

Attachment C-1 Hazard Trees Identification (*Electricity Safety Act 1998*)

Hazard trees – identification and notification procedures

The *Electricity Safety Act 1998* (Vic) (**ES Act**) 86 B provides the obligation for municipal councils in:

86 B Municipal fire prevention plans must specify procedures for the identification of trees that are hazardous to electric lines

- (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.

Under the ES Act, the person responsible for maintaining vegetation and clearance space around power lines is referred to as the 'responsible person'.

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

Each responsible person 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 2010 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; and that assessment 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 for clearance of private power lines, public land managers where they are identified as the responsible person such as municipal councils, DEPI and VicRoads.

Responsible Persons within Latrobe City

There are a number of organisations that have responsibility for line clearance in Latrobe City, including:

- *SP AusNet*
- *VicRoads*
- *Latrobe City*

There is only one electricity distribution business in Latrobe City.

There are three Declared Areas (as per Section 81 of the ES Act) within Latrobe City in the towns of Churchill, Moe and Morwell, where the responsibility lies with the Shire to identify, assess and remedy any hazardous tree that falls within the Declared Area.

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 2010*)

Procedures and criteria for identifying hazard trees

In the course of everyday duties, potentially hazardous trees may come to the attention of Council staff or volunteer members of the entities with representation on the 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 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 line clearance space.
- There is an excessive lean on the tree, or branches hanging off the tree 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.

Procedures and criteria for notifying hazard trees

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 organisation with responsibility for the highest percentage of lines within the municipality (**the primary responsible person**) is SP AusNet and therefore the person to whom potentially hazardous trees should be reported if the hazardous tree is identified outside of the declared Area.
 - The organisations with the responsibility for power lines that fall within the Declared Area is Latrobe City and are maintained as defined in the Latrobe City Councils Annual Electric Line Clearance Tree Management Plan.
 - Where any person becomes aware of, or receives a report of, a potentially hazardous tree within the municipality, this should be referred to SP AusNet in the first instance and Latrobe City if the potential hazard tree is within the townships of Churchill, Moe or Morwell. Where the Committee becomes aware of, or receives a report of, a potentially hazardous tree within the municipality, this must be referred to SP AusNet or Latrobe City.
- Reports of potentially hazardous trees must be provided to either SP AusNet or Latrobe City for action as soon as practicable. Reports must include, as far as practicable:
 - 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 (e.g. 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.
 - SP AusNet or Latrobe City must take all necessary steps to advise the person responsible for the tree that it may be hazardous where they are **not** the responsible person.

Primary Responsible Person Representative (PRPR)

For the purposes of this part of the Plan, the primary responsible person for potential hazardous trees within the Declared Area is Latrobe City. Contact details for the Latrobe City, are as follows:

Agency name	Latrobe City Council
Position title of contact person	Supervisor Arborist, Chris Dash
Telephone Number	0408 598 112
Email address	chris.dash@latrobe.vic.gov.au
After Hours Number	5128 5720

For the purposes of this part of the Plan, the primary responsible person for areas outside of the Declared Area is SP AusNet. Contact details for SP AusNet, are as follows:



Agency name	SP AusNet (contracting Select Solutions)
Position title of contact person	Peter Scotto
Telephone Number	03 9237 4419 or 0408 403 749
Email address	peter.scotto@select-solutions.com.au
After Hours Number	03 9237 4419

Procedures for Notification of Responsible Persons

Where a potentially hazardous tree has been reported to Latrobe City or SP AusNet, or another responsible person, the procedure outlined below should be followed.

SP AusNet and all responsible persons should put in place mutually agreed arrangements for the manner in which reports of potentially hazardous trees are passed on to responsible persons.

Latrobe City Process

The following sequence outlines the decision making process utilised to maintaining line clearance.

Step 1: All Trees under powerlines are assessed by the Team Leader Proactive Tree Maintenance as part of the planned 'block pruning' cyclic works carried out by Latrobe City Council's staff and contractors.

Step 2: At completion of block pruning under powerlines, the Team Leader Proactive Tree Works, works through the following audit questions for the trees in question.

