



# Electrical Line Clearance Management Plan

2024-25

Document ID: 817354







Northern Grampians Shire Council  
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#### CONTACT US

 [ngshire@ngshire.vic.gov.au](mailto:ngshire@ngshire.vic.gov.au)  
 [www.ngshire.vic.gov.au](http://www.ngshire.vic.gov.au)  
 (03) 5358 8700  
 PO Box 580 Stawell VIC 3380

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## Version Control

<b>Version</b>	<b>Date Prepared</b>	<b>Approved By</b>	<b>In compliance with</b>
Version 1.0	March 2018	NGS Council	Electricity Safety (Electric Line Clearance) Regulations 2020 (Vic) Electricity Safety Act 1998
Version 2.0	March 2019	NGS Council	Electricity Safety (Electric Line Clearance) Regulations 2020 (Vic) Electricity Safety Act 1998
Version 3.0	March 2020	NGS Council	Electricity Safety (Electric Line Clearance) Regulations 2020 (Vic) Electricity Safety Act 1998
Version 3.1	October 2020		ESV Audit
Version 3.2	December 2020	John Hunt	
Version 3.3	February 2021	John Hunt	
Version 3.4	February 2022	John Hunt	
Version 3.5	February 2023	John Hunt	
Version 3.6	February 2024	Heath Pohl	

## Authorisation Table

<b>This document complies with:</b>	<i>Electricity Safety Act 1998</i>	
	<i>Electricity Safety (Electric Line Clearance) Regulations 2020 (Vic)</i>	
	<i>Electrical Safety (General) Regulations 2019</i>	
	Code of Practice on Electrical Safety for the Distribution Business in Victoria Electricity Supply Industry (The Blue Book 2017)	
<b>Reference</b>	Prepared by:	John Hunt
	Preparation date:	December 2020
	Date requested by ESV:	October 2020
	Date submitted to ESV:	6 February 2021
<b>Version 3.6</b>	Amended plan approval date:	4 March 2024
	Date available on website:	5 March 2024

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## 1. Introduction - r.9(2)

This plan details the Northern Grampians Shire Council's processes in complying with the Electricity Safety Regulations 2020 (Vic) and is relevant to vegetation in the vicinity of overhead powerlines that may encroach on the minimum clearance space of the powerlines, as prescribed in the Electricity Safety Act 1998 and the Electricity Safety (Electric Line Clearance) Regulations 2020 (Vic).

The regulations are in place to prescribe the management of vegetation around electric lines to minimize the risk of overhead electric lines causing fire, disruption to power or other risks to the Community.

Northern Grampians Shire Council's is responsible under the Act for trees in the "DECLARED" areas of the municipality these are predominately street trees in urban areas but also include trees on public land.

This plan details the management responsibilities, procedures and practices to be adopted and observed by the Northern Grampians Shire Council's in managing vegetation in the vicinity of overhead electric lines within the declared areas of Stawell and St Arnaud.

## 2. Preparation - r.9(2)

The document will be updated annually to ensure it always complies with the relevant Electricity Safety Act 1998 and Electricity Safety (Electric Line Clearance) Regulations or its preceding Documents.

A process has been developed to ensure before 31 March in each year, a responsible person must ensure that a management plan relating to compliance with the Code for the next financial year is prepared.

### 2.1. Process

- The preparation and authorization of the ELCMP is listed as an action under the responsibilities of the Coordinator of Parks & Facilities.
- The review, amendment and authorisation process will commence in February each year and an electronic task/action reminder is automated to the responsible officer in Councils Document management system Doc Assembler.
- An authorisation table has been included in this document to ensure each component is completed.
- The authorisation table acts as a record of the process.

### 2.2. References

The annual plan preparation will include a review of associated regulations, standards and other source material including but not limited to those listed below:

- Electricity Safety Act 1998
- Electricity Safety (Electric Line Clearance) Regulations 2020 (VIC)
- Electrical Safety (General) Regulations 2019
- The Blue Book 2017
- Environment Protection and Biodiversity Conservation Act 1999
- Flora and Fauna Guarantee Act 1988 (Vic)
- Aboriginal Heritage Act 1995
- Planning Provisions and Planning Schemes
- Pruning of Amenity Trees AS4373 (current version)

The plan will be reviewed in February each year by the Operations department. The annual review will include verifying current Australian Standards, training codes and that all other documentation is current.

The revised plan will be submitted to Council for approval prior to 31 March each year.

In the event of a request for the plan to be submitted to ESV it must be submitted within 14 days. The plan will be submitted by the Manager Operations.

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

A copy of the plan is available on Council's website at <https://www.ngshire.vic.gov.au/Your-Council/Governance-and-transparency/Council-publications/Electrical-Line-Clearance-Management-Plan>.

### 3. Contacts - r.9(4)(a)

#### 3.1. Name, address and telephone numbers of the responsible person – r.9(4)(a,b,c)

Name of Chief Executive Officer: Brent McAlister  
Organisation: Northern Grampians Shire Council  
Address: 59-69 Main Street, Stawell 3380  
Telephone: 03 5358 8700  
Email address: [ngshire@ngshire.vic.gov.au](mailto:ngshire@ngshire.vic.gov.au)

#### 3.2. Name, position, address and telephone number of the individual who was responsible for preparation of the management plan – r.9(4)(a,b,c)

Name: Trenton Fithall  
Position: Director Infrastructure and Amenity  
Address: 59-69 Main Street, Stawell 3380  
Telephone: 03 5358 8700 or 0459 027 636  
Email address: [trenton.fithall@ngshire.vic.gov.au](mailto:trenton.fithall@ngshire.vic.gov.au)

#### 3.3. Name, position, address and telephone number of the persons who are responsible for carrying out the management plan – r.9(4)(a,b,c)

Name: John Hunt  
Position: Manager Operations  
Address: 59-69 Main Street, Stawell 3380  
Telephone: 03 5358 8700 or 0492 891 554  
Email address: [john.hunt@ngshire.vic.gov.au](mailto:john.hunt@ngshire.vic.gov.au)

#### 3.4. The telephone number of a person who can be contacted in an emergency that requires clearance of an electrical line that the responsible person is required to keep clear of trees – r.9(4)(a,b,c)

Name: Heath Pohl  
Position: Coordinator Parks & Facilities  
Address: 59-69 Main Street, Stawell 3380  
Emergency Telephone Number: 03 5358 8700 or 0417 582 261  
Email address: [heath.pohl@ngshire.vic.gov.au](mailto:heath.pohl@ngshire.vic.gov.au)

The After Hours number 03 5358 8700 is the 24/7 contact number.

#### 4. Objectives – r.9(4)(e)

The following are identified as the key objectives of this plan in fulfilling our stated commitment and the duties set out in the *Electricity Safety (Electric Line Clearance) Regulations 2020*:

- To ensure that conflict between Council's managed trees and the electrical lines is minimized to maintain a reliable power supply to Council's residents, visitors and industry and that the fire safety of the declared areas within its townships is not compromised by Council managed trees and electrical line interactions.
- To maintain and enhance the existing tree population for inheritance by future generations by preserving tree health, aesthetic appearance and amenity value.
- To achieve compliance with the Electricity Safety (Electric Line Clearance) Regulations 2020.
- To ensure all tree pruning works are carried out comply with the Australian Standard AS4373 – 2007 Pruning of Amenity Trees.
- Protection of areas of important vegetation, which may be deemed as such on the basis of those areas containing botanically, historically or culturally important vegetation, remnant vegetation or vegetation of outstanding aesthetic or ecological significance, and/or the habitat of rare or endangered species.
- Management of vegetation to maximise the environment, biodiversity and amenity value of Council's trees.
- To achieve community satisfaction with the way the necessary works are carried out.

