



**ELECTRIC LINE  
CLEARANCE  
MANAGEMENT PLAN**

**2025 – 2026**

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**Plan Identification number: YRC ELCMP 2025 – 2026**

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**Document control**

Version	Release date	Authorised by	Summary of changes made
1.0	31 March 2025	Hjalmar Phillip Director Built Environment & Infrastructure	Original version

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**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.**

Officers preparing the plan will work with the Governance Department to ensure that there is a formal reminder sent to the Director Environment & Infrastructure in March each year stating that completion of the Electric Line Clearance Management Plan (ELCMP) is completed by 31 March of that year, as required by the Electricity Safety (Electric Line Clearance) Regulations 2020. Preparing the ELCMP is also an action in the Tree Management Team's annual plan.

As part of the preparation of the annual plan, the responsible officer will include a check of currency of regulations, standards, Web sites and relevant personnel to ensure the plan is up to date.

Any request, phone, letter or email, from ESV to submit a copy of the plan will be directed to the Tree Management Team. The Coordinator of the Tree Management Team or other delegated officer will provide a copy within 14 days of the request

***The following sections are as per Regulation 9(3) (Management plans) of the Electricity Safety (Electric Line Clearance) Regulations 2020.***

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**9(4)(a) Name, address and telephone number of the responsible person:**

Name: Tammi Rose

Position: Chief Executive Officer – Yarra Ranges Shire Council

Address: 15 Anderson Street, Lilydale, Victoria 3140

Postal address: PO Box 105, Lilydale, Victoria 3140

Telephone No: 9294 6101

Email address: [mail@yarraranges.vic.gov.au](mailto:mail@yarraranges.vic.gov.au)

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**9(4)(b) Name, position, address and telephone number of the person who was responsible for the preparation of the plan:**

Name: Hjalmar Philipp

Position: Director Built Environment & Infrastructure

Address: 15 Anderson Street, Lilydale, Victoria 3140

Telephone No: 9294 6120

Email Address: [h.philipp@yarraranges.vic.gov.au](mailto:h.philipp@yarraranges.vic.gov.au)

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**9(4)(c) Name, position, address and telephone number of the persons who are responsible for carrying out the plan:**

Name(s): Phil Murton

Position: Manager Recreation, Parks & Facilities

Address: 15 Anderson Street, Lilydale, Victoria 3140

Telephone No: 9294 6939

Email Address: [p.murton@yarraranges.vic.gov.au](mailto:p.murton@yarraranges.vic.gov.au)

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**9(4)(d) The 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:**

**Business Hours**

Name: Paul Mechelen, Coordinator Tree Management Team (if he is unavailable phone after hours number below)

EMERGENCY TELEPHONE No: 9294 6157

**After Hours**

Name: After Hours Duty Officer

EMERGENCY TELEPHONE No: 1300 368 333 (contacts after hours service which will page the officer on duty.)

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**9(4)(e) The objectives of the management plan:**

- The objectives of the management plan are to document details required under the Electricity Safety (Electric Line Clearance) Regulations 2020, including the policies and processes to be used by Council to:
- Ensure compliance with the requirements of Electricity Safety (Electric Line Clearance) Regulations 2020
- Ensure Electrical Safety
- Provide public and workplace safety
- Comply with Code of Practice for Electric Line Clearance 2020
- Protection of areas of important vegetation
- Provide vegetation management to maximise environmental and environmental values
- Provide community satisfaction
- Ensure reliability of supply
- Minimise fire starts
- Ensure that regular consultation with the CFA is undertaken to check that HBRA and LBRA boundaries are correct.

To ensure that the objectives are met, the Manager Recreation Projects & Parks will meet quarterly with the Coordinator Tree Management Team. The agenda for the meeting will list the objectives and how they are being met.

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**9(4)(f) The land and maps to which the management plan applies:**

The location of trees subject to this management plan is indicated on maps held by the Office of the Energy Safe Victoria codes VE6/1025/1, VE6/1027/1, VE6/1027/2, VE6/0131, and VE6/1031/1 and available at:

<https://eservices.esv.vic.gov.au/LineClearance/>

Maps of the subject area are located in Appendix 1. Street listings of the subject area are located in the attached spreadsheet. All the streets within the declared area contain trees. The spreadsheet also highlights Hazardous Bushfire Risk Areas (HBRA) and Low Bushfire Risk Areas (LBRA), as detailed by the Country Fire Authority (CFA).

The CFA confirmed at the 10 November 2021 Yarra Ranges Municipal Fire Management Planning Committee meeting that the LBRA/HBRA boundaries have not changed.

We do not know how many spans are in our declared area and do not have the resources to obtain that information. We will, however, request this information from the distribution business, AusNet Services.

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**9(4) (g) Location of any hazardous bushfire risk areas and low bushfire risk areas in the land referred to in paragraph (f) (as indicated on the map):**

Details in 9(4)(f) above.

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**9(4)(h) Location of areas containing trees which may need to be cut or removed to ensure compliance with the Code and that are:**

**(i) indigenous:**

The Yarra Ranges Council Planning Scheme distinguishes between trees that are exotic, native and indigenous.

Exotic trees are those that do not originate in Australia, with typical examples in the Yarra Ranges declared area being *Platanus*, *Ulmus* and *Quercus*.

Native trees are defined as those that originate in Australia, but not within the declared area. Typical examples are *Melaleuca*, *Lophostemon* and *Melia*.

Indigenous trees are defined as those that originate in the declared area. Typical examples are *Eucalyptus obliqua*, *E cypellocarpa*, *E radiata*, *Acacia melanoxylon* and *A dealbata*. The location of indigenous trees is pointed out to the contractor in broad terms, as detailed below. Due to the enormous number of trees within Yarra Ranges, specific locations can't be given. Broadly, cutting of all trees, not only indigenous specimens, is kept to a minimum.

Healesville, Kilsyth, Chirnside Park and Lilydale are predominantly planted exotic trees, with planted native (non-indigenous) trees making up the balance.

Montrose, Mooroolbark, Belgrave, Belgrave Heights and Upwey have a mixture of planted street trees, both exotic and native (non-indigenous), as well as indigenous species.

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

Trees of ecological, historical and aesthetic significance are defined in the Yarra Ranges Council planning scheme, which can be found at <http://planning-schemes.delwp.vic.gov.au/schemes/yarraranges> . However, the declared areas are not covered by a botanical or ecological significance planning overlay, and are not the habitat of rare or endangered species.

There are four streets within the declared area that are covered by a Planning Heritage overlay. They are Clarke, Castella and Anderson Street and Cave Hill Road, Lilydale.

To ensure that all trees are treated properly and that electric line clearance staff are aware of the trees which are significant, Council will meet with the contractor prior to cutting and throughout the contract to stress the importance of the trees, the need to

meet AS 4373 – 2007, Australian Standard for Pruning of Amenity Trees and to cut to the code.

Further, Council will investigate engineering opportunities such as line relocation and further ABC cabling to limit the impact.

No trees in the declared areas are listed as having aesthetic significance.

**(iii) trees of cultural or environmental significance:**

There are no listed trees with cultural or environmental significance within Council's declared area. However, all of Council's street and park trees are considered as significant in terms of overall amenity and contribution to the 'green character' of the municipality. It is Council's intention to manage all trees under its responsibility in accordance with the specified clearances identified in the Electricity Safety (Electric Line Clearance) Regulations 2020, and meet AS 4373 – 2007, Australian Standard for Pruning of Amenity Trees.

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**9(4)(i) The means which the responsible person is required to use to identify a tree specified in paragraph (h)(i), (ii) or (iii):**

Each year when the Electric Line Clearance Management Plan is written, the person responsible for the plan will check for trees mentioned in paragraph (h) by consulting the following documentation and checking for updates:

- Yarra Ranges planning scheme: at <http://planning-schemes.delwp.vic.gov.au/schemes/yarraranges>
- Reference to the definition contained in the regulations below

***Tree of cultural or environmental significance*** means a tree that is:

- (a) included in the Heritage Register established under Division 1 of Part 3 of the Heritage Act 2017, <https://heritagecouncil.vic.gov.au/heritage-protection/register/> or
- (b) included in the Victorian Aboriginal Heritage Register established under section 144 of the **Aboriginal Heritage Act 2006**; <https://www.firstpeoplesrelations.vic.gov.au/victorian-aboriginal-heritage-register> or
- (c) flora or a habitat of fauna listed as threatened in accordance with section 10 of the **Flora and Fauna Guarantee Act 1988**; <https://www.environment.vic.gov.au/conserving-threatened-species/threatened-list> or
- (d) flora listed in the Threatened Flora List with a conservation status in Victoria of "endangered" or "vulnerable"; <http://www.environment.gov.au/cgi-bin/sprat/public/publicthreatenedlist.pl?wanted=flora> or
- (e) a habitat of fauna which is:

- <https://www.environment.gov.au/cgi-bin/sprat/public/publicthreatenedlist.pl>
- (i) 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/conserving-threatened-species/threatened-list> or
- (ii) Listed in the Threatened Vertebrate Fauna List with a conservation status in Victoria of "vulnerable", "endangered" or "critically endangered"  
<https://www.environment.vic.gov.au/conserving-threatened-species/threatened-list>

Any trees meeting the requirements above will be compiled in a list and discussed with the contractor doing the electric line clearance.

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**9(4)(j) The management procedures that the responsible person is required to adopt to ensure compliance with the Code.**

**(i) Details of the methods to be adopted for managing trees and maintaining a minimum clearance as required by the Code:**

The declared area is inspected every year and all identified noncompliance and any trees likely to become noncompliant prior to the following years inspection are actioned.

The contract Council has to manage electric line clearance explicitly states that minimum clearance space, as described in the *Electricity Safety (Electric line Clearance) Regulations 2020* minimum clearance space graphs and figures (see appendix 5 below), must be maintained at all times. This will be audited throughout the contract and any non-compliance, reported from any source, including the general public, Yarra Ranges Council staff or electricity distribution business staff will be emailed to the contractor and actioned immediately. Confirmation that the work has been completed will be recorded by email and stored on Council's computer systems.

The current pruning cycle is an annual cycle. This means all trees in Yarra Ranges declared area that require pruning will be pruned every year. Some trees may be pruned more frequently by request from residents, other authorities or if growth is exceptional and re-enters the minimum clearance space.

While, as mentioned above, the contract requires clearance to be maintained at all times, the following table indicates the contractor's proposed work schedule.

Yarra Ranges Maps	Est. Days	Start	Finish
Chirnside Park	20	4/07/2022	17/08/2022
Lilydale	25	18/08/2022	9/09/2022
Mooroolbark	40	12/09/2022	29/10/2022
Kilsyth	20	1/10/2022	21/10/2022
Healesville	10	10/09/2022	19/09/2022
Lower Dandenong	30	20/09/2022	10/10/2022

An annual pruning cycle of inspection, pruning and auditing will be carried out to ensure the required minimum clearance space is maintained. Inspections and on ground works will be performed by either suitably trained internal staff or contractors. All auditing will be performed by internal staff or appointed contractors, and stored on Council's computer system.

The total pruning distance to maintain the minimum clearance space for the annual pruning cycle will be at least a further 1 to 2 metres based on a cumulative understanding of the regrowth at that location which is recorded during the inspection above and also to achieve the AS 4373 standard to protect the health, amenity and stability of the tree.

Council discusses the declared fire season dates with the CFA and Spencer Few, ORP Liaison Officer AusNet, (03 8612 6101, [spencer.few@ausnetservices.com.au](mailto:spencer.few@ausnetservices.com.au)). As the program above indicates, the contractor prioritises completing HBRA before the declared fire season.

### ***Urgent cutting***

Urgent cutting is defined as:

- Regrowth into minimum clearance space before next scheduled visit
- Vegetation in HBRA found in minimum clearance space after declaration of the fire season

If Council is alerted to the above in declared areas from any source – Council staff or auditor, public, AusNet, ESV or other – the site will be inspected and given to our contractor to complete. The contractor will update Council when the work has been completed and the record stored on Council's computer system.

If the above is found in non-declared areas, Council will alert AusNet.

### ***Tree removal***

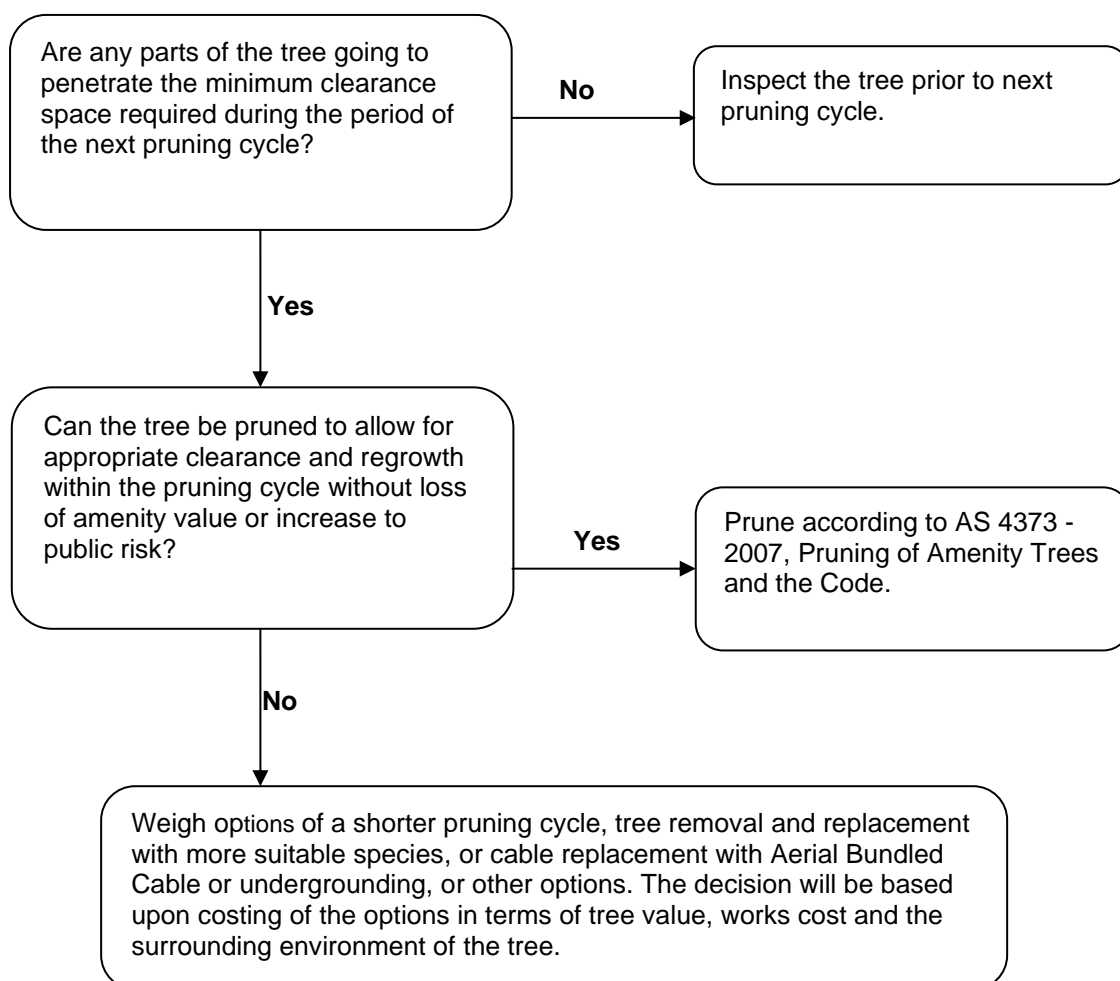
Tree removal may occur if the tree is of immediate risk in terms of the tree or branches falling on to electric lines, or if the growth rate of an individual tree will impact on the minimum clearance space in less than one year. Small sapling trees may also be removed that have grown since the last pruning cycle to assist with long-term vegetation management under the electric lines. Trees may also be

removed if the proposed pruning works will cause major disfigurement, instability, decline or death of the tree. Tree removal will only take place after inspection and recommendation by a suitably qualified arborist (defined as a minimum, the qualification of National Certificate III in Arboriculture including the "Perform a ground-based tree defect evaluation" unit of competency, or an equivalent qualification; and at least 3 years of field experience in assessing trees).

Unsuitable species are identified and replaced in line with the Yarra Ranges Council Tree Policy and Planning Scheme. A long-term strategy encourages appropriate planting under and the areas surrounding electric lines so that the vegetation does not encroach into the minimum clearance space. In many cases, residents are able to plant on roadside reservations and plantations, but they must contact Council prior to undertaking works to ensure that it is appropriate and will not cause any future problems.

Council will regularly review its pruning cycles based on vegetation significance categories and tree data gathered from the inspection, works and audit records.

The following diagram outlines the decision making process with regard to maintaining line clearance, as well as detailing different options to minimise the risk of further non compliance.





Council or its representative will make these decisions, after consultation with other relevant Council departments and/or other authorities as necessary, taking into account the availability of funds for replacement works based on a clear cost-benefit analysis.

Sections of Yarra Ranges Shire Council are sensitive areas with respect to the preservation of trees and any interference to them. As a consequence, it is vital that the contractor(s), whilst satisfying the requirements of the regulations with respect of power line clearance, meet the concerns of the residents of these areas. All pruning is to be undertaken in such a way that the impact on the streetscape/environment is minimal, and that it meets the requirements of Australian Standard for Pruning of Amenity Trees, AS 4373 – 2007.

**(ii) The management procedures that the responsible person is required to adopt to ensure compliance with the Code, which must: Specify the method for determining an additional distance that allows for cable sag and sway**

Spans within the Yarra Ranges Council Declared Area where vegetation clearance is required are usually less than 45 metres. The additional cutting distance outlined above has been determined using graphs 1, 2, 3 and 4 provided in Schedule 2 of the Regulations (see appendix 5 below) and advice from AusNet Services.

Contractors are responsible for pruning to achieve the minimum clearance space outlined in (i)(i) above. Where the contractor is uncertain about the span distance, they contact Council's Coordinator Tree Management Team who will consult with AusNet Services in determining the span distance and minimum clearance space.

Paul Mechelen, Yarra Ranges Council Coordinator Tree Management Team, will contact Spencer Few, ORP Liaison Officer AusNet, (03 8612 6101, [spencer.few@ausnetservices.com.au](mailto:spencer.few@ausnetservices.com.au)), distribution business or railway supply company personnel to determine additional sag and swag allowances.

Council will make available to all relevant personnel and contractors additional sag and sway distance information. Council records these sag and sway calculations in Council's document management system where they will be maintained for at least five years.

The Coordinator Tree Management Team is responsible for implementing the above processes. The Manager Recreation, Parks & Facilities is responsible for verifying that processes are implemented. A random audit of the works will be undertaken by the by the Tree Operations Supervisor once programmed works are complete to ensure that the required works are occurring as a result of the above process.

The process will be reviewed annually.

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**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.**

As far as practicable (i.e. wherever possible, and discussed with the contractor during the induction process and at meetings) all tree pruning will be done in accordance with AS4373 – Pruning of amenity trees.

Each year, when writing the ELCMP, the writer will check that there have been no updates to AS4373. Any changes will be incorporated into the discussion below.

This standard will be achieved by:

**The contractor:**

- employing suitably qualified and experienced staff
- ensuring staff are trained and inducted
- providing appropriate plant and equipment for the task
- verifying the cutting standards through regular audits
- taking appropriate actions, such as refresher training, where pruning is in breach of AS4373, but can be remedied

**Yarra Ranges:**

- undertaking spot audits of pruning and discussing AS4373 with the contractors
- ensuring details of AS4373 are included in all its tree maintenance contracts
- verifying the cutting standards through regular audits by a suitably qualified arborist
- taking appropriate actions where breaches of AS4373 occur, including:
  - meeting with the contractor management and discussing the breach
  - meeting with the contractor staff and discussing the breach
  - ensuring remedial training as mentioned above is undertaken

Where a suitably qualified arborist, using his/her experience, determines it is not possible to prune to AS4373 and achieve Code compliance, the contractor shall notify Council for a decision to be made on the course of action to be taken.

To minimise the effect of pruning, actions will be prioritised as follows:

- Prune trees in accordance with AS4373
- Apply to ESV for an exception(if appropriate)
- Apply to ESV for an exemption (if appropriate)
- Seek an alternate compliance mechanism or engineering solution
- Pruning in breach of AS4373
- Tree removal

The contractor is responsible for compliance with AS4373; Council is responsible for approval, application or implementation of all other actions. However, we are not planning to apply for any exceptions or exemptions.

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**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.)**

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Yarra Ranges Shire Council are not the responsible person; however, an arrangement is in place with the distribution business whereas alternative compliance mechanisms have been installed, and are to be managed by AusNet Electricity Services Pty Ltd (AUSNET).

The AUSNET Electric Line Clearance Management Plan 2021-2026, meets the requirements of r 9(4)(l), r 9(4)(m) and Code clauses 31 and 32 was approved by Energy Safe Victoria on 21 July 2021 and states the following; An alternative compliance mechanism (ACM) that has been established is a protective sleeve for insulated service cables where structural vegetation is within the minimum clearance space but not permanently contacting. Application of such ACM is outlined per SOP70-03 Standard Maintenance Guidelines. Recording and assessment of in-service protective sleeves is undertaken in accordance with procedure VEM 20-03 Assessment Procedure (Distribution).

Locations where the approved ACM is in effect will be inspected annually by a Yarra Ranges Shire Council Officer to ensure it remains in situ. Should the protective sleeve be damaged, has moved or an air gap is no longer present between the sleeve and the structural limb? Yarra Ranges Shire Council will report the issue to AUSNET for rectification.

Site No.	Location of tree	Pole ID One	Pole ID Two
1.	88 McNicol Road, Belgrave. At side of property in Sunnyhill Road	1306691	NA
2.	28 Wright Avenue, Upwey	1314529	NA
3.	103 Alexander Avenue, Upwey	1307250	MA250782
4.	6 Brunning Street, Upwey	1307009	NA

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**9(4)(m)(i) The details of each approval for an alternative compliance mechanism that: The responsible person holds**

Addressed in 9(4)l above.

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**9(4)(m)(ii) The details of each approval for an alternative compliance mechanism that: The responsible person holds: Is in effect**

Addressed in 9(4)l above.

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**9(4)(n) A description of the measures that must be used to assess the performance of the responsible person under the management plan**

Achievement of pruning cycles, vegetation conservation, enhancement, and avoidance of public and property loss resulting from fire shall be measured by the following performance measures, as well as successful completion of actions outlined in section above of this Plan. The Coordinator Tree Management Team is responsible for monitoring the performance measures and successful completion of actions outlined in sections above which will then be assessed by the Manager Recreation, Parks & Facilities. Council will be considered to be performing if:

- Works are planned utilising annual inspection data, previous years' data on workload (locations, hours) provided by contractors as well as pruning requests and non-conformances from residents and the distribution business. Supply outage information is not supplied to Council by the distribution business. The purpose of planning is to ensure that Council budgets appropriately to undertake works.
- Work programs are completed successfully, confirmed by a post work completion audit, by declaration of fire season. The Contract requires completion of works within the specified timeframe and there are weekly updates between the contractor and Council's Tree Operations Supervisor.
- Electric line clearances are in accordance with the Code.
- Requests for clearance/non-compliance from the distribution business are minimised and, by agreement, incorporated into the annual clearance works or if urgent completed within the agreed timeframe. These are recorded and monitored in Council's document management system.
- Complaints are no more than 5 per year. These are recorded in Council's correspondence management system.
- Details of works completed in each electric line clearance area are recorded.
- No deviations have occurred from the cycles outlined in the plan.
- No fires have been identified as having started as a result of foliage touching wires.

