

Final
25/03/20



Electric Line Clearance Management Plan

2021 - 2022



Electric Line Clearance Management Plan

Doc. No:	ECLMP
Rev. No.:	2.4
Rev. Date:	March 2021

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Version	Date	Author	Reason/Description
1.0	17 th February 2016	Stuart Hansen	Initial draft
2.0		Daniel Alexander	Revision prior to ESV audit. Multiple changes guided by 'Guide to Electrical Line Clearance Regulations and Electrical Line Clearance Management Plan'
2.1-2.2	14 th September 2018	Daniel Alexander	Revision after ESV CM-8266 systems audit amendments – submissions 1-2
2.3	15 th February 2019	Daniel Alexander	Revision after ESV CM-8266 systems audit amendments –submission 3
2.4	25 th March 2021	Daniel Alexander	Revision for 21-22 Plan – ESV preparation reminder CM-10850.



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Appendices

Appendix No.	Document No.	Description
Appendix 1	ELCMP.001	ELCMP Review Process and Authorisation
Appendix 2	ELCMP.002	Audit Program
Appendix 3	ELCMP.003	Objectives and KPIs Audit
Appendix 4	ELCMP.004	Health and Safety Audit
Appendix 5	ELCMP.005	Plant and Equipment Audit - EWP
Appendix 6	ELCMP.006	Plant and Equipment Audit – Tipper/Chipper
Appendix 7	ELCMP.007	Plant and Equipment Audit – Mechanical
Appendix 8	ELCMP.008	SWMS Field Audit
Appendix 9	ELCMP.009	Inspection Quality Audit
Appendix 10	ELCMP.010	Cutting Quality Audit
Appendix 11	ELCMP.011	Procedure/Work Instruction Audit
Appendix 12	ELCMP.012	Environmental Audit
Appendix 13	ELCMP.013	Code Compliance Audit
Appendix 14	ELCMP.014	Corrective Action Report
Appendix 15	ELCMP.015	Daily Plant Safety Checklist
Appendix 16	ELCMP.016	Inspection Work Instruction Sheet
Appendix 17	ELCMP.017	Daily Work Sheet
Appendix 18	ELCMP.018	Dispute Resolution Process
Appendix 19	ELCMP.019	Declared Area Maps (ESV database maps)
Appendix 20	ELCMP.020	HBRA and LBRA Boundaries (CFA and Powercor maps)
Appendix 21	ELCMP.021	ELCMP Induction form
Appendix 22	ELCMP.022	HBRA pre bush fire season checks
Appendix 23	ELCMP.023	Borough of Queenscliffe Significant Tree register 2004
Appendix 24	ELCMP.024	Operational Flow Chart
Appendix 25	ELCMP.025	Planning scheme overlay areas

APPENDICES

Note: Appendices contain key records (forms and documents) that are generated by the plan. Some Appendices may not contain documents or completed records at time of issue as they may be dependent on work being done during the program. These records will be updated and placed in the Appendices as they are generated for the program and will be available as applicable to the time of any compliance audits.



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Management Plan Particulars

Document number:	ELCMP
Issue Number:	2.5
Authorised by:	Johann Rajaratnam
Authorisation date:	25 March 2021

Regulation cross reference table:

Clause Number	Requirement	Referenced in this ELCMP
Part 2 9(1)	This regulation does not apply to a responsible person referred to in section 84A or 84B of the Act.	N/A
Part 2 9(2)	A responsible person that is not a major electricity company, before 31 March in each year, must prepare a management plan relating to compliance with the Code for the next financial year	Section 2 -Clause 2 – Page 6 Appendix 1
Part 2 9(4)(a)	Name, address and telephone number of the responsible person	Section 2.1 Clause 4a – Page 6
Part 2 9(4)(b)	Name, position, address and telephone number of the individual who was responsible for the preparation of the management plan	Section 2.1 Clause 4b – Page 6
Part 2 9(4)(c)	Name, position, address and telephone number of the persons who are responsible for carrying out the management plan	Section 2.1 Clause 4c – Page 6
Part 2 9(4)(d)	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	Section 2.1 Clause 4d – Page 7
Part 2 9(4)(e)	Objectives of the plan	Section 2.2 Clause 4e – Page 7 Appendix 3
Part 2 9(4)(f)	The land to which the management plan applies by the inclusion of a map	Section 2.3 Clause 4f – Page 7 Appendix 19
Part 2 9(4)(g)	any hazardous bushfire risk areas and low bushfire risk areas in the land referred to in paragraph (f) (as indicated on the map);	Section 2.3 Clause 4g – Page 7 Appendix 20
Part 2 9(4)(h)(i)	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 indigenous to Victoria; or	Section 2.5 Clause 4gi – Page 8 Appendix 23
Part 2 9(4)(h)(ii)	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 listed in a planning scheme to be of ecological, historical or aesthetic significance; or	Section 2.5 Clause 3gii – Page 8 & 9 Appendix 23 & 25



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Regulation cross reference table:

Clause Number	Requirement	Referenced in this ELCMP
Part 2 9(4)(h)(iii)	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 a tree of cultural or environmental significance	Section 2.5 Clause 3giii – Pages 7, 8 & 9 Appendix 20, 23 & 25
Part 2 9(4)(i)	The means which the responsible person is required to use to identify a tree specified in paragraph (h)(i), (ii) or (iii);	Section 2.5 Clause 3h – Page 9, 10
Part 2 9(4)(j)(i)	the management procedures that the responsible person will adopt to ensure compliance with the Code, which—: (i) must include details of the methods to be adopted for managing trees and maintaining a minimum clearance space as required by the Code; and	Sections 3 Clause 3ii – Pages 10 -14 Appendix 16 & 17
Part 2 9(4)(j)(ii)	the management procedures that the responsible person will adopt to ensure compliance with the Code, which—:(ii) for the purposes of determining a minimum clearance space in accordance with Division 1 of Part 3 of the Code—: (A) must specify the method for determining an additional distance that allows for conductor sag and sway; and (B) may provide for different additional distances to be determined for different parts of an electric line span;	Clause 4j – Pages 10-16
Part 2 9(4)(k)	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	Section 3.6 Clause 4j – Page 16 Appendix 17
Part 2 9(4)(l)	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	Section 4 Clause 9(4)l – Page 17
Part 2 9(4)(m)(i)	The details of each approval for an alternative compliance mechanism that the responsible person holds	Section 4 Clause 9(4)(m)i – Page 17
Part 2 9(4)(m)(ii)	The details of each approval for an alternative compliance mechanism that is in effect	Section 4 Clause 9(4)(m)ii – Page 17
Part 2 9(4)(n)	A description of the measures that must be used to assess the performance of the responsible person under the management plan	Section 7 Clause 4n – Page 25 Appendix 2, 3, 9 & 10
Part 2 9(4)(o)	Details of the audit processes that must be used to determine the responsible person's compliance with the Code	Clause 3n – Page 27 & 28 Appendix 2 & 14
Part 2 9(4)(p)	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 and the Electricity Safety (General) Regulations 2020 ;	Section 6 Clause 4p – Page 24 & 25
Part 2 9(4)(q)	Notification and consultation procedures	Section 5 Clause 4q – Pages 20 -22



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Regulation cross reference table:

Clause Number	Requirement	Referenced in this ELCMP
Part 2 9(4)(r)	a procedure for the independent resolution of disputes relating to electric line clearance;	Section 5.10 Clause 4r – Pages 22-24 Appendix 18
Part 2 10(6)	A responsible person must ensure that a copy of the management plan is published on the responsible person's Internet site	Clause 10(6) Obligations - Page 26

The following sections are presented in the format shown in 'Guide to Electric Line Clearance Regulations and Electric Line Clearance Management Plan – Elements of a Plan', ESV.

1. Plan preparation

The plan is reviewed annually with particular consideration to key elements under *Regulation 9 Preparation of management plan* within the Regulation. The following sections 1 to 4 are set out as presented in 'Guide to Electric Line Clearance Regulations and Electric Line Clearance Management Plan – Elements of a Plan', ESV. Which in turn reference the Electricity Safety (Electric Line Clearance) Regulations 2020.

