



**ELECTRIC LINE CLEARANCE  
MANAGEMENT PLAN  
2019-2020**

**Approved By:**

A handwritten signature in black ink, appearing to be 'Greg Burgoyne', is written over a horizontal line.

Greg Burgoyne  
Chief Executive Officer

**Date Approved:** 14 March 2019

**Date Reviewed:** 25 February 2019

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**Note:** \*\* Indicates documents that are not specific to the ELCMP.

## References

- Electricity Safety (Electric Line Clearance) Regulations 2015, 10-47sr 002 as at 23 June 2015
- Code of Practice for Electric Line Clearance (Code)
- Australian Standards AS4373-2007
- Electricity Safety (Installations) Regulations 2009
- (version incorporating amendments as at 27 April 2010)
- Electricity Safety Act 1998
- Advisory List of Rare or Threatened Plants in Victoria – 2014
- Advisory List of Threatened Vertebrate Fauna in Victoria - 2013
- Advisory list of Threatened Invertebrate Fauna in Victoria – 2009
- The Victorian Aboriginal Heritage Register (VAHR)
- DELWP Protected Flora List – October 2015
- Flora and Fauna Guarantee Act 1988
- Planting Trees Near Power Lines (05-B460 November 2008)
- National Trust of Australia (Victoria) Register of Significant Trees
- *Victorian Government Department of Environment and Primary Industries Melbourne, September 2013. Burra Charter*
- ELCMP Controlled Document



## **Definitions**

<b>Conquest</b>	Council's Asset Management System.
<b>HBRA</b>	Hazardous Bushfire Risk Area – An area that a fire control authority has assigned a fire hazard rating of “high” under section 80 of the Act; or an area that is not an urban area and has not been assigned a fire hazard rating of “low” under section 80 of the Act.
<b>LBRA</b>	Low Bushfire Risk Area – An area that a fire control authority has assigned a fire hazard rating of “low” under section 80 of the Act; or an urban area.
<b>The Act</b>	Electricity Safety Act 1998.
<b>The Plan</b>	Electric Line Clearance Management Plan.
<b>The Regulations</b>	Electricity Safety (Electric Line Clearance) Regulations 2015.
<b>Team Leader Parks &amp; Gardens</b>	Glenelg Shire personnel.
<b>Declared Area</b>	The area of the municipality where vegetation management around powerlines is the responsibility of Glenelg Shire Council.
<b>GSC</b>	Glenelg Shire Council.

**9(2)**

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

The Glenelg Shire Council (GSC), Electric Line Clearance Management Plan dated 1 April, commences on the 1 April and ends on 31 March of each year. This management plan will be reviewed before the 31st March in each year by the responsible persons listed in this management plan. The review of the plan is part of the Audit Plan (Appendix 7). These dates for the review and internal authorisation and the updating of the plan is part of the Audit Schedule and are diarised in the responsible person's calendar annually to ensure that the process is completed by 31st March each year. The Director Assets is responsible for ensuring that GSC is complying with the Code for the next financial year.

The person named in 9(3)(b) will be responsible for providing the plan to ESV on request within 14 days or such longer period as specified by Energy Safe Victoria.

The ELCMP is available to ESV at any time, the Plan is kept on the Councils document management system and the Shire's website, the document is version controlled as indicated in the footer of this document.

## **ELECTRIC LINE CLEARANCE MANAGEMENT PLAN**

**The following sections are as per Regulation 9(3) (Management Plans) of the Electricity Safety (Electric Line Clearance) Regulations, 10-47sr 002 as at 23 June 2015.**

**9(3)(a)**

**Name, Address and Telephone Number of the Responsible Person.**

Name:	Greg Burgoyne
Position:	CEO
Business Address:	PO Box 152 Portland 3305 71 Cliff Street Portland 3305
Email:	gburboyne@glenelg.vic.gov.au
Telephone No.:	(03) 5522 2219
Facsimile No.:	(03) 5522 2290

**9(3)(b) Name, Position, Address and Telephone Number of the Person who was responsible for the Preparation of the Management Plan.**

Name: Robert Alexander  
Position: Director Assets  
Business Address: Glenelg Shire Council  
PO Box 152, PORTLAND 3305  
71 Cliff Street Portland 3305  
Email: [ralexander@glenelg.vic.gov.au](mailto:ralexander@glenelg.vic.gov.au)  
Telephone No.: (03) 5522 2220  
Facsimile No.: (03) 5522 2290

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

Name: Robert Alexander  
Position: Director Assets  
Business Address: PO Box 152, Portland 3305  
71 Cliff Street Portland 3305  
Email: [ralexander@glenelg.vic.gov.au](mailto:ralexander@glenelg.vic.gov.au)  
Telephone No.: (03) 5522 2220  
Facsimile No.: (03) 5522 2290

**9(3)(d) The telephone number of a person to 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.**

Name: GSC Emergency Contact Number  
Emergency Telephone No.: 1300 453 635

**9(3)(e) The objectives of the management plan**

The following key objectives have been identified for this plan in fulfilling our stated mission and the duties set out in the Electricity Safety (Electric Line Clearance) Regulations 2015 10-47sr 002 for the Shire as Responsible Person under the Electricity Safety Act 1998.