- No vegetation damage has resulted from inadequate or substandard pruning practices. Random inspections of works will be undertaken to ensure they are adequate and up to standard.
- No trees have been removed without expert advice being received.
- Preparation of an Electrical Line Clearance Plan prior to 31 March of each year.
- Processes are reviewed in line with the review and preparation of the next year's Plan.

If inadequate processes are observed, the matter is reported and referred to the Manager Recreation, Parks & Facilities.

All processes and each stage of work are recorded and monitored in line with the Yarra Ranges Tree Policy, including:

- Annual street assessment and pruning requirements shall be recorded. The assessment shall be dated, outline the extent of works required and identify specific trees which require other further assessment.
- Reports may be prepared on streets which require consideration of alternative electricity delivery infrastructure and shall be forwarded to the Manager Recreation, Parks & Facilities.
- Actions and decisions resulting from further assessment are to be recorded.
- Correspondence sent and received from the Energy Safe Victoria shall be placed on file.
- Correspondence related to clearance and vegetation management shall be placed on file.
- All complaints or requests from distribution businesses, residents, staff, CFA etc are recorded, acted upon and responded to accordingly.

The Electrical Line Clearance Management Plan, Codes and regulations are available for inspection upon request at Yarra Ranges Council's main office, 15 Anderson Street, Lilydale, from 8am–4pm on week days. It is requested that 48 hours' notice be given to arrange a suitable time for both parties.

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**9(4)(o) Details of the audit processes that will be used to determine the responsible person's compliance with the Code:**

An auditor completes spot audits at the completion of each suburb to determine the contractor's compliance to the code and the ability of the suburb to last (remain compliant with the Electricity Safety (Electric Line Clearance) Regulations 2020) for one year before further pruning is required. The auditor will check quality of pruning and whether it meets AS4373. During this audit an Inspection Sheet is completed. (See appendix 2). The auditor is a suitably qualified arborist with many years of experience in all aspects of electric line clearance.

The audit results are sent to the Coordinator Tree Management Team and Trees Supervisor. The Trees Supervisor will send any noted non-compliance to the contractor by email and they are given ten working days to rectify and notify Council of completion. The Trees Supervisor and Coordinator Tree Management Team will do random audits once the contractor gives notice of completion of works required.

The following data, stored on Council's computer system, may also provide an indication of Compliance with the Electricity Safety (Electric Line Clearance) Regulations 2020:

- The number of trees found in breach of the regulation
- The number of pruning cuts found to be below standard
- The number of customer requests for pruning
- The number of requests from AusNet Services for pruning
- The number of customer complaints
- The number of alternative approaches to normal pruning adopted such as:
  - Reduced pruning cycle
  - Aerial Bundled Cable
  - Powerlines re-routed
  - Powerline put underground
  - Other engineering solutions adopted
  - Removal of unsuitable vegetation and replacement with more suitable plants

Council staff will meet the contractor and discuss any non compliance and work out ways to avoid repeats, with the options detailed above. The meetings may be office based or onsite depending on the type of non compliance.

An OHS audit will be completed once a month. The audit will include personal training and qualifications checks, PPE, and site and traffic management set up. If an essential qualification is missing, the personnel will not be able to do relevant duties until the qualification is obtained. The audit will be undertaken by an experienced member of the tree team, not Council's Safety Team, and audits will be recorded in Rapid Auditor, which is software commonly used by councils for audits. The audit cannot be successfully completed until all problems and non-compliance have been resolved.

Audits results are communicated to the contractor through email and will be an agenda item to note trends and look for opportunities to improve.

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**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.**

All employees and contractors engaged by Yarra Ranges Shire Council are required to have the appropriate skills, qualifications and certifications required to work on vegetation near electrical assets. All training completed will be through registered training organisations (RTOs).

Yarra Ranges Council will meet quarterly and discuss with and seek records of management of a training matrix (see appendix 7 below), indicating tasks specific to ELC to ensure currency, processes relevant to the management of training records (initial and refresher), induction processes for new ELC personnel, and their authorisation processes. All discussion will be recorded in minutes.

Specifically, the electric line clearance contractor staff will act as an “qualified person” as defined in the Electricity Safety (General) Regulations 2019 r.616. In the regulation “qualified person” means a person who holds a current certificate specifying satisfactory completion of a training course in tree clearing, approved by Energy Safe Victoria.

Electric line clearance contractor staff will comply with the limits of approach as outlined in:

- The ‘Blue Book’
- ESV Electrical Safety Rules for Vegetation Management Work Near Overhead Powerlines by Non-Electrical Workers.

The contractor is responsible for keeping electronic qualification records and making them available to Council at any time. The Trees Supervisor will randomly complete on ground audits.

All operators shall be competent and possess the required statutory authorisation for the plant and equipment that they are operating.

Field audits will be carried out by a suitably qualified arborist (defined as a minimum, the qualification of National Certificate III in Arboriculture including the "Perform a ground-based tree defect evaluation" unit of competency, or an equivalent qualification; and at least 3 years of field experience in assessing trees), as detailed in appendix 7.

Any assessments of the health, safety and structure of a tree will be undertaken by a suitably qualified arborist (defined as a minimum, the qualification of National Certificate III in Arboriculture including the "Perform a ground-based tree defect evaluation" unit of competency, or an equivalent qualification; and at least 3 years of field experience in assessing trees).

Level 2 First Aid, Traffic Management and manual handling certificates must also be current for all persons engaged in tree pruning activities.

Teams are to have knowledge of the Electricity Safety (Electric Line Clearance) Regulations 2020, and pruning work must comply with AS 4373 – 2007, Australian Standard for Pruning of Amenity Trees.

The contractor must alert Council when new staff start on the contract and show records that they have been suitably inducted into the above. Council will confirm verification of worker training certificates relevant to their work role prior to commencing works as a qualified person on behalf of Council.

Council will undertake random field auditing of ELC personnel qualifications, as detailed above. Any failures to present proper qualifications will be discussed with the contract manager and a timeline to meet requirements agreed to. If it is an essential qualification that is missing, the personnel will not be able to do relevant duties until the qualification is obtained.

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

Council will provide notification of the electric line clearance program on our Web site. The notifications will include a description of the affected area, description of tree works being undertaken and proposed commencement and completion dates of works, not earlier than 14 days from the date of the notice, or later than 60 days from the date of the notice. If works do not occur within the 14-60 day timeframe, for whatever reason, the Coordinator Tree Management Team will ensure the notification is updated accordingly. An example of the public notice is as follows:

*Yarra Ranges Council is responsible for pruning of street trees near electrical lines within the declared areas of (affected townships) (all other areas are the responsibility of AusNet Services).*

*Council has engaged a contractor to undertake these works. Works will be undertaken from X to X, as shown in the table below, to ensure line clearance is met.*

<b>Yarra Ranges Maps</b>	<b>Est. Days</b>	<b>Start</b>	<b>Finish</b>
Chirnside Park	20	4/07/2022	17/08/2022
Lilydale	25	18/08/2022	9/09/2022
Mooroolbark	40	12/09/2022	29/10/2022
Kilsyth	20	1/10/2022	21/10/2022
Healesville	10	10/09/2022	19/09/2022
Lower Dandenong	30	20/09/2022	10/10/2022

*Any enquiries can be directed to the Coordinator Tree Management Team, Paul Mechelen, on 1300 368 333.*



The Coordinator Tree Management Team is responsible for ensuring Council's Web site will be updated regularly following meetings with the contractor, and as changes occur.

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

Name(s): Phil Murton

Position: Manager Recreation, Parks & Facilities

Business Address: PO Box 105, Lilydale, Victoria 3140

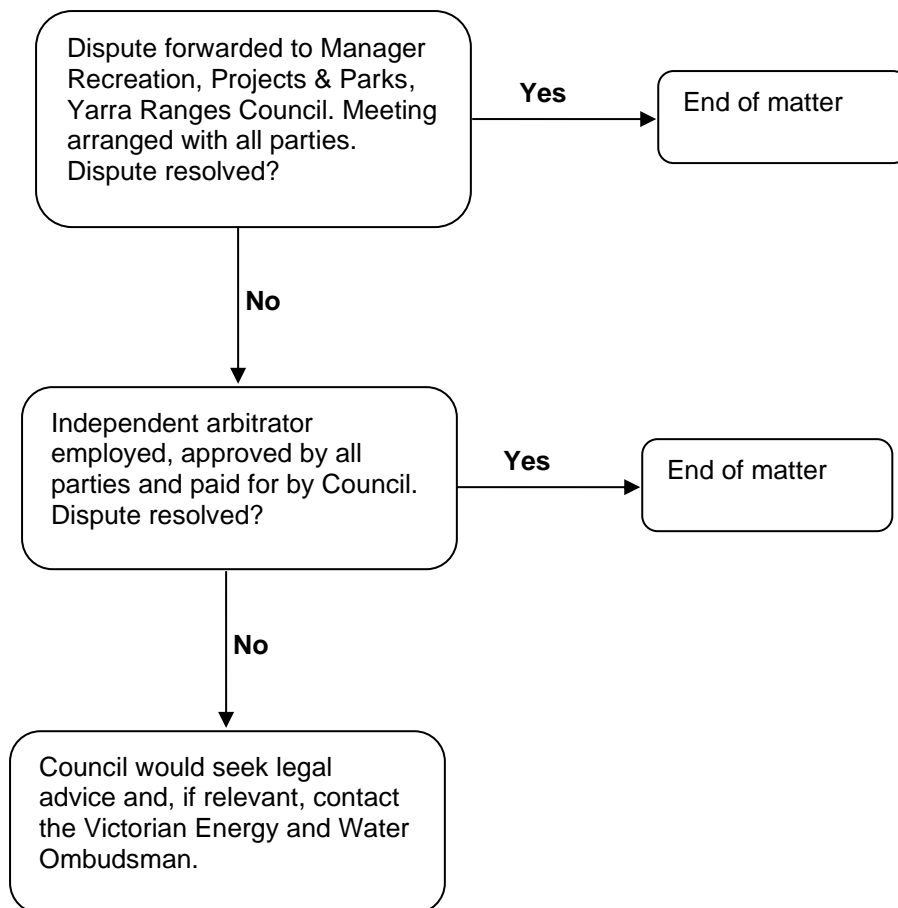
Telephone No: 9294 6939

Email Address: [p.murton@yarraranges.vic.gov.au](mailto:p.murton@yarraranges.vic.gov.au)

Any disputes between the responsible officer and the relevant utility service provider, the public or any other persons will be forwarded to the Manager Recreation, Parks & Facilities to begin the resolution process. A meeting will be held between the relevant parties to discuss any disputes, with the Electricity Safety (Electric Line Clearance) Regulations 2020 and Council's Vegetation Management Plan as the referring documents used to resolve any issues.

If a dispute cannot be resolved using the above procedure, an independent arbitrator, approved by all relevant parties, will be employed and paid for by Council. Council will act on the advice of the arbiter, as long as it does not contravene any regulations in the Electricity Safety (Electric Line Clearance) Regulations 2020. If the matter is still not resolved, Council would seek legal advice and, if relevant, contact the Victorian Energy and Water Ombudsman.

The dispute resolution process in diagrammatic form is as follows:



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**10(6) A responsible person must ensure that a copy of the management plan is: published on the responsible person's Web site**

An electronic copy of Council's ELCMP is available on Council's Web site at: <http://www.yarraranges.vic.gov.au/Home>.

The document control table on page 4 will ensure that the latest document is used. The plan will be updated on Council's Web site if any changes are made. Each year a new plan will be written and the Coordinator Tree Management Team will make it available on the Web site by 1 July at the latest, as well as removing the superseded plan.

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**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**

Yarra Rangers Council's Electric Line Clearance Management plan and any further information relating to electric line clearance within the declared area of Yarra Ranges are available to the public and other interested authorities during the hours of 09.00 and 17.00 Monday to Friday:

- Visiting any Council office and asking for a printed copy (from the Web site)

- By phoning or emailing Paul Mechelen, Coordinator Tree Management Team 9294 6157 [p.mechelen@yarraranges.vic.gov.au](mailto:p.mechelen@yarraranges.vic.gov.au)
- Or in writing to: Parks and Bushland, PO Box 105, Lilydale 3140
- The document control table on page 4 will ensure that the latest document is used. The plan will be updated on the Web site if any changes are made. Each year a new plan will be written and made available on the Web site.

---

**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 Web site**

Yarra Ranges does not have any exemptions and does not intend to apply for any. If we do, however, they will be published on the Web site.

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**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**

Yarra Ranges does not have any exemptions and does not intend to apply for any. If we do, however, they will be available to the public.

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**Schedule 1 – Code of Practice for Electric Line Clearance**

**Part 2 – Clearance Responsibilities**

**Division 1 – Roles of Responsible Persons**

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

Yarra Ranges does not have any exceptions and does not intend to apply for any.

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

Yarra Ranges does not have any exceptions and does not intend to apply for any.

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

Yarra Ranges does not have any exceptions and does not intend to apply for any.

---

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

Yarra Ranges does not have any exceptions and does not intend to apply for any.

---

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

Not applicable to Councils

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## **9 Responsible person may cut or remove hazard tree**

Hazard trees

- Council details what it considers is a hazardous tree and what action it will take in its Tree Policy:
- <https://www.yarraranges.vic.gov.au/Council/Corporate-documents/Policies-strategies/Trees-Policy>
- As well, for Council, a tree or part of a tree is deemed to be hazardous following an assessment by a suitably qualified arborist (defined as a minimum, the qualification of National Certificate III in Arboriculture including the "Perform a ground-based tree defect evaluation" unit of competency, or an equivalent qualification; and at least 3 years of field experience in assessing trees). The assessment will consider whether the tree has structural defects and/or poor health that may pose a risk of personal injury or property damage that exceeds an acceptable level. In determining the level of risk, the assessment will consider the likelihood of the tree or part of the tree failing within 12 months given normal weather conditions and the likelihood of a target being present in the area of potential impact.
- For the purposes of this Plan the target would be an electric line.
- In all hazardous tree assessments, consideration will be given to:
  - (i) significant vegetation
  - (ii) protected flora and fauna
  - (iii) actual or potential habitat for indigenous fauna
- If a member of the public, Council staff, CFA or distribution business identifies and reports a hazard tree, a suitably qualified arborist will conduct an assessment of 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. Council staff record the report in Council's customer service management system (Pathway), including details such as: location of tree; name and contact details of reporter; why the tree is a hazard, and if it's deemed urgent.
- If Council is not responsible, details of the report are forwarded to AusNet Services or other responsible parties as soon as practicable. If it is Council's responsibility, works on a hazard tree will be actioned depending on the urgency or risk priority identified during the assessment.

- Wherever appropriate, urgent cutting will not exceed one metre from the minimum clearance space around the electric line.
- Records of emergency or urgent works will be kept for five years and include details of where and when the works were undertaken, why the works were required and the last inspection of the section of line where the cutting or removal was required.
- Council will keep a record of trees removed under the emergency work provisions to ensure replanting occurs where appropriate.
- The assessment will consider all locally foreseeable conditions that it is reasonable to assess within the scope of the expertise of the suitably qualified arborist that indicate the likelihood of contact with an electric line.

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## **Schedule 1 – Code of Practice for Electric Line Clearance**

### **Part 2 – Clearance Responsibilities**

#### **Division 2 – Manner of Cutting and Removing Trees**

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##### **10 Cutting of tree to comply with standard**

Covered in regulation 9(4)(j)

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

The contract for line clearance clearly states that no trees are to be removed as part of the contract. If the contractor considers that a tree needs to be removed or pruned more heavily than usual, they have to contact the contract supervisor employed by Yarra Ranges before they can proceed.

The contract supervisor is a suitably qualified arborist and will assess the tree before permission is given to remove or heavily prune.

Removal or heavy pruning will only be considered to make an unsafe situation safe. Unsafe situations include:

- A tree assessed as hazardous by a suitably qualified arborist
- when regrowth enters the minimum clearance space before the next scheduled visit
- when vegetation in HBRA is found within minimum clearance space after declaration

Tree pruning is undertaken to comply with minimum clearance space distances. The trees identified in section (h) have been assessed to determine pruning cycles to minimise cutting. These trees are pruned annually to minimise impact. If removal is

recommended, a suitably qualified arborist will inspect to verify that removal is required.

If the need arises for alternative mechanisms, approval will be sought from Energy Safe Victoria in accordance with clause 31 of the Code.

The contractor may also contact Council if there are any site indicators that a tree may have significance if they haven't already been alerted to it by Council (see section 9(4)(h) above). Before any works are undertaken on old mature indigenous plants, trees are inspected. In the event a significant tree is identified, no pruning shall occur without further consultation with Council.

Trees are identified by a suitably qualified arborist with knowledge of indigenous, native and exotic trees. Council staff also refer to the relevant planning overlays and GIS to ensure that minimal impact is made in areas of cultural, historical, botanical, ecological or habitat significance for rare or endangered species.

Part of the assessment is to check for significance and planning controls. Reports will be stored on the Yarra Ranges computer system.

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

The contractor is instructed to check for any fauna before proceeding with pruning.

If any fauna is found the contractor must contact the contract supervisor. Yarra Ranges Biodiversity team employs a qualified zoologist who provides advice about managing threatened fauna and habitat if required by the contract supervisor.

If a tree is providing habitat for vertebrate or invertebrate fauna that is listed as threatened in Victoria, necessary works will be scheduled for outside of breeding season where practicable.

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 will be undertaken wherever practicable.

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

Covered in Schedule 15 & 16

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## **14 Restriction on urgent cutting of trees**

Covered in Schedule 8

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## **15 Restriction on urgent cutting of trees**

Covered in Schedule 8

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## Schedule 1 – Code of Practice for Electric Line Clearance

### Part 2 – Clearance Responsibilities

#### Division 2 – Notification, Consultation and Dispute Resolution

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##### **16 Responsible person must provide notification before cutting or removing certain trees**

Yarra Ranges will not do clearing works that would affect contiguous private property owner/occupiers' use of their land during the cutting or removal process.

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##### **17 Responsible person must publish notice before cutting or removing certain trees**

Council will inform all people who are interested in and affected by tree pruning by publication on Council's Web site 14 days and no more than 60 days prior to works commencing in the locality of the land in which the trees are to be pruned or removed.

The contractor will be emailed details of the proposed timelines detailed above and will have to email confirmation that the works have been completed. The contract manager will follow up if confirmation within the timeframes is not received.

If the tree to be pruned or removed is of cultural or environmental significance, Council will give notice to affected and interested people on its Web site saying:

*Yarra Ranges Council is responsible for pruning of street trees near electrical lines within the declared areas of (affected townships) (all other areas are the responsibility of AusNet Services).*

*Council has engaged a contractor to undertake these works. Works will be undertaken from X to X, as shown in the table below, to ensure line clearance is met.*

Yarra Ranges Maps	Est. Days	Start	Finish
Chirnside Park	20	4/07/2022	17/08/2022
Lilydale	25	18/08/2022	9/09/2022
Mooroolbark	40	12/09/2022	29/10/2022
Kilsyth	20	1/10/2022	21/10/2022
Healesville	10	10/09/2022	19/09/2022
Lower Dandenong	30	20/09/2022	10/10/2022

*Any enquiries can be directed to the Coordinator Tree Management Team, Paul Mechelen, on 1300 368 333.*

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

Not applicable to Councils

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**19 Notification and record keeping requirements for urgent cutting or removal**

Not applicable to Councils

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**Schedule 1 – Code of Practice for Electric Line Clearance****Part 2 – Clearance Responsibilities****Division 4 –Additional Duties of Responsible Persons**

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

Where Council is uncertain of the safety of pruning or removing a tree, consultation with the relevant Distribution Business or Railway Operator will occur to develop an appropriate action plan to mitigate the hazard and/or bring the tree into compliance with the Code.

Additionally, regular contact and close cooperation with AusNet Services will engender an inclusive and appropriate outcome with regard to the overall vegetation management and electricity supply. Yarra Ranges deals with Spencer Few, ORP Liaison Officer AusNet, (03 8612 6101, [spencer.few@ausnetservices.com.au](mailto:spencer.few@ausnetservices.com.au)).

Yarra Ranges has never had to contact the Railway Operator, but would contact Catrina Lewis, Metro Trains Vegetation Officer (0405 506 488), to discuss.

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**21 Duty relating to assisting to determine the allowance for cable sag and sway**

Covered in regulation 9(4)(j)(i)(ii) – Not applicable to Councils

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**22 Duties relating to management procedures to minimise danger**

Not applicable to Councils

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**Schedule 1 – Code of Practice for Electric Line Clearance****Part 3 – Minimum clearance space**



## **Division 2 – Alternative Compliance Mechanisms**

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

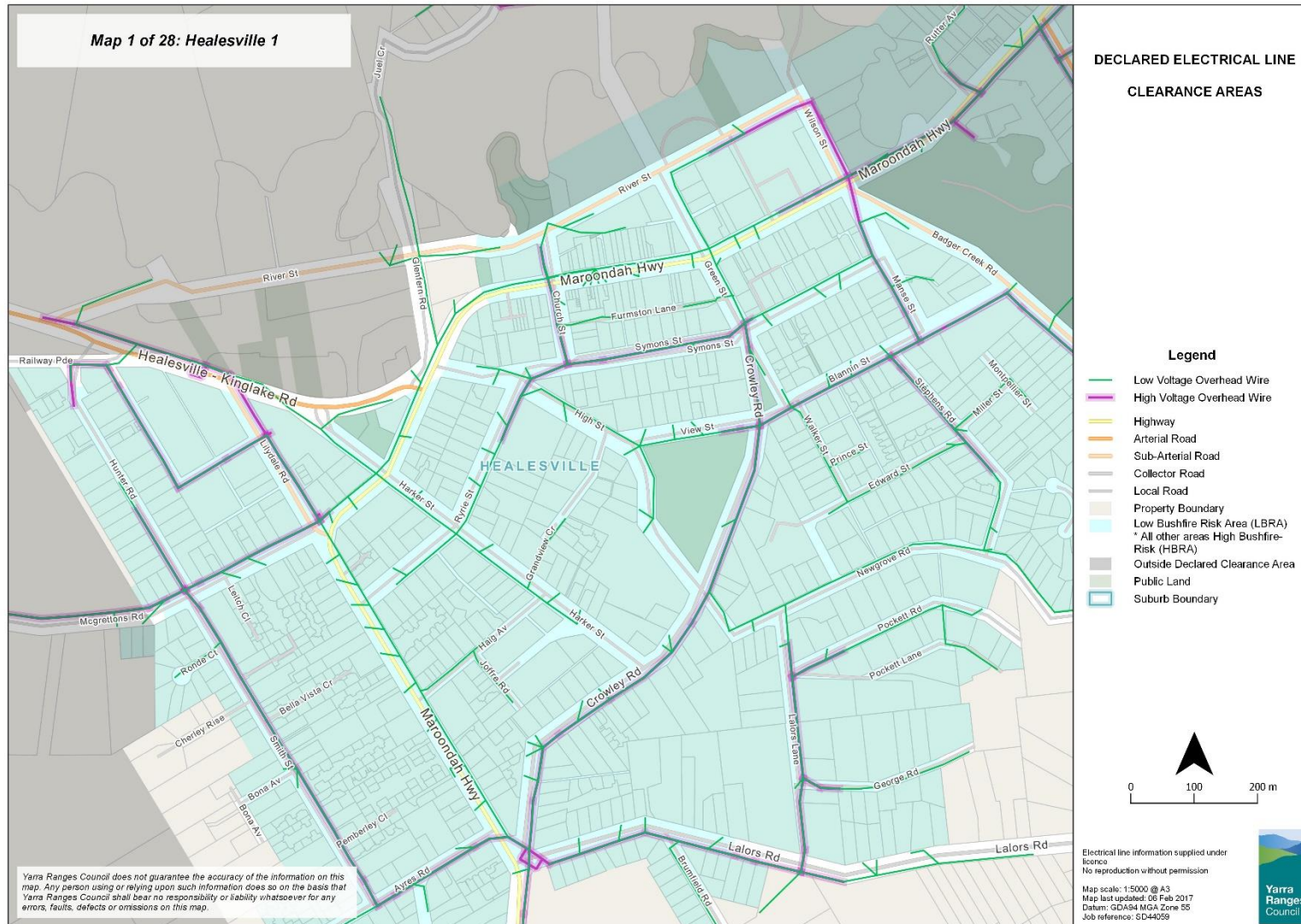
Yarra Ranges does not have any applications for alternative compliance mechanisms (ACMs) in place and does not intend to apply for any.

