



ELECTRIC LINE CLEARANCE MANAGEMENT PLAN 2023-2024

Approved By:



Paul Phelan
Chief Executive Officer

Date Approved: 29 March 2023

Date Reviewed: 16 March 2023

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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"> • References listed • Commencement date • Review date • Expiry date
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

Issue No.	Date	Amended page/para (s)	Change Note number (and brief details of and reasons for amendment)
16.	02/2018	Various	Updated for annual review
17	02/2018	Various	Updated appendices
17	02/2018	Appendix 2 & 4	Appendix 2 is now part of Appendix 4
18	25/2/19	Number of trees	
19	13/03/2020	Various	Updated for annual review. Updated appendices
20	15/03/21	Various	Updated for annual review including appendices.
21	28/03/22	Various	Updated for annual review including appendices.
22	21/04/2022	Various	Updated as per ESV Plan Evaluation Summary ESV ID: CM-11614
23	16/03/2023	Various	<p>Updated for annual review:</p> <ul style="list-style-type: none"> • Link to ELCMP web address • Appendix 3 update data • Appendix 4 update data • Appendix 7A dates • Appendix 8 logo • Appendix 10 contact details • Appendix 13 new map • Appendix 16 DEECA name change • Appendix 19 contact details • CEO contact details • Acting Director Assets contact details • Tree count • Blue Book 2022 version date • DELWP name change to DEECA

Appendices

- Appendix 1 Declared Area of the city of Portland and LBRA map not certified by the CFA Portland (ECM 2074767)
- Appendix 1A CFA Map HBRA/LBRA (ECM 2165099 v6)
- Appendix 3 **Significant Trees under Power Lines in the Declared Area (ECM 2074773)
- Appendix 4 Trees in Portland Declared Area that are listed as cultural or environmentally significant (ECM 2074774)
- Appendix 4A Vegetation Indigenous to Victoria within the Declared Area (ECM 2165107)
- Appendix 5 **Urban Tree Policy (Adopted July 2019) (ECM 2575569)
- Appendix 5A **Vegetation Management Department Guideline (ECM 2692176)
- Appendix 6 **Significant Flora & Fauna Registration Council Procedure (ECM 2074776)
- Appendix 7 GSC Audit Plan and Schedule (ECM 2074777)
- Appendix 7A ELC Tree Trimming Program Audit (ECM 2387862)
- Appendix 7B ELC Code Compliance Audit (ECM 2387873)
- Appendix 7C ELC 15% Sample Trees Cut Audit (ECM 2387886)
- Appendix 7D Significant Trees Audit (ECM 2392077)
- Appendix 8 Public Notice of Tree Trimming in accordance with AS4373 (ECM 2074778)
- Appendix 9 Inspection and Tree Trimming Schedule (ECM 2074779)
- Appendix 10 Management Structure Responsible for Line Clearance (ECM 2074768)
- Appendix 11 Pruning Regrowth Table (ECM 2074769)
- Appendix 13 GSC Planning Scheme Environmental Significance and Heritage Overlays (ECM 2074771)
- Appendix 14 **Street Tree Removal Program (ECM 2165216)
- Appendix 15 Key Performance Indicators (ECM 2165196)
- Appendix 16 Threatened Fauna (ECM 2168920)
- Appendix 17 Contractor Training Matrix – Contractor to provide (ECM 2224908)
- Appendix 18 Dispute Resolution Process (ECM 2817957)

Appendix 19 Contractor Work Diary (ECM 2958816)

Note: *** Indicates documents that are not specific to The Plan.*

References

- Electricity Safety (Electric Line Clearance) Regulations 2020, S.R. No. 50/2020 as at 23 June 2020
- Code of Practice for Electric Line Clearance (Code)
- Australian Standards AS4373-2007 Pruning of Amenity Trees
- Electricity Safety (General) Regulations 2019
- 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)
- DEECA Protected Flora List – November 2019
- Flora and Fauna Guarantee Act 1988
- ESV-Powerlines and Vegetation Management- A guide to rights and responsibilities (Version 08/2017)
- 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
- Powercor Planting Trees Near Power Lines

Definitions

Conquest	Council's Asset Management System
Declared Area	The area of the municipality where vegetation management around powerlines is the responsibility of Glenelg Shire Council
DEECA	Department of Energy, Environment and Climate Action
Distribution Business	Powercor
ELCMP	Electric Line Clearance Management Plan (The Plan)
GPS	Global Positioning System
GSC	Glenelg Shire Council (Council)
HBRA	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
LBRA	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
The Act	Electricity Safety Act 1998
The Plan	Electric Line Clearance Management Plan
The Regulations	Electricity Safety (Electric Line Clearance) Regulations 2020
Team Leader Parks and Gardens	Glenelg Shire personnel

In response to The Regulations, Schedule 1, by relevant clause reference:

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.

The Glenelg Shire Council (GSC), Electric Line Clearance Management Plan dated 1 April 2022, commences on the 1 April and ends on 30 July 2023 and thereafter will be the 1 July to the 30 June each year. This management plan will be reviewed before the 31 March in each year by the responsible persons listed in this management plan.

