



City of Casey Electric Lines Clearance Management Plan 2026-2027

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This Electric Line Clearance Management Plan ('Plan') has been developed by the City of Casey to inform the Council, Energy Distribution Businesses (DB's) and all other interested parties about the vegetation management processes and strategies undertaken by the City of Casey to care for its trees that are in the vicinity electricity assets. This Plan is to satisfy the requirements of the *Electricity Safety (Electric Line Clearance) Interim Regulations 2025* (Vic).

The City of Casey notifies users of this Plan that some of the content / statements made in this Plan are based on assumptions, estimates, predictions and projections made as part of its Management planning and development process and some of the content and statements are based on actions that the City of Casey intends to take in the future.

The City of Casey reserves the right to take different actions to those it currently intends to take if circumstances change or assumptions, estimates prove to be inaccurate and/or events do not occur as predicted or projected.

Users of this Plan accept responsibility and all risk for using material in this document. The users should seek expert advice in relation to their own circumstances and must rely solely on their own judgement and expert advice obtained.

The City of Casey does not guarantee and will not be liable for, whether in contract, tort (including negligence), equity or otherwise, to compensate or indemnify any person for any loss, injury or damage arising directly or indirectly from any person using, or relying on any content and statements in this Plan.

STRUCTURE OF PLAN

The Electric Line Clearance Management Plan (Plan) has been structured to align with the relevant clauses of the Electricity Safety (Electric Line Clearance) Interim Regulations 2025.

The corresponding section of the Plan is numbered identically to the section of the Regulations to allow for cross referencing.

DISTRIBUTION BUSINESSES

The names and contact details for the Distribution Businesses that operate within the City of Casey are:

United Energy

Name: Jason Craig
Address: 43-45 Centre way, Mount Waverley VIC 3149

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Contact number: 0402 386 940
Email: JCraig@powercor.com.au

AusNet Services

Name: Spencer Few
Address: 8 Beaconsfield Avenue, Beaconsfield VIC 3807
Contact number: 0439 563 262 or (03) 9238 6353
Email: spencer.few@ausnetservices.com.au

Public Transport Corporation - Metro Trains

Name: Katrina Lewis
Address: PO Box 4724 Melbourne VIC 3001
Contact number: 03 9619 5678
Email: metrocustomer.feedback@metrotrains.com.au

CONTRACTS USED TO MANAGE VEGETATION AROUND ELECTRIC LINES

Primary Contract - CT000788 Electric Line Tree Clearances (Active Tree Services)

Other relevant contracts:

Secondary Contract – CT000794 Reactive Tree Works – North, Central and South Zones

Future contracts will incorporate adherence to *Electricity Safety (Electric Line Clearance) Regulations 2025* (Vic), updated legislation and Councils Electric Line Clearance Management Plan

PART 2 SECTION 9 PREPARATION OF A MANAGEMENT PLAN

9(2) Preparation of a Management Plan by March 31st

City of Casey is a Responsible Person required to prepare an Electric Line Clearance Management Plan (Plan) for the purpose of the Regulations. This document is prepared in accordance with Section 9 of the Regulations.

This document has also been prepared consistent with the City of Casey Tree Technical and Procedural Guidelines 2024 which outlines that there is overwhelming support for the provision of enduring, treed landscapes that will contribute to Casey's liveability. Specifically, the Design Principal Guideline for tree planting identifies that Council will select appropriate species according to the opportunities and constraints presented within a site; right tree, right location.

The process used to review and implement the Plan are outlined below:

- This Plan is reviewed as part of Council's corporate reporting framework.
- Council will conduct an administrative review of the Plan by the 31st March annually to address any changes in personnel, policy or programs. The review is conducted by Council's Team Leader – City Greening following review of the contract referred to on page 7 herein.
- The reviewed Plan is supplied to Council's Executive Leadership Team for approval and endorsement.
- Once the new annual Plan is approved, Council will remove the superseded Plan and upload the new Plan to the website at the same time. This will occur prior to the 1st of July each year.
- A complete review of the Plan will also be implemented should there be a change of Contractor or Contract methodology. This review could occur at any time. Any new contract will incorporate and adhere to the requirements of the current Plan.
- The amended Plan and the requirement to comply with the Plan will be brought to the attention of Council's contractors annually at the monthly contract meeting following the review.
- The amended Plan and the requirement to comply with the Plan will be brought to the attention of relevant Council personnel following each annual review.
- The Plan is stored in Council's document management system (ECM).
- A copy of this Plan is available on Council's website.
- Any ESV request for submission of the plan will be overseen by Team Leader – City Greening. Council is responsible for ensuring submission within 14 days when requested.
- During the administrative review, Council will also review current regulations, standards and relevant contracts.

As part of the above annual review Council will ensure that all specific policies relevant documents, personnel documentation, training, program, and resourcing requirements are reviewed and updated as required to ensure compliance with the Regulations.

9(4) Management Plan requirements

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

Name: City of Casey
Email: Caseycc@Casey.vic.gov.au
Address: Bunjil Place,
Patrick Northeast Drive,
Narre Warren, VIC 3805
Postal Address: PO Box 1000 Narre Warren, VIC 3805
Telephone No.: (03) 9705 5200
Chief Executive Officer: Glenn Patterson

The CEO is Council's principal representative in its role as a Responsible Person under the Electricity Safety Act 1998.

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

Name: Cameron MacLeod
Position: Team Leader City Greening
Email Address: Cmacleod@Casey.vic.gov.au
Business Address: 30 – 52 Vesper Drive, Narre Warren, VIC 3805
Telephone No.: (03) 9705 5200

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

Name: Kristen Jackson
Position: Head of Open Space and City Greening
Email Address: KrJackson@Casey.vic.gov.au
Business Address: 30 – 52 Vesper Drive, Narre Warren, VIC 3805
Telephone No.: (03) 9705 5200

Name: Cameron MacLeod
Position: Team Leader City Greening
Email Address: Cmacleod@Casey.vic.gov.au
Business Address: 30 – 52 Vesper Drive, Narre Warren, VIC 3805

Telephone No.: (03) 9705 5200

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.

EMERGENCY TELEPHONE No: (03) 9705 5200 (24 hours, 7 days a week)

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The emergency phone number is a Council enquiry phone number; the contact message gives the caller several options to select from. Option 1 (number 1) is the emergency number; selecting this number transfers you to the City of Casey's emergency call centre where it is answered by a person who takes the caller's details.

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

The following are identified as the key objectives of this Plan:

- To always ensure public safety in relation to fire risk, human injury and continuity of supply resulting from the contact between power lines and vegetation.
- Where reasonably practicable and within their level of competence, Council employees and contractors will aim to ensure Electricity Safety.
- To achieve compliance with the Electricity Safety Act 1998 and the Electricity Safety (Electric Line Clearance) Interim Regulations 2025 and the incorporated Code of Practice.
- To maintain the health and amenity of the community's trees by applying appropriate standards and practices. Where practicable within the limitations imposed by the Regulations tree management will be in accordance with industry best practice.
- To ensure protection of areas of important local and significant vegetation throughout the Council's Declared Area. This protection includes, but is not limited to, sites containing botanically, historically or culturally important vegetation, or vegetation of outstanding aesthetic or ecological significance, and/or the habitat of rare or endangered species.
- To ensure effective management of vegetation to maximise the amenity value of the city's trees and ensure shading of pathways is continually increased to best industry standards.
- To ensure provision of a safe working place for employees and contractors undertaking vegetation clearance pruning and any employee or contractors who conduct other maintenance vegetation works within the vicinity of power lines.
- To ensure community satisfaction with the manner in which the necessary works are carried out.

Compliance with these objectives is measured by an ongoing process of auditing and Contract performance monitoring as detailed in section 9(4)(n) of this Plan.

9(4)(f) The land to which the management plan applies to - maps

The City of Casey has produced electronic Declared Area boundary maps which are held as layers in Council's internal Geographic Information System (GIS). These maps have been checked in detail with the maps held by Energy Safe Victoria (ESV). The maps provide clear and precise boundaries for Council employees and contractors to work

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within. The land to which this Plan applies is shown in the Declared Area maps 1 – 4 included in [Appendix 1](#).

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

The majority of the Declared Area managed by Council is rated Low Bushfire Risk Area (LBRA) based on the CFA Fire Hazard Ratings.

HBRA Maps are located in [Appendix 2](#). HBRA and LBRA boundaries are included in the Council (GIS), detailed maps of HBRA boundaries are provided in [Appendices 2A-2G](#).

Council's Emergency Management personnel meet quarterly with the local CFA brigade management. Any relevant amendments to the boundary or Hazardous Bushfire Risk Areas (HBRA) are discussed at these meetings. Council's Municipal Fire Prevention Officer has regular contact with the CFA and informs the responsible person of any changes to Bushfire Risk Area boundaries.

The City of Casey remains one of the fastest growing municipalities and population growth corridors in Australia. Due to such prolific growth, the new suburbs have been constructed with underground power lines now surrounding most of the original declared areas of 1986 lessening the potential of fire risk.

The City of Casey have been compiling a full street and park/reserve tree inventory, all spatially located; part of the inventory has been to identify and document the location and voltage of power lines and the affected trees.

The City of Casey tree population consists of ~340,000 trees located within urban streetscapes and open space reserves. Of these, ~204,000 are in streetscapes and ~44,000 of these are in the Declared Area. Council inventory data indicates that the number of Council trees in Declared Areas potentially affected by power lines is ~8238.

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 Electric Safety (Electric Lines Clearance Regulations 2020) and that is –

(i) Indigenous to Victoria

The trees in the vicinity of power lines through the Declared Area of the City of Casey consist mostly of commercial varieties of native (trees indigenous to mainland Australia) ornamental species. All the street trees are spatially mapped, and this data is made available to the Tree Maintenance Contractor for use in their management and reporting systems and is also available in Council's GIS system. The location of all important

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indigenous, ecologically, historically, aesthetically or otherwise significant vegetation is provided via GIS to Electrical Line Clearing Personnel.

For the purposes of this Plan, indigenous vegetation means species locally indigenous to the Council area and does not include commercial and ornamental Australian native species, which are commonly planted as street trees, even where those species may be indigenous to other parts of Victoria.

The City of Casey has identified many established, remnant indigenous trees that may be affected by electric line clearance activity including:

- Many large *Eucalyptus camaldulensis* through the whole area of the City of Casey. Very few of these have above ground power lines in the immediate vicinity. The major populations of *Eucalyptus camaldulensis* are in the suburbs of Doveton, Eumemmerring, Hampton Park, Lynbrook and Hallam. There are ~300 of this species with the potential to be affected by power lines mapped within the Declared Areas.
- *Eucalyptus pryoriana* mainly found outside the Declared Areas south of Cranbourne. There are ~20 specimens of this species with the potential to be affected by power lines mapped within the Declared Area.
- *Eucalyptus cephalocarpa* mainly found outside the Declared Areas south of Pearcedale. There are no specimens of this species with the potential to be affected by power lines mapped within the Declared Area.
- *Eucalyptus obliqua*. This is an uncommon species within the City of Casey that predominantly occurs in remnant vegetation areas. There are <10 specimens of this species with the potential to be affected by power lines mapped within the Declared Area.

Where these old, established trees are in the vicinity of power lines they have already been pruned for compliance over many years so continuing this will not significantly impact them.

By their nature, these types of vegetation do not change quickly in the normal circumstances. Council will review each of these species on a yearly basis when this plan is reviewed in line with the Regulations. During annual assessment of vegetation this will be verified by Council's tree maintenance contractor for currency as part of the assessment process and documented.

Additional resources available to identify significant indigenous trees are -

- a. Reference to the Heritage Register as per the meaning of the Heritage Act 1995 <http://vhd.heritagecouncil.vic.gov.au/>
- b. Reference to the National Trust Register and regular communication with the Local History Officer <http://trusttrees.org.au/>

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- c. Reference to the Threatened Species Advisory Lists as published by the relevant State department <https://www.environment.vic.gov.au/conserving-threatened-species/threatened-list>
- d. Reference to the Victorian Aboriginal Heritage Register <https://www.firstpeoplesrelations.vic.gov.au/victorian-aboriginal-heritage-register>
- e. Reference to the Flora and Fauna Guarantee Act <https://www.legislation.vic.gov.au/in-force/acts/flora-and-fauna-guarantee-act-1988/046>
- f. Reference to the Threatened Invertebrate Fauna Victoria <https://www.environment.vic.gov.au/conserving-threatened-species/threatened-list>
- g. Reference to the Threatened Vertebrate Fauna List Victoria <https://www.environment.vic.gov.au/conserving-threatened-species/threatened-list>

No additional trees of significance have been identified since the previous Plan was approved.

The person responsible for the preparation of the Plan regularly liaises with Council's Environmental Planner on changes to native vegetation mapping, controls and other relevant matters. The amended Plan and any changes as a result of this briefing will be raised with Council's contractors at the contract meetings.

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

There are various areas within the City of Casey that are protected under the Council's Planning Scheme for their historical, botanical, ecological or environmental value. These areas are detailed in Council's Planning Scheme under the relevant Heritage Overlay (HO), Significant Landscape Overlay (SLO), Environmental Significance Overlay (ESO), Vegetation Protection Overlay (VPO), and their respective schedules. The details of these can be found in the Casey Planning Scheme, which is on public record. Electronic maps are available for viewing on request at Council's Offices and information provided in Council's GIS system for the use of field personnel.

No additional trees of significance have been identified since the previous Plan.

(iii) Trees of cultural or environmental significance

Trees of Cultural or Environmental Significance for the purposes of the Plan are defined as any tree protected as Significant or Heritage by relevant State legislation or local planning controls.

The City of Casey has a list of Significant Trees and Avenue of Honour trees on both private and Council land that is available to contractors through Council's GIS system. Approximately 1108 trees have been mapped within the Declared Area that are Significant or Avenue of Honour trees. It is estimated that 30% of these could be affected by power lines.

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There are also several sites which have trees listed of cultural significance. The exact location will not be disclosed in respect of the nature and requirements for Aboriginal artefacts and cultural heritage sites. Also, other trees can be found on the National Trust data base. Any known trees and sites that may be affected by power line clearance will be brought to the attention of the Contractor and managed in accordance with 9(4)(i).

Based on a review of the Planning Scheme, the tree inventory and historical annual line clearance program, there are no identified trees or areas of special or cultural vegetation identified in the Declared Area that have not already been affected by electric line clearance pruning. Therefore, no trees have been identified that will be significantly affected by future electric line clearance. Any additional trees will be identified during the routine line clearance assessment.

The City of Casey is committed to the preservation of habitat trees. Any trees that are identified as a habitat tree will be individually assessed by Council, with specialist assistance as required, and appropriate management options developed to minimise or avoid pruning or removal. If the tree is deemed a High or Medium Risk, Council will look for a long-term solution to ensure retention of the tree; this could include an engineering solution to minimise future pruning of the tree.

If significant pruning or removal is programmed, that work will be undertaken outside the breeding season when the tree is not being used by fauna.

In exceptional circumstances, fauna may be required to be relocated. This is not Council's preferred option and will be used only as a last resort, for example, if the tree is assessed to be a hazard tree

The removal of trees of cultural and environmental significance may be removed if upon inspection from a suitably qualified arborist the tree is deemed to meet Council's tree removal criteria <https://www.casey.vic.gov.au/policies-strategies/city-of-casey-tree-guide> 9(4)(i) Details of methods that will be used to avoid and minimise the impact on vegetation referred to in paragraph 9(4)(h)

As there has been an ongoing powerline clearance program around existing trees, there are no known trees from clause 9(4)(h) that will be significantly adversely affected by future powerline clearance works. The presence of any previously unidentified tree of significance will be reviewed as part of the annual review of this Plan using the processes and resources outlined in 9(4)(h).

In previous years where vegetation has been affected, some of the power lines have either been converted to Aerial Bundled Cable (ABC) or placed below ground level.

The following methods are used to ensure the impacts to trees referred in section 9(4)(h) are avoided and minimised:

All pruning will take place in accordance with industry Best Practice and where practicable, pruning may be undertaken using Elevated Work Platforms (EWP) or other similar methods to minimise overall site damage. Council will as far as practicable, restrict cutting or removal of native trees or of cultural or environmental significance to the minimum extent necessary to ensure compliance with the requirements of the Code, the schedule to

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the Code or to make an unsafe situation safe. Examples of unsafe situations include hazard trees, regrowth into clearance space between prunes and non-compliant vegetation found after declaration.

- a. Council will provide appropriate data, materials, training and information to staff and contractors to ensure that locally indigenous species of high value are identified. Council will liaise with its contractors to provide appropriate guidance and advice in relation to management of these specimens.
- b. Where a specimen of high value, or a tree with or likely to contain habitat hollows, is identified by Council or its Contractors as being non-compliant, the tree will be individually assessed to ensure that pruning is minimised, and the environmental value of the tree is preserved. This may include managing the tree in line with Part 2, Clauses 4 or 7 of the Code, on an increased inspection or pruning cycle.
- c. Where a tree with hollows is to be pruned, the pruning will be undertaken outside the breeding season of the species likely or known to be using the hollow as far as is practicable. Where a hollow must be removed, and the species is not a seasonal user, such as possums, an appropriately qualified wildlife handler will be engaged to relocate the animal.
- d. Any high value specimen identified will be plotted on Council's mapping system and monitored to minimise the impact of work that may be required. This is also available to Electric Line Clearance (ELC) field staff undertaking assessment and pruning.
- e. Council will also liaise with relevant distribution company(s) to pursue and investigate options for engineering solutions; these solutions could be as simple as raising the height of the conductors to clear the significant vegetation.
- f. Council will liaise with the relevant distribution company(s) to obtain spatial data of the power line assets in the Declared Area to incorporate in its GIS system to facilitate better planning and identification of affected trees and significant vegetation. This is held within Council's internal GIS system. Access to Council's GIS system is provided to ELC personnel for field use.

All records will be filed in Council's document management system and kept for a minimum of 5 years.

9 (4)(j) The management procedures that the responsible person is required to adopt to ensure compliance with the Electricity Safety (Electric lines clearance interim regulations 2025)

The City of Casey has experienced rapid urbanisation surrounding and throughout the Declared Area since 1995. This urbanisation has resulted in a wide buffer of built form with the majority of new electrical infrastructure being installed underground.

The City of Casey implements a proactive and reactive inspection and pruning regime to ensure it remains compliant with the Code.

