


Greater Shepparton City Council

Electric Line Clearance Management Plan

2021/2022

Document number:	ELCMP
Issue Number:	2.8
Authorised by:	Peter Harriott - Chief Executive Officer
Authorisation date:	12/03/2021
Signature:	



**GREATER
SHEPPARTON**

	Electric Line Clearance Management Plan (ELCMP)	Doc. No:	ECLMP
		Rev. No.:	2.8
		Rev. Date:	09/03/2021

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Appendices

Appendix No.	Document No.	Description
Appendix 1	ELCMP1	Shepparton, Mooroopna & Tatura Declared area maps & HBRA
Appendix 2	ELCMP2	CITY OF GREATER SHEPPARTON - Listing Of Significant Trees Near Powerlines.
Appendix 3	ELCMP3	Notification letter to resident and Newspaper Notice
Appendix 4	ELCMP4	Daily Plant start up sheet
Appendix 5	ELCMP5	Schedule of works & Auditing
Appendix 6	ELCMP6	Objectives & KPI's
Appendix 7	ELCMP7	Training Matrix & Induction summary.
Appendix 8	ELCMP8	SWMS Template
Appendix 9	ELCMP9	Toolbox meeting template
Appendix 10	ELCMP11	Corrective Action Report
Appendix 11	ELCMP12	Contractor Induction / JSA
Appendix 12	ELCMP13	Contractor Sign in Register
Appendix 13	ELCMP14	Incident/Near Miss/ Hazard Form
Appendix 14	ELCMP15	Hazard Correction Action Form
Appendix 15	ELCMP16	Contractor OHS Audit
Appendix 16	ELCMP17	Contractor Handbook
Appendix 17	ELCMP18	Non Compliance Notification form

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Management Plan Particulars

Document number:	ELCMP
Issue Number:	2.8
Authorised by:	Mr Peter Harriott – Chief Executive Officer
Authorisation date:	31/3/2020

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Revision List / Document Control

The following Revision List records the issues and revisions of the document. For convenience, the nature of the revision is briefly noted. Revisions to the Electric Line Clearance Management Plan (ELCMP) are made as required to reflect changes upon which this plan is based.

Revisions are made by replacement of single pages, sections or re-issue of the complete ELCMP as required.

Section	Issue	Revision Details	Date
General	2.2	Header changed to be consistent with rest of document	Aug 17
9(2)	2.2	Section updated to reflect current responsibilities and management approval	Aug 17
9(3)(f)	2.2	Council requests CFA HBRA mapping annually	Aug 17
9(3)(i)(i)	2.2	Section revised to clarify commitment to remove unsuitable species	Aug 17
9(3)(j)	2.2	Section revised to define "as reasonable practical" in application of Australian Standard <i>Pruning of Amenity Trees</i> AS4373-2007	Aug 17
9(3)(n)	2.2 & 2.2	Revised to include roles and responsibilities for ELC audits and management of non-conformances.	Aug 17
10(7)	2.2	Revised to clarify GSCC process of ELCMP placement on website	Aug 17
Code	2.2 & 2.2	Revised to include mechanism for reporting trees unable to be pruned to meet code.(Exception rules)	Aug 17
9(3)(g)	2.2	Hyperlinks revised to open	Aug 17
9(3)(j)	2.2	Revised page 22 When not practical to meet AS 4373	Aug 17
9(3)(n)	2.2	Appendix 5 Revised to include details of NC management.	Aug 17
9(3)(o)	2.3	Appendix 7 Matrix revised to include "Suitably Qualified Arborist" embedded in the plan.	Aug/Sept 17
9(3)f	2.3	Revised to change terminology and reference to GSCC map book	Sept 17
9(3)g (ii)	2.3	Revised to clarify GSCC significant trees annual cycle.	Sept 17
Code	2.3	Revised exception rules to clarify (Council currently have no trees)	Sept 17
9(3)(h)	2.4	Revised to clarify websites for Threatened lists	Nov 17
General	205	Revised entire document	Mar 18
General	2.6	Revised entire document	Mar 19
General	2.7	Revised entire document	Mar 20
General	2.8	Revised entire document	Feb 21

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Preparation of Management Plan

*The following sections are as per **Version No. 001** the Electricity Safety (Electric Line Clearance) Regulations 2020.*

- 2. Before 31 March in each year, the Manager Parks, Sports & Recreation must ensure that a management plan relating to compliance with the Code for the next financial year is prepared**

The scope of works for this ELCMP is to inspect, manage and maintain clearance of vegetation from Powercor's Electricity Network, including notification, consultation and negotiation with affected persons in accordance with the Electricity Safety Act 1998 and Electricity Safety (Electric Line Clearance) Regulations 2020 while maintaining the Council's tree assets.

The responsible person (Manager – Parks, Sports and Recreation) named in (3b) will ensure that Council's ELCMP is prepared before 31 March each year and submitted to ESV within 14 days of request. Executive report is prepared for the CEO to enable the plan to be adopted and approved prior to the 31 March each year.

3a. Name, address and telephone number of the responsible person

Name of Council:	Greater Shepparton City Council
Address:	90 Welsford St, Shepparton, VIC, 3630
Chief Executive Officer:	Mr. Peter Harriott
Telephone:	03 5832-9700
e-mail:	peter.harriott@shepparton.vic.gov.au

3b. Name, position, address and telephone number of the individual who was responsible for the preparation of the management plan

Name:	Mr Timothy Zak
Position (Unit Manager):	Manager – Parks, Sports and Recreation
Address:	315 Doyle's Road, Shepparton, VIC, 3630
Telephone:	03 5832-9383
e-mail:	timothy.zak@shepparton.vic.gov.au

3c. Name, position, address and telephone number of the persons who are responsible for carrying out the management plan

Name:	Mr Timothy Zak
Position (Team leader):	Manager – Parks, Sports and Recreation
Address:	315 Doyle's Road, Shepparton, VIC, 3630
Telephone:	03 5832-9383
e-mail:	timothy.zak@shepparton.vic.gov.au

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3d. The telephone number of a person who can be contacted in an emergency that requires clearance of a tree from an electric line that the responsible person is required to keep clear of trees

Telephone:	03 5832-9700 (24 hrs / 7 days)
Name:	Various rostered on-call staff

3e. Objectives of the plan

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

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

3f. The land to which the management plan applies by the inclusion of a map

Declared Area Boundary

Council's declared areas are gazetted by State government as prescribed in the State Electricity Act 1998 and are based within the Shepparton, Mooroopna and Tatura townships as they were in 1986. For operational purposes, Council has replicated these maps which are based on the formal ESV database maps (<https://eservices.esv.vic.gov.au/LineClearance/>). Detailed (scaled) maps are produced for contractors each year to use for ELC clearing purposes. Council GIS layers can be used to determine exact boundary locations. For further details on declared area boundaries please refer to the GSCC declared area map book in Appendix 1

Hazardous Bushfire Risk Area (HBRA) and Low Bushfire Risk Areas (LBRA)

The CFA produce Hazardous and Low Bushfire Risk maps as prescribed by Section 80 of the Electricity Safety Act 1998. GSCC declared areas are predominately LBRA. Small sections of HBRA exist in Shepparton and Mooroopna. Council requests the GIS layers from the CFA each year to confirm if any changes have been made to HBRA boundaries. Contractors are provided with a hard copy of these maps. Current HBRA mapping has been loaded onto the GSCC GIS system and available in high resolution maps supplied to ELC contractors. For further details on Hazardous Bushfire rating maps please refer to the GSCC declared area map book in Appendix 1

[Fire hazard ratings for powerlines - Country Fire Authority](#)

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3g. 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. Native:

The trees that require clearing from electric lines typically occur within nature strips, road reserves, recreation reserves and other areas of land within the Declared Areas managed by Council.

For the purposes this ELCMP Definition of Native: indigenous to GSCC local government area. (Remnant vegetation) There are a variety of tree species throughout the Declared Areas, which are native to Australia, however are not necessarily native to the area or region (indigenous) or affected by this ELCMP. Council currently does not have any native trees that will be affected by ELC works.

A significant tree register is maintained by Councils Parks Sport & Recreation Department identifying the locations of each community significant tree located within the municipality. This is a general list and used for all significant tree locations. refer to **Appendix 2** Significant register.

Council will as far as practicable, restrict cutting or removal of native trees or trees of cultural or environmental significance to the minimum extent necessary to ensure compliance with the requirements of the code, the schedule to the code or to make an unsafe situation safe. The use of mechanical equipment (Skytrims, Jarrafs) may be deployed when it is unsafe to put in a standard crew. All pruning of Native/significant trees will be within the framework of AS4373 – 2007.

Habitat for Threatened Fauna

Council's declared areas are comprised predominantly of urban streets with vegetation which has been planted. Council currently doesn't have any identified habitat trees within its declared areas that require clearance from electrical infrastructure.

If it is found that a tree contains occupied habitat the following process will be implemented to manage the tree/s;

- As soon as a tree is identified as the habitat of a possibly threatened species, the operator must stop work and inform their supervisor, or Council, and seek clarification of the threatened species and the breeding season of that species. Council or the contractor will consult the following;
- EPBC Act List of Threatened Flora or Fauna - <http://www.environment.gov.au/biodiversity/threatened>
- Threatened Flora List [Threatened species advisory lists](#)
- Works will be scheduled outside of breeding season where practicable.
- Where it is not practicable to undertake cutting or removal of the tree outside of the breeding season for that species, translocation of the fauna will be undertaken wherever practicable.