Items to be checked during the annual plan review include the following:

- Electricity Safety (Electric Line Clearance) Regulations 2020, S.R. No. 50/2020 as at 23 June 2020
- Code of Practice for Electric Line Clearance (Code)
- Australian Standards AS4373-2007 Pruning of Amenity Trees
- Electricity Safety (General) Regulations 2019
- 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)
- DEECA Protected Flora List – November 2019
- Flora and Fauna Guarantee Act 1988
- ESV-Powerlines and Vegetation Management- A guide to rights and responsibilities (Version 08/2017)
- National Trust of Australia (Victoria) Register of Significant Trees
- Victorian Government Department of Environment and Primary Industries Melbourne, September 2013. Burra Charter

Review of The Plan is part of *Appendix 7 GSC Audit Plan and Schedule*. 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(4)(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 Plan 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

9(4) A responsible person must ensure that a management plan prepared under subregulation (2) or (3) specifies the following—

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

Name: Paul Phelan
Position: CEO
Address: Glenelg Shire Council
PO Box 152 Portland 3305
Email: pphelan@glenelg.vic.gov.au
Telephone No.: (03) 5522 2227

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

Name: Chris Saunders
Position: Acting Director Assets
Address: Glenelg Shire Council
PO Box 152, PORTLAND 3305
Email: csaunders@glenelg.vic.gov.au
Telephone No.: (03) 5522 2273

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

Name: Chris Saunders
Position: Acting Director Assets
Address: Glenelg Shire Council
PO Box 152, Portland 3305
Email: csaunders@glenelg.vic.gov.au
Telephone No.: (03) 5522 2273

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

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

9(4)(e) the objectives of the management plan

The following key objectives have been identified for The Plan in fulfilling our stated mission and the duties set out in The Regulations for the Shire as Responsible Person under the Electricity Safety Act 1998.

Adherence to The Plan 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 KPIs as documented in *Appendix 15 Key Performance Indicators*:

KPI 1: To meet the timeframes as set out in *Appendix 9 Electric Line Clearance Inspection and Tree Trimming Schedule*.

KPI2 No more than 15% of trees within the Declared Area require trimming as per the six-monthly cut. The amount of trimming is influenced by environmental conditions.

KPI 3: Contractors trimming data to match the Arborist inspection.

KPI 4: Adherence to The Plan.

To ensure Council is meeting the objectives, they will be measured against the KPIs 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 KPIs annually.

9(4)(f) the land to which the management plan applies (as indicated on a map)

- *Appendix 1 Declared Area of the city of Portland* – this outlines the boundaries of the Declared Area.

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)

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

- Appendix 1A - The HBRA/ LBRA map and bushfire prone areas
- Appendix 4 – Contains List of Significant Trees and Streets within the Declared Area.
- Council reviews the CFA HBRA/LBRA boundaries annually by consulting the Spatial Data Officer Fire Risk, Research & Community Preparedness CFA headquarters and by referring to the online link to verify.

[Low Bushfire Rating Areas - Dataset - Victorian Government Data Directory](#)

9(4)(h) 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:

- (i) indigenous to Victoria; or
- (ii) listed in a planning scheme to be of ecological, historical, or aesthetic significance; or
- (iii) a tree of cultural or environmental significance.

Indigenous to Victoria

Appendix 4A Vegetation Indigenous to Victoria within the Declared Area – DEECA Biodiversity map highlights the relevant vegetation in the Declared Area.

Audits are conducted as per *Appendix 7 GSC Audit Plan and Schedule* to ensure compliance with The Plan and that the information recorded remains accurate.

The trees are predominantly indigenous to Australia 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 Vegetation Indigenous to Victoria within the Declared Area* is included in the contractors Work Diary at the commencement of pruning.

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

The Planning Scheme listed identifies areas of ecological, historical, or aesthetic significance that may be affected by the implementation of The Plan. There are Environmental Significance Overlays (ESO) and Heritage Overlays (HO) that are of particular importance within the Declared Area as shown in *Appendix 13 Glenelg Planning Scheme Environmental Significance and Heritage Overlays*. The area around the Fawthrop Lagoon and wetland areas at the west and north of the city are included in ESO2.

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.

A tree of cultural or environmental significance

A tree of cultural or environmental significance or culturally significant trees are a special class of trees that have exceptional value 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. Please refer to the Australia ICOMOS Charter for places of Cultural significance, The Burra Charter, 2013:

<https://australia.icomos.org/resources/burra-charter-series/>

Trees of cultural or environmental significance or culturally significant trees are recorded in *Appendix 3 Significant Trees under Power Lines in the Declared Area*.

Audits are conducted as per *Appendix 7 GSC Audit Plan and Schedule* to ensure compliance with The Plan and that the information recorded remains accurate.

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)

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 as detailed in *Appendix 3 Significant Trees under Power Lines in the Declared Area*.

When a significant tree is identified it is marked as such on Conquest, *Appendix 3 Significant Trees under Power Lines in the Declared Area* and verified by Council's Team Leader Parks and Gardens. The tree remains on *Appendix 3 Significant Trees under Power Lines in the Declared Area* until it has been removed due to decay or becoming hazardous. The maintenance and/or removal of these trees are managed in accordance with *Appendix 5A Vegetation Management Guidelines*.

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 fauna indigenous to Victoria
- Has historical associations
- Is a remnant specimen

Council staff follow *Appendix 6 Significant Flora & Fauna Registration Council Procedure* and complete the relevant forms when assessing trees for significance.