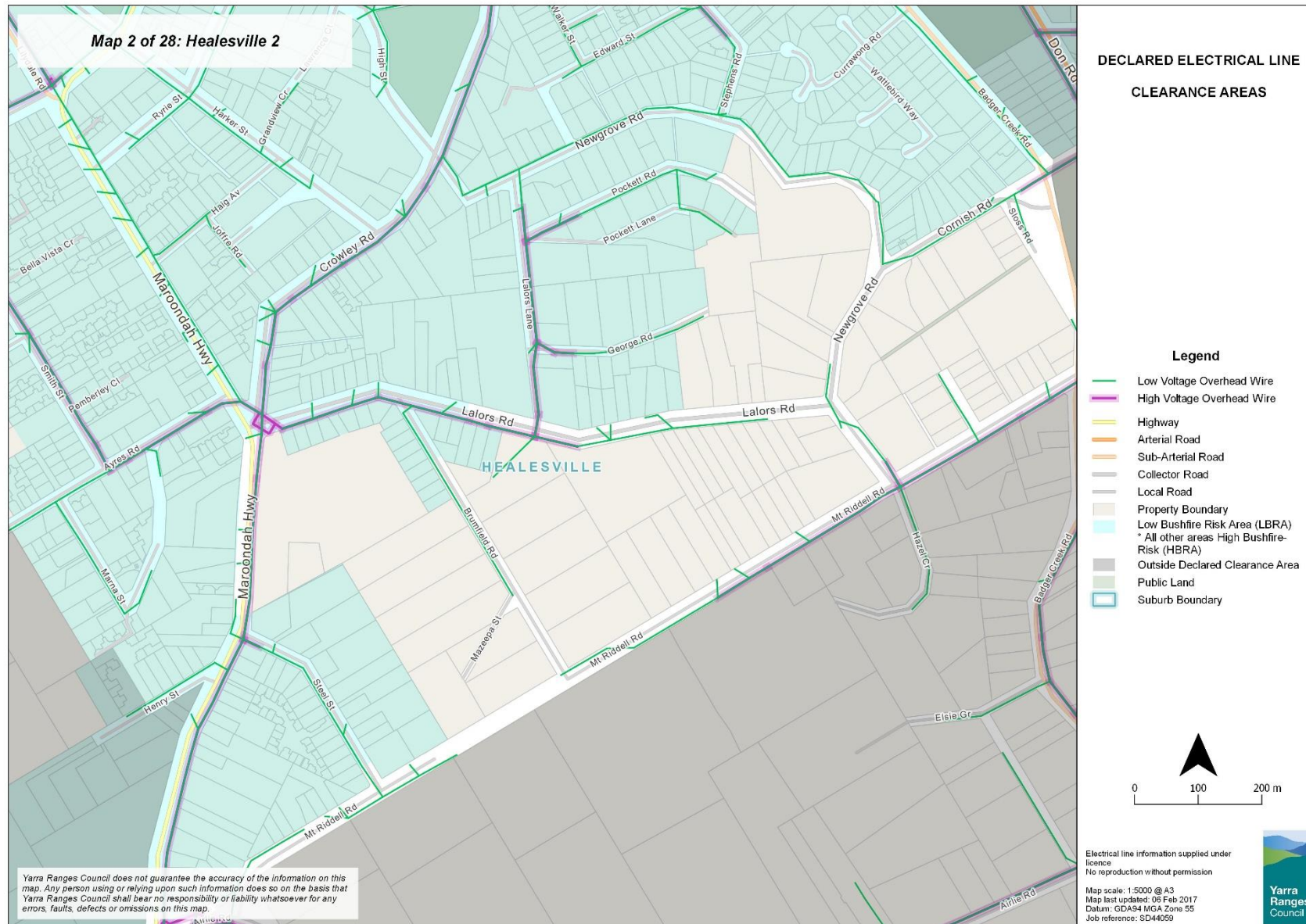
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### **32 Formal safety assessment of alternative compliance mechanism**

See above (regulation 31)