Adherence to the ELCMP encompassing:

- Electrical Safety.
- Minimise fire starts.
- Reliability of supply.
- Vegetation management to maximise environment and amenity.



- Public safety.
- Workplace safety.
- Compliance with the Code of Practice for Electric Line Clearance.
- Protection of areas of significant vegetation which may be deemed as such on the basis of those areas containing botanically, historically or culturally significant vegetation or vegetation of outstanding aesthetic or ecological significance, and/or the habitat of rare or endangered species.
- Community satisfaction with the manner in which the necessary works are carried out.

Council makes the commitment to meet the following KPI's:

- (i) To meet the timeframes as set out in Appendix 9, Tree Trimming Schedule.
- (ii) No more than 15% of trees within the declared area require trimming as per six monthly cut. The amount of trimming is influenced by environmental conditions.
- (iii) Contractors trimming data to match the Arborist inspection.
- (iv) Adherence to the ELCMP.

To ensure GSC is meeting its objectives they will be measured against the KPI's and remedial action taken if necessary, this will be done as part of the performance appraisal of the Team Leader Parks and Gardens.

Council will undertake a review of their KPI's annually.

**9(3)(f)**

**The land to which the management plan applies by the inclusion of a map.**

- Appendix 1 is the declared area within the city of Portland – this outlines the boundaries of the declared area.
- Appendix 1A Map 1 - The HBRA/LBRA map is not certified by the CFA Portland.
- Appendix 1A Map 2 is a bushfire prone area map.
- Appendix 4 – Contains all Streets within the Declared Area.



**9(3)(g)**

**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:**

Native, listed in a planning scheme to be of ecological, historical or aesthetic significance and a tree of cultural or environmental significance.

All tree information in the declared area including trees listed as above are included in Appendix 4 and recorded on Conquest, this information provides GPS locations of all trees and displays information such as significant trees. The contractor has access to this data for cutting and assessing. This data is updated at the time of inspections and pruning.

Appendix 4A DELWP Biodiversity map highlights the relevant vegetation in the declared area.

Audits are conducted as per the Audit Plan to ensure compliance with the plan and that the information recorded remains accurate. (Appendix 7)

- i. **Native:** Native vegetation is defined in the Victoria Planning Provision as 'plants that are indigenous to Victoria, including trees, shrubs, herbs and grasses'. **Reference:** *Victorian Government Department of Environment and Primary Industries Melbourne, September 2013.*

The trees are predominantly Australian natives with some Norfolk Island Pines which have historical and aesthetic significance. Trees that require clearing from electric lines typically occur within nature strips, road reserves, recreation reserves and other areas of land managed by Council. Appendix 4A is included in the contractors Work Diary at the commencement of pruning.'

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

The Planning Scheme listed no vegetation of ecological, historical or aesthetic significance to be affected by the implementation of this Plan. There is Environmental Significance Overlay (ESO) within the Declared Area. This area is around the Fawthrop Lagoon and wetland areas at the west and north of the city. (Appendix 13)

The Planning Department are notified by the State Government in relation to changes. The planning scheme is reviewed annually at the time of the internal audit to identify any changes. When the plan is reviewed the Planning Department is contacted to see if there have been any changes.

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

The Glenelg Shire Council maintains a Significant Tree Register.

All tree information in the declared area including significant, native, trees of ecological significance are all included in Appendix 4 and recorded on Conquest, which the contractor uses for cutting and assessing.

Audits are conducted as per the Audit Plan to ensure compliance with the plan and that the information recorded remains accurate. (Appendix 7)

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

Council engages a contract Arborist to review the trees in the declared area twice yearly to ensure only low impact/minimal pruning will be required to these significant trees. (Appendix 3)

When a significant tree is identified it is marked as such on Conquest, the significant tree register and verified by council's Team Leader Parks and Gardens. The tree remains on the significant tree register until it has been removed due to decay or becoming hazardous. The maintenance and or removal of these trees are managed through Council's Urban Tree Policy. (Appendix 5)

An assessment system exists for identifying such trees based on the criteria below:

- Has a major impact on the streetscape or landscape;
- Outstanding visual appeal;



- Is very large (more than 15m high or 15m wide);
- Is very old (more than 40 years);
- Is one of a locally rare species;
- Provides a significant habitat for native fauna;
- Has historical associations; and
- Is a remnant specimen.