In addition to the inspection and review criteria, a tree will be identified as being indigenous to Victoria 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
- National Trust of Australia Register of Significant Trees
<http://www.trusttrees.org.au/>
- Victorian Aboriginal Heritage Register.
<https://www.aboriginalvictoria.vic.gov.au/victorian-aboriginal-heritage-register>

DEECA Threatened Flora or Fauna Lists

- 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

<https://www.environment.vic.gov.au/conserving-threatened-species/threatened-species>

A list of threatened and/ or endangered species which may be found in the Portland Declared Area as shown in *Appendix 16 Threatened Fauna* is included in *Appendix 19 Contractor Work Diary*. This information is taken from the DEECA Biodiversity Map.

The Team Leader will communicate any changes identified as part of the annual audit to staff at toolbox meetings. Our data collected on Conquest will be used to prepare the program for the contractor's cutting.

9(4)(j) The management procedures that the responsible person will adopt to ensure compliance with the Code, which—

9(4)(j)(i) Must include details of the methods to be adopted for managing trees and maintaining a minimum clearance space as required by the Code

GSC manages trees affected by The Plan using a combination of proactive programmed and reactive maintenance. For example, please refer to *Appendix 14 Street Tree Removal Program*.

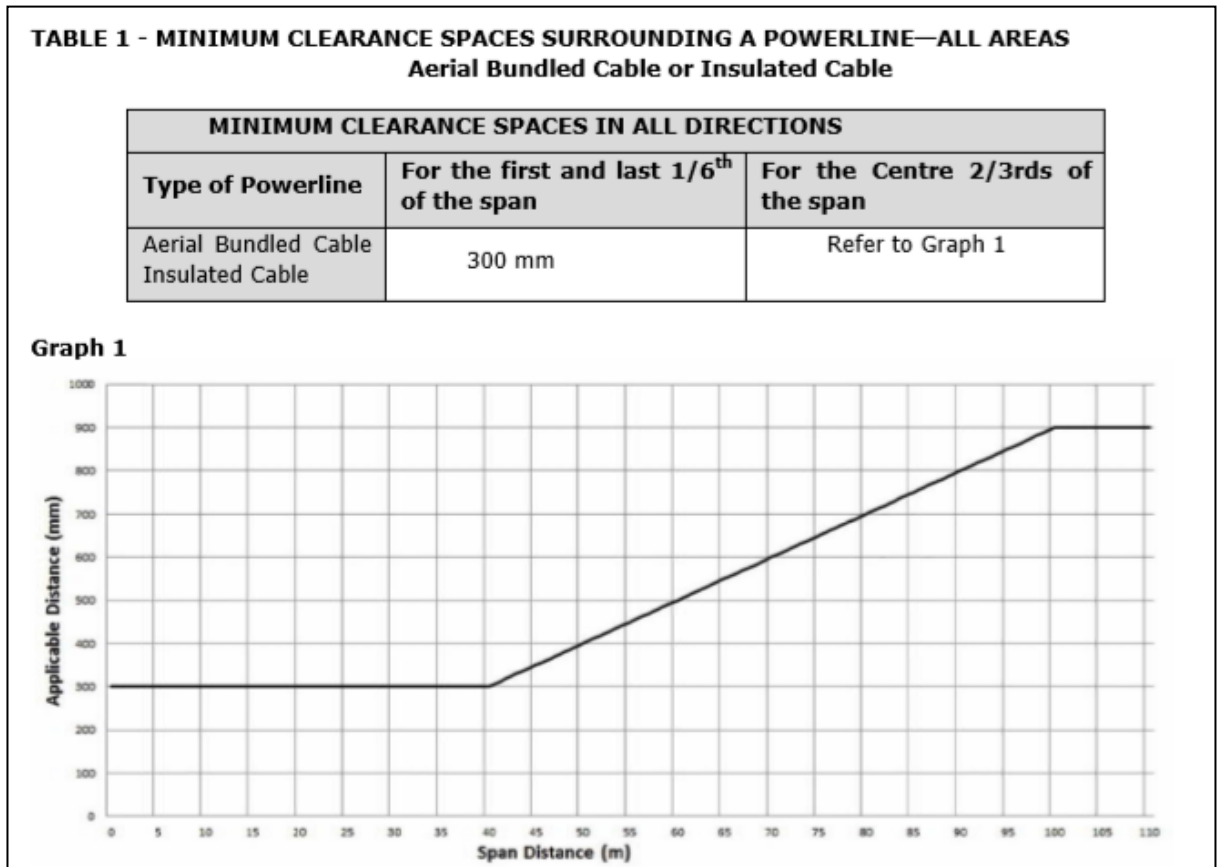
The Plan aligns with *Appendix 5 Urban Street Tree Policy* in the areas of tree removal and/ or replacement; and the consultation process in relation to tree removal and/ or replacement. GSC's species selection is documented in the Urban Street Tree List (Species) in *Appendix 5A Vegetation Management Guidelines*. This list was developed from The Australian Urban Street Tree Evaluation Program (*AUSTEP*) which was conducted by many municipalities over a 7-year period.

