

CITY OF  
MONASH

# ELECTRIC LINE CLEARANCE MANAGEMENT PLAN

2024-2025



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**Version Control**

Version	Document date
0.1 - Draft	27/03/2024
1.0 - Final	29/03/2024

**Disclaimer:**

This Electric Line Clearance Management Plan ('Plan') has been developed by the City of Monash 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 Monash 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) Regulations 2020 Victoria*.

The City of Monash 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 / development process and some of the content / statements are based on actions that the City of Monash intends to take in the future. The City of Monash may decide to take different actions to those it currently intends to take if circumstances change, or assumptions and estimates prove to be inaccurate, and events do not occur as predicted or projected. The 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 Monash 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 / statements in this Plan.

Table 1: Cross-reference table

REGULATION	REQUIREMENTS OF THE ELCTRICITY SAFETY (ELECTRIC LINE CLEARANCE) REGULATIONS 2020	REFERENCE WITHIN THIS DOCUMENT
9(2)	Preparation of a Management Plan by the responsible person relating to compliance with the Codef for the following financial year prior to 31 March.	Section 1.1
9(4)(a)	The name, address, and telephone number of the responsible person	Section 1.2.1
9(4)(b)	Name, position, address, and telephone number of the person who was responsible for the preparation of the plan.	Section 1.2.2
9(4)(c)	Name, position, address, and telephone number of the persons who is responsible for the implementation of the plan.	Section 1.2.4
9(4)(e)	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.	Section 1.2.5
9(4)(e)	The objectives of the management plan	Section 1.3
9(4)(f)	Map of the land to which the management plan applies	Section 1.4
9(4)(g)	Any hazardous bushfire risk areas and low bushfire risk areas in the land referred to in paragraph (f);	Section 1.4
9(4)(h) and 9(4)(i)	<p>The location of 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;</p> <ul style="list-style-type: none"> <li>i. Indigenous to Victoria</li> <li>ii. Listed in a planning scheme to be of ecological, historical, or aesthetic significance</li> <li>iii. Trees of cultural or environmental significance.</li> </ul> <p>The means and method which the responsible person is required to use to identify such a tree.</p>	Section 1.5

<b>REGULATION</b>	<b>REQUIREMENTS OF THE ELCTRICITY SAFETY (ELECTRIC LINE CLEARANCE) REGULATIONS 2020</b>	<b>REFERENCE WITHIN THIS DOCUMENT</b>
9(4)(j)	Management procedures that the responsible person is required to adopt to ensure compliance with the Code: The method for determining an additional distance that allows for cable sag and sway	Section 1.7
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	Section 1.8
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.	Section 1.9
9(4)(m)	The details of each approval for an alternative compliance mechanism that: The responsible person holds	Section 1.10
9(4)(n)	A description of the measures that must be used to assess the performance of the responsible person under the management plan	Section 1.11
9(4)(o)	Details of the audit processes that must be used to determine the responsible person's compliance with the Code	Section 1.12
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	Section 1.13
9(4)(q)	Notification and consultation procedures	Section 1.14
9(4)(r)	Dispute resolution procedures	Section 1.15
9(2)	A responsible person must ensure that a copy of the management plan is: (a) Published on the responsible person's internet site	Section 2
Schedule 1 - Part 2, Division 1, (4), (5), (6), (7)	A responsible person who receives an exemption under sub regulation (1) must keep records for at least 5 years.	Section 3.1

<b>REGULATION</b>	<b>REQUIREMENTS OF THE ELCTRICITY SAFETY (ELECTRIC LINE CLEARANCE) REGULATIONS 2020</b>	<b>REFERENCE WITHIN THIS DOCUMENT</b>
Schedule 1 - Part 2 Part 2, Division 1, (4)	SCHEDULE 1 - CODE OF PRACTICE FOR ELECTRIC LINE CLEARANCE, PART 2 - CLEARANCE RESPONSIBILITIES, DIVISION 1 – ROLES OF RESPONSIBLE PERSONS 4. Exception to minimum clearance space for structural branches around insulated low voltage electric lines.	Section 4.1
Schedule 1 - Part 2, Division 1, (5)	Exception to minimum clearance space for small branches around insulated low voltage electric lines.	Section 4.2
Schedule 1 - Part 2, Division 1, (6)	Exception to minimum clearance space for structural branches around uninsulated low voltage electric lines in low bushfire risk areas.	Section 4.3
Schedule 1 - Part 2, Division 1, (9)	Responsible person may cut or remove hazard tree.	Section 4.4
Schedule 1 - Part 2, Division 2, (10) and Schedule 2	SCHEDULE 1 - CODE OF PRACTICE FOR ELECTRIC LINE CLEARANCE, PART 2 -CLEARANCE RESPONSIBILITIES, DIVISION 2 – MANNER OF CUTTING AND REMOVING TREES	Section 5
Schedule 1 - Part 2, Division 2, (11)	Cutting or removal of: Native trees, Trees listed in a planning scheme to be of ecological, historical, or aesthetic significance, Trees of cultural or environmental significance must be minimised.	Section 5.1
Schedule 1 - Part 2, Division 2, (11)	Trees listed in a planning scheme to be of ecological, historical, or aesthetic significance	Section 5.1.1
Schedule 1 - Part 2, Division 2, (11)	Trees of cultural or environmental significance	Section 5.1.2
Schedule 1 - Part 2, Division 2, (12)	Cutting or removing habitat for threatened fauna	Section 5.2
9(4)(q)	Notification, consultation, and dispute resolution 2.3.3.1 Responsible person must publish notice before cutting or removing certain trees	Section 6.1
Schedule 1 - Part 2, Division 4, (20)	Duty relating to the safety of cutting or removal of trees close to an electric line	Section 7.1
Schedule 1 - Part 3, Division 2	SCHEDULE 1 - CODE OF PRACTICE FOR ELECTRIC LINE CLEARANCE, PART 3 –MINIMUM CLEARANCE SPACES, DIVISION 2 – ALTERNATIVE COMPLIANCE MECHANISMS	Section 8

REGULATION	REQUIREMENTS OF THE ELCTRICITY SAFETY (ELECTRIC LINE CLEARANCE) REGULATIONS 2020	REFERENCE WITHIN THIS DOCUMENT
Schedule 1 - Part 2, Division 4, (21)	Duty relating to assisting to determine the allowance for cable sag and sway	No title
Schedule 1 - Part 3, Division 2, (31)	Application for approval of alternative compliance mechanism	Section 8.1
Schedule 1 - Part 3, Division 2, (32)	Formal safety assessment of alternative compliance mechanism	Section 8.2



## **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) Regulations 2020 Victoria (Regulations).

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 Monash are:

### **United Energy**

Contact Person: Jason Craig  
Position: Vegetation Stakeholder Improvement Lead  
Address: Level 1, 43-45 Centreway Place, Mt Waverley, Vic 3149  
Contact number: 132 099

### **Metro Trains Melbourne**

Contact Person: Katrina Lewis  
Position: Production Manager - Vegetation  
Address: E-Gate, off Footscray Road, West Melbourne,

Contact number (PH) (03) 9619 7121 0405 506 488

## **TREE MAINTENANCE CONTRACT**

All tree works to implement this Plan are undertaken under the following contract (the Contract) –

- Tree Pruning and Other Tree Works (CF2019136)

Council's current tree maintenance contractors are Active Tree Services PTY LTD (Annual Cyclic Pruning Program & Reactive Works) and TreeServe PTY LTD (Reactive works).

## **PART 2 SECTION 9 PREPARATION OF A MANAGEMENT PLAN**

### **9(2) PREPARATION OF A MANAGEMENT PLAN BY MARCH 31<sup>ST</sup>**

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

The document has been prepared consistent with the City of Monash Street Tree Strategy (2016) and the vision articulated in the Council Plan that:

*“A future resident of, or visitor to, the City of Monash will find tree-lined streets and roads. With the trees in each street being of a species in keeping with the growing space available. Tree management, where required, will be carried out in a manner that leaves the trees aesthetically pleasing. Remaining above ground services will be protected to allow for trees to exist in close proximity to the services.”*

Council’s adopted Tree Management Policy (2021) gives Council officers and contractors guidance and direction for the management of trees located on Council owned and managed land.

Council will review and amend its Electric Line Clearance Management Plan (Plan) annually, prior to 31<sup>st</sup> March each year. The implementation and review of the Plan is part of Council’s strategic reporting framework and is reported within the business unit’s operational risk register.

Council will have its Plan available for viewing on its website [www.monash.vic.gov.au](http://www.monash.vic.gov.au)

Council’s appointed representative – Coordinator Arboriculture will be the point of contact for residents, contractors, and Energy Safe Victoria (ESV).

Council’s Coordinator Arboriculture will review the Plan annually. The review will be undertaken prior to 31<sup>st</sup> March and will consider the effectiveness of procedures in meeting the Plans objectives, internal review and authorisation procedures, and procedures to publish the updated Plan on Council’s website when it takes effect. The review will also ensure superseded versions are removed and ensure current versions of Regulations, Codes, training, and standards are included.

- When the new annual Plan is approved, Council will upload the Plan to the website and at the same time, remove the superseded Plan, not later than July 1 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.
- 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.

No exemptions are in operation and therefore none are required to be displayed. The Plan will be authorised by the Director City Services.