#### 5. The land to which the management plan applies – r.9(4)(f)

This plan covers all Council managed trees located within road reserves, parks, gardens, facilities surrounds and other public open spaces managed by Council in the declared areas of Stawell and St Arnaud which are located in the Northern Grampians Shire. **See Appendix 1 (Stawell) and Appendix 2 (St Arnaud) for the plans.** The Declared Area map is consistent with the ESV database. The responsible person will ensure that an annual review of the CFA bushfire mapping is undertaken prior to the declared fire season to inform itself of any alterations to the 'High Bushfire Risk Area" boundaries' within NGSC declared areas. Any boundary anomalies found will be relayed to the cutting crews and revised mapping will be provided to the crews.



## 6. Tree Type and Locations – r.9(4) s.1(10)

Trees that may be included in the ELC program total 1680. **Refer to Appendix 6 (Stawell) and Appendix 5 (St Arnaud).** The location of trees and tree types under powerlines which may need to be cut or removed to ensure compliance with the code can be identified on Councils mapping system Pozi.

### 6.1. **Weblink to tree types and locations of trees that may need to be cut or removed to ensure compliance with the code – r.9(4) s.1(10).**

[Northern Grampians Community Map \(pozi.com\)](https://pozi.com)

### 6.2. **Indigenous Trees – r.9(4)(g)(i)**

For the purpose of this plan, the definition of a ‘indigenous tree’ is a tree that is indigenous and remnant to the area.

Council managed trees within the declared area townships of Stawell and St Arnaud are a mix of indigenous and exotics.

The location of “Indigenous” trees that fall within the ELC program that may require cutting or removal to ensure compliance with the code can be identified on Councils mapping system Pozi.

### 6.3. **Weblink to trees that can be identified as “indigenous” that fall within the ELC program that may require cutting or removal to ensure compliance with the code r.9(4)(g)(i)**

[Northern Grampians Community Map \(pozi.com\)](https://pozi.com)

### 6.4. **Informing ELC Personal – r.9(4)(h)**

All ELC personnel are provided with specific instruction for the relevant cycle of cutting from the Parks & Gardens Supervisor regarding “indigenous” trees (indigenous or non-planted indigenous species) within the declared areas that the ELC program encompasses. Each member of the cutting crew is inducted on the current ELC program (cutting list) and any trees that are identified as significant, indigenous or habitat are identified to ELC crew. Refer to Appendix 12 ELC Induction proforma.

## **6.5. Informing Significant Trees – r.9(4)(h) & r.9(4)(g)(iii) s.1(11)**

Indigenous trees (indigenous or non-planted indigenous trees), trees of ecological, historical or aesthetic significance, or trees of cultural or environmental significance will be identified in a number of ways including:

As identified by Council’s Arborist during the ELC program inspection who is a qualified arborist who holds a National Certificate Level III in Horticulture (Arboriculture) or an equivalent qualification; and at least 3 years of field experience in assessing trees.

- As listed on a Council planning scheme overlay.
- Cultural sensitive overlay -Pozi.
- As listed in the Heritage Register within the meaning of the Heritage Act 1995.
- Included in the Victorian Aboriginal Heritage Register established under the Aboriginal Heritage Act 2006.
- Flora or a habitat of fauna listed as threatened in accordance with section 10 of the Flora and Fauna Guarantee Act 1988.
- Flora listed in the Threatened Flora List with a conservation status in Victoria of ‘endangered’ or ‘vulnerable’ or ‘critically endangered’.
- A habitat of fauna which is listed in the Threatened Invertebrate Fauna List.

## **6.6. Web Links to source information – r.9(4)(h)**

Councils cultural sensitive overlay - Pozi

[Northern Grampians Community Map \(pozi.com\)](http://www.pozicom.com.au)

Councils planning scheme overlay - Pozi

[Northern Grampians Community Map \(pozi.com\)](http://www.pozicom.com.au)

The Victorian Heritage Register

<http://vhd.heritagecouncil.vic.gov.au/>

The Victorian Aboriginal Heritage Register

<https://www.aboriginalvictoria.vic.gov.au/>

Department of the Environment, Land, Water and Planning, Flora and Fauna Guarantee Act 1988, Threatened List

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

The DEPI Biodiversity Interactive Mapping Website

[Biodiversity 2037 \(environment.vic.gov.au\)](http://www.environment.vic.gov.au)

Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act), List of threatened flora, List of threatened ecological communities, List of threatened fauna

[Environment Protection and Biodiversity Conservation Act 1999 \(EPBC Act\) Home Page | Department of Agriculture, Water and the Environment, Australian Government](http://www.environment.gov.au/epbc-act)

Protected Matters Search Tool website

<http://www.environment.gov.au/webgis-framework/apps/pmst/pmst.jsf>

Council records, including the relevant zoning and overlay controls in the planning scheme.

### **6.7. Informing ELC Personal of significant tree information – r.9(4)(g)(i)**

All ELC personnel are provided with specific instruction for the relevant cycle of cutting. The cutting list is reviewed by the Parks and Gardens Team Leader and significant or “indigenous” trees that require cutting are highlighted and the cutting of these trees will be restricted to the minimum extent necessary to ensure compliance with the requirements of this Code or to make an unsafe situation safe. Restrict cutting to AS 4373 – 2007 Pruning of Amenity Trees; and cut frequently if required to maintain clearance space.

### **6.8. Trees of aesthetic significance – r.9(4)(g)(ii)**

A number of trees have been identified as being of aesthetic significance to the Council which are within the ELC program.

- Cato Park, Stawell (Aesthetic)
- Seaby Street, Stawell (Aesthetic)
- Skene Street, Stawell (Aesthetic)
- Queen Mary Gardens, St Arnaud (Aesthetic)

For map locations of trees with aesthetic significance refer to Appendix 3 (Stawell) and Appendix 4 (St Arnaud).

## **7. The management procedure that the responsible person is required to adopt to ensure compliance with the Code, which must include details of the methods proposed to be adopted for – r9(3)(i)(i)**

### **7.1. Managing Trees**

- Two inspections and pruning (where required) of all trees within the declared areas of Northern Grampians Shire. (refer to web link 7.2).
- Cycle one Inspection and clearance - Inspection conducted in April Clearance pruning conducted in May.
- Cycle two Inspection and clearance - Inspection conducted in October clearance pruning conducted in November.
- Council managed trees that are within the Hazardous Bushfire Risk Areas (HBRA) declared area only are inspected and pruned during cycle one and two.
- Council appointed Contractor and or Council staff will carry out the inspections and pruning works.
- Coordinator Parks & Facilities will manage and monitor the inspection and pruning works performed by Council staff or the contractor.
- The use of appropriate plant selection for new and replacement plantings as per the Council’s *Urban Tree and Nature Strip Management Plan*.
- Work with power supply authority to achieve better outcomes.
- Maps showing the pruning maintenance zones are shown in Appendix 5 & 6.
- Trees that may need to be cut or removed to ensure compliance with the code can be located on Councils mapping system Pozi.

## **7.2. Web link to trees located under powerlines in the declared areas of Stawell & St Arnaud**

[Northern Grampians Community Map \(pozi.com\)](#)

## **7.3. Maintaining the minimum clearance space required by the code, between electrical lines trees – Pruning Works – R9(3)(i)(i)**

All powerline pruning works are conducted in accordance with AS 4373-2007 “Amenity Tree Pruning” and clearance distances are determined as referenced in the code of practice for electric line clearance, (Schedule 2).

See Appendix 7 – Minimum Clearance Spaces.

All staff engaged in powerline clearance activities are appropriately trained and qualified.

Council has a well-established and open dialogue is in place with Powercor’s Council Liaison Officer to ensure both parties have a clear understanding of each organisation’s priorities.

Pruning results are recorded manually identifying the tree’s location and other attributes as per Councils electronic audit management program ElementORG Tree Cutting list. Refer to Appendix 8 or: [Add tree to cutting list | elementORG](#)

Trees are pruned to ensure foliage will remain free of the prescribed Clearance space until the next pruning cycle, trees that staff consider cannot be successfully pruned as outlined above will be brought to the attention of the Council’s Coordinator Parks and Facilities.