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

(1) Identification of Work Required

- a. Council implements an annual power line inspection and pruning program in the Declared Area per the schedule in Table 1 (below), a larger version of the same table is included in [Appendix 3](#). Council engages a contractor to undertake tree inspections and associated work and specifies these as service delivery requirements of the relevant contract referred to on [page 5](#).

Table 1: Annual tree inspection and pruning schedule 2025/2026

Block	Inspection/ Assessment		Audit of Assessment	Pruning	
	Start Date	Finish Date	Period to be Allowed (working days#)	Start Date	Finish Date
1 Endeavour Hills, Hallam, Doveton, Eumemmerring	6/02/2026	16/02/2026	10	2/03/2026	17/03/2026
2 Berwick	17/02/2026	27/02/2026	10	20/03/2026	6/04/2026
3 Narre Warren	28/02/2026	3/03/2026	10	6/04/2026	13/04/2026
4 Hampton Park	6/03/2026	10/03/2026	10	14/04/2026	24/04/2026
5 Cranbourne	13/03/2026	23/03/2026	10	24/04/2026	11/05/2026
6 Pearcedale	24/03/2026	27/03/2026	10	11/05/2026	15/05/2026

Table 2: Annual tree inspection and pruning schedule 2027

Block	Inspection/ Assessment		Audit of Assessment	Pruning	
	Start Date	Finish Date	Period to be Allowed (working days#)	Start Date	Finish Date

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1	Endeavour Hills, Hallam, Doveton, Eumemmerring	6/02/2027	16/02/2027	10	2/03/2027	17/03/2027
2	Berwick	17/02/2027	27/02/2027	10	20/03/2027	6/04/2027
3	Narre Warren	28/02/2027	3/03/2027	10	6/04/2027	13/04/2027
4	Hampton Park	6/03/2027	10/03/2027	10	14/04/2027	24/04/2027
5	Cranbourne	13/03/2027	23/03/2027	10	24/04/2027	11/05/2027
6	Pearcedale	24/03/2027	27/03/2027	10	11/05/2027	15/05/2027

The City of Casey's Contractor shall, as part of the annual maintenance program, assess every Council managed tree in the Declared Urban Area as shown in the detailed Declared Area Maps in [Appendix 1](#). The outcome of the assessment is to identify Council managed trees which currently infringe or will infringe on the prescribed Clearance Space before the next pruning cycle.

Each annual tree assessment also includes the identification of any hazards outside the clearance and regrowth spaces that may require further assessment or correction. Each inspection shall be fully documented, and each tree visited shall be identified and recorded. The inspection includes the recording in an electronic register, using the tree's unique asset number, of trees that have grown or re-grown, or will grow into the clearance space within the next 12 months. The non-compliances shall be noted and a record of the inspection shall be maintained on the electronic database.

- b. The inspector estimates the distance between each power pole to derive the Applicable Distance for the span by the utilisation of the graphs as set out in the Code. A copy of the graphs is included in [Appendix 5](#).
- c. Trees referred to in clause 9(4)(h) and 9(4)(i) of the Regulations will be identified during the annual inspection and managed on an increased inspection or pruning cycle, and assessed for the applicability of the Exceptions in Clauses 4-7 of the Code.
- d. The inspection also includes the identification of any hazards outside the clearance and regrowth spaces that may require assessment or correction.

Hazardous trees identified during these routine inspections are programmed for urgent pruning or removal to mitigate the hazard.

- e. Non-compliant trees shall be recorded in the works management system.
- f. Trees that are potentially inappropriate to be in the vicinity of power lines as a result of their species, condition or growth characteristics will be identified by the contractor during the annual inspection and reported to Council. Council will review each potentially inappropriate tree and implement actions to achieve network safety. Such actions may include an increased inspection or pruning cycle, tree removal, or management of the clearance space in accordance with Clauses 4-7 of the Code.

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- g. The annual inspection cycle ensures that as far as practicable the City of Casey remains Code compliant at all times. The assessment is undertaken by a suitably qualified arborist as described in section 9(4)(p) herein. The inspector may be a member of Council's staff, or an appropriately qualified and experienced Contractor.
- h. Reports of non-compliance from relevant distribution businesses, residents or other sources will be investigated by a suitably qualified arborist. Each non-compliant tree or tree otherwise requiring compliance pruning is recorded electronically. Reports of the assessment are recorded in Council's corporate systems. Once the investigation has been completed the Contractor will carry out any pruning action to rectify the non-compliance.
- i. Where necessary, the Contract Supervisor will liaise with the Contractor to determine the cause of the non-compliance. Where the non-compliance is a failure to follow the Contract specification, this will be documented which may lead to a contract non-conformance which will be discussed in the monthly Contract meeting. Where the non-compliance is caused by unanticipated regrowth, the species and growing conditions will be identified to determine if this is likely to reoccur. Appropriate inspection regimes will be implemented to address any identified issues.
- j. Council will also annually review the open-wire power lines and look for engineering solutions to minimise or eliminate the impact of power line pruning.
- k. Council will advocate for new developments to have underground power lines installed in accordance with the City of Casey's Planning Scheme provisions and Precinct Structure Plan (PSP) development.
- l. Council will continue to foster an open dialogue with the relevant distribution company(s) vegetation management group to ensure both parties have a clear understanding of each other's priorities. This will be achieved through the regular annual meeting with relevant distribution company(s) managers and the City of Casey's responsible employee. This is to take place following the annual powerline contract performance review.

(2) Hazard Trees

The Electricity Safety Act 1998 (Victoria) Section 86B requires that a municipal council must specify, within its Municipal Fire Management Plan (MFMP):

- (a) procedures and criteria for the identification of trees that are likely to fall onto, or come into contact with, an electric line (hazard trees); and
- (b) procedures for the notification of responsible persons of trees that are hazard trees in relation to electric lines for which they are responsible.

Council's Municipal Fire Management Plan (MFMP) refers to this Electric Line Clearance Management Plan in relation to Hazard trees.

During the inspection of the Declared Area, the Assessor will also inspect areas adjacent to the clearance space or regrowth space for trees that could become a hazard to the lines under adverse weather conditions.

Note: For the purpose of this Plan, a hazard tree is a tree that possesses hazardous faults which, if not actioned, will negatively impact distribution assets. These trees may possess observable characteristics such as an unnatural lean, large cavity, severe decay, major cracks etc.

In a situation where a tree is identified that is likely to fall onto or otherwise come into contact Council will assess the tree using an arborist qualified to undertake the role as per the description in section 9(4)(p) herein.

In situations where the arborist's assessment confirms the likelihood of contact with the electric line having regard to foreseeable local conditions including weather and ground instability, Council will remove or cut the hazard tree as per the Code. In the event of a hazard tree being identified as a culturally significant, environmentally significant or habitat tree, Council will where possible minimise the impact on the tree or fauna as previously outlined, to ensure compliance with the requirements of the code, the schedule to the code or to make an unsafe situation safe.

(3)Assessment of Regrowth Space

As part of the inspection of the Declared Area, the amount of clearance achieved during pruning is assessed to determine its suitability to the required clearance.

The responsible person assessing the vegetation will be a suitably qualified arborist as per the description in section 9(4)(p) herein. Utilising their skills and experience, the assessor will observe the amount of regrowth for each species pruned and use this information when defining pruning frequencies required to achieve compliance with the Code. Consideration will also be given to the voltage, span length, relevant pruning cycle, and the significance of each tree proposed to be pruned.

Subject to the significance of the tree, tree pruning frequencies may be adjusted to accommodate observed growth rates and achieve compliance with the Code.

The formula used to calculate the amount of vegetation to be removed is:

Clearance (m) = regrowth (m/year) X cycle (1 year)

Examples of this formula -

Melaleuca linariifolia

- regrowth 0.3m per annum X 1 year = 0.3m clear of the Clearance Space

Quercus robur

- regrowth 0.8m per annum X 1 year = 0.8m clear of the Clearance Space

Salix babylonica

- regrowth 2m per annum X 1 year = 2m clear of the Clearance Space

The top 30 tree species that impact on power line clearance in this municipality represent 90% of all line clearance.

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<i>Agonis flexuosa</i>	<i>Eucalyptus viminalis</i>
<i>Angophora costata</i>	<i>Fraxinus excelsior</i> 'Aurea'
<i>Corymbia maculata</i>	<i>Grevillea robusta</i>
<i>Eucalyptus botryoides</i>	<i>Melaleuca styphelioides</i>
<i>Eucalyptus nicholii</i>	<i>Melia azedarach</i>
<i>Fraxinus oxycarpa</i>	<i>Platanus X acerifolia</i>
<i>Fraxinus</i> 'Raywood'	<i>Pyrus ussuriensis</i>
<i>Lagunaria patersonii</i>	<i>Quercus palustris</i>
<i>Liquidambar styraciflua</i>	<i>Quercus robur</i>
<i>Lophostemon confertus</i>	<i>Quercus</i> sp.
<i>Brachychiton populneus</i>	<i>Tristaniaopsis laurina</i>
<i>Callistemon salignus</i>	<i>Ulmus parvifolia</i>
<i>Casuarina cunninghamiana</i>	<i>Ulmus</i> sp.
<i>Corymbia ficifolia</i>	<i>Melaleuca linariifolia</i>
<i>Eucalyptus crenulata</i>	

Typically,

- Species in **red** are capable of rapid regrowth rates
- Species in black have moderate regrowth rates
- Species in **green** have slow regrowth rates and/or are unlikely to grow into the Clearance Space

A copy of all records is kept in Council's electronic record system.

(4) Pruning to maintain the Clearance Space

Clearance pruning is undertaken by a pre-qualified Contractor under the Contracts listed on [page 5](#) herein. The Contractor will implement the pruning program to clear trees identified through the process outlined in 9(4)(j)(i)(1).

Typically, the annual cycle involves pruning of ~8,500 trees for power line clearance. Trees within HBRA are to be pruned prior to the annual declaration of the fire danger period by the CFA with clearance maintained to ensure compliance throughout the declared fire danger period. The timing of work associated with this task is outlined in the schedule set out in [Appendix 3](#).

The Contractor must prune all trees identified to ensure that all parts of the tree will remain free of the prescribed Clearance Space until the next cycle of pruning using appropriate pruning practices that minimise regrowth, the speed of the regrowth, and assist with resisting decay and maintaining the structural integrity of the tree.

Trees that the Contractor believes cannot be successfully pruned will be brought to the attention of Council. Council will then inspect the tree and if they believe the tree cannot be pruned to comply with the Code will investigate and implement an alternative method to ensure compliance.

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Council is also committed to removing identified unmanageable, low value species, or totally inappropriate species which have been planted directly underneath the open-wire power lines.

Council will ensure that all contractors pruning the City of Casey's trees are appropriately trained and certified to perform the duties of their role in accordance with the detail listed in 9(4)(p) herein.

A hazard tree is a tree which that possesses hazardous faults which, if not actioned, will negatively impact distribution assets. These trees may possess observable characteristics such as an unnatural lean, large cavity, severe decay, major cracks etc. Urgent matter as defined in reactive contracts CT000794 means any sudden or unexpected occurrence requiring attendance on site and immediate action within 45 minutes. In such instances notification is to be attempted where practicable.

Emergency or reactive works are recorded in Council's customer Request Management system (RM) with the resultant work order issued to the contractor through Council's Asset Management System (AMS) and closed out in both systems once completed.

In the event that the required safe approach distances cannot be maintained, work shall cease immediately and advice from the relevant distribution business will be sought. This may involve shutdown or the use of live line workers with suppression of the auto reclose function.

As part of its normal contract reporting, Council will ensure that the Contractor has appropriately trained and inducted its employees into these requirements.

(5) Alternative methods that may be adopted to maintain the clearance space

Council's tree planting program considers tree selection in the vicinity of power lines to ensure that minimal pruning is required in the long term. Where overhead lines may constrain tree growth, Council selects either slower and shorter growing tree species or those that can be directionally pruned and shaped to grow around the power line and remain clear of the clearance zone for 12 months.

Council has a strong focus on ensuring species diversity, community liveability and landscape amenity needs are addressed on an individual basis when selecting tree species to be planted. As such Council has not adopted a prescribed specific tree planting list.

Where a Significant tree is to be severely affected, or an affected person objects to the pruning or clearing of vegetation near power lines, Council officers will consult with the affected person to determine alternatives, such as removal and replanting with suitable species or alternative pruning methods. Where an affected person requests the relocation or provision of alternate services such as aerial bundle cabling, Council will refer the matter to the distribution company for further consideration.

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Council may undertake a cost benefit analysis on a case-by-case basis where vegetation significance or public need dictates an alternative course should be pursued.

The following alternative methods may be adopted for maintaining clearance if a person objects to the methods proposed by Council:

- Removal/Replacement with an appropriate tree selection to limit encroachment into overhead power line services.
- Use of Aerial Bundled Cable (ABC) or covered conductors.
- Power lines to be re-routed or undergrounded.
- Other engineering solutions.
- Consideration for alternative electrical service construction design, as outlined above.

See [Appendix 3](#) for Declared Area inspection and pruning schedule.

- (ii) *Specify the method for determining an additional distance that allows for cable sag and sway*

Council will maintain minimum clearances in compliance with the distances in the clearance graphs in Schedule 2 of the Code. Council will refer to graphs 1, 2, 3 and 4 of Schedule 2 of the Regulations for LBRA and graphs 5 and 6 for HBRA to confirm requirements. A copy of the graphs has been included in Appendix 5 of the Plan.

In the Declared Area, long spans will require additional allowance for sag and sway. The number of spans affected is likely to be minimal.

Council has contacted the DB to determine the location of and minimum clearances required (including the additional allowance for sag and sway) for any spans greater than 100m in length within LBRA, and greater than 45m in length in HBRA. A list of these spans will be obtained, recorded in a permanent register maintained in Council's electronic document management system, mapped in Council's GIS system, and made available to all relevant personnel and contractors.

This information will be communicated to ELC field staff during the annual contract review, and at monthly contract meetings as required.

Council notes that under Division 4 (21) of the Regulations, an owner, operator or distribution company that is consulted by a Council must assist the Council by determining the additional distance. Where the DB does not provide the required assistance, Council will liaise with ESV to resolve the issue.

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.

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Compliance with AS4373-2007 *Pruning of amenity trees* (AS4373) requires observation of several factors when undertaking pruning.

These factors include:

- Formative pruning of young trees:
 - This is a critical requirement for trees under powerlines to develop canopy shapes that can be managed for Compliance when the tree matures.
- The amount and distribution of canopy removed:
 - This is dictated by the Compliance requirements.
 - The amount of canopy removed shall be the least amount required to achieve and maintain compliance, or to manage the tree in line with Clause [9\(4\)\(i\)](#) and (j) of this Plan and the canopy will be shaped to create a weight and canopy distribution as close to normal as possible.
- The size of the limb to which the pruning cut is made.
- The angle of the final pruning cut.

The current version, AS4373-2007, was reconfirmed by Standards Australia in 2019.

Council acknowledges that compliance with AS4373, especially in relation to the final pruning cut, cannot always be achieved while maintaining body clearances from the conductors. Council requires that compliance with AS4373 be achieved whenever reasonably practicable (the degree of risk in a particular situation that can be balanced against the physical disabilities of taking measures to avoid the risk) while also ensuring:

- safe approach distances are maintained
- a safe work environment when working at heights
- minimum clearance is achieved
- an affordable level of productivity.

In order to achieve pruning of acceptable quality, all pruning personnel, either Council employees or contractors, must have the following as a minimum:

- Formal training as outlined in [9\(4\)\(p\)](#) that incorporates modern tree pruning practices including awareness of AS4373 and natural target pruning principles.
- Project induction including awareness training in the Code of Practice and this Management Plan.

As part of Council's normal contract management processes, pruning quality will be assessed and poor performance will be identified based on the standards in [9\(4\)\(o\)](#). Normal contract management processes will be used to address poor performance, including contract meetings, increased compliance audits, remedial training and, where necessary, application of contract non-conformance penalties.

Should non-compliance to AS4373 be identified on multiple occasions without reasonable justification, contractors will be requested to provide evidence of refresher training and/or alternatively demonstrate an understanding by all staff of AS4373. Further non-compliance could potentially trigger non-conformance process within the contract.

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.

Council does not hold approval for or intend to apply for any alternative compliance mechanisms at the time of preparation of this Plan.

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

(i) that the Responsible Person holds -

Council does not hold approval for or intend to apply for any alternative compliance mechanisms at the time of preparation of this Plan.

(ii) that is in effect

Council has no alternative compliance mechanisms in effect at the time of preparation of this Plan.

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

The following criteria (Table 2) will be used to assess Council's performance under this Plan:

Table 2: Key Performance Indicators (KPI) used to measure Council's electric line clearance performance.

Criteria	Measurement method	KPI
Completion of the annual inspection and pruning program	- Assessment records - Audit - Contract compliance records	100% on-time completion of program
Minimisation of fire risk and maintain continuity of supply through compliance with the Code	- Contractor performance audits & Contractor monthly reports - Records of annual inspection of Exceptions (if necessary) recorded in works management system	100% on-time completion of reporting
Response times in regard to requests to investigate or notifications of non-compliance	Customer Requests System internal reports	Meet corporate customer service benchmarks
Safety of public and workers	Incident reports & Contractor monthly reports	No reportable incidents
Quality of Work (Pruning Techniques)	- Contractor performance audits - Annual audit of contractor staff qualifications and training	100% completion of Contract benchmarks 100% Compliance with 9(4)(o) of this Plan
Documentation & Notification of Works	- Contractor performance audits - Customer Requests System internal reports	100% compliance with notification requirements
Number of complaints received regarding the Contractor's work (Council's customer request system)	- Customer Requests System internal reports - Powerline inspection data to be reported to ELC personnel at monthly contract meeting.	No year-on-year increase in complaints received
Number of substantiated notifications of breaches of the Code from Distribution Business (DB)	- Reports received and actioned in works management system - Reports from DB on any reported power outages as a result of non-compliance.	No year-on-year increase in requests received
Number of substantiated requests for pruning from residents	- Customer Requests System internal reports - A review of all historic data to measure against ongoing program improvements.	No year-on-year increase in requests received
Ensure compliance with Electricity Safety (Electric Line Clearance) Regulations 2020	Satisfy all performance measure within this table	Adherence to Electric Line Clearance Management Plan

Criteria	Measurement method	KPI
Ensure protection of significant vegetation	Audit of post pruning works	All compliant to Best Practice

The Contractor's supervisory personnel responsible for implementing the relevant sections of the Plan are advised of the KPI's used to measure electric line clearance performance under the Plan. The KPI's in Table 2 and any trends are discussed at the annual briefing following the Plan review and an action plan implemented where required. Adherence to these performance standards is also reviewed at each monthly contract meeting. Refer to 9(4)(o) for contract performance management processes.