Are the branches of the tree likely to penetrate the clearance space of the powerline before the next pruning cycle?

If NO:

The Team Leader Proactive Tree Maintenance or the Team Leader Reactive Tree Maintenance inspects the tree just prior to the next pruning cycle.

If YES:

Can the tree be pruned to allow for appropriate clearance and growth before the next planned block pruning cycle without the loss of amenity value or increase to public risk?

If YES:

Prune the tree in accordance with the provisions of AS4373-2007 Pruning of Amenity Trees at the appropriate time and monitor until next block pruning cycle. This is subject to resources being available and other urgent priorities for tree maintenance (e.g. severe wind storm damage).

Latrobe City Council may use the Reactive Tree Maintenance crew to carry out such work, if resources dedicated to planned works are only able to carry out the basic planned cyclic block pruning.

If NO:

Consider options such as removal and replacement, or removal of the tree, replacement of the aerial cable with aerial bundling or underground power.

Reporting Timelines

SP AusNet 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 close of the next business day.

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

Register

It is recommended that SP AusNet 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.

Primary Responsible Person Consultation

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

Procedure for Latrobe City and hazard trees in the Declared Area

Report comes into council (either through external agency/organisation, member of the public or internal staff/contractors) of hazard tree likely to fall or come into contact with powerlines.

Hazard tree is logged into CRM and is assigned to the PRPR. PRPR determines who is responsible for the hazard tree. If the Hazard tree is in the Declared Area of Churchill, Moe/Newborough, Morwell or Traralgon the hazard tree is assessed and designated into one of the following categories:

- Hazard Tree (assessed)
- Not a Hazard Tree (assessed)

If the tree is not a hazard tree, then it is closed off in CRM.

If the tree is a hazard tree, then the PRPR is required to action a process to have the hazard tree treated i.e. trimmed or removed and update CRM as appropriate.

Once the identified hazard tree has either been treated, deemed safe or completely removed, the assessor is again required to update CRM as such. Once the 'end point' has been reached for each individual tree, sign off is required within CRM to ensure each individual tree is closed

Attachment C-2 – Community Information Guides - Bushfire

Location	CIG Name	CIG Approved
Tyers, Tyers North, Tyers East	Tyers, Tyers North, Tyers East	November 2011
Traralgon South, Koornalla, Loy Yang Park, Callignee & Callignee North	Traralgon South & District	November 2011
Glengarry North & District	Glengarry North & District	November 2011
Moe South, Hernes Oak, Coalville	Moe South	November 2011

Community Information Guides - Bushfire³¹ (formerly known as Township Protection Plans) are a key source of information for the community and an important tool to emphasize the shared responsibility between the community, fire services and local government.

Guides have been developed for a number of communities statewide that are deemed to be at risk of bushfire or grassfire.

Your Community Information Guide provides important direction and information for communities to assist with planning before, during and after a fire. CFA advises that everyone should have a written Bushfire Survival Plan. For more information and to develop your plan, [attend a community meeting](#) in your area or online, or see the [Bushfire advice service](#)

³¹ [Community Information Guides – Questions & Answers, CFA](#)



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Attachment C-3 – Neighbourhood Safer Place – Place of Last Resort

In Latrobe City the following locations have been certified by CFA and designated by Council as Neighbourhood Safer Places - Places of Last Resort:

Township	NSP/PLR Location
Boolarra	Memorial Hall, Cnr Tarwin Street and Christian Street Boolarra 3870
Churchill	Community Hall, Philip Parade (near Cnr Georgina Place) Churchill 3842.
Yinnar	Yinnar Primary School Administration Building, 30 Main Street Yinnar 3869

Neighbourhood Safer Places - Places of Last Resort (NSP/PLR) are identified buildings or spaces within the community that may afford some protection from radiant heat, the biggest killer during bushfire. They are a place of last resort in emergencies only. To be used when individual Bushfire Survival Plan fails

NSP/PLR do not offer guaranteed ultimate safety. Relocating to an **NSP/PLR** also carries a level of risk including death. Please be aware of the following risks associated with **NSP/PLR**:

- Going to a **NSP/PLR** is an option of last resort when other plans have failed.
- **NSP/PLR** are not an alternative to planning to either leaving early or Staying and actively defend your property.
- They are not inherently "safe" places during a bushfire and will not guarantee your safety.
- Many houses will provide more effective protection than **NSP/PLR**.
- Travelling to a **NSP/PLR** during a fire is dangerous. Visibility may be poor due to heavy smoke. The Roads may be blocked due to traffic congestion, fallen trees, collisions or emergency vehicles.
- There is no guarantee that you will not be injured or killed by fire or radiant heat when travelling to or sheltering at a **NSP/PLR**.
- While emergency services will make every effort to protect people sheltering at **NSP/PLR**, there is no guarantee that emergency services will be present.
- There will generally be limited parking. Large numbers of vehicles may further compromise what little protection the area affords.
- No amenities (e.g. food, drinks, and toilets) will be provided
- It may not provide shelter from smoke and embers.

NSP/PLR have been assessed by CFA against **NSP/PLR** report assessment guidelines. It then becomes the responsibility of Council to endorse and maintain the **NSP/PLR**.

NSP/PLR are reviewed annually to ensure they still meet the municipal safer places criteria.

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Attachment C-4 – Community Fire Refuges

Approved Community Fire Refuges³²

There are no Community Fire Refuges in Latrobe City.

³² [Community Fire Refuges - Fire Services Commissioner Victoria](#)

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Attachment D – Engagement and Communications Plan

Latrobe City Fire Management Plan Stakeholder and Community Engagement 2013

Introduction

The purpose of this document is to outline the communication and engagement activities used in promoting the Fire Management Plan (FMP) within the footprint of the municipality of Latrobe City.

Background

The Victorian Government established and funded the Integrated Fire Management Planning (IFMP) project after the release of several reviews of the fire management planning process in Victoria. These published reviews included reports by the Auditor General and the Victorian Bushfire Inquiry.

The key element of IFMP is to reduce the impact of fire in Victoria by working with the three Victorian fire services and the 84 local government and alpine resort precincts as well as major regional stakeholders.

Building on the outcomes of these reports, one of the most important changes that IFMP is promoting is the transfer of separate fire prevention and response planning to a more strategic and integrated approach to fire management planning.

Fire Management Plan

The Fire Management Plan represents a collaborative approach between agencies responsible for fire planning and management.

All agencies responsible for fire management are working together, sharing information to mitigate the risk of fire in the community. The development of the FMP is under the direction of each Fire Management Planning Committee (FMPC) and with support from the Intergrated Fire Management Planning (IFMP) regional team.

Communications

The success of the Fire Management Plan (FMP) implementation will be dependent on effective communications. The Objectives of the communication of the FMP will be to achieve:

- Consult with communities, so local knowledge is captured.
- Identify and provide meaningful engagement opportunities for community and stakeholders to understand and provide informed feedback.
- Provide clear, timely and relevant information to the community and stakeholders about the FMP.
- A collaborative approach to integrated fire management planning.
- Identify internal communication flows within organisations.
- Ensure communications across agencies is effective.
- Understand the issues and responsibilities of all agencies to deliver a consistent one voice to the community.

- Build resilient relationships and sound networks between key stakeholders.
- Identify communications opportunities within already existing networks into the community.

Ownership

To achieve true ownership of the plan the community must be engaged and interacted with at the grass roots level and all agencies involved must be represented at the one venue and time. This plan must be owned by the community for it to be implemented and accepted. A strong emphasis needs to be to the community to plan for themselves, individuals are ultimately responsible for the own fire management planning, preparation and response.