## Appendix 1 – Declared Area maps

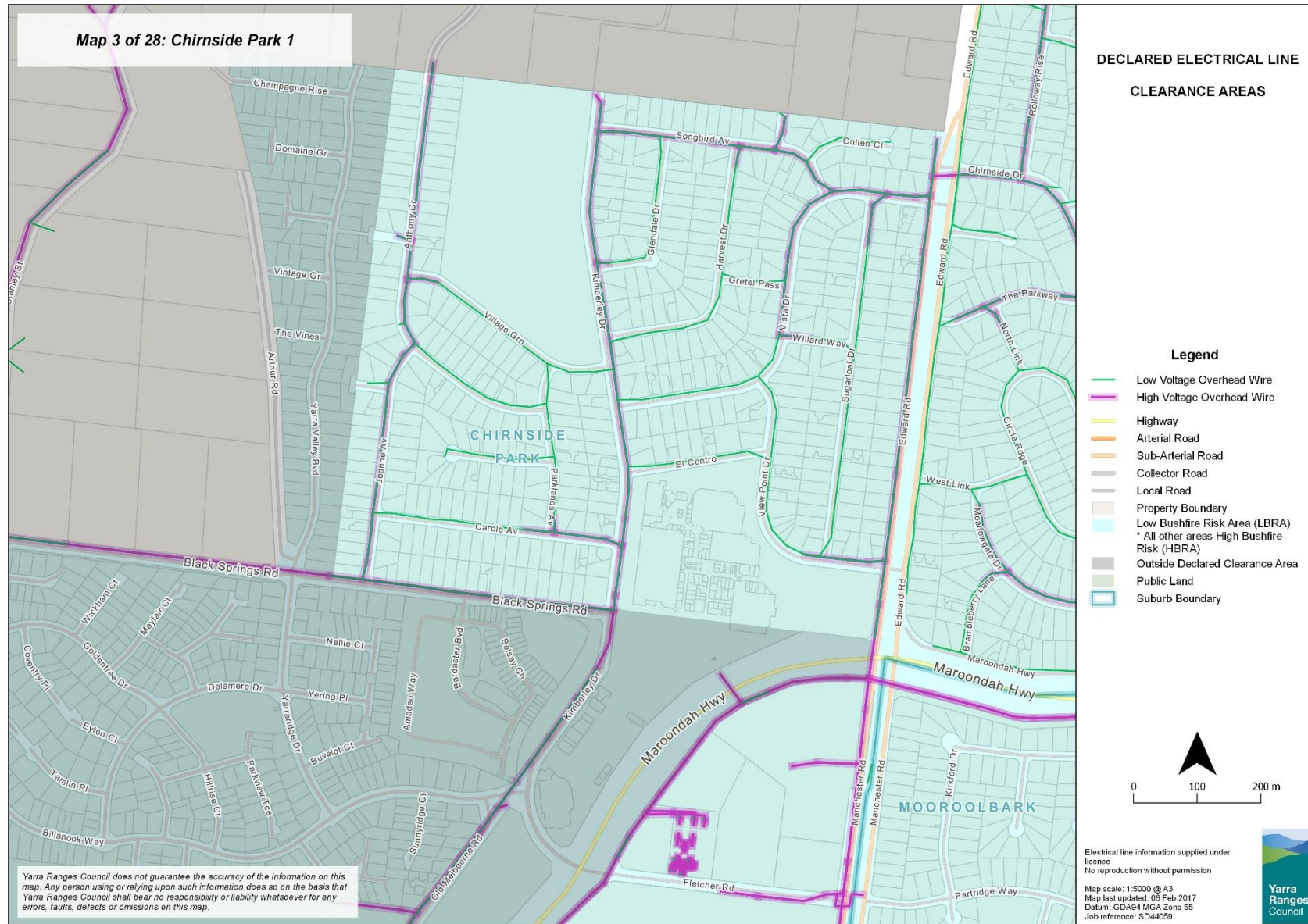




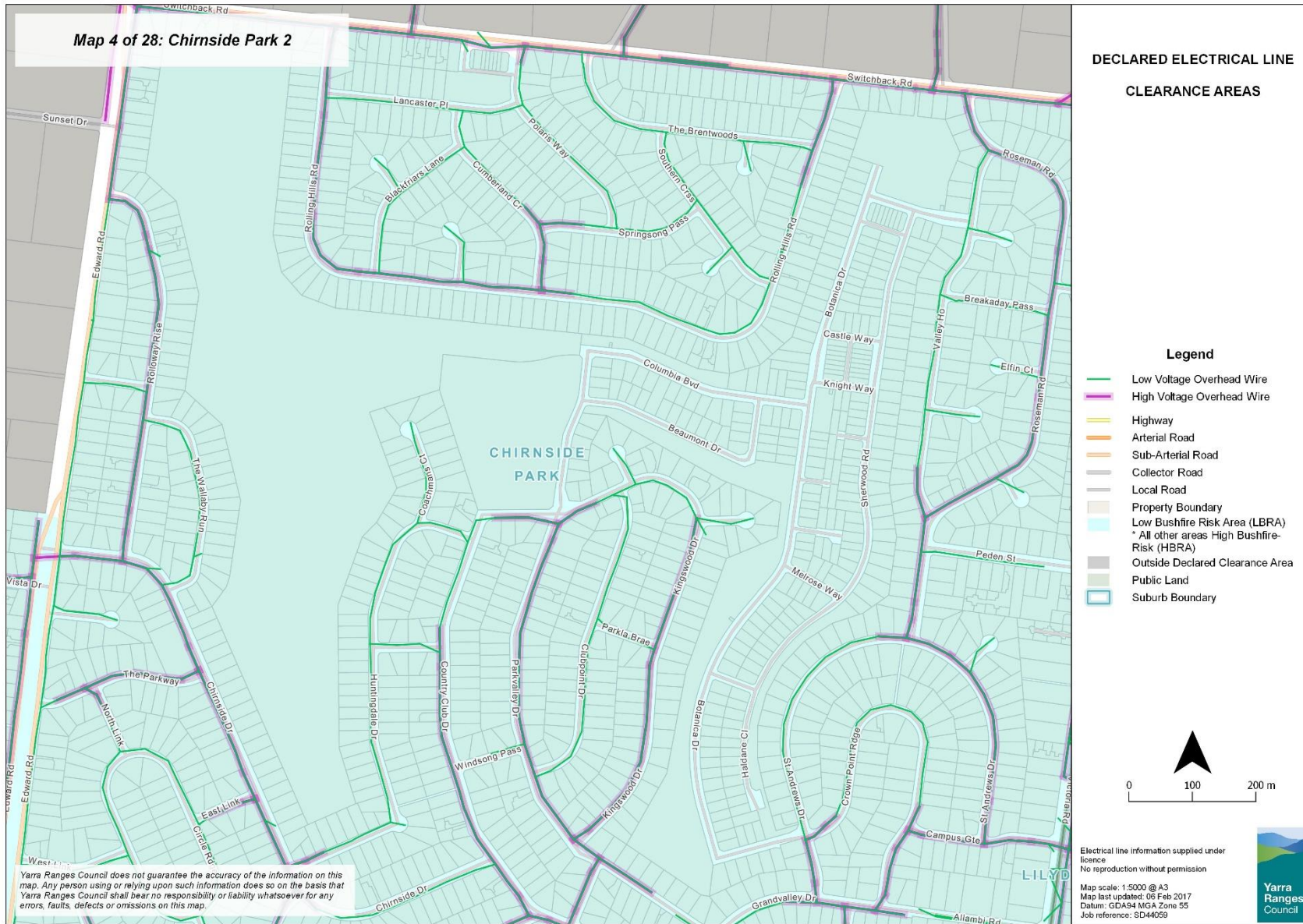




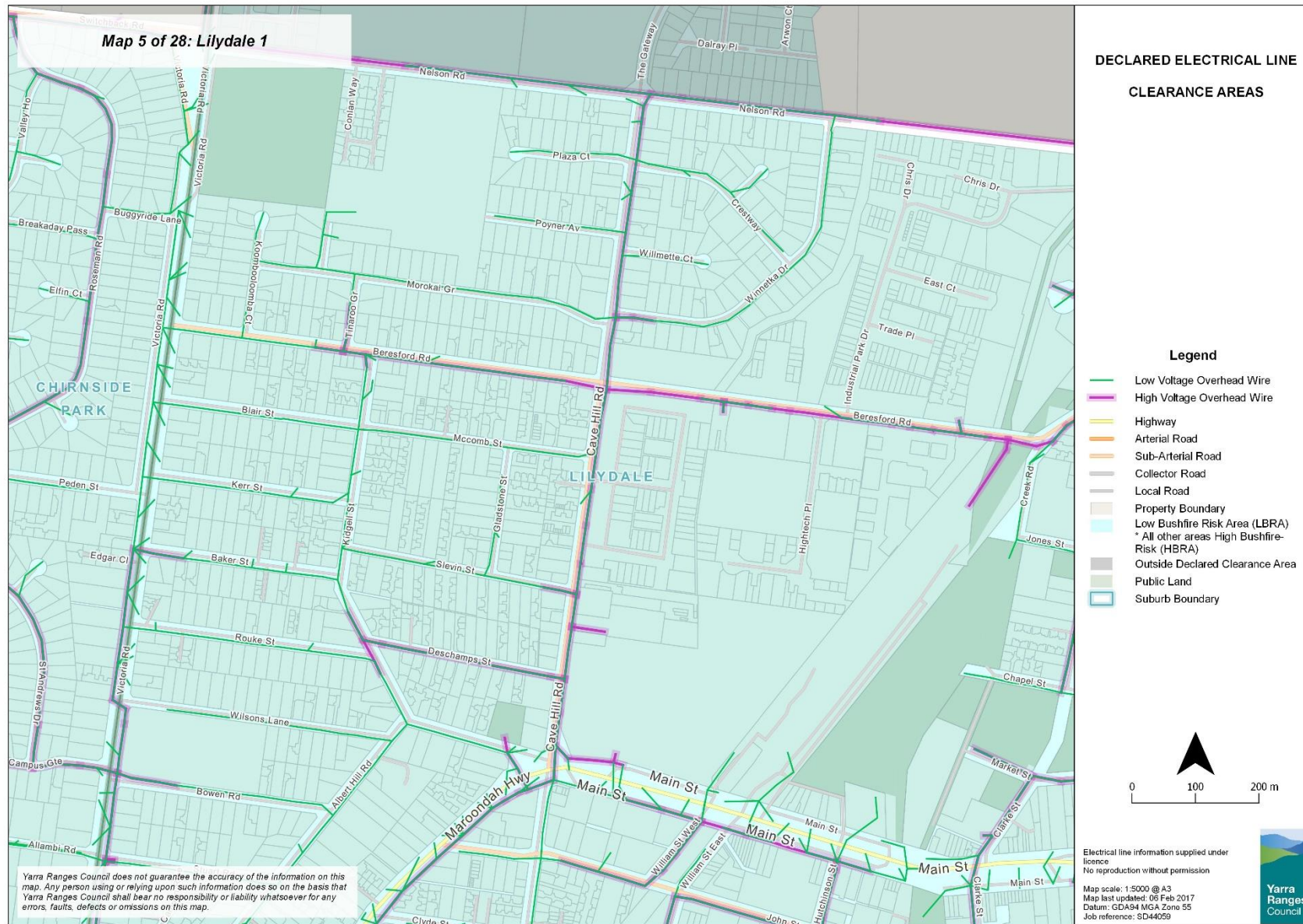
Map 3 of 28: Chirnside Park 1



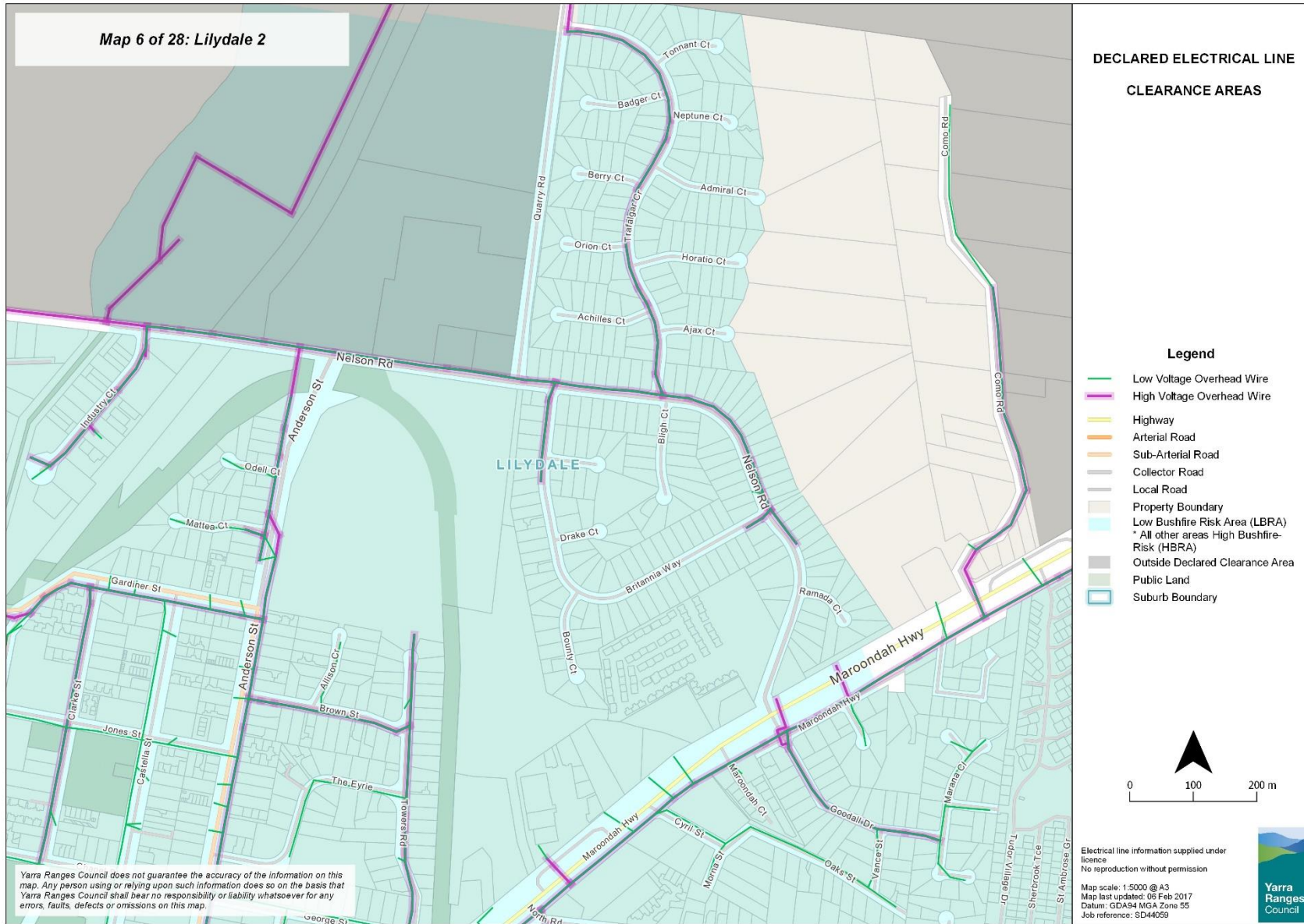
Map 4 of 28: Chirnside Park 2



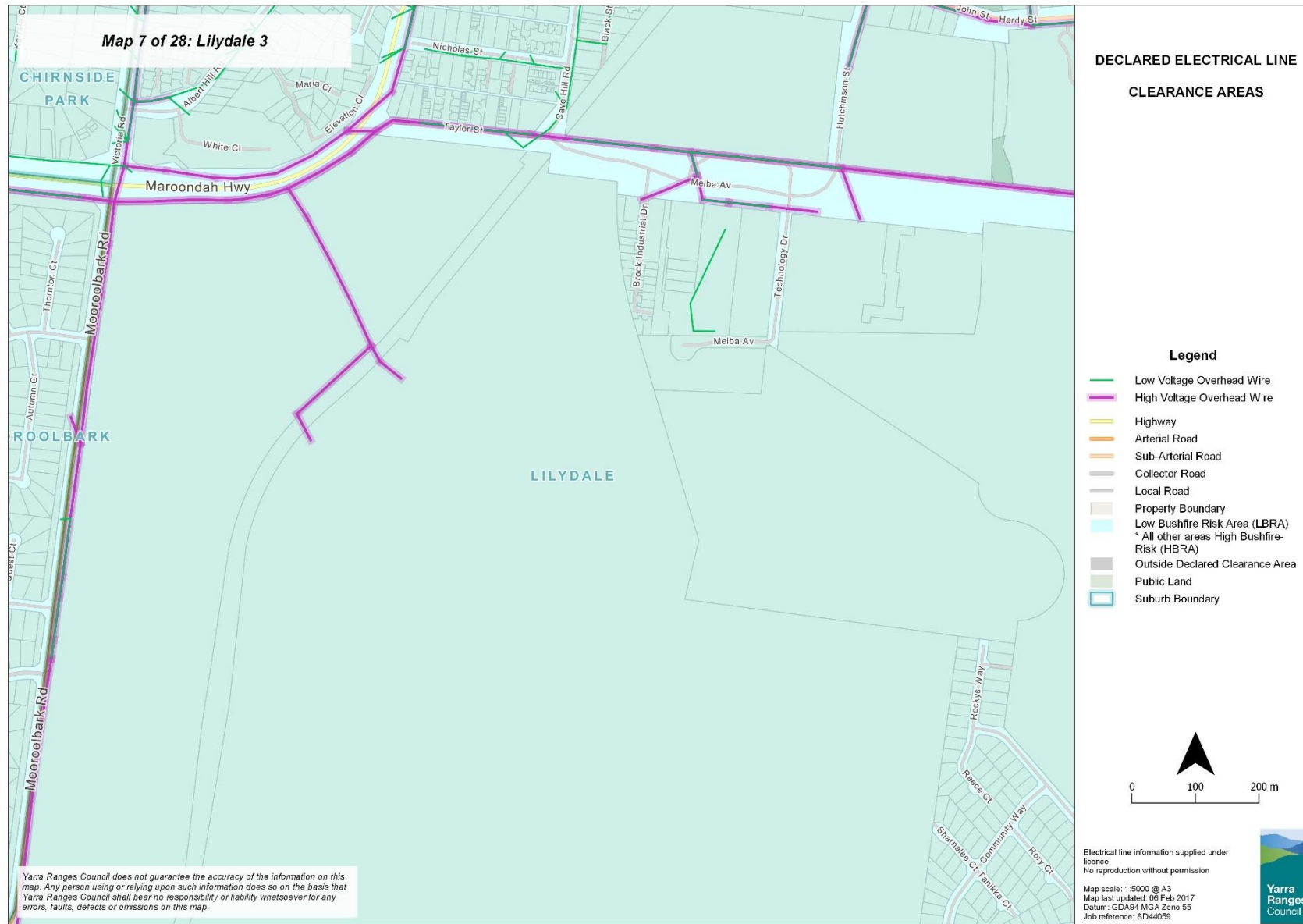


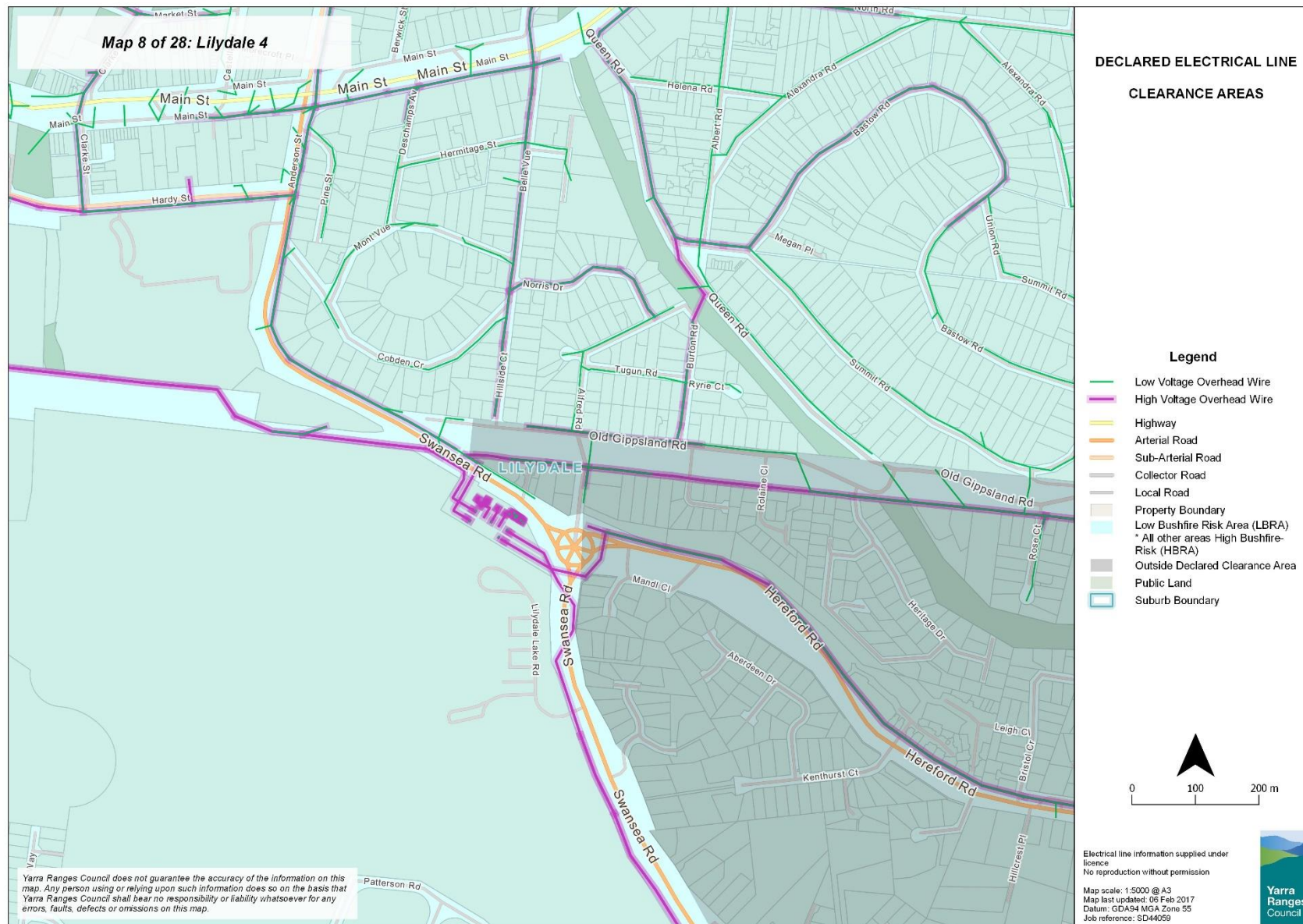


Map 6 of 28: Lilydale 2

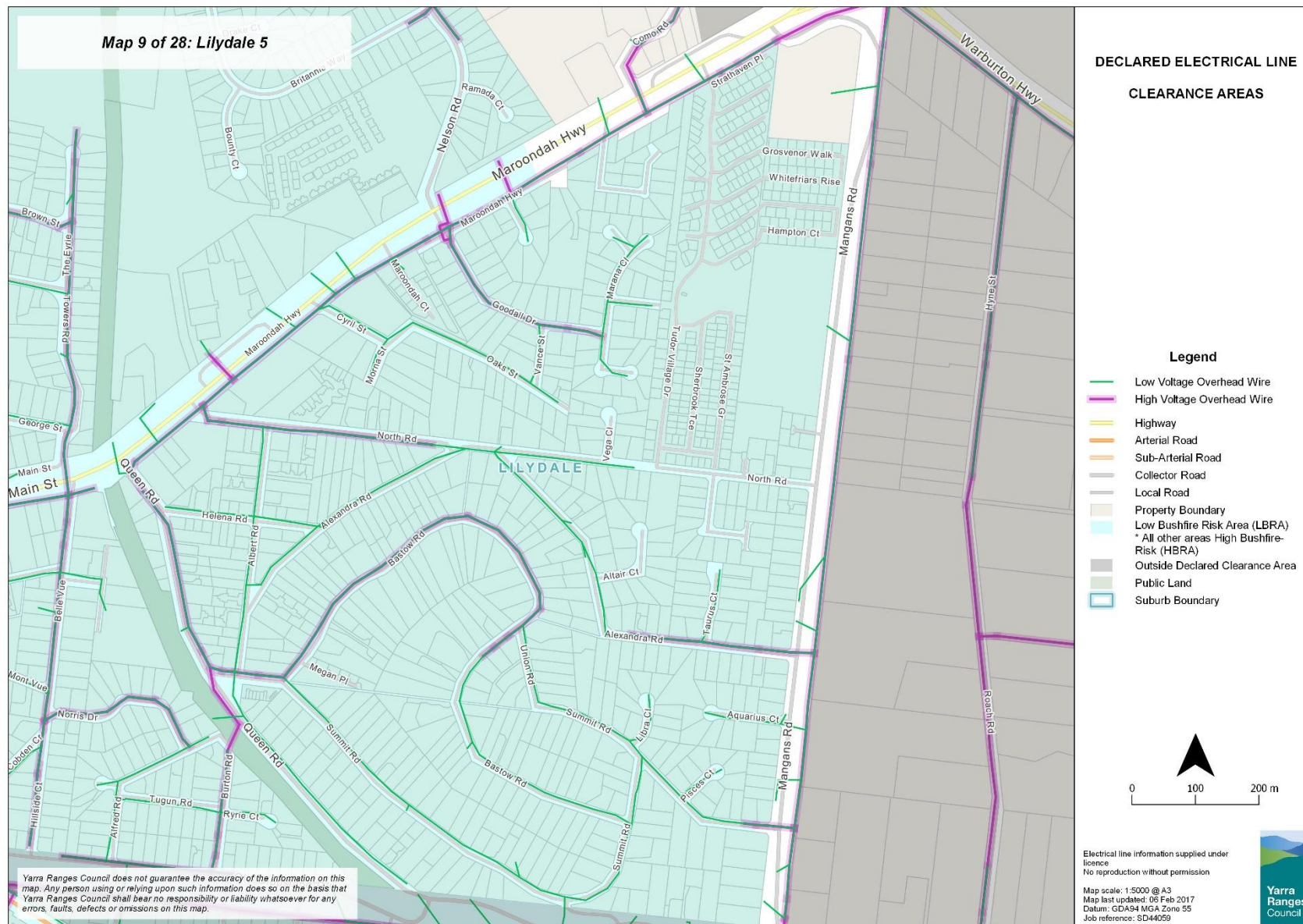


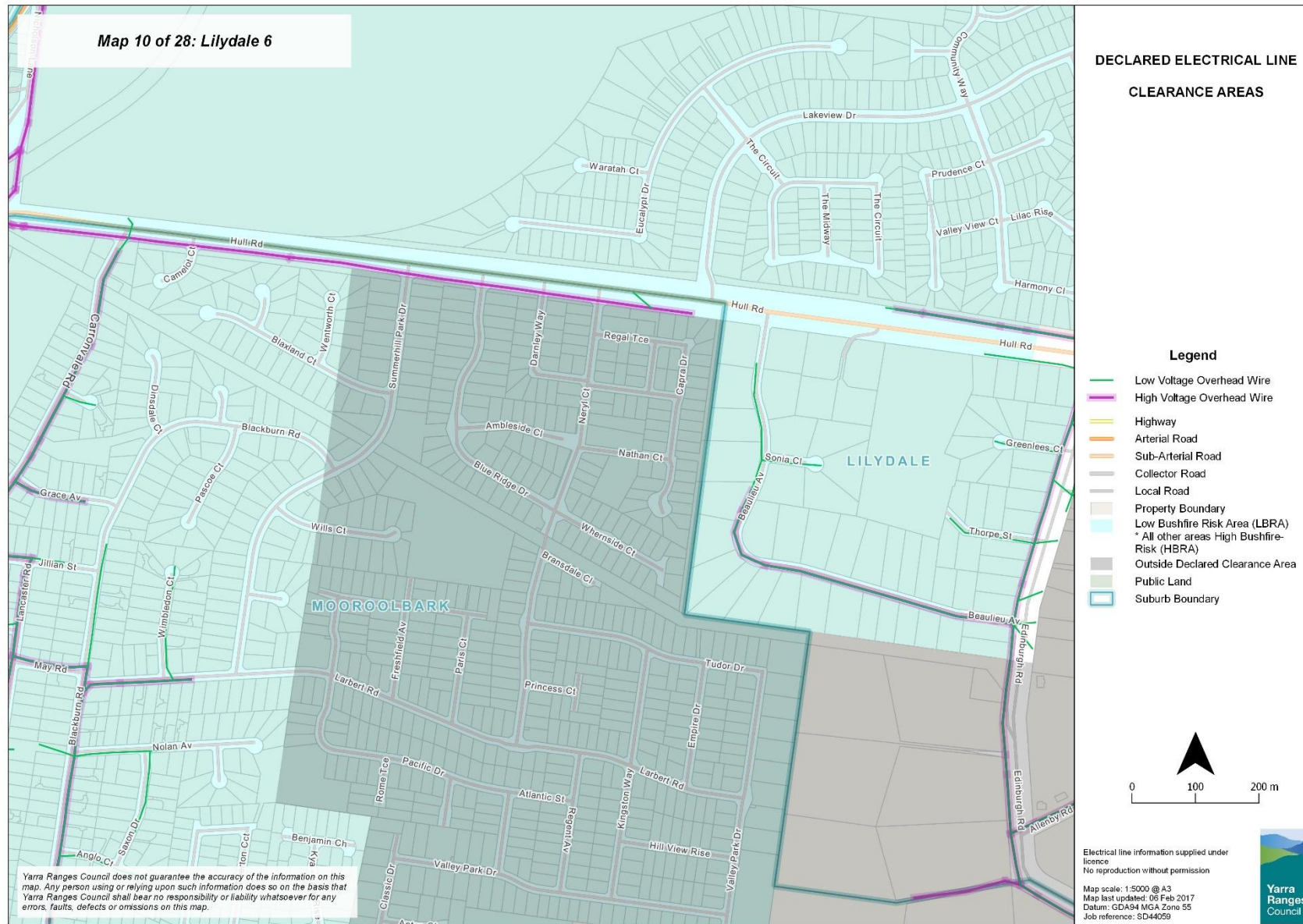




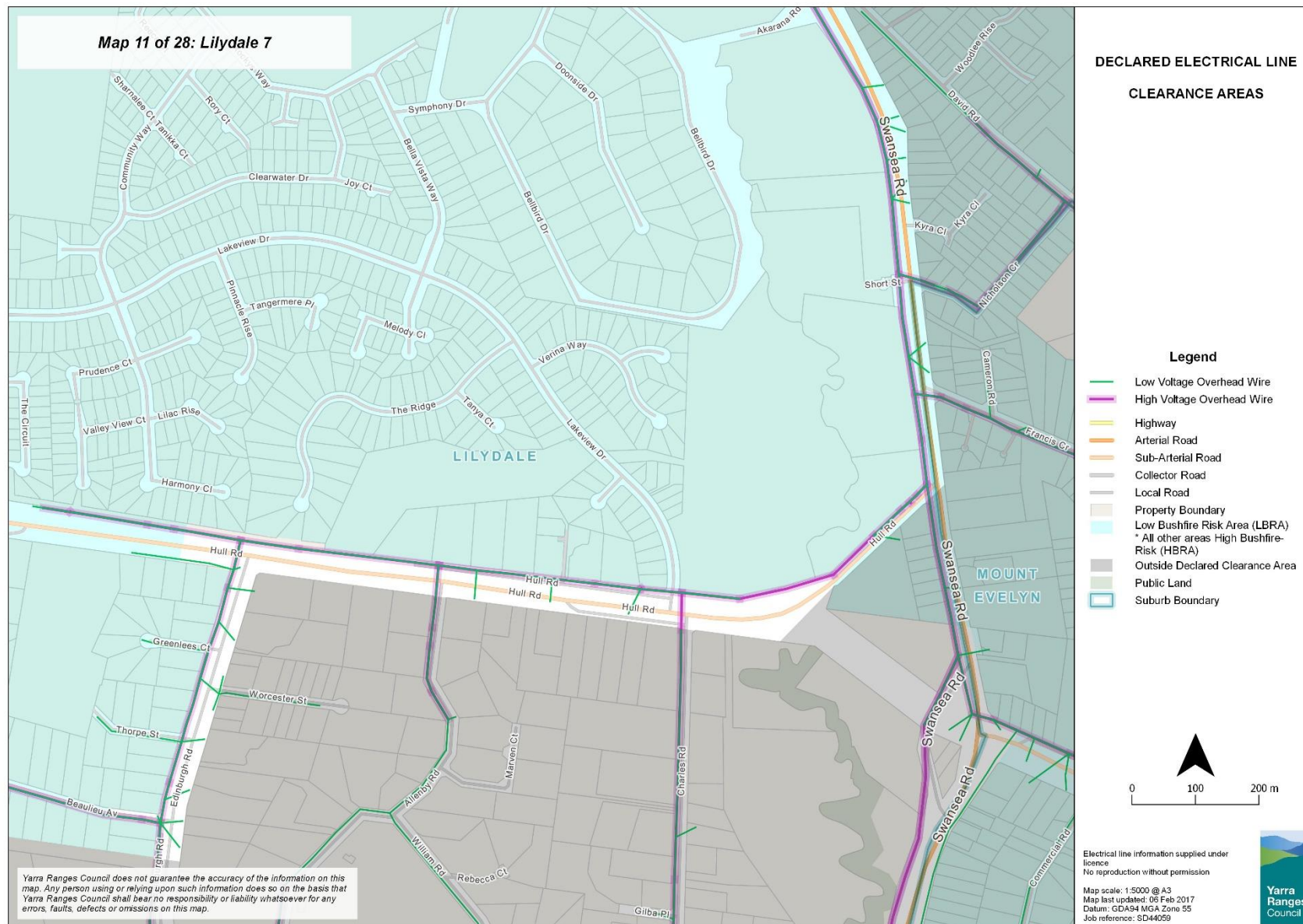




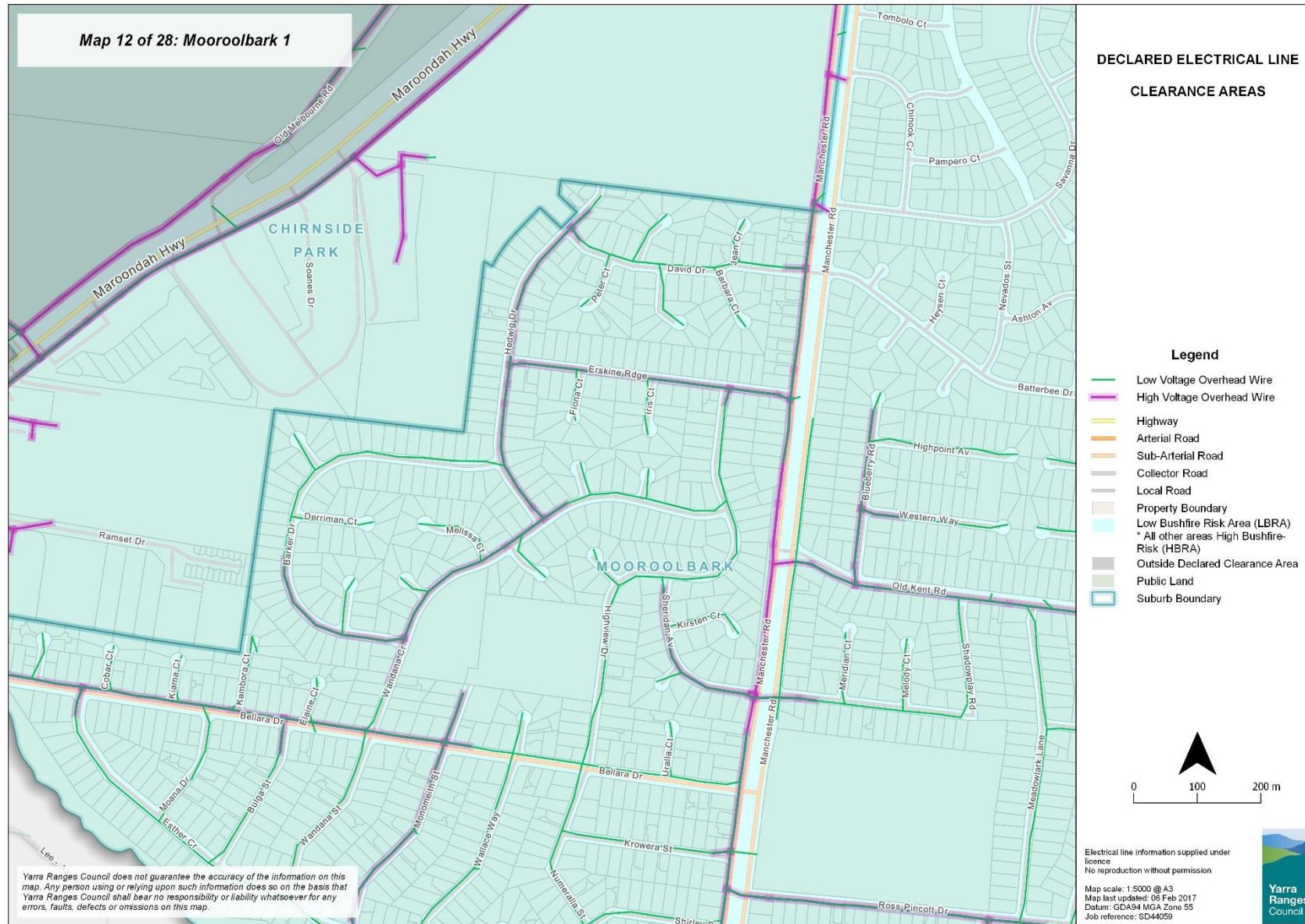




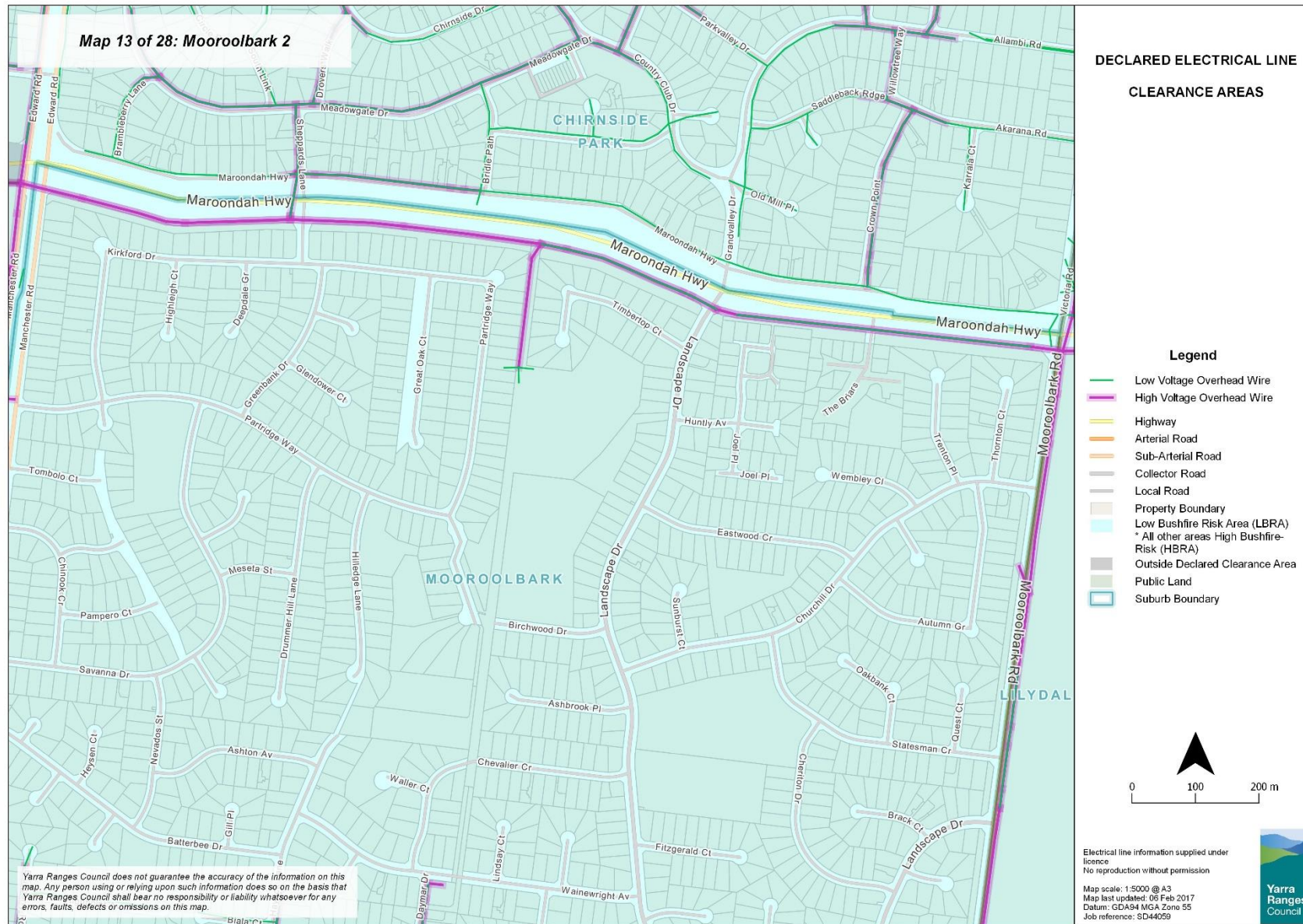




Map 12 of 28: Mooroolbark 1

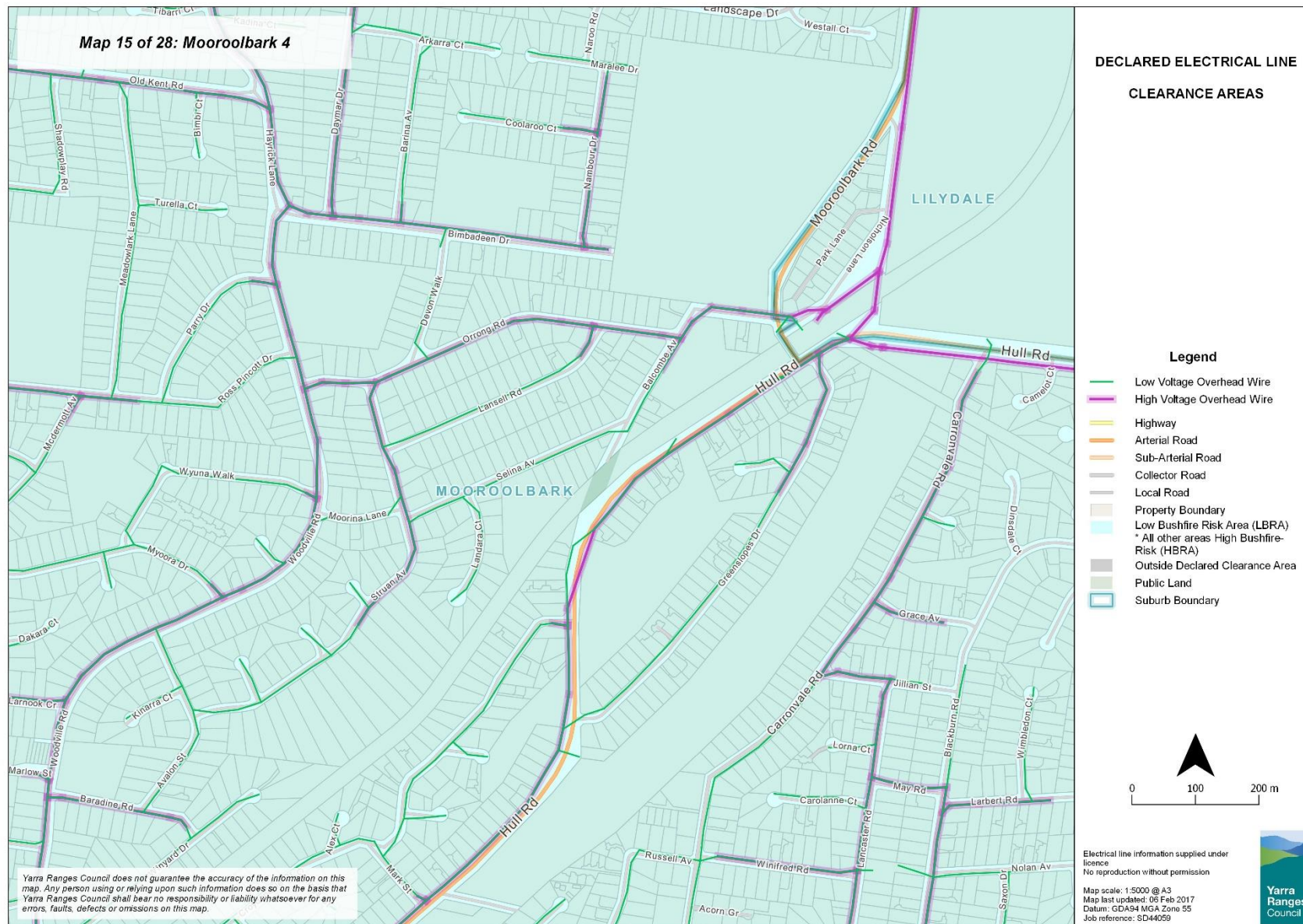


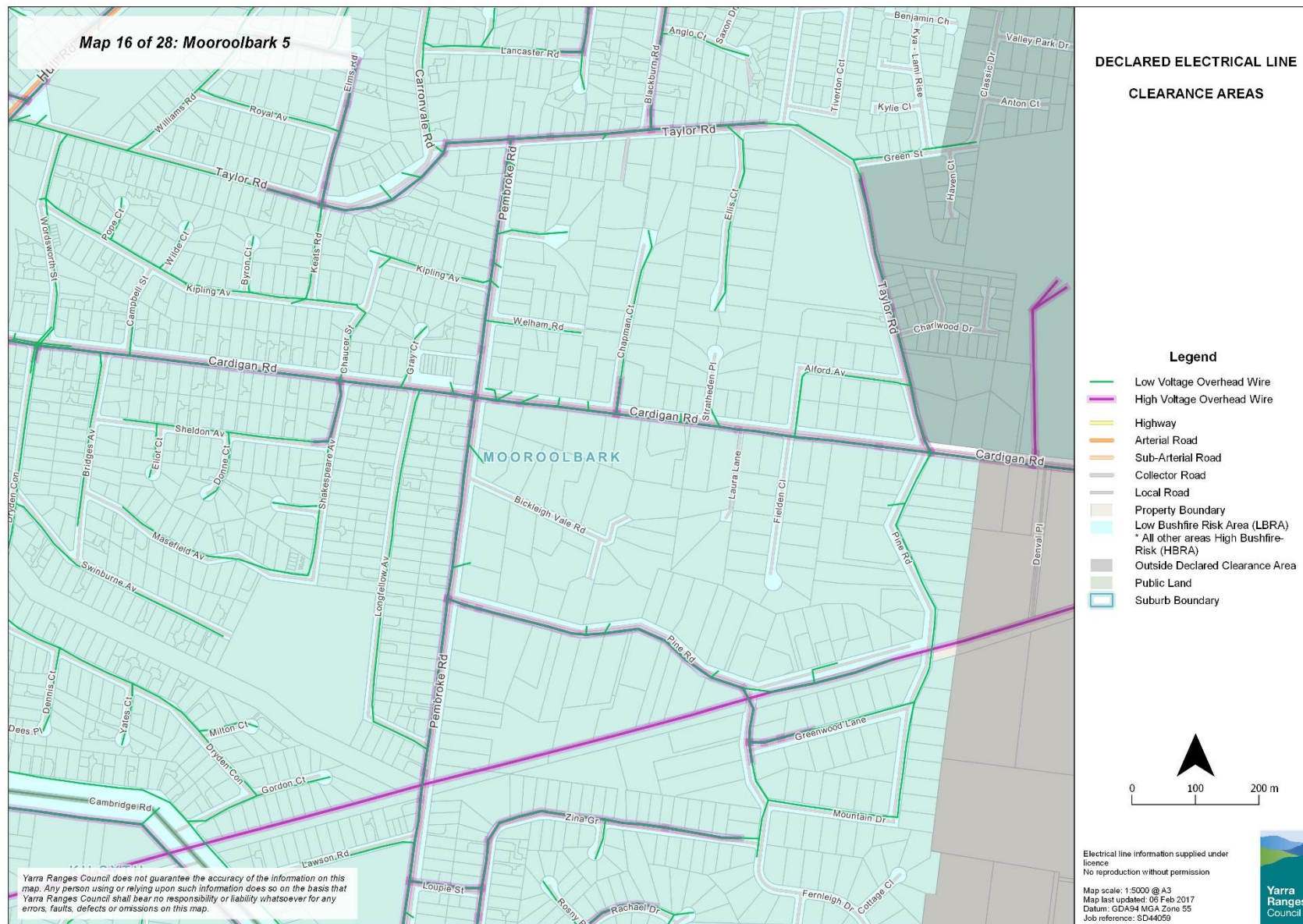




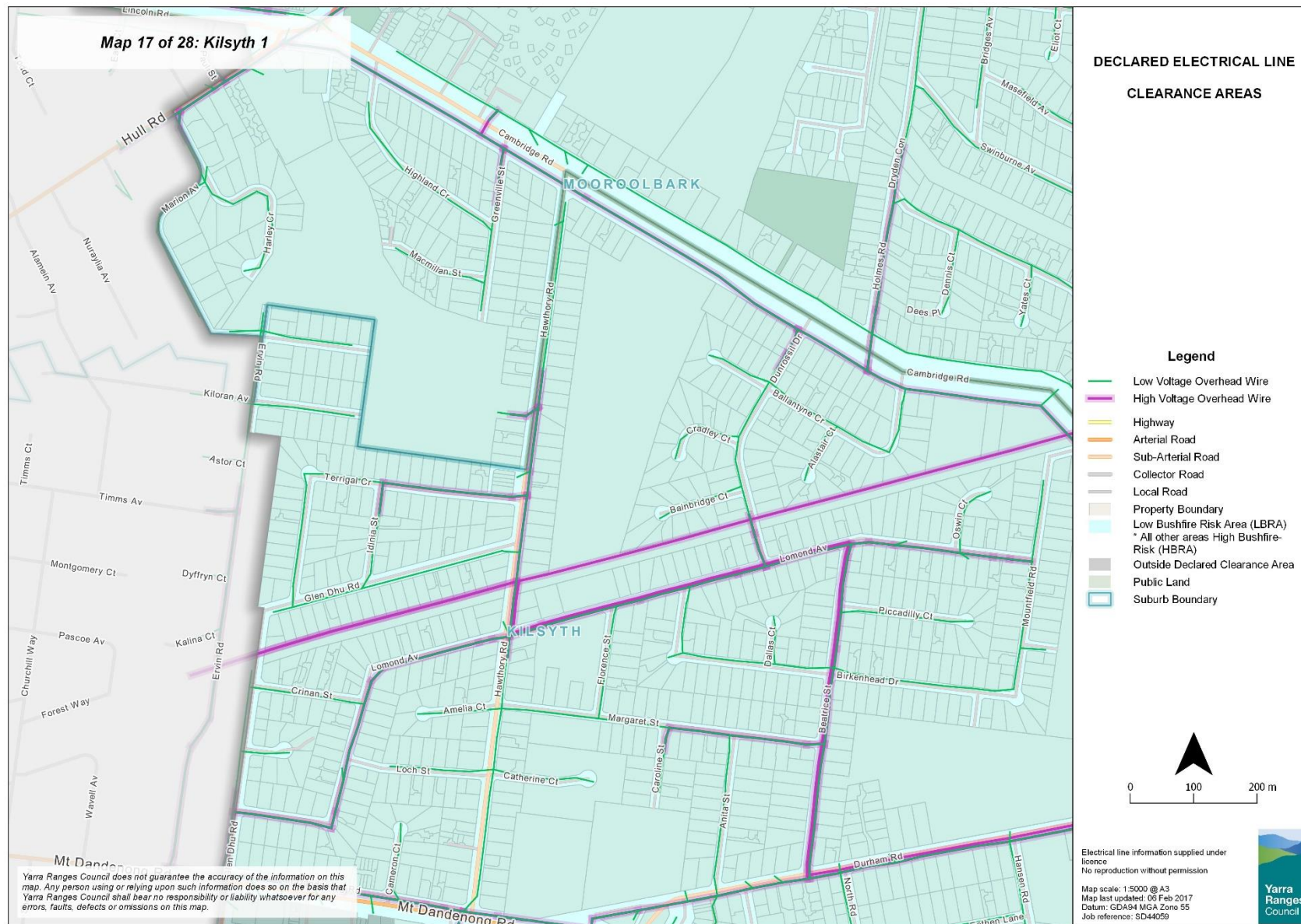


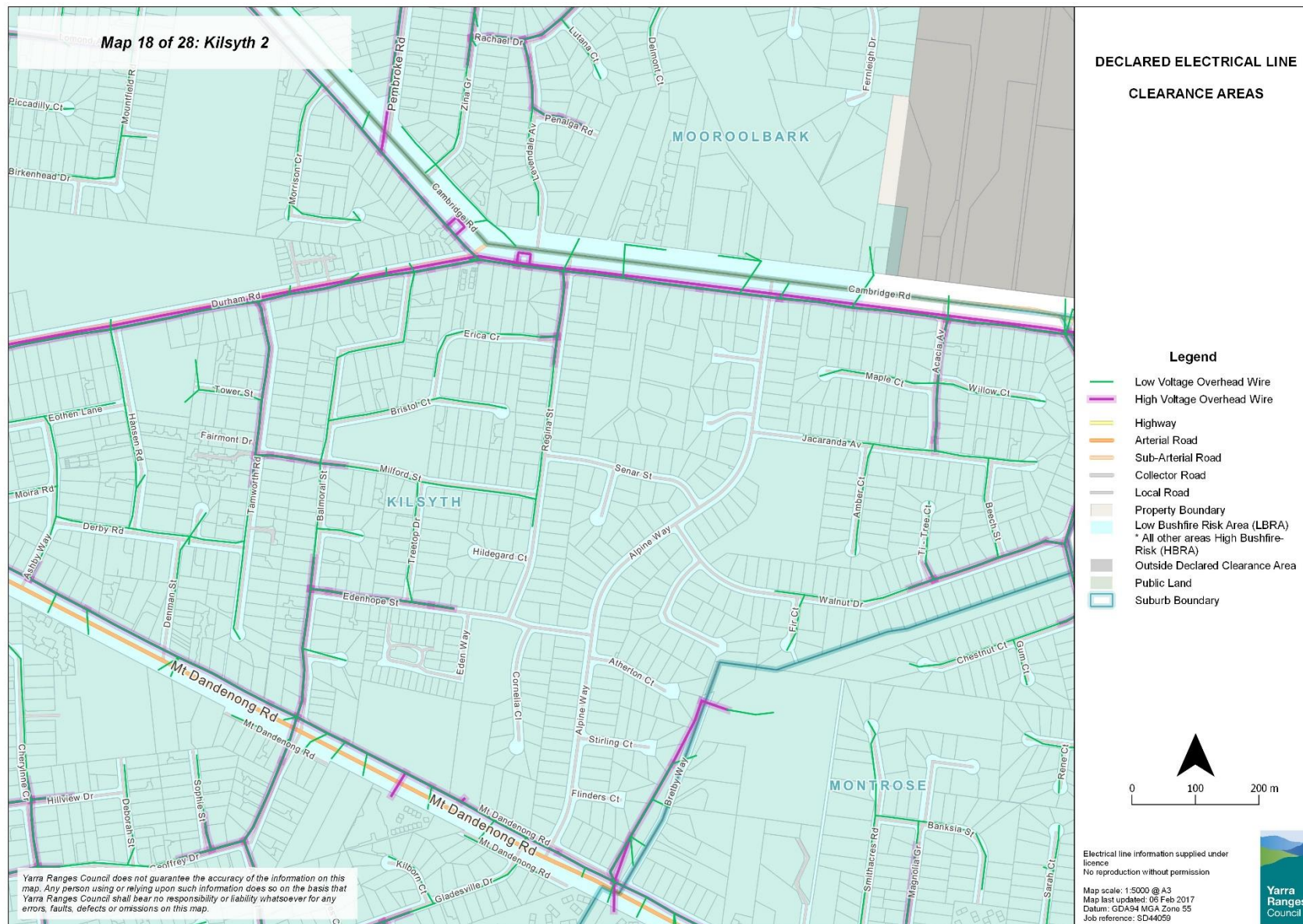






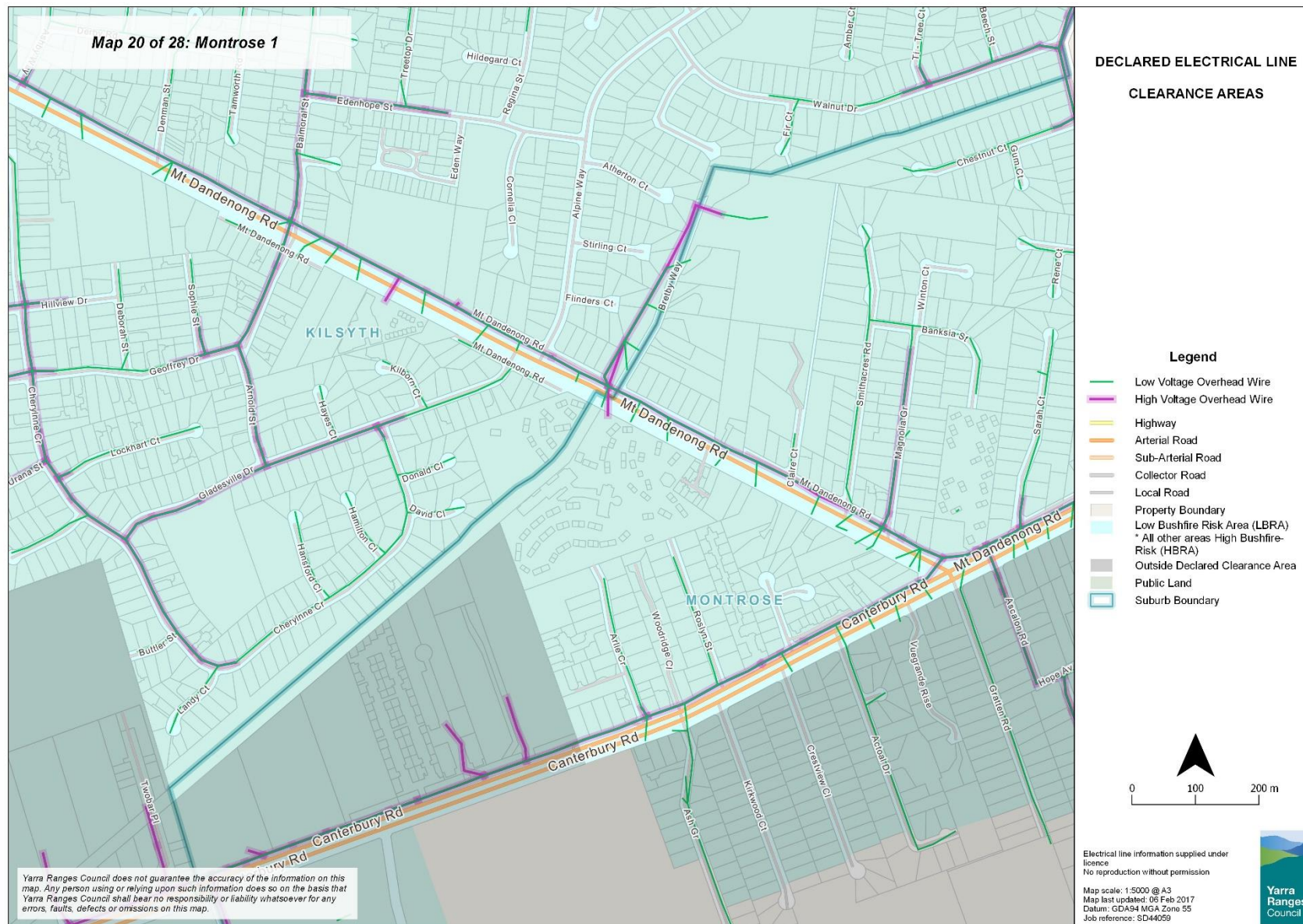




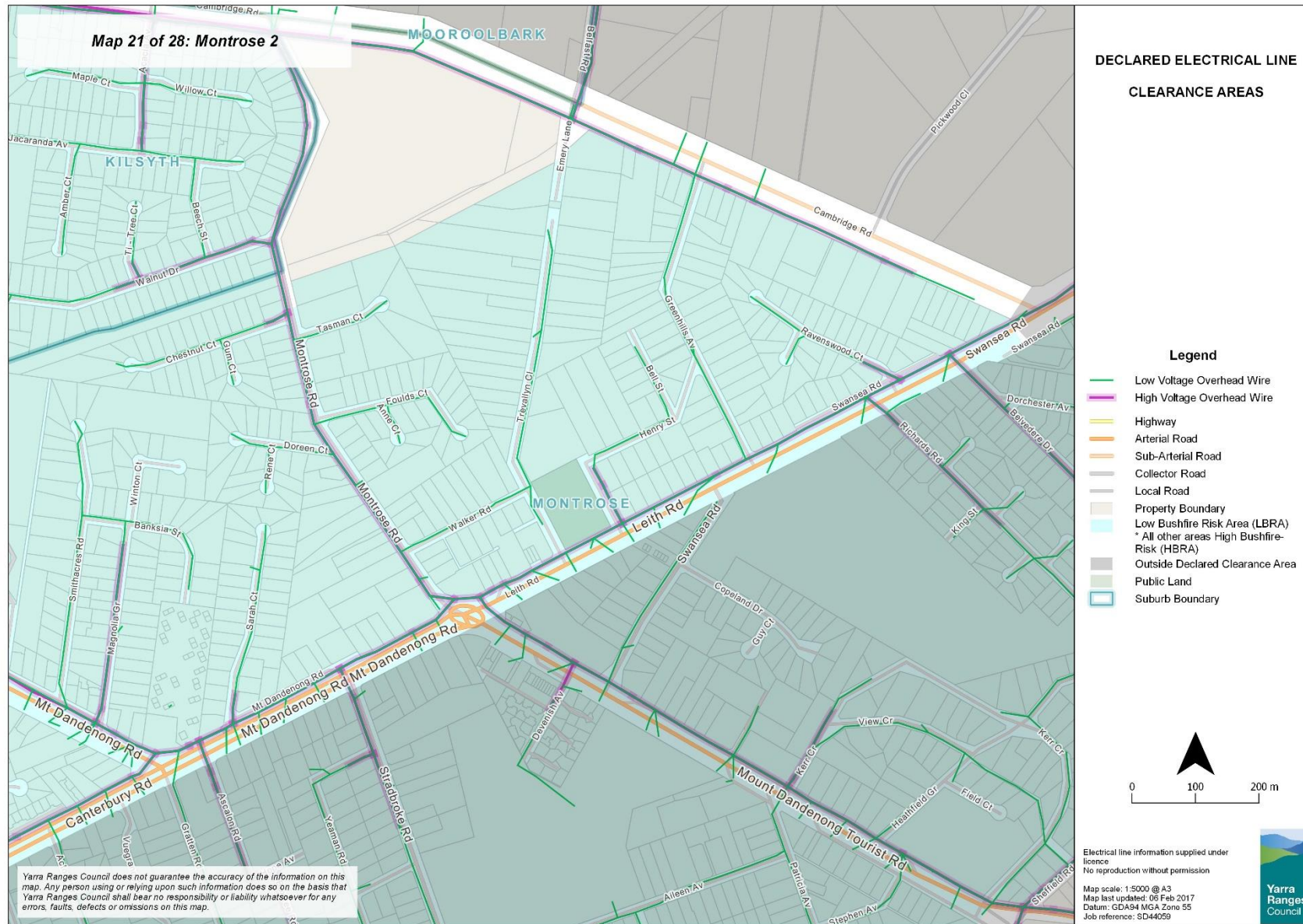


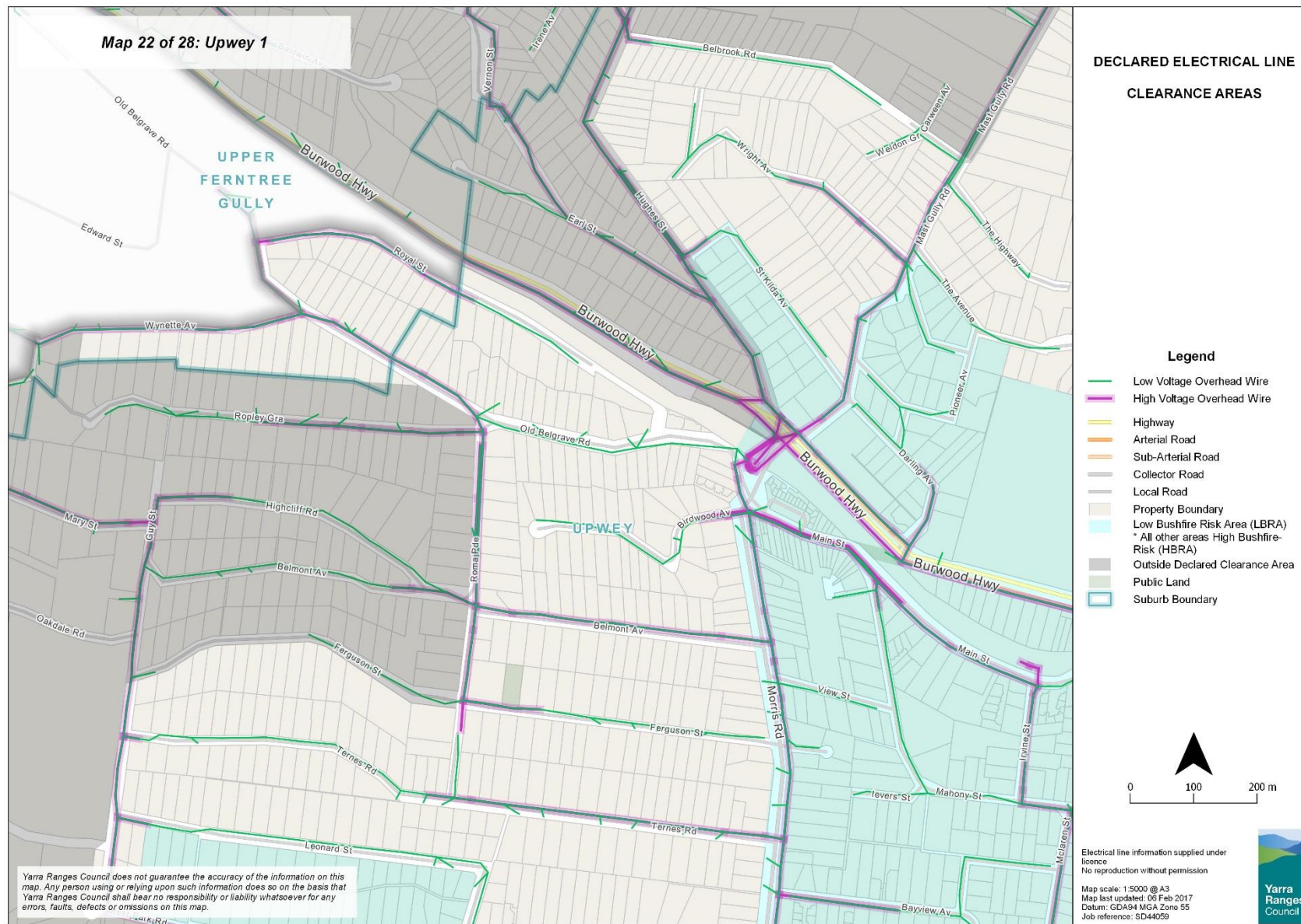




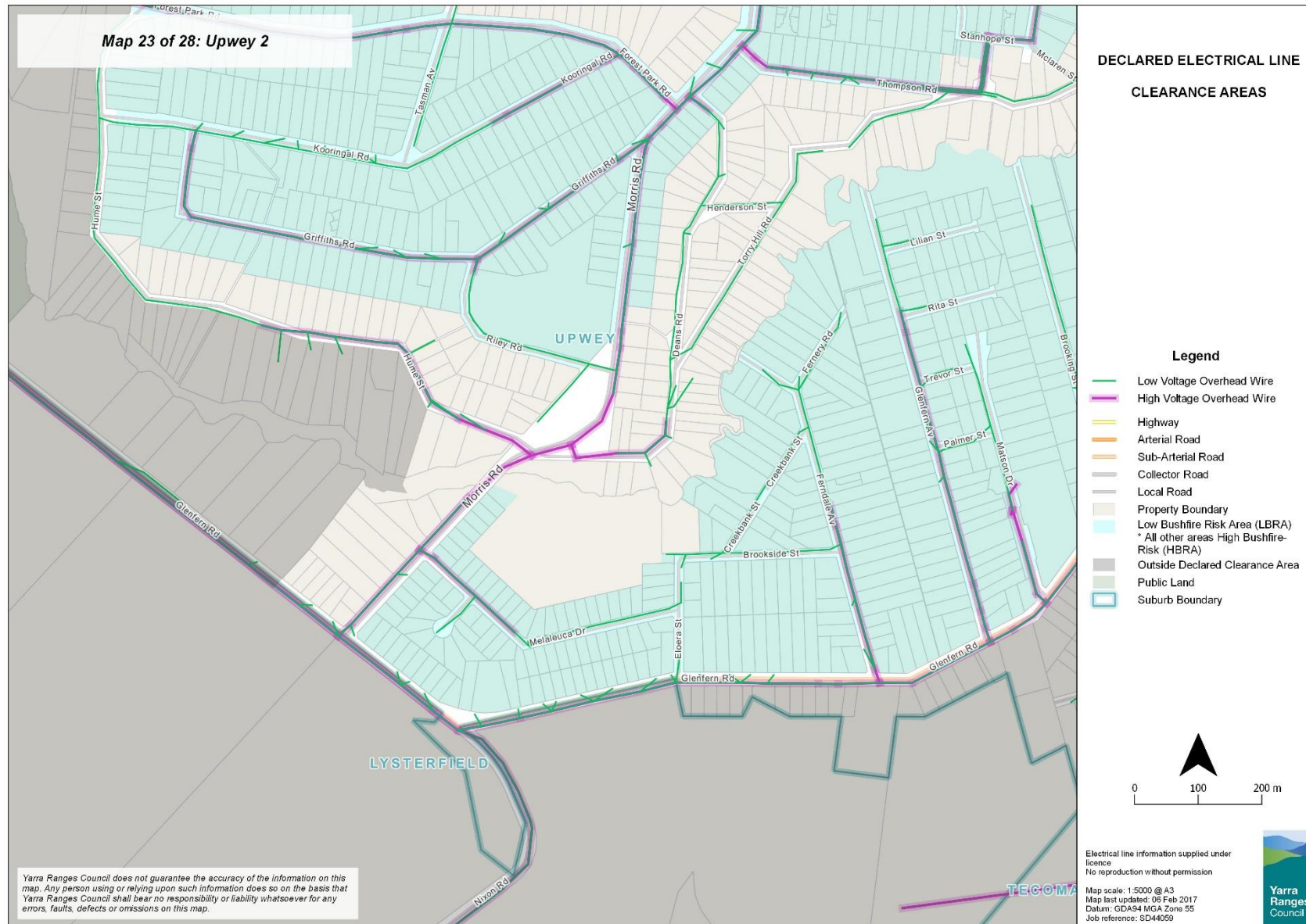


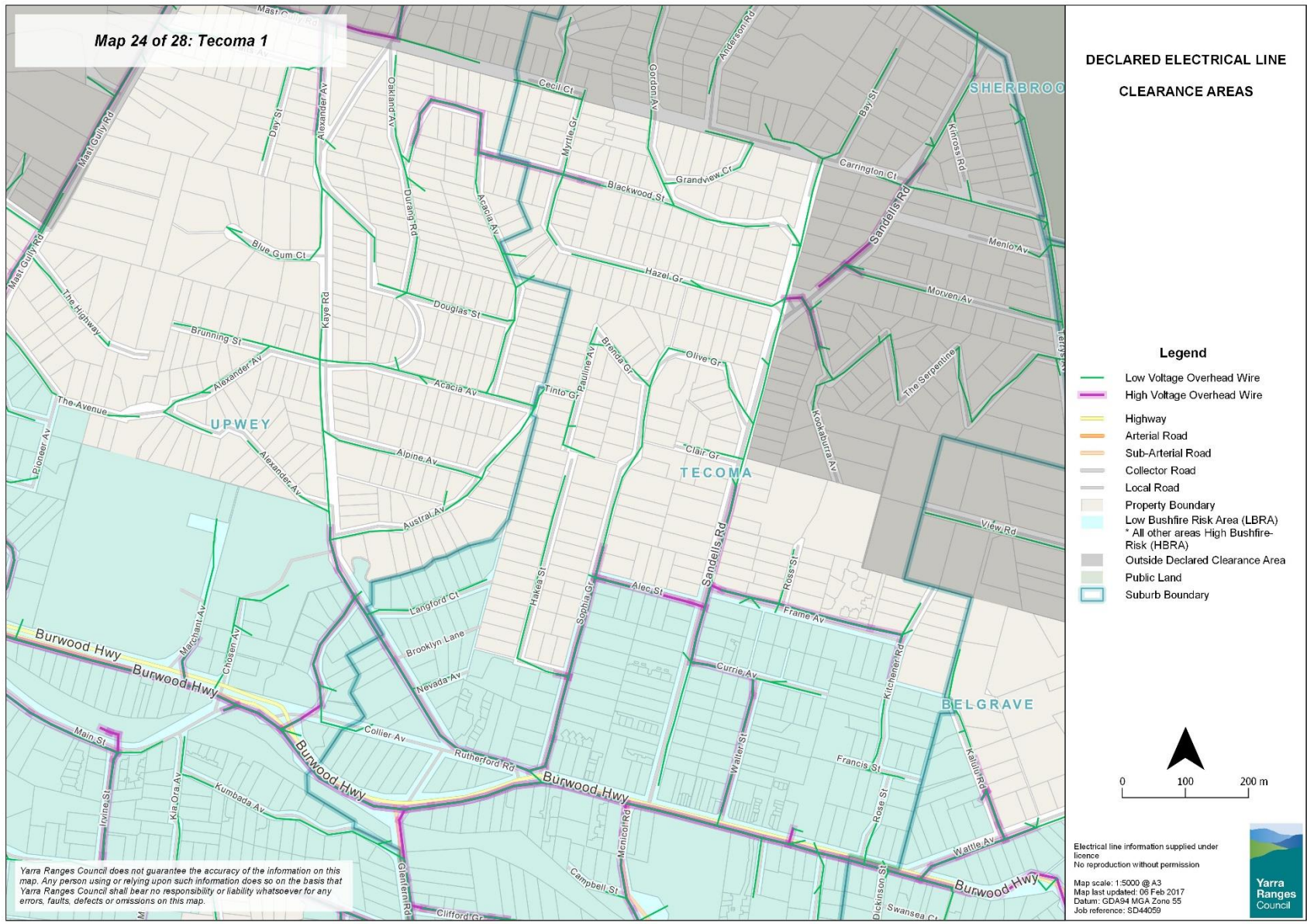




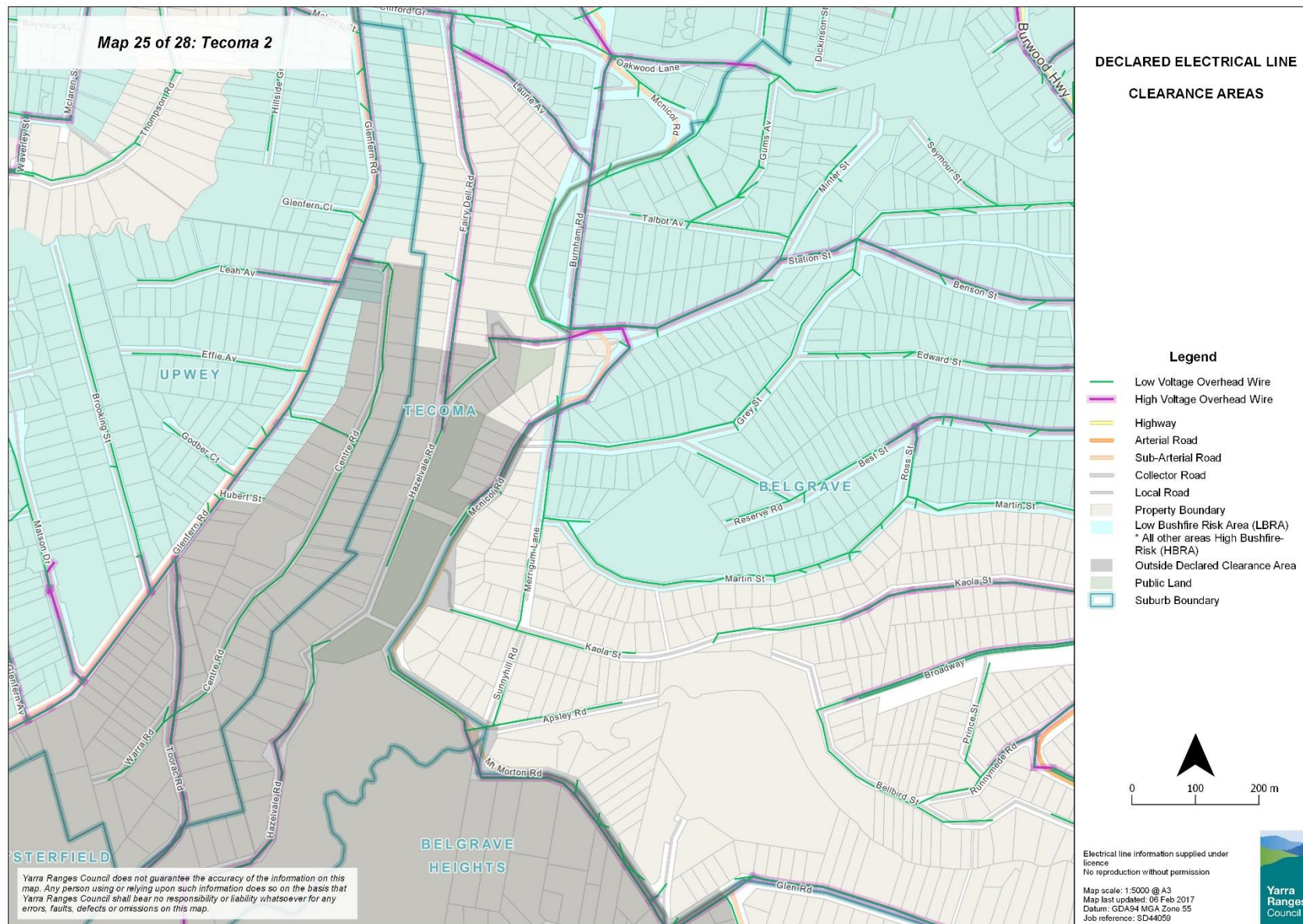


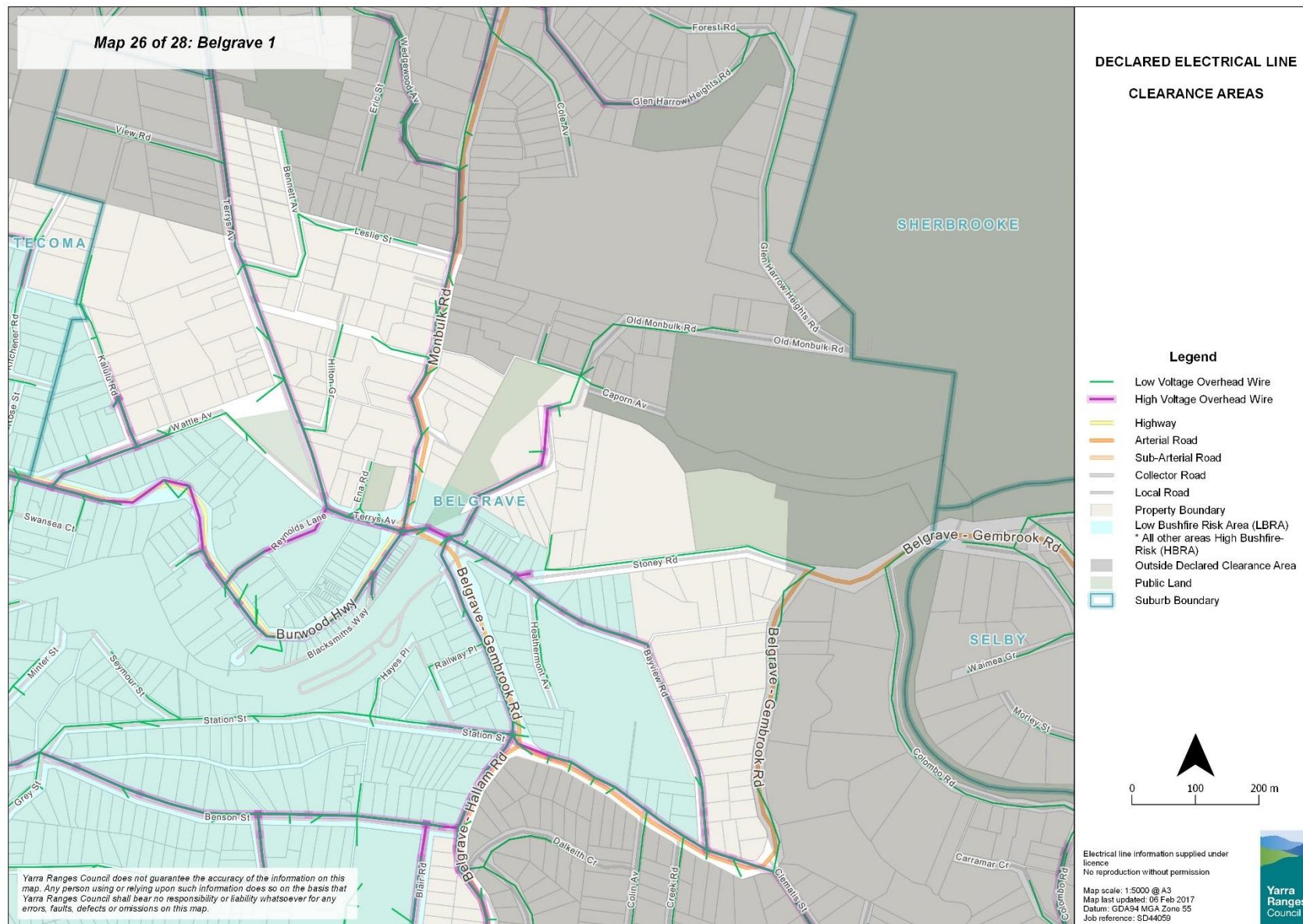




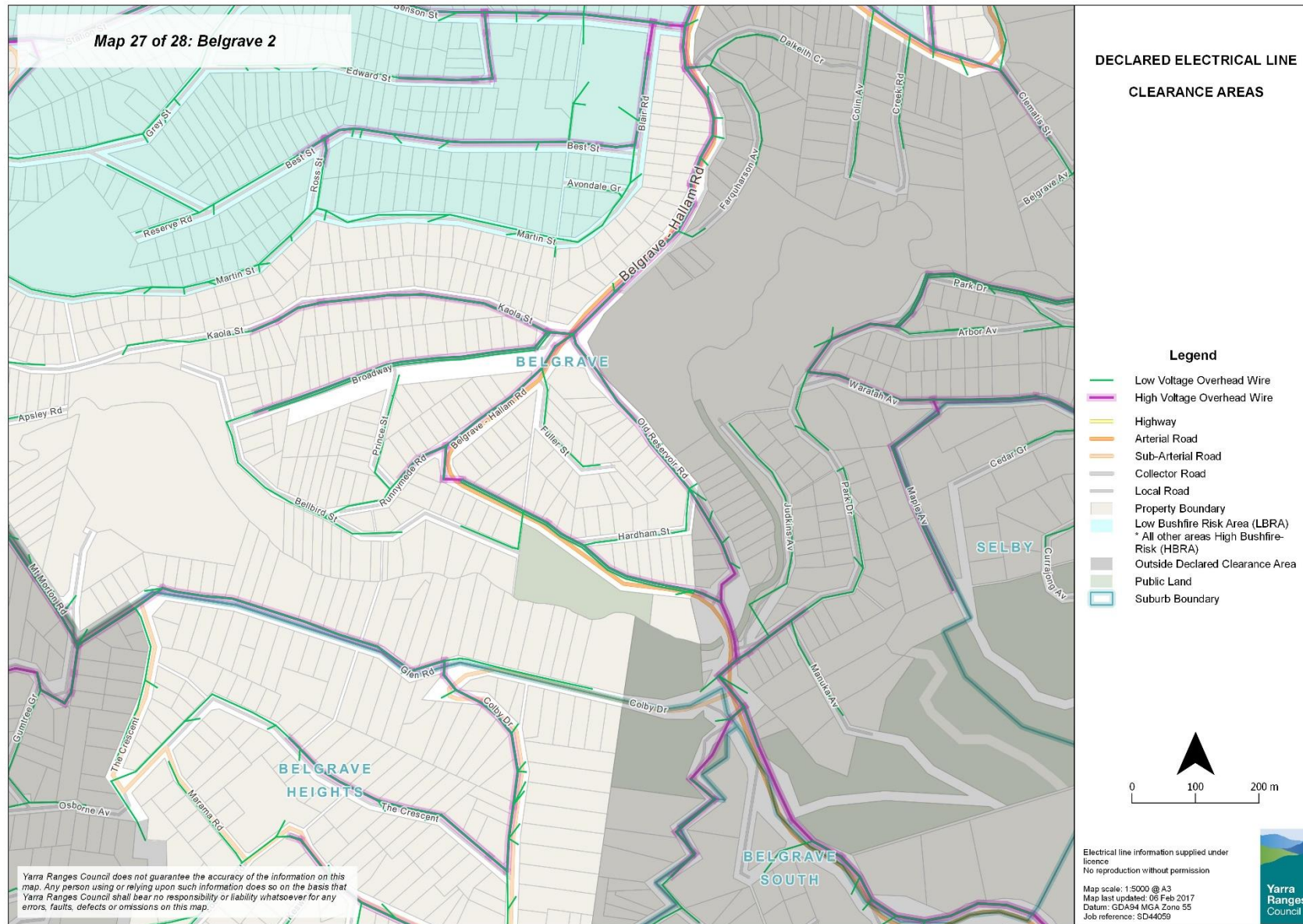




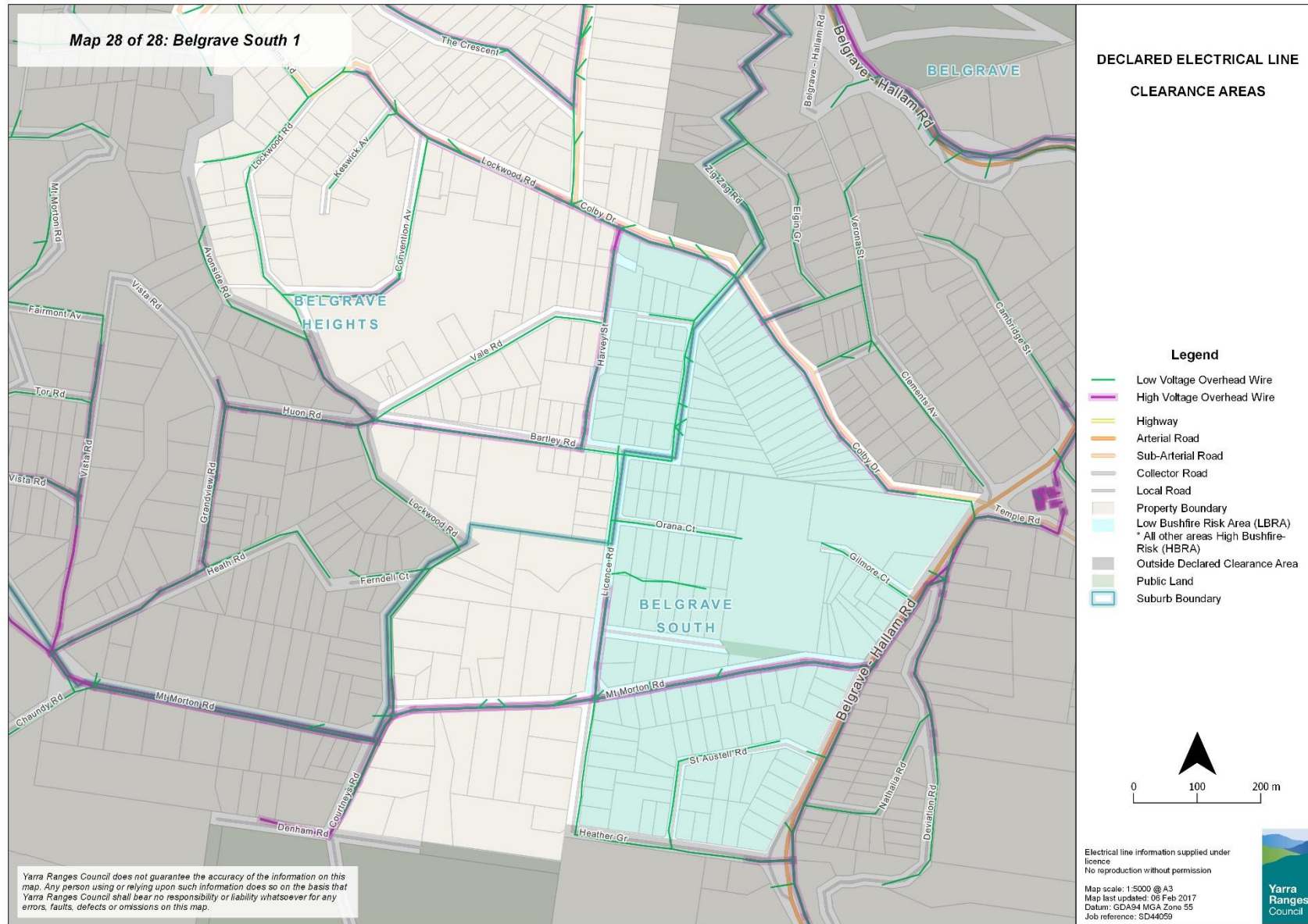








Map 28 of 28: Belgrave South 1



## Appendix 2 – Sample Electric Line Clearance Data Base

	Audit Date	Street	Status	Reason	House No.	Species	Comments
1	12/03/2009	Arlie Crs	Non-Compliant	Footpath, road clearance	28	Fraxinus	Coppice shoots blocking footpath
2	12/03/2009	Woodridge Cl	Compliant				
3	12/03/2009	Roslyn St	Compliant				
4	12/03/2009	Mt Dand. Rd	Non-Compliant	Service, street light	834	Eucalypt	Near bus stop
5	12/03/2009	Claire Ct	Compliant				
6	12/03/2009	Mt Dand. Rd	Non-Compliant	Service	817	Melaleuca	Light contact
7	12/03/2009	Smithacres Rd	Non-Compliant	Line clearance	3	Callistemon	<1m to LV
8	12/03/2009	Smithacres Rd	Non-Compliant	Line clearance	9	Callistemon	Will not maintain clearance
9	12/03/2009	Banksia St	Compliant				
10	12/03/2009	Winton Ct	Compliant				
11	12/03/2009	Mgnolia Gve	Non-Compliant	Service	22	Melaleuca	Has been missed
12	12/03/2009	Magnolia Gve	Non-Compliant	Line clearance	24	Melaleuca	<1m to LV
13	12/03/2009	Sarah Ct	Compliant				
14	12/03/2009	Canterbury Rd	Compliant				
15	12/03/2009	Doreen Ct	Compliant				

## **Appendix 3 – Dispute Resolution Process**

For the purposes of this plan, a dispute is a situation where the normal processes of consultation and negotiation relating to trees affected by electric lines fail to provide a satisfactory result.

The Council may be in dispute as a service provider (responsible person) or as the customer (affected person). As the customer, disputes will generally be with AusNet Services who must, in compliance with the Code, have an endorsed dispute resolution process and Council will follow that process.

If resolution cannot be achieved through the distribution companies processes, then the matter may be referred to the Office of the Electricity Industry Ombudsman and to the Office of the Energy Safe Victoria.

In situations where the dispute exists with the Council as the service provider the matter will be referred to an independent arbitrator acceptable to both parties for resolution.

If agreement on a difference cannot be resolved in a reasonable period of time by the above negotiation processes, then either party may declare that a dispute exists.

In the event of a dispute being declared, several options are available, dependent on the matter under dispute, and the parties involved, it may be referred to:

- If the dispute is over an alleged breach of the Code, the matter shall be referred to Energy Safe Victoria for determination and advice.
- If the dispute is over a breach of License Conditions by a Distribution Company, the dispute should be taken to the Office of the Regulator General.
