Electric Line Clearance Management Plan

PREPARED BY:
GARETH TYSON
PARKS TEAM LEADER – TREES

Mildura Rural City Council
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## Regulation Compliance Summary

The purpose of this section is to provide assistance to quickly identify the specific items as required in Regulation 9 of the Electricity Safety (Electric Line Clearance) Regulations 2015.

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<thead>
<tr>
<th>Regulation 9.</th>
<th>Requirement</th>
<th>Reference in this plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>(2)</td>
<td>Before 31 March in each year a responsible person must ensure that a management plan relating to compliance with the Code for the next financial year is prepared.</td>
<td>Section (4)</td>
</tr>
<tr>
<td>(3)</td>
<td>A responsible person must ensure that a management plan prepared under sub regulation (2) specifies the following –</td>
<td></td>
</tr>
<tr>
<td>(3)(a)</td>
<td>the name, address and telephone number of the responsible person;</td>
<td>Section (1)</td>
</tr>
<tr>
<td>(3)(b)</td>
<td>the name, position, address and telephone number of the individual who was responsible for the preparation of the management plan;</td>
<td>Section (1)</td>
</tr>
<tr>
<td>(3)(c)</td>
<td>the name, position, address and telephone number of the persons who are responsible for carrying out the management plan;</td>
<td>Section (1)</td>
</tr>
<tr>
<td>(3)(d)</td>
<td>the telephone number of a person who can be contacted in an emergency that requires clearance of a tree from an electric line that the responsible person is required to keep clear of trees;</td>
<td>Section (1)</td>
</tr>
<tr>
<td>(3)(e)</td>
<td>the objectives of the management plan;</td>
<td>Section (4.1)</td>
</tr>
<tr>
<td>(3)(f)</td>
<td>the land to which the management plan applies (as indicated on a map);</td>
<td>Section (4.2)</td>
</tr>
<tr>
<td>(3)(g)</td>
<td>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 – native; or listed in a planning scheme to be of ecological, historical or aesthetic significance; or a tree of cultural or environmental significance</td>
<td>Section (5)</td>
</tr>
<tr>
<td>(3)(h)</td>
<td>the means which the responsible person is required to use to identify a tree of a kind specified in paragraph (g)(i), (ii) or (iii);</td>
<td>Section (5)</td>
</tr>
<tr>
<td>(3)(i)</td>
<td>The management procedures that the responsible person is required to adopt to ensure compliance with the Code, which must – include details of the methods to be adopted for managing trees and maintaining a minimum clearance space as required by the Code; and 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;</td>
<td>Section (6)</td>
</tr>
<tr>
<td>(3)(j)</td>
<td>the procedures to be adopted if it is not practicable to comply with the requirements of AS 4373 while cutting a tree in accordance with the Code;</td>
<td>Section (9)</td>
</tr>
<tr>
<td>(3)(k)</td>
<td>a description of each alternative compliance mechanism in respect of which the responsible person has applied, or proposes to apply, for approval under clause 31 of the Code;</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>(3)(l)</td>
<td>the details of each approval for an alternative compliance mechanism that – the responsible person holds; and is in effect</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>(3)(m)</td>
<td>a description of the measures that must be used to assess the performance of the responsible person under the management plan;</td>
<td>Section (10)</td>
</tr>
<tr>
<td>(3)(n)</td>
<td>details of the audit processes that must be used to determine the responsible person’s compliance with the Code;</td>
<td>Section (11)</td>
</tr>
<tr>
<td>(3)(o)</td>
<td>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;</td>
<td>Section (12)</td>
</tr>
<tr>
<td>(3)(p)</td>
<td>notification and consultation procedures, including the form of the notice to be given in accordance with Division 3 of Part 2 of the Code;</td>
<td>Section (13)</td>
</tr>
<tr>
<td>(3)(q)</td>
<td>dispute resolution procedures</td>
<td>Section (16)</td>
</tr>
<tr>
<td>(4)</td>
<td>A method for determining an additional distance that allows for cable sag and sway may provide for different additional distances to be determined for different parts of a span of an electric line.</td>
<td>Section (8)</td>
</tr>
<tr>
<td>10(7)(a)</td>
<td>The responsible person must ensure that a copy of the management plan is published on the responsible person’s Internet site.</td>
<td>Section (4.3)</td>
</tr>
<tr>
<td>10(7)(b)</td>
<td>The responsible person must ensure that a copy of the management plan is available for inspection at the responsible person’s principal office in the State during normal business hours.</td>
<td>Section (4.3)</td>
</tr>
<tr>
<td>11(2)(a)</td>
<td>A responsible person who receives an exemption under subregulation (1) must ensure that a copy of the exemption is published on the responsible person’s Internet site.</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>11(2)(b)</td>
<td>A responsible person who receives an exemption under subregulation (1) must ensure that a copy of the exemption is available for inspection at the responsible person’s principal office in the State during normal business hours.</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