Threatened Invertebrate Fauna List means the Advisory List of Threatened Fauna in Victoria published by the Department of sustainability and Environment as published or amended from time to time. Council will refer to <http://www.environment.gov.au/biodiversity/threatened>

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

There are no known trees currently listed in the GSCC planning scheme to be of ecological, historical or aesthetic significance. GSCC has aesthetic significant trees that are identified and listed on the register to be maintained on annual pruning cycle to minimise impact. Where more significant trees are identified in the future all maps and information available to Council will be used to monitor these areas to ensure that minimal impact is made in the event of works being required. Preparation of the ELCMP each year involves reviewing the "Register of Significant Trees"

iii. A tree of cultural or environmental significance:

Council reviews the Register of Significant Trees annually prior to development of the ELCMP. However, if more trees of the above are identified, an assessment would be undertaken by a qualified arborist and appropriate measures to comply with regulation will be taken into account as well as the biology of the tree. If works are conducted on a tree of cultural or environmental significance, interested parties will be notified of the impact of the cutting or removal of the tree and actions taken to minimise the impact, while maintain compliance.

Council liaises with our planning department to ensure our plan meets all the requirements of the GSCC planning overlays. Inner urban declared areas consist mainly of urban street trees which are generally not affected by GSCC planning controls. Any trees found to be significant to the community will be placed on our register and managed under the annual ELC program.

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

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

- Annual inspection and identification of Council trees by qualified arborist;
- Threatened Flora List in accordance with section 10 of the Flora and Fauna Guarantee Act 1988 - Advisory List of rare or threatened plants in Victoria.(Endangered or Vulnerable)
- Flora or Fauna as listed as threatened with a status of 'Vulnerable' 'Endangered' or critically endangered. <https://www.environment.vic.gov.au/conserving-threatened-species/flora-and-fauna-guarantee-act-1988/protected-flora-controls>
- Threatened Vertebrate Fauna List <http://www.environment.gov.au/biodiversity/threatened>
- Threatened Invertebrate Fauna List – Advisory List threatened invertebrate Fauna in Victoria. <https://www.environment.vic.gov.au/conserving-threatened-species/threatened-species-advisory-lists>
- Council planning scheme overlay for historical, cultural, environmental or aesthetic significance;
- Register of significant trees;
- Heritage Register (<http://vhd.heritagecouncil.vic.gov.au/>) within the meaning of the Heritage Act 1995;
- Council will be notified by Victorian Aboriginal Heritage Council of any changes to the Victorian Aboriginal Heritage Register. The Victorian Aboriginal Heritage Register is not a publicly accessible register because it contains culturally sensitive information. Applicants may apply online for access or advice using the Aboriginal Cultural Heritage Register and Information System (ACHRIS - <https://applications.vic.gov.au/apps/achris/public/request-for-access/enter>) established under section 144 of the Aboriginal Heritage Act 2006;
- EPBC Act List of Threatened Flora or Fauna – <http://www.environment.gov.au/cgi-bin/sprat/public/publicthreatenedlist.pl?wanted=flora>
- Council will determine location of important vegetation by consulting;

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Environment protection and Biodiversity Conservation Act 1999 (EPBC), list of threatened flora, list of threatened ecological communities, List of threatened fauna and protected matter search tool [#](http://www.environment.gov.au/epbc/protected-matters-search-tool)

3i The management procedures that the responsible person is required to adopt to ensure compliance with the Code, which must include/specify details of the methods to be adopted for:

i. Managing trees and maintaining a minimum clearance space as required by the Code

There are over 40,000 trees within the declared areas of Greater Shepparton City Council. The trees identified as requiring to be cleared away from electrical assets are (2500+). This number changes depending on seasonal growth rates, which Council reviews from previous years to determine if other options can be investigated to reduce/maintain the number each year. This may be achieved by removals or allowing more regrowth if possible without affecting the viability of the tree.

Inspection/pruning programs and schedules

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

Council's ELCMP reflects our current Urban Forest Strategy which can be found on council's website. Urban Forest link <http://greater-shepparton.com.au/council/major-projects/urban-forest-strategy>.

Council will base its program around prioritising the HBRA and ensure all clearing is completed prior to the Declared Fire Season of each year.

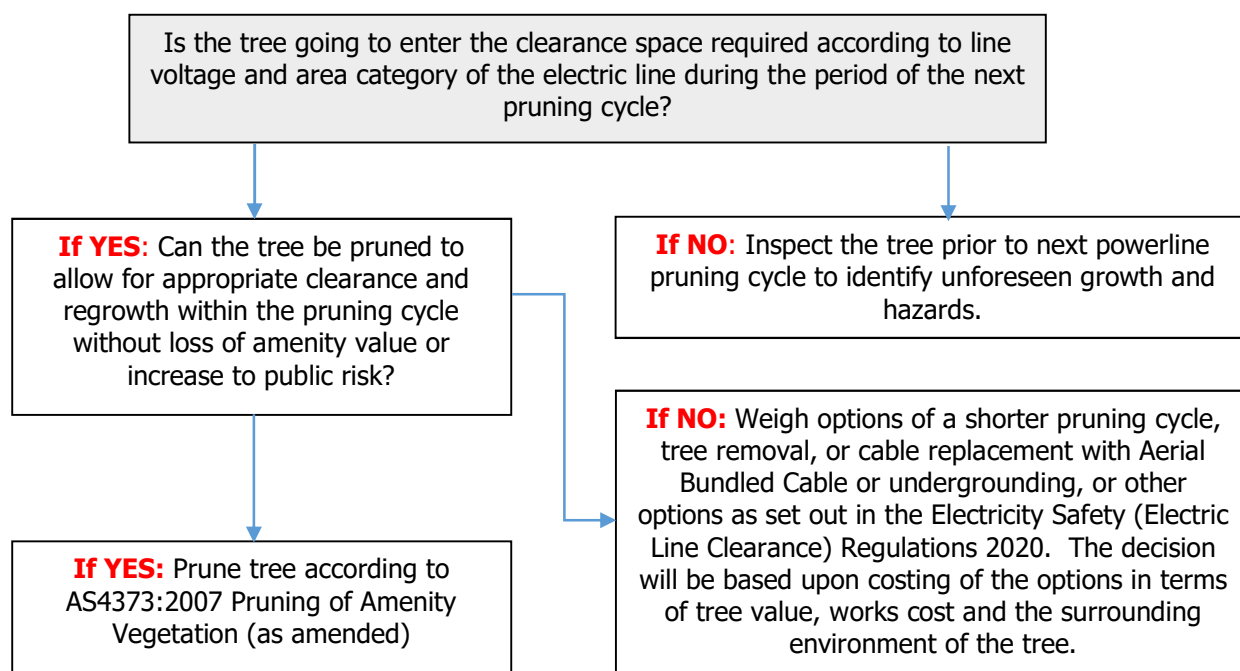
Council inspects and clears the declared areas of Shepparton, Mooroopna & Tatura which is predominantly LBRA with small sections of HBRA. Council requests HBRA mapping from the CFA to determine the location of the HBRA affected spans, advising cutting contractors of these locations to enable them to apply correct clearance requirements.

The inspection of declared areas is conducted each year. The Cutting Crew is required to maintain the vegetation clear of the minimum clearance space plus an additional allowance for 24 months where achievable.

Trees unable to achieve 24mths clearance, are pruned to a minimum 12 months clearance to keep the whole or any part of the tree clear of the electrical lines and assets. The Council will utilise this information to evaluate the growth rates and size of all trees near powerlines and then take appropriate action to remove fast growing and tall trees and replace with appropriate species or replace powerlines with engineering solutions.

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



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

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

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


All pruning works will be undertaken in accordance the Electricity Safety (Electric Line Clearance) Regulations 2020, AS4373:2007 Pruning of Amenity Trees and best practice methods.

Council's inspection and cutting schedule can be found in **Appendix 5**.

Emergency Cutting and Pruning

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

- Where a tree is identified as encroaching the clearance space due to unanticipated growth;

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- as a result of a tree falling or becoming damaged so that it requires cutting or removal to maintain the required clearance space; or
- Where a tree has been assessed by a suitably qualified arborist and confirmed to have an imminent likelihood of contacting the electric lines having regard to foreseeable local conditions.

As part of such works Council will record where and when the cutting or removal was undertaken, identify why the cutting/removal was required and record when the last inspection of the tree occurred.

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

Notified Work Required/Conducted

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

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

Hazard Trees

A hazard tree is a tree that:

- a suitably qualified arborist has assessed the tree in regards to foreseeable conditions and advised the tree or part of the tree is likely to fail and will contact an electric line/asset if this occurs.

All identified hazard trees are to be cleared to ensure compliance is maintained and in a time, that prevents the tree from entering the clearance space. Hazard trees are to be cleared only when it is safe to do so and if a Hazard tree cannot be removed in a timely manner, Powercor are to be contacted to discuss other means of removal or powerline disconnection.

As part of the annual inspection Council will seek to identify vegetation infringing on clearance space within the declared area. The Inspection includes the Hazard Space outside the clearance and regrowth spaces. Trees in the Hazard space that are identified and require clearing will be cleared without further assessment if the tree is urgent or contains significant faults that are deemed to be a risk to the public.

In a situation where Council identifies a tree that is likely to fall onto or otherwise come into contact with an electric line that is not urgent or a risk to the Public, Council will assess the tree using a suitably qualified arborist, including the "Assess Trees", "Identify Trees" and "Perform a Ground-Based Tree Defect Evaluation" modules, or an equivalent qualification and at least three years of field experience in assessing trees. Note: For the purpose of this Plan, a hazard tree is a tree that possesses hazardous faults which if not actioned, will negatively impact distribution assets. These trees may possess characteristics such as large cavities, severe decay, major cracks etc.

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

Hazard trees that are found to NOT be the responsibility of Council will be reported to Powercor by phone or email.