Trees in the Declared Area will be inspected twice yearly by a Contract Arborist in accordance with *Appendix 9 Inspection and Tree Trimming Schedule*. This inspection will 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:

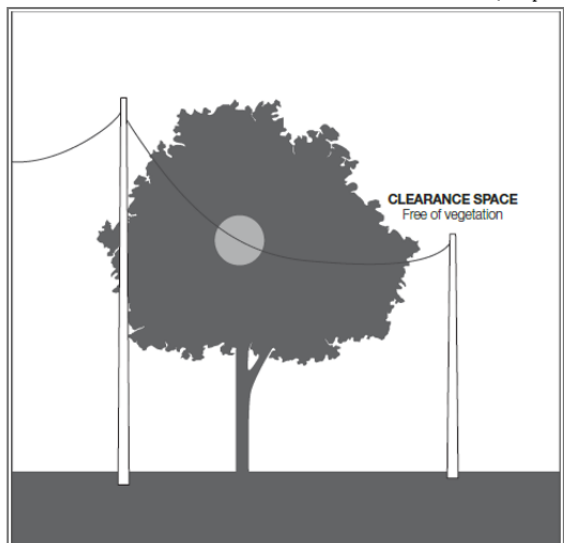
Vegetation impact	Priority
Vegetation in contact with wires	1
Vegetation in clearances	2
Vegetation outside clearance and likely to grow in within 6 months	3
Vegetation inspected outside clearance space	4

The minimum clearance space required is detailed under Schedule 1 - Code of Practice for Electric Line Clearance and summarised in the following tables:



These clearances in this section allow for sag and sway of the conductors. Refer to schedule 2 of the Code for further details

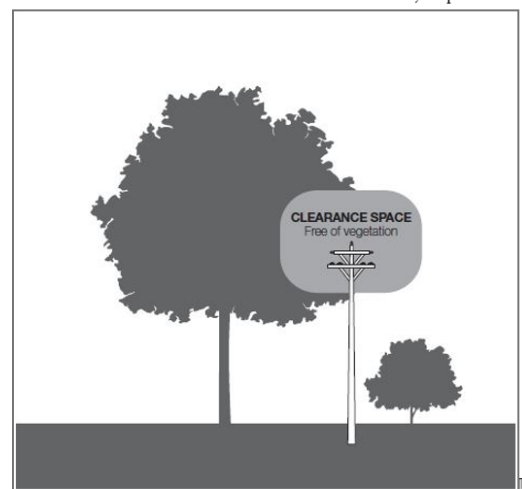
FIGURE 2—INSULATED ELECTRIC LINES IN ALL AREAS
 Clause 24, Graph 1



