

Electric Line Clearance Management Plan

2021 - 2022

PREPARED BY

FACILITIES & OPEN SPACE DEPARTMENT

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Prescribed Particulars of Vegetation Management Plan		
Regulation	Requirements of Electricity (Electric Line Clearance) Regulations 2020	Reference within this document
9(2)	A responsible person that is not a major electricity company, before 31 March in each year, must prepare a management plan relating to compliance with the Code for the next financial year.	Page 9
9(4)(a)	the name, address and telephone number of the responsible person	Page 10
9(4)(b)	the name, position, address and telephone number of the individual who was responsible for the preparation of the management plan	Page 10
9(4)(c)	the name, position, address and telephone number of the persons who are responsible for carrying out the management plan	Page 11
9(4)(d)	the telephone number of a person who can be contacted in an emergency that requires clearance of a tree from an electric line that the responsible person is required to keep clear of trees	Page 11
9(4)(e)	the objectives of the management plan	Page 12
9(4)(f)	the land to which the management plan applies (as indicated on a map)	Page 13-16
9(4)(g)	any hazardous bushfire risk areas and low bushfire risk areas in the land referred to in paragraph (f) (as indicated on the map)	Page 17-19
9(4)(h)	each area that the responsible person knows contains a tree that the responsible person may need to cut or remove to ensure compliance with the Code and that is— (i) indigenous to Victoria; or (ii) listed in a planning scheme to be of ecological, historical or aesthetic significance; or (iii) a tree of cultural or environmental significance	Page 20-26 APPENDIX 2, 14, 15, 16
9(4)(i)	the means which the responsible person will use to identify a tree of a kind specified in paragraph (h)(i), (ii) or (iii)	Page 27

<p>9(4)(j)</p>	<p>the management procedures that the responsible person will adopt to ensure compliance with the Code, which—</p> <ul style="list-style-type: none"> (i) must include details of the methods to be adopted for managing trees and maintaining a minimum clearance space as required by the Code; and (ii) for the purposes of determining a minimum clearance space in accordance with Division 1 of Part 3 of the Code— <ul style="list-style-type: none"> (A) must specify the method for determining an additional distance that allows for conductor sag and sway; and (B) may provide for different additional distances to be determined for different parts of an electric line span; 	<p>Page 28-35 APPENDIX 3-4-5-6-7</p>
<p>9(4)(k)</p>	<p>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</p>	<p>Page 35-37 APPENDIX 8-9</p>
<p>9(4)(l)</p>	<p>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</p>	<p>Page 37</p>
<p>9(4)(m)</p>	<p>the details of each approval for an alternative compliance mechanism that—</p> <ul style="list-style-type: none"> (i) the responsible person holds; and (ii) is in effect 	<p>Page 37</p>
<p>9(4)(n)</p>	<p>a description of the measures that must be used to assess the performance of the responsible person under the management plan</p>	<p>Page 37-38</p>
<p>9(4)(o)</p>	<p>details of the audit processes that must be used to determine the responsible person's compliance with the Code</p>	<p>Page 38-39 APPENDIX 8-9-10</p>
<p>9(4)(p)</p>	<p>the qualifications and experience that the responsible person must require of the persons who are to carry out the inspection, cutting or removal of trees in accordance</p>	<p>Page 44-42 APPENDIX 8,11,12,13</p>

	with the Code and the Electricity Safety (General) Regulations 2019 ⁱ	
9(4)(q)	notification and consultation procedures, including the form of the notice to be given in accordance with Division 3 of Part 2 of the Code	Page 42
9(4)(r)	a procedure for the independent resolution of disputes relating to electric line clearance	Page 42-43
9(4)(s)	if Energy Safe Victoria has granted an exemption under regulation 11 relating to a requirement of the Code, details of the exemption or a copy of the exemption	Page 43
10(6)	The responsible person must ensure that a copy of the current management plan is published on the responsible person's Internet site.	Page 43-44 APPENDIX 17
11(2)	A responsible person who is granted an exemption under this regulation must comply with the conditions (if any) of the exemption.	Page 44
Schedule	SCHEDULE 1 – CODE OF PRACTICE FOR ELECTRIC LINE CLEARANCE PART 2 – CLEARANCE RESPONSIBILITIES DIVISION 1 – ROLES OF RESPONSIBLE PERSONS	Reference within this Document
4	Exception to minimum clearance space for structural branches around insulated low voltage electric lines	Page 45-46
5	Exception to minimum clearance space for small branches around insulated low voltage electric lines	Page 46
6	Exception to minimum clearance space for small branches growing under uninsulated low voltage electric lines in low bushfire risk areas	Page 46
7	Exception to minimum clearance space for structural branches around uninsulated low voltage electric lines in low bushfire risk areas	Page 46-47
8	Responsible person who owns or operates a transmission line	Page 47
9	Responsible person may cut or remove hazard tree	Page 48 APPENDIX 18
10	A responsible person 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	Page 49

11	Cutting or removal of: <ul style="list-style-type: none"> - <i>native trees</i> - <i>trees listed in a planning scheme to be of ecological, historical or aesthetic significance</i> - <i>trees of cultural or environmental significance</i> must be minimised	Page 49-50
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13	Restriction on timing of cutting or removal if notification is required	Page 50
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18	Responsible person must consult with occupier of private property before cutting or removing certain trees	Page 52
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ELECTRIC LINE CLEARANCE MANAGEMENT PLAN SUBMITTED BY:

Wyndham City Council

Mission

Wyndham City Council is committed to managing the vegetation it is responsible for in such a way as to minimise the potential danger and damage that could occur as a result of vegetation contact with powerlines. At the same time, we aim to maximise the amenity value of the vegetation including the health, form and vigour of the plants. Wyndham City Council will also work to ensure the preservation and careful management of vegetation that is identified as significant.

Vision

Wyndham City Council aims to minimise the risk as a result of the contact between powerlines and vegetation, whilst also reducing the adverse effect of the presence of those powerlines on the vegetation. Council will utilise a range of techniques, including, but not limited to, aerial bundled cable, undergrounding, redirecting powerline routes, pruning to give long term clearance, the use of appropriate plant species selection for new plantings and replacements, and identification of unsuitable species under powerlines for a removal and replacement program.

Wyndham City Council will develop a list of appropriate species based upon mature height and suitability of species for forming major structural branches around powerlines. The City is committed to managing its vegetation in a manner that reduces the risks associated with the interaction between vegetation and powerlines.

Management Structure

The management structure of Wyndham City Council is provided in **Appendix 1**.

The diagram shows the organisational structure for those with responsibility for the management of electric line clearance in accordance with this Electric Line Clearance Management Plan. It identifies the Wyndham City Council, who is the "Responsible Person" (as defined in the legislation) and progresses through the management structure to the associated Council officers. It details all relevant staff responsible for managing the quality, delivery and performance of those undertaking tree pruning and removal activities. The interface with the current contractors responsible for maintaining clearance (Citywide Service Solutions) is also included.

Definitions

Citywide Service Solutions – The Open Space and Tree Management Contractor

ESV – Energy Safe Victoria

GIS – Geographic Information System providing the capacity for electronic data capture and management.

HBRA – Hazardous Bushfire Risk Area – An area that a fire control authority has assigned a fire hazard rating of “high” under section 80 of the Act; or an area that is not an urban area and has not been assigned a fire hazard rating of “low” under section 80 of the Act.

LBRA – Low Bushfire Risk Area - An area that a fire control authority has assigned a fire hazard rating of “low” under section 80 of the Act; or an urban area.

MAV – Municipal Association of Victoria

The Act – Electricity Safety Act 1998

The Code – Code of Practice for Electric Line Clearance as defined in the Schedule of the Electricity Safety (Electric Line Clearance) Regulations 2020.

The Plan – Electric Line Clearance Management Plan

The Regulations - Electricity Safety (Electric Line Clearance) Regulations 2020.

TRAX – Citywide mobile GIS used to audit and track work and assessments conducted by its crews. TRAX has an office-based general user interface called Intramaps which provides a reporting mechanism for auditing purposes for staff.

Tree Officer – City of Wyndham personnel

WYNMAP – City of Wyndham Geographic Information System general user interface which provides a reporting mechanism for auditing purposes for staff and is available for all staff to access.

CONDUCTOR – Overhead powerline.

LV – Low voltage (240-415 volts.)

HV – High voltage (6,700 – 66,000 volts.)

ABC – Aerial Bundled Cable. Can either be LV or HV up to 22,00volts.

Declared Area – The area of the municipality where vegetation management around powerlines is the responsibility of Wyndham City Council.

AAV Site – A site recognised as containing Aboriginal significance.

9(2)

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

Wyndham City Council reviews its ELCMP annually commencing November 1st and it is amended as required. The following criteria are reviewed:

- Arrangements with internal staffing including training as well as external contractors
- Declared area boundaries
- HBRA/LBRA areas
- Significant trees and vegetation
- New installations of overhead infrastructure
- Changes to regulations and guidelines

All aspects related to the preparation/revision and submission following request the ELCMP are the responsibility of the Area Leader Arboriculture, or in their absence the Arboriculture/Conservation Coordinator.

To ensure the plan is reviewed, amended and internally authorised, the ELCMP is an ongoing minuted task in the monthly team and contract meetings. It also forms part of the Job Description for the role of the Area Leader Arboriculture and completion of this task is a measurable KPI. The process begins on 1st November to ensure the plan is prepared before 31st March.

Following a request for the plan, this will be emailed to ESV by the Wyndham's Open Space Administration Unit. The Area Leader of the Arboriculture unit has this responsibility and in the event of their absence, the responsibility will be with the Arboriculture/Conservation Coordinator.

The submission process is verified through the following events:

- Any document request by ESV will come through our central records department for action and a response to central records is required to close the communication loop within council.
- Following notification from ESV that the plan has been received, the action item will be closed off in the meeting minutes.

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

Contact Details

9(4)(a)

Name, address and telephone number of the responsible person;

Name: **Wyndham City Council**

Business Address: Council Offices
45 Princes Hwy
Werribee VIC 3030

Telephone No. (03) 9742 - 0777

Facsimile No.: (03) 9741 - 6327

Name of Chief Executive Officer: **Stephen Wall**

9(4)(b)

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

Name : **Stephen Thorpe**

Position: Director (City Operations)

Business Address: Wyndham City Council
45 Princes Hwy
Werribee VIC 3030

Telephone No.: (03) 9742 - 0835

Facsimile No.: (03) 8734 - 2766

Email Address: stephen.thorpe@wyndham.vic.gov.au

9(4)(c)

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

Name Antoniette Michail

Position Manager (Facilities & Open Space
Department)

Business Wyndham City Council
Address: 241-253 Old Geelong Road
Hoppers Crossing Vic 3029

Telephone No.: (03) 8734 2717

Facsimile No.: (03) 8734 2766

Email Address: antoniette.michail@wyndham.vic.gov.au

9(4)(d)

Telephone number of a person who can be contacted in an emergency that requires clearance of an electric line that the responsible person is required to keep clear of trees or parts of trees.

- **Office Hours**

Ron Mifsud
Wyndham City Council
Facilities & Open Space (Arboriculture Unit)
(03) 8734 2705 – Direct Line
(03) 9742 0777 – Customer Service Centre
0401 715 383 – Mobile

- **After Hours**

Wyndham City Council After Hours Emergency Service
(03) 9742 0777 – transferred to call centre and page sent to
after hours duty officer.

9(4)(e)

Objectives of the management plan.

Wyndham City Council confirms its commitment to Electrical Safety and has prepared this Electric Line Clearance Management Plan (the Plan) in order to achieve compliance with its objectives and to comply with regulation (9) of the Electricity Safety (Electric Line Clearance) Regulations 2020. It is acknowledged that the Wyndham City Council must:

1. Prepare a management plan relating to compliance with the Regulations for the next financial year on or before 31 March each year, and must
2. Supply a copy of the management plan to ESV on request or within 14 days or such longer period as specified by ESV.

The following objectives have been identified within the plan to ensure achievement of our mission and vision while aiming to satisfy the requirements of the Electricity Safety (Electric Line Clearance) Regulations 2020 and Wyndham City Council Tree Policy 2019:

- i. Ensure electrical safety is maintained
- ii. Ensure the safety of the public and those undertaking any work associated with vegetation clearance of overhead electric lines by continually improving safe working practices and procedures, with a view to reduce staff exposure to related risks.
- iii. Comply with the Regulations and the Code whilst protecting areas of important vegetation identified on the basis of those areas containing vegetation that is botanically, historically or culturally important or vegetation of outstanding aesthetic, ecological or local significance or that may be the habitat of rare or endangered species.
- iv. Manage the vegetation that it is responsible for in such a way as to:
 - Minimise the potential danger and damage that could occur as a result of vegetation contact with powerlines while maximising the amenity value and environmental contribution of the vegetation being managed to the satisfaction of the community.
 - Ensure that vegetation does not adversely affect the reasonable continuity of electricity supply provided to the community by an annual inspection of all trees within the declared area.
 - Minimise the potential for fires to start as a result of vegetation contact with powerlines by maintaining statutory clearances as per Electricity Safety (Electric Line Clearance) Regulations 2020.
 - Manage the tree population in accordance with Wyndham City Council Tree Policy 2019 with regards to: Planning, Management & Maintenance.