Council staff follow the GSC Council Procedure for Significant Tree, Flora and Fauna Registration, and completes the relevant forms when assessing trees for significance. (Appendix 6)

In addition to the inspection and review criteria a tree will be identified as being native or to be of ecological, historical, aesthetic, cultural or environmental significance by consulting the following:

- Council planning scheme overlay for historical, cultural, environmental or aesthetic significance.  
[http://www.glenelg.vic.gov.au/planning\\_schemes\\_and\\_maps](http://www.glenelg.vic.gov.au/planning_schemes_and_maps)
- National Trust of Australia Register of Significant Trees.  
<http://www.trusttrees.org.au/>
- Victorian Aboriginal Heritage Register.  
<http://www.dpc.vic.gov.au/index.php/aboriginal-affairs/aboriginal-cultural-heritage/victorian-aboriginal-heritage-register>
- Threatened Flora List.
- Flora or fauna as listed below as threatened with a status of 'vulnerable,' 'endangered' or 'critically endangered.'
- Threatened Invertebrate Fauna List.
- Threatened Vertebrate Fauna List.  
<http://www.depi.vic.gov.au/environment-and-wildlife/threatened-species-and-communities/threatened-species-advisory-lists>

A list of threatened and or endangered species which may be found in the Portland Declared Area (Appendix 16) is included in the Contractor's Work Diary. This information is taken from the DELWP Biodiversity Map.

Any changes identified through the annual audit will be communicated to staff via the Team Leader at tool box meetings. Our data collected on Conquest will be used to prepare the program for the contractor's cutting.



**9(3)(i)(i) The management procedures that the responsible person is required to adopt to ensure compliance with the Code, which must; include details of the methods to be adopted for managing trees and maintaining a clearance space as required by the Code.**

GSC manages its trees affected by the Plan using a combination of proactive programmed and reactive maintenance. For example Appendix 14 Street Tree Removal Program.

The ELCMP aligns with the Urban Street Tree Policy (Appendix 5), in the areas of tree removal and or replacement, consultation process in relation to tree removal and or replacement. GSC's species selection is taken from The Australian Urban Street Tree Evaluation Program (*AUSTEP*) which was conducted by many municipalities over a 7 period. The species list was developed from this evaluation program.

Trees in the declared area will be inspected twice yearly by Contract Arborist. (Appendix 9, Tree Trimming Program). This will occur to determine if pruning is required to maintain compliance with the Code. The detail of trees that require clearing as identified through the inspection process will be referred to the contractor carrying out the tree trimming. The contractor will be required to clear the identified trees to comply with the requirements of the Code. These works are prioritised by the Arborist into one of the following four categories:

Vegetation in contact with wires	1
Vegetation in clearances	2
Vegetation outside clearance and likely to grow in within 6 months	3
Vegetation inspected outside clearance space	4

When Council has identified works that are urgent, or reactive are required, a request is raised, investigated by the Team Leader Parks and Gardens and an approved contractor is then engaged to conduct the works.

The trees within the Hazardous Bushfire Risk Area (HBRA) areas in or adjacent to the Declared Area are maintained by a contractor on behalf of PowerCor. There are 302 Powercor poles located in the HBRA Declared Area that are Glenelg Shire responsibility.

- i) The Declared Area boundary is pole 19 on the Henty Hwy;
- ii) From pole 15 to pole 19 is HBRA Declared Area;

- iii) GSC is responsible for powerline tree clearing east of the Henty Hwy (HBRA & LBRA Declared Area); and
- iv) West of the Henty Highway (Westlakes Rd) the powerline tree clearing is Powercor responsibility.

A third party audit ELC Code Compliance Audit (Appendix 7B), shall be carried out prior to and during the fire season. This audit is scheduled to follow the Contractor's code compliance and pruning practices. This will be carried out on all trees in the HBRA declared area and on a random selection of trees in the LBRA.

An annual meeting is to be held prior to 31 March (as part of the review), between Powercor and GSC at the Portland Customer Service Centre to discuss clearance issues. A Council representative (Director is responsible for ensuring the meeting is scheduled and takes place.

As part of our Audit Program a third party audit is conducted on the Contractors cutting to satisfy GSC that the cutting has been completed to the correct clearances.

CFA are a part of the GSC Municipal Fire Management Planning Committee and meet regularly and identify when the fire danger period will be declared.

The following information is recorded Conquest from data collected by the inspector:

- Date;
- Tree ID;
- Significant;
- House\_or\_Lot\_No;
- Street Name;
- Genus;
- Species;
- Common Name;
- Private Y/N;
- Under Power;
- Job No;
- Voltage;
- Pole No;
- Camm No;
- Species Abbreviation;
- Comments;
- Priority;
- Date Cut; and
- Recode.



The post cutting data is captured using a tablet and recorded directly onto Conquest.