2. Management plan particulars.

9(2) to 9(4)(i)

The scope of works for this ELCMP is to inspect, manage and maintain clearance of trees from Council network assets, including notification, consultation and negotiation with other responsible persons (ORP) and affected persons in accordance with the Electricity Safety Act 1998, Electricity Safety (Electric Line Clearance) Regulations 2020 and the Electricity Safety (Bushfire Mitigation) Regulations to the satisfaction of Distribution Businesses with respect to service delivery and tree related fault performance.

The responsible person (Unit Director) named in 9(4)(a) will ensure that Council's ELCMP is prepared before 31 March each year and submitted to ESV within 14 days of request. Refer to **ECLMP-001 (Appendix 1)** for *ELCMP Review Process* to ensure the ELCMP is amended & internally authorised before 31 March each year.

2.1 Responsible person and key ELC personnel

9(4)(a) Name, address and telephone number of the responsible person;

Name of Council:	Borough of Queenscliffe
Address:	50 Learmonth Street Queenscliff 3225
Chief Executive Officer:	Martin Gill
Telephone:	03 5258 1377
e-mail:	info@queenscliffe.vic.gov.au

9(4)(b) Name, position, address and telephone number of the individual who was responsible for the preparation of the management plan;

Name:	Johann Rajaratnam
Position (Unit Director):	General Manager Planning & Infrastructure
Address:	50 Learmonth Street Queenscliff 3225
Telephone:	03 5258 1377
e-mail:	Johann.Rajaratnam@queenscliffe.vic.gov.au



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9(4)(c) Name, position, address and telephone number of the persons who are responsible for carrying out the management plan;

Name:	Daniel Alexander
Position (Unit Manager):	Civil Engineer
Address:	50 Learmonth Street Queenscliff 3225
Telephone:	03 5258 1377
e-mail:	daniel.alexander@queenscliffe.vic.gov.au

9(4)(d) 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;

Telephone:	03 5258 1377 (24hr contact)
Name:	Various rostered on-call staff

2.2 Objectives of the plan

9(4)(e) Objectives of the plan;

The following are identified as the key objectives of this plan to fulfil Council's commitment to maintain the space between the vegetation and powerlines (clean space) under its control and fulfil its duties as set out in the Electricity Safety (Electric Line Clearance) Regulations 2020 (the Code).

- Compliance with the Electricity Safety (Electric Line Clearance) Regulations 2020 and Code of Practice;
- Electrical safety;
- Minimise fire starts as a result of contact between vegetation and electricity network;
- Continuity of electricity supply to customers;
- Public Safety;
- Provision of a safe workplace for employees and service providers;
- Vegetation management systems to maximise environment and amenity value of the Council's trees;
- Protection of areas of important vegetation which may be deemed as such, on the basis of those areas containing botanically, historically or culturally important vegetation or vegetation of outstanding aesthetic or ecological significance, and/or the habitat or rare or endangered species; and
- Community satisfaction with the manner in which the necessary works required are carried out.

Council has developed a set of Key Performance Indicators (KPIs) to monitor the overall vegetation management performance. Relevant processes will be monitored audited by the responsible person to ensure that the objectives of the plan are being implemented and actioned following the annual cut. This will be done utilising the *Objectives & KPIs Audit ELCMP-003 (Appendix 3)*.

2.3 Land to which the management plan applies

9(4)(f) The land to which the management plan applies by the inclusion of a map;

Council's declared areas are illustrated in **Appendix 19**. These declared area maps are copies of the ESV database maps (<https://eservices.esv.vic.gov.au/LineClearance/>). The declared area ends along the middle of Fellows Road whereby the City of Greater Geelong takes management to the west. A section under management of Powercor is located between the two townships. The Major Electricity Company controlling the Powerline assets within our Council is Powercor, They are responsible for trees within private property throughout the Borough .



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Part 2 9(4)(g) any hazardous bushfire risk areas and low bushfire risk areas in the land referred to in paragraph (f) (as indicated on the map);

Council will request CFA each year to provide a copy of their maps which illustrate the HBRA and LBRA and the declared area boundaries within the Council's responsibility. Maps can be obtained using the process described on the CFA web site. <https://www.cfa.vic.gov.au/plan-prepare/electric-line-vegetation-clearance>. The most current CFA maps made available to the Council will be filed in **Appendix 20**. Further to this, any changes that happen outside of this request may occur during the Fire Prevention Committee meeting. Each year the CFA will advise Council's Community Fire Safety and Environment Officer of any changes to the fire hazard ratings (for Electricity Safety Act 1998) boundaries each year at the Fire Prevention Committee meeting.

2.4 Structure, roles and responsibilities

Planning, preparation, approval, implementation and monitoring of the plan is to be undertaken by the RP's outlined in 2.1 with the use of the flowchart to summarise important hold points. Section 2.1 outlines functions and roles. External services: Contractors working for the council are required under contract to adhere to the ELCMP. Contact is kept with the distribution company to manage hazards that may fall outside of council areas and updating of clearance requirements.

2.5 Vegetation profile, significant and important trees

The responsible person will consult the following resources at least 1 yearly to ensure the accuracy of Council's knowledge on the location of such trees.

9(4)(h) 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—

i. indigenous to Victoria;

As per Victorian Planning Provision Native vegetation includes any plants that are indigenous to Victoria, including trees, shrubs, herbs, and grasses. Declared areas within the Borough of Queenscliffe do contain native/indigenous trees (remnant or forest vegetation) that may need to be cut or removed to ensure compliance to the extent practicable with the 2020 Regulations

Remnant vegetation is dominated by Tea Tree (*Leptospermum laevigatum* and *Leptospermum juniperinum*), Moonah (*Melaleuca lanceolata*) and Coastal Heath (*Leucopogon parviflorus*). Substantial remnant vegetation is located in the Point Lonsdale Cemetery and south of Lawrence Rd. Below is a list of the main native species and further detailed locations for use of contractors can be found in The Queenscliffe Significant Trees and Vegetation Study 2004. **Appendix 23**

Abbrev.	Species	Native / Exotic
BA	Banksia	Native
Ban	Banksia	Native
BB	Bottle Brush	Native
CI	Callistemon	Native
Euc	Eucalyptus	Native
GR	Grivillia	Native
LP	Lilly Pilly	Native
Mel	Melaleuca	Native
SO	She Oak	Native
TT	Tea Tree	Native



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WA	Wattle	Native
Yate	Yate	Native

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

Areas of environmental, cultural, aesthetical and ecological importance have been identified throughout the areas of Point Lonsdale and Queenscliff and included as Vegetation Protection and Heritage Overlays in Councils planning scheme

VPO1 specifically notes : 'protection of existing indigenous vegetation, including Tea Tree (*Leptospermum laevigatum* and *Leptospermum continentale*), Coastal Beard Heath (*Leucopogon parviflorus*) and Moonah (*Melaleuca lanceolata*), which are integral to the natural coastal character of Point Lonsdale' **APP25** provide mapped areas.

iii. A tree of cultural or environmental significance:

There are no known trees of historical significance listed in Councils declared areas within the vicinity of powerlines that require pruning or clearing by Council to ensure compliance with the Code of Practice. There are no known trees of habitat significance for rare or endangered species listed in Councils declared areas.

