declared townships of Echuca, Kyabram, and Rochester.

Following the completion of the tree data mapping for the development of the Urban Forest Plan, Council currently has an approx. total of 30,000 street and park trees across all townships within the Shire of Campaspe. There are 20,000 street and park trees within the townships covered by this plan. The Urban Forest Strategy includes inventories of all streets, nature strip and park trees provide information on risk, tree health, life expectancy, maintenance programs, future selections, trees in proximity to power lines etc and the process for removal of unsuitable species.

a. Annual Program: ***also refer to 9(4)(n)***

The Campaspe Shire Council manages its Electric Line Clearance Program using the following methodology.

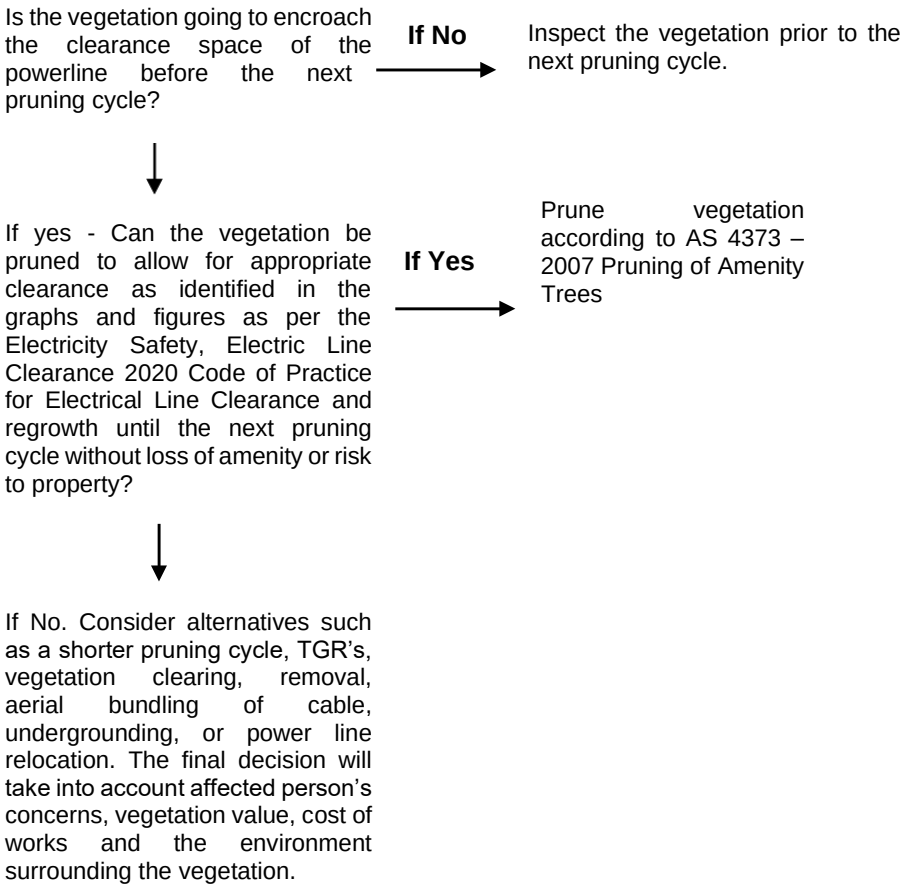
Council trees that are impacted by power lines are inspected twice yearly; the primary audit is conducted in autumn. The timing of this audit allows for clearance works to be carried during mid-winter and early spring. These timelines enable works to be carried out to fully comply with legislative requirements. The timeline also ensures that trees are pruned at times that will have the least impact on their health, performance, and life expectancy.

Council's Arboriculture Officer (suitably qualified arborist) undertakes the primary audit within the declared areas and identifies vegetation that has or has the potential to encroach into the clearance space required by the Code of Practice (Appendix B – Annual Powerline Audit Report). When the annual primary audit is complete. Council calls for tenders from suitably experienced and licensed pruning contractors. A contractor is engaged to remove/prune identified vegetation in accordance with AS4373 Pruning Standards under the supervision of Council's Arboriculture Officer.

A secondary audit is undertaken in early October once the pruning program is complete. This audit ensures that the works required under the clearance program have been carried out in compliance with AS4373. Any further works required are identified for follow up prior to the commencement of the fire declaration period. The declaration generally occurs in mid-November within the Campaspe Shire Council municipal area.

Pruning annually also minimises the extent of cut back of vegetation required and helps maintain the amenity of the vegetation. It is recognised that environmental conditions affect growth rates, and the Arboriculture Officer monitors this impact and considers this in the assessment of pruning requirements.

The following diagram outlines the decision-making process to be followed by the Arboriculture Officer with regard to maintaining line clearance.



Decisions made by the suitably qualified Arborist regarding vegetation clearing are made in consultation with other Council departments, authorities, distribution business, residents and affected persons, as appropriate.

b. Audit and Pruning Works Timetable:

- Primary Audit for clearance works – March to mid-May. Audit identifies trees that:
  - are touching the power lines.
  - are encroaching the clearance space.
  - will need reinspecting within the current year as part of the secondary audit for follow up works.
  - may require additional clearance space due to changes in bushfire risk classification.
  - may pose other hazards.

- Specification for contracting of works is prepared, tender advertisement - May.
- Contract awarded - June.
- Pruning/clearance works completed between 1 July and 30 September
- Secondary audit of works to ensure that required works are completed and additional excess growth is recorded, and further works arranged prior to the summer period is carried out by mid-October annually. This audit also considers the following:
  - Minimum clearance spaces plus an allowance for regrowth have been provided.
  - pruning complies with AS4373
  - record growth that will require correction.
  - clearance zones will not be encroached for the declared high bushfire risk season.

- Works are completed on a town-by-town basis over a three-month period.

The audit identifies required clearance works using the following codes:

3	Formative Pruning	Young Trees
4	Crown Raising	Canopy lift - code clearance. Footpath and roadside kerb.
5	Crown Cleaning	General deadwood, removal of diseased and broken branches
6	Removal	Total removal inclusive of stump
7	Ongoing Maintenance	To determine trees future status. Monitoring list for further follow up
8	Crown Reduction	Weight reduction and restore balance
9	Private Property	Overhanging or obstructing vegetation, letter send to ratepayer. Footpath and road clearances.
10	Service Wire	Tree that will encroach Clearance Space within 1 year
C	Clearance Space	To achieve required powerline clearance specifications.

Outside of the annual audit and works program other reactive works are identified by Council's tree crew, parks and gardens staff, electricity distributors and members of the public. These trees are then assessed by the Arboriculture Officer for necessary works. Depending on the time of the notification the necessary works will be either programmed immediately or scheduled within the upcoming program.

The program of vegetation clearing is compiled from the results of the primary audit (Appendix B) and forms the annual program of works. This document is stored in Council's electronic records management system as well as being provided to the contractor to inform the works required. The contractor copy identifies works completed, including a record of the date when the works are undertaken, this copy is

then returned to Council with the account for payment. This record is then scanned into Council's financial and records management systems providing evidence of the works that have been completed.

NOTE: Further detail regarding the audit process can be found at 9(4)(o)

c. HBRA & LBRA:

Bushfire risk areas within the declared townships are identified on the maps included at Appendix A. All works identified within the primary audit relating to these areas are scheduled to be completed as priority works at the commencement of the program in each of the towns to ensure that the works are completed prior to the fire declaration period.

NOTE: In the Municipal district of Campaspe Shire Council the Fire Hazard Period is generally declared in November, although this timeframe may vary depending on the season.

d. Appropriate tree species

Campaspe Shire Council has a list of appropriate species for use in urban areas which gives consideration to vegetation that is suitable for use in close proximity to power lines.

The list of tree types approved for new or replacement tree plantings in the Campaspe Shire Council streets and reserves includes some deciduous and species of native plants with known growth habits. The Arboriculture Officer assesses each request for existing streetscape, size of nature strip and location of overhead and underground services. Council recommends the following trees be planted in streets and reserves near or under powerlines where an amenity tree is required.

Category 1 – Standard varieties
For nature strips less than 3 metres wide or under powerline

TREE TYPE	APPROX MATURE HEIGHT	APPROX MATURE WIDTH
DECIDUOUS		
Genus & Species		
Prunus blireana	4 m	4 m
Pyrus calleryana 'Bradford'	12 m	9 m
Pyrus calleryana 'Chanticleer'	11 m	6 m
Pyrus calleryana 'Capital'	11 m	3 m
Pyrus Betulaefolia 'Southworth Dancer'	7 m	5 m
Pyrus fauriei 'Westwood' Korean Sun	4 m	5 m
Lagerstroemia indica x *L. fauriei* 'Natchez'	8 m	6 m
Lagerstroemia indica x *L. fauriei* 'Sioux'	4 m	3 m
Lagerstroemia indica x *L. fauriei* 'Tuscarora'	6 m	4 m
Acer platanoides 'Crimson Sentry'	7 m	4 m
EVERGREEN		
Genus & Species I		
Callistemon viminalis	5 m	5 m
Callistemon viminalis 'Hannah Ray'	5 m	1.5 m
Corymbia eximia "Nana"	8 m	7 m
Hymenosporum flavum	10 m	6 m
Eucalyptus leucoxylon subsp. megalocarpa	9 m	6 m
Eucalyptus Torquata	10 m	5 m

Note — approximate mature height and width are an estimate of the tree dimensions at 20 years

e. The adverse effects of electric lines on surrounding vegetation

Council, through its Infrastructure Design Manual is encouraging new developments within the declared areas to install underground electrical cables. Council may also pursue funding opportunities for bundling or under-grounding of existing cables in streetscapes, as part of upgrade and renewal works.

f. The risk to the safe operation of electric lines due to vegetation that is likely to grow into or encroach on the clearance space required by the Code of Practice

Council's vegetation management operations may include the use of Tree Growth Regulators (TGR) for selected trees to control the growth of the crown. This treatment slows the growth of branches reducing the frequency of pruning required.

A trial group of trees has been treated and is being monitored to evaluate the effectiveness of the treatment with consideration to budget. The objective of the trial is to reduce the cyclic trimming requirements of trees near power lines.

g. Managing the Clearance Space

The minimum clearance space required is detailed under schedule 1 of the Electricity Safety (Electric Line clearance Regulations 2020 – Code of Practice for Electric Line Clearance and summarised in the following graphs and figures**.**

Schedule 2—Applicable distance for middle two thirds of a span of an electric line

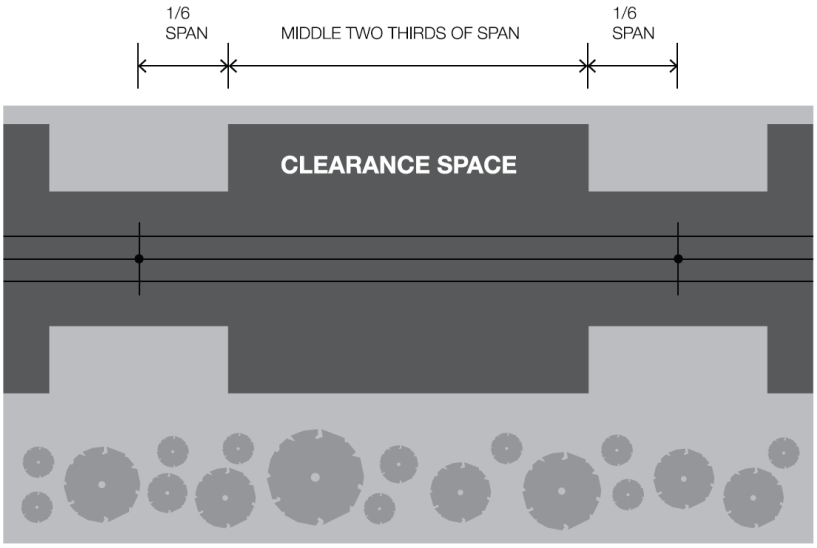


FIGURE 1—PLAN VIEW OF ELECTRIC LINES IN ALL AREAS

Clauses 24, 25, 26, 27, 28 and 29,
Graphs 1, 2, 3, 4, 5 and 6

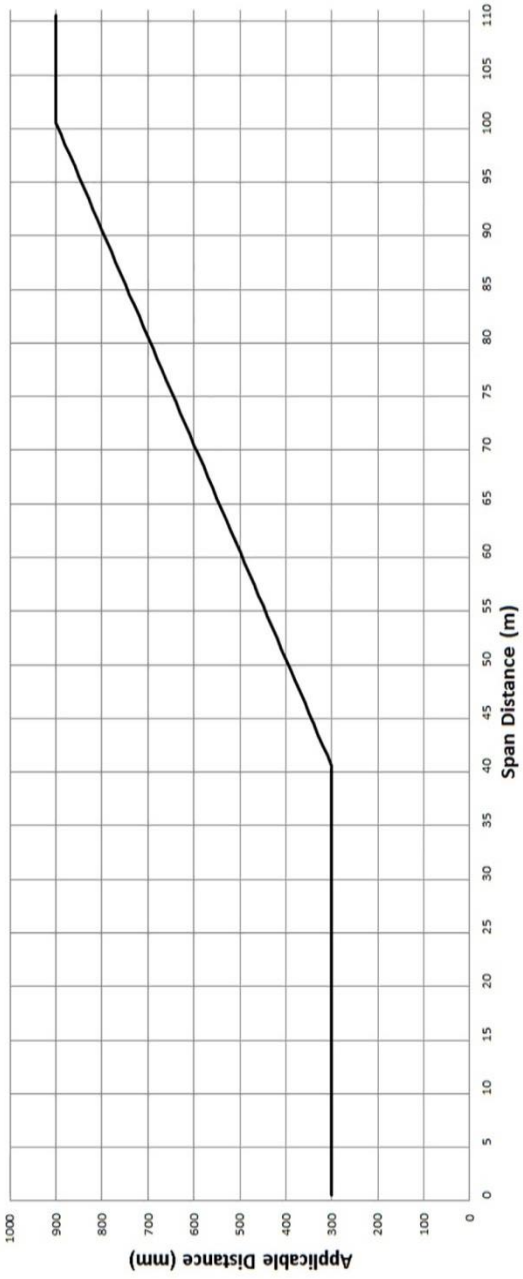
MINIMUM CLEARANCE SPACES SURROUNDING A POWERLINE (ALL AREAS)

Aerial Bundled Cable or Insulated Cable

MINIMUM CLEARANCE SPACES ALL DIRECTIONS	
Near the Pole	300mm
Centre 2/3 rds.	Refer to graph 1

Graph 1—Insulated electric lines in all areas.

Clauses 3 and 24



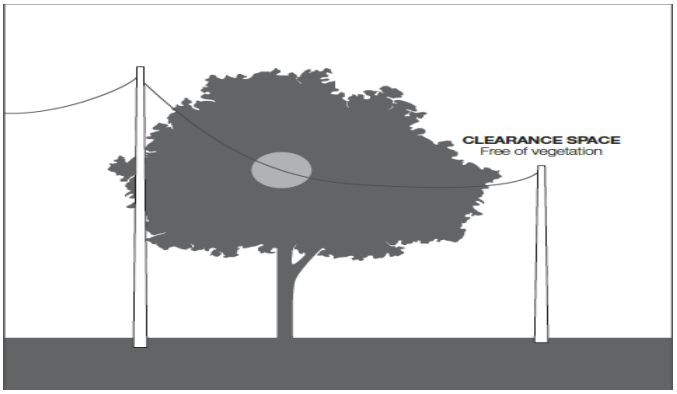


Figure 2—Insulated Electric Lines in All Areas
Clause 24, Graph 1

NOT TO SCALE

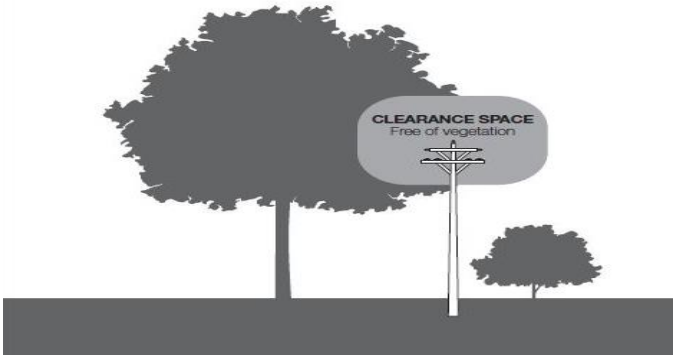


Figure 3—Insulated Electric Lines in All Areas and uninsulated high voltage electric lines (other than 66 000-volt electric lines) in low bushfire risk areas

Clauses 24 and 26, Graphs 1 and 3

NOT TO SCALE

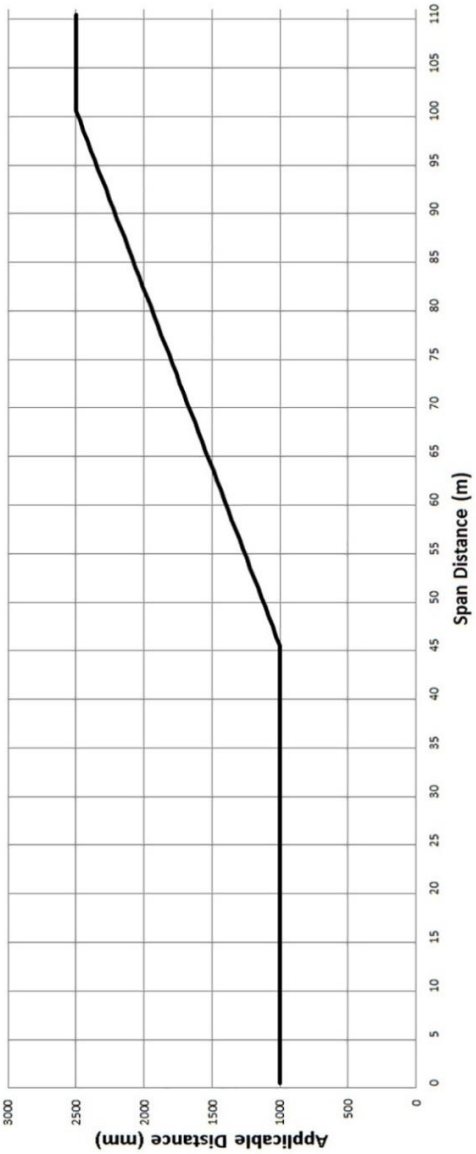
The clearances in this section allow for sag and sway of the conductors, refer to schedule 2 of the code for further detail.

MINIMUM CLEARANCE SPACES SURROUNDING A POWERLINE LOW BUSHFIRE RISK AREAS LOW VOLTAGE UNINSULATED

MINIMUM CLEARANCE SPACES ALL DIRECTIONS	
Near the Pole	1000mm
Centre 2/3 rds.	Refer to graph 2

Graph 2—Uninsulated low voltage electric line in low bushfire risk area

Clauses 3 and 25



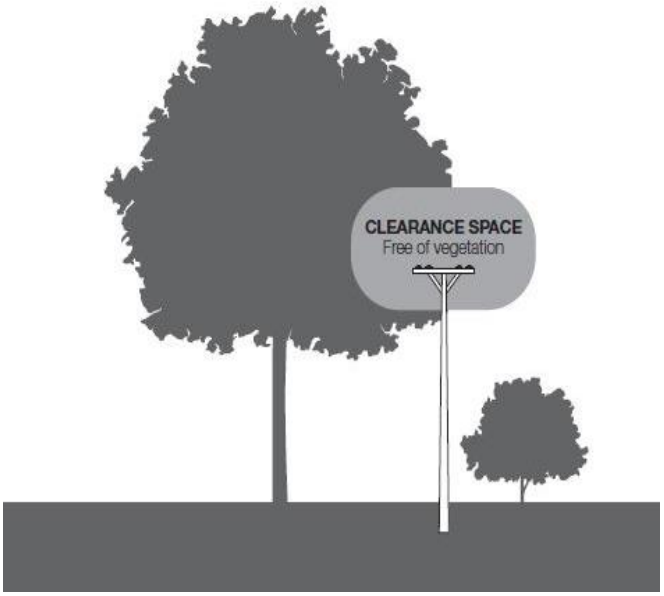


Figure 4—Uninsulated Low Voltage Electric Line in a Low Bushfire Risk Area

Clause 25, Graph 2

NOT TO SCALE

The clearances in the graph allow for sag and sway for spans up to 100m. For spans greater than 100m an allowance for sag and sway is required. Refer to 9(4)(l)i to determine the distance required to allow for sag and sway.

MINIMUM CLEARANCE SURROUNDING AN UNSULATED HIGH VOLTAGE ELECTRIC LINE (OTHER THAN 66KV ELECTRIC LINES) IN LOW BUSHFIRE AREAS

MINIMUM CLEARANCE SPACES ALL DIRECTIONS	
Near the Pole	1500mm
Centre 2/3 rds.	Refer to graph 3

Graph 3—Uninsulated high voltage electric line (other than a 66 000 volt electric line) in low bushfire risk area

Clauses 3 and 26

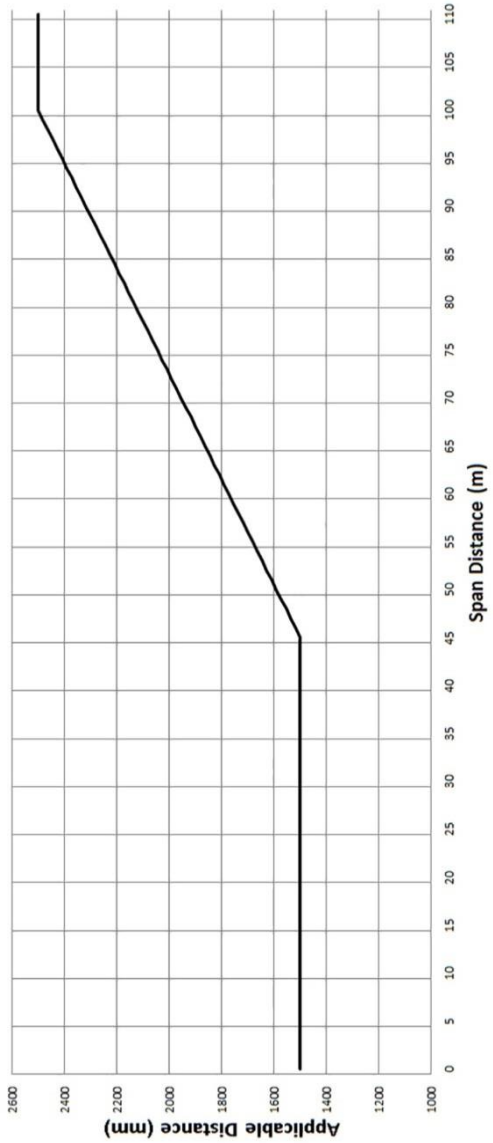


Figure 3—Insulated Electric Lines in All Areas and uninsulated high voltage electric lines (other than 66 000 volt electric lines) in low bushfire risk areas

Clauses 24 and 26, Graphs 1 and 3

NOT TO SCALE

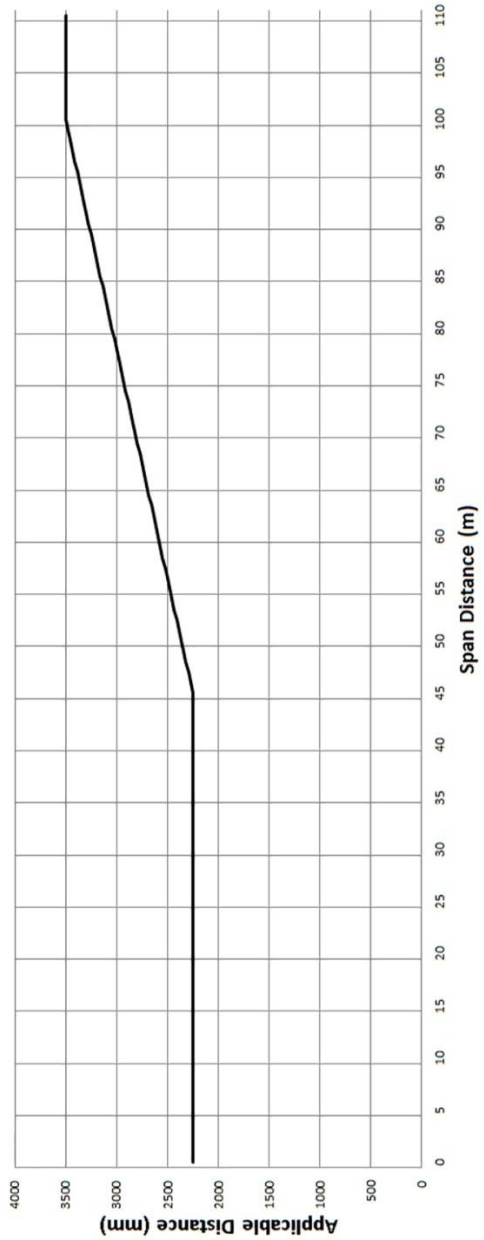
The clearances in the above graph allow for sag and sway for spans up to 100m. For spans greater than 100m an allowance for sag and sway is required. Refer to 9(4)(l)i to determine the distance required to allow for sag and sway.