The strategies to be employed by this plan to achieve stated objectives in 9(3)(e) are:

- A management structure that can efficiently and effectively deliver the services necessary to achieve the objectives of this plan. (Appendix 10)
- Management processes which enable the inspection, planning, implementation, surveillance and monitoring of power line clearance activities.
- Responsive process for dealing with notified locations of non-compliance with the Code.
- The identification of tree types and areas causing non-compliance with the Code.
- The establishment of agreements and protocols with Powercor covering the assistance they will provide;
- in determining where pruning is required to maintain clearance;
- in determining safe access near powerlines and arranging for powerlines to be de-energised and
- Obtaining the relative costs of power line construction methods.
- The ongoing review and improvement of the safety of work practices and the reduction of risk exposure.
- The identification of all areas within the Shire which could be categorised as "Important Vegetation" irrespective of whether they are currently affected by powerlines or not.
- Building team and management relationships with Energy Safe Victoria (ESV) to optimise solutions to environmentally and economically sustainable vegetation management and power line clearance.
- Systems for the notification of those affected by the proposed works and including mechanisms for consultation and dispute resolution.
- Development and implementation of audit processes to ensure the effectiveness of all related practices and processes.
- When a non conformance is identified, a non conformance report (NCR) is raised including the action required, reason for non conformance and date action to be completed. When this NCR relates to a Contractor the report is given to the contractor to address any non conformance issues. Should a Contractor have more than 10% of non conformance reports identified for the same reasons eg.



Poor pruning, GSC may choose to exercise their contractual right to engage an alternative contractor.

Historically, GSC has ensured compliance with maintaining a minimum clearance space as required by the Code, by appointing an external contractor to provide arboriculture services. The contract obliges the contractors to maintain appropriate clearance space in the areas affected by the plan at all times as per the Electricity Safety (Electric Line Clearance) Regulations 2015.

All street trees within the declared area are recorded in Conquest, which includes those that may grow under powerlines. These assets are inspected twice a year to identify works to ensure compliance with the code and that information such as new assets or infrastructure are updated in the database.

At the present time there are 1923 trees mapped in the declared area. Council is in the process of mapping all trees, ie those in recreation reserves which will allow verification of the % of trees pruned using Conquest data.

**9(3)(i)(ii)**

**The management procedures that the responsible person is required to adopt to ensure compliance with the Code, which must: *specify the method for determining an additional distance that allows for cable sag and sway.***

*Incorporating*

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

*Schedule 21 – Duty relating to assisting to determine the allowance for cable sag and sway.*

*Reg 9(4), Sch. 21 identifies that additional clearance is required for spans over 45m between fixed points. Given that the trees within the declared area are mostly in residential streets it is unlikely that there will be a large number of spans falling into this category. GSC does not currently have information relating to distances between poles.*

*Schedule 2 of the Regulations – Applicable distance for middle two thirds of a span of an electric line.*

*If GSC requires additional distance due to longer spans they will contact the Distribution Business to determine the appropriate*

*distances. These additional distances will be recorded against the span in Conquest for a minimum of five years.*

As the power poles are not an asset of GSC, we do not have the information relating to distances between poles. The Contractor currently uses a Range Finder which is a hand held laser which allows you to measure the distance between two points.

There is a cable tram in the Portland Declared area that operates on railway tracks. Prior to works commencing an Occupancy Permit will be obtained.

Council has a process in place to ensure that Contractors insurances and training are current. Insurances and current certificates are sent to GSC annually as specified in the Contract. These qualifications and insurances are verified when the annual on line induction takes place.

Council will identify the trees that are required to be line cleared as per Appendix 9 Tree Trimming Program. Council will work with its contractors to ensure that the tree audits and appropriate pruning measures are undertaken to maintain compliance with the Code. Audits of the contractors work will be carried out after the trees are trimmed. (Appendix 7B)

These audits will assist in determining the level of pruning required to ensure adequate space for regrowth before the next inspection the pruning arborist will apply the following method:

Av. of annual growth extension since last prune x years to next program prune = amount pruned. (Appendix 11)

Planting of vegetation near powerlines will be undertaken in accordance with guidelines in "Your guide to tree planting near powerlines" (Powercor), and following Council's Urban Tree Policy.

<https://www.powercor.com.au/search-results/?q=your%20guide%20to%20tree%20planting%20near%20powerlines&m=2>

**9(3)(j)**

**The procedures to be adopted if it is not practicable to comply with the requirements of AS4373 while cutting a tree in accordance with the Code.**

*For this plan and in relation to AS4373 reasonably practicable is defined as: When choosing the most appropriate way to control the risks, the safest method of operation for any tree work must be considered. Good planning, selection of appropriate*



equipment, well trained operators and sound work methods should minimise the risk of an incident occurring. GSC has an on line subscription to SAI Global, which is accessible to all staff, this enables staff to access the current version of AS4373 at all times.

Whilst GSC staff, don't carry out ELC pruning on trees in the declared areas they are still kept up to date on the pruning of amenity trees in accordance with AS4373. This is done at Tool Box meetings which are held on a regular basis. Staff will be provided with on the job training in relation to AS4373. Any changes in relation to AS4373 will be communicated to contractors via email within the same timeframe as the Tool Box meeting.

