

CITY OF BALLARAT



ELECTRIC LINE CLEARANCE MANAGEMENT PLAN

2019/2020

CITY OF BALLARAT
PO BOX 655
BALLARAT
VICTORIA 3353

DOCUMENT VERSION	VERSION DATE	CHANGES
1	MARCH 2019	

The Electric Line Clearance Management Plan 2019/20

The Electric Line Clearance Management Plan (ELCMP) details how the City of Ballarat manages trees around Powerlines within the 'Declared Area'.


The plan details various information and obligations the City of Ballarat are obliged to meet. The ELCMP is to be prepared each year. The regulations state:-

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

In previous years, Energy Safe Victoria (ESV) has allowed the Authors of the ELCMP to sign off on the ELCMP. ESV if they ask for a copy of the ELCMP will now require the senior management to 'sign off' on the ELCMP. They now ask that CEO's are aware of what is contained in the ELCMP.

Electric Line Clearance Management Plan read and understood.

Executive Manager Operations and Environment.

Name Steve Van Orsouw Signed  Date 7-5-2019

Director Infrastructure and Environment.

Name Terry Demeo Signed  Date 08 May 2019

City of Ballarat, Chief Executive Officer

Name Justine Linley Signed  Date 09 May 2019

Electricity Safety (Electric Line Clearance) Regulations 2015, Management Plans – Regulation 9.

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

The plan will be reviewed in February each year by the Operations and Environment department.

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

In the event of a request for the plan to be submitted to ESV. This request will be managed by Operations and Environment. The plan will be submitted by the Supervisor Parks and Gardens Contracts.

- (3) (a) Name, address and telephone number of the responsible person**

Name: City of Ballarat

Street Address: 25 Armstrong Street South, Ballarat

Postal Address: PO Box 655, Ballarat, Victoria 3353

Telephone Number: (03) 5320 5500

Facsimile Number: (03) 5333 4061

Email Address: ballcity@ballarat.vic.gov.au

Name of Chief Executive Officer: Justine Linley.

- (b) Name, position, address and telephone number of the individual who was responsible for the preparation of the management plan.**

Name: Terry Demeo

Position: Director Infrastructure and Environment.

Address: PO Box 655, Ballarat, Victoria 3353

Telephone No.: (03) 5320 5622 or mobile 0428 335 616

Facsimile No.: (03) 5320 5822

Email Address: terrydemeo@ballarat.vic.gov.au

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

Name: Steve Van Orsouw

Position: Executive Manager Operations and Environment.

Address: Operations and Environment, corner of Ring Road and Trewin Streets, Wendouree.

Telephone No.: (03) 5320 7406 or mobile 0427 526 164.

Email Address: stevevanorsouw@ballarat.vic.gov.au

(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.

City of Ballarat operates a rotating roster of staff to respond to after hour emergencies. For tree related emergencies the contact is – “Parks and Gardens/Roads and Drains/Street Trees” via 5320 5500.

If no response contact is: Richard Nicholls (Acting).

Supervisor Parks and Gardens Contracts

Emergency Telephone No: 0407 821 347.

(e) The objectives of the management plan.

The following are identified as the key objectives of Council in fulfilling our duties set out in the Electricity Safety (Electric Line Clearance) Regulations 2015:

- Compliance with the Code of Practice for Electric Line Clearance 2015.
- Electrical Safety.
- Minimise the risk of fire caused by conflicts between electrical apparatus and Council controlled vegetation.
- Minimise disruptions to continuity of supply from Council controlled vegetation
- Public safety.
- Provision of a safe work place for employees and contractors.
- Management of vegetation to maximise the amenity, cultural and environmental qualities of the City's trees.
- Protection of areas of important vegetation.
- Community understanding and satisfaction with Council's electric line clearance works.

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

Declared Areas within City of Ballarat are shown in Appendix B (includes Low Bushfire (LBRA) and Hazardous Bushfire Risk Areas (HBRA).

Verification of the HBRA/LBRA boundaries accuracy has been completed by the Supervisor Parks and Gardens Contracts. Confirmation of the boundaries can be found in Appendix A, email attachment from:-

Michael Boatman Manager Community Safety.
West Region-19 Learmonth Road, Wendouree Vic 3355

(g) Each area that the responsible person knows contains a tree that the responsible person may need to cut or remove to ensure compliance with the Code and that is -

(i) Native

There are over 9,200 trees that the City of Ballarat is responsible for adjacent to powerlines within the Declared Area. The ratio of exotic to native trees is 2:1 i.e. approx. 3000 native trees. The 3000 native trees adjacent to powerlines exist in nature strips, open space areas and other Council facilities throughout the extent of the Declared Area.