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

Under the City of Casey tree maintenance contract(s) listed on [page 5](#), it is the Contractor's duty to ensure that trees are pruned to maintain the clearance space free of vegetation for the period of the Program. Therefore, Council's compliance with this part of the Plan is dependent on the performance of its tree maintenance contractor(s). The Contractor, and by extension, Council as a Responsible Person, will be measured/assessed through the contract performance process. This involves –

- Monthly reports from the Contractor listing area assessed and trees pruned, incident reports and complaints received.
- 100% post-work audit of each assessed area by the Contract Supervisor. This audit is completed within 1 month following notification of completion of pruning works.
- Council's audit process which includes:
 - Code compliance.
 - Pruning quality.
 - Monthly work site management audit (during works being performed).
 - Personnel qualifications and competency (during works being performed).
 - Customer satisfaction.
 - Issue of contract Corrective Action (CA) for trees that do not meet the code identified in the post-work audit.
 - Re-auditing of CA.

Compliance audits are recorded in Council's Asset Management System and document management system.

The auditor must be 'suitably qualified Arborist' as defined in Electricity Safety (Electric Line Clearance) interim regulations 2025. This includes a National Certificate 3 in Arboriculture and at least 3 years of field experience in assessing trees.

Non-compliance will be rectified by the Contractor on the timelines specified in the relevant tree maintenance contract. All non-compliant results are recorded and re-issued to the contractor who is required to return to undertake pruning to ensure

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compliance is achieved. This is captured within Council's Asset Management System and in the monthly contractor report submitted to Council.

The Contractor will be required to achieve the following standards of quality work:

Statutory Clearance of Vegetation

- 100 % compliance
- All trees pruned must comply with the clearance requirements as stipulated in the tender document and the current Code of Practice unless a specific management option has been approved for that tree, such as applying an Exception to the Code of Practice.
- Council's objective is to achieve an annual inspection and pruning cycle; if this clearance results in the aesthetics of the tree being dramatically altered, or the tree permanently damaged, the Contractor must notify Contract Supervisor. The Contract Supervisor will then conduct a site inspection and make the final decision as to the correct clearance for the tree, or if removal is the only option.
- Failure to follow this instruction will result in a non-conformance being issued. Any tree that cannot be pruned to achieve the minimum clearance must be referred to Council for review

Contract Requirements

- 100 % compliance
- No branches that have been pruned are to be left in the canopy of any pruned tree; these are commonly known as hangers.
- All trees listed must be pruned; any tree claimed but not actually pruned will result in a Non-conformance being issued to the Contractor.
- Failure to follow these two previous instructions will result in a Non-conformance being issued.

Pruning Techniques

- 85% compliance
- For each tree pruned, a minimum of 95% of final pruning cuts must be compliant with AS 4373 *Pruning of amenity trees* and best management practices.
- Failure to meet this requirement will result in a Non-compliance notice being issued to the Contractor and penalties may apply.

Site Condition

- 95 % compliance

- All sites must be left tidy with no debris visible.
- Failure to follow this instruction will result in a Corrective Action (CA) being issued.

Record keeping

All records will be stored in Council's document management system and works history in Council's Asset Management System. The Contractor will keep all records in accordance with the terms and conditions clearly set out in the contractual agreement.

9(4)(p) The qualifications and experience that the responsible person must require of the persons who are to carry out the pruning or removal of trees:

The Council shall ensure that all contractors and employees are appropriately qualified and trained and holding appropriate certificates for both them and their equipment that legally entitles them to undertake the work. All training is to be completed with by a Registered Training Organization approved by ASQA.

Occupational health and safety audits performed by Council officers on a bi monthly basis of the contract will include a check of personal training records to ensure currency of refresher training. Results of this will be noted in monthly contract meeting minutes.

1. Qualifications and Training

The Contractor must only deploy staff on this Contract who hold the qualifications, licences, permits, certificates and accreditations together with the knowledge, skills, experience and attributes necessary to competently perform the Services set out in this Specification.

The Contractor must ensure that regarding the qualifications, licences, permits, certificates and accreditations necessary to competently perform the Services set out in this Specification:

- they remain current throughout the period of this Contract
- each task is only undertaken by those staff with the necessary qualifications, licences, permits, certificates and accreditations together with the knowledge, skills, experience and attributes and that all such staff are aware of their responsibilities under this Contract
- all licences, permits and certificates are displayed as required by legislation
- copies are provided to the Supervisor:
 - as part of the pre-commencement requirements
 - as and when new Employees, subcontractors or their Employees are proposed and engaged
 - as and when existing Employees, subcontractors or their Employees are awarded further qualifications, licenses and the like.
- under no circumstances can non-qualified workers undertake a role that requires a qualification or license.

The Contractor must note that the requirements of this Contract in respect to certain roles are more stringent than the requirements set out in legislation and regulation.

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Specifically, the Council requires that the Arborist hold as a minimum, the qualification of a AQF Level 5 in Arboriculture including the "Perform a ground-based tree defect evaluation" unit of competency, or an equivalent qualification accepted by the Supervisor and at least 3 years of field experience in assessing trees. This is distinct from the qualification for a Suitably Qualified Arborist set out in *Schedule 1 - Code of Practice for Electric Line Clearance* contained in the *Electricity Safety (Electric Line Clearance) Regulations 2020* ca

Role	Arborist (Field inspector)
An Arborist in this Contract is a specialist in the cultivation and care of trees and shrubs, with expertise in the clearance of trees from electric lines and specifically the inspection and assessment of trees, the identification of hazardous trees, habitat trees, trees indigenous to Victoria, trees listed in the Casey Planning Scheme as being of ecological, historical or aesthetic significance and trees of cultural or environmental significance.	
Qualifications	
An Arborist must be a <i>suitably qualified arborist</i> who, notwithstanding the definition contained in regulation 1 of the Code, holds —	
(a) as a minimum, the qualification of a <u>AQF Level 5 in Arboriculture</u> including the "Perform a ground-based tree defect evaluation" unit of competency, or an equivalent qualification accepted by the Supervisor; and	
(b) at least 3 years of field experience in assessing trees.	
(c) A Certificate II in ESI – Powerline Vegetation Control (UET20312).	

Role	Tree Pruner (elsewhere called a Tree Cutter, Vegetation Management Worker)
A Tree Pruner in this Contract is a person responsible for direct pruning Services to maintain the clearance space around electric lines.	
Qualifications	
A Tree Pruner in this Contract must hold, as a minimum, <u>both</u> a Certificate II in ESI – Powerline Vegetation Control (UET20312) and a Certificate III Arboriculture (AHC 30816) or equivalent.	
A Tree Pruner must therefore be a Qualified Person pursuant to regulation 616 and 617 of the Electricity Safety (General) Regulations 2019.	

(Table 3).

Required Electives and other training	
A Tree Pruner in this Contract must hold the following electives and other training.	
Unit Name	Code
Certificate 11 ESI	UET20312
Prepare to Work Safety in Construction Industry (White Card)	CPCWHS1001
Safe Approach Distances – Vegetation Work	
Safe Approach Distances to SWER (Single Line Earth Return)	
Provide cardiopulmonary resuscitation	HLTAID009
Provide First Aid in an ESI environment	UETTDRRF10
Licence to operate a boom-type elevating work platform (boom length 11 metres or more)	TLILIC0005

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Use elevated platform to cut vegetation above ground level near live electrical apparatus	UETTDRVC25A
Perform EWP rescue	UETDRRF002
Perform rescue from a live LV panel	UETDRRF004
Perform EWP controlled descent escape	UETDRRF08
Elevated Work Platforms High Risk Work Licence	
Operate A Mobile Chipper /Mulcher	FWPHAR2206
Control Vegetation using pruning technique	UETDRVC007
Operate and maintain Chainsaws	AHCMOM213
Shift materials safely using manual handling methods	TLID1001
Noise Conservation	
Sun Smart training	
Appropriate driving licence	
Appropriate, Accredited Traffic management training.	

Role	Safety Observer
A Safety Observer/ Spotter is responsible solely for observing and warning of any unsafe approach to electrical apparatus.	
Qualifications	
A Safety Observer must hold the same qualifications as the EWP operator or climber including refresher training.	

Role	Ground Crew (including Mobile Chipper Operators)
Ground Crew are responsible for • Operation of mobile chippers • Dragging and chipping of branches, foliage and debris • Traffic Control • Chainsaw use and maintenance • Ensuring pedestrian safety.	
Qualifications	
All Ground Crew must hold, as a minimum, a Certificate II in ESI – Powerline Vegetation Control (UET20312).	
Ground Crew operating a mobile chipper must hold the unit <i>Operate A Mobile Chipper</i> (FWPHAR2206).	
Ground Crew operating a chainsaw must hold the unit <i>Chainsaw accreditation equivalent to AHCARB205A</i> .	
Ground Crew performing traffic control must hold the unit <i>Use Stop/Slow Bat to Control Traffic</i> (VBQU506).	
Ground crew must hold Provide First Aid in an ESI Environment (UETDRRF10)	

Council's employees or Contractors must also follow the minimum distances specified in the Electricity Safety (General) Regulations 2019 (specifically outlined in regulation 616) when undertaking tree clearing works, and 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.

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Council does not require persons undertaking tree cutting works to have a minimum level of experience in order to undertake the work. As long as individuals have the required training and operate to the training and safety standards outlined in the Regulations, a minimum level of experience is not required. All personnel undertaking pruning will be made aware of the pruning quality requirements detailed in 9(4)(k) during worksite induction and be suitably qualified as defined in section 9(4)(p).

Where a tree that is likely to fall onto or otherwise come into contact with an electric line is identified, the tree will be assessed by an arborist who has a qualification of AQF Diploma in Arboriculture. If a Diploma qualified arborist is not practically available, a suitably qualified arborist who holds a qualification of at least AQF Level 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 will be utilised. The assessment will consider foreseeable local conditions and the classification of the tree. Based on the Arborist's assessment and recommendations, the tree will be actioned in compliance with the Code.

The City of Casey conducts annual reviews of their tree maintenance contractors. During these reviews training certificates and qualifications will be evaluated to ensure only competent and experienced contractor employees are utilised on the City of Casey contract. An example of a Skills and Training matrix used to monitor and manage the training requirements of ELC personnel is included in [Appendix 4](#).

Contractor personnel found not to be appropriately trained for the designated task must be removed from line clearance work immediately.

9(4)(q) Notification and consultation procedures

The City of Casey understand the importance of providing notification of programmed tree pruning works to affected persons. Council will make available the tree pruning program to all residents which can be obtained from Council's website.

The tree pruning program is available at : [https://www.casey.vic.gov.au/policies-strategies/electric-line-clearance-management-plan-202324#:~:text=The%20Electric%20Line%20Clearance%20Management,\(ELCMP\)%20for%20the%20Regulations](https://www.casey.vic.gov.au/policies-strategies/electric-line-clearance-management-plan-202324#:~:text=The%20Electric%20Line%20Clearance%20Management,(ELCMP)%20for%20the%20Regulations).

Council will place advertisements on its website annually and may also include in local Council publications prior to the commencement of the pruning program.

Consistent with Councils' tree removal process, Council will notify neighbouring properties of any tree being removed for power line maintenance reasons. The extent of notification is generally the properties nearest the tree being removed.

A 14-60-day notification period occurs when removing or pruning certain trees. This is in the form of written communication. To establish this timeframe an electronic work order is issued via Council's Asset Management System to the contractor detailing the required timeframe work are to be completed by. Failure to meet these timeframes will be formally documented with in Councils monthly meeting with the contractor. The contractor will be asked to explain why the timeframe has not been met. Unsatisfactory reasoning for this

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failure will be noted and a non-conformance notice issued to the contractor. All records are kept in minutes.

9(4)(r) Dispute resolution procedures.

The following dispute resolution procedure is in place for internal and external disputes that may arise during the period of this Plan;

a. Internal Dispute Resolution

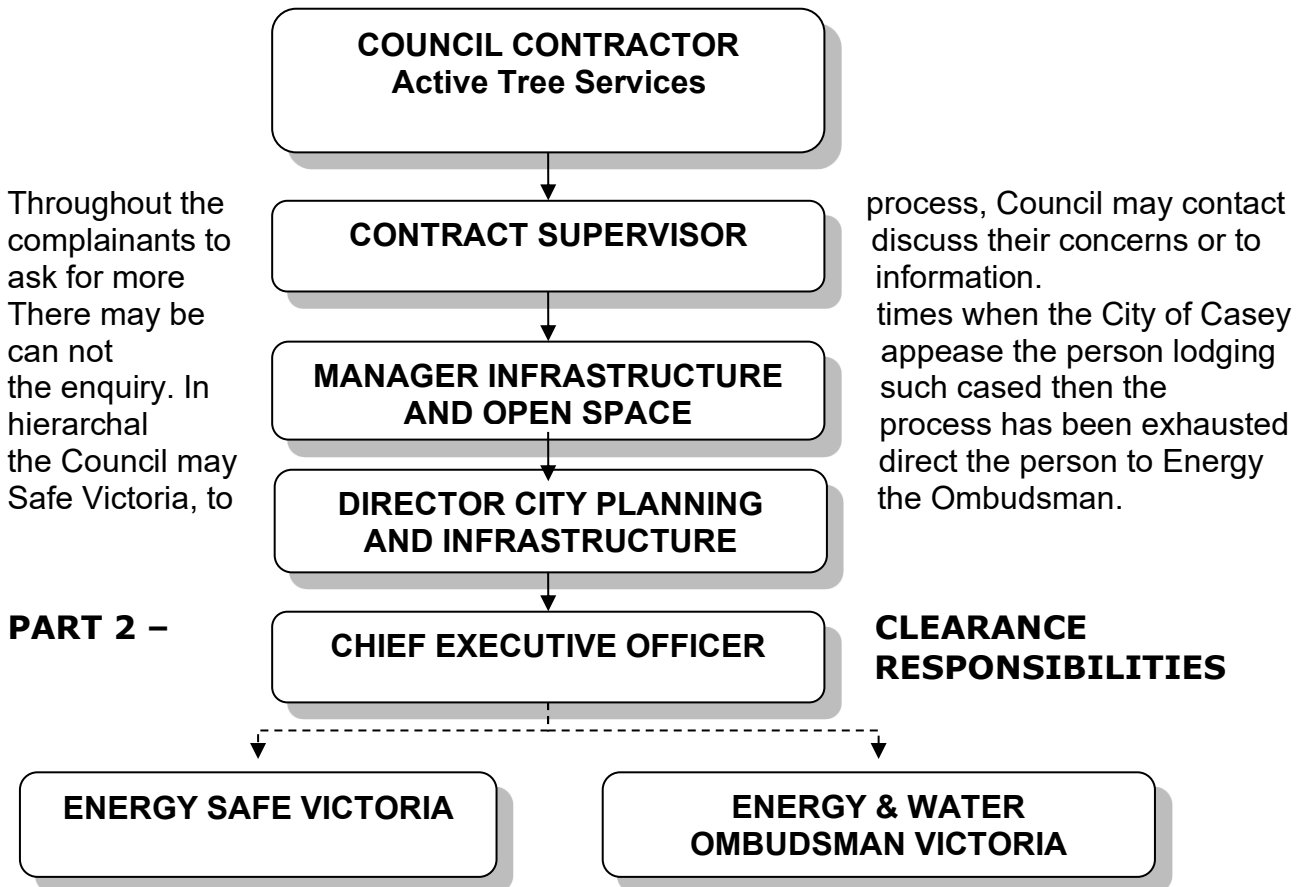
The City of Casey has a clear hierarchal process for managing disputes. All enquiries that are received by Council are recorded on Council's Customer Request Management (RM) system. Each enquiry has a unique allocated identification number that is monitored electronically until the enquiry is resolved.

Council's Customer Service Charter and Complaint Handling Procedure provides a framework that reflects how Council respond to community expectations and the rights of customers. The Customer Service Charter is available on Council's website

<http://www.casey.vic.gov.au/council/contact/complaint-process>

The flow chart below (Figure 1) shows the process the City of Casey may follow when resolving disputes.

Figure 1: Complaint handling hierarchy of response



DIVISION 1 – ROLE OF RESPONSIBLE PERSONS

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

Where a tree is identified with a structural branch within the Clearance Space >130mm in diameter, and removal of the branch will significantly alter the shape of the tree or compromise its structure, Council may undertake an individual risk assessment of the tree to determine whether this Exception to the normal clearance requirements is appropriate.

The Exception relates to a structural branch with a part that is >130mm diameter within the Clearance Space for spans that are:

- (i) Less than or equal to 40m in length and the branch is >150mm from the line, or
- (ii) Greater than 40m in length and the branch is >300mm from the line.

If Council chooses to apply this Exception, an individual risk assessment of the tree will be undertaken annually to determine that the branch does not have a defect or otherwise pose an unreasonable risk. All assessments for trees to which this exception may be or is applied will be undertaken by an arborist with a minimum of AQF Level 3 in Arboriculture, or equivalent, and with all relevant training as detailed in Part 1 [9\(4\)\(p\)](#) of this Plan. Such exception trees are inspected on a 12 month inspection regime by a suitably qualified arborist. Risks are identified and appropriate mitigation measures will be programmed.

All assessment records will be held as per Council's data retention policies, for a period of no less than 5 years.

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

Where it is identified that foliage and branches less than 10mm in diameter have grown within the Clearance Space of a low voltage insulated cable, the pruning records for the tree will be reviewed to ensure the tree has been pruned to comply with the minimum Clearance Space in the previous 12 months. If it has, the tree will be noted as requiring pruning during the next cycle of the annual clearance program. If it has not, this will be noted as a contractual non-conformance and the Contractor will be required to prune the tree within 14 days of receiving the non-conformance.

(6) Exception to minimum clearance space for small branches around uninsulated low voltage electric lines in low bushfire risk areas

Where it is identified that foliage and branches less than 10mm in diameter have grown no more than 500mm within the Clearance Space under an uninsulated low voltage line, and if it is within the middle 2/3 of the span spreaders are fitted as required, Council may choose to apply this Exception.

Where the Exception is applied, the tree will be assessed on a 12 month timeframe by a suitably qualified arborist to ensure unreasonable risk posed by the branch(es) have been mitigated or they will identify work required to mitigate any unreasonable risk. Any such work will be implemented by Council as part of its clearance pruning program.

