

# **Electric Line Clearance Management Plan**

2023-2024

#### **Document Control**

Electric Line Clearance Management Plan Document ID:

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1.2	20/3/2023	T. Rosenberg Asset Arborist	Appointment of Safety Observer 9(4)(p) Page. 36.	M. Goonan, Director Community & Infrastructure	8/06/2023	
1.3	20/3/2023	T. Rosenberg Asset Arborist	Added Safe Approach Distances 9(4)(p) Page. 38.	M. Goonan, Director Community & Infrastructure	8/06/2023	
1.4	20/3/2023	T. Rosenberg Asset Arborist	Update Appendix A. "organisational structure of persons responsible for the ELCMP" Page. 48.	M. Goonan, Director Community & Infrastructure	8/06/2023	
2.0	20/3/2023	T. Rosenberg Asset Arborist	Updated "other staff involved in ELCMP" List Page. 49.	M. Goonan, Director Community & Infrastructure	8/06/2023	

Date: 8/6/2023 Authorised by:

Marcus Goonan

**DIRECTOR- COMMUNITY & INFRASTRUCTURE** 

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#### **Definitions**

AS4373-2007 Australian Standard- Pruning of amenity trees, as published or

amended from time to time.

CFA Country Fire Authority.

Council In this document 'Council' refers to the Rural City of Wangaratta.

power lines.

ELCMP Electric Line Clearance Management Plan (this document).

EVC Ecological Vegetation Class.

HBRA Hazardous Bushfire Risk Area.

LBRA Low Bushfire Risk Area.

NECCI North East Councils Contractor Induction.

RP A RP or organisation required to keep vegetation clear of electric

lines under sections 84, 84C & 84D of the Act.

SAD'S Safe approach distances

Sag Refers to the vertical displacement of an electric line cable below

the point at which the cable is attached.

SOP Safe Operating Procedures.

Suitably Qualified Arborist A person (or persons) within the organisation holding

qualifications required to fulfil duties of Hazard Tree assessment and advice; significant or important tree assessment and advice; and at least 3 years field experience assessing trees. Refer Training Matrix 9(4)(p), pg.32-38 for specified minimum

qualifications.

Sway Refers to the horizontal displacement of an electric line cable.

SWMS Safe Work Method Statements.

The Act Refers to the *Electricity Safety Act 1998*.

The Code Refers to the prescribed Code of Practice and related provisions

under the Electricity Safety (Electric Line Clearance) Regulations

2020.

The Regulations Refers to the Electricity Safety (Electric Line Clearance)

Regulations 2020.

VFRR-B Victorian Fire Risk Register- Bushfire.

by, or information from, the Governor of Victoria, Government

Authorities, Government Departments, Local Councils,

companies and individuals.

## PRESCRIBED CODE OF PRACTICE AND RELATED PROVISIONS

Part 2 Electricity Safety (Electric Line Clearance) Regulations 2020

Electric Line Clearance Regulations 2020

#### 9(2) Preparation of the Plan

## Before 31 March in each year, a RP must ensure that a management plan relating to compliance with the Code for next financial year is prepared

The Electric Line Clearance Management Plan (ELCMP) ensures the Rural City of Wangaratta continues to improve its practices in maintaining compliance with the *Electricity Safety Act 1998* and for the management of vegetation surrounding powerlines within its declared area, which it is responsible for.

Compliance and the effectiveness of the ELCMP is regularly reviewed at a quarterly, topic focused Tree Meeting. The purpose of the Tree Meeting is to discuss any practical and procedural issues that arise in the maintenance of Council managed trees. This includes the clearance of vegetation from electric lines. Any alterations or improvements to current practices is noted in the meeting minutes and included in the amended ELCMP in preparation for submission in the next financial year.

The formal review of the ELCMP is conducted prior to March 31<sup>st</sup> each year and updated for the subsequent financial year. During this process the following are revised:

- The relevant Regulations, Codes and Standards are updated to the latest version
- Any internal processes and procedures are updated to ensure compliance with any regulatory changes
- Council's performance in maintaining compliance during the previous year
- Any changes required to improve performance.

After the formal review and amendment process has been completed, authorisation is required from the **Director of Community & Infrastructure**. The authorised ELCMP is required to be available on Councils Website from 1<sup>st</sup> July annually.

It is the responsibility of the **Asset Officer- Arborist** to ensure the ELCMP has been authorised and that the most recent versions are available with superseded documents removed.

Council's **Governance Officer** receives notification of any changes to the relevant Acts, Regulations, Codes and Standards through SAI Global subscriptions. Any updates resulting from change prompts the review of Council documents that may be affected by such changes.

## Prescribed Code of Practice and related provisions Electric Line Clearance Regulations 2020

#### **Relevant Documents reviewed**

Acts	
Aboriginal Heritage Act 2006 and 2016 amendment	Provides for the protection of Aboriginal cultural heritage in Victoria.
Electricity Safety Act 1998	Makes further provision to the safety of electricity supply and use, the reliability and security of electricity supply, and the efficiency of electrical equipment.
Flora and Fauna Guarantee Act 1988	Establishes a legal and administrative structure to enable the protection and conservation of Victoria's native flora and fauna.
Occupational Health and Safety Act 2004	Creates a legislative framework to give effect to securing the health, safety and welfare of employees and other persons at work.
Planning and Environment Act 1987	Establishes a legal and administrative structure to enable and promote the conservation of Victoria's native flora and fauna.
Road Management Act 2004	Provides a statutory framework for the management of the road network and its various facilities.
Road Safety Act 1986	Sets out the general obligations of road users to provide for safe, efficient and equitable road use.
Regulations	
Aboriginal Heritage Regulations 2018	Specifies the circumstances in which a cultural heritage management plan is required and the areas of cultural sensitivity.
Electricity Safety (Bushfire Mitigation) Regulations 2013	Makes provision for the preparation of bushfire mitigation plans and the inspection of overhear electric lines and network supplies.
Electricity Safety (Electric Line Clearance) Regulations 2020	To prescribe the standards and practices to be observed in tree cutting/removal in the vicinity of electric lines and keeping trees clear of the lines.
Electricity Safety (General) Regulations 2019	To describe the requirements for the installation, testing and inspection of electrical installation work.
Flora and Fauna Guarantee Regulations 2020	Specifies the criteria for determining if a taxon or community or potentially threatening process is eligible to be listed under the Act.
Occupational Health and Safety Regulations 2017	Provides for the health and safety in relation to workplaces and hazards, activities and things at workplaces
Planning and Environment Regulations 2015	Prescribes the manner and form for the application and recording and approval for permits under the Act.

Electric Line Clearance Regulations 2020

Standards	
AS 4373-2007 Pruning of Amenity Trees	Provides a guide defining uniform tree pruning procedures and practices in order to minimise the adverse or negative impact of pruning on trees.
AS 2303-2018 Tree stock for landscape use	Specifies tree stock for landscape use with criteria enabling quality tree stock to be identified for landscape use.

This document will be submitted to Energy Safe Victoria within 14 workings days by the RP, should this be requested.

It is the responsibility of Council's **Asset Officer- Arborist** to ensure that the Plan has been reviewed, updated, authorised and the latest version made available on the Council website at <a href="https://www.wangaratta.vic.gov.au">www.wangaratta.vic.gov.au</a> prior to 31 March each year

An Organisational Structure detailing the persons involved in the review and approval process for the ELCMP is available in **Appendix A**.

Electric Line Clearance Regulations 2020

#### 9(4)(a) RP details

#### Name, address and telephone number of the RP

Name:	Rural City of Wangaratta
Address:	62-68 Ovens Street
	PO Box 238
	WANGARATTA VIC 3676
Telephone No.:	(03) 5722 0888
Facsimile No.:	(03) 5721 9526
Name of Chief Executive Officer:	Brendan McGrath

#### 9(4)(b) Individual responsible for the preparation of the Plan

Name, Position and telephone number of the individual who was responsible for the preparation of the management plan

Name:	Marcus Goonan
Position:	Director- Community and Infrastructure
Business Address:	62-68 Ovens Street
	PO Box 238
	WANGARATTA VIC 3676
Telephone No.:	(03) 5722 0888
Email Address:	m.goonan@wangaratta.vic.gov.au

#### 9(4)(c) Persons responsible for carrying out the Plan

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

Name:	Tim Rosenberg
Position:	Asset Officer- Arborist
Business Address:	62-68 Ovens Street
	PO Box 238
	WANGARATTA VIC 3676
Telephone No.:	(03) 5722 0888
Email Address:	t.rosenberg@wangaratta.vic.gov.au

Electric Line Clearance Regulations 2020

#### 9(4)(d) Emergency contacts

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 RP is required to keep clear of trees

Emergency Telephone No.:		
Rural City of Wangaratta	Emergency after-hours assistance	03 5722 0888
AusNet		
	OFOT	40.47.00
Emergency No.	CEOT	13 17 99
Hazard Trees	Peter Scotto	0408 403 749
General Enquiries	Spencer Few	(03) 9238 6353
		0439 563 262

Electric Line Clearance Regulations 2020

#### 9(4)(e) Objectives of the Plan

The following are identified as the key objectives of this plan in fulfilling the municipality's stated duties as specified in the *Electricity Safety (Electric Line Clearance) Regulations 2020* and associated *Code of Practice for Electric Line Clearance* (The Code). Under Subdivision 1 of Division 2 of Part 8 of the *Electricity Safety Act 1998* (The Act) states that "A Council responsible for the management of public land in an area of land declared under section 81 is responsible for the keeping of the whole or any part of a tree situated on that land clear of an electric line that is not a private electric line." This Plan provides the Rural City of Wangaratta a basis to improve upon vegetation clearance practices and fulfil their obligations to:

- A commitment to Public Safety
- A commitment to Electrical Safety through compliance with the Electricity Safety (Electric Line Clearance) Regulations 2020
- Minimise fire risks associated with vegetation contact with electric lines
- Assist in maintaining a safe and reliable energy supply
- Protect important vegetation which may be deemed as such on a basis of those areas containing botanically, historically or culturally important vegetation or vegetation of outstanding aesthetic or ecological significance, and/or the habitat of rare or endangered species
- Managing vegetation to maximise the amenity value of the Rural City of Wangaratta's trees
- Providing a safe working place for employees and contractors
- Community satisfaction with the manner in which necessary works are carried out.

Commitment to these objectives is provided through Council's Tree Management Plan and the implementation of any resulting identified actions including:

- Annual inspection of all vegetation in the vicinity of electric lines that are the responsibility of Council
- Training of staff required to perform vegetation clearance, see paragraph 9(4)(p)
- Annual review of Council's Safe Operating Procedures (SOP's) and the use of Safe Work Method Statements (SWMS)
- Contractor induction through the North East Council Contractor Induction (NECCI) program
- Ensuring contractors have appropriate qualifications, training, experience, insurances and procedures in place
- Pruning is undertaken in accordance with AS4373-2007 Pruning of Amenity trees as a minimum
- Clear identification of important vegetation through Council's internal database, heritage studies and community consultation
- Implementation of the inspection frequency and maintenance schedules as identified in Councils Tree Management Plan
- Compliance to these commitments will be determined through regular audits conducted by an arborist with the required qualifications as specified in paragraph 9(4)(p).

Electric Line Clearance Regulations 2020

#### 9(4)(f) The land to which the management plan applies

#### With the inclusion of a map

The declared area is defined as the town boundaries in the Victorian Government Gazette, No. 96-12 November 1986, pages 4354-4356. This area consists primarily of the township of Wangaratta but excludes some of the newer estate areas.

A map defining the declared area (Appendix B) has been supplied by Energy Safe Victoria.

#### 9(4)(g) HBRA and LBRA referred to in 9(4)(f)

#### With the inclusion of a map

The most recent version of the Hazardous Bushfire Risk Areas (HBRA) and Low Bushfire Risk Areas (LBRA) areas are provided in **Appendix C** as obtained and updated from the Country Fire Authority (CFA). The Bushfire Risk Area maps are developed by the CFA through consultation with representatives from local government, fire services, public land managers, utilities and community groups. The maps identify those assets at risk from bushfire and the level of associated risks. Both Hazardous and Low Bushfire Risk Areas have been identified within the declared area. Council liaises with the CFA via its **Emergency Management Coordinator**. This Officer has regular contact with CFA and other Emergency Service representatives and is informed of any changes to the boundaries of the Hazardous Bushfire Risk Area prior to the completion of the annual ELCMP. Council is currently in the process of further formalising these emergency service contacts for the purpose of the ELCMP.

The number of spans within the declared area have not been calculated to date. Their locations can be found in **Appendix D**.

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#### 9(4)(h) Location of trees that are-

The location of each area that the RP knows contains a tree that the RP may need to cut or remove to ensure compliance with the code and that is:

#### (i) <u>Indigenous to Victoria</u>

Native trees in this context are considered to be indigenous and naturally occur in the district of Wangaratta and is inclusive of remnant vegetation. Wangaratta city (the declared area) is located in the Victorian Riverina Bioregion, which is then divided into Ecological Vegetation Classes (EVC's), composed of unique flora, fauna and habitat communities. These EVC's are used to determine the tree species that could be considered native for that area. Five primary EVC's are represented within Council's declared area. The Department of Environment, Land, Water and Planning has available to the public a programme called NatureKit that provides an EVC map on its website-<a href="https://www.environment.vic.gov.au/biodiversity/naturekit">www.environment.vic.gov.au/biodiversity/naturekit</a> . This programme has been used to determine the EVC's and possible native tree species. A map displaying the EVC's is included in **Appendix E.** 

From the five EVC's, the following trees within the declared area are considered native, and *may* be impacted by electric line clearance activities (large shrubs have not been listed);

EVC	Large tree species
Plains Woodland	Allocasurina luehmannii
EVC 803	Eucalyptus camaldulensis
	Eucalyptus largiflorens
	Eucalyptus leucoxylon
	Eucalyptus melliodora
	Eucalyptus microcarpa
Creek line Grassy Woodland	Acacia dealbata
EVC 68	Acacia melanoxylon
	Eucalyptus camaldulensis
Plains Grassy Woodland	Eucalyptus camaldulensis
EVC 55	Eucalyptus melliodora
Riverina Plains Grassy Woodland	Allocasurina luehmannii
EVC 55_62	Eucalyptus camaldulensis
	Eucalyptus largiflorens
	Eucalyptus leucoxylon
	Eucalyptus melliodora
	Eucalyptus microcarpa
Floodplain Riparian Woodland	Acacia dealbata
EVC 56	Eucalyptus camaldulensis
	Eucalyptus melliodora

At present there are 147 indigenous trees of the species listed affected by electric line clearance activities. **Appendix F** is a map locating all *Eucalyptus* species within Wangaratta.

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The information contained within the NatureKit map is the responsibility of DELWP. Council's **Asset Officer- Arborist** is responsible for maintaining and updating the Council's tree asset register. This asset register was last updated in 2017.

#### (ii) Listed in a planning scheme to be of ecological, historical or aesthetic significance

The Rural City of Wangaratta has many historically significant heritage areas, this is reflected in the Heritage Overlay schedules within the *Planning and Environment Regulations 2015*. The location of all Heritage Overlays are available to the public through VicPlan- <a href="https://mapshare.vic.gov.au/vicplan">https://mapshare.vic.gov.au/vicplan</a>.

Several of the Heritage Overlays include tree controls and a permit is required to remove, destroy or lop a tree in these areas. There are exemptions to this if a) the tree presents an imminent risk of injury to persons or property and; b) for any actions necessary to keep the whole or part of a tree clear of an electric line, provided it is done in accordance with Section 86 of the *Electricity Safety Act 1998*.

The entire Planning Scheme for Wangaratta is available from: <a href="http://planningschemes.dpcd.vic.gov.au">http://planningschemes.dpcd.vic.gov.au</a>

Section 40 (Overlays) Clause 43.01 of the Planning Scheme identifies which Overlays involve tree controls. **Appendix G** includes a map of Council managed trees located in Heritage Overlays with tree controls. Individual trees impacted by the clearance of electric lines have not been individually identified.

In 2004 Council undertook a Heritage Study that recognized places of post-contact cultural heritage significance. The documentation for each place is recorded in HERMES (Heritage Management Electronic System) database that is owned and managed by Heritage Victoria. This study also covered trees that may not be incorporated within a Heritage Overlay, including trees on historically significant private properties. The original Rural City of Wangaratta Heritage Study and a review completed in 2015 is available in the Heritage and Planning section of Council's website: <a href="http://www.wangaratta.vic.gov.au">http://www.wangaratta.vic.gov.au</a>

At present the following trees of significance *may* be impacted by electric line clearance programs (an accurate and conclusive list is yet to be compiled; this list has been developed from aerial mapping):

- Holy Trinity Anglican Cathedral, Docker Street (Study item 011);
- Trees along the edge of King George V Memorial Gardens (Study item 221);
- Gardens at 8 Mepunga Avenue (Study item 253);
- Wareena Park and trees, Swan Street (Study item 257);
- Avenue of Oak, Ash and Elm trees, Phillipson Street (Study item 279);
- Trees located at the War Memorial Garden (Study item 370);
- Row of Paperbark trees, College Street (Study item 418);
- Street Trees, Ryan Avenue Precinct (Study item 467);
- Street Trees, Crisp Street (Study item 627).

