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Electrical Line Clearance Management Plan



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SUPERSEDES ISSUE:	PREPARED BY: P. Hazell	CHECKED BY: C. Zammit	APPROVED BY: K.Taneja
V3			
	DATE: 22/03/2024	DATE	DATE

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1.0 Document Control

This plan is applicable for the year 2024-2025. It will be reviewed before March 31, 2025 for the following year 2025-2026. This plan will be annually reviewed, followed with the powerline annual inspection, for relevance and to capture any new additions or alterations to the site.

2.0 Preparation of Management Plan

In accordance with the Electricity Safety Act 1998, Laminex Ballarat is responsible for avoiding and minimizing the impact of vegetation on powerlines in the areas identified in this plan. The following management plan identifies key roles and incumbents with the responsibility for establishing procedures and administering various electric line vegetation clearance works.

This plan will be reviewed annually in accordance with the Electricity Safety (Electric Line Clearance) Regulations 2020. The person responsible for the preparation of the plan (section 3.2) will audit the site and existing plan and submit this plan annually to the Laminex Ballarat management team for review and revision. The review will be administered before March 31 of each year and will be updated within two weeks (14 days) of this review to ensure a copy is made available to ESV and to ensure that the most up to date version of the plan is correctly uploaded and available to the public on the Laminex Ballarat website. A copy of this Electric Line Clearance Management Plan for Laminex Ballarat will be available in both the Responsible person (section 0), and person responsible for preparation of the plans (section 3.2), offices respectively and will be available during normal business operating hours.

3 Compliance with the Code (Reg 9)

3.1 Responsible Person

Name:	Kamal Taneja
Position	Executive General Manager
Address	
Telephone	+61466517479
E-mail	Kamal.Taneja@laminex.com.au

3.2 Person Responsible for Preparation of the Plan

Name:	Peter Hazell
Position	Process Safety Leader
Address	22 Trewin Street, Wendouree VIC 3355
Telephone	+61411 160 642
E-mail	Peter.hazell@laminex.com.au

3.3 Person Responsible for Carrying out the Plan

Name:	Matt Martin
Position	Reliability Leader
Address	22 Trewin Street, Wendouree VIC 3355
Telephone	+61 447 496 217
E-mail	matt.martin@laminex.com.au

3.4 Emergency Contact for Clearing a Line

Name	O'Brien Electrical Engineering & Contractors Ballarat
Telephone	+613 4333 6900

3.5 Plan Objectives

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This plan provides Laminex Ballarat a basis to improve upon vegetation clearance practices and fulfil their obligations to:

- Public Safety.
- Compliance with the Electricity Safety (Electric Line Clearance) Regulations 2020.
- Minimization of fire risks associated with vegetation contact with electric lines.
- Assistance in maintaining a safe and reliable energy supply.
- Protection of important vegetation that may be deemed as such on a basis of those areas containing botanically, historically or culturally important vegetation or vegetation of outstanding aesthetic or ecological significance, and/or the habitat of rare or endangered species.
- Management of vegetation to maximise the amenity value of the trees affected by this plan.
- Provision of a safe working place for employees and contractors.
- Community satisfaction with the way that necessary works are carried out.
- Commitment to these objectives is provided through the following performance indicators.
- Annual inspection of all vegetation in the vicinity of electric lines located in the boundaries of the Laminex Ballarat's Wendouree plant.
- Training of staff required to perform vegetation clearance, see 3.15.
- Annual review of Laminex Ballarat Safe Operating Procedures (SOPs) and the use of Safe Work Method Statements (SWMS).
- Contractor induction through the Laminex Ballarat WHS program.
- Ensuring contractors have appropriate qualifications, training, experience, insurances and procedures in place.
- Pruning is undertaken in accordance with AS4373 (Pruning of amenity trees) as a minimum.
- Clear identification of important vegetation through Laminex Ballarat internal processes
- Development of the Tree Management Plan, in identifying inspection frequency and maintenance schedules.
- Compliance to these commitments will be determined through regular audits conducted by Laminex Ballarat personnel with the required qualifications as specified in section 3.15.

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3.6 Land to Which This Plan Applies

The land to which this management plan applies is the land owned by Laminex Ballarat at 22 Trewin Street, Wendouree VIC 3355. (should be the whole site just for consistency with the title and other government data)

Figure 1 below, shows an aerial view of the subject land and includes an overlay, marking the position of overhead wires and poles. The area marked is the operational area of the plant. The site boundary extends to the railway line.



Figure 1 – Laminex Ballarat Declared Boundary Map

For further details of the land, to which this management plan applies, refer to the attached Planning Property Report for the property at 22 Trewin Street, Wendouree VIC 3355 (Appendix A).

Laminex Ballarat has a 22kV street supply from the Powercor network. Internally, Laminex Ballarat has a combination of overhead and underground 22/0.4kV assets. Please see Figure 2 for the 22kV single line diagram.

Laminex Ballarat have been REFCL compliant since June 2020 as required by the Bushfire Safety Program.

Laminex plans to install a 1 MW solar farm in the vacant land behind the warehouse area. The installation will include a flora review. The installation will change the existing HV single line diagram and will be included in the next update.

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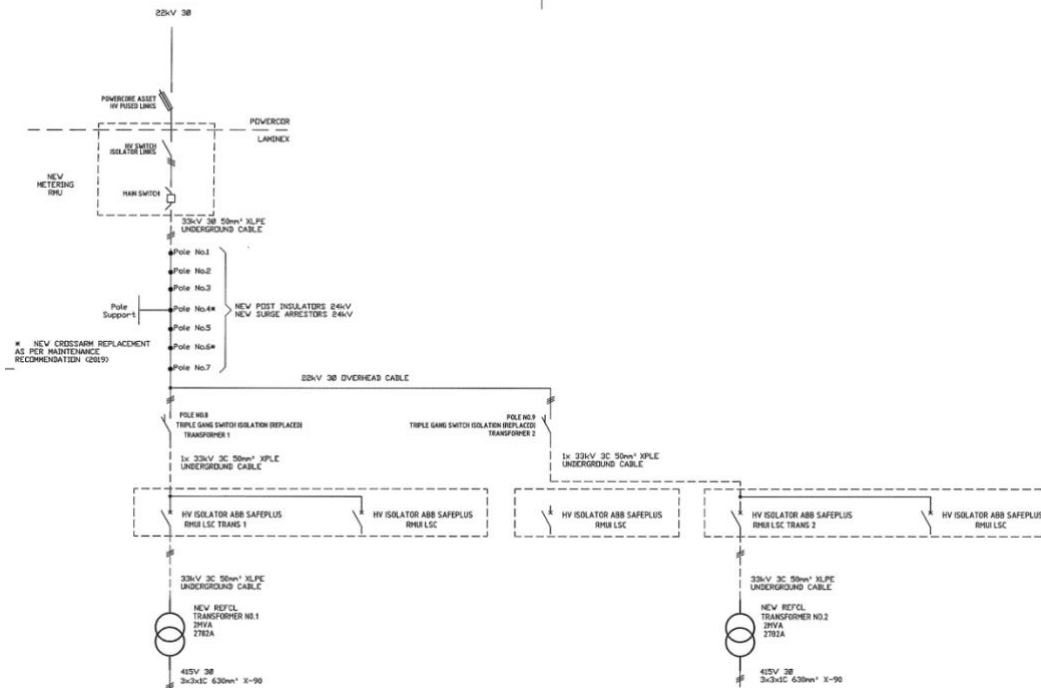


Figure 2 – Laminex Ballarat HV Single Line Diagram

Table 1 – Laminex Ballarat 22 kV Overhead Span Register

Overhead Span from	Overhead Span to	Length of Span (m)	Clearance at pole (mm)	Clearance centre 2/3 of span (mm)
Pole 1	Pole 2	47	1500	1510
Pole 2	Pole 3	47	1500	1510
Pole 3	Pole 4	47	1500	1510
Pole 4	Pole 5	19	1500	1500
Pole 5	Pole 6	34	1500	1500
Pole 6	Pole 7	30	1500	1500
Pole 7	Pole 8	22	1500	1500
Pole 8	Pole 9	6	1500	1500

In December 2023, Pole 1 and Pole 4a were replaced due to evidence of rotting at the base of the pole

3.6.1 Hazardous Bushfire Risk Areas and Low Bushfire Risk Areas

The CFA review and assign High and Low Bushfire Rated Areas as prescribed by Section 80 of the Electricity Safety Act 1998 approximately every 3 years. The Laminex Ballarat site is declared as low risk and will conduct the tree and shrub surveys accordingly. The Laminex Ballarat site is part of Tranche 2 for REFCL as specified by the Black Saturday Royal Commission.