All assessment records will be held as per Council's data retention policies, and for a period of no less than 5 years.

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

Where a tree is identified with a structural branch within the Clearance Space >130mm in diameter and removal of the branch will significantly alter the shape of the tree or compromise its structure, Council may undertake an individual risk assessment of the tree to determine whether this Exception to the normal clearance requirements is appropriate.

This Exception relates to a structural branch with a part that is >130mm diameter within the Clearance Space for spans that are:

- (i) Less than 45m in length, contain one conductor spreader and the branch is >500mm from the line, or
- (ii) Greater than 45m in length, contain two conductor spreaders and the branch is >500mm from the line.

Note:

A spreader is not required to be fitted to the span if the branch comes within the minimum clearance space around the first or last sixth of the span.

If Council chooses to apply this Exception, an individual risk assessment of the tree will be undertaken annually to determine that the branch does not have a defect or otherwise pose an unreasonable risk. All assessments for trees to which this exception may be or is applied will be undertaken by an arborist with a minimum of AQF Level 5 in Arboriculture, or equivalent, and with all relevant training as detailed in Part 1 [9\(4\)\(p\)](#) of this Plan.

Where the Exception is applied, the tree will be assessed on a 12 month timeframe by a suitably qualified arborist to ensure unreasonable risk posed by the branch(es) have been mitigated or they will identify work required to mitigate any unreasonable risk. Any such work will be implemented by Council as part of its clearance pruning program.

All assessment records will be held as per Council's data retention policies, and for a period of no less than 5 years.

(8) Owner or operator of transmission line must manage trees around minimum clearance space

The City of Casey is not an owner or operator of transmission lines and is therefore not responsible for electrical clearance of vegetation around transmission lines.

(9) Responsible person may cut or remove hazard tree

Council is responsible for pruning or removing hazard trees under powerlines.

Where a tree is identified as being a potential hazard to the power lines as a result of damage, defect or regrowth into the Clearance Space; an assessment will be made by a suitably qualified arborist with a minimum of AQF Level 5 in Arboriculture considering foreseeable local weather conditions, environmental issues and vegetation significance. Where the tree is determined by a suitably qualified arborist to be a hazard, Council will direct its Contractor to immediately abate the hazard by pruning to no more than 1 metre outside the clearance space or as required to mitigate the hazard. The responsible person is to be advised immediately if a likely failure will contact the electric line if this occurs.

Protection of fauna and flora habitat may also require consideration throughout this process.

Where practicable, the adjoining residents will be notified before the cutting either in writing or verbally.

Records of all urgent works and completion of the notification requirement will be provided to Council as part of the Contractor's monthly report.

A copy of all assessment and pruning records will be kept in Council's Asset Management System

PART 2 – CLEARANCE RESPONSIBILITIES

DIVISION 2 – MANNER OF CUTTING AND REMOVING TREES

(9) Responsible Person may cut or remove hazard trees

Please see Part 1 [9\(4\)\(j\)](#)

(10) Cutting of tree to comply with Standard

Please see Part 1 [9\(4\)\(k\)](#)

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

Please see Part 1 [9\(4\)\(h\)](#) and [9\(4\)\(i\)](#).

(12) Cutting or removing habitat for threatened fauna

Please see Part 1 [9\(4\)\(i\)](#).

PART 2 – CLEARANCE RESPONSIBILITIES

DIVISION 3 – NOTIFICATION, CONSULTATION AND DISPUTE RESOLUTION

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

Please see [9\(4\)\(q\)](#).

PART 2 – CLEARANCE RESPONSIBILITIES

DIVISION 4 – ADDITIONAL DUTIES OF RESPONSIBLE PERSONS

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

Where Council and its Contractor are unsure of the safety of pruning or removing a tree, they will consult with the relevant Distribution Business, or if the tree affects a railway supply line, the relevant Railway Operator, to develop an appropriate action plan to mitigate the hazard or bring the tree into compliance with the Code.

The contact details of the relevant organisations are provided on [page 5](#) of this Plan.

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

Notwithstanding other requirements of this clause, Council notes that an owner, operator or distribution company that is consulted by a Council under subclause 21(1) of the Regulations must assist the Council by determining the additional distance. Council will keep a record of the information provided, including the additional sag and sway distances for at least 5 years

PART 3 – MINIMUM CLEARANCE SPACES

DIVISION 2 - ALTERNATIVE COMPLIANCE MECHANISMS

(31) Application for approval of alternative compliance mechanism

Council does not hold approval for, or currently intend to use any alternative compliance mechanisms.

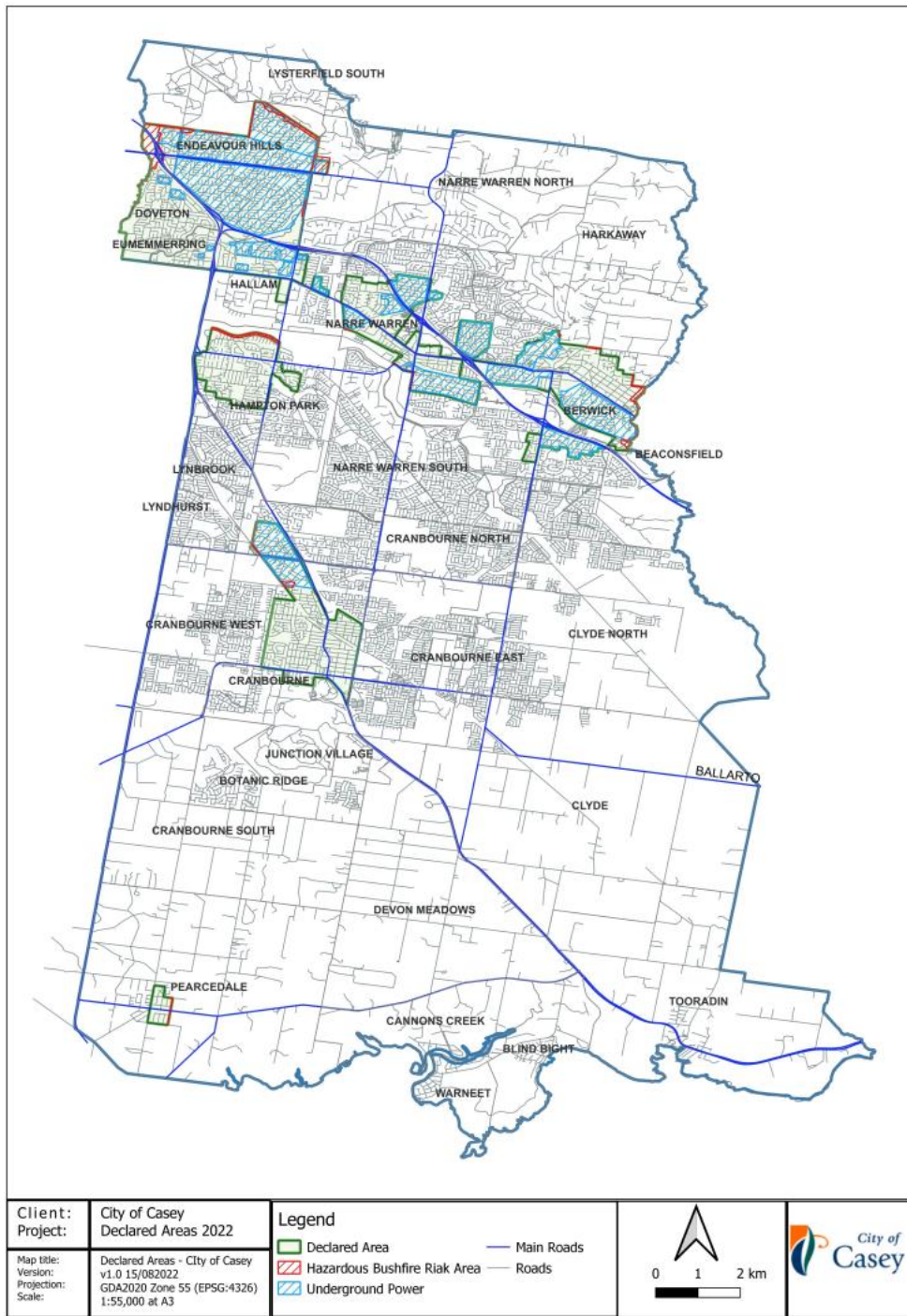
If Council should apply to Energy Safe Victoria for approval to use an alternative compliance mechanism in respect of a span of an electric line or a class of spans, the application will contain details including:

- (i) the alternative compliance mechanism; and
- (ii) a written confirmation from the Distribution Business or alternative qualified provider that includes:
 - a) the procedures to be adopted for commissioning, installing, operating, maintaining and decommissioning the alternative compliance mechanism; and
 - b) the published technical standards that will be complied with when commissioning, installing, operating, maintaining and decommissioning the alternative compliance mechanism; and
 - c) specify the location of the span of electric line; or describe the class; and
 - d) the minimum clearance space proposed is to be applied in relation to the span, or class of spans, in respect of which the application is made; and
 - e) a copy of the formal safety assessment prepared by the Distribution Business or an alternative qualified provider under clause 32.
- (iii) a copy of the written agreement of the owner or the operator of the span; or the owner or the operator of each span that belongs to that class.

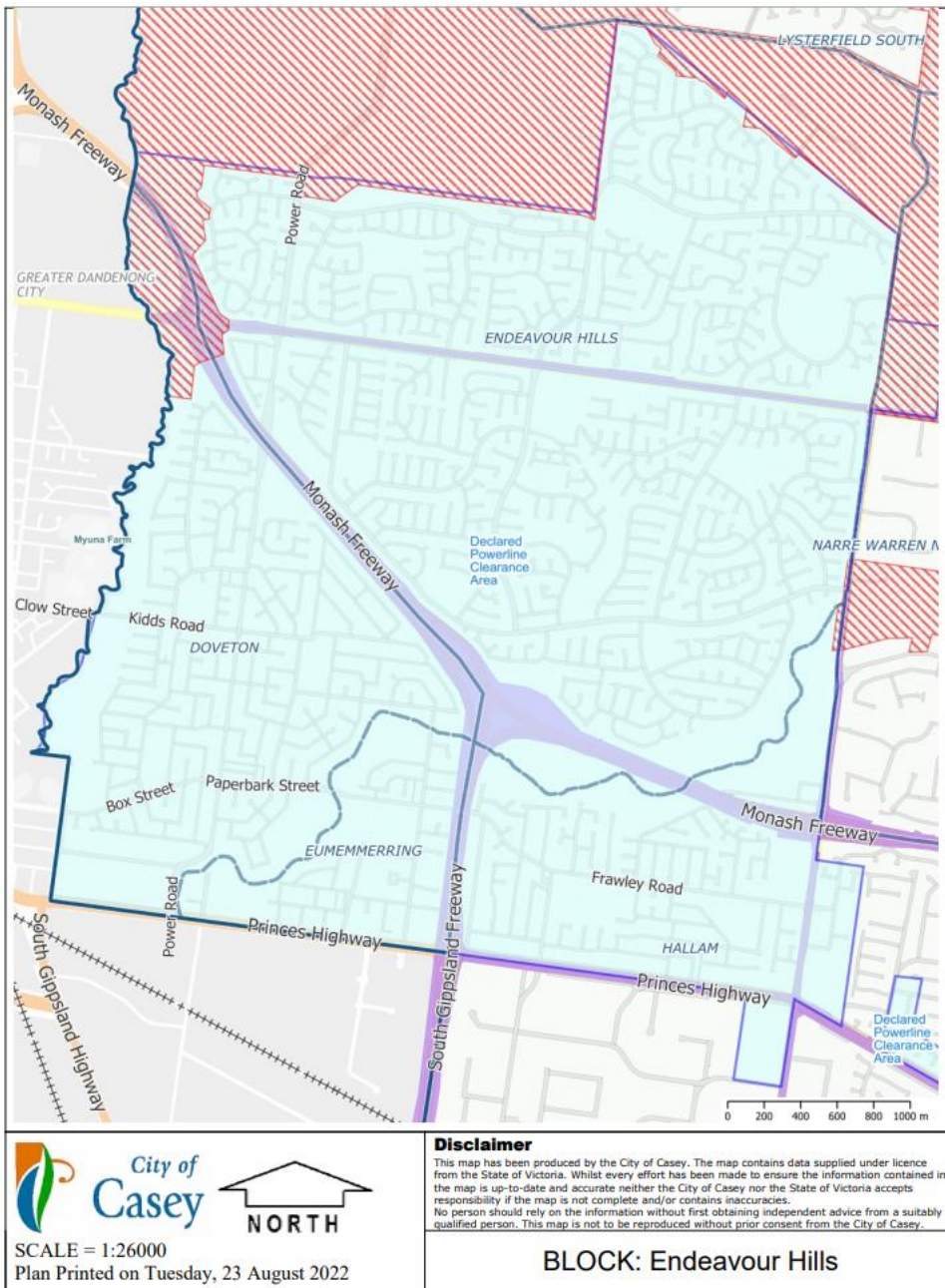
(32) Formal safety assessment of alternative compliance mechanism

As Council Officers are not qualified to provide a formal safety assessment, this will be prepared by the Distribution Business or an alternative qualified provider and will comply with the requirements as defined in Schedule 1, part 3, Division 2, and Clause 1 of the Code.

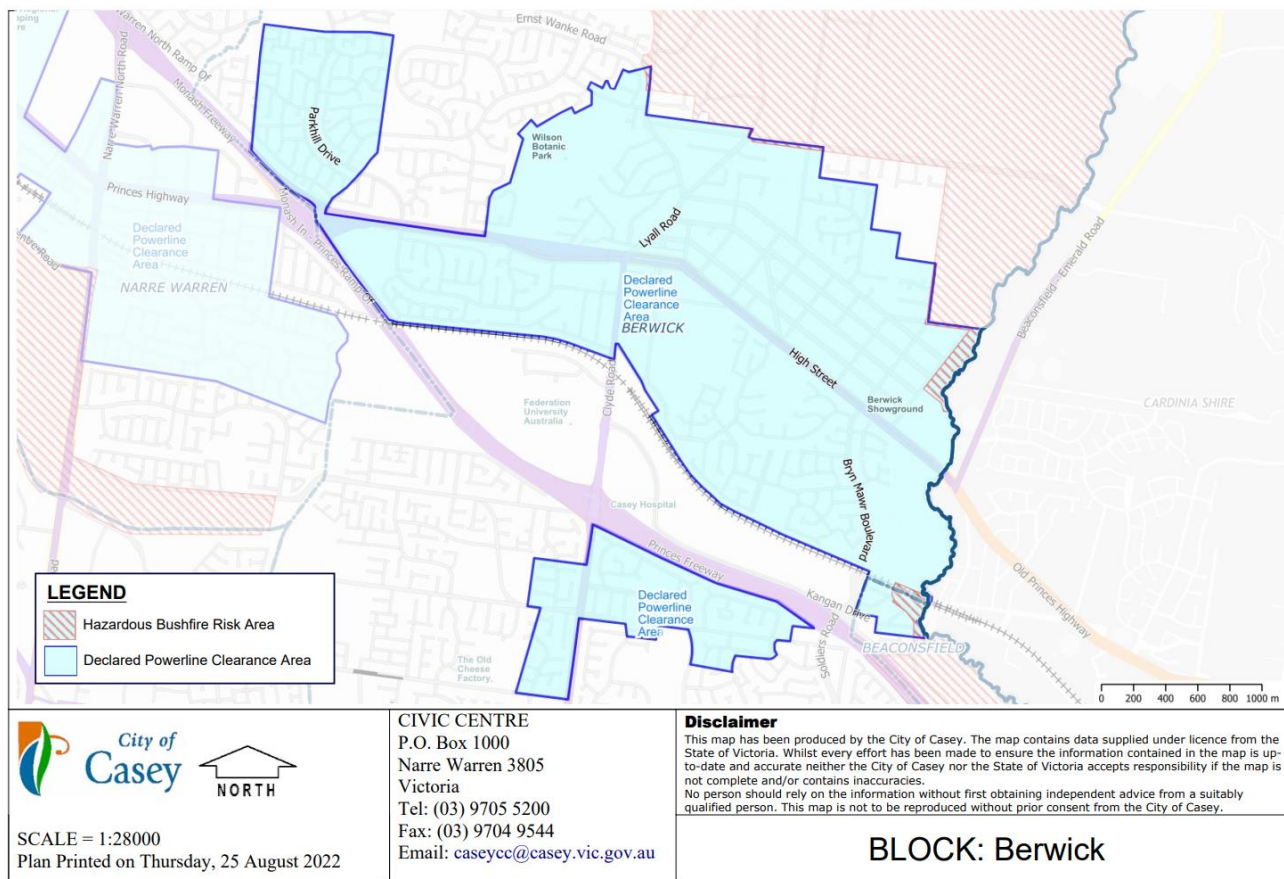
APPENDIX 1 – Declared Area Maps (1 of 7 Overall Declared areas)