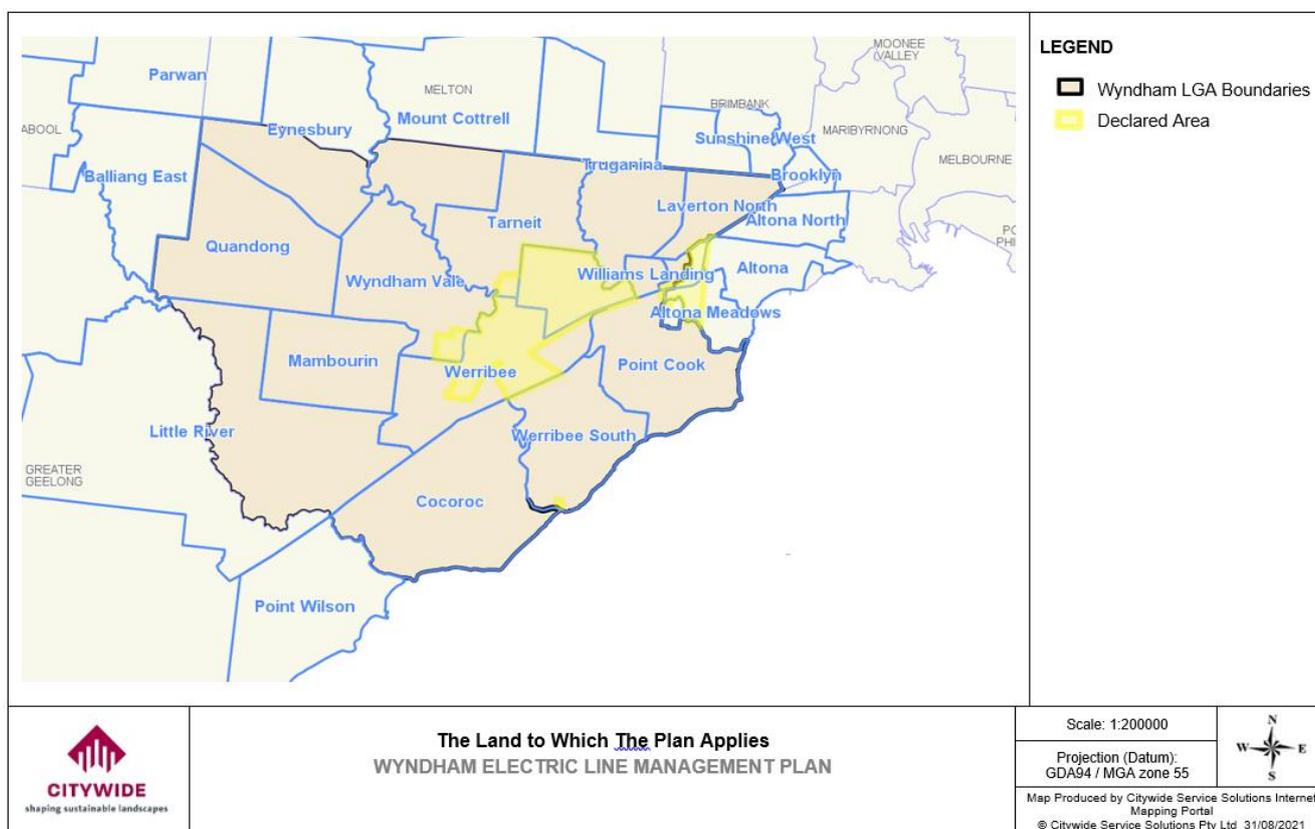
The above objectives are to be assessed both individually and as a whole to ensure the best outcomes are achieved while carrying out the duties of this plan. Mechanisms for measuring performance of these outcomes are in place and are shown in relevant sections of this plan.

9(4)(f)

The land to which the management plan applies (as indicated on a map)

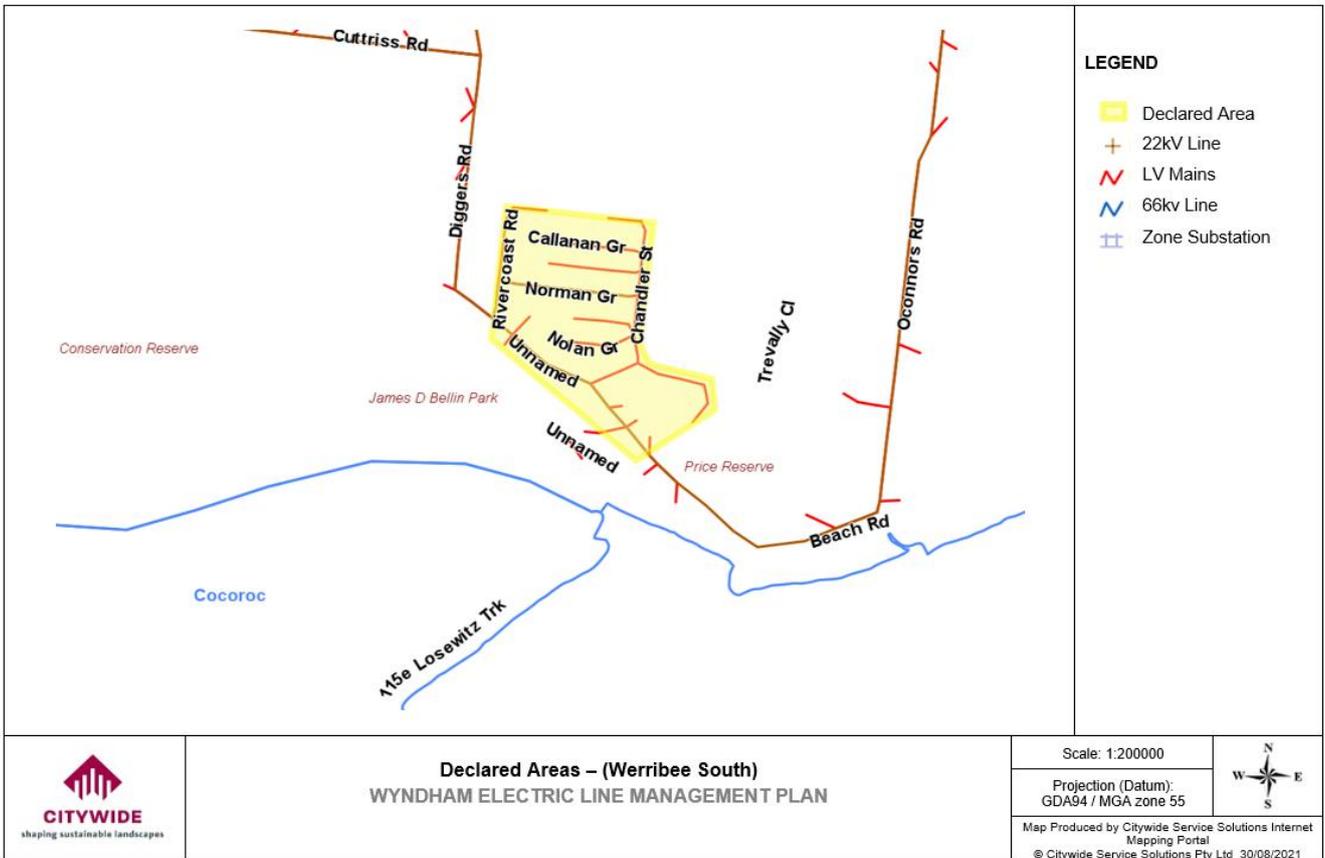
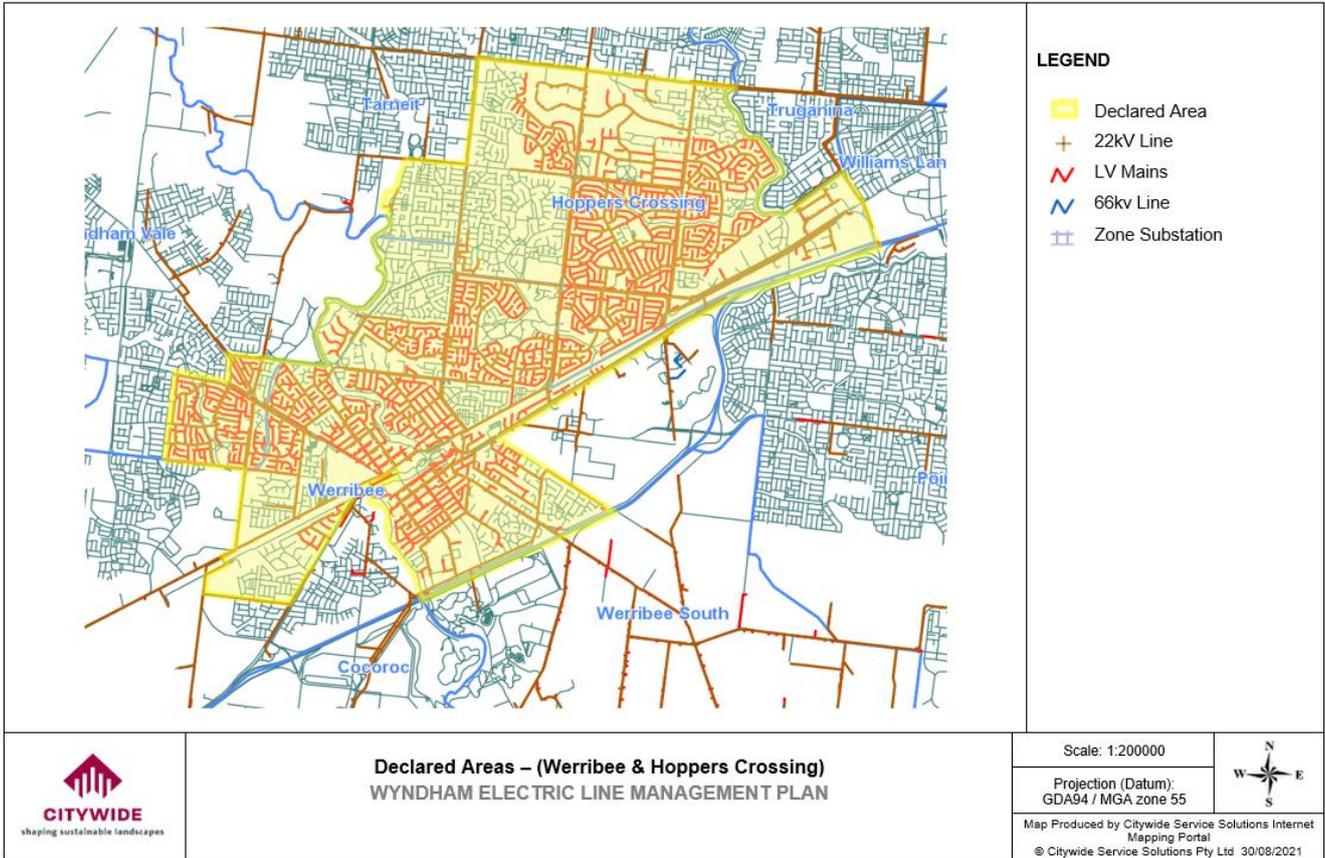
Wyndham City Council is located approximately 30 kilometres to the southwest of Melbourne. Spanning approximately 54,000 hectares on a coastal plain, the city is home to a diversity of sectors: strong industrial and technology districts, two major retail precincts, intensive vegetable growing areas to the south and grazing lands to the west. Key tourism and open space attractions such as the Werribee Park Mansion, Victoria's Open Range Zoo at Werribee, the State Equestrian Centre, the Point Cook Homestead and the Point Cook RAAF Museum surround the expansive urban area. Approximately 80% of the south western area is rural with the town of Little River on the western boundary and Werribee South on the southern coastal boundary.

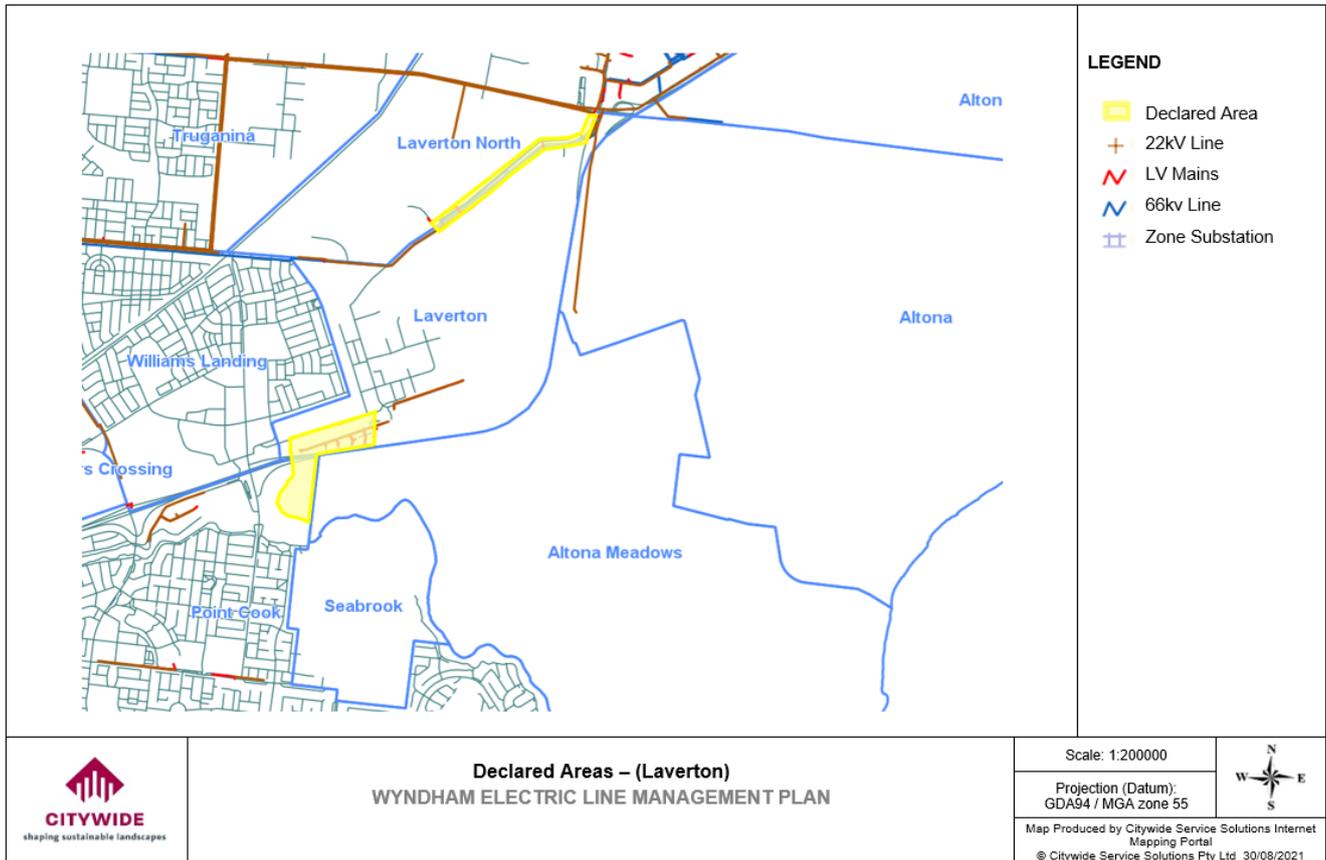
An overview of the municipal boundaries is shown in the map below.



