



Electrical Line Clearance Management Plan

2024/25

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Appendices

Appendix No.	Document No.	Description
Appendix 1	ELCMP-001	ELC Contractor Induction Checklist
Appendix 2	ELCMP-002	Cutting Quality Audit
Appendix 3	ELCMP-003	ELC Contractor OHS/Compliance Audit
Appendix 4	ELCMP-004	Works Schedule and KPI Audit
Appendix 5	ELCMP-005	Site Electrical Emergency Situation Procedure
Appendix 6	ELCMP-006	Notice of Pruning Advertisement
Appendix 7	ELCMP-007	Training Requirements

Note: Appendices contain key records (forms and documents) that are generated by the plan. Some Appendices may not contain documents or completed records at time of issue as they may be dependent on work being done during the program. These records will be updated and placed in the Appendices as they are generated for the program and will be available as applicable to the time of any compliance audits.

Management Plan Particulars

Document:	ELCMP
Issue Number:	1.8c
Authorised by:	Mr. Domonic Johnston – Operations Manager
Authorisation date:	29/07/2024

Revision List / Document Control

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

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

Section	Issue	Revision Details	Date
ALL	1.5	New Plan to comply with Electricity Safety (Electric Line Clearance) Regulations 2015	19/06/2017
ALL	1.6	Revision of plan prior to 31 March each year	29/03/2018
ALL	1.7	Revision of plan prior to 31 March each year	18/03/2019
ALL	1.7a	Revision of plan prior to 31 March each year	30/03/2020
ALL	1.8	Revision of plan prior to 31 March each year incorporating changes to the Electricity Safety (Electric Line Clearance) Regulations 2020	25/03/2021
ALL	1.8a	Revision of plan prior to 31 March each year	28/03/2022
ALL	1.8b	Revision of plan prior to 31 March each year	21/03/2023
ALL	1.8c	Revision of plan (audit response) (plan still under review)	29/07/2024
ALL	1.8d	Revision of appendices	06/09/2024

Preparation of management plan

The following sections are as per Regulation 9 of the Electricity Safety (Electric Line Clearance) Regulations 2020.

9.2 A responsible person that is not a major electricity company, before 31 March each year, must prepare a management plan relating to compliance with the Code for the next financial year. A calendar reminder is scheduled in Council's Electronic Appointment system which is activated annually.

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

The responsible person (Operations Manager) named in (4b) will ensure that Council's ELCMP is prepared before 31 March each year and submitted to ESV within 14 days of request.

4a. Name, address and telephone number of the responsible person

Name of Council:	Swan Hill Rural City Council
Address:	45 Splatt Street Swan Hill 3585
Chief Executive Officer:	Scott Barber
Telephone:	03 5036 2333
e-mail:	council@swanhill.vic.gov.au

4b. Name, position, address and telephone number of the individual who was responsible for the preparation of the management plan

Name:	Domonic Johnston
Position (Unit Director):	Operations Manager
Address:	45 Splatt Street Swan Hill 3585
Telephone:	03 5036 2333

4c. Name, position, address and telephone number of the persons who are responsible for carrying out the management plan

Name:	Domonic Johnston
Position:	Operations Manager
Address:	45 Splatt Street Swan Hill 3585
Telephone:	03 5036 2333

4d. The telephone number of a person who can be contacted in an emergency that requires clearance of a tree from an electric line that the responsible person is required to keep clear of trees

Telephone:	03 5036 2333
Position:	Swan Hill Rural City Council – 24/7 After Hours Call Centre

4e. Objectives of the plan

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

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

Council has developed a set of Key Performance Indicators (KPIs) to monitor the overall vegetation management performance. Relevant processes will be monitored and audited by the responsible person to ensure that the objectives of the plan are being implemented and actioned. This will be done utilising the ELCMP-004 WORKS SCHEDULE AND KPI AUDIT attached.

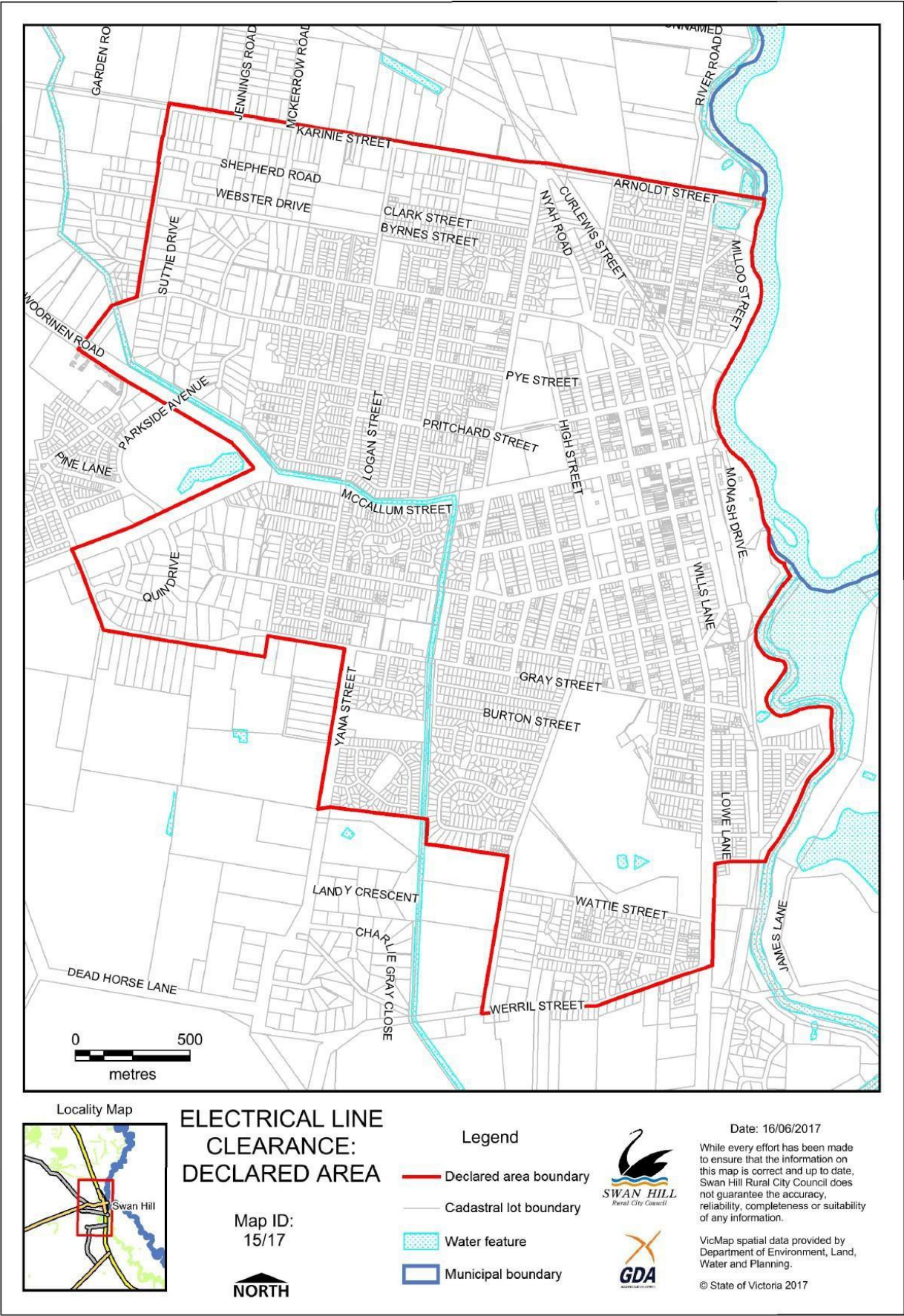
4f. The land to which the management plan applies (as indicated on a map);

Declared Area Boundary

Council's declared area is illustrated on the following page in Figure 1. These declared area maps are based on copies of the ESV database maps (<https://eservices.esv.vic.gov.au/LineClearance/>) and supplied by PowerCor.

Swan Hill Rural City Council declared area (near power lines) does not contain any areas of vegetation which are determined to be historically, culturally important vegetation, vegetation of outstanding aesthetic value, biological significant vegetation or ecological significant vegetation stated in the Code of Practice on the below map. Also in the area shown on the map, there are no known areas of habitat involving rare or endangered species which are stated in the Code of Practice.