MINIMUM CLEARANCE SPACE SURROUNDING A POWERLINE UNINSULATED 66KV IN A LOW BUSHFIRE RISK AREA

MINIMUM CLEARANCE SPACES ALL DIRECTIONS	
Near the Pole	2250mm
Centre 2/3 rds.	Refer to graph 4

Graph 4—Uninsulated 66 000-volt electric line in low bushfire risk area

Clauses 3 and 27



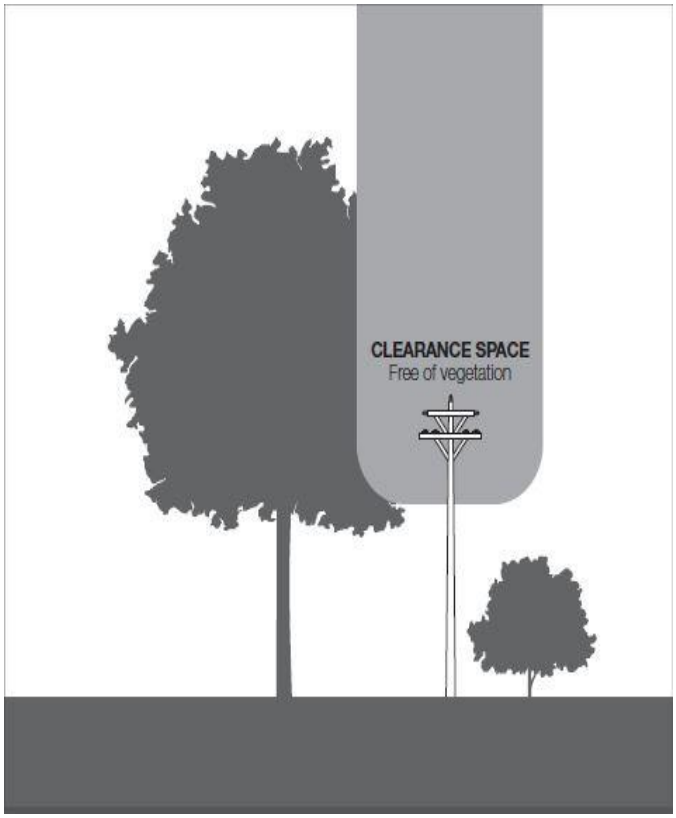


Figure 5—Uninsulated 66 000 volt Electric Line in a Low Bushfire Risk Area and Uninsulated Electric Line in a Hazardous Bushfire Risk Area

Clauses 27, 28 and 29, Graphs 4, 5 and 6

NOT TO SCALE

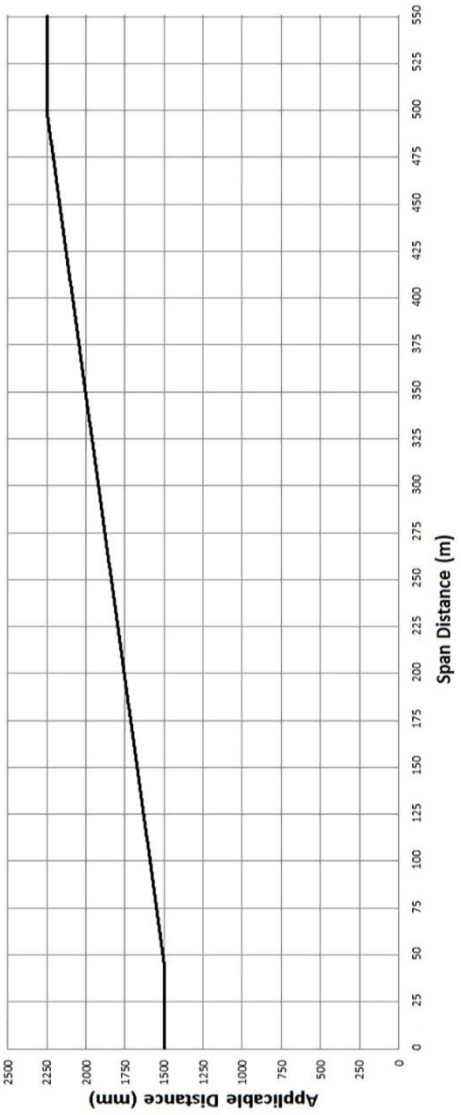
The clearances in the above graph allow for sag and sway for spans up to 100m. For spans greater than 100m an allowance for sag and sway is required. Refer to 9(4)(l)i to determine the distance required to allow for sag and sway.

MINIMUM CLEARANCE SURROUNDING A POWERLINE UNINSULATED ELECTRIC LINE (OTHER THAN 66KV ELECTRIC LINES) IN HAZARDOUS BUSHFIRE RISK AREAS

MINIMUM CLEARANCE SPACES ALL DIRECTIONS	
Near the Pole	1500mm
Centre 2/3 rds.	Refer to graph 5

Graph 5—Uninsulated low voltage and high voltage electric line (other than a 66 000 volt electric line) in hazardous bushfire risk area

Clauses 3 and 28



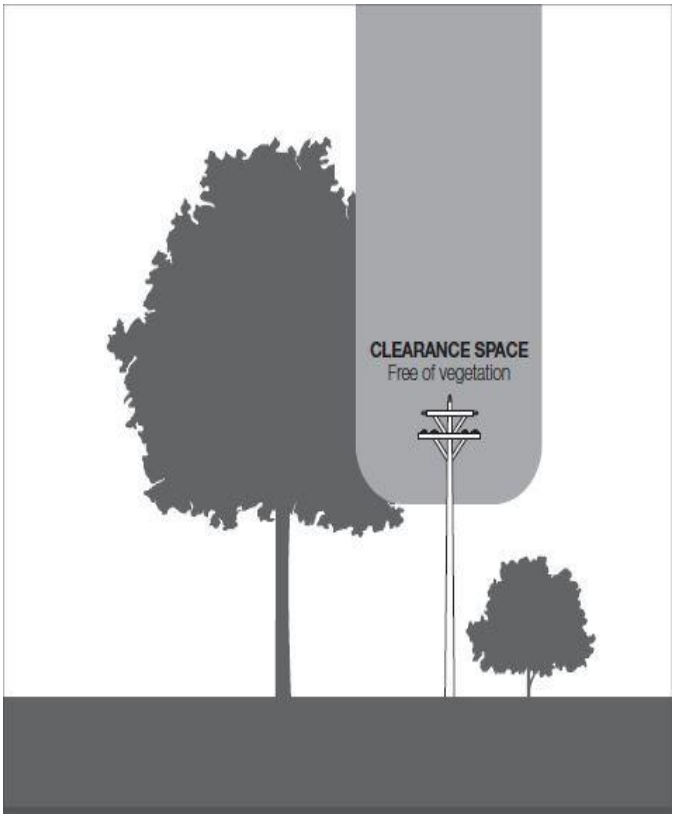


Figure 5—Uninsulated 66 000 volt Electric Line in a Low Bushfire Risk Area and Uninsulated Electric Line in a Hazardous Bushfire Risk Area

Clauses 27, 28 and 29, Graphs 4, 5 and 6

NOT TO SCALE

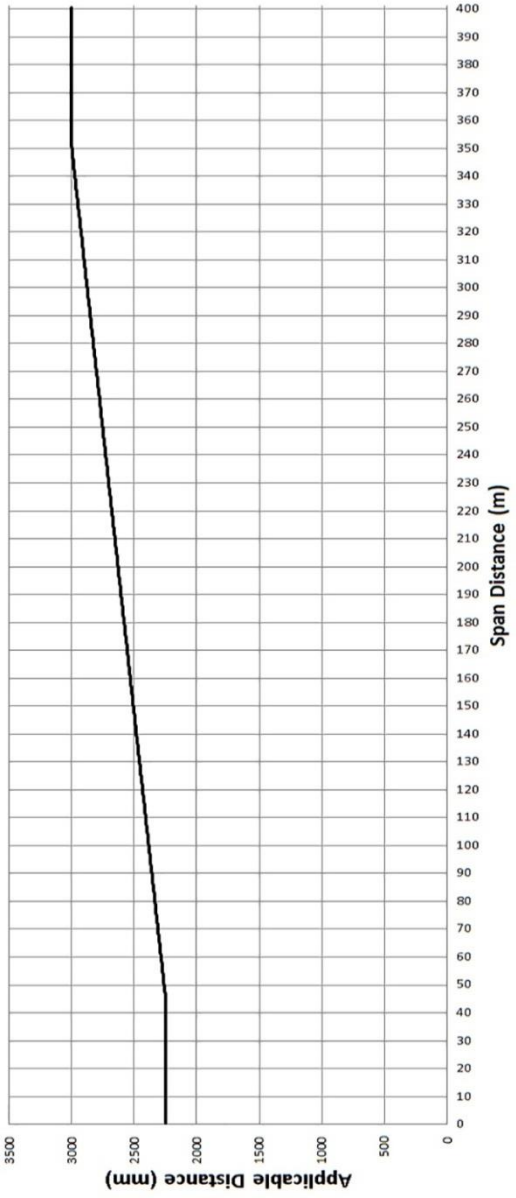
The clearances in the above graph allow for sag and sway for spans up to 45m. For spans greater than 45m an allowance for sag and sway is required. Refer to 9(4)(l)i to determine the distance required to allow for sag and sway.

MINIMUM CLEARANCE SURROUNDING A POWERLINE UNINSULATED ELECTRIC LINE 66KV ELECTRIC LINE IN HAZARDOUS BUSHFIRE RISK AREAS

MINIMUM CLEARANCE SPACES ALL DIRECTIONS	
Near the Pole	2250mm
Centre 2/3 rds.	Refer to graph 6

Graph 6—Uninsulated 66 000-volt electric line in hazardous bushfire risk area

Clauses 3 and 29



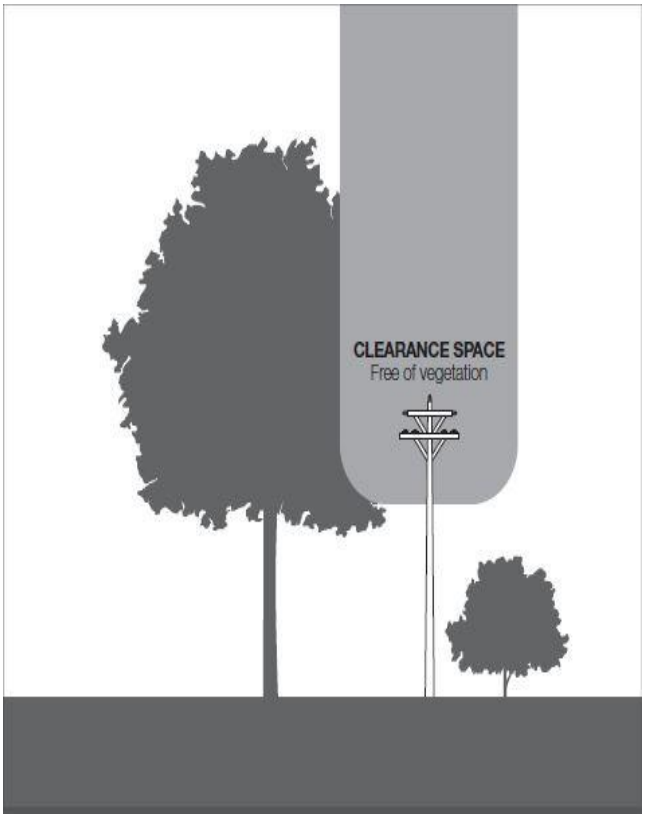


Figure 5—Uninsulated 66 000 volt Electric Line in a Low Bushfire Risk Area and Uninsulated Electric Line in a Hazardous Bushfire Risk Area

Clauses 27, 28 and 29, Graphs 4, 5 and 6

NOT TO SCALE

The clearances in the above graph allow for sag and sway for spans up to 45m. For spans greater than 45m an allowance for sag and sway is required. Refer to 9(4)(l)i to determine the distance required to allow for sag and sway.

h. Hazard trees

Whilst undertaking power line tree clearance audits or other public space tree audits a suitably qualified Arborist identifies a tree that is likely to fall onto or otherwise come into contact with an electric line, the tree is to be trimmed in accordance with the relevant code of practice and/or relevant standard.

NOTE: The hazard trees identification & notification procedure can be found in Appendix B3 of the Municipal Fire Management Plan Issue No. 5 2018, or at Appendix L of this plan. This document also outlines the process for residents to report hazardous trees near power lines within the Municipality.

i. Urgent cutting or Tree removal

Following the suitably qualified Arborist inspection urgent cutting or removal of trees may be required where there is unanticipated growth if the tree falls or becomes damaged or there is an imminent likelihood of contact with an electric line.

Unsuitable species are identified and replaced in accordance with Policy 108 Trees, Plantings and Garden Beds. Once finalised Council's tree strategy will encourage appropriate plantings throughout the municipality. Officer decision making regarding planting is currently directed by the adopted street park and naturestrip tree lists.

Trees requiring urgent cutting or removal will be documented in the works program and the relevant persons notified of works undertaken as soon as practicable after completing works. Works will be undertaken in accordance with the code and trimming will be limited to 1m from the minimum clearance space.

Currently tree works records are maintained on Council's Request Management System. Council is moving towards recording all tree assets and any associated works to those assets on the Council Asset Management System.

j. Notification to affected persons.

Prior to the commencement of the annual powerline vegetation clearance contract works Council will:

- give notice in writing to the owner of the relevant installation advising of intention to undertake works, in accordance with the Electricity Safety Act 1998.
- advise affected persons by publication in the local newspaper advising of the actions to be taken, at least 14 days and up to a maximum of 60 days prior to the commencement of works (Appendix G).

In the event that a tree not previously identified as being of ecological, historical, cultural, or environmental significance presents a hazard and requires cutting or removal Council will notify affected persons at least 14 days prior to works being undertaken.

In the event that a tree is identified that requires urgent cutting or removal to maintain required clearance and shows imminent likelihood of contact with an electric line, Council will notify the affected persons, including details of the last inspection date, as soon as practicable after completing the works. Works will be limited to managing the risk of the tree falling or coming into contact with the powerline in accordance with the code.

k. Pruning Standard

Council adopts AS 4373-2007 Pruning of Amenity Trees as the standard to be carried out for all vegetation pruning operations. The procurement process clearly outlines the requirement of contractors to meet the standard. Section 9(4)(p) outlines the qualifications of contractors and/or their staff in undertaking the works on behalf of Council.

Council's Arboriculture officer (suitably qualified arborist) will ensure compliance with standards and regulations during the completion of the works program through regular monitoring and site inspections.

All instances of works carried out that do not meet the Australian Standard for Pruning of Amenity Trees and the requirements of the Electric Line Clearance Regulations will be recorded as a non-compliance. Rectification works to bring the pruning works to standard will be carried out as soon as practicable before the Contractor completes their work program.

I. Electricity Distribution Business

Council maintains an open relationship with the local electricity distributors to ensure that all relevant works are identified and carried out in accordance with the plan. The Distributor within the municipality is Powercor.

To ensure that Council is made aware of any changes to the network within its declared area Council's Arboriculture officer (suitably qualified arborist) and Parks and Gardens Coordinator meet with the Distribution Business' representatives in May and October annually.

Meeting topics include but are not limited to:

- Programming and scheduled works
- Accessing live line clearing, suppression and shutdown coordination
- Performance
- Specific Events
- Network changes
- General issues.

Distribution Business (Powercor)

Contact Details:
Leo Hourigan
Council Liaison Officer – Powercor
E: lhourigan@powercor.com.au
T: 96834851
A: Locked Bag 14090 Melbourne 8001

Distribution Business General Contact Details
Faults 13 24 12
General Enquiries 13 22 06
https://www.powercor.com.au/

For a map of the distribution business and distribution area:
https://www.energy.vic.gov.au/electricity/electricity-distributors

ii Specify the method for determining an additional distance that allows for cable sag and sway for the purposes of determining a minimum clearance space in accordance with Division 1 of Part 3 of the Code

The determination of pruning for sag and sway to maintain clearance space is outlined within Schedule 1, of the Code (Division 1 part 3).

Council's declared areas have a predominance of spans less than 45 metres. The additional allowance is included for sag and sway for spans up to 100m in LBRA as detailed in graphs 1, 2, 3 and 4 of the Code which will be used to obtain this information. For spans >45m in HBRA and greater than 100 metres in LBRA the distribution business will be contacted to supply the appropriate sag and sway allowance and that the information is maintained for use by ELC program.

Where additional distances are required, Council will keep a record of the additional distance referred to in subclause 2 for a period of 5 years on Council's electronic records management system ECM. Required information will be provided to contractors prior to cutting works commencing.

Council should also note that: An owner, operator or distribution business may determine different additional distances for different parts of a span of an electric line. If this should occur Council will also note this information on its electronic records management system ECM.

10. Procedures to be adopted if it is not practicable to comply with the requirements of the AS 4373 while cutting in accordance with the code *(reference: 9(4)(k))*

All tree pruning works must comply with AS4373 as far as reasonably practicable. In this instance "as far as reasonably practicable" in reference to AS4373 means that which is, or was at a particular time, reasonably able to be done to ensure the trees health, safety and amenity are not compromised.

This assessment of "reasonably practicable" will consider.

- Hazard reduction works,
- The likelihood of the hazard occurring
- The degree of harm that might result from the hazard occurring
- Habitat,
- Tree species
- Age, condition and location of the tree
- Timing of works; and
- If the tree, is one listed in paragraph 9(3)(g).

Council ensures that it has the most recent version of AS4373 through its subscription for Australian Standard updates with SAI Global. Where changes to the Standard are noted the suitably qualified arborist will provide this information to the tree crew and Council's contractors through toolbox meetings. This includes all changes relevant to AS4373 where standards would result in:

- A safety risk to the workers performing vegetation clearance
- A breach in the safe approach distances
- Potential safety risk to the public
- Minimal mitigation of fire risk, or
- Unacceptable damage to the amenity and structural integrity of a tree.

On occasion AS4373 may not be able to be fully met, on these occasions' officers will refer these cases on for discussion with relevant stakeholders to seek advice. Some cases may require the implementation of alternative methods to assist in complying with AS4373. Both short- and long-term solutions are to be investigated when an alternative is required.

Short term

- Request assistance from the Distribution Business, including
- ✓ A suppression
- ✓ Shut down, or
- ✓ Live linesmen to complete clearance
- Submitting an exemption application for specific locations
- Increased inspection and pruning cycles

- Tree removal and replacement with a more suitable alternative
- Tree removal with no replacement

Long Term
- Installation of Aerial Bundle Cabling (ABC)
- Request for alternative cross-arm configurations
- Underground cabling

Where alternative methods are to be implemented, including tree removal, notification will be provided to any affected persons no less than 14 business days prior to works being undertaken, except when emergency works are deemed necessary. Community consultation opportunities will be provided where removal works are listed for multiple trees in the one street, or when removal works affect a tree listed in paragraph 9(4)(h), or an alternative long term solution is being investigated.

Tree workers shall only undertake activities for which they have been trained, assessed, and deemed competent to enable them to perform safely. They should comply with the minimum qualifications as outlined in paragraph 9(3)(o) and hold appropriate certificates for both themselves and their equipment that legally entitles them to undertake the work. Part of this training will include an awareness of the appropriate AS4373 Standards and applies to both internal and external staff engaged in vegetation clearances. Additionally, it has been recognised that the development of a tree induction for all contractors working in the vicinity of trees should be completed to ensure they are aware of their responsibilities. Identification of contractor qualifications is presently undertaken as part of the contractor engagement process, it is expected that a level of understanding of AS4373 is part of the selection criteria.

Only equipment, tools, and personal protective equipment (PPE) that has been deemed appropriate for vegetation clearance of power lines shall be used. Energy Safe Victoria's document, *Electrical Safety Rules for Vegetation Management Work Near Overhead Power lines by Non-Electrical Workers* has been used to provide guidance. http://www.esv.vic.gov.au/pdfs/electrical-safety-rules-for-vegetation-management-work-near-overhead-powerlines-by-non-electrical-workers/. Council ensures the use of appropriate plant and equipment through its procurement process and at the time that the contractor is inducted to site. Council's Arboriculture officer (suitably qualified arborist) is responsible for induction to site and the completion of all necessary documentation, see detail at *Appendix J* for Council's induction process.

Compliance to AS4373 Standards will be determined through the inspection conducted throughout the cutting period by the Arboriculture officer. Should results be unsatisfactory, this will be indicated and remedial or corrective works to rectify any non-compliance will be undertaken as soon as practical. Council's Arboriculture officer conducts on site audits during the program a copy of such an audit can be found at *Appendix I*. Council has developed a new auditing template to be used from 2018/19 to ensure that as a minimum the following audit category's will be assessed on every occasion:

- Code compliance
- Quality including compliance with AS4373
- Work site management/ HSE
- Personnel qualifications and competencies
- Customer Satisfaction.

Should non-compliance to AS4373 be identified on multiple occasions without reasonable justification, training refreshers will be investigated for internal staff responsible for pruning trees. Contractors that do not comply with AS4373 will be requested to provide evidence of refresher training and/or alternatively demonstrate an understanding by all staff onsite of AS4373. Further non-compliance could potentially result in the loss of contract.

All staff and contractors will undergo an induction to the organisation, the program and the sites prior to any works commencing.

Council's Parks and Gardens Coordinator and Arboriculture Officer are responsible for auditing the standard of work, the qualifications of the contractor and their staff and the Occupation Health and Safety requirements. The responsible officer will utilise Councils OH&S Procedure - Contractor OHS Management Guide *(Appendix J*) to ensure that OHS requirements are met.

11. 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 *(reference: 9(4)(l))*:

The Campaspe Shire Council does not currently use any alternative compliance mechanisms and do not foresee this in the future; however, this will be reviewed annually.

12. The details of each approval for an alternative compliance mechanism that *(reference: 9(4)(m))*.

(i) the responsible person holds:

Not applicable

(ii) is in effect

Not applicable

13. A description of the measures that must be used to assess the performance of the responsible person under the management plan *(reference: 9(4)(n))*:

Compliance and the effectiveness of the ELCMP is regularly reviewed at the bimonthly tree services meeting. The purpose of the meeting is to discuss any practical and procedural issues that arise in relation to the maintenance of Council managed trees. This includes the clearance of vegetation from electric lines. Any alterations or improvements to current practices is noted in the meeting minutes and included in the amended ELCMP during the documents formal review.

Council's effectiveness in meeting the ELCMP objectives is undertaken during the annual formal review process. Each Key Action aims to satisfy one or more Objective of the ELCMP in paragraph 9(4)(e) by monitoring Performance Indicators.

Key Actions	Performance Indicators	Objective
Annual Inspection/audit of all Council vegetation in the vicinity of electric lines within the declared areas	- Completion of primary inspection/audit within designated timeframes contained within the plan. - Completion of secondary inspections/audit within designated timeframes contained within the plan. - Reduction in the number trees in breach of Regulations at time of inspection in relation to current regulations. Measured against previous year.	– Public Safety – Workplace safety – Compliance with *Electricity Safety (Electric Line Clearance) Regulations 2020* – Minimization of fire risk – 0 reported fires – Maintenance of energy supply – reduction in outages year on year.
Vegetation in declared area cleared from electric lines	- Completion of clearance works prior to high fire danger period. - Number of pruning requests from Powercor - Number of suppressions or access permits required for works.	
Training of staff required to perform vegetation clearances	- Reduction in number of workplace incidents year on year - Reduction in the number of staff breaches onsite year on year. - Decrease in the number of trees pruned that do not meet standards assessed against previous year. - Maintenance of staff qualifications to meet requirements.	

Key Actions	Performance Indicators	Objective
Contractor compliance checks (including Contractor Induction program (NECCI))	- Reduction in the number of contractor breaches onsite - Reduction in the Number of trees pruned that do not meet standards.	
Annual review of Council SOP's and SWIM's	- Completed annually	– Increased Public Safety – Increased Workplace safety with less reportable incidents.
Pruning of trees to AS4373- 2007	- Decrease in number of trees pruned that do not meet standards.	– Maintenance of tree amenity.
Investigate and identify vegetation of significance	- Number of alternative clearance measures adopted.	– Maintenance of tree amenity – Protection of significant vegetation.
Community notification and education	- Number of customer requests for pruning - Decrease in number of customer complaints.	– Increased Public Safety – Increased Community satisfaction.

Council has undertaken inspections of all street park and naturestrip trees across the municipality as part of the development of the Urban Forest Plan. The data from these inspections is being loaded into council's Asset Management System. Once complete, and the Asset Management system is fully populated with the tree data, council plans to provide its line clearance contractors with mobile devices containing works orders for each of the tree assets included in the clearance program. This will ensure that council has an accurate, immediate capture of data, and extensive record of all works undertaken on individual assets. This will also allow for monitoring performance indicators will provide an opportunity for improvement in the successive year. It is anticipated that this will be in place for the 2024/25 clearance works.

Council currently assesses completed works at random sites through its auditing process. However, not all sites are assessed which limits council's ability to measure the full effectiveness of the ELCMP regarding all trees being maintained to AS4373. It is anticipated that record keeping will be enhanced through the planned implementation of mobile works order direct to the contractor.

The performance of the management plan will be reported to Parks and Gardens Staff, Contractors, and Council at the time of the annual review as documented within the plan.