Where pruning will not allow compliance with AS4373, GSC may choose to:

- Increase the pruning frequency to minimise the required pruning.
- Remove scaffold/parent limbs initially to minimise future required pruning.
- Remove trees where the resulting pruning would leave trees unsuitable for retention.

If GSC is not able to undertake pruning as per the AS4373, affected persons will be notified via a Public notice. (Appendix 8)

Prior to works commencing the Team Leader Parks & Gardens will hold a tool box meeting to ensure the Contractor Checklist is completed which is part of the Contract Work Diary. Plant and equipment to be used for pruning is selected by the Contractor. The equipment checklist forms part of the Work Diary, which is signed off by the Team Leader Parks and Gardens to ensure the appropriate plant and/or equipment is being used.

Following tree trimming, an audit of no less than 15% of trimmed trees will be matched against the Arborists recommendation. Eg trim upper crown refer to Audit Plan. This audit will be carried out by an appropriately qualified third party.

An ELC Code Compliance audit (Appendix 7B) will be carried out prior to the preparation of the plan as at 31 March to ensure that all requirements outlined in this GSC Electric Line Clearance Management Plan are being met and any non-conformity with the Code is identified.



The performance of the Team Leader Parks and Gardens is measured through internal annual performance review - a key performance indicator is adherence to the Electric Line Clearance Management Plan.

The Works Coordinator as supervisor of the Team Leader monitors, and if necessary, addresses any negative performance trends.

GSC is notified of non compliance locations by the Contractor and PowerCor or any other interested party. These notices are recorded in the GSC Records Management System (ECM); instructions given to contractors to action within 14 days. GSC then notifies the Contractor or PowerCor when works have been completed. The action taken is then recorded in ECM and Conquest.

**9(3)(k) A description of each alternative compliance mechanism in respect of which the responsible person has applied, or proposes to apply, for approval under clause 31 of the Code.**

GSC does not currently use any alternative compliance mechanisms and do not foresee this in the future, however it will be reviewed annually.

**9(3)(l)(i) The details of each approval for an alternative compliance mechanism that the responsible person holds.**

Not applicable.

**9(3)(l)(ii) The details of each approval for an alternative compliance mechanism that is in effect.**

Not applicable.

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

GSC has an Audit Plan and Schedule, Appendix 7 which encompasses a range of audits that link to the ELCMP KPI's. This enables Council to collect data so that it can be analysed, monitored and address any negative performance trends. Analysing the repeat customer requests and supply outages reported.

An Audit Report will be collated and forwarded to the Director Assets prior to the annual review of the plan.

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

The Team Leader Parks and Gardens is responsible for the implementation and monitoring of the Audit Plan. GSC conducts a range of audits throughout the year.

- Audits conducted as per the Audit Plan and Schedule. (Appendix 7).
- Annual Performance Review of Team Leader Parks and Gardens.
- Non Conformance Report.

Following the audits, recommendations are made to the responsible person, to ensure continuous improvement. The Director Assets is responsible for ensuring that the actions take place.

**9(3)(o) 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.**

GSC requires the Contractor to hold a current certificate specifying satisfactory completion of a training course in tree clearing approved by Energy Safe Victoria as referred to in r.318 of the Electricity Safety (Installations) Regulations 2009 and comply with the Code of Practice on electrical safety for work on or near high voltage electrical apparatus (The Blue Book) Victoria – 2012. The minimum qualifications a person must have to carry out cutting or removal of vegetation to clear from power lines is National Certificate UET20312 Certificate II in ESI Powerline Vegetation Control. (Appendix 17)

It will be considered beneficial for vegetation clearing personnel to also have qualification or experience in the following areas:

- Vegetation management (pruning standards and practices).
- Plant and equipment operation (chainsaw certificate, chipper operations, etc.).
- Vegetation inspection (Identify Trees, Assess Trees).

As a minimum it is a requirement that the Arborist's qualifications include:

- Certificate IV in Horticulture & Arboriculture;
- Assess Trees module (nationally accredited); and



- Identify Trees module (nationally accredited).

Prior to cutting or inspections, an on site audit is conducted to verify qualifications and insurance. This Contractor checklist forms part of the Work Diary. If during audit or otherwise staff are found to be on site without the appropriate training the following actions will occur:

- Stand down and consider alternative duties whilst clarification in progress;
- Review training matrix and induction documents;
- Identify training gaps; and
- Complete training and re-induct.

The Team Leader Parks and Gardens is responsible for ensuring all staff and contractors are appropriately trained and inducted.

As part of the induction process the Team Leader Parks and Gardens will email all contractors the current ELCMP prior to the commencement of works, highlighting any changes from the previous year. The Contractor shall acknowledge receipt of the plan, which is recorded in Councils document management system. All Contractors qualifications are checked prior to the commencement of work. The Team Leader Parks and Gardens will go through the plan with the Contractor prior to the commencement of work.

All Contractors provide a training matrix, the training is all carried out by a Registered Training Organisation.