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Trees reported by residents or other authorities will be recorded on Councils Confirm asset management system. Trees reported that are Councils responsibility will be actioned as required by this plan. Trees that are not Councils responsibility will be recorded and forwarded to Powercor.

Managing and recording regrowth

Council will observe and record the rate of growth of species under the growing conditions, which prevail in the Municipality and apply these observations when determining the extent and frequency of pruning.

The following growth rates have been assumed by Council.

Species	Annual Estimated Growth Rate Side	Annual Estimated Growth Rate Under
Eucalypts	.2m -.8m	.6m – 2.0m
Other Exotics	.2m -.8m	.6m – 1.5m

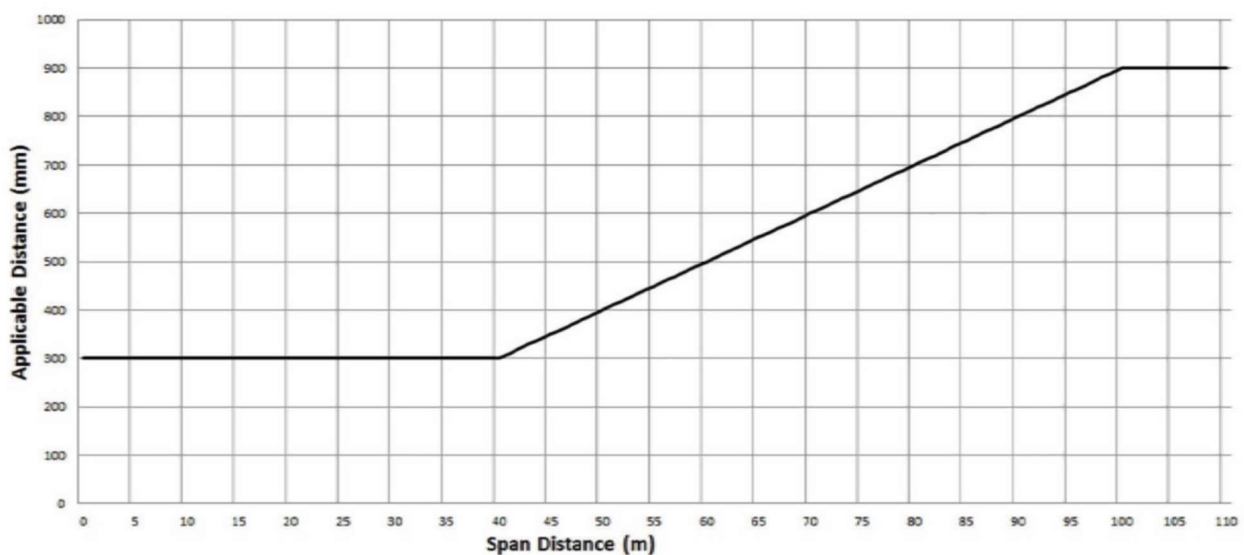
The minimum clearance space required is detailed under Schedule 1 of the *Electricity Safety (Electric Line Clearance) Regulations 2020 – Code of Practice for Electric Line Clearance* and summarised in the following tables.

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GRAPH 1 - MINIMUM CLEARANCE SPACES SURROUNDING A POWERLINE—INSULATED ELECTRIC LINES IN ALL AREAS

MINIMUM CLEARANCE SPACES IN ALL DIRECTIONS		
Type of Powerline	For the first and last 1/6 th of the span	For the Centre 2/3rds of the span
Aerial Bundled Cable Insulated Cable	300 mm	Refer to Graph 1

Graph 1



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

The direction of the clearance space from around the conductors are illustrated below

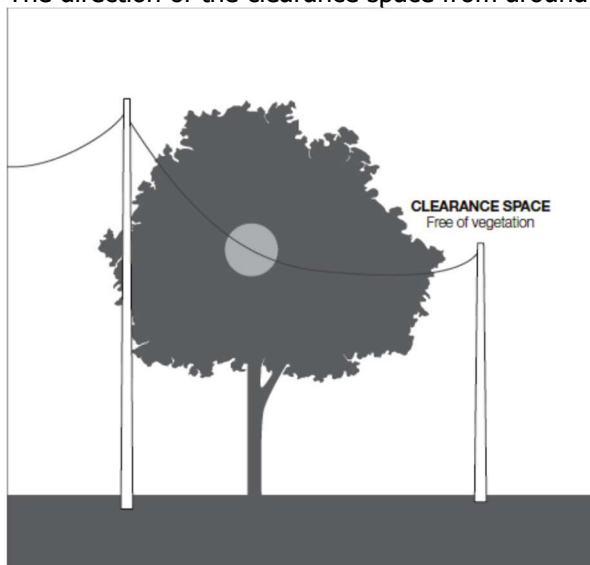
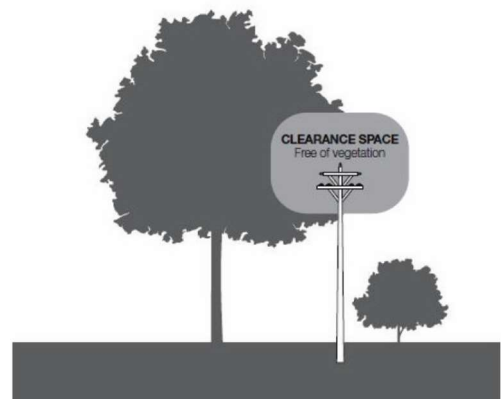


FIGURE 3—INSULATED ELECTRIC LINES IN ALL AREAS AND UNINSULATED HIGH VOLTAGE ELECTRIC LINES (OTHER THAN 66 000 VOLT ELECTRIC LINES) IN LOW BUSHFIRE RISK AREAS

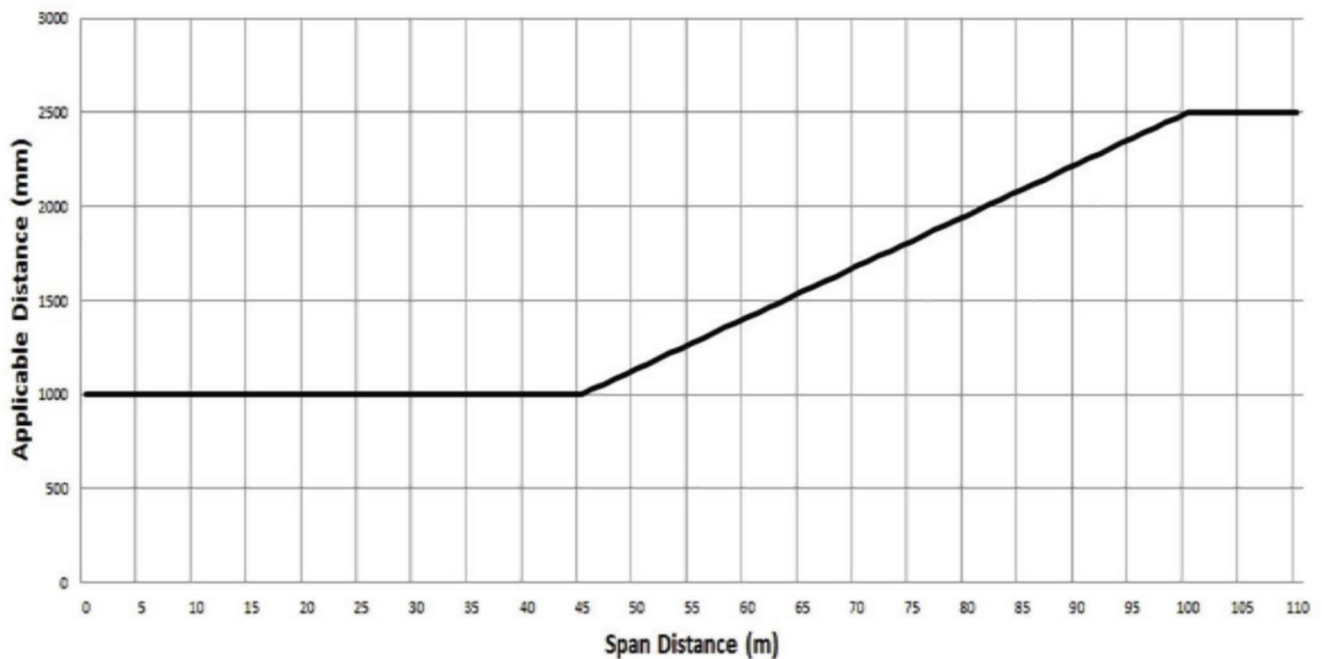
Clauses 24 and 26, Graphs 1 and 3



NOT TO SCALE

GRAPH 2 – UNINSULATED LOW VOLTAGE POWERLINE IN LOW BUSHFIRE RISK AREA

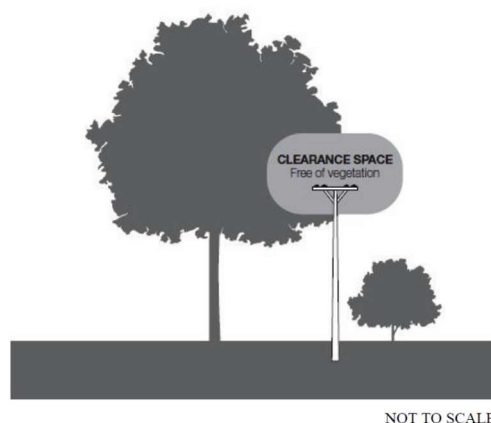
MINIMUM CLEARANCE SPACES IN ALL DIRECTIONS		
Nominal voltage	LBRA spans near the pole	For the Centre 2/3rds of the span
Up to 1 kV	1000 mm*	Refer to Graph 2