Laminex Ballarat liaise with the CFA and planning Victoria to determine that the maps and classifications remain current.

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Figure 3 – Low Bushfire Hazard Area Near Laminex Ballarat (Provided by CFA)

3.7 Tree Register

Laminex Ballarat is committed to not cutting nor removing trees and shrubs unless deemed necessary under the code. Laminex Ballarat has a couple of trees in proximity to the overhead lines and has a mixture of planted and indigenous (native) trees onsite. Table 2 indicates some the indigenous trees onsite and specific to the area as indicated by the City of Ballarat.

Table 2 – Indigenous Trees at Site

Botanic Name	Common Name
Acacia dealbata	Silver Wattle
Banksia marginata	Silver Banksia
Callistemon spp.	Bottlebrush
Eucalyptus microcarpa	Grey box
Eucalyptus rubida	Candlebark
Eucalyptus viminalis	Manna Gum

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3.7.1 Native trees

Currently, there are two native trees that the responsible person may need to cut or remove to ensure compliance with this plan; see Table 3. From the recent survey, it is noted that both these trees are trimmed correctly to the required distances according to the Electricity Safety (Electric Line Clearance) Regulations 2020 and as calculated in Table 1 above according to Schedule 2 Graph 5 (Figure 5). In October 2021, a severe storm affected the site, damaging and bringing down a number of trees at the site. The two native trees, that were trees of concern were destroyed in the storm and were removed by a qualified arborist. Regrowth around the stumps has occurred and subsequently removed



October 2021



January 2023



December 2023

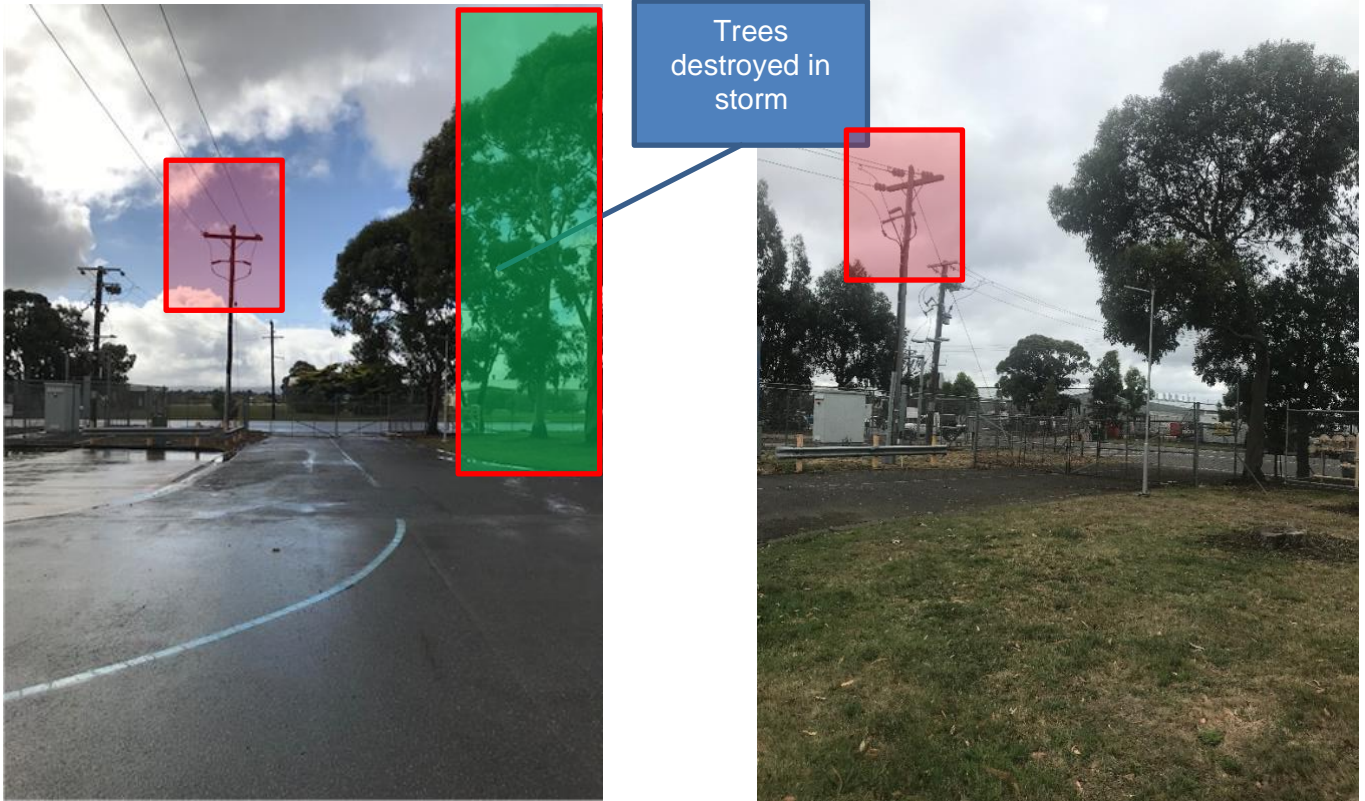
Table 3 – Laminex Ballarat Tree register for Electric Line Clearance

Tree No.	Tree Location	GPS Coordinates	Type	Botanical Type	Effected Span
1	At Pole 1	-37.532037, 143.808606	Native	Eucalyptus microcarpa	Pole 1 – 2
2 removed destroyed in storm 2021	At Pole 1	-37.532078, 143.808582	Native	Eucalyptus microcarpa	Pole 1 – 2
3 removed destroyed in storm 2021	At Pole 1	-37.532107, 143.808547	Native	Eucalyptus microcarpa	Pole 1 – 2

The trees listed in Table 3 need to have minimum clearance distances maintained as shown in the table and specified in clause 28 of the Electricity Safety (Electric Line Clearance) Regulations 2020.

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View as at 18/12/2023

3.7.2 *Trees of ecological, historical or aesthetic significance*

Currently, there are no trees listed in a planning scheme to be of ecological, historical or aesthetic significance. Any changes to the report will be incorporated into this section of the management plan.

3.7.3 *Trees of cultural or environmental significance*

Currently, there are no trees listed in a planning scheme to be of cultural or environmental significance. Any changes to the report will be incorporated into this section of the management plan.

3.8 Tree Identification

The responsible person will periodically review the Planning Property Report for 22 Trewin Street, Wendouree VIC 3355. Any changes to the report will be incorporated into the relevant sections of the management plan. In addition, the following registers will be due-diligently checked for changes:

- Council planning scheme overlay for historical, cultural, environmental or aesthetic significance. Reviewed in Dec 2023 and there are no changes to the planning scheme.
- Register of significant trees.
- Heritage Register (<http://vhd.heritagecouncil.vic.gov.au/>) within the meaning of the Heritage Act 1995.

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- The Victorian Aboriginal Heritage Register is not a publicly accessible register because it contains culturally sensitive information. Applicants may apply online for access or advice using the Aboriginal Cultural Heritage Register and Information System established under section 144 of the Aboriginal Heritage Act 2006 (<https://applications.vic.gov.au/apps/achris/public/request-for-access/enter>).
- Flora or fauna as listed as threatened with a status of ‘vulnerable,’ ‘endangered’ or ‘critically endangered’ (<http://www.environment.gov.au>)
- Threatened Invertebrate Fauna List (<https://www.environment.vic.gov.au>).
- Threatened Vertebrate Fauna List (<https://www.environment.vic.gov.au>).

3.9 Management procedure according to the code

Laminex Ballarat conducts an annual survey in May of the site 22kV network overhead lines following the management plan review in March of each year to identify if a Vegetation Management Company (VMC) is required. The survey will verify or determine if vegetation is at risk of encroaching into the minimum clearance space, as required by the code. Where any risk of infringement of vegetation into the minimum clearance space is identified, a line clearance scope of work document will be produced and a suitably qualified contractor (VMC) will be engaged to prune trees and vegetation, in line with that scope of work document and according to the requirements of AS4373. The work detailed in the scope of works is completed in an annual Survey and Scope of work document that is to be completed by June 30th each year.