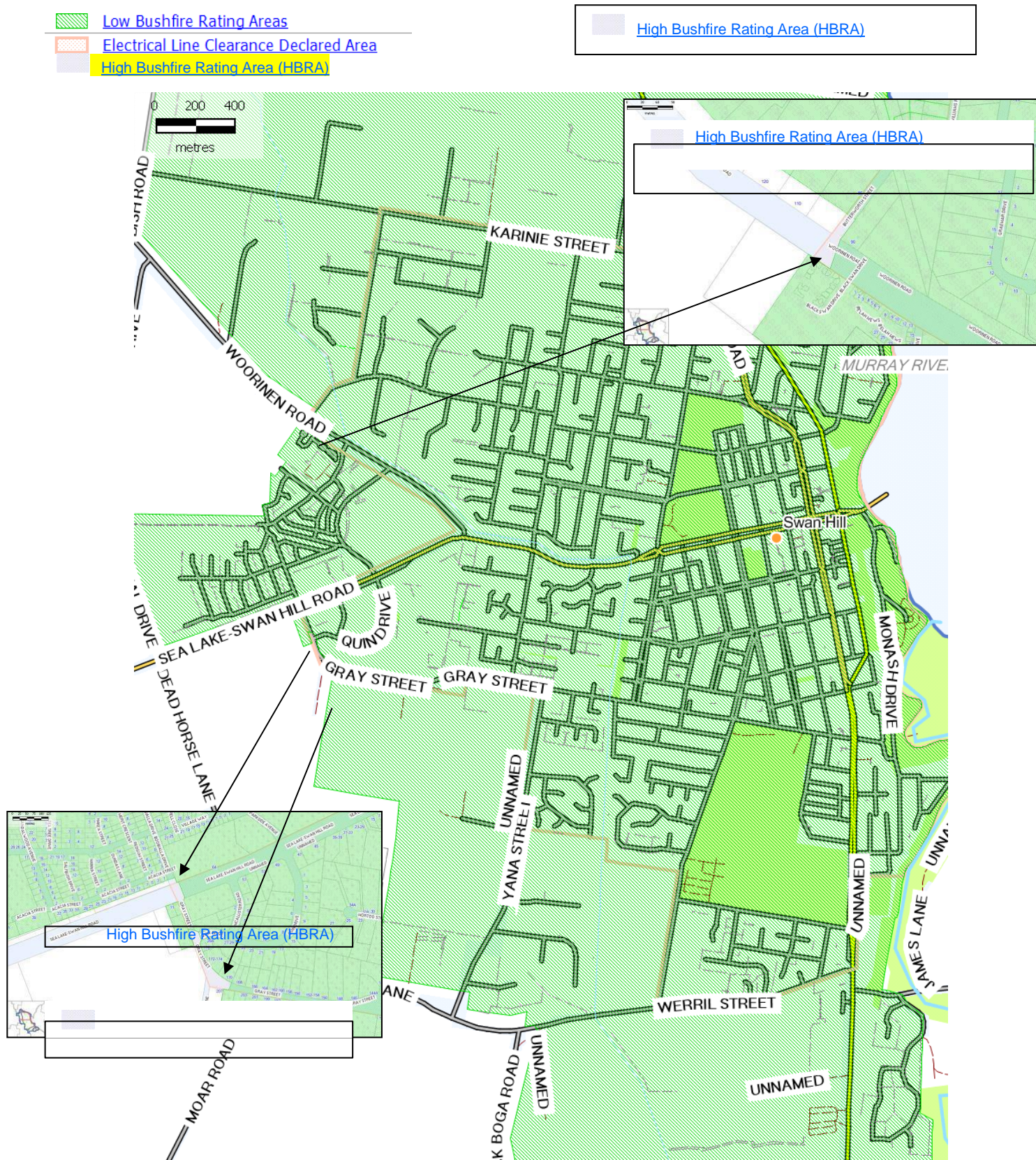
Figure 1



Declared Area – Low (LBRA) & High (HBRA) Bushfire Rating Area:

Any hazardous bushfire risk areas and low bushfire risk areas in the land referred to as indicated on the map below).

The CFA review and assign High and Low Bushfire Risk as prescribed by Section 80 of the Electricity Safety Act 1998 approximately every 3 years. Part of that process includes liaison with Council and notification following inclusion in the Government Gazette. Annual contact is made with CFA seeking updates.



4h. The location of each area that the responsible person knows contains a tree that the responsible person may need to cut or remove to ensure compliance with the Code and that is:

For trees defined within the following three categories; Council will, as far as practicable, not cut a tree more than is necessary to comply with the Regulations. We will not remove any of these trees unless it is required to ensure compliance or make an unsafe situation safe. We may remove one of these trees if a suitably qualified Arborist has assessed the tree and advise trimming the tree would make the tree unhealthy or unviable. These conditions apply to all known trees that are identified here and any further trees that may be found to meet the criteria during the period of this plan.

The location of areas containing trees which need to be cut or removed to ensure compliance with code and they are:

1. Indigenous; Council has within its declared areas a mixture of local indigenous and exotics which enhance the amenity of the municipality. The trees that require clearing from electric lines typically occur within nature strips, road reserves, recreation reserves and other areas of land within the Declared Areas managed by Council. Locations of indigenous trees are (GPS) recorded in Council's Tree Register which is provided to Council's Electric Line Clearance Contractor. If additional trees are located during the annual review process, these will be updated within the register.

InspectionDate	AssetStatus	Asset ID	AssetID_Location	Botanical Name	c_LastInspection_
03/04/2017	Inspected No Work Required	TR12093	TR12093 14 Nulty Drive Robinvale	Acacia floribunda - Gossamer Wattle	#####
09/03/2017	Inspected No Work Required	TR02367	TR02367 165 McCallum Street Swa	Eucalyptus globulus - Tasmanian Blue Gum	#####
10/08/2017	Inspected No Work Required	TR14566	TR14566 64 Palmer Street Woorin	Corymbia citriodora - Lemon Scented Gum	#####
09/08/2017	Inspected No Work Required	TR10432	TR10432 28 Marraboar Street Lake	Eucalyptus sp - Gum Tree	#####
23/08/2017	Council Referral Required	TR14312	TR14312 Murray Street Piangil	Eucalyptus cladocalyx - Sugar Gum	#####

Example of Councils Tree Register

2. Listed in the planning scheme to be ecological, historical or aesthetic significance; No such trees affected by electric line clearance have been identified in the Swan Hill declared area. Council's Environment Department will communicate any additions annually.
3. The trees of cultural or environment significance; No such trees affected by electric line clearance have been identified in the Swan Hill declared township area.

For the purpose of this plan, Council has identified any locally indigenous vegetation to be native.

4i. The means which the responsible person is required to use to identify a tree specified in paragraph (h)

Council has engaged a qualified Arborist services to identify trees listed in paragraph (h) of the regulations and no such tree has been identified in the declared city area of Swan Hill. If there was any tree of cultural or environmental significance, the Council would refer to:

Heritage Register within the meaning of the Heritage Act (<http://vhd.heritagecouncil.vic.gov.au/>); Council will be notified by Victorian Aboriginal Heritage Council of any changes to the Victorian Aboriginal Heritage Register. The Victorian Aboriginal Heritage Register is not a publicly accessible register because it contains culturally sensitive information. Applicants may apply online for access or advice using the Aboriginal Cultural Heritage

Register and Information System (ACHRIS - <https://applications.vic.gov.au/apps/achris/public/request-for-access/enter>) established under section 144 of the Aboriginal Heritage Act 2006;

The National Trust has a database of trees that are accessible to the public. [http://www.trusttrees.org.au](http://www.trusttrees.org.au;);

The DEWLP online mapping page includes most relevant town planning overlays.

<http://services.land.vic.gov.au/maps/pmo.jsp>

- Flora or a habitat of fauna listed as threatened in accordance with section 10 of the Flora and Fauna Guarantee Act <https://www.environment.vic.gov.au/conserving-threatened-species/flora-and-fauna-guarantee-act-1988> ; or
- Flora listed in the Threatened Flora List https://www.environment.vic.gov.au/data/assets/pdf_file/0021/50448/Advisory-List-of-Rare-or-Threatened-Plants-in-Victoria-2014.pdf with a conservation status in Victoria of "endangered" or "vulnerable"; or
- A habitat of fauna which is listed in the Threatened Invertebrate Fauna List https://www.environment.vic.gov.au/data/assets/pdf_file/0016/50452/Advisory List of Threatened Invertebrate Fauna 2009 FINAL Sept 2009.pdf with a conservation status in Victoria of "vulnerable",

- "endangered" or "critically endangered". and
- Threatened Vertebrate Fauna List
(https://www.environment.vic.gov.au/data/assets/word_doc/0015/50451/Advisory-List-of-Threatened-Vertebrate-Fauna_FINAL-2013.doc.)

The trees identified in the above Acts, Lists or Registers are reviewed annually by Council to ensure their accuracy and updated information provided to Electric Line Clearance Personnel.

4j. The management procedures that the responsible person is required to adopt to ensure compliance with the Code, which must include/specify details of the methods to be adopted for:

(i) Methods to be adopted for managing trees and maintaining a minimum clearance space as required by the Code;

There are approximately 1000 street trees in the declared area that have power lines above or nearby which may require clearance pruning.

Inspection/Pruning Programs and Schedules

Council has determined that the electric line clearance inspection and pruning will be undertaken annually for maintaining the statutory clearance space between vegetation and power lines. This period provides the greatest opportunity to maximise the amenity value of its street trees. A qualified and trained contractor has been appointed to inspect and complete works to ensure the street trees remain clear of electrical lines in Council's Declared Area.

Works shall be documented and each street visited shall be identified. Each inspection/pruning shall allow for any potential regrowth entering the clearance space as well as sag and sway data to be obtained from the power company and kept for minimum of 5 years. All data to be provided to approved contractor.