The land to which the plan applies has been declared in the Victorian Government Gazette and covers both LBRA and HBRA regions. The area can be described as having a southern boundary along the Princes Freeway extending toward the north approximately 7.5 kilometres to Sayers Road and east to west, laterally across a majority of the municipality.

There are also small separate sections in the suburbs of Werribee South on the coast and to the east in Laverton which are also nominated as Declared Areas. The following maps identify these areas and relevant electrical assets in more detail.





The entire declared area is 175,910,637sq meters in area and comprises a total of 50,392kms of overhead powerlines which includes:

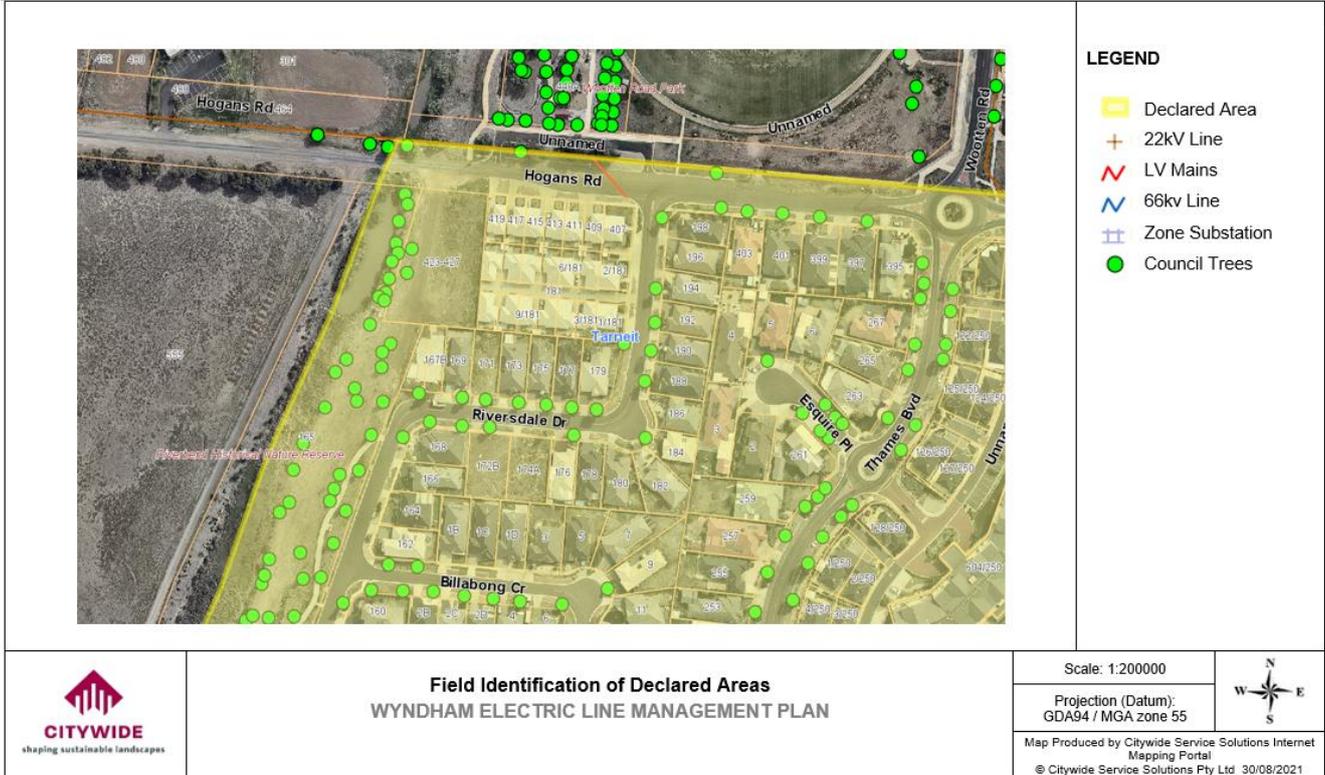
- 29,832.62km's of overhead low voltage conductors.
- 18,804.13km's of overhead high voltage 22Kv conductors.
- 1,756.14km's of overhead high voltage 66Kv conductors.

Within the declared area for which Wyndham is responsible, there are approximately 8,149 spans containing LV, HV or ABC cables. This information has been provided by the local distribution business (Powercor). The location of these cables is shown on the Declared Areas Maps in section 9(4)(f).

Though the majority of the Declared Area is serviced by overhead electric lines, there are areas of approximately 30% with underground power.

The declared area boundaries is as per the maps above and are checked for alignment annually. This was last completed in August 2021. The local distribution business (Powercor) and Wyndham City Council also meet annually or as required to discuss area boundaries, data exchange and other issues that may arise.

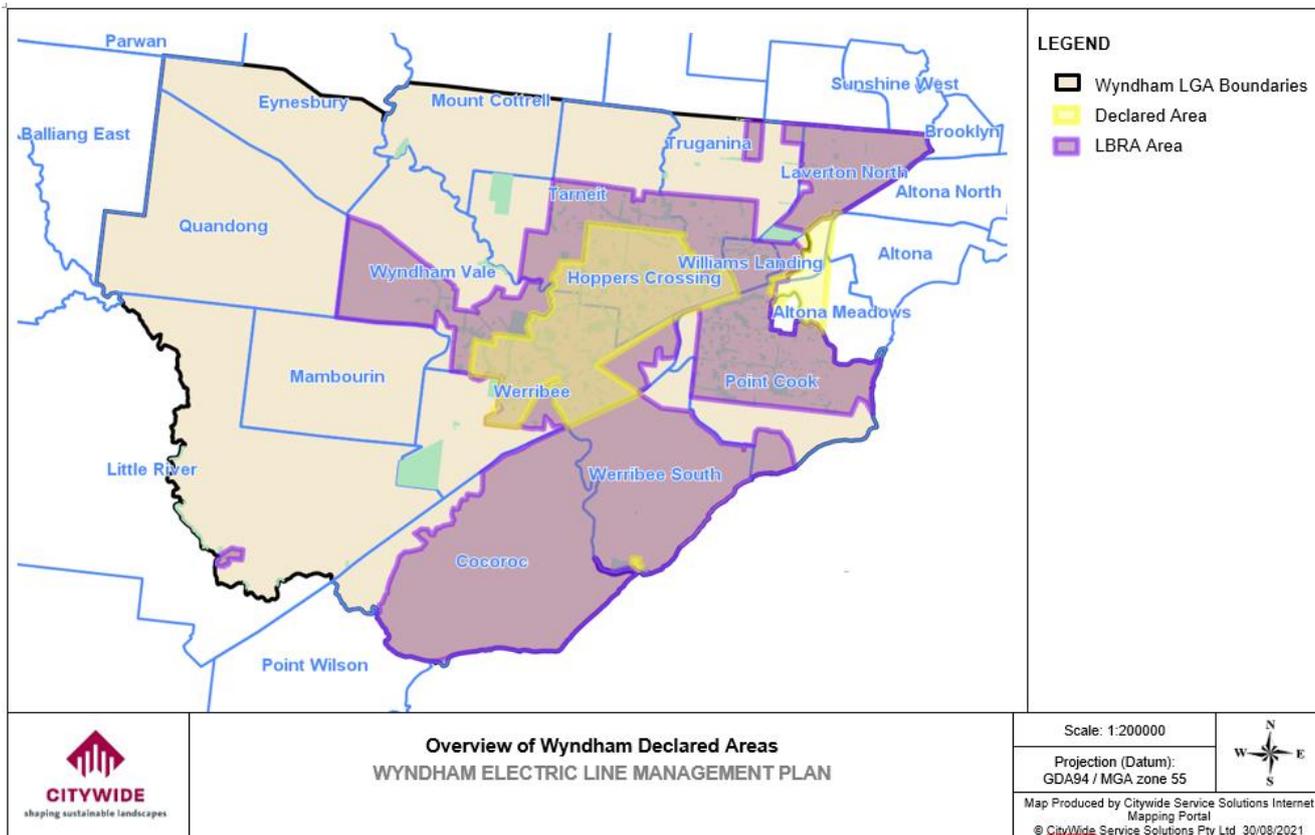
ELC field staff can access the location and boundaries of the declared areas by turning on the declared area layer in the GIS platform in Wynmaps or Intramaps and review the required location. The boundary is represented by the yellow shaded area highlighted below.



9(4)(g)

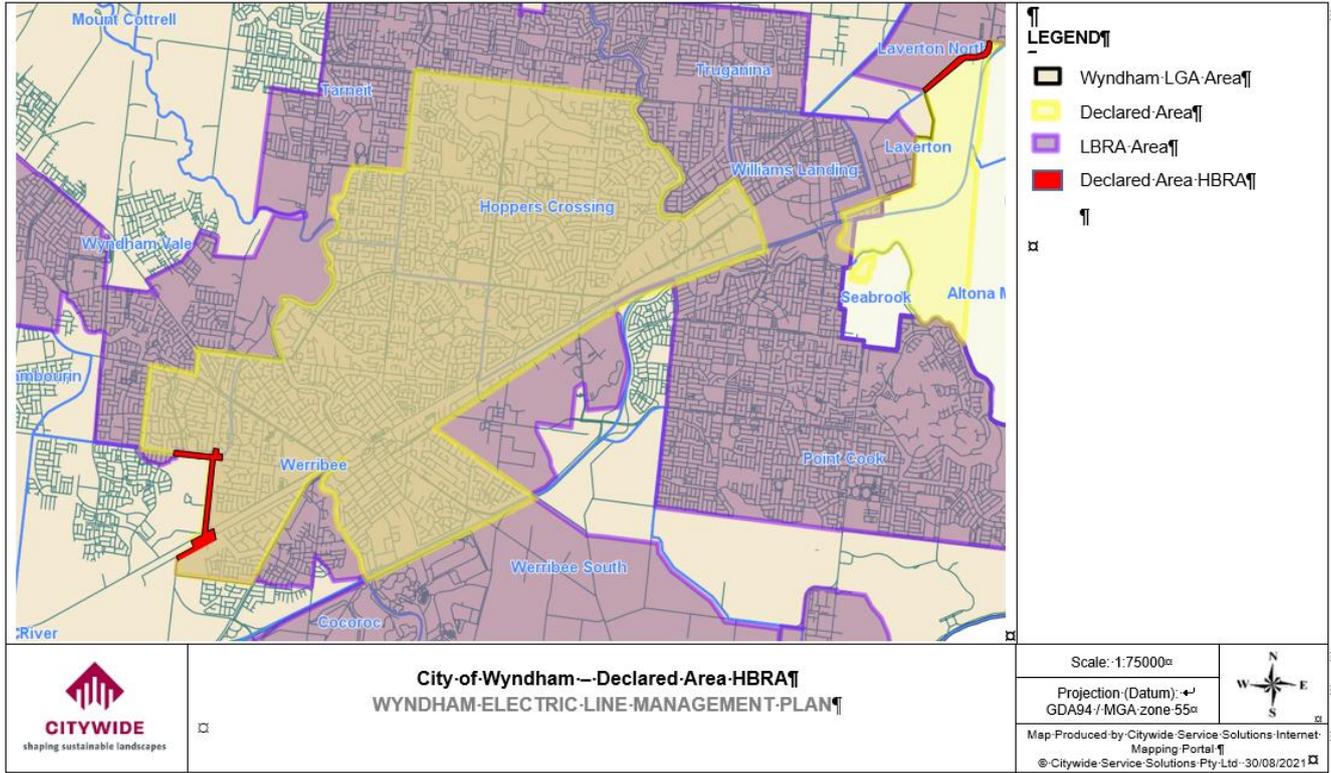
Any hazardous bushfire risk areas and low bushfire risk areas in the land referred to in paragraph (f) (as indicated on the map)

Wyndham currently has both hazardous bushfire risk areas (HBRA) and low bushfire risk areas (LBRA) within the responsible declared area. The LBRA areas in Wyndham are shown in the below map in purple. All other areas within the LGA are considered to be HBRA.