Figure 4 outlines the decision-making process regarding maintaining line clearance.

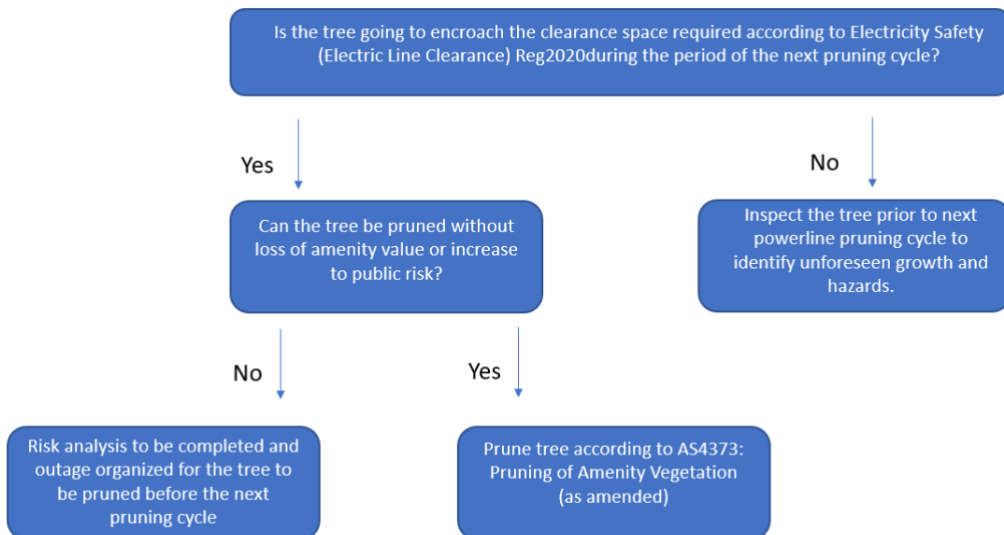


Figure 4 – Electric Line Clearance Decision Making Process

The span lengths are demonstrated in the register for the 22kV overhead lines in Table 1. From this register, the spans currently requiring monitoring are shown in Table 3.

During the inspection, trees which are in breach of the Code will be identified. In addition, any trees which are determined to be likely to breach the Code in the next 12 months are also to be identified.

The following growth rates have been assumed for the tree types at Laminex Ballarat in accordance with the council growth rates specified by the Moorabool Council.

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Species	Annual Estimated growth rate (Side)	Annual Estimated growth rate (height)
Eucalypts	0.2m	0.8m
Others	0.2m	0.6m

Each inspection shall be fully documented, and each span shall be identified
 All pruning works will be undertaken in accordance the Electricity Safety (Electric Line Clearance) Regulations 2020, AS4373: Pruning of Amenity Trees and best practice methods.
 Laminex Ballarat will undertake emergency cutting and pruning activities in the following situations:

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

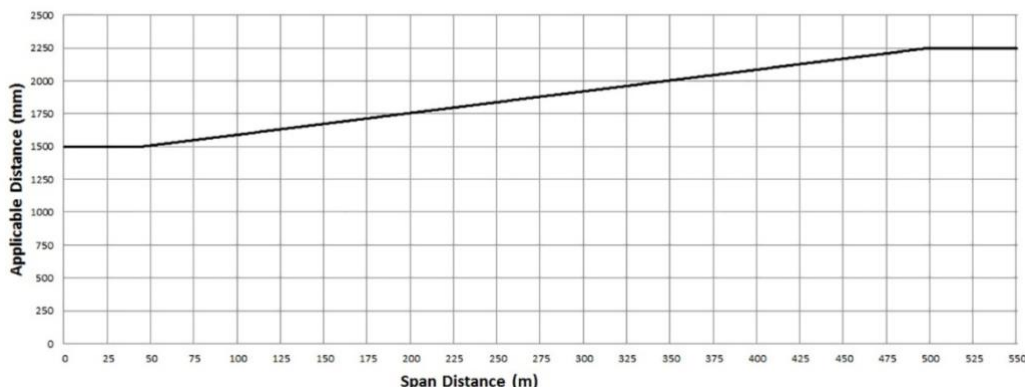
As part of such works Laminex Ballarat will record where and when the cutting or removal was undertaken, identify why the cutting/removal was required and record when the last inspection of the tree occurred. All records will be maintained electronically on the site server.

Laminex Ballarat will undertake its urgent works in accordance with the Regulations and not remove or cut any more than one meter from the minimum clearance space around the electric line. Ongoing monitoring by visual assessment of the regrowth rates of Laminex Ballarat trees growing under powerlines will be undertaken to ensure continued compliance.

The determination of pruning for sag and sway to maintain clearance space is outlined within Schedule 1, of the Code (Division 1 part 3) and has been documented in section 3.7. Where additional clearance space is required, such as for span Pole 20- Pole 21, this will be noted in the annual Line Clearance Scope of Work document and compliance verified by the Laminex Ballarat person responsible for carrying out the plan (3.3).

The minimum clearance spacing has been calculated based on the Laminex Ballarat site being classified in a Hazardous Bushfire Zone and is detailed under Schedule 1 of the Electricity Safety (Electric Line Clearance) Regulations 2020.

Minimum Clearance Spaces in All directions	
Near the Pole	1500mm*
Centre 2/3's	Refer to Graph 5 Below (Figure 4)



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Figure 5 – Schedule 2 Graph 5, Electricity Safety (Electric Line Clearance) Regulations 2020

The Clearances in the above graph allow for sag and sway for spans up to 100m. For Spans greater than 100m and allowance for sag and sway is required. Figures 5 and 6 demonstrate the distance required to allow for sag and sway.

3.9.1 Graph 5 Formula

The formula by which the applicable distance for the middle two thirds of a span of an electric line to which clause 28 applies is calculated is as follows:

- For $0 < SD \leq 45$, $AD = 1500 \text{ mm}$
- For $45 < SD \leq 500$, $AD = 1500 + ((SD - 45) \times (500 \div 303))$
- For $500 < SD$, $AD = 2250 \text{ mm}$

Where:

- SD = Span Distance
- AD = Applicable Distance

Notes to Graph 5

- The applicable distance must be extended by an additional distance to allow for sag and sway of the cable. This is done by adding that distance to the applicable distance (see clause 28(2)(a)).
- A distribution company, or an owner or operator of a railway supply network or a tramway supply network, must assist a Council, if requested, by determining the additional distance (see clause 21(2)).
- The minimum clearance space for a span of an electric line to which this Graph and clause 28 apply is partially illustrated in Figures 1 and 5.
- The applicable distance for the first and last sixths of a span of an electric line to which clause 28 applies is 1500 millimetres.

The Clearances in the above graph allow for sag and sway for spans up to 100m. Laminex Ballarat does not have any spans that are greater than 100m (Table 1).