14. Details of the audit processes that must be used to determine the responsible person's compliance with the Code *(reference: 9(4)(o))*;

The following table outlines the process and audit components and the schedule or timing of the audit activities

Action	Timing	Activity	Position Responsible
Review of ELCMP	February (annually)	▪ Audit success and effectiveness of prior plan ▪ Consult with DB and CFA ▪ Amend process as required. ▪ Refer to Planning for updates on relevant significant tree lists and planning scheme. ▪ Amend ELCMP.	▪ Arboriculture Officer ▪ Parks & Gardens Coordinator
Authorisation of ELCMP	March	▪ To be authorised by CEO and their signing.	▪ Acting Director Infrastructure
Finalise ELCMP	March	▪ Ensure ELCMP is made available at Customer Service Centers and on Council's Website ▪ Remove superseded copies from circulation.	▪ Parks and Gardens Coordinator.
Primary Inspections	March - May	▪ Inspect trees in the vicinity of powerlines in declared areas as per annual program. ▪ Compile a list of vegetation requiring trimming by street number, location, species & number of and clearance code works Annual Powerline Audit report (Appendix B) requirements to Identify works on trees that: ○ are touching power lines. ○ are encroaching the clearance space. ○ will need reinspecting within current year. ○ may require additional clearances due to bushfire risk classification ○ may pose other hazards – sightlines, canopy raise.	▪ Arboriculture Officer.

Action	Timing	Activity	Position Responsible
Contractor Engagement	June	▪ Appoint a suitably qualified contractor through council's procurement process.	▪ Procurement Coordinator ▪ Parks & Gardens Coordinator ▪ Arboriculture Officer.
Pruning Works	1 July – 30 September	▪ Conduct audits on site setup, work practices, documentation, qualifications and Occupational Health and Safety (Appendix K) ▪ Undertake works in accordance with the Act, Regulations, relevant Standards, guidance material and KPI's (Appendix I).	▪ Arboriculture Officer ▪ Parks & Gardens Coordinator ▪ Contractors.
Audits on works & Secondary Inspections	Throughout pruning period July – September to be finalised by 31 October	▪ Complete 2 x weekly audits on random sites for the life of the contract annually ▪ Identify and report non-compliance with the Code, Practices and Standards ▪ ensure adequate clearance spaces have been provided. ▪ pruning standard complies with AS4373. ▪ record growth that requires correction ▪ ensure personnel qualifications and competency. ▪ Ensure correct worksite management. ▪ ensure that clearance zones will not be encroached for the declared high bushfire risk season. ▪ Monitor customer satisfaction. ▪ complete a final inspection to determine delivery of all aspects of contract prior to financial release. Refer Appendix I and Appendix F for new template from 18/19 onwards.	▪ Arboriculture Officer ▪ Parks & Gardens Coordinator.

Council's Arboriculture Officer (suitably qualified arborist) and Parks and Gardens Coordinator are responsible for auditing the standard of work, the qualifications of the contractor and their staff and the Occupation Health and Safety requirements as per requirements in 9(4)(o) & 9(4)(p).

Primary and secondary audits are conducted by a suitably qualified arborist as specified in 9(4)(p).

All works are carried out by suitably qualified staff as specified in 9(4)(p)

Audit results are discussed with contractor at weekly meeting or as required.

Where rectification works are required, these will be address by the contractor within 7 days from date of notification.

Where staff and contractors are found on site without the required current training, they will be asked to leave site until records for current required competencies can be provided.

15. The qualifications and experience that the responsible person must require of the persons who are to carry out the inspection, cutting or removal of trees in accordance with the Code *(reference: 9(4)(p))*.

Workers shall only undertake work for which they have been trained assessed and deemed competent to enable them to safely perform work. Staff and Contractors engaged in electric line clearance activities for Campaspe Shire Council are acting as authorised persons as defined by the Electricity Safety Installations Regulations 2019, r.615 and in doing so will comply with the "Blue Book". An authorised person being a person who holds a current certificate specifying satisfactory completion of a training course in tree clearing, approved by Energy Safe Victoria. This training will be provided by a Registered Training Organisation following the Australian Qualifications Framework.

The following matrix indicates the minimum qualification requirements for each level of personnel involved in council's vegetation clearance program:

Qualification	Vegetation Crew Member	EWP Operator (Cutting)	Tree Climber (Cutting)	Suitably Qualified Arborist
Required				
Cert II in ESI Powerline Vegetation Control UET20312	✓	✓	✓	✓
Operate a wood chipper / mulcher FWPHAR2206	✓	✓	✓	
Fell small trees AHCPCM203	✓	✓	✓	
Operate Machinery AHCMOM304	✓			
License to operate an EWP >11m TLILIC2005		✓		
Perform EWP Rescue UETTDRRF03B & UETTDRRF08B - Perform EWP controlled descent escape		✓		

Qualification	Vegetation Ground Crew Member	EWP Operator (Cutting)	Tree Climber (Cutting)	Suitably Qualified Arborist
Apply pruning techniques to vegetation near live electrical apparatus UETTDRVC33A		✓	✓	
Undertake standard climbing techniques- AHCARB312			✓	
- Undertake release and rescue from a tree near live electrical apparatus UETTDRVC34A			✓	
Recognise Plants AHCPCM201A				✓
Assess vegetation and recommend control measures in an ESI environment UETTDRVC24A				✓
Apply Occupational Health and Safety regulations codes and practices in the workplace UEENEEE101A	✓	✓	✓	✓
Comply with sustainability, environmental and incidental response policies and procedures; UETTDREL13A	✓	✓	✓	✓

Qualification	Vegetation Ground Crew Member	EWP Operator (Cutting)	Tree Climber (Cutting)	Suitably Qualified Arborist
Operate and maintain Chainsaws AHCARB312	✓	✓	✓	✓
Working safely near live electrical apparatus as a non-electrical worker UETTDREL14A	✓	✓	✓	✓
Plan the removal of vegetation up to vegetation exclusion zone near live electrical apparatus; UETTDRVC23A	✓	✓	✓	✓
Monitor safety compliance of vegetation control work in an ESI environment. UETTDRVC27A	✓	✓	✓	✓
Control traffic with a Stop / Slow Bat 21783VIC	✓	✓	✓	✓
Implement traffic Management Plan 21784VIC	✓	✓	✓	✓
Level 2 First Aid	✓	✓	✓	✓

Qualification	Vegetation Ground Crew Member	EWP Operator (Cutting)	Tree Climber (Cutting)	Suitably Qualified Arborist
CPR	✓	✓	✓	✓
White Card	✓	✓	✓	✓
Cert III Horticulture (Arboriculture) AHC30816				✓
Cert IV Horticulture (Arboriculture) AHC41916				✓
Cert V Horticulture (Arboriculture) AHC60516 As minimum				✓
Preferred:				
Cert III Horticulture (Arboriculture)AHC 30816	✓	✓	✓	
Cert IV Horticulture (Arboriculture) AHC41916		✓	✓	
Apply chemicals under supervision- AHCCHM201	✓	✓	✓	

Details of the technical standards that the responsible person will apply or have regard to in connection with electric line clearance work.

- ✓ Electrical Safety Act 1998.
- ✓ Electrical Safety (Electric Line Clearance) Regulations 2020.
- ✓ Electricity Safety (Installations) Regulations 2019.
- ✓ ESV Electrical Safety Rules for Vegetation Management Work Near Overhead Power.
- ✓ Australian Standard AS4373 – 2007 Pruning of Amenity Trees.
- ✓ Code of Practice 2017 — Electrical Safety for work on or near high voltage electrical apparatus (Blue Book);
- ✓ Working Safely With Trees – Recommended practice for the amenity tree industry;
- ✓ Heritage Act 1995.
- ✓ Aboriginal Heritage Act 2006.
- ✓ Flora & Fauna Guarantee Act 1998.
- ✓ Planning and Environment Act 1987.
- ✓ Country Fire Authority Act 1958.
- ✓ Fire Hazard Ratings (CFA & MFB).
- ✓ Occupational Health and Safety Act 2004.

Relevant copies of Acts, Regulations and Codes of Practice are maintained electronically by Council and are available upon request by contractors or the public. Information available (held by Council)

The information that is available includes: -

- ✓ Electrical Line Clearance Management Plan
- ✓ Annual Powerline Audit Report
- ✓ Electric Line Clearance Contract
- ✓ Urgent Trimming or Removal Works
- ✓ Tree Contractor History
- ✓ Tree Contractor Accreditation
- ✓ Tree Contractor Plant List
- ✓ Tree Contractor Safety Procedures
- ✓ Tree Audit Inspection (conclusion of works)

This information is available from the Campaspe Shire Council Echuca Office, Cnr. Hare & Heygarth Streets, Echuca during office hours. Information will be retained for at least five years from the date of contract completion.

16. Notification and consultation procedures, including the form of the notice to be given in accordance with Division 3 of Part 2 of the Code *(reference: 9(3)(q))*.

Council will ensure adequate notice is given to affected persons in regard to programmed line clearance works. Notification of Council's program of works will be undertaken in accordance with the Electricity Safety (Electric Line Clearance) Regulations 2020. Where Council intends to cut or remove a tree that is on public land or within the boundary of private property which the responsible person neither owns or occupies or where the

tree is of cultural or environmental significance Council as the responsible person will give notice of the intended cutting or removal to all affected persons in accordance with regulations.

Campaspe Shire Council will give notice of 14 days and not more than 60 days prior to the commencement of programmed works for the removal or cutting of a tree to maintain the required space around and electric line. Notice will be given by publication in Council's weekly community information section "Campaspe Times" within newspapers generally circulating across the municipality. For details contained within the notification see Appendix G.

Information regarding Council programmed work for line clearance will also be placed on the Councils website **https://www.campaspe.vic.gov.au/**.

Where works are not carried out within the notified timeframe, re notification will be provided.

17. Procedure for the independent resolution of disputes relating to electric line clearance *(reference: 9(3)(r))*:

If, in the event, a dispute arises regarding this management plan and its implementation, including works conducted, the following process will apply.

- Level 1: Frontline Resolution – Contact Councils Arboriculture Officer (suitably qualified arborist)
- Level 2: Internal Review – referred to Councils Parks and Gardens Coordinator / Director Infrastructure
- Level 3: External Review – Contact one of the following.

Victorian Ombudsman
The Ombudsman is an independent officer of the Victorian Parliament who investigates complaints about the state government departments, most statutory authorities, and local government.

Phone: 03 9613 6222
Toll Free: 1800 806 314
Email: ombudvic@ombudsman.vic.gov.au
Web: **www.ombudsman.vic.gov.au**

Dispute Settlement Centre of Victoria
The Dispute Settlement Centre of Victoria can help you resolve a wide range of disputes without having to take legal action.

Phone: 03 5440 6100
Web: www.disputes.vic.gov.au

Energy and Water Ombudsman (Vic)

Phone: 1800 500 509
Email: ewovinfo@ewov.com.au
Web: **www.ewov.com.au**

The decision of the Ombudsman will be final.

As part of the plan the Campaspe Shire Council dispute resolution process is available at the principal office during business hours. For further information please see the Campaspe Shire Council Customer Complaint Process and Customer Service Charter.

Campaspe Shire Council Customer Complaint Process

The www.ombudsman.vic.gov.au/make-a-complaint has been developed with reference to the Ombudsman Victoria's Good Practice Guide to complaint handling for Victorian Public Sector Agencies and the Australian Standard.

If you have a concern about the way we have provided a service, we encourage you to notify us so we can review the matter. While we aim to get it right the first time, we understand that things can sometimes go wrong. Your feedback assists us to improve our services to the community.

A dispute or complaint is defined as council failing to respond to a request for service. We have a simple four step Dispute Resolution Process in place to ensure you have an opportunity to have your issue investigated.

It is important to note that this process relates to services provided by council and does not cover decisions made by council at formal council meetings. If you have a complaint in respect of a Councillor, please direct your concern to the Mayor. The Mayor will handle your complaint in accordance with the 'Code of Conduct – Councillors'.

When dealing with your dispute

- We will treat it in confidence.
- We will not discriminate against anyone for any reason.
- If we have made a mistake, we will apologise and put right what has gone wrong as quickly as possible.
- We will use information gathered to improve our services in the future.

Our guarantee
We will acknowledge all written complaints within 10 working days. We will investigate and respond to all complaints within 28 working days except for complicated issues when we will advise you of when you can expect a response.

What if I am still not satisfied?
We are confident the majority of complaints received can be resolved, however we recognise that we may not be able to satisfy every customer on every occasion.

If the complaint still remains unresolved you may wish to explore other avenues.

Victorian Ombudsman
The Ombudsman is an independent officer of the Victorian Parliament who investigates complaints about the state government departments, most statutory authorities and local government.

Phone: 03 9613 6222
Toll Free: 1800 806 314
Email: ombudvic@ombudsman.vic.gov.au
Web: **www.ombudsman.vic.gov.au**

Dispute Settlement Centre of Victoria
The Dispute Settlement Centre of Victoria can help you resolve a wide range of disputes without having to take legal action.

Phone: 1300 372 888
Web: www.disputes.vic.gov.au

Energy and Water Ombudsman (Vic)
Phone: 1800 500 509
Email: ewovinfo@ewov.com.au
Web: **www.ewov.com.au**

Campaspe Shire Council Customer Service Charter
The Customer service charter describes the experience you can expect from Campaspe Shire Council. It outlines council's service standards, commitment to customers and our expectations of our management and staff.

When you contact council
We will:

- Greet you courteously and identify ourselves by name.
- Try to resolve your enquiry or respond to your request at the first point of contact, and if appropriate, provide you with a service request number for your reference.
- Provide you with the name of the department dealing with your enquiry if further action is required.
- Convey your details when transferring a call, so you don't need to repeat information.
- Register your email, fax, or letter on council's document management system.

Our communication
We will:

- Treat all our customers with respect and listen to their concerns or enquiries.
- Provide all letters, brochures, messages, and other notices in plain English.
- Provide information which is concise and accurate.
- Provide access to interpreting and telephone typewriter services, if required.

Service standards
Our service targets are to:

- Acknowledge correspondence received by mail or email within ten full working days.
- Respond to telephone messages within two full working days.

Helping us to help you
When contacting council, it is helpful if you:

- Tell us who you are and if you represent a client or an organisation.
- Have relevant information available, such as an invoice number, service request number, and name and address.
- Treat council staff with respect, honesty, and courtesy so we can deliver the best possible service for you.

If you are not satisfied?
If you are not satisfied with any part of your dealings with council or its staff, council has a complaints procedure.

Complaints should be forwarded in writing (which can be in the form of an email) and identified as a complaint. You should include your full name, contact details, your concern, how you wish to have the matter addressed, and include relevant documents or further details.

Council will acknowledge your complaint within ten days and advise the process to be followed.

If you are still not satisfied?
You can raise the matter with the Office of the Ombudsman, which is independent of the Council. The Ombudsman's office can be contacted on 1800 806 314, or at www.ombudsman.vic.gov.au

18. Obligations relating to management plan *(reference: 10)*

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

(a) published on the responsible person's Internet site.

The responsible person will ensure that the approved and updated plan will be available and published on the Campaspe Shire Council website www.campaspe.vic.gov.au by 1 July each year and that the superseded version is removed from the website**.**

(b) available for inspection at the responsible person's principal office in the State during normal business hours

The Campaspe Shire Council, responsible person will ensure that the ELCMP is available in hardcopy by July 1 each year at the following locations between 9am and 5pm weekdays:

Echuca Customer Service Centre
Heygarth Street
Echuca

Kyabram Customer Service Centre
Lake Road
Kyabram

Rochester Customer Service Centre
Mackay Street
Rochester

The responsible person will ensure that the superseded version is removed from the principal offices.

19. Exemptions *(reference: 11)*

A responsible person who receives an exemption under sub regulation (1) must ensure that a copy of the exemption is *(reference: 11(2))* -

(a) published on the responsible person's Internet site; and

(b) available for inspection at the responsible person's principal office in the State during normal business hours.

Campaspe Shire Council does not currently have any exemptions in place.

Schedule 1—Code of Practice for Electric Line Clearance

Part 2—Clearance Responsibilities

Division 1—Roles of Responsible Persons

20. Responsible person must keep minimum clearance space clear of trees *(reference: 3)*

(1) A responsible person must ensure that, at all times, no part of a tree for which the person has clearance responsibilities is within the minimum clearance space for an electric line span.

(2) Subclause (1) is subject to clauses 4, 5, 6 and 7.

Note:
Clauses 4, 5, 6 and 7 provide that certain responsible person are not required to ensure that certain branches are clear of the minimum clearance space for spans of certain electric lines.

21. Exception to minimum clearance space for structural branches around insulated low voltage electric lines *(reference: 4)*

Council has not chosen to adopt the minimum clearance exception relating to structural branches around low voltage insulated electric lines.

22. Exception to minimum clearance space for small branches around insulated low voltage electric lines *(reference: 5)*

Council has not chosen to adopt the minimum clearance exception relating to small branches around low voltage insulated electric lines.

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

Council has not chosen to adopt the minimum clearance exception relating to structural branches around low voltage uninsulated electric lines.

24. Responsible person may cut or remove hazard tree *(reference: 9)*

The responsible person may cut or remove a Hazard Tree (a tree that is likely to fall onto or otherwise come in contact with and electric line):

- For the purpose of this plan Hazard Trees may be cut or removed if the following occurs
- has or is likely to fail and will contact an electric line if failure occurs.
- Regrowth into clearance space before next scheduled visit
- Vegetation in HBRA found in clearance space after the declared high bushfire risk season.

A suitably qualified arborist will assess any trees reported to be Hazard Trees and will take into account the following:

- Weather
- Environment
- Significant vegetation
- Protected flora and fauna habitat.

When works are assessed as being required to be undertaken appropriate contractors will be engaged to complete any works deemed necessary by a suitably qualified arborist to make the tree safe. Members of the public can report trees they believe are unsafe by contacting council in person or over the phone.

Division 2—Manner of Cutting and Removing Trees

25. Cutting of tree to comply with Standard *(reference: 10)*

Refer to 9(4)(h)

26. Cutting or removal of trees identified in 9(3)(h) must be minimised *(reference: 11)*

- Native trees
- Trees listed in the planning scheme to be of ecological, historical or aesthetic significance
- Trees of cultural or environmental significance.

Campaspe Shire Council will ensure that a person responsible for cutting a native tree, a tree listed in the planning scheme to be of ecological, historical or aesthetic significance or a tree of cultural or environmental significance, must, as far as is practicable, not cut the tree more that is necessary to ensure compliance with Division 1 or to make an unsafe situation.

For any trees in the above categories that require cutting or removal, prior consultation between a suitably qualified arborist, planning department (trees listed in the planning scheme) or the Conservation officer (trees listed as having cultural or environmental significance) will occur.

Once consultation has been completed, an inspection by a suitably qualified arborist trees listed in 9(3)(g) will only be considered for removal if pruning to AS4373 will make the tree unviable, or to make an unsafe situation safe.

Council will include all trees in declared areas listed in 9(3)(g) in a GIS layer as well as have them identified on Councils Asset Management system for ease of identification.

27. Cutting or removing habitat for threatened fauna *(reference: 12)*

Campaspe does not have any records of threatened fauna which may be impacted by the implementation of this plan. Should threatened fauna be identified, the following process shall be followed.

- Areas where threatened fauna are identified will be mapped and the Arboriculture Office and Parks and Gardens Coordinator and Councils contractors will be notified.
- Scoping for works to make the vegetation compliant will take place in conjunction with the conservation officer and DEWLP officers to assess potential impacts: this will include.
  - Relevant training
  - Pre works inspections.
  - Aerial inspections
  - Breeding seasons
  - Translocation
  - Modified works.
- The plan will be updated with additional appendices to reflect the changes.

28. Restriction on urgent cutting and removal of trees (Reference: 15)

Covered in 9(4)(p)

Division 3—Notification, Consultation and Dispute Resolution

29. Responsible person must publish a notice before cutting or removing certain trees *(reference: 16)*

When pruning or removal works are scheduled council's Public Environments Manager will ensure that a public notice is placed in the Council's weekly community information section "Campaspe Times" within newspapers generally circulating across the municipality. This publication will be advertised for a period of no less than 14 days prior to works commencing and the works period will not exceed more than 60 days from the date of publication. For details contained within the notification see Appendix G.

Information regarding Council programmed work for line clearance will also be placed on the Councils website **https://www.campaspe.vic.gov.au/**.

Division 4—Additional Duties of Responsible Persons

30. Duty relating to the safety of cutting or removal of trees close to an electric line *(reference: 20)*

Powercor are the responsible Distribution business and owner of assets located within the declared areas which council has responsibility for. Where concerns are raised in relation to the safety of maintenance activities associated with maintaining vegetation clearances within the declared areas, Council will contact Powercor to discuss these concerns. Final recommendations will be provided by the Distribution Business ORP Manager.

Contact details for Council's Powercor Liaison Officer are:

Leo Hourigan
Council Liaison Officer – Powercor
E: lhourigan@powercor.com.au
T: 96834851
A: Locked Bag 14090 Melbourne 8001

APPENDICES

Appendix A: Declared Areas - Hazardous Bushfire Risk Areas (HBRA) and Low Bushfire Risk Areas (LBRA)

- Echuca Township
- Kyabram Township
- Rochester Township

Appendix B: Annual Powerline Audit Report

The Campaspe Shire Council Annual Powerline Audit Report conducted by the Arboriculture Officer: Declared Areas - Echuca, Kyabram, and Rochester

Appendix C: Heritage Overlays

The purpose of the Campaspe Shire Council's Heritage Overlay scheme is to:

- Implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies with respect to the Heritage Act 1995.
- Reference: Department of Environment, Land, Water and Planning (www.dewlp.vic.gov.au/planning) and Heritage Victoria (www.heritage.vic.gov.au)

Echuca Heritage Overlay-	Map No 8HO Map No 9HO Map No 10HO Map No 11HO	Sections Labelled HO1, HO2, HO3, HO86 and HO87. Heritage street tree controls apply.
Kyabram Heritage Overlay-	Map No 25HO. Map No 26HO	Sections Labelled HO127 & HO128 Heritage Street tree controls apply
Rochester Heritage Overlay-	Map No 20HO Map No 21HO	Sections Labelled HO203 Heritage Street tree controls apply.

A planning permit is not required if the pruning, lopping or removal of trees in a Heritage Overlay is undertaken by or on behalf of the Responsible Authority subject to the works having an estimated cost of $1,000,000 or less pursuant to Clause 62.01-1 of the planning scheme. The *Planning & Environment Act 1987* defines works as *"includes any change to the natural or existing* condition *or topography of land including the removal, destruction or lopping of trees and the removal of vegetation or topsoil"*.

* Please Note: The above overlay information MUST be checked with the planning department prior to pruning.

Appendix D: Areas of Cultural Sensitivity

The Campaspe Shire Council GIS overlay for Cultural Sensitive Sites includes the areas of cultural sensitivity identified in the Victorian Aboriginal Heritage Register in accordance with Aboriginal Heritage Act 2006 Loddon Mallee Region / Echuca 7825 and Shepperton 7925.