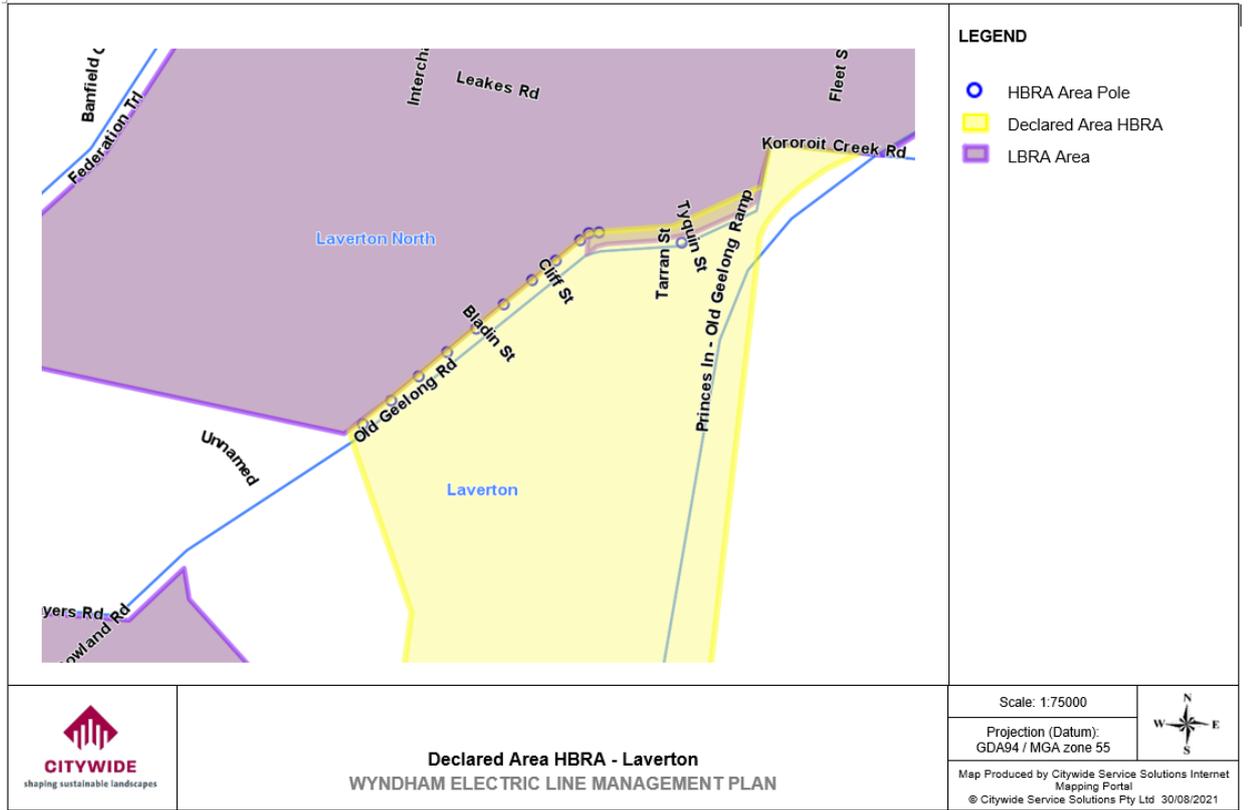
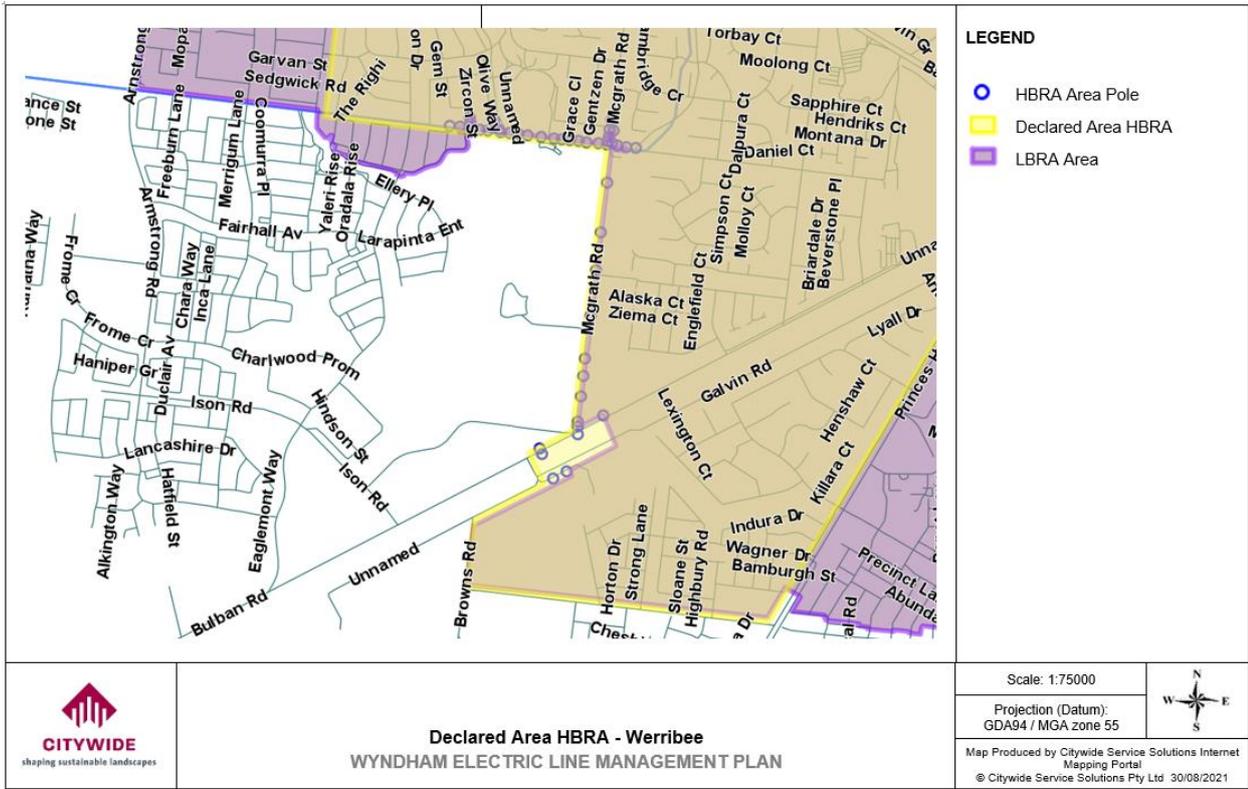


Within its responsible declared area, Wyndham is primarily classified LBRA with only 2 small HBRA areas along the declared area boundaries as shown in below image.

The Country Fire Authority (CFA) are the administrators of LBRA/HBRA boundaries. Wyndham City Council liaises with the CFA on a regular basis and also checks for gazetted updates through the Victorian Open Data portal <https://www.data.vic.gov.au/>. The CFA have advised that the 2014 maps and GIS data are current for the City of Wyndham, though a review is currently in place.



The individual poles / spans within the responsible area which are classified as a HBRA are shown in detail in the following images. Field staff can access the location and boundaries of the declared areas by turning on the HBRA pole layers in our GIS platform Wynmaps or Intramaps and reviewing the required location. The poles are represented by the blue rings/circles.



9(4)(h)

each area that the responsible person knows contains a tree that the responsible person may need to cut or remove to ensure compliance with the Code and that is —

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

- *Indigenous to Victoria;*

The tree population within the area to which the plan applies is a mixture of trees planted on nature strips, parks and reserves with a balance of native and exotic species.

There are a variety of tree species throughout the municipality which are Indigenous to Victoria, however not necessarily to the area or region. Wyndham City Council defines Indigenous trees, under this plan to be those that are indigenous and/or endemic to the Wyndham area. A list of Indigenous trees is provided in **Appendix 14**.

Wyndham City Council now has a complete database of all trees within the municipality. This data set which includes tree species, spacial information and the presence of overhead wires was last updated in 2020. It is available to internal staff and has also been provided to our ELC contractor Citywide Service Solutions so that the location of indigenous vegetation can be identified by field staff.

A large number of individual indigenous trees exist throughout the municipality in streets and parklands. There are also 4 specific areas containing significant groups of indigenous trees. These are both remnant and/or part of rehabilitation sites. The locations of these areas are listed below and detailed in the associated maps.

- Mixture of *Eucalyptus spp.* along Southern boundary of Chirnside Park in Watton Street Werribee.
- Geelong Road Werribee a mixture of various Eucalyptus species and Acacias within the vicinity of powerlines on the riverbank.
- Cottrell Street Werribee there is a mixture of various Eucalyptus species.
- Weeden Drive, Werribee – Vegetation along river banks within the vicinity of powerlines opposite Pamela Court.

Mixture of *Eucalyptus* sp along Southern boundary of Chirnside Park in Watton Street, Werribee.



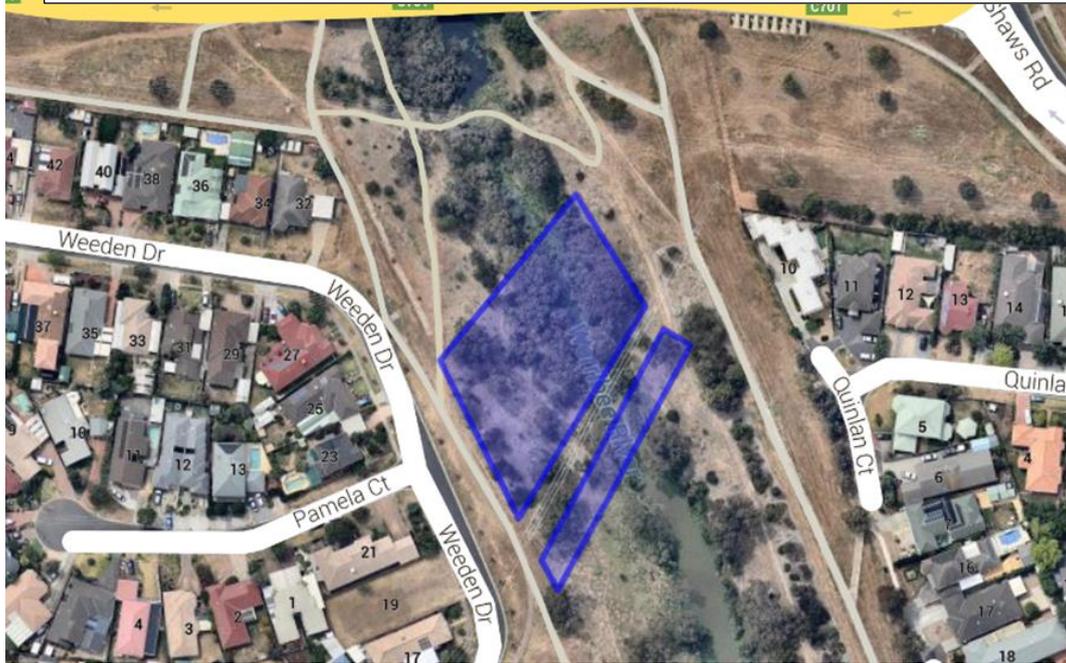
Geelong Road Werribee a mixture of *Eucalyptus* sp and *Acacia* sp within the vicinity of powerlines on the riverbank.



Cottrell Street Werribee there is a mixture of *Eucalyptus* sp within the vicinity of powerlines.



Weeden Drive Werribee there is a mixture of *Eucalyptus* sp within the vicinity of powerlines.

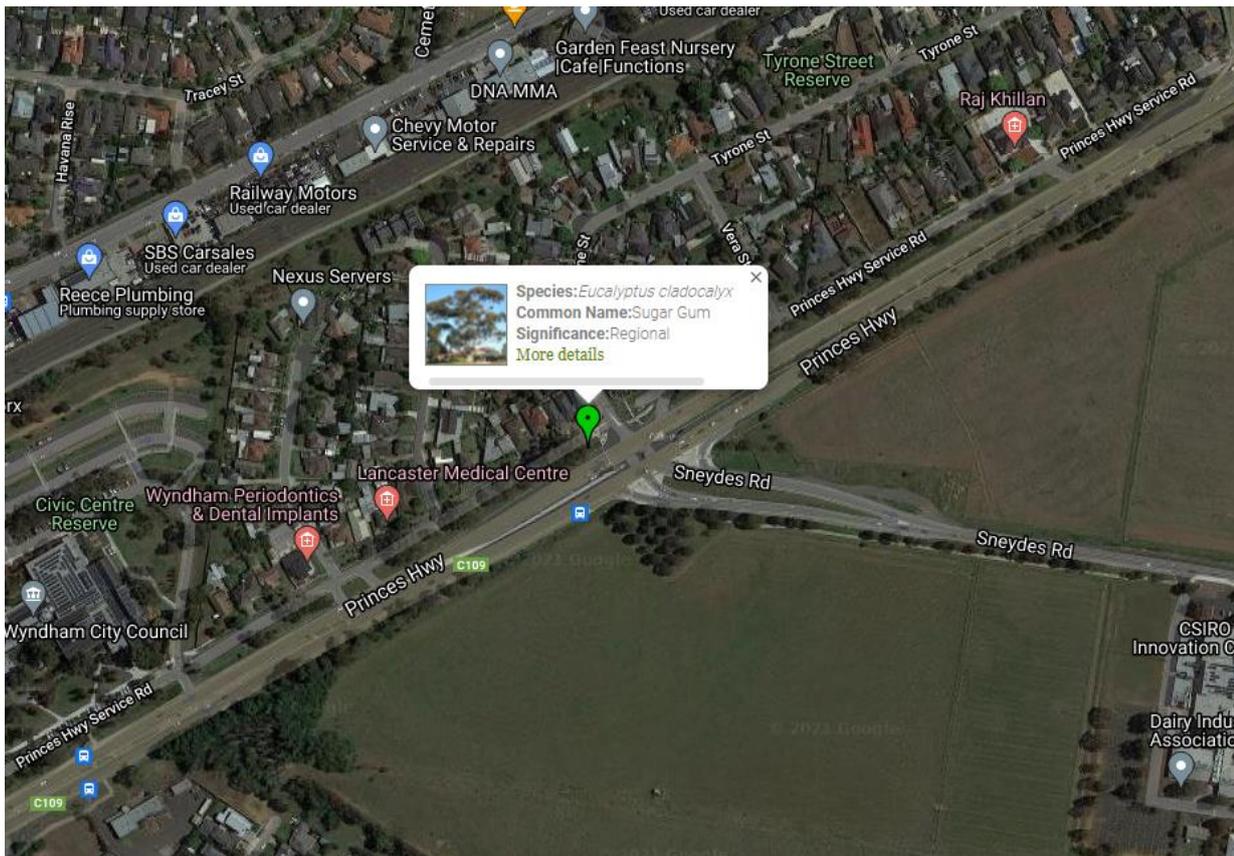


Information about the location significant areas are passed on to internal staff as well as contractors, via monthly meetings and email before pruning is undertaken. Additionally, all staff engaged in tree management are formally inducted into this management plan before the beginning of the pruning program.