The Queenscliffe Significant Trees and Vegetation Study 2004 contains locations of native and exotic species with a given local or state significance. Table and Map can be found in **Appendix 23**

Exotic trees that may be affected by overlays or listed in the significant tree register include:

Abbrev.	Species	Native / Exotic
Ash	Ash	Exotic
CY	Cypress	Exotic
Fig	Fig Tree	Exotic
NH	North Island Hibiscus	Exotic
Oak	Oak	Exotic
Olian	Oliander	Exotic
Olive	Olive	Exotic
Pine	Pine	Exotic
Plant	Plane	Exotic
Will	Willow	Exotic

9(4)(i) The means which the responsible person will use to identify a tree of a kind specified in paragraph (h)(i), (ii) or (iii);

- o The Queenscliffe Significant Trees and Vegetation Study 2004. **Appendix 23**
- o National Vegetation Information System (NVIS) (<https://www.environment.vic.gov.au/native-vegetation/native-vegetation-information-management>)
- o Department of Sustainability and Environment website (<https://www.environment.vic.gov.au/>)
- o RP planning schemes and overlays
- o Department of Transport, Planning and Local Infrastructure
- o Heritage Register (<http://vhd.heritagecouncil.vic.gov.au/>) within the meaning of the **Heritage Act 1995**;
- o Council will be notified by Victorian Aboriginal Heritage Council of any changes to the Victorian Aboriginal Heritage Register. The Victorian Aboriginal Heritage Register is not a publicly



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accessible register because it contains culturally sensitive information. Applicants may apply online for access or advice using the Aboriginal Cultural Heritage Register and Information System (ACHRIS - <https://applications.vic.gov.au/apps/achris/public/request-for-access/enter>) established under section 144 of the **Aboriginal Heritage Act 2006**;

- Threatened Flora List in accordance with section 10 of the **Flora and Fauna Guarantee Act 1988**
([http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/LTObject_Store/LTObjSt10.nsf/DDE300B846EED9C7CA257616000A3571/AE48B2DE5EC5A3A1CA25814E0001CB06/\\$FILE/88-47aa044%20authorised.pdf](http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/LTObject_Store/LTObjSt10.nsf/DDE300B846EED9C7CA257616000A3571/AE48B2DE5EC5A3A1CA25814E0001CB06/$FILE/88-47aa044%20authorised.pdf))
- Flora or fauna as listed as threatened with a status of 'vulnerable,' 'endangered' or 'critically endangered'; (<https://www.environment.vic.gov.au/conserving-threatened-species/flora-and-fauna-guarantee-act-1988>);
- Threatened Invertebrate Fauna List
(https://www.environment.vic.gov.au/_data/assets/pdf_file/0016/50452/Advisory_List_of_Threatened_Invertebrate_Fauna_2009_FINAL_Sept_2009.pdf); and
- Threatened Vertebrate Fauna List
(https://www.environment.vic.gov.au/_data/assets/pdf_file/0014/50450/Advisory-List-of-Threatened-Vertebrate-Fauna_FINAL-2013.pdf).

2.6 Cutting or removal of significant/important trees

Processes and procedures in place to minimise the impact achieving compliance will place on significant or important vegetation.

In making these evaluations and before deciding on the most appropriate method, due consideration is given to the site's specifics, including:

- the significance of the site as a natural habitat of endangered species of both flora and fauna;
- relocation of the powerline from the vegetation evaluating the savings achieved by avoiding the recurrent costs of cutting and assessing the benefits of implementing available and practicable alternative construction methods;
- the significance and public value of the site's aesthetics;
- the impact on the tree's amenity and utility value if subjected to pruning versus removal;
- the sites suitability to accept more appropriate species as replacements;
- the environmental impact of proposed works;
- determining the most appropriate method of actioning the offending vegetation concerned;
- appropriate planning and scheduling;
- identification and quantification of equipment and accredited personnel required;
- any hazards outside the clearance and regrowth spaces that may require assessment or correction;
- funding;
- community and customer consultation; and
- compiling a data base in conjunction with the Distribution Company that can be used in future years in determining costs associated with different clearance techniques.

The Code section 11 relates to cutting or removing habitat for threatened fauna. Any fauna that may be affected should be identified with the use of Threatened Flora List in accordance with section 10 of the '*Flora and Fauna Guarantee Act 1988*'. As per Appendix 21 (ELCMP.021) whereby councils process to is to check the with ELC personnel at induction and make aware of this Act that council will require contact and the noting of any instances if unsure. Council's informal process of tree removal requires independent arborist assessment due to the majority of tree species are protected, this step will identify any possible fauna in these instances.

Each inspection shall be fully documented and each street visited shall be identified utilising the *Inspection Work Instruction Sheet ELCMP-016 (Appendix 16)*.



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3. Management procedures for maintaining clearance spaces

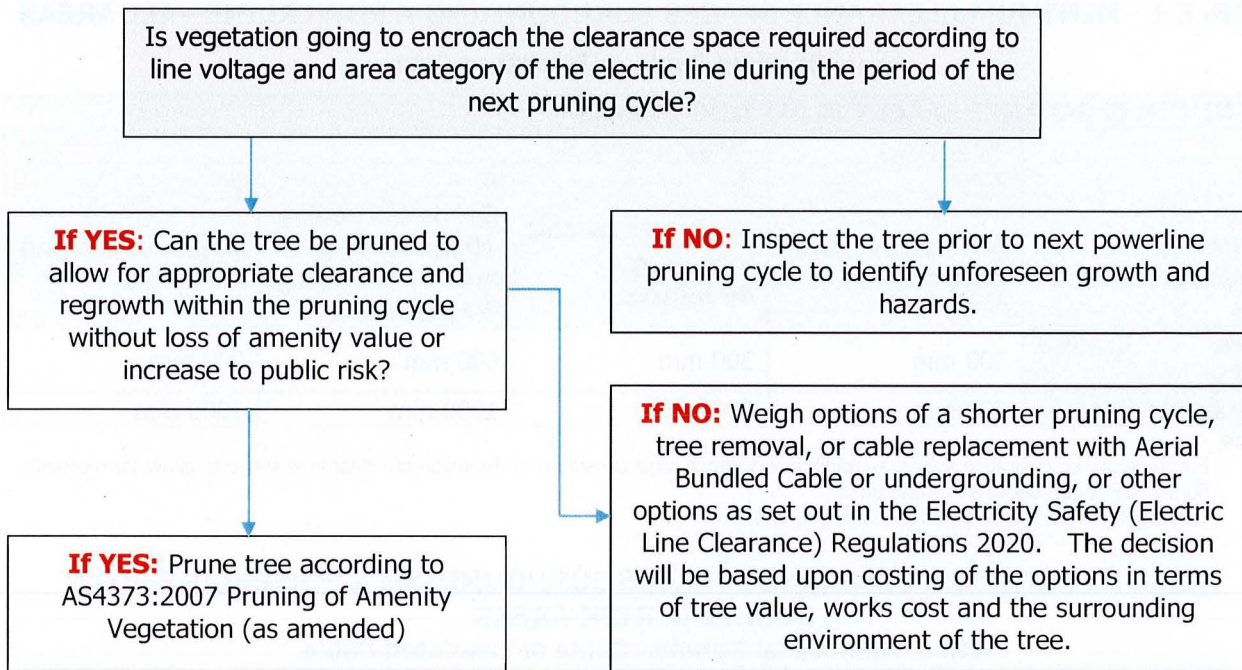
The following suite of management procedures in section 3 are directed at **9(4)(j) the management procedures that the responsible person is required to adopt to ensure compliance with the Code; and (i) or (ii) (AB)(B)**

3.1 Routine inspection program

Inspection/pruning programs and schedules

Council has determined that the electric line clearance inspection and pruning will be undertaken annually for maintaining the statutory clearance space between vegetation and powerlines. Currently the **inspection is to be undertaken in March and clearing in April**. This period provides the greatest opportunity to maximise the amenity value of its street trees. A qualified and trained contractor has been appointed to undertake annual inspections and provide a report of findings to Councils Responsible Person. Works of any pruning requirements are to ensure the street trees remain clear of electrical lines. Each inspection shall be fully documented and each street visited shall be identified.

The following outlines the decision making process with regard to maintaining line clearance.



In the inspection, trees which are in breach of the Code will be identified. In addition, any trees which are determined to be likely to breach the Code in the twelve months are also to be identified.

Each inspection shall be fully documented and each street visited shall be identified utilising the Inspection Work Instruction Sheet ELCMP-016 (**Appendix 16**).