Council will consult with affected persons to remove inappropriate species from under electrical lines where possible. As part of any future Streetscape Strategy Before deciding to plant a tree near electric lines,

Council will consult the reference document 'Power lines and Vegetation Management' and 'Your Guide to Planting near Electric Lines'.

http://www.esv.vic.gov.au/wpcontent/uploads/2016/12/ESV_Veg_Management_Brochure.pdf

(ii) Determining an additional distance that allows for cable sag and sway

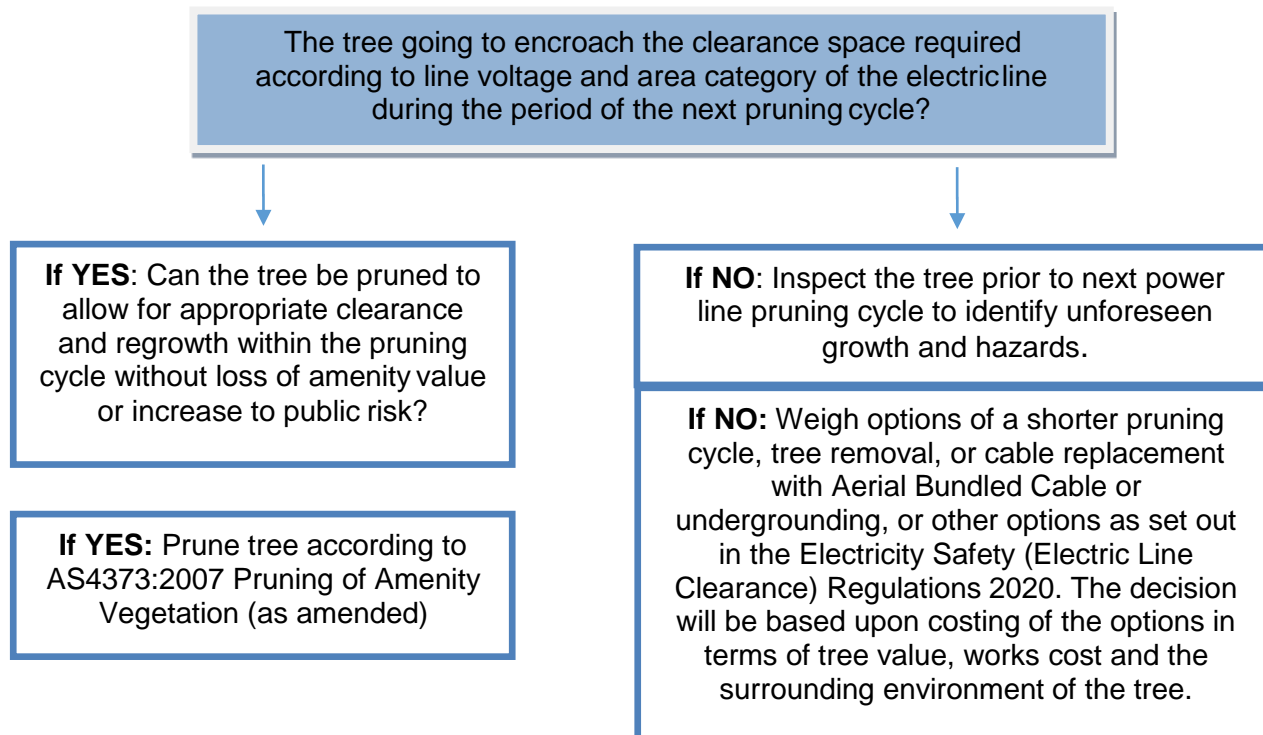
The Clearance space to be maintained for the centre 2/3 of spans is specified in Schedule 2 of the Regulations. A summary to be used for operational purposes is included in the charts above. Almost all spans in the LBRA are less than that which requires additional distances to be added to allow for sag and sway. Our contract inspector is required to assess the length of the spans to determine the required clearance.

Council records the amount of sag and sway on its electronic data as it is received from PowerCor.

PowerCor will be consulted for advice for spans assessed as requiring an allowance for sag and sway, which includes all HBRA spans in the Declared Area and any new poles erected and spans greater than 100m in the LBRA.

All sag and sway calculation data will be maintained on the Council's electronic system and archived for 5 years.

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



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

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

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

Each inspection/prune shall be documented and each street visited shall be recorded in Council's approved works recording program.

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

Where a contractor deems it likely that cutting is not likely to meet the requirements of AS4373, the inspector will consult with the Senior Responsible Officer to seek approval on the pruning method to be undertaken.

Emergency Cutting and Pruning

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

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

As part of such works Council will record where and when the cutting or removal was undertaken, identify why the cutting/removal was required and record when the last inspection of the tree occurred. All records will be filed at the Council office in the ELCMP folder for a period not less than 5 years.

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

Notified Work Required/Conducted

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

When applicable, the Responsible Person will convey to the Cutting Crews, the site of any pruning's notified by the Distribution Company as being the result of emergency clearing. The work of removing the prunings will be programmed by the Cutting Crew. Council will notify the Distribution Company or other stakeholder upon completion of the clearing. Records of these reports and clearing shall be maintained as per Councils Archive procedure.

Habitat for Threatened Fauna

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

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

- As soon as a tree is identified as the habitat of a possibly threatened species, the operator must stop work and inform their supervisor, or Council, and seek clarification of the threatened species and the breeding season of that species.
- Works will be scheduled outside of breeding season where practicable.
- Translocation of the fauna if not practical to undertake outside of the breeding season.
- Cutting only to occur when not practicable to cut or remove outside the breeding season.
- If any occupied habitat is found it, details inc. Location etc. will be recorded in Council's Works Recording system.

Cutting or removal of habitat for threatened fauna is only to occur to achieve Code compliance or to make an unsafe situation safe.

Managing and recording regrowth

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

The following growth rates have been assumed by Council.

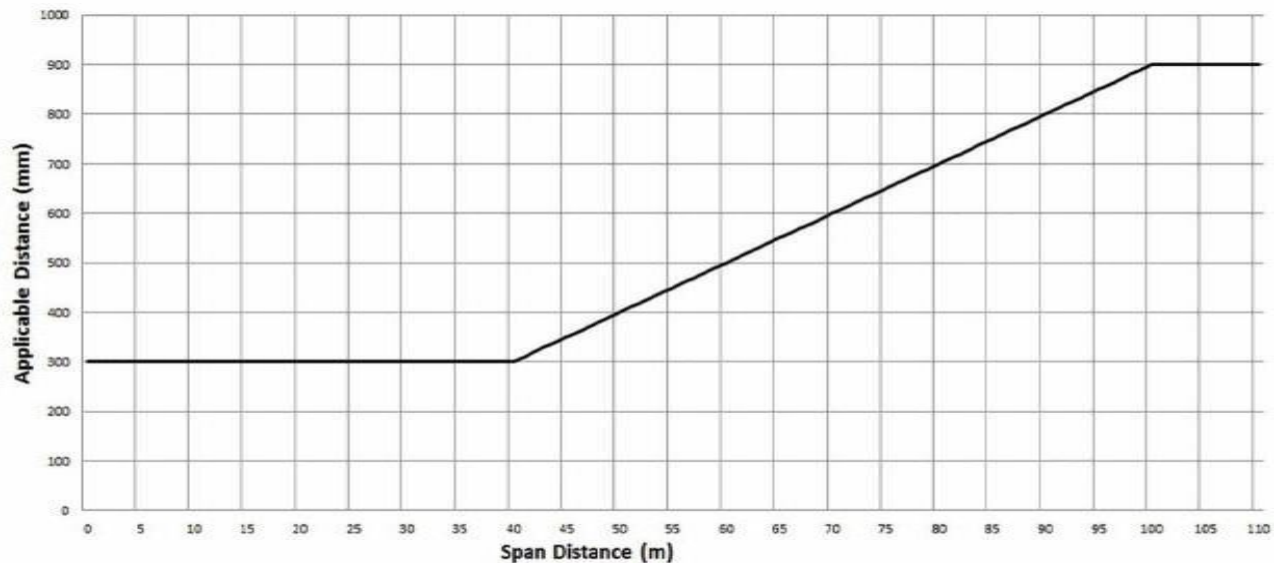
Species	Annual Estimated Growth Rate Side	Annual Estimated Growth Rate Under
Eucalypts	.2m	.8m
Cypress	.2m	.5m
Other Exotics	.2m	.6m

Managing the Clearance Space

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

Minimum Clearance Spaces Surrounding a Power line (All Areas) Aerial Bundled Cable or Insulated Cable

MINIMUM CLEARANCE SPACES IN ALL DIRECTIONS	
Near the pole	300mm
Centre 2/3rds	Refer to Graph 1



GRAPH 1

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

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

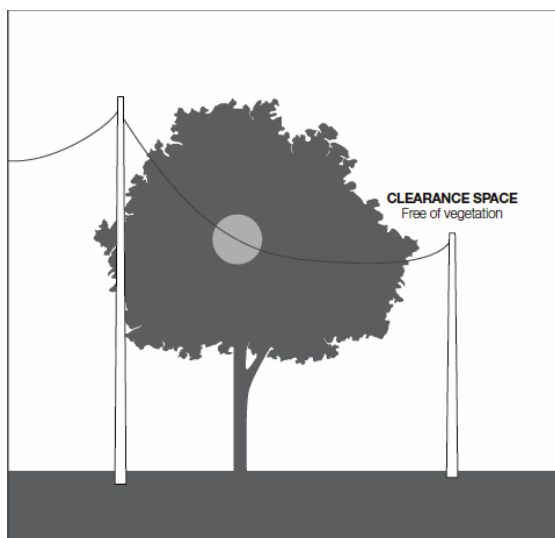
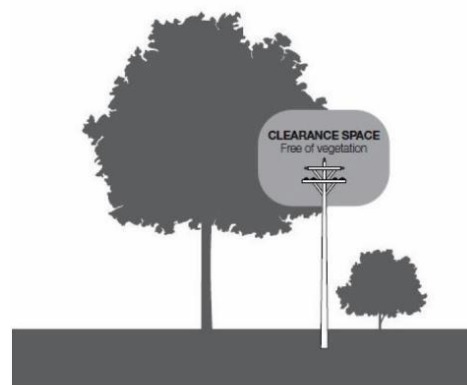