**Schedule 1 – Code of Practice for Electric Line Clearance**

**Part 2 – Clearance Responsibilities**

**Division 1 – Roles of Responsible Persons**

| 8 Including Schedule 13 & 14 | Responsible person may cut or remove hazard tree | Section (7) & Section (14) |

**Schedule 1 – Code of Practice for Electric Line Clearance**

**Part 2 – Clearance Responsibilities**

**Division 2 – Manner of Cutting and Removing Trees**

| 9 | Cutting of tree to comply with Standard | Section (9) |
| 10 | Cutting or removal of specified trees must be minimised | Section (5) |
| 11 | Cutting or removing habitat for threatened fauna | Section (5) |
| 12 | Restriction on timing of cutting or removal if notification is required | Section (13) |
| 13 | Restriction on urgent cutting of trees | Section (14) |
| 14 | Restriction on urgent removal of trees | Section (14) |

**Schedule 1 – Code of Practice for Electric Line Clearance**

**Part 2 – Clearance Responsibilities**

**Division 3 – Notification, Consultation and Dispute Resolution**

| 16 Incorporating Schedule 12 | Responsible person must publish notice before cutting or removing certain trees | Section (13) |
| 19 | Dispute resolution | Section (16) |
| 20 | Duty relating to the safety cutting or removal of trees close to an electric line | Section (15) |
1. Contact details for the relevant responsible persons

Name, Address and Telephone number of the responsible person (a)
Name: Mildura Rural City Council
Address: PO Box 105 Mildura Victoria 3502
City Office Telephone No. (03) 50188100
City Office Facsimile No. (03) 50211899
Name of Chief Executive Officer: Gerard José
Email Address: Gerard.Jose@mildura.vic.gov.au

Name, Position, Address and Telephone number of the individual responsible for the preparation of the management plan (b)
Name: Mandy Whelan
Position: General Manager Development
Business Address: PO Box 105 Mildura Victoria 3502
Telephone No. (03) 5018400
Email Address: mandy.whelan@mildura.vic.gov.au

Name, Position, Address and Telephone number of the person responsible for carrying out the management plan (c)
Name: Matt George
Position: Manager Building and Environmental Services
Business Address: PO Box 105 Mildura Victoria 3502
Telephone No. (03) 5018436
Facsimile No. (03) 50214127
Email Address: matt.george@mildura.vic.gov.au

Telephone number of a person who can be contacted in an emergency (d)
Name: Council After Hours Emergency Number
Telephone No. 1800 241 540
2. About Council
Mildura Rural City Council was created as a new municipality on 20 January, 1995 following the amalgamation of the former City of Mildura and the Shires of Mildura and Walpeup.

The municipality covers an area of 22,330 square kilometres with the population being approximately 60,000. The municipality has a regional flavour given its distance from Melbourne and its borders to New South Wales and South Australia.

The Mildura Rural City is a strong, viable region with a diverse economic base focused on irrigation, dryland farming, value added industries and tourism.

3. Councils Vision
Council’s vision for the people of our community is to be the most liveable, people-friendly municipality in Australia.

4. Electric Line Clearance Management Plan
Mildura Rural City Council prior to the 31st of March each year prepares an Electric Line Clearance Management Plan. This plan contains the relevant information as set out in the Electricity Safety (Electric Line Clearance) Regulations 2015.

This plan for the 2016-17 financial year has been prepared on the 3rd of March 2016.

4.1. Objectives of the management plan
The following are listed as the key objectives of this plan in fulfilling our duties as the responsible person as set out in the Electricity Safety (Electric Line Clearance) Regulations 2015:

- Safety to public and property
- Provision of a safe working place for employees and service providers.
- Compliance with the Code of Practice for Electric Line Clearance.
- Management of vegetation to maximize the amenity value of the Council’s street trees.
- Management of trees for aesthetic, cultural, ecological or environmental significance
- Community satisfaction with the manner in which the necessary works required by the Act are performed.