The Coordinator Parks and Facilities will then inspect the tree and if it is determined that the tree cannot be pruned to comply with the Electricity Safety (Electric Line Clearance) Regulations 2020 (Vic), Council will investigate and implement an alternative method to ensure compliance.

Reports of non-compliance from Powercor, residents or other sources will be investigated by Council’s nominated responsible person and works will be carried out to rectify any non-conformances where required.

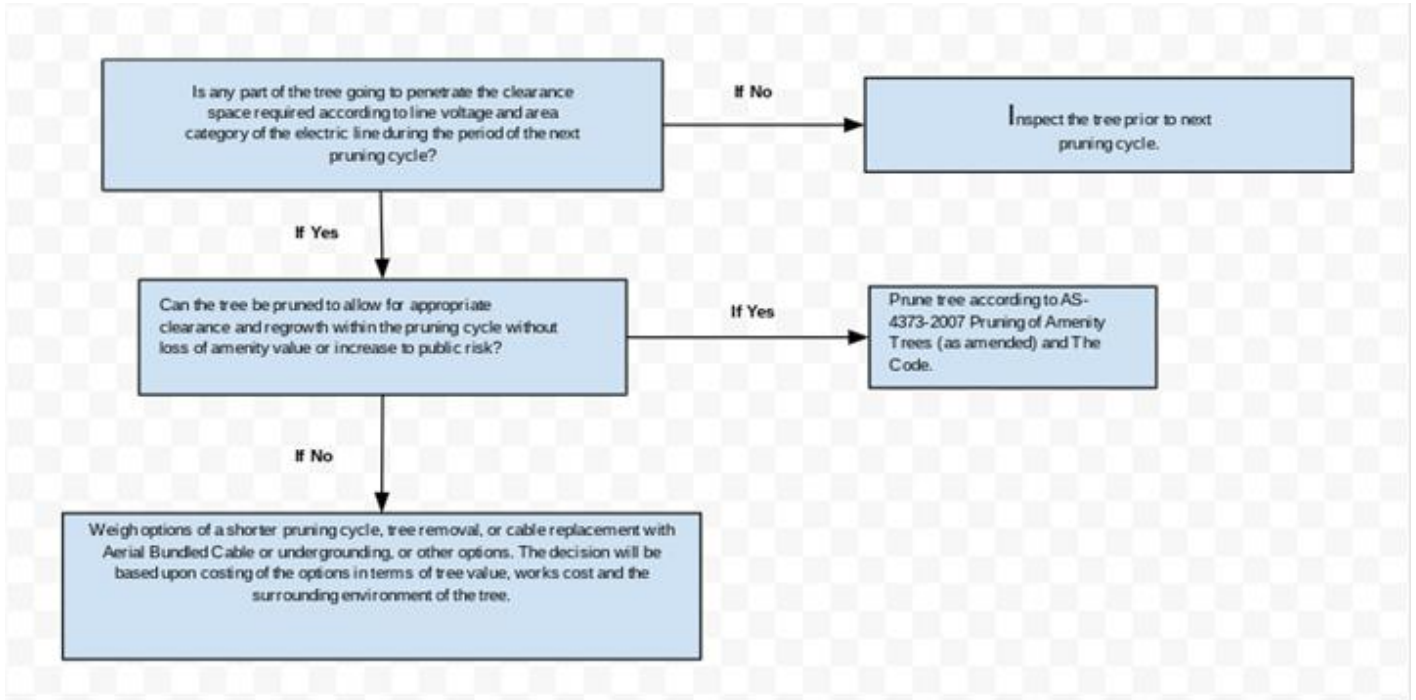
The degree of tree pruning will be adjusted in light of observed growth rates, depending on the significance of the tree, to ensure compliance with the Electricity Safety (Electric Line Clearance) Regulations 2020.

The formula used to calculate the amount of vegetation to be removed is:

- Clearance (m) = regrowth (m/year) X cycle (1 year) in line with schedule.
- The species of any new trees or other vegetation planted in the vicinity of overhead powerlines will be specifically selected to mature well below the powerlines.

Council is also in regular contact with Powercor through Jason Craig, mobile 0402 386 940, email: [JCraig@powercor.com.au](mailto:JCraig@powercor.com.au).

The following diagram broadly outlines the decision-making process with regard to maintaining line Clearance.



#### 7.4. Safety Concerns – S.1(21)

In situations where Council has concerns around safety relating to the cutting or removal of a tree in the declared areas for which Council has responsibility Council will consult with the local distribution company.

## 8. Allowance for Cable Sag and Sway – r.(9)(3)(ii)13

Unexpected conductor movement may occur under moderate wind, network faults or changes in conductor heating or cooling factors.

The code includes minimum clearance space detail for line spans up to 100m within LBRA and those up to 45m in HBRA. For spans exceeding 100m in LBRA or 45m in HBRA, the minimum clearance space must include an additional allowance for sag and sway.

Appropriate allowance for sway and sag changes must be applied in accordance with advice sought from the electrical asset owner.

Under Council's ELCMP it is the authorized officer's duty to ensure trees are pruned to maintain the Clearance Space free of vegetation for the period of the program.

Previous performance indicates that clearances within the declared areas of Stawell & St Arnaud are able to be maintained without an additional allowance for sag and sway.

If required, Council will determine an additional distance for sag and sway in consultation with Powercor as the relevant Distribution Business in the declared area. There is no electric rail or tramway supply within the area.

Distribution Business:	Powercor
Name of Contact:	Jason Craig
Position:	Vegetation Stakeholder and Improvement Lead
Telephone:	(03) 8846 9709
Mobile:	0402 386 940
Email:	<a href="mailto:JCraig@powercor.com.au">JCraig@powercor.com.au</a>

Should an allowance for sag and sway be determined as necessary under the above process, this will be documented on the inspection records proforma refer to [Add tree to cutting list | elementORG](#)

At completion of the works specific to lines requiring additional pruning to compensate for sag and sway the actual additional pruning distance will also be recorded on the Daily Works Report (Appendix 8) and kept on file for a minimum of 7 years.

## 9. Procedures – If impractical to Comply – r.9(4)(j)

This section addresses 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.

In situations where trees cannot be effectively pruned in accordance with AS4373 the Coordinator Parks and Facilities will be notified, the coordinator will then inspect the tree and if it is determined that the tree cannot be pruned to comply with the Electricity Safety (Electric Line Clearance) Regulations 2020 (Vic), Council will investigate and implement an alternative method to ensure compliance.

### 9.1. Alternate Compliance Mechanisms – r.9(4)(k-l)

At no stage in the past has a situation as described above in Item 9 been encountered and there is no reason to expect this will occur in the short-term future, as such, Council does not propose to request alternative compliance mechanisms.

## 10. Performance Measures – r.9(4)(m)

The following sets out the key performance indicators and the relevant measure for each item: The records that inform the performance measures of the ELCMP are stored in Councils electronic inspections management system “ElementOrg” ‘Electrical Line Vegetation Clearance’.

Item	KPI	Measure
1	Review of the ELCMP	Must be completed by 31 March each year
2	Completion of inspection cycles according to schedule	Inspections to be completed within the nominated month for that cycle
3	Completion of all pruning according to schedule	All pruning to be completed within the nominated month for that cycle
4	The number of trees in breach of the code between pruning cycles	No trees should be in breach
5	Quality of work (pruning techniques)	All work must be in line with AS4373
6	The number of customer complaints/ requests for pruning	No more than 3 customer requests annually(excluding Powercor non-compliance report)
7	Emergency Clearances	Nil annually

## **11. Audit Process – RP Compliance – r.9(4)(n)**

The Coordinator of Parks & Facilities will ensure random audits are conducted of the contractor and or Council staff performance and pruning works for both cycles of clearance works.

The audit assesses if the pruning works are compliant with Council and Australian Standards and the Electric Line Clearing Code of Practice. The audit results are regularly discussed with the contractor and or Council staff and the records are stored in Council's electronic audits management system "ElementOrg" Any non-compliance issues are discussed with the contractor or Council staff and the contractor or Council staff are required to provide information on remedial measures to rectify the noncompliance.