FIGURE 3—INSULATED ELECTRIC LINES IN ALL AREAS AND UNINSULATED HIGH VOLTAGE ELECTRIC LINES (OTHER THAN 66 000 VOLT ELECTRIC LINES) IN LOW BUSHFIRE RISK AREAS

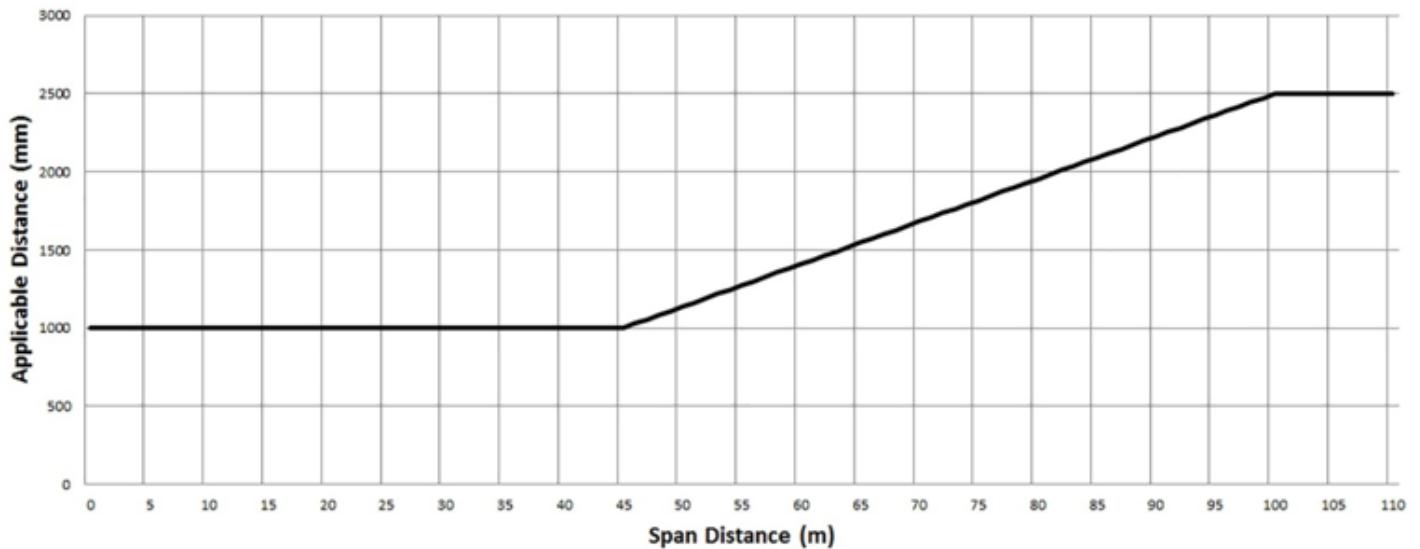
Clauses 24 and 26, Graphs 1 and 3



NOT TO SCALE

Minimum clearance spaces surrounding a power line Low bushfire risk areas low voltage uninsulated

MINIMUM CLEARANCE SPACES IN ALL DIRECTIONS	
Near the pole	1000 mm*
Centre 2/3rds	Refer to Graph 2

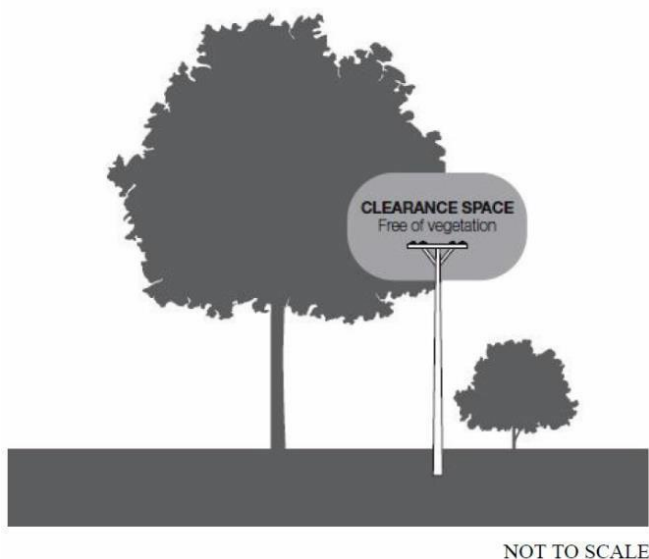


GRAPH 2

The Clearances in the above graph allow for sag and sway for spans up to 100m. For Spans greater than 100m an allowance for sag and sway is required. To determine the distance required to allow for sag and sway, Council will seek information from PowerCor and provide to the relevant persons.

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

Clause 25, Graph 2

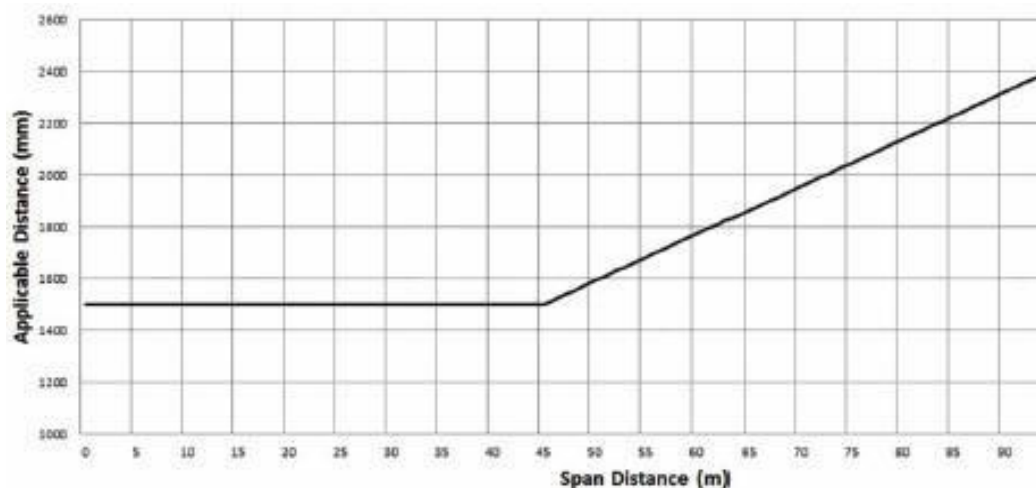


Minimum clearance spaces surrounding a power line

Uninsulated electric line (other than 66kv electric lines) in low bushfire risk area

MINIMUM CLEARANCE SPACES IN ALL DIRECTIONS	
Near the pole	1500 mm*
Centre 2/3rds	Refer to Graph 3

GRAPH 3



*The Clearances in the above graph allow for sag and sway for spans up to 100m. For Spans greater than 100m and allowance for sag and sway is required. For Spans greater than 100m an allowance for sag and sway is required. To determine the distance required to allow for sag and sway, Council will seek information from PowerCor and provide to the relevant persons.

Note: As per the 2020 Regulations 'Part 2 Section 9 (i) (ii) note 2' allowances for conductor sag & sway are documented in PowerCor internal guidelines which are publically available in the PowerCor Electric Line Clearance Management Plan (ELCMP) to assist with determining additional distances allowing for sag & sway of power line conductors, noting Part 3 Section 25 (2) (b) that an additional distance is only required if the span distance is greater than 100 metres in low bushfire risk areas (LBRA).

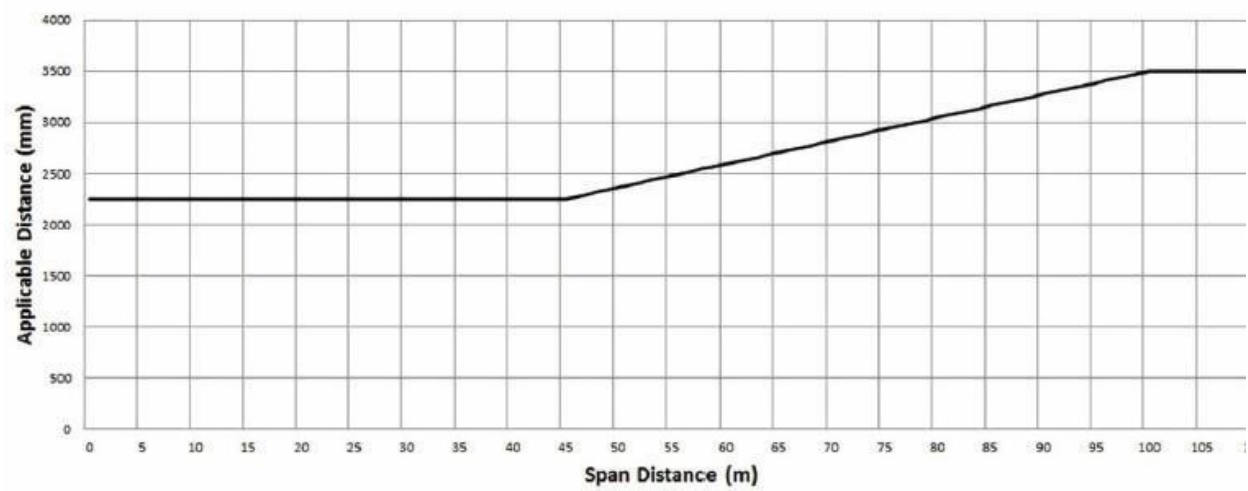
The majority of PowerCor span distances are less than 100 metres in the Swan Hill rural City Council LBRA Declared Area and no additional distance is required. PowerCor can be contacted if council requires further assistance to determine the distance to allow for conductor sag and sway for specific individual LBRA spans greater than 100 metres or HBRA spans.