Of these 9,200 trees less than 0.5% of these are within the Hazardous Bushfire Risk area. That 0.5% consists of approximately 50% Eucalypts, 30% Wattles and the remaining 20% an even mix of other natives and exotic species.

All trees that require clearing are identified on the City of Ballarat powerline clearing spreadsheets. These spreadsheets relate to all the BAN and BAS HV feeders and localised LV areas.

The spreadsheets are updated yearly as trees are added and removed. This information is verified when auditing of completed works is undertaken.

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

Some trees are protected within the Vegetation Protection Overlay (VPO1 & VPO2), Heritage Overlay (HO) and the Environmental Significance Overlay (ESO5) and are affected by electric line clearance activities.

Refer to Appendix C for maps of the relevant overlays within the Declared Area.

Trees within these areas are pruned to a one year cycle.

(iii) Trees of cultural or environmental significance

There are no trees identified as being of cultural or environmental significance that are affected by electric line clearance activities.

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

- (i) Consult the City of Ballarat Planning Scheme
- (ii) Reference to the Heritage Register (within the meaning of the Heritage Act 1995)
- (iii) Reference to Victorian Aboriginal Heritage Register (established under section 144 of the Aboriginal Heritage Act 2006)
- (iv) Threatened Flora list
- (v) Reference to the Threatened Flora or fauna as listed as threatened with a status in 'vulnerable,' 'endangered' or 'critically endangered.'
- (vi) Threatened Invertebrate Fauna List.
- (vii) Threatened Vertebrate Fauna List.
- (viii) Reference to City of Ballarat Electric Line Clearance spreadsheets.
- (ix) Identification by an arborist

It is recognised that there may potentially be unrecognised culturally or environmentally significant trees affected by Electric Line Clearance activities within the Declared Area. A survey of potential trees or sites will be undertaken when resources allow and any specific trees then clearly identified on the City of Ballarat electric line clearance spreadsheets.

(i) The management procedures that the responsible person is required to adopt to ensure compliance with the Code, which must:

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

- There are over 9,200 trees that the City of Ballarat is responsible for adjacent to powerlines within the Declared Area.
- The adoption of a one year pruning cycle for all trees across the City.

- The implementation of a 3 year contract in 2015/2016 to include an annual prune for the Declared Area in its entirety.
- The contract works to start at the beginning of October in the Hazardous Bushfire Risk Area and completed by the 1 December each year.
- All other areas in the LBRA to be completed by 30th May each year.
- Refer to Appendix D for maps of HV feeders and LV zones.
- A regular audit of all trees and areas cleared under existing contracts.
- All of the Declared Area has been checked and cleared through the completion of the previous year's contract (completed June 2015).
- Tree removal and replacement using species as per City of Ballarat "Preferred Street Tree Species List" (refer to Appendix E).
- The contractor is required to provide Council with a detailed Works Program for approval prior to commencing works each year.
- The Works Program must be based on when areas were last cleared.
- A regular fortnightly meeting will be arranged between the City of Ballarat contract supervisor and the contractor to facilitate the monitoring of the current years contract works.
- The Contract Specification specifies full compliance with the 2015 Regulations in the HBRA, and for the LBRA, pruning to a one year cycle unless there is "severe detriment" to the tree.
- All pruning is to be in accordance with AS 4373-2007 Pruning of Amenity Trees.
- Identification on the electric line clearance spreadsheets of failure to achieve full compliance with the 2015 Regulations.
- Identification of unsuitable tree species and/or specimens requiring removal and linking these in with the electric line clearance spreadsheets.
- Upon identification of unsuitable tree species and/or specimens, a tree removal and replacement program will be commenced to remove and replace these trees.
- Upon the identification of reactive/urgent/noncompliant vegetation identified by the DB's or public, an inspection will be carried out and the appropriate action taken to rectify the issue.
- A regular meeting every quarter will be arranged with the DB's to facilitate consultation and discussion of clearance issues.

(ii) Specify the method for determining an additional distance that allows for cable sag and sway for the purposes of determining a minimum clearance space in accordance with Division 1 of Part 3 of the Code;

- In Low Bushfire Risk Areas the minimum clearance spaces are to be determined as per Schedule 2 Graphs 1, 2, 3, and 4.
- In Hazardous Bushfire Risk Areas the additional distance will be determined as per advice from Powercor.
- Sag and Sway advise will be sought from Powercor. Powercor council liaison officer will provide details of the appropriate officer from Powercor in Ballarat who can provide the relevant

information for spans identified as requiring additional distance to allow for Sag and Sway.