Managing and recording regrowth

Council will observe and record the rate of growth of species under the growing conditions, which prevail in the Municipality and apply these observations when determining the extent and frequency of pruning. The inspector will record the estimated growth rate from the previous year on the *Inspection Work Instruction Sheet ELCMP-016 (Appendix 16)*.

The following growth rates have been assumed by Council.



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Species	Annual Growth Rate	Estimated Side	Annual Growth Rate	Estimated Under
Eucalypts	.2m		.8m	
Cypress	.2m		.5m	
Other Exotics	.2m		.6m	

During the inspection of the declared areas, locations adjacent to the clearance space or regrowth space will be also inspected for trees which could become a hazard under adverse weather conditions which could prevail in the area. The contractor will do inspections prior to annual pruning and also inspect any trees which could affect lines.

As part of the annual audit Council will seek to identify vegetation infringing on clearance space within the declared area in addition to any non-conformances. Hazards outside the clearance and regrowth spaces that may require assessment and correction will also be identified. Note: For the purpose of this Plan, a hazard tree is a tree that possesses hazardous faults which if not actioned, will negatively impact distribution assets. These trees may possess characteristics such large cavities, severe decay, major cracks etc.

The following tables detail the minim clearance space required.

TABLE 1 - MINIMUM CLEARANCE SPACES SURROUNDING A POWERLINE—ALL AREAS
Aerial Bundled Cable or Insulated Cable

MINIMUM CLEARANCE SPACES IN ALL DIRECTIONS				
	Near pole		Away from pole	
1	2	3	4	5
Type of Powerline	All spans near the pole	Spans up to and including 40 metres	Spans exceeding 40 metres up to and including 70 metres	Spans exceeding 70 metres
Aerial Bundled Cable	300 mm	300 mm	600 mm	900 mm
Insulated Cable	600 mm	600 mm	1000 mm	1000 mm

Notes

- (1) For the required clearance space, an additional distance must be added to the minimum clearance space to allow for regrowth during the period between cutting times.
- (2) This Table includes allowances for cable sag and sway.

TABLE 2 - MINIMUM CLEARANCE SPACES SURROUNDING A POWERLINE—LOW BUSHFIRE RISK AREAS
Other Than Aerial Bundled Cable or Insulated Cable

MINIMUM CLEARANCE SPACES IN ALL DIRECTIONS					
	Near pole	Away from pole			
1	2	3	4	5	6
Nominal voltage	Section of all spans near the pole	Spans up to and including 45 metres	Spans exceeding 45 metres, up to and including 70 metres	Spans exceeding 70 metres, up to and including 100 metres	Spans exceeding 100 metres – *Distributor requirements
Up to 1 kV	1000 mm	1000 mm	2000 mm	2500 mm	2500 mm
Over 1 kV, less than 66 kV	1500 mm	1500 mm	2000 mm	2500 mm	2500 mm
66 kV	2250 mm	2500 mm	3000 mm	3500 mm	3500 mm



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Distributor consult yearly. Refer to S3.6 9(3)(i)(ii).

Notes

- (1) This Table includes allowances for cable sag and sway for spans up to and including 100 metres.
- (2) For spans exceeding 100 metres, the minimum clearance space must be extended by an additional distance to allow for sag and sway of the conductors.
- (3) For the required clearance space, an additional distance must be added to the minimum clearance space to allow for regrowth during the period between cutting times.

Hazardous bush fire risk areas (HBRA) are audited at the same time of the annual inspection audit, which is conducted during February to March of each year and any follow up works are carried out during the months of April to May. The contractor is required to prune the street trees so that the clearance space is in accordance with the Regulations. The contractor will report to Council the extent of regrowth observed from each species. The Council will utilise this information to evaluate the growth rates and size of all trees near power lines and then take appropriate action to remove fast growing and tall trees and replace with appropriate species or replace powerlines with engineering solutions.

HBRA areas will be checked by the Responsible Person and council officer sometime in October to December prior to the bush fire season using 'App22 - ELCMP-022 HBRA informal pre-bush fire season checks - Rev 1 - May18' as a precautionary check for any reactive works that may be required.

TABLE 3 - MINIMUM CLEARANCE SPACES SURROUNDING A POWERLINE—HAZARDOUS BUSHFIRE RISK AREAS

Other Than Aerial Bundled Cable or Insulated Cable

MINIMUM CLEARANCE SPACES IN ALL DIRECTIONS				
	Near pole	Away from pole		
1	2	3	4	5
Nominal voltage	Section of all spans near the pole	Spans up to and including 45 metres	Spans exceeding 45 metres, up to and including 350 metres	Spans exceeding 350 metres
Up to 1 kV	1500 mm	1500 mm	2000 mm	2250 mm
Over 1 kV, less than 66 kV	1500 mm	1500 mm	2000 mm	2250 mm
66 kV	2250 mm	2250 mm	3000 mm	3000 mm
ADD SAG and SWAY				

Notes

- (1) The minimum clearance space must be extended by an additional distance to allow for sag and sway of the conductors.
- (2) For the required clearance space, an additional distance must be added to the minimum clearance space to allow for regrowth during the period between cutting times.

Scheduled meetings will occur annually between Council and Distribution Business's to facilitate consultation and discussion of clearance issues such as:

- Programming and scheduled works
- Accessing live line clearing, suppression & shutdown coordination
- Performance
- Specific events
- General issues

During these meetings any additional infrastructure that has been installed in Council's declared area will be advised by the Distribution Business.

Notified Work Required/Conducted



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Locations notified by the Distribution Company or any other interested party as requiring attention to maintain powerline clearance which are responsibility of the Municipality will be assessed by the Responsible Person as soon as practical following receipt of the notice.

The Responsible Person will convey to the contractor, the site of any pruning's notified by the Distribution Company as being the result of emergency clearing. The work of removing the pruning's will be programmed by the contractor.

3.2 Routine pruning program

All pruning works will be undertaken in accordance the Electricity Safety (Electric Line Clearance) Regulations 2020, AS4373:2007 Pruning of Amenity Trees and best practice methods. Detailed assessment of the specific pruning requirements of each tree will be assessed and recorded during the initial inspection prior to line clearance works being undertaken. Councils work crew or contractor will be directed to prune each tree in accordance with the work instructions issued by Council as per the Daily Work Sheet ELCMP-017 (**Appendix 17**). The clearance space provided beyond the minimum recommended clearance space detailed within the Code would be forecasted in accordance with species type, local conditions and pruning frequency.

3.3 Hazard trees

In a situation where Council identifies a tree that is likely to fall onto or otherwise come into contact with an electric line, Council will assess the tree using a suitably qualified arborist who holds the qualification of National Certificate III in Arboriculture including the "Perform a ground-based tree defect evaluation" unit of competency, or an equivalent qualification and at least 3 years of field experience in assessing trees

In situations where the arborist's assessment confirms the likelihood of contact with the electric line having regard to foreseeable local conditions including weather and round instability, Council will remove or cut the hazard tree as per the Code. In the event of a hazard tree being identified as a culturally significant, environmentally significant or habitat tree, Council will where possible minimise the impact on the tree or fauna as previously outlined, to ensure compliance with the requirements of the code, the schedule to the code or to make an unsafe situation safe.

A map of the inspection/pruning maintenance zones is located in **Appendix 19**.

Council's has various Streetscape policies and strategies contained on their website. These policies highlight Councils commitment to comply with the Code, suitable/approved species-planting list and removal/replacement procedure for unsuitable species.

CP046 - Street Tree Planting – 'ensure proposed vegetation in road reserves is compatible with existing and proposed infrastructure particularly overhead powerlines;'

CP020 - Vegetation Vandalism – ' Only approved Council staff or contractors may undertake removal or pruning works on vegetation on Council Land.'