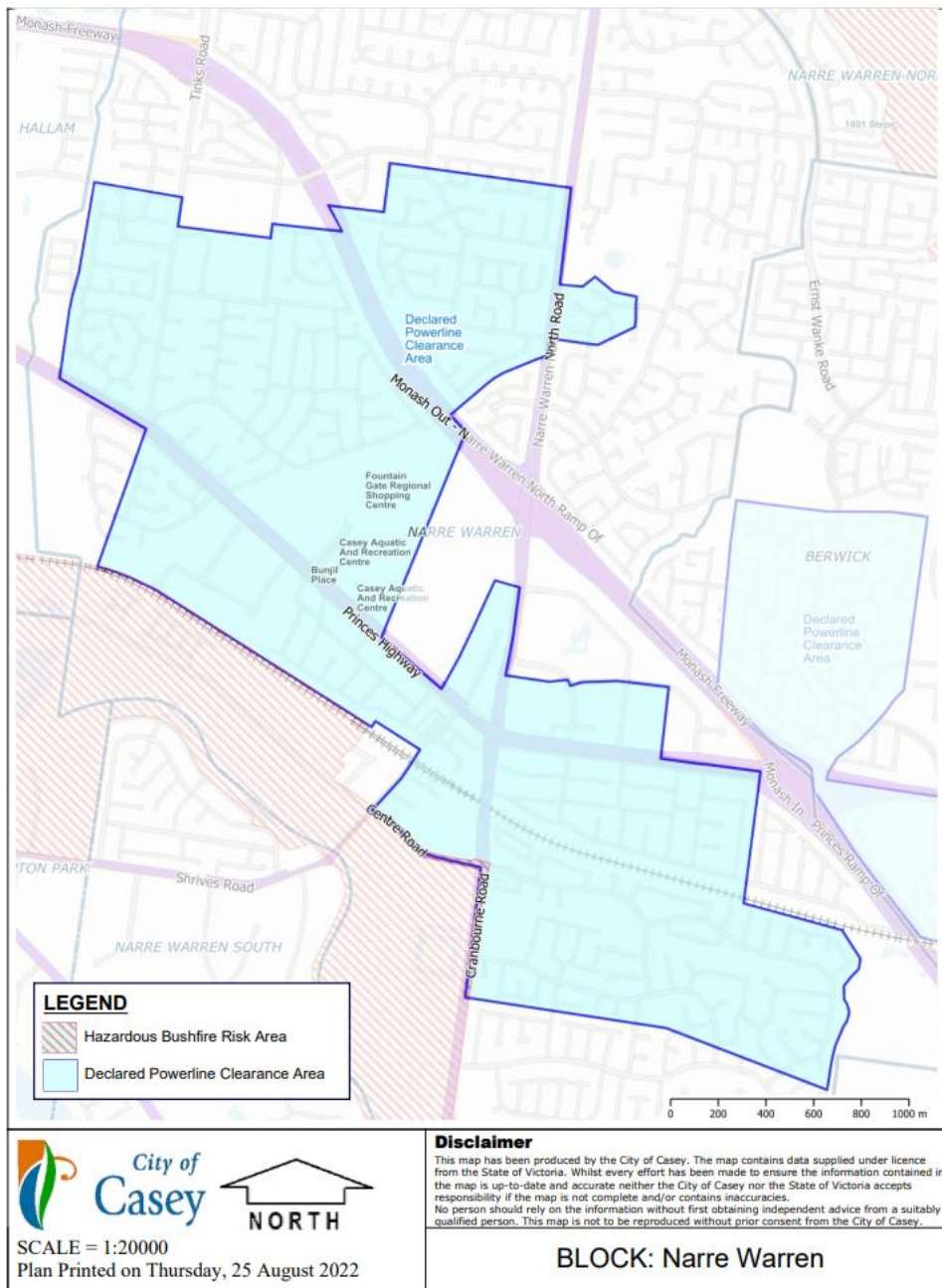
APPENDIX 1 – Declared Area Maps (2 of 7 Endeavour Hills, Doveton, Hallam, and Eumemmerring)



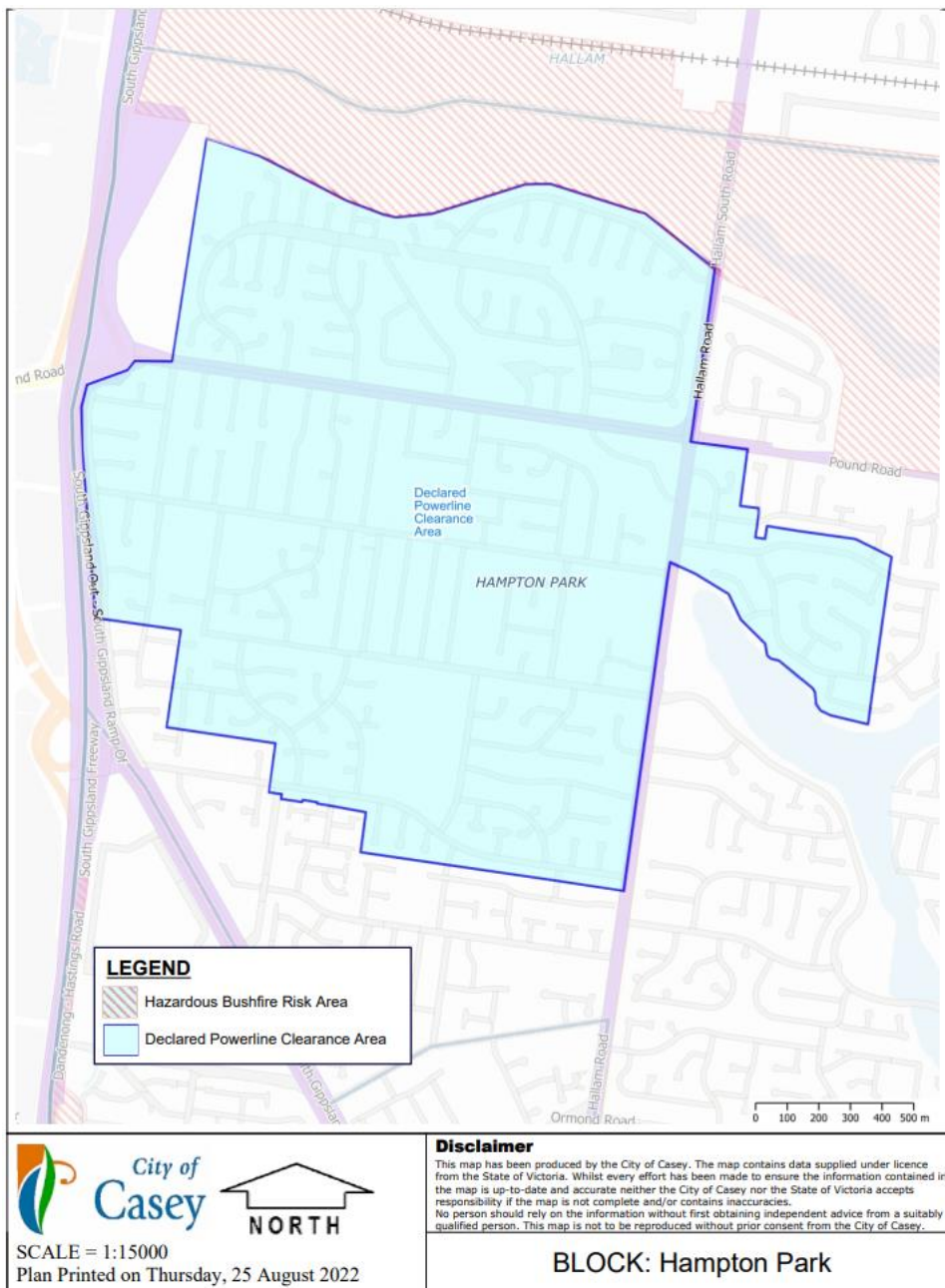
APPENDIX 1 – Declared Area Maps (3 of 7 Berwick)



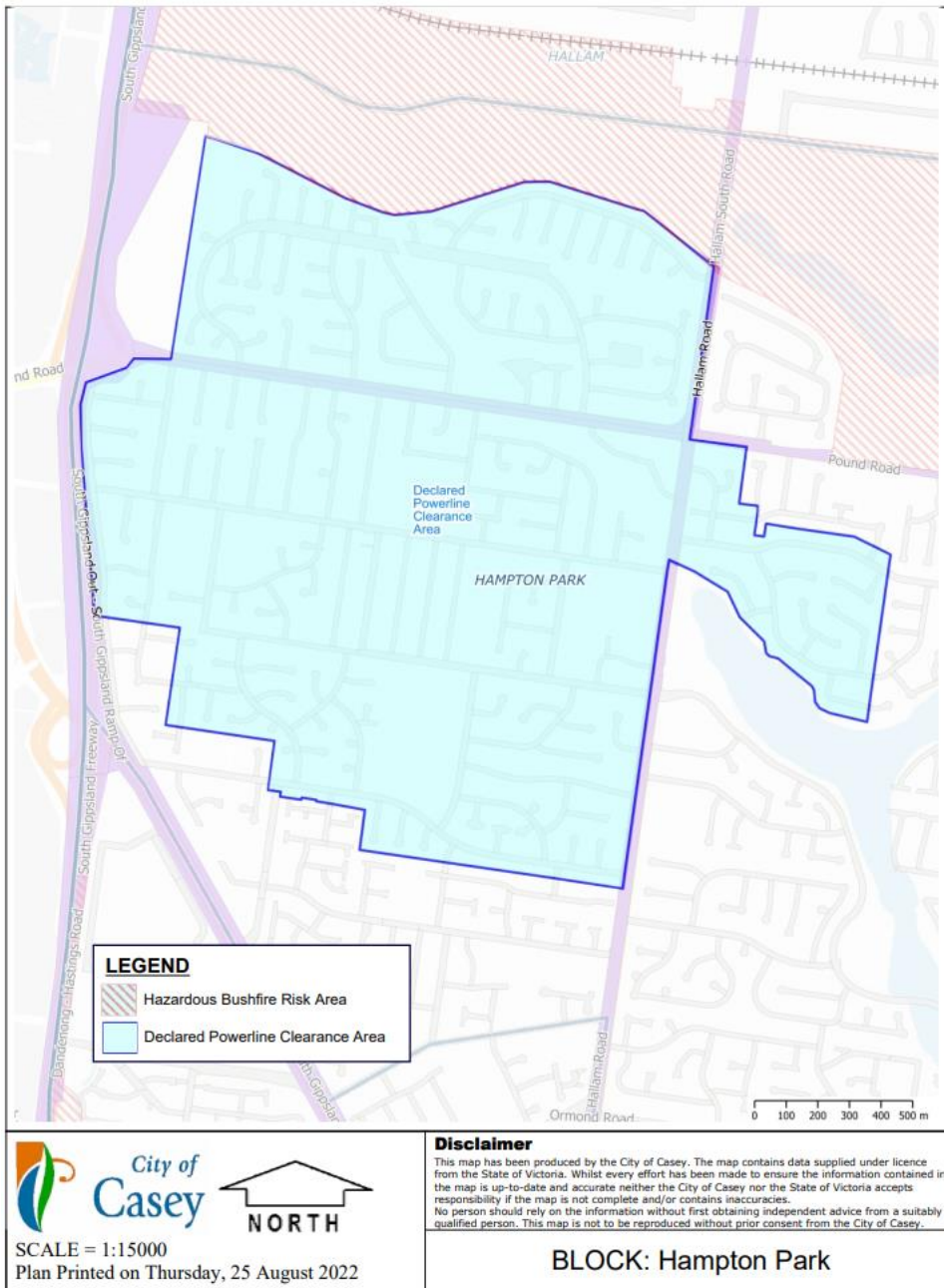
APPENDIX 1 – Declared Area Maps (4 of 7 Narre Warren)



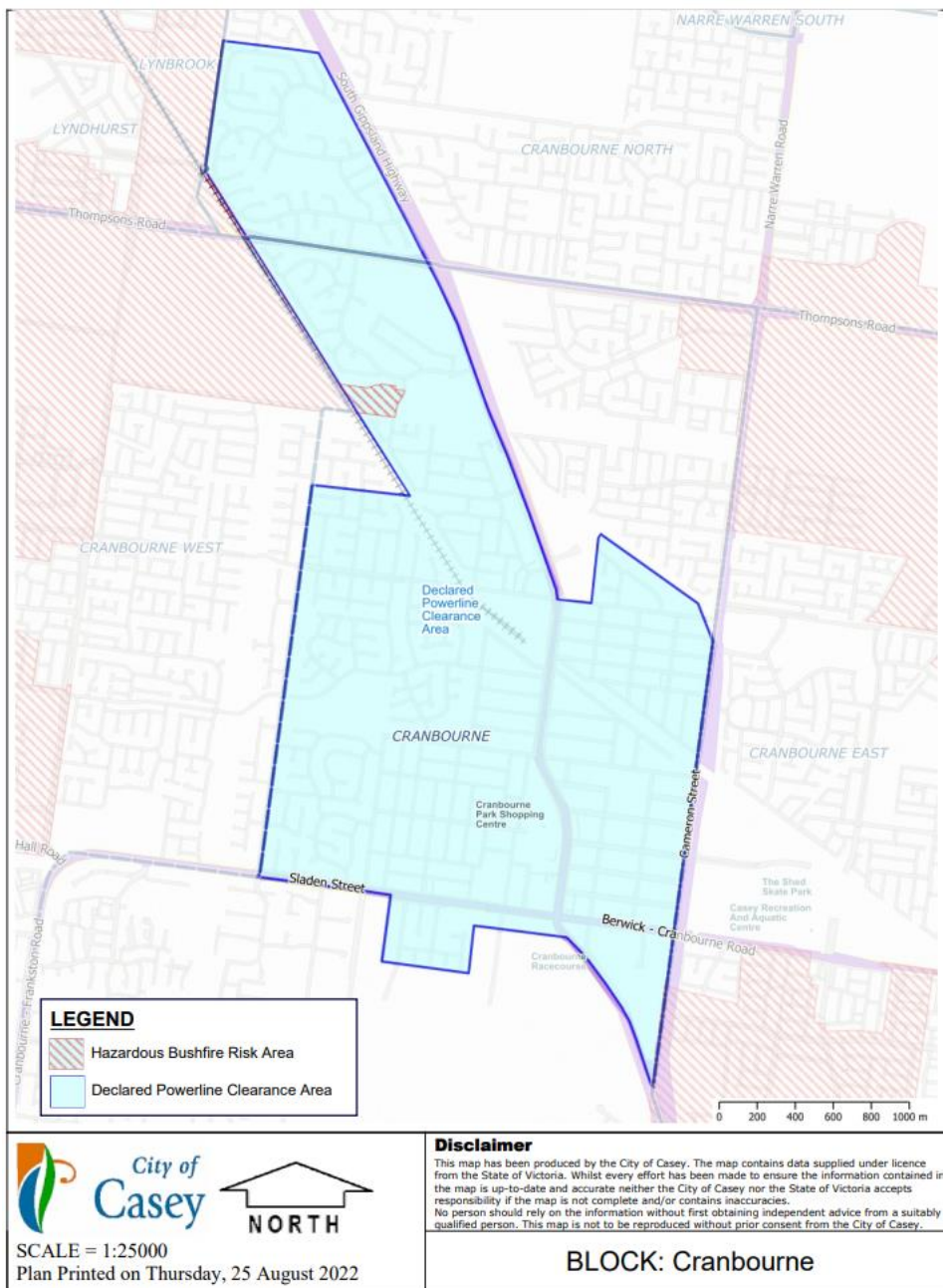
APPENDIX 1 – Declared Area Maps (5 of 7 Hampton Park)



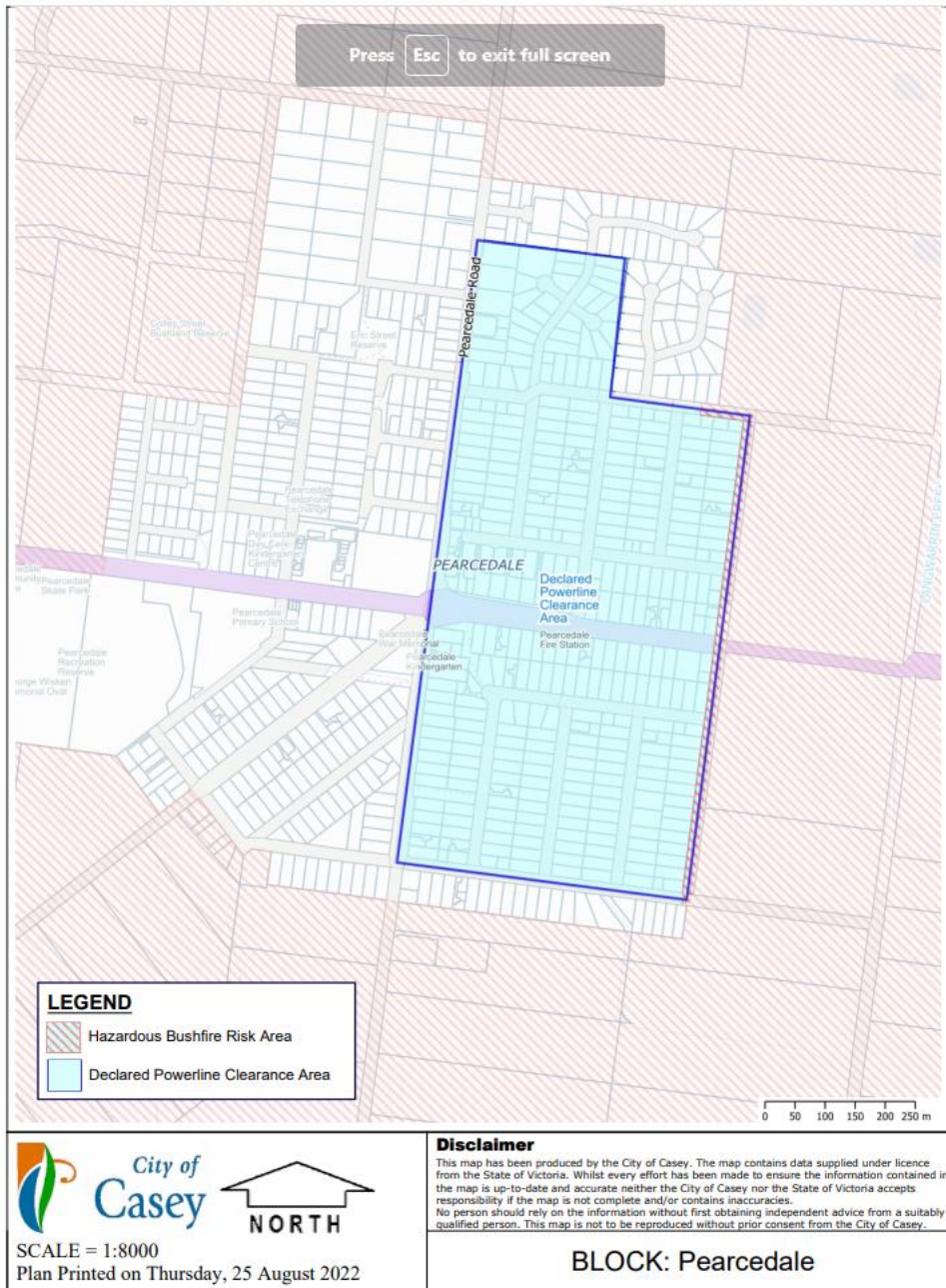
APPENDIX 1 – Declared Area Maps (5 of 7 Hampton Park)