- If the dispute is between the Council as a customer and a Distribution Company, then the Office of the Electricity Industry Ombudsman Victoria Limited, whose role is to receive, investigate and facilitate the resolution of a number of matters including “Complaints about land matters, including tree clearing issues”, should be contacted.
- Where the matter is of a more technical nature, by an independent arbitrator acceptable to all parties involved in the dispute.
- Where the parties are the Council and Residents, by an independent arbitrator acceptable to all parties involved in the dispute.

It is noted that a Distribution Company’s duty to mitigate risks to the public should not be compromised by the presence of an unresolved dispute.



**Appendix 4 – Specification for provision of electric line clearance services (Please note that a new contract starts in August 2025. This Appendix will be updated then)**



## **SPECIFICATION FOR PROVISION OF ELECTRIC LINE CLEARANCE SERVICES**

### **1. INTRODUCTION**

---

This Specification includes the requirements for the provision of Electric Line Clearance Services within nine blocks across Yarra Ranges Council's declared areas ("the Services").

The nine blocks are as follows:

<b>Block</b>
Chirnside Park
Healesville
Kilsyth
Lilydale
Montrose
Mooroolbark
Belgrave, Belgrave Heights & Belgrave South
Tecoma
Upwey

The roads included in each block are listed in Appendix 1. Maps showing the locations of the roads in each block can be viewed by contacting Paul Mechelen on 9294 6157.

Appendix 1 also indicates roads with under-ground power. A small number of roads outside the Kilsyth block are listed. Council has taken responsibility for these streets through agreement with SP AusNet.

### **2. TIMEFRAME**

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The timeframes for the Services are detailed below:

<b>Year</b>	<b>Commencement</b>	<b>Completion</b>	<b>Note</b>
1 <sup>st</sup> – 3 <sup>rd</sup> years	25 September 2016	30 June 2019	<b>All line clearance must be maintained until 30 June 2019</b>
1 <sup>st</sup> – 3 <sup>rd</sup> years	1 July 2019	30 June 2022	<b>All line clearance must be maintained until 30 June 2022</b>

### **3. NUMBER OF TREES PER BLOCK**

---

The Contractor is required to ensure that all trees within each block meet the clearance requirements stipulated in the Electricity Safety (Electric Line Clearance) Regulations 2020. All trees within the blocks must be cut to the required standards.

#### 4. CODE OF PRACTICE FOR ELECTRIC LINE CLEARANCE 2020

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In undertaking the Services, the Contractor must at all times adhere to the Code of Practice for Electric Line Clearance 2020

#### 5. PRUNING

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The Contractor must prune trees for clearance of both **SERVICE LINES** and **POWER LINES**.

The Contractor must calculate the expected re-growth that is likely to occur over the period from the date of pruning. The calculation must include an allowance for current and expected climate influences. After initial consultation with the Supervisor, the Contractor must prune trees to provide a clearance based on the above calculation and as directed by the Supervisor.

#### 6. POWERLINE CLEARANCES

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Yarra Ranges Council is sensitive with respect to the preservation of trees and any interference to them. As a consequence, whilst satisfying the requirements of the regulations with respect of powerline clearance, the Contractor must prune the trees to maintain their integrity and aesthetics.

The pruning of all trees must provide the minimum vertical and horizontal clearances from overhead powerlines as specified in the Electricity Safety (Electric Line Clearance) Regulations 2020 (Energy Safe Victoria).