## **9(4) MANAGEMENT PLAN REQUIREMENTS**

### **9(4)(a) NAME, ADDRESS AND TELEPHONE NUMBER OF THE RESPONSIBLE PERSON:**

Name: Dr. Andi Diamond, CEO, City of Monash  
Address: PO Box 1, Glen Waverley 3150  
City Office Telephone Number: (03) 9518 3555  
Email Address: mail@monash.vic.gov.au

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: Paul Ridgway  
Position: Manager Horticultural Services  
Address: 390 Ferntree Gully Road, Notting Hill. 3168  
Telephone Number: (03) 9518 3720

Name: Patrick Hayes  
Position: Coordinator Arboriculture  
Address: 390 Ferntree Gully Road, Notting Hill. 3168  
Telephone Number: (03) 9518 3726

### **9(4)(c) NAME, POSITION, ADDRESS AND TELEPHONE NUMBER OF THE PERSONS WHO ARE RESPONSIBLE FOR CARRYING OUT THE PLAN:**

Name: Jarrod Doake  
Position: Director City Services  
Address: 390 Ferntree Gully Road, Notting Hill. 3168  
Telephone Number: (03) 9518 3555

Name: Paul Ridgway  
Position: Manager Horticultural Services  
Address: 390 Ferntree Gully Road, Notting Hill. 3168  
Telephone Number: (03) 9518 3720

Name: Patrick Hayes  
Position: Coordinator Arboriculture  
Address: 390 Ferntree Gully Road, Notting Hill. 3168  
Telephone Number: (03) 9518 3726

### **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 Number: 9518 3555 (24 hours / 7 days)

#### 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) Regulations 2020 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 our tree management will be best industry practice.
- In the unlikely event that compliance cannot be readily achieved by pruning, Council will implement a documented process of 6-monthly inspections on these trees while developing an alternative engineering solution in conjunction with the Distribution Business.
- 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.
- Build on current working relationships with Energy Safe Victoria and the vegetation management team of relevant electricity distribution businesses to ensure both parties have a clear understanding of each other's priorities. This will be achieved through an annual meeting with relevant distribution company(s) managers and Council's responsible employee.
- 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 way 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 - MAPS**

The City of Monash is bounded by Warrigal Road and several side streets to the west, Highbury Road to the north, Police and Centre Roads to the south and Princes Highway to the east. The City of Monash covers an area of 81.5 square kilometres and incorporates the suburbs of Chadstone, Clayton, Mt Waverley, Mulgrave, Glen Waverley, Wheelers Hill, Oakleigh, Hughesdale, and Oakleigh East.

The land to which this Plan applies is shown in Figure 1 below.



Figure 1: Map of the City of Monash area including the assessment and pruning zones used to manage vegetation around electrical infrastructure.

A larger version of the map presented in Figure 1 is 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 entire Declared Area managed by Council is rated Low Bushfire Risk Area (LBRA) based on the CFA Fire Hazard Ratings.

**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 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.

Council's Declared Area consists of mixed native 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 Heritage and Environmental Significance Overlays in Council's Planning Scheme.

There are no known trees of habitat significance for rare or endangered species listed in Council's Declared Area within the vicinity of power lines that require pruning or clearing to ensure compliance with the Code of Practice.

As there has been a long-term and ongoing power line clearance program around existing trees, there are no known indigenous trees that will be adversely affected by future works.

Additional resources available to identify significant native 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/>
- c. Reference to the Threatened Species Advisory Lists as published by the relevant State department <https://www.environment.vic.gov.au/>

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 because 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***

Based on the historical annual line clearance program no trees of significance have been identified in the Declared Area that will be affected by electric line clearance.

All Heritage, Environmental Significance and Vegetation Protection overlays affecting the Declared Area are subject to exemptions. Exemptions apply for any action which is necessary to:

- Keep the whole or any part of a tree clear of an electric line, provided the action is carried out in accordance with a code of practice prepared under Section 86 of the Electricity Safety Act 1998.
- Remove or lop a tree if the tree presents an immediate risk of personal injury or damage to property.

Council employees and contractors involved in power line clearance works are inducted into the importance of these areas of significance and the maps are provided for their reference.

This Plan will be amended after changes to these exemption provisions.

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

***(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.

There are several “Trees of Significance (2006 – VPO3)” located within private property that may be affected by electrical line clearance activities required to ensure compliance with the provisions of the Electrical Safety Act 1998; however, there are no trees subject to VPO3 that are maintained by Council.

By their nature, these types of vegetation do not change quickly in normal circumstances. Council will review the Planning Scheme and consult with Council’s City Planning Department to identify any changes in State controls when this Plan is revised. The amended Plan and any changes because of this briefing will be raised with Council’s contractors at the contract meetings.

The Council has an internal asset register of its trees and Council via its contractor undertakes an audit annually of the trees on the database in each pruning zone to assess, map and identify all Council’s tree assets that require pruning for power line clearance. The audit is also used to determine if any trees of cultural or environmental significance were impacted by Council’s electric line clearance program.

Following identification of trees that are potentially in conflict with power lines, Council will allocate the associated works to its current list of contractors either as proactive or reactive works.

If there are no works required, this is noted, and the tree is reinspected the following year.

The Council has approximately 38 hectares of native bushland reserves within the municipality, with Damper Creek, Scotchman's Creek, Valley Reserve and Gardiner's Creek considered as environmentally significant.

**Bushland reserves**

Council has several green corridors which have required Council to develop bushland management and bushfire safety plans.

Council annually reviews the fire risk of its bushland reserves.

Council regularly carries out fire clearance works in our bushland reserves undertaking the following measures to improve fire safety:

- Selective dead tree removal
- Maintaining firebreaks
- Reducing vegetation density
- Removing weed species
- Removing excessive fallen branches and dead vegetation material.

Fire patrols are also carried out on total fire ban days to assist with fire detection. While Council works with Fire Rescue Victoria (FRV) to take all possible precautions, residents should consider what steps they can take to also lessen the risk.

An annual inspection shall be made of power lines that abut or pass through any reserve and any trees that do not meet compliance are identified to be pruned during the cycle of that map area.

**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 power line clearance program around existing trees, there are no known trees from clause [9\(4\)\(h\)](#) that will be significantly adversely affected by future power line clearance works.

There are no known trees of habitat significance for rare or endangered species listed in Council's Declared Area within the vicinity of electric lines that require pruning or clearing to ensure compliance with the Code of Practice. 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\(4\)\(h\)](#).

If 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 Clauses 4, 5 or 6 of the Code, on an increased inspection or pruning cycle. If any are identified in the future, they will be plotted on Council's mapping system and monitored to ensure that minimal impact is made in the event of works being required.

If Council intends to cut or, on the advice of a suitably qualified arborist, remove a tree that has been identified in [9\(4\)\(h\)](#) as known habitat for fauna listed as –

- a) threatened in accordance with section 10 of the Flora and Fauna Guarantee Act 1988 or
- b) listed in the Threatened Species Advisory Lists with a conservation status in Victoria of "vulnerable", "endangered" or "critically endangered"

Council will -

- Undertake cutting or removal of the tree outside of the breeding season for that species. Where it is not practicable to undertake cutting or removal of the tree outside of the breeding season for that species, translocation of the fauna will be undertaken wherever practicable.
- Undertake pruning in accordance with industry Best Practice and where practicable, pruning may be undertaken using Elevated Work Platforms (EWPs) 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 the Code or to make an unsafe situation safe.
- Notify any relevant Advisory Committee and or affected resident/s prior to pruning or removal works taking place.



- 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.

For rare or unknown species, Council will consult with the Department of Energy, Environment and Climate Action to identify the breeding seasons of threatened species.

All electric line clearance personnel will via the work order receive specific information on significant trees and their location. Maps indicating locations will be provided with the work order.

All records will be stored in Council's corporate systems 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 CODE**

The Council recognises the environmental and aesthetic contribution that street trees make to the continuing development and presentation of streetscapes, by:

- selecting, planting, and maintaining street trees, which enhance both existing and future streetscapes, and
- creating a setting in sympathy with the function and appearance of the adjacent land uses, a safe and comfortable pedestrian environment, and catering for vehicular traffic.

It is for these reasons that the Council will retain all trees where it can and where it is appropriate.

It is recognised that each street tree exists and has a different and individual place in the street. Of equal importance is its role in relation to the rest of the streetscape, the precinct, and the city.

The City of Monash utilises a flow chart that details the main steps involved in the management of trees to ensure compliance with the Code (see [Appendix 2](#) - Tree Management Process). Council employs internal arborists and Contractors for inspecting, removing, or pruning of trees to ensure compliance 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**

The Coordinator Arboriculture or delegated authority is responsible for identifying trees requiring assessment to ensure compliance with the Code. The following sources have been used to identify those trees:

- Tree Management Policy (2021)
- Tree Asset Register
- Street Tree Strategy
- Tree Removal Procedure
- Street Tree Planting Procedure
- Planning Scheme
- Road Management Plan

- Register of Significant Trees

These sources will be reviewed annually as part of the review of this Plan.

To ensure compliance with the Code, Council has an ongoing, annual inspection program for trees within the vicinity of power lines in the Declared Area. This inspection program ensures that trees are proactively assessed, tree amenity is considered, and clearance spaces are maintained. Trees are assessed and pruned in accordance with the following Cyclic Pruning Schedule (Table 2).