In some locations a Vegetation Protection Overlay (VPO) may apply. A VPO will protect areas of significant vegetation to minimise loss and preserve existing trees. There are no Vegetation Protection Overlays within the declared area.

Council's **Asset Officer- Arborist** is responsible for maintaining and updating the tree asset register and any relevant additions as determined by Councils' **Heritage Advisor**. This asset register is currently in the process of being updated to reflect any trees of significance.

Electric Line Clearance Regulations 2020

#### (iii) A tree of cultural or environmental significance

The Rural City of Wangaratta is currently in the process of conducting a study to document the locations and types of Aboriginal cultural heritage. The Pangerang Aboriginal Nation are the traditional owners of the area surrounding Wangaratta and will be assisting in the verification of sites.

Under Part 2, Division 3 of the *Aboriginal Heritage Regulations 2007*, any land within 50 meters of a registered cultural site or 200 meters of a present or past waterway is considered an area of cultural sensitivity. Due to Wangaratta's location on the meeting points of the Ovens and King Rivers and One Mile Creek and Three Mile Creek, areas of cultural sensitivity encompass a large extent of the urban area. Maps of these areas are shown in **Appendix H.** This information is revised quarterly. Alternatively, this information is available to the public through Planning Maps Online-<a href="https://mapshare.vic.gov.au/vicplan">https://mapshare.vic.gov.au/vicplan</a>.

At present, there are no known trees of cultural significance impacted by routine electrical line clearance works within the declared area. In general, information regarding the location of Aboriginal cultural artefacts is of a sensitive nature and can only be accessed by registered users through the Victorian Aboriginal Heritage Register.

Trees of environmental significance in this context are considered to be those listed on the Advisory List of Rare or Threatened Plants in Victoria or provide habitat for fauna listed on the Advisory List of Threatened Vertebrate or Invertebrate Fauna in Victoria.

Threatened Flora within the declared area include:

Herbs	- Caesia parviflora var. vittate (Pale Grass-lily)
	- Cuscuta australis (Australian Dodder)
	- Diuris behrii (Golden Cowslip)
	- Diuris punctata (Purple Diuris)
	- Goodenia macbarronii (Narrow Goodenia)
	- Hypsela tridens (Hypsela)
	- Swainsona recta (Small purple-pea)
	- Verbena officinalis var. Africana (Inland Verbina)
Shrubs	- Acacia triptera (Spur-wing Wattle)
	- Pultenaea foliolosa (Soft bush pea)
Trees	- Santalum lanceolatum (Northern Sandalwood)

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Threatened Fauna within the declared area include:

Amphibians	<ul> <li>Litoria raniformis (Growling Grass Frog)</li> <li>Pseudophryne bibronii (Bibron's Toadlet)</li> </ul>
Reptiles	<ul> <li>Chelodina longicollis (Eastern Snake-necked Turtle)</li> <li>Emydura macquarii (Murray River Turtle)</li> <li>Morelia spilota metcalfei (Carpet Python)</li> </ul>
Birds	- Alcedo azurea (Azure Kingfisher) - Anas rhynchotis (Australasian Shoveler) - Anthochaera phrygia (Regent Honeyeater) - Ardea intermedia (Intermediate Egret) - Ardea modesta (Eastern Great Egret) - Aythya australis (Hardhead) - Biziura lobate (Musk Duck) - Botautus poiciloptilus (Australasian Bittern) - Burhinus grallarius (Bush Sone-Curlew) - Calyptorhynchus lathami lathami (Glossy Black Cockatoo) - Chlidonias hybridus javanicus (Whiskered tern) - Climacteris picumnus victoriae (Brown Tree-Creeper) - Falco subniger (Black Falcon) - Geopelia cuneata (Diamond Dove) - Haliaeetus leucogaster (White-bellied Sea-eagle) - Hirundapus caudacutus (White-throated Needletail) - Lathamus discolour (Swift Parrot) - Neophema pulchella (Turqhoise Parrot) - Ninox connivens connivens (Barking Owl) - Ninox strenua (Powerful Owl) - Nycticorax caledonicus (Nankeen Night-Heron) - Oxyura australis (Blue-billed Duck) - Phalacrocorax varius (Pied Cormorant) - Platalea regia (Royal Spoonbill) - Polytelis swainsonii (Superb Parrot) - Pomatostomus temporalis temporalis (Grey-crowned Babbler) - Stagonopleura guttata (Diamond Firetail) - Stictonetta naevosa (Freckled Duck) - Turnix velox (Little Button-quail)
Fish	<ul> <li>Maccullochella maquariensis (Trout Cod)</li> <li>Maccullochella peelii (Murray Cod)</li> <li>Macquaria ambigua (Golden Perch)</li> <li>Macquaria australasica (Macquarie Perch)</li> </ul>
Mammals	<ul> <li>Petaurus norfolcensis (Squirrel Glider)</li> <li>Pteropus poliocephalus (Grey-headed Flying-fox)</li> </ul>

The presence of these threatened species within the declared area has been determined from the interactive online mapping system, NatureKit 2.0. This program displays locations of Threatened Flora and Fauna that have been reported via the Victorian Biodiversity Atlas. Both initiatives are supported by and provided on the DEECA website.

#### https://www.environment.vic.gov.au/

The information contained within the Victorian Biodiversity Atlas and NatureKit is the responsibility of DEECA.

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#### 9(4)(i) Identification of trees

The means which the RP is required to use to identify a tree specified in paragraph (h)

Trees can be identified by the following resources.

	Resource	Public Accessibility
Native Trees	<ul> <li>Department of Environment, Land, Water and Planning- NatureKit (Victorian Biodiversity Atlas);</li> </ul>	https://www.environment.vic.gov.au
	<ul> <li>Ecological Vegetation Class Benchmarks of the Victorian Riverina Bioregion;</li> </ul>	
Trees of ecological,	<ul> <li>Heritage Overlays available from Planning maps online at;</li> </ul>	https://mapshare.vic.gov.au/vicplan
historical or aesthetic significance	<ul> <li>Rural City of Wangaratta</li> <li>Heritage Study available from Council's website;</li> </ul>	www.wangaratta.vic.gov.au
	<ul> <li>Victorian Heritage Database;</li> </ul>	http://heritagecouncil.vic.gov.au
	<ul> <li>National Trust Register;</li> </ul>	www.nationaltrust.org.au
Trees of cultural or environmental	<ul> <li>Victorian Aboriginal Heritage Register;</li> </ul>	https://www.aboriginalheritagecou ncil.vic.gov.au
significance	<ul> <li>Areas of Cultural Sensitivity available from Planning Maps Online;</li> </ul>	https://mapshare.vic.gov.au/vicplan
	<ul> <li>Vegetation Protection Overlay available from Planning Maps Online;</li> </ul>	
	<ul> <li>Advisory Lists for;</li> <li>Rare or Threatened Plants in Victoria;</li> <li>Threatened Vertebrate Fauna;</li> <li>Threatened Invertebrate Fauna.</li> </ul>	https://www.environment.vic.gov.au/

These resources are reviewed annually and updated prior to the completion of the ELCMP before March 31st each year.

Before electric line clearance works, tree management personnel are made aware of the known locations of the trees listed in **paragraph 9(4)(h)** either internally through their onsite inductions, or externally through the contractor engagement process.

Council's **Natural Resource Management Coordinator** is made aware of any trees that may be listed as native and/or of cultural or environmental significance that require pruning or removal for the purpose of electric line clearance. The **Natural Resource Management Coordinator** will determine if the tree is covered by an exemption under Clauses 52.16, 52.17 or 52.48 of the Wangaratta Planning Scheme. If the tree is not, a permit may be required prior to pruning or removal works. The complete Wangaratta Planning Scheme is available from Planning Schemes Online: <a href="http://planningschemes.dpcd.vic.gov.au">http://planningschemes.dpcd.vic.gov.au</a>

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Trees located within a Heritage Overlay requiring works are checked by the **Asset Officer-Arborist** for any relevant tree controls. If tree controls apply, Council's **Heritage Advisor** is consulted prior to the submission of a permit application.

Any tree identified in **paragraph 9(4)(h)** that requires removal is also subjected to the appropriate level of community consultation as covered in **paragraph 9(4)(q)**.

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#### 9(4)(j) Management procedures for compliance

The management procedures that the RP is required to adopt to ensure compliance with the Code, which must:

#### (i) Maintaining minimum clearance

Include details of the methods to be adopted for managing trees and maintaining a minimum clearance space as required by the Code

Council trees that are impacted by powerlines are inspected twice yearly. The primary audit is conducted in early to mid-winter. The timing of the primary inspection is to enable sufficient time for any clearance works required prior to spring growth. This limits the time fresh wounds are exposed and assists in minimising the impact to tree health. Trees within the declared zone requiring clearance works are forwarded to a **Contractor** to complete.

A second yearly inspection is undertaken to ensure initial work requests have been completed and record any excessive growth prior to the summer period. This is to ensure compliance for the duration of the declared fire danger period. These works may be completed by **Field Services** or a **Contractor.** 

Should it be determined that a period of excessive tree growth has occurred following the pre-summer inspection, an additional informal audit may be deemed necessary. This audit will consist of a drive-by inspection targeting trees in the vicinity of HV electric lines and all lines in HBRA. Only trees requiring works will be noted.

Guidance for prioritising clearance works will be provided from audits through the following categories.

			Response times				
Priority	Code	Description	fire d	declared anger riod	After declared fire danger period		
			LBRA	HBRA	LBRA	HBRA	
1	Touch LV	Tree/s are touching LV electric line	2 months	2 months	2 weeks	1 week	
	Touch HV	Tree/s are touching HV electric line	Engage live lines personnel			nel	
2	Encroach LV	Encroaching LV Clearance Space	3 months	3 months	1 month	1 week	
2	Encroach HV	Encroaching HV Clearance Space	3 months	3 months	3 weeks	1 week	
3	Encroach IN 6	Tree may begin to encroach clearance space within next 6 months.  Monitor tree.	6 months				
4	Remove	Tree to be scheduled for removal based on a 2, 5 or 10 year plan	2, 5 or 10 years				

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Zones that encompass Hazardous Bushfire Risk Areas (HBRA) receive first precedence for any priority 1 and 2 clearance works.

The Primary inspection will identify trees that;

- are touching the powerlines;
- are encroaching into the clearance space;
- are likely to encroach within 6 months;
- may require additional clearances due to changes in bushfire risk classification;
- may pose other hazards.

A second inspection prior to the declared high bushfire risk season will be conducted to further ensure;

- adequate clearance spaces have been provided;
- pruning quality complies with AS4373;
- record regrowth that will require correction;
- clearance zones will not be encroached for the declared high bushfire risk season.

Requests for clearance forwarded on from **AusNet** will also be considered for follow up inspections, as will the inspection of potential encroachment or contact issues reported by the public.

**Appendix D** demonstrates the locations of the trees in reference to overhead electric lines. There are approximately 3470 trees impacted by clearance works with in the declared area.

All trees in the vicinity of electric lines are inspected and pruned according to zones (**Appendix J**) to maximise the efficient use of time. To ensure consistency across the organisation, inspection and pruning zones are the same as those for roads inspections. Council currently utilises Technology One Mobility software to schedule and facilitate the recording of inspections for Council's tree assets. Information gathered through mobile inspections is recorded against the tree asset in the Technology One Asset Register which is fully integrated with Council's corporate spatial system. It is anticipated that in viewing data spatially, GIS will allow for clearer data analysis of the various tree species and their suitability for planting below powerlines.

Drive-by inspections to determine clearances will be undertaken internally by the **Asset Officer-Arborist** and when required by the **Supervisor- Arboriculture.** Both these positions require the minimum qualifications as outlined in **paragraph 9(4)(p)**. The same level of qualifications applies to any external contractors performing this role.

On inspection completion, a Works Order is generated, and the relevant data is extracted and forwarded to a **Contractor**. Once confirmation has been received that the **Contractor** has completed the works, the Works Order is then closed, and a history of works is recorded in the Technology One tree asset register. Council is currently investigating a more efficient process that will allow contractors to close Works Orders as they are completed in the field.

A second inspection undertaken prior to the declared high bushfire risk season confirms that the work has been completed satisfactorily.

Any reports for vegetation clearance that are received from the public or **AusNet** are entered into the Customer Request Management System (CRMS). A Works Order is then created through the Technology One system and the necessary works are undertaken

**Appendix K** demonstrates the flow of work for internal Works Orders. The flow of external requests is shown in **Appendix L**.

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In February 2018, Council adopted its Tree Management Plan. This document expanded on several actions identified in the 2016 Tree Management Strategy. The Tree Management Plan assists Council in complying with the necessary Regulations by;

- Stating Councils risk management processes;
- Establishing reactive response times;
- Establishing inspection types and frequency;
- Outlining procedures for tree removal, planting, protection and the management of significant trees; and
- Community consultation and notification processes.

Further work is required to develop a list of suitable species for tree planting and in the implementation of mobile work orders and maintenance schedules.

Contractors that are engaged to undertake inspection or clearance works on behalf of the Rural City of Wangaratta are required to comply with the minimum qualifications, as outlined in **paragraph 9(4)(p)**, for all staff on-site. Contractors are required to complete an online Contractor Induction through the North East Council Contractor Induction (NECCI) program. Contractors will be engaged to complete the bulk of clearance works in July/August each year.

Consultation is regularly undertaken with **AusNet** to maintain open communication and discuss clearance issues regarding the following:

- Scheduled works near low and high voltage lines;
- Requesting of assistance for suppressions and shutdowns;
- Clarification of declared area responsibilities;
- Changes to Regulations;
- Urgent or non-compliant works;
- Prior to the completion of each ELCMP;
- Other issues as they arise.

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#### (ii) Additional sag and sway allowances

Specify the method for determining a minimum clearance space in accordance with Division 1 of Part 3 of the Code (incorporating Reg. 9(4) and Sch. 21)

## A) Must specify the method for determining an additional distance that allows for conductor sag and sway-

Additional clearances for sag and sway will be required in accordance with the *Electricity Safety* (*Electric Line Clearance*) Regulations 2020.

#### **LBRA**

- For Spans > 100m in LBRA an additional distance is to be added for sag and sway
- Council will seek assistance from the network distributor (AusNet Services) to determine minimum clearance requirements for spans > 100m.
- Contact will be made with the AusNet ORP Liaison Officer (see Appendix A for contact details).

#### **HBRA**

- For Spans > 45m in HBRA an additional distance is to be added for sag and sway
- Council will seek assistance from the network distributor (AusNet Services) to determine minimum clearance requirements for spans > 45m.
- Contact will be made with the AusNet ORP Liaison Officer (see Appendix A for contact details).

To date, Council have not been able to source any records that may have been retained regarding the measuring of span length and the calculating of additional sag and sway requirements. This will be actioned once sufficient resources to do so can be allocated.

Council will refer to graphs 2, 3 and 4 of Schedule 2 of the Regulations (**Appendix M**) to confirm extra clearance requirements.

Once span length has been recorded, the data will be entered into Councils Record Management System and be retained for the duration of 7 years.

## B) May provide for different additional distances to be determined for different parts of an electric line span-

Council refers to Schedule 2 of the Code to determine additional distances required for different parts of an electric line span.

Where it has been determined that additional clearance is required for individual trees, this information will be recorded against the tree asset in Technology One for future reference. This will ensure any **Contractor** completing works is aware of the additional requirements.

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#### 9(4)(k) AS 4373 compliance

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 (incorporating Sch. 9)

All tree pruning works must, as far as reasonably practicable, comply with AS4373. In this instance, 'as far as reasonably practicable' in reference to AS4373 means that which is, or was at a particular time, reasonably able to be done to ensure that the trees health, safety and amenity are not compromised. This assessment of 'reasonably practicable' will consider hazard reduction of works, habitat, tree species, age and condition, location, timing of works and if the tree is one listed in paragraph 9(4)(h).

Council has access to the most recent version of AS4373 through subscription to SIA Global. Council's **Governance Officer** receives notifications of any changes and informs the **Asset Officer-Arborist** who will make the relevant changes to the impacted documents and procedures. In addition, the **Asset Officer- Arborist** will further provide information and support to the **Supervisor-Arboriculture** and other tree works personnel.

Where pruning to the Standards would result in;

- A safety risk to the workers performing vegetation clearance;
- A breach in the safe approach distances;
- Potential safety risk to the public;
- Minimal mitigation of fire risk; or
- Unacceptable damage to the amenity and structural integrity of the tree;

alternative methods to assist in complying with AS4373 may need to be considered.

Both short- and long-term solutions are investigated when an alternative may be required.

#### **Short-term:**

- Request for assistance from the Distribution Business, including,
  - suppression,
  - o shut-down or
  - o live- linesmen to complete clearance;
- Submitting an exemption application for specific locations;
- Increased inspection and pruning cycles;
- Tree removal and replacement with a suitable alternative;
- Tree removal with no replacement.