Community engagement and consultation is the key to the successful implementation of the Fire Management Plan

Key Messages

- Working together to manage fire in communities and the environment using a collaborative approach
- Ensuring a consistent, sustainable and integrated approach to fire management planning across Victoria
- Reducing the impact of wildfire, structure and chemical fire across Victoria, while recognising the positive use of fire for ecological and cultural use
- Planning together to manage before, during and after fire events in a joint community and whole of government approach

Key Engagement Questions

The key questions for stakeholders and communities are:

- Your local knowledge is important to us – have we missed anything?
- How can we help you better prepare for bushfire?
- Identify any assets, properties or community resources that you believe should be included
- What treatments or works proposed for your township in the Multi Agency Work Plan? E.g. Fire Ready Victoria meetings, slashing, burning, Community Fire Guard
- Have you received sufficient information on bush fire planning by fire agencies so that you are aware of what is happening within Latrobe? Yes/No
- Have you received sufficient information to plan for you and your family can take to be bushfire ready? Yes/No
- Has the information you received been easy to understand? Yes/No

Risk Assessment

A risk assessment should be carried out prior to engaging with the community and stakeholders to detail the potential risks associated with the engagement process. This assessment will identify the likelihood and consequences prior to determining the overall risk rating. This will include mitigating and management methods proposed to minimize the likelihood of the risk occurring.

There is inherent risk in undertaking stakeholder and community engagement process, particularly when exploring the sensitive issue of bushfire planning and preparedness

Engagement Opportunities

Agency/Organisation	Engagement method	Comments/Responsible Officer
Secondary Stakeholders	Email copy of FMP for review and comments	
Latrobe City Councillors	Notification to councillors to review FMP and provide feedback/comments	
Media launch	Community Newsletters Latrobe Valley Express Moe/Narracan News Traralgon Journal	
Link with existing community groups	Community Newsletters	
Link into communities that have created Local Emergency Action Plans (LEAP)	Boolarra/Yinnar Traralgon South, Callignee and surrounding area's Hazelwood/Jeeralang	
Community that have Community Information Guides (CIG) formally Township Protection Plans (GIG) Neighbourhood safer places (NSP/PLR)	Local community that have (CIG's) Glengarry North & District Moe South Traralgon South & District Tyers, Tyers North and Tyers East NSP/PLR Churchill Community Hall, Phillip Parade Boolarra Memorial Hall, Cnr Tarwin and Christian Street Yinnar Primary School, Main Street	Copies of the plan to be located/distributed to these communities with a brief note on how to read the plan
CFA Volunteer Brigades	Fire Management Plan made available at Group meetings for comment	VFRR data presented at: Morwell Group Traralgon Group Narracan Group (5) brigades Moe Newborough Yallourn North Tanjil Moe South

Engagement Negotiable and Non-Negotiable

To ensure a clear understanding of the FMP and what changes or additions can be made the same negotiable and non-negotiable rules will apply to stakeholders and the community

Negotiable	Non-negotiable
Additions to asset risk register	Heritage listed buildings and area's
Implementation of selected treatment options	Risk assessment standards and processes
Preferences for how we communicate and engage with stakeholders and the community	Comply with government policy and legislation
Confirmation and validation of localized information featured in FMP and sub plans (i.e. CIG)	Endorsed by all agencies
	Alignment to government position on fire safety initiatives
	Agency commitment
	Evaluation and periodical review

Evaluation

An evaluation process will be conducted during and after the stakeholder/community consultation process to evaluate the information given and received. This process will give a guide to further engagement and the processes required and needed to engage effectively with the municipality

Attachment E – Maps

Map No.	Map Title	Map Owner
1.	Latrobe City	Latrobe City Council
2.	Latrobe City Strategic Fuel (Fire) Breaks	Latrobe City Council
3.	Bushfire Management Overlay, Latrobe City	Latrobe City Council
4.	Bushfire Impacted Areas, 2006, 2009	Latrobe City Council
5.	Roads Classification Map, Latrobe City	CFA
6.	VFRR-B Human Settlements at Risk Map	VFRR-B, CFA
7.	VFRR-B Economic Assets at Risk Map	VFRR-B, CFA
8.	VFRR-B Environment Assets at Risk Map	VFRR-B, CFA
9.	VFRR-B Cultural/Heritage Assets at Risk Map	VFRR-B, CFA
10.	Overview Map of HVP Plantations - Gippsland	HVP

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