Table 2: Cyclic Pruning Schedule 2024-2025

SUBURB	SCHEDULED	MAP ZONE No.
Chadstone	March 2024	6
Clayton	March 2024	27
Mt Waverley	April 2024	7
Clayton	April 2024	28
Mulgrave	April 2024	29
Mulgrave	May 2024	30 & 31
Mt Waverley	May 2024	8
Glen Waverley	June 2024	9 & 15
Wheelers Hill	June 2024	24
Glen Waverley	July 2024	10
Wheelers Hill	July 2024	16
Glen Waverley	August 2024	11
Mulgrave	August 2024	23
Wheelers Hill	August 2024	17
Mt Waverley	September 2024	14 & 15
Clayton	September 2024	21
Mulgrave	September 2024	22
Chadstone	October 2024	1
Mt Waverley	October 2024	12 & 13
Mt Waverley	November 2024	2
Oakleigh East	November 2024	20
Mt Waverley	December 2024	3
Oakleigh	December 2024	19
Hughesdale	January 2025	18
Glen Waverley	January 2025	4
Glen Waverley	February 2025	5
Clayton	February 2025	25 & 26

The assessor/contractor will also assess:

- The voltage and length of the span to determine the correct Applicable Distance for clearance for the middle 2/3 of each span.
- The species of the vegetation to ascertain the regrowth potential.
- The tree for any other potential hazards.

In addition, any trees that are determined to be likely to breach the Code within the inspection cycle are to be identified. This inspection also includes the identification of any hazards outside the clearance and regrowth spaces that may require assessment or correction. Non-compliant trees are recorded in the audit report.

Each non-compliant tree or tree otherwise requiring compliance pruning is recorded electronically and spatially by the Contractor. Reports of the assessment are provided to Council as part of the audit report.

Trees that the Contractor believes cannot be successfully pruned in accordance with the Code 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 or management action to ensure safety and continuity of supply.

Pruning will be completed to ensure compliance with the Regulations with an allowance for regrowth.

Records of each pruning undertaken on each non-compliant tree are recorded electronically and stored in Council's corporate systems.

Emergency or reactive works are recorded in Council's asset management system (Confirm) and closed in that system once completed.

Reports of non-compliance from the Distribution Business, residents or other sources will be investigated by a suitably qualified Council employee or contractor. Once the investigation has been completed a Contractor will carry out any pruning action to rectify a confirmed non-compliance.

Where necessary, the Council 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 as a contract non-conformance 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 occur again, or with other trees in the vicinity of power lines. Appropriate inspection regimes will be implemented to address any identified issues.

Consultation is undertaken as required with the Distribution Business representatives to maintain open communication and discuss clearance issues regarding the following:

- Requesting of assistance for suppressions and shutdowns.
- Access to Live Line ELC contractors in a timely and collegiate manner.
- Collaboration on opportunities to integrate network improvements in the vicinity of vegetation.
- Clarification of declared area responsibilities.
- Changes to regulations.
- Urgent or non-compliant works.
- Other issues as they arise.

## **(2) Hazard Trees**

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

- (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.

Hazard Tree Electric Line Clearance is included within Section 4.4 of [Council's Municipal Emergency Management Plan 2023-2026 V2.0](#) which is located on Council's website.

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.

For the purpose of this Plan, a Hazard tree is a tree that possesses readily observable hazardous faults which, if not actioned, will negatively impact distribution assets. These trees may possess characteristics such as large cavities, severe decay, major cracks etc.

Where a potential Hazard tree is identified 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**

The Assessor will be a suitably qualified arborist as per the description in section [9\(4\)\(p\)](#) herein.

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 species, seasonal conditions, 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 or 2 years)

Examples of this formula -

*Melaleuca linariifolia*

- *regrowth 0.30m 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*

#### **(4) Pruning to maintain the Clearance Space**

The Contractor will implement the pruning program to clear trees identified as being in, or likely to grow into, the Clearance Space.

All pruning works will be undertaken in accordance with industry Best Practice methods. The pruning requirements of each tree will be assessed and recorded during the initial inspection.

If the safe approach distances cannot be maintained at any time work shall cease immediately and advice from the relevant power authority will be sought. This may involve shutdown or the use of live line workers with suppression of the auto reclose system. The Coordinator Arboriculture and Council's Contractors are responsible for organising required shutdowns and auto-reclose suppressions.

Contractors and other staff working on behalf of Council shall at all times comply with the training and safety requirement detailed in [9\(4\)\(p\)](#). As part of its normal Contract reporting, Council will ensure that the Contractor has appropriately trained and inducted its employees into these requirements.

All historical data including pruning requests from customer, will be recorded on Council's Customer Request System (Pathway) and Council's electronic document management system (EDNA). Supply outages reported by the Distribution Business (United Energy) will be recorded on Council's asset management information system (Confirm).

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

In the unlikely event that compliance cannot be readily achieved by pruning, Council will implement a higher frequency inspection program (frequency relevant to the respective non-compliance) on these trees while developing an alternative engineering solution in conjunction with the Distribution Business.

The person assessing the vegetation will be a suitably qualified arborist as per [9\(4\)\(p\)](#).

Council's Street Tree Strategy includes a vision for Monash where the trees, in any street, are the best choice for that part of our municipality (considering available growing space, proximity to infrastructure like overhead power lines and footpaths, as well as neighbourhood character). Within the Street Tree Strategy, Council articulates a 30 year plan to deliver street tree renewal in streets where trees impact on adjacent infrastructure.

A Street Tree Selection matrix is utilised when choosing new species of trees to plant in locations where overhead power lines are present. The matrix facilitates the matching of trees to streets by providing a range of filters which all the user to select the most appropriate tree for streetscape planting.

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 the relocation or engineering solutions are considered, Council will consult with the Distribution Business on alternatives and costs. 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:

- Reduced/increased pruning cycle.
- Removal/Replacement with suitable species.
- Use of Aerial Bundled Cable or covered conductors.
- Power lines to be re-routed.
- Undergrounding of power lines.
- Other engineering solutions.

**(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 to confirm requirements. Refer to [Appendix 4](#) for the graphs.

In the Declared Area, long spans will require additional allowance for sag and sway. Council has primarily spans of less than 45 metres so the number of spans affected is likely to be minimal. Council will contact the Distribution Business to determine the location of and additional allowance for sag and sway for any spans greater than 100m in length within LBRA. Once obtained, a list of these will be recorded in this Plan, in Council's electronic document management system (EDNA) and its asset management information system (Confirm).

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.**

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 power lines to develop canopy shapes that can be managed for compliance as 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 [9\(4\)\(j\)](#) 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 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.

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 Plan.

As part of Council's normal Contract management processes, pruning quality will be assessed by appropriately qualified Council staff or authorised representative 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. Repeated ongoing non-compliance could potentially result in non-conformance or cessation of 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 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 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 will be used to assess Council’s performance under this Plan:

<b>Criteria</b>	<b>Measurement method</b>	<b>KPI</b>
1. Number of substantiated notifications of breaches of the Code from DB	<ul style="list-style-type: none"> <li>• Reports received, actioned and recorded in works management system</li> </ul>	No year-on-year increase in requests received
2. Number of substantiated requests for pruning from residents	<ul style="list-style-type: none"> <li>• Customer Requests System internal reports</li> </ul>	No year-on-year increase in requests received
3. Quality of Work (Pruning Techniques)	<ul style="list-style-type: none"> <li>• Contractor performance audits</li> <li>• Annual audit of contractor staff qualifications and training</li> </ul>	<ul style="list-style-type: none"> <li>• 100% completion of Contract benchmarks</li> <li>• 100% Compliance with 9(4)(o) of this Plan</li> </ul>
4. Number of emergency works/requests.	<ul style="list-style-type: none"> <li>• Customer Requests System internal reports</li> </ul>	<ul style="list-style-type: none"> <li>• No year-on-year increase in volume</li> </ul>
5. Continuity of supply through compliance with the Code	<ul style="list-style-type: none"> <li>• Compare number of Council trees that have caused outages Records of annual inspection of Exceptions (if necessary) recorded in works management system</li> </ul>	<ul style="list-style-type: none"> <li>• No year-on-year increase in outages caused by Council trees</li> </ul>
6. Completion days required for the annual inspection and pruning program	<ul style="list-style-type: none"> <li>• Contract records</li> </ul>	<ul style="list-style-type: none"> <li>• 100% on-time completion of program and no net increase in days</li> </ul>
7. Number of complaints received regarding the Contractor’s work (Council’s customer request system)	<ul style="list-style-type: none"> <li>• Customer Requests System internal reports</li> <li>• Contractor performance audits</li> </ul>	<ul style="list-style-type: none"> <li>• No year-on-year increase in requests received.</li> <li>• No year-on-year increase in non-compliances found during work audits</li> </ul>
8. An agenda item at monthly contract meetings.	<ul style="list-style-type: none"> <li>• Contract meeting minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Electric line clearance compliance discussed</li> </ul>



		at monthly contract meeting
9. Safety of public and workers	<ul style="list-style-type: none"> <li>Incident reports &amp; Contractor monthly reports</li> </ul>	<ul style="list-style-type: none"> <li>Number of reportable incidents attributed to poor work practices</li> </ul>

The Contractor’s supervisory personnel responsible for implementing the relevant sections of the Plan are advised of the performance standards under the Plan at the annual briefing following the Plan review. Adherence to these performance standards is also reviewed at each monthly contract meeting.

**9(4)(o) DETAILS OF THE AUDIT PROCESSES THAT MUST BE USED TO DETERMINE THE RESPONSIBLE PERSON’S COMPLIANCE WITH THE CODE:**

Council’s compliance with this part of the Plan is dependent on the performance of its tree maintenance contractor(s). The Contractor(s), and by extension, Council as a Responsible Person, will be measured/assessed through the contract performance process. This involves –

- Reports from the Contractor listing trees assessed, pruned, incident reports and complaints received.
- Post-work audit of each assessed area by the Contractor and as required Council officers or authorised personnel.
- Issue of recalls for contract non-conformance for trees that do not meet the code identified in the post-work audit

**Audits**

Council’s Arboriculture team will undertake monthly audits of pruning works for compliance with Council Policy and Procedures, Australian Standards, and the Code.