#### Long-term:

- Installation of Aerial Bundle Cabling (ABC);
- Request for alternative cross-arm configurations;
- Underground cabling.

Where alternative methods are to be implemented, including tree removal, notification will be provided to any affected persons no less than 14 business days prior to works except when emergency works are deemed necessary. Further community consultation opportunities will be provided where removal works are to be completed on multiple trees in the one street, when removal works affect a tree listed in **paragraph 9(4)(h)** or an alternative long-term solution is being investigated.

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Tree workers shall only undertake activities for which they have been trained, assessed and deemed competent to enable them to perform safely. They should comply with the minimum qualifications as outlines in **paragraph 9(4)(p)** and hold appropriate certificates for both themselves and their equipment that legally entitles them to undertake the work. Part of this training will include an awareness of the appropriate AS4373 Standard and applies to both internal and external staff engaged in vegetation clearances. It has been recognised that the development of a tree induction for all contractors working in the vicinity of trees should be completed to ensure they are aware of their responsibilities. Identification of contractor qualifications is presently undertaken as part of the contractor engagement process; it is expected that a level of understanding of AS4373 is part of the selection criteria.

Only equipment, tools and personal protective equipment (PPE) that has been deemed appropriate for vegetation clearance of power lines shall be used. Energy Safe Victoria's document, *Electrical Safety Rules for Vegetation Management Work Near Overhead Power lines by Non-Electrical Workers* has been used to provide guidance. Council uses the 'Hierarchy of Control' (**Appendix N**) to assist in selecting the appropriate plant and equipment for all purposes, including vegetation clearance of electric lines.

Compliance to AS4373 Standards will be determined through the inspection conducted prior to the declared bushfire risk period by the **Asset Officer- Arborist** or **Supervisor- Arboriculture**. Should results be unsatisfactory, this will be indicated and remedial or corrective works to rectify any non-compliance will be undertaken as soon as practical.

Should non-compliance to AS4373 be identified on multiple occasions without reasonable justification, training refreshers will be investigated for internal staff responsible for pruning trees. Contractors that do not comply with AS4373 will be requested to provide evidence of refresher training and/or demonstrate an understanding by all staff onsite of AS4373. Further non-compliance may result in the loss of contract.

#### 9(4)(L) Alternative compliance mechanisms

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

- Covered in schedules 31 and 32 of Code

#### 9(4)(M) Approval for alternative compliance

The details of each approval for an alternative compliance mechanism that:

#### (iv) The RP holds

Covered in schedules 31 and 32 of Code

#### (v) <u>Is in effect</u>

Covered in schedules 31 and 32 of Code

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#### 9(4)(n) Plan performance assessment-

## A description of the measures that must be used to assess the performance of the RP under the management plan

Compliance and the effectiveness of the ELCMP is regularly reviewed at a quarterly, topic focused Tree Meeting. The purpose of the Tree Meeting is to discuss any practical and procedural issues that arise in relation to the maintenance of Council managed trees. This includes the clearance of vegetation from electric lines. Any alterations or improvements to current practices is noted in the meeting minutes and included in the amended ELCMP during the documents formal review.

Council's effectiveness in meeting the ELCMP objectives is undertaken during the annual formal review process. Each Key Action aims to satisfy one or more Objective of the ELCMP in **paragraph 9(4)(e)** by monitoring Performance Indicators.

Key Actions	Performance Indicators	Objective
Annual Inspection of all Council vegetation in the vicinity of electric lines	<ul> <li>Completion of primary inspection</li> <li>Completion of post-works inspections</li> <li>Trees in breach of Regulations at time of post-works inspection</li> </ul>	<ul> <li>Public Safety</li> <li>Workplace safety</li> <li>Compliance with  Electricity Safety  (Electric Line  Clearance)  Regulations 2020</li> </ul>
Vegetation in declared area cleared from electric lines	<ul> <li>Completion of clearance works prior to high fire danger period</li> <li>Number of pruning requests from AusNet Services</li> <li>Number of suppressions or access permits required for works</li> </ul>	<ul> <li>Minimisation of fire risk</li> <li>Maintenance of energy supply</li> </ul>
Training of staff required to perform vegetation clearances	<ul> <li>Number of workplace incidents</li> <li>Number of staff breaches onsite</li> <li>Number of trees pruned that do not meet standards</li> <li>Maintenance of staff qualifications to meet requirements</li> </ul>	
Contractor compliance checks (including Contractor Induction program (NECCI))	<ul> <li>Number of contractor breaches onsite</li> <li>Number of trees pruned that do not meet standards</li> </ul>	
Annual review of Council SOP's and SWIM's	- Completed annually	<ul><li>Public Safety</li><li>Workplace safety</li></ul>
Pruning of trees to AS4373- 2007	<ul> <li>Number of trees pruned that do not meet standards</li> </ul>	<ul> <li>Maintenance of tree amenity</li> </ul>
Investigate and identify vegetation of significance	- Number of alternative clearance measures adopted	<ul> <li>Maintenance of tree amenity</li> <li>Protection of significant vegetation</li> </ul>

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Key Actions	Performance Indicators	Objective
Community notification and education	<ul> <li>Number of customer requests for pruning</li> <li>Number of customer complaints</li> </ul>	<ul><li>Public Safety</li><li>Community satisfaction</li></ul>

With the implementation of Technology One mobility and the Works Order systems, monitoring of each Performance Indicator will provide a benchmark for improvement in the successive year. It is the responsibility of the **Asset Officer-Arborist** to ensure that the review and improvement of the ELCMP is an ongoing process.

Until further records can indicate any areas of inadequate performance in achieving the ELCMP objectives, Council will endeavour to complete all inspections and pruning in the timeframe specified in **paragraph 9(4)(o)**. Ongoing updates will be provided to the relevant personnel via the quarterly Tree Meeting.

Internal or external staff undertaking any actions that pose an unacceptable safety risk, or do not comply with the relevant Acts, Regulations, Codes, Policy's and/or Standards for the works they are undertaking, will be informed of such a breach. Depending on the severity of the incident, the result may involve a warning, review of procedures and safe work systems, further training, counselling, review of plant and equipment suitability, possible dismissal or cease of contract.

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#### 9(4)(o) Audit process

#### Details of the audit process that must be used to determine the RP's compliance with the Code

The following is an overview of the anticipated audit activities actioned over a yearly cycle of the ELCMP:

Action	Schedule	Components	Position Responsible
Review of ELCMP	February- March	<ul> <li>Chair meeting dedicated to assessing effectiveness of ELCMP;</li> <li>Consult with DB and CFA;</li> <li>Amend processes as required;</li> <li>Amend ELCMP details and updates as required;</li> </ul>	Asset Officer Arborist/ Tree Meeting attendants
Authorisation of ELCMP	March	- Provide Authorisation for ELCMP prior to March 31st;	Community & Infrastructure Unit Director
Finalise ELCMP	March	<ul> <li>Ensure ELCMP is made available on Council's website;</li> <li>Remove all superseded copies of ELCMP from circulation;</li> </ul>	Asset Officer Arborist
Primary Inspection	June	- Assess pruning requirements to maintain clearance;	Asset Officer Arborist/ Supervisor Arboriculture
Primary Pruning Works	July- August	- Engage contractors to complete required pruning works;	Supervisor Arboriculture/ Horticulture Coordinator
Worksite or Safety Audits	Minimum once per month	- Audit for compliance with OH&S requirements;	Asset Officer- Arborist/ Supervisor- Arboriculture/ Horticulture Coordinator/ Health, Safety and Risk Officer
Post Works Inspection	September	<ul> <li>Determine if pruning complies with required specifications;</li> <li>Measure re-growth from primary inspection/pruning;</li> <li>Assess additional pruning requirements to ensure compliance maintained for the duration of fire danger period;</li> </ul>	Asset Officer Arborist/ Supervisor Arboriculture

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Action	Schedule	Components	Position Responsible
Pre-Summer Pruning Works	September- October	- Prune to ensure clearance for fire danger period should it be needed	Supervisor Arboriculture/ Horticulture Coordinator

Primary and Post Works inspections are described in **paragraph 9(4)(j)(i)**. Tree clearance audits will be conducted by an arborist with the minimum qualifications to do so as specified in **paragraph 9(4)(p)**.

Council is committed to ensuring that no employee, contractor, volunteer or community member suffers an injury or illness through their involvement with Council, its business or undertakings.

To achieve this commitment, Council has implemented an OH&S Management System which has been audited against a safety management system audit tool (SafetyMAP). As part of this system, Council has developed an Occupational Health and Safety Manual and a series of Safe Operating Procedures (SOP's) to guide staff on Councils' approved methods for performing tasks whilst minimising risk.

All staff employed by Council complete a standard induction when they commence employment. The induction outlines their responsibility to take reasonable care for their own health and safety, ensure that their acts and omissions do not affect the health and safety of those around them and comply with any reasonable instruction given by Council in accordance with the relevant legislation. Council's Occupational Health and Safety Policy (Appendix O) outlines these responsibilities. Council also has a Managing Contractor Safety Policy (Appendix P) that provides guidance to the requirements for contractors to Council.

Staff required to undertake tree clearance works require the minimum qualifications for the task as outlined in **paragraph 9(4)(p)**. They will also complete an onsite Safe Work Method Statement (SWMS) prior to undertaking any works. The SWMS identifies site specific hazards and measures to control or reduce identified risks. All personnel working onsite are required to 'sign-on' to the SWMS to signify that they recognise the identified hazards and understand their control methods. This includes both Council employees, contractors and sub-contractors. Safe Operating Procedures (SOP's) (**Appendix Q**) relevant to the job are listed on the SWMS.

Further to vegetation clearances from electric lines inspections, worksite and safety audits may be conducted at any time to ensure;

- Appropriate qualifications of persons completing works;
- Safe Work Method Statements (SWMS) have been completed and are site specific;
- The appropriate SOP's are being followed;
- Suitable traffic management is in place and a traffic management plan can be provided;
- Equipment is suitable for works in the vicinity of powerlines (Insulated).

Internal or external staff completing any action that poses an unacceptable safety risk, or does not comply with the relevant Acts, Regulations, Codes, Policy's and/or Standards for the works they are undertaking, will be informed of such a breach. Depending on the severity of the incident, the result may involve a warning, review of procedures and safe work systems, further training, counselling, a review of plant and equipment suitability, possible dismissal or cease of contract.

In the event of a non-compliance being identified through internal Council Audit process the following process will be actioned:

 Identification of the non-compliance (recorded against the work order in Councils works management system)

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- Notification of the non-compliance to effective officer/council contractor of the work order
- Action taken to remedy non-compliance (recorded)
- Tracking of the action and remedy
- Close-out of the non-compliance.

Council will work with the Works Order Management vendor (TechnologyOne) on development of a suitable Non-Compliance audit workflow for managing and tracking audit non-compliances.

#### 9(4)(p) Qualification requirements

The qualifications and experience that the RP must require of the persons who are to carry out inspection, cutting or removal of trees in accordance with the Code

Workers shall only undertake work for which they have been trained, assessed and deemed competent to enable them to safely perform work. Personnel engaged by Council in vegetation line clearance inspections, cutting or removal of trees must hold qualifications and experience in accordance with the Code and Electricity Safety (general) Regulations 2019. A qualified person being a person who holds a current certificate specifying satisfactory completion of a training course in tree clearing, approved by Energy Safe. This training will be provided by a Nationally Recognised Trainer following the Australian Qualifications Framework. *Qualified persons* working for the purposes of clearing Council vegetation from powerlines will comply with the specifications as detailed in the most recent version of 'The Blue Book'- *Code of practice on electrical safety for the work on or near high voltage electrical apparatus*.

The following matrix indicates the *minimum* qualification requirements for each vegetation clearance task. These qualifications need to be in date and current at the time of works.

All staff qualifications are maintained in their personnel files by the **People and Culture** department. Contractor information will be made available in SharePoint, stored in the contracts register.

	Suitably Qualified Arborist	Chipper Operator	Safety observer*	Vegetation Clearance Ground Crew Member	EWP Operator (Cutting)  EWP Safety Observer	Tree Climber (Cutting) Climber Safety Observer	Auditor
Cert II in ESI Powerline Vegetation Control, Core Units- UET20321 or equivalent	Required	Preferred Supervision by authorised person required if no Cert II	Required	Required	Required	Required	Required
Operate a woodchipper- FWPHAR2208 or equivalent	Preferred	Required	Preferred	Preferred	Preferred	Preferred	-
Licence to operate an EWP >11m- TLILIC0005	Preferred	-	Preferred	Preferred	Required	Preferred	-
Cut vegetation above ground in (EWP)- UETDRVC004 or equivalent	Preferred	-	Preferred	-	Required	Preferred	-
Perform elevated work platform rescue- UETDRMP005 or equivalent	Preferred	-	Preferred	Preferred	Required	Preferred	-
Control vegetation using pruning techniques- UETDRVC007 or equivalent	Preferred	-	Preferred	Required	Required	Required	-
Access trees for inspection- AHCARB315 or equivalent	Preferred	-	Preferred	-	Required	Required	-
Control vegetation in the vicinity of live electrical apparatus from within tree- UETDRVC006 or equivalent	Preferred	-	Preferred	-	Required	Required	-

## Prescribed Code of Practice and related provisions Electric Line Clearance Regulations 2020

	Suitably Qualified Arborist	Chipper Operator	Safety observer*	Vegetation Clearance Ground Crew Member	EWP Operator (Cutting)  EWP Safety Observer	Tree Climber (Cutting) Climber Safety Observer	Auditor
Perform rescue from within a tree in the vicinity of live electrical apparatus- UETDRVC010 or equivalent	Required	-	Preferred	Preferred	Required	Required	-
Recognise Trees- AHCARB323 or equivalent	Required	-	Preferred	-	Preferred	Preferred	Required
Assess vegetation in an electricity supply industry environment- UETDRVC002 or equivalent	Required	-	Required	-	Preferred	Preferred	Required
ESI safety rules for work on, near or in the vicinity of electrical apparatus- UETDRMP002 or equivalent	Required	Preferred	Required	Required	Required	Required	Required
Certificate III in Arboriculture or equivalent	Required						Required
Inspect trees for access - AHCARB315 Implement a tree maintenance program - AHCARB314	Required						
Minimum 3 Years field experience assessing trees	Required						Preferred

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#### Appointment of a safety observer(s)\*

Shall be appointed where any part of a person, mobile plant or vegetation could come within the safe approach distances. Depending on the position and complexity of the work, more than one safety observer may be required, however at least one safety observer must be positioned at ground level.

The safety observer(s) shall not perform any other task while acting as a safety observer and shall:

- (a) be specifically instructed in the workplace hazards applicable; and
- (b) ensure that all persons, tools, plant and equipment remain outside the specified minimum safe approach distance unless performing a rescue in accordance with approved procedures; and
- (c) be positioned at a suitable location to effectively observe the work being performed; and
- (d) not observe more than one vegetation management work activity at any time; and
- (e) have the authority to suspend the activity at any time; and
- (f) maintain effective and immediate communication with the work team at all times; and
- (g) not pass tools directly to the person performing the work; and
- (h) suspend all work in the event of having to leave the site or significantly change position until he/she has returned/reached new location or has been replaced; and
- (i) be trained and assessed competent to perform rescue relevant to the work being undertaken and any plant being operated, and
- (j) not be subjected to distractions by other persons at the site.

The safety observer's role may be rotated between members of the work team, for example to reduce fatigue. When this occurs it shall be sufficiently communicated so that all members of the work party are aware at all times who is performing the role of the safety observer(s)

Core Units for the completion of the Cert II in ESI Powerline Vegetation Control are as follows and are required for all persons clearing vegetation from the vicinity of electric lines:

- UEECD0007 Apply Occupational Health and Safety regulations, codes and practices in the workplace
- UETDREL002 Comply with sustainability, environmental and incidental response policies and procedures
- AHCMOM213 Operate and maintain Chainsaws
- UETDREL006 Working safely near live electrical apparatus as a non-electrical worker
- UETDRVC009 Monitor vegetation control work in the vicinity of live electrical apparatus.

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Additional qualifications:									
	Chipper Operator	Safety observer*	Vegetation Clearance Ground Crew Member	EWP Operator (Cutting) EWP Safety Observer	Tree Climber (Cutting) Climber Safety Observer	Auditor			
Cert III Arboriculture, AHC30820 minimum	Preferred	Preferred	Preferred	Preferred	Preferred	Required			
Prepare and apply chemicals to control pest, weed and diseases AHCCHM307 or equivalent	Preferred	Preferred	Required	Required	Required	-			
Control traffic with a Stop/Slow bat- RIIWHS205E	Preferred	Preferred	Preferred	Required	Required	-			
Implement traffic management plan- RIIWHS302E	Required	Preferred	Preferred	Required	Required	-			
Level 2 First Aid	Required	Required	Required	Required	Required	Required			
CPR	Required	Required	Required	Required	Required	Required			
White Card Construction Induction	Required	Required	Required	Required	Required	Required			

Contractors for Council are required to maintain these minimum qualifications along with completing the online NECCI induction. Non-compliance consequences are outlined in the *Managing Contractor Safety Policy* (**Appendix P**). All internal and external staff are required to have completed the appropriate training and qualifications for the works they are undertaking. Any personnel onsite that are not suitably qualified, will be informed of such a breach and requested to leave the site. Depending on the severity of the incident, the result may involve a warning, review of procedures and safe work systems, further training, counselling and possible dismissal or cease of contract or employment.