#### 7. SERVICE LINE CLEARANCES

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All service lines are to be cleared as specified in the Electricity Safety (Electric Line Clearance) Regulations 2020 (Energy Safe Victoria). The Contractor must be aware that more than one service line may run through a tree and that each service line is to be cleared.

#### 8. TUNNEL PRUNED TREES

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Where trees have already been pruned around powerlines to achieve a “tunnel” effect, the Contractor must not remove any structural branches growing within the clearance space.

Where the Contractor believes that a structural branch can be removed without affecting tree health or tree aesthetics, the Contractor must advise the Supervisor before proceeding with any pruning upon that tree.

Structurally sound healthy branches growing above the clearance space must be retained. These branches shade the interior of the trees crown, thereby assisting with the suppression of epicormic growth and prevention of sunscald, which occurs after the centre of a tree has been pruned and opened to the sun.

Branches growing over High Voltage Lines (66Kv) must be removed in accordance with the Electricity Safety (Electric Line Clearance) Regulations 2020 (Energy Safe Victoria).

For tunnel pruned trees, epicormic growth should be pruned to lateral buds and or branches to help shade the top portion of large scaffold branches. It is not necessary to have all epicormic growth under the conductors removed completely unless their retention does not comply with the Electricity Safety (Electric Line Clearance) Regulations 2020 (Energy Safe Victoria).

The Contractor must directionally prune all retained growth away from power lines and the centre of the tree.

Trees must be pruned in accordance to AS 4373 2007 Pruning of Amenity Trees.

## **9. NOTIFICATION**

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The Contractor will notify the public of the commencement of the Electric Line Clearance program through an advertisement in local papers with a 14 day lead time to the start of each block. The advertisement must be approved by the contract supervisor.

## **10. TREE REMOVAL**

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Tree Removal does not form part of this Contract.

If the Contractor deems that the condition of a tree is such that removal is required, the Contractor must immediately inform the Supervisor. The Supervisor will determine if the Contractor is to undertake any immediate Services upon the tree (see Appendix 3). If Yarra Ranges Council asks the contractor to remove a tree the contractor may submit a variation.

## **11. REPORTING**

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A report must be submitted to the Supervisor each Monday for the duration of the pruning program listing the outcomes from the previous week.

The report must indicate the following:

All roads must be recorded, with the name of the responsible person who inspected the road, even if no works required.

Address of the tree pruned including house number, street name and suburb.

Date of pruning.

Species of tree, height, spread and dbh at 1.4m above ground level.

The report must be formatted in Microsoft Excel and must be submitted each week electronically.

At the completion of each block, a full report containing all the above information must be submitted.

## **12. OCCUPATIONAL HEALTH & SAFETY REQUIREMENTS**

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The Contractor is to submit both a Health and Safety Plan and a Job Safety Analysis for approval prior to the Commencement Date.

## **13. PERFORMANCE**

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The Contractor is required to perform the Services to the entire satisfaction of the Supervisor, ensuring that the Services are carried out in an efficient manner and within the time frame required.