Minimum clearance space surrounding a power line Uninsulated 66kv in Ibra

MINIMUM CLEARANCE SPACES IN ALL DIRECTIONS	
Near the pole	2250 mm*
Centre 2/3rds	Refer to Graph 4

Graph 4

*The Clearances in the below graph allow for sag and sway for spans up to 100m. For Spans greater than 100m and allowance for sag and sway is required. For Spans greater than 100m an allowance for sag and sway is required. To determine the distance required to allow for sag and sway, Council will seek information from PowerCor and provide to the relevant persons.



Determination of Safe Approach Distances

Safe approach distances for qualified persons working for or on behalf Council are provided in the Electrical Safety Rules for Vegetation Management Work Near Overhead Powerlines by Non-Electrical Workers.

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

	Insulated LV	Bare or covered LV			HV up to, and including, 22kV			Greater than 22kV up to, and including 66kV		
	All directions	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 ⁴	No clearance required ⁴	No clearance required ⁴	1000 ¹	300	700	Work not permitted	400	900	Work not permitted

Note:

1. Vegetation which is located at least 1000m above bare LV conductor can be cleared subject to the following conditions: (i) A risk assessment is carried out with appropriate control measures put in place and; (ii) Effective control measures as used to prevent the cut vegetation from contacting the conductor encroaching into the vegetation clearance space, (iii) 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 electrical 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.

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

	Insulated LV	Bare or covered LV			HV up to, and including, 22kV			Greater than 22kV up to, and including 66kV		
	All directions	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 ⁴	No clearance required ⁴	No clearance required ⁴	3000 ⁴	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: (i) A risk assessment is carried out with appropriate control measures put in place and; (ii) Effective control measures as used to prevent the cut vegetation from contacting the conductor encroaching into the vegetation clearance space, (iii) 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 electrical 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.

4k. The procedures to be adopted if it is not practicable to comply with the requirements of AS 4373 while cutting a tree in accordance with the Code

The Municipal Association of Victoria advises Council to ensure the latest version of AS4373 is being referenced.

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

Reasonably practicable in relation to AS4373 means that which is, or was at a time, reasonably able to be done in relation to ensuring continued tree health and future tree safety, considering and weighing up all relevant matters including:

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

When vegetation pruning methods are unable to comply with the requirements of AS4373, the contractor will consult with the Responsible Officer to seek approval on the pruning method to be undertaken. The Responsible Officer will make the final decision on the method of pruning. AS 4373 and the definition of “as far as practicable” will be explained to personnel at induction prior to commencement of works. Every action will be taken to ensure that vegetation pruning methods taken minimise the extent of pruning and the effects of such pruning on vegetation. The process above is not required when a tree is being trimmed back to established practice s for that tree.

Plant and Equipment

The process for selection of appropriate plant & equipment involves the following considerations:

- access to site
- voltage of overhead conductors - equipment suitably insulated and tested
- proximity of vegetation to conductors
- configuration of equipment
- reach/ height of equipment
- cutting tools proportional to material to be cut.

Once each of these points has been considered, the best fit for the task should be selected. Availability may also be a defining factor, where the best fit is not available other options may be considered, however must still be able to achieve acceptable pruning standards in a safe manner.

All items of plant and equipment utilised on the contract must undergo a plant risk assessment/initial audit and all safety risks must be appropriately controlled prior to use of any plant or equipment on site.

A record of the sighting of the required certificates and associated documents may be kept by Council’s Works Department. Any certificates shall be reviewed by the Works Department annually prior to commencement of power lines clearance works.

4l. A description of each alternative compliance mechanism in respect of which the responsible person has applied, or proposes to apply, for approval under clause 31 of the Code

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

4m. The details of each approval for an alternative compliance mechanism

1. That the responsible person holds

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

1.1 That is in effect

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

4n. A description of the measures that must be used to assess the performance of the responsible person under the management plan

The Responsible Officer will conduct regular audits in accordance with industry standards, including Electricity Safety (Electric Line Clearance) Regulations 2020, AS4373:2007 Pruning of Amenity Trees and best practice methods. Timing of annual inspection and pruning works refer to Appendix 004 Works Schedule and KPI Audit.

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

- identified vegetation clearance breaches to the code
- emergency clearances
- customer requests for line clearance
- network operator requests for pruning
- clearing not meeting quality requirements (AS4373 min.).

Non-compliance sites and outages data provided by PowerCor are reviewed at the scheduled meetings. Utilising this historical data, a range of benchmarks for intervention of non-compliance has been established. Records are kept in Council Customer requests tracking system or records management system.

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

Performance measures for the implementation of the electric line clearance plan are:

1. Number of annual inspections.
2. Number of vegetation breaches of code.
3. Number of pruning requests from the distribution company.
4. Number of pruning requests from the community.

The record is kept in Council Customer requests tracking system or records management system.

4o. Details of the audit processes that must be used to determine the responsible person's compliance with the Code

The Responsible Officer will conduct regular audits (min. 2 per month) as per the APPENDIX: 3 DOC: ELCMP-003 ELC Contractor OH&S/Compliance Audit to ensure works have/are being completed in accordance with industry standards, including Electricity Safety (Electric Line Clearance) Regulations 2020, AS4373:2007 Pruning of Amenity Trees and best practice methods and according to the schedule.

Council has considered the risk associated with the non-compliance and the population of Street Trees within the Declared Area and determined a 5% sample size to be adequate.

External specialist resources, which are experienced and have appropriate expertise in the relevant field, may be engaged to assist. Where appropriate Contractor and Council management are directly involved in the se audits.

The audit forms refer **appendix 002 & 003** is to be returned to Council for filing and non-conformance or improvements to be registered.

Any non-conformances or required improvement actions will be recorded on the audit and CAR and be implemented immediately and signed off when completed.

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

PowerCor Conduct inspections and may report trees to Council that it has recorded as non-compliant to the regulations. These items will be reviewed and items identified as not complying with Swan Hill Rural City Council clearance tables will be programmed to be cleared. The Operations Manager will decide if the items can be programmed in line with its annual program.

Control of Non-Conformances

The root cause for the non-conformances are identified and monitored. Recurrence of the same non-conformance will be reviewed to determine the root cause of the problem. Non-conformances that are likely to result in a safety hazard or not complying with a regulation are considered critical and must be dealt with immediately. Non-conformances that are not critical are reviewed at the Works Operations Team (WOT) and annual review and may result in further training and revision of this plan. Non-conformances may be treated as a breach of contract and as such, the contract may be terminated at the discretion of the responsible officer.

Any non-conformances identified by Council will be addressed within the timeframes that ensure compliance is maintained. The potential risk of a non-conformance can vary greatly and this will be evaluated. The unit manager will have responsibility for determining the rectification timeframes.

Any non-conformance will be rectified and any continued non-conformance shall be considered a non-conformance and outworked with the contractor as deemed necessary.

Annual Review and Continuous Improvement

Works Operations Team (WOT) Meetings are carried out Monthly during the Electric Line Clearance Program. The results of the audits, KPI's and other items that were noted as not going to plan will be reviewed. The purpose of the review is to identify strategies to prevent reoccurrence or identify if further issues are likely to arise and identify cost effective improvements and apply alterations where required for the next revision of ELCMP.

Details of the audit process that must be used to determine the responsible person's compliance with the Code of Practice:

The Electric Line Clearance Plan requirements will be reviewed annually to confirm compliance against regulations. Field Inspections will be carried out by responsible Officers on a 6 monthly basis. Any issues identified as constituting non-compliance with the code will be recorded and passed onto Council's Tree Contractor to rectify as a priority.

Once works are completed councils tree contractor will advise council and a re-inspection will be conducted to verify compliance.

Records will be maintained in Council's Electric Line Tree's File.

4p. The qualifications and experience that the responsible person must require of the persons who are to carry out the inspection, cutting or removal of trees in accordance with the Code:

No person shall perform tree clearing work in the vicinity of live electrical apparatus unless the person:

1. has completed a training course approved by ESV; and
2. has a standard of qualifications, proficiency and experience that enable the person to safely perform the work; and
3. has been endorsed in writing by the organisation (e.g. the employer) to perform the work; and
4. has documented a hazard identification and risk assessment; and
5. has implemented a risk management process to control hazards associated with the work; and
6. complies with Occupational Health and Safety Legislation, 'Electrical Safety Rules for Vegetation Management Work near Overhead Power lines by Non-Electrical Workers', as published or amended from time to time by Energy Safe Victoria.