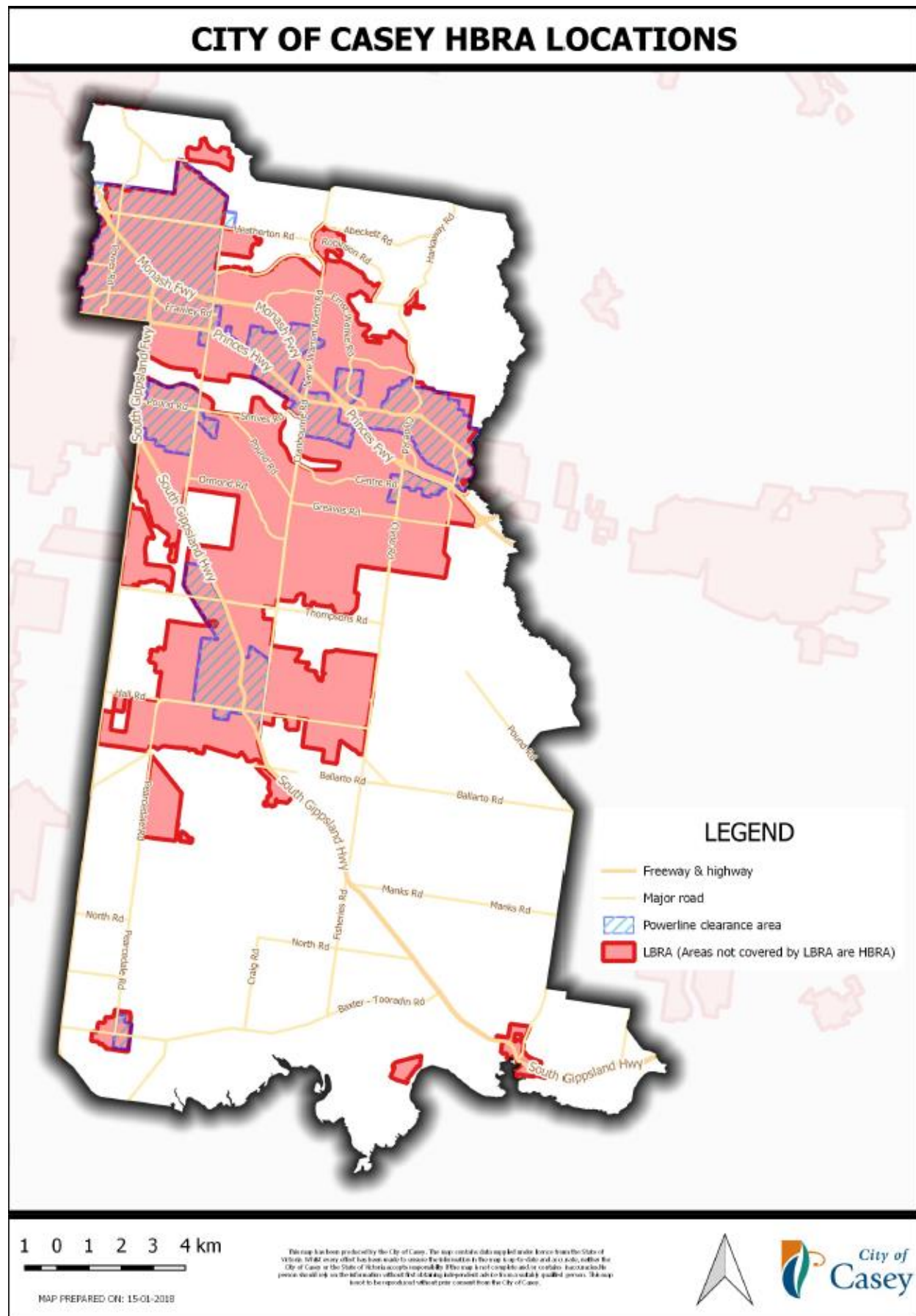
APPENDIX 1 – Declared Area Maps (6 of 7 Cranbourne)



APPENDIX 1 – Declared Area Maps (7 of 7 Pearcedale)

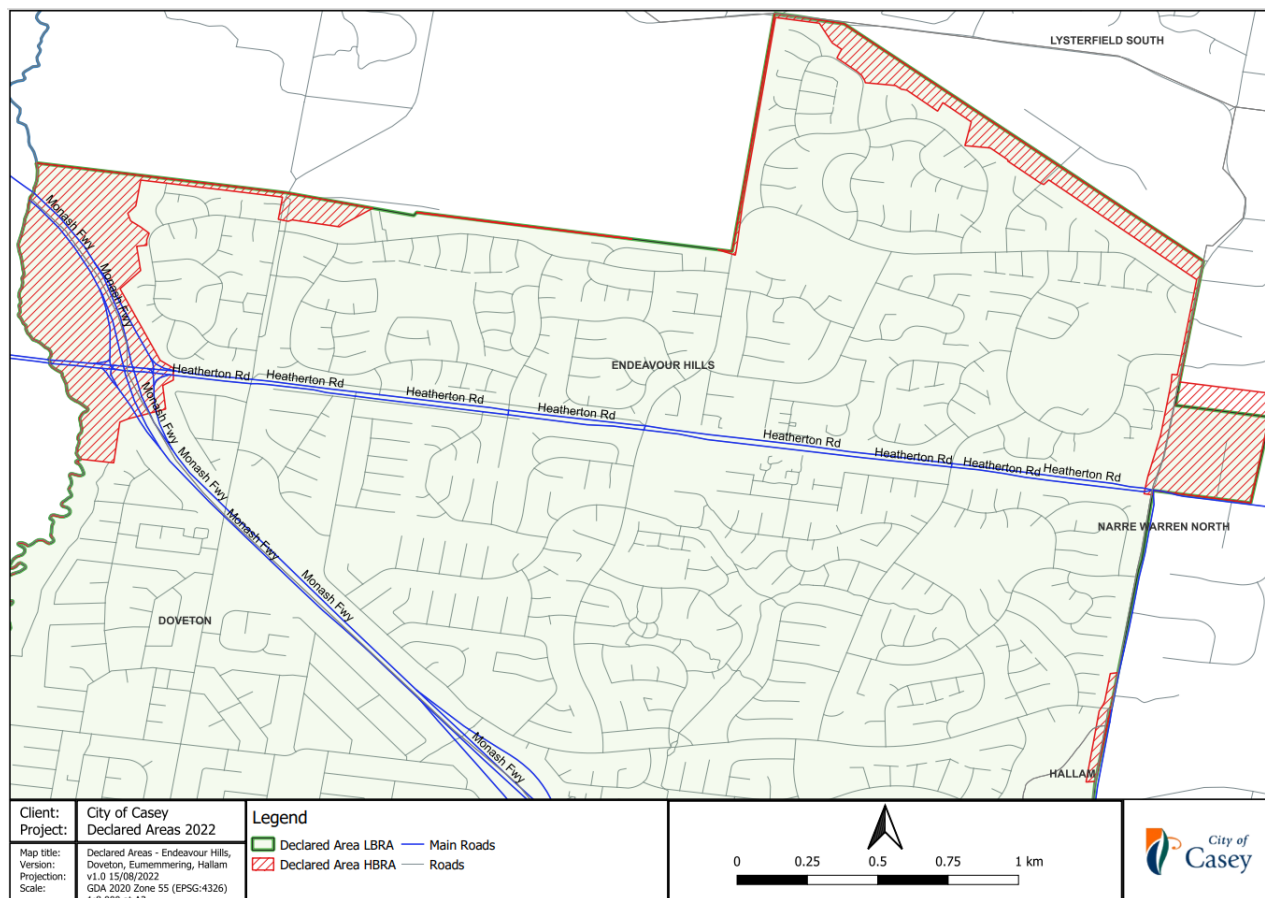


APPENDIX 2 –Hazardous Bushfire Risk Area Overview



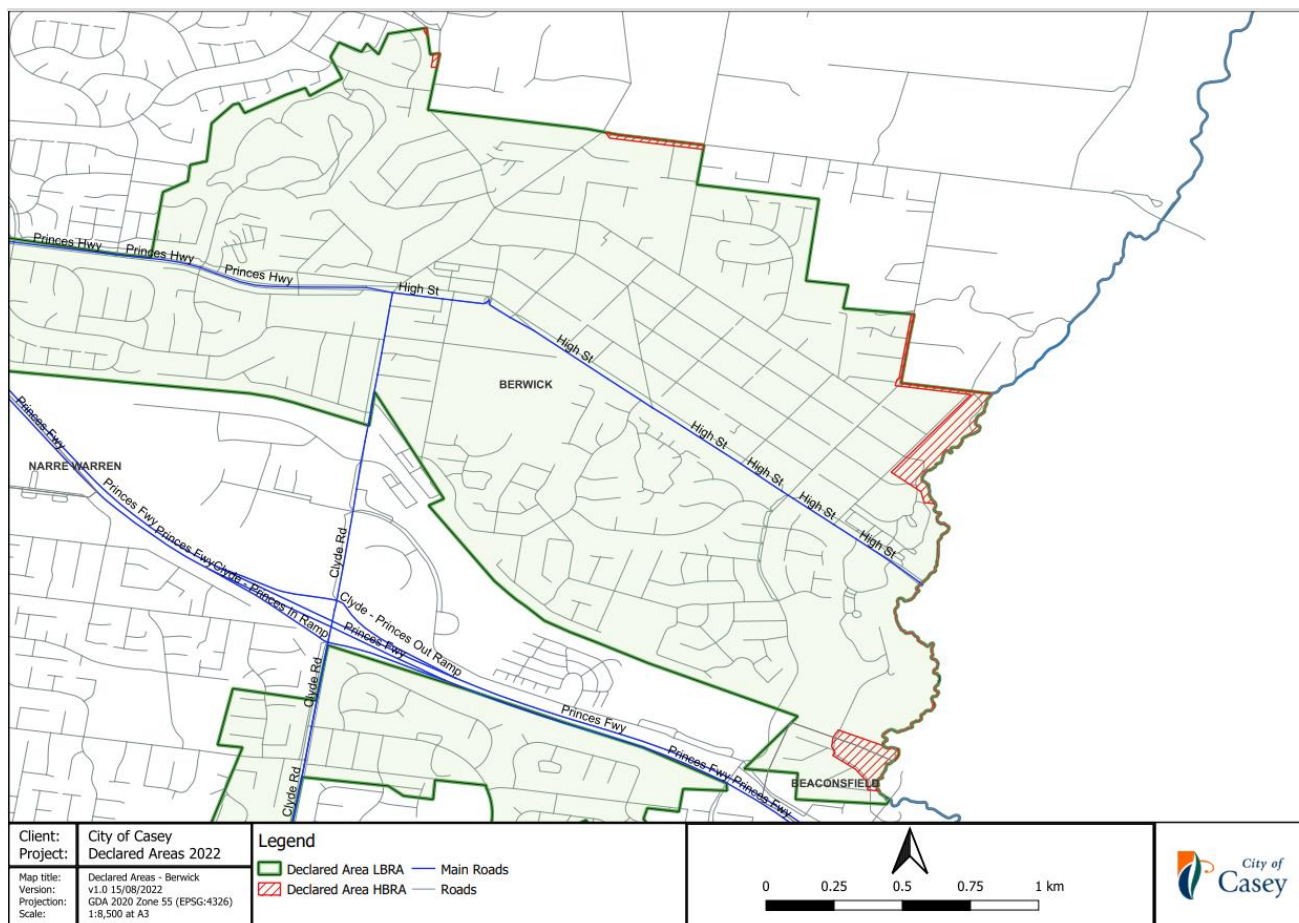
PUBLIC

APPENDIX 2 A - HBRA Detailed Map (Endeavour Hills, Doveton, Eumemmering, and Hallam)



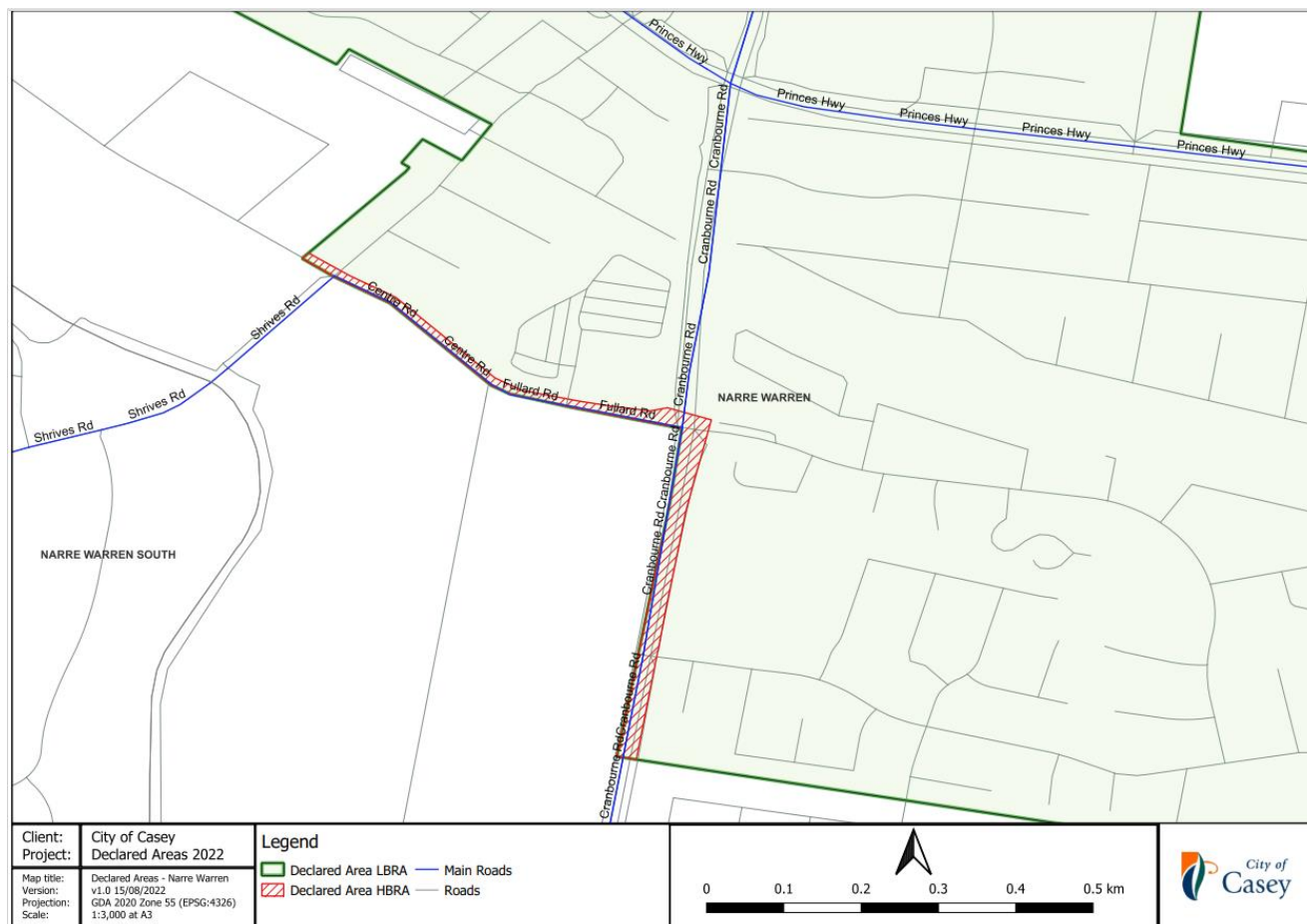
PUBLIC

APPENDIX 2 B - HBRA Detailed Map (Berwick)



PUBLIC

APPENDIX 2 C - HBRA Detailed Map (Narre Warren 1)



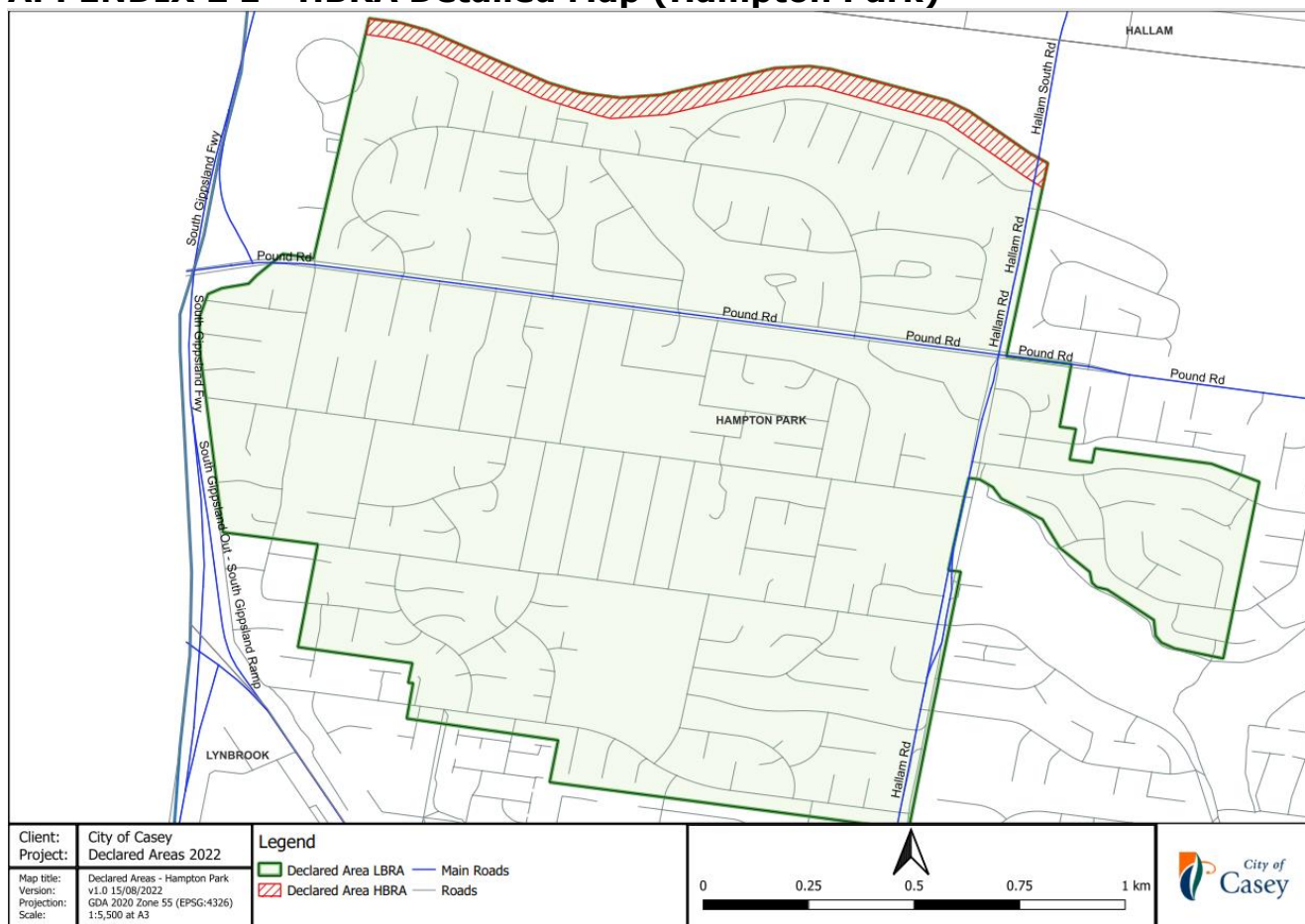
PUBLIC

APPENDIX 2 D - HBRA Detailed Map (Narre Warren 2)