Plan view of electric lines in all areas

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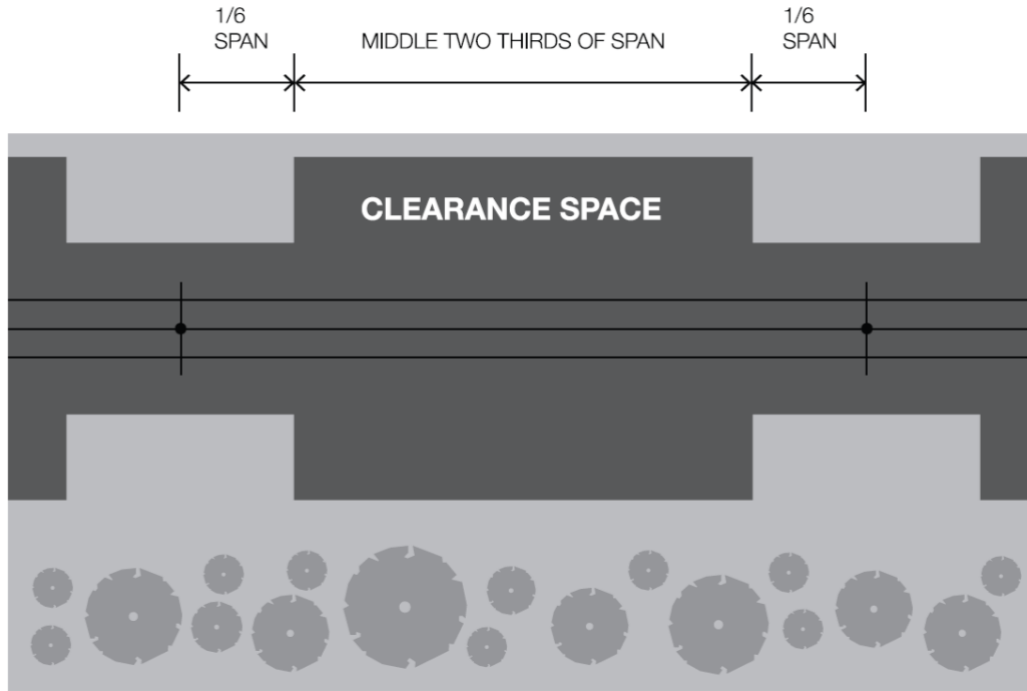
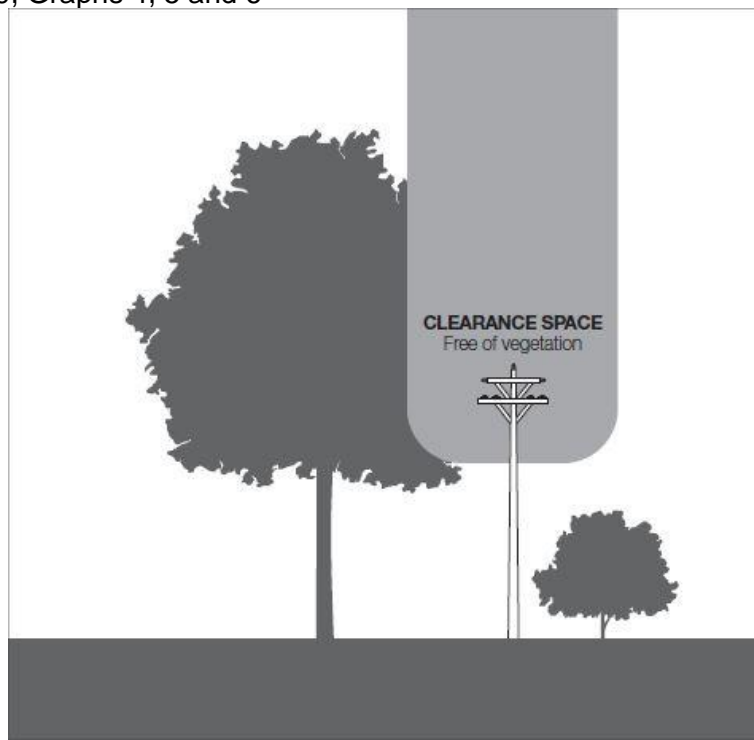


Figure 6 – Schedule 2 Figure 1, Electricity Safety (Electric Line Clearance) Regulations 2020

Uninsulated 66 000 volt Electric Line in a Low Bushfire Risk Area and Uninsulated Electric Line in a Hazardous Bushfire Risk Area
 Clauses 27, 28 and 29, Graphs 4, 5 and 6



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Figure 7 – Schedule 2 Figure 5, Electricity Safety (Electric Line Clearance) Regulations 2020

The Clearance space to be maintained for the centre 2/3 of spans is specified in Schedule 2 of the Regulations. A summary to be used for operational purposes is included in the charts above.

3.10 Procedure to Adopt if Non AS4373 Compliant

All tree pruning works must comply with AS4373 as far as reasonably practicable. In this instance “as far as reasonably practicable” in reference to AS4373 means, reasonably able to be done to ensure that the tree health, safety, and amenity are not compromised.

This assessment of “reasonably practicable” will consider:

- Hazard reduction works,
- The likelihood of the hazard occurring,
- The degree of harm that might result from the hazard occurring,
- Habitat,
- Tree species,
- Age, condition and location of the tree,
- Timing of works; and
- If the tree is one listed in section 3.7.

The trees listed in Table 3 are under scrutiny and need to be annually assessed for pruning. There are several small shrubs and other planted trees in the vicinity of the 22kV overhead powerlines along span Pole 2 – Pole 9 that are yet to be of concern for assessment. These need to be assessed and monitored on an annual basis.

Laminex Ballarat ensures that it has the most recent version of AS4373 through its subscription for Australian Standard updates with SAI Global. Where changes to the Standard are noted, information will be provided to the site maintenance crew and contractors through tool-box meetings and email communication. This includes all changes relevant to AS4373 where standards would result in:

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

Where AS4373 cannot be met in its entirety, maintenance staff will refer these cases to the responsible persons (0, 3.2, 3.3). Some cases may require the implementation of alternative methods to assist in complying with AS4373. Both short- and long-term solutions are to be investigated when an alternative is required.

3.10.1 Short term

Request assistance from the Distribution Business, including:

- Suppression,
- Shut down,
- Live linesmen to complete clearance,
- Submitting an exemption application for specific locations,
- Increased inspection and pruning cycles,
- Tree removal and replacement with a more suitable alternative,
- Tree removal with no replacement.

3.10.2 Long Term

- Installation of Aerial Bundled Cable (ABC),
- Request for alternative cross-arm configurations,

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- Underground cabling.

Workers from the Vegetation Management Company (VMC) shall only undertake activities, for which they have been trained, assessed and deemed competent, to enable them to perform the work safely. They should comply with the minimum qualifications as outlined in section 3.15 and hold appropriate certificates for both themselves and their tools that is legally required for them to undertake the work. Part of this training will include an awareness of the appropriate AS4373 Standards and applies to both internal and external staff engaged in vegetation clearances.

Additionally, it has been recognised that the development of a tree induction for all contractors working in the vicinity of trees should be completed to ensure they are aware of their responsibilities. Identification of contractor qualifications is presently undertaken as part of the contractor engagement process; it is expected that a level of understanding of AS4373 is part of the selection criteria.

All employees and subcontractors employed in the process of inspection have completed the Laminex Ballarat site induction and general Laminex Ballarat inductions.

Only equipment, tools and personal protective equipment (PPE) that has been deemed appropriate for vegetation clearance of power lines shall be used. Energy Safe Victoria's document, Electrical Safety Rules for Vegetation Management Work Near Overhead Power lines by Non-Electrical Workers has been used to provide guidance. <http://www.esv.vic.gov.au/pdfs/electrical-safety-rules-for-vegetation-management-work-near-overhead-powerlinesby-non-electrical-workers/>.

Laminex Ballarat ensures the use of appropriate plant and equipment through its procurement process and at the time that the contractor is inducted to site.

Laminex Ballarat Maintenance team is responsible for induction to site and the completion of all necessary documentation.

Compliance to AS4373 Standards will be determined through the inspection and routine supervision of cutting and clearing works by a qualified arborist. Should results be unsatisfactory, this will be indicated and remedial or corrective works to rectify any non-compliance will be undertaken as soon as practical.

3.11 Description of Alternate Compliance Mechanism for Approval Under Clause 31

Laminex Ballarat does not currently use any alternative compliance mechanisms and do not foresee this in the future; however, this will be reviewed annually, prior to revision and re-issue of this plan.

3.12 Details of Each Approval

3.12.1 The responsible person holds

Laminex Ballarat does not currently use any alternative compliance mechanisms and do not foresee this in the future; however, this will be reviewed annually, prior to revision and re-issue of this plan.

3.12.2 Is in effect;

Laminex Ballarat does not currently use any alternative compliance mechanisms and do not foresee this in the future; however, this will be reviewed annually, prior to revision and re-issue of this plan.

3.13 Description of measures to assess performance of responsible person

Laminex Ballarat effectiveness in meeting the ELCMP objectives is undertaken during the annual formal review process. Each Key Action aims to satisfy one or more Objective of the ELCMP in section 0 by monitoring Performance Indicators.