Training Requirements

ELCMP-007



Minimum qualifications for qualified persons undertaking ELC works at Swan Hill Rural City Council

Required Training and qualifications	Role			
	Assessor	EWP Cutter	EWP Observer	Ground Crew (chipper)
UET20321 Certificate II in ESI Powerline Vegetation Control, including up to date refresher training	✓	✓	✓	✓
UETDRVC001 Apply Occupational Health and Safety regulations, codes and practices in the workplace	✓	✓	✓	✓
UETDREL002 Comply with sustainability, environmental and incidental response policies and procedures	✓	✓	✓	✓
UETDRVC009 Monitor safety compliance of vegetation control work in an ESI environment	✓	✓	✓	✓
UETDRVC007 Apply pruning techniques to vegetation control near live electrical apparatus	✓	✓	✓	
AHCARB302A Conduct tree inspections	✓			
AHCMOM213 Operate and maintain chainsaw	✓	✓	✓	
Certificate III in Arboriculture AHC30816 or equivalent. Or be able to demonstrate suitable experience and be enrolled in the above qualification	✓			
UETDRVC004 Use elevated platform to cut vegetation above ground level near live electrical apparatus		✓	✓	
UETDRMP005 EWP Rescue		✓	✓	
UETDRMP004 EWP controlled descent and escape		✓	✓	
FWP HAR2208 Operate a mobile chipper/ mulcher		✓	✓	✓
TLILIC0005 Licence to operate a boom-type elevating work platform & High Risk Work Licence (WP)		✓	✓	
HLTAID009 - Qualification in First Aid Level 1 (including Provide cardiopulmonary resuscitation CPR)	✓	✓	✓	✓
UETDRMP010 - Provide First Aid in an ESI environment	✓	✓	✓	✓
RIIWH302E - Implement traffic management plan; and RIIWH305E - Control traffic with stop- slow bat		✓	✓	✓
Swan Hill Rural City Council Electrical Line Clearance Induction	✓	✓	✓	✓

The Electricity Safety (General) Regulations 2019 r. 616 refers to an authorised person as a person who holds a current certificate specifying satisfactory completion of a training course in tree clearing, approved by Energy Safe

Victoria. Qualified persons undertaking works will do so in compliance with 'The Blue Book'.

All vegetation workers must complete Certificate II in ESI Power line Vegetation Control (including but not limited to approved electives* listed below where required) and ESV specified annual refresher as specified by the ESV.

*EWP Operator and EWP Safety Observer:

- UETDRVC007 - Apply pruning techniques to vegetation control near live electrical apparatus
- UETDRMP004 – Use elevated platform to cut vegetation above ground level near live electrical apparatus
- TLILIC0005 – Licence to operate a boom-type elevating work platform (also equivalent is High risk work licence - WP)

This course and refresher training provides competencies for planning and carrying out vegetation control at and above ground level near live electrical apparatus. Council will review the ESV training requirements prior to the development of each ELCMP.

Workers must hold an approved competency for all plant and equipment including chainsaw, chipper, EWP etc. Competencies must be provided to Council prior to works commencing.

Refer APPENDIX: 1 DOC: ELCMP- 001 ELC Contractor Induction Checklist and APPENDIX: 2 DOC: ELCMP-002 CUTTING QUALITY AUDIT

Suitably qualified **inspection arborist** must hold:

- (a) as a minimum, the qualification of National Certificate III in Arboriculture including the "Perform a ground-based tree defect evaluation" unit of competency, or an equivalent qualification; and
- (b) at least 3 years of field experience in assessing trees;

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

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

Records of all training and refresher training are kept by the contractor Contract Supervisor. These can be viewed upon request to the Contract Supervisor e.g. for audit purposes.

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

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

- the contract scope of works
- minimum qualification and experience requirements for the contract
- contract service objectives
- the management plans
- job task requirements
- regulations and requirements
- individual skill deficiencies.

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

Induction training of all Council employees and contractors shall be undertaken prior to commencing or accessing the site. All employees and contractors must be inducted into the safety requirements for the contract and the site prior to being permitted to undertake works on the site.

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

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

Inductions shall be coordinated by the Contractors Contract Supervisor.

Any persons who commence work during the life of the contract must undergo the same site induction training prior to commencing work on site.

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

4q. Notification and consultation procedures

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

Prior to the commencement of programmed works, a notice will be given by publication on Council's Website or newspaper at least 14 days and no more than 60 days before the intended works. (refer **Appendix 6**).

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

4r. Dispute resolution procedures

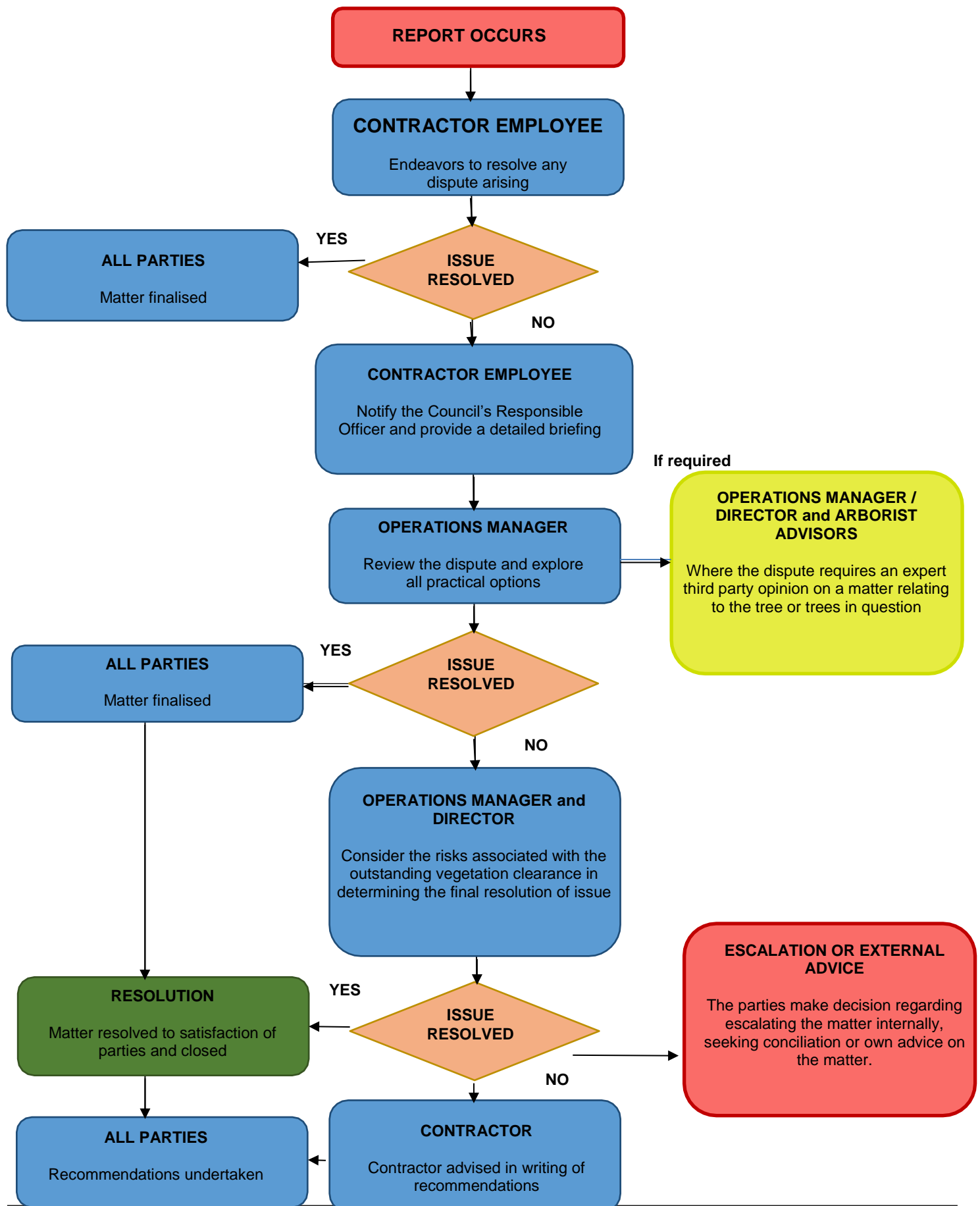
In regards to trees that are part of a dispute, if the vegetation is identified as being not compliant, the vegetation will be treated and cleared as per the urgent pruning process.

All enquiries should be managed to avoid disputes or complaints if reasonable to do so and the Swan Hill Rural City Council Customer Charter shall be complied with. Disputes should be resolved as per the following process however at any stage an affected person may choose to raise a complaint with Council in writing.

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

Name:	Domonic Johnston
Position:	Operations Manager
Address:	45 Splatt St Swan Hill 3585
Telephone:	03 5036 2333
e-mail:	domonic.johnston@swanhill.vic.gov.au

Dispute resolution process flow chart:



Expanded process:

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

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

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

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

Resolution - If agreement is reached then the agreed course of action shall be recorded in Council's Customer Management System.

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

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

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

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

The dispute resolution procedure is available for inspection at Council offices during normal business hours.

Address of Principle office:	45 Splatt Street, Swan Hill 3585
Normal business hours:	Open 8:30am to 5:00pm Mon - Fri (excluding Public Holidays)
Telephone:	03 5036 2333
Weblink:	http://www.swanhill.vic.gov.au

Obligations Relating to the Management Plan

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

6a. A responsible person must ensure that a copy of the management plan is published on the responsible person's Internet site

The plan published on the Swan Hill Rural City Council website is to be used as the current version of the plan.

The Electric Line Clearance Management Plan is published on Council's website at <http://www.swanhill.vic.gov.au>. The Senior Responsible Officer will provide the Swan Hill Rural City Council's IT department with any revisions and the updated copy of the ELCMP is available from 1 July each year and superseded revisions are removed.