The Council shall ensure that all trees are pruned according to AS 4373-2007 - Pruning of Amenity Trees as a minimum standard. They further shall ensure that all contractors and employees hold appropriate certificates for both themselves and their equipment that legally entitles them to undertake the work.

### **11.1. Appendix 13 – ELC Worksite Audit – Example:**

#### **11.2. Action in the event of non compliance**

Where remedial action can be satisfactorily carried out by Council Staff or Council's contractor this work shall be put in hand at the earliest possible date.

Where assistance is required by others such as the Distribution Company, then the consultation with the necessary authorities shall be used to assist in attending to the non-compliance as soon as possible.

Following investigation of the non-compliance and the establishment of the cause, the importance of compliance with the Management Plan and the Code will be drawn to the attention of the persons concerned.

- On the first occasion they will be given verbal instruction, and the incident recorded on file.
- If a second occasion occurs the notification shall be in writing, and incident recorded on file.
- After a third occasion, the training program will be reviewed, and more serious action considered if it is the same offender.



### **11.3. Audit Roles & Responsibilities**

Responsibility for internal auditing of compliance lies primarily with the Council's Coordinator of Parks & Facilities and is Council's primary liaison officer with Powercor. The Manager of Operations has more than 5 years of involvement with ELVC program and will review the audits to ensure compliance and also if any non-conformance is recorded that they are actioned as per Item 11.2 - Action in event of non-compliance.

Performance measures for the implementation of the Electrical Line Clearance Management Plan are:

- Number of pruning requests from the distribution company. They are recorded on the Merit electronic system.
- Number of pruning requests from the community. They are recorded on the Merit electronic system.
- Two annual clearance inspections completed by the responsible person. The records are stored in Council's electronic audits management system "ElementOrg".
- Number of vegetation clearance breaches to the code being kept to a minimum. The records are stored in Council's electronic audits management system "ElementOrg".
- An audit is completed on the works carried out. The records are stored in Council's electronic audits management system "ElementOrg".
- All pruning and clearing programs are carried out per schedules. The records are stored in Council's electronic audits management system "ElementOrg".
- All emergency clearances carried out by Council are recorded on the Merit electronic system.

## 12. Qualifications and Experience – r.9(4)(o)

This section details 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.

Only **qualified persons** can prune or clear the whole or any part of a tree within 2 metres of a low voltage wire or 6 metres of a high voltage wire.

All persons inspecting and pruning trees under this plan must have qualifications, experience, training and assessment to ensure competency in the performance of vegetation management work and have:

- Completed a training course approved by ESV.
- Technical knowledge or sufficient experience to perform the duty concerned.
- Been endorsed in writing by the organisation (e.g. the employer) to perform the work.
- Undertaken formal training.

As well as appropriate knowledge of, and where applicable training in:

- Electricity Safety Act 1998.
- Electricity Safety (Electric Line Clearance) Regulations 2020 (Vic).
- Electrical Safety (General) Regulations 2019.
- Code of Practice on Electrical Safety for the Distribution Business in Victoria Electricity.
- Supply Industry (The Blue Book 2017).

A **qualified person** is defined as a person who holds a current certificate specifying satisfactory completion of a training course in tree clearing, approved by Energy Safe Victoria.

ELC staff have the same training competencies as roles within the team and are not role specific.

The Council shall ensure that suitably trained workers conduct the work on trees with Council authorisation and maintain specified body clearances.

The following certificates appropriate for the individual tasks carried out will be a minimum standard for any workers onsite.

Description	Unit Code	Refresher
Certificate II ESI Vegetation Control	UET20319	Refresher not required
Apply Occupational Health Safety regulations, codes and practices in the workplace	UEENEEE101A	Refresher not required
Comply with sustainability, environmental and incidental response policies and procedures	UETTDREL13A	Refresher not required
Working safely near live electrical apparatus as a non-electrical worker	UETTDREL14A	Refresher not required
Operate and maintain chainsaws	AHCARB205A	Refresher not required
Use elevated platform to cut vegetation above ground level near live electrical apparatus	UETTDRCV25A	Refresher not required
Operate mobile chipper	FWPHAR2206	Refresher not required
Licence to operate boom type EWP	LF WP (High Risk Work) Worksafe	Refresher not required
Perform EWP rescue	UETTDRRF03	Annual
Safe approach distances - vegetation work	UETTDREL14	Refresher not required
Plan the removal of vegetation up to vegetation exclusion zone near live electrical apparatus	UETTDRCV23A	Refresher not required
Monitor safety compliance of vegetation control work in an ESI environment	UETTDRCV27A	Refresher not required
Perform EWP controlled descent escape	UETTDRRFO8B	Annual
Apply pruning techniques to vegetation control near live electrical apparatus	UETTDRCV33A	Refresher not required
Control traffic with stop-slow bat	RIIWHS205D	Refresher every 5 years
Implement traffic management plan	RIIWHS302D	Refresher every 5 years
Provide first aid in an ESI Environment	UETTDRRF10	Annual
Provide cardiopulmonary resuscitation	HLTAID001	Annual

### **12.1. Monitoring Qualifications and Experience**

The following training and authorisation requirements and actions will be applied to ensure acceptable levels of competence required to demonstrate skills, knowledge and experience both upon appointment and ongoing:

- Both initial and refresher training are to be provided
- Skills and competence shall be maintained through regular refresher training
- All training to be provided by a Registered Training Organisation
- A record of the sighting of required certificates and associated documents shall be kept by the Operations Department and shall be updated annually.

Council maintains a training register for all employees including staff engaged in the ELC program to ensure all certifications are up to date. This is an automated system (Elumina) that flags the requirement for any refresher training.

Should any employee be found actively engaged in ELCM work without the appropriate qualification and/or training, they will immediately be removed from the site. Council's disciplinary procedure will be applied, and this can result in termination of employment should the breach be of sufficient magnitude.

### **12.2. Qualifications for assessment of 'hazard trees' – s.(1)(9)**

If a person identifies a tree as likely to fall onto or otherwise come in to contact with an electric line the tree may be cut or removed provided that the tree has been assessed by a suitably qualified arborist and that assessment confirms the likelihood of contact with an electric line having regard to foreseeable local conditions. This assessment must take into consideration local conditions including:

- significant vegetation
- protected flora and fauna
- habitat
- local knowledge
- visual assessment
- environmental conditions
- vegetation regrowth patterns

A 'suitably qualified arborist' must have a National Certificate Level III in Horticulture (Arboriculture) including the "Assess Trees" module, or an equivalent qualification; and at least 3 years of field experience in assessing trees.

### 13. Notification and Consultation – r.9(4)(p) s.1(16)18

As a minimum resident/owner consultation is required prior to the annual line clearance program and if trees are to be cut or removed or if there is a change of pruning practice.

Resident/owner consultation will be in the form of notification on Northern Grampians Shire Council’s website and social media with a minimum of 14 days prior to commencing works with all works being completed within 60 days of the end of the 14 days notification period. (See Appendix 9 - Standard Notice Commencement).

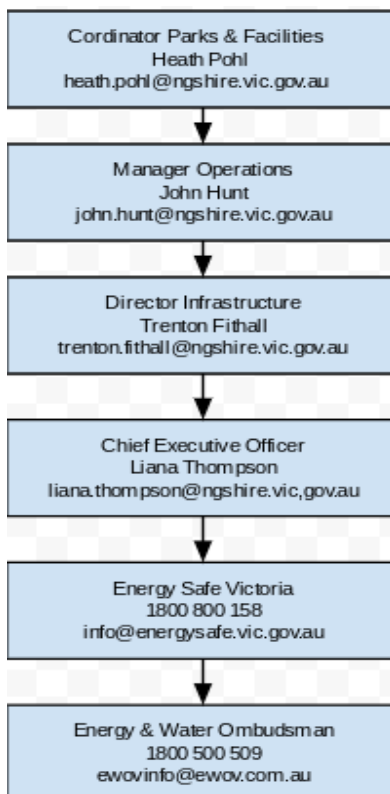
In extenuating circumstances where clearing does not occur within the 60 days period, renotification will occur through Council's social media network and be posted on Council's website.