- In the long term, it is the intention of the City of Ballarat and Powercor to have a confidentiality agreement that allows for the City of Ballarat to have access to the Powercor GIS information. This GIS information will provide all the relevant information about the particular asset, this will then be used to calculate the additional distance required for sag and sway.

(j) 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;

- Contractor is to contact the contract supervisor for advice.

(k) 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;

The City of Ballarat will during the 2019/2020 year liaise with Powercor to develop a list of alternative compliance mechanisms for non-compliant sites as identified during the contract works.

(l) The details of each approval for an alternative compliance mechanism that;

(i) The responsible person holds

The City of Ballarat currently does not hold any alternative compliance mechanisms.

(ii) Is in effect

The City of Ballarat currently has no alternative compliance mechanisms in effect.

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

Performance measures (monitoring and recording) for the implementation of the Vegetation Management Plan are:

- Plan prepared prior to the 31st March each year.
- Plan available at Council's main offices and on the website.
- Number of requests for powerline clearance received from the Distribution Business.
- Number of requests for powerline clearance received from residents.
- Pruning and clearing progress against Works Program.
- Number of vegetation breaches to the Code.
- Number of annual inspections.
- Number of emergency clearances.
- Clearing not meeting quality requirements, AS4373.
- Auditing of completed works is in accordance with the works program.

(n) Details of the audit processes that must be used to determine the responsible person's compliance with the Code;

A Works Program is required to be developed and provided to Council for approval prior to the contract commencing. Works Program must be based on a priority system clearly identifying which high voltage feeders and low voltage areas require works.

The Supervisor Parks and Gardens Contracts from the Parks and Gardens section is responsible for conducting regular audits aimed at including fifty percent of all works completed. The audit will check and record the accuracy of completed works details in the electric line clearance spreadsheets.

The audit focusses on compliance with the contract specification and the requirements of the Electricity Safety (Electric Line Clearance) Regulations 2015 and regular meetings are held with the contractor to discuss and resolve any non-compliance issues.

Records of these audits and meetings are documented and held within Council's general records system. As part of the Works Program, a regular meeting schedule is to be included.

(o) 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;

All staff engaged in electric line clearance works for the City of Ballarat will be appropriately trained and be competent in the particular task they are to undertake. As a minimum, all personnel must be able to provide evidence of training undertaken in the following:

- Manual handling;
- Noise Conservation;
- Vehicle driving licence according to that being driven;
- Machinery training according to that being operated;
- OH&S Construction Induction Card Training or an equivalent; and
- Road Traffic Control.

Personnel involved in tree clearing activities must be able to demonstrate having received the minimum standard of training in and conform to the following:

- Proficiency in tree pruning techniques;
- Provide First Aid (Level 2);
- Minimum of Level 1 Chainsaws operators licence;
- Elevating Platform Vehicle Licence;
- Electrical Systems Identification & Powerline Clearance Distances – National U.E.T. 20312 Certificate II in E.S.I. Powerline Vegetation Control;
- Training in emergency procedures and Elevating Platform Vehicle escape;
- the "Blue Book"; and
- Australian Standard AS4373-2007 "Pruning of Amenity Trees".

Personnel involved in tree cutting activities must hold a Level 3 Horticulture (Arboriculture) certificate or the equivalent or be able to demonstrate equivalent ability. Lesser qualified staff may undertake tree pruning duties provided they are

under direct supervision of a staff member who has the fore mentioned training or ability.

“Hazard trees” will be inspected by a person with a minimum Level IV in Horticulture and Arboriculture, including “Assess Trees” module or an equivalent qualification; and at least 3 years of field experience in assessing trees.

The City of Ballarat, through normal contract monitoring processes, will ensure compliance with this provision by the contractor and Council staff. Records of qualifications for all staff undertaking work on Council trees will be updated annually and kept on Council's general records system.

Upon the commencement of each year's works a list of all staff engaged on the contract will be supplied to the City of Ballarat. This list will be reviewed and notes made as to the timing of any refresher training required. A reminder in the contract managers Outlook calendar will be made to check refresher training has been completed.

Contractor staff found to not have the appropriate training will be required to leave the work site. They will be unable to return to the contract until it is proven they meet the minimum requirements for working on the City of Ballarat powerline clearing contract.

All new staff to the City of Ballarat powerline clearing contract will be inducted into the City of Ballarat contractor handbook. Regular auditing of the contractor ensures all new staff are inducted and signed onto the handbook.

As a minimum field inspectors are to have completed the following qualifications.