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#### Safe Approach Distances

Vegetation management workers performing work either from the ground/ Climbing, or from an insulated EWP must be aware of the SAD'S and maintain them at all times with the use of an approved Safety Observer.

Table 1: Safe Approach Distances (mm) for Vegetation Management Work Near Overhead lines when working from an insulated EWP

	All directions	В	are or covered	LV	HV up to, an	d including, 22	kV	Greater than 66kV	22kV up to, an	d including,
		Under conductor	Beside conductor	Over conductor	Under conductor	Beside conductor	Over conductor	Under conductor	Beside conductor	Over conductor
Worker's Body Clearance	No Contact	300	300	300	1000	1000	Work not permitted	2000	2000	Work not permitted
Uninsulated tool/Equipment	200	300	300	300	1000	1000	Work not permitted	2000	2000	Work not permitted
Insulated tool & Equipment	200	300	300	300	1000	1000	Work not permitted	2000	2000	Work not permitted
Uninsulated Part of EWP	200	1000	1000	1000	2000	2000	Work not permitted	3000	3000	Work not permitted
Insulated Part of EWP	No Contact	No Contact	No Contact	No Contact	1000	1000	Work not permitted	2000	2000	Work not permitted
Vegetation Clearances	No clearance required <sup>4</sup>	No dearance required <sup>4</sup>	No clearance required <sup>4</sup>	10001	300	700	Work not permitted	400	900	Work not permitted

#### Note:

- 1. Vegetation which is located at least 1000mm above bare LV conductor can be cleared subject to the following conditions: (a) A risk assessment is carried out with appropriate control measure put in place and; (b) Effective control measures are used to prevent the cut vegetation from contacting the conductor or encroaching into the vegetation clearance space. (c) a safety observer is posted.
- 2. Conductor sag and sway exclusion: The safe approach distances and vegetation clearances detailed in the Electrical Safety Rules make no provision for conductor movement due to wind or change in conductor temperature. Unexpected conductor movement may occur under moderate wind, network faults or changes in conductor heating or cooling factors. Conductor movement of several metres may result in long span/s of electric lines. Appropriate allowance for sway and sag changes must be applied in accordance with advice sought from the electrical asset owner.
- 3. Where the safe approach distances cannot be maintained, an access authority must be obtained from the owner of the electrical asset.
- 4. Vegetation contacting live LV conductors may be cut only after a risk assessment has been performed and precautionary actions are taken to control hazards to ensure that the work can be performed safely

### **Prescribed Code of Practice and related provisions**

Electric Line Clearance Regulations 2020

# Table 2: Safe Approach Distances (mm) for Vegetation Management Work by Ground Worker and Climber working near Overhead Powerlines

	All directions	Bare or covered LV			HV up to, and including, 22kV			Greater than 22kV up to, and including, 66kV		
		Under conductor	Beside conductor	Over conductor	Under conductor	Beside conductor	Over conductor	Under conductor	Beside conductor	Over conductor
Worker's Body Clearance	200	1000	1000	Work not permitted	1200	1200	Work not permitted	2000	2000	Work not permitted
Uninsulated tool/Equipment	200	300	300	Work not permitted	1000	1000	Work not permitted	2000	2000	Work not permitted
Insulated tool & Equipment	200	300	300	Work not permitted	1000	1000	Work not permitted	2000	2000	Work not permitted
Vegetation Clearances	No clearance required <sup>4</sup>	No dearance required <sup>4</sup>	No clearance required <sup>4</sup>	30004	700	700	Work not permitted	900	900	Work not permitted

### Note:

- 1. Vegetation which is located at least 3000mm above bare LV conductor, can be cleared subject to the following conditions: (a) A risk assessment is carried out with appropriate control measure put in place and; (b) Effective control measures are used to prevent the cut vegetation from contacting the conductor or encroaching into the vegetation clearance space (c) a safety observer is posted.
- 2. Conductor sag and sway exclusion: The safe approach distances and vegetation clearances detailed in the Electrical Safety Rules make no provision for conductor movement due to wind or change in conductor temperature. Unexpected conductor movement may occur under moderate wind, network faults or changes in conductor heating or cooling factors. Conductor movement of several metres may result in long span/s of electric lines. Appropriate allowance for sway and sag changes must be applied in accordance with advice sought from the electrical asset owner.
- 3. Where the safe approach distances cannot be maintained, an access authority must be obtained from the owner of the electrical asset.
- 4. Vegetation contacting live LV conductors may be cut only after a risk assessment has been performed and precautionary actions are taken to control hazards to ensure that the work can be performed safely.

Electric Line Clearance Regulations 2020

### 9(4)(q) Notification and consultation procedures

- Covered in schedules 16, 17, 18 and 19 of the Code

### 9(4)(r) Dispute resolution procedures

### A procedure for independent resolution of disputes relating to electric line clearance

Council has a *Complaints Handling Policy* that appropriately deals with all complaints relevant to Council's activities.

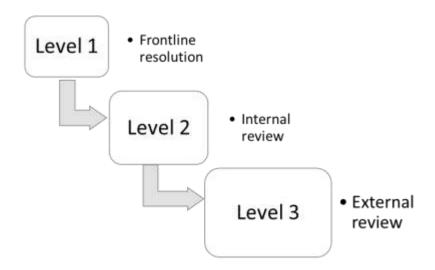
Where Council receives complaints for issues that are not within their responsibility, the Action Officer will endeavour to forward the complaints to the relevant authorities.

The policy is available for viewing on Council's website:

### www.wangaratta.vic.gov.au

Or may be requested in person at Council's Customer Service counter located at 62-68 Ovens Street, Wangaratta.

Should there be any complaints in relation to the handling of Council's responsibilities in maintaining vegetation clearances from electric lines, the following process will be followed:



### Level 1- Frontline Resolution

Where possible, frontline staff will resolve issues as quickly as possible.

If Council is not the right organisation to resolve the complaint, the issue will be referred to the organisation that can better assist.

We will endeavour to acknowledge complaints within 2 days and Council will try to have issues resolved within 20 days. If this is not possible to resolve within 20 days, the person making the complaint will be contacted and updated on the case.

If the complaint cannot be resolved by frontline staff, the case will be escalated to Level 2 or Level 3 depending on the specific circumstances.

Level 2- Internal Review

### **Prescribed Code of Practice and related provisions**

Electric Line Clearance Regulations 2020

The seriousness of some complaints or a customer's dissatisfaction with how their matter has been dealt with may warrant the complaint being dealt with at a senior management level.

Depending on the merits and requirements of each circumstance the Level 2 internal review will provide for an independent internal investigation, an assessment, review or a resolution.

### Level 3- External Review

When a person is dissatisfied with the outcome of the Level 2 internal review process, referral for a Level 3 external review may be appropriate. This would involve an external review body, such as:

- Victorian Ombudsman;
- Local Government Investigations and Compliance Inspectorate;
- Victorian Equal Opportunity and Human Rights Commission;
- Office of the Commissioner for Privacy and Data Protection;
- Freedom of Information (FOI) Commissioner;
- Independent Board-based Anti-corruption Commission.

## **SCHEDULE 1**

# CODE OF PRACTICE FOR ELECTRIC LINE CLEARANCE

Electric Line Clearance Regulations 2020

### SCHEDULE 1 PART 2: Clearance Responsibilities Division 1- Roles of RPs

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

Council has **not chose**n to adopt the minimum clearance exception relating to structural branches around low voltage insulated electric lines

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

Council has **not chose**n to adopt the minimum clearance exception relating to small branches around low voltage insulated electric lines

# 6. Exception to minimum clearance space for small branches growing under uninsulated low voltage electric lines in low bushfire risk area (LBRA)

Council has **not chose**n to adopt the minimum clearance exception relating to small branches around low voltage insulated electric lines within Low Bushfire Risk Area.

# 7. Exception to minimum clearance space for structural branches around uninsulated low voltage electric lines in low bushfire risk areas (LBRA)

Council has **not chose**n to adopt the minimum clearance exception relating to structural branches around low voltage insulated electric lines within Low Bushfire Risk Area.

### 9. RP may cut or remove hazard tree (incorporating Sch. 14 and Sch. 15)

In the event that a tree is 'likely to fail' and 'will contact an electric line if this occurs', this tree becomes a *hazard tree* for the purpose of this ELCMP.

A hazard tree may be a tree that:

- Has or is likely to fail and will contact an electric line if this occurs
- Has unanticipated growth into clearance space before next scheduled visit
- Is in a Hazardous Bushfire Risk Area and found in the clearance space after the declared high bushfire risk season

An identified hazard tree will be inspected by a Council Officer, or contractor on behalf of council who is designated a Suitably Qualified Arborist per qualifications outlined in 9(4)(p). Inspection is to occur as the highest priority inspection activity.

This assessment will consider tree species, health, height, defects, failure location and type, and how the foreseeable local weather conditions may affect the trees situation. It will also be determined if the tree is one listed in **paragraph 9(4)(h).** The results of this assessment will be attached to the tree asset in Technology One.

If confirmed that the tree is in fact a hazard to the electric lines, if the tree is not Council's tree, the RP will be contacted. Where possible, initial contact will be made by a door knock followed by a letter drop requesting they make contact with Council. If a contact number is available for the premises, this will be used.

Electric Line Clearance Regulations 2020

If the tree is one Council has responsibility for, Council will perform the necessary work to provide clearance if it is safe to do so.

Under Schedule 15 of the Regulations, in the case of Urgent works, Council will not prune or cut a tree for clearance, further than 1 meter from the minimum clearance space for a specified span. This will be made known to the tree workers prior to the commencement of clearance during an on-site meeting.

For the purpose of compliance with Schedule 14 of the Regulations, Council must not remove a tree unless; it has fallen or become damaged and requires removal to keep minimum clearance space for the span, or an arborist with the minimum qualifications for an Auditor in **paragraph 9(4)(p)** has inspected the tree and assessed its suitability for retention in the foreseeable future and advised that the tree is likely to imminently fall into contact with an electric line.

In the case of urgent tree pruning or removal, it is not required that publication of a written notice be provided, or consultation be undertaken prior to cutting and/or removal of a Council managed tree.

It should be noted that Council retains the ability to remove and replace its tree assets as it sees fit for reasons other than electric line clearance.

Electric Line Clearance Regulations 2020

# SCHEDULE 1 PART 2: Clearance Responsibilities Division 2 - Manner of Cutting and Removing Trees

### 10. Cutting of tree to comply with Standard

A RP cutting a tree under Division 1 must, as far as practicable, cut the tree in accordance with AS 4373 as published or amended from time to time.

Covered in regulation 9(4)(k)

### 11. Cutting or removal of indigenous or significant trees must be minimised

Council is committed to achieving minimum clearance for compliance with regulations whilst taking into consideration cultural and heritage management of indigenous or significant trees as stated in this section.

For any trees listed in **paragraph 9(4)(h)** that require cutting or removal, assessment must be made by a suitably qualified arborist.

Consultation will occur between the suitably qualified arborist and Council's **Heritage Advisor** if the tree is of historical or aesthetic significance, or the **Natural Resource Management Coordinator** if the tree is native or of ecological, cultural or environmental significance.

Once internal consultation has been completed, trees listed in **paragraph 9(4)(h)** will only be considered for removal if pruning to AS4373 will make the tree unviable, or to make an unsafe situation safe.

Any tree that has been identified as being native, listed in a planning scheme to be of ecological, historical or aesthetic significance, and trees of cultural or environmental significance will be recorded against the tree asset in Technology One. From this, a specific 'trees of significance' list will be developed to provide easier reference for staff and contractors.

All inspection records and resulting decisions will be attached to the relevant tree asset in Councils Asset Register (TechnologyOne) and registered in Councils Records Management System.

### 12. Cutting or removing habitat for threatened fauna

It has been recognised that more work is required by Council to ensure that threatened fauna as listed in **paragraph 9(4)(h)(iii)** and their locations (**Appendix I**) are made known to the relevant staff through Tree Meetings, and on-going staff training. Identification of known breeding locations within the declared area and the times these occur is needed to assist in refining pruning schedules.

Any native vegetation suspected of providing habitat to listed threatened fauna is assessed by the Asset Officer- Arborist or Supervisor- Arborist in conjunction with the Natural Resource Management Coordinator prior to any pruning or removal.

If the location and timing of any planned works for electric line clearance are scheduled to occur within the known breading season of any species of threatened fauna, works will be re-scheduled outside of the breeding season. If works are deemed urgent and cannot be delayed as a last resort, a translocation plan for the species must be developed, approved by DELWP and implemented.

Electric Line Clearance Regulations 2020

### 13. Restriction on timing of cutting or removal if notification is required

Covered in schedule 16 and 17

### 14. Restriction on urgent cutting of trees

Covered in schedule 9

### 15. Restriction on urgent removal of trees

Covered in schedule 9

Electric Line Clearance Regulations 2020

SCHEDULE 1 PART 2: Clearance Responsibilities Division 3 - Notification, Consultation and Dispute Resolution

### 16. RP must provide notification before cutting or removing certain trees

Council is exempt from the requirements of this clause.

### 17. RP must publish notice before cutting or removing certain trees

In accordance with subclause (3) Council must publish written notice on Councils Internet Site *or* in the local circulating newspaper (The Chronicle) the locality of the land in which the tree(s) on public land are to be cut or removed.

Such notification will include at minimum:

- Location description and/or map of where the works will be occurring
- Dates when the works will be occurring
- Description of the nature of the works electric line clearance works.

# 18. RP must consult with occupier or owner of private property before cutting or removing certain trees

Council is exempt from the requirements of this clause. Council does not undertake the cutting or removal of trees on land other than that managed by Council.

### 19. Notification and record keeping requirements for urgent cutting or removal

Council does not undertake the cutting or removal of trees on land other than that managed by Council.

Electric Line Clearance Regulations 2020

SCHEDULE 1 PART 2: Clearance Responsibilities Division 4 - Additional Duties of RPs

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

Should there be concern about the safety or removal of a tree for which Council has clearance responsibility, contact with **AusNet** will be made. In the first instance with the **AusNet ORP Liaison Officer.** 

Discussion will cover the specifics of the concern and possible solutions to prune or remove the tree and maintain clearance.

# 21. Duty relating to assisting to determine the allowance for conductor sag and sway

- Covered in paragraph 9(4)(j)(ii).

SCHEDULE 1 PART 3: Minimum Clearance Spaces Division 2 - Alternative Compliance Mechanisms

### 31. Application for approval of alternative compliance mechanism

- The Rural City of Wangaratta currently holds no approvals for alternative compliance mechanisms.

### 32. Formal safety assessment of alternative compliance mechanism

- The Rural City of Wangaratta currently has no alternative compliance mechanism in effect.

# MANAGEMENT PLAN

# **APPENDICES**

2023-2024



# Rural City of Wangaratta

Version 1.1

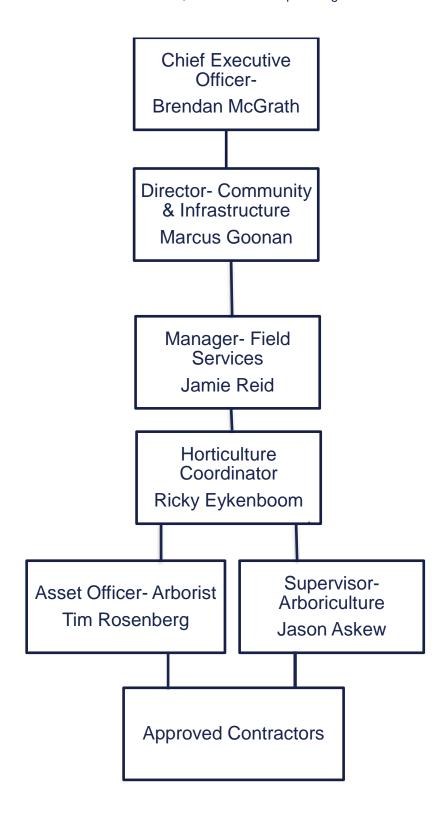
Prepared: 18/03/2021

Updated: 20/03/2023

Doc ID:

# Appendix A: Organisational Structure of persons responsible for the ELCMP

Staff in positions at publication date. Only staff that are directly involved in the development and actioning of the ELCMP have been noted, this is not a complete organisational structure.



### Other staff involved in the ELCMP

Position	Staff Member	Responsibility
Manager- People & Governance	Virginia Cator	Updating of Acts, Regulations, Standards
Emergency Management Coordinator	Steven Tucker	Liaises with CFA and other Emergency Services
Heritage Advisor	Deb Kemp	Provides advice for heritage trees
Natural Resource Management Coordinator	Evelina Dudzinski	Provides advice for native flora and fauna management
People and Culture Coordinator	Annissa Villegas	Maintains and updates staff training records and requirements
Media and Communication Coordinator	Felicity Hartridge	Publishes community notifications
Customer Service Coordinator	Claire Kearns	Responds to customer service enquiries

### Staff involved in the Tree Meeting

The Tree Meeting is held every quarter. Issues regarding the management and maintenance of trees is brought forward for discussion, including vegetation clearance from electric lines. Attendance is non-compulsory and open to general staff should they have any particular concerns or problems involving trees that require resolving. The following are the regular staff invited to attend.