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

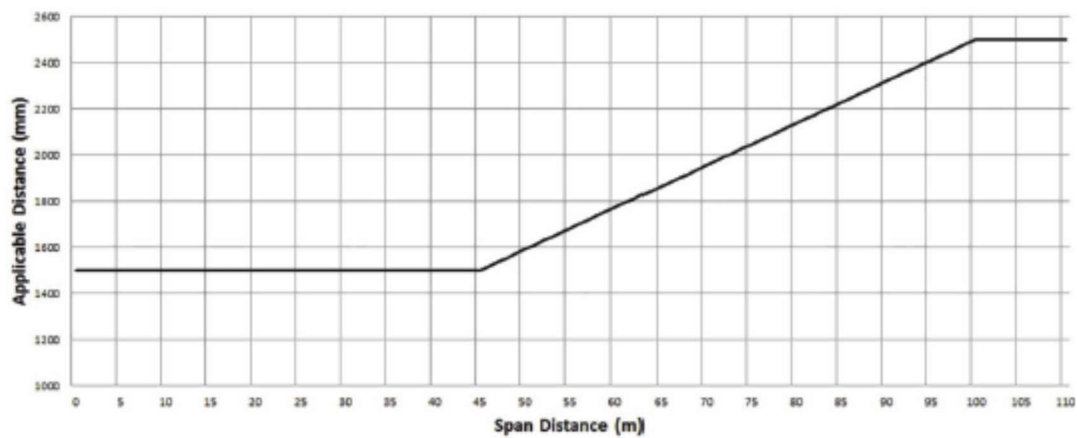


NOT TO SCALE

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**GRAPH 3 - MINIMUM CLEARANCE SPACES SURROUNDING A HIGH VOLTAGE
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 66 kV	1500 mm*	Refer to Graph 3

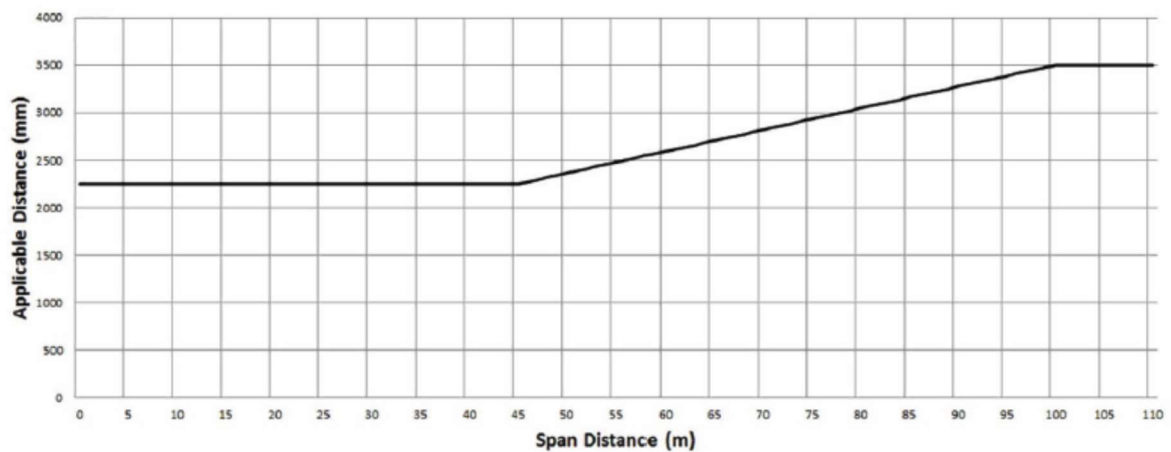


*The Clearances in the above graph allow for sag and sway for spans up to 100m. For Spans greater than 100m and allowance for sag and sway is required. Very few spans if any are greater than 100m however Powercor will be consulted with if a span greater than 100m is identified to assist in determining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

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**Graph 4 – MINIMUM CLEARANCE SPACE SURROUNDING A HIGH VOLTAGE POWERLINE
UNINSULATED 66kV in LOW BUSHFIRE RISK AREA**

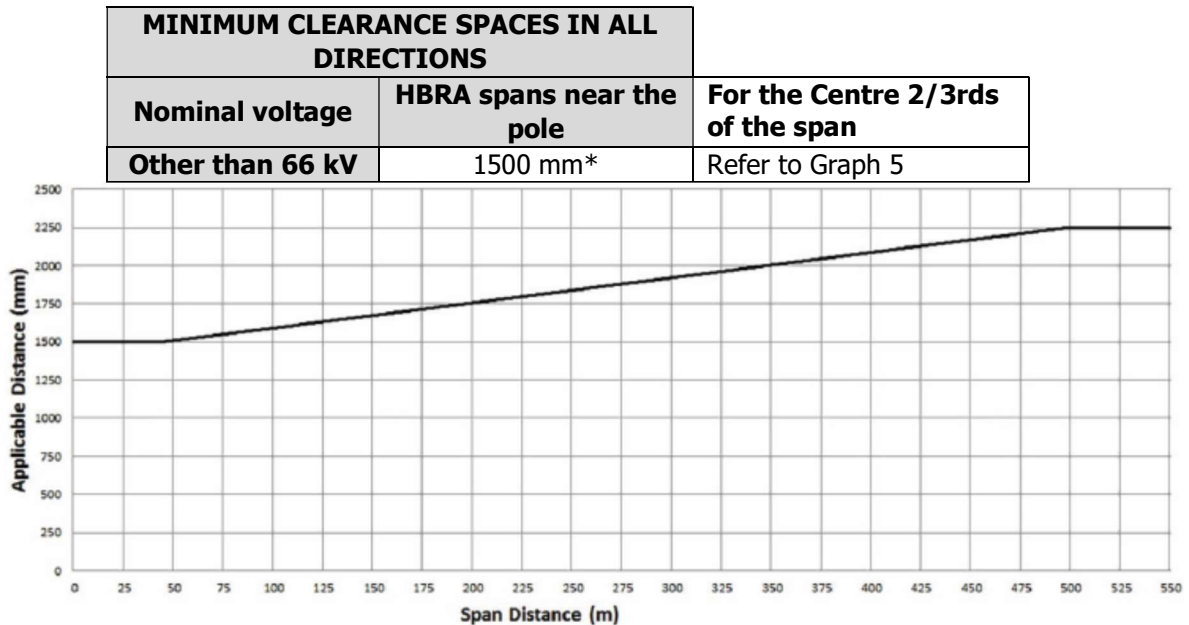
MINIMUM CLEARANCE SPACES IN ALL DIRECTIONS		
Nominal voltage	All spans near the pole	For the Centre 2/3rds of the span
66kV	2250 mm*	Refer to Graph 4



*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

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

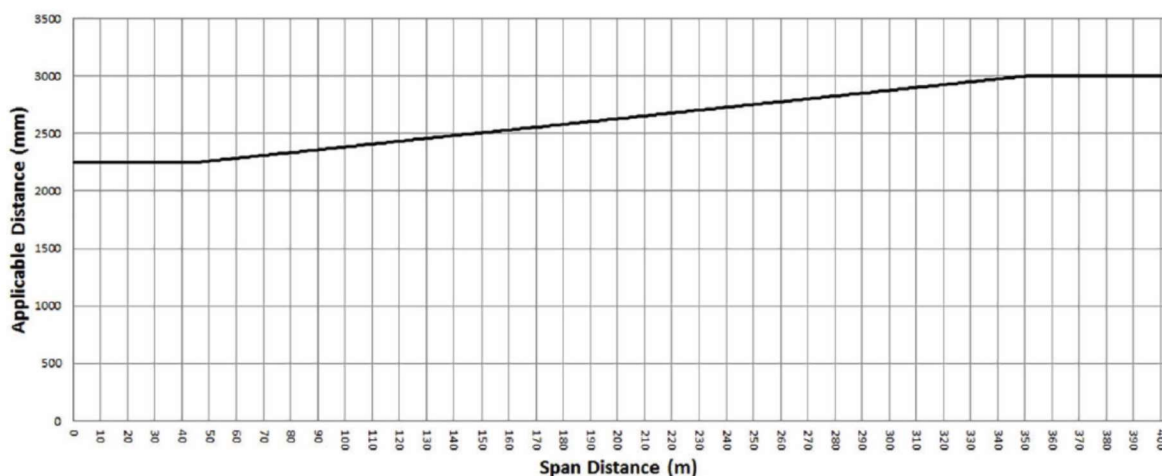


The Clearances in the above graph does not allow for sag and sway for spans. Very few spans are in the HBRA and Powercor will be consulted with to assist in determining the amount to allow for sag and sway.

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**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. 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. Council's HBRA areas in Shepparton & Mooroopna are inspected April each year with a follow up inspection to confirm clearance before the declared fire season. Detailed HBRA maps are located on Councils GIS system and a hard copy GSCC declared area map book is available.


To ensure Council is made aware of any changes to the network within its Declared area, scheduled meetings will occur as a minimum annually between Council and Distribution Business's to facilitate consultation and discussion of clearance issues such as:

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

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

DB process for providing assistance:

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

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ii. **Determining an additional distance that allows for cable sag and sway**

The Clearance space to be maintained for the centre 2/3rds of spans is specified in Schedule 2 of the Regulations. A summary to be used for operational purposes is included in the charts above.

The spans in the LBRA are expected to be less than that which requires additional distances to be added to allow for sag and sway. Powercor will be consulted with where longer spans are identified, to determine the amount to allow for sag and sway of the conductors.

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

Employees and subcontractors employed in the process of Inspection are inducted into the ELCMP Reference Manual.

Council records of sag and sway calculations will be filed in the ELCMP Operations folder and archived and maintained for 5 years as per Greater Shepparton City Council's Archiving procedure. Reference number 31/937/0006.

Council will base its program around the timelines in the Works Schedule in **Appendix 5**. The Schedule is designed to prioritise the HBRA and ensure all clearing is completed prior to the Declared fire season.

