



Cardinia Shire Council Electric Line Clearance Management Plan

2023 – 2024

Document Control

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Plan approved by	Date approved	Signed by	Signature
Peter Benazic	31 March 2023	Peter Benazic	

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Regulation 9(2) Preparation and submission of management plans

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

The new document will be submitted to the General Manager Infrastructure & Environment for review and authorisation prior to the 31st March each year. The superseded document will be removed from circulation on 30 June of each year and replaced with the new approved document.

To ensure that the Plan is prepared by 31 March every year, the task of plan preparation is included in Council's Operations department annual Calendar of Events program and assigned to the Open Space Arborist for the month of March every year.

The following sections are as per Regulation 9(4) of the Electricity Safety (Electric Line Clearance) Regulations 2020

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

Name:	Cardinia Shire Council
Address:	20 Siding Avenue, Officer 3809
Telephone No:	1300 787 624
Facsimile:	(03) 5941 3784
Name of Chief Executive Officer:	Carol Jeffs

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

Name:	Peter Benazic
Position:	General Manager Infrastructure & Environment
Address:	20 Siding Avenue, Officer 3809
Telephone No:	1300 787 624
Email Address:	p.benazic@cardinia.vic.gov.au

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

Name:	Darren Bennett
Position:	Open Space Arborist
Address:	18a Purton Road, Pakenham
Telephone No:	1300 787 624
Email Address:	d.bennett@cardinia.vic.gov.au

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

Business Hours	
Name:	Antler Environmental Pty Ltd
Emergency Telephone No:	0455 369 876
After Hours	
Name:	Antler Environmental Pty Ltd
Emergency Telephone No:	0455 369 876

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 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.

9(4)(f) The land to which the management plan applies (as indicated on a map)

This plan covers all Council managed trees located within road reserves, parks, gardens, facilities surrounds, and other public open spaces managed by Council in the declared areas of Pakenham, Beaconsfield, and Emerald. See Appendix 6 for plans of the relevant areas.

The Bushfire Risk Area Boundary information is reviewed in consultation with the CFA. This process occurs every 12 months with the preparation of the Plan.

9(4)(g) Any hazardous bushfire risk areas and low bushfire risk areas in the land referred to in paragraph (f) (as indicated on the map);

The most recent version of the High Bushfire Risk Areas (HBRA) and Low Bushfire Risk Areas (LBRA) areas are provided in Appendix 6 as obtained and updated from the Country Fire Authority (CFA). The Bushfire Risk Area maps are developed by the CFA through consultation with representatives from local government, fire services, public land managers, utilities, and community groups. The maps identify those assets at risk from bushfire and the level of associated risks. Both High and Low Bushfire Risk Areas have been identified within the declared area.

9(4)(h) each area that the responsible person knows contains a tree that the responsible person may need to cut or remove to ensure compliance with the Code and that is;

i. Indigenous to Victoria

For the purposes of this Plan, indigenous to Victoria vegetation is taken to mean species locally indigenous to the Council area and does not include commercial and ornamental Australian native species, which are commonly planted as street trees or for ornamental purposes.

Council's Declared Area consists of mixed indigenous species, commercial native varieties and introduced species. Areas of historical, cultural, environmental, ecological, and aesthetical importance have been identified throughout the municipality and included as Vegetation Protection and Environmental Significance Overlays in Council's Planning Scheme.

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*.

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

The Cardinia Shire Council has an Environmental Significance Overlay (ESO 42.01), a Vegetation Protection Overlay (VPO 42.02) and a Significant Landscape Overlay (SLO 42.03) within the declared areas that requires a permit to remove, destroy or lop vegetation.

A permit exemption for ESO 42.01, VPO 42.02 and SLO 42.03 is listed for any action which is necessary to keeping vegetation clear of, or minimising risk of bushfire ignition from, an electric line in accordance with a code of practice prepared under Part 8 of the Electricity Safety Act 1998

Information on these planning schemes can be found at;

<https://www.planning.vic.gov.au/schemes-and-amendments/browse-planning-scheme/planning-scheme?f.Scheme%7CplanningSchemeName=Cardinia>

Refer to Appendix 7 for Planning Scheme overlays

iii. A tree of cultural or environmental significance:

At present Council is not aware of any threatened flora or fauna which may be affected by the implementation of this Plan. If any such situations are identified, they will be reviewed and listed in future issues of the plan.

Cardinia Shire Council is not aware of any trees located in the declared areas that are listed on the Aboriginal Tree Register and affected by this Plan.

9(4)(i) The means which the responsible person will use to identify a tree of a kind specified in paragraph (h)(i), (ii) or (iii);

Tress can be identified by the following resources:

Table 1: Contacts for consultation

Location of:	Organisation	Method
Native trees	Cardinia Shire Council	Refer to tree list: Appendix 1 – Native Trees
Planning scheme	DELWP	https://planning-schemes.delwp.vic.gov.au/schemes/cardinia
Cultural	The Victorian Heritage Database	http://vhd.heritage.vic.gov.au/vhd/heritagevic
Cultural	Victorian Aboriginal Heritage Register	https://www.aboriginalvictoria.vic.gov.au/victorian-aboriginal-heritage-register
Environmental	Flora or fauna as listed as threatened with a status of 'vulnerable,' 'endangered' or 'critically endangered'	http://www.environment.gov.au/cgi-bin/sprat/public/publicthreatenedlist.pl?wanted=flora http://www.environment.gov.au/cgi-bin/sprat/public/publicthreatenedlist.pl
Environmental	DELWP - Threatened Invertebrate Fauna List	http://www.depi.vic.gov.au/__data/assets/pdf_file/0018/210438/Advisory_List_of_Threatened_Invertebrate_Fauna_2009_FINAL_Sept_2009.pdf
Environmental	DELWP - Threatened Vertebrate Fauna List	http://www.depi.vic.gov.au/__data/assets/pdf_file/0019/210439/Advisory-List-of-Threatened-Vertebrate-Fauna_FINAL-2013.pdf

Cardinia Shire Council will also seek specialist advice (where necessary) to determine if any species (or habitat thereof) or communities on the threatened flora or fauna advisory lists or listed under the Flora and Fauna Guarantee Act 1998 are endangered by works to prune or remove trees.

Cardinia Shire Council will inform employees, contractors, and other agencies involved in electrical line clearance works, of the location of trees within the municipality that are known to have ecological, historic, aesthetic, cultural or environmental significance. A copy of the Plan and this information will be provided annually.

Cardinia Shire Council will also continue to work with relevant agencies to ensure the aesthetics and viability of significant trees are not compromised by line clearance works.

As part of the preparation for the Plan, Cardinia Shire Council will consult with all relevant bodies and standards to ensure all organisational procedures are current.

9(4)(j) The management procedures that the responsible person is required to adopt to ensure compliance with the Code, which must:

- I. Include details of the methods to be adopted for managing trees and maintaining a minimum clearance space as required by the Code:**

Table 1: Number of trees near or above powerlines

Asset Type:	No.
ABC	14
HV	29
LV & HV	262
LV	225
Service Wire	78
Total:	608

The contract explicitly states that line clearance distances 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, Cardinia Shire 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 Cardinia Shire 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 clearance space.

Cardinia Shire Council manages the trees through a combination of a proactive program, reactive maintenance works and proactive tree removals.

Proactive Program

Is a triennial program and inspects all trees in the Cardinia Shire Council's declared areas. Cardinia Shire Council is divided into 3 zones, with each zone being completed within twelve months. In addition, all trees in or around powerlines are assessed annually for a proactive annual prune.

As the Cardinia Shire Council declared areas contain HBRA areas the proactive inspections in HBRA areas are completed by 30 April of each year, with works completed prior to 30 October or the declaration of Bushfire season of each year.

- All trees under or adjacent to power lines are to be inspected as part of the proactive annual pruning cycle.
- All inspections are to be completed by a suitably qualified arborist.
- Where pruning is required, the extent of pruning will maintain minimum clearances and provide additional clearance as necessary to prevent regrowth from entering the clearance space between pruning cycles and manage the sag and sway of electrical conductors for spans greater than 45 meters in length.
- Works are initially focussed on achieving High Voltage clearances and additional contractor resources will be engaged to undertake live line pruning where required.
- A quality audit of all trees is undertaken by a Council officer for each completed zone to ensure compliance with the Electric Safety (Electric Line Clearance) Regulations 2020 and AS 4373-2007.

- The completed audit includes assessing an allowance for regrowth for the annual pruning cycle.
- Non-compliant trees in HBRA non-declared areas will be identified and forwarded to the Network Operator's vegetation management contractor to be completed within 30 days.