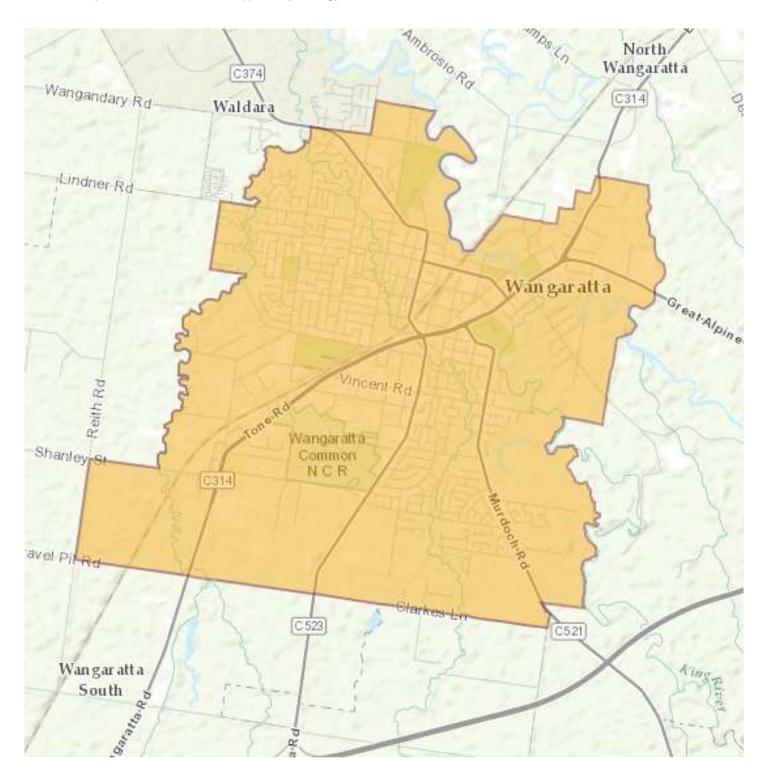
Position	Staff Member
Director- Community & Infrastructure	Marcus Goonan
Manager-Field Services	Jamie Reid
Manager Infrastructure Planning and Delivery	Marsha McMonigle
Manager – Statutory Services	Clare Cowdery
Project Delivery Coordinator	Tatum Newton
Works Coordinator	Robert Cosgrove
Natural Resource Management Coordinator	Evelina Dudzinski
Horticulture Coordinator	Ricky Eykenboom
Customer Service Coordinator	Claire Kearns
Workplace Safety Officer	Clayton Henderson
Governance and Reporting Advisor	Andrew Scoffern
Supervisor- Arboriculture	Jason Askew
Asset Officer- Arborist	Tim Rosenberg

### **AusNet Contact**

Environment, Health, Safety and ORP Liaison Officer	Spencer Few
Contact:	Spencer.few@ausnetservices.com.au

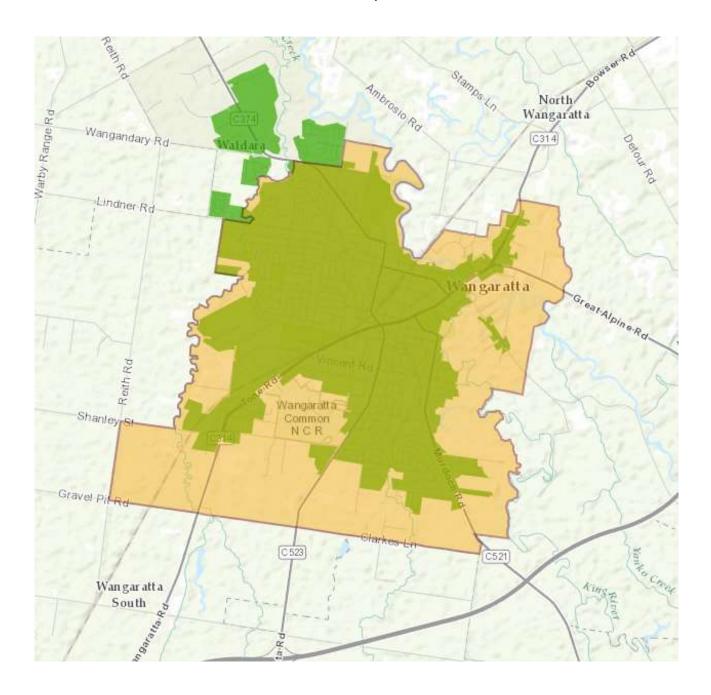
### **Appendix B: Declared Area**

Map of Declared Area as supplied by Energy Safe Victoria.

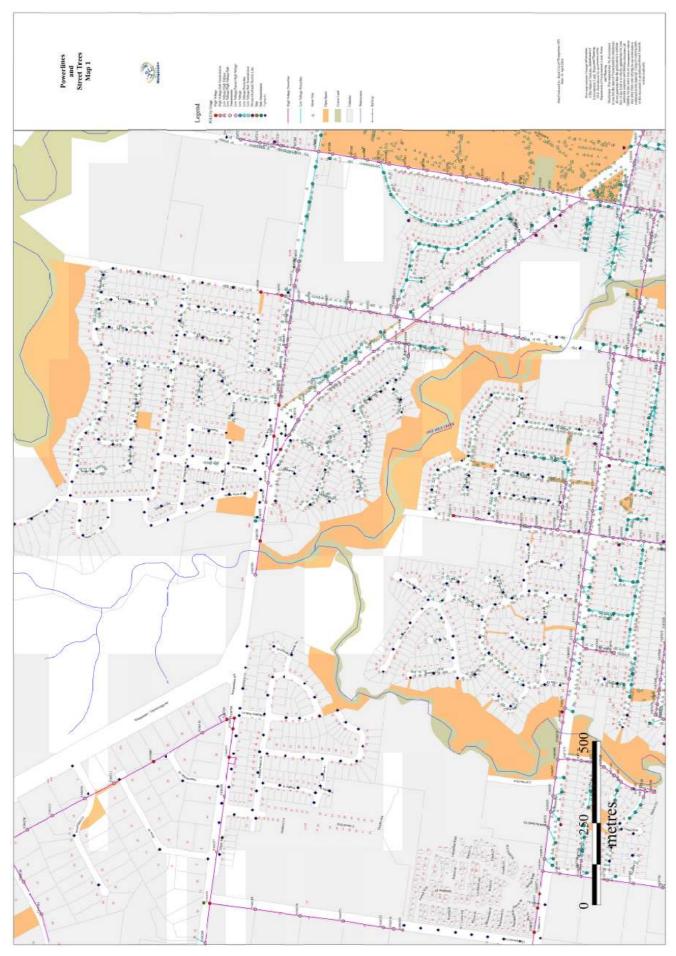


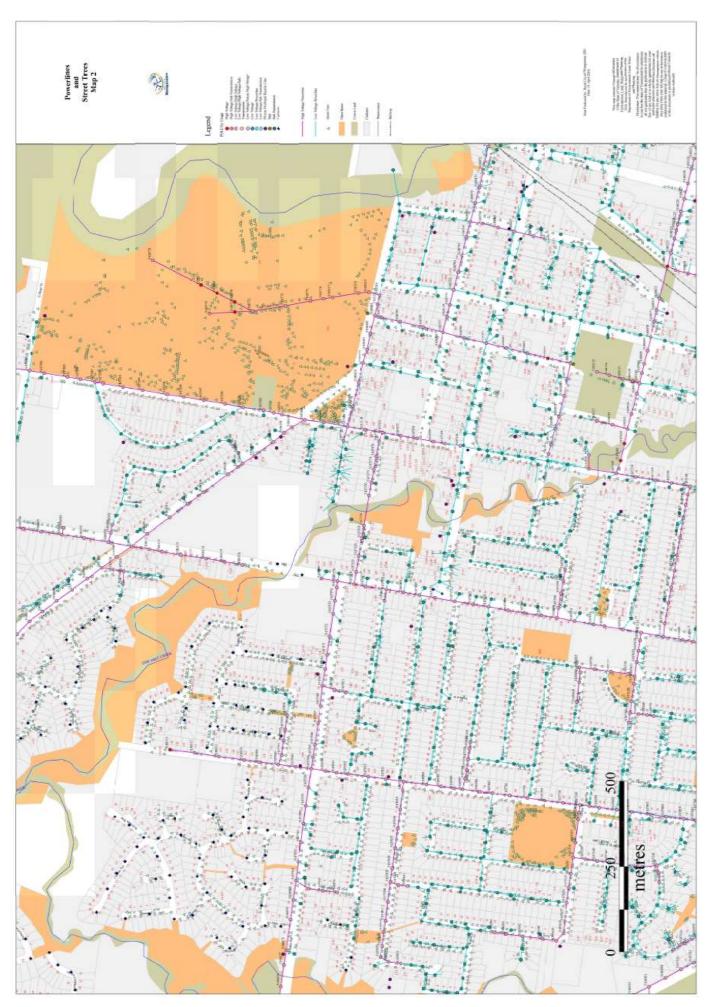
### **Appendix C: CFA Bushfire Risk Areas**

Low Bushfire Risk Area (Olive) and Hazardous Bushfire Risk Area (Yellow) within the Declared area. The extent of LBRA/HBRA boundaries is checked annually with the CFA.

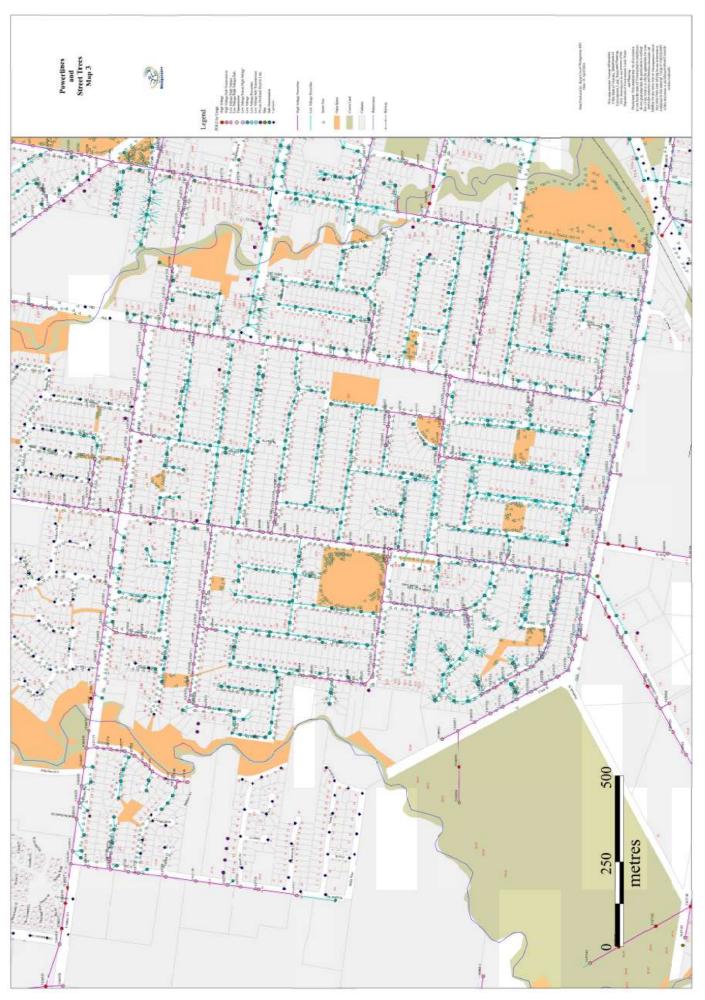


Appendix D: Location of trees along power line spans

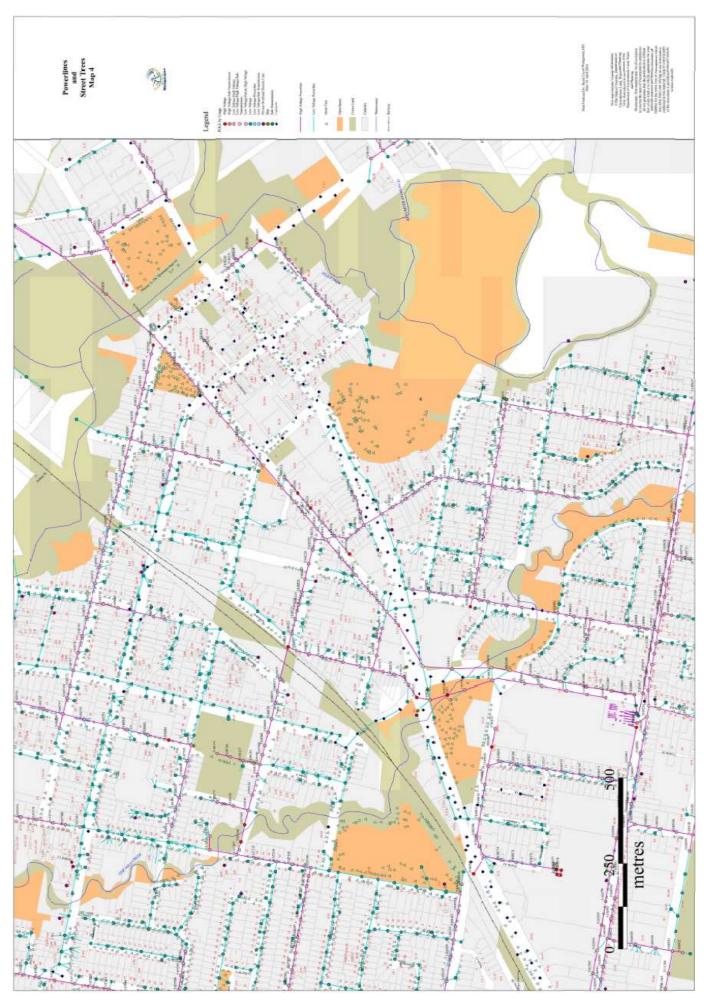




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Electric Line Clearance Management Plan 2023-2024 | Rural City of Wangaratta 54 | P a g e



Electric Line Clearance Management Plan 2023-2024 | Rural City of Wangaratta 55 | P a g e

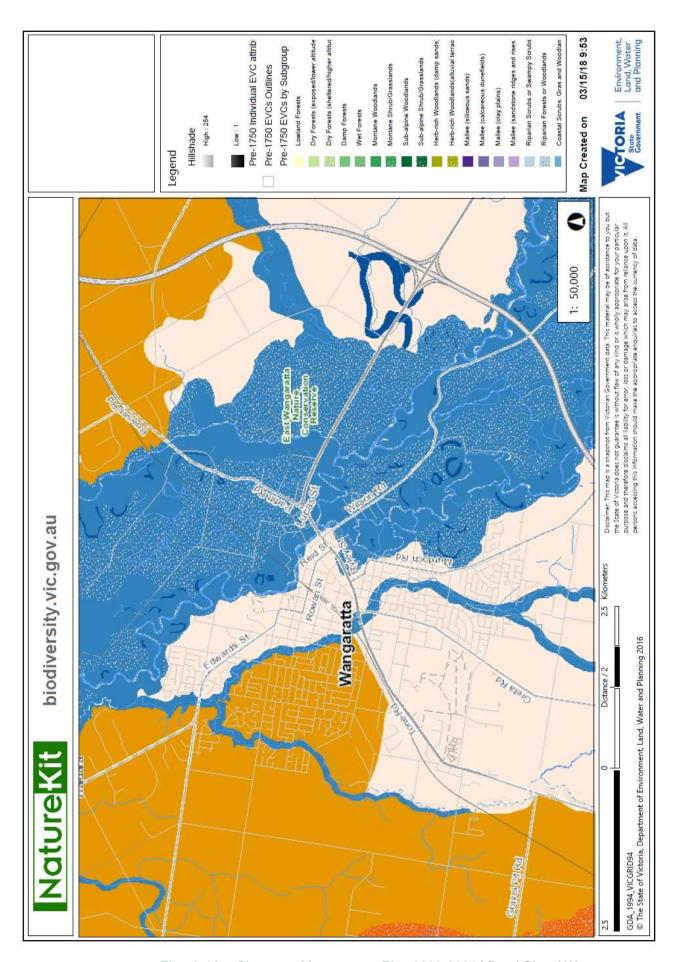


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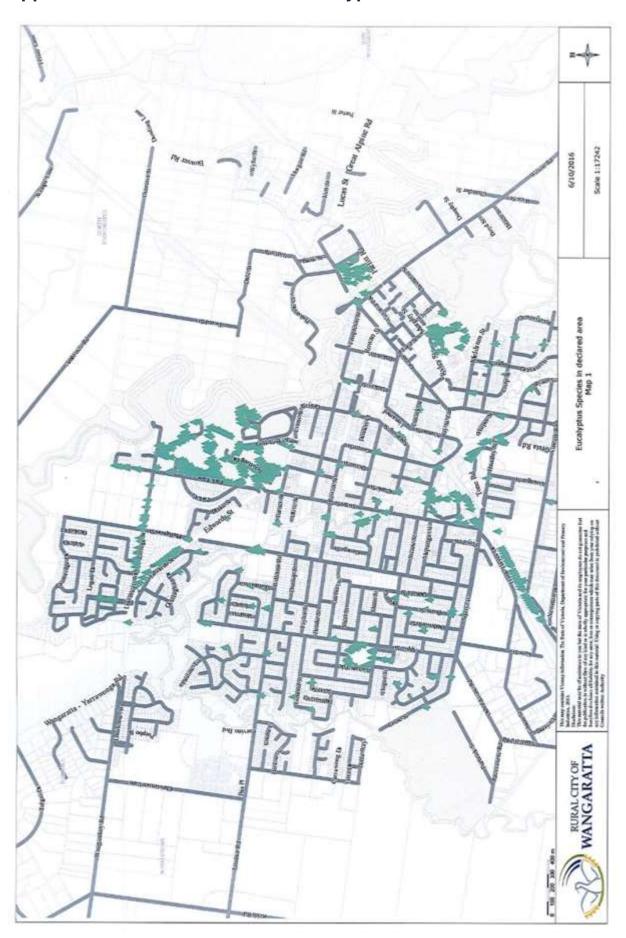