3j. **The procedures to be adopted if it is not practicable to comply with the requirements of AS 4373 while cutting a tree in accordance with the Code**

The Municipal Association of Victoria advises Council to ensure the latest version of AS4373 is being referenced. Notifications of new or amended standards are forwarded to when they are released.

Greater Shepparton City Council strives for its internal staff and contractors to meet the pruning standard set out in AS4373 as far as a reasonably practicable while completing cutting activities to clear vegetation from electrical assets.

Reasonably practicably in relation to AS4373 means pruning crews will achieve clearance as a first priority and where possible apply principles of AS4373 for all pruning works, considering and weighing up all relevant matters including:

- (a) The likelihood of the hazard or the risk concerned occurring – will the action create a defect, hazard, loss of tree health or aesthetic value in the present or future.
- (b) The degree of harm that might result from the hazard or the risk - what will the impact be on the tree or future safety of the public.
- (c) What the person concerned knows, or ought reasonably to know about:
 - (i) The hazard or the risk – must have adequate knowledge to determine the hazards risks
 - (ii) Ways of eliminating or minimising the risk – must have adequate knowledge in relation to alternative measures
- (d) The availability and suitability of ways to eliminate or minimise the risk – are other resources or techniques available to complete works to the standard.
- (e) After assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk – does the cost required to complete works to the standard grossly outweigh the value of the tree.

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(f) All contractors are required to hold suitable Arboriculture training under current procurement contract (1711/1401)

Under the current procurement, contractors completing pruning works are required to complete all works to AS4373 as far as reasonably practicable which includes not removing more than 30% of foliage, not removing large structural limbs, using top/bottom cut method to prune to eliminate bark tearing. Where this cannot be achieved the site or trees are to be referred to Councils Arboriculture Co-ordinator to make an assessment on whether it is reasonably practicable to deviate from AS4373. Council conducts audits of completed works to ensure the application of the standard is being applied where possible. Weekly site meetings with contractor are conducted whilst ELC pruning is occurring.

If Council identifies pruning that does not meet AS4373 during compliance audits. The contractor/crew will be sent back to the tree to remedy the situation. This may include targeting more appropriate final cuts or other works as necessary to address the no-compliance.

Ongoing systemic poor pruning techniques will result in the Council requesting the offending staff/contractors undergo further training to ensure AS4373 can be met when its reasonable practical to do so. If poor cutting continues contractor/crew will be removed from further works.

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

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

3l. The details of each approval for an alternative compliance mechanism

i. that the responsible person holds

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

ii. that is in effect

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

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

The Co-Ordinator will conduct regular audits to ensure that inspection and cutting has been completed in accordance with industry standards, including Electricity Safety (Electric Line Clearance) Regulations 2020, AS4373:2007 Pruning of Amenity Trees and best practice methods and according to the schedule.

Continual monitoring of historical work load indicators will take place in respect to the number of:

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

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Non-compliance sites and outages data provided by Powercor are reviewed at the scheduled meetings. Utilising this historical data, a range of benchmarks for intervention of non-compliance has been established.

- For internal audits a 100% minimum compliance benchmark is in place. This audit covers both clearance and quality of works to AS4373. Scoring less than this threshold requires investigation the program will not be recorded complete until additional works are completed and a new audit conducted. This process is performed by the Co-Ordinator. A range of performance related penalties apply within our externally contracted service, while works by internal staff are subject to individual performance management. This allows mechanisms and incentives for improvement.
- Analysis of work types, job numbers and works priorities completed each year are also used to give insight into the number of trees reaching intervention levels between pruning cycles. Review of works completed over consecutive visits can show trends in the performance of the current ELCMP. An increase in high and urgent priority works of greater than 10% triggers an investigation by the Coordinator Arboriculture to investigate causes and implement improvement strategies where required.
- If supplied, compliance and outage results from Powercor are another useful tool to help monitor the performance of the plan. This will be measured on a number of events basis/month or year. Significant increases between periods would also warrant investigation.

The Team Leader and Arboriculture Co-Ordinator will annually review the ELCMP to improve inadequate performance of the ELCMP against KPI's utilising the Objectives & KPIs Audit (**Appendix6**).

Audit findings are sent to and discussed with the inspector or cutter and the audit process is discussed during induction. Any audit improvements will be rectified and non-conformances shall be addressed within agreed timeframes and with agreed methods.

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

Sample Sizes for auditing

Council has considered the risk associated with the non-compliance (NC) and the population of Street Trees within the Declared Area and determined a 15% sample size to be adequate.

Primary audits are conducted by personnel who have suitable audit training and background. External specialist resources, which are experienced and have appropriate expertise in the relevant field, may be engaged to assist. Where appropriate the Contractor and Council management are directly involved in these audits.

Any non-conformances or required improvement actions will be recorded on the audit and CAR and be implemented immediately and signed off when completed. Evidence of audits & NC items are captured in spreadsheets weekly and used to evaluate contractor performance.

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

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Control of Non-Conformances

All non-conformances identified by Council or Powercor will be addressed within the timeframes and with agreed methods dependant on the risk. The potential risk of a non-compliance can vary greatly and this will be evaluated, Arboriculture Co-ordinator will have responsibility for determining the rectification timeframes. (Refer to appendix 5 for roles & responsibility's)

Council will conduct audits of the contractors against the ELCMP to establish if all aspects of the ELCMP are being met. All audit results will be discussed with the Contractor and results that appear to be systemic will be investigated internally and discussed in detail with the responsible contractor or works crew at contractual meetings.

If issues raised at contract meetings continue to occur, the non-conformances will be escalated to include management level within Council and the Contractor involved. This may result in standing the contractor/crew down until issues are resolved.

This ongoing review will assist in the selection of suitable contractors each year. Contractors who demonstrate systemic non-compliance will be excluded from tendering for ELC clearance works

Annual Review and Continuous Improvement

Regular meetings are carried out during the Electric Line Clearance Program. The results of the audits and other items that were noted as not going to plan will be reviewed. The purpose of the review is to identify strategies to prevent reoccurrence or identify if further issues are likely to arise.

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

Council is responsible for comprehensive auditing of the vegetation management process including compliance to the requirements of this Plan.

Primary audits, such as OHS Systems, Environmental Management Systems, Quality Control, Traffic Management Procedures, etc., are targeted at the verification of systems of management and risk mitigation. These are further supported by field verification and compliance monitoring audits.

Primary audits are conducted by personnel who have suitable audit training and background. External specialist resources, which are experienced and have appropriate expertise in the relevant field, may be engaged to assist. Where appropriate, Council and contractors are to be directly involved in these audits.

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

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

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

Any non-conformances identified will be addressed within agreed timeframes and with agreed methods. If non-compliance is found to be a result of a Contractor not meeting its contractual obligations, the breach of compliance may be deemed by the Arboriculture Coordinator as a breach of contract and may result in termination of the contract.

The annual review of the ELCMP will ensure that the latest version of AS4373 is being applied.

When vegetation pruning methods are unable to comply with the requirements of AS4373, the Arboriculture Coordinator at Greater Shepparton is to be notified. AS 4373 and the definition of "as far as practicable" will be outworked to personnel at the induction. Every action will be taken to ensure that vegetation pruning methods taken minimise the extent of pruning and the effects of such pruning on vegetation. The process above is not required when a tree is being trimmed back to established practices for that tree.

30. 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

The *Electricity Safety (Installations) Regulations 2009 r. 319(3)* refers to an authorised person as a person who holds a current certificate specifying satisfactory completion of a training course in tree clearing, approved by Energy Safe Victoria, along with specific requirements outlined in Clause 4 of "The Blue Book".

All vegetation workers must complete Certificate II in ESI Powerline Vegetation Control. This course provides competencies for planning and carrying out vegetation control at and above ground level near live electrical apparatus. For inspectors this training must include the following modules; AHCPM201A - Recognise plants and UETDRVC24A - Assess vegetation and recommend control measures in an ESI environment.

Suitably qualified arborist must hold the qualification of National Certificate Level 3 in Arboriculture including "Perform a ground-based tree defect evaluation" unit of competency, or an equivalent qualification including the "Identify Trees" module; and at least 3 years of field experience in assessing trees.

Included is compliance with relevant Commonwealth, State and Territory regulation, local government legislation, applicable industry Guidelines, Codes of Practices or other related requirements for safe work and access near live electrical and mechanical apparatus.

The Responsible Person that books training using external providers is responsible for checking that the RTO can provide the services and qualifications requested and ensuring that the RTO is an approved training provider meeting the requirements of Council.

Prior to engaging with an RTO which is not an approved training provider, an investigation should be done to ascertain the RTO's "fit" with Council. At a minimum the following must be considered: the RTO's level of experience with delivering training in our industry, their training methods and learning materials, the qualifications their trainers hold, their scope of registration for running nationally accredited training listed at www.training.gov.au outlining the information relating to Nationally Recognised Training Packages requirements and units of competency.

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Council will ensure that all contract personnel are fully conversant with the work they are required to perform under the contract and that, before any work commences, they are qualified, trained, and/or suitably experienced and are competent to carry out their duties. In accordance with supplier contracts, a training matrix and training records of staff are provided prior to the commencement of works and the validity of which is checked during audits and prior to commencing each annual program.

The training needs of individual employees and sub-contractor personnel are determined by considering:

- The contract scope of works
- Minimum qualification and experience requirements for the contract
- Contract service objectives
- The management plans
- Job task requirements
- Regulations and requirements
- Individual skill deficiencies

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

Induction training of all Council employee and contractors shall be undertaken prior to commencing or accessing the site. All employees and contractors must be inducted into the safety requirements for the contract and the site prior to being permitted to undertake works on the site. AS 4373 and the definition of "as far as practicable" will be outworked to personnel at the induction.