Table 4 – Performance Indicators for Responsible Persons

Key Actions	Performance Indicators	Objective
Annual Inspection/audit of all vegetation in the vicinity of electric	Completion of primary inspection/audit within designated timeframes contained within the plan. Reduction in the number trees in breach of Regulations at time of	Public safety Workplace safety Compliance with Electricity Safety (Electric Line Clearance) Regulations 2020

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lines within the areas identified by this plan	inspection in relation to current regulations. Measured against previous year	Minimisation of fire risk 0 reported fires Maintenance of energy supply
Vegetation in declared area cleared from electric lines	Completion of clearance works prior to September 30 each year. Number of remedial work orders for pruning, outside of the annual pruning program	Reduction in outages year on year
Training of staff required to perform vegetation clearances	Reduction in number of workplace incidents year on year. Reduction in the number of staff breaches onsite year on year. Decrease in the number of trees pruned that do not meet standards assessed against previous year. Maintenance of staff qualifications to meet requirements.	
Contractor compliance checks (including Contractor Induction Program)	Reduction in the number of contractor breaches onsite. Reduction in the Number of trees pruned that do not meet standards.	
Annual review of SOPs and SWMS	Completed annually	Increased Public Safety Increased Workplace safety with less reportable incidents
Pruning of trees to AS4373	Decrease in number of trees pruned that do not meet standards	Maintenance of tree amenity
Investigate and identify vegetation of significance	Number of alternative clearance measures adopted	Maintenance of tree amenity Protection of significant vegetation

3.14 Details of the audit processes to be used for audit compliance to the code

Critical Requirements for the audit are detailed below

- The scope and frequency of the audit is based on risk assessment or importance of activity.
- Audits are conducted annually and assess execution of the program and suitability of contractors.
- The audits are carried out by competent auditors and technical staff that are independent of the area of operation being evaluated and hold positions of responsibility.
- The auditor documents the results of the audit. The documentation includes:
 - Identified observations
 - Corrective Actions
 - Specific assignments
 - Actual accomplishments
- Results of the audit are brought to the attention of the personnel responsible for the activity being audited.
- Responsible key personnel set deadlines for Corrective Action implementation
- The results of Corrective Actions are verified to ensure satisfactory completion.

The following table outlines the process and audit components and the schedule or timing of the audit activities.

Table 5 – Audit Process Actions

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Action	Timing	Activities	Responsible Person
Review of ELCMP	February/ March	Audit success and effectiveness of prior plan. Amend process as required. Refer to Planning for updates on relevant significant tree lists and planning scheme. Amend ELCMP.	3.2
Authorisation of ELCMP	March	Present plan to Laminex Ballarat management team for adoption at the March management meeting.	0
Finalise ELCMP	March/April	Ensure ELCMP is made available to Laminex Ballarat personnel and published on the company Website. Remove superseded copies from circulation. Internal audit of the qualifications and experience of the subcontractors to check for suitability to complete the inspections and follow up works, if required.	0 3.2 3.3
Primary Inspections	May	Inspect trees in the vicinity of powerlines in affected areas as per annual program. Compile a list of vegetation requiring trimming location & species. Annual powerline audit. report requirements to Identify works on trees that: <ul style="list-style-type: none"> • Are encroaching the clearance space, • Will need pruning or reinspecting within current year, • May require additional clearances due to <ul style="list-style-type: none"> • bushfire risk classification, • may pose other hazards. 	3.3 and suitable contractor
Contractor Engagement	June	Appoint a suitably qualified contractor (VMC).	3.3

This ELCMP will be checked and compared against the Electricity Safety (Electric Line Clearance) Regulations 2020 and Electricity code for validity and to determine whether there has been any updates, amendments or changes to the code and regulation requirements within the past year. This audit is the responsibility of the responsible persons under part 3 and will be conducted prior to submission to the board for approval. As Laminex Ballarat is ISO9001, ISO 14001 and ISO45001 qualified and adhere to AS4373 for quality – all documents and registers will be checked for future planning for projects and changes in the plant, and correct documentation will be considered during this audit to ensure validity of the ELCMP for the following 12 months.

Any engaged contractor and VMC workers will be internally audited against the matrix listed in section 3.15. Should any non-compliance issues arise then a suitable replacement contractor will be sought. During this period, the previously engaged contractor will be able to provide further evidence for review to still be considered for further works.

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A person employed by the VMC and trained in the following:

- UET20312 Certificate II in 'ESI – Powerline Vegetation Control', including identification of plant species,
- UETTDRVC24A 'Assess vegetation and recommend control measures in an ESI environment'

for local fieldwork, must hold the current national unit competency recognised by the Victorian Electricity Supply Industry (VESI) and outlined in The Blue Book. The assessing VMC is employed to perform routine inspection for the vegetation management program.

). Each company or contractor will be assessed for suitability, in addition to the requirements listed in section 3.15, for OHS and quality and will need to abide to the supplier code of conduct and Laminex Ballarat contractor requirements.

Laminex Ballarat is committed to producing high quality and safe products for its customers. Suppliers are expected to know and comply with the product quality standards, policies, specifications and procedures that apply to them, follow and adhere to good production practices, comply with all applicable laws and regulations and immediately report any quality issues that could negatively affect the quality or public perception of Laminex Ballarat products

Suppliers will provide a safe, clean and healthy work environment and abide by all applicable laws with respect to health, safety and the environment. This includes implementing appropriate safety procedures, training, preventative maintenance and protective equipment.

Laminex Ballarat has a strong commitment to Occupational health and safety. This is re-iterated in the Health and Safety Manual where the goal of Laminex Ballarat, and thereby the goal of all contractors, employees and visitors to the site, is to prevent all incidents and to provide a safe and healthy work environment. It is expected that all personnel will be committed to that end. All contract personnel are responsible to work safely and immediately resolve any unsafe conditions or observed at-risk behaviours.

All employees and contractors granted access to site at Laminex Ballarat are compelled to have a valid and up to date induction status including the general Laminex Ballarat OHS induction and Contractor inductions. These inductions are valid for one year upon successful completion before they need to be repeated.

NOTE: There will be 100% reporting of all work-related injuries and occupational illnesses, (including serious "near misses") to Laminex Ballarat site management. Failure to report injuries, illnesses, or serious near misses will be construed as a violation of contract obligations.

3.15 Qualifications and experience of the responsible person

VMC workers shall only undertake work for which they have been trained assessed and deemed competent to enable them to safely perform the specified work. They shall be an 'authorised person' according to the requirements in the 'Blue Book' and the Electricity Safety (General) Regulations 2019, and a person who holds a current certificate specifying satisfactory completion of a training course in tree clearing, approved by Energy Safe Victoria. This training will be provided by a Registered Training Organisation following the Australian Qualifications Framework.

If a member of Laminex Ballarat or a contractor is found, onsite or beforehand in an internal audit, to be in breach of the Laminex Ballarat qualifications matrix or code, the person and supervisor will be immediately removed from site. Failure and non-adherence to the guidelines listed in this section will result in the termination of the contract for the VMC.

The following matrix indicates the minimum qualification requirements for each level of personnel involved in Laminex Ballarat vegetation clearance program:

Table 6 – Qualifications Required by Vegetation Clearance Personnel. This extract is taken from the VESI website [Skills & Training \(vesi.com.au\)](https://www.vesi.com.au)

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Vegetation Skills and Training Matrix

Roles⁵ - (Refer to the Skills and Training Guideline in the VESI for Descriptions of roles)

Vegetation

Extract

Qualification / Competency Standard Unit (CSU) number	Arborist	Assessor	Cutter working	Ground Crew	Specialised Plant Operator	Tree Climber
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Qualifications		Arborist	Assessor	Cutter working	Ground Crew	Specialised Plant Operator	Tree Climber
Certificate II in ESI - Powerline Vegetation Control	UET20312		M	M	C	M	M
Certificate IV in Horticulture and Arboriculture ¹		M	C				
Licence							
High Risk Work Licence - Boom-type Elevating Work Platform (WP)				M			
Core Competency Standard Units							
Apply Occupational Health Safety regulations, codes and practices in the workplace	UEENEEE101A		M	M	C	M	M
Comply with sustainability, environmental and incidental response policies and procedures	UETTDREL13A		M	M	C	M	M
Working safely near live electrical apparatus as a non-electrical worker	UETTDREL14A		M	M	C	M	M
Operate and maintain chainsaws	AHCARB205A		M	M	C	M	M
Plan the removal of vegetation up to vegetation exclusion zone near live electrical apparatus	UETTDRVC23A		M	M	C	M	M
Monitor safety compliance of vegetation control work in an ESI environment	UETTDRVC27A		M	M	C	M	M
Elective Competency Standard Units							
Use climbing techniques to cut vegetation above ground near live electrical apparatus	UETTDRVC21A						M
Assess vegetation and recommend control measures in an ESI environment	UETTDRVC24A		M				
Use elevated platform to cut vegetation above ground level near live electrical apparatus	UETTDRVC25A			M			
Operate specialist equipment at ground level near live electrical apparatus	UETTDRVC31A				C	C	
Use specialised plant to cut vegetation above ground level near live electrical apparatus	UETTDRVC32A					M	
Apply pruning techniques to vegetation control near live electrical apparatus	UETTDRVC33A			M		M	M
Undertake release and rescue from a tree near live electrical apparatus	UETTDRVC34A						M
Fell small trees	AHCARB202A			C	C	C	
Undertake standard climbing techniques	AHCARB204A						M
Apply chemicals under supervision	AHCCHM201A			C	C	C	C
Operate machinery and equipment	AHCMOM304A			C	C ⁶	M	C
Recognise plants	AHPCPM201A		M	C		C	C
Operate a mobile chipper/mulcher	FPIHAR2206B			C	C ⁶	C	C
Licence to operate a boom-type elevating work platform (boom length 11 metres or more)	TLILIC2005			M			