Council will notify PowerCor of the intention to carry out pruning or clearing works near power lines. (email Liaison Officer)

If operators have concerns with the cutting or removal of a tree for which council has the cutting responsibility, then it shall cease work and consult with the relevant asset owner. This shall be identified onsite, during the site or hazard assessment for the tree/span in question. Once identified and confirmed by a Team Leader or supervisor. The request to consult with the asset owner shall be made by the Contractor. The contact details for the relevant assets within GSC's Declared Area is:

PowerCor

Contact Name: Leo Hourigan  
Position: Council Liaison Officer  
Phone Number: 0408 304 984  
Email: [LHourigan@powercor.com.au](mailto:LHourigan@powercor.com.au)



### **9(3)(p) Notification and consultation procedures**

GSC will give notice of 14 days and not more than 60 days prior to removal or cutting of a tree to maintain the required space around an electric line in writing to all people who will be affected by such works. This information will be advertised in the local paper.(Appendix 8 and 12).

In instances where the tree to be cut or removed is of cultural or environmental significance the notice must include;

- The impact of the cutting or removal of the tree; and
- The actions to be taken to minimise the impact.

The Team Leader of Parks and Gardens organises the advertisement. The advertisement refers to the Team Leader as the contact and any communications between the residents and GSC are dealt with by the Team Leader. If no objections are received or are not substantiated, the Team Leader then engages a contractor to do works.

Contractors are scheduled to prune according to the Tree Trimming Program. (Appendix 9) Once the Contractor is scheduled GSC will give notice of 14 days and not more than 60 days prior to pruning. (Appendix 8 &12) If for some reason pruning does not take place as scheduled, an alternative date will be arranged and the process of notification will take place again.

### **9(3)(q) Dispute Resolution Procedures**

When a complaint is received by GSC the complainant will be notified of the dispute resolution process when receipt of their complaint is acknowledged.

It is council's policy that a customer's request be investigated and responded to within 10 working days. When a request is received it is assessed and forwarded to the relevant department, in this case it would be Parks and Gardens. The Team Leader Parks and Gardens would investigate the request and respond to the customer.

If the complaint is not resolved in the first instance then it will move to the next stage of the process as indicated on the flow chart.

All customer complaints are recorded in ECM, all complaints are acknowledged and when completed, action recorded and the

complaint closed. Regular reports are run to ensure that the correct process is being followed.

If a successful outcome is not achieved the matter will be referred to the local distribution company, Energy Safe Victoria or the Energy and Water Ombudsman of Victoria,:

Energy and Water Ombudsman Victoria  
Bourke St, Melbourne VIC 3000  
1800 500 509

The Electric Line Clearance Management Plan which includes the Dispute Resolution Procedure is available for inspection by the public at the Shire's principal office at 71 Cliff Street, Portland during normal business hours 8.30 am to 5.00 pm.

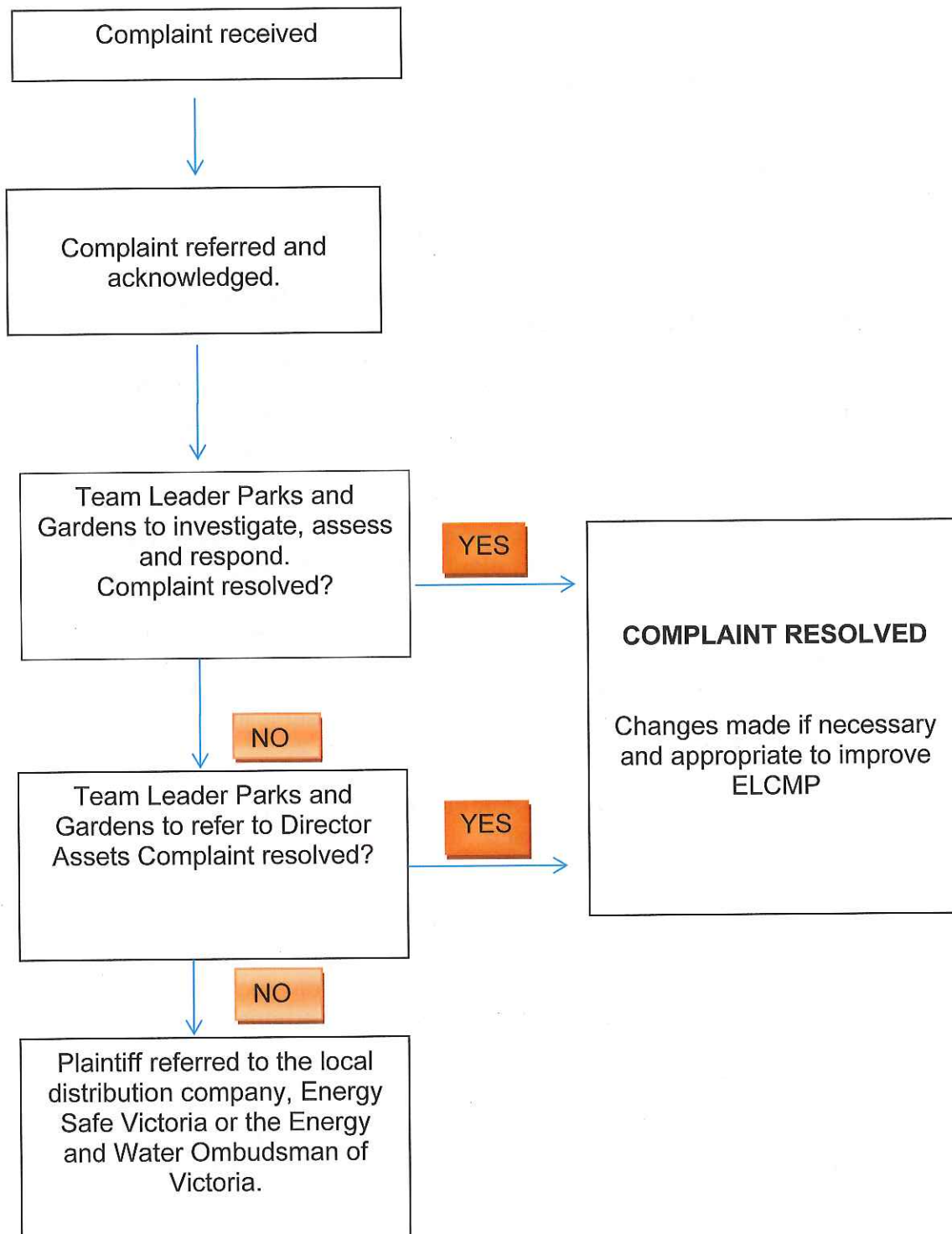
The plan is available on the GSC Website.