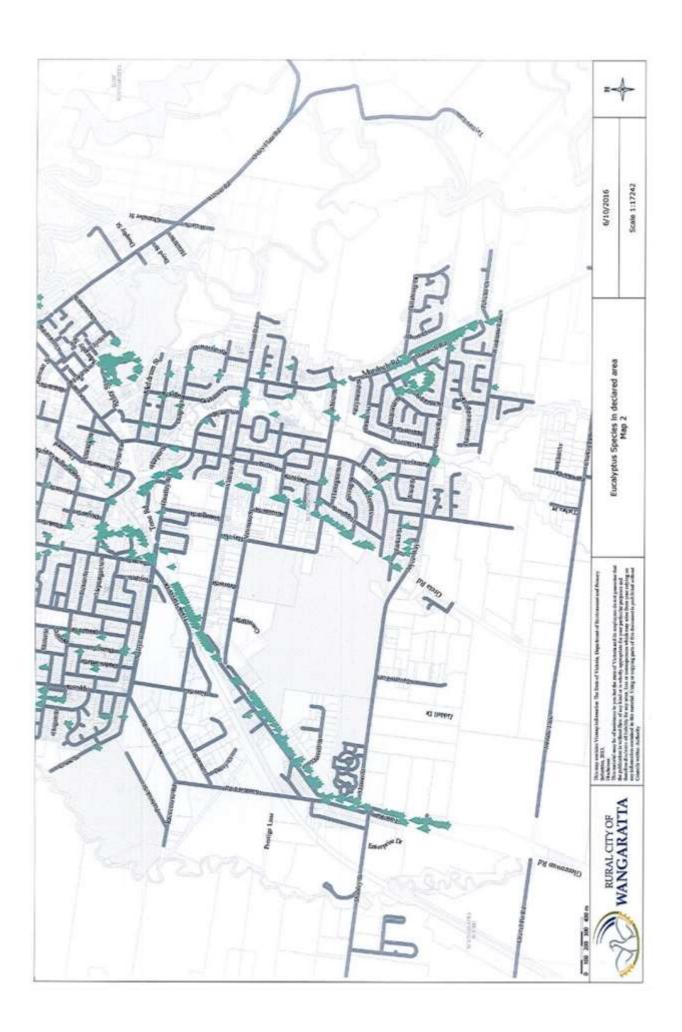
Electric Line Clearance Management Plan 2023-2024 | Rural City of Wangaratta 57 | P a g e

### Appendix E: EVC Map

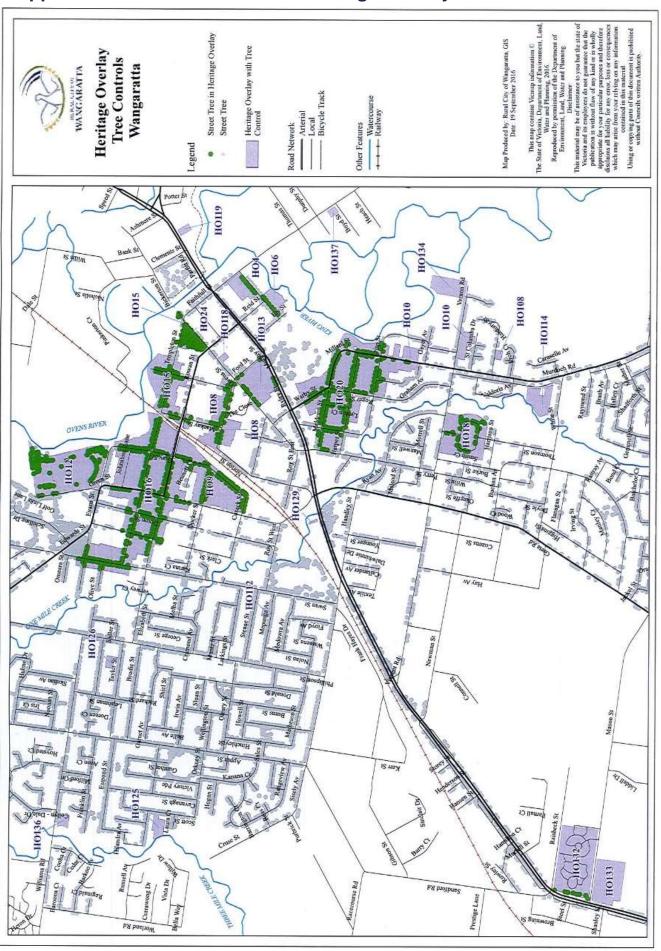


**Appendix F: Location of known Eucalyptus trees** 

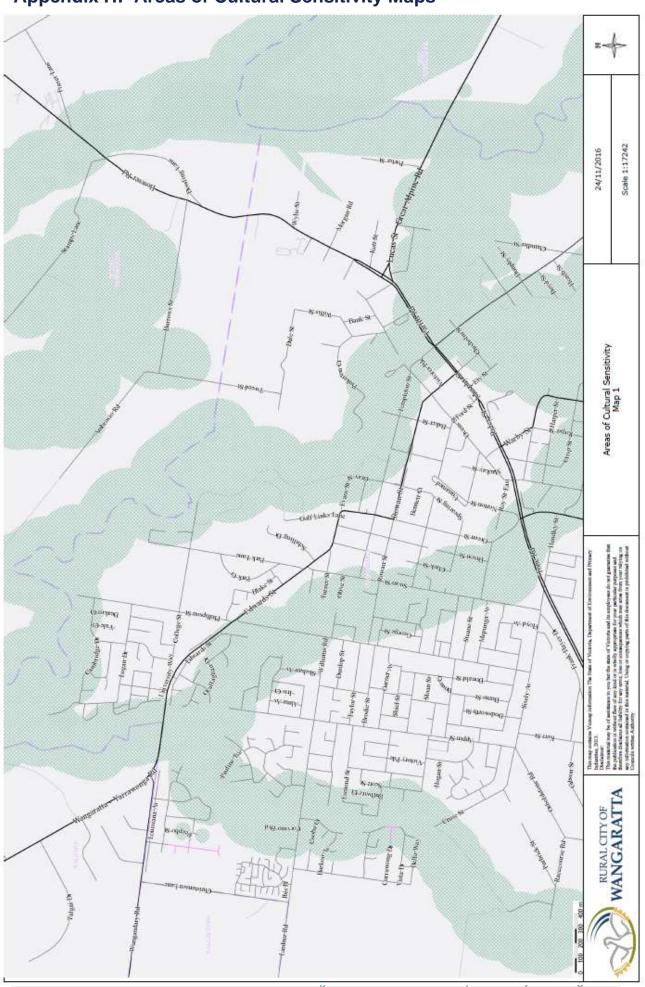


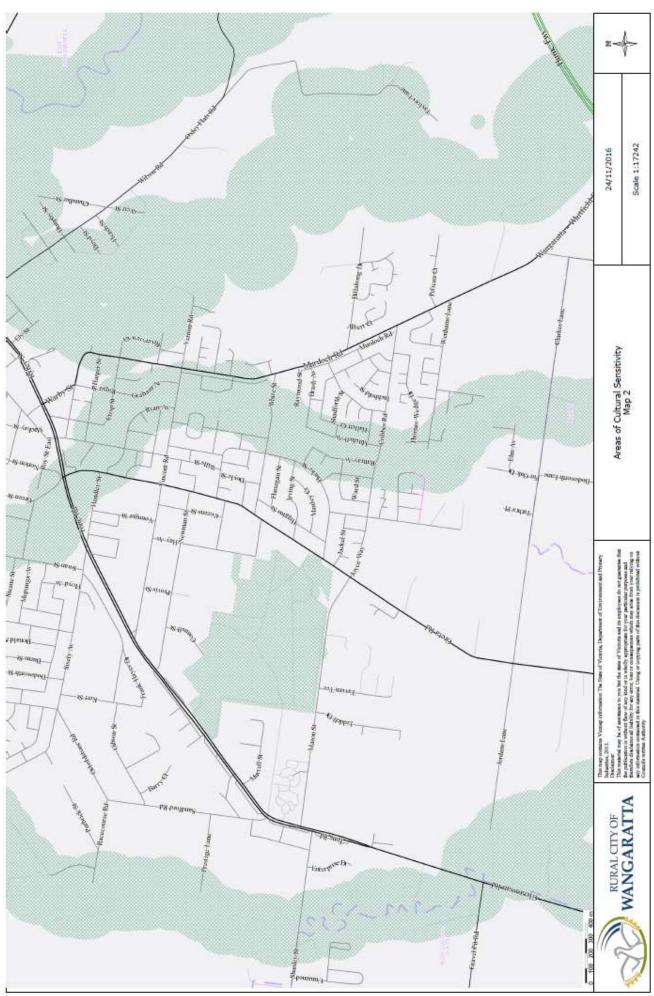


**Appendix G: Street trees within Heritage Overlays** 



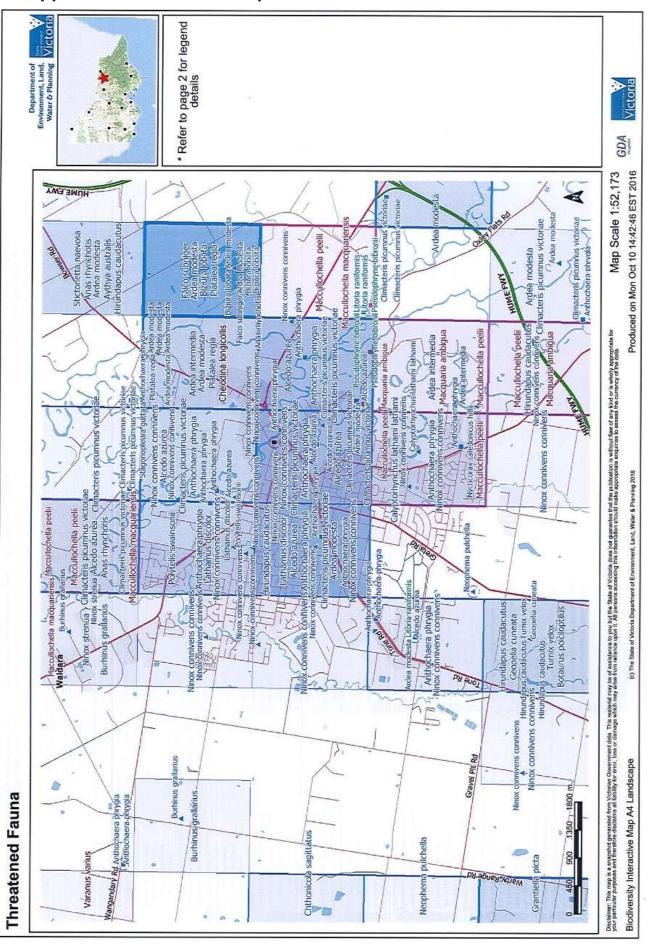
**Appendix H: Areas of Cultural Sensitivity Maps** 

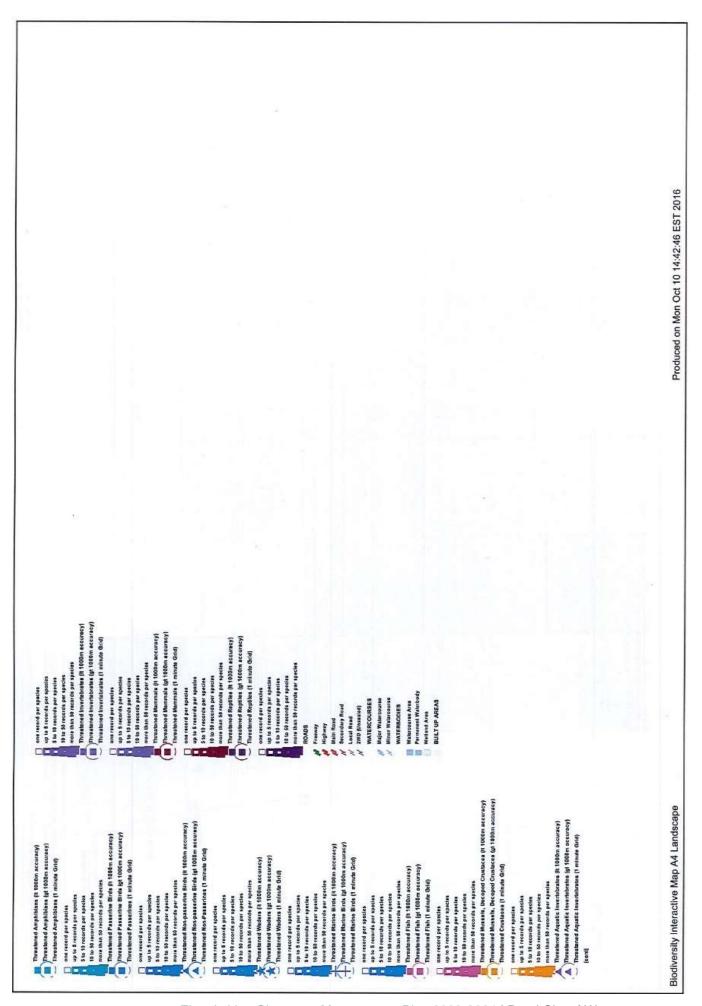


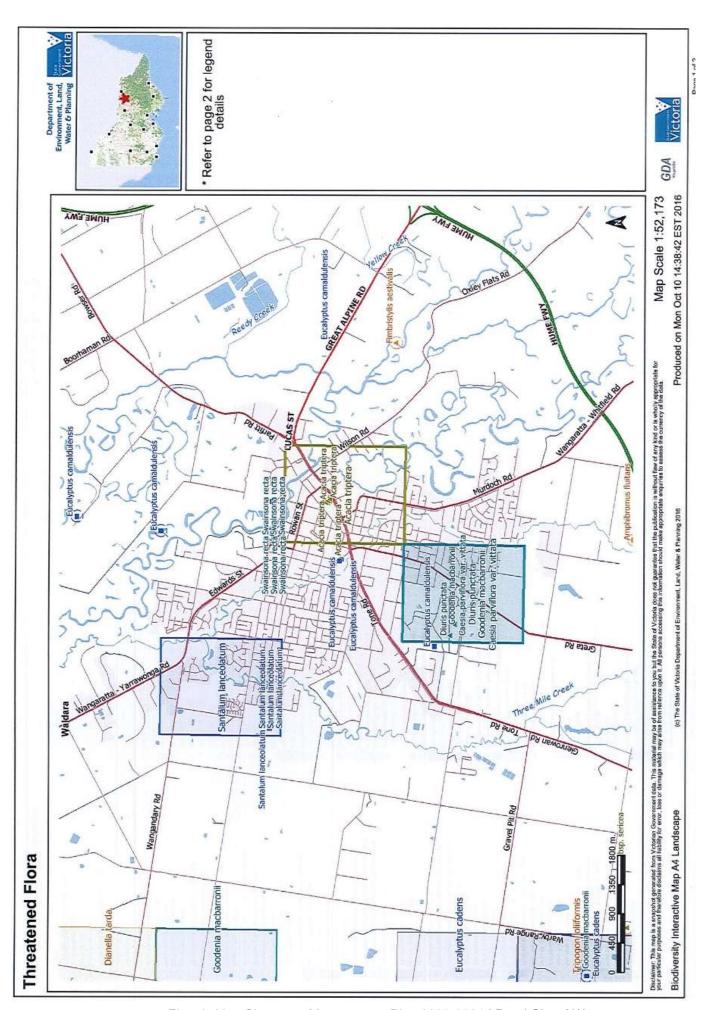


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### **Appendix I: Threatened Species known locations**