Appendix E: **Electrical Safety Rules for Vegetation Management Work Near Overhead Powerlines by Non- Electrical Workers — Electrical Safety Victoria**

Available at: http://www.esv.vic.gov.au/Legislation-Regulations/Vegetation-management-work

Appendix F: **Audit Reporting Template (for use from 2018/19)**

Appendix G: **Notification to affected persons**

Appendix H: **Significant Tree List**

Appendix I: **Audit Reporting**

Appendix J: **Contractor OH&S Management and Induction Process**

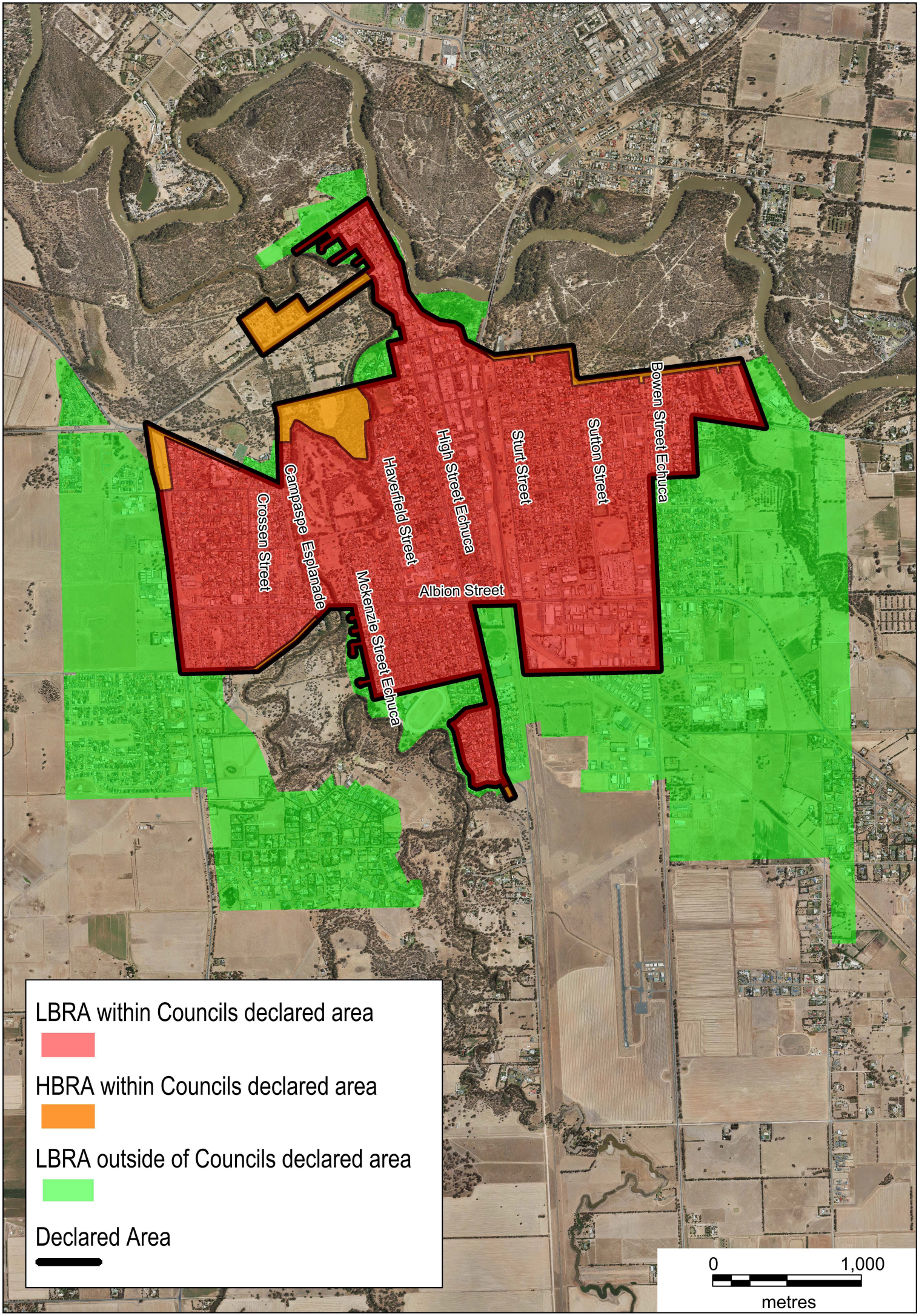
Appendix K: **Site Setup Audit**

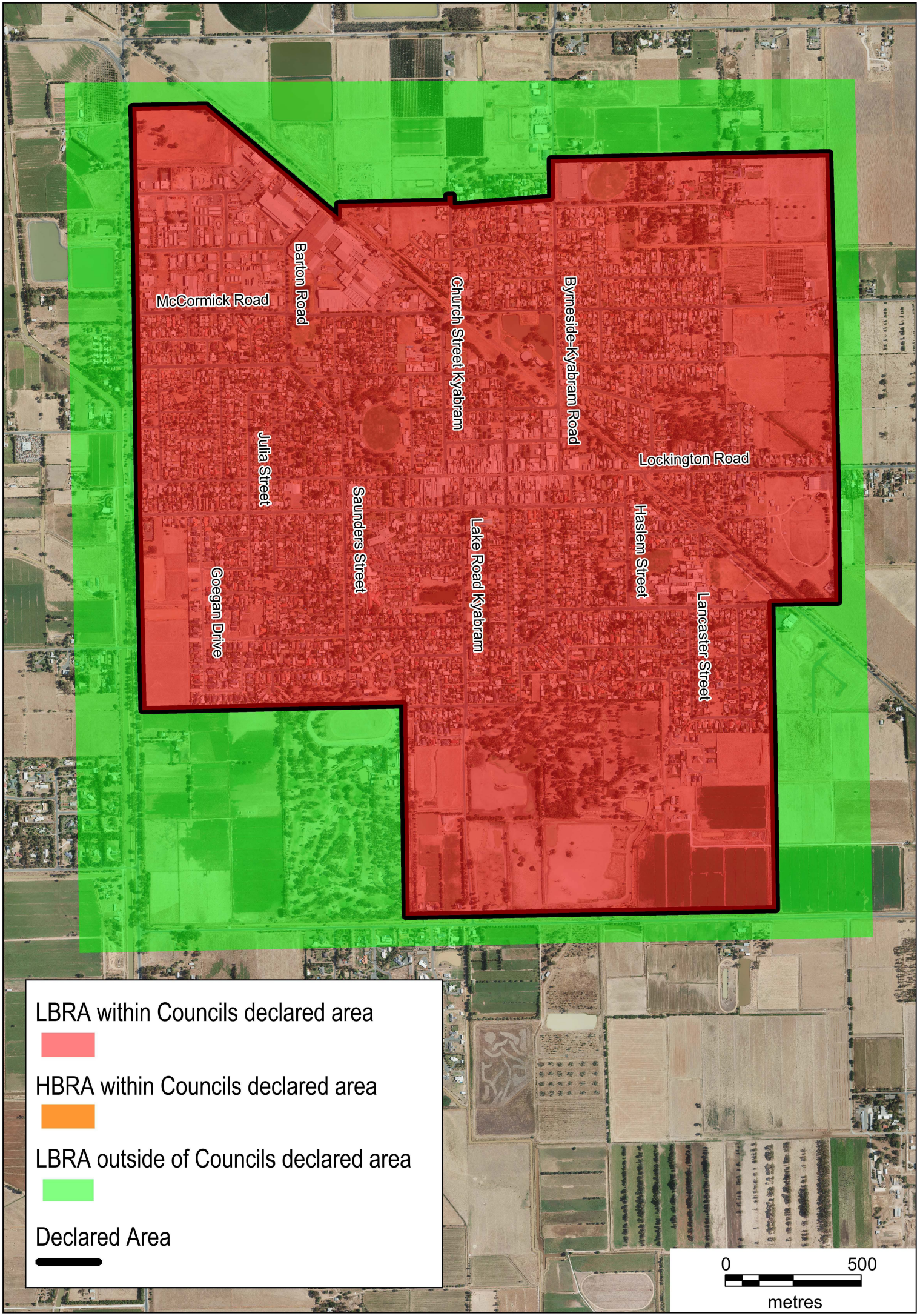
Appendix L: **Hazard Trees**

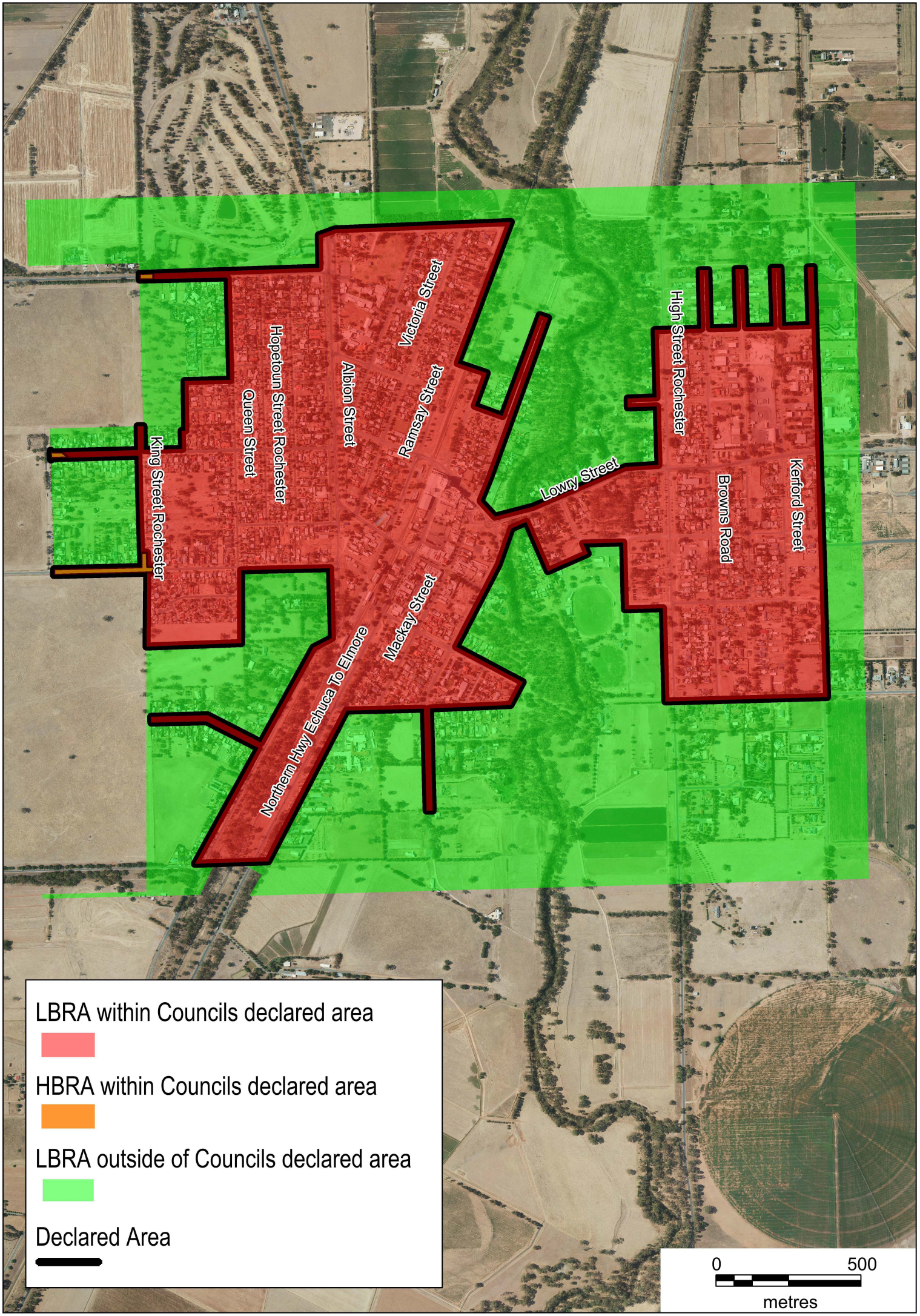
Appendix A

Declared Areas Including

HBRA
LBRA


Bowen Street Echuca
Sutton Street
Sturt Street
High Street Echuca
Haverfield Street
Campaspe Esplanade
Crossen Street
Albion Street
Mckenzie Street Echuca
LBRA within Councils declared area
HBRA within Councils declared area
LBRA outside of Councils declared area
Declared Area
0
1,000
metres


McCormick Road
Barton Road
Church Street Kyabram
Byrneside-Kyabram Road
Julia Street
Saunders Street
Lockington Road
Haslem Street
Lake Road Kyabram
Goegan Drive
Lancaster Street
LBRA within Councils declared area
HBRA within Councils declared area
LBRA outside of Councils declared area
Declared Area
0
500
metres


Victoria Street
Hopetoun Street Rochester
Albion Street
Ramsay Street
Queen Street
King Street Rochester
High Street Rochester
Lowry Street
Browns Road
Kerford Street
Mackay Street
Northern Hwy Echuca To Elmore
LBRA within Councils declared area
HBRA within Councils declared area
LBRA outside of Councils declared area
Declared Area
0
500
metres

Appendix B

Annual Powerline Audit Report

Please note report to be added at a later date.

Appendix C

Heritage Overlays

- Echuca
- Kyabram
- Rochester

CAMPASPE PLANNING SCHEME - LOCAL PROVISION

This map should be read in conjunction with additional Planning Overlay Maps (if applicable) as indicated on the INDEX TO MAPS.

Overlays

Heritage Overlay

200 0 200 400

AUSTRALIAN MAP GRID ZONE 55

PREPARED BY: Planning Mapping Services

VICTORIA State Government | Environment, Land, Water and Planning

Plotted: 15/7/2016

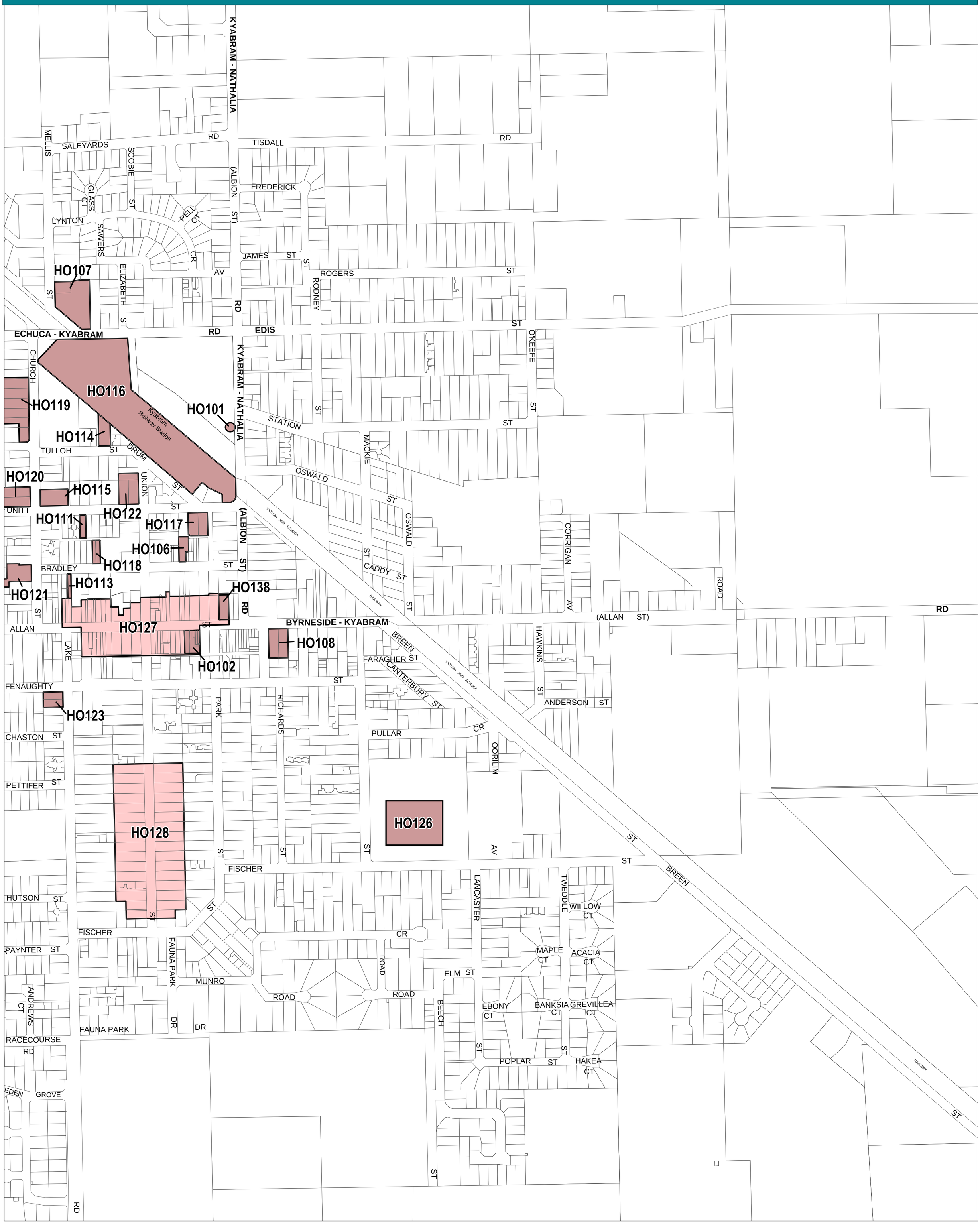
INDEX TO ADJOINING METRIC SERIES MAP

AMENDMENT C101

HERITAGE OVERLAY

MAP No 25HO

CAMPASPE PLANNING SCHEME - LOCAL PROVISION



This map should be read in conjunction with additional Planning Overlay Maps (if applicable) as indicated on the INDEX TO MAPS.

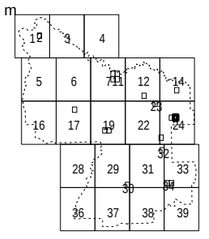
Overlays

HO Heritage Overlay

200 0 200 400 m

AUSTRALIAN MAP GRID ZONE 55

INDEX TO ADJOINING METRIC SERIES MAP



PREPARED BY: Planning Mapping Services

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Printed: 15/7/2016

AMENDMENT C101

HERITAGE OVERLAY

MAP No 26HO

CAMPASPE PLANNING SCHEME - LOCAL PROVISION

This map should be read in conjunction with additional Planning Overlay Maps (if applicable) as indicated on the INDEX TO MAPS.

Overlays

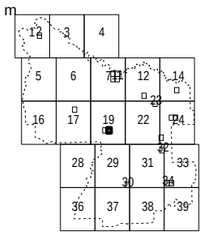
HO Heritage Overlay

200 0 200 400 m

AUSTRALIAN MAP GRID ZONE 55

PREPARED BY: Planning Mapping Services

INDEX TO ADJOINING METRIC SERIES MAP



VICTORIA State Government | Environment, Land, Water and Planning

Printed: 15/7/2016

AMENDMENT C101

HERITAGE OVERLAY

MAP No 21HO

CAMPASPE PLANNING SCHEME - LOCAL PROVISION

This map should be read in conjunction with additional Planning Overlay Maps (if applicable) as indicated on the INDEX TO MAPS.

Overlays

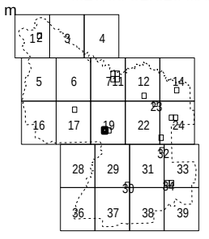
HO Heritage Overlay

200 0 200 400 m

AUSTRALIAN MAP GRID ZONE 55

PREPARED BY: Planning Mapping Services

INDEX TO ADJOINING METRIC SERIES MAP



VICTORIA State Government | Environment, Land, Water and Planning

Printed: 15/7/2016

AMENDMENT C101

HERITAGE OVERLAY

MAP No 20HO

CAMPASPE PLANNING SCHEME - LOCAL PROVISION

HO3
HO46
HO67
HO56
ECHUCA
OGILVIE
MURRAY VALLEY HWY
CORNELIA CREEK
MELBOURNE AND MURRAY RIVER
TATURA AND ECHUCA
RAILWAY
CAMPASPE RIVER

This map should be read in conjunction with additional Planning Overlay Maps (if applicable) as indicated on the INDEX TO MAPS.

Overlays
HO Heritage Overlay

200 0 200 400 m

AUSTRALIAN MAP GRID ZONE 55

PREPARED BY: Planning Mapping Services

Printed: 15/7/2016

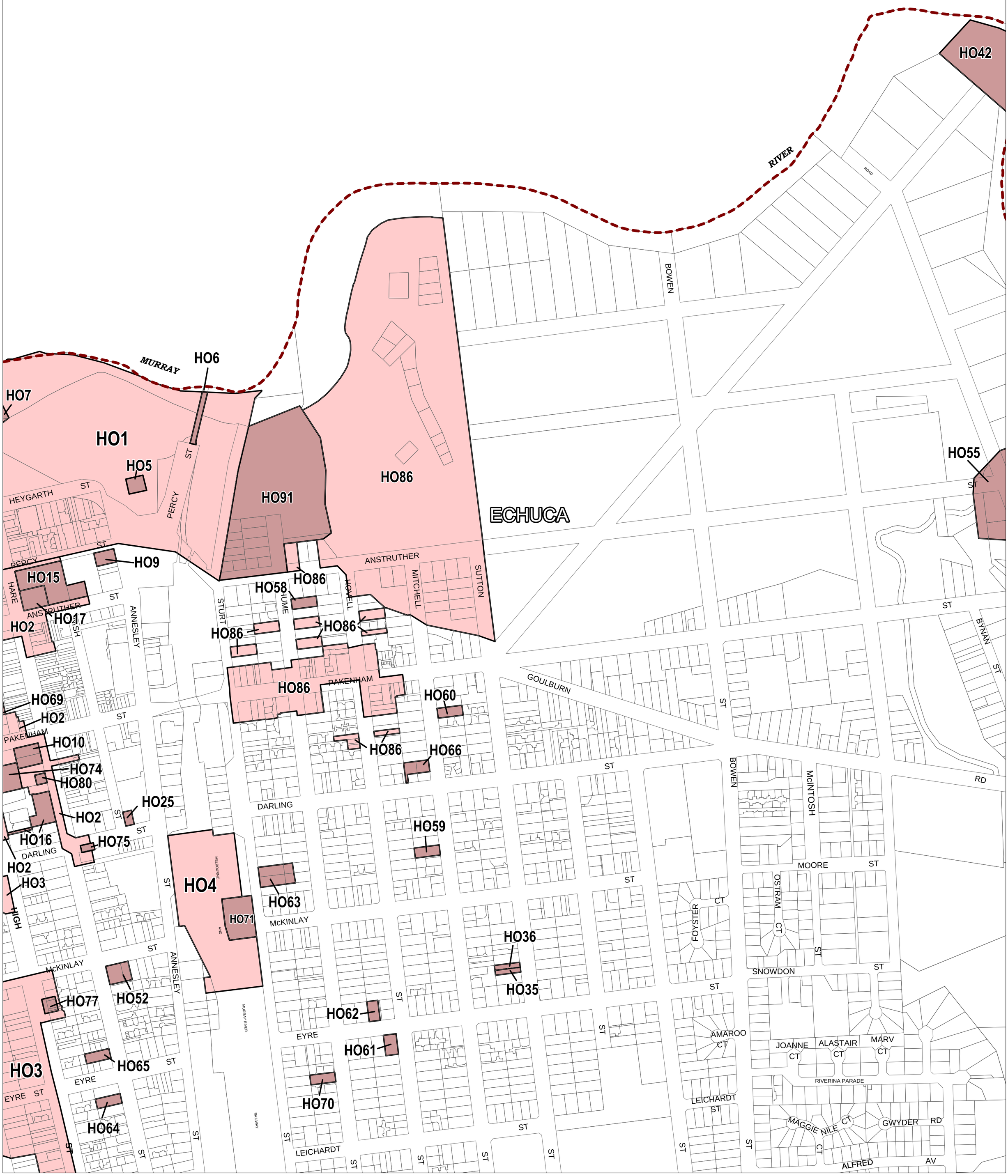
INDEX TO ADJOINING METRIC SERIES MAP

AMENDMENT C101

HERITAGE OVERLAY

MAP No 11HO

CAMPASPE PLANNING SCHEME - LOCAL PROVISION



This map should be read in conjunction with additional Planning Overlay Maps (if applicable) as indicated on the INDEX TO MAPS.

Overlays

HO Heritage Overlay

200 0 200 400 m

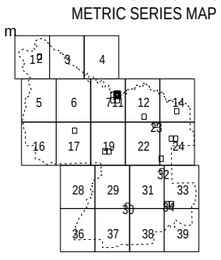
AUSTRALIAN MAP GRID ZONE 55

PREPARED BY: Planning Mapping Services

VICTORIA State Government | Environment, Land, Water and Planning

Printed: 15/7/2016

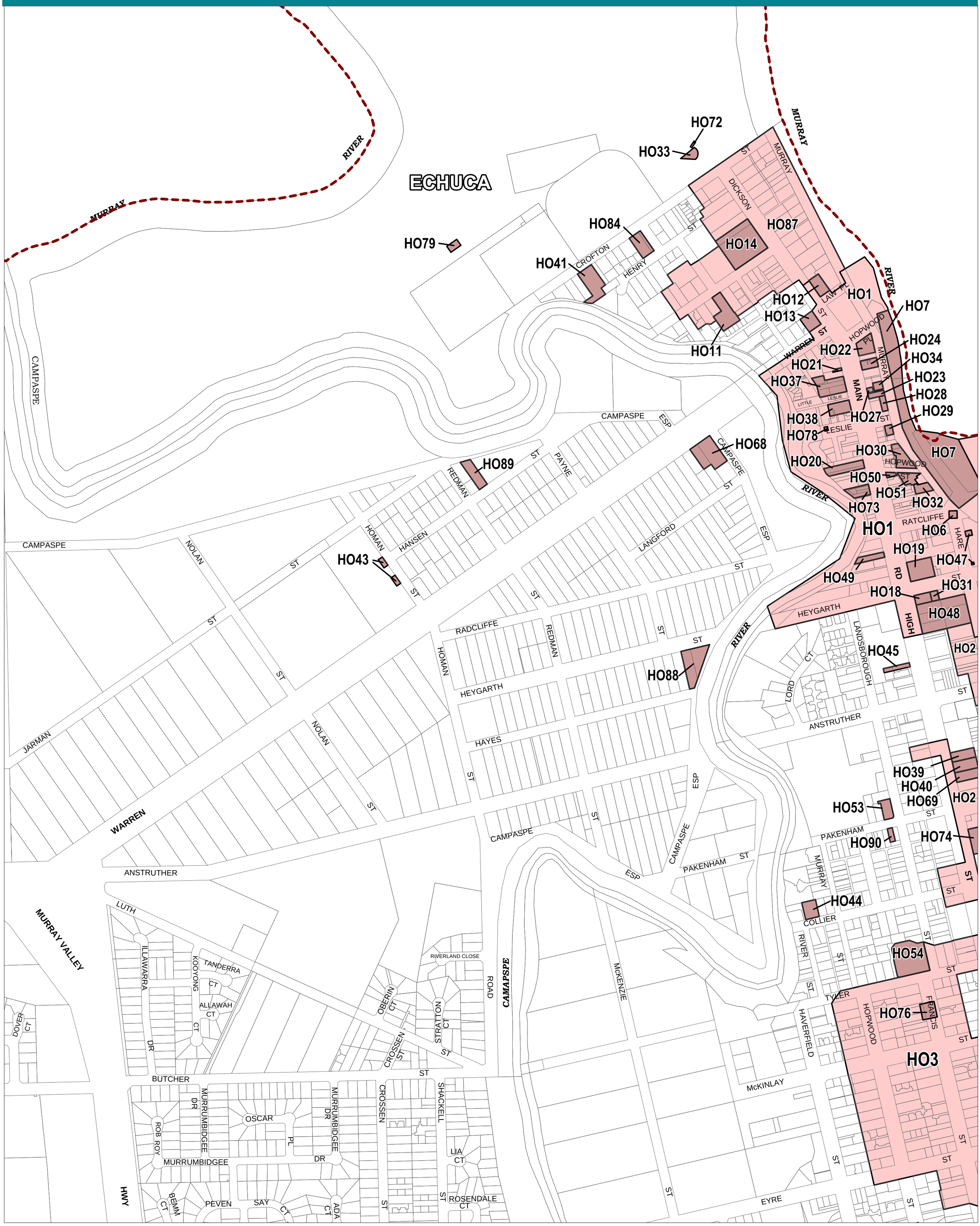
INDEX TO ADJOINING METRIC SERIES MAP



AMENDMENT C101

HERITAGE OVERLAY

MAP No 9HO



This map should be read in conjunction with additional Planning Overlay Maps (if applicable) as indicated on the INDEX TO MAPS.