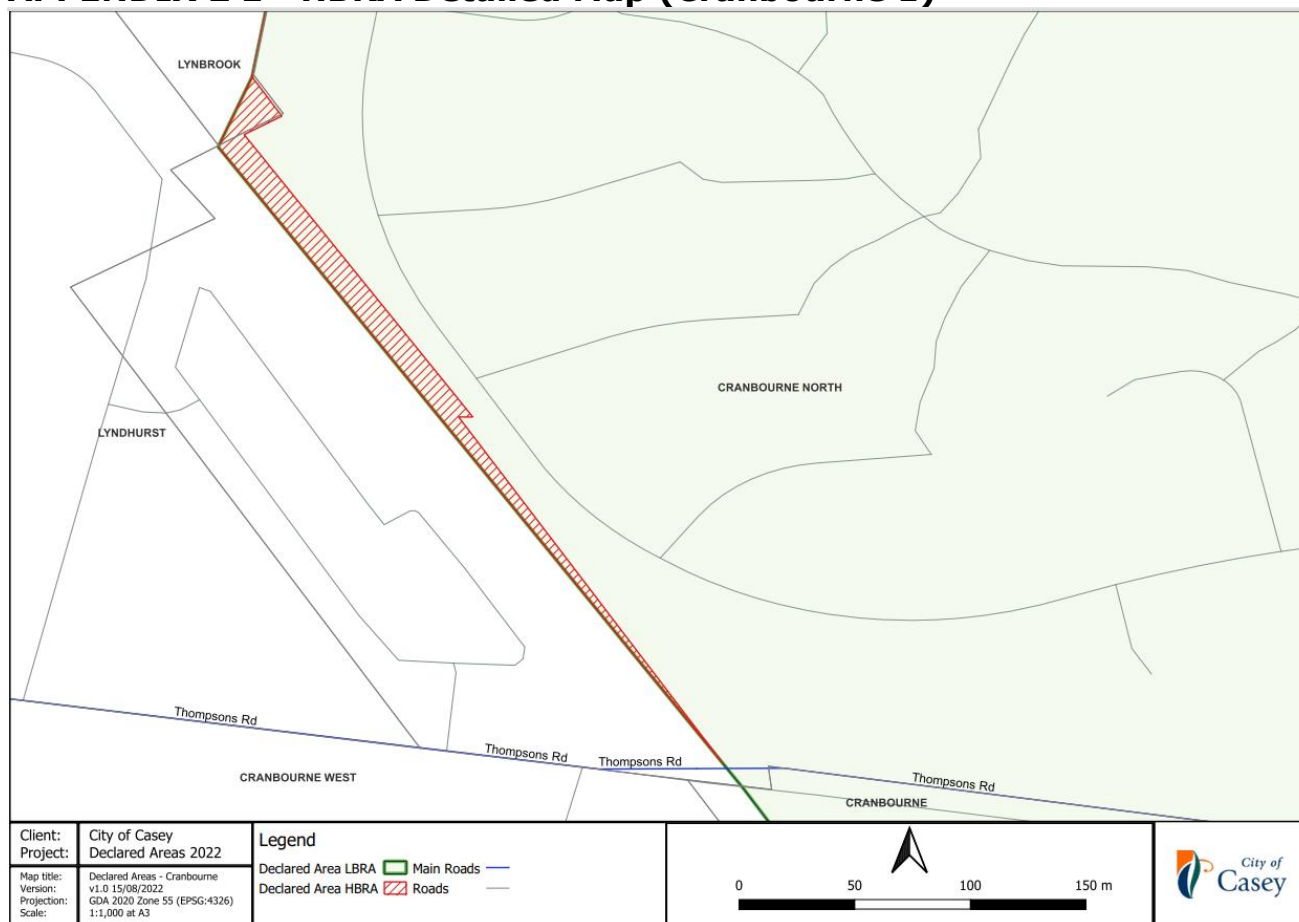
PUBLIC

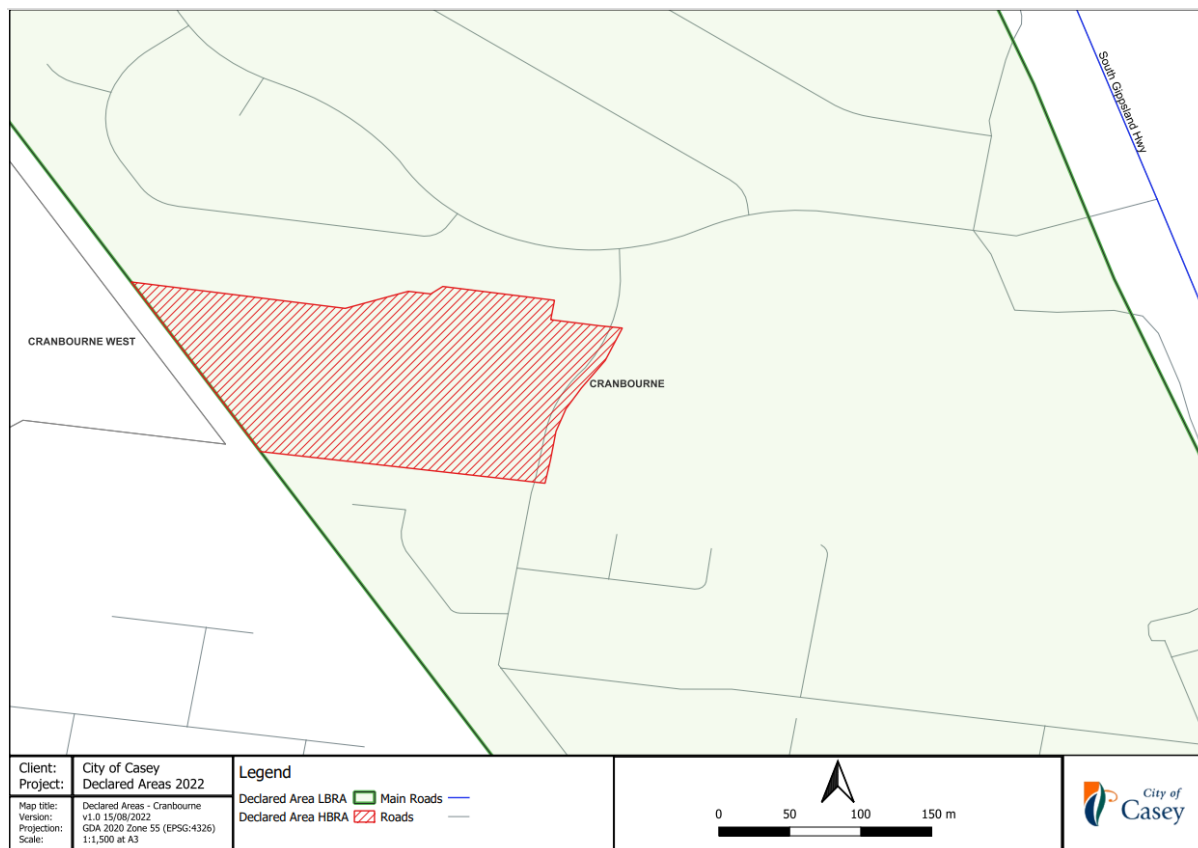
APPENDIX 2 E - HBRA Detailed Map (Hampton Park)



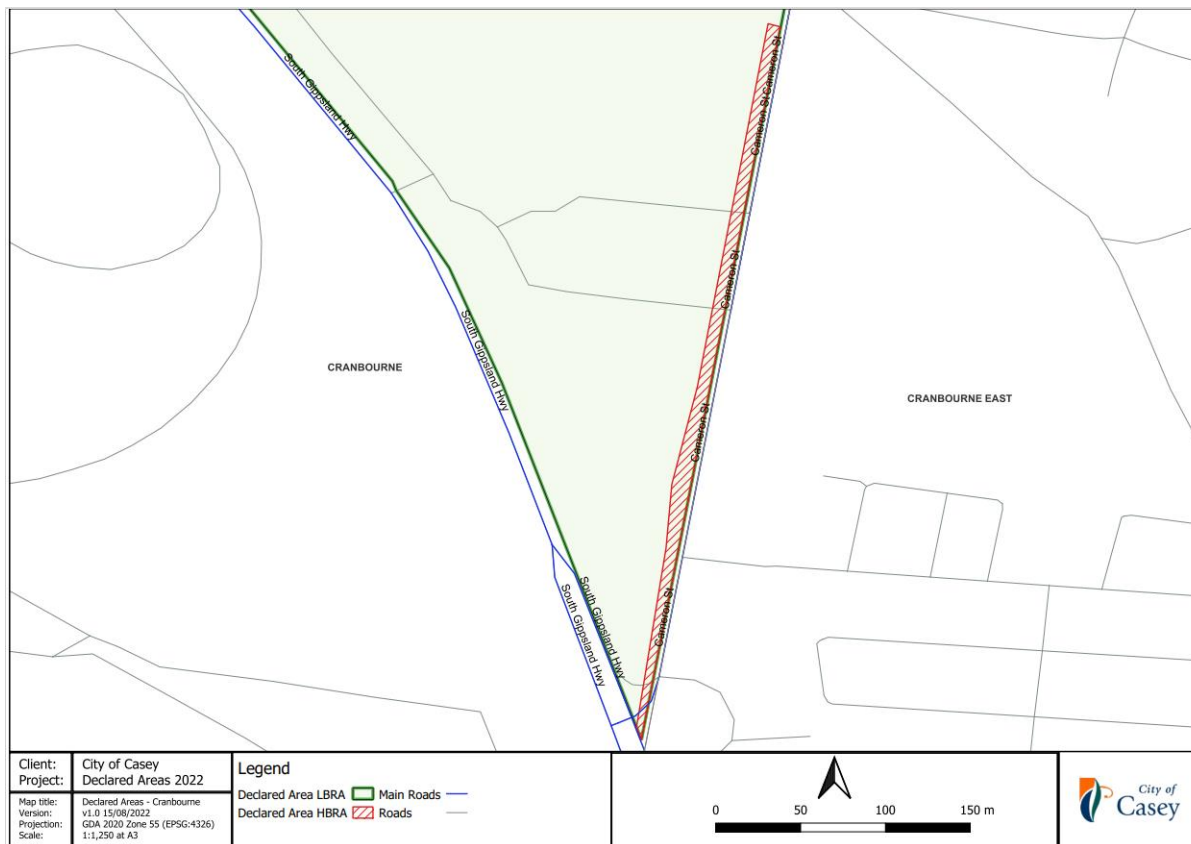
PUBLIC

APPENDIX 2 E - HBRA Detailed Map (Cranbourne 1)



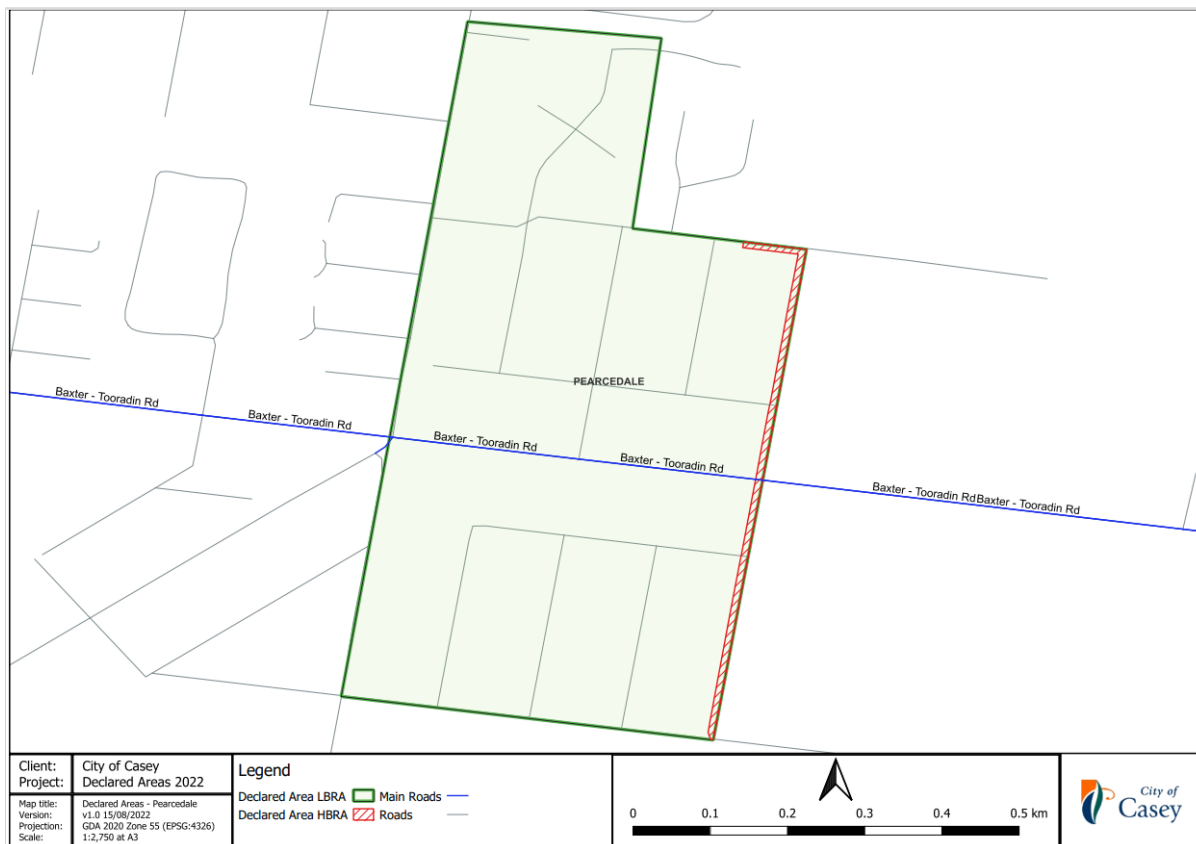
APPENDIX 2 F - HBRA Detailed Map (Cranbourne 2)

APPENDIX 2 G - HBRA Detailed Map (Cranbourne 3)



PUBLIC

APPENDIX 2 H - HBRA Detailed Map (Pearcedale)



APPENDIX 3 - Declared area inspection and pruning schedule 2025/2026 and 2026/2027

Table 3: Annual tree inspection and pruning schedule 2025/2026

Block		Inspection/ Assessment		Audit of Assessment	Pruning	
		Start Date	Finish Date	Period to be Allowed (working days#)	Start Date	Finish Date
1	Endeavour Hills, Hallam, Doveton, Eumemmerring	6/02/2026	16/02/2026	10	2/03/2026	17/03/2026
2	Berwick	17/02/2026	27/02/2026	10	20/03/2026	6/04/2026
3	Narre Warren	28/02/2026	3/03/2026	10	6/04/2026	13/04/2026
4	Hampton Park	6/03/2026	10/03/2026	10	14/04/2026	24/04/2026
5	Cranbourne	13/03/2026	23/03/2026	10	24/04/2026	11/05/2026
6	Pearcedale	24/03/2026	27/03/2026	10	11/05/2026	15/05/2026

Table 2: Annual tree inspection and pruning schedule 2026/2027

Block		Inspection/ Assessment		Audit of Assessment	Pruning	
		Start Date	Finish Date	Period to be Allowed (working days#)	Start Date	Finish Date
1	Endeavour Hills, Hallam, Doveton, Eumemmerring	6/02/2027	16/02/2027	10	2/03/2027	17/03/2027
2	Berwick	17/02/2027	27/02/2027	10	20/03/2027	6/04/2027
3	Narre Warren	28/02/2027	3/03/2027	10	6/04/2027	13/04/2027
4	Hampton Park	6/03/2027	10/03/2027	10	14/04/2027	24/04/2027
5	Cranbourne	13/03/2027	23/03/2027	10	24/04/2027	11/05/2027
6	Pearcedale	24/03/2027	27/03/2027	10	11/05/2027	15/05/2027

APPENDIX 4 – Training Matrix**Qualifications, Licences and Units of Competency**

All Employees. Sub-contractor and their Employees must be listed such that any person deployed on this Contract must appear.