4.2. Land to which the management plan applies
The attached maps (see Appendix 2 and 3) delineates the Declared Areas for power line pruning by the Mildura Rural City Council, within its municipal boundaries. This ELCMP relates only to the area identified as the Declared Area on the maps. The overhead power lines that are required to be kept clear of vegetation are predominantly on the road reservations of the streets shown.

4.3. Access to the management plan
Mildura Rural City Council publishes the most current management plan each year to Council’s website. The plan can be found at;


A hard copy of the management plan is also available for viewing at the Benetook Depot, 2 Adams Street Mildura Victoria 3500 during normal business hours.
Electric Line Clearance Management Plan 2016-2017

Should a request be received from Energy Safe Victoria for the Management Plan to be submitted the Parks Team Leader – Trees will be responsible for making a copy available. A copy is to be made available within 14 days of the request being received by Council.

5. Significant Vegetation located within the declared areas

Under the Code vegetation may be considered significant if it is native, listed in a planning scheme to be of ecological, historical or aesthetic significance, a tree of cultural or environmental significance or provides habitat for threatened fauna.

Both the Mildura and Red Cliffs declared areas consist of an eclectic mix of planted natives, exotics, evergreen and deciduous street trees which enhance the amenity of the municipality. There are no areas of remnant native vegetation which require additional management practices to those detailed in this ELCMP.

Vegetation of ecological significance does not exist within the declared areas as these are predominately urban environments. Vegetation of botanical significance exist primarily in urban parks and not affected by overhead electric lines and therefore not relevant to the Management Plan. Historically and culturally significant vegetation within the declared areas affected by overhead electric lines and detailed in Appendix 4.

The Mildura and Red Cliffs declared areas are comprised predominantly of urban streets with vegetation which has been planted. As Mildura Rural City Council has been maintaining the vegetation clear of Electric Lines for a long period of time, each annual pruning cycle only results in removal of small tree parts. As a result removal of habitat for threatened fauna is not likely to occur in the Mildura and Red Cliffs declared areas.

The Mildura Rural City Council as the responsible person shall identify a significant tree within the declared areas by referring to the following:

- Declared area maps Appendix 2 and 3 for both Red Cliffs and Mildura.
- Heritage Register within the meaning of the Heritage Act 1995.
- Victorian Aboriginal Heritage Register established under section 144 of the Aboriginal Heritage Act 2006
- Flora or a habitat of fauna listed as threatened in accordance with section 10 of the Flora and Fauna Guarantee Act 1998.
- Flora listed in the Threatened Flora List with a conservation status of "endangered" or "vulnerable".
- A habitat of fauna which is listed within the Threatened Invertebrate Fauna List with conservation status in Victoria of "vulnerable", "endangered" or "critically endangered".
- A habitat of fauna which is listed in the Threatened Invertebrate Fauna List with a conservation status in Victoria of "vulnerable", "endangered" or "critically endangered".

6. Procedures to ensure compliance with the Code

MRCC implements an annual program of inspecting and cutting trees throughout the declared areas to maintain clearance between vegetation and electrical assets (See Appendix 1).

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Task</th>
<th>Responsible Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to 31st of March</td>
<td>Prepare Electric Line Clearance Manage</td>
<td>General Development Manager</td>
</tr>
</tbody>
</table>
Table 1 provides an overview of the Electric Line Clearance process undertaken including timeframes

<table>
<thead>
<tr>
<th>October each year</th>
<th>Inspect the Red Cliffs and Mildura declared areas for trees which require cutting to maintain compliance with the Code.</th>
<th>Senior Street Tree Maintenance Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>January - March</td>
<td>Carry out cutting of identified vegetation</td>
<td>External Supplier</td>
</tr>
<tr>
<td>March</td>
<td>Complete compliance audit of completed cutting</td>
<td>Senior Street Tree Maintenance Person</td>
</tr>
<tr>
<td>April</td>
<td>Compile paper records and enter into Council’s electronic records management system</td>
<td>Parks Team Leader - Trees</td>
</tr>
</tbody>
</table>

An Electric Line Clearance Management Plan is prepared by the Mildura Rural City Council prior to the 31st of March each year.