Annually, a minimum of one third (33%) of each pruning block will be audited with effectively every street audited over a three-year period. The random sample audit will ensure:

- Compliance to the Code.
- Quality Assurance (pruning complies with AS4373 as far practicable).
- Work site management and safety.
- Personnel qualifications and competency.
- Customer satisfaction.

Any rectification works identified will be issued to the contractor as a “recall” and will require the contractor to complete the non-compliance within 10 working days. A work instruction (Confirm) will be generated for any works required to be undertaken resultant of these audits. Recall works will also be audited to ensure compliance.

The audit results are discussed at the monthly contract meetings with any contract documentation saved in Council’s records system (EDNA).

**Exceptions**

Where Exceptions have been applied, regular audits in accordance with each individual exception criteria will be undertaken.

The Contractor will also participate in regular auditing of works. A senior representative of the Contractor and the Coordinator Arboriculture or delegate will undertake random sample monthly audits on the works completed.

Completion schedules of each area is outlined under section [9\(4\)\(j\)](#). The completion audits are undertaken as soon as reasonably practicable after the completion of the pruning works.

Any unsatisfactory performance will be documented within the minutes taken of the monthly Contract meeting. The contractor will rectify any undisputed non-conformance within 10 working days.

### **Monitoring of customer satisfaction, consultation, and communication**

In pursuing our goals, Monash City Council is committed to ensuring that our community members are both sufficiently informed and able to contribute to Council's decision-making process.

Council will monitor customer requests through its customer request system (Pathway) and asset management information system (Confirm) to ensure requests are inspected, acted upon, and closed within allocated time frames. All requests will have notes on the outcome of the inspection and the contractor that the designated works have been forwarded to. Customers are contacted to discuss and advise proposed works to be undertaken. Reports are available to Council officers on outstanding and yet to be completed requests.

Council officers are available to answer queries via telephone or can, if required arrange on site meetings with customers to discuss any concerns that may arise through the implementation of this Plan.

Council also undertakes Customer Service Satisfaction surveys with a focus on continuous improvement. Survey based tools are used for measuring a range of data, including the overall community satisfaction with the service provision of tree management. Council participates in the Local Government Community Satisfaction Survey coordinated by the Department of Energy, Environment and Climate Action. Council views the survey as a useful resource in gauging community needs and wants. The survey also provides Council with a means of fulfilling several its statutory reporting obligations. Monash strives to be an exemplar in this field.

### **Record keeping**

All records will be stored in Council's corporate systems. 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:**

Council shall ensure that all trees are pruned according to Industry Best Practice as a minimum standard. Council shall further ensure that all contractors and employees are appropriately qualified and trained and holding appropriate certificates for both personnel and their equipment that legally entitles them to undertake the work. A record of the sighting of these documents shall be kept by the Council and shall be updated annually.

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

<b>Role</b>	<b>Qualification(s)</b>	<b>Other Licences / Training that may apply</b>
Tree worker - ground crew	Certificate II Arboriculture or equivalent	<ul style="list-style-type: none"> <li>• Safe Approach Distances – Vegetation Work</li> <li>• Safe Approach Distances to SWER</li> <li>• Provide cardiopulmonary resuscitation (HLTAID009)</li> <li>• Provide First Aid in an ESI environment (UETTDRRF10)</li> <li>• Licence to operate a boom-type elevating work platform (boom length 11 metres or more) (TLILIC0005)</li> <li>• Use elevated platform to cut vegetation above ground level near live electrical apparatus (UETTDRVC25)</li> <li>• Perform EWP rescue (UETTDRRF03)</li> <li>• Perform EWP controlled descent escape (UETTDRRF08)</li> <li>• Elevated Work Platforms High Risk Work Licence</li> <li>• Operate A Mobile Chipper FWPHAR2206</li> <li>• Chainsaw accreditation equivalent to AHCMOM213</li> <li>• Manual Handling Training (TLID1001)</li> <li>• Noise Conservation</li> <li>• Sun Smart training</li> <li>• Appropriate driving licence</li> <li>• Appropriate, Accredited Traffic management training.</li> </ul>
Tree worker - pruning and removal near power lines	UET20319 Certificate II in ESI – Power line Vegetation Control	
Supervisor  Tree pruning and removal near power lines	UET20319 Certificate II in ESI – Power line Vegetation Control  Certificate III Arboriculture or equivalent	<ul style="list-style-type: none"> <li>• As for Tree Worker, plus the following</li> <li>• Assess vegetation and recommend control measures in an ESI environment ( <a href="#">UETDRVC002</a>)</li> <li>• Experienced and competent in the supervision of a large group of employees.</li> </ul>
Arborist  Line clearance assessment	Certificate III Arboriculture	<ul style="list-style-type: none"> <li>• First Aid Level 2 certificate</li> <li>• Sun Smart training</li> <li>• Driver’s licence</li> <li>• Assess vegetation and recommend control measures in an ESI environment ( <a href="#">UETDRVC002</a>)</li> </ul>
Assessing Arborist  Defect assessment	Certificate III Arboriculture + Perform a ground-based tree defect evaluation module (AHCARB408) or equivalent + at least 3 years of field experience.	<ul style="list-style-type: none"> <li>• First Aid Level 2 certificate</li> <li>• Sun Smart training</li> <li>• Driver’s licence</li> <li>• Assess vegetation and recommend control measures in an ESI environment ( <a href="#">UETDRVC002</a>)</li> <li>• 5 years industry experience</li> </ul>

Role	Qualification(s)	Other Licences / Training that may apply
Consultant Arborist  Hazard tree and Risk assessment	Diploma in Arboriculture + 5 years' experience	<ul style="list-style-type: none"> <li>• First Aid Level 2 certificate</li> <li>• Sun Smart training</li> <li>• Driver's licence</li> <li>• 5 years industry experience</li> <li>• Assess vegetation and recommend control measures in an ESI environment ( <a href="#">UETDRVC002</a>)</li> </ul>

The Training Matrix submitted annually to Council by its approved contractors shall contain as a minimum the following information:

**NAME OF OPERATOR:**

	Certificate II in ESI Powerline Vegetation Control	Chipper Operations	Chainsaw Operations	First Aid Level 1	Manual Handling	Control Traffic With A Stop-Slow Bat	Implement Traffic Management Plan
Initial Training							
Last Updated							

The required training and skills matrix for Contractor personnel against their designated work roles is included by the Contractor in their monthly report and reviewed at the monthly contract meetings. Council's in-house operational staff will also have the above Training Matrix updated annually.

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 2022
- *ESV Electrical Safety Rules for Vegetation Management Work near Overhead Power lines by Non-Electrical Workers.*

Notification of affected parties will also be undertaken as per the requirements of the code with further detail provided in section [9\(4\)\(g\)](#) below.

Council does not require persons undertaking tree cutting works to have a minimum level of experience to undertake the work. Providing 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 defined in section [9\(4\)\(p\)](#).

Where a tree that is likely to fall onto or otherwise come into contact with an electric line, the tree will be risk assessed by a suitably qualified arborist. The assessment will consider foreseeable local

conditions and consider the classification of the tree. Based on the Arborist's assessment and recommendations, the hazard tree will be actioned in compliance with the Code.

Council officers conduct annual desk top audits of their Contractors; during these audits training certificates and qualifications will be evaluated to ensure only competent and experienced contractor employees are utilised on Council contracts.

Council staff or Contractor personnel found not to be appropriately trained for the designated task will cease line clearance work immediately.

### **Induction of staff**

Prior to a new contractor or staff member commencing works an induction into their respective organisation and work practices will take place on the day of commencement prior to operational duties.

At the commencement of any new contract or significant change in requirements, Council will conduct an induction to set expectations and ensure that ELC personnel are familiar with the Monash Plan and specific requirements. Council annually or sooner resultant from any incidents involving ELC activities will conduct a re-induction of all ELC personnel into its Plan.

Council also requires contractors to attend industry information sessions which are aimed at sharing relevant information between Council and contractors from across the sector. These sessions also cover cross sector items such as health and well-being, customer experience and business technology aspects.

- Copy of/ or readily accessible copy of or link to the current Electric Line Clearance Management Plan.
- Copy of or readily available access to the Electricity Safety (Electric Line Clearance) Regulations 2020.

Council and its contractors will only use Registered Training Organisations (RTOs) when undertaking initial and refresher training.

### **9(4)(q) NOTIFICATION AND CONSULTATION PROCEDURES**

Council will notify persons significantly affected by electrical line clearance works at least 14 days and not more than 60 days before the intended pruning or removal is to occur via letter or by providing a copy of its pruning program on its website.

Where street trees are proposed to be removed resultant to direct ELC works, residents affected will be notified 14 days prior to work commencing, giving the reasons for the proposed removal. Residents to be notified will include those immediately abutting the tree and those opposite the property i.e., "across the road".

In some situations, notification will be in writing, by publication of a notice in a local newsletter or electronically on the City of Monash website including;

- The impact of the pruning or removal of the tree.
- The action to be taken to minimise that impact.

- If works are not completed by the specified time as stated in the initial notice a second notice will be published advising of the new timeframes and reasons for the delay in pruning.

A record of street tree removals, identifying the location, species, date of removal and replacement (if appropriate) street species, will be maintained.

#### 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

Disputes between Council and the public relating to issues with the pruning of Council trees to comply with the Regulations will be resolved in accordance with Council Policy and the Street Tree Strategy Guidelines. Council has adopted a four-level escalation process for dispute resolution.