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		Extract	Qualificati on / Competen cy Standard Unit (CSU) number	Arborist	Assessor	Cutter working	Ground Crew	Speciarise d Plant Operator	Tree Climber
Initial training									
Initial training	Apply ESI safety rules, codes and procedures for work on or near electrical apparatus	UETTDRRF01B			M	M	M	M	M
	Maintain safety at an incident scene	PUAOHS002B			C	C	C	C	C
	Prepare to work safely in the construction industry	CPCCWHS1001			M	M	M	M	M
Frequency Training ²									
1 Year	Provide cardiopulmonary resuscitation ³	HLTAID001			M	M	M	M	M
1 Year	Perform EWP controlled descent escape	UETTDRRF08B				M			
1 Year	Perform EWP rescue	UETTDRRF03B				M			
1 Year	Provide first aid in an ESI environment ³	UETTDRRF10B			M	M	M	M	M
1 Year	Safe Approach Distances - Vegetation Work				M	M	C	M	M
1 Year	Undertake release and rescue from a tree near live electrical apparatus	UETTDRVC34A							M
3 Yearly	Manual Handling				M	M	M	M	M
3 Yearly	Safe to Approach SWER ⁴				C	C	C	C	C
3 Yearly	Control traffic with stop-slow bat	RIIWS205D			C	M	M	M	M
3 Yearly	Implement traffic management plan	RIIWS302D			C	M	M	M	M
3 Yearly	VESI Environmental Framework				M	M	M	M	M
3 Yearly	VESI Safety Framework				M	M	M	M	M
Authority Training*									
3 Yearly	Apply access procedures to work on or near electrical network infrastructure	UETTDRRF09B				C			
3 Yearly	Enter Enclosures				C				
3 Yearly	Make Application for					C			
Other									
	ESI Worker Card				M	M	M	M	M
	Network Operator Induction				M	M	M	M	M

Legend

M - Mandatory

C - Conditional - If an employee is required to have this Qualification, Licence, Competency unit or training for the works being performed, or is specified by a Network Operator then it is deemed as Mandatory. -----Competency assessment/refresher

* Following the completion of training apply to Network Operator for Authorisation

Notes

- ¹ - Suitably qualified arborist means an arborist who has—
 - (a) the qualification of 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;
 as per the Electricity Safety (Electric Line Clearance) Regulations 2015
- ² - For the training and assessment criteria refer to VESI training and assessment reference material on the VESI website
- ³ - If a worker has successfully completed Provide First Aid (HLTAID003) within the same year then equivalence is given. Note: HLTAID003 has a recommended 3 yearly refresher therefore Provide cardiopulmonary resuscitation & Provide first aid in an ESI environment shall be completed in the following years
- ⁴ - Safe to Approach SWER is not a requirement on the CitiPower and Jemena Networks
- ⁵ - Where a person performs multiple roles they shall undertake the mandatory training for each of those roles
- ⁶ - Operating a chipper/hogger will require initial training in Operate machinery and equipment AHCMOM304A or Operate a mobile chipper/mulcher FPIHAR2206B

The above created matrix will be utilised at the annual finalisation of the ELCMP (March of the year). It is at this time that the responsible Laminex Ballarat people (listed in 0, 3.2, 3.3) will re-assess the contractors and subcontractors for suitability to conduct the works under the requirements above. Should a company or contractor be found to no longer adhere to the requirements, a new contractor/company will be sought

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to complete the audit and subsequent required works. During the period, the previously employed contractor will be given the opportunity to provide evidence of the compliance. It should be noted that this audit, of the qualifications and experience, of the contractors and companies will be conducted before Laminex Ballarat moves to complete the primary inspections in May.

3.16 Notification and consultation procedures to adhere to Div3 Part2 of the Code

Laminex Ballarat does not anticipate that cutting or removing trees of this type will be required, pursuant to this Plan and that a notification procedure is therefore not applicable.

3.17 Dispute Resolution procedures

If, in the event, a dispute arises regarding this management plan and its implementation, including works conducted, the Laminex Ballarat will work constructively to resolve the dispute.

Should resolve not be found, the Victorian Ombudsman will be contacted.

Name	Energy and Water Ombudsman (Victoria) Ltd
Telephone	1800 500 509
Email	ewovinfo@ewov.com.au

Compliance with the Code (Reg. 10)

The responsible person (section 0) needs to ensure that the processes and management is in place. Laminex Ballarat use a delegation system to determine and detail individual tasks.

Management Chart / Organisational Structure– Electric Line Clearance Management Plan

Laminex Ballarat will submit a copy of the Electric Line Clearance Management Plan to ESV once it has been approved and amended for the particular year by the board by March 31. The copy submission to ESV will take place within 14 days of board approval.

As a minimum Laminex Ballarat will hold electronic copies of the current version of the Electric Line Clearance Management Plan and will ensure that a copy is available at the site during office hours and on the website at Laminex.com.au:

Address of Site	22 Trewin Street, Wendouree VIC 3355
Business hours	9am – 5pm, Monday to Friday
Telephone	

Hazardous Trees Code Schedule 1 – 8

A hazard tree defined in the Electricity Safety (Electric Line Clearance) Regulations 2020 – Clause 9 of the Code, is “...trees that are likely to fall onto, or come into contact with, an electric line...”.

If left unmanaged, hazard trees can cause injury to people and property, interruptions to electric supply and threats to critical infrastructure. The hazard tree assessment is a ground based visual inspection (performed by an VMC assessor or experienced arborist and Laminex Ballarat representative (section 3.3)) of the tree crown, trunk, trunk flare and above ground roots. The prevailing environmental conditions are also factored in to identify any trees that could become a hazard to the safety of the electric lines. Typical sources of prevailing environmental conditions include:

- Local knowledge, especially trees that were previously shaded from prevailing winds,
- Assessment of the land contours in the area e.g. valleys or saddles between hills, which may result in erosion causing tree stability issues,
- Observations and forecasts presented by the Country Fire Authority (CFA) in preparation for the fire danger period, and

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- Features of a tree identifiable to qualified arborists or horticulturists. While all trees in the vicinity of powerlines have the potential to contact conductors and therefore present a level of risk which may include hazard trees, it is not practical or environmentally acceptable to remove all trees in this category.

Where hazard trees are identified, they will be actioned in line with other negotiation and cutting programs with an increased focus depending on the assessed urgency and risk. To date Laminex Ballarat have not identified any hazard trees where the only consequence of failure is damage to Laminex Ballarat assets.

All identified hazard trees are to be cleared to ensure compliance is maintained and in a time that prevents the tree from entering the clearance space. Hazard trees are to be cleared only when it is safe to do so and if a Hazard tree cannot be removed in a timely manner, if unable to do so an outage needs to be organised to remove or prune the tree accordingly.

As part of the annual inspection Laminex Ballarat will seek to identify vegetation infringing on clearance space within the declared area. The Inspection includes the Hazard Space outside the clearance and regrowth spaces. Trees in the Hazard space that are identified and require clearing will be cleared without further assessment if the tree is urgent or contains significant faults that are deemed to be a risk to the public.

The inspection cycle has been designed to evaluate any potential tree hazards within the vicinity of Laminex Ballarat assets and action accordingly.

Typically, these would be:

- Dead and dangerous limbs,
- Physical defects in trees including splitting, root plate uplift, and
- Other trees or limbs outside the clearance space that may be unstable and could fall on the powerline under the range of weather conditions that can be reasonably expected to prevail in the locality.