Council discusses the declared fire season dates with the CFA and Spencer Few, ORP Liaison Officer Ausnet Solutions, (03 9238 6353, spencer.few@ausnetservices.com.au). As the program above indicates, the contractor prioritises completing HBRA before the declared fire season.

Reactive maintenance

Works occur where trees are identified as being non-compliant outside the normal maintenance regime, these trees can be reported to Council customer service 1300 787 624, and then referred to the Arborist or delegated officer for assessment of work requirements and allocation to Councils current contractor.

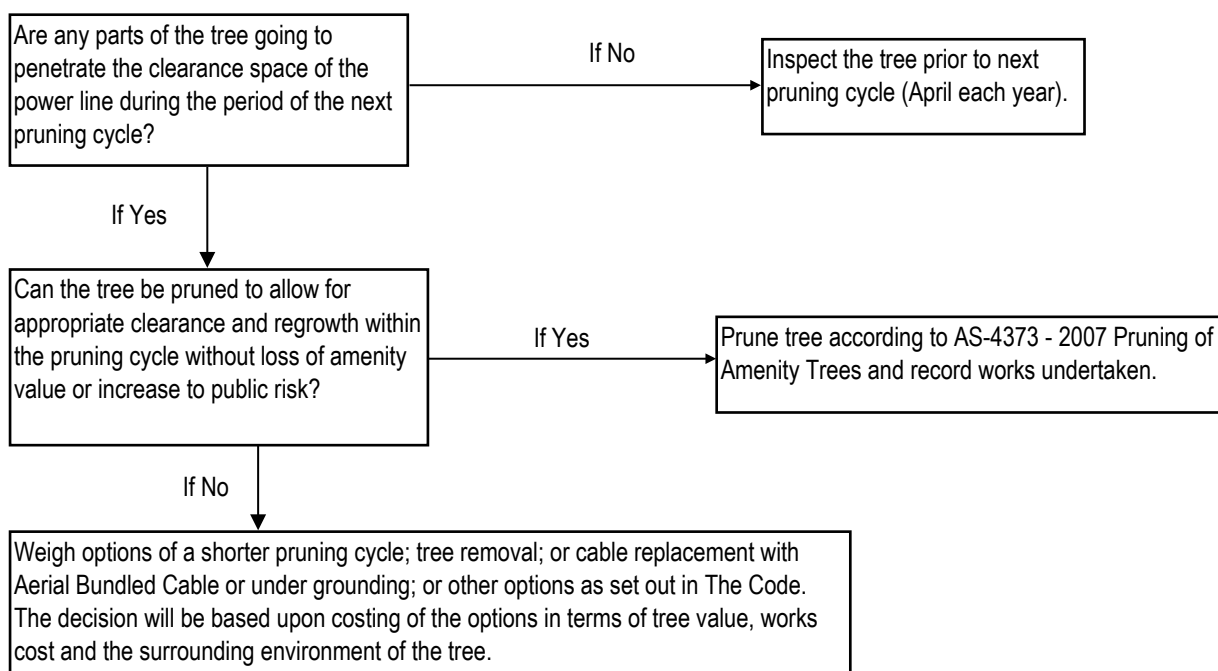
- Non-urgent reactive works are to be completed within thirty (30) business days of the works being allocated, unless another timeframe is determined by the Council Arborist at the time of allocation.
- In situations of high priority, the primary aim is to respond within one (1) hour and make the site safe within one hour or twenty-four (24) hours of notification depending on the situation. Additional works will be scheduled as required.
- All works are recorded in the Cardinia Shire Council's document management system.
- Trees will be pruned to the minimum clearances outlined in the Electric Safety (Electric Line Clearance) Regulations 2020. All pruning should conform to AS 4373-2007 – Pruning of Amenity Trees as far as practicable. If this is not possible the tree shall be referred to the Council Arborist for alternative management solutions as per Section 9(3)(j) of the Plan.

Tree removal

Tree removal may occur if the tree is of immediate risk in terms of the tree or branches falling, or if the growth rate of an individual tree will impact on the 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. Removal will only take place after inspection and recommendation by a qualified arborist.

Unsuitable species are identified and replaced, a long-term strategy encourages appropriate planting under and surrounding electric lines so that the vegetation does not encroach into the clearance space. In many cases, residents can plant on roadside reservations and plantations but 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.

All decisions made will be made with regard to the Council's Significant Roadside Vegetation Strategy, Cardinia Shire Council's Significant Tree Study and Council's Streetscape Policy.

(ii) for the purposes of determining a minimum clearance space in accordance with Division 1 of Part 3 of the Code -

(A) must specify the method for determining an additional distance that allows for conductor sag and sway;

Council will maintain minimum clearances in compliance with the clearance graphs in Schedule 2 of the Code (graphs 1, 2, 3 & 4 (LBRA) and 5 & 6 (HBRA)).

In the Declared Area uninsulated spans over 100m in LBRA or 45m in HBRA in length will require additional allowance for sag and sway. The number of spans affected is likely to be minimal. These spans will be mapped in Council's GIS system. Where a span requiring additional allowance for sag and sway is identified the sag and sway allowances provided by Ausnet Solutions will be applied.

Contractors are responsible for pruning to achieve the clearance space, where the contractor is uncertain about the span distance, they contact Council's Open Space Arborist who will consult with AusNet Services in determining the span distance and minimum clearance.

Cardinia Shire Council Open Space Arborist, will regularly contact Spencer Few, ORP Liaison Officer Ausnet Solutions, (03 9238 6353, spencer.few@ausnetservices.com.au) distribution business personnel to determine additional sag and swag allowances. Council provides the additional distance information to the contractor who then performs the works. Council records these sag and sway calculations in Council's document management system where they will be maintained for at least five years.

Cardinia Shire Council Open Space Arborist is responsible for implementing the above processes. The Coordinator Open Space is responsible for verifying that processes are implemented. A random audit of the works will be undertaken by Council Arborist and a full audit 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.

(B) may provide for different additional distances to be determined for different parts of an electric line span;

Council refers to Schedule 2 of the Code to determine additional distances required for different parts of an electric line span.

Where it has been determined that additional clearance is required for individual trees, this information will be recorded against the tree asset in GIS records for future reference. This will ensure any Contractor completing works is aware of the additional requirements.

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.

Cardinia Shire Council requires all staff and contractors pruning trees within the shire to comply with AS4373 Pruning of Amenity Trees (AS4373) as far as is reasonably practicable.

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

- Will the action create a defect, hazard, loss of tree health, canopy cover or aesthetic value in the present or future,
- What will the impact be on the tree or future safety of the public,
- What the person concerned knows, or ought reasonably to know about:
 - The hazard or the risk – must have adequate knowledge to determine the hazards risks,
 - Ways of eliminating or minimising the risk – must have adequate knowledge in relation to alternative measures,
- Are other resources or techniques available to complete works to the standard, and
- does the cost required to complete works to the standard grossly outweigh the value of the tree.

Where pruning to AS4373 is not practicable the site or trees are to be referred to the Council Arborist Officer or a nominated Council Officer who holds a Certificate Level V or above in Arboriculture to make an assessment on whether it is reasonably practicable to deviate from AS4373.

Cardinia Shire Council ensures contractors are appropriately trained and aware of the principles of AS4373 by:

- Referencing the standard in its internal procedures,
- Referencing the standard in tender documents for contractors,
 - Ensuring internal staff and contractors undertaking electric line clearance work have, at a minimum (See Appendix 3 – Sample of Training Matrix)
 - Certificate Level III in Horticulture and Arboriculture,
 - Certificate Level II in ESI – Power line Vegetation Control, and
 - 3 years industry experience that demonstrates understanding of AS 4373.

Where pruning to achieve clearance will not allow compliance with AS4373, Cardinia Shire Council may elect to:

- Increase the pruning frequency to minimise the required pruning,
- Remove scaffold/ parent limbs initially to minimise future required pruning,
- Investigate the potential for engineering solutions to facilitate compliance or an exemption, or
- Remove trees where the resulting pruning would leave trees unsuitable for retention.

Where trees are to be removed residents in the affected area are to be contacted in person or by a written notification card.

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

- Access to site,
- Voltage of overhead conductors - equipment suitably insulated and tested,
- Configuration of equipment,
- Reach/ height of equipment, and
- Cutting tools proportional to material to be cut.

Once each of these points has been considered, the best fit for the task should be selected.

Availability may also be a defining factor, where the best fit is not available other options may be considered, however must still be able to achieve acceptable pruning standards in a safe manner.

Cardinia Shire Council conducts zone audits throughout the programmed maintenance schedule to ensure compliance with AS4373 - 2007 and electric line clearance regulations.

- Audits are conducted within 30 days of zone completion
- Quality of cuts, appropriateness of pruning, clearance requirements and post site clean-up are reviewed,
- Feedback via the audit results is provided to teams,
- Any non-compliance identified through the post work audit process is reported to the Tree Contract Officer within 3 days of identification,
- Remedial pruning will be required within 14 days of identification to achieve conformance.