Local Law No 2, 2010 Community Amenity
Queenscliffe Planning Scheme
Planning and Environment Act 1987
Flora and Fauna Guarantee Act 1988

3.4 Urgent pruning or removal

Council will undertake emergency cutting and pruning activities in the following situations:

- where a tree is identified as encroaching the clearance space due to unanticipated growth;
- as a result of a tree falling or becoming damaged so that it requires cutting or removal to maintain the required clearance space; or



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- where a tree has been assessed by a suitably qualified arborist and confirmed to have an imminent likelihood of contacting the electric lines having regard to foreseeable local conditions.

After undertaking emergency cutting or removal in accordance with the regulations Council will, as soon as practicable after completion of the works, give notice to all affected persons; occupiers of the land on which the tree was cut or removed and where appropriate, the owner of the land on which the tree was removed.

As part of such works Council will record where and when the cutting or removal was undertaken, identify why the cutting/removal was required and record when the last inspection of the tree occurred. All records will be filed at the Council office and kept for a minimum of 5 years.

Council will undertake its urgent works in accordance with the Regulations and not remove or cut any more than one meter from the minimum clearance space around the electric line. Ongoing monitoring by visual assessment of the regrowth rates of Council's trees growing under powerlines will be undertaken to ensure continued compliance.

3.5 Sag and sway

Determining an additional distance that allows for cable sag and sway

At a meeting between Council and the Distribution Business, prior or on the 1st March each year, the Distribution Business will advise of the sag and sway of spans for 45m+ for HBRA zones and 100m+ for LRBRA zones of their poles in their declared areas at request of council from operational flowchart (**Appendix 24**).

Council records of sag and sway calculations to be maintained for 5 years (J:\Engineering Services\Powerlines\Power line clearance)

Owner, operator or DB process for providing assistance:

Name of Company:	Powercor Australia
Position:	ORP Manager
Name:	Leo Hourigan
Address:	Locked Bag 14090 Melbourne 8001
Telephone:	0408 304 984
e-mail:	lhourigan@powercor.com.au



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Figure 1 - Requirements for Sag and Sway for long span section - Murray Rd - As per distribution company

Hourigan, Leo <LHourigan@powercor.com.au>
 RE: sag & sway Powercor Clearance Chart Guidelines - McDonald Rd, Queenscliffe (request from ESV review of council ELCMP)

To: Daniel Alexander

Daniel – the allowances for conductor sag & sway are documented in our current approved 2018-19 Powercor Electric Line Clearance Management Plan Vegetation with the Clearance Chart Guidelines in Reference J chapter 10 provided as a guide for vegetation clearance.

The reference table for the SC/AC 3/2.75 steel conductor at McDonalds Rd has been updated.

Reference Clearance Table 4			
<22kV SC/GZ 3/2.75			
<22kV SC/AC 3/2.75			
Span Length	50% span	33% span	16% span
300.0	2.75	2.50	1.93

Using the current reference table above for 300m spans:

- Regulations applicable distance = 2m
- formula from Regs for span 45<SD<500, AD = 1500 + ((300-45) x (500 /303)
- from Powercor ELCMP HBRA the allowance for sway mid span is 2.75m
- from Powercor ELCMP HBRA sag is the regulated applicable distance see policy section

Total minimum clearance space = 2 +2.75 = 4.75m*
 *plus allowance for regrowth

regards
 Leo Hourigan | T 9683 4851
 Council Liaison Officer | CitiPower, Powercor & United Energy

From: Daniel Alexander [mailto:daniel.alexander@queenscliffe.vic.gov.au]
 Sent: Friday, 15 February 2019 12:01
 To: Hourigan, Leo
 Subject: FW: voltaee for saq & swav Soan Tables - McDonald Rd. Oueenscliffe (request after ESV inspection)

Figure 2 – Correspondence from Powercor. November 2017 Sag and Sway of BoQ long lines

3.6 Complete cutting as per AS 4373

9(4)(k). 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

There are two elements to what is 'reasonably practicable'. A duty-holder must first consider *what can be done* - that is, what is possible in the circumstances for ensuring health and safety. They must then consider whether it is *reasonable, in the circumstances* to do all that is possible.

When vegetation pruning methods are unable to comply with the requirements of AS4373, the contractor will consult with the Unit Manager to consult on the pruning method to be undertaken. The Unit Manager will make the final decision formal sign off/remarks to be added to the *Daily Work Sheet ELCMP-017 (Appendix 17)* that advice and approval has been sought from the Unit Manager. Every action should be taken to ensure that vegetation pruning methods taken minimise the extent of pruning and the effects of such pruning on vegetation. The process above is not required when a tree is being trimmed back to established practices for that tree.

3.7 Long term management strategies

- Streetscape references that support ELC
 - '2002 Borough of Queenscliffe Landscape and Nature Strip Guidelines' highlights the Subjects Site and Surrounding Area with note to services as a factor to be aware of.
- Community engagement and education in planting suitable trees



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4 Exemptions, exceptions and alternate compliance mechanism

Particular scenarios may compromise the ability of the RP to comply with the standard code clearance requirements. Therefore, through the capacity of the regulation different ELC management strategies are listed below to address certain issues.

The regulations allow the following provisions to be used in order to offer alternative clearance solutions:

Exemptions (Regulation 11)

Exceptions (Schedule 1 – Clause 4, 5, 6, 7)

Alternative Compliance Mechanisms (Regulation 9(4)(l), 9(4)(m), Schedule 1 – Clause 31, 32).

9(4)(l) 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;

This clause is not applicable to Council at this time. If an alternative compliance mechanism is required in the future, this ELCMP will be updated to reflect proper process to be followed.

9(4)(m) The details of each approval for an alternative compliance mechanism;

(i). that the responsible person holds;

This clause is not applicable to Council at this time. If an alternative compliance mechanism is required in the future, this ELCMP will be updated to reflect proper process to be followed.

(ii) that is in effect;

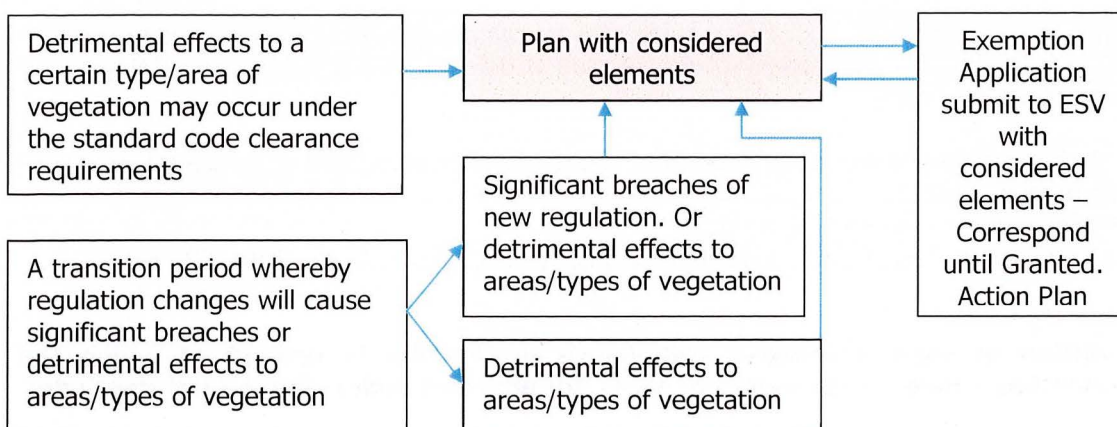
This clause is not applicable to Council at this time. If an alternative compliance mechanism is required in the future, this ELCMP will be updated to reflect proper process to be followed.



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4.7 Exemptions



The following are examples of possible exemptions that may be required within the Borough of Queenscliff and the steps needed for application with ESV.

During transition periods when new regulations are released and/or updated, and requirements for management of clearance space have changed significantly.

Management of significant vegetation where applying code clearance requirements will have detrimental effect on that specific vegetation.