Overlays

HO Heritage Overlay

200 0 200 400 m

AUSTRALIAN MAP GRID ZONE 55

PREPARED BY: Planning Mapping Services

VICTORIA State Government

Environment, Land, Water and Planning

Printed: 15/7/2016

AMENDMENT C101

INDEX TO ADJOINING METRIC SERIES MAP

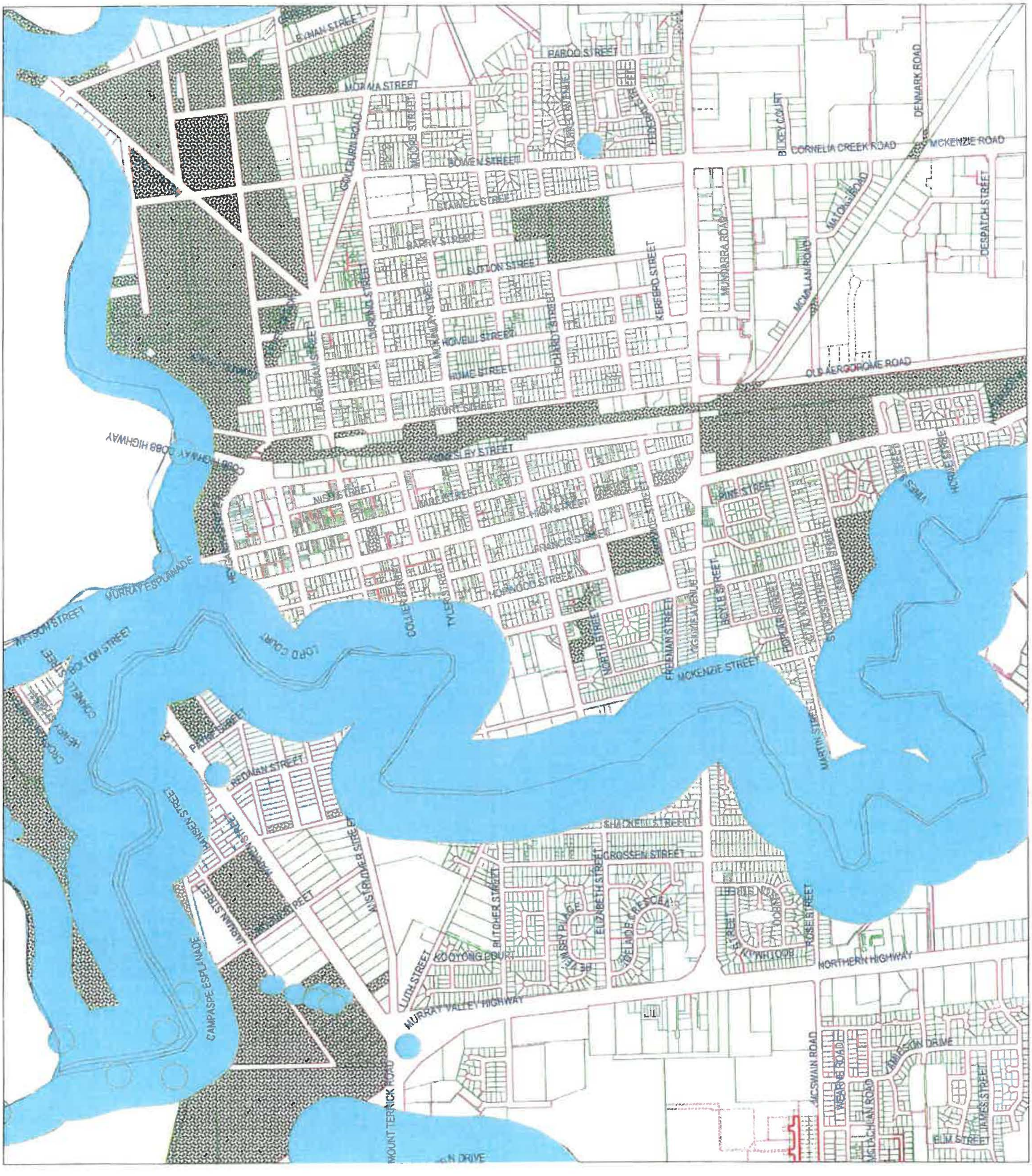
HERITAGE OVERLAY

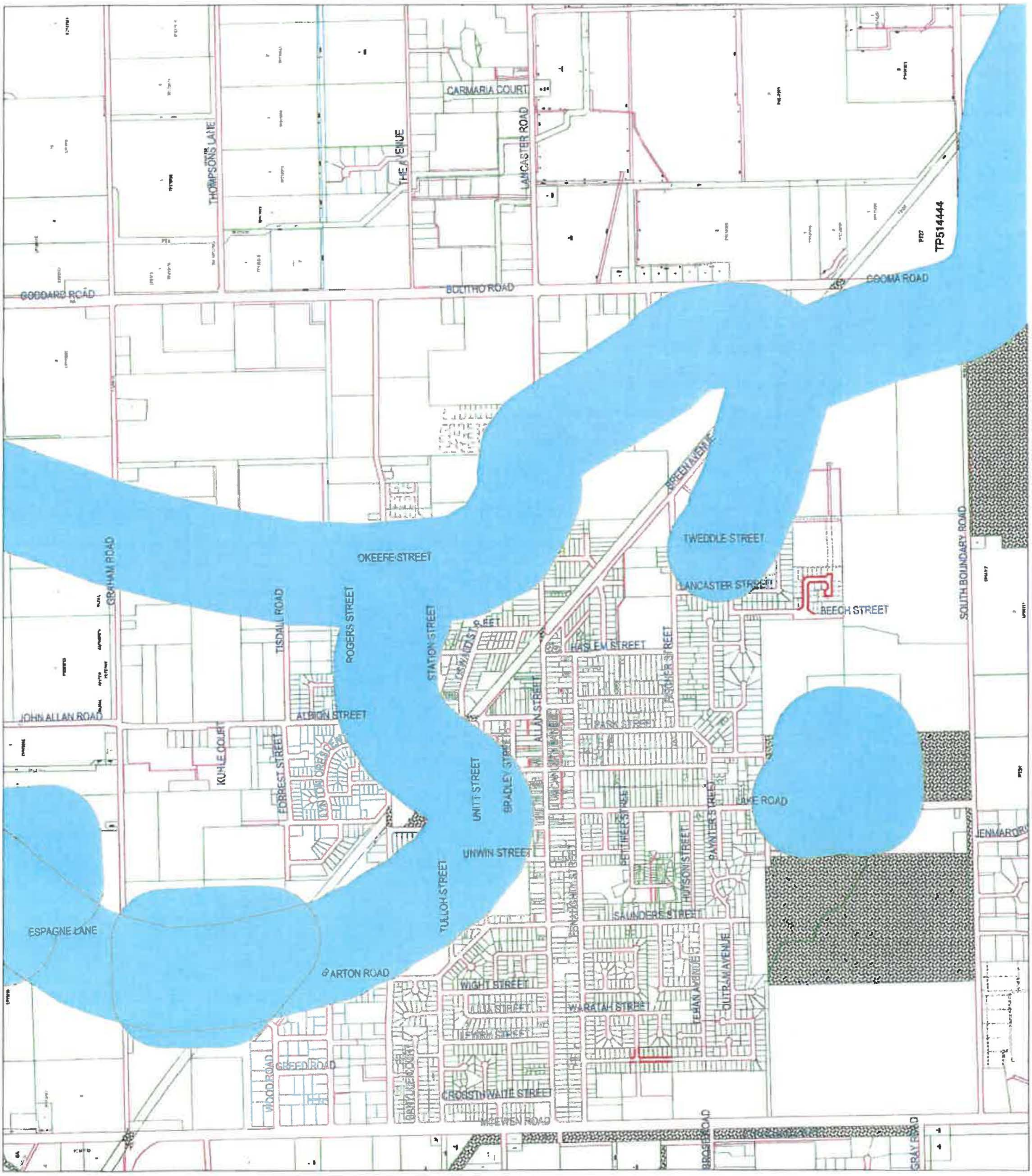
MAP No 8HO

Appendix D

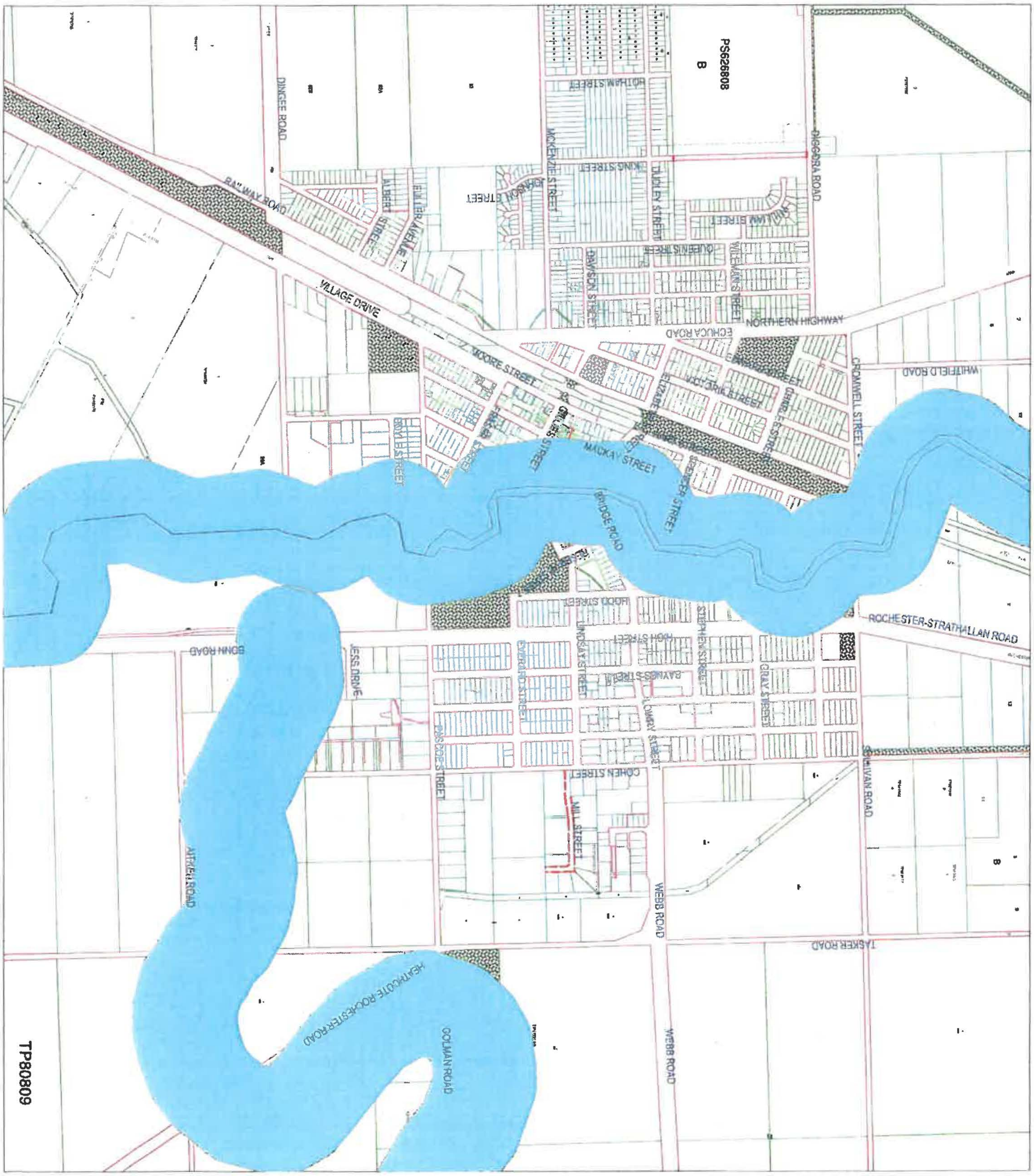
Cultural Sensitivity Maps

- Echuca
- Kyabram
- Rochester


PARDOO STREET
BOWEN STREET
GOULBURN ROAD
MOORE STREET
CORNELIA CREEK ROAD
MCKENZIE ROAD
DENMARK ROAD
BILKEY COURT
DESPATCH STREET
STAWELL STREET
BARRY STREET
SUTTON STREET
KERFERD STREET
MUNDARRA ROAD
HOVELL STREET
HUME STREET
STURT STREET
OLD AERODROME ROAD
COBB HIGHWAY
HIGH STREET
FRANCIS STREET
HOPWOOD STREET
PINE STREET
TYLER STREET
MURRAY ESPLANADE
WATSON STREET
BOLTON STREET
LORD COURT
MCKENZIE STREET
FREEMAN STREET
NORTH STREET
BOYLE STREET
MARTIN STREET
REDMAN STREET
SHACKELL STREET
CROSSEN STREET
BUTCHER STREET
ELIZABETH STREET
KOOYONG COURT
LUTH STREET
NORTHERN HIGHWAY
MURRAY VALLEY HIGHWAY
CAMPASPE ESPLANADE
MOUNT TERRICK ROAD
MCSWAIN ROAD
JAMES STREET
ELM STREET



CARMARIA COURT
THE AVENUE
LANCASTER ROAD
THOMPSONS LANE
TP514444
GODDARD ROAD
BOLITHO ROAD
COOMA ROAD
TWEDDLE STREET
OKEEFE STREET
GRAHAM ROAD
TISDALL ROAD
ROGERS STREET
STATION STREET
LANCASTER STREET
BEECH STREET
SOUTH BOUNDARY ROAD
HASLEM STREET
JOHN ALLAN ROAD
ALBION STREET
KUHLE COURT
FORREST STREET
UNITT STREET
BRADLEY STREET
ALLAN STREET
PARK STREET
LAKE ROAD
UNWIN STREET
TULLOH STREET
SAUNDERS STREET
ESPAGNE LANE
BARTON ROAD
WIGHT STREET
WARATAH STREET
OUTRAM AVENUE
WOOD ROAD
CROSSTHWAITE STREET
MCEWEN ROAD
GRAY ROAD



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B
HOTHAM STREET
DINGEE ROAD
KING STREET
DIGGORA ROAD
RAILWAY ROAD
ALBERT STREET
JOHNSON STREET
MCKENZIE STREET
DUDLEY STREET
QUEENS STREET
WILEMAN'S STREET
DAWSON STREET
VILLAGE DRIVE
NORTHERN HIGHWAY
ECHUCA ROAD
MOORE STREET
VICTORIA STREET
WHITFIELD ROAD
CROMWELL STREET
MACKAY STREET
BRIDGE ROAD
SPENCER STREET
HOOD STREET
STEPHEN STREET
HIGH STREET
ROCHESTER-STRATHALLAN ROAD
BONN ROAD
JESS DRIVE
EVERARD STREET
LINDSAY STREET
BAYNES STREET
GRAY STREET
PASCOE STREET
COHEN STREET
MILL STREET
SULLIVAN ROAD
WEBB ROAD
AITKEN ROAD
TASKER ROAD
HEATHCOTE-ROCHESTER ROAD
COLMAN ROAD
TP80809

Appendix E

Electrical Safety Rules for Vegetation Management Work Near Overhead Powerlines by Non- Electrical Workers — Electrical Safety Victoria

energysafe VICTORIA

Creating a safer state with electricity and gas

Electrical Safety Rules for Vegetation Management Work Near Overhead Powerlines by Non-Electrical Workers

1 September 2013

VICTORIA State Government

Scope

These electrical safety rules establish the minimum standards to be used, in addition to other occupational safety and health requirements, to enable safe vegetation management work in the vicinity of or near live overhead powerlines by persons not working for or under the control of an electricity asset owner, but working for an other responsible person who is required by the Electricity Safety (Electric Line Clearance) Regulations to have an electric line clearance management plan annually prepared before 31 March in each year.

The other responsible person shall ensure safe systems of work and appropriate training are in place to enable vegetation management workers to apply these rules.

Vegetation management workers shall apply these rules when carrying out vegetation management work near overhead powerlines. Workers shall only undertake work for which they have been trained, assessed and deemed competent to enable them to safely perform the work.

A trainee who is in the process of gaining the Certificate II in ESI –Powerline Vegetation Control qualification, whilst performing vegetation management works, shall be provided with effective supervision by a Vegetation management worker.

These rules prescribe:

(a) safe approach distances and vegetation clearances for the safety of vegetation management workers and the general public; and
(b) safe approach distances and vegetation clearances for the use of mobile plant, tools and equipment used in vegetation management work; and
(c) guidance for development of work procedures, related training and awareness programs.

These electrical safety rules are based on the following principles:

(a) safe approach distances of personnel and plant/equipment shall not be compromised; and
(b) use of appropriate work methods for clearing vegetation; and
(c) use of appropriate tools, plant and equipment; and
(d) workers skills and competencies shall be appropriate for the work..

These electrical safety rules do not apply to vegetation management work:

- by a person who has not completed a training course approved by Energy Safe Victoria and is therefore required to comply with Division 2, Part 3 of the Electricity Safety (Installations) Regulations 2009; or
- by persons directly engaged by the electricity asset owner; or
- in the vicinity of electrical apparatus supported by a tower structure (transmission lines). Written permission from the owner of the tower structure shall be obtained prior to carrying out such work.

Definition

This section gives a list of words and terms and their definitions as used in this document.

Each defined word or term has its definition set alongside. When the defined word or term is shown in italics in the text of the document, it has the defined meaning. Where a defined word or term is not printed in italics in the body of the text, it must be interpreted as the context of the text indicates or requires.

Access Authority means any form of authorisation issued by an electricity asset owner, which allows access to, or work near, electrical apparatus.

Approved means having appropriate organisation endorsement in writing for a specific function.

Agreed process for the purpose of Clauses 4.1 and 4.4, means a process approved by both the other responsible person and the relevant electricity asset owner, taking into account the following safety principles:

- Safety must not be compromised; and
- Effective communication of requirements in clauses 4.1 and 4.4; and
- Compliance with other applicable safety laws and requirements.

Bare means, in relation to a conductor, not insulated.

Cable means an insulated conductor or two or more such conductors laid together, whether with or without fillings, reinforcements or protective coverings.

Climber means a vegetation management worker who carries out vegetation management work while the worker is supported by that vegetation.

Conductor means a wire, or form of metal designed for carrying electric current.

Competent means having the skills, knowledge and attributes a person needs to safely complete a task.

Covered low voltage conductor means a low voltage conductor that is covered for environmental, mechanical or visual purposes but is not considered to be insulated.

De-energised means not connected to any source of electrical supply but not necessarily isolated.

Earthed means directly electrically connected to the general mass of earth, so as to ensure and maintain the effective dissipation of electrical energy.

Electrical apparatus means any electrical equipment, including overhead powerlines and underground cables, the conductors of which are live or can be made live.

Electricity asset owner means the owner, controller or operator of an electrical apparatus or electricity supply network.

Elevating work platform or EWP means a vehicle on which a boom type mechanism, either articulating or telescoping, is installed. The mechanism is designed and used for the positioning of personnel at work sites or for positioning both personnel and equipment at work sites.

Energised means connected to a source of electrical supply.

ESV means Energy Safe Victoria.

Exposed conductor means an electrical conductor, approach to which is not prevented by a barrier of rigid material or by insulation which is adequate under a relevant Australian Standard specification for the voltage concerned.

Ground worker means a vegetation management worker that carries outvegetation management work from the ground.

High voltage or HV means a nominal voltage exceeding 1,000V AC or exceeding 1,500V DC.

Insulated means separated from adjoining conducting material by a non- conducting substance which provides adequate resistance to the passage of current, or to disruptive discharges through or over the surface of the substance at the operating voltage, and to mitigate the danger of shock or injurious leakage of current.

Insulated elevating work platform or insulated EWP means an elevating work platform that complies with the design and electrical testing requirements of AS 1418.10.

Insulated plant, tools and equipment means plant, tools and equipment specifically designed, approved, tested and maintained for use on or near live electrical apparatus. They shall be used only on or near electrical apparatus, which is energised at a voltage equal to or less than the voltage rating nominated by the manufacturer of the plant, tool or equipment.

Isolated means disconnected from all possible connection sources of electricity supply by means which will prevent unintentional energisation of the apparatus and which is assessed as a suitable step in the process of making safe for access purposes.

Live means energised or subject to hazardous induced or capacitive voltages.

Low voltage or LV means nominal voltage exceeding 50V AC or 120V DC but not exceeding 1000V AC or 1500V DC.

Mobile plant means cranes, elevating work platforms, tip trucks or similar plant, any equipment fitted with a jib or boom and any device capable of raising or lowering a load.

Near means a situation where there is a reasonable possibility of a person, mobile plant or equipment (other than approved insulated tools and equipment) either directly or through any conducting medium, coming within the relevant safe approach distances.

Non-conducting rope means standard commercial grade synthetic rope, made from a material, which is known to have electrical insulating properties, but is not electrically tested.

Other responsible person (ORP) means an entity responsible for the work related to vegetation management work under subsections 84(4) and 84(6) of the Electricity Safety Act 1998 (e.g. municipal councils).

Overhead electric line means any aerial conductor or conductors with associated supports, insulators and other apparatus erected, or in the course of erection, for the purpose of the conveyance of electrical energy. Note: For the purposes of this document, “overhead electric line” does not include any pole or similar support when determining the safe approach distance from live conductors.

Powerline means an overhead electric line with a nominal Voltage of 66kV or less.

Personal protective equipment means clothing, equipment and/or substances, which when worn or correctly used, protect parts or all of the body from foreseeable risk of injury or disease at work or in the workplace.

Procedure means the documentation of a systematic series of actions (or activities) directed to achieve a desired result.

Safe means not posing an unacceptable risk to life, health or property.

Safe approach distance means the minimum distance in air from exposed conductors that shall be maintained by a person, vehicle or mobile plant (including its load, controlling ropes and any other accessories) when approaching electrical apparatus other than for work in accordance with an access authority.

Safety observer means a person with sufficient knowledge of the task being performed and competent for the duty of observing and warning of any unsafe approach to electrical apparatus.

Scheduled vegetation management work means vegetation management work programmed to be carried under an electric line clearance management plan that has been prepared in accordance with the Electricity Safety (Electric Line Clearance) Regulations.

Service provider is a person or an entity that is engaged by other responsible person to undertake vegetation management work.

Shall is to be interpreted as “mandatory”.

Should is to be interpreted as “advisory or discretionary”.

Tested means tested in accordance with the relevant standards.

Urgent vegetation management work means vegetation management work in responding to an unforeseeable event which requires the pruning, cutting, trimming or felling of a specific vegetation, to avoid imminent danger to the public or the electricity supply network.

Vegetation means any living or non-living flora or any part of that flora.

Vegetation clearance means the minimum separation in air that shall be maintained between vegetation and live electrical apparatus when performing vegetation management work.

Vegetation management work means the pruning, cutting, trimming or felling of, or application of herbicides to, vegetation and assisting to prune, cut, trim or fell, or apply herbicides to, vegetation, where:

- any part of the vegetation being pruned or cleared may come within 2 metres of live overhead powerlines, or
- the work requires any person, tool, equipment or vehicle to come closer to live overhead powerlines than the following relevant minimum distances:

  (a) 100 mm for insulated low voltage conductors
  (b) 1500 mm for bare or covered low voltage conductors
  (c) 2000 mm for high voltage conductor with a nominal voltage not exceeding 66kV.

Vegetation management worker means a person:

- whose qualifications, experience and training and assessment ensure competency in the performance of vegetation management work; and
- who has completed a training course approved by ESV; and
- who has technical knowledge or sufficient experience to perform the duty concerned; and
- who has been endorsed in writing by an organisation (e.g. the employer) to perform the work.

Vicinity means a situation where it is unlikely that a person will, either directly or through any conducting medium (e.g. via mobile plant), come within the relevant safe approach distances.

Voltage means a difference of electrical potential normally existing between conductors or between conductors and earth.