9(4)(l) A description of each alternative compliance mechanism in respect of which the responsible person has applied, or proposed to apply, for approval under clause 31 of the Code.

Cardinia Shire Council has not applied for and currently does not plan to apply for any alternative compliance mechanism under clause 31 of the Code.

9(4)(m) The details of each approval for an alternative compliance mechanism that:

I. The responsible person holds.

Not applicable

II. Is in effect.

Not applicable

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

Cardinia Shire Council and the Council Officer have defined Key Performance Indicators to assist in measuring the implementation of the Plan:

- Preparation of the Electric Line Clearance Management Plan prior to the 31st March of each year,
- Completion of the Proactive Program for pruning as per schedule,
- A minimum 100% compliance for electric line clearance,
- 100% of non-compliance rectified within 14 business days of notification,
- 100% hazards identified in workplace OHS inspections addressed in a timely manner,
- No complaints from property owners,
- Complaints are no more than 5 per year. These are recorded in Council's customer request system.
- 100% of tree removals have corresponding Tree Removal Request approval,
- No fires identified as having started as a result of tree branches/foliage contacting wires,
- No vegetation caused outages as reported by the Network Operator.
- 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.

Key Performance Indicators are monitored via:

- Mobile work site safety audits
- Post works auditing,
- Customer feedback and levels of customer requests relating to powerlines, and

Results are reported via:

- Internal team meetings,
- Monthly contract meetings, and
- Annual Service Plan

Reporting of Key Performance Indicators is used to aid in:

- issuing of reworks where required,
- individual performance management for internal staff,
- Development of procedures and processes,
- Review and development of pruning programs and Contract Specification, and
- Selection of suitable tree species for planting near powerlines.

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

Cardinia Shire Council undertake a number of various audits to verify compliance with the Code. Internal audits shall be carried out by Council's Arborist Officer preceding the annual ELC program commencing, during and post completion of each cutting zone to ensure that all requirements outlined in the ELCMP are being met and any non-conformity with the Code are identified.

Preceding the annual ELC program

- Council meets the contractor and designated works for a briefing of the required expectations of the ELCMP, in this meeting;
- Council verifies with copies of workers documents for National UET20312 Certificate II in ESI Power Line Vegetation Control and or ESV prescribed refresher training.
- National EWP Licence
- Chipper Operations Certificate
- Chainsaw Operations Certificate
- First Aid- Level 1
- Certificate III in Arboriculture AHC30810
- Basic Worksite Traffic Management, Control Traffic With A Stop-Slow Bat, Implement Traffic Management Plan.
- Quality of works, ensure pruning in compliance with AS4373 as far as practicable

During Works

Random audits are conducted to ensure that Compliance with the Code is being met. Further to vegetation clearances from electric lines inspections, worksite and safety audits may be conducted at any time to ensure;

- Appropriate qualifications of persons completing works
- Safe Work Method Statements (SWMS) have been completed and are site specific
- The appropriate SWP's and SOP's are being followed
- Suitable traffic management is in place and a traffic management plan can be provided
- Equipment is suitable for works in the vicinity of powerlines
- Pruning is compliant with AS4373 as far as practical
- Customer satisfaction is being monitored via the customer service system.

On completion of the annual cutting cycle Council's Open Space Arborist Officer shall conduct field audits on each declared zone. Field audits for quality and completeness of work are structured to achieve a confidence level of 99%, a confidence interval of 0.05 and a proportion of 0.5. When calculating sample size staff will utilise the sample size calculator provided by the Australian Bureau of Statistics (<https://www.abs.gov.au/websitedbs/D3310114.nsf/home/Sample+Size+Calculator>). Following each audit any non-conformances will be provided to the contractor for correction within 14 days. Field audits for health, safety and environmental performance will have an expected pass mark of 100%. Any major non-compliance will result in an order to stop work.

The Audit shall include:

- Tree location/address
- Date inspected for initial clearance

- Date of notification
- Required clearance (minimum clearance plus allowance for sag and sway)
- Date pruned for clearance
- Actual clearance achieved (measured at time of audit)
- Date site audited
- Comments

In addition to the audit record a photo shall be taken of each tree at the time of the audit to record the level of compliance with the code.

A site shall be considered non-conforming where:

- Notification of cutting was not provided at least 14 days prior to works.
- Cutting was undertaken before 14 days or after 60 days' notice.
- Notification was not provided either in the form of a written notice or via publication of a notice in the local newspaper.
- The required clearance has not been provided in accordance with the code.
- The pruning quality is considered to be substandard.

Where clearance distance on audited trees has not been achieved further cutting shall be undertaken to ensure compliance with the code. Where the audit process identifies gross non-compliance with the code in relation to achieving minimum clearance space the audit shall be extended to include additional 10% of the trees identified for action. Where the extended audit identifies further gross non-compliance the entire declared areas shall be re-inspected and further cutting works undertaken until the requirements of the code are met.

In addition, Council shall audit its performance against identified or reported clearance intrusions in accordance with the agreed cutting response times.

- Urgent cutting completed within 14 days.
- Non urgent cutting completed within 30 days.

Results of audits are reported via:

- internal team meetings, and
- monthly contract meetings.

Audit results and resulting communications are stored in the Cardinia Shire Council's document management system.

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 and the Electricity Safety (General) Regulations 2019.

The Cardinia Shire Council has a steadfast commitment to ensuring the personal safety of all personnel working for the organisation or on its behalf as well as ensuring public safety in the shire. As part of that commitment, the following minimum qualifications (see Table 2 below) and experience is required prior to undertaking ELC works in Cardinia. All ELC personnel are acting as “Authorised persons” as indicated in the Electrical Safety Regulations 2019 r614 and r616(2). An Authorised Person has undertaken appropriate Safe approach distance training and is aware of limitations when working around powerlines as per the Blue Book (r615).

A register of employee training is maintained on personnel files by the Cardinia Shire Council to ensure all staff have appropriate and current qualifications. All contractors are required to provide evidence of appropriate qualifications and training prior to the commencement of work and report on updates to training via monthly and annual reports. All records are stored in the Cardinia Shire Council document management system. To ensure staff are aware of site and employee requirements new staff and contractors are subject to both internal & external induction processes and specific task related site safety assessments.

Any person/contractor found working on electric line clearing without the required training will be instructed to cease works immediately. If there are not sufficient trained staff on site to undertake the task at hand then all staff are to demobilise. The non-conformance will be reported as an OHS incident and investigated accordingly. Contractors will be issued with a contract non-conformance.

Table 2 Minimum qualifications for qualified persons undertaking ELC works at the Cardinia Shire Council

Required Training and qualifications	Role			
	Assessor	EWP Cutter	EWP Observer	Ground Crew (chipper)
Certificate II in ESI Powerline Vegetation Control – UET20319, including up to date refresher training (as per https://training.gov.au/Training/Details/UET20319)	✓	✓	✓	
UEENEEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace	✓	✓	✓	
UETTDREL13A Comply with sustainability, environmental and incidental response policies and procedures	✓	✓	✓	
UETTDREL14A Working safely near live electrical apparatus as a non-electrical worker	✓	✓	✓	
UETTDRCV23A Plan the removal of vegetation up to vegetation exclusion zone near live electrical apparatus	✓	✓	✓	
UETTDRCV27A Monitor safety compliance of vegetation control work in an ESI environment	✓	✓	✓	
AHCPCM201 Recognise plants	✓			
UETTDRCV33A Apply pruning techniques to vegetation control near live electrical apparatus		✓		
UETTDRCV24A Assess vegetation and recommend control measures in an ESI environment	✓			
Understand and adhere to AS 4373-2007 "Pruning of Amenity Trees"		✓		
AHCARB205A Operate and maintain chainsaw	✓	✓		
Understand and adhere to the 'Code of Practice on Electrical Safety for work on or near high voltage apparatus' or the Blue Book	✓	✓	✓	✓
Certificate III in Arboriculture AHC30816 or equivalent. Or be able to demonstrate suitable experience and be enrolled in the above qualification		✓		
UETTDRCV25A Use elevated platform to cut vegetation above ground level near live electrical apparatus		✓		
UETTDRRF03B EWP Rescue		✓	✓	
UETTDRRF08B EWP controlled descent and escape			✓	
FPIHAR2206B Operate a mobile chipper/ mulcher		✓	✓	✓
TLILIC0005 Licence to operate a boom-type elevating work platform & High Risk Work Licence (WP)		✓	✓	
Qualification in First Aid Level -1 (including CPR)		✓	✓	
RIIWHS302D - Implement traffic management plan; and RIIWHS205D - Control traffic with stop-slow bat				✓
Cardinia Shire Council - Electrical Line Clearance Induction	✓	✓	✓	✓

Training and experience expectations for a Suitably Experienced Arborist

Suitably qualified arborist	Work safely in the construction industry CPCCOHS1001A
	Diploma of Arboriculture AHC50516 or higher with a minimum of three years of qualified experience including assessing trees
	Have completed Working safely near live electrical apparatus as a non-electrical worker - UETTDREL14A
	Cardinia Shire Council Electrical Line Clearance Induction

9(4)(q) Notification and consultation procedures, including the form of the notice to be given in accordance with Division 3 of Part 2 of the Code;

In order to maintain the required clearance space around an electric line, Council will provide notice to all affected persons if it intends to cut or remove a tree that is:

- (a) on public land; or
- (b) within the boundary of a private property which the response person neither occupies nor owns; or
- (c) a tree of cultural or environmental significance.