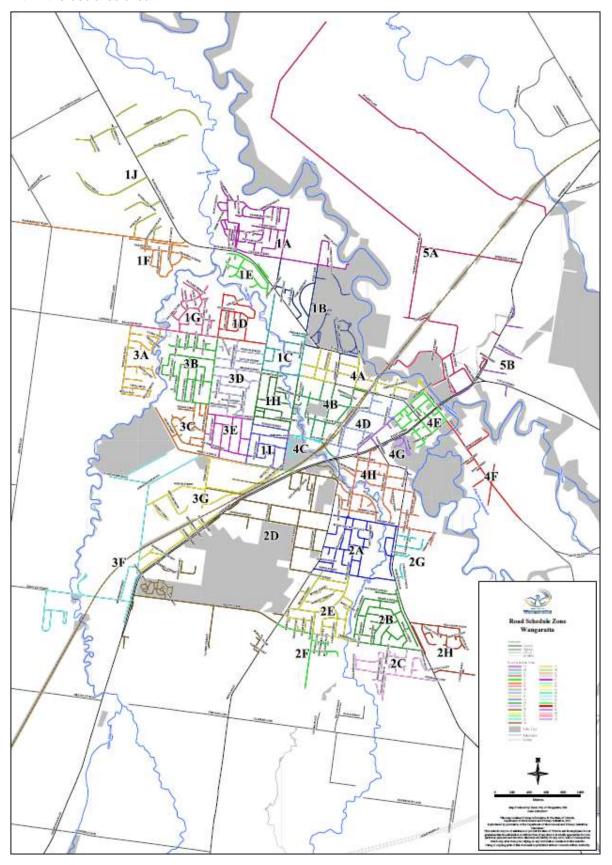


Biodiversity Interactive Map A4 Landscape

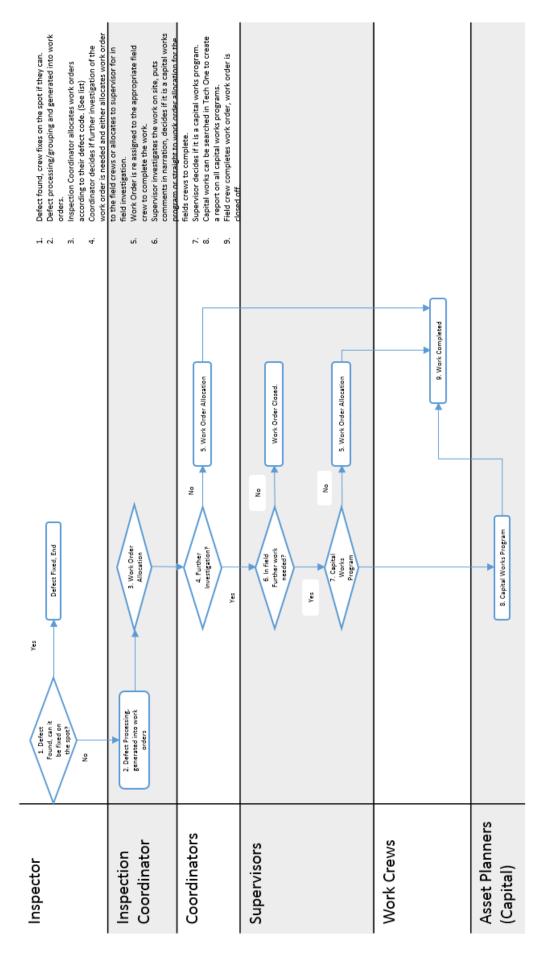
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### **Appendix J: Inspection and pruning zones**

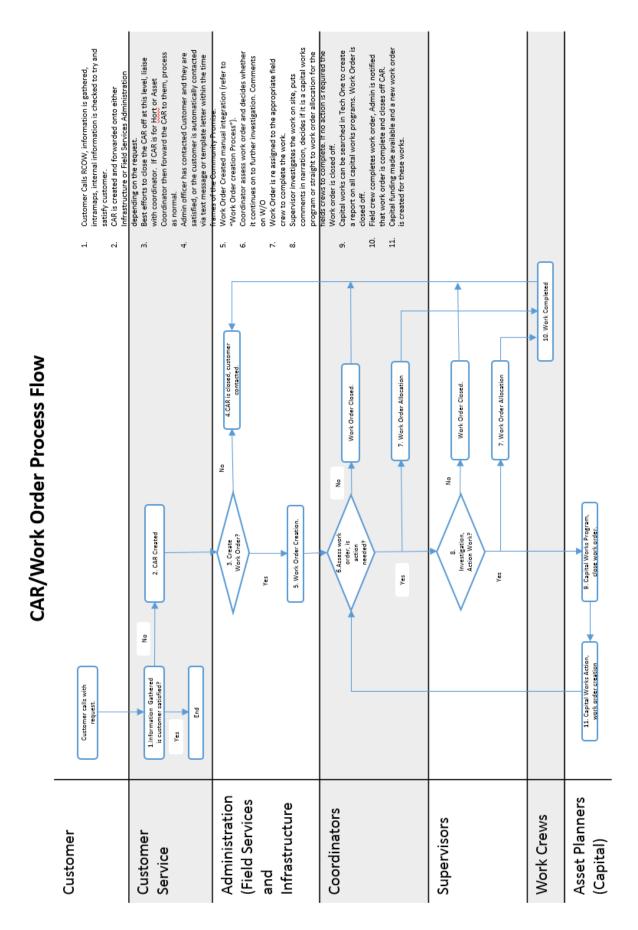
Inspection and pruning zones correspond to those of the Road Schedule Zones. Not all zones are within the declared area.



# Defect Work Order Process Flow



### Appendix L: Customer Request Management System Flowchart

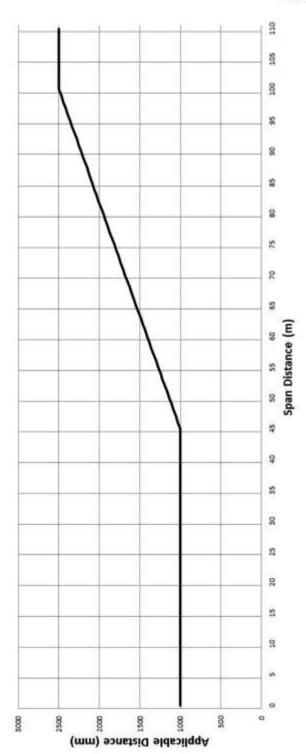


### **Appendix M: Sag and Sway Method Guidelines**

Graphs used to determine additional clearance requirements, sourced from Schedule 2 of the *Electrical Safety (Electric Line Clearance) Regulations 2020.* 

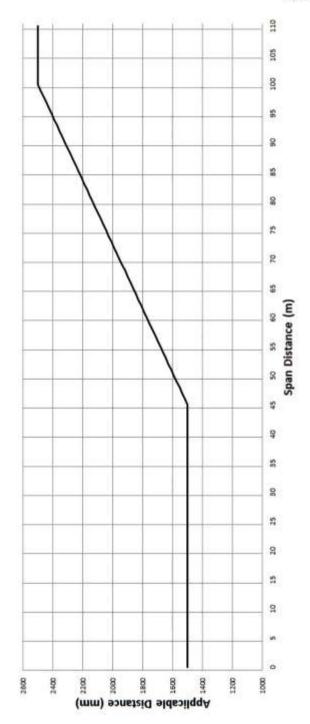
### GRAPH 2—UNINSULATED LOW VOLTAGE ELECTRIC LINE IN LOW BUSHFIRE RISK AREA

Clauses 3 and 25



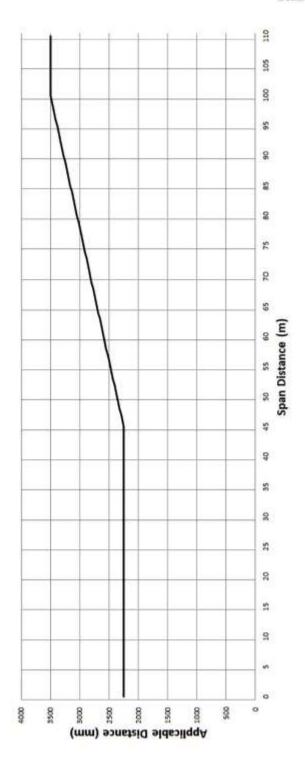
### GRAPH 3—UNINSULATED HIGH VOLTAGE ELECTRIC LINE (OTHER THAN A 66 000 VOLT ELECTRIC LINE) IN LOW BUSHFIRE RISK AREA

Clauses 3 and 26



# GRAPH 4—UNINSULATED 66 000 VOLT ELECTRIC LINE IN LOW BUSHFIRE RISK AREA

Clauses 3 and 27



Calculation requirements for additional sag and sway as provided by **Select Solutions**.

LBRA – A	Additional Clearance for Sag & Sway Requirements
Spans 0-99m in length	Additional clearance for Sag & Sway is not required
Spans 100m or greater in length	Additional clearance for Sag & Sway required; refer to Sag & Sway Clearance Chart, table 1.

- Additional Clearance for Sag & Sway is applicable to the middle two thirds of the span only.
- Additional Clearance for Sag & Sway is applicable to <u>uninsulated</u> LV, HV & 66kV electric lines only.

HBRA –	Additional Clearance for Sag & Sway Requirements
Spans of any length	Additional clearance for Sag & Sway required; refer to Sag & Sway Clearance Chart, table 1.

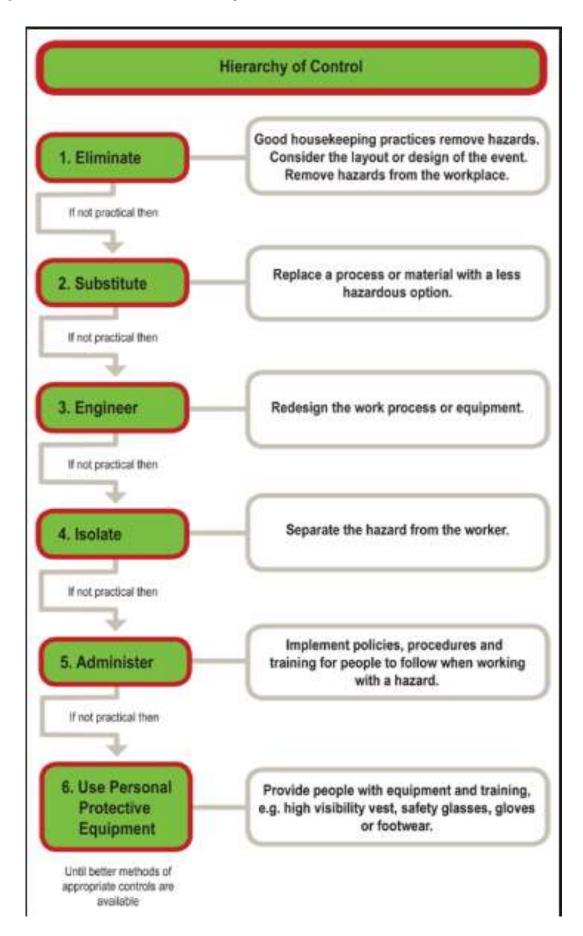
- Additional Clearance for Sag & Sway is applicable to the middle two thirds of the span only.
- Additional Clearance for Sag & Sway is applicable to <u>uninsulated</u> LV, HV & 66kV electric lines only.

SPAN LENGTH LV, 6.6kV, 11kV, 22kV & SWER 66kV METRES LV ABC COPPER, ACSR STEEL AAC ACSR AAC CdCu A - REQUIRED CLEARANCE WITHIN 20m OF POLE (metres) 1.5 2.25 0.3 1.5 0-40 B - REQUIRED CLEARANCE BEYOND 20m OF POLE (motres) 0.6 40 - 702 5 3 3.5 70 - 1200.9 4 7 5 120-160 8 3.5 9 6 160-200 7 5 13 6 11 200 - 250 11 7 13 10 6 250 - 30013 8 18 300 - 35018 7 24 350 - 400 ACSR CdCu 20 30 10 37 400 - 50038 23 52 13 600 - 60019 600 - 75025 750 & OVER Low Voltage Aerial Bundled Cable ACSR Aluminium Conductor Steel Reinforced LEGEND: LV ABC CdCu Cadmium Copper Conductor AAC All Aluminium Conductor Steel Conductor, Galvanised or Aluminius COPPER Copper Conductor STEEL

Table 1; Sag & Sway Clearance Chart

- If the conductor type cannot be determined then the greatest clearance applied to each span length and voltage shall apply.
- The clearances stated in the Sag & Sway Clearance Chart are inclusive of the minimum clearance distance in accordance with the Electricity Safety (Electric Line Clearance) Regulations. When using this chart to extend the minimum clearance space to allow for conductor sag and sway please be aware that the minimum clearance distance is included in the stated chart distances.

# **Appendix N: OH&S Hierarchy of Control**





### **RURAL CITY OF WANGARATTA**

	Policy Type:	Corporate Policy
Responsible Officer:	Adoption Date:	March 2020
Manager, People and Governance	Approved By:	CEO
Authorising Officer:	Review Cycle:	3 Years
Director, Corporate Services	Review Date:	March 2023
	WIM Reference:	D20/13148 & 9

#### STATEMENT AND PURPOSE

Rural City of Wangaratta Victoria recognises its legal, ethical and moral responsibilities to prevent work related injury and illness. The Rural City of Wangaratta is committed to providing safe places of work that do not place the health and safety of any person at risk.

We will foster positive workplace cultures across our operations where safety is a core value of zero harm, safe behaviour is encouraged and respected to ensure everyone is safe, and continual improvement is part of normal business practice.

Rural City of Wangaratta are committed to building a safe and sustainable organisation by ensuring the effective control of risk and the promotion of health. This approach is underpinned by legislative compliance, robust systems, policies and procedures and by actively working toward a thriving health and safety culture.

#### SCOPE

This policy applies to all Councillors, Council employees and associates of Council.

#### POLICY

This commitment shall be fulfilled by ensuring:

- Our people are informed of and understand their responsibilities and demonstrate commitment to accountability and leadership in health, safety and environment.
- Our people are trained to conduct their work safety through the provision of innovative and high-quality training programs which meet the diverse needs of our organisation.
- We promote active participation and recognise the value of involving our people in health and safety consultation. We will demonstrate leadership by delivering innovative and effective communication across the organisation.
- We understand our risk profile and seek to eliminate and reduce our health and safety risks through effective hazard and risk management processes.
- We actively prevent injuries and illness to our people and provide effective and supportive injury management programs. We conduct quality incident investigations and implement corrective actions to ensure prevention of injury and illness.



### **RURAL CITY OF WANGARATTA**

- Compliance with the requirements of the Occupational Health and Safety Act and Regulations and any other relevant requirements, statutory acts and regulations.
- Allocating adequate resources to plan for and maintain a safe, healthy and supportive working
  environment, including the engagement of suitably qualified and competent persons to support
  and deliver on Rural City of Wangaratta's health and safety commitment.
- Measuring and monitoring the effectiveness of OHS performance and the OHSMS by setting strategies, objectives and targets to enable regular management review and to ensure continued improvement in the elimination of work-related injury and illness.

This policy may be displayed in workplaces in the form in the Attachment.

#### BREACHES

Council does not tolerate practices or behaviours that compromise our ability to provide a safe workplace for staff, Councillors and others who may be affected. A breach of this policy may also be a breach of the law. A breach of the Policy is a serious mater, and may result in disciplinary action in accordance with the <u>Discipline Policy</u> for staff, or Councillor Code of Conduct for Councillors, and consideration under the relevant instrument or contract for others. It may result in action up to termination of employment, appointment or contract.

#### MONITORING AND EVALUATION

The implementation of this Policy and evaluation of its effectiveness will be undertaken by the Manager, People and Governance.

#### DEFINITIONS

Agents of Council	means	contractors working in-house, staff on exchange, members of Special Committees, members of Advisory Committees, volunteers, work experience students or graduate placements who perform work for Council as well as external suppliers and other contractors and subcontractors.
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#### REFERENCES

#### LEGISLATION

Occupational Health and Safety Act 2004 (Vic)
Occupational Health and Safety Regulations 2017

#### INTERNAL POLICIES

Councillor Code of Conduct Health and Safety of Volunteers Policy Staff Code of Conduct

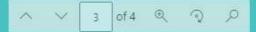




**RURAL CITY OF WANGARATTA** 

#### **REVIEW & APPROVAL**

Any change or update which materially impacts and/or alters this policy must be approved by the Chief Executive Officer. Otherwise the policy will be reviewed by the Manager People and Governance every four years or at earlier intervals in the event of a relevant legal or other change.



3



#### **RURAL CITY OF WANGARATTA**

# ATTACHMENT – DISPLAY TEXT FOR POLICY OCCUPATIONAL HEALTH AND SAFETY POLICY

Rural City of Wangaratta Victoria recognises its legal, ethical and moral responsibilities to prevent work related injury and illness. The Rural City of Wangaratta is committed to providing safe places of work that do not place the health and safety of any person at risk.

We will foster positive workplace cultures across our operations where safety is a core value of zero harm, safe behaviour is encouraged and respected to ensure everyone is safe, and continual improvement is part of normal business practice.