As a minimum the Council/Contract Induction topics shall cover:

- Council Induction requirements
- Council Safety, Quality and Environmental Policies
- Site Management

Inductions shall be co-ordinated by the Arboriculture Co-Ordinator.

Any employees or contractors identified to not have current training, qualification or authorisations as required will be stood down from working on the Program and will only be permitted to return to work for the Council when the deficiencies are rectified and at the Co-Ordinators discretion.

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

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

Where pruning to achieve clearance will not allow compliance with AS4373, Greater Shepparton City Council may elect 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.

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Where the above situations occur, the Team Leader at Greater Shepparton City Council is to be notified. Where trees are to be removed, relevant resident in the affected area are to be contacted in person or by a written notification card.

3p. Notification and consultation procedures

Council will ensure adequate notice is given to affected persons in regards to programmed line clearance works. Notification of Council's program of works will be undertaken in accordance with the Electricity Safety (Electric Line Clearance) Regulation's 2020. Where Council intends to cut or remove a tree that is on public land or within the boundary of a private property which the responsible person neither occupies nor owns or where the tree is of cultural or environmental significance Council as the responsible person will give notice of the intended cutting or removal to all affected persons in accordance with the regulations.

Prior to the commencement of programmed works, a notice will be uploaded to Council's website and Social media page generally in the locality of the land in which the tree is to be cut or removed at least 14 days and no more than 60 days before the intended works. Cutting shall not occur if the notification is less than 14 days and greater than 60 days. Evidence of notifications will be saved for audit purposes. Example of general notice is contained in Appendix 3

Where the tree intended for cutting or removal is a tree of cultural or environmental significance, notice will include the impact of the cutting or removal of the tree and the actions to be taken to minimise that impact. Decisions on removal or "clearing" of trees will be in accordance with **Section 3i**.

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

3q. Dispute resolution procedures

If the vegetation is identified as being not compliant, the vegetation will be treated and cleared as per the urgent pruning process.

All enquiries should be managed to avoid disputes or complaints if reasonable to do so. Disputes should be resolved as per the following process.

All disputes between Council and affected parties, Stakeholders or the Distribution Business will be managed in line with the following process. If there is a conflict between this process and the Distribution Company or ESV formal process, the Responsible Person may decide to alter this process.

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

Name:	Timothy Zak
Position:	Manager – Parks, Sport & Recreation
Address:	315 Doyle's Road
Telephone:	03 5832-9383
e-mail:	timothy.zak@shepparton.vic.gov.au

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

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

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

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

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


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

No Resolution - If no agreement is reached, the parties in dispute may choose to refer the case to Energy Safe Victoria (ESV) or The Energy and Water Ombudsman (EWOV), as appropriate, for a mechanism for resolution. If the non-completion of the disputed work presents a fire or safety risk the Operational Manager may be obliged by Code, to enter the property and complete the work.

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

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

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

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

Address of Principle office:	315 Doyle's Road Shepparton 3630
Normal business hours:	Monday–Friday, 8.15am–5pm
Telephone:	03 5832-9700
Weblink:	http://greater-shepparton.com.au/

- 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**

This is covered in Section 3i(ii)

Obligations Relating to the Management Plan

The following sections are as per Regulation 10 of the Electricity Safety (Electric Line Clearance) Regulations 2020.

- 7a. A responsible person must ensure that a copy of the management plan is published on the responsible person's Internet site**

The Electric Line Clearance Management Plan is published on Council's website by the Parks, Sports & Recreation department. The Responsible Person will confirm with the IT department to ensure correct plan is available for the website.

The Electric Line Clearance Management Plan is published on Council's website at <http://greater-shepparton.com.au/council/operations>. The Arboriculture Coordinator will provide the Greater Shepparton City Council IT department with any revisions and the updated version of the ELCMP prior to the commencement of the new financial year. The new plan will appear on the Council's website from the 1st of July each year.

The plan published on the Greater Shepparton City Council website is to be used as the current version of the plan. The Arboriculture Coordinator shall ensure staff/contractors have access to the correct version. The final version each year will be saved in Council's record management data base. All superseded plans will be removed from circulation by email request to staff/contractors.

- 7b. A responsible person must ensure that a copy of the management plan is available for inspection at the responsible person's principal office in the State during normal business hours**

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The ELCMP is available to be printed at the below address from council's customer service office. Customer service staff are instructed to make the plan available to the public during normal business hours.

Address of Principle office:	90 Welsford Street Shepparton
Normal business hours:	Monday–Friday, 8.15am–5pm
Telephone:	03 5832-9700

Exemptions

The following sections are as per schedule 1 - Part 2 – Clearance Responsibilities of the Electricity Safety (Electric Line Clearance) Regulations 2020.

2a. A responsible person who receives an exemption must ensure that a copy of the exemption is published on the responsible person's Internet site

This clause is not applicable to Council at this time. There are no exemptions in place. If an exemption is required in the future, this ELCMP will be updated to reflect proper process to be followed. The exemption will also be published on the Council website and a link provided.

2b. A responsible person who receives an exemption must ensure that a copy of the exemption is available for inspection at the responsible person's principal office in the State during normal business hours

This clause is not applicable to Council at this time. There are no exemptions in place. If an exemption is required in the future, this ELCMP will be updated to reflect proper process to be followed. The exemption will also be available at the principle Council office for inspection.

Address of Principle office:	315 Doyle's Road Shepparton 3630
Normal business hours:	Monday–Friday, 8.15am–5pm
Telephone:	03 5832-9700

Clearance Responsibilities

Exception to Minimum Clearances

Council commits to achieve/maintain clearances prescribed within the Electricity Safety (Electric line Clearance) regulations 2020. As a general rule all trees will be pruned to meet the code requirements.

*Under this current ELCMP there are no trees within GSCC declared areas that are currently being managed under exception rules 4, 5 & 6.

Inspectors and contractors are instructed to advise the Arboriculture Coordinator of any vegetation that is unable to be pruned to meet the prescribed clearances. Assessment will be conducted to determine if the nominated trees can meet all the criteria for the application of exception rules.

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

*Council does not currently have any trees managed under these exception criteria

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Intent of this clause is to permit sizable structural branches of trees that are unlikely to move significantly in most wind conditions.

This clause allows the structural branches of a tree to be within the minimum clearance space, provided that;

- The branch is > 130mm in diameter on entry to the clearance space, and the branch is >300mm away from the insulated low voltage line.
- Within the last 12 months
 - A suitably qualified arborist (defined in the code) has inspected the specific branch and tree.
 - The suitably qualified arborist has advised the relevant RP that the branch does not have any visible structural defects which could cause the branch to fail.
 - The RP has assessed and effectively mitigated any identified risks posed by the branch.
 - The RP retains records of the inspections of the tree, advice and risk management measures for the tree for a period of 5 years

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

*Council does not currently have any trees managed under these exception criteria

The intent of this clause is to permit small, fine branches to be within the minimum clearance space around insulated low voltage electric lines, recognising that potential intermittent contact between fine vegetation and an electric line may occur provided that;

- The branch is <10mm wide at the point of entry to the clearance space, and the branch has been removed from within the minimum clearance space within the last 12 months.

In practice, this exception is intended to allow these types of branches to grow into the minimum clearance space provided they are removed from the clearance space at least once every 12mths. GSCC currently applies the prescribed clearances and clears to allow for a minimum of 12mths.

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

*Council does not currently have any trees managed under these exception criteria

The intent of this clause is to permit sizable structural branches of trees that are unlikely to move significantly in most wind conditions to be permitted within the clearance space, but not to contact the lines, for uninsulated low voltage electric lines in low bushfire risk areas under certain conditions.

This clause allows the structural branches of a tree to be within the minimum clearance space provided that;

- The branch is >130mm in diameter on entry to the clearance space and the branch is no more than 500mm within the clearance space and located in a low bushfire risk area.
- If the branch comes within the minimum clearance space around the middle two thirds of the span, that span is fitted with one cable spreader if the span is <45m, or is fitted with two cable spreaders if the span is >45m.

Within the last 12 months;

- A suitably qualified arborist(defined in the code) has inspected the specific branch and tree

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- The suitably qualified arborist has advised the relevant RP that the branch does not have visible structural defects, which could cause the branch to fail.
- The RP has assessed and effectively mitigated any identified risks posed by the branch
- The RP retains records of the inspections of the tree, the advice and risk management for the tree for a period of 5 years.

8. Responsible person may cut or remove hazard tree

This requirement is covered in *Section 3ii*.

10. Cutting or removal of:

- native trees
- trees listed in a planning scheme to be of ecological, historical or aesthetic significance
- trees of cultural or environmental significance
- must be minimised

All the above trees are to be inspected by a qualified arborist before any works are undertaken. Attached in **Appendix 2** are council's significant trees near powerlines. All significant assets are also marked in council's asset management system Confirm enterprise. This requirement is covered in *Section 3g*.

11. Cutting or removing habitat for threatened fauna

There isn't any habitat or threatened fauna trees within Greater Shepparton City Council's declared area. This requirement is covered in *Section 3ii*.

Clearance Responsibilities - Notification, Consultation and Dispute Resolution

The following sections are as per Part 2, Division 3 of the Code of Practice for Electric Line Clearance.

16. Responsible person must publish notice before cutting or removing certain trees

This requirement is covered in *Section 3p*.

Clearance Responsibilities - Additional Duties of Responsible Persons

The following sections are as per Part 2, of the Code of Practice for Electric Line Clearance.

20. Duty relating to the safety of cutting or removal of trees close to an electric line

Powercor are the responsible Distribution Business and owner of assets located within the declared areas which Council is responsible for.