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

There are currently two significant trees of ecological, historical or aesthetic significance affected by the ELCMP. Both of these trees are listed by the Heritage Council Victoria and are on the National Trust Register of Significant Trees:

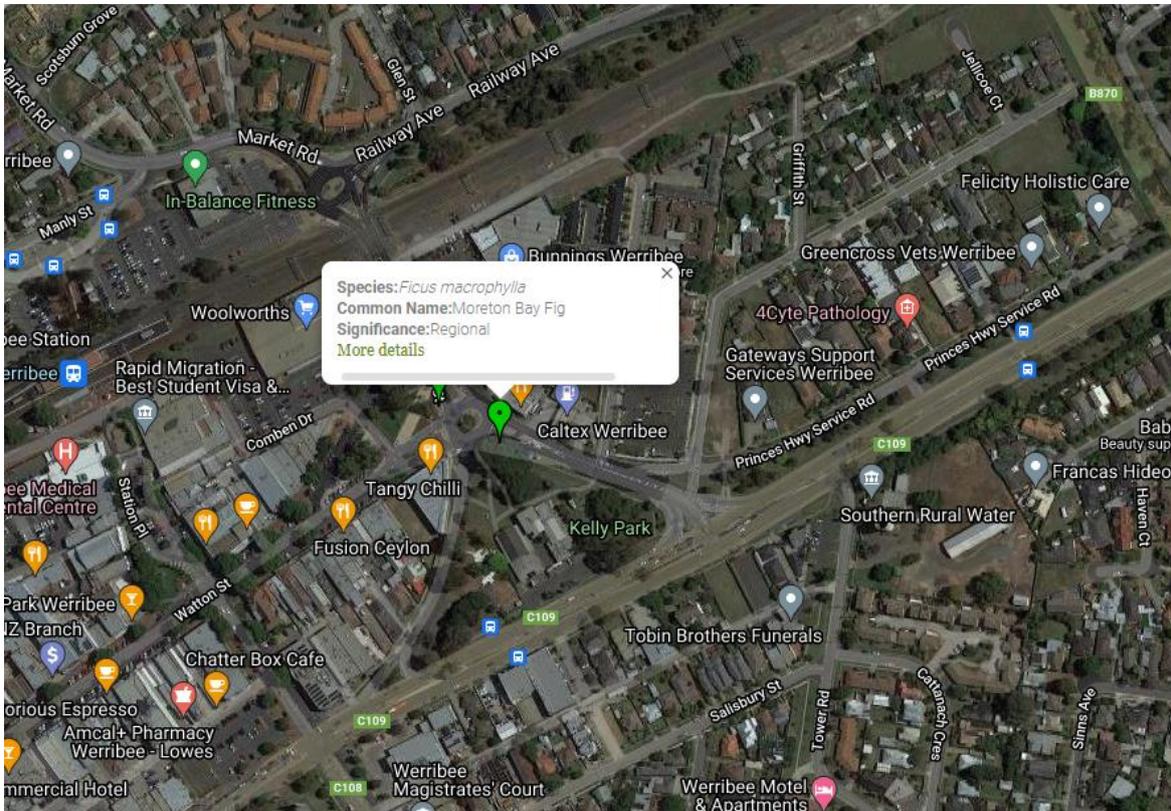
1. “The Governor’s Gum” *Eucalyptus cladocalyx* (Sugar Gum) located in the centre median on Princes Highway at the intersection of Tyrone St and Sneydes Road. This tree that was planted by the Governor of Victoria in 1928 and has regional historical significance.



<https://vhd.heritagecouncil.vic.gov.au/places/194239>

https://trusttrees.org.au/tree/VIC/Werribee/Cnr_Tyrone_Street_And_Princes_Highway

2. Kelly Park Moreton Bay Fig, *Ficus macrophylla*. This tree is located on the north-west corner of Kelly Park (Cnr Cherry and Watton Streets, WERRIBEE). The expansive evergreen canopy and height of this specimen is a recognised landmark in the City of Wyndham and has regional significance for its aesthetics.



<https://vhd.heritagecouncil.vic.gov.au/places/192209>
[https://trusttrees.org.au/tree/VIC/Werribee/Kelly Park Cnr Cherry And Watton Streets](https://trusttrees.org.au/tree/VIC/Werribee/Kelly_Park_Cnr_Cherry_And_Watton_Streets)

In addition, council has created an internal register of significant trees. The significant tree register is available online <https://www.wyndham.vic.gov.au/significanttreeregister> and via our internal GIS/Wynmaps system. The register is a continually evolving entity. New trees will be added in subsequent editions and removed when no longer viable in the landscape.

Information about the location of significant trees are passed on to internal and contracted field staff via, formal induction for all into this management plan, monthly meetings and email before pruning is undertaken.

- A tree of cultural or environmental significance.

Wyndham City has various aboriginal sites throughout its municipality. We can't confirm actual locations of individual trees due to cultural awareness of the aboriginal community. We can however provide general areas where these trees are located. Further map information regarding AAV sites can be found in **Appendix 2**.

The site shown below has aboriginal scar trees *possibly* within the vicinity of overhead powerlines. The vicinity is beside the bridge crossing the river on Heaths Road. The AAV overlay includes 200 meters either side of a watercourse, however it hasn't been shown in the following maps as the trees within the vicinity of power lines extend approximately 20 meters each side.



The site shown below has aboriginal scar trees possibly within the vicinity of overhead powerlines. The vicinity is near the Cottrell Street Ford River crossing in Werribee.



Further information regarding significant sites can be accessed via the following link.
<https://mapshare.vic.gov.au/vicplan/>

At present Wyndham is not aware of any threatened flora or fauna which may be affected by the implementation of this management plan. If any such situations are identified, they will be reviewed and listed in future issues of the plan. Wyndham City staff are vigilant in reporting *any* habitat found during normal works. In the case of nesting birds and marsupials, works will be postponed until nesting / breeding has finished. Where works are deemed urgent and can't be postponed, an expert will be utilised to relocate the animals before works commence. In all instances locations of habitat will be reported to the Area Leader Arboriculture and recorded in the Habitat Register – **Appendix 15**

Information about the location of significant trees are passed on to internal and contracted field staff via, formal induction for all into this management plan, monthly meetings and email before pruning is undertaken.

9 (4)(i)

The means which the responsible person will use to identify a tree of a kind specified in paragraph (h)(i), (ii) or (iii)

During the preparation of The Plan annually, each of the sections are reviewed to ensure the location of nominated vegetation is current. The relevant references for each section are checked annually by the Area Leader Arboriculture during the preparation of this plan to confirm information is current and sites may be added or removed.

- **(h)(i)** - *Indigenous to Victoria;*
 - The indigenous species list is fixed and does not need review
 - The tree database is live and updated as trees are added or removed
- **(h)(ii)** – *Listed in a planning scheme to be of ecological, historical or aesthetic significance.*

Included in the Heritage Register within the meaning of the Heritage Act 1995;
<https://heritagecouncil.vic.gov.au/heritage-protection/register/>

The National Trust has a database of trees that are accessible to the public.
Error! Hyperlink reference not valid.<http://www.trusttrees.org.au/>

Wyndham's significant tree register
<https://www.wyndham.vic.gov.au/significanttreeregister>

- **(h)(iii)** *A tree of cultural or environmental significance.*

Victorian Aboriginal Heritage Register established under section 144 of the Aboriginal Heritage Act 2006; or the Aboriginal Heritage Register. These can be accessed for information, however due to cultural sensitivity an application must be made by members of the public. <https://www.aboriginalvictoria.vic.gov.au/victorian-aboriginal-heritage-register>

The DEWLP online mapping page includes most relevant town planning overlays.
<http://mapshare.vic.gov.au/vicplan/>

Flora or a habitat of fauna listed as threatened in accordance with section 10 of the Flora and Fauna Guarantee Act 1988; or
Flora listed in the Threatened Flora List with a conservation status in Victoria of "endangered" or "vulnerable";
<http://maps.biodiversity.vic.gov.au/viewer/?viewer=NatureKit>

https://www.environment.vic.gov.au/_data/assets/pdf_file/0021/50448/Advisory-List-of-Rare-or-Threatened-Plants-in-Victoria-2014.pdf

A habitat of fauna which is listed in the Threatened Invertebrate Fauna List with a conservation status in Victoria of "vulnerable", "endangered" or "critically endangered".
https://www.environment.vic.gov.au/_data/assets/pdf_file/0016/50452/Advisory_List_of_Threatened_Invertebrate_Fauna_2009_FINAL_Sept_2009.pdf

The Threatened Vertebrate Fauna List can be found on the link below:

https://www.environment.vic.gov.au/_data/assets/pdf_file/0014/50450/Advisory-List-of-Threatened-Vertebrate-Fauna_FINAL-2013.pdf

9(4)(j)

The management procedures that the responsible person will adopt to ensure compliance with the Code, which—

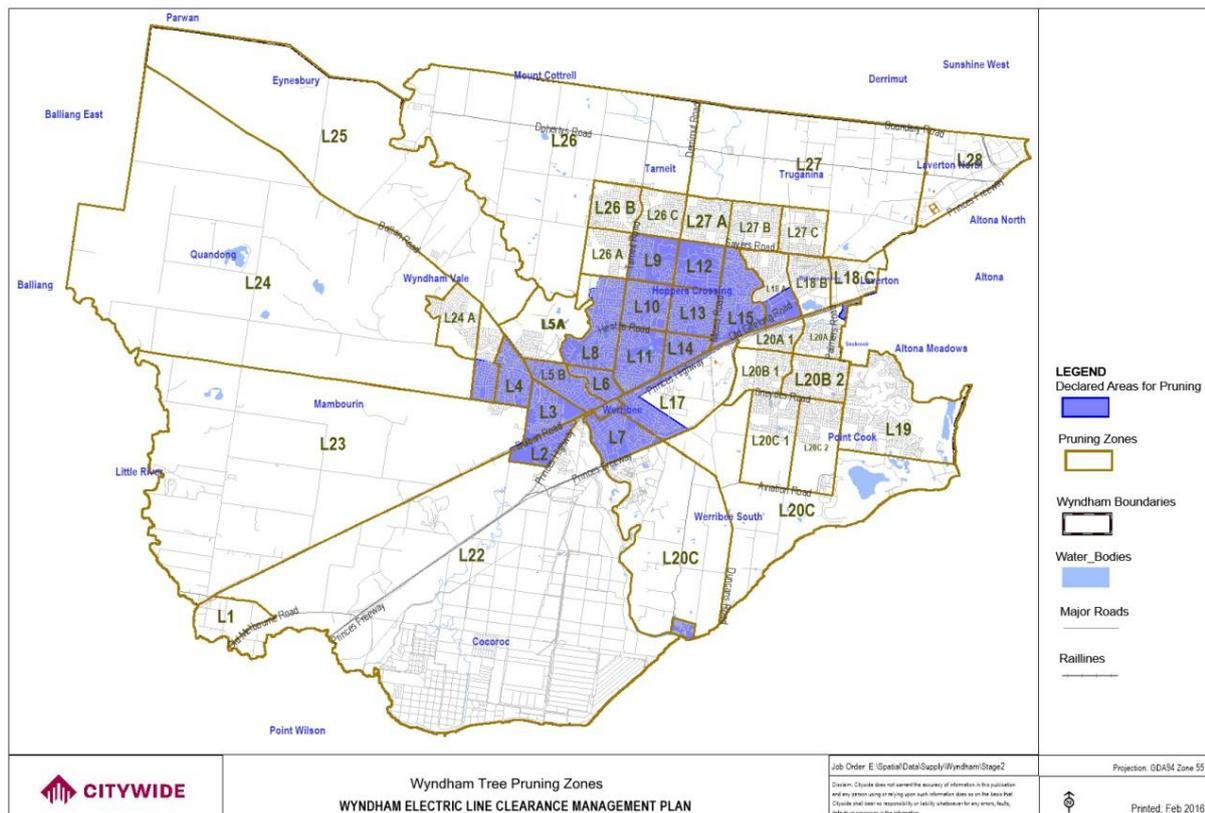
- (i) must include details of the methods to be adopted for managing trees and maintaining a minimum clearance space as required by the Code; and**
- (ii) for the purposes of determining a minimum clearance space in accordance with Division 1 of Part 3 of the Code—**
 - (A) must specify the method for determining an additional distance that allows for conductor sag and sway; and**
 - (B) may provide for different additional distances to be determined for different parts of an electric line span;**

(i) Managing trees and maintaining clearance space;

Wyndham City Council has opted to manage its trees affected by the plan utilising a combination of proactive programmed and reactive maintenance visitation.

Historically, the Wyndham City Council has ensured compliance with the Code by appointing an Open Space contractor who provides arboricultural services. The contract obliges the successful tenderer to maintain appropriate clearance space in the areas affected by the plan at all times. The current arboriculture contractor is Citywide Service Solutions PTY LTD.

The Wyndham municipality is broken up into forty-six (46) pruning zones as shown in the diagram below.



Of these zones nineteen (19) have been identified within the Declared Area to have vegetation which is the responsibility of council to manage and maintain compliance with the code. These zones are;

	L2	L3	L4	L5 B	L6	L7	L8	L9	L10
L11	L12	L13	L14	L15	L16	L17	L18 A	L21 A	L24B

Detailed maps of the attached zones and the location of electrical assets within them can be found in **Appendix 3**.

Council has employed a contractor to collect and update a GIS database of all trees within the municipality. Information including tree species, street location, geographical location (latitude & longitude) and electrical asset type has been recorded. This data has been provided to powerline clearance contractor Citywide who utilise this data set to identify all trees which may grow within the clearance space of electrical assets within the declared area to ensure compliance with the code.

A list of the currently identified tree assets by each pruning zone can be found in the below table.

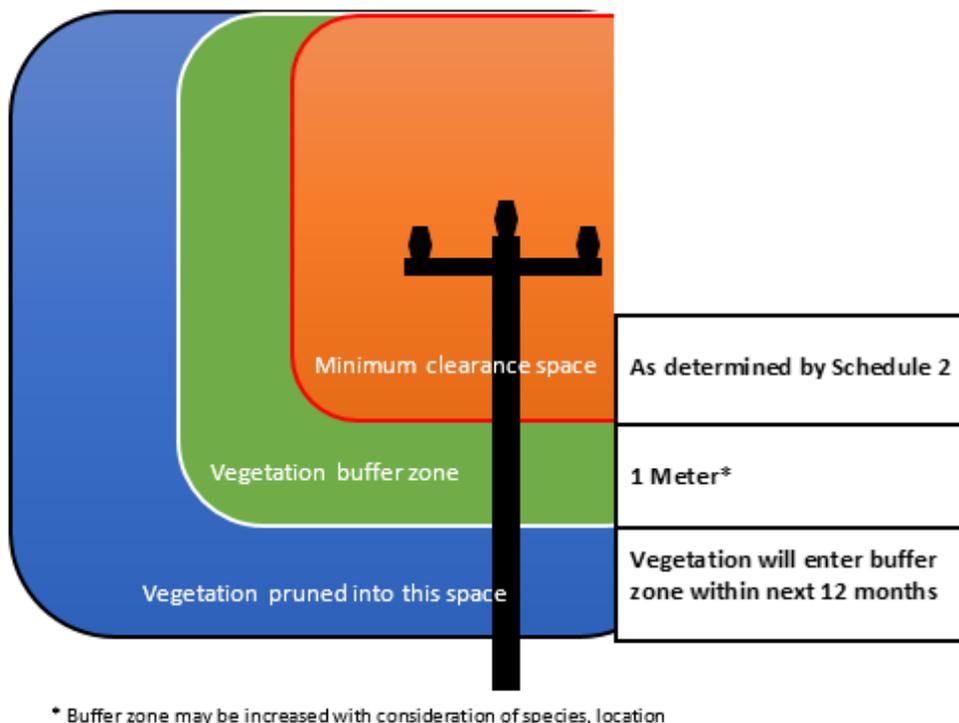
ZONE	Number Trees Under Wires
L2	133
L3	505
L4	1150
L5B	1523
L6	843
L7	891
L8	795
L9	958
L10	575
L11	1821
L12	932
L13	2423
L14	1108
L15	2117
L16	93
L17	1134
L18 A	431
L18b	19
L18c	75
L21a	169
TOTAL	17695

The current contractor (Citywide) has devised a one (1) year pruning program that allows for each tree within the Declared Area to be inspected, assessed and pruned (if required) with regard to overhead electric line clearance within an appropriate time frame. To deliver the program the contractor will reference clearance spaces nominated in Part 3 of the Electricity Safety (Electric Line Clearance) Regulations 2020 – Schedule 1 Code of Practice for Electric Line Clearance & Schedule 2 – Applicable distance for middle two thirds of electric line span.