General Principles

These electrical safety rules should be applied in the context of the following prerequisites:

(a) Other responsible persons and service providers have in place an effective risk management process, as part of a systematic approach to managing safety, including the necessary organisational structures, accountabilities, policies and procedures.
(b) Appropriate workplace hazard and risk assessments are carried out prior to the commencement of work.
(c) The safe approach distances used are appropriate for the class of person and work to be performed.
(d) The safe approach distances in these electrical safety rules are based on an “exclusion zone” principle. This principle defines an area near the electrical apparatus into which no part of the person, mobile plant, tools and equipment may encroach taking into account the possibility of inadvertent movement of the person or platform.
(e) An effective process is in place to monitor and audit the compliance against these rules and documented safe work procedures for vegetation management work.
(f) When pruning vegetation near live overhead powerlines, arboriculture techniques should be used where practicable, in accordance with the appropriate Australian Standard.

Notification of work

Scheduled Vegetation Management Work near Low Voltage Overhead Conductors

For the purpose of notification of scheduled vegetation management work near low voltage overhead conductors, an agreed process between the other responsible person and the relevant electricity asset owner can be established to comply with regulation 319(2) of the Electricity Safety (Installations) Regulations 2009.

Scheduled Vegetation Management Work near High Voltage Overhead Conductors

For scheduled vegetation management work near high voltage overhead conductors, a notification shall be lodged with the electricity asset owner in the form required by the electricity asset owner at least 10 business days prior to the proposed date of work. Further discussion with the electricity asset owner may be required and may result in variation to scheduled work including times.

Submission of notification

Before making a notification, the other responsible person or their engaged service providers shall establish that the proposed work has been properly planned and can be carried out safely and shall consider:

- work method to be utilised; and
- type of electricity assets, and
- equipment required; and
- work environment; and
- current competence of the work party.

On making a notification the following information should be given:

- the electrical assets and location shall be accurately defined. Appropriate diagrams and/or maps shall be used to show the work area in relation to electrical assets; and
- the work method and mobile plant to be used; and
- the intended or proposed date and times of the works; and
- contact details of the person on site on the day of the works.

This information should be used to determine the circuits involved and the ability to apply the applicable network protection or configuration required.

The electricity asset owner shall respond to the notification at least 3 business days prior to the commencement date of the work specified in the submitted notification.

Work may not proceed until confirmation has been received from the electricity asset owner.

Contact information of electricity asset owners are as below:

Company	Phone	Email
Citipower or Powercor (Vemco)	(03) 5338 3300	
Jemena		
SP AustNet	(03) 9237 4408	orp.notification@jemena.com.au
United Energy	(03) 8846 9900	

If contact information changes it shall be the responsibility of the electricity asset owner to notify other responsible persons and ESV revised contact information at the earliest opportunity.

Urgent Vegetation Management Work near High Voltage Overhead Conductors

Notification for urgent vegetation management works shall be undertaken in accordance with the agreed process or procedure established between the other responsible person and the electricity asset owner.

General safety requirements

No vegetation management work shall be performed if other work could compromise the safety of the vegetation management work team.

Extreme care shall be taken when using uninsulated tools, equipment or plant in the vicinity of electric lines, with particular attention to ensure the clearances listed in Tables 1 & 2 are not encroached.

If vegetation management work causes any damage or outage to a network the ORP shall advise ESV and the electricity asset owner through an incident reporting process.

Hazard identification and risk assessment

Prior to commencing Vegetation management work near live overhead power lines, a documented hazard identification and risk management process shall be undertaken to identify and address hazards associated with the work to be completed, work site conditions, environmental conditions, the use of materials, mobile plant, tools and equipment. Such a process shall:

(a) Identify the hazard; and
(b) Assess the risk; and
(c) Determine control measures; and
(d) Monitor and review the effectiveness of the control measures during the work activity.

Hazards

Hazards that may be encountered include but are not limited to:

(a) Unexpected movement of the worker, mobile plant or the vegetation relative to the electrical apparatus.
(b) Unexpected lateral movement (sway) of the conductors due to wind, particularly in gusty conditions.
(c) Unexpected drop in height (sag) of the conductors due to temperature rise associated with changes in electrical load, solar radiation or reduced cooling under light or still wind.
(d) Supply network fault conditions may create extreme movement of conductors and poles.
(e) The integrity of the adjacent structures, conductor and of any insulation on live conductors.
(f) Site conditions (stability of equipment and footing), vehicular traffic, pedestrians, or livestock management (interference with the work).
(g) Direct or indirect contact with live overhead powerlines via vegetation or tools and equipment.
(h) Hazardous voltages that may be present in all parts of the work area including the base of vegetation where any part of the vegetation is in contact with live overhead powerlines, particularly during wet and/or windy conditions.

Controlling hazardous situations

A hierarchy of control shall be used when considering appropriate hazard control measures. These measures shall include the use of appropriately trained persons to control risks from hazardous situations in accordance with written procedures approved by other responsible persons or Service providers. This may be achieved by but is not limited to one or more of the following methods:

Making applications to the electricity asset owner to have the electrical apparatus isolated and earthed (made safe)

(a) The use of approved live work procedures (e.g. insulated mobile plant, tools and equipment)
(b) Provision of a suitably trained safety observer
(c) Increasing the minimum safe approach distances required to safely carry out the Vegetation management work including allowance for unexpected conductor movement
(d) The use of suitable personal protective equipment
(e) Defining and establishing drop zones
(f) The suppression of auto-reclose functionality on electrical protection equipment.

When performing vegetation management work, vegetation management workers shall control tools and equipment in such a manner as to maintain the appropriate safe approach distances at all times.

Only synthetic ropes shall be used for vegetation work. Synthetic rope is considered to be non-conducting, but is not electrically tested and has no guaranteed insulating properties. Non-conducting rope shall be kept away from live components, by a distance at least equal to the applicable safe approach distances in Tables 1 & 2.

All ropes should be kept clean and clear of deteriorating contaminants such as hand creams, sunscreens, paint solvents, hydraulic oil, fuels, etc. which may affect or cause deterioration of the insulating qualities of equipment.

Contaminated ropes should be discarded.

Insulated tools and equipment

All insulated tools and insulated equipment used for the purpose of vegetation management work shall be electrically tested at intervals not exceeding six months. The appropriate electrical insulation test shall be carried out in accordance with the manufacture specifications or other appropriate industry standard.

All insulated tools and equipment should be maintained in a clean and dry condition.

Insulated tools and equipment should not be laid directly on the ground.

Insulated tools and equipment shall be stored and transported in a way that shall ensure the equipment is not exposed to excess moisture, dust, abrasion and other deteriorating effects.

Insulated tools and equipment shall be visually inspected and cleaned before use.

Any tool that appears to be defective shall be labelled defective, and quarantined from service for further inspection, testing, repair or replacement.

All insulating tools and equipment should be kept clear of deteriorating contaminants such as hand creams, sunscreens, paint solvents, hydraulic oil, fuels, etc. which may affect or cause deterioration of the insulating qualities of equipment.

Weather conditions

Vegetation management work near live overhead powerlines shall not proceed in the event of the following conditions:

(a) an electrical storm is observed in the vicinity of the worksite; or
(b) excessive wind velocities such that work cannot be carried out safely due to the potential for unexpected movement of conductors, plant or vegetation sufficient to breach safe approach distances; or
(c) wet working condition which may reduce the level of insulation of tools and equipment; or
(d) visibility is not adequate.

Personal protective equipment

All persons who undertake Vegetation management work near overhead powerlines shall use approved personal protective equipment.

Personal protective equipment shall include clothing with wrist to ankle cover and fully enclosed footwear. Additional personal protective equipment should be used in accordance with the type of work and the risks involved.

The following minimum personal protective equipment shall be worn and shall comply with the relevant Australian Standards:

(a) clothing: natural fibre or alternative arc flash protective materials;
(b) safety helmet;
(c) protective safety footwear with non-slip soles;
(d) safety eye protection;
(e) hearing protection, as required by the nature of the work being performed;
(f) working gloves as required by the nature of the task being performed;
(g) fall protection/prevention equipment for working at height.

Wearing of metallic objects (personal jewellery)

Metallic objects such as neck chains, earrings and other body adornments, rings, watches and bracelets shall be removed or covered while carrying out Vegetation management work near live overhead powerlines. In the event of an arc flash, metallic objects may increase the level of injury sustained by the person.

Long hair

Long hair, including facial hair should be securely fixed and confined close to the head.

Appointment of a safety observer

A safety observer(s) shall be appointed where any part of a person, mobile plant or vegetation could come within the safe approach distances. Depending on the position and complexity of the work, more than one safety observer may be required, however at least one safety observer must be positioned at ground level.

The safety observer(s) shall not perform any other task while acting as a safety observer and shall:

(a) be specifically instructed in the workplace hazards applicable; and
(b) ensure that all persons, tools, plant and equipment remain outside the specified minimum safe approach distance unless performing a rescue in accordance with approved procedures; and
(c) be positioned at a suitable location to effectively observe the work being performed; and
(d) not observe more than one vegetation management work activity at any time; and
(e) have the authority to suspend the activity at any time; and
(f) maintain effective and immediate communication with the work team at all times; and
(g) not pass tools directly to the person performing the work; and
(h) suspend all work in the event of having to leave the site or significantly change position until he/she has returned/reached new location or has been replaced; and
(i) be trained and assessed competent to perform rescue relevant to the work being undertaken and any plant being operated, and
(j) not be subjected to distractions by other persons at the site.

The safety observer's role may be rotated between members of the work team, for example to reduce fatigue. When this occurs it shall be sufficiently communicated so that all members of the work party are aware at all times who is performing the role of the safety observer(s).

Mobile plant

Only insulated mobile plant (insulated elevating work platforms) shall be used when working in accordance with this document.

Uninsulated mobile plant (uninsulated elevating work platforms) must comply with No Go Zone Rules. No Go Zone rules are available at:

ESV www.esv.vic.gov.au/no-go-zones

Worksafe www.worksafe.vic.gov.au/resources/no-go-zones-overhead-electrical-power-lines

Mobile plant shall only be used in the vicinity of live conductors and/or electrical apparatus after precautions appropriate to the particular circumstances have been considered and action taken to control the associated hazards and risks.

The control measures to be considered within a risk assessment should include:

- positioning the mobile plant such that it minimises the potential for encroaching into the safe approach distances area; and
- the use of safety observers; and
- the use of other precautions such as physical restrictions, on-site markers setting boundary of plant operating area or control devices in conjunction with barriers.

Other precautions related to the condition of the electrical apparatus shall be discussed and agreed with the electricity asset owner.

Mobile plant, and where appropriate, vehicles, shall be fitted with an approved earthing device that will protect against the hazards presented by induced voltages or accidental contact with Live apparatus. This may be:

- an earth chain not less than 13mm diameter and allowing for 1 metre length on the ground when the vehicle is raised off the ground; or

- a temporary driven earth stake that is bonded to the chassis of the vehicle.

When mobile plant is operated from outside the mobile plant, precautions shall be taken to protect the operator from hazardous step and touch potentials.

No person other than the mobile plant operator shall touch the mobile plant while in operation near live electrical apparatus unless it is necessary for the purpose of an emergency situation (refer section 7).

During operation of the mobile plant near live conductors and/or electrical apparatus, only those persons at ground level actually involved in the work associated with the mobile plant may be near the plant; all other persons should stay at least 6 metres away from the mobile plant.

A person on the ground shall be provided to enable the rescue of the person/s working aloft. This person needs to:

- understand how to lower the mobile plant in an emergency situation where the operator becomes incapacitated; and
- understand the risks and hazards that may be applicable following an incident.

Training of operators of mobile plant shall include description of the hazards of movement of mobile plant in proximity to live electrical apparatus and detail precautionary measures, which may be taken to ensure safe working conditions.

Inspection of the insulated sections of the mobile plant shall occur on a daily basis, before use.

Mobile plant – Testing

Insulated mobile plant used for access to vegetation near powerlines shall have a current electrical test certificate.

Each EWP used in the vicinity of electrical apparatus shall be subjected to an approved HV electrical test on its insulated section/s at intervals not exceeding six months or more frequently depending on usage and work environment.

The mobile plant shall not be accepted as suitable for use in the vicinity of live electrical apparatus unless it is within test date. (Refer to AS/NZS1418:10)

Mobile plant should also have weight tests carried out in accordance with the relevant Australian Standards and the manufacturer's or industry requirements.

Vegetation management work

Tree limbs shall be considered as conductive objects when within the safe approach distances of HV conductors.

Before undertaking vegetation management work, a risk assessment shall be conducted to assist in the identification and control of hazards to ensure that the work can be performed safely.

Issues to be considered prior to commencing work:

- tree climbing techniques shall only be used when other approved mechanical methods for accessing trees are impracticable.
- positioning the mobile plant such that the safe approach distance can be maintained in all circumstances; and
- the use of safety observers; and
- consideration of weather and environmental conditions (e.g. rain, wind, light, sag or sway of conductors); and
- movement of the tree when cut.

When performing vegetation management work, vegetation management workers shall observe appropriate safe approach distances outlined in tables 1 and 2 below. Means of controlling the movement of limbs being cut should be assessed and action taken as appropriate.

Vegetation overhanging LV conductors can be cut with the conductors live provided the movement of limbs being cut can be controlled. (Refer to Note1 in tables 1 and 2)

Vegetation overhanging and/or contacting HV conductors shall only be cut by persons who are specifically trained and authorised for such work in accordance with the electricity asset owner's requirements.

Emergency situations

Other responsible persons and Service providers shall have in place documented procedures for response to electrical emergency situations.

In emergency situations where there is a likely risk of an electric shock and burns to persons from electrical conductors or electrical apparatus, e.g. fallen conductor, prompt action shall be taken to ensure people are kept well clear of the hazard. For fallen or exposed electrical conductors a safety clearance of 6 metres shall apply.

Where plant and equipment and conductive objects/trees are in contact, or within safe approach distances of electrical apparatus no attempt should be made to:

- perform a rescue of an injured person(s); or
- approach electrical apparatus or electrically conductive objects,

until an authorised representative from the electricity asset owner has confirmed as a minimum that the conductors are de energised with the preference being that the conductors are isolated and earthed (i.e. made safe). The actions to be taken should take into account external factors (response time, event location, level of emergency and available information).

Where practicable:

- a worker is to remain on site to issue verbal warnings to any person making unsafe approach to fallen or exposed electrical conductors or
- access to the site must be controlled by the use of barriers or signs, e.g. rope, ribbon, portable flashing lamps, or traffic control devices i.e. witches hats/bollards.

Table 1: Safe Approach Distances (mm) for Vegetation Management Work Near OH lines when working from an insulated EWP

	Insulated LV	Bare or covered LV			HV up to, and including, 22kV			Greater than 22kV up to, and including, 66kV		
	All directions	Under conductor	Beside conductor	Over conductor	Under conductor	Beside conductor	Over conductor	Under conductor	Beside conductor	Over conductor
Worker's Body Clearance	No Contact	300	300	300	1000	1000	Work not permitted	2000	2000	Work not permitted
Uninsulated tool/Equipment	200	300	300	300	1000	1000	Work not permitted	2000	2000	Work not permitted
Insulated tool & Equipment	200	300	300	300	1000	1000	Work not permitted	2000	2000	Work not permitted
Uninsulated Part of EWP	200	1000	1000	1000	2000	2000	Work not permitted	3000	3000	Work not permitted
Insulated Part of EWP	No Contact	No Contact	No Contact	No Contact	1000	1000	Work not permitted	2000	2000	Work not permitted
Vegetation Clearances	No clearance required[4]	No clearance required[4]	No clearance required[4]	1000[1]	300	700	Work not permitted	400	900	Work not permitted

Note:

1. Vegetation which is located at least 1000mm above bare LV conductor can be cleared subject to the following conditions: (a) A risk assessment is carried out with appropriate control measure put in place and; (b) Effective control measures are used to prevent the cut vegetation from contacting the conductor or encroaching into the vegetation clearance space. (c) a safety observer is posted.
2. Conductor sag and sway exclusion: The safe approach distances and vegetation clearances detailed in the Electrical Safety Rules make no provision for conductor movement due to wind or change in conductor temperature. Unexpected conductor movement may occur under moderate wind, network faults or changes in conductor heating or cooling factors. Conductor movement of several metres may result in long span/s of electric lines. Appropriate allowance for sway and sag changes must be applied in accordance with advice sought from the electrical asset owner.
3. Where the safe approach distances cannot be maintained, an access authority must be obtained from the owner of the electrical asset.
4. Vegetation contacting live LV conductors may be cut only after a risk assessment has been performed and precautionary actions are taken to control hazards to ensure that the work can be performed safely

Table 2: Safe Approach Distances (mm) for Vegetation Management Work by Ground Worker and Climber working near Overhead Powerlines

	Insulated LV	Bare or covered LV			HV up to, and including, 22kV			Greater than 22kV up to, and including, 66kV		
	All directions	Under conductor	Beside conductor	Over conductor	Under conductor	Beside conductor	Over conductor	Under conductor	Beside conductor	Over conductor
Worker's Body Clearance	200	1000	1000	Work not permitted	1200	1200	Work not permitted	2000	2000	Work not permitted
Uninsulated tool/Equipment	200	300	300	Work not permitted	1000	1000	Work not permitted	2000	2000	Work not permitted
Insulated tool & Equipment	200	300	300	Work not permitted	1000	1000	Work not permitted	2000	2000	Work not permitted
Vegetation Clearances	No clearance required[4]	No clearance required[4]	No clearance required[4]	3000[4]	700	700	Work not permitted	900	900	Work not permitted

Note:

1. Vegetation which is located at least 3000mm above bare LV conductor, can be cleared subject to the following conditions: (a) A risk assessment is carried out with appropriate control measure put in place and; (b) Effective control measures are used to prevent the cut vegetation from contacting the conductor or encroaching into the vegetation clearance space (c) a safety observer is posted.
2. Conductor sag and sway exclusion: The safe approach distances and vegetation clearances detailed in the Electrical Safety Rules make no provision for conductor movement due to wind or change in conductor temperature. Unexpected conductor movement may occur under moderate wind, network faults or changes in conductor heating or cooling factors. Conductor movement of several metres may result in long span/s of electric lines. Appropriate allowance for sway and sag changes must be applied in accordance with advice sought from the electrical asset owner.
3. Where the safe approach distances cannot be maintained, an access authority must be obtained from the owner of the electrical asset.
4. Vegetation contacting live LV conductors may be cut only after a risk assessment has been performed and precautionary actions are taken to control hazards to ensure that the work can be performed safely.

Appendix F

Audit Reporting Template

Campaspe Shire Council – Annual Clearing of Vegetation from Powerline Inspection

Site Location:	
Program:	
Contract No:	
Contractor:	
Prepared by:	
Date:	
Time	

When undertaking the audit, please respond to the following and attach photographs where relevant:

- Identify and report non-compliance with the Code, Practices and Standards.
- Ensure adequate clearance spaces have been provided.
- Does pruning standard complies with AS4373?
- Record growth that requires correction
- Ensure personnel qualifications and competency.
- Ensure correct worksite management
- Ensure that clearance zones will not be encroached for the declared high bushfire risk season
- Monitor customer satisfaction

COMMENTS:

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Appendix G

Notification to Affected Persons

Newspaper Advertisement – Notification to Affected Persons

Campaspe Shire Council advises that pruning of trees underneath powerlines in the declared Powercor area of Echuca, Kyabram and Rochester will take place. The works will commence between 14 days and 60 days from the date of this notice.

The works are part of Campaspe Shire Council's Electric Line Clearance Management Plan approved by Energy Safe Victoria and comply with the Electricity Safety (Electric Line Clearance) regulations 2020.

For more information, please contact Campaspe Shire Council on 1300 666 535 or 03 5481 2200.

Appendix H

Significant Tree List

AREA	SIGNIFICANT TREES	LOCATION	CATEGORY OF SIGNIFICANCE
ECHUCA	Red Ironbark, (*Eucalyptus sideroxylon)*	Echuca Cemetery, Homan Street, Echuca, halfway along southern driveway.	Location or context; historic cemetery; outstanding example of species.
	Long-leaved Indian Pine *(Pinus roxbughii)*	Echuca Cemetery, Homan Street, Echuca, western end of central avenue.	Rare or localised; 10-50 known specimens.
	Peppercorn tree *(Schinus molle var. areira)*	Murray Esplanade, Echuca, adjacent to Echuca Club carpark.	Location or context; contribution to landscape; outstanding size: circumference.
	Athel tree *(Tamarix aphylla)*	Scenic Drive, Echuca, adjacent to Echuca Lawn Tennis Club.	Outstanding example of species.
	River-red gum *(Eucalyptus camaldulensis)*	Civic Centre Gardens near Soldiers Memorial, corner of Heygarth and Hare Streets, Echuca.	Old; outstanding size: canopy and trunk.
	Black box *(Eucalyptus largiflorens)*	Anglican Church Gardens, Hare Street, Echuca.	Aboriginal culture: coolamon scar.
	Black box *(Eucalyptus largiflorens)*	Railway Reserve at 5 Sturt Street, Echuca.	Unique location/context; rare/localised distribution; outstanding size: canopy, Aboriginal culture: one “coolamon” tree.
	Black box *(Eucalyptus largiflorens)*	Tisdell Winery Garden, Cornelia Creek Road, Echuca.	Unique location/context; rare/localised distribution; outstanding size: canopy.
	Stand of Black box *(Eucalyptus largiflorens)*	Road reserve of Annesley Street, Echuca, south of the rice mill.	Unique location/context; rare/localised distribution; outstanding size: canopy.
	Black box *(Eucalyptus largiflorens)*	River Reserve opposite tennis court, River Village Motel, Echuca Village.	Aboriginal culture: canoe tree and fused.
	Black box *(Eucalyptus largiflorens)*	Road Reserve of Bangerang Road opposite River Village Motel, Echuca Village.	Aboriginal culture: “possum” tree – hole cut to extract possums.
	Fused River-red gums *(Eucalyptus camaldulensis)*	Levee bank north of pontoon building, Watson Street, Echuca.	Aboriginal culture: weddings?

AREA	SIGNIFICANT TREES	LOCATION	CATEGORY OF SIGNIFICANCE
	Fused River-red gums *(Eucalyptus camaldulensis)*	Near River Village Motel, road to Stewart's Bridge.	Aboriginal culture: marks boundaries between different Aboriginal families.
	Bunya Pine *(Araucaria bidwillii)*	Next to Echuca Library, corner of Heygarth and High Streets, Echuca.	Rare and historical significance.
	Bristle Cone Oak *(Quercus*)*	Alton Reserve, High Street, Echuca.	Rare; old – approximately 80 years old and historical significance: planted by Mr. Alton.
	Wild Cherry trees (*Exocarpus strictus*)	Stands in Campaspe Esplanade near Anstruther Street and in Victoria Park, Echuca.	Unique location/context.
	Row of Moreton Bay Figs *(Ficus macrophylla)*	The "Pound Site" between the end of Tangey Lane and Campaspe River, Echuca.	Unique location/context: landscape value; old; outstanding size: canopy and trunk; aesthetic value; historical significance: seedlings from W.J. Guilfoyle.
	Moreton Bay Fig (*Ficus macrophylla*)	Wharparilla Homestead, Wharparilla Drive, Echuca.	Unique location/context: landscape value; old; outstanding size: canopy and trunk; aesthetic value; historical significance: seedling from W.J. Guilfoyle.
	Moreton Bay Fig *(Ficus macrophylla)*	Nature strip of 71 Francis Street, Echuca.	Unique location/context: landscape value; old; outstanding size: canopy and trunk; aesthetic value; historical significance: seedling from W.J. Guilfoyle.

AREA	SIGNIFICANT TREES	LOCATION	CATEGORY OF SIGNIFICANCE
	2 Moreton Bay Figs *(Ficus macrophylla)*	1-3 Dickson Street, Echuca.	Unique location/context: landscape value; old; outstanding size: canopy and trunk; aesthetic value; historical significance: seedlings from W.J. Guilfoyle.
	Moreton Bay Fig *(Ficus macrophylla)*	Caledonian Hotel, Darling Street, Echuca.	Unique location/context: landscape value; old; outstanding size: canopy and trunk; aesthetic value; historical significance: seedling from W.J. Guilfoyle.
	Moreton Bay Fig *(Ficus macrophylla*)	Front garden of 360 High Street, Echuca.	Unique location/context: landscape value; old; outstanding size: canopy and trunk; aesthetic value; historical significance: seedlings from W.J. Guilfoyle.
	Peppercorn tree *(Schinus molle var. areira)*	140 Hume Street, Echuca.	Unique location.
	Peppercorn tree *(Schinus molle var. areira)*	Near turntable within Railway Reserve, Sturt Street, Echuca.	Unique location/context: landscape value and old.
	Avenue of Peppercorn trees *(Schinus molle var. areira)*	Goulburn Road between Bowen and Sutton Streets, Echuca.	Unique location/context: landscape value.
	Avenue of Peppercorn trees *(Schinus molle var. areira)*	North side of Goulburn Road, Echuca, west of the east boat ramp.	Unique location/context: landscape value.
	Peppercorn tree *(Schinus molle var. areira)*	East side of High Street, Echuca, near Childcare Centre.	Historical significance and outstanding size: trunk and canopy.
	Row of 6 Peppercorn trees *(Schinus molle var. areira)*	Hansen Street, Echuca, near the Echuca Cemetery.	Unique location/context, aesthetic value; historical significance.