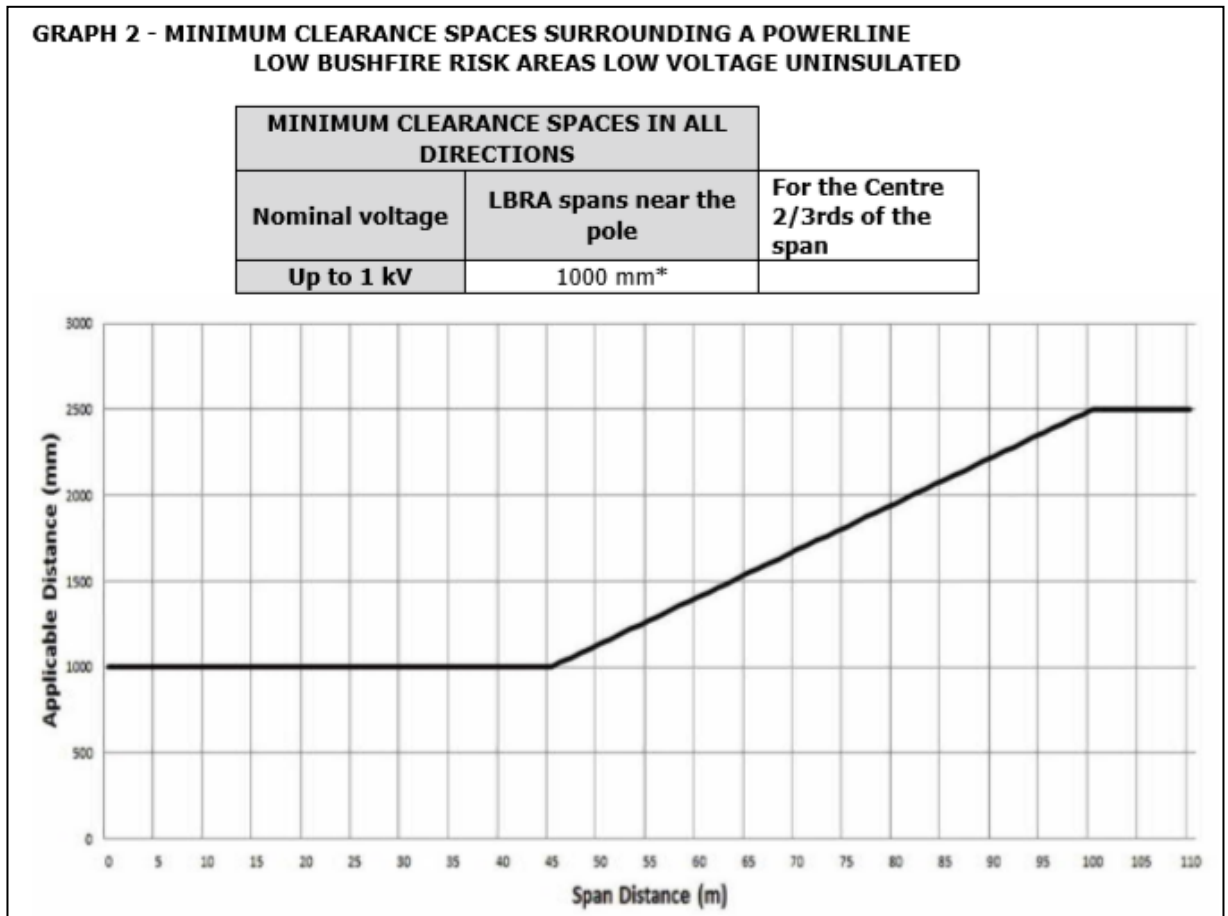
NOT TO SCALE

FIGURE 3—INSULATED ELECTRIC LINES IN ALL AREAS AND UNINSULATED HIGH-VOLTAGE ELECTRIC LINES (OTHER THAN 66,000-VOLT ELECTRIC LINES) IN LOW-BUSHFIRE RISK AREAS

Clauses 24 and 26, Graphs 1 and 3



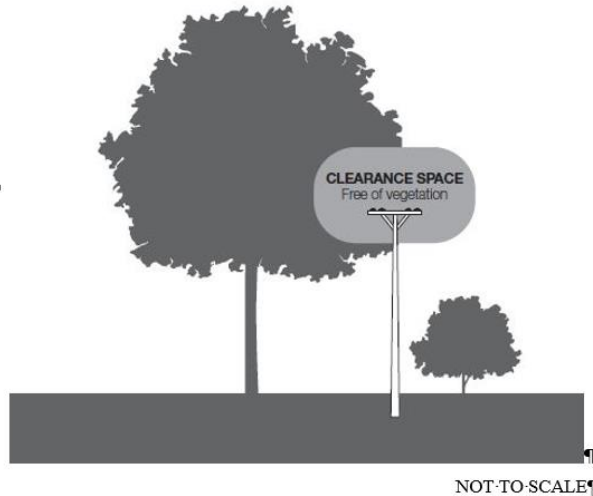
NOT TO SCALE



The Clearances in the above graph allow for sag and sway for spans up to 100m. For Spans greater than 100m an allowance for sag and sway is required. Very few spans if any are greater than 100m however Powercor will be consulted with if a span greater than 100m is identified to assist in determining the amount to allow for sag and sway.

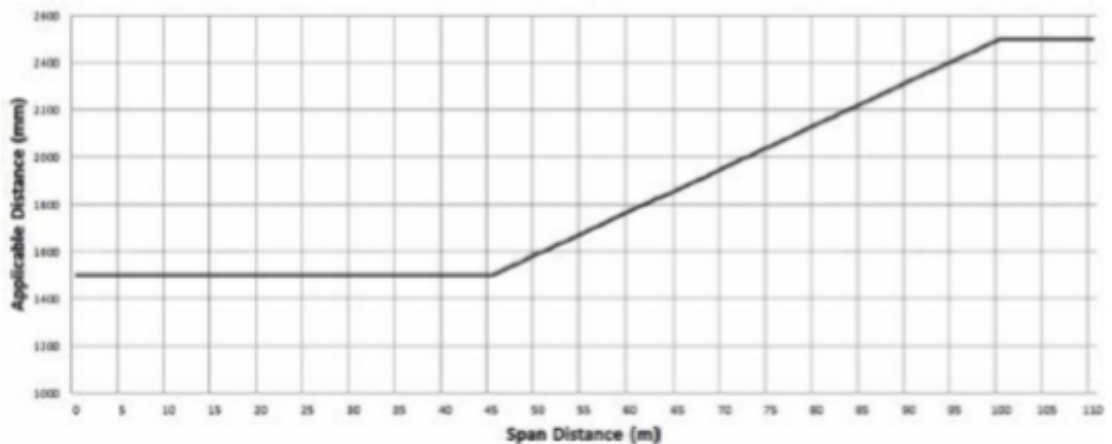
FIGURE 4—UNINSULATED LOW VOLTAGE ELECTRIC LINE IN A LOW BUSHFIRE RISK AREA

Clause 25, Graph 2



GRAPH 3 - MINIMUM CLEARANCE SPACES SURROUNDING A POWERLINE UNINSULATED ELECTRIC LINE (Other than 66kV Electric Lines) in LOW BUSHFIRE RISK AREA

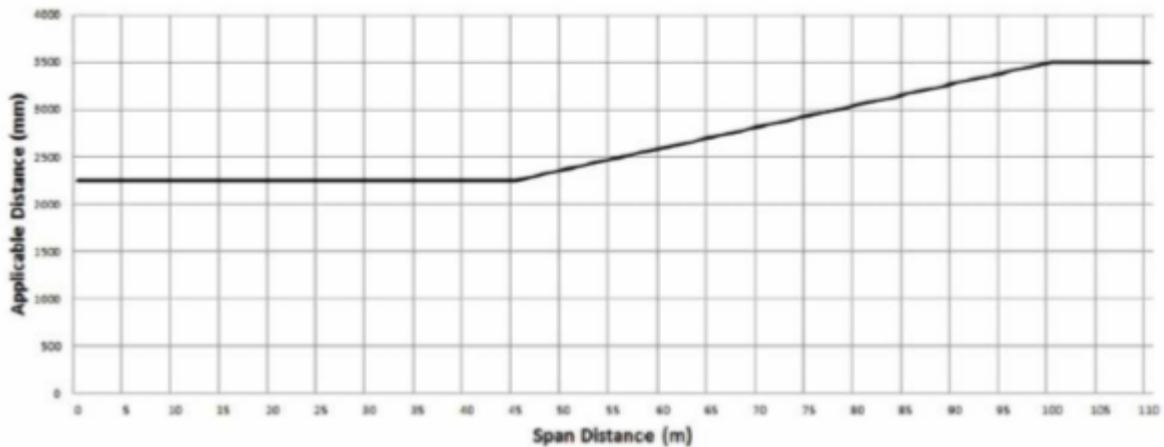
MINIMUM CLEARANCE SPACES IN ALL DIRECTIONS		
Nominal voltage	LBRA spans near the pole	For the Centre 2/3rds of the span
Other than 60 kV	1500 mm*	