## **14. DISCREPANCIES**

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Where discrepancies exist within this Specification, the decision of the Supervisor will apply.

## **15. AUDITING AND REWORKS**

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HBRA areas must be completed by the end of November each year, and LBRA by the end of April each year. However, our contract demands that line clearance is maintained at all times throughout the contract period.

An auditor will assess the blocks seven days after notification of completion from the Contractor. After the completion of each block area, the Contractor must immediately notify the Supervisor. Within 14 days after such notification, the Supervisor will arrange for the trees in that block to be audited for compliance with the specification. If the audit process finds that trees within that block do not comply with the specifications, the Supervisor will advise the Contractor and the Contractor must undertake additional services on the relevant trees to comply with the specifications within 14 days of notification.

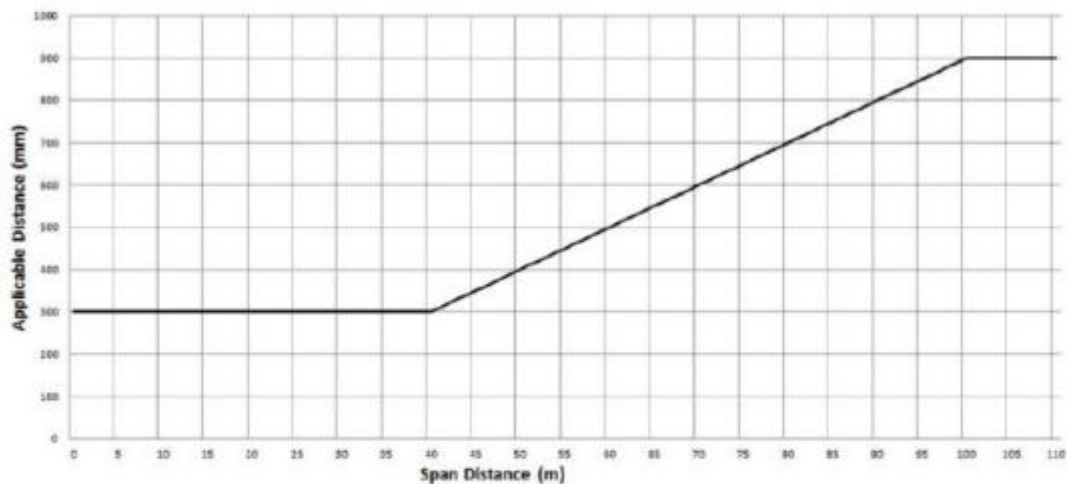
## **16. MAINTAINING ACCESS**

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The Contractor must perform the Services in such a manner so as to offer the least possible obstruction and inconvenience to the public, and must not leave plant, equipment or materials in such a manner as to obstruct public thoroughfares or endanger the public.

## Appendix 5 – Minimum clearance space graphs and figures from the Code (Schedule 2)

**GRAPH 1—INSULATED ELECTRIC LINES IN ALL AREAS**

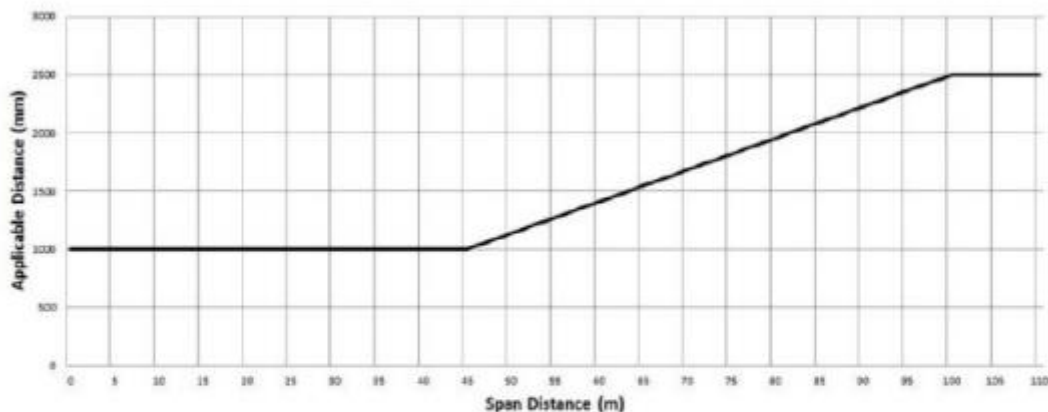


The formula by which the applicable distance for the middle two thirds of a span of an insulated electric line in all areas is calculated is as follows:

The applicable distance for the middle two thirds of the span is:

- A. if the span distance is less than or equal to 40 m the applicable distance equals 300 mm
- B. if the span distance is greater than 40 m and less than or equal to 100 m — the applicable distance is calculated in accordance with the following expression —  $300 + [(span\ distance\ minus\ 40) \times 10]$ ;
- C. if the span distance is greater than 100 metres the applicable distance equals 900 mm.

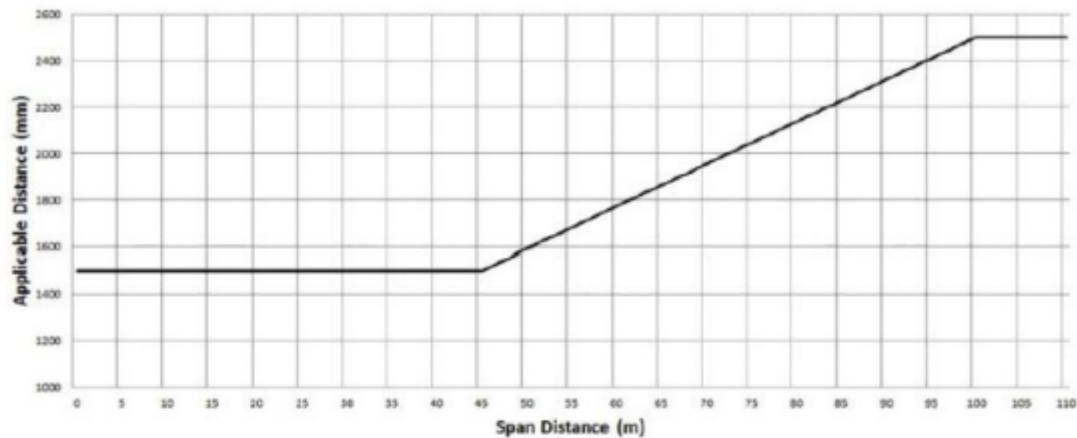
**GRAPH 2: UNINSULATED LOW VOLTAGE ELECTRIC LINE IN LOW BUSHFIRE RISK AREA**



The formula by which the applicable distance for the middle two thirds of a span of uninsulated low voltage electric line in a low bushfire risk area is calculated is as follows

- A. if the span distance is less than or equal to 45 m the applicable distance equals 1000 mm
- B. If the span distance is greater than 45 m and less than or equal to 100 m the applicable distance is calculated in accordance with the following expression:  $1000 + [(span\ distance\ minus\ 45) \times (1500 \div 55)]$ ;
- C. if the span distance is greater than 100 m the applicable distance equals 2500 mm.

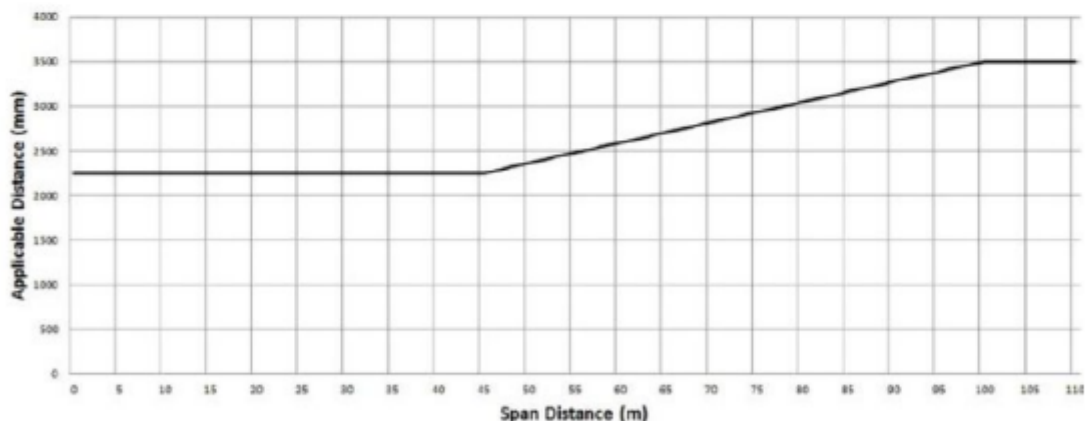
**GRAPH 3: UNINSULATED HIGH VOLTAGE ELECTRIC LINE (OTHER THAN A 66,000 VOLT ELECTRIC LINE) IN LOW BUSHFIRE RISK AREA**



The formula by which the applicable distance for the middle two thirds of a span of uninsulated high voltage electric line (other than a 66,000-volt electric line) in a low bushfire risk area is calculated is as follows:

- A. if the span distance is less than or equal to 45 m the applicable distance equals 1500 mm
- B. if the span distance is greater than 45 m and less than or equal to 100 m, the applicable distance is calculated in accordance with the following expression  $1500 + [(span\ distance\ minus\ 45) \times (1000\ divided\ by\ 55)]$
- C. if the span distance is greater than 100 m the applicable distance equals 2500 mm.