Minimum clearances for each fire risk type, conductor class and voltage are listed and may need to be increased depending on span length and position of tree along the span to account for sag and sway. Determination of this requirement is identified in Figures 1-5 of Schedule 2. Any required increase in clearance space is outlined in Graphs 1-6,

During the annual program cycle, the auditor will assume average regrowth of 1m per year. During audit and cutting activities consideration is taken when determining the annual growth rate. Factors may include: species, environmental factors (eg. Rainfall/water availability), region, time of year, span length etc.

This process will create and maintain a buffer zone between vegetation and the minimum clearance space between pruning cycles as shown in the diagram below.



Wyndham has committed to inspection all of its assets under wires annually to identify works to ensure compliance with the code and that information such as new assets or infrastructure are updated in the database.

Inspection of the trees is aligned with Wyndham council’s tree inspection and pruning program - **Appendix 7**. The pruning program forms a 3 year cycle, however trees under powerlines within the declared area are actioned annually. The Area Leader for Arboriculture is responsible for managing internal teams as well as contractors to ensure the schedule is followed.

Tree officers from our contractor Citywide Service Solutions utilise suitably experienced and qualified inspectors to assess each tree and determine if it is required to be pruned to comply with the Code. The determination to prune or otherwise manage a tree is based on whether it is observed that the tree requires pruning from the clearance space (as defined in the Code for the observed voltage) at the time of inspection or considered likely to grow into the clearance space between the current and subsequent programmed inspections. The genus, species, amount of re-growth observed since the last pruning event and the environmental conditions experienced between programmed maintenance visits is also considered at this time.

Trees are then pruned to allow maximum clearance including regrowth wherever required, without adversely affecting tree shape and/or structure. Pruning techniques are required to comply with AS4373 – 2007 Pruning of amenity trees.

Trees which cannot be pruned to the code are referred back to council so that other options can be considered. These options follow a hierarchy of control which is as follows:

1. Additional pruning – Removal of structural limbs
2. Engineering solution/s – eg Spreader bars, offset cross arms etc
3. Application for exemption
4. Tree removal and consideration of replacement.

The above process is owned by Wyndham City Council’s Area Leader of Arboriculture. The timeframe for completion of the decisions/process will vary depending on chosen solution and input from external parties. Progress of each instance will be reviewed at monthly team and contract meetings and will be documented via minutes.

Citywide uses a GIS system called TRAX to record the location of all trees under overhead electric lines as individual assets using a tablet PC. Data recorded includes, but is not limited to, the date, time, findings, recommendations and associated tree pruning events occurring on each tree asset as a result of an audit. A sample of the record data base screen is included in **Appendix 4**. If required, pruning works are logged against each tree by the inspector as an “open job” along with a priority rating which matches the urgency or risk associated with each job.

Once the auditor/ inspector has completed the desired area, the assets and works are uploaded to the TRAX database. TRAX stores auditing and pruning events against each asset and the pruning history is intended to exist in perpetuity.

TRAX has an office-based general user interface called Intramaps which provides a reporting mechanism for auditing purposes for staff. A sample of Intramaps data has been included as **Appendix 4**. Council has access to Intramaps and uses this system as well as contract meetings to track the progress of the pruning work that is being done as part of the maintenance schedule. Intramaps and TRAX are viewable at the Parks and Open Space Department located at Wyndham City Council Depot 241 – 253 Old Geelong Road, Hoppers Crossing.

Intramaps allows all open work types and priorities to be sorted so that works can be completed in a selected order including priority, location, work type or inspector. The priority field forms the most important part of the works scheduling. Typical timeframes for identified works priorities are:

URGENT	< 1 week (Immediate)
HIGH	1-4 week
MEDIUM	1-6months
LOW	> 6 months
REACTIVE	Completed as an unscheduled work
SHUTDOWN	Requires referral to DB
COUNCIL	Further advice required

These works are then carried out to the satisfaction of council following ESV Electrical Safety Rules for Vegetation Management Work 2013 (September) and normally to the requirements of AS4373 (or better).

Once works are completed, the open jobs are closed out on the database using the tablet PC. Where required, comments relating to the pruning works can be added. The pruning outcomes are stored within the database.

The ELCMP is integrated into Wyndham's tree policy - **Appendix 5** in the following areas:

- Unsuitable Trees
During routine inspections of trees in the vicinity of the electrical network, trees identified as potentially unsuitable for retention in the landscape due to conflicts with electrical assets are recorded within the TRAX database. Once identified, the location of the tree and reason for poor suitability are provided to council for consideration for removal.
- Tree Planting
Wyndham has an approved planting species list for streetscapes. Prior to any planned planting, the species and its future attributes are assessed against the sites limitations in an attempt to minimise future conflicts. The species list is still being developed with 12 species currently listed as suitable for planting under powerlines in the matrix - **Appendix 6**.

Wyndham has two very small sections of road reserve which comprises of approximately 3kms of HV within its declared area and is nominated as a HBRA area. These sites are inspected before 1st October each year or by the authorised body before the declaration of the fire season and any required works identified using the TRAX system. Works are then scheduled and completed prior to the declaration of the fire season each calendar year.

The process for reactive/urgent/noncompliant vegetation identified by the DBs or public is shown below:

1. Reactive request received from DB's or the public. These requests are received in two ways;
 - a. Through an email to the Area Leader Arboriculture.
 - b. Through council's Customer Request Management (CRM) system.
2. Acknowledgement notification sent to requestor.
3. Timeframe for inspection set (1-7 Days from receipt of request, depending on urgency)
4. Works assessed (14 Days from receipt of request).
5. Works required are passed on to the Council contractor to be actioned based upon priority (1-28 days from inspection).
6. Works completed.
7. Requestor notified and CRM closed out.

Council does not have proactive scheduled engagement with the local DB (Powercor). This is an area it would like to improve upon with this plan. The current arrangements for key activities are listed below.

Wyndham City Council and Citipower / Powercor will hold a meeting every 12 months to discuss issues relating to vegetation management near overhead powerlines.

The first of these meetings was held at the Citipower / Powercor offices Sunshine on 23/06/16. The most recent meeting was held in conjunction with Council Arboriculture Victoria in 2019.

- Programming and scheduled works: Accessing live line clearing, suppression & shutdown coordination - Contact is based on a reactive or as needed basis following

inspection and identification of relevant works. The DB (Powercor) is contacted through the DB's nominated email NGZ Vegetation NGZ_Vegetation@powercor.com.au for official requests relating to shutdown, live line or suppression. Follow up correspondence is directed through Powercor Council Liaison Officer (currently Leo Hourigan).

- Performance – Wyndham currently receives little feedback about our performance. This is an area that we would like to improve through tools such as regular outage and non-compliance reporting from the DB. Wyndham plans to engage with the Powercor Council Liaison officer to help facilitate this process.
- Specific events – Wyndham has several specific events including (Weerama & several cultural community events) where tree assets may cause additional risk to power supply & safety. Pre-event site assessments are conducted by Wyndham's events team in conjunction with the arboriculture team. Required works are scheduled prior to the event. If any assistance is required here, to be able to meet clearance requirements they are referred through to Powercor.
- General issues – General issues such as updating asset information, identifying boundaries or possible engineering solutions are referred through to Powercor's Council Liaison Officer.

The ultimate responsibility for implementation of these processes lies with the Area Leader for Arboriculture. These tasks are then delegated through to internal staff and contractors as deemed appropriate.

Implementation of the above processes are monitored through monthly meetings with the arboriculture team and its contractors. Various items related to clearance of vegetation from electrical assets are permanently minuted and other specific items are noted. The progress and effectiveness of each item is reviewed each month to ensure it is being completed in an appropriate timeframe. Where necessary the processes may be adjusted to help meet acceptable outcomes

(ii) specifying the method for determining an additional distance that allows for:

(A) conductor sag and sway

Schedule 1, Part 2, Division 4, Regulation 21 & Part 3, Division 4, Regulations 23, 25-30 identify that an **additional distance** to the minimum applicable clearance space is required for trees the following circumstances;

- Uninsulated cable (LBRA) >100m between fixed points
- Uninsulated cable (HBRA) >45m between fixed points

The required additional distance shall be determined by contacting the relevant distribution company, or an owner or operator of a railway supply network or a tramway supply network. This additional distance shall be added to the applicable distance to determine the clearance space.

Wyndham has collected its own span data for its declared area and this has been recorded in its Wynmaps database. As part of the annual ELCMP preparation, the span data is reviewed in relation to LBRA/HBRA and Declared Area boundaries. Currently there are 14 trees in HBRA areas and 236 trees in LBRA areas that have been identified with spans greater than

45/100m. Council has referred these to Powercor and awaits feedback on the required additional distance. Once received, the additional distance for the span will be recorded against each asset in its Wynmaps database which is backed up and stored indefinitely. This will also be shared with our ELC contractor Citywide and uploaded into their TRAX database against each asset so field personnel can access.

(B) specifying the method for determining an additional distance of different parts of an electric line span;

Schedule 1, Part 2, Division 4, Regulation 21 & Part 3, Division 4, Regulations 23-30 identify that additional clearance is required for trees in the middle two thirds of spans in the following circumstances;

- Insulated cable (All Areas) >40m between fixed points.
- Uninsulated cable (LBRA) >45m between fixed points.
- Uninsulated cable (HBRA) >45m between fixed points
- Different additional distances for different parts of a span as determined by an asset owner, operator or distribution company

Wyndham has collected its own span data. This has been recorded in its Wynmaps database and added to the ELC contractor's database (TRAX). Where spans over 40 or 45m are identified (depending on conductor type) by the inspector, they will assess these sites separately and apply the following rules:

Wyndham City Council will use the calculations specified under Schedule 2 of the 2020 Electrical Line Clearance Regulations (Graphs 1 - 6) to determine the **applicable distance** in conjunction with the below process.

- I. Identify tree location within span to determine if additional clearance is required
- II. Identify total span length
- III. Identify conductor type & voltage
- IV. Identify area fire rating (HBRA / LBRA)
- V. Locate corresponding graph/ formula
- VI. Reference the required clearance

The additional clearance requirements for each tree will be identifiable by the job type. Works falling into this category are to be logged as "Wire Clearance – 40/45m+ Span" by the inspector in the TRAX database. This will identify the additional pruning requirements to pruning teams on a case by case basis.

Where assistance or consultation regarding sag and sway allowances is required with the relevant asset owner eg. DB or Railway authority, contact shall be made with the appropriate person as listed in (Section 20 - Duty relating to the safety of cutting or removal of trees close to an electric line) of this plan.

The TRAX database is managed in accordance with industry standards and backed up to a remote site daily. Records are stored indefinitely and Wyndham can recall any required information upon request. Where specific calculations are completed on significant vegetation, the details are recorded within council's records management system currently called "Objective" these records are also stored indefinitely.

9(4)(k)

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

To ensure the latest version of AS4373 - 2007 is being referenced, both Wyndham & Citywide have subscriptions to the SAI Global standard association. Notifications of new or amended standards are forwarded to the organisations when they are released.

Wyndham strives for its internal staff and contractors to meet the pruning standard set out in AS4373 - 2007 as far as reasonably practicable while completing cutting activities to clear vegetation from electrical assets.

Reasonably practicable in relation to AS4373 - 2007 means that which is, or was at a particular time, reasonably able to be done in relation to ensuring continued tree health and future tree safety, taking into account and weighing up all relevant matters including:

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

Staff or contractors completing pruning works are required to complete all works to AS4373 - 2007 as far as reasonably practicable which includes not removing more than 30% of foliage, not removing large structural limbs, using top/bottom cut method to prune to eliminate bark tearing. Where this cannot be achieved the site or trees are to be referred to Wyndham's Team Leader or Area Leader Arboriculture to make an assessment on whether or not it is reasonably practicable to deviate from AS4373 - 2007.

Wyndham ensures staff are appropriately trained and made aware of the principles of AS4373 - 2007 by:

- Providing access to the document at the worksite.
- Referencing the standard in its internal procedures.
- Referencing the standard in tender documents for contractors
- Ensuring internal staff and contractors are trained or are supervised by persons with Arboriculture certificate 3 and ESI certificate 2 level training.

Where pruning to achieve clearance will not allow compliance with AS4373-2007 or the Wyndham City Council Tree Policy 2015, Wyndham may elect to:

- Increase the pruning frequency to minimise the required pruning.
- Remove scaffold/ parent limbs initially to minimise future required pruning.
- Remove trees where the resulting pruning would leave trees unsuitable for retention.

Where the above situations occur, the Area Leader Arboriculture is to be notified. Where trees are to be removed relevant residents in the affected area are to be contacted in person or by a written notification card.

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.

To verify that appropriate cutting standards are being achieved, Wyndham has implemented a quality auditing process. Audits are completed during the course of and after completion of set works on both internal teams and contractors. A template of the auditing sheet can be found in **Appendix 8-9**. Quality of cuts, appropriateness of pruning, clearance requirements and post site clean-up are reviewed. Audits are completed by Wyndham's Leading Hand, Team Leader and/ or Area Leader. Audits are required to be completed twice weekly while pruning works are being completed. The audit has both a numerical measures as well as comments about specific issues. Feedback via the audit results is provided to teams and the contractor during the monthly meeting. Where pruning does not meet the requirements teams may be required to return to sites to rectify works or be provided instruction about future improvements.