Where concerns are raised in relation to the safety of maintenance activities associated with maintaining vegetation clearances inside of the declared area, Council will make contact with Powercor to discuss

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concerns. Final recommendations will be provided by ORP Manager in an email to be recorded in Council's electronic data capture system.

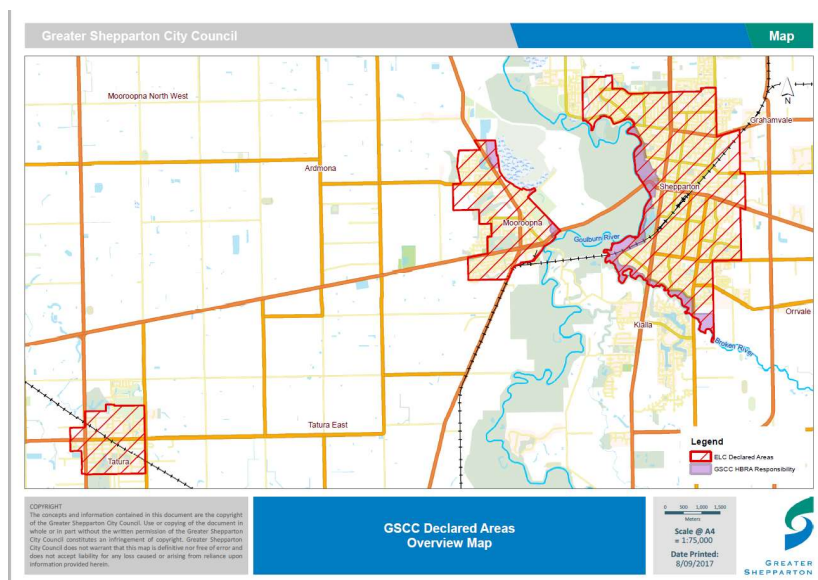
Council has no clearance responsibilities in relation to a span of an electric line that is part of a railway supply network or tramway supply network.

Owner, operator or DB process for providing assistance:

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

Appendix 1: ELCMP1 – Shepparton, Mooroopna & Tatura Declared area maps

Council has prepared a series of declared area maps for the purposes of Electric line clearance responsibilities. The maps have been developed from the declared area maps held by ESV and accessed on the website. Mapping is reviewed annually by referencing ESV and CFA mapping. Declared area map booklet is available as appendix to this plan. Mapping booklet is available for viewing with the ELCMP.



Example of mapping booklet (Trim M17/69492)

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Appendix 2: ELCMP2 - CITY OF GREATER SHEPPARTON - Listing Of Significant Trees near powerlines. * Tree's listed on list managed on annual cycle to restrict regrowth allowance to 1 year

NO.	Location	Tree Species	ELC Annual Cycle
SHEPPARTON			
1	Maude Street between Fryers & Knight Streets	Platanus x acerifolia - London Plane Ulmus x hollandica - Dutch Elm	Yes*
2	Corio Street between Nixon & Rea Streets	Platanus x acerifolia - London Plane	Yes*
3	Fryers Street between Harold & Maude Streets	Gledistia triacanthos – Honey Locust	Yes*
4	Welsford Street between High & Vaughan Streets	Platanus x acerifolia - London Plane	Yes*
5	Vaughan Street between Maude Street & Railway Parade	Platanus x acerifolia - London Plane	Yes*
6	Maude Street between High & Vaughan Streets	Platanus x acerifolia - London Plane	Yes*
7	Wyndham Street between Hayes & Sobraon Streets	Cinnamomum camphora - Camphor Laurel	Yes
8	Nixon Street between Quinan Parade & Wyndham Street	Jacaranda mimosifolia - Jacaranda	Yes*
MOOROOPNA			
9	Ferrari Park Midland Highway at western boundary Tree not	Eucalyptus microcarpa – Grey Box * National Trust sign tree. Tree No 151	No Electric lines
10	McLennan Street median strip opposite Archer Street	2 Ulmus glabra 'Lutescens' - Golden Elm	Yes*
11	McLennan Street median strip between Morrell & Mill Streets	Cinnamomum camphora - Camphor Laurel	Yes*
12	McLennan Street median strip opposite Mill Street on South side	Calodendron capense - Cape Chestnut	Yes*
13	McLennan Street median strip at Rodney Place West of Morrell St	1 Ulmus glabra 'Lutescens' - Golden Elm 2 Liquidambar styraciflua – Liquidambar 1 Platanus x acerifolia - London Plane 1 Quercus palustris – Pin Oak	Yes*
TATURA			
15	Hogan Street at car park corner Park Street	1 Quercus robur - English Oak	No Electric Lines

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Appendix 3: ELCMP3 - Notification letter to resident

Letter to resident

22/03/2019

Resident
P.O Box 35
Shepparton, Vic,
3630

Dear Resident,

RE: Electric Line Clearance

Greater Shepparton City Council advises that powerline pruning of street trees in the declared Powercor area of Shepparton, Mooroopna and Tatura, will commence in July taking about 12-14 weeks to complete.

These works are part of Greater Shepparton City Council's Electric Line Clearance management plan approved by Energy safe Victoria and comply with the Electricity Safety (Electric Line Clearance) regulations 2020.

For more information, contact Greater Shepparton City Council 5832 9700.

Yours sincerely

Timothy Zak
Manager – Parks, Sports and Recreation

Social Media Notice

Greater Shepparton City Council advises that powerline pruning of street trees in the declared Powercor area of Shepparton, Mooroopna and Tatura, will commence between 14 days and 60 days from the date of this notice.

These works are part of Greater Shepparton City Council's Electric Line Clearance management plan approved by Energy safe Victoria and comply with the Electricity Safety (Electric Line Clearance) regulations 2020.

For more information, contact Greater Shepparton City Council 5832 9700.

Appendix 4: ELCMP4 – Daily Plant start up sheet

Carbon copy books and or electronic records are kept for all plant and equipment.
Records are kept with the workshop.

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Appendix 5: ELCMP5 – Schedule of Works/Audits

Town	Start Date	Finish Date	Total Cuts
Shepparton	1/7/19	11/8/19	TBD
Mooroopna	14/8/19	8/9/19	TBD
Tatura	11/9/19	29/9/19	TBD


Inspection Schedule						
	April	July	August	September	October	November
Shepparton						
Mooroopna						
Tatura						
HBRA - Shepparton & Mooroopna					Before Declared fire season	
Cutting Schedule						
	April	July	August	September	October	November
Shepparton						
Mooroopna						
Tatura						
HBRA - Shepparton & Mooroopna						Before Declared fire season
Audit Schedule						
	April	July	August	September	October	November
Shepparton			15% of trees			
Mooroopna				15% of trees		
Tatura					15% of trees	
HBRA - Shepparton & Mooroopna						All trees

Safety Audits	April	July	August	Sept	Oct	Nov
Safety Audits (Internal Auditor)	1	2	2	2	2	2
Toolbox (Crew in attendance)		1	1	1	1	1

Audit program- Roles & responsibilities

The Arboriculture Coordinator is ultimately responsible to ensure all audits are conducted on the ELC contractors during our annual program. Auditing is conducted by Arboriculture Coordinator throughout the ELC program.

- Arboriculture Coordinator conducts weekly audits whilst the ELC program is conducted (July – November)
- Audits are to ensure code compliance is being met and compliance measured against the ELCMP
- Records of all audits are saved in Councils document control program (HPE record)
- Non –conformances raised as a result of weekly audits are raised with the offending crew and a toolbox meeting is requested by the Arboriculture Coordinator. (Evidence is requested and saved in HPE record)
- Toolbox meetings are designed to establish dialogue between Council and Contractors. Audit results of completed works are also discussed and actioned as required.
- If issues raised at toolbox meetings appear systematic and ongoing then the non-conformances will be escalated to include management level within Council and the Contractor involved and may result in standing the contractor down until issues are resolved.
- Evidence of audits & NC items are captured in spreadsheets weekly and used to evaluate contractor performance. This ongoing review drives selection of suitable contractors each year.
- Safety related breaches can result in removal of crews/crew member from ELC duties.

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Appendix 6: ELCMP6 – Objectives & KPI's

Auditors Name:		Date:	
Objective	KPI	Measure	Results
Compliance with the Electricity Safety (Electric Line Clearance) Regulations 2020 and Code of Practice	100%	Deliver annual vegetation program in line with programmed target dates	
Electrical safety	0 fires of electrical incidents caused by trees	Number of fires	
Minimise fire starts as a result of contact between vegetation and electricity network	0 fire starts	Number of fire starts caused by trees that are the responsibility of Council	
Continuity of electricity supply to customers	Reducing outages	Number of outages caused by Council trees compared to previous 5 year average. (Powercor to Provide data)	
Public safety	0 injuries to public	Number of injuries	
Provision of a safe workplace for employees and service providers	0 LTI's and tree related work incidents	Contract Reporting and Audit Process	
Vegetation management systems to maximise environment and amenity value of the Council's trees	0 deviations from ELCMP	Processes in ELCMP followed.	
Protection of areas of important vegetation which may be deemed as such, on the basis of those areas containing botanically, historically or culturally important vegetation or vegetation of outstanding aesthetic or ecological significance, and/or the habitat or rare or endangered species	0 damage to important vegetation as per section 3h of ELCMP	Number of incidents	
Community satisfaction with the manner in which the necessary works required are carried out	100% customer complaints resolved	Number of tree complaints – verify complaints by council tree cutting activities	
Monitoring of historical work load indicators with respect to number of:			

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Objective	KPI	Measure	Results
<ul style="list-style-type: none"> Identified vegetation clearance breaches to the code Emergency clearances Customer requests for line clearance Network operator requests for pruning Clearing not meeting quality requirements (AS4373 min.) Implementation of audit schedule Translocations (Habitat or Threatened Species) 	0% per program 100% complete 100% resolved 100% recorded 100% completed 100% completed 100% recorded	Review of figures	

Item	Improvement Actions Taken (Immediate Non-conformance Actions, Improvement Actions, Record of Hazard Report Number Issued)	By When	Complete Sign Off & Date

Has a High Risk been identified? Yes No (if yes, immediate action required #)

(# Record action taken in Table below and issue Hazard Report Form)

Has an Improvement been identified? Yes No (if yes record in Table above)

Unsafe work practice or OHS hazard? Yes No (if yes issue a Hazard Report Form)

Changes required to Procedures, SWMS? Yes No (if yes record in Table above)

Changes/additions to the ELCMP? Yes No (if yes record in Table above)

Auditor Signature: Date: _____

Supervisor Signature: _____

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Appendix 7: ELCMP7 – Training Matrix

Selection of suitably qualified contractors

Council engages suitably qualified contractors annually to conduct electric line clearance activities within all declared areas. Contractors are selected after stringent selection criteria through Council's Procurement Process.