**GRAPH 4: UNINSULATED 66,000 VOLT ELECTRIC LINE IN LOW BUSHFIRE RISK AREA**

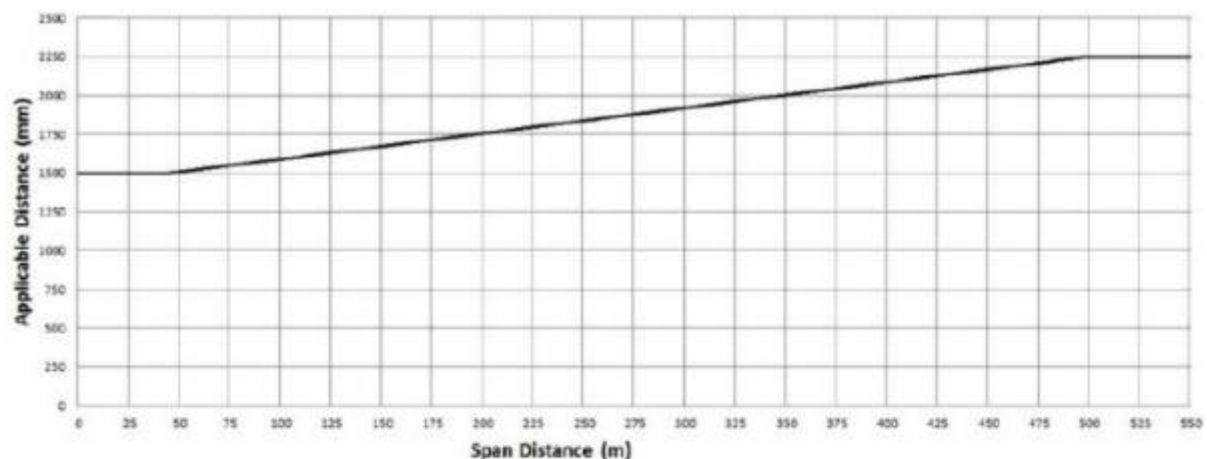


The formula by which the applicable distance for the middle two thirds of a span of uninsulated 66,000 volt electric line in a low bushfire risk area is calculated is as follows:

- A. if the span distance is less than or equal to 45 m the applicable distance equals 2250 mm
- B. if the span distance is greater than 45 m and less than or equal to 100 m the distance calculated in accordance with the following expression  $2250 + [(span\ distance\ minus\ 45) \times (1250\ divided\ by\ 55)]$ ; or
- C. if the span distance is greater than 100 m the applicable distance equals 3500 mm.



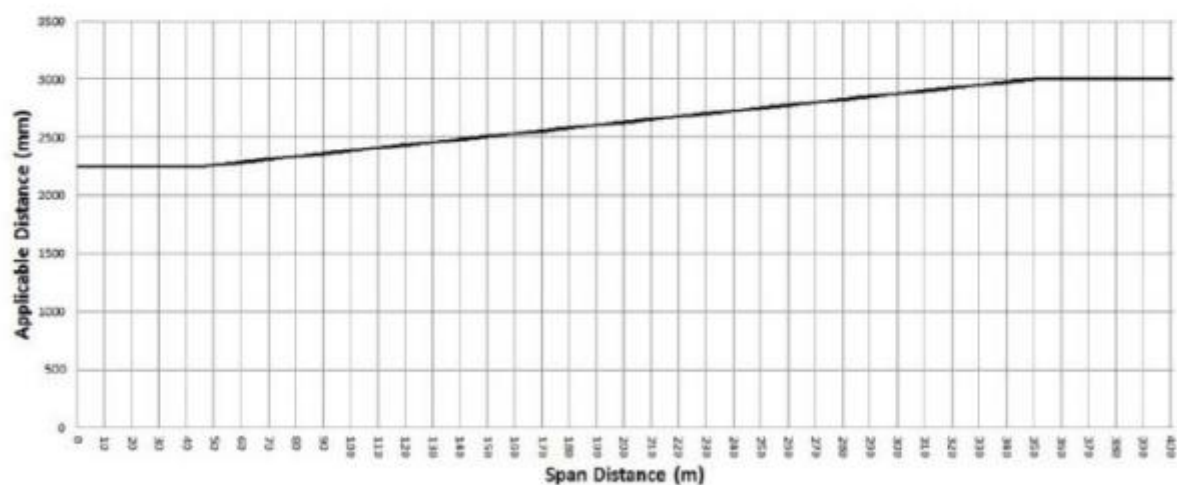
**GRAPH 5: UNINSULATED LOW VOLTAGE AND HIGH VOLTAGE ELECTRIC LINE (OTHER THAN A 66,000 VOLT ELECTRIC LINE) IN HAZARDOUS BUSHFIRE RISK AREA**



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

- A. if the span distance is less than or equal to 45 m the applicable distance equals 1500 mm
- B. if the span distance is greater than 45 m and less than or equal to 500 m, the applicable distance is calculated in accordance with the following expression  $1500 + [(span\ distance\ minus\ 45) \times (500\ divided\ by\ 303)]$ ; or
- C. if the span distance is greater than 500 m the applicable distance equals 2250mm

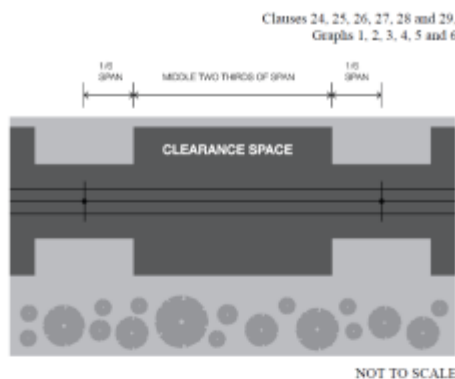
**GRAPH 6: UNINSULATED 66,000V ELECTRIC LINE IN HAZARDOUS BUSHFIRE RISK AREA**



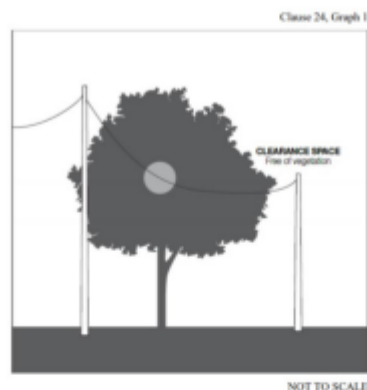
The formula by which the applicable distance for the middle two thirds of a span of an electric line is calculated is as follows:

- A. if the span distance is less than or equal to 45 m the applicable distance equals 2250 mm
- B. if the span distance is greater than 45 m and less than or equal to 350m, the applicable distance is calculated in accordance with the following expression  $2250 + [(span\ distance\ minus\ 45) \times (750\ divided\ by\ 305)]$ ; or
- C. if the span distance is greater than 350 m the applicable distance equals 3000mm

**FIGURE 1 – PLAN VIEW OF ELECTRICAL LINES IN ALL AREAS**



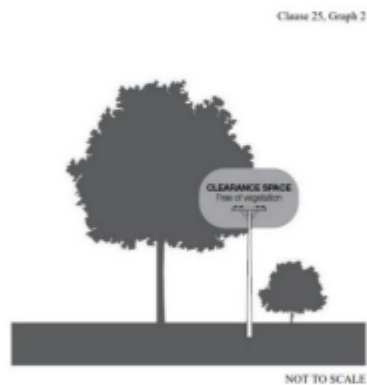
**FIGURE 2 – INSULATED ELECTRICAL LINES IN ALL AREAS**



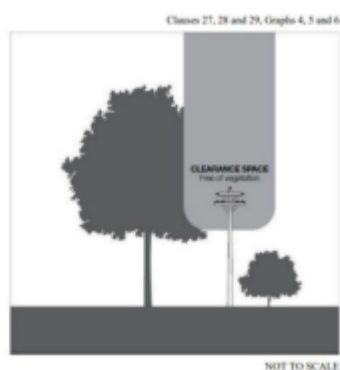
**FIGURE 3 – INSULATED ELECTRICAL LINES IN ALL AREAS AND UNINSULATED HIGH VOLTAGE ELECTRICAL LINES (OTHER THAN 66 000 VOLTAGE ELECTRIC LINES) IN LOW BUSHFIRE RISK AREAS**



**FIGURE 4 – UNINSULATED LOW VOLTAGE ELECTRICAL LINES IN LOW BUSHFIRE RISK AREAS**



**FIGURE 5 – UNINSULATED 66 000 VOLTAGE ELECTRICAL LINE IN A LOW BUSHFIRE RISK AREA AND UNINSULATED ELECTRIC LINE IN A HAZARDOUS BUSHFIRE RISK AREA**



## Appendix 6 – Rapid Auditor report and schedule

### ***Yarra Ranges - Electric Line Clearance - Contractor Site Inspection Checklist***

Audit Details	
Contractor Name	<input type="text"/>
Audit Location	<input type="text"/>
Date	<input type="text" value="DD/MM/YYYY"/>
Names of contractor's personnel on site:	<input type="text"/>
Weather conditions	<div><input type="checkbox"/> Fine <input type="checkbox"/> Windy <input type="checkbox"/> Rain <input type="checkbox"/> Showers <input type="checkbox"/> High Fire Danger</div>
<hr/>	
Safe Work Method Statement (SWMS) / Job Safety Analysis (JSA)	
<p>Please indicate if any of the works to be undertaken comprise the following high risk activities (extracted from the OHS Regulations 2017 as relevant to the Parks &amp; Bushland team):</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Risk of a person falling more than 2 metres</li><li><input type="checkbox"/> On or adjacent to roadways or railways used by road or rail traffic</li><li><input type="checkbox"/> In, over or adjacent to water or other liquids where there is a risk of drowning</li><li><input type="checkbox"/> At workplaces where there is any movement of powered mobile plant</li><li><input type="checkbox"/> On or near energised electrical installations or services</li><li><input type="checkbox"/> Involving a trench or shaft if the excavated depth is more than 1-5 metres</li><li><input type="checkbox"/> On or near pressurised gas distribution mains or piping</li><li><input type="checkbox"/> Involving demolition</li><li><input type="checkbox"/> Involving a confined space</li><li><input type="checkbox"/> Involving removal or likely disturbance of asbestos</li></ul>	
Have any of the above listed high risk activities been identified?	<div><input type="radio"/> Yes <input type="radio"/> No</div>

Is a relevant Safe Work Method Statement (SWMS) available on site for this activity?	<input type="radio"/> Yes <input type="radio"/> No	MAX WEIGHT: 1
Is a relevant JSA or SWMS available on site?	<input type="radio"/> Yes <input type="radio"/> No	MAX WEIGHT: 1
<b>COVIDSafe</b>		
Are current COVID-19 restrictions and guidelines being adhered to on site?	<input type="radio"/> Yes <input type="radio"/> No	MAX WEIGHT: 1
Minor Non-Conformance - COVID-19 restrictions and/or guidelines not being followed on site	<input type="checkbox"/> Non-Conformance discussed with site supervisor <input type="checkbox"/> Non-Conformance Action raised <input type="checkbox"/> Non-Conformance resolved on site	
<hr/>		
<b>Electrical Line Clearance specific requirements</b>		
Have all staff on site completed all required training?	<input type="radio"/> Yes <input type="radio"/> No	MAX WEIGHT: 1
Major Non-Conformance - Required training not completed	<input type="checkbox"/> Have all works on site stopped? <input type="checkbox"/> Has the non-conformance been discussed with the supervisor on site? <input type="checkbox"/> Has an action been raised? <input type="checkbox"/> Has the non-conformance been resolved on site and works resumed?	
Do all operators have copies of qualifications / accreditations available on site?	<input type="radio"/> Yes <input type="radio"/> No	MAX WEIGHT: 1
Has EWP Electrical testing (adhering to Australian Standard AS/NZ 1418.10-2011) been completed on the relevant plant being used?	<input type="radio"/> Yes <input type="radio"/> No	MAX WEIGHT: 1
Is there evidence of the most recent EWP Electrical testing date available on site?	<input type="radio"/> Yes <input type="radio"/> No	MAX WEIGHT: 1
Have all staff on site been able to demonstrate their knowledge of voltage identification?	<input type="radio"/> Yes <input type="radio"/> No	MAX WEIGHT: 0

Major Non-Conformance - Staff on site unable to demonstrate knowledge of voltage identification

- \* ☐ Have all works on site stopped?  
☐ Has the non-conformance been discussed with the supervisor on site?  
☐ Has an action been raised?  
☐ Has the non-conformance been resolved on site and works resumed?

Have all staff on site been able to demonstrate their knowledge of Safe Approach Distances?

- \* ☐ Yes  
☐ No

MAX WEIGHT: 0

Major Non-Conformance - Major Non-Conformance - Staff on site unable to demonstrate knowledge of Safe Approach Distances

- \* ☐ Have all works on site stopped?  
☐ Has the non-conformance been discussed with the supervisor on site?  
☐ Has an action been raised?  
☐ Has the non-conformance been resolved on site and works resumed?

#### Traffic and Pedestrian management on site

Is pedestrian or vehicular traffic management required?

- \* ☐ Yes  
☐ No

Is a formalised Traffic Management Plan required?

- \* ☐ Yes  
☐ No

#### Plant & Vehicles on site

Is at least 1 vehicle on site clearly marked with the Contractor's name or YRC Authorised Contractor signage?

- \* ☐ Yes  
☐ No

MAX WEIGHT: 1

Opportunity for improvement - Please discuss with supervisor on site and provide details

\*

Is mobile plant being used on site?

- \* ☐ Yes  
☐ No

Are all safety guards in place on mobile plant (e.g. guards on slasher attachments)

- \* ☐ Yes  
☐ No  
☐ NA

MAX WEIGHT: 1

**** Is a chainsaw being used on site?	<input type="radio"/> Yes <input type="radio"/> No	
Is a chipper being used on site?	<input type="radio"/> Yes <input type="radio"/> No	
Are pre-start checks available?	<input type="radio"/> Yes <input type="radio"/> No	MAX WEIGHT: 1
Does any of the plant or equipment being used on site require a High Risk Work Licence (e.g. Elevated Work Platform)?	<input type="radio"/> Yes <input type="radio"/> No	
Has the Contractor confirmed that they are maintaining plant and equipment (including small plant) in accordance with their OH&S management system?	<input type="radio"/> Yes <input type="radio"/> No	
Officers may request a copy of service documents, as required.		MAX WEIGHT: 1
<hr/>		
<b>Dangerous / Hazardous Goods storage (including chemicals, fuels etc)</b>		
Is fuel being stored on site?	<input type="radio"/> Yes <input type="radio"/> No	
Is a copy of the Safety Data Sheet available on site?	<input type="radio"/> Yes <input type="radio"/> No	MAX WEIGHT: 1
Are chemicals other than fuel being stored on site?	<input type="radio"/> Yes <input type="radio"/> No	
Is a Safety Data Sheet available for all chemicals on site?	<input type="radio"/> Yes <input type="radio"/> No	MAX WEIGHT: 1
Are dangerous and/or hazardous goods stored appropriately?	<input type="radio"/> Yes <input type="radio"/> No	MAX WEIGHT: 1
Minor Non-Conformance - Dangerous and/or hazardous goods not stored appropriately	<input type="checkbox"/> Has the non-conformance been discussed with the supervisor on site? <input type="checkbox"/> Has an action been raised? <input type="checkbox"/> Has the non-conformance been resolved on site?	
Are all vehicles on site clean and free of chemical spills and contamination?	<input type="radio"/> Yes <input type="radio"/> No	MAX WEIGHT: 1



Opportunity for improvement - Please discuss with supervisor on site and provide details

**General Occupational Health & Safety**

Is a qualified First Aid person on site?

☐ Yes  
☐ No

MAX WEIGHT: 1

Minor Non-Conformance - No qualified First Aid person on site

☐ Has the non-conformance been discussed with the supervisor on site?  
☐ Has an action been raised?  
☐ Has the non-conformance been resolved on site?

Is a First Aid kit available on site?

☐ Yes  
☐ No

MAX WEIGHT: 1

Minor Non-Conformance - No First Aid kit available on site

☐ Has the non-conformance been discussed with the supervisor on site?  
☐ Has an action been raised?  
☐ Has the non-conformance been resolved on site?

Is the location of the First Aid kit clearly marked?

☐ Yes  
☐ No

MAX WEIGHT: 1

Are the works being conducted during the high fire danger period?

☐ Yes  
☐ No

Do the works involve the use of mowers, chainsaws or brushcutters?

☐ Yes  
☐ No

**Audit Summary**

Please indicate the quality of work being delivered on site:

Select

MAX WEIGHT: 1

Opportunity for improvement - Please discuss with supervisor on site and provide details

Has the Contractor considered environmental controls as part of these works? \* ☐ Yes ☐ No ☐ NA MAX WEIGHT: 1

Opportunity for improvement - Please discuss with supervisor on site and provide details \*

Additional Notes / Comments:

Please attach photographs of work site \*  drop files here to upload

Please upload any relevant documents supplied by the Contractor  drop files here to upload

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<b>[00198] CT5112- Active Tree Services Pty Ltd - Provision of Tree Pruning and Associated Services (from EO15007)</b> CT5112- Active Tree Services Pty Ltd - Provision of Tree Pruning and Associated Services (from EO150			Repetitive	Contractor Inspections - Unknown	Tree Management <i>Parks and Bushland, Yarra Ranges Council</i>	START : 29/08/2021 00:00 END :	<input type="button" value="View/Edit"/> <input type="button" value="Delete"/> <input type="button" value="New Extra Audit"/>
	Ref. No	Status	Due Date	Completed Date	Responsible	Latest Comments	
	[00198-40]	SCHEDULED	01/08/2023 00:00		Paul Mechelen		<input type="button" value="View/Edit"/> <input type="button" value="Cancel"/>
	[00198-39]	SCHEDULED	07/02/2023 00:00		Paul Mechelen		<input type="button" value="View/Edit"/> <input type="button" value="Cancel"/>
	[00198-38]	OVERDUE	06/10/2022 00:00		Steve Brunt		<input type="button" value="View/Edit"/> <input type="button" value="Cancel"/>
	[00198-37]	COMPLETED	01/02/2022 00:00	02/03/2022 10:57	Steve Brunt	Ok	<input type="button" value="View/Edit"/>

## Appendix 7 – Training matrix

A skills matrix for personnel working on Council's line clearance program is provided below.

(Council will ensure role specific refresher training will be completed annually or as required)

Role	Qualification(s)	Other Licences / Training that may apply
Tree worker - ground crew	<p>Certificate II Arboriculture or equivalent</p> <p>UET20321 Certificate II in ESI – Powerline Vegetation Control</p>	<ul style="list-style-type: none"> <li>• Safe Approach Distances – Vegetation Work</li> <li>• Safe Approach Distances to SWER</li> <li>• Provide cardiopulmonary resuscitation (HLTAID009)</li> <li>• Provide First Aid in an ESI environment (UETTDRRF10)</li> <li>• Control vegetation using pruning techniques (UETDRVC007)</li> <li>• Operate A Mobile Chipper FWP HAR2206 or</li> <li>• Operate a mobile chipper/mulcher (FWP HAR2208)</li> <li>• Chainsaw accreditation equivalent to AHCMOM213</li> <li>• Manual Handling Training (TLID1001)</li> <li>• Noise Conservation</li> <li>• Sun Smart training</li> <li>• Appropriate driving licence</li> <li>• Appropriate, Accredited Traffic management training.</li> </ul>
Role	Qualification(s)	Other Licences / Training that may apply

EWP operator/EWP safety observer	<p>Certificate II Arboriculture or equivalent</p> <p>UET20321 Certificate II in ESI – Powerline Vegetation Control</p> <p>UETDRVC006 Control vegetation in the vicinity of live electrical apparatus from within the tree</p> <p>AHCARB322, Access trees for inspection</p> <p>UETDRVC006, Control vegetation in the vicinity of live electrical apparatus from within the tree</p> <p>UETDRVC010, Perform rescue from within a tree in the vicinity of live electrical apparatus</p>	<ul style="list-style-type: none"> <li>• Safe Approach Distances – Vegetation Work</li> <li>• Safe Approach Distances to SWER</li> <li>• Provide cardiopulmonary resuscitation (HLTAID009)</li> <li>• Provide First Aid in an ESI environment (UETTDRRF10)</li> <li>• Licence to operate a boom-type elevating work platform (boom length 11 metres or more) (TLILIC0005)</li> <li>• Use elevated platform to cut vegetation above ground level near live electrical apparatus (UETDRVC004)</li> <li>• Control vegetation using pruning techniques (UETDRVC007)</li> <li>• Perform EWP rescue (UETTDRRF03) or equivalent</li> <li>• Perform EWP controlled descent escape (UETTDRRF08)</li> <li>• Elevated Work Platforms High Risk Work Licence</li> <li>• Operate A Mobile Chipper FWP HAR2206 or</li> <li>• Operate a mobile chipper/mulcher (FWPHAR2208)</li> <li>• Chainsaw accreditation equivalent to AHCMOM213</li> <li>• Manual Handling Training (TLID1001)</li> <li>• Noise Conservation</li> <li>• Sun Smart training</li> <li>• Appropriate driving licence</li> <li>• Appropriate, Accredited Traffic management training.</li> </ul>
<b>Role</b>	<b>Qualification(s)</b>	<ul style="list-style-type: none"> <li>• <b>Other Licences / Training that may apply</b></li> </ul>

Tree Climber	<p>Certificate II Arboriculture or equivalent</p> <p>UET20321 Certificate II in ESI – Powerline Vegetation Control</p> <p>UETDRVC006 Control vegetation in the vicinity of live electrical apparatus from within the tree</p> <p>AHCARB322, Access trees for inspection</p> <p>UETDRVC006, Control vegetation in the vicinity of live electrical apparatus from within the tree</p> <p>UETDRVC010, Perform rescue from within a tree in the vicinity of live electrical apparatus</p>	<ul style="list-style-type: none"> <li>• Safe Approach Distances – Vegetation Work</li> <li>• Safe Approach Distances to SWER</li> <li>• Provide cardiopulmonary resuscitation (HLTAID009)</li> <li>• Provide First Aid in an ESI environment (UETTDRRF10)</li> <li>• Licence to operate a boom-type elevating work platform (boom length 11 metres or more) (TLILIC0005)</li> <li>• Use elevated platform to cut vegetation above ground level near live electrical apparatus (UETDRVC004)</li> <li>• Control vegetation using pruning techniques (UETDRVC007)</li> <li>• Perform EWP rescue (UETTDRRF03) or equivalent</li> <li>• Perform EWP controlled descent escape (UETTDRRF08)</li> <li>• Elevated Work Platforms High Risk Work Licence</li> <li>• Operate A Mobile Chipper FWPHAR2206 or</li> <li>• Operate a mobile chipper/mulcher (FWPHAR2208)</li> <li>• Chainsaw accreditation equivalent to AHCMOM213</li> <li>• Manual Handling Training (TLID1001)</li> <li>• Noise Conservation</li> <li>• Sun Smart training</li> <li>• Appropriate driving licence</li> <li>• Appropriate, Accredited Traffic management training.</li> </ul>
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<b>Role</b>	<b>Qualification(s)</b>	<b>Other Licences / Training that may apply</b>
Supervisor	<p>UET20312 Certificate II in ESI – Powerline Vegetation Control</p> <p>Certificate III Arboriculture or equivalent</p>	<ul style="list-style-type: none"> <li>• As for Tree Worker, plus the following</li> <li>• Assess vegetation and recommend control measures in an ESI environment (UETTDRVC24)</li> <li>• Experienced and competent in the supervision of a large group of employees.</li> </ul>
<p>Suitably qualified Arborist</p> <p>Defect and line clearance assessment</p>	<p>Certificate III Arboriculture</p> <p>Assess vegetation and recommend control measures in an ESI environment (UETTDRVC24) or Assess vegetation in an electricity supply industry environment (UETDRVC002)</p> <p>Perform a ground-based tree defect evaluation module (AHCARB408) or equivalent + at least 3 years of field experience.</p>	<ul style="list-style-type: none"> <li>• First Aid Level 2 certificate</li> <li>• Sun Smart training</li> <li>• Driver's licence</li> <li>• 5 years industry experience</li> </ul>