The exemption applications can be submitted to ESV in writing once the application includes/considers the following elements:

- Applicant’s name, telephone number, business and postal address, email address
- Details of the exemption being applied for
- Reasons for the exemption
- Technical details justifying why granting of the exemption would not diminish electrical safety, increase the risk of fire starts or reduce reliability of supply
- A risk assessment of the scenario to quantify the relatable risk of managing the vegetation under exemption
- The management procedures that will be used to manage vegetation under an exemption

The following sections are as per Regulation 11 of the Electricity Safety (Electric Line Clearance) Regulations 2020.

11(2) A responsible person who is granted an exemption under this regulation must comply with the conditions (if any) of the exemption; This clause is not applicable to Council at this time. There are no exemptions in place. If an exemption is required in the future, this ELCMP will be updated to reflect conditions of the exemption.

4.8 Exceptions

Extracts from Part 2, Division 1, Clause 4 to (excluding 8) of the 2020 regulations. Assessments of exceptions to be inspected by a suitable qualified arborist within 14 months and noted within **APPENDIX 17**

1. Exception to minimum clearance space for structural branches around insulated low voltage electric lines



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The Borough of Queenscliffe outlines to inspection and cutting contractors to identify trees that meet the requirements for an exception as outlined in Part 2, Division 1, Clause 4(2) of Schedule 1 of the Code. The process for exception to minimum clearance space for structural branches around insulated low voltage electric lines is:

- A tree is identified that has structural branches within the clearance zone
- A suitably qualified Arborist determines that:
 - the branch is greater than 130mm in diameter when it enters the minimum clearance space,
 - the branch is more than 300mm from the line,
 - in the case of a span distance of 40 metres or less, the branch is more than 150 millimetres from the line; and
 - in the case of a span distance greater than 40 metres, the branch is more than 300 millimetres from the line; and
 - the line is an insulated, low voltage cable, and
 - the branch does not have a visible structural defect that may cause the branch to fail and make contact with the electric line.
 - in the case of a branch that comes within the minimum clearance space around the middle 2 thirds of the span, the span is fitted with—
 - (i) one conductor spreader if the length of the span does not exceed 45 metres; or
 - (ii) 2 conductor spreaders if the length of the span exceeds 45 metres; and
- Any risks identified are mitigated.
- The Contracted inspector/clearer:
 - registers in their tree data base, and
- The Responsible Person
 - ensures the tree is noted in the contractors annual clearance data base and is then stored in councils database

The process is managed by the electric line clearing Contract Officer and all records are retained by the Borough of Queenscliffe for a minimum of five years.

2. Exception to minimum clearance space for small branches around insulated low voltage electric lines

The Borough of Queenscliffe outlines to inspection and cutting contractors to identify trees that meet the requirements for an exception as outlined in Part 2, Division 1, Clause 5 of Schedule 1 of the Code. The process for exception to minimum clearance space for small branches around insulated low voltage electric lines is

- A tree is identified that has structural branches within the clearance zone
- An Arborist determines that:
 - a branch is less than 10mm in diameter when it enters the minimum clearance space,
 - the line is an insulated, low voltage cable, and
 - Councils database confirms that the branch has been removed from the minimum clearance space within the last twelve months.

3. Exception to minimum clearance space for structural branches around uninsulated low voltage electric lines in low bushfire risk areas

The Borough of Queenscliffe outlines to inspection and cutting contractors to identify trees that meet the requirements for an exception as outlined in Part 2, Division 1, Clause 7 of Schedule 1 of the Code. The process for exception to minimum clearance space for structural branches around uninsulated low voltage electric lines in Low Bushfire Risk Area is

- A tree is identified that has structural branches within the clearance zone
- A suitably qualified Arborist determines that:
 - the branch is greater than 130mm in diameter when it enters the minimum clearance space,
 - the branch enters the clearance space by no more than 500mm,
 - the branch does not have a visible structural defect that cause the branch to fail and make contact with the electric line.,
 - the line is an uninsulated, low voltage cable, and



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- the branch is located in the first or last sixth of the span, or
- the span is 45m or less in length and is fitted with one spreader, or
- the span is greater than 45m in length and is fitted with two spreaders.
- A risk assessment of the tree and branch is undertaken by an Arborist
- Any risks identified are mitigated.
- The Responsible person:
 - registers in the tree data base from Arborist data, and
 - ensures the tree is noted in the contractors annual clearance data base and is then stored in councils database

The process is managed by the electric line clearing Contract Officer and all records are retained by the Borough of Queenscliffe for a minimum of five years.

5 Notification, consultation and dispute resolution

9(4)(q) Notification and consultation procedures, including the form of the notice to be given in accordance with Division 3 of Part 2 of the Code; Council will ensure adequate notice is given to affected persons in regards to programmed line clearance works. Notification of Council's program of works will be undertaken in accordance with the Electricity Safety (Electric Line Clearance) Regulation's 2020. Where Council intends to cut or remove a tree that is on public land or within the boundary of a private property which the responsible person neither occupies nor owns 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 the regulations.

Prior to the commencement of works, a notice will be given in writing and by publication in a newspaper circulating generally in the locality of the land in which the tree is to be cut or removed at least 14 days and no more than 60 days before the intended works. If not completed within notified timeframe council will re-notify of work.


Where the tree intended for cutting or removal is a tree of cultural or environmental significance, notice will include the impact of the cutting or removal of the tree and the actions to be taken to minimise that impact. Where the tree is within the boundary of a private property, Council will where relevant consult with the occupier or owner of the property. Decisions on removal or "clearing" of trees will be in accordance with Council's maintaining line clearance decision making process. Decisions on removal or "clearing" of trees will be in accordance with Council's maintaining line clearance decision making process.

By maintaining the annual inspection and cutting program and allowing for growth for individual species no urgent pruning or clearing should be required. In the case of urgent cutting or removal being required, Council will ensure that the process identified under "*Emergency Cutting and Pruning*" is followed, in accordance with the requirements of the Code.


Example of mail box letter notification and local newspaper notification: Must include applicable council logo – see figures 2 and 3.

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Figure 3 – Mail Notification letter



*All aspects of tree maintenance.
Providing safe, quality services and product to
customers with high expectations.*



9th March 2018

Borough of Queenscliffe Residents

Dear Sir/Madam

Re: Electric Line Clearance Pruning Works

Active Tree Services has been contracted by the Borough of Queenscliffe to undertake Council's Electric Line clearance pruning program.

We will be pruning street trees during the month of April 2018. Trees will be cleared from powerlines to achieve a balance between Electrical regulation specifications and ensuring the health and aesthetical appearance.

To assist with works it would be greatly appreciated if parked cars could be moved away from street trees when our crews are in the street working.


Private branches left on nature strips will not be collected.

If you have any questions, please contact Council's Project & Contracts Engineer, Stuart Hansen, on (03) 5258 1377

Yours sincerely,
Active Tree Services Pty Ltd

Figure 4 - Local Newspaper notification

General Notices



NOTICE OF ANNUAL ELECTRIC LINE CLEARANCE TREE TRIMMING PROGRAM

The Borough of Queenscliffe gives notice that its annual electric line clearance tree trimming program will commence on Tuesday 3 April 2018. This work is expected to be completed by the end of April 2018.

The tree trimming works are required under the Electricity Safety (Electric Line Clearance) Regulations 2015.

For further information please contact the Borough of Queenscliffe on 03 5258 1377.

Lenny Jenner
Chief Executive Officer

Borough of Queenscliffe
50 Learmonth Street (PO Box 93) Queenscliff VIC 3225
Telephone: 03 5258 1377 | www.queenscliffe.vic.gov.au

VI - ECH01201MA

ECHO 22/3/2018
BELLARINE & SWEETPEA



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5.7 Notification and Consultation

Council will ensure adequate notice is given to affected persons in regards to programmed line clearance works. Notification of Council's program of works will be undertaken in accordance with the Electricity Safety (Electric Line Clearance) Regulation's 2020.

5.8 Notification of works near electricity installations

Where Council intends to cut or remove a tree that is on public land or within the boundary of a private property which the responsible person neither occupies nor owns 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 the regulations.