- (a) National Certificate Level IV in Horticulture and Arboriculture, including the “Assess Trees” module, or an equivalent qualification; and
- (b) At least 3 years of field experience in assessing trees.
- (c) Relevant qualifications from within the National U.E.T. 20312 Certificate II in E.S.I. Powerline Vegetation Control. These should include the following:

UEENEEE101A	Apply OHS practices in the workplace.
UETTDREL14A	Working safely near live electrical apparatus as a non-electrical worker.
UETTDREL13A	Comply with environmental and incidental response procedures.
AHPCPM201A	Recognise plants.
UETTDRCV24A	Assess vegetation and recommend control measures in an ESI environment.

The method used to review performance of contractors is regular auditing of in progress and completed works. These audits form part of the contract specification and are conducted on a regular basis.

Any works found to be sub-standard will be noted by the contract manager and rectified by the contractor. These processes are implemented by the contract

manager. These processes are reviewed at the regular contract manager and contractor meetings, with outcomes being noted in meeting minutes.

Authority to carry out tree works on behalf of the City of Ballarat will be through standard internal works instructions and/or formal contract arrangements.

(p) Notification and consultation procedures, including the form of the notice to be given in accordance with Division 3 of Part 2 of the Code;

The City of Ballarat will organise notification of powerline clearance works prior to works commencing. This will be in the form of an article or public notice in the Ballarat Courier and Council's website which will occur at least 14 days and not greater than 60 days before the intended cutting or removal is to occur. Consultation with residents or affected persons will be through the Contract Supervisor.

(q) Dispute resolution procedures;

Disputes between the Responsible Person and a member of the general public relating to tree clearing activities within the Declared Area will be documented and managed by the Manager Operations and Environment. Their contact details are:

Steve Van Orsouw
Executive Manager Operations and Environment.
Operations and Environment Depot
Cnr Trewin St and Ring Rd, Wendouree
Telephone 5320 7450

In the event of a dispute not able to be resolved through the Manager Operations and Environment then it can be taken up with the General Manager Infrastructure and Environment and/or the Chief Executive Officer and/or their local Councillor. If required the CEO or Councillor may request a report be submitted to a meeting of Council and/or an independent arbiter be appointed to assist in resolving the matter.

In the event of requiring an independent arbiter the Energy and Water Ombudsman of Victoria (EWOV) will be utilised.

www.ewov.com.au

9(4) Refer to section 9(3)(i)(ii)

10(7)(a) A responsible person must ensure that a copy of the management plan is: published on the responsible person's Internet site.

- The plan is updated yearly and published to the website upon completion.
- This process is completed by the Supervisor Parks and Gardens Contracts.
- Outlook calendar reminders are used to ensure the plan is reviewed, updated and published to the website on the due date, 1 July yearly.

Council's website includes reference to a copy of the 2019/2020 Electric Line Clearance Management Plan.

www.ballarat.vic.gov.au > Sustainability and Heritage > Trees and Native Vegetation > Electric Line Clearance Management Plan.

**10(7)(b) A responsible person must ensure that a copy of the management plan is:
Available for inspection at the responsible person's principal office in the State
during normal business hours;**

A copy of the City of Ballarat Electric Line Clearance Management Plan 2019/2020 is available during normal office hours at:

- Council's principle office at, The Phoenix Building, 25 Armstrong St South, Ballarat; and
- Operations and Environment Depot, cnr Trewin St and Ring Rd, Wendouree.

The copy of the most recent ELCMP will be placed at the two offices on the 1 July yearly. This will be undertaken by the Supervisor Parks and Gardens Contracts.

**11(2)(a) A responsible person who receives an exemption must ensure that a copy of the exemption is:
Published on the responsible person's Internet site.**

- Any future exemptions received will be published to the City of Ballarat website.
- A link will be provided.
- Exemption/s will be reviewed yearly, and only current/valid exemption/s will be published to the internet.
- Outlook calendar reminders are used to ensure exemption/s are reviewed.
- This process will be completed by the Supervisor Parks and Gardens Contracts.

**11(2)(b) A responsible person who receives an exemption must ensure that a copy of the exemption is:
Available for inspection at the responsible person's principal office in the State
during normal business hours**

- Information pertaining to any granted exemptions will be contained within the ELCMP.
- A review of the ELCMP is under taken yearly. Any changes to exemption/s will be made and noted in the current ELCMP.
- This process will be completed by the Supervisor Parks and Gardens Contracts.

**Appendix A.
Copy of confirmation from CFA regarding HBRA/LBRA boundaries.**

Hi Richard,

There have been no mapping updates to “declared areas” since 2016.

CFA has secured funding to update the mapping over the next 4 years. City of Ballarat is currently scheduled for re-mapping during the 2019-20 year.