AREA	SIGNIFICANT TREES	LOCATION	CATEGORY OF SIGNIFICANCE
	Trunk of River-red gum *(Eucalyptus camaldulensis)*	West end of Leslie Street, Echuca.	Old; historical significance: Hopwood's first punt across Campaspe River.
	River-red gum *(Eucalyptus camaldulensis)*	Homan Street, Echuca near Echuca Cemetery.	
	River-red gums *(Eucalyptus camaldulensis)*	North side of road reserve of Heygarth Street, Echuca, opposite McDonald's.	Old, outstanding size: canopy and trunk.
	2 River-red gums *(Eucalyptus camaldulensis)*	Anglican Church grounds, Hare Street, Echuca.	Old, outstanding size: canopy and trunk.
	River-red gum *(Eucalyptus camaldulensis)*	Aquatic Reserve, Heygarth Street, Echuca, behind the Civic Centre.	Old: approximately 500 years old, outstanding size: canopy and trunk.
	River-red gum *(Eucalyptus camaldulensis)*	Paddlewheel Park, Watson Street, Echuca, behind Alison barge.	Old, outstanding size: canopy and trunk.
	River-red gum *(Eucalyptus camaldulensis)*	Corner of Campaspe Esplanade and Warren Street, Echuca, near small bridge.	Outstanding size: canopy and trunk.
	River-red gum *(Eucalyptus camaldulensis)*	Near boat ramp, Paddlewheel Park, Echuca.	Aboriginal culture: steps cut into tree.
	7 River-red gums *(Eucalyptus camaldulensis)*	Aquatic Reserve, Heygarth Street, Echuca, behind the Civic Centre.	Aboriginal culture: 7 canoe trees.
	River-red gum *(Eucalyptus camaldulensis)*	Victoria Park, Crofton Street, Echuca, where in park?	Aboriginal culture: canoe tree.
	Coral trees (*Erythrina crissta galli*)	Near main entrance to Echuca Hospital, Service Street, Echuca.	Rare and old.
	Coral trees (*Erythrina crissta galli*)	In front of 163 Pakenham Street, Echuca, southwest corner of Hume/Pakenham Streets.	Rare and old.
	Avenue of English Elms (*Ulmus procera*)	Northern end of Dickson Street, Echuca.	Old and aesthetic value.
	English Elm (*Ulmus procera*)	Adjacent to the Echuca Library, corner of High Street and Heygarth Street, Echuca.	Old and historical significance: part of Queen Victoria Memorial gardens).
	3 English Elms (*Ulmus procera*)	Northern end of Francis Street, Echuca.	Aesthetic value.
	Stand of Murray Pine (*Callitris preissii*)	Sand hills north of Echuca Secondary College and Victoria Park.	Unique location/context.

AREA	SIGNIFICANT TREES	LOCATION	CATEGORY OF SIGNIFICANCE
	English oak (*Quercus robur*)	Northern end of front garden of former Brigdine Convent, Dickson Street, Echuca.	Historical significance: acorn came from Ireland with the nuns.
	English oak (*Quercus **)	Alton Reserve, High Street, Echuca.	Old and outstanding size: canopy and trunk.
	English oak (*Quercus robur)*	North side of the Echuca Library, High Street, Echuca.	Old and historical significance: part of Queen Victoria Memorial Gardens.
	English oak (*Quercus robur)*	West side of Anstruther Street, Echuca, opposite 327 Anstruther Street.	Old: planted approx. 1885 and outstanding size.
	Bristle Cone oak (*Quercus **)	Corner of Pakenham Street and Mitchell Street, Echuca, opposite Scout Hall.	Rare and old.
	Kurrajong (*Brachychiton populneus)*	Echuca Cemetery, Warren Street, Echuca.	Aboriginal culture: water found under bark of tree and outstanding example of species.
	Pines (*Pinus* *)	Hospital gardens, Francis Street, Echuca.	Rare.
	2 Pencil pines (*Pinus* *)	Nature strip in front of 65 Eyre Street, Echuca.	Outstanding size.
	Peppercorn tree *(Schinus molle var. areira)*	Between 1st and 2nd fairway of the Echuca Golf Course, McKenzie Street, Echuca.	Unique location/context: landscape value and outstanding size.
	Row of Athel trees *(Tamarix aphylla)*	Between 1st and 2nd fairway of the Echuca Golf Course, McKenzie Street, Echuca.	Rare.
	3 Cypress trees (*)	Between 3rd and 4th fairway of the Echuca Golf Course, McKenzie Street, Echuca.	Old; outstanding size and aesthetic value.
	Wild cherry (*Exocarpus cupressiformis*)	Along the Campaspe River adjacent to the Echuca Golf Course.	Unique location/context.
	6 Prunus trees (*)	In front of Staff Carpark at the Civic Centre, Corner of Hare and Heygarth Streets, Echuca.	Historical significance – commemorating Queen Elizabeth II's visit to Echuca.
	Old grapevine	Behind the Bank of NSW building, 545-547 High Street, Echuca.	Historical significance – planted c.1873 and is a cutting from the Hampton Court vine, which is the largest vine in England.

AREA	SIGNIFICANT TREES	LOCATION	CATEGORY OF SIGNIFICANCE
GUNBOWER	River-red gum *(Eucalyptus camaldulensis)*	Gunbower Island along dirt track east of Gravel Bend.	Outstanding size: height.
	River-red gum *(Eucalyptus camaldulensis)*	Gunbower Island, Chettle Track east of Garner Break, north east of Cohuna.	Outstanding size: height x circumference.
	River-red gum *(Eucalyptus camaldulensis)*	Gunbower Island, north of Centre Track between Dry Swamp Track and Spur Track, Koondrook.	Outstanding size: height x circumference x spread.
	Weeping pittsporum	Gunbower Estate	
	Tea tree	Gunbower Estate	
	River-red gum *(Eucalyptus camaldulensis)*	Delly's Bend, Gunbower.	Outstanding size.
	Bull box	Bramley's, McKay Mill Bend, Gunbower.	Historical significance.
	River-red gum *(Eucalyptus camaldulensis)*	Murray Valley Highway on the left passed the Church.	Aboriginal culture: scar tree.
LOCKINGTON	Dead tree with new sapling growing from its base.	Off Strathallen Road near Dullard Road.	Curious growth form.
	Pine trees (*Pinus **)	Pine Grove Reserve, Pine Grove.	Historical significance.
	Trees	Kotta Railway Reserve, Kotta.	Historical significance.
	Palm trees	Shakespeare Crescent, Lockington.	Historical significance.
	Sugar gums (*Eucalyptus cladocalyx*)	Site of Wanurp School, Wanurp.	Historical significance.
	Miljee Wattles (*Acacia oswaldii*)	North-east of Lockington	Horticultural/genetic value.
	Weeping Pittosporum (*Pittosporum phylliraeoides*)	Cant Road, Pine Grove.	Horticultural/genetic value.
	Sweet bursaria (*Bursaria spinosa*)	Pine Grove.	Horticultural/genetic value and Outstanding size.
	Long-leaf Emu-bush (*Eremophila longifolia*)	Pine Grove.	Horticultural/genetic value.
	Sheoak (*Casuarina obesa*)	Wanurp	Rare/localised distribution.
	Peppercorn trees *(Schinus molle var. areira)*	Pine Grove Reserve, Pine Grove.	Particularly old.
	Peppercorn trees *(Schinus molle var. areira)*	"Glenmaggie", Diggora West.	Particularly old.
	Pine trees (*Pinus **)	Bamawn Extension	Aesthetic value.

AREA	SIGNIFICANT TREES	LOCATION	CATEGORY OF SIGNIFICANCE
KYABRAM	2 London Plane Trees *(Platanus x acerifolia)*	East side of house and south side of court at 3 Oak Dene, Kyabram.	Location or context; historic garden or park; outstanding size: height x circumference x spread.
	Eucalyptus	East end of Allan Street, Kyabram.	Aesthetic value.
	Liquidambar (*Liquidambar Styraciflua*)	Northeast corner of Haslem and Pullar Streets, Kyabram.	Particularly old and outstanding size.
	Lemon-scented gum (*Eucalyptus citriodora*)	40 Union Street (west side), Kyabram.	Aesthetic value.
	English Elms (*Ulmus procera*)	North side of Hospital Gardens, Fenaughty Street, Kyabram.	Outstanding size and aesthetic value.
	2 Red-spotted gums (*Eucalyptus mannifera*)	Kyabram Customer Service Centre, Lake Road, Kyabram.	Aesthetic value and historical significance.
	Eucalyptus – "The Bent Tree"	Pilly Reserve, Kyabram Fauna Park, Lake Road, Kyabram.	Aesthetic value and curious growth form.
	Lemon-scented gum (*Eucalyptus citriodora*)	West side of Andrews Court, off Racecourse Road, Kyabram.	Outstanding example of species.
	Grey box (*Eucalyptus microcarpa*)	Road reserve in front of 65 Saunders Street, near entrance to the Trotting Track, Kyabram.	Aesthetic value.
	English Elms (*Ulmus procera*)	65 Saunders Street, Kyabram.	Rare/localised distribution.
	Lone Pine	Kyabram Secondary School, Fischer Street, Kyabram.	Rare/localised distribution and historical significance – seedling from Gallipoli Lone Pine.
ROCHESTER	Moreton Bay Figs *(Ficus macrophylla)*	Random House, Bridge Road, Rochester.	Aesthetic value and old.
	Peppercorn tree *(Schinus molle var. areira)*	Strathallen, High Street, Rochester.	Curious growth form – growing out of post.
	Grapevine	Rochester Railway Station, Moore Street, Rochester.	Historical significance.
	River-red gum *(Eucalyptus camaldulensis)*	"Highgate", Store Road, Nanneella.	Outstanding size.
	Plane Trees and Elm Trees	Rochester Shire Hall, Mackay Street, Rochester.	Aesthetic value.

AREA	SIGNIFICANT TREES	LOCATION	CATEGORY OF SIGNIFICANCE
	River-red gum *(Eucalyptus camaldulensis)*	Vacant land in Hood Street (north), Rochester.	Historical significance: shows how the tree was felled using an axe, notches cut into the trunk where slats were placed as axeman climbed the tree.
	Line of Palm trees	Moore Street, Rochester.	Aesthetic and historical significance. Trees define the entrance to the town.
	Flowering Chestnut and gum tree	Entrance to the Rochester Railway Station, Moore Street, Rochester.	Old and outstanding size.
RUSHWORTH	Double Avenue of Canary Date Palms *(Phoenix canariesnsis)*	Main Street, Rushworth.	Unique location/context.
	Red-flowering gum (*Eucalyptus ficifolia*)	In front of Dr. Heily's surgery, Moora Road, Rushworth.	Unique location/context.
	Norfolk Island Hibiscus (*Lagunaria Pattersonii*)	Moora Road, Rushworth.	
	White Sallee (*Eucalyptus pauciflora*)	Nicholson Street, Rushworth.	Outstanding example of species.
	Avenue of Peppercorn trees *(Schinus molle var. areira*)	Lisadurne, Heily Road, Rushworth.	Unique location/context.
	Osage Orange (*Maclura pomifera*)	Lisadurne, Heily Road, Rushworth.	Unique location/context.
	English Oak (*Quercus robur*)	Lisadurne, Heily Road, Rushworth.	Unique location/context.
	Spotted gum (*Eucalyptus maculata*)	Lisadurne, Heily Road, Rushworth.	Unique location/context.
	Sugar gum (*Eucalyptus cladocalyx*)	Lisadurne, Heily Road, Rushworth.	Unique location/context.
	Red Ironbark (*Eucalyptus siderxylon*)	Near Rushworth Court House, High Street, Rushworth.	Unique location/context; rare/localised distribution.
	Southern Ironbark (*Eucalyptus tricarpa*)	100m north of intersection of * with Greytown Road, Rushworth (track to Whroo Cemetery).	Unique location/context.
	Green Mallee (*Eucalyptus viridis*)	Rushworth Forest	Unique location/context.
	Blue Mallee (*Eucalyptus polybractea*)	Rushworth Forest	Unique location/context.
	Bull Mallee (*Eucalyptus behriana*)	Rushworth Forest	Unique location/context.
	Grey Box (*Eucalyptus microcarpa*)	"Hill View", 557 Cornella Church Road, Colbinabbin.	Outstanding example of species.

AREA	SIGNIFICANT TREES	LOCATION	CATEGORY OF SIGNIFICANCE
STANHOPE	Monkey Puzzle Tree *(Araucaria araucana)*	Stanhope Homestead, Stanhope Road, Girgarre.	
TONGALA			
	Old tree	Tongala East along Curr Road.	
	Native Willow (*Acacia salicina*)	South Western Corner of Graham and Thornton Road.	Rare; Outstanding Size.
	Grey Box (*Eucalyptus microcarpa*)	Left side of Gambeena Road at turn to Gambeena Bridge.	Aboriginal Culture: canoe tree.
	Bulloak (Buloke) (*Casuarina luehmannii*)	Corner of Graham and Tehan Roads.	Rare.
TOOLLEEN	Queensland Bottle Tree, *(Brachychiton rupestris)*	500 m from roadside on south side of Carmody Road, Tolleen, east of the Northern Highway.	Rare or localised; 1-10 known specimens; outstanding example of species.
	Moreton Bay Figs *(Ficus macrophylla)*	Old Catholic Church yard, Runnymeade on River Road (south).	
	Manna gum or Ghost gum	McNamara Road, south of Murchison Road and Pat Tuohey Road.	
	Peppercorn tree *(Schinus molle var. areira)*	J.M. Conroy's property, 2905 Northern Highway, Toolleen.	
	2 pencil pines, 2 grey box, a mulberry tree and a peppercorn tree	Graham and Ellen McRobert's property, Myola Road, north of Cornella/Toolleen Road.	

Appendix I

Auditing Process

Contract No: C22034

Site Location: **Freeman Street Echuca**

Program: Annual Clearing of Vegetation from Powerlines (2022/23)

Prepared by: Arboriculture Officer – Brendan Gretgrix

Contractor: Arbour Dynamics

Date: 27/03/2023

Time 1:35pm

Site Inspection Details:

Figure 1: Showing completed and in progress pruning works at Freeman Street, Kyabram on Melaleuca styphelioides (Paperbark) nature strip trees.

At time of inspection there were no non-compliance issues to report.

Tree assets (Green Infrastructure) pruned to Electricity Safety (Electric Line Clearance) Regulations 2020, plus also allowing for addition growth within the Campaspe Shire Council (CSC) cyclic pruning program. The location has been left clean and tidy post pruning works and there have not been any ratepayer/owner complaints to date that the CSC Arboriculture officer is aware of. Identified nature strip trees have been pruned to meet CSC (SLA) clearance requirements in addition to mandatory electrical apparatus clearances.

This report forms part of a sign off compliance audit for completion of works undertaken by the appointed contractors, Arbour Dynamic Tree services for the Declared township Echuca.

Contract No: C22034

Site Location: **Freeman Street Echuca**

Program: Annual Clearing of Vegetation from Powerlines (2022/23)

Prepared by: Arboriculture Officer – Brendan Gretgrix

Contractor: Arbour Dynamics

Date: 27/03/2023

Time 1:35pm

Site Inspection Details:

Figure 2: Showing pruning works at number Freeman Street Echuca on Melaleuca styphelioides, *nature strip trees.*

At time of inspection there were no non-compliance issues to report.

Tree assets (Green Infrastructure) pruned to Electricity Safety (Electric Line Clearance) Regulations 2020, plus also allowing for addition growth within the CSC cyclic pruning program. The subject location was left clean and tidy post pruning works and there have not been any ratepayer complaints. Identified nature strip trees have been pruned to meet CSC (SLA) clearance requirements in addition to mandatory electrical apparatus clearances.

This report forms part of a sign off compliance audit for completion of works undertaken by the appointed contractors Arbour Dynamics Tree Services for the Declared township of Echuca.

Contract No: C22034

Site Location: **Freeman Street Echuca**

Program: Annual Clearing of Vegetation from Powerlines (2022/23)

Prepared by: Arboriculture Officer – Brendan Gretgrix

Contractor: Arbour Dynamics

Date: 28/03/2023

Time 8:00am

Site Inspection Details

Figure 3: Showing pruning works at number Francis Street Echuca on Fraxinus Angustifolia, (Ash Tree) *nature strip trees.*

At time of inspection there were no non-compliance issues to report.

Tree assets (Green Infrastructure) pruned to Electricity Safety (Electric Line Clearance) Regulations 2020, plus also allowing for addition growth within the CSC cyclic pruning program. The subject location was left clean and tidy post pruning works and there have not been any ratepayer complaints. Identified nature strip trees have been pruned to meet CSC (SLA) clearance requirements in addition to mandatory electrical apparatus clearances.

This report forms part of a sign off compliance audit for completion of works undertaken by the appointed contractors Arbour Dynamics Tree Services for the Declared township of Echuca.

Appendix J

Contractor OH&S Management and Induction Process

Contractor OHS Management Guide

Procedure Number	**OHS-019**
Date adopted	December 2017
Scheduled for review	May 2023

Purpose

This document is to provide guidance of engaging and managing contractors safety at Campaspe Shire Council (Council), this document may not address all issues in regards to contractor management, and should only be used as a guide. Further Occupational Health and Safety advice should be sort from the OHS Coordinator. Procurement and contract, tendering advice should be sought from the procurement team.

Exclusions

NIL

Definitions

Prequalification's	Linksafe requires all business to undertake a prequalification process to identify their safety systems based on the risk the business undertakes.
OHS induction	OHS induction is an online process that all contractors are required to undertake prior to commencement of work.
Contract:	The contract pursuant to which particular works are to be performed by the Contractor.
Contactor:	The person, partnership or corporation, other than an employee of the Council that provides goods or services to the Council. The Contractor is responsible for supervision of their employees or contractor's safety so as to ensure the work is undertaken as specified in the contract and as per the SWMS.
Hazard:	Something that has the potential to cause injury or harm to any person or property.
Responsible Officer:	The person nominated to the Contractor as the representative of the Council for the purposes of the contract or the supervisor of the works where no contract is involved.
Worksite:	The place(s) where the Contractor, Sub-Contractor and their employees are required to perform the task(s) specified in the Contract.
Works:	The whole of the work to be executed in accordance with the contract, including variations arising out of the contract, which by way of the contract are to be handed over to the Shire. For smaller work this contract may take the form of a Purchase Order.
Safety Management Plan:	Written documentation detailing the safety and health policies and procedures that the Contractor, Sub-Contractor and their employees

	must comply with. This must be supplied when the total cost of the construction process is greater than $350 000.
Job Safety Analysis (JSA)	A written statement of the way the works will be carried out including a risk assessment of any significant hazards which may be encountered during the works and the means by which they will be controlled.
Safe Work Method Statement (SWMS)	A written statement of the way the works will be carried out including a risk assessment of any significant hazards which may be encountered during the works and the means by which they will be controlled.
Sponsor	This is a person who engages a project manager to deliver a project on their behalf.

RESPONSIBILITIES

Responsible Officer

Prior to the commencement of any work, the Council's nominated Responsible Officer must ensure that the scope of work is clearly defined for the contractor. This must account for all the work referred to in the contract, any variations agreed before work is commenced, from the Responsible Officer and all minor terms of work inferred for the proper execution and completion of the work.

The Responsible Officer will ensure all the Contractor is listed on Linksafe with the prequalification's, OHS inductions, correct licenses and any other Council requirements before commencement of works.

The Responsible Officer will monitor the Contractor compliance with the SWMS on how the work is being undertaken on the worksite. If the SWMS is required to be modified the Contractor must supply the Responsible Officer a copy of the updated SWMS.

The Contractor

All contractors that are attending the site must undertake prequalification process in Linksafe, to confirm they have a safety system that suits the size and function of the business. Suppliers of stock only are not required to be registered for Prequalification.

The contractor and any sub-contractor that is on site must complete the OHS on-line induction prior to the commencement of work and be able to present their OHS online induction card to the Responsible Officer when requested.

The duties of the contractor at the worksite are to undertake the work in a responsible safe manner and as described in the scope of work and the contract documentation. Contractors and their sub-contractors have a responsibility to ensure that new workers engaged by them are familiar with health and safety requirements of the Council and that they are properly supervised at all times.

The Contractor is to undertake, and be responsible for the work as outlined in the scope of work and contract documentation. The Contractor is responsible for notifying the Responsible Officer if they are making any changes to the SWMS, activities or any incidents.

Consultants

Council often engages consultants to assist in the delivery of service. A consultant must complete the prequalification and the OHS on-line induction on Linksafe. In addition a local site review to discuss any potential hazards at site. An Induction card will be issued at the end of the induction process.

Procurement

It is the responsibility of the procurement team to follow the tendering requirements of the Council and Local Government Act in regards to procurement and tendering processes. Once the contract is awarded the procurement team have no further responsibility in managing the contract. This responsibility will be with the Sponsor and Responsible Officer.

PROCEDURE

Planning the work

It is not the responsibility of Council staff to provide instructions on how to undertake work tasks, training, or supervision in the activities for which the Contractor has been engaged or would be reasonably assumed to have knowledge or control.

The Contractor will:

- Confirm with the Responsible Officer that they are in receipt of all information regarding the contract work to be undertaken
- Submit to the Responsible Officer, documents as required to undertake the works eg. Licenses, qualifications, SWMS,JSA
- Attend a corporate induction and a site induction prior to the commencement of work.

The Responsible Officer will:

- Provide the Contractor with detail regarding the hazards that the Council is aware of with respect to the specified worksite.
- Complete a contractor induction checklist, identifying known hazards and risks with the work.
- Ensure that Council has received the Contractors Safety Management Plan/ Job Safety Analysis/SWMS or equivalent documents detailing the health and safety procedures that the contractor, their worker and sub-contractors will follow as per the legal requirements of their work (e.g. work over $350 000 requires a Safety Management Plan as per the OHS Regulations 2017)
- Ensure Council has copies of any applicable licenses, permits and certificates that are required to perform the work.
- Monitor works against the SWMS or Safety Management System as required.

Inductions

All Contractors are required to undertake an on-line induction prior to commencement of work for the first time. If the Contractor is working on multiple works they are only required to undertake one OHS induction every two years this includes Sub-Contractors. This process includes completing the online induction and a local site induction (identify any potential hazards and concerns that may occur in the process of the works) and ensuring the contractor understands the requirement of working on site.

Local site inductions must be undertaken for the activity, prior to work commencing. The Responsible Officer will coordinate and conduct the induction using the Contractor OHS Induction form as per the Contractor induction process.

Commencement of work

Contractors, their workers and sub- contractors are required to comply with any reasonable instructions from the Responsible Officer. The instructions will reflect the policies and procedures of the Council. They must also work according to the requirements of all applicable statutory legislation.

Prior to commencement the contractor must:

- Identify start date, time and starting location to the Responsible Officer
- Obtain any permits, keys or passes
- Implement appropriate barriers, warning signs and other required steps to minimise risks to health and safety of all persons in the vicinity of the works.

Qualifications/Licensing

There are many different types of qualifications required to undertake contract work, below is a table of some of the types of licenses we may require a contractor to have. This is only a guide, if the qualifications are not listed contact the OHS Coordinator for more information.

Activity	License/Qualifications required
Asbestos removal – non fibrous	Asbestos license either A or B (licences to operate as an asbestos removalist)
Asbestos removal – fibrous	Asbestos license A only
Licence to use fireworks as a pyro-technician	Victorian WorkCover Authority licence
License to transport dangerous goods driver's license	Victorian WorkCover Authority licence
Electrical Tagging	Accredited test and tag authorisation or an A Class Electrician
Electrical installations	Registered Electrical Contractors with Energy Australia and A Class Licence. Apprentices may hold a Supervised Electrical licence
Electrical power lines – working in the no go zone	Working within 6.4 meters of power lines will require a permit to work from power distribution company. Working within one meter will require accreditation and a permit to work from the power distribution company. Only a qualified linesman can work on power lines.
Spotters near power lines	Approved training (21705VIC- Workplace spotting for service agent (spotters ticket valid for 3 years + current first aid qualifications, Certificate II in ESI)
Mobile Plant Spotters	Spotters are required when using plant where the potential for a pedestrian or person could possibly be injured or struck by the envelope of the equipment. Spotters ticket or a Certificate II in ESI
Elevating work platform under 11m	Yellow Card – with the list of equipment they are trained to operate on the back of the card. *Note* A high risk licence for over 11 meters does not cover working on equipment below 11 meters.
Working at heights (deemed over 2 m)	See Code of Compliance as the height the contractor is working from will determine the skills and the training required.