Following the plan being developed an inspection is completed of the Red Cliffs and Mildura declared areas to identify trees which require cutting under the Code.

The inspections are undertaken by the Senior Street Tree Maintenance Person each October.

An inspection recording sheet (see Appendix 5) has been developed and shall be used to record trees that require cutting in order to maintain the required clearance.

Each inspection shall be fully documented with each site visited recorded on the Inspection Record Sheet, including residential addresses, parks and reserves.

After the completion of the inspection the identified cutting is broken into batches of work which is put out to external suppliers for an electronic quote. Based on a number of selection criteria the work is awarded to one or more external suppliers for completion generally between January and March pending the volume of work.

The external suppliers are required to complete sections of the inspection paperwork detailing the date that each individual tree was trimmed and the initials of the cutting crew.

As this completed paperwork is returned for each section the external supplier will receive payment. A final payment is withheld until it can be demonstrated through a quality audit that the cutting has been completed to the required standard.

For any identified or reported clearance intrusions within declared areas outside of the scheduled inspection a reactive inspection shall be completed and:

- If the tree is deemed to require urgent attention, action will be undertaken to complete the necessary clearance within 14 days; or
- If the tree is determined not to require urgent attention yet still intruding within the minimum clearance space, action will be undertaken to complete the necessary works within 30 days.

Where Council identifies or receives notification that vegetation outside the declared area has encroached within the minimum clearance space, Council’s Parks Team Leader - Trees shall advise the appropriate responsible person.

Records shall be kept of all works including programmed inspections, identified or reported clearance intrusions either inside or outside of the declared.
Council’s Street Tree & Roadside Vegetation policy identifies the unsuitability of some tree species beneath power lines as suitable justification when assessing trees for removal.

MRCC has developed an Urban Tree Strategy for the management of urban trees including those located adjacent to power lines on council land.

Council maintains a list of trees suitable for planting within the vicinity of power lines on council land and actively seeks to ensure only appropriate tree species are planted within these areas.

Council would generally not undertake engineering solutions except in cases where underground power line programs were identified for high priority projects to improve street amenity. These projects would be subject to funding and joint partnership arrangements.

7. Hazard Trees

A hazard tree defined in the Electricity Safety (Electric Line Clearance) Regulations 2015 – Clause 8 of the Code, is “...trees that are likely to fall onto, or come into contact with, an electric line...”. If left unmanaged, hazard trees can cause injury to people and property, interruptions to electric supply and threats to critical infrastructure.

If a person identifies a hazard tree, a Suitably Qualified Arborist will conduct an assessment of the tree, and if that assessment confirms the likelihood of contact with an electric line having regard to foreseeable local conditions, the tree may be cut or removed by the responsible person. See Appendix 8 which details the Hazard Tree reporting process and associated responsibilities.

The hazard tree assessment is a ground based visual inspection (performed by an Assessor) of the tree crown, trunk, trunk flare and above ground roots. The prevailing weather conditions are also factored in to identify any trees that could become a hazard to the safety of the electric lines. Typical sources of prevailing weather conditions include:

- Local knowledge, especially trees that were previously shaded from prevailing winds;
- Features of a tree identifiable to qualified arborists or horticulturists.

8. Sag and Sway

Mildura Rural City Council has been granted access to data contained with Powercor’s Vegetation Management System which contains for each span, the required clearance space. This required clearance space assigned to each span is comprised, the minimum clearance space plus an additional allowance for sag and sway. The required clearance space has been determined with consideration for the asset type and span length.

9. Quality of pruning

Council manages all trees in accordance with its Street Tree and Roadside Vegetation Policy and all pruning is undertaken in accordance with AS 4373-2007 Pruning of Amenity Trees.

Where a tree is identified during the inspection or pruning cycles as not capable of being pruned in accordance with AS 4373-2007 an alternative solution should be sought.

In the first instance it should be investigated whether an alternative compliance mechanism can be applied under Division 2 of the Code of Practice for Electric Line Clearance.