The Clearances in the above graph allow for sag and sway for spans up to 100m. For Spans greater than 100m and allowance for sag and sway is required. Very few spans if any are greater than 100m however Powercor will be consulted with if a span greater than 100m is identified to assist in determining the amount to allow for sag and sway.

Graph 4 – MINIMUM CLEARANCE SPACE SURROUNDING A POWERLINE UNINSULATED 66kV in LBRA

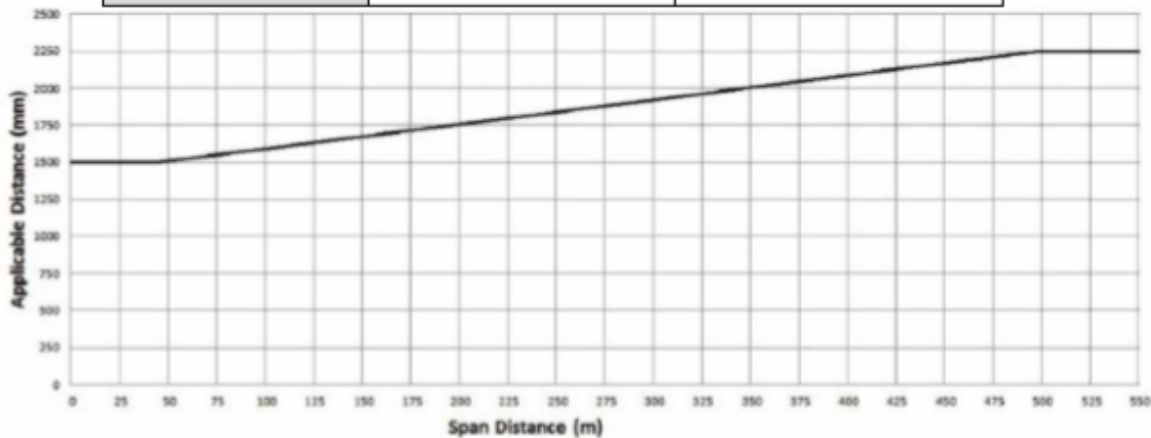
MINIMUM CLEARANCE SPACES IN ALL DIRECTIONS		
Nominal voltage	All spans near the pole	For the Centre 2/3rds of the span
66kV	2250 mm*	



The Clearances in the above graph allow for sag and sway for spans up to 100m. For Spans greater than 100m and allowance for sag and sway is required. Very few spans if any are greater than 100m.

GRAPH 5 - MINIMUM CLEARANCE SPACES SURROUNDING A POWERLINE— UNINSULATED LOW VOLTAGE AND HIGH VOLTAGE (Other than 66kV Electric Line) in HAZARDOUS BUSHFIRE RISK AREA

MINIMUM CLEARANCE SPACES IN ALL DIRECTIONS		
Nominal voltage	HBRA spans near the pole	For the Centre 2/3rds of the span
Other than 66 kV	1500 mm*	



The Clearances in the above graph does not allow for sag and sway for spans. Very few spans are in the HBRA and Powercor will be consulted with to assist in determining the amount to allow for sag and sway.

FIGURE 5—UNINSULATED 66 000 VOLT ELECTRIC LINE IN A LOW BUSHFIRE RISK AREA AND UNINSULATED ELECTRIC LINE IN A HAZARDOUS BUSHFIRE RISK AREA

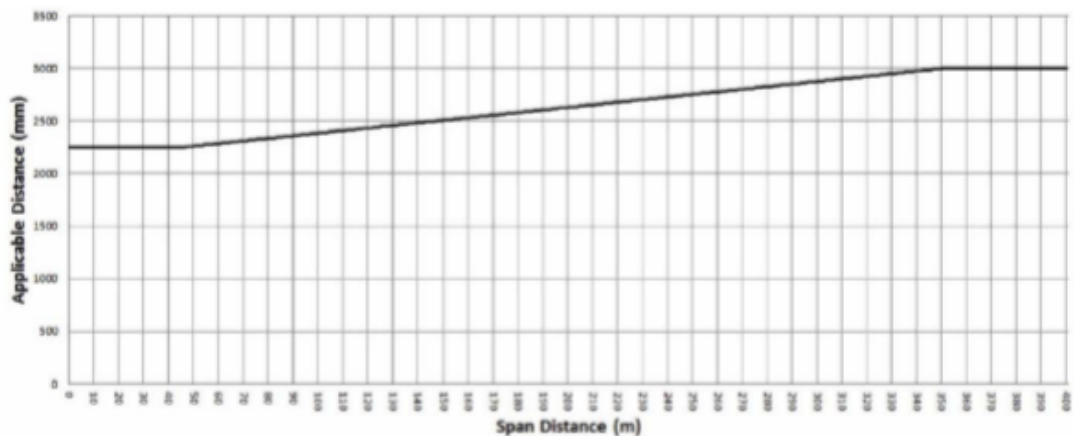
Clauses 27, 28 and 29, Graphs 4, 5 and 6