Rural City of Wangaratta are committed to building a safe and sustainable organisation by ensuring the effective control of risk and the promotion of health. This approach is underpinned by legislative compliance, robust systems, policies and procedures and by actively working toward a thriving health and safety culture.

This commitment extends to employees, contractors, sub-contractors, volunteers, visitors and other personnel who are involved with the activities of the Rural City of Wangaratta.

This commitment shall be fulfilled by ensuring:

- Our people are informed of and understand their responsibilities and demonstrate commitment to accountability and leadership in health, safety and environment.
- Our people are trained to conduct their work safety through the provision of innovative and high-quality training programs which meet the diverse needs of our organisation.
- We promote active participation and recognise the value of involving our people in health and safety consultation. We will demonstrate leadership by delivering innovative and effective communication across the organisation.
- We understand our risk profile and seek to eliminate and reduce our health and safety risks through effective hazard and risk management processes.
- We actively prevent injuries and illness to our people and provide effective and supportive injury management programs. We conduct quality incident investigations and implement corrective actions to ensure prevention of injury and illness.
- Compliance with the requirements of the Occupational Health and Safety Act and Regulations and any other relevant requirements, statutory acts and regulations.
- Allocating adequate resources to plan for and maintain a safe, healthy and supportive working
  environment, including the engagement of suitably qualified and competent persons to support
  and deliver on Rural City of Wangaratta's health and safety commitment.
- Measuring and monitoring the effectiveness of OHS performance and the OHSMS by setting strategies, objectives and targets to enable regular management review and to ensure continued improvement in the elimination of work-related injury and illness.

Brendan McGrath, Chief Executive Officer

Date:



## **Appendix P: Managing Contractor Safety Policy**



### Contractor Management Safety Policy

	Adoption Date:	October 2013
Responsible Officer: Health Safety and Risk Officer	Approved By:	CMT
	Review Date:	October 2017
Authorising Officer: Director Corporate Services	Next Review:	October 2018
Director corporate corridos	Policy Type	Corporate

#### **PURPOSE**

This Policy outlines how the Rural City of Wangaratta will manage Contractor Safety. Council is committed to providing safe workplaces and jobsites to reduce and manage risk to Council employees, contractors and sub-contractors engaged by Council.

This Policy has been developed to:

- Provide guidance to Council employees who manage Council appointed Contractors;
- Ensure that all contractors, engaged by Council have health and safety systems and processes in place that are appropriate to the type of work and the level of risk; and
- Define responsibilities for those involved with any form of contractor management.

The contractor MUST ensure that any of their employees or sub-contractors are working in a manner that their acts or omissions do not adversely affect the heath and or safety of another person.

#### CONTEXT

Council are reliant on the work of Contractors to deliver some Council services. The Occupational Health and Safety Act 2004 mandates that employers must provide the same level of safety to its contractors that it does to its own employees. This is however limited to the extent of management and control that Council has over the work of the contractor.

#### SCOPE

This policy applies to Council staff involved in any aspect of contractor management. This includes the following:

- Engaging Contractors to deliver construction works
- Engaging contractors under a trade contract or agreement
- Engaging Contractors under a Panel Arrangement
- Engaging consultants to deliver services.

### POLICY

#### MANAGEMENT FRAMEWORK

Contracted works fit into two categories as follows:

- High Risk; and
- Low Risk

#### HIGH RISK WORKS

The OHS regulations provide definition for high risk works. These include, but are not limited to the following:

- · Working in confined spaces
- Working at heights
- Demolition work
- Working with asbestos
- Work involving the use of Sub-contractors
- Work involving significant hazards to the public
- Supply of Community Services
- · Working on roads
- Trenching
- Working on or around water
- Working in isolation
- Working with Electrical Installations
- · Working on or near gas lines

Works are also high risk if there is an increased level of complexity such as the use of sub-contracted labour.

#### LOW RISK WORKS

Works are considered to be low risk works if the activities performed are of low risk to health and safety. Low risk works also include works performed by service providers who perform predominantly administrative/office type work. Examples are lawyers, accountants, consultants, photocopy technicians, delivery personnel.

Refer to attached table for more guidance.

#### RESPONSIBILITES - CONTRACTORS

#### GENERAL

Any works performed by Council or Council employees including independent Contractors have to be conducted in compliance with the OHS Act and Regulations. Council has set minimum requirements that Contractors must comply with.

#### MINIMUM REQUIREMENTS

Quote/tender submission:

- Complete and submit an OH&S Management System Questionnaire together with supporting
  evidence of their capability to undertake the works. As part of the questionnaire the Contractor
  may be asked to provide a copy or example of the following:
  - OHS policy
  - OHS management plan
  - Independently certified OHS management system
  - o Safe Operating Procedures (SOPs) or Safe Work Method Statements (SWMSs)
  - Procedures for inspection, maintenance and hazard assessment for plant and equipment
  - o Procedures for storing and handling hazardous substances
  - Procedures for inspection, assessment and controlling risks associated with manual handling
  - Records of OHS training and inductions

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- Procedures for Identifying hazards at the workplace
- o Records of OHS performance statistics
- · Current insurances including WorkCover and Public Liability

#### Prior to undertaking any works:

- The OHS documents requested in the tender submission must be provided for all tasks to be completed on site and must be site specific. The documents must be reviewed and approved by Project Manager prior to works commencing
- The Insurances as requested in the Tender submission must be current and reviewed and approved by the Project Manager
- All contractors and their employees (including sub-contractors) must complete the North East Council Contractor Induction (NECCI) Health and Safety Induction.
- In accordance with Council's Permit To Work Policy, any contractor working within a Council
  owned or operated building must provide a completed Permit to Work (refer to Permit to Work
  Policy) describing the works which will be undertaken, the manner in which these works will
  be completed and information regarding the isolation of important building supply systems,
  such as fire detection, water, gas or electricity (if applicable).
- The Contractor is to apply and receive all relevant permits required to proceed with the works.
   This may include but is not limited to VicRoads Works in Road Reserve or NECMA's Works on Waterways Permit
- Undertake a site induction with a Council Representative for all council owned and operated buildings and worksites or as deemed necessary by the Project Manager.

#### During works:

- In order to identify who is in the workplaces, contractors are required to sign in and out of all Council properties. Sign In and Out books are available in all Council Workplaces.
- The Contractor must, when requested by a Council representative, be able to produce copies
  of the relevant licences, certificates of currency, North East Council Contractor Induction
  (NECCI) card and signed Safe Work Statements
- In the event an incident occurs and the contractor is required under the OH&S Act 2004 or its
  regulations to give notice of an incident occurring during their undertaking, the contractor is
  obligated to provide a copy of the notice to the Project Manager within 24 hours. Within three
  (3) days after an incident occurring, the contractor must provide a written report.

#### CONSTRUCTION WORKS EQUAL TO OR GREATER THAN \$350,000

When the value of the construction works are equal to or greater than \$350,000 the OHS Regulations 2017 require that the Principal Contractor provide the following

- Project Signage
- · Health and Safety Co-ordination Plan.

#### RESPONSIBILITIES - COUNCIL STAFF

#### CORPORATE MANAGEMENT TEAM

When a Contractor is engaged to perform works, the Corporate Management Team must:

- Provide a safe workplace
- Provide adequate resource to give instruction, information and supervision so as to ensure that
  the health and safety of the Contractor is not at risk while on Council's premises or on a Council
  managed worksite.
- Terminating the contract (for repeated or serious breaches of contract)

#### **OH&S COMMITTEE**

- · Support the implementation of this Policy
- · Review internal audit results and make recommendations to CMT.

#### DESIGNATED WORK GROUP REPRESENTATIVES

· Represent contractors in matters relating to Health and Safety

#### SENIOR MANAGEMENT TEAM

- · Ensure that staff who are managing contractor safety have the correct training.
- Monitor Contractor performance ensuring that all OH&S requirements are met.
- Provide training in regards to contract management and project delivery.

#### **DELIVERY AND CONTRACTS COORDINATOR**

- Ensure that suitable processes for evaluating contractors systems are adequate.
- Ensure that suitable systems for supervising contractors OH&S performance are in place.
- Include relevant OH&S clauses and specifications in procurement documents.
- Keep a record of and update the Preferred Contractor Database
- Identify additional training needs required to manage the project.

#### PROJECT MANAGER

- Complete a risk assessment. Identify any known, obvious or potential hazards associated with the proposed works (identified hazards shall form a part of the tender documentation).
- Review the OH&S Management System Questionnaire together with supporting evidence (copies of OH&S policies, procedures and completed registers, records, etc.) of their capability to undertake the works.
- After engagement, ensure that all Contractors have completed the relevant inductions in accordance with this policy. Records of induction should be maintained.
- Supervise and monitor works using the OH&S Contractor Performance Monitoring Worksheet.
   Supervision and monitoring may be undertaken through:
  - Site meetings
  - o Progress reviews
  - o Workplace inspections
- If a significant, or repeated failure to meet OH&S requirements is identified during inspections the Project Manager may issue a Non Conformance report. The report must identify:
  - The nature of the non-conformance
  - The recommended remedial action
  - The timeframe for completion
  - The person responsible for completion
- At the duration of the contract, complete a Contract Performance Review. This will be used to assess and report on matters such as:
  - Compliance with Council OH&S requirements

- Compliance with contractual OH&S requirements
- o Incidents and injuries
- Suitability to be retained as a preferred contractor, or on a Panel.

#### HEALTH AND SAFETY RISK OFFICER

- Undertake audits, in accordance with Council OH&S Management System Audit Policy.
- · Support the implementation and administration of this policy
- · 'Shut down' a site due to a breach in safety

#### COUNCIL STAFF

- · Report any identified hazard or safety breaches to their supervisor
- For extreme safety breach issues Council staff have the authority to order the contractor to cease work

#### CONTRACTOR AUDITS

As part of Councils commitment to provide a safe work place, routine audits will be conducted on external Contractors OHS systems and procedures to assist in ensuring they are complying with the approved documentation are legislated OHS requirements. Council will use the following audits to monitor Contractor OHS performance.

- Level 1 Audit Site Inspections
- Level 2 Audit Assigned Auditor
- Level 3 Audit Health Safety and Risk Officer: Internal Audit

#### Level 1 Audit - Site Inspections

Site inspections are to be conducted regularly with the frequency depending on the activity and associated risks identified by Council staff. Inspections maybe conducted by the Contract Superintendent or Project Manager, elected Health & Safety Representative or Health and Safety Officer or anyone else delegated by the Superintendent. The audit will include a review of the general tasks being completed and risk mitigation methods if any that are required and are being implemented. This may include a review of the SWMS or SOP's against the task being completed.

All issues identified during the inspections shall be resolved on-site initially between the Contractor and the Superintendent, Project Manager and or Health and Safety Representative. All issues shall be recorded in daily site inspection forms and shall be retained and stored with project documentation.

#### Level 2 Audit - Assigned Auditor

For large jobs over the Construction cost of \$350,000 a more thorough audit is required in addition to the Level 1 daily site visit checks. This audit will include the review of the Contractor against their OHS Management Plan as well as additional audit using the OHS Contractor Audit Form.

#### Level 3 Audit - Health Safety and Risk Officer: Internal Audit

Council will undertake an audit of its contractor safety management process in accordance with Council's OH&S Management System Audit Policy and associated schedule. This audit will be used to assess Council's compliance with this policy, OH&S Management System and the National Audit Tool.

#### NON CONFORMANCE

A Non-conformance form will be issued to the Contractor for repeated minor OHS breaches and significant breaches. The Non-Conformance form will include:

- · Details of the non-conformance
- · Prescribe the actions to be undertaken by the Contractor
- · Timeframe that the remediation action are required to be completed by, and
- . Signatures from both the Contractor and Council representative

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In the event a contractor fails to meet the requirements of a non-conformance report or if a major breach of contractual requirements occurs, the Project Manager may require the contractor to cease work.

#### PREFERRED CONTRACTOR DATABASE

Contractors who perform works under Council managed contracts will be added to Council's Preferred Contractors Database. The Preferred Contractor Database, is a list of businesses or persons that have met all of Council's requirements and will not need re-evaluation upon every engagement. However, if a scope of works falls outside of the initial scope upon which the contractor was evaluated, then additional documentation will require sighting.

All Preferred Contractors will need to re-submit Certificates of Currency of Insurances on an annual basis. Contractors will remain on the Preferred Contractor Database for a period not exceeding 3 years. After this period, contractors will be required to resubmit their OH&S documentation and be assessed for continued inclusion on the database a further 3 year term.

#### CONTRACTOR PANELS

Panels are a form of prequalification that used by Council to engage Contractors on an as needs basis. Where goods and services are purchased regularly, panels may be formed in accordance with the Procurement Policy.

In a panel arrangement, an overarching contract or 'deed of standing' exists between Council and each Contractor on the panel detailing:

- · the type of service the Contractor will provide;
- the set/indicative price for the service; and
- · the manner in which Council will procure the service from the supplier

A contract is formed each time a Council officer purchases goods or services under the panel arrangement. Under a panel arrangement and throughout the life of the contract, the Contractor performance is to be monitored in the same manner as any other contract and in accordance with this Policy.

#### POLICY IMPLEMENTATION

The Senior Management Team are responsible for overseeing the implementation of this Policy within their areas of responsibility.

#### RELATED LEGISLATION AND REFERENCES

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

AS2124 - General Conditions of Contract

Council's OH&S Policy

Council's Permit to Work Policy

Council's Hot Works Permit

Council's Permit to Work Form

Council's Corporate Registration and Induction Contractor Procedure

Contractor Letter - NECCI

Council's Risk Management Framework

Contractor OH&SMS Questionnaire

Contractor Non-conformance Report

Council Procurement Policy

Councils Level 1 OHS Audit Form

Councils Level 2 OHS Audit Form

Councils Level 3 OHS Audit Form

Overview of Contractor Requirements Table (see attached)

WorkSafe - Managing Contract Health and Safety Risks publication

AS/NZS 4801: 2001 AS/NZS 4804:2001 AS/NZS ISO 3100:2009 Maddocks Lawyers – Services General Conditions

#### **POLICY REVIEW**

Any change or update which materially impacts and alters this policy must be by CEO approval following review by the OH&S Committee and the Corporate Management Team. This policy will be reviewed in 2018 or if there has been a material change to any relevant laws.

Contractor Category	Example Contracted Service Types	Contractor Requirements	Council Requirements
Low Risk Contracts	<ul><li>Consultants</li><li>Auditors</li><li>Insurance</li><li>Lawyers</li><li>Trainers</li></ul>	Public Liability Insurance \$10M (minimum)     Professional Indemnity Insurance (variable from contract to contract)     Workers Compensation Insurance	OH&S Clause on Purchase Order     Purchase Order to be sent to     Contractor     OHS Induction via Visitor-sign In     Register     Monitor contract performance
High Risk Contracts	High Risk Construction Works as defined in the OH&S Regulations Construction work over \$350,000 Minot Contract that extends beyond 12 months Complex works Maintenance Works including: Cleaners Cleaners Cleaners Plumbers Plumbers Olaziers Glaziers Any other service that involves: Manual Handling Use of chemicals Dower tools Power tools Power tools Power tools Hot work Masonry Dust (Crystalline Silica) Asbestos (non-disturbance)	As listed in Service Providers; plus  Prequalification:  Prequalified Contractor Database; or Panel arrangement; or Through RFQ and Tendering process  Contractor's OHSMS to address all obvious risks associated with type of service provided  Licenses as required Additional requirements for all construction works over \$350,000: OHS Accreditation (4801, SafetyMAP, Vic Roads Prequalification or equivalents Contractor appointed as OH&S Principal Contractor under the OH&S Regulations  OHS Co-ordination Plan	Scope of Works to be prepared and provided to Contractor prior to quoting / tendering Identify obvious risks associated with works  Ensure contractor's OHSMS addresses all obvious risks identified Procurement processes  OH&S Clauses on Purchase Order or Contract Document Purchase Order or Contract Document to be sent to Contractor Pre-award risk meeting to review risks and controls related to contracted works  Award Contract Induct Contractor Monitor contract performance using OHS Contractor Audit Tool Issue non-conformance indings Suspend or terminate contract for repeated or serious non-conformance Monitor contract performance

## Appendix Q List of relevant Council SOP's

All staff employed by Council undertake a standard induction when they commence employment. As part of the induction process, they will be required to read the relevant SOP's for their position. These are then signed to signify they have been read and understood.

The following SOP's are relevant to the clearance of vegetation from powerlines:

- B801- Chainsaw Operations SOP;
- B803- Ground Observer (for climber and EWP) SOP;
- B804- Elevating Work Platform (EWP)- Travel Tower SOP;
- B805- Lowering Branches SOP;
- B806- Dump Mulch from Chipper Truck SOP;
- B808- Chipper Operation SOP;
- B809- Tree- Shrub Pruning or Removal SOP;
- B810- Polesaw Operations SOP;
- B812- Powerline Clearance- High Voltage SOP;
- B813A- Aerial Rescue SOP;
- B817- Tree Felling SOP;
- B818- Tree Climbing SOP.

