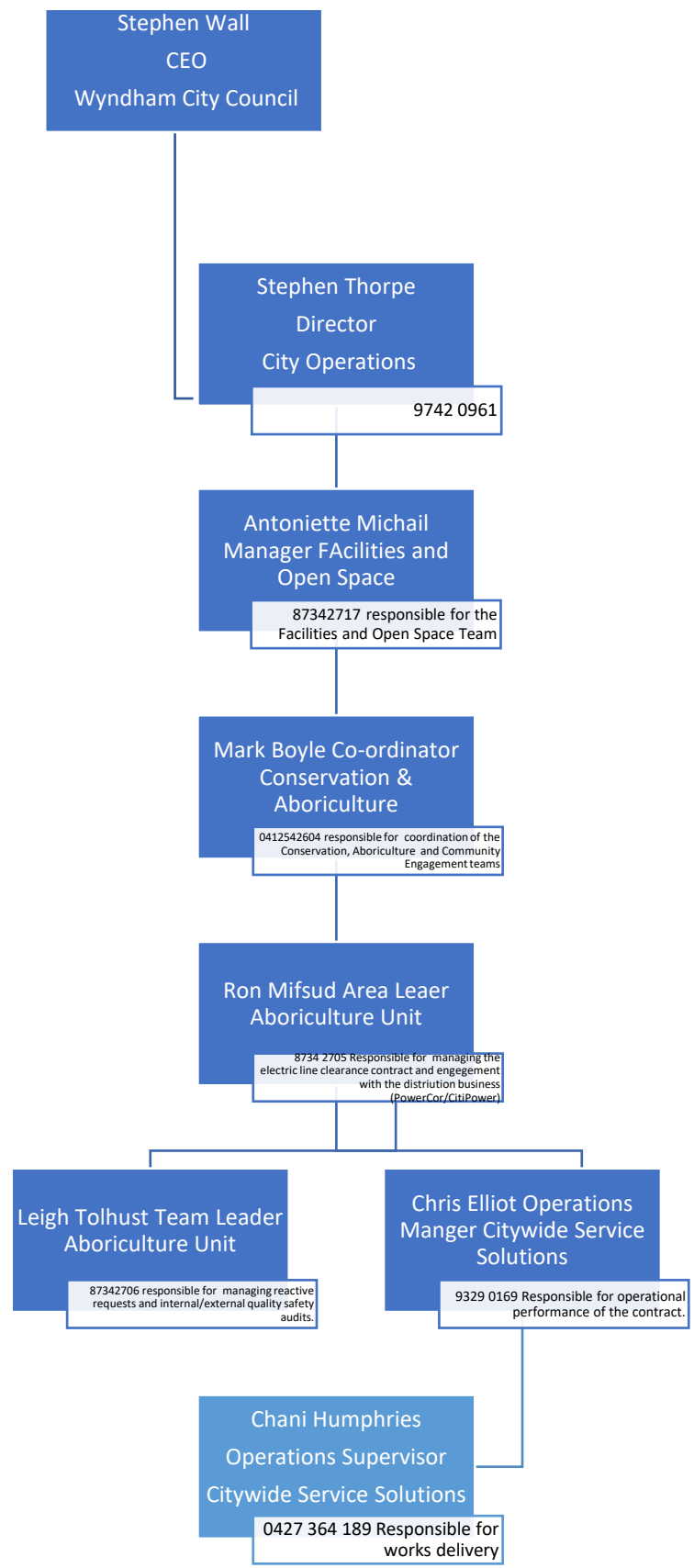


# Electric Line Clearance Management Plan

2021-2022

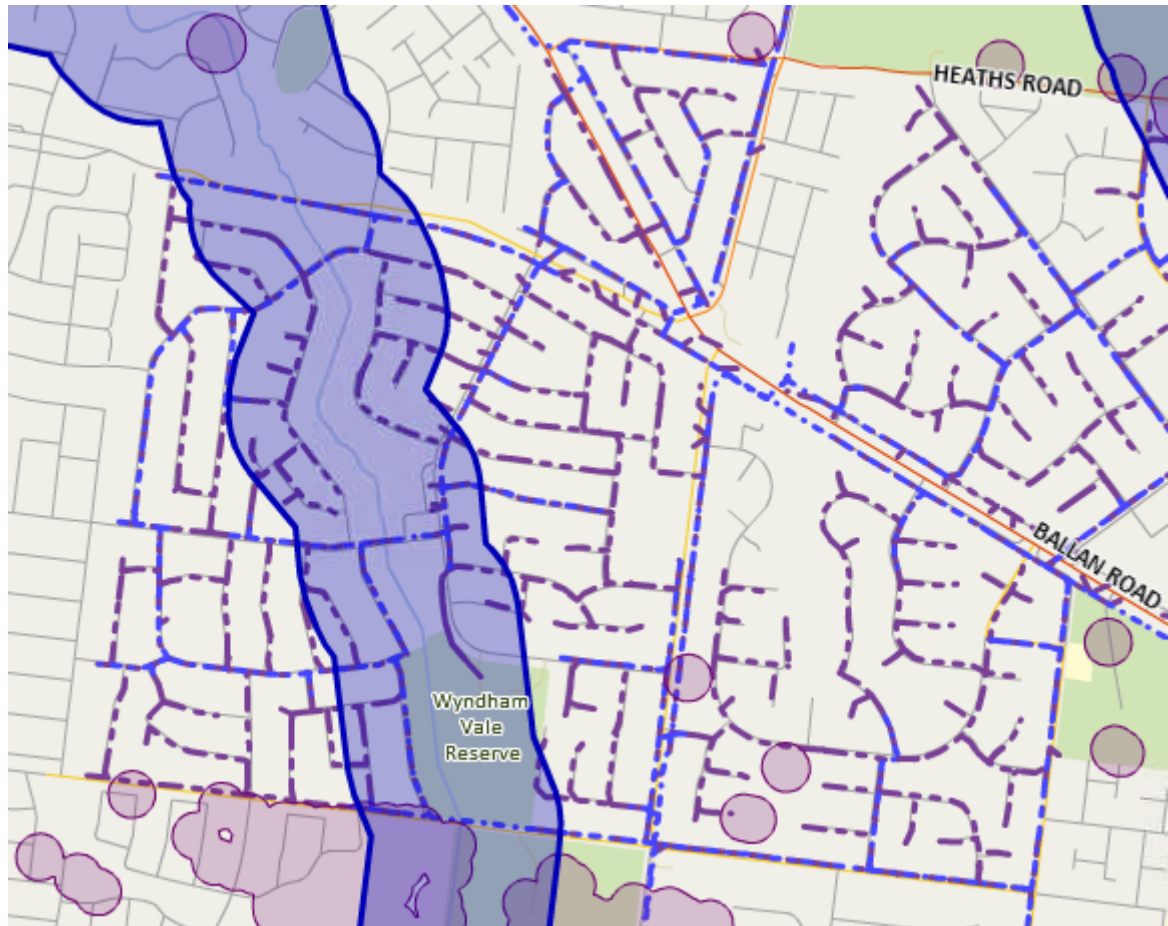
**APPENDICES**

# Appendix 1 – Management Structure