If a person identifies a hazard tree, an Experienced Arborist will assess the tree, and if that assessment confirms the likelihood of contact with an electric line having regard to foreseeable local conditions, the tree may be cut or removed by the responsible person listed in 3a of this document. This person is responsible for the organisation and checking of the requirements of the person conducting the cutting. The responsible person may delegate this work to an appropriate person that fits the requirements.

An experienced arborist must be suitably qualified and have a minimum level of AHC10 Level 5 Arborist. During the routine cutting and removal cycle, or under emergency situations, these unacceptable hazards will be addressed to ensure that the regrowth and clearance spaces remain free of foreseeable tree hazards. Hazard trees assessed to need cutting or removal will be managed in conformance to section 9, in its entirety, of this Plan. In addition, these trees will be listed and monitored in a Hazard Trees Register.

At times, situations may arise, that call for emergency vegetation works. Where such works are required, the responsible person shall follow the guidance in the Emergency Management plan to ensure that all people and equipment on site are protected from potential electrical hazards. This may include notifying Powercor to cease transmission to the site until the area can be cleared and made safe. The responsible person shall ensure that removal of vegetation does not impact the safety of others and an experienced arborist is engaged who must be suitably qualified and have a minimum level of AHC10 Level 5 Arborist to risk remove hazardous vegetation. Where there is no risk of contact with live electrical equipment, general clean up of debris may be completed by grounds maintenance contractors or personnel on the site.

Cutting or Removing Habitat for Threatened Fauna Code Schedule 1 – 11

Laminex Ballarat and its VMC needs to, as part of the annual assessment due diligence research and compile listings of habitat trees containing fauna that is listed in the Threatened Invertebrate/Vertebrate Fauna List with a conservation status in Victoria of 'vulnerable', 'endangered' or 'critically endangered' (as required by regulation 9(3)(h)) by the means listed in section 3.8 of this plan.

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If it is not practicable to undertake cutting or removal of that tree outside of the breeding season for that species, translocation of the fauna must be undertaken wherever practicable.

References

The following standards have been referenced in the production of this report

- AS3000:2018
- AS3008:2017
- AS4373:2007
- Electricity Safety (General) Regulations 2019
- Electricity Safety (Electric Line Clearance) Regulations 2020

As at 13/12/2023 there were no changes to the Electric Line Clearance regulations

Appendices

A. Land to which this management plan applies Updated overlay December 2023

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PLANNING PROPERTY REPORT



From www.planning.vic.gov.au at 13 December 2023 01:24 PM

PROPERTY DETAILS

Address: **22 TREWIN STREET WENDOUREE 3355**

Crown Description: **More than one parcel - see link below**

Standard Parcel Identifier (SPI): **More than one parcel - see link below**

Local Government Area (Council): **BALLARAT** www.ballarat.vic.gov.au

Council Property Number: **2032398**

Planning Scheme: **Ballarat** [Planning Scheme - Ballarat](#)

Directory Reference: **Vicroads 565 P1**

This property has 3 parcels. For full parcel details get the free Property report at [Property Reports](#).

UTILITIES

Rural Water Corporation: **Southern Rural Water**

Urban Water Corporation: **Central Highlands Water**

Melbourne Water: **Outside drainage boundary**

Power Distributor: **POWERCOR**

STATE ELECTORATES

Legislative Council: **WESTERN VICTORIA**

Legislative Assembly: **WENDOUREE**

OTHER

Registered Aboriginal Party: **Wadawurrung Traditional Owners Aboriginal Corporation**

[View location in Vi-Plan](#)

Planning Zones

[INDUSTRIAL 1 ZONE \(IN1Z\)](#)
[SCHEDULE TO THE INDUSTRIAL 1 ZONE \(IN1Z\)](#)



- | | | |
|-------------------------------|---|---------------------------------------|
| C1Z - Commercial 1 | C2Z - Commercial 2 | GRZ1 - General Residential |
| IN1Z - Industrial 1 | IN3Z - Industrial 3 | LDRZ - Low Density Residential |
| MUZ - Mixed Use | PCRZ - Public Conservation and Resource | PPRZ - Public Park and Recreation |
| PUZ2 - Public Use-Education | PUZ6 - Public Use-Local Government | PUZ7 - Public Use-Other Public Use |
| RGZ - Residential Growth | SUZ - Special Use | TRZ1 - State Transport Infrastructure |
| TRZ2 - Principal Road Network | Railway line | Railway station |
| Water area | Water course | |

Note: labels for zones may appear outside the actual zone - please compare the labels with the legend

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Notwithstanding this disclaimer, a vendor may rely on the information in this report for the purpose of a statement that land is in a bushfire prone area as required by section 32C (b) of the Sale of Land 1962 (Vic).

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PLANNING PROPERTY REPORT



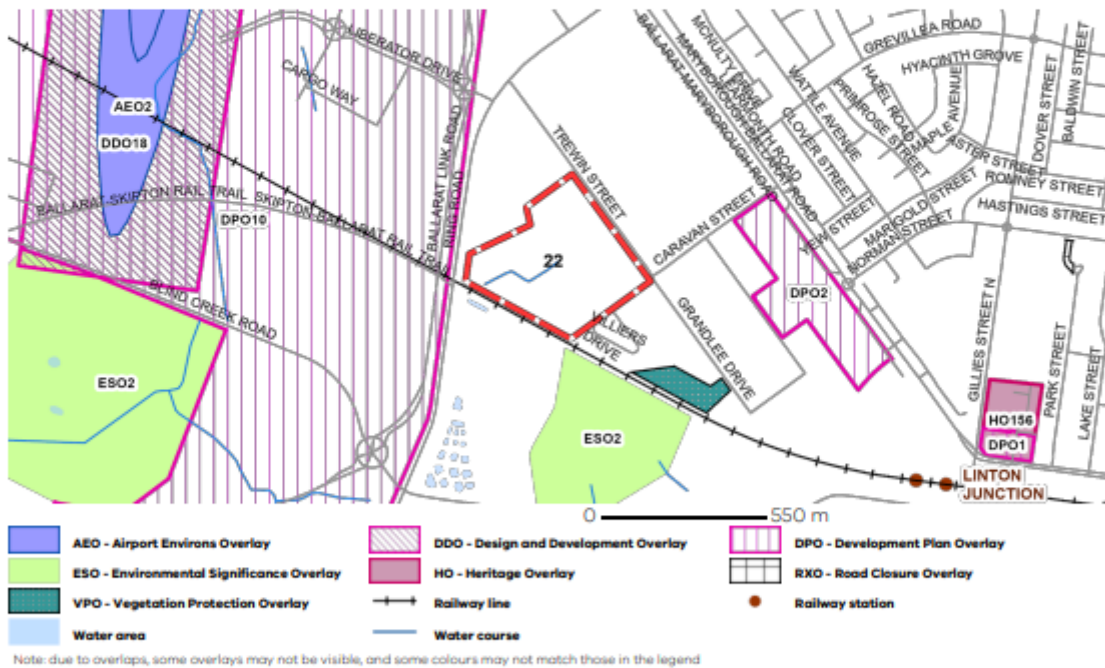
Planning Overlay

None affecting this land - there are overlays in the vicinity

OTHER OVERLAYS

Other overlays in the vicinity not directly affecting this land

- [AIRPORT ENVIRONS OVERLAY \(AEO\)](#)
- [DESIGN AND DEVELOPMENT OVERLAY \(DDO\)](#)
- [DEVELOPMENT PLAN OVERLAY \(DPO\)](#)
- [ENVIRONMENTAL SIGNIFICANCE OVERLAY \(ESO\)](#)
- [HERITAGE OVERLAY \(HO\)](#)
- [ROAD CLOSURE OVERLAY \(RXO\)](#)
- [VEGETATION PROTECTION OVERLAY \(VPO\)](#)



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PLANNING PROPERTY REPORT



Areas of Aboriginal Cultural Heritage Sensitivity

All or part of this property is an 'area of cultural heritage sensitivity'.

'Areas of cultural heritage sensitivity' are defined under the Aboriginal Heritage Regulations 2018, and include registered Aboriginal cultural heritage places and land form types that are generally regarded as more likely to contain Aboriginal cultural heritage.