Where it is cost prohibitive or approval is not granted to apply an alternative compliance mechanism, the tree may be removed by Mildura Rural City Council and a more suitable species planted.
10. Assessment of performance of the Electric Line Clearance Management Plan

Council shall use its internal audit process as well as its customer complaint system to identify any issues arising from conflict between overhead services and vegetation. It shall record details in relation to the following:

- Number of trees in breach of the code at time of annual inspection.
- Number of customer requests for pruning within declared areas received and actioned between pruning cycles.
- Number of requests for pruning from electricity providers within declared areas.
- Number of emergency clearances undertaken on trees within the declared areas undertaken by both council and electricity provider.
- Number of cuts not meeting the standard including failure to adhere to required clearances, identified during annual audit at the completion of each cutting cycle.
- Compliance with designated cutting schedule

Data collected will be used to:

- Ensure compliance with the code.
- Improve inspection process and identification of trees in breach of the code.
- Improve quality of cutting.
- Improve compliance with assigned regrowth rates for each species.
- Reduce the need for emergency pruning.
- Reduce customer and service provider requests for pruning.
- Improve completion times for cutting cycle.
- Identify and report non-compliance for vegetation outside the declared areas to relevant authority.

11. Procedures to determine compliance with the Code

An internal audit shall be carried out by Council's Parks Team Leader - Trees on completion of each cutting cycle to ensure that all requirements outlined in the Vegetation Management Plan are being met and any non-conformity with the Code are identified.

On completion of the inspection process for each declared area Council's Parks Team Leader - Trees shall engage a suitably qualified contractor to undertake cutting works. The Parks Team Leader - Trees shall inspect the work carried out by the contractor throughout the period that active cutting is taking place. A record of these inspections shall be kept, citing any evidence of sub-standard pruning practice, non-compliance with required clearance spaces or non-conformance with Council's OH&S requirements or the Code.

On completion of the annual cutting cycle Council's Parks Team Leader - Trees shall select a quantity of trees which equates to 10% of the total trees identified in the inspections as needing action. This selection of trees will be selected at random from the inspection record and audited against the audit criteria.

Council has developed an Audit template (see Appendix 6) which shall be used as the Audit record.

The Audit shall include:

- Tree location/address
- Date inspected for initial clearance
In addition to the audit record a photo shall be taken of each tree at the time of the audit to record the level of compliance with the code.

A site shall be considered non-conforming where:

- Notification of cutting was not provided at least 14 days prior to works.
- Cutting was undertaken before 14 days or after 60 days’ notice.
- Notification was not provided either in the form of a written notice or via publication of a notice in the local newspaper.
- The required clearance has not been provided in accordance with the code.
- The pruning quality is considered to be substandard.

Where clearance distance on audited trees has not been achieved further cutting shall be undertaken to ensure compliance with the code.

Where the audit process identifies gross non-compliance with the code in relation to achieving minimum clearance space the audit shall be extended to include additional 10% of the trees identified for action. Where the extended audit identifies further gross non-compliance the entire declared areas shall be reinspected and further cutting works undertaken until the requirements of the code are met.

In addition Council shall audit its performance against identified or reported clearance intrusions in accordance with the agreed cutting response times.

- Urgent cutting completed within 14 days.
- Non urgent cutting completed within 30 days.

Records of all audits shall be kept by Council and available at the Benetook Depot, 2 Adams Street Mildura.

Council shall review its management plan prior to 31st March each year and make necessary changes to ensure compliance with the relevant code or amendments to the code.

12. Qualifications and experience

The Council requires that all tree work is conducted by suitably trained workers who have qualifications in arboriculture and suitable ‘hands on’ experience.

The Council requires experience, expertise, quality management, OH&S systems and environmental management systems of its contractors and internal staff to ensure they comply with Council’s requirements and Industry Standards.

Council will ensure that all staff and contractors performing hazard inspections around electric lines will have:
• The qualification of National Certificate Level IV in Horticulture (Arboriculture), including the unit “Assess Trees” or an equivalent qualification.
• At least 3 years field experience in assessing trees. Council will ensure that all staff and contractors performing pruning and removal works around electric lines conform to: ‘Pruning of Amenity Trees’ Australian Standards AS4373-2007.
• Electrical Systems Identification & Power Line Clearance Distances – VIC.

The training course that ESV approves for the management of vegetation around electrical assets for non-electrical workers is the National UET20312 Certificate II in ESI Power line vegetation management.

In accordance with Regulation 319, tree clearing, of the Electricity Safety (Installations) Regulations 2009 an Authorised Person means a person who holds a current certificate specifying satisfactory completion of a training course in tree clearing, approved by Energy Safe Victoria (ESV).