[http://www.glenelg.vic.gov.au/Page/Page.aspx?Page\\_Id=4659](http://www.glenelg.vic.gov.au/Page/Page.aspx?Page_Id=4659).

There is only one ELCMP available which is version controlled, when this is removed from the Shire's principal office it is replaced with a notice that the ELCMP is currently under review and the responsible persons contact details.

Once GSC enters the review period, January annually the hard copy of the Plan is removed from the Portland Office while the review takes place. The link on the website is also updated to note that the Plan is under review.

## Dispute Resolution Process Flowchart





## **Schedule 1 - Code of Practice for Electric Line Clearance**

### **Part 2 - Clearance responsibilities**

#### **Division 1 - Roles of responsible persons**

- 4            Exception to minimum clearance space for structural branches around insulated low voltage electric lines**  
GSC does not intend apply this exception as there are no locations within the declared area which have trees with structural branches wider than 130 millimetres at the point at which it enters the minimum clearance space near insulated low voltage electric lines.

- 5            Exception to minimum clearance space for small branches around insulated low voltage electric lines**  
GSC does not intend apply this exception within the declared area where branches less than 10 millimetres wide at the point at which it enters the minimum clearance space near insulated low voltage electric lines. These branches will be trimmed if upon inspection it intrudes within the minimum clearance space of 300mm.

- 6            Exception to minimum clearance space for structural branches around uninsulated low voltage electric lines in low bushfire risk areas**  
GSC does not intend apply this exception as there are no locations within the declared area which have trees with structural branches wider than 130 millimetres at the point at which it enters the minimum clearance space around uninsulated low voltage electric lines in low bushfire risk areas.

- 7            Owner or operator of transmission line must manage trees around minimum clearance space**  
Not applicable.

- 8            Responsible person may cut or remove hazard tree.**

The responsible person may cut or remove a tree for which the person has clearance responsibilities if a suitably qualified arborist has—

- (a) assessed the tree having regard to foreseeable local conditions; and
- (b) advised the responsible person that the tree, or any part of the tree, is likely to fall onto or otherwise come into contact with an electric line.

GSC has a customer request process in place which allows residents to notify the Shire if there is a tree that is believed to be hazardous. Following the customer request a Parks and Gardens Team Member will investigate and if necessary an Arborist or Contractor will be engaged to do the necessary works. The township is inspected

following any major weather event to identify any possible hazardous trees. Hazardous trees are also identified at the time of the Arborist's inspections and removed by the Contractor according to the priority it has been given.

**9 Cutting of tree to comply with Standard**  
Refer to 9(3)(i) page 12.

**Division 2 - Manner of cutting and removing trees**

**10 Cutting or removal of specified trees must be minimised**

*Division 1 – Roles of responsible persons – keep minimum clearance space clear of trees.*

Specified trees:

- a) Native trees;
- b) Trees listed in a planning scheme to be of ecological, historical or aesthetic significance;
- c) Trees of cultural or environmental significance.

A responsible person cutting a tree as specified above must, as far as is practicable, not cut the tree more than is necessary to either ensure compliance with Division 1 or to make an unsafe situation safe.