The four-level escalation process for dispute resolution is outlined below:

**Level 1:** The dispute resolution relating to the pruning or removal of trees where it relates to electric line clearance can be addressed to:

<b>Name:</b>	Patrick Hayes
<b>Position</b>	Coordinator Arboriculture
<b>Address</b>	390 Ferntree Gully Road Notting Hill
<b>Email address</b>	patrick.hayes@monash.vic.gov.au

**Level 2:** Multiple requests or disputes not resolved can be addressed to:

<b>Name</b>	Paul Ridgway
<b>Position</b>	Manager Horticultural Services
<b>Address</b>	390 Ferntree Gully Road Notting Hill
<b>Email address</b>	paul.ridgway@monash.vic.gov.au

**Level 3:** Disputes not resolved through the level 2 process can be addressed to:

<b>Name</b>	Jarrold Doake
<b>Position</b>	Director City Services
<b>Address</b>	390 Ferntree Gully Road Notting Hill
<b>Email address</b>	jarrod.doake@monash.vic.gov.au

##### b. External Dispute Resolution

**Level 4:** External dispute resolution can be addressed to:

<b>Name</b>	Energy & Water Ombudsman (Victoria Limited)
<b>Address</b>	GPO Box 469 MELBOURNE VIC 3001
<b>Phone:</b>	1800 500 509

Escalation to Energy Safe Victoria may also be employed if required.

A flowchart detailing the steps in the dispute resolution process is also included in [Appendix 3](#).

## **PART 2 – CLEARANCE RESPONSIBILITIES**

### **DIVISION 1 – ROLE OF RESPONSIBLE PERSONS**

#### **(4) EXCEPTION TO MINIMUM CLEARANCE SPACE FOR STRUCTURAL BRANCHES AROUND INSULATED LOW VOLTAGE ELECTRIC LINES**

At the time of writing this Plan the City of Monash has not identified any trees for an exception to minimum clearance space for structural branches around insulated low voltage electric lines.

As part of Council's annual pruning program, Council may identify all trees within the Declared Area that meet the requirements for Exception as outlined in Section 4 of Schedule 1 of the Code. 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.

Where these situations are identified 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 an Exception to the normal clearance requirements is appropriate under Division 1 Part 2 (4) of the Code. Council's Coordinator Arboriculture will be responsible for managing this process.

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\(4\)\(p\)](#).

Where the assessment determines that the branch is a low risk of impacting on the power lines, the assessment information will be added to the associated record on the tree database and/or Council's Asset database system Confirm. All low-risk trees will be re-assessed annually.

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

#### **(5) EXCEPTION TO MINIMUM CLEARANCE SPACE FOR SMALL BRANCHES AROUND INSULATED LOW VOLTAGE ELECTRIC LINES**

At the time of writing this Plan the City of Monash has not identified any trees for an exception to minimum clearance space for small branches around insulated low voltage electric lines.

As part of Council's annual pruning program, Council will identify all trees within the Declared Area that meet the requirements for exception as outlined in Section 5 of Schedule 1 of the Code.

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. Council's Coordinator Arboriculture will be responsible for managing this process.

If it has, the tree will be noted as requiring pruning during the next cycle of the annual clearance program. If it has not, the Contractor will be required to prune the tree within four weeks of receiving the non-conformance. This will not be treated as a contractual non-conformance or breach of contract.



Any pruning undertaken to address identified non-conformances to the Code will be recorded within the Contractor's monthly reports and/or Council's corporate systems. All assessment and pruning records will be held as per Council's data retention policies, and for a period of no less than 5 years.

**(6) EXCEPTION TO MINIMUM CLEARANCE SPACE FOR SMALL BRANCHES AROUND UNINSULATED LOW VOLTAGE ELECTRIC LINES IN LOW BUSHFIRE RISK AREAS**

At the time of writing this Plan the City of Monash is not applying this exception to any tree.

As part of Council's annual pruning program, Council may identify all trees within the Declared Area that meet the requirements for exception as outlined in Section 6 of Schedule 1 of the Code. 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 fitted as required, 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. Council's Coordinator Arboriculture will be responsible for managing this process.

If it has, the tree will be noted as requiring pruning during the next cycle of the annual clearance program. If it has not, Council requires all vegetation that does not qualify for an exception to be pruned to maintain clearance spaces for a period of one year. Any breaches of this clearance are addressed in accordance with the detail set out in sections [9\(4\)\(n\)](#) and [9\(4\)\(o\)](#) and entered into Council's record management systems and actioned by Council contractors within four weeks of receipt of the work instruction.

Any pruning undertaken to address identified non-conformances to the Code will be recorded within the Contractor's monthly reports and/or Council's corporate systems. All assessment and pruning 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**

At the time of writing this Plan the City of Monash is not applying this exception to any tree.

As part of Council's annual pruning program, Council may identify all trees within the Declared Area that meet the requirements for exception as outlined in Section 7 of Schedule 1 of the Code. 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 45m in length, contain one conductor spreader and the branch is >500mm from the line, or
- (ii) Greater than 45m in length, contains two conductor spreaders and the branch is >500mm from the line.

Where these situations are identified and removal of the branch will significantly alter the shape of the tree or compromise its structure, Council will undertake an individual risk assessment of the tree to determine whether an Exception to the normal clearance requirements is appropriate under Division 1 Part 2 (4) of the Code.

This process will involve an individual risk assessment of the tree to determine whether an Exception to the normal clearance requirements is appropriate under the Code, and ensure the span has spreaders as required under the Code, or that spreaders are installed within 6 months of the risk assessment. Council's Coordinator Arboriculture will be responsible for managing this process.

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 assessment determines that the branch is a low risk of impacting on the power lines, the assessment information will be added to the associated record on the tree database and/or Council's Asset database system Confirm. All low-risk trees will be re-assessed annually.

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 Monash 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 urgent trees under power lines. After undertaking the work, Council will notify;

- 1) All affected persons and
- 2) The occupier of the land on which the tree was cut or removed and
- 3) If a tree was removed – the owner of the land on which the tree was removed.

Council's service provider provides a letter to the homeowner at the time of pruning or removal an example of the notice is included in [9\(4\)\(g\)](#).

Details of any urgent pruning or removal and associated notification will be recorded in the Asset Management Information System (AMIS) including;

- a) Where and when the cutting or removal was undertaken,
- b) Why the cutting or removal was required,
- c) The last inspection of the section of the electric line where the cutting or removal was required.

Where the urgent cutting or removal is required;

- i. As a result of the encroachment or growth of trees that was not anticipated in the management plan or,
- ii. During the fire danger period declared under the Country Fire Authority Act 1958.

Any person engaged for urgent cutting or removal of trees/branches as a result of unanticipated regrowth, will not remove or cut the trees further than 1 metre from the minimum clearance space around the electric line and will notify the affected person/s after the works have been carried out in accordance with the process outlined in section [9\(4\)\(g\) herein](#).

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

## **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 [9\(4\)\(h\)](#) and [9\(4\)\(i\)](#).

#### **(12) CUTTING OR REMOVING HABITAT FOR THREATENED FAUNA**

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

## **PART 2 – CLEARANCE RESPONSIBILITIES**

### **DIVISION 3 – NOTIFICATION, CONSULTATION AND DISPUTE RESOLUTION**

#### **(16) RESPONSIBLE PERSON MUST PUBLISH NOTICE BEFORE CUTTING OR REMOVING CERTAIN TREES**

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

## **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 at the beginning 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.

## **PART 3 – MINIMUM CLEARANCE SPACES**

### **DIVISION 2 - ALTERNATIVE COMPLIANCE MECHANISMS**

#### **(31) APPLICATION FOR APPROVAL OF ALTERNATIVE COMPLIANCE MECHANISM**

The City of Monash does not currently hold or 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 appropriately qualified provider and will comply with the requirements as defined in Schedule1, Part 3, Division 2, and Clause 31 of the Code.

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This 2024/25 Electric Line Clearance Management Plan

Prepared by:



\_\_\_\_\_  
Patrick Hayes  
**Coordinator Arboriculture**

Reviewed and endorsed by:



\_\_\_\_\_  
Paul Ridgway  
**Manager Horticultural Services**

Authorised by:

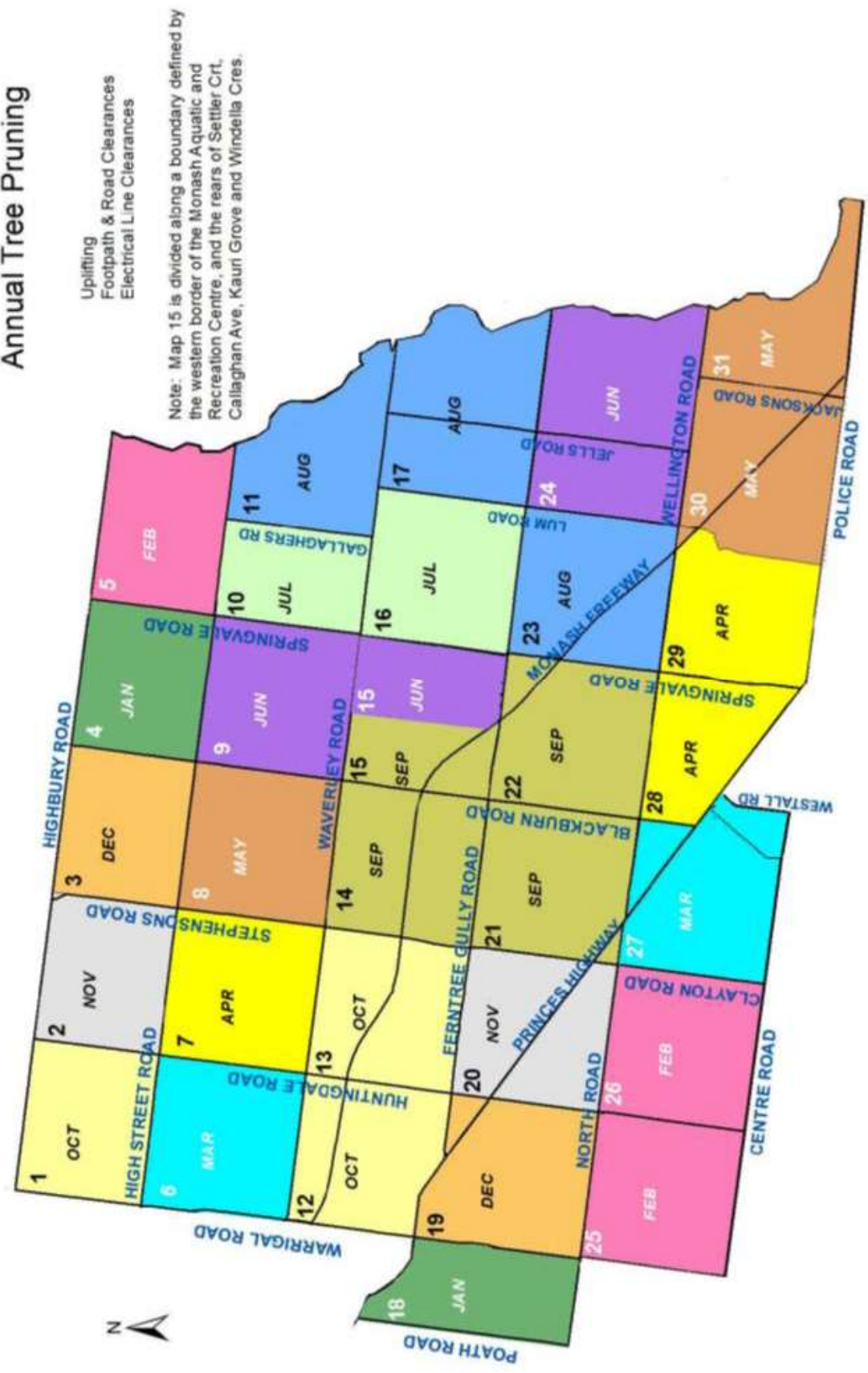


\_\_\_\_\_  
Jarrod Doake  
**Director City Services**

APPENDIX 1 – Declared Area Map - Assessment & Pruning Cycle

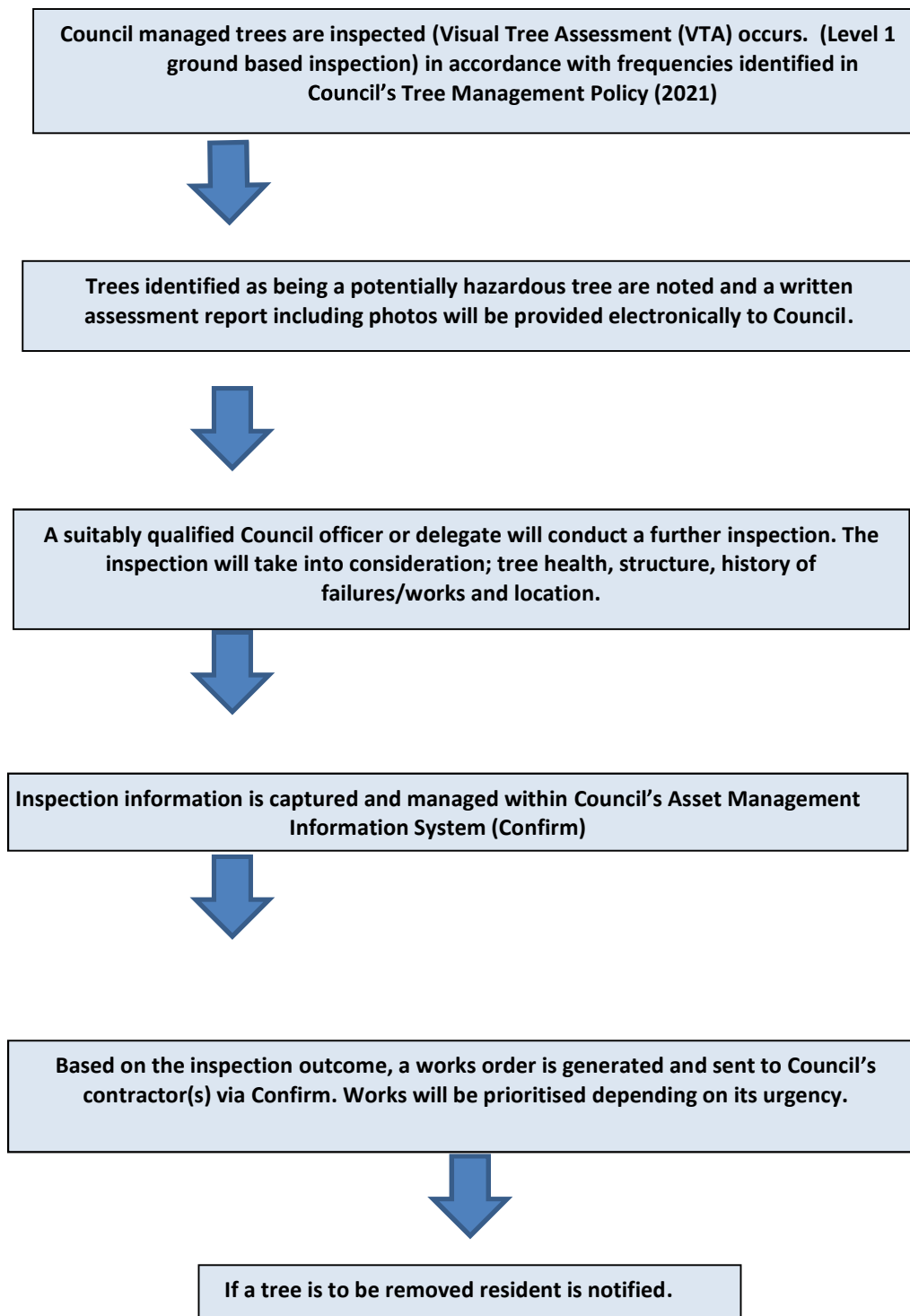
# CITY OF MONASH

## Annual Tree Pruning

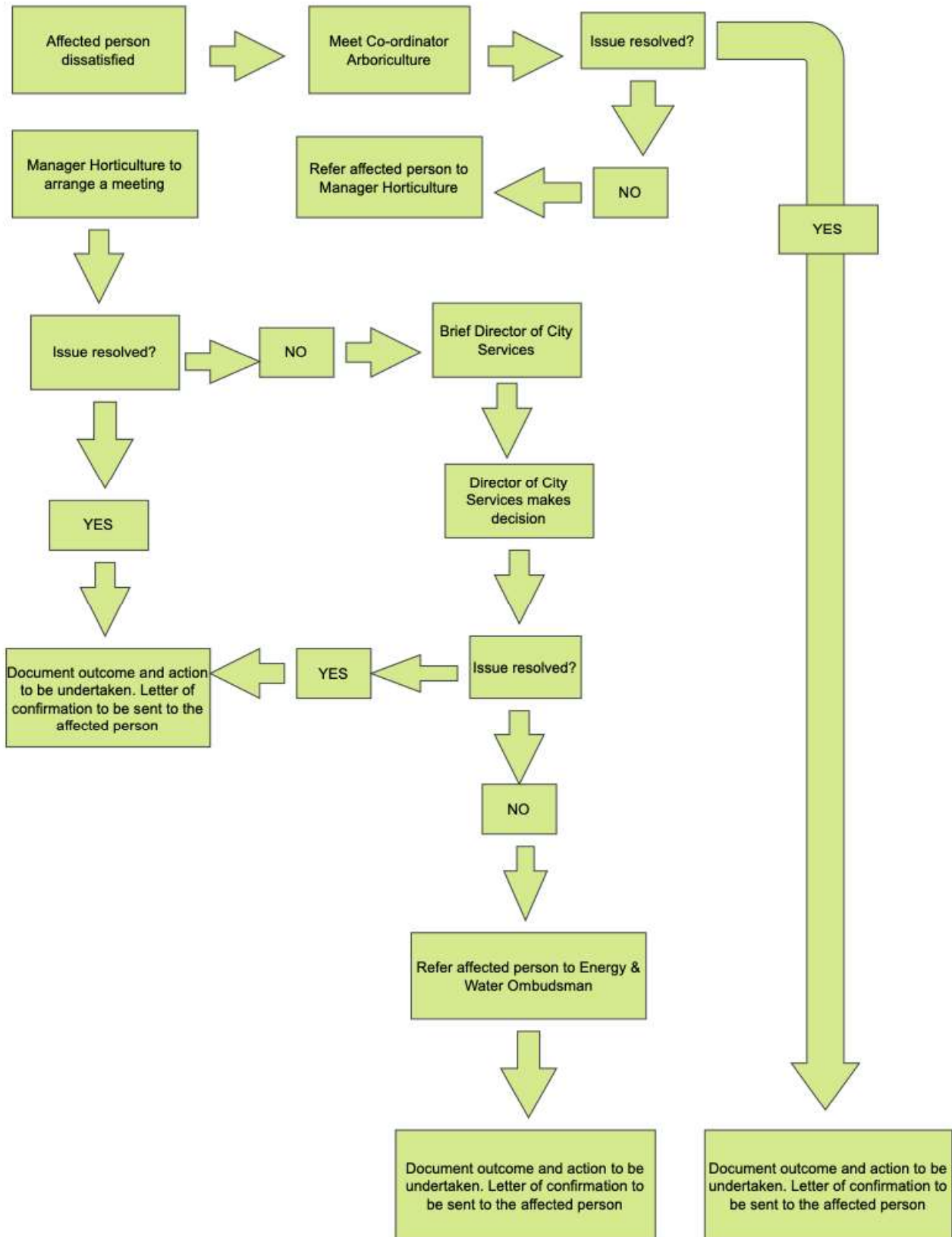


## APPENDIX 2 – Tree Management Process

### Tree Management Process:



### APPENDIX 3 – Dispute Resolution Flowchart

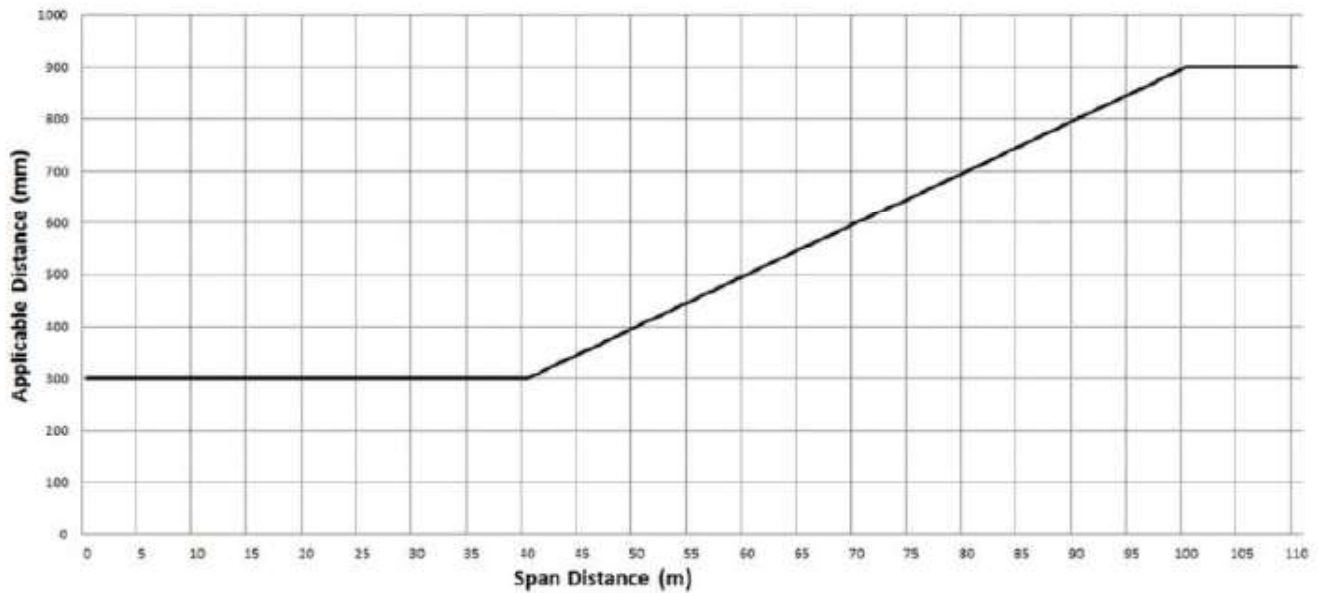




## APPENDIX 4 - Applicable distance for middle 2 thirds of electric line span

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

(Extracts from Electrical Safety (Line Clearance) Regulations 2020)