Show Expired dates in **RED** and ensure these Employees do not perform relevant work

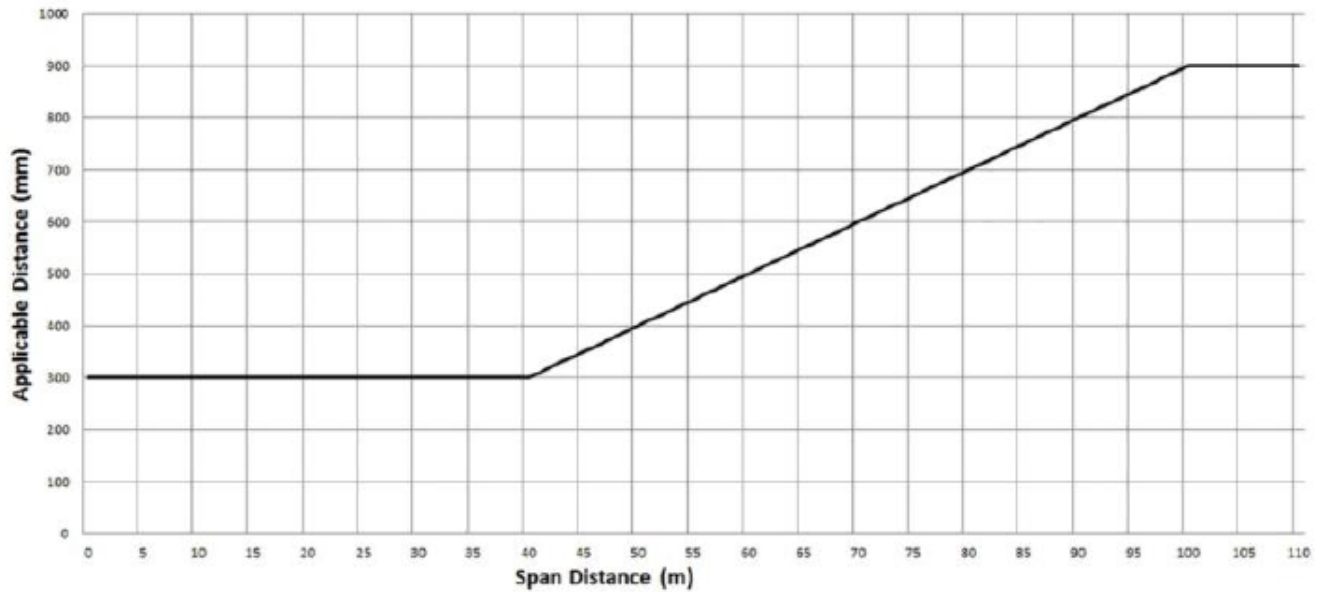
LICENCE, QUALIFICATION AND UNIT OF COMPETENCY		NAME	NAME	NAME	NAME	NAME	NAME	NAME	NAME	NAME	NAME	NAME	NAME	NAME
ROLE		e.g Pruner												
FURTHER ROLES		e.g Chipper Operator												
AQF LEVEL 5 IN ARBORICULTURE		Date												
CERTIFICATE III ARBORICULTURE	AHC30820													
CERTIFICATE II IN ESI – POWERLINE VEGETATION CONTROL														
PREPARE TO WORK SAFETY IN CONSTRUCTION INDUSTRY (WHITE CARD)	CPCWHS1001													
SAFE APPROACH DISTANCES – VEGETATION WORK														
SAFE APPROACH DISTANCES TO SWER (SINGLE LINE EARTH RETURN)														
PROVIDE CARDIOPULMONARY RESUSCITATION	HLTAID009													
PROVIDE FIRST AID IN AN ESI ENVIRONMENT	UETDRRF10													
LICENCE TO OPERATE A BOOM-TYPE ELEVATING WORK PLATFORM (BOOM LENGTH 11 METRES OR MORE)	TLILIC0005													
USE ELEVATED PLATFORM TO CUT VEGETATION ABOVE GROUND LEVEL NEAR LIVE ELECTRICAL APPARATUS	UETTDRC25A													
PERFORM EWP RESCUE	UETDRRF002													
PERFORM RESCUE FROM A LIVE LV PANEL	UETDRRF004													

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PERFORM EWP CONTROLLED DESCENT ESCAPE	UETDRRF08														
ELEVATED WORK PLATFORMS HIGH RISK WORK LICENCE															
OPERATE A MOBILE CHIPPER /MULCHER	FWPHAR2206														
OPERATE AND MAINTAIN CHAINSAWS	AHCMOM213														
SHIFT MATERIALS SAFELY USING MANUAL HANDLING METHODS	TLID1001														
NOISE CONSERVATION	CPCWHS1001														
SUN SMART TRAINING															
APPROPRIATE DRIVING LICENCE															
APPROPRIATE, ACCREDITED TRAFFIC MANAGEMENT TRAINING.	HLTAID009														

APPENDIX 5 - Applicable distance for middle 2 thirds of electric line span**GRAPH 1—INSULATED ELECTRIC LINES IN ALL AREAS**

(Extracts from Electrical Safety (Line Clearance) Interim Regulations 2025)

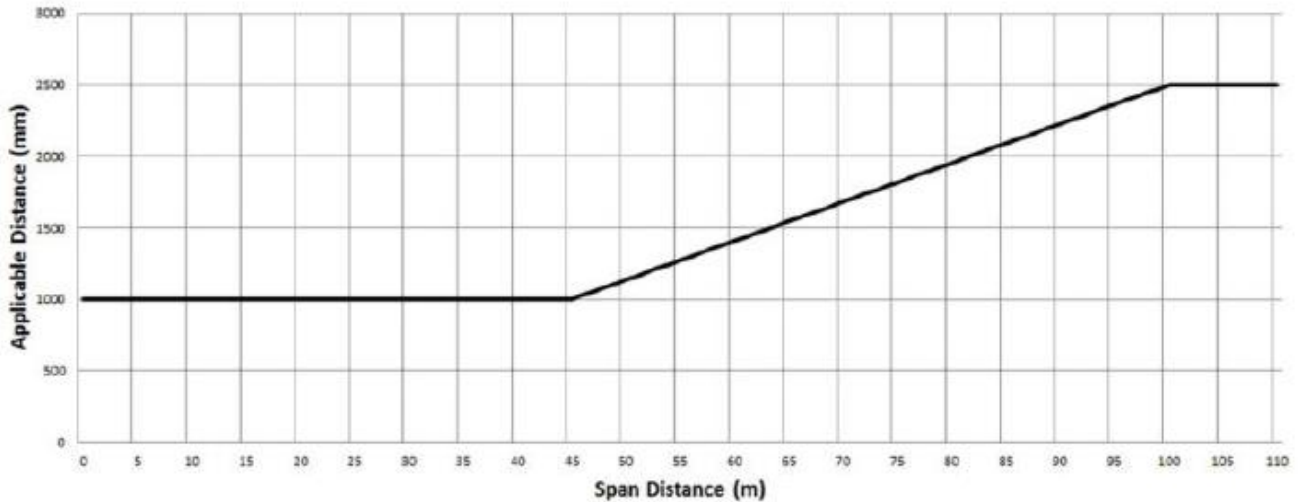


The formula by which the applicable distance for the middle two thirds of a span of an insulated electric line in all areas is calculated is as follows:

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 — $300 + [(\text{span distance minus } 40) \text{ multiplied by } 10]$;
- 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



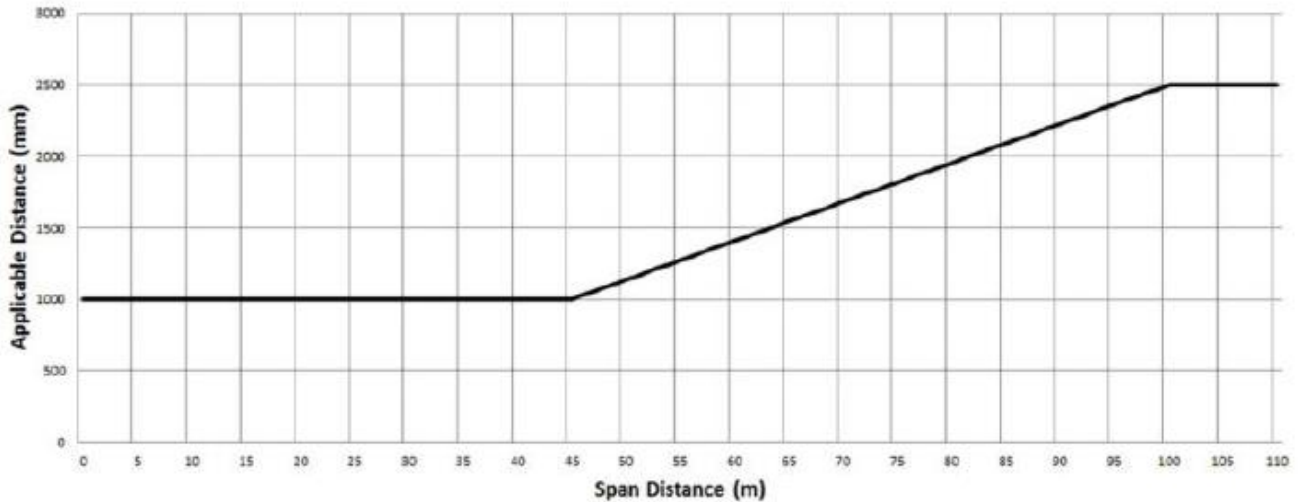
The formula by which the applicable distance for the middle two thirds of a span of uninsulated low voltage electric line in a low bushfire risk area is calculated is as follows

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: $1000 + [(\text{span distance} - 45) \text{ multiplied by } (1500 \text{ divided by } 55)]$;

C. if the span distance is greater than 100 m the applicable distance equals 2500 mm.

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



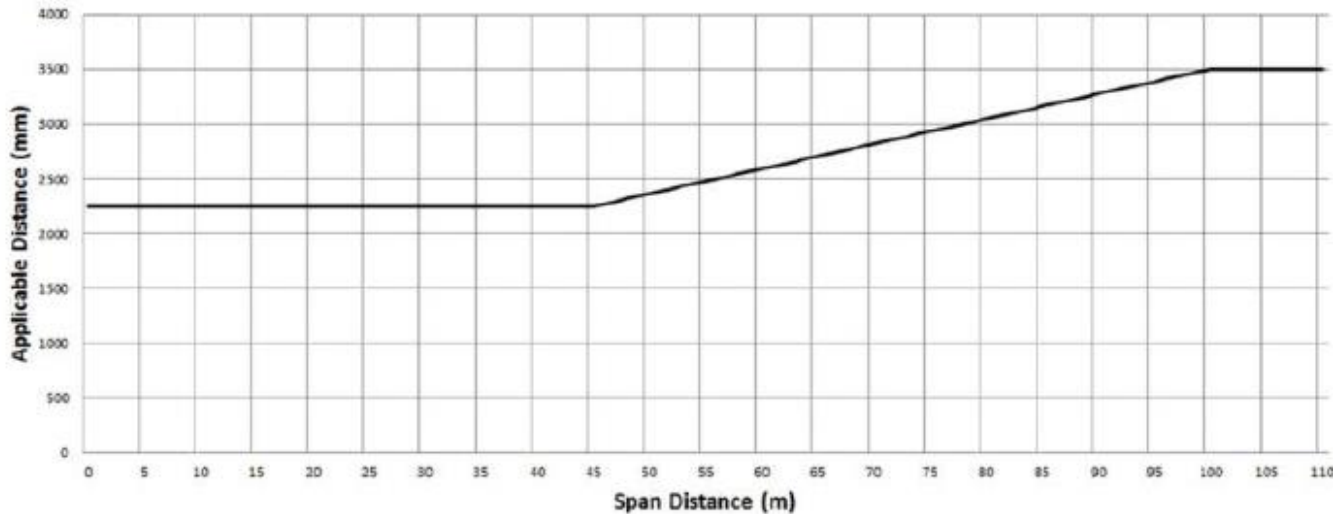
The formula by which the applicable distance for the middle two thirds of a span of uninsulated low voltage electric line in a low bushfire risk area is calculated is as follows

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: $1000 + [(span\ distance\ minus\ 45) \times (1500\ divided\ by\ 55)]$;

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

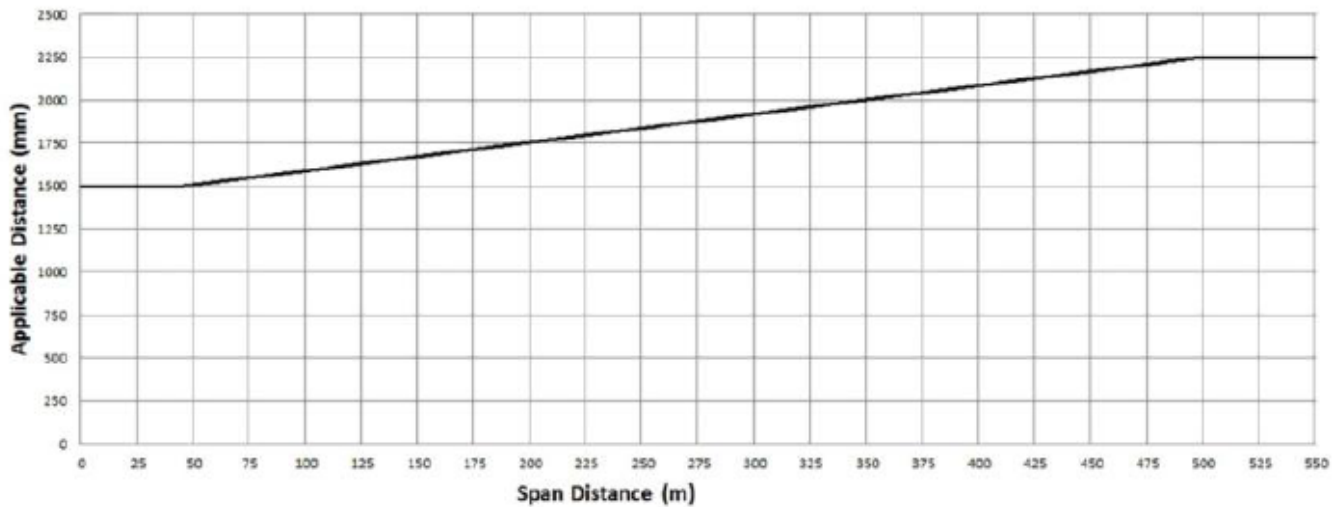


The formula by which the applicable distance for the middle two thirds of a span of uninsulated 66,000 volt electric line in a low bushfire risk area is calculated is as follows:

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



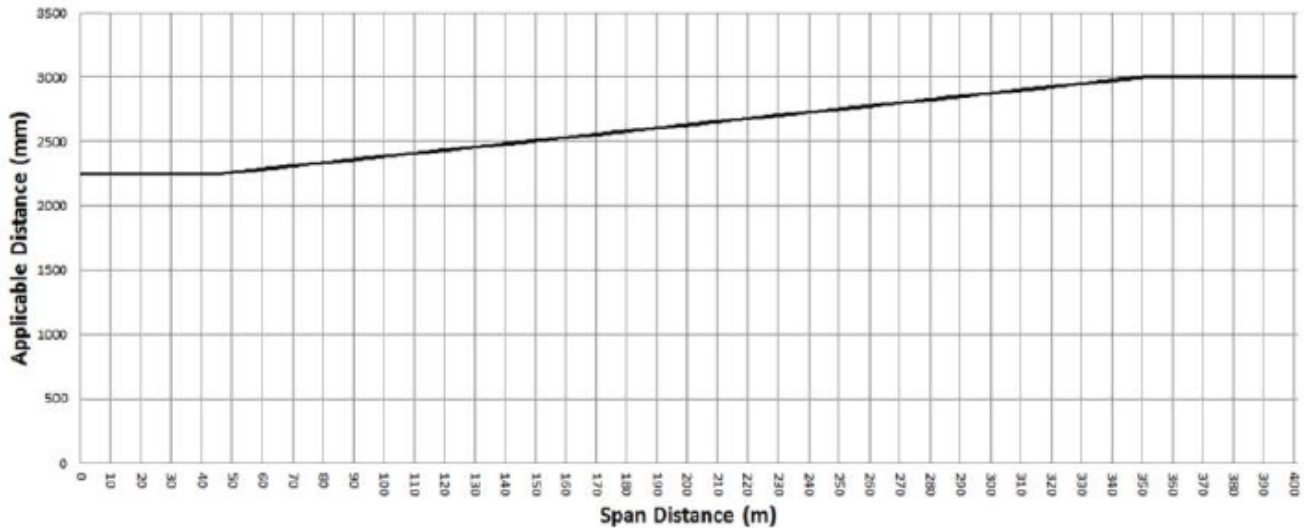
The formula by which the applicable distance for the middle two thirds of a span of an electric line is calculated is as follows:

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:

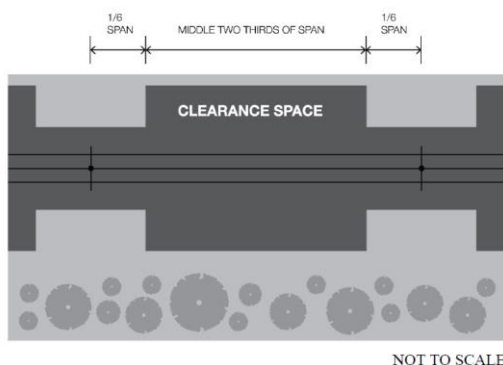
A. if the span distance is less than or equal to 45 m the applicable distance equals 2250 mm

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

Plan and section view of Clearance Spaces for all areas per Electricity Safety (Electric Line Clearance) Regulations 2020

FIGURE 1 – PLAN VIEW OF ELECTRICAL LINES IN ALL AREAS

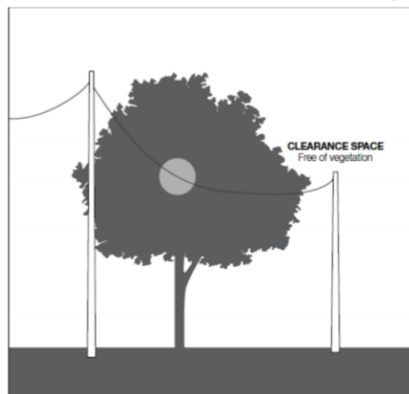
Clauses 24, 25, 26, 27, 28 and 29.
Graphs 1, 2, 3, 4, 5 and 6



NOT TO SCALE

FIGURE 2 – INSULATED ELECTRICAL LINES IN ALL AREAS

Clause 24, Graph 1



NOT TO SCALE

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

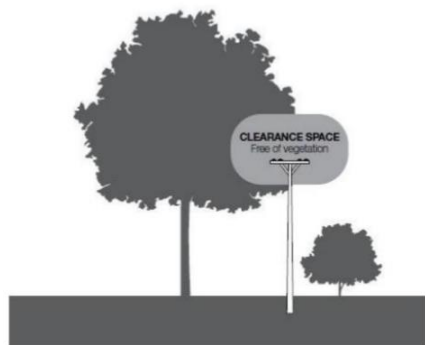
Clauses 24 and 26, Graphs 1 and 3



NOT TO SCALE

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

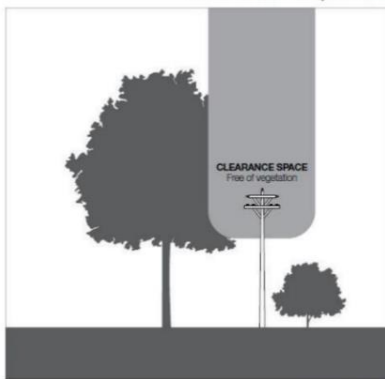
Clause 25, Graph 2



NOT TO SCALE

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

Clauses 27, 28 and 29, Graphs 4, 5 and 6



NOT TO SCALE

APPENDIX 6 – Council Audit Proforma

Progress with Rectification of Work Orders (with a Work Type of "Rework")

List details of each **Re-Work Orders for Non-Compliance/Non-conformance** and progress with rectification

Date and Time Re-Work Order Issued	Re-Work Order Number	Nature and Description of Non-Compliance/ Non-conformance	Action taken by Contractor and Outcome	Date and Time Resolution accepted by Supervisor (O/S = outstanding)