We will be working with CoB to undertake this work.

Regards,

Michael

Michael Boatman
Assistant Chief Officer (Acting)
CFA West Region

M. 0419 489 491

On 9 Apr 2019, at 07:31, Richard Nicholls <richardnicholls@ballarat.vic.gov.au> wrote:

Hi Michael

I’m putting together the City of Ballarat’s Electric Line Clearance Management Plan (ELCMP) For 2019 / 2020.

A question I need to confirm with you.....

Have there been any changes to mapping since February 2016 to the “Declared Area” (under Section 81 of the *Electricity Safety Act 1998*) which City of Ballarat manage for the removal of vegetation around power lines?.

Your response to this question will be greatly appreciated.

Regards.

Richard Nicholls | Supervisor Arboriculture


City of Ballarat | PO Box 655, Ballarat, Victoria, 3353
P: (03) 5320 7404 | <http://www.ballarat.vic.gov.au>



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The City of Ballarat respectfully acknowledges the Wadawurrung and Dja Dja Wurrung people - traditional custodians of the land on which we live and work.

Appendix B – Declared Area Maps for City of Ballarat

<p>2011 Edition Purpose Powercor System Diagrams have been prepared to assist Powercor field workers to locate Powercor assets particularly in fault conditions. It is hoped that the introduction of a uniform and accurate book of diagrams will improve system reliability. The diagrams show 66/22/12.7kV network to scale and in colour, substations & switches including pole numbers, spur line names, conductor sizes, land data as supplied by Land Victoria (road centre lines, road names (where available) and water features - river, coast and lakes.) Two styles are available for Edition 5.</p> <p>Field Use for construction & fault crew</p> <p>Vegetation Control Use with Non Fire areas and Declared areas shown</p> <p>Business Benefits A common business standard for GIS System diagrams across the business will impact through - Health & Safety improvement and increased employee satisfaction through Powercor's ability to regularly produce reliable up to date plans. Increased accuracy in Outage co-ordination and therefore customer satisfaction. Improvement in fault restoration times. Plans will enable more effective identification of fault locations and assets impacted by faults. Line workers will be able to more easily navigate unfamiliar regions. Increased field employee confidence in information because it has been sourced from the same IT systems the controllers use</p> <p>Accuracy The greatest care has been taken to ensure the accuracy of this publication, but users ought not to assume that all features shown on these diagrams are current or as they exist.</p>	<p>Production The system diagrams are produced entirely from Powercor's Geographic Information System (GIS). Legends and Grid Maps and face sheets are produced on AutoCAD and Powerpoint</p> <p>System Diagram Project Team Members Julie Long - PCS Project Manager Glennis Loe - GIS Operator Nick Bath - GIS Specialist Services Mark Andrews - Project Sponsor Phil Southby - Support</p> <p>Copyright Copyright 2011 Powercor Australia</p>	<h1 style="text-align: center;">Legends</h1> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>1: 40,000 DSP Legend</p> <ul style="list-style-type: none"> High Voltage Overhead Line 22kV High Voltage Underground Cable 22kV Sub Transmission Overhead Line 66kV Sub Transmission Underground Cable 66kV SWER Overhead Line 12.7kV SWER Underground 12.7kV Substation Isolating Substation SWER ACR Fused Switch, EDO, Unfused Switch (Normally Closed) Fused Switch, EDO, Unfused Switch (Normally Opened) Conductor number and size Pole Number Optic Fibre Cable Route 220kV Transmission Line </div> <div style="width: 48%;"> <p>1: 5,000 DSP Legend</p> <ul style="list-style-type: none"> High Voltage Overhead Line 22kV High Voltage Underground Cable 22kV Sub Transmission Overhead Line 66kV Sub Transmission Underground Cable 66kV SWER Overhead Line 12.7kV SWER Underground 12.7kV High Voltage Overhead Line 11kV High Voltage Underground Cable 11kV Substation Isolating Substation Kiosk Substation Ground Type Substation Indoor Substation 22kV Pole 22kV LV Pole 66kV Pole 66/22kV LV Pole 66/22kV LV Pole Unfused Mechanical Switch (Normally Closed) Fused Mechanical Switch (Normally Closed) Fused Switch, EDO, Unfused Switch (Normally Opened) Conductor number and size Pole Number Optic Fibre Cable Route 220kV Transmission Line </div> </div>
	<p>Vegetation Control Specific Legend</p> <ul style="list-style-type: none"> CFA Non Fire Area Low Rating Declared Areas 	<p style="text-align: right;">PCA6 / 000017 / 1 Rev B 6.10.2011</p>