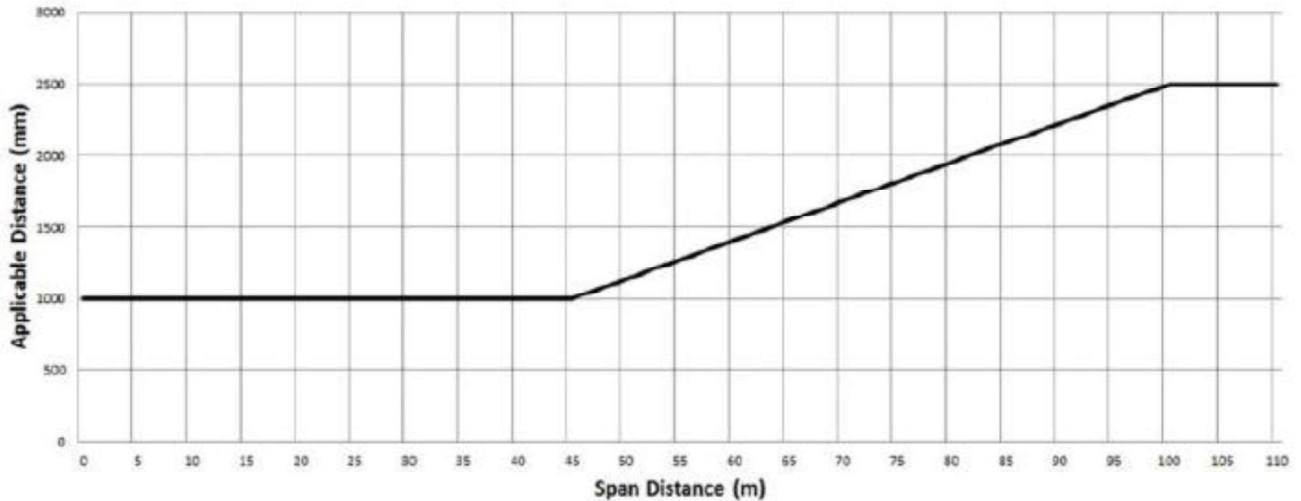


The formula by which the applicable distance for the middle two thirds of a span of an insulated electric line in all areas is calculated is as follows:

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

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



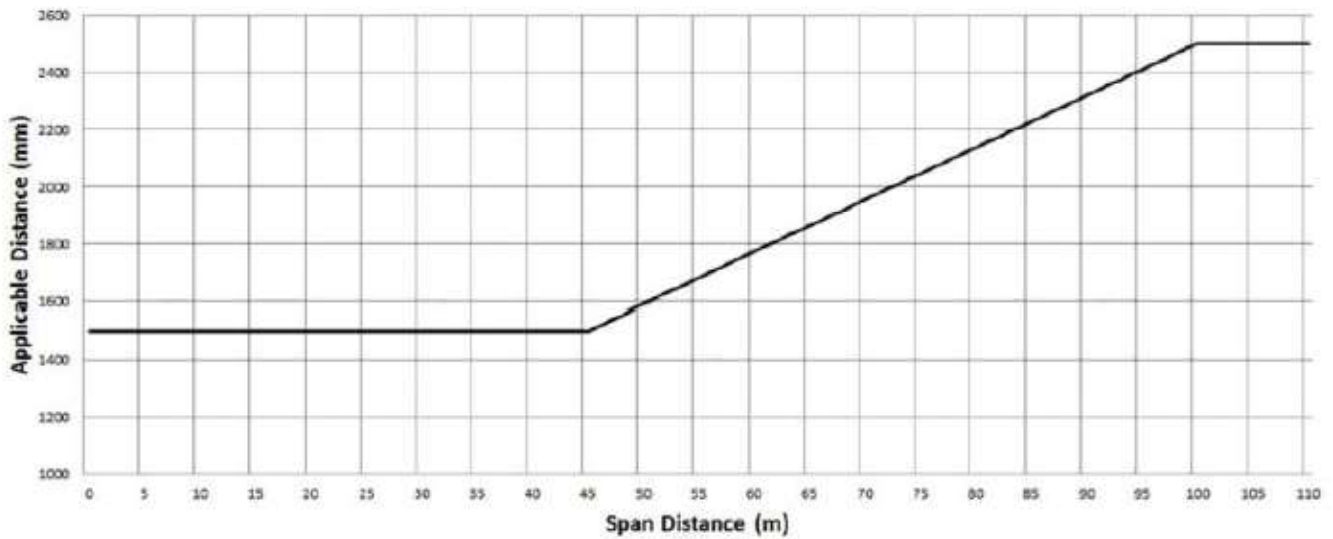
The formula by which the applicable distance for the middle two thirds of a span of uninsulated low voltage electric line in a low bushfire risk area is calculated is as follows

A if the span distance is less than or equal to 45 m the applicable distance equals 1000mm

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.