An Authorised Person in the context of this training approval statement means a Vegetation Management Worker as prescribed on the ESV website in the procedure - ESV Electrical Safety Rules for Vegetation Management Work Near Overhead Power Lines by Non Electrical Workers.

The training course that ESV approves is the National UET20312 Certificate II in ESI Power Line Vegetation Control and the ESV prescribed refresher training.

The Certificate II in ESI Power Line Vegetation Management must be delivered by a Registered Training Organisation. The course must also be refreshed annually.

In addition to the above staff may also need to hold the following qualifications dependent on their work requirements:

• National EWP Licence.
• Chipper Operations Certificate.
• Chainsaw Operations Certificate.
• First Aid- Level 1.
• Certificate III in Horticulture (Arboriculture) National Code: RTF30203 or suitable experience and in the process of obtaining qualifications.
• Basic Worksite Traffic Management, Control Traffic With A Stop-Slow Bat, Implement Traffic Management Plan.

Mildura Rural City Council staff training records are held on personnel files. A copy of the contractor’s staff training matrix and certificates are requested annually prior to pruning commencing and stored in Council’s Electronic Record Management System.

13. Notification and consultation
Council shall notify affected persons of the intended cutting of trees located within the declared areas (public land) via a notice published in the local newspaper. The notice will be published at least 14 days and not more than 60 days prior to pruning commencing. The notification will contain a description of the cutting or removal to take place. Cutting of a tree will not commence on a day that is earlier than the first day, or before the first day of the period that is specified in the published notice.

Notice to be published;

Tree Pruning in Mildura and Red Cliffs for Power Line Clearance

Electric Line Clearance Management Plan 2016-2017
Council will be undertaking tree pruning around power lines in Mildura and Red Cliffs over the coming weeks, subject to weather conditions.

Council is required to maintain vegetation clearance around power lines in compliance with the Electricity Safety (Electric Line Clearance) Regulations 2015 (Vic) and the Code of Practice for Electric Line Clearance set out in the Schedule to the Regulations.

Notice is hereby given by Mildura Rural City Council, pursuant to Clause 5 of the Code, of pruning works on trees which may be on Council nature strips, Council owned land and/or within the boundaries of Council owned and maintained properties in the Mildura and Red Cliffs townships.

For urgent cutting or removal Mildura Rural City Council will, as soon as practicable after completing the cutting or removal, give written notice via a Customer Notification Form (see Appendix 7) of that cutting or removal. Notification of urgent works must detail where and when the cutting or removal was undertaken, why the cutting or removal was required and the date of the last inspection of the span of the electric line in relation to which the cutting or removal. A record of the notification of urgent cutting or removal will be retained for 5 years.

14. **Urgent Cutting and Removal**

Where urgent cutting or removal is identified and undertaken on Council managed land, Council shall use its existing Tree Works Notification Form to notify affected persons upon completion of works.

The notification form shall provide the following information:

- Location of affected tree/vegetation
- Date of emergency cutting or removal
- Why cutting or removal was required and detail of works undertaken
- The last inspection date of the affected section of electric line where the cutting or removal was required
- Name of Council officer responsible for the urgent works

The notification form has been provided in triplicate allowing for:

- 1 copy to be provided to affected person as soon as practicable
- 1 copy to be filed for a period of five years
- 1 copy to remain in book for reference

Where urgent cutting of a tree is identified the tree shall not be cut more than one (1) meter from the conductor. Where urgent removal is identified it will be managed in accordance with Section 7 Hazard Trees.

Where a tree is located on Council managed land outside a declared area and deemed an immediate risk, Council may undertake emergency cutting or removal works as the owner of the tree. Notification shall be provided to the affected person upon completion of works in accordance with the above process. In addition notification shall be given to the Responsible Person or Powercor by providing a copy of the Tree Works Notification Form as soon as practicable.
15. **Engagement with Asset Owner**

Powercor are the responsible Distribution Business and owner of assets located within the declared areas which MRCC is responsible for. Where concerns are raised in relation to the safety of maintenance activities associated with maintaining vegetation clearances inside of the declared area MRCC will make contact with Powercor. The Parks Team Leader – Trees will be responsible for contacting Powercor’s Other Responsible Person (ORP) Officer Leo Hourigan to discuss concerns. Final recommendations will be provided to the Parks Team Leader – Trees from the ORP Officer in an email to be recorded in Council’s electronic data capture system.