9(4)(l)

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

- Covered in schedules 31 & 32 of Code

9(4)(m)

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

- (i) the responsible person holds; and**
- (ii) is in effect**

- Covered in schedules 31 & 32 of the Code

9(4)(n)

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

Wyndham has a number of internal systems in place to assess its performance in delivery of the management plan:

- Monitoring line clearance inspections and pruning works against the ELC maintenance schedule nominated in the plan. This is reviewed monthly in line with contractor meetings
- Post works auditing and issuing of reworks where required.
- Customer feedback and levels of customer requests relating to Powerlines.

The measure of performance level are summarised in the table below.

Key Measurement	Performance Measure	Performance Level
Pruning Quality to AS4373	Trees compliant per zone	90% Compliance
Compliance to Regulation	Trees compliant per zone	100% Compliance
Customer Request - Wires	Number request per month	<15
Compliance to Regs (DB Audit)	Number non compliances	TBA
Number Faults – Attributed to Council Vegetation		Number per month TBA

External systems such as audits from local DB's in relation to non-compliance sites and outages are not regularly received or tracked at present, however it is a potential improvement for the future.

Utilising historical data, a range of benchmarks for intervention of non-compliance has been established.

- For internal audits a 90% minimum compliance benchmark is in place. This audit covers both clearance and quality of works to AS4373 - 2007. Zones scoring less than this threshold require investigation and zones will not be recorded complete until additional works are completed and a new audit conducted. This process is performed by the leading hand and team leader of arboriculture. A range of performance related penalties apply within our externally contracted service, while works by internal staff are subject to individual performance management. This allows mechanisms and incentives for improvement.
- Analysis of work types, job numbers and works priorities completed per zone per visit are also used to give insight into the number of trees reaching intervention levels between pruning cycles. Review of works completed over consecutive visits can show trends in the performance of the current ELCMP. An increase in high and urgent priority works of greater than 10% triggers an investigation by the Area Leader to investigate causes and implement improvement strategies where required.
- If supplied, compliance and outage results from Powercor are another useful tool to help monitor the performance of the plan. This will be measured on a number of events basis/month or year. Significant increases between periods would also warrant investigation.

9(4)(o)

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

Wyndham City Council undertakes regular weekly audits on internal teams and external contractors as well as a final compliance audit at the completion of the nominated zones. Citywide Service Solutions also undertakes its own internal auditing during pruning as well as at completion of the nominated zones.

The Team Leader Arboriculture oversees the auditing cycle with the leading hand. The Leading Hand Arboriculture conducts twice weekly audits of internal staff & external staff during pruning with the team leader being responsible for the final end of zone completion audit.

There are 3 types of audits currently utilised by Wyndham City Council.

- Safety Audits – Are used to ensure correct OH&S onsite and to ensure correct traffic/pedestrian control is being used as well as appropriate controls are in place for powerline tree trimming - **Appendix 8.**
- Quality Audits – Are used to ensure tree trimming is performed as per AS 4373 – 2007 as well as items such as site clean-up - **Appendix 9.**
- End of Zone Compliance Audits – Are used to record quality at the completion of the nominated zone. 10% of the zone is audited and a percentage of compliance is recorded. If the percentage is below the threshold a further 10% of zone is audited - **Appendix 10.**
- The contractor is also issued reworks from this audit if required.
- Council conduct customer satisfaction surveys annually. Surveys provide general feedback about council's responsiveness to requests including those related to vegetation management.

The auditing activities are summarised in the table below.

Audit Type	Frequency	Responsible Organisation Officer
Safety	Weekly & Monthly	Citywide, Wyndham Leading Hand - Arboriculture
Quality	Weekly	Citywide, Wyndham Leading Hand - Arboriculture
Environment (Part of Quality Audit)	Monthly	Citywide
Compliance	End of Zone	Wyndham Leading Hand
Customer Satisfaction	Annual	Wyndham customer Service Team

Citywide Service Solutions have supplied Wyndham City Council with all training records for staff engaged in the Wyndham Contract. These are all stored within Council contractor management portal Rapid Global. Relevant training expiry dates area managed by the system and notifications provided both Wyndham and contractor staff before expiry.

Wyndham City Council auditing staff are currently Cert III arborists and ESI certified. Copies of staff training will be available on request.

Items identified during auditing are actioned as follows:

1. Noncompliance identified.
2. Reworks list forwarded to Citywide Service Solutions via email.
3. Reworks occur within 10 days.
4. Leading hand arboriculture follows up with Citywide staff for progress/tracking. Updates might be also provided during monthly meetings.
5. Closure occurs when notification from Citywide confirms all jobs have been done. Another compliance audit is then undertaken to confirm.
6. Audit results are minuted at monthly contractor meetings and opportunities for improvement are discussed.
7. All audit results for zones are populated into a spreadsheet for tracking and monitoring trends.

All audits are saved in Wyndham City Councils Objective database. Results from these auditing categories are used to improve safety of team and quality of works completed. Audit results are discussed at team meetings and monthly meetings with internal staff and contractors. The current contractor Citywide is currently averaging 98% compliance against set measures.

The Area Leader Arboriculture is responsible and oversees the auditing undertaken by the team. The Area Leader also communicates with the contractor to discuss issues of noncompliance or improvement.

At the completion of the current zone and the audit has occurred, discussion around the audit procedure, the template used and sample of zone are undertaken. Reviews are also undertaken at team meetings and monthly contractor meetings. Procedure verification is evident with the percentage scores achieved at the end of zone.

9(4)(p)

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

Council requires than only **qualified persons** are permitted to complete vegetation management work (inspection, cutting or removal of trees) within the vicinity of protected aerial lines as outlined in regulations 614, 616 & 617 of the Electricity Safety (General) Regulations 2019.

In this regulation, **qualified person** means a person who holds a current certificate that is approved by Energy Safe Victoria specifying satisfactory completion of a training course in tree clearing (currently - UET20319 Certificate II in ESI Powerline Vegetation Control). Training for this regulation is only to be recognised if provided by a registered RTO.

They must also comply with the requirements of;

- the Electrical Safety Rules for Vegetation Management Work Near Overhead Powerlines by Non-Electrical Workers, as published or amended from time to time by ESV; and
- the Blue Book when working on or near high voltage electrical equipment; and
- the Orange Book when working on or near a railway or tram network supply

As per these requirements the persons must hold appropriate qualifications, specific electives and experience for the task being undertaken. The minimum requirements for each task are outlined in the below table

Task	Qualification	Elective Units
Grounds Person	Certificate II – ESI <i>(requires annual refresher under ESV requirements)</i>	<ul style="list-style-type: none">• UETTDRVC33 - Apply pruning techniques to vegetation control near live electrical apparatus• UETTDRV26A Cut vegetation at ground level near live electrical apparatus
	Experience	<ul style="list-style-type: none">• No minimum

Position	Qualification	Elective Units
Tree Pruner	Certificate II – ESI <i>(requires annual refresher under ESV requirements)</i>	<ul style="list-style-type: none">• UETTDRVC33 - Apply pruning techniques to vegetation control near live electrical apparatus• UETTDRVC25 - Use EWP to cut vegetation above ground level near live electrical apparatus
	Experience	<ul style="list-style-type: none">• No minimum

Position	Qualification	Elective Units
Suitably Qualified Arborist	Certificate III – Arboriculture or equivalent	<ul style="list-style-type: none"> AHCARB408 - Perform a ground-based tree defect evaluation
	Experience	<ul style="list-style-type: none"> 3 years industry experience

Position	Qualification	Elective Units
Inspector/Assessor	Certificate II – ESI <i>(requires annual refresher under ESV requirements)</i>	<ul style="list-style-type: none"> UETTDRVC33 - Apply pruning techniques to vegetation control near live electrical apparatus OR UETTDRV26A Cut vegetation at ground level near live electrical apparatus OR UETTDRVC24A - Assess vegetation and recommend control measures in an ESI environment
	Certificate III – Arboriculture or equivalent	<ul style="list-style-type: none"> AHCARB408 - Perform a ground-based tree defect evaluation
	Experience	<ul style="list-style-type: none"> 3 years industry experience

Code also requires that all staff and contractors performing pruning or tree removal works around electric lines will prune to AS4373-2007 - Pruning of Amenity Trees as far as practicable

The Certificate II - ESI component of the above mentioned training requires annual update or refresher training. To ensure this training occurs council has the following processes.

- Council –Wyndham have a contractor management system in place (Rapid Global) this system requires contractors to upload proof of qualifications for each staff member. The system monitors minimum requirements and currency. Qualifications nearing expiry are flagged to the contractor & staff member with an email. A sample copy of Rapid Global Contractor certifications can be located in **Appendix 11**.
- Contractors – Citywide have a Learning Management System (LMS) called VELPIC which contains all staff qualifications and training matrices, this system also flags the contract supervisor and staff member of upcoming expiry dates. A sample copy of the LMS can be located in **Appendix 12**.
- Staff who have not completed refresher training are noted as out of currency (red) in both Rapid Global and VELPIC, may not complete power line works until additional training is complete and proof provided. This is also verified during worksite audits.

If during audit or otherwise, staff are found to be on site without the appropriate training the following actions will occur.

- Stand down and consider alternative duties whilst clarification in progress
- Review training matrix and induction documents
- Identify training gaps

- Complete training & re-induct

The Area Leader Arboriculture is responsible for ensuring all staff and contractors are appropriately trained and inducted. To ensure staff are aware of site and employee requirements new staff & contractors are subject to both internal & external induction processes. These outline basic site & behaviour rules as well as specific task related rules contained within Safe Work Method Statements (SWMS) & Standard Operating Procedures (SOPS). Sample copies of these forms can be located in **Appendix 13**. Council has also introduced a specific Electric Line Clearance Induction for all contractors to undertake before commencing the annual pruning program. This induction focuses on this plan and its requirements, sighting of official qualifications and other safety and PPE requirements.

In addition to proof of training, competency of operators is also assessed through both internal & external worksite audits. The audits assess items such as worksite setup, cutting techniques, quality of works and knowledge of staff to ensure works are completed safely and effectively. Sample worksite/ safety audits can be located in **Appendix 8**.

Internally there is currently no formal process to list and close out actions following non-compliance from a training or competency audit. Non-compliances are communicated through email. Council is currently undergoing a process mapping project to document and record a process for this and many other related processes. This is an ongoing process with no timeframe for completion.

Externally our contractor (Citywide) utilises an electronic risk management system called MYOSH to record and close out corrective actions. If following an audit, a corrective action cannot be closed out by the responsible person within 2 days then it must be logged on MYOSH. Timeframes for completion are set and outcomes are escalated if items are not closed out within the set timeframes.

9(4)(q)

Notification and consultation procedures.

- Covered in schedules 15, 16, 17 & 18 of the Code

9(4)(r)

Dispute resolution procedures.

If a dispute arises during the process of consultation/negotiation between affected land owners and the Council, regarding proposed clearing/pruning/alternative construction activities, it shall be resolved in accordance with Council's Complaint Resolution Procedure.

<https://www.wyndham.vic.gov.au/about-council/your-council/administration/complaint-resolution>

The complaint resolution procedure can be accessed at either the Wyndham City Council Civic Centre 45 Princes Hwy Werribee by contacting the customer service team or Wyndham City Council Depot 241 – 253 Old Geelong Road Hoppers Crossing by contacting Facilities & Open Space Department.

The procedure is based on the resolution of the complaint at the lowest management level possible. If the dispute cannot be settled at the first negotiating level, then the process allows for escalation of the dispute to the next level of management. The preferred process of escalation is:

Dispute Stage Level	Dispute Settlement Level of Management	Management Area of Responsibility
Stage 1	Team Leader	Arboriculture
Stage 2	Area Leader	Arboriculture
Stage 3	Coordinator	Facilities & Open Space
Stage 4	Manager	Facilities & Open Space
Stage 5	Director	City Operations
Stage 6	CEO	
Stage 7	Energy & Water Ombudsman	

The person responsible for resolving official disputes between Council and members of the public relating to the issues discussed in the Plan are:

Mark Boyle, Phone (03) –9742 - 0777
 Coordinator Arboriculture & Conservation, Wyndham City Council,
 P.O Box 197 Werribee Victoria 3030.

Notwithstanding the nature of the dispute and the need to resolve the dispute in accordance with Council’s Complaint Procedure, Council’s duty to maintain the clearance space in accordance with the Plan shall not be compromised.

9(4)(s)

If Energy Safe Victoria has granted an exemption under regulation 11 relating to a requirement of the code, details of the exemption or a copy of the exemption

Wyndham City Council do not intend on apply for any exemptions in the ELCMP period for this plan.

10(6)

**A responsible person must ensure that a copy of the management plan is:
 Published on the responsible person’s Internet site**

This ELCMP will be published on the public notices page on the Wyndham website as noted in the below URL/ link. Notifications are also placed on the Wyndham City Council Facebook page. A sample of the pages can be located in **Appendix 17**.

<https://www.wyndham.vic.gov.au/electrical-line-clearance-management-plan>

The process to which the ELCMP will be updated on the website each year is listed below;

1. Draft of the new plan completed.
2. Draft sent to Director and Manager for review
3. Amendments made as required.
4. Send amended plan to Director for approval.

5. After plan is approved, send to Public Relations department for publication to website, 5 working days before end of March.

The Area Leader Arboriculture is responsible for the process of drafting, submitting to Director and coordinating publishing on the website. The website publication will be initiated at the time of making hard copies.

11(2)

A responsible person who is granted an exemption under this regulation must comply with the conditions (if any) of the exemption.

Wyndham City Council is not requesting any exemptions for the 2021/2022 ELCMP.

SCHEDULE 1 – CODE OF PRACTICE FOR ELECTRIC LINE CLEARANCE
PART 2 – CLEARANCE RESPONSIBILITIES
DIVISION 1 – ROLES OF RESPONSIBLE PERSONS

4

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

Wyndham plans to apply exceptions on certain trees under this section of the management plan. It is to be used in situations where existing tree branches meeting the criteria are within the clearance space and it is not reasonably practical to prune these branches as removal of these limbs would affect the structure, health or amenity of the tree.

This process is to be managed by the Area Leader Arboriculture and involves information and input from the inspector contracted to provide the planned electric line clearance program (Citywide). As previously stated Wyndham has committed to annual inspection of all tree assets within the vicinity of electrical conductors. The inspection shall identify trees meeting the aforementioned exception by the following process.