Prior to the commencement of works, a notice will be given in writing or by publication in a newspaper circulating generally in the locality of the land in which the tree is to be cut or removed at least 14 days and no more than 60 days before the intended works.

By maintaining the annual inspection and cutting program and allowing for growth for individual species no urgent pruning or clearing should be required. In the case of urgent cutting or removal being required, Council will ensure that the process identified under "**Emergency Cutting and Pruning**" is followed, in accordance with the requirements of the Code.

If the works are being undertaken by the distribution company the process outlining notification can be found on page 138 of Powercors ELCMP program. Any inquiries can be managed via the council contact Leo Hurigan

5.9 Consultation

Where the tree intended for cutting or removal is a tree of cultural or environmental significance, notice will include the impact of the cutting or removal of the tree and the actions to be taken to minimise that impact. Where the tree is within the boundary of a private property, Council will where relevant consult with the occupier or owner of the property. Decisions on removal or "clearing" of trees will be in accordance with Council's maintaining line clearance decision making process. Decisions on removal or "clearing" of trees will be in accordance with Council's maintaining line clearance decision making process.

5.10 Dispute resolution

9(4)(r). *Dispute resolution procedures*

For the purposes of dispute resolution, the following Responsible Person may be connected in conformance with the requirements set out in this section.

Name:	Stuart Hansen
Position:	Special Projects Officer
Address:	50 Learmonth Street Queenscliff 3225
Telephone:	03 5258 1377
e-mail:	Stuart.hansen@queenscliffe.vic.gov.au

First Level of Contact - The Contractor Employee endeavours to resolve any disputes arising from the execution of their duties in a fair and reasonable manner. Disputes cost time and money and reflect poorly on Council and the contractor's reputation. Disputes may be the result of a breakdown in communication prior to works or as a result of dissatisfaction with works.

Every attempt should be made to settle the dispute at the first point of contact to avoid unnecessarily escalating the incident. The contractor employee should explore all options within his authority in the consultation phase of the process in attempting to avoid disputes.



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Reference to the Council Unit Manager - Where a dispute cannot be settled the contractor employee will notify the Unit Manager and provide a detailed briefing. Any correspondence from the Affected Person will be logged in the contractor quality system for response tracking. The Unit Manager will review the dispute and explore all practical options at his disposal. If under the circumstances the Unit Manager is able to offer any further alternatives to what has been offered, these will be presented to the Affected Person by the contractor employee or the Unit Manager if it is considered appropriate.

Reference to the Unit Manager and Unit Director - If the options identified by the Unit Manager require higher management approval or if it is beyond the Unit Manager's delegated level of authority, a detailed proposal will be presented to the Unit Director for approval. If all options offered are unacceptable to the Affected Person the Unit Director, shall consider the risks associated with the outstanding vegetation clearance in determining the final resolution of issue.

Reference to Arboreal Advisers - While all contractor employees have had training in tree identification, pruning techniques and tree physiology some special situations may require greater expertise. Advice may be sought from an arborist where the dispute requires an expert third party opinion on a matter relating to the tree or trees in question. Requests for this advice should be passed to the Unit Manager who can arrange advice or provide contact details. The advice may be based on photographs and description supported by specimen leaves and fruit of the tree or it may require a site visit by the expert arborist. Copies of reports should be forwarded to the Unit Manager for compilation. The reports will be made available to the contractor employees and across Council for reference.

Resolution - If agreement is reached then the agreed course of action shall be recorded in an agreement and signed by the Affected Person. In order to avoid any future dispute where the agreed action is to take place over a period of time a notation referring to the agreement should be made in the Tree Management System database/Significant Tree register.

No Resolution - If no agreement is reached, the parties in dispute may choose to refer the case to Energy Safe Victoria (ESV) or The Energy and Water Ombudsman (EWOV), as appropriate, for a mechanism for resolution.

Any customers who consider they have been poorly treated under this process are welcome to approach the EWOV for recourse. The EWOV is the last industry advocate available to settle tree related disputes. Further recourse may be available through the legal system.

Name:	Energy Safe Victoria
Address:	PO Box 262 Collins Street West VIC 8007
Telephone:	1800 800 158
e-mail:	info@esv.vic.gov.au

Name:	Energy and Water Ombudsman (Victoria) Ltd
Address:	GPO Box 469 Melbourne 3001
Telephone:	1800 500 509
e-mail:	ewovinfo@ewov.com.au

Refer to **ELCMP-018 (Appendix 18)** for *Dispute Resolution Process*.

The dispute resolution procedure is available for inspection at Council offices during normal business hours. The procedure is also published on Council's website.

Address of Principle office:	50 Learmonth Street Queenscliff 3225
Normal business hours:	Open 9:00am to 4:30pm (Mon to Fri, excluding public holidays)
Telephone:	03 5258 1377



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Weblink:

<http://www.queenscliffe.vic.gov.au>

6 Training, qualifications and experience

9(4)(p) *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;*

All Borough of Queenscliffe employees and contractors are required to adhere to all corporate policies and procedures. The contractor shall be responsible for ensuring that all staff have current qualifications and licenses at all times including the blue book, all operators must be assessed as being competent and hold all relevant requirements to complete the job. Must be considered as Authorised persons as defined in the Electricity Safety Installations (Regulations cl318,319).

The Powerline Supervisor shall hold at the minimum:

- National Accreditation, Level III Arboriculture*
- Cert II in Powerline Vegetation Control
- Working safely near live electrical apparatus; non-electrical worker
- Working safely in the construction industry
- Level 2 Chainsaw operation
- Level II First Aid (incorporating CPR)
- Traffic management

All operators shall have:

- National certification, Level III in Arboriculture
- Current EWP license
- Cert II in ESI Vegetation Control
- First Aid Level 1
- Traffic Management
- Chipper operation
- Chainsaw operation
- Manual handling techniques
- Knowledge of the Electrical Safety Regulations 2015
- Knowledge of AS4373 – 2007 Pruning of Amenity Trees
- Cert IV hazard identification, risk assessment and risk control

All operators who are required to carry out the cutting or removal of trees in the vicinity of electrical apparatus must carry all licenses / accreditations on their persons at all times and be considered as a suitably qualified arborist (have acquired AQF Level 3 (Certificate III) in either horticulture or arboriculture or higher).

Refresher training is required for some compliance training modules and its purpose is to provide the employee with an opportunity to recall and reinforce their previously acquired knowledge and skills. At this opportunity it is usual that a competence assessment is completed which may include a verbal, written and practical assessment. Refresher training may also include changes in legislation, changes to guidance material and information, created by returning staff after periods of extended leave or as a result of an incident investigation.

Refresher training includes: ('Framework' training required for supervisors)

- Manual handling techniques – 3 years
- Hearing Conservation - annually
- VESI Environmental Framework
- Safe Approach Distances – Vegetation Work - Annually
- VESI Safety Framework



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- First aid in an ESI environment – annually
- CPR – annually
- Implement Traffic Management Plan – 3 years
- Traffic Control / Management (Stop/Slow) – 3 years
- EWP CDD Escape/EWP Rescue – annually
- Operate mobile chipper/mulcher – annually
- Fire safety Level 1 – annually
- Chainsaw Level 1 (operate/ maintain chainsaw) - Annually

Any persons who commence work during the life of the contract must undergo the same site induction training prior to commencing work on site and provide documentation to RP. Records of inductions must be provided to Council's Responsible Person. These records are checked in inductions (Contractor Induction - [ELCMP-009 Appendix 21](#)) throughout each operation cycle year. If without appropriate training the worker must be removed from site.

7 Monitoring and auditing

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

The Unit Manager will conduct or verify the outlined audits as per the *Audit Program* [ELCMP-002 \(Appendix 2\)](#) to ensure that inspection (*Inspection Quality Audit* - [ELCMP-009 - Appendix 9](#)) and cutting (*Cutting Quality Audit* - [ELCMP-010 - Appendix 10](#)) has been completed in accordance with industry standards, including Electricity Safety (Electric Line Clearance) Regulations 2015, AS4373:2007 Pruning of Amenity Trees and best practice methods and according to the operational schedule (also noted in *Operational Flow Chart* - [ELCMP-024 - Appendix 24](#)).