Leo Hourigan, ORP Officer – lhourigan@powercor.com.au

16. **Dispute resolution**

Disputes between Council and the public relating to issues with the pruning of Council trees to comply with the code of practice will be resolved in accordance with current Street Tree and Roadside Vegetation Policy.

In the advent of an unresolved dispute arising between Council and an aggrieved party, in relation to this management plan, and not being able to be resolved by either the responsible person or the nominated person for dispute resolution, the matter will be referred to an independent arbitrator. The arbitrator must be agreed between the two parties, and within a timeframe that is amenable to both parties.
Appendix 1 – Electric Line Clearance Process

1.0 Prepare Electric Line Clearance Management Plan

2.0 Record final version of Electric Line Clearance Management Plan in

3.0 Review draft plan and make any required changes

4.0 Undertake declared area inspections

5.0 Provide notification of intended cutting to community

6.0 Procurement Under 180K (Goods/Services) or 300K (Works)

7.0 Engage external contractor

8.0 Undertake Quality Audit on works

9.0 Complete contractor payment and record updating

10.0 Straightbuy Payment of Order
Appendix 2 – Mildura Declared Area
Trees located within vicinity of overhead electric lines listed under Victorian Heritage Register

<table>
<thead>
<tr>
<th>Location</th>
<th>Tree Species</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deakin Avenue median &amp; nature strips between 7th Street &amp; 8th Street, Mildura</td>
<td>Various palm, exotic and native tree species</td>
</tr>
<tr>
<td>Mildura riverfront, George Chaffey bridge to Lock 11, Mildura</td>
<td>Eucalyptus camaldulensis</td>
</tr>
<tr>
<td>Near corner of 13th St &amp; Ontario, Mildura</td>
<td>Washingtonia filifera</td>
</tr>
<tr>
<td>South side of 13th St &amp; East of Ontario Ave, Mildura</td>
<td>Phoenix dactylifera</td>
</tr>
<tr>
<td>West side of Ontario Avenue &amp; Nth of 11th St, Mildura</td>
<td>Washingtonia filifera</td>
</tr>
<tr>
<td>Mildura railway lawns opp Grand Hotel, Mildura</td>
<td>Washingtonia filifera</td>
</tr>
</tbody>
</table>
## Appendix 5 – Inspection Recording Sheet

<table>
<thead>
<tr>
<th>Date Completed</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed by (initial)</td>
<td></td>
</tr>
<tr>
<td>Tree Condition</td>
<td></td>
</tr>
<tr>
<td>Comments</td>
<td></td>
</tr>
<tr>
<td>Required Clearance</td>
<td></td>
</tr>
<tr>
<td>Allowance for Drop and Sweep</td>
<td></td>
</tr>
<tr>
<td>Tree Species</td>
<td></td>
</tr>
<tr>
<td>Number of Trees</td>
<td></td>
</tr>
<tr>
<td>Overhanging Tree (020m)</td>
<td></td>
</tr>
<tr>
<td>Overhanging Tree (20m to 40m)</td>
<td></td>
</tr>
<tr>
<td>Overhanging Tree (40m to 150m)</td>
<td></td>
</tr>
<tr>
<td>Intersection Clear 0.4 to 0.6 (500mm)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>House Number</td>
<td></td>
</tr>
</tbody>
</table>

| Notes on Date | |

Electric Line Clearance Management Plan 2016-2017
### Appendix 6 – Compliance Audit Template

<table>
<thead>
<tr>
<th>Photo</th>
<th>Action</th>
<th>Action Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Action Completed**
  - Action
  - Action
  - Action
  - Action

- **Required Clearance**
  - Clearance
  - Clearance
  - Clearance

- **Reasons for Clearing**
  - Clearing Reason
  - Clearing Reason
  - Clearing Reason

- **Tree Species**
  - Tree Species
  - Tree Species
  - Tree Species

- **Request Date**
  - Request Date
  - Request Date
  - Request Date

- **Related Notes**
  - Note
  - Note
  - Note

- **Street Name**
  - Street Name
  - Street Name
  - Street Name

- **House Number**
  - House Number
  - House Number
  - House Number

- **Tree Analysis**
  - Tree Analysis
  - Tree Analysis
  - Tree Analysis

- **Tree Clearance**
  - Tree Clearance
  - Tree Clearance
  - Tree Clearance

- **Completion Date**
  - Completion Date
  - Completion Date
  - Completion Date
Appendix 7 – Customer Notification Form

Mildura Rural City Council
Tree Maintenance Notification Form

Dear Resident, Council has received a request in regard to the street tree(s) at _____________.