To notify the affected persons, Council will place a public notice in a local newspaper circulated in the locality of the land in which the tree is to be cut or removed (see example of notice in Appendix 5). Council will provide between 14 days and 60 days' notice of the intended date for cutting or removal.

Should any trees of cultural or environmental significance be found at a later date and require pruning works all effected persons will be notified within the timeframes specified above and details of the impact of the required works and minimisation strategy will be included with the notification.

Council will make available the tree pruning programme to all residents on the Council website.

9(4)(r) A procedure for the independent resolution of disputes relating to electric line clearance

If a dispute arises during the process of consultation/negotiation between affected land owners and the Council, regarding proposed clearing/pruning/alternative construction activities the complaint shall be resolved at the lowest management level possible. If resolution is not possible the complaint shall be escalated to the next level of management. The preferred process of escalation is:

- Open Space Arborist
- Open Space Coordinator
- Manager Operations
- General Manager Infrastructure & Environment
- Chief Executive Officer, then
- Energy and Water Ombudsman Victoria

Regulation 10 – Obligations relating to Management Plan

Plan provided to ESV

The responsible person must provide a copy of the management plan to ESV within 14 days after a written request or such longer period as specified by ESV in the written request.

The responsible person, if requested in writing to do so by ESV, must provide further information or material in respect of the management plan within 14 days after the written request or such longer period as specified by ESV in the written request.

The responsible person must amend the management plan if instructed to do so in writing by ESV within 14 days after the written instruction or such longer period as specified by ESV in the written instruction.

This plan will be submitted to ESV within 14 days by the Open Space Arborist Officer upon request. All written requests to provide a copy of the plan are received by Council's Records Department. The written request is forwarded to the Open Space Arborist Officer to action within the required timeline.

The responsible person must not contravene a requirement of the management plan if the management plan is approved by ESV.

It is the responsibility of Council's Open Space Arborist Officer to ensure that the Plan has been published on Council's website. Council's most recent ELCMP is available from:

https://www.cardinia.vic.gov.au/downloads/download/1211/electrical_line_clearance_management_plan_-_cardinia_shire_council

Once the plan has been prepared by 31 March every year, it will be made available on the website for the period of the plan.

Superseded versions of the plan are removed from the intranet however they remain within the folder for record keeping purposes with the note that this plan has been superseded by the latest version.

Regulation 11 – Exemptions

This plan does not refer to exemptions 4, 5, 6 and 7 of the Code as Council has no intention during the term of this plan of applying for an exception to minimum clearance for the reasons set out in 4, 5, 6 and 7.

Schedule 1 – Code of Practice for Electric Line Clearance

Part 2 – Clearance Responsibilities, Division 1 – Roles of Responsible Persons

9 Responsible person may cut or remove hazard tree

If a Council employee or contractor identifies a tree as likely to fall onto or otherwise come into contact with an electric line or has regrowth that will enter the clearance space before the next scheduled visit the tree may be pruned or removed provided that:

- The tree has been assessed by a suitably qualified arborist who must consider:
 - the likelihood of contact with electric line,
 - tree health, defects, size of failure, target potential
 - Whether the tree qualifies for an exception to the minimum clearance space as per Clause 4, 5 and 6 of the Code.
 - local environmental and safety factors, as per current Job Safety Analysis requirements,
 - history and significance of the tree, and
 - the presence of habitat or fauna
- the tree has been assessed and approved for removal through the Cardinia Shire Council's Tree Removal Process.
- the assessment is recorded on the tree data base,
- works are undertaken with regard to Regulation 9(2)(i) and Regulation 9(2)(j) of the Plan.

As the asset owner of the trees covered under this plan, the Cardinia Shire Council reserves the right to prune further than 1 metre from the minimum clearance space or remove hazard trees where they cannot be made safe or be retained as useful assets.

Division 2 – Manner of cutting and removing trees

10 Cutting of tree to comply with Standard

A responsible person cutting a tree under Division 1 must, as far as practicable, cut the tree in accordance with AS 4373 as published or amended from time to time. This is covered in regulation 9(4)(j).

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

The Cardinia Shire Council provides contractors and staff with a list of trees designated as having native, cultural or environmental significance or that are listed within a planning scheme within the shire.

For any trees listed in 9(4)(h) that require cutting or removal, consultation will occur between Council's Arborist and Council's Environmental Sustainability Officer. Depending on the nature of the tree, Council's Asset Department, Planning Department or others may be consulted.

If cutting is required, it will be undertaken by Council's contractor and it will not be cut more than is necessary to ensure compliance with Division 1 or to make an unsafe situation safe. If tree removal is required, it will be undertaken by Council's contractor and removed only to ensure compliance with Division 1 or to make an unsafe situation safe, or if the inspection undertaken by Council's Arborist has determined that cutting would make the tree unhealthy or unviable.

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.

12 Cutting or removal of habitat for threatened fauna

Council does not currently have records of any threatened fauna which may be affected by the implementation of this plan. Should threatened fauna be identified, all works on the tree/habitat are halted and Council's Arborist will arrange for Council's Environmental Sustainability Officer to inspect the site and provide advice. Council will consider options such as undertaking clearance works outside of the breeding season, delaying works until the fledglings have flown or, if not practical, translocating the fauna to a new environment.

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

Covered in Clause 15 and 16 of the Code.

14 Restriction on urgent cutting of trees

Covered in Clause 8 of the Code

15 Restriction on urgent cutting of trees

Covered in Clause 8 of the Code

Division 3—Notification, consultation and dispute resolution

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

Cardinia Shire Council will provide notification to persons affected by electrical line clearance works at least 14 days, and no more than 60 days, before the intended pruning or removal is to occur (see example of notice in Appendix 5). If pruning does not commence within these time frames, then affected residents will be re-notified.

Notification methods will include:

- The Public Notices section of Cardinia Shire Councils website.
- The Cardinia Shire Councils Facebook page.

Any tree related queries from customers/residents are logged on Council's CRM system and allocated to the Open Space Arborist Officer.

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

Not applicable to Council

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

Not applicable to Council

19 Notification and record keeping for urgent cutting or removal

In situations where urgent cutting or removal is required, a letter drop by Council will be undertaken. This letter will advise of the exact works required, reason for the works, exact location of the tree, and the dates for works to be undertaken. The letter will be delivered by Council's Arborist or the clearance contractor. All notifications including letter drops are stored on Council's record management system indefinitely.

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

Cardinia Shire Council requires all staff and contractors to hold the qualification of Cert II ESI – Powerline Vegetation Control and comply with the guidelines and limits set within either ESV – Electrical Safety Rules for Vegetation Work near Overhead Powerlines by Non-electrical workers (Electrical Safety Rules) or rules set by the asset owner, whichever is greater.