Process to monitor completion of ELC field program is undertaken at the 'Post Cutting' site meeting and follow up correspondence as per 'APP24 – Operational Flow chart' whereby any CARS can be checked and logged and final actions communicated

Timing of the Boroughs annual ELC field cycles:

- Inspection – 1-2weeks – Mid to Late March*
- Cutting – 1-3weeks – Finish date to fall within 4 weeks of completing inspection and generally undertaken in April*

* Subject to contractors availability

Process to monitor completion of ELC documentation including Objectives, KPI Audits, Code compliance and full ELCMP review is listed in [ELCMP-024 \(Appendix 24\)](#) whereby the responsible person must complete requires checks under Unit Director Authorization.

Notification to ELC personnel of audits whereby actions are required are to be done on in a timely manner and record correspondence via site meetings or emails. These notifications can occur at various times in the program via communication with the field ELC personal.

Continual monitoring of historical workload indicators will take place utilising [ELCMP-003 \(Appendix 3\)](#) in respect to the number of:

- Identified vegetation clearance breaches to the code
- Emergency clearances
- Customer requests for line clearance
- Network operator requests for pruning
- Clearing not meeting quality requirements (AS4373 min.)



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The Unit Director and Unit Manager will annually review the ELCMP to improve inadequate performance of the ELCMP against KPI's utilising the *Objectives & KPIs Audit ELCMP-003 (Appendix 3)*.

Any audit improvements will be rectified immediately and non-conformances shall be addressed within agreed timeframes and with agreed methods.

9(4)(p) Details of the audit processes that must be used to determine the responsible person's compliance with the Code;

Primary audits are conducted by personnel who have suitable audit training and background. External specialist resources, which are experienced and have appropriate expertise in the relevant field, may be engaged to assist. Where appropriate Contractor and Council management are directly involved in these audits. Refer to **ECLMP-002 (Appendix 2)** for *Audit Program*.

All audit forms are to be returned to Council for filing and non-conformance or improvements to be registered on the *Corrective Action Register ECLMP-014 (Appendix 14)*.

Any non-conformances or required improvement actions will be recorded on the audit and CAR and be implemented immediately and signed off when completed.

Any additional hazards/risks (or any risk controls that are not effective) identified by the audits must be recorded on the checklist, addressed immediately with appropriate risk control measures (agreed with the affected persons). All non-conformances shall be addressed within agreed timeframes and with agreed methods. All work activities relating to the extreme or high risks identified must cease until the risk has been effectively eliminated or controlled (if not possible to eliminate risk).

Qualified Contractor

Council requires experience, expertise, quality management, OH&S systems and environmental management systems of its contractors to ensure they comply with Council's risk assessment procedures and Industry Standards.

Qualified and Trained Personnel

Council employees and contractors undertaking vegetation management activities shall have sufficient knowledge, qualifications, training, authorisation and experience appropriate for the task they are to perform to ensure tree activities are conducted in a safe and environmentally responsible manner.

All vegetation workers must complete Certificate II in ESI Powerline Vegetation Control. This course provides competencies for planning and carrying out vegetation control at and above ground level near live electrical apparatus. For inspectors this training must include the following modules; AHCP201A - Recognise plants and UETDRVC24A - Assess vegetation and recommend control measures in an ESI environment.

Where a person performs multiple roles they shall undertake the mandatory training for each of those roles. To operate High Risk Plant and equipment (e.g. EWP) the operator shall have the applicable High Risk Licence issued by Worksafe Victoria.

Induction training of all Council employee and contractors shall be undertaken prior to commencing or accessing the site. All employees and contractors must be inducted into the safety requirements for the contract and the site prior to being permitted to undertake works on the site.

Plant and Equipment

All items of plant and equipment (including contractor's plant) utilised on the contract must undergo a plant risk assessment/initial audit and all safety risks must be appropriately controlled prior to use of any plant or equipment on site. This can take the form of a *Health and Safety Audit ELCMP-004 (Appendix 4)* or an approved Plant Risk Assessment from a qualified supplier.



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Daily Plant Pre-Start Safety Checks are compulsory for all plant on site and must be undertaken at the beginning of each work shift prior to use or operation of the plant by the relevant operator. Specific *Daily Plant Safety Checklists* **ELCMP-015** relevant and appropriate to the item of plant are to be used for this purpose – samples of each shall be kept in **Appendix 15**.

Other audit form for plant and equipment are as follows:

Plant and Equipment Audit - EWP – **ELCMP-005** (**Appendix 5**)

Plant and Equipment Audit – Tipper/Chipper – **ELCMP-006** (**Appendix 6**)

Plant and Equipment Audit - Mechanical – **ELCMP-007** (**Appendix 7**)

Auditing

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

Council and contractors shall conduct regular inspections of work sites to ensure that cutting or removal is done in accordance with industry standards, including AS4373 (Pruning of Amenity Trees) and that contractors continually demonstrate compliance with the prescribed safety and environmentally responsible aspects of the industry.

Council is responsible for comprehensive auditing of the vegetation management process including compliance to the requirements of this Plan. An annual *Audit Program* **ELCMP-002** has been created (**Appendix 2**).

Primary audits, such as OHS Systems, Environmental Management Systems, Quality Control, Traffic Management Procedures, etc, are targeted at the verification of systems of management and risk mitigation. These are further supported by field verification and compliance monitoring audits. Primary audits are conducted by personnel who have suitable audit training and background. External specialist resources, which are experienced and have appropriate expertise in the relevant field, may be engaged to assist. Where appropriate Council and contractor's management are directly involved in these audits.

The audit schedule is reviewed annually to address any changes in business requirements, concerns from previous years, and the contractor's performance history. There are broadly four different types of audits within the schedule, relating to;

- Health and Safety – Safe work methods (e.g. General work methods, working near powerlines and tree clearing methods), equipment vehicles and plant, inductions, training and authorisation, traffic management.
- Compliance – General inspection and cutting compliance with programs, hazardous trees, stakeholder and defect management.
- Procedure/Work Instruction – Policies, work instructions, procedures, customer notification, data management and accuracy, reporting and documentation.
- Environmental – Important or significant vegetation, chemicals, weeds, noise, pruning technique and quality.

The audit process considers actual performance and outputs and then compares them against planned performance and expected outputs. Where a variation occurs the item is noted and followed through to ensure corrective actions are taken and improvement opportunities are factored into plans to enhance future performance.

In addition to the audits carried out above, a *Code Compliance Audit* is conducted annually by Council in a format as per **ELCMP-013** (**Appendix 13**). This audit is designed to ensure Council's compliance with the Code of Practice for Electric Line Clearance (the Code) contained in the Schedule to the Electricity Safety (Electric Line Clearance) Regulations 2015.

The focus of the audit is on Council's systems, records and processes that have been designed and are used to manage Council's electric line clearance obligations. Compliance with the Code is strongly inferred by the tracking of the KPIs under **ELCMP-003** (**Appendix 3**). The audit under this section is designed to explicitly



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determine the extent of compliance with the Code. Any non-conformances identified will be addressed within agreed timeframes and with agreed methods.

All non-conformances shall be addressed within agreed timeframes and with agreed methods.

What is 'reasonably practicable' is determined objectively. This means that a duty-holder must meet the standard of behaviour expected of a reasonable person in the duty-holder's position and who is required to comply with the same duty.

8 Publishing information

10(6) A responsible person must ensure that a copy of the management plan is published on the responsible person's Internet site; The Electric Line Clearance Management Plan is published on Council's website at <http://www.queenscliffe.vic.gov.au> by the IT department. The Responsible Person will provide the IT department with the updated copy of the ELCMP prior to 31 July of each year.