The request has identified _____________.

As a result of an inspection by a council officer it has been determined that, ☐ works will be undertaken ☐ there is no action required

Reason for no action ____________________________________________________________

<table>
<thead>
<tr>
<th>Works to be undertaken</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Formative pruning</td>
</tr>
<tr>
<td>☐ Under trimming</td>
</tr>
<tr>
<td>☐ Footpath clearance</td>
</tr>
<tr>
<td>☐ Road clearance</td>
</tr>
<tr>
<td>☐ Drive way clearance</td>
</tr>
<tr>
<td>☐ Re staking</td>
</tr>
<tr>
<td>☐ Weight reduction</td>
</tr>
<tr>
<td>☐ Tree removal</td>
</tr>
<tr>
<td>☐ Root barrier</td>
</tr>
<tr>
<td>☐ Guarding</td>
</tr>
<tr>
<td>☐ Dead wood removal</td>
</tr>
<tr>
<td>☐ Stump removal</td>
</tr>
<tr>
<td>☐ Arborist report</td>
</tr>
<tr>
<td>☐ Pick up fallen limb</td>
</tr>
<tr>
<td>☐ Pest &amp; disease management</td>
</tr>
<tr>
<td>☐ Other</td>
</tr>
</tbody>
</table>

Support Information

Estimated completion time of works

Date ___________ 1 - 2 weeks  2 - 4 weeks  1 - 3 months  3 - 6 months

Please Note: The scheduling of works at time of inspection is an estimate only and may be affected by unforeseen circumstances, other projects or emergency work requirements.

Signed Council Officer ____________

Mildura Rural City Council has an ongoing commitment to the continual enhancement of the municipalities' parks and streetscapes through the establishment and maintenance of trees. All tree inspection and maintenance activities are undertaken in accordance with Council’s “Street Tree and Roadside Vegetation Policy”.

Stump munching is done on a monthly basis so please allow 4 - 6 weeks for the stump to be removed.

All new and replacement tree planting is undertaken by Council between May - September each year.

Should you wish to discuss the matter further please contact Council on telephone 03 5018 8100 and quote the request number at the top of the page.
Appendix 8 – Report of Hazardous Tree Procedure

Report of Hazardous Tree

Summary

Objective
Process for inspecting hazardous trees reported or detected

Owner
Trevor Watts

Expert
Gareth Tyson

Procedure

1.0 CRM received regarding hazardous tree
Team Leader (Parks) - Trees

a Request can come from a resident, internal staff member or the distribution business

2.0 Undertake inspection and determine action
Team Leader (Parks) - Trees

Hazard tree inspection record/ld

3.0 Create CRM for any remedial work required
Team Leader (Parks) - Trees

4.0 Remedial works undertaken
Tree Maintenance Team

NOTE Do the works need to be undertaken by an external contractor?
Follow Tree Services by External Contractor Process

PROCESS Tree Services by External Contractor

5.0 Determine if tree is to be added to annual inspection list
Team Leader (Parks) - Trees

a Refer to Hazardous Trees Annual Inspection Process

PROCESS Hazardous Trees Annual Inspection
Team Leader (Parks) - Trees

6.0 Sign off Complete Works task in Authority
Team Leader (Parks) - Trees

Outputs & Targets

OUTPUTS
None Noted

PERFORMANCE TARGETS
None Noted

RACI

RESPONSIBLE
Roles that perform process activities

Team Leader (Parks) - Trees, Tree Maintenance Team

ACCOUNTABLE
For ensuring that process is effective and improving

Process
Trevor Watts
Owner
Gareth Tyson
Expert

CONSULTED
Those whose opinions are sought

STAKEHOLDERS
None Noted

STAKEHOLDERS FROM LINKED PROCESSES

Process
Owner
Expert
Process Group

Hazardous Trees Annual Inspection
Trevor Watts
Gareth Tyson
Park Services

Tree Services by External Contractor
Trevor Watts
Gareth Tyson
Park Services

INFORMED
Those notified of changes

All of the above. These parties are informed via dashboard notifications.

Systems

None Noted