NOT TO SCALE

GRAPH 6 - MINIMUM CLEARANCE SPACES SURROUNDING A POWERLINE— UNINSULATED 66kV ELECTRIC LINE in HAZARDOUS BUSHFIRE RISK AREA

MINIMUM CLEARANCE SPACES IN ALL DIRECTIONS	
Nominal voltage	HBRA spans near the pole
66kV	2250 mm*



The Clearances in the above graph does not allow for sag and sway for spans. An allowance of for sag and sway is required for all spans.

Powercor will be consulted with to assist in determining the amount to allow for sag and sway.

When Council has identified that urgent or reactive works are required, a request is raised. This request is 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 approximately 302 Powercor poles located in the HBRA Declared Area.

- (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).
- (iv) West of the Henty Highway (Westlakes Rd) the powerline tree clearing is Powercor responsibility.

In accordance with *Appendix 7B ELC Code Compliance Audit*, a third-party ELC Code Compliance Audit 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 and 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 to discuss clearance issues. A Council representative, either Works Manager, Director, or their delegate, 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 Contractor's 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 in 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

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(4)(e) are:

- a management structure that can efficiently and effectively deliver the services necessary to achieve the objectives of The Plan as detailed in *Appendix 10 Management Structure Responsible for Line Clearance*.
- management processes which enable the inspection, planning, implementation, surveillance, and monitoring of power line clearance activities.
- a 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.
- formalising 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
- 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.
- 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.
- completion of audits in accordance with *Appendix 7 GSC Audit Plan and Schedule* to ensure the effectiveness of all related practices and processes. Audits include audits of the contractor performance as well as audits based on The Plan.
- 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 e.g., 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 2020.

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 2293 trees under power lines mapped in the Declared Area. Council is in the process of mapping all trees which will allow verification of the percentage of trees pruned using Conquest data.

9(4)(j)(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**

Note

Clause 21(2) of the Code requires a distribution company or an owner or operator of a railway or tramway supply network that is consulted by a Council to assist the Council by determining an additional distance.

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.

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. This is required in LBRA areas where the span is greater than 100m and in HBRA areas where the span is greater than 45m.

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, a handheld laser that allows users 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, the Contractor shall obtain an Occupancy Permit from Portland Cable Trams.

Council has a process in place to ensure that Contractor's 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 online induction takes place.

Council will identify the trees that are required to be line cleared as per *Appendix 9 Inspection and Tree Trimming Schedule*. 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 in accordance with *Appendix 7B ELC Code Compliance Audit*.

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:

Average of annual growth extension since last prune x years to next program prune = amount pruned in accordance with *Appendix 11 Pruning Regrowth Table*.

Planting of vegetation near powerlines will be undertaken in accordance with guidelines in 'Planting Trees Near Power Lines' (Powercor) <https://media.powercor.com.au/wp-content/uploads/2018/11/23144235/cppal-planting-trees-near-power-lines-nov-2008.pdf>, and following *Appendix 5A Vegetation Management Guidelines*.

9(4)(k) 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.

Note

Clause 10 of the Code requires a responsible person to cut trees, as far as practicable, in accordance with AS 4373.

For The 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. 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.

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, a draft of which is provided in *Appendix 8 Public Notice of Tree Trimming in accordance with AS4373*.

Prior to works commencing the Team Leader Parks and Gardens will hold a toolbox meeting to ensure the Contractor Checklist, as part of *Appendix 19 Contractor Work Diary*, is completed. Plant and equipment to be used for pruning is selected by the Contractor.

Following tree trimming, an audit of no less than 15% of trimmed trees will be matched against the Arborist recommendation, e.g., trim upper crown in accordance with *Appendix 7C ELC 15% Sample Trees Cut Audit*. This audit will be carried out by an appropriately qualified third party.

An ELC Code Compliance audit as shown in *Appendix 7B ELC Code Compliance Audit* will be carried out prior to the preparation of the plan as at 31 March each year 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) and instructions given to contractors to action within 14 days. GSC notifies the

Contractor or Powercor when works have been completed. The action taken is then recorded in ECM and Conquest.

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.

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

9(4)(m)(i) The details of each approval for an alternative compliance mechanism that the responsible person holds.

Not applicable.

9(4)(m)(ii) The details of each approval for an alternative compliance mechanism that is in effect.

Not applicable.

9(4)(n) 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 GSC Audit Plan and Schedule* which encompasses a range of audits that link to The Plan KPIs as shown in *Appendix 15 Key Performance Indicators*. This enables Council to collect data so that it can be analysed, monitored and any negative performance trends addressed where required. 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(4)(o) Details of the audit processes that must be used to determine the responsible person's compliance with the Code

The Works Coordinator is responsible for the implementation and monitoring of the Audit Plan. GSC conducts a range of audits throughout the year.

- Audits conducted as per *Appendix 7 GSC Audit Plan and Schedule*
- 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(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 of Practice and the Electricity Safety (General) Regulations 2020

Note

Regulation 616(2) of the Electricity Safety (General) Regulations 2019 sets out specific requirements for qualified persons carrying out vegetation management work.