If staff or contractors have concerns about the safety of cutting or removal of a tree for which the Council has clearance responsibilities, the Council will consult:

Business	Contact	Phone	Email
AusNet Services	Spencer Few	03 9238 6353	spencer.few@ausnetservices.com.au

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

Covered in regulation 9(3)(i)(ii) – Not applicable to Council

22 Duties relating to management procedures to minimise danger

Not applicable to Council

Part 3—Minimum clearance spaces

Division 2 — Alternative compliance mechanisms

31 Application for approval of alternative compliance mechanism

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

32 Formal safety assessment of alternative compliance mechanism

See above (regulation 31)

Appendices

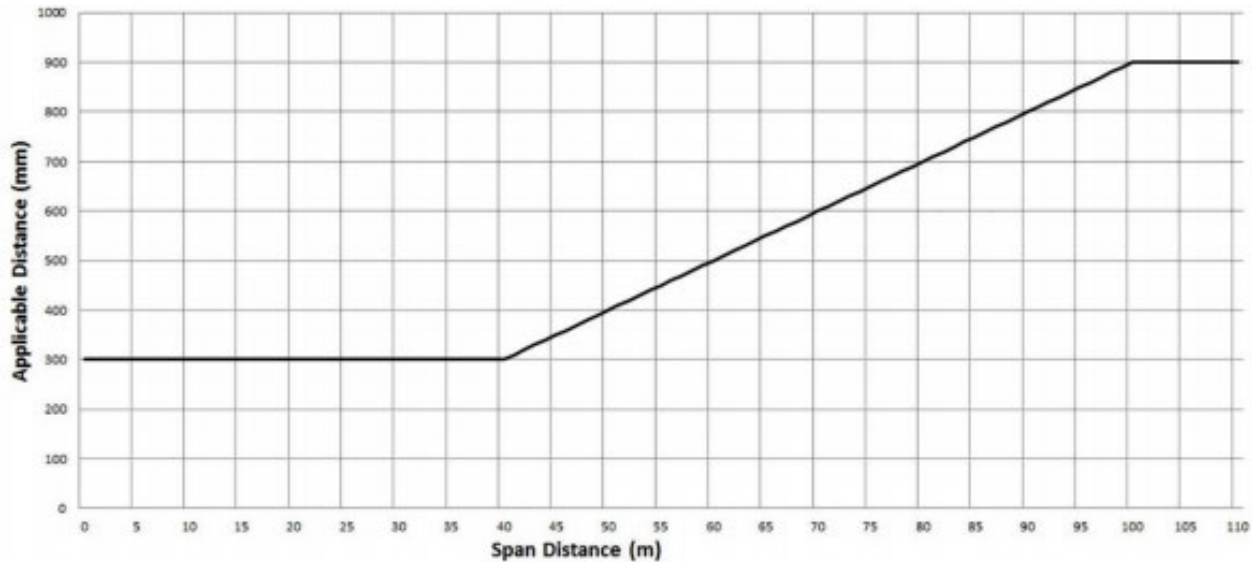
Appendix 1 - Indigenous Trees

<i>Acacia dealbata</i>	Silver Wattle
<i>Acacia implexa</i>	Lightwood, Hickory Wattle
<i>Acacia mearnsii</i>	Black Wattle
<i>Acacia melanoxylon</i>	Blackwood
<i>Allocasuarina littoralis</i>	Black Sheoak
<i>Banksia integrifolia</i> subsp. <i>Integrifolia</i>	Coast Banksia
<i>Eucalyptus baxteri</i>	Brown Stringybark
<i>Eucalyptus camaldulensis</i>	River Red Gum
<i>Eucalyptus cephalocarpa</i>	Silver-leaf or Mealy Stringybark
<i>Eucalyptus cypellocarpa</i>	Mountain Grey Gum
<i>Eucalyptus dives</i>	Broad-leaf Peppermint
<i>Eucalyptus fulgens</i>	Green Scentbark
<i>Eucalyptus goniocalyx</i>	Long-leaf Box, Bundy
<i>Eucalyptus obliqua</i>	Messmate
<i>Eucalyptus ovata</i> var. <i>ovata</i>	Swamp Gum
<i>Eucalyptus pauciflora</i> ssp. <i>pauciflora</i>	Snow Gum, White Sallee
<i>Eucalyptus radiata</i> ssp. <i>radiata</i>	Narrow-leaf Peppermint
<i>Eucalyptus regnans</i>	Mountain Ash
<i>Eucalyptus sieberi</i>	Silver Top
<i>Eucalyptus viminalis</i> ssp. <i>viminalis</i>	Manna or Ribbon Gum
<i>Eucalyptus viminalis</i> subsp. <i>Pryoriana</i>	Gippsland Manna Gum
<i>Hedycarya angustifolia</i>	Austral or Native Mulberry, Djelwuck
<i>Pittosporum bicolor</i>	Banyalla
<i>Pomaderris aspera</i>	Hazel Pomaderris
<i>Prostanthera lasianthos</i> var. <i>lasianthos</i>	Victorian Christmas Bush
<i>Rapanea howittiana</i>	Muttonwood

Appendix 2 – Applicable distance for middle two thirds of a span of an electric line

Graph 1: Insulated Electric Lines in all Areas

Clause 3 and 24



Graph 1 Formula

The formula by which the applicable distance for the middle two thirds of a span of an electric line to which clause 24 applies is calculated is as follows:

For $0 < SD \leq 40$, $AD = 300$ mm

For $40 < SD \leq 100$, $AD = 300 + ((SD - 40) \times 10)$

For $100 < SD$, $AD = 900$ mm

Where:

SD = Span Distance

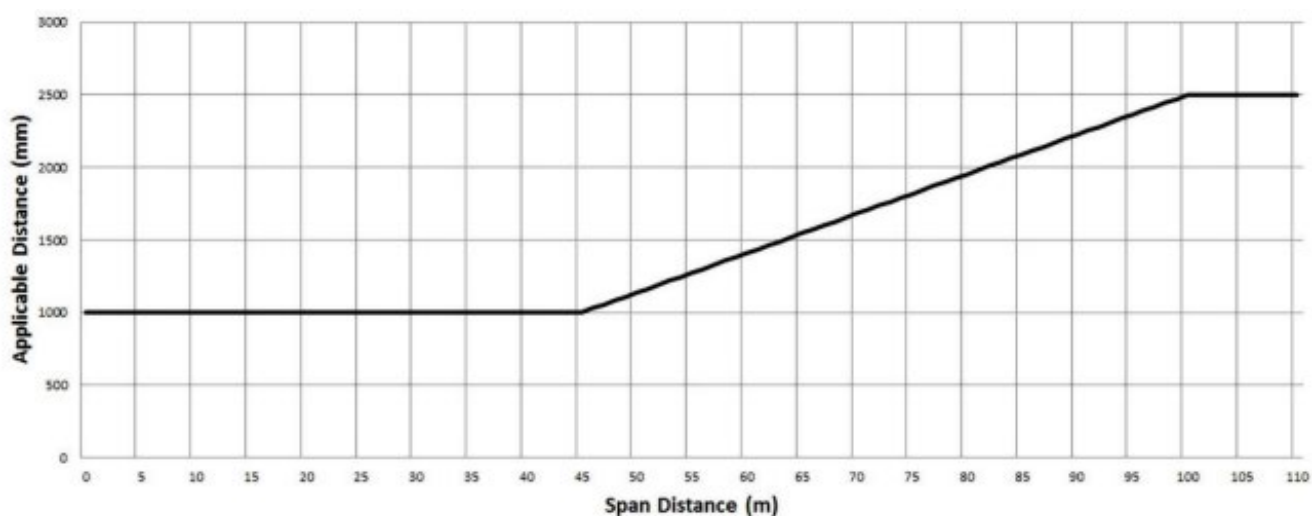
AD = Applicable Distance

Notes to Graph 1

- (1) The applicable distance includes allowances for sag and sway of the cable.
- (2) The minimum clearance space for a span of an electric line to which this Graph and clause 24 apply is partially illustrated in Figures 1, 2 and 3.
- (3) The applicable distance for the first and last sixths of a span of an electric line to which clause 24 applies is 300 millimetres.

Graph 2: Uninsulated Low Voltage Electric Line in Low Bushfire Risk Area

Clause 3 and 25



Graph 2 Formula

The formula by which the applicable distance for the middle two thirds of a span of an electric line to which clause 25 applies is calculated is as follows:

For $0 < SD \leq 45$, $AD = 1000$ mm

For $45 < SD \leq 100$, $AD = 1000 + ((SD - 45) \times (1500 \div 55))$

For $100 < SD$, $AD = 2500$ mm

Where:

SD = Span Distance

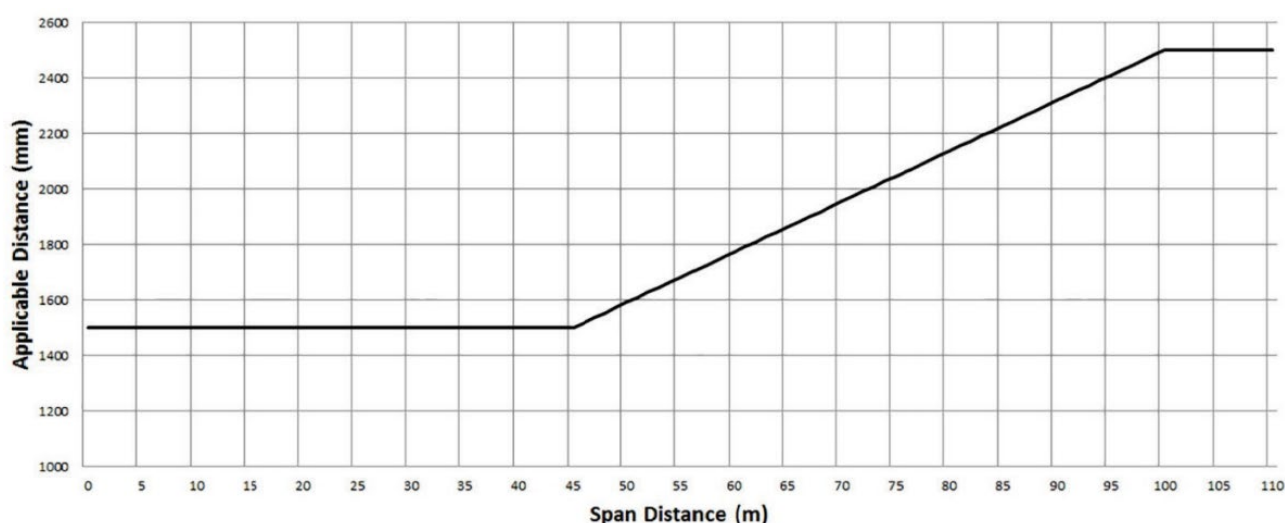
AD = Applicable Distance

Notes to Graph 2

- (1) The applicable distance includes allowances for sag and sway of the cable for a span up to and including 100 metres in length.
- (2) For a span longer than 100 metres, 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 25(2)(b)).
- (3) 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 that allows for sag and sway of the cable (see clause 21(2)).
- (4) The minimum clearance space for a span of an electric line to which this Graph and clause 25 apply is partially illustrated in Figures 1 and 4.
- (5) The applicable distance for the first and last sixths of a span of an electric line to which clause 25 applies is 1000 millimetres.

Graph 3: Uninsulated High Voltage Electric Line (other than a 66,000 volt electric line) in Low Bushfire Risk Area

Clause 3 and 26



Graph 3 Formula

The formula by which the applicable distance for the middle two thirds of a span of an electric line to which clause 26 applies is calculated is as follows:

For $0 < SD \leq 45$, $AD = 1500$ mm

For $45 < SD \leq 100$, $AD = 1500 + ((SD - 45) \times (1000 \div 55))$

For $100 < SD$, $AD = 2500$ mm

Where:

SD = Span Distance

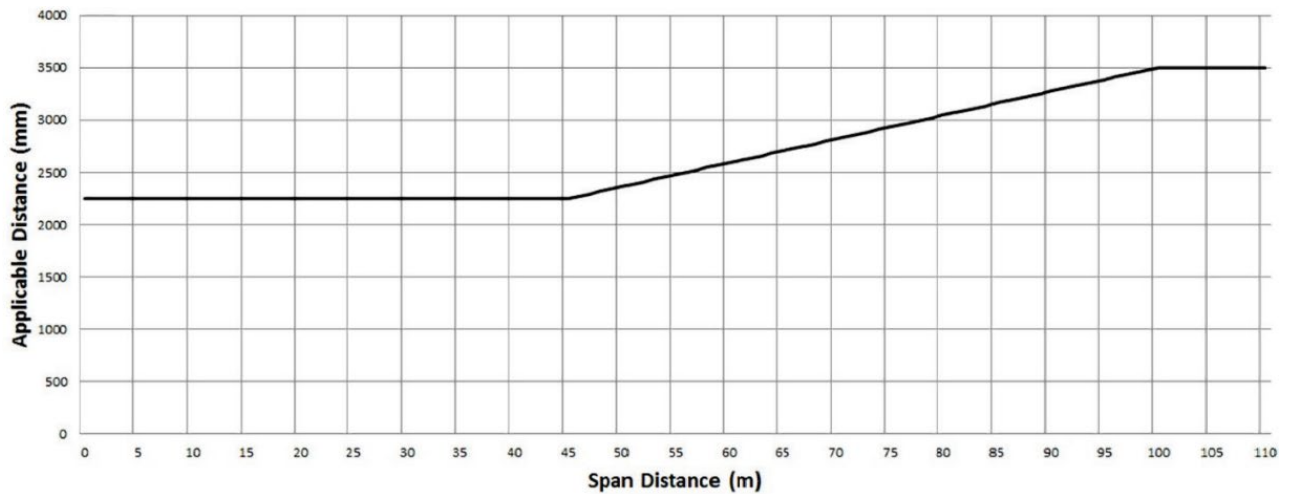
AD = Applicable Distance

Notes to Graph 3

- (1) The applicable distance includes allowances for sag and sway of the cable for a span up to and including 100 metres in length.
- (2) For a span longer than 100 metres, 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 26(2)(b)).
- (3) 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)).
- (4) The minimum clearance space for a span of an electric line to which this Graph and clause 26 apply is partially illustrated in Figures 1 and 3.
- (5) The applicable distance for the first and last sixths of a span of an electric line to which clause 26 applies is 1500 millimetres.

Graph 4: Uninsulated 66,000 Volt Electric Line in Low Bushfire Risk Area

Clause 3 and 27



Graph 4 Formula

The formula by which the applicable distance for the middle two thirds of a span of an electric line to which clause 27 applies is calculated is as follows:

For $0 < SD \leq 45$, $AD = 2250$ mm

For $45 < SD \leq 100$, $AD = 2250 + ((SD - 45) \times (1250 \div 55))$

For $100 < SD$, $AD = 3500$ mm

Where:

SD = Span Distance

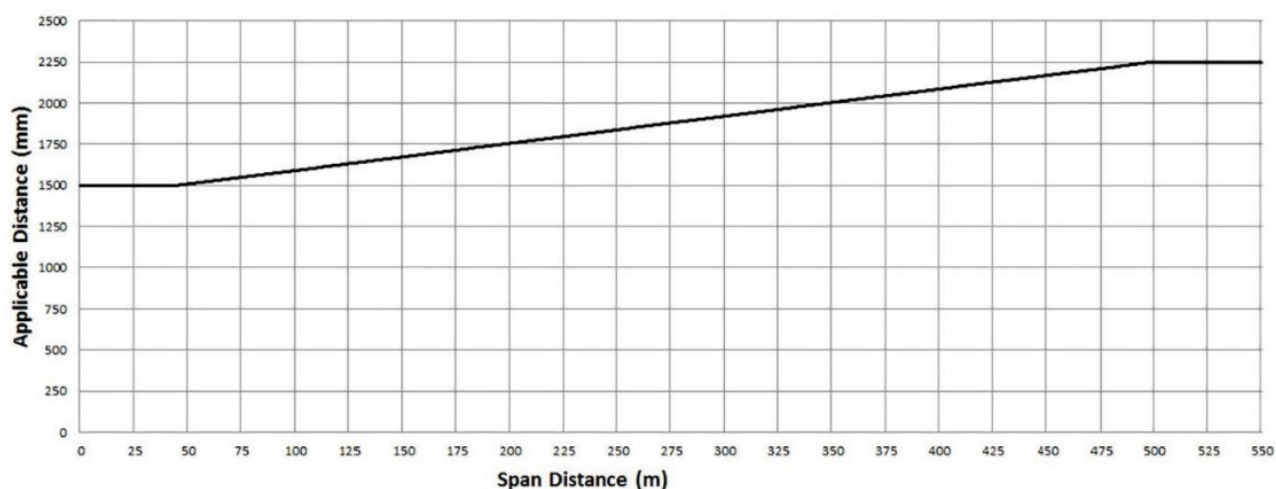
AD = Applicable Distance

Notes to Graph 4

- (1) The applicable distance includes allowances for sag and sway of the cable for a span up to and including 100 metres in length.
- (2) For a span longer than 100 metres, 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 27(2)(a)(ii)).
- (3) 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)).
- (4) The minimum clearance space for a span of an electric line to which this Graph and clause 27 apply is partially illustrated in Figures 1 and 5.
- (5) The applicable distance for the first and last sixths of a span of an electric line to which clause 27 applies is 2250 millimetres.