A responsible person must not remove, under Division 1, a tree of a kind specified as above unless it is to;

- a) Ensure compliance with the Code;
- b) Make an unsafe situation safe; or

A suitably qualified arborist has;

Inspected the tree and advised the responsible person that cutting the tree in accordance with the code would make the tree unhealthy or unviable.

**11 Cutting or removing habitat for threatened fauna**

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

1. Areas where threatened fauna located are mapped and Contractors and Parks and Gardens staff are notified.
2. The fauna is recorded onto Conquest and a Significant Flora and Fauna registration completed. (Appendix 6)

3. Scope of works required make the vegetation compliant with the current specification outlined.
4. Recorded information is reviewed by the Team Leader, Parks and Gardens, Conservation & Environment teams in conjunction with government departments such as DELWP to assess potential impacts of the threatened fauna.
5. A works plan to be developed which may include:
  - staff training;
  - pre-works inspections;
  - aerial inspections;
  - consideration of breeding seasons for threatened fauna;
  - relocation procedure;
  - modification of works; and
  - notification of outcomes.



**Amendment register**

Issue No	Date	Amended page/para(s)	Change Note number (and brief details of and reasons for amendment)
1.	23.02.09	Various	Complete review
2.	09.02.10	Various	Complete review in accordance with new regulations
3.	24.10.10	Various	To comply with the regulation 9 of the Electricity Safety (Electric Line Clearance) Regulations 2010 the following has been included: <ul style="list-style-type: none"> <li>• References listed</li> <li>• Commencement date</li> <li>• Review date</li> <li>• Expiry date</li> </ul>
4.	31.03.11	Appendix 2, 4	Updated Street Listing, Significant Tree Register
5.	31.03.12	Various	Change Group Manager name
6.	7/6/12	Various	Updated Map 1 Declared Area city of Portland
			Added map which shows significant trees under powerlines
			Updated the street tree listing to only includes road or streets within the declared area
			Added appendix 11 Inspection and tree trimming table
			Updated habitat trees
7.	2/4/13	Various	Minor typographical errors
8	19/3/14	Various	Updated inspection table
9.	4/11/14	Various	Updated following audit by ESV.
10.	20/3/15	Various	Updated dates and inspection date
11.	19/10/15	Various	Updated appendices
12.	Feb 2016	Various	Complete review in accordance with 2015 regulations.
13.	09/2016	Various	Evaluation Summary amendments ESV
14.	10/2016	Various	Evaluation Summary amendments ESV
15.	02/17	Various	Updated for annual review
16.	02/2018	Various	Updated for annual review
17	02/2018	Various	Updated appendices

Issue No	Date	Amended page/para(s)	Change Note number (and brief details of and reasons for amendment)
17	02/2018	Appendix 2 & 4	Appendix 2 is now part of Appendix 4
18	25/2/19	Number of trees	

## ELCMP Controlled Document

DOCUMENT		ECM VERSION	ECM DOC No.	DATE
ELCMP Plan 2019-2020		12.0	2074689	02/2019
Appendix 1	Declared Map of Portland	5.0	2074767	02/2018
Appendix 1A	HBRA / LBRA Map Bushfire prone areas	5.0	2165099	02/2018
Appendix 2	Street Tree Listing	2.0	2074772	09/2016
Appendix 3	Significant Tree Register	2.0	2169168	02/2019
Appendix 4	Trees in Portland Declared Area Sum of Trees in Declared Area update graph	3.0	2218027	02/2019
Appendix 4A	Relevant Vegetation in Declared Area	3.0	2165107	02/2018
Appendix 5	DRAFT Urban Tree Policy	1.0	2138898	04/2016
Appendix 6	Significant Flora & Fauna Documents	3.0	2074776	10/2016
Appendix 7	GSC Audit Plan and Schedule	4.0	2074777	01/2018
Appendix 7A	ELC Tree Trimming Program	4.0	2387862	01/2018
Appendix 7B	ELC Code Compliance	4.0	2387873	01/2018
Appendix 7C	ELC 15% Sample Trees Cut	4.0	2387886	01/2018
Appendix 7D	Significant Tree Audit	1.0	2392077	02/2018
Appendix 8	Public Notice Tree Trimming as far as practicable.	5.0	2074778	01/2018
Appendix 9	ELC Inspection & Tree Trimming Program	4.0	2074779	01/2018
Appendix 10	Management Structure	4.0	2074768	01/2018
Appendix 11	Pruning Regrowth Table	4.0	2074769	02/2018
Appendix 12	Notifications of Tree Trimming as per AS4373	5.0	2074770	01/2018
Appendix 13	Glenelg Planning Scheme Environmental Significance Overlay	2.0	2074771	03/2016
Appendix 14	Street Tree Removal Program	3.0	2165216	02/2018
Appendix 15	Key Performance Indicators	2.0	2165196	09/2016
Appendix 16	Threatened Fauna	3.0	2168920	02/2018
Appendix 17	Contractor Training Matrix	2.0	2224908	12/2016