If a tree is to be removed a letter will be sent to the nearest property address of the street tree and to a minimum of 5 neighbouring properties on either side of the street (i.e. minimum of 10 properties). A copy of notification letter proforma is included in Appendix 11- Vegetation Removal.

#### 13.1. Dispute Resolution – r.9(4)(q)

All enquiries received by Council are recorded on Council's customer enquiry management system (Merit). Each enquiry has a unique identification number that is monitored electronically until the enquiry is resolved. If initially a customer is not satisfied, a clear, hierarchical process is followed.

Dispute resolution workflow.



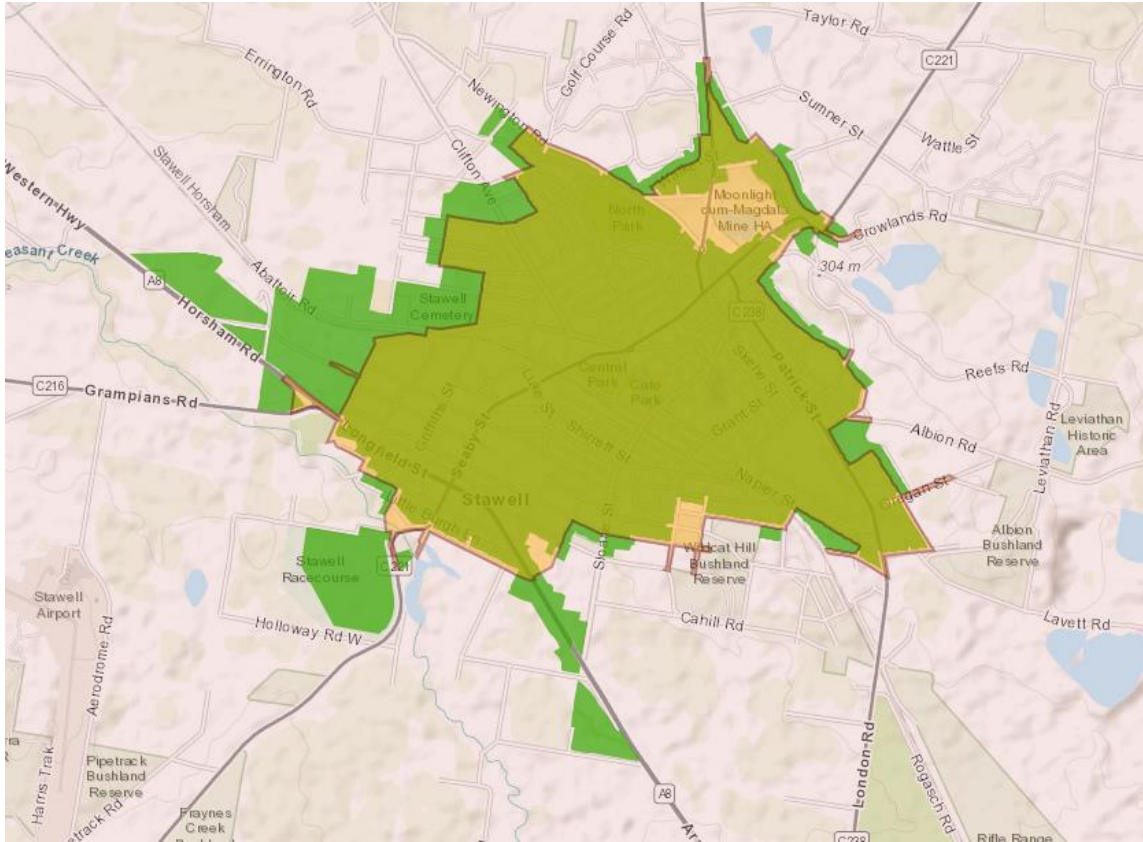
## 14. Exceptions – s.1(4,5,6)




Northern Grampians Shire will **not** be seeking exceptions in relation to minimum clearance spaces for:

- structural branches around insulated low voltage electric lines.
- small branches around insulated low voltage electric lines.
- structural branches around uninsulated low voltage electric lines in low bushfire risk areas.

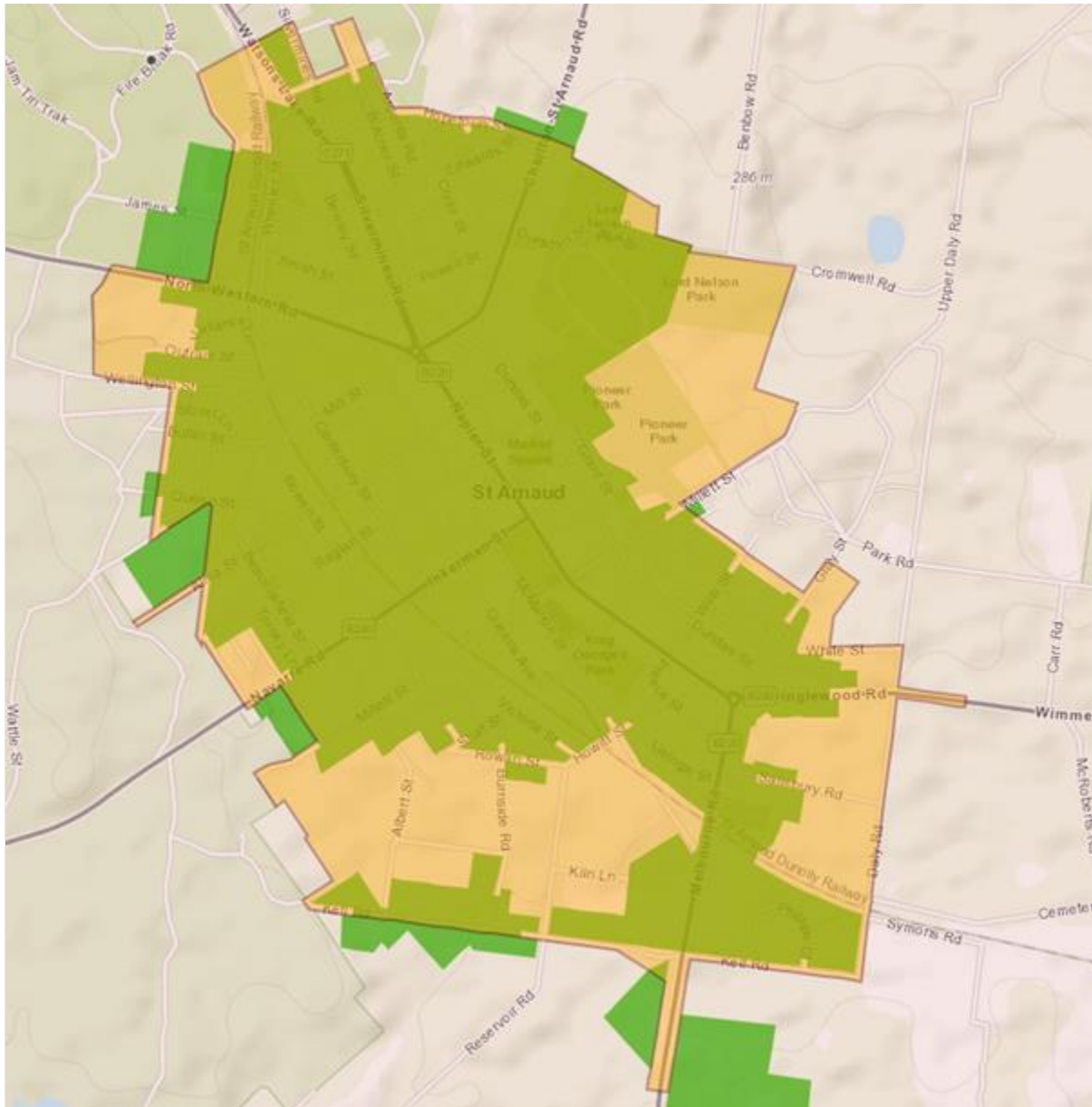
## 15. Appendix




### Appendix 1 – Maps of Declared Areas – Stawell Declared Area



	LBRA within Council Declared Area
	HBRA within Council Declared Area
	Non-Declared LBRA