Graph 5: Uninsulated Low Voltage and High Voltage Electric Line (other than a 66,000 volt electric line) in Hazardous Bushfire Risk Area

Clause 3 and 28



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 $0 < SD \leq 45$, $AD = 1500$ mm

For $45 < SD \leq 500$, $AD = 1500 + ((SD - 45) \times (500 \div 303))$

For $500 < SD$, $AD = 2250$ mm

Where:

SD = Span Distance

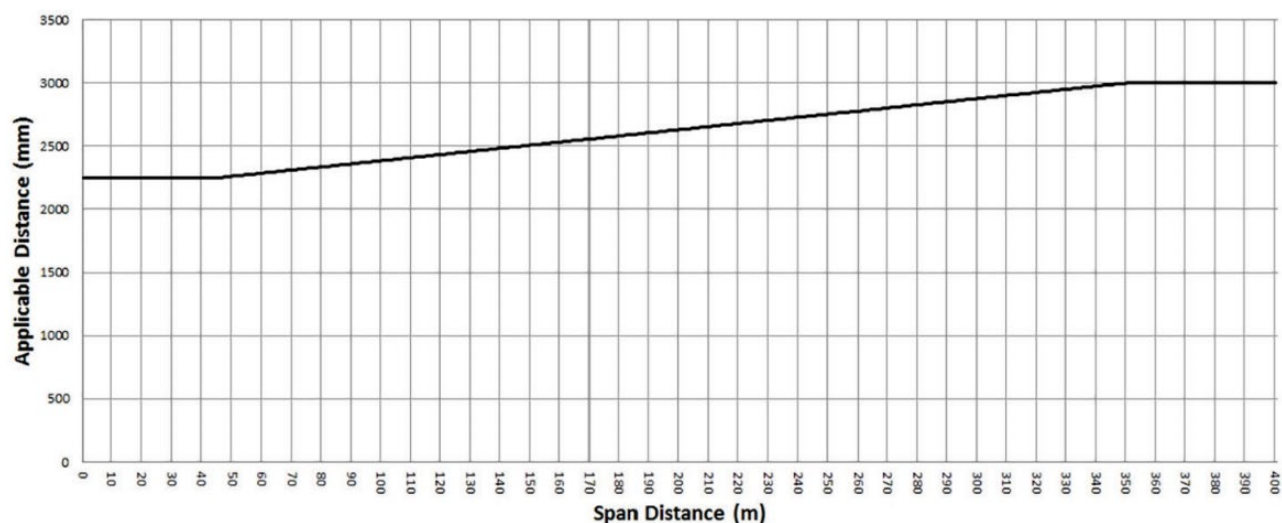
AD = Applicable Distance

Notes to Graph 5

- (1) 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)).
- (2) 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)).
- (3) 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.
- (4) The applicable distance for the first and last sixths of a span of an electric line to which clause 28 applies is 1500 millimetres.

Graph 6: Uninsulated 66 000 Volt Electric Line in Hazardous Bushfire Risk Area

Clause 3 and 29



Graph 6 Formula

The formula by which the applicable distance for the middle two thirds of a span of an electric line to which clause 29 applies is calculated is as follows:

For $0 < SD \leq 45$, $AD = 2250$ mm

For $45 < SD \leq 350$, $AD = 2250 + ((SD - 45) \times (750 \div 305))$

For $350 < SD$, $AD = 3000$ mm

Where:

SD = Span Distance

AD = Applicable Distance

Notes to Graph 6

- (1) 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
- (2) 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)).
- (3) The minimum clearance space for a span of an electric line to which this Graph and clause 29 apply is partially illustrated in Figures 1 and 5.
- (4) The applicable distance for the first and last sixths of a span of an electric line to which clause 29 applies is 2250 millimetres.

Appendix 3 – Sample of Training Matrix

Citywide Training Matrix

Position	Start Date	Site induction	Cert II ESI Climbing	Cert II ESI EWP	ESV annual refresher	Cert III Horticulture Hort/Arb
Team Member	11/04/2016	11/04/2016	-	17/12/2018	-	-
Arborist	03/04/2018	03/04/2018	-	23/11/2018	-	-
Tree Maintenance Team Member	11/10/2010	11/10/2010	10/04/2015	10/04/2015	24/08/2018	-
Arborist	14/10/2010	14/10/2010	-	29/01/2015	15/08/2018	12/09/2013
Team Member	03/01/2012	03/01/2012	-	17/12/2018	-	-
Team Member	14/03/2018	14/03/2018	-	23/11/2018	-	-
Tree Maintenance Team Member	30/09/2013	30/09/2013	-	17/04/2015	15/08/2018	20/12/2016
Team Member	30/10/2006	30/10/2006	10/04/2015	10/04/2015	24/08/2018	1/12/2009

Appendix 4 – Example of an internal post-pruning and compliance audit

ACTIVITY SPECIFICATION:	CARE OF TREES AND OTHER VEGETATION	CTV				
Location: Duncan DVE Pakenham						
Date: 29/07/2015						
Component	Activity / Aspect	No. of Samples	Service Provided (Score)			Comments
			0	1	2	
			Compliant	Some Deficiencies	Inadequate	
1. Urban Powerline Clearance						
Inspection & Reporting	2. Evidence that all powerlines within Pakenham, Beaconsfield and Emerald got all <u>poles & reserves</u> inspected annually.	0				
	• Copy of annual <u>post</u> -pruning report submitted detailing required works.	0				
	• Submission of annual <u>post</u> -pruning report within 2 weeks of completion detailing all clearing works carried out.	0				
	• Supervisor carried out post-pruning audit with contractor.	0				
Clearance ⁽¹⁾	• Conduct annual clearing in Emerald	0				N/A
	• Conduct 3 year cycle of clearing in Pakenham & Beaconsfield.	0				
	• Vegetation at least laterally 2m clear of street lights.	0				
Score Total:	0 0 0 0					
Other Activities	List any other related activities that could / should be considered for inclusion below:					



Tree pruning for power line clearance

Cardinia Shire Council has contracted Citywide Service Solutions to inspect and prune street trees growing around power lines to ensure branches do not impact power supply.

All vegetation clearance work must be carried out in compliance with the *Electrical Safety Act 1998* which stipulate minimum safe clearance between tree and power lines to keep re-growth clear.

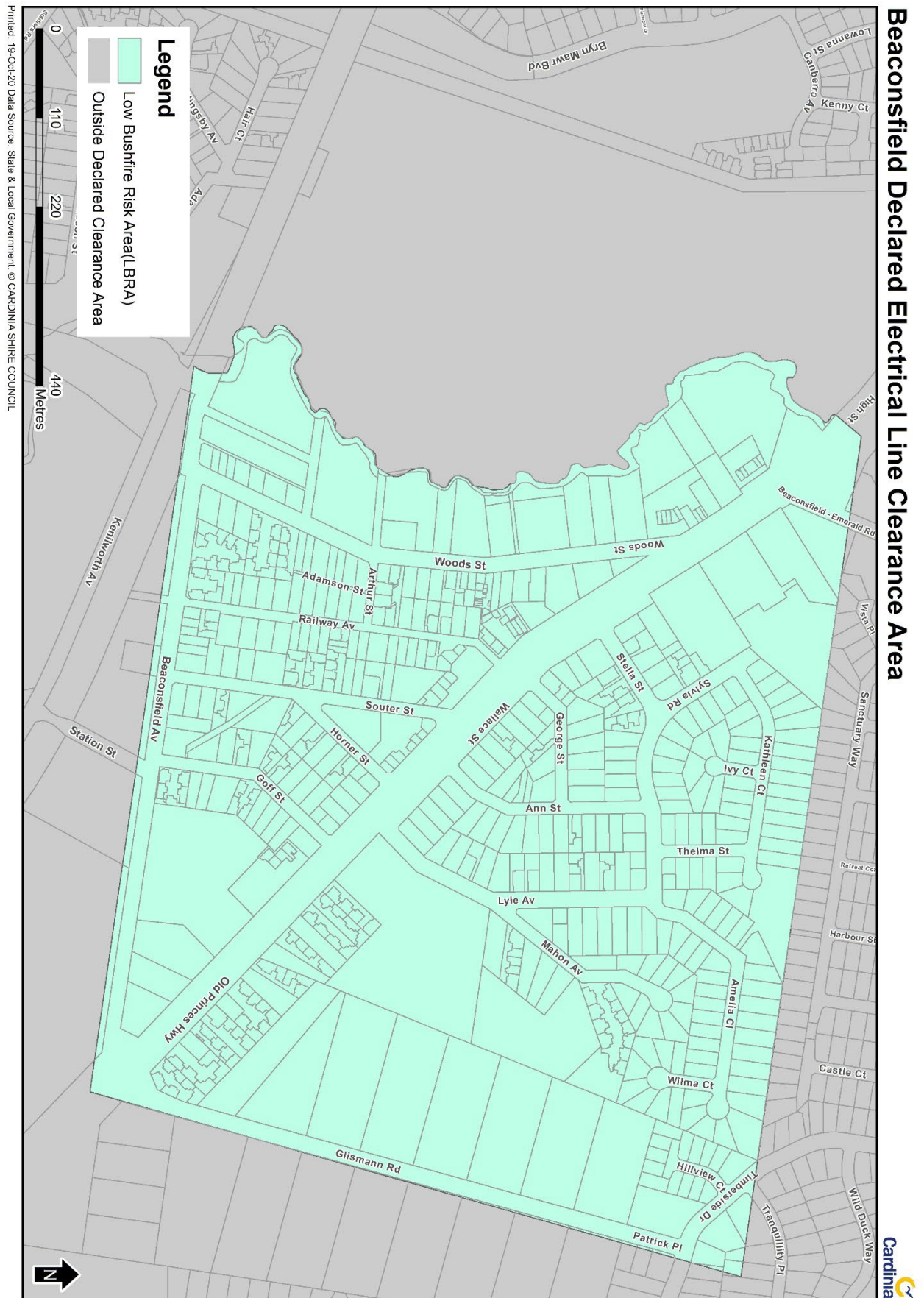
Council is responsible for managing power line clearance in its declared areas of Pakenham, Beaconsfield and Emerald. Information and maps showing Council's declared areas can be found in Council's *Electric Line Clearance Management Plan* (ELCMP) on Council's website www.cardinia.vic.gov.au

Tree clearance will commence no sooner than 14 days from the date of this notice.