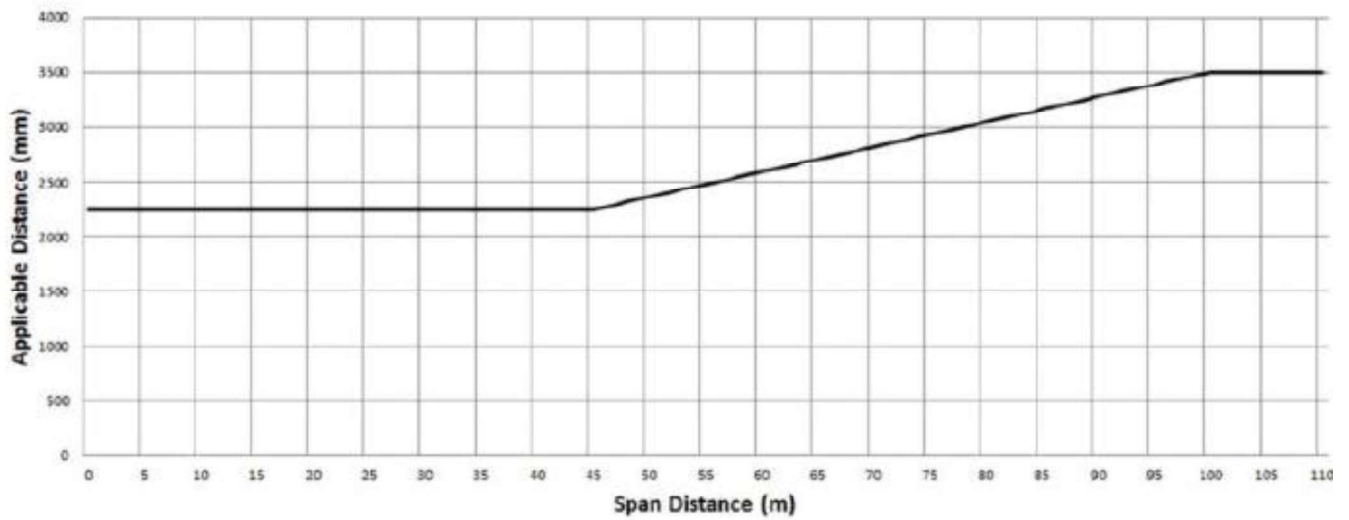
**GRAPH 3: UNINSULATED HIGH VOLTAGE ELECTRIC LINE (OTHER THAN A 66,000 VOLT ELECTRIC LINE) IN LOW BUSHFIRE RISK AREA**



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

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

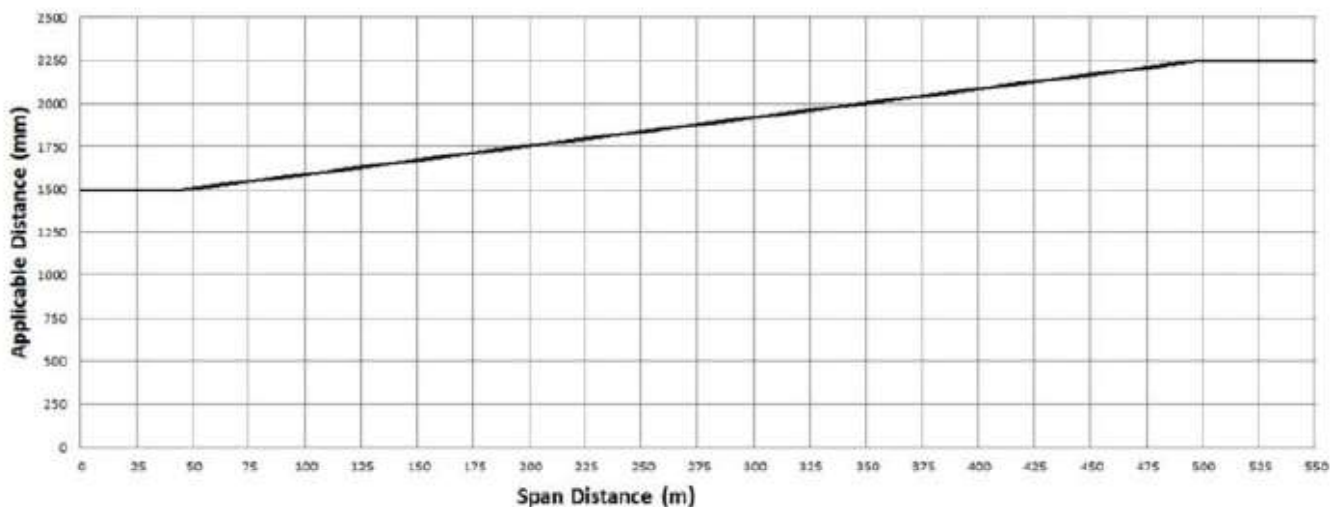
**GRAPH 4: UNINSULATED 66,000 VOLT ELECTRIC LINE IN LOW BUSHFIRE RISK AREA**



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

- A. if the span distance is less than or equal to 45 m the applicable distance equals 2250mm
- 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  $2250 + [(span\ distance\ minus\ 45)\ multiplied\ by\ (1250\ divided\ by\ 55)]$ ; or
- C. if the span distance is greater than 100 m the applicable distance equals 3500 mm.

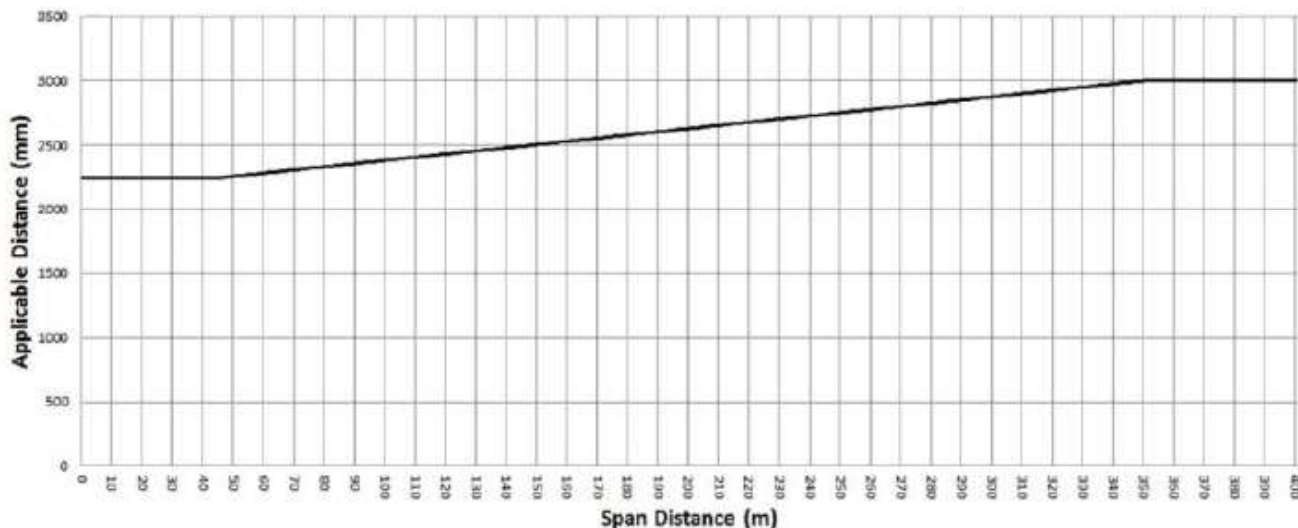
**GRAPH 5: UNINSULATED LOW VOLTAGE AND HIGH VOLTAGE ELECTRIC LINE (OTHER THAN A 66,000 VOLT ELECTRIC LINE) IN HAZARDOUS BUSHFIRE RISK AREA**



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 1500mm
- 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**

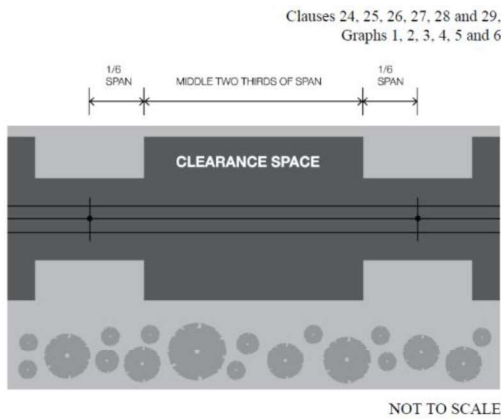


The formula by which the applicable distance for the middle two thirds of a span of an electric line is calculated is as follows:

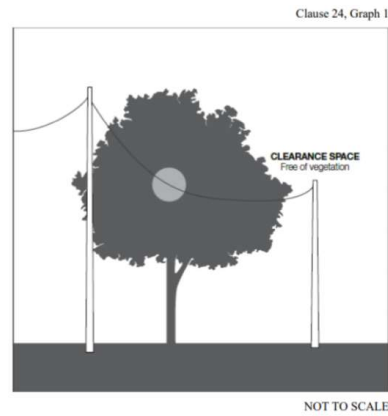
- A. if the span distance is less than or equal to 45 m the applicable distance equals 2250mm
- B. if the span distance is greater than 45 m and less than or equal to 350m, the applicable distance is calculated in accordance with the following expression  $2250 + [(span\ distance\ minus\ 45) \times (750\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

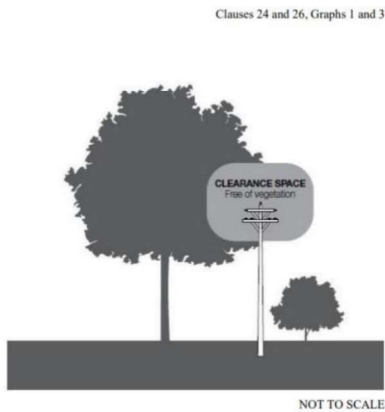
**FIGURE 1 – PLAN VIEW OF ELECTRICAL LINES IN ALL AREAS**



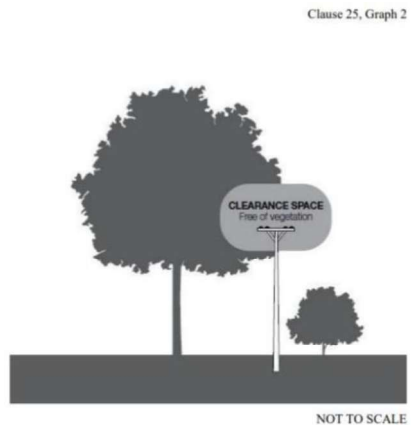
**FIGURE 2 – INSULATED ELECTRICAL LINES IN ALL AREAS**



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



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



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