## Appendix 2 – Maps of Declared Areas – St Arnaud Declared Areas



	LBRA within Council Declared Area
	HBRA within Council Declared Area
	Non-Declared LBRA



### Appendix 3 – Stawell Aesthetic Significant Trees Locations



## Appendix 4 – St Arnaud Aesthetic Significant Trees Locations



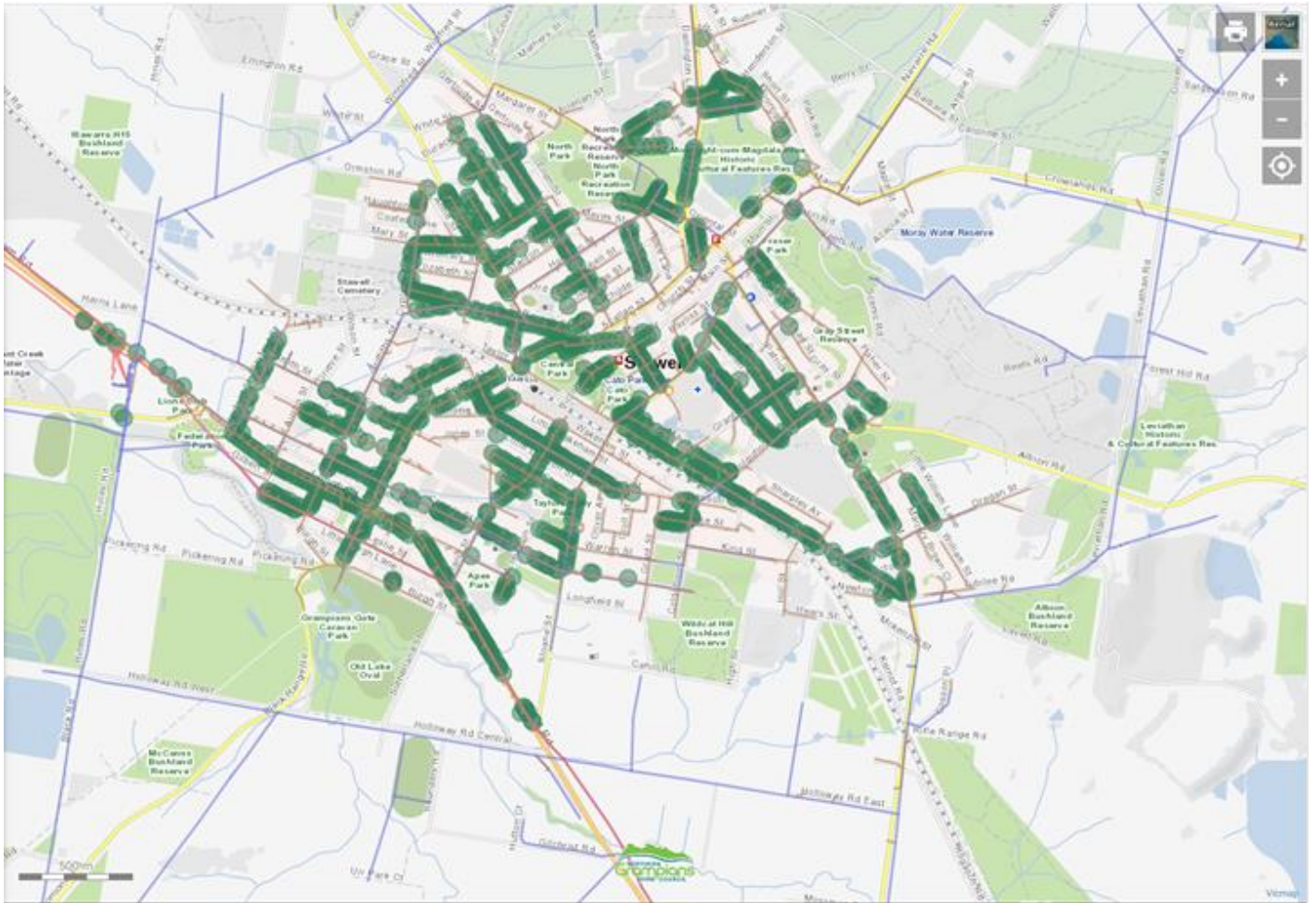


## Appendix 5 – St Arnaud - Tree Locations Affected By The Plan



**Total – 525**

## Appendix 6 – Stawell – Tree Locations Affected By The Plan

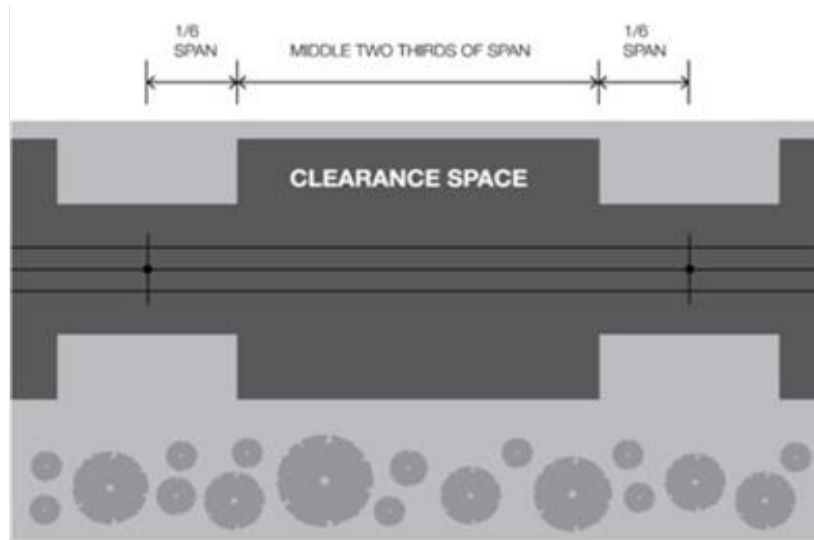


Total – 1155

## Appendix 7 – Minimum Clearance Spaces

Source – Electrical Safety (Electrical Line Clearance) Regulations 2020

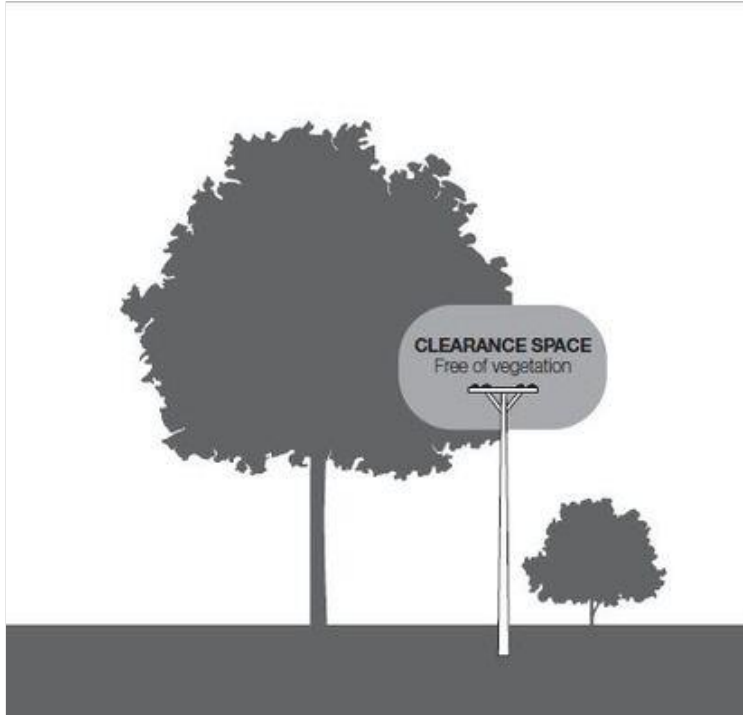
### PLAN VIEW OF ELECTRIC LINES IN ALL AREAS