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 (General) Regulations 2019 and comply with the Code of Practice on electrical safety for work on or near high voltage electrical apparatus (The Blue Book) Victoria – 2022. The minimum qualifications a person must have to carry out cutting or removal of vegetation to clear from power lines is National Certificate UET20312 (or UET20319) Certificate II in ESI Powerline Vegetation Control including EWP operator and EWP safety observer units of competencies. These competencies are UETDRVC007-Control vegetation using pruning techniques and UETDRVC004- Control vegetation in the vicinity of live electrical apparatus from an elevated work platform and High-risk work licence-WP.

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 suitably qualified Arborist's qualifications include:

- 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.

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.

An annual on-site audit is conducted to verify to The Plan and relevant regulations, including checking qualifications and insurances for Public Liability and Workcover. If 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
- Complete training and re-induct

All Contractors provide a training matrix. All training is to be carried out by a Registered Training Organisation. The Contractors provide an updated training matrix annually and this is provided in *Appendix 17 Contractor Training Matrix*.

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

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

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 Parks & Garden Team Leader.

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

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 or on the Council website. The template for the advertisement is provided in *Appendix 8 Public Notice of Tree Trimming in accordance with AS4373*.

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
- 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 *Appendix 9 Inspection and Tree Trimming Schedule*. Once the Contractor is scheduled GSC will give notice of 14 days and not more than 60 days prior to pruning. The template for the advertisement is provided in *Appendix 8 Public Notice of Tree Trimming in accordance with AS4373*. 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(4)(r) A procedure for the independent resolution of disputes relating to electric line clearance

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 investigates the request and responds 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 shown in *Appendix 18 Dispute Resolution Process*.

All customer complaints are recorded in ECM, acknowledged and, when completed, action recorded, and the complaint closed.

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

Energy and Water Ombudsman Victoria
Central Tower, Level 8/360 Elizabeth St, Melbourne VIC 3000
1800 500 509

The Plan is available on the GSC Website.
<https://www.glenelg.vic.gov.au/Our-Services/Assets-and-Works/Vegetation-and-Electric-Line-Clearance>.

Schedule 1 - Code of Practice for Electric Line Clearance

Part 2 - Clearance responsibilities

Division 1 - Roles of responsible persons

Please note: All Clauses from The Regulation in this section with * next to them indicate that not all The Regulation text has been included.

3 Responsible person must keep minimum clearance space clear of trees

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

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

Note

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

Council will comply.

4 Exception to minimum clearance space for structural branches around insulated low voltage electric lines *

Following discussions with Powercor on 26 February 2021, GSC does not intend apply this exception.

5 Exception to minimum clearance space for small branches around insulated low voltage electric lines in low bushfire risk areas *

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 if it intrudes within the minimum clearance space of 300mm.

6 Exception to minimum clearance space for small branches around uninsulated low voltage electric lines in low bushfire risk areas *

GSC does not intend to apply this exception.

7 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.

8 Owner or operator of transmission line must manage trees around minimum clearance space *

Not applicable.

9 Responsible person may cut or remove hazard tree *

The responsible person will engage a suitably qualified arborist who has a National Certificate III in Arboriculture including the “Perform a ground-based tree defect evaluation” unit of competency or equivalent qualification; and at least three years of field experience in tree assessment. may cut or remove a tree for which the person has clearance responsibilities and 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.

The arborist role is to complete the hazard tree and exception clauses under the code.

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, a suitably qualified Arborist or Contractor will be engaged to do the necessary works.

In addition, 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.

Division 2 - Manner of cutting and removing trees

10 Cutting of tree to comply with Standard *

Refer to 9(4)(j).

11 Cutting or removal of Indigenous to Victoria or significant trees must be minimised.

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

Specified trees:

- a) - Indigenous to Victoria 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, as far as is practicable, must not cut the tree more than is necessary to either ensure compliance with Division 1 or to make an unsafe situation safe.

11(2)(a) A responsible person must not remove, under Division 1, a tree of a kind specified as above unless it is to:

- (i) Ensure compliance with the Code
- (ii) Make an unsafe situation safe or

11(2)(b) A suitably qualified arborist has

- (i) Inspected the tree, and
- (ii) advised the responsible person that cutting the tree in accordance with the Code would make the tree unhealthy or unviable.

11(3) The following kinds of tree are specified for the purposes of subclauses (1) and (2) -

- (a) trees that are indigenous to Victoria
- (b) trees listed in a planning scheme to be of ecological, historical, or aesthetic significance
- (c) trees of cultural or environmental significance.

12 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 are located are mapped and Contractors and Parks and Gardens staff are notified.
2. The fauna is recorded onto Conquest against the asset (e.g., road) and registration completed in accordance with *Appendix 6 Significant Flora and Fauna Registration Council Procedure*.
3. A Scope of works developed to make the vegetation compliant with the current specification outlined.
4. Recorded information is reviewed by the Team Leader, Parks and Gardens, conservation, and environment stakeholders in conjunction with government departments such as DEECA to assess potential impacts on the threatened fauna.

5. A work 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
- notification of outcomes.

17 Responsible person must publish notice before cutting or removing certain trees *

Council will advertise within the timeframe required. The contractor will only have authority to conduct works within the advertised period. If pruning is delayed or outside of the notification period, then we will re-advertise to ensure compliance is achieved.