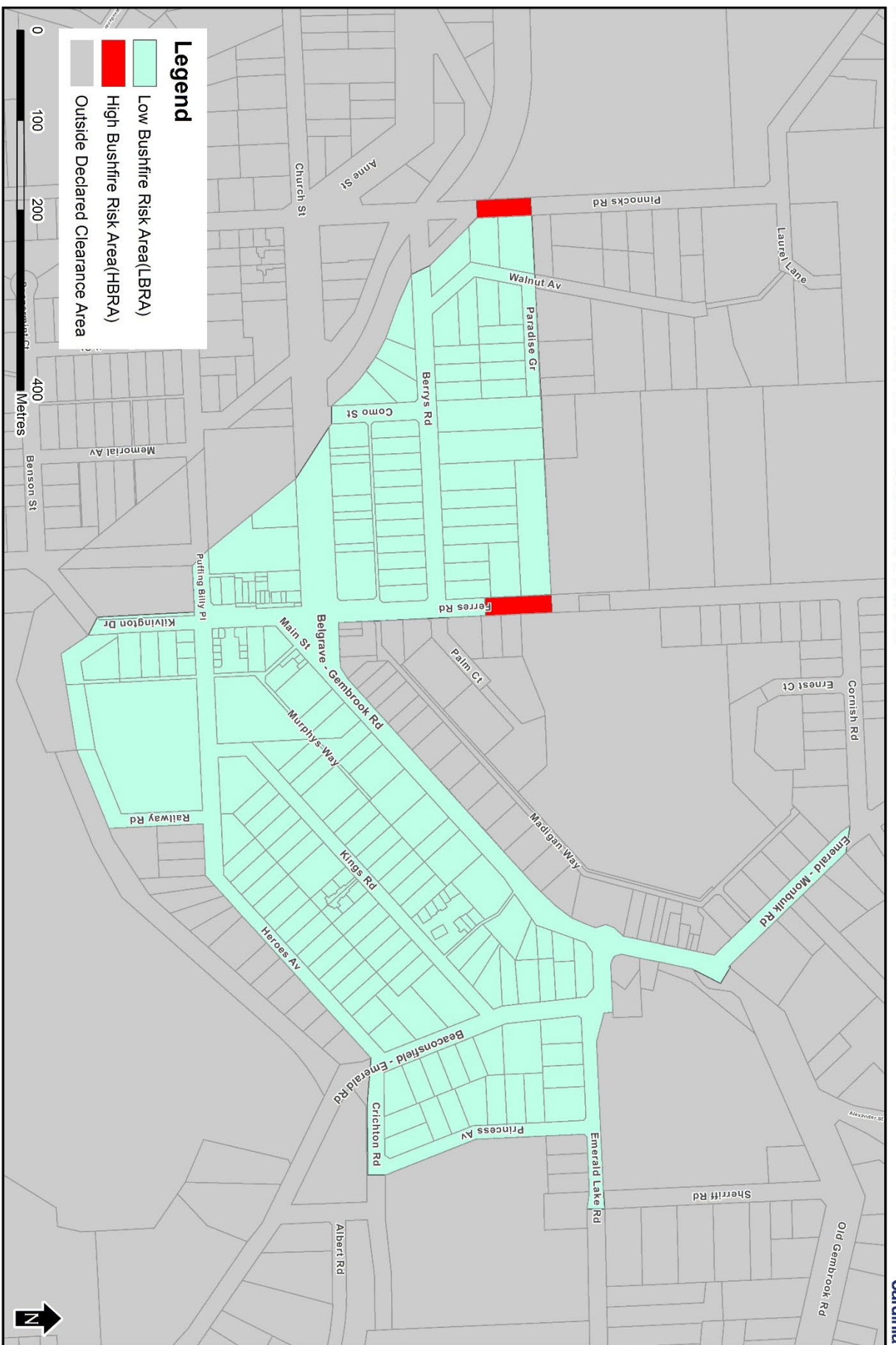
Works will be audited and will be compliant with Council's ELCMP.

For more information contact Cardinia Shire Council on 1300 787 624

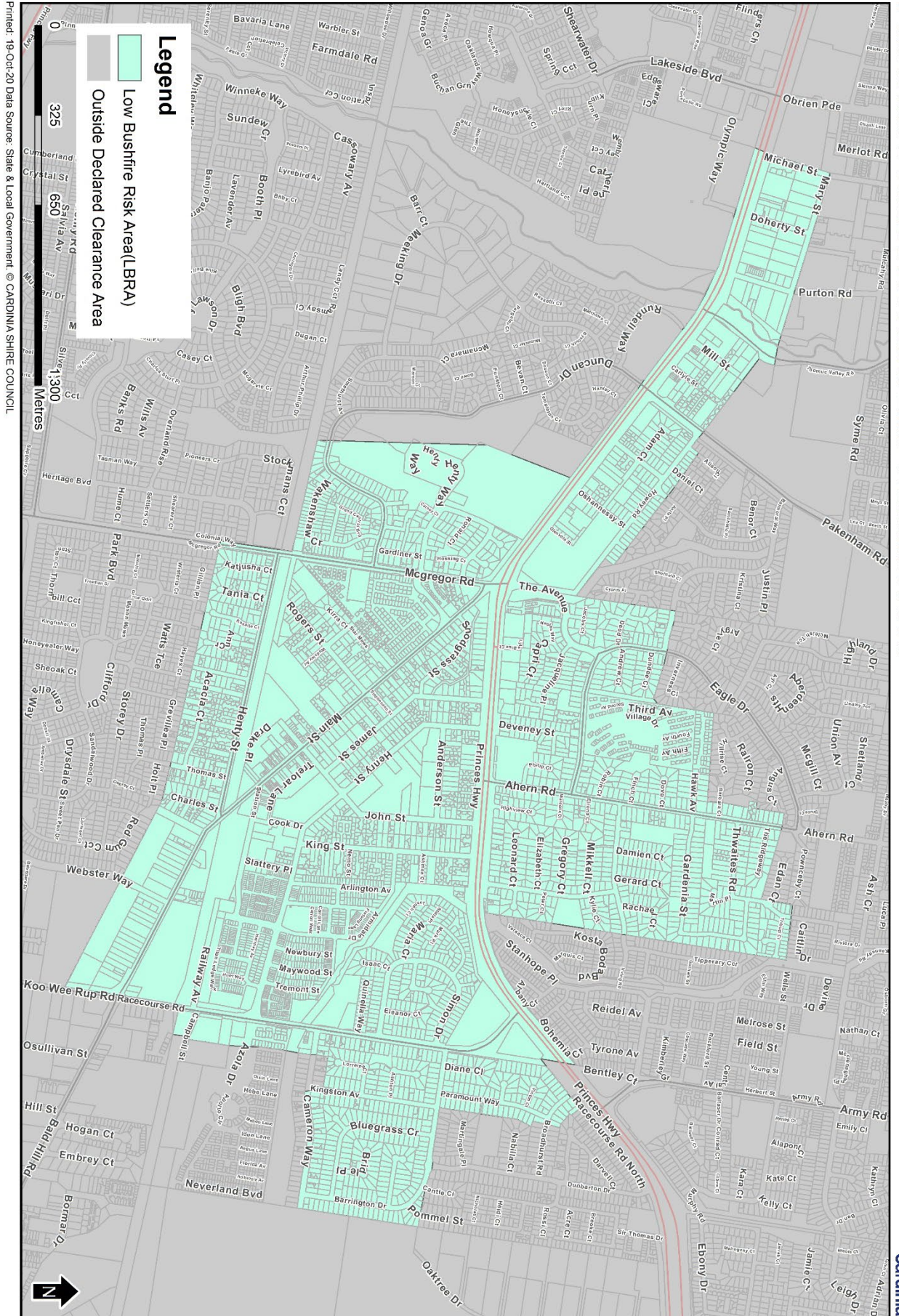
Appendix 6 – Maps of Declared Areas



Emerald Declared Electrical Line Clearance Area



Pakenham Declared Electrical Line Clearance Area



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