### 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 & 26 – Graphs 1 & 3





**NOT TO SCALE**

**UNINSULATED LOW VOLTAGE ELECTRIC LINE IN A LOW BUSHFIRE RISK AREA**

Clause 25 – Graph 2



## UNINSULATED 66,000 VOLT ELECTRIC LINE IN A LOW BUSHFIRE RISK AREA & UNINSULATED ELECTRIC LINE IN A HAZARDOUS BUSHFIRE RISK AREA

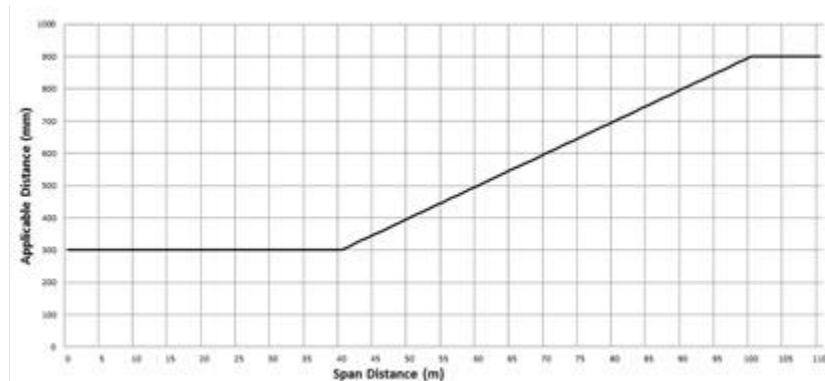
Clauses 27, 28 & 29 – Graphs 4,5 & 6



Note – all graphs represent the applicable distance for the middle two thirds of a span of an electric line.

### GRAPH 1 – INSULATED ELECTRIC LINES IN ALL AREAS

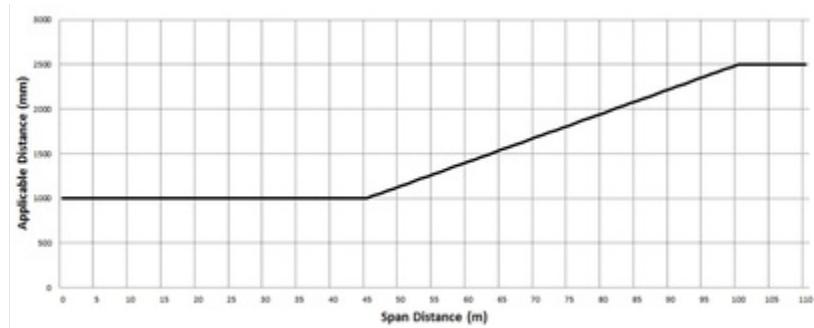
Clauses 3 & 24



### GRAPH 2 – UNINSULATED LOW VOLTAGE ELECTRIC LINE IN LOW BUSHFIRE RISK AREA

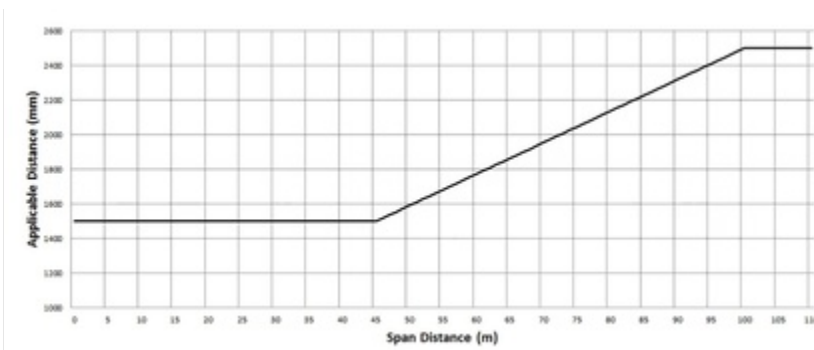


Clauses 3 & 25



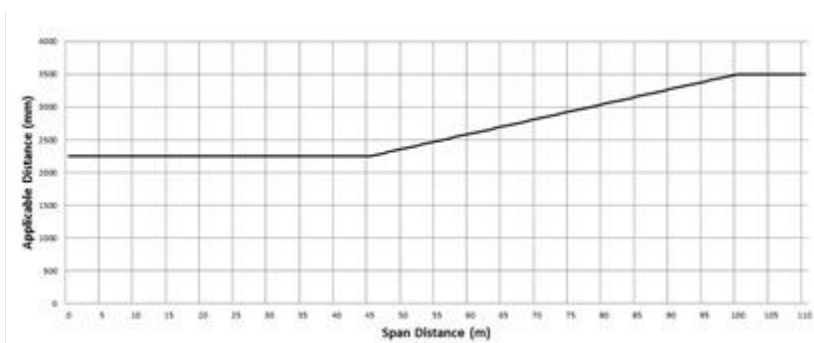
**GRAPH 3 – UNINSULATED HIGH VOLTAGE ELECTRIC LINE (OTHER THAN A 66,000 VOLT ELECTRIC LINE) IN LOW BUSHFIRE RISK AREA**

Clauses 3 & 26



**GRAPH 4 – UNINSULATED 66,000 VOLT ELECTRIC LINE IN LOW BUSHFIRE RISK AREA**

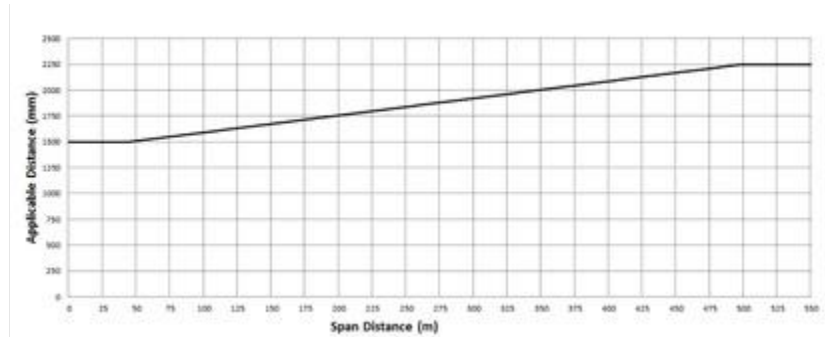
Clauses 3 & 27





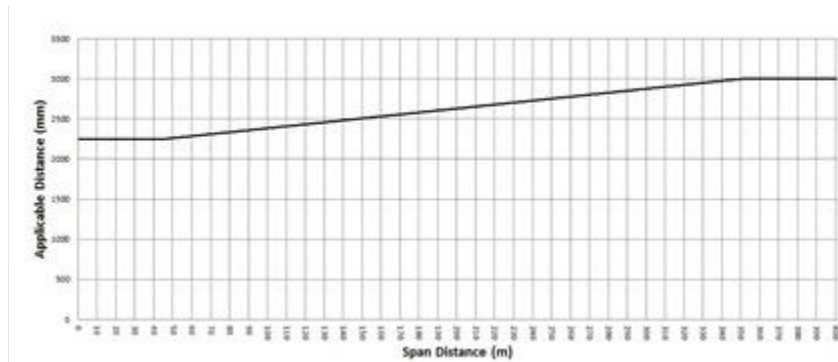
**GRAPH 5 – UNINSULATED LOW VOLTAGE AND HIGH VOLTAGE ELECTRIC LINE (OTHER THAN A 66,000 ELECTRIC LINE) IN HAZARDOUS BUSHFIRE RISK AREA**