1. Induction/Training of the Selected Contractor

Prior to commencement of works each year, the contractor and all employees **MUST** complete Councils online induction, and provide evidence of current training of all crew members working on the electric line clearance contract. Council also request evidence of; Safe Work Method Statements (SWMS), evidence of regular toolbox meetings (outcomes and actions), High Risk Licences, Emergency Procedures, Accident/Incident forms, Risk Assessments, Material Safety Data Sheets (MSDS) and Occupational Health and Safety Policies/Procedures. Council will then evaluate training documents supplied against the contract requirements. All contractors and sub-contractors working on the ELC contract **MUST** supply evidence of refresher training "dates" to those employees whose training competency may lapse during the ELC program. Any crew members with lapsed training working on the ELC contract will be stood down immediately, until the training has been completed. Once the crew member has completed the training, Council will require verification in writing by the training authority, and or a copy of the crew member's certificate supplied to Council for review prior to being re-instated.

The training needs of individual employees, contractor and sub-contractor personnel are determined by considering:

- The contract scope of works
- Minimum qualification and experience requirements for the contract
- Contract service objectives
- The management plans
- Job task requirements
- Regulations and requirements
- Individual skill deficiencies

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2. **Qualifications and experience that the responsible person (Council) requires for the persons(Contractors) to carry out inspections, cutting or removal of trees in accordance with the code are documented in the following training matrix;**

Greater Shepparton City Council Vegetation Training Matrix

<p>The expiry date is shown where the unit has a refresher requirement. If the unit does not require refresher training, then the date of the initial training will be recorded.</p>			Ground Crew	Cutter - EWP - Safety Observer/ Rescue	Cutter - Climbing - Safety Observer/ Rescue	Assessor	Suitably Qualified Arborist	Name:				
<p>Task: Select a task each employee will undertake & complete the training matrix according to the employees qualifications. If the employee has not completed the training, the task MUST NOT be undertaken.</p>								Task	Task	Task	Task	Task
								Date Completed	Date Completed	Date Completed	Date Completed	Date Completed
Initial	Qualifications											
Initial	Certificate II in ESI - Powerline Vegetation Control	UET20312	M	M	M	M	A					
Initial	Certificate III in Arboriculture (One staff member on the cutting crew on-site at all times)	AHC30816	A	M	M	M						
Initial	Arboriculture Diploma	AHC50516	N/R	N/R	N/R	N/R	M					
Initial	Certificate IV in Arboriculture, including the "Assess Trees" module and 3 years field experience.						A					
Initial	Certificate III in Arboriculture - Climber (Two Climbers on-site at all times)	AHC30816			M	M						
Initial	Initial training											
Initial	Apply ESI safety rules, codes and procedures for work on or near electrical apparatus	UETDRRF01B	M	M	M	M						
Initial	Maintain safety at an incident scene	PUA0HS002B	A	A	A	N/R						
Initial	Prepare to work safely in the construction industry	CPCCWHS1001	M	M	M	M	A					
Initial	Rognise Plants / Identify Trees / Identify, Select and Specify Trees	AHCPCM201A / AHCAR8313 / AHCAR8502					A	M				
Initial	Licence											
5 Years	High Risk Work Licence - Boom-type Elevating Work Platform (WP)	TLIC2005A		M								
Frequency	Training											
1 Year	Greater Shepparton City Council Induction	Available on Councils' website	M	M	M	M	M					
1 Year	Provide cardiopulmonary resuscitation	HLTAID002	M	M	M	N/R						
1 Year	Perform EWP controlled descent escape	UETDRRF08B		M								
1 Year	Perform EWP rescue	UETDRRF03B		M								
1 Year	Provide first aid in an ESI environment	UETDRRF10B	M	M	M							
1 Year	Safe Approach Distances - Vegetation Work		A	M	M							
1 Year	Undertake release and rescue from a tree near live electrical apparatus	UETDRVC34A			M							
3 Yearly	Manual Handling	TLID1001	M	M	M	A	A					
3 Yearly	Safe to Approach SWER		A	A	A							
3 Yearly	Control traffic with stop-slow bat	RIIWH5205D	M	M	M							
3 Yearly	Implement traffic management plan	RIIWH5302D	M	M	M	M	A					
3 Yearly	VESI Environmental Framework		M	M	M							
3 Yearly	VESI Safety Framework		M	M	M							
3 Yearly	Operate a mobile chipper/mulcher	FPIHAR2206B	M	M	M							
3 Yearly	Operate and maintain chainsaws	AHCAR8205A	M	M	M							
Initial and then 3 yearly as Refresher	Operate and maintain chainsaws	AHCAR8205A	M	M	M							
Initial and then 3 yearly as Refresher	Operate machinery and equipment OR Operate a mobile chipper/mulcher	AHCMOM304 OR FPIHAR2206	M	M	M							
Initial and then 3 yearly as Refresher	Use elevated platform to cut vegetation above ground level near live electrical apparatus	UETDRVC25A		M								
Initial and then 3 yearly as Refresher	Apply pruning techniques to vegetation control near live electrical apparatus	UETDRVC33A		M	M							
Initial and then 3 yearly as Refresher	Fell small trees	AHCAR8202A	A	M	M							
Initial and then 3 yearly as Refresher	Apply chemicals under supervision	AHCCHM201A	A	A	A							

Legend

M - Mandatory for the task.

A - Additional if required for the task.

N/R - Not required for the task.

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Audits/Safety Walks/Worksite Behaviour

3. Audits are the responsibility of the Arboriculture Coordinator to target a minimum of 15% of the trees pruned are inspected/audited and results recorded. Council conducts weekly audits of completed works on contractors during the annual clearance program. Verification includes;
- Job planning and Safety (Includes staff training matches).
 - Clearances sufficient and cleared to 2020 Electrical Line Clearance Regulations.
 - Quality against contract.
 - Debris cleaned up on the ground and in the tree.
 - Productivity.

Deficiency's found during audits will be raised with contractors and if required a crew may be stood down for any breach of safety related incidents or training requirements. All audits will be uploaded into Councils records management system, and results used for review of contractor performance. Quantity and scope of audits will be reviewed dependant on reviewing of internal/external audit results.

Equipment

4. Prior to commencement of works each year, the equipment used during the ELC program will be audited for compliance against Australian Standards. Verification for the equipment includes;
- Electrical Testing of Mobile Elevated Work Platform MEWP and tools (6 Monthly)
 - Weight Testing of Mobile Elevated Work Platform (6 Monthly)
 - Mobile Elevated Work Platform Certificate of Compliance (Annual Inspection)
 - Harness & Lanyards
 - Chipper/Hogger compliance
 - Fire Control

Annual inspections (also known as third party inspections) are assessments conducted by an independent automotive or engineering tradesperson. This person must be someone who does not normally operate the MEWP and is provided with the authority to: request the MEWP be provided for inspection & withdraw a MEWP from service if repairs are required.

Appendix 8: ELCMP8 - SWMS Template

Council's Safe Work Method Statement can be found in Council's internal record keeping system HPE record Manager. Reference Number M12/64564

Appendix 9: ELCMP9 – Toolbox Meeting Template

Council's Toolbox Meeting Template can be found in Council's internal record keeping system HPE record Manager. Reference Number M15/15516

Appendix 10: ELCMP11 - Corrective Action Report – M10/102398

Appendix 11: ELCMP12 – Contractor Induction / JSA

Council's Contractor Induction / JSA can be found in Council's internal record keeping system HPE record Manager. Reference Number M12/50270

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Appendix 12: ELCMP13 – Contractor Sign in Register

Council's Contractor Sign in Register can be found in Council's internal record keeping system HPE record Manager. Reference Number M11/63101

Appendix 13: ELCMP14 – Incident/Near Miss/ Hazard Form

Council's Incident/ Near Miss/ Hazard Form can be found in Council's internal record keeping system HPE record Manager. Reference Number M10/102423

Council also have the following program ELUMINA to report Incidents

<https://shepparton.elumina.com.au/external/?key=shep>

Appendix 14: ELCMP15 – Hazard Correction Action Form

Council's Hazard Correction Action Form can be found in Council's internal record keeping system HPE record Manager. Reference Number M10/102398

Appendix 15: ELCMP16 – Contractor OHS Audit

Council's Contractor OHS Audit can be found in Council's internal record keeping system HPE record Manager. Reference Number M21/16568

Appendix 16: ELCMP17 – Contractor Handbook

Council's Contractor Handbook can be found in Council's internal record keeping system HPE record Manager. Reference Number M11/58140

Appendix 17: ELCMP18 – Non Compliance Notification form

Council's Non Compliance Notification form can be found in Council's internal record keeping system HPE M10/103301

Record Manager. Reference Number M10/103301