9. Responsible person may cut or remove hazard tree

- incorporating Part 2 Division 1 Clause 9

A **hazard tree** is a tree that:

- A suitably qualified arborist (refer definition) has assessed the tree in regards to foreseeable conditions and advised the tree or part of the tree is likely to fail and will contact an electric line if this occurs.
- All identified hazard trees are to be cleared to ensure compliance is maintained and in a time, that prevents the tree from entering the clearance space. Hazard trees are to be cleared only when it is safe to do so and if a hazard tree cannot be removed in a timely manner, PowerCor are to be contacted to discuss other means of removal or Powerline disconnection.
- As part of the routine works program, Council will seek to identify vegetation infringing on clearance space within the declared area. The identification includes the hazard Space outside the clearance and regrowth spaces. Trees in the hazard space that are identified and require clearing will be cleared without further assessment if the tree is urgent or contains significant faults that are deemed to be a risk to the public.
- Hazard trees that are found to NOT be the responsibility of Council will be reported to PowerCor by phone or email.
- Trees reported by residents or other authorities will be recorded on Councils Works Request system. Trees reported that are Councils responsibility will be actioned as required by this plan. Trees that are not Councils responsibility will be recorded and forwarded to PowerCor.

Part 2 Exemptions / Exceptions

The following sections are as per Regulation 11 of the Electricity Safety (Electric Line Clearance) Regulations 2020.

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

This clause is not applicable to Council at this time. The Responsible Person does not have any locations under exemptions. If an exemption is required in the future, this ELCMP will be updated to reflect proper process to be followed.

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

This clause (4, 5, 6 & 7) is not applicable to Council at this time. There are no exemptions or exceptions in place. If an exemption or exception is required in the future, this ELCMP will be updated to reflect proper process to be followed. The exemption or exception will also be available at the principle Council office for inspection.

Address of Principle office:	45 Splatt St Swan Hill 3585
Normal business hours:	Open 8:30am to 5:00pm Mon - Fri (excluding Public Holidays)
Telephone:	03 5036 2333

Provisions that may allow for deviation from the code include:

- Exemptions (Regulation 11).
- Exceptions (Schedule 1 - Clause 4, 5, 6 & 7).
- Alternative Compliance Mechanisms (Regulation 9(3) (k), 9(3) (l), Schedule 1 – Clause 31, 32).

3a. Responsible person must keep minimum clearance space clear of trees

- (1) Council's responsible person (RP) must ensure that, at all times, no part of a tree for which the person has clearance responsibilities is within the minimum clearance space for a span of an electric line.
- (2) Sub clause (1) is subject to clauses 4, 5, 6 & 7. Note Clauses 4, 5, 6 & 7 provide that certain responsible persons are not required to ensure that certain branches are clear of the minimum clearance space for spans of certain electric lines.

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

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

Where concerns are raised in relation to the safety of maintenance activities associated with maintaining vegetation clearances inside of the declared area, Council will contact PowerCor to discuss concerns. Final recommendations will be provided by ORP Manager in an email to be recorded in Council's electronic data capture system.

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

If a hazardous tree is identified during inspections, a priority inspection is to be made by an Arborist taking into consideration foreseeable local conditions and if the tree is likely to fail and will contact with electric lines will occur. This information will be provided to the Responsible Person and all appropriate actions taken to prevent incident.

Owner, operator or DB process for providing assistance:

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

Definitions (Not exhaustive list)

Electric line span means the section of the electric line between 2 adjacent supporting structures

Extra low voltage means a voltage not exceeding—

- a) 50 volts alternating current; or
- b) 120 volts ripple-free direct current;

Insulated cable means a conductor insulated by a medium other than air and includes any of the following—

- a) Aerial bundled cable;
- b) Covered conductor;
- c) Electric cable;
- d) A conductor to which an insulating cover has been applied;

Low voltage means a voltage exceeding extra low voltage but not exceeding—

- a) 1000 volts alternating current; or
- b) 1500 volts direct current;

Minimum clearance space has the meaning set out in clause 2 of regulations;

Nominal voltage means the voltage at which the electric line is designed to operate;

Span distance means the distance between the points at which an electric line span is attached to the 2 adjacent supporting structures

Suitably qualified arborist means an arborist who has—

- a) As a minimum, the qualification of national certificate iii in arboriculture including the "perform a ground-based tree defect evaluation" unit of competency, or an equivalent qualification; and
- b) At least 3 years of field experience in assessing trees;

Sway, in relation to a conductor, means the horizontal displacement of the conductor caused by wind;

Uninsulated cable means a conductor that is not an insulated cable.

Meaning of minimum clearance space

- 1) Except as otherwise provided by this clause, the **minimum clearance space** for an electricline span is the minimum clearance space for the span as determined under part 3.
- 2) For the purposes of the application of this code to a responsible person who holds an approvalfor an alternative compliance mechanism that is in effect—
 - a) If the approval applies to a particular electric line span—the **minimum clearance space** for that span is the minimum clearance space specified in the approval under clause 33(3)(d)(i); or
 - b) If the approval applies to a class of electric line span—the **minimum clearance space** for each span that belongs to that class is the minimum clearance space specified in the approval under clause 33(3)(d)(i).

ELC Contractor Induction Checklist

ELCMP-001



This checklist should be used at the time of contractor engagement for all service contractors to demonstrate they have been provided with all reasonable health and safety related information and instruction related to the workplace and work therein by the contractor manager or site manager.

Please ensure all mandatory fields (marked with a red asterisk*) are completed before induction sign off.

Contractor Manager			
Mobile number		Email	
Department			
Location			
Company name			
Business contact		Mobile Number	
Business email			
Contract Name*	ELC	Contact Number	
Contract Start Date*	2021	Finish Date*	
Location*			
Description of work*			
Contractor supervisors must upload a copy of all records marked with a 'Yes'			
Has the Contractor been inducted with the SHRCC ELC Management Plan			<input type="checkbox"/>
Contractor certification & licences			<input type="checkbox"/>
Plant / equipment certification / registration			<input type="checkbox"/>
EWP Electrical Test Currency			<input type="checkbox"/>
Safe work methods, procedures, instructions for work			<input type="checkbox"/>
Safety Data Sheets (SDS) for all hazardous chemicals to be used			<input type="checkbox"/>
Completed Permits to Work (PTW)			<input type="checkbox"/>
Lock out / tag out procedures			<input type="checkbox"/>
Traffic/ environmental/ site management plan			<input type="checkbox"/>
Electrical Line Clearance Management Plan			<input type="checkbox"/>
Minimum Clearance Space			<input type="checkbox"/>
SHRCC OHS Policy			<input type="checkbox"/>
Safe Work Method Statements (SWMS) for high risk work activities being performed on site and workers taken through them / signed off			<input type="checkbox"/>
Job Safety Analysis (JSA) / risk assessment conducted for activity on site / workers taken through them / signed off			<input type="checkbox"/>

Additional site hazards identified / controlled and recorded on SWMS / JSA form		<input type="checkbox"/>	<input type="checkbox"/>
Site Safety Rules (<i>Mandatory PPE, visitors to site, site access, notifying of incidents, alcohol & drugs, smoking, etc.</i>)		<input type="checkbox"/>	<input type="checkbox"/>
Provisions for emergency communications / site contact person & contact number		<input type="checkbox"/>	<input type="checkbox"/>
Site emergency procedures & evacuation assembly area		<input type="checkbox"/>	<input type="checkbox"/>
Site first aid facilities / medical emergency procedures		<input type="checkbox"/>	<input type="checkbox"/>
Incident reporting procedure		<input type="checkbox"/>	<input type="checkbox"/>
Site amenities and facilities		<input type="checkbox"/>	<input type="checkbox"/>
Site parking arrangements		<input type="checkbox"/>	<input type="checkbox"/>
Any questions from workers?		<input type="checkbox"/>	<input type="checkbox"/>
Other		<input type="checkbox"/>	<input type="checkbox"/>
Other		<input type="checkbox"/>	<input type="checkbox"/>
INDUCTION SIGN OFF*			
Workers Name	Role	Company Name (For sub-contractors)	
Signature			
Signature			
Signature			
Signature			
Signature			

Retention of the Form

Contract managers must retain a copy of the checklist and associated documentation.

INDUCTION CHECKLIST			
Induction completed by:		Induction Date:	

Cutting Quality Audit

ELCMP-002



Auditors Name:	Date:
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Legend		
C = Conformance (No action Required)	NC = Non Conformance (Immediate action required)	I = Improvements (not an Incorrect practice, but should be improved.

All Staff trained and in possession of the correct client authorisation for the tasks they are doing. Must be sighted (H)	See Above
HAC/JSA.SWMS (H)	Available / Evidence of use

1.0 Cutting						
No.	Item	C	NC	I	Comments	
1	Workers completing onsite works hold the competency Certificate II in ESI Powerline Vegetation Control. Proof to be provided to Council.					
2	Workers completing works hold the appropriate competencies required for all plant and equipment including chainsaw, chipper, EWP etc. Proof to be provided to Council.					
3	Procedures, Safe Work Method Statement(s) etc., checked for compliance / accuracy.					
4	Are clearance space requirements being achieved?					
5	Are cutting techniques appropriate?					
6	Is clean up to a satisfactory standard?					
7	Are Daily Work Sheets completed correctly?					
8	Defects have been rectified within agreed timeframes and with agreed methods?					
9	Defects rectified to customer satisfaction?					
10	Is correct PPE being worn & JSA Sheet completed?					
11	Is vehicle presentation to a satisfactory standard? (Logo's displayed)					
12	Overall Cutting Quality (Circle)	Very Low	Low	Satisfactory	High	Very High
13	Appropriate REGROWTH ALLOWANCE has been provided during cutting (Circle)	Very Low	Low	Satisfactory	High	Very High
14	Overall Paperwork & Reporting (Circle)	Very Low	Low	Satisfactory	High	Very High
15	Does cutter have appropriate training					

Cutting Quality Audit

ELCMP-002



Comments:

- Has a Non Conformance been identified? Yes ☐ No ☐ (If yes, immediate action required #)
- Has an Improvement been identified? Yes ☐ No ☐ (If yes, record in Table above)
- Unsafe work practice or OHS hazard? Yes ☐ No ☐ (If yes, immediate action required #)
- Changes required to Procedures, SWMS? Yes ☐ No ☐ (If yes, record in Table above)

Auditor Signature: _____

Date: _____

Crew Leader/Supervisor Signature:

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

ELC Contractor OHS/Compliance Audit

ELCMP-003



DEPARTMENT DETAILS			
Contractor Manager			
Mobile number		Email	
Department			
Location			
CONTRACT COMPANY DETAILS			
Company name	AUSTRAL TOTAL TREE MANAGEMENT		
Business contact name		Mobile number	04
Email			
WORK OVERVIEW			
Contract Name	ELC	Contract number	21 3622 001
Contract Start Date	2021	Finish date	08/2026
Location	Swan Hill Declared areas		
Description of work	Electrical Line Clearance <input type="checkbox"/> / Inspections <input type="checkbox"/>		
CONTRACTOR DOCUMENTS REVIEWED			
	Yes	No	N/A
Contractor certification & licences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plant / equipment certification / registration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EWP Electrical Test Currency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Data Sheets (SDS) for all hazardous chemicals to be used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lock out / tag out procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traffic / environmental / site management plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accuracy of voltage identification by work crew	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Onsite assessment of adherence to Safe Approach Distances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	(Please specify)	<input type="checkbox"/>	<input type="checkbox"/>

COMPLIANCE CHECKLIST		
		Yes
OHS Policy		<input type="checkbox"/>
Safe Work Method Statements (SWMS) for high risk work activities being performed on site and workers taken through them / signed off OR		<input type="checkbox"/>
Job Safety Analysis (JSA) / risk assessment conducted for activity on site / workers taken through them / signed off		<input type="checkbox"/>
Additional site hazards identified / controlled and recorded on SWMS / JSA form		<input type="checkbox"/>
Site Safety Rules (<i>Mandatory PPE, visitors to site, site access, notifying of incidents, alcohol & drugs, smoking, etc.</i>)		<input type="checkbox"/>
Provisions for emergency communications / site contact person & contact number		<input type="checkbox"/>
Site Electrical Emergency Situation procedures & evacuation assembly area		<input type="checkbox"/>
Site first aid facilities / medical emergency procedures		<input type="checkbox"/>
Incident reporting procedure		<input type="checkbox"/>
Any questions from workers?		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
CONTRACTORS ONSITE		
Workers Name	Role	Company Name (For sub-contractors)
Signature		
Signature		
Signature		
Signature		
Signature		

Retention of the Form

Contractor managers must retain a copy of the checklist and associated documentation.

INDUCTION CHECKLIST	INDUCTION CHECKLIST

Works Schedule & KPI Audit

ELCMP-004



Auditors Name:

Date:

5% of works to be inspected for compliance annually.

Objective	KPI	Measure	Results
Toolbox meeting with staff delivering annual works (RESPONSIBILITY OF Technical Officer)	100%	Ensure complete understanding of requirements to carryout works as per Electricity Safety (Electric Line Clearance) Regulations 202 and Code of Practice.	
Deliver annual vegetation inspections in line with programed target dates. (RESPONSIBILITY OF Technical Officer)	100%	Inspections to be completed prior to October 1 st or as agreed with Councils Representative.	
Deliver annual vegetation trimming program in line with programmed target dates. (RESPONSIBILITY OF Technical Officer)	100%	Any works identified are to be rectified before December1st or as agreed with Councils Representative.	
Compliance with the Electricity Safety (Electric Line Clearance) Regulations 2020 and Code of Practice (RESPONSIBILITY OF Technical Officer)	100%	Electric Line Clearance Personnel inspected onsite and found to be complying with Worksafe Workplace Safety and Quality Cutting Techniques (AS4373)	
Compliance with the Electricity Safety (electric Line Clearance) Regulations 2020 and Code of Practice (RESPONSIBILITY OF Technical Officer)	100%	Deliver annual vegetation program in line with programmed target dates.	

Auditor Signature:

Date:

Crew Leader/Supervisor
Signature

Site Electrical Emergency Situation Procedure

ELCMP-005



ASSESS FOR DANGER

DANGER Check for hazards, try not to panic and remain calm.

- 1 Check electrical hazards
Step and touch potential
Danger to yourself or others

IF ELECTRICAL HAZARDS EXIST PROCEED TO STEP 3

RESPONSE In the event of medical emergency use the talk and touch technique to check for a response
Talk: "Can you hear me?", "Open your eyes", touch, squeeze shoulders

CONTACT In the event of a medical emergency call 000. If the power requires isolation call the power company and provide the nearest safe pole number

SECURE Secure the site with signs, hats and barrier tape.
Call your supervisor and take photos if required.
Continue to monitor the site for changes

CONTACT

Send for help immediately in case of an emergency, ask a bystander to assist if needed.

**Call 000 or 112 for
POLICE, AMBULANCE or FIRE
SES – 132 500**

If power needs to be isolated call power company and provide nearest safe pole number and incident details.

Power company details

PowerCor

13 24 12

SHRCC Operations Manager

0409 706 466

SAFETY OF TEAM

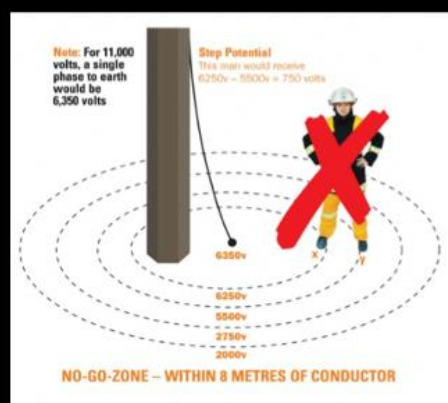
- * Account for all personnel
- * Secure site from public access
- * Is evacuation of all team members possible? If not, Alert rescue authorities
- * Check for response in case of a medical emergency, example
 - o "What's your name?"
 - o "What day is it?"
 - o "Squeeze my arm or shoulders"
 - o "Open and shut your eyes"

CAUTION

STEP AND TOUCH POTENTIAL

Step potential is the voltage difference between the feet of a person standing near an energised object.
Touch potential is the voltage difference between the touch point on the object and the feet of the person in contact with the object.

**MAINTAIN AN 8 METER EXCLUSION ZONE.
ADVISE ANYONE NEAR THE INCIDENT SITE
OF THE EXCLUSION ZONE.**



BASIC LIFE SUPPORT / RESUSCITATION

In case of medical emergency keep following the DRSABCD as below



CONTINUE CPR UNTIL RESPONSIVENESS OR NORMAL BREATHING RETURN

Notice of Pruning Advertisement

ELCMP-006



Powerline Tree Trimming

Under the Code of Practice for Electric Line Clearance, Swan Hill Rural City Council must maintain vegetation clearance around powerlines in compliance with the Electricity Safety (Electric Line Clearance) Regulations **2020** (Vic) and the Code of Practice for Electric Line Clearance set out in the Schedule to the Regulations.

Swan Hill Rural City Council wish to advise affected residents that under the Code of Practice for Electric Line Clearance, works to prune required street trees throughout Swan Hill to meet the statutory clearance space will be carried out commencing after 14 days from this notice and completed within 60 days.

Should you have any questions or concerns regarding these works please contact Council on 5036 2333 or email council@swanhill.vic.gov.au

Domonic Johnston
Operations Manager

Training Requirements

ELCMP-007



Minimum qualifications for qualified persons undertaking ELC works at Swan Hill Rural City Council

Required Training and qualifications	Role			
	Assessor	EWP Cutter	EWP Observer	Ground Crew (chipper)
UET20321 Certificate II in ESI Power line Vegetation Control, including up to date refresher training	✓	✓	✓	✓
UETDRVC001 Apply Occupational Health and Safety regulations, codes and practices in the workplace	✓	✓	✓	✓
UETDREL002 Comply with sustainability, environmental and incidental response policies and procedures	✓	✓	✓	✓
UETDRVC009 Monitor safety compliance of vegetation control work in an ESI environment	✓	✓	✓	✓
UETDRVC007 Apply pruning techniques to vegetation control near live electrical apparatus	✓	✓	✓	
AHCARB302A Conduct tree inspections	✓			
AHCMOM213 Operate and maintain chainsaw	✓	✓	✓	
Certificate III in Arboriculture AHC30816 or equivalent. Or be able to demonstrate suitable experience and be enrolled in the above qualification	✓			
UETDRVC004 Use elevated platform to cut vegetation above ground level near live electrical apparatus		✓	✓	
UETDRMP005 EWP Rescue		✓	✓	
UETDRMP004 EWP controlled descent and escape		✓	✓	
FWPHAR2208 Operate a mobile chipper/ mulcher		✓	✓	✓
TLILIC0005 Licence to operate a boom-type elevating work platform & High Risk Work Licence (WP)		✓	✓	
HLTAID009 - Qualification in First Aid Level 1 (including Provide cardiopulmonary resuscitation CPR)	✓	✓	✓	✓
UETDRMP010 - Provide First Aid in an ESI environment	✓	✓	✓	✓
RIIWH302E - Implement traffic management plan; and RIIWH305E - Control traffic with stop- slow bat		✓	✓	✓
Swan Hill Rural City Council Electrical Line Clearance Induction	✓	✓	✓	✓