Clauses 3 & 28



**GRAPH 6 – UNINSULATED 66,000 VOLT ELECTRIC LINE IN HAZARDOUS BUSHFIRE RISK AREA**

Clauses 3 & 29



## Appendix 8 – ELC Tree Cutting List

### Add tree to cutting list

#### Inspection boundaries

##### Stawell inspection boundary map

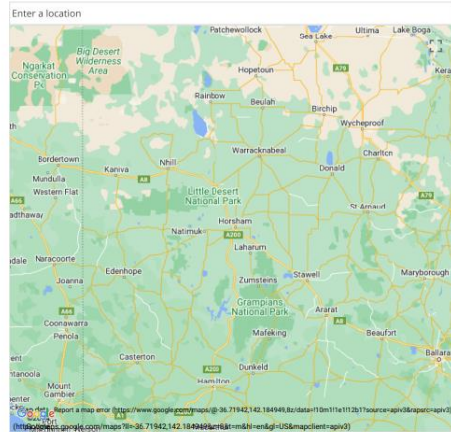
- Show
- Hide

##### St Arnaud inspection boundary map

- Show
- Hide

#### Location details

##### Choose Location



Location \*

Latitude	Longitude	Number	Road Name	Suburb
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### Conductor details

##### Type of conductor \*

- Low voltage
- High voltage
- Service line

#### Tree details

##### Tree type \*

##### Number of trees \*

#### Tree photo



#### Comments

## Appendix 9 – Standard Notice Commencement

### **ELECTRICAL LINE VEGETATION CLEARANCE WORKS**

Notice is hereby given by Northern Grampians Shire Council of pruning works to trees located on public land managed by Council to meet statutory vegetation clearance space requirements around electricity lines.

Council will be conducting tree pruning works within the declared areas of Stawell and St Arnaud.

The program will commence 14 days from the date of this notice and the program is to be completed within 60 days.

Council's Electrical Line Clearance Management Plan can be accessed via Council's website.

Should you require further information please contact the Coordinator Parks & Facilities on 5358 8700 during business hours 8.00am – 4.00pm, Monday – Friday.

**Brent McAlister**  
**CHIEF EXECUTIVE OFFICER**

## **Appendix 10 – Standard Notice Delayed Works**

### **ELECTRICAL LINE VEGETATION CLEARANCE WORKS**

Notice is hereby given by Northern Grampians Shire Council of pruning works to trees located on public land managed by Council to meet statutory vegetation clearance space requirements around electricity lines.

Council will be conducting tree pruning works within the declared areas of Stawell and St Arnaud.

The program will require an additional 60 days to be completed.

Council's Electrical Line Clearance Management Plan can be accessed via Council's website.

Should you require further information please contact the Coordinator Parks & Facilities on 5358 8700 during business hours 8.00am – 4.00pm, Monday – Friday.

**Brent McAlister**  
**CHIEF EXECUTIVE OFFICER**

## Appendix 11 – Nature Strip Tree Removal Notice



To The Owner/Occupier

### **Nature Strip Tree Removal Notice**

Council wishes to advise that the nature strip tree at XXXX has been scheduled for removal for the following reason:

- WATER MAIN/SEWER DAMAGE
- FOOTPATH/KERB DAMAGE
- IMPACTING ON RESIDENTS PROPERTY
- DANGEROUS TO PUBLIC SAFETY
- UNSUITABLE, POOR PERFORMING, REACHED THE END OF USEFUL LIFE
- INTERFERENCE WITH ELECTRICAL LINES
- INTERFERENCE WITH UNDERGROUND SERVICES
- UNSUITABLE SPECIES FOR THIS LOCATION
- UPGRADE STREET WORKS

The tree scheduled for removal is identified with a dot of pink paint on the trunk.

If you require any further information regarding this matter please contact me on 5358 8700 during office hours within 5 working days from the above date.

Yours faithfully

Kevin Rickard  
PARKS AND GARDENS TEAM LEADER STAWELL

 Northern Grampians Shire Council LIVE   WORK   INVEST   VISIT	<b>CONTACT US</b>	<b>CONNECT WITH US</b>
	<a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>	<a href="https://facebook.com/ngshire">facebook.com/ngshire</a>
	<a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a>	@ngshire
	(03) 5358 8700	@northerngampiansshire
	PO Box 580 Stawell VIC 3380	#ngshire #liveworkinvestvisit #wandervictoria

## Appendix 12 – Plant, Equipment & Task Induction Checklist

### PART B - PLANT, EQUIPMENT & TASK INDUCTION CHECKLIST

This Checklist (Part B) is to be used to induct employees on items of plant, equipment and task's.  
 You can find **who can induct** in the Depot shared drive folder (Plant & Equipment Training register)

**Task: Electrical Line Clearance Program**

**Electrical Line Clearance Management Plan Supplied: Yes**

1.	Allow the inductee to read through the current Electrical Line Vegetation Management Plan.	<input type="checkbox"/>
2.	Identify any changes to the plan from the previous year.	<input type="checkbox"/>
4.	Explain the implications of not following the plan.	<input type="checkbox"/>
5.	Explain the safety & environmental requirements of the task with the assistance of the Electrical Line Clearance Management Plan.	<input type="checkbox"/>
6.	Highlight to the inductee any trees of significance, indigenous or habitat importance that are identified on the cutting list.	<input type="checkbox"/>
7.	Has the inductee been inducted onto the high level SWMS for this task?	<input type="checkbox"/>
8.	Has the Inductee been inducted onto all the plant and equipment associated with the task?	<input type="checkbox"/>
9.	Has the inductee read the electrical safety rules for vegetation management work near overhead powerlines by non - electrical workers 2013?	<input type="checkbox"/>
10.	Does the inductee have all current RTO competencies required for the task?	<input type="checkbox"/>
11.	Does all plant and equipment being used for the task have the current testing certificates required to perform the task?	<input type="checkbox"/>
12.	Ask if there are any questions or areas that they would like answered or clarified.	<input type="checkbox"/>

Inductee : .....  
 (print name)

I acknowledge that I have received information, instruction and training in respect to a site induction and/or instruction and induction in the safe operation of the listed plant/task. I have been provided with a copy of the safe operating procedure and manufacturer's operating manual if applicable.

Signed: ..... Dated: / /2020

I: ..... find ..... competent to operate this piece of equipment & perform the task.

**Disclaimer : The person performing this induction is not responsible for any non compliance and or incidents after this induction has taken place.**

Supervisors Name: .....

Supervisors signature: .....

## Appendix 13 – ELC Worksite Audit

Audit Date	24/06/2020
Audit Location	Victoria Street stawell
Audit Type	Internal - NGSC employee
NGSC Employee	Anthony Holden
<b>Worksite Documentation Audit</b>	
Do All Onsite Workers Hold The Appropriate Tickets To Undertake The Works?	Yes
Is There A Current Weight Test Certificate For The EWP?	Yes
Is There A Current Electrical Testing Certificate For The EWP?	Yes
Is There An Appropriate Traffic Management Plan Onsite?	Yes
Is There An Appropriate SWMS Onsite?	Yes
<b>Worksite Operations Audit</b>	
Is All The Necessary Signage In Place?	Yes
Is Entry To The Worksite Restricted Appropriately?	Yes
Do All Onsite Workers Have Appropriate PPE?	Yes
Is The Safety Harness Being Used Correctly?	Yes
Is The Site Cleared Of Debris To A Safe Standard?	Yes
Is All Pruning Undertaken To Australian Standards?	Yes
General Worksite Inspection Comments:	Site audit checked appropriate documentation and signage ppe qualified personnel
<b>Step 2: Electric Line Clearance Inspections</b>	
<b>Audit List</b>	
Road 1	Victoria Street, Stawell
Road 2	Walker st, Stawell
Road 3	Williams street, Stawell
Road 4	Millet Street, St Arnaud
Road 5	Kings Avenue, St Arnaud
Road 6	Butcher Street, St Arnaud

### Electric Line Clearance Audit - 6 Of 6

Location	Butcher Street St Arnaud
Date	25/06/2020
Bushfire Risk	LBRA - low bushfire risk area
Line Voltage	Up to 22 KV
Span Length	Up to and including 45 meters
Pole Clearance Compliant	Yes
Span Clearance Compliant	Yes
Span Clearance Photo(S)	



## 16. Authorisation Page

Authorised by: Brent McAlister

Signed:  \_\_\_\_\_ Date: 5 March 2023

Chief Executive Officer  
Northern Grampians Shire Council