1. Inspection completed by suitably qualified arborist.
2. The electrical asset is assessed to determine if the cable is insulated and low voltage.
3. The span is assessed to determine its length.
4. The tree is assessed to establish the size of the branch where it enters the minimum clearance space,
 - 4.1. Where the span is less than 40m and the branch is $\geq 130\text{mm}$ with more than 150mm clearance, the branch can be considered for exception.
 - 4.2. Where the span is greater than 40m and the branch is $\geq 130\text{mm}$ with more than 300mm clearance, the branch can be considered for exception.
5. If all above criteria are met, the inspector updates the Structural Branch within clearance space field to “YES” Trees not meeting these criteria in this field default to “NO
6. A health & risk assessment is completed on the tree along with any additional comments and recorded within the database.

Collection of this information allows specific trees to be identified, by species, size and location. The qualifying branch size, reduced clearance and risk assessment identifies trees which don't meet the required clearances however pose a low or acceptable level of risk given;

- Branches greater than 130mm typically have low or no movement and can represent a large proportion of an existing tree.
- Cables are insulated which reduces the risk of issues associated with contact with vegetation.

It should be noted that where branches greater than 130mm exist however can be pruned or removed to code without adversely affecting tree health or structure or amenity value then this option should override the exception.

The collected information and records to meet the requirements of an “exception” is stored within the Exception Register - **Appendix 16**. This register is saved to council Objective

database which is managed in accordance with industry standards and backed up to a remote site daily. Records are stored indefinitely, and Wyndham can recall any required information upon request, meeting the minimum five year requirement.

5

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

Wyndham does not currently wish to apply exceptions to this section of the plan. Small branches <10mm found to be within the clearance space during inspection or where raised reactively shall be pruned to regulation clearances.

6

Exception to minimum clearance space for small branches growing under uninsulated low voltage electric lines in low bushfire risk areas

Wyndham does not currently wish to apply exceptions to this section of the plan. Small branches <10mm found to be within the clearance space during inspection or where raised reactively shall be pruned to regulation clearances.

7

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

Wyndham plans to apply exceptions on certain trees under this section of the management plan. It is to be used in situations where existing tree branches meeting the criteria are within the clearance space and it is not reasonably practical to prune these branches as removal of these limbs would affect the structure, health or amenity of the tree.

This process is to be managed by the Area Leader Arboriculture and involves information and input from the inspector contracted to provide the planned electric line clearance program (Citywide). As previously stated Wyndham has committed to annual inspection of all tree assets within the vicinity of electrical conductors. The inspection shall identify trees meeting the aforementioned exception by the following process.

1. Inspection completed by suitably qualified arborist.
2. The assessment will be completed at least every 14 months.
3. Measures will be implemented to effectively mitigate risk.
4. The electrical asset is assessed to determine if the cable is uninsulated and low voltage.
5. The tree is in a declared area identified to be a low bushfire risk area
6. The span is assessed to determine its length and number of spreaders.
7. The position of the tree within the span is determined
8. The tree can then be assessed for exception. All the following criteria must be met for a branch to be considered for exception.
 - 8.1. Where a tree falls within the first or last sixth of a span no spreader/s are required to be fitted.

- 8.2. Where a tree falls within the middle two thirds of a span less than 45m one conductor spreader must be fitted.
- 8.3. Where a tree falls within the middle two thirds of a span greater than 45m two conductor spreaders must be fitted.
- 8.4. The size of the branch where it enters the minimum clearance space is $\geq 130\text{mm}$ with more than 500mm clearance.
9. If all above criteria are met, the inspector updates the Structural Branch within clearance space field to "YES" Trees not meeting these criteria in this field default to "NO"
10. The number of spreaders in the span is to be recorded against the tree asset in the comments field of the database
11. A health & risk assessment is completed on the tree along with any additional comments and recorded within the database.

The vast majority of the declared area is identified as LBRA and the 2 very small HBRA sections are audited on a specific program. As these exceptions do not apply in HBRA areas it is assumed that all tree identified to have branches within the clearance space are within the LBRA area.

Collection of this information allows specific trees to be identified, by species, size and location. The qualifying branch size, reduced clearance and risk assessment identifies trees which don't meet the required clearances however pose a low or acceptable level of risk given;

- Branches greater than 130mm typically have low or no movement and can represent a large proportion of an existing tree.
- Low voltage electric lines have a lower risk of issues associated with contact with vegetation especially where spreaders are installed.

It should be noted that where branches greater than 130mm exist however can be pruned or removed to code without adversely affecting tree health or structure or amenity value then this option should override the exception.

The collected information and records to meet the requirements of an "exception" is stored within the Exception Register - **Appendix 16**. This register is saved to council Objective database which is managed in accordance with industry standards and backed up to a remote site daily. Records are stored indefinitely, and Wyndham can recall any required information upon request, meeting the minimum five year requirement.

8

A responsible person who owns or operates a transmission line must:

- Does not apply to councils.

9

Responsible person may cut or remove hazard tree

Incorporating

- *Schedule 13 - Restriction on urgent cutting of trees*
- *Schedule 14 - Restriction on urgent cutting of trees*

If through routine inspection of the cyclic program or otherwise a person identifies a tree under council's management within the declared area is;

- likely to fall onto or otherwise come into contact with an electric line
- regrowth into the clearance space before the next scheduled visit
- Vegetation in a HBRA area found to be within clearance after declaration of the fire season.

Council will arrange for an assessment to be undertaken by a suitably qualified arborist who has;

- the minimum qualification of Certificate Level III Arboriculture, including the "Assess Trees" module, or an equivalent qualification; and
- at least 3 years of field experience in assessing trees;

This may be conducted by an internal or external resource. The assessment will confirm the likelihood of contact with an electric line having regard to foreseeable local conditions. Factors such as tree health, defects, and size of failure, target potential, significance, fauna and habitat are considered in the assessment. The details of the assessment including photos where necessary will be recorded on the contractor's database or by a written inspection report which is saved to council's document management system. Once completed this report is to be submitted to the Area Leader or Team Leader Arboriculture for review within 48 hours.

Where Hazard trees are identified as requiring pruning or removal, affected persons are notified as soon as practical. This is completed either in person or using council's works notification card - **Appendix 18**.

If line clearance works on trees are completed under the Urgent conditions listed in Schedules (13) & (14), trees will not be cut further than 1 metre from the minimum clearance space around the electric line except where an unsafe situation cannot be made safe. Where this is the case, pruning will be undertaken further than 1 metre from the minimum clearance space to the extent that safety is restored. Vegetation management personnel will be instructed to cut to no more than 1m greater than the specified minimum clearances when the works are issued.

As the asset owner the trees covered under this plan, council reserves the right to remove hazard trees where they cannot be made safe or be retained as useful assets. Once works are completed works are logged onto the contractors database TRAX, or within internal daily work lists. Tree pruning personnel are to provide confirmation of completion of the work to the issuing officer. Outcomes of the works are then provided to third parties including local authorities, distribution businesses or general public who raised the case.

10

A responsible person cutting a tree must, as far as practicable cut the tree in accordance with AS4373 as published or amended from time to time.

- Covered in regulation 9(3)(i)

11

Cutting or removal of indigenous or significant trees must be minimised

Areas containing indigenous or significant trees, trees listed in a planning scheme to be of ecological, historical or aesthetic significance and trees of cultural or environmental significance within Wyndham are identified in section **9(3)(g)(i) - 9(3)(g)(iii)** of this plan. Trees within the vicinity of electrical conductors in these areas are assessed following the pruning schedule or reactively following a request from a third party.

If cutting or removal is required in these areas for trees which may impact electrical assets, the following process shall be followed to ensure compliance with the requirements of Division 2 - Regulation 11.

1. The site is assessed by a suitably qualified arborist nominated by the Area Leader Arboriculture.
2. The present situation is documented including; location, number and type of trees, the issue at the site and scope of works. This may include photos and aerial maps as well as entry into the TRAX database.
3. The scope of works proposed will outline as far as practicable, the minimum vegetation removal necessary to achieve compliance or make an unsafe situation, safe.
4. Tree removal can only be recommended if the works are required to achieve compliance with Division 1, to make an unsafe site safe or if the required works would make the tree unhealthy or unviable.
5. Recorded information is provided to and reviewed by the Area Leader, and Arboriculture/Conservation Coordinator to assess potential impacts to the vegetation. Depending on the type of significance, an application for a planning permit may be required before works can proceed. Other internal & external stake holders such as councils planning department, Heritage Victoria, etc. may also be engaged to provide feedback about management options.
6. Strategies to minimise impacts to this vegetation are considered and may include; increased pruning frequency, altered timing of pruning, equipment used for access, consideration of an engineering solution.
7. A strategy is confirmed and recorded using a works plan which is approved by the Parks Coordinator.
8. The approved works plan is then forwarded to the internal or external resource allocated to perform the works.
9. The Area Leader arboriculture is notified upon completion and the works plan closed out and stored in councils document management system.

If vegetation in these areas identified is found to be unsafe, that is;

- Hazard tree
- Regrowth into clearance space before the next scheduled visit
- Vegetation in HBRA found to be in clearance after declaration.

The above process may be expedited in lieu of a site visit by the Area Leader Arboriculture and the nominated inspector. Works are identified. A suitably qualified arborist shall inspect the tree, record findings and issue recommended work immediately to a crew for actioning. Identified works should aim to make the situation safe in the first instance and be subject to further review of future management strategies. Notification to relevant stakeholders should occur within 48 hours of issue of works.

12

Cutting or removal of habitat for threatened fauna

As stated in regulation **9(3)(g)(iii)** Wyndham does not currently have records of any threatened fauna which may be affected by the implementation of this plan. Should threatened fauna be identified, the following process shall be followed.

1. Areas where threatened fauna located are mapped and tree maintenance and inspection teams notified.
2. The present situation is documented including; number and type of trees requiring cutting and removal. This may include photos and aerial maps as well as entry into the TRAX database.
3. Scope of works required make the vegetation compliant with the current specifications is outlined.
4. A determination is made to engage an external ecologist for a detailed fauna report.
5. Recorded information is reviewed by the Area Leader Arboriculture, Parks Coordinator, Conservation Unit, and the Environment & Water Department in conjunction with government departments such as DELWP to assess potential impacts to the threatened fauna.
6. A works plan is to be developed. The plan will include consideration of;
 - a. staff training
 - b. pre-works inspections
 - c. aerial inspections
 - d. breeding seasons for threatened fauna
 - e. relocation procedure - if works can't occur outside of breeding season
 - f. modification of works
 - g. notification of outcomes

13

Restriction on timing of cutting or removal if notification is required

- *Covered in schedule 15 & 16*

14

Restriction on urgent cutting of trees

- Covered in schedule 8

15

Restriction on urgent cutting of trees

- Covered in schedule 8

16

Responsible person must provide notification before cutting or removing certain trees

- Schedule 12 – Restriction on timing of cutting or removal if notification is required

Not applicable to Wyndham council as works don't affect the use of the land of contiguous private property or owner occupiers during the cutting or removal process.

17

Person must publish notice before cutting or removing certain trees

To ensure notification of persons who may be affected by cutting or removing trees for the purposes of clearance of the electric lines Wyndham has implemented a range of methods including:

- A notification card - **Appendix 18**. This is placed in letter boxes for unscheduled works and removals. This is issued by the persons completing the works (internal staff or contractors)
- Council's City Living Facebook page
<https://www.facebook.com/pages/Wyndham-City-Living/193867507304062?ref=hl>
This gives the ability to provide daily updates of planned and unplanned works in the municipality. This can be updated by any member of staff or public wanting to share information.
The public notices section of council's website <https://www.wyndham.vic.gov.au/>
<https://www.wyndham.vic.gov.au/about-council/public-notices>
This gives the ability to provide weekly updates and maps of the areas currently being worked in. This is updated by councils Team Leader or Area Leader Arboriculture.
- A written notice in the Public Notices section of a weekly local newspaper (**Appendix 19**). This gives a broad overview on planned pruning throughout the municipality. This function is the responsibility of our current trees contractor (Citywide) and is published on a 60 day cycle.

This range of notification medium, allows general notification as well as more accurate and timely notification for changes in planned works and emergencies. Unless specified by a notification card, the works to be notified are tree cutting works to Australian standards so that regulation clearances can be achieved.

These mechanisms satisfy Schedule (12) notification of tree pruning to be provided to all residents at least 14 days but no more than 60 days prior to the planned day that pruning or removal is to occur. It also allows for updates to be posted in the case that schedules have been delayed or placed on hold.

18

Responsible person must consult with occupier of private property before cutting or removing certain trees

- *Not applicable to councils*

19

Notification and record keeping requirements for urgent cutting or removal.

- *Not applicable to councils*

20

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

All staff completing line clearance works for Wyndham and its contractors shall hold the qualification of Cert II ESI – Powerline Vegetation Control. This training instructs operators to follow safety guidelines and limits set within either;

- ESV - Electrical Safety Rules for Vegetation Work near Overhead Powerlines by Non-electrical workers (Electrical Safety Rules)
- Greater clearances or rules set by the asset owner.

If operators have concern with the cutting or removal of a tree for which council has the cutting responsibility, then it shall cease work and consult with the relevant asset owner. This shall be identified onsite, during the site or hazard assessment for the tree/ span in question. Once identified and confirmed by a team leader or supervisor. The request to consult with the asset owner shall be made by the Contractor's Supervisor or Area Leader for internal teams. The contact details for the relevant assets within Wyndham's Declared Area are listed following.

1.

POWERCOR

Contact Name: Leo Hourigan
Position: Council Liaison Officer
Phone Number: 0408 304 984
Email: LHourigan@powercor.com.au

2.

METRO TRAINS

Contact Name: Katrina Lewis
Position: Tree Clearing & Conformance Officer
Phone Number: 03 9619 71221
Email: Katrina.Lewis@metrotrains.com.au

21

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

- *Covered in regulation 9(4)(j)(ii)*

22

Duties relating to management procedures to minimise danger.

- *Not applicable to councils*

32

Formal safety assessment of alternative compliance mechanism.

Wyndham does not currently have in place or have planned any alternative compliance mechanisms for which it requires a formal safety assessment to be completed.

33

Application for approval of alternative compliance mechanism.

Wyndham does not currently have in place or have planned any alternative compliance mechanisms for which it seeks application and approval.