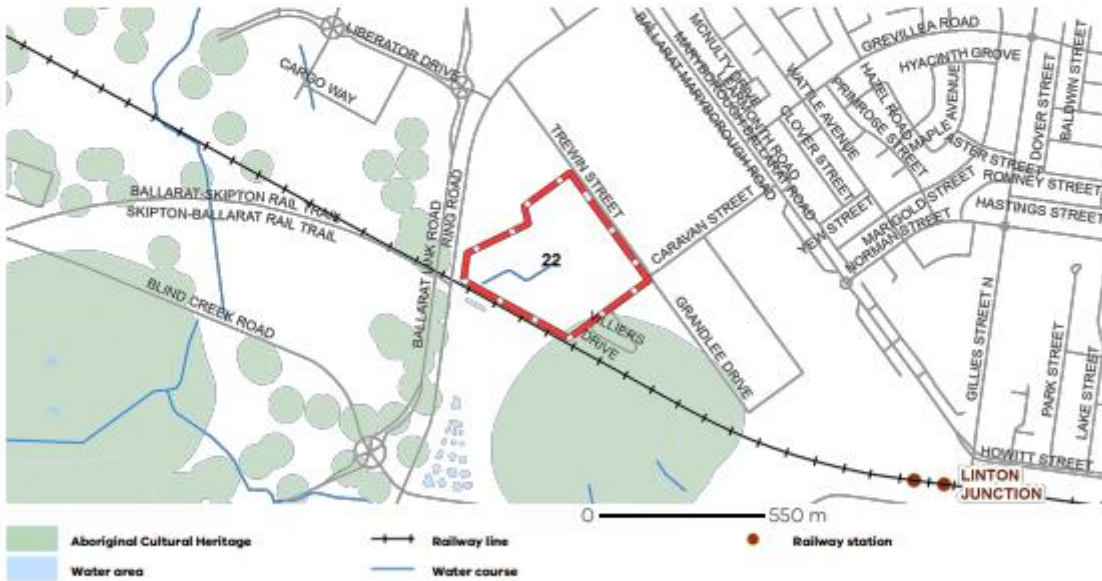
Under the Aboriginal Heritage Regulations 2018, 'areas of cultural heritage sensitivity' are one part of a two part trigger which require a 'cultural heritage management plan' be prepared where a listed 'high impact activity' is proposed.

If a significant land use change is proposed (for example, a subdivision into 3 or more lots), a cultural heritage management plan may be triggered. One or two dwellings, works ancillary to a dwelling, services to a dwelling, alteration of buildings and minor works are examples of works exempt from this requirement.

Under the Aboriginal Heritage Act 2006, where a cultural heritage management plan is required, planning permits, licences and work authorities cannot be issued unless the cultural heritage management plan has been approved for the activity.

For further information about whether a Cultural Heritage Management Plan is required go to <http://www.dav.nrms.net.au/bavQuestion.aspx>

More information, including links to both the Aboriginal Heritage Act 2006 and the Aboriginal Heritage Regulations 2018, can also be found here - <https://www.aboriginalvictoria.vic.gov.au/aboriginal-heritage-legislation>



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PLANNING PROPERTY REPORT



Further Planning Information

Planning scheme data last updated on 7 December 2023.

A **planning scheme** sets out policies and requirements for the use, development and protection of land. This report provides information about the zone and overlay provisions that apply to the selected land. Information about the State and local policy, particular, general and operational provisions of the local planning scheme that may affect the use of this land can be obtained by contacting the local council or by visiting <https://www.planning.vic.gov.au>

This report is NOT a **Planning Certificate** issued pursuant to Section 199 of the **Planning and Environment Act 1987**. It does not include information about exhibited planning scheme amendments, or zonings that may affect the land. To obtain a Planning Certificate go to Titles and Property Certificates at Landata - <https://www.landata.vic.gov.au>

For details of surrounding properties, use this service to get the Reports for properties of interest.

To view planning zones, overlay and heritage information in an interactive format visit <https://mapshare.maps.vic.gov.au/vicplan>

For other information about planning in Victoria visit <https://www.planning.vic.gov.au>

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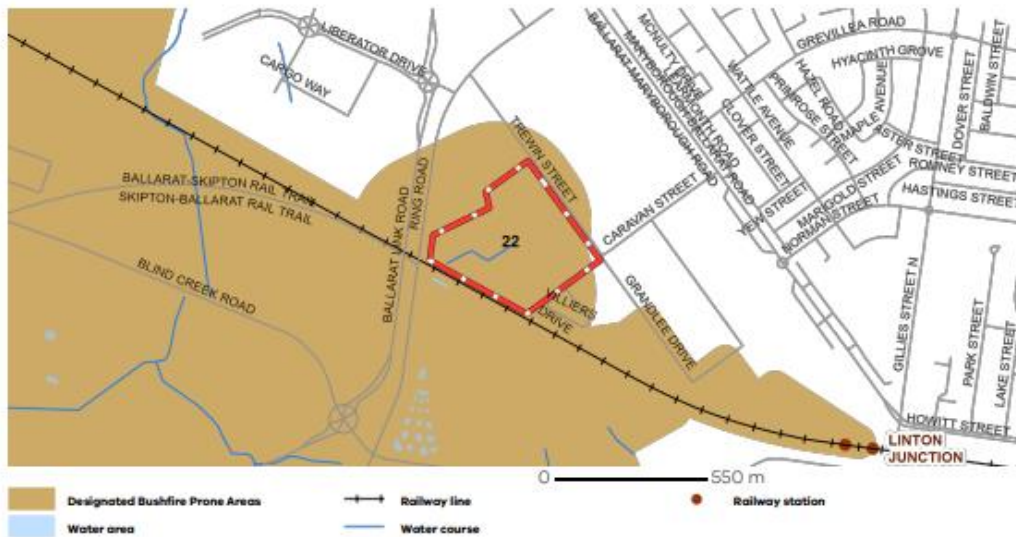


Designated Bushfire Prone Areas

This property is in a designated bushfire prone area. Special bushfire construction requirements apply to the part of the property mapped as a designated bushfire prone area (BPA). Planning provisions may apply.

Where part of the property is mapped as BPA, if no part of the building envelope or footprint falls within the BPA area, the BPA construction requirements do not apply.

Note: the relevant building surveyor determines the need for compliance with the bushfire construction requirements.



Designated BPA are determined by the Minister for Planning following a detailed review process. The Building Regulations 2018, through adoption of the Building Code of Australia, apply bushfire protection standards for building works in designated BPA.

Designated BPA maps can be viewed on VicPlan at <https://mapshare.vic.gov.au/vicplan/> or at the relevant local council.

Create a BPA definition plan in [VicPlan](https://www.vic.gov.au/vicplan) to measure the BPA.

Information for lot owners building in the BPA is available at <https://www.planning.vic.gov.au>

Further information about the building control system and building in bushfire prone areas can be found on the Victorian Building Authority website <https://www.vba.vic.gov.au>. Copies of the Building Act and Building Regulations are available from <http://www.legislation.vic.gov.au>. For Planning Scheme Provisions in bushfire areas visit <https://www.planning.vic.gov.au>

Native Vegetation

Native plants that are indigenous to the region and important for biodiversity might be present on this property. This could include trees, shrubs, herbs, grasses or aquatic plants. There are a range of regulations that may apply including need to obtain a planning permit under Clause 52.17 of the local planning scheme. For more information see [Native Vegetation \(Clause 52.17\)](#) with local variations in [Native Vegetation \(Clause 52.17\) Schedule](#).

To help identify native vegetation on this property and the application of Clause 52.17 please visit the Native Vegetation Information Management system <https://nvim.delwp.vic.gov.au/> and [Native vegetation \(environment.vic.gov.au\)](#) or please contact your relevant council.

You can find out more about the natural values on your property through NatureKit [NatureKit \(environment.vic.gov.au\)](https://www.environment.vic.gov.au/naturekit)

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 Read the full disclaimer at <https://www.delwp.vic.gov.au/disclaimer>

Note: Relying on this disclaimer, a vendor may rely on the information in this report for the purpose of a statement that land is in a bushfire prone area as required by section 32C (b) of the Sale of Land 1962 (Vic).

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Main content area for the Electric Line Clearance Management Plan, currently blank.

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Reason for Amendment:

	Issue	Date	Requested By
New Document	May2021	14/05/2021	P. Hazell
Version 4	Dec 2023	18/12/2023	P. Hazell