Plumbing	Licensed Plumber
Air conditioner installation	Licensed Plumber
Air conditioner installations – checking flows	Licensed Plumber and a NEBB Certification for balancing and conditioning air flows
Gas installations	Licensed gas fitter
All contractors performing construction work	Construction Induction Card
Mobile crane use	High Risk Licence – the VWA card will identify the type of crane and weights the operator can undertake
Person supporting the crane operator by giving directions (dogman)	High Risk Licence – Dog Man
Loading a vehicle with a vehicle fitted crane	High Risk Licence – Vehicle loading crane and Vehicle loading card – not >20 Tonnes
Pumping concrete	High Risk Licence – Concrete Boom Pump
Moving items with a forklift (gas, petrol or electric)	High Risk Licence - Forklift
Erecting scaffolding - erect, alter and dismantle a modular system where a person or object can fall 4 meters	High Risk Licence –Basic scaffolding licence
Erecting scaffolding – Erecting, alter and dismantle of tube an coupler scaffolds (including gantries)	High Risk Licence – Intermediate Scaffolding licence
Erecting scaffolding – erect, alter and dismantle hung and suspended scaffolds	High Risk Licence – Advanced Scaffolding licence
Confined Space entry	Accredited to: • Enter into a confined space • Identify confined space • Test a confined space • Undertake confined space rescue

Asbestos removal

The Responsible Officer must advise the Contractor of any asbestos on site, the Asbestos Register, contains a record of all sites the Council has responsibility for that have been identified as having Asbestos. This does not mean it is a complete record of all materials containing asbestos, as asbestos may potentially be in pipes and drains underground may not be listed in the asbestos register. The Responsible Officer should make every effort (within reason) to determine if asbestos may be on site. Contractors must sign the asbestos register to confirm they are aware of the asbestos that may be on site. Further information can be obtained from the Asbestos Management Procedure or the OHS Coordinator. If Asbestos is likely to be in the building consult with the Essential Services Manager.

Procedure Procedure Procedure Procedure

Confined Space Entry
The Council maintains a Confined Space Register, if a Contractor requires entry into any of the sites listed in the register, the entry permit must match the access requirements and conditions of the assessment, which is available on the Confined Space Register.

When a Contractor is required to enter a confined space, they must provide all the required documentation in regards to qualifications and:

- Entry permit for each site and day the Contractor is required to enter the site
- Ensure SWMS/JSA has been supplied for the specific work access
- Ensure signs/barriers are erected

The Responsible Officer will maintain all documentation in regards to Permits to work for each particular day, for at least 2 years (storing in ECM is acceptable). The Permit to work must be signed off by a person that has undertaken training in Confined Space Awareness or the OHS Coordinator. Further information can be sought from the Confined Space Procedure, Permit to Work and/ or the OHS Coordinator.

Permits to work
Permit to work are issued by the Responsible Officer, or for more complex permit to works the Responsible Officer may seek advice and confirmation from the OHS Coordinator or Senior Manager. All Permits to work must be issued before work commences and will need to be issued for the following:

- Hot Works (welding, grinding metal etc.)
- Confined spaces
- Working with asbestos
- Working at heights (including crane/hoist operations)

Review of Contractors Site
When undertaking a review or a site inspection of the works, it is important to understand the Responsible Officer are only reviewing what the Contractor has advised in the SWMS/JSA. If anyone observe what seems “an unsafe act”, question the Contractor on the spot, do not leave and wonder if what they are doing is safe. The Contractor should be able to provide an explanation as to what and why they are doing the activity a particular way. If you still feel the practice is unsafe, stop the work and contact the OHS Coordinator, the Project Manager or the Sponsor of the project. It is safer to stop the job than to have a person hurt by walking away.

When filling in the contractor site inspection checklist of the inspection, advise the Contractor of any issues or deficiencies and allow them to be able to rectify the situation immediately. The Responsible Officer must document the issues and any action the Contractor had taken to rectify the situation.

The frequency of site visits will vary depending on the works risks, the skill of the contractor, any previous non-conformances and the length of time to complete the works. However even the lowest risk works that have a short time frame for completion must be visited at least once to ensure compliance.

A master copy of site inspections and recommendations will be maintained with the file and fully loaded into the system at the end of the project. A copy of the documentation for site inspections and induction must be saved in Enterprise Content Management (ECM) and linked to OHS Site inspections and site inductions.

Deviation from the original contract of works
If the Contractor feels they will need to deviate from the original contract of works, they will review this with the Council Responsible Officer, they are not permitted to proceed with any works until the situation has been risk assessed, meets the Legislation (including Australian Standards) is approved by the Council Responsible Officer in writing and is still within the general purpose of the scope of works.

Worksafe attendance
If Worksafe Victoria attend the site of a contractor. It is the Contractors responsibilities to let the Council Responsible Officer know they are on site. If the Contractor is served with paperwork (Improvement Notice or Entry Advice) a copy of this documentation must be supplied to the Council Responsible Officer.

Completion of Work
The Responsible Officer will conduct a final inspection of the works prior to, or near to completion to ensure compliance with the contract and that the site is left in a safe condition. This includes the removal of all refuse and excess materials. Any waste left at the worksite upon completion of the works must be removed at the expense of the contractor.

Finalised documentation
The Responsible Officer must ensure all documentation for the works is loaded into ECM and any outstanding actions have been addressed.

Incident on the site
If an incident occurs on the site the Contractor must report this to the Responsible Officer, on either a council incident report form or their own.

If the incident meets the requirement of a notifiable incident the Contractor is responsible for notifying Worksafe and must provide the Responsible Officer with a copy of the notifiable lodgement form with a supporting incident report.

FURTHER ASSITANCE

If the responsible officer is unsure of any compliance requirements, they can use some of the information within Council's own internal OHS system to give a guidance on what may be required or seek advice from the OHS Coordinator.

Human Rights

This report has considered and complies with the Human Rights and Responsibilities contained in the Victorian Charter of *Human Rights and Responsibilities Act 2006*.

Related Legislation

Occupational Health and Safety Act 2007

Occupational Health and Safety Regulations 2017

Related Policies, Procedures and Strategies

OHS Policy

OHS-022 Contractor OHS Audit and Inspection process

OHS-F-004 Contractor OHS Induction form

OHS-F-005 Contractor OHS Inspection checklist

OHS-012 Permit to work procedure

Council's Asbestos Register

Councils Confined Space Register

Review Period	**Responsible officer**
3 years	Occupational Health Safety Coordinator

Administrative Updates

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter the procedure, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

Approval History

Approved December 2017

Revised May 2020

Approved by Human Resource Manager

11 May 2020

CONTRACTOR OH&S INDUCTION

Contractor Name: Date:

Contractor Company Name:

Description of Work:

Responsible Officer conducting:

Topics to discuss and documentation to check with the contractor on site	Initial to confirm checked (Yes or No where applicable)
Corporate Induction Prior to undertaking this site induction, the contractor must have completed the Shire of Campaspe – Online OHS Induction. Ensure induction card has been produced as evidence.	
Safe Work Method Statement A SWMS or JSA must be completed prior to the work being undertaken. The document must cover all hazards applicable to the work on this site and have suitable controls in place.	
Hazards Explain any hazards in the area that the contractor should be aware of in the area. Hazards are to be included in the contractors SWMS.	
Plant & Equipment Plant/ machinery & equipment must be safe, appropriately guarded, maintained to Australian Standards and be appropriate for the task. Electrical equipment must have a current test tag. Pre-start checks must be completed on mobile plant. Ensure checks have been done and faults have been repaired.	
Hazards Details (Mark YES or NO) Is there risk relating to Vehicle Safety?	
Hazards Details (Mark YES or NO) Is there risk relating to Mobile Plant?	
Hazards Details (Mark YES or NO) Is there risk relating to Plant & Equipment Safety?	
Hazards Details (Mark YES or NO) Is there risk relating to Plant Start Up & Shut Down?	
Hazards Details (Mark YES or NO) Is there risk relating to Electrical Safety?	
Hazards Details (Mark YES or NO) Is there risk relating to Isolation and Lockout?	
Chemicals & Hazardous Substances Ensure contractors have appropriate storage and control measures for chemicals onsite, including current SDS's.	
Hazards Details (Mark YES or NO) Is there risk relating to Hazardous Substances?	
Hazards Details (Mark YES or NO) Is there risk relating to Storage of Dangerous Goods in Close Proximity?	
Traffic Traffic management plan and signage in place, all controls as per contractors plan are in place.	
Hazards Details (Mark YES or NO) Is there risk relating to Traffic Management?	
Hazards Details (Mark YES or NO) Is there risk relating to Maintaining Public Access?	
Personal Protective Clothing & Equipment Check contractors are to have appropriate PPCE for the task and this is to be worn and used correctly.	
Hazards Details (Mark YES or NO) Is there risk relating to Personal Protective Equipment?	
Hazards Details (Mark YES or NO) Is there risk relating to Asbestos Management?	

CONTRACTOR OH&S INDUCTION

Hazards Details (Mark YES or NO) Is there risk relating to Confined Spaces?	
Hazards Details (Mark YES or NO) Is there risk relating to Hot Works?	
Hazards Details (Mark YES or NO) Is there risk relating to Livestock?	
Hazards Details (Mark YES or NO) Is there risk relating to Transport of Goods & Material?	
Hazards Details (Mark YES or NO) Is there risk relating to Working at Heights?	
Hazards Details (Mark YES or NO) Is there risk relating to Working Hours?	
Hazards Details (Mark YES or NO) Is there risk relating to Work Permits?	
Hazards Details (Mark YES or NO) Is there risk relating to Workplace Noise?	
Hazards Details (Mark YES or NO) Is there risk relating to Loading & Unloading?	
Hazards Details (Mark YES or NO) Is there risk relating to Manual Handling?	
Hazards Details (Mark YES or NO) Is there risk relating to Sun & Extreme Weather?	
Hazards Details (Mark YES or NO) Is there risk relating to Other Works in the Area?	
Hazards Details (Mark YES or NO) Is there risk relating to Undergrounds Services? (Telephone; Electricity; Gas; Sewer) Obtain Dial before you Dig information, and locate Services.	
Hazards Details (Mark YES or NO) Is there risk relating to Overhead Powerlines?	
Hazards Details (Mark YES or NO) Is there risk relating to Overhead / Obstructing Trees?	
Hazards Details (Mark YES or NO) Is there risk relating to Contaminated Site?	
Hazards Details (Mark YES or NO) Is there risk relating to Dust?	
Hazards Details (Mark YES or NO) Is there risk relating to Environmental Management Issues?	
Hazards Details (Mark YES or NO) Is there risk relating to Other recognised Hazards? (Be specific)	
Training and Competency Contractors must have qualifications, licenses and certificates appropriate for the task e.g. Construction Induction Card, WorkSafe Licences (cranes, hoists, scaffolding, rigging etc). Ensure the appropriate cards and other evidence has been sighted.	
Emergency Procedures and Amenities Explain the emergency evacuation procedures and location of emergency exits (if applicable). Advise names and locations of Warden(s). Advise name and location of First Aid Officer and first aid kits. Explain that incidents are to be reported to shire employee as soon as practicable. Advise of the location of amenities.	
Keep a Record - file a signed copy in ECM< – OHS Induction - and forward to OHS Coordinator.	

Contractor's Signature:

Responsible Officer's Signature:

CONTRACTOR SITE INDUCTION CHECKLIST

To be completed by shire employees responsible for contractors. Corrective actions to be entered into the corrective action database.

NOT ALL SECTIONS MAY BE APPILABLE TO THE CONTRACTOR

Contractor Company Name: _____ Date of Inspection: ____/____/_____

Project: *2022 Electric Line Clearance Program* Time of Inspection: _____ am / pm

Shire Employee Name: _____ Weather Conditions: _____

Contractor Site Supervisor Name: _____ Location: _____

Contractor Crew Member Name: _____

Contractor Crew Member Name: _____

Contractor Crew Member Name: _____

Contractor Crew Member Name: _____

Health and Safety Systems	**Y**	**N**	**N/A**	**Working at Height**	**Y**	**N**	**N/A**
Contractor has incident report forms available.				Work platforms have secure handrails, guarding or fence panels			
Contractor's inspection records sighted.							
Licenses and training records sighted.				Fall protection in place if above 2mts.			
Safe Work Method Statements completed.				Ladders used are secured & appropriate.			
Risk assessments completed.				Risk assessments completed.			
CSC Contractor Induction Card Sighted				**PPE**	**Y**	**N**	**N/A**
Housekeeping	**Y**	**N**	**N/A**	PPE provided and being worn.			
Areas free of slip and trip hazards.				PPE in good condition.			
Openings/ holes are covered.				Signage displayed at entrance to site.			
Stock /material, stored safely and securely.				**Public Protection / Traffic Control**	**Y**	**N**	**N/A**
Stock /material, stored safely and securely.				Barricades, fencing in place.			
Work near overhead / underground services	**Y**	**N**	**N/A**	Traffic management plan in place.			
Work complies with no go zone rules				Traffic control and signage in position.			
Spotter, appropriately trained and provided				Footpaths clean of debris.			
Dial before you dig information obtained.				Site access controlled.			
Mobile Plant and Equipment	**Y**	**N**	**N/A**	VicRoads notified (where required)			
Plant and equipment in good condition.				**Emergencies & Fire Control**	**Y**	**N**	**N/A**
Daily prestart checks completed.				Extinguishers, correct type and size.			
Operators trained and licensed.				Extinguishers serviced and tagged (6mth)			
Warning lights and alarms operational.				Emergency procedures provided.			
Fire extinguishers provided.				Emergency phone numbers displayed.			
Lifting chains & slings tested and tagged				**Corrective actions & records keeping**			**Y**
SWL marked for lifting equipment.				This record is filed in ECM under safety inspections.			
Seat belts being worn by operators.				Corrective actions have been added to database.			

Additional comments:

……

……

……

Signatures:

_____ _____

CSC Responsible Officer/Delegate Contractor/Delegate

Contractor Qualifications & Certificates

Campaspe Shire Council

Staff Name:				
Position:	Vegetation Ground Crew Member	EWP Operator (Cutting)	Tree Climber (Cutting)	Suitably Qualified Arborist
Minimum qualifications required:	Provided please tick	Provided please tick	Provided please tick	Provided please tick
Cert II in ESI Powerline Vegetation Control; UET20312				
Operate a woodchipper/ mulcher; FWPHAR2206				Not Required
Fell small trees; AHCPCM203				Not Required
Operate machinery; AHCMOM304		Not Required	Not Required	Not Required
License to operate an EWP >11m; TLILIC2005	Not Required	Expiry Date: __ / ___ / __	Not Required	Not Required
Perform EWP Rescue; UETTDRRF03B & Perform EWP controlled descent escape; UETTDRRF08B	Not Required		Not Required	Not Required
Apply pruning techniques to vegetation near live electrical apparatus; UETTDRVC33A	Not Required			
Undertake standard climbing techniques; AHCARB312	Not Required	Not Required		Not Required
Undertake release and rescue from a tree near live electrical apparatus; UETTDRVC34A	Not Required	Not Required		Not Required
Recognise plants; AHCPCM201A	Not Required	Not Required	Not Required	
Assess vegetation and recommend control measures in an ESI environment; UETTDRVC24A	Not Required	Not Required	Not Required	
Apply OHS regulations codes and practices in the workplace; UEENEEE101A				
Comply with sustainability, environmental and incidental response policies and procedures; UETTDREL13A				
Operate and maintain chainsaws; AHCARB312				
Working Safely near live electrical apparatus as non-electrical worker; UETTDREL 14A				

Contractor Qualifications & Certificates

Campaspe Shire Council

Position:	Vegetation Ground Crew Member	EWP Operator (Cutting)	Tree Climber (Cutting)	Suitably Qualified Arborist
Minimum qualifications required:	Provided please tick	Provided please tick	Provided please tick	Provided please tick
Plan the removal of vegetation up to vegetation exclusion zone near live electrical apparatus; UETTDRVC23A				
Monitor safety compliance of vegetation control work in an ESI environment; UETTDRVC27A	Expiry Date: __ / ___ / __	Expiry Date: __ / ___ / __	Expiry Date: __ / ___ / __	Expiry Date: __ / ___ / __
Control traffic with a Stop/Slow bat; 21784VIC	Expiry Date: __ / ___ / __	Expiry Date: __ / ___ / __	Expiry Date: __ / ___ / __	Expiry Date: __ / ___ / __
Implement traffic Management Plan; 21784VIC				
Level 2 First Aid	Expiry Date: __ / ___ / __	Expiry Date: __ / ___ / __	Expiry Date: __ / ___ / __	Expiry Date: __ / ___ / __
CPR	Expiry Date: __ / ___ / __	Expiry Date: __ / ___ / __	Expiry Date: __ / ___ / __	Expiry Date: __ / ___ / __
White Card	Expiry Date: __ / ___ / __	Expiry Date: __ / ___ / __	Expiry Date: __ / ___ / __	Expiry Date: __ / ___ / __
Cert III Horticulture (Arboriculture); AHC30816	Not Required	Not Required	Not Required	
Cert IV Horticulture (Arboriculture); AHC41916	Not Required	Not Required	Not Required	
Cert V Horticulture (Arboriculture); AHC60516 As a minimum	Not Required	Not Required	Not Required	
Qualifications Preferred:	Provided please tick	Provided please tick	Provided please tick	Provided please tick
Cert III Horticulture (Arboriculture); AHC30816				Not Required
Cert IV Horticulture (Arboriculture); AHC41916	Not Required			Not Required
Apply chemicals under supervision; AHCCHM201				Not Required

Appendix K

Site Set Up Audit

Contract No: C22034

Site Location: **Francis Street Echuca**

Program: Annual Clearing of Vegetation from Powerlines (2022/23)

Prepared by: Arboriculture Officer – Brendan Gretgrix

Contractor: Arbour Dynamics

Date: 28/03/2023

Time **8.00am**

Site Inspection setup Details:

Figure 1: Showing completed and in progress pruning works at Francis *Street*, *Echuca on* ***Melaleuca styphelioides*** *(Paperbark) nature strip trees.*

At time of inspection of site set up there were no non-compliance issues to report.

Tree assets (Green Infrastructure) pruned to Electricity Safety (Electric Line Clearance) Regulations-2020, plus also allowing for addition growth within the Campaspe Shire Council (CSC) cyclic pruning program. Identified nature strip trees have been pruned to meet CSC (SLA) clearance requirements in addition to mandatory electrical apparatus clearances.

This report forms part of a sign off compliance audit for completion of works undertaken by the appointed contractors "Arbour Dynamics" for the Declared township of Echuca.

Appendix L

Hazard Trees

APPENDIX B.3

HAZARD TREES IDENTIFICATION AND NOTIFICATION PROCEDURE

The *Electricity Safety Act 1998* (Vic) (**ES Act**) provides that a municipal council must specify, within its Municipal Fire Prevention Plan:

a) Procedures and criteria for the identification of trees that are likely to fall onto, or come into contact with, an electric line (**hazard trees**); and

b) Procedures for the notification of responsible persons of trees that are hazard trees in relation to electric lines for which they are responsible.

The procedures outlined in this section of the MFPP seek to address the requirement detailed above.

Each responsible organisation should have its own internal procedure regarding the steps that will be taken when it receives notification of a potentially hazardous tree.

What is a Hazard Tree?

According to the ES Act, a hazard tree is a tree which 'is likely to fall onto, or come into contact with, an electric line'.

The Electricity Safety (Electric Line Clearance) Regulations 2015 (**the Regulations**) further provide that a responsible person may cut or remove such a tree 'provided that the tree has been assessed by a suitably qualified arborist that holds as a minimum an Arboriculture certificate level 1V including the "assess trees" module and has at least three years field experience; and that assessment/s confirms the likelihood of contact with an electric line having regard to foreseeable local conditions.'

Due to legal requirements which require a clearance space be maintained around an electric line, hazard trees are usually located outside the regulated clearance space. Despite being outside the clearance space, the tree may still have the potential to contact the line due to its size or because of a structural fault or weakness which renders part, or all, of the tree likely to contact or fall onto the line.

Who is Responsible for a Hazard Tree?

Under the ES Act, the person responsible for maintaining vegetation and clearance space around power lines is referred to as the 'responsible person'. This includes responsibility for keeping the whole or any part of a tree clear of the line.

Under the ES Act, responsibility is allocated between distribution businesses and other owners of electricity infrastructure, land owners and occupiers, public land managers such as municipal councils and VicRoads.

Municipal councils are responsible for trees on public land within their municipalities, for which they are the land manager, where these are also within a Declared Area for the purposes of the ES Act. Primary responsibility for vegetation clearance and management within the municipality, for areas which are not within a Declared Area, will usually fall to the relevant electricity distribution company.

Responsible Persons within Campaspe Shire Council

There are a number of organisations that have responsibility for line clearance in Shire of Campaspe including:

- Powercor
- SP Ausnet
- VicRoads
- Campaspe Shire Council.

Other Relevant Information

Responsible persons, other than private persons, must have an electric line clearance management plan in place for areas for which they have responsibility *(refer Electricity Safety (Electric Line Clearance) Regulations 2015).*

Procedures & Criteria for Identifying Hazard Trees

In the course of everyday duties, potentially hazardous trees may come to the attention of staff or volunteer members of the entities with representation on the Municipal Fire Management Planning Committee (**the Committee**), staff of the distribution business(es) or other persons, including members of the public.

There are a range of factors which may indicate that a tree is a hazard tree. That is, a tree which is likely to fall onto, or come into contact with, an electric line. Some of these factors will be obvious when looking at the tree but many may only be apparent when the tree is assessed by a person with specific expertise and training, such as an arborist.

The following criteria may be used to assist in identifying a hazard tree:

- The size/height of the tree suggests that it is likely to come into contact with the electric line, for example because it appears to be encroaching or growing into the electric line clearance space.
- There is an excessive lean on the tree, or the tree branches and the tree is in proximity to an electric power line.
- The size or appearance of the tree suggests it could come into contact with the line including under foreseeable local conditions.

If a potentially hazardous tree is identified, the notification procedure outlined below should be followed. Where a responsible person becomes aware of a potentially hazardous tree for which they have responsibility, they must follow their own applicable internal procedure and the notification procedure described below does not apply.

To ensure that information regarding potentially hazardous trees is captured in an efficient manner and, as appropriate, referred to the responsible person for action, the following procedure for the notification of hazardous trees should be followed:

- The person with responsibility for the highest percentage of lines within the municipality (the primary responsible person) is the person to whom potentially hazardous trees should be reported.
- The primary responsible person (or their representative) is referred to in these procedures as the primary responsible person representative (PRPR).
- Where any person becomes aware of, or receives a report of, a potentially hazardous tree within the municipality, this should be referred to the PRPR. Where the Committee becomes aware of, or receives a report of, a potentially hazardous tree within the municipality, this must be referred to the PRPR.

Reports of potentially hazardous trees must be provided to the PRPR for action as soon as practicable. Reports must include, at a minimum:

- The name and contact details and any relevant qualifications where known of the person making the report
- As much detail as possible about the location of the tree (including, where known, GPS coordinates, details of numerical/name plate on nearest pole, name of nearest road or crossroads, closest landmark, whether tree is on private land or road reserve etc.)
- A description of the tree (including, if known, the genus and species of tree)
- The primary reasons given for the tree being identified as potentially hazardous (eg. tree is in proximity to an electric line AND there is evidence of structural weakness and/or excessive lean and/or appears to be encroaching into line clearance space etc.)
- An indication of whether or not urgent action is required.

The PRPR must take all necessary steps to advise the person responsible for the tree that it may be hazardous.

Primary Responsible Person Representative (PRPR)

For the purposes of this part of the Plan, the primary responsible person is Powercor.

All reports of hazard trees to Powercor should be made on the '*Municipal Hazard Tree Notification Form*' which is located on the Powercor Website www.powercor.com.au

Contact details for the *PRPR* are as follows:

Agency name	Powercor
Position title of contact person	Leo Hourigan, Council Liaison Officer - Powercor
Telephone Number	03 9683 4851
Email address	lhourigan@powercor.com.au

The Committee notes that the Primary Responsible Person Representative was consulted in relation to the development of these procedures.

Procedures for Notification of Responsible Persons

Where a potentially hazardous tree has been reported to the PRPR, the PRPR should follow the procedure outlined below.

Step 1	Report provided to PRPR.	
Step 2	PRPR to determine who the responsible person is in relation to the reported tree. (If necessary, the PRPR can seek assistance from ESV for this step.)	
Step 3	Is the responsible person the primary responsible person?	**Yes =>** applicable internal procedure for referral and assessment of potentially hazardous tree to be followed.
		No => proceed to Step 4.
Step 4	Did the report indicate that urgent action is required?	**Yes =>** the responsible person should be notified as soon as possible, and no later than by *the close of the next business day.*
		No => the PRPR must advise the responsible person of the existence and location of a potentially hazardous tree in accordance with the timelines below.*

* The PRPR should put in place mutually agreed arrangements for the manner in which it passes on reports of potentially hazardous trees to responsible persons.

Reporting Timelines

The PRPR should provide reports to the relevant responsible person as soon as practicable.

In circumstances where:

- The potentially hazardous tree is located within a high bushfire risk area (as per s.80 of the ES Act) and the potentially hazardous tree is reported during the fire danger period declared under the Country Fire Authority Act 1958 (Vic); or
- The report indicates that there is an imminent danger that the tree will contact or fall onto lines as a result of minor environmental changes;

the potentially hazardous tree must be referred to the relevant responsible person for action as soon as possible, and by no later than *close of the next business day.*

Each responsible person (other than the primary responsible person) must provide the PRPR with contact details of the person (position title) to whom reports should be provided. It is the responsibility of each responsible person to ensure that the PRPR is provided with up-to-date contact details.

Register

It is recommended that the PRPR maintain a register in which all notifications are recorded together with the date of receipt of the notification and the date the notification was reported to the responsible person.

It is recommended that responsible persons also maintain a register of notifications received of hazardous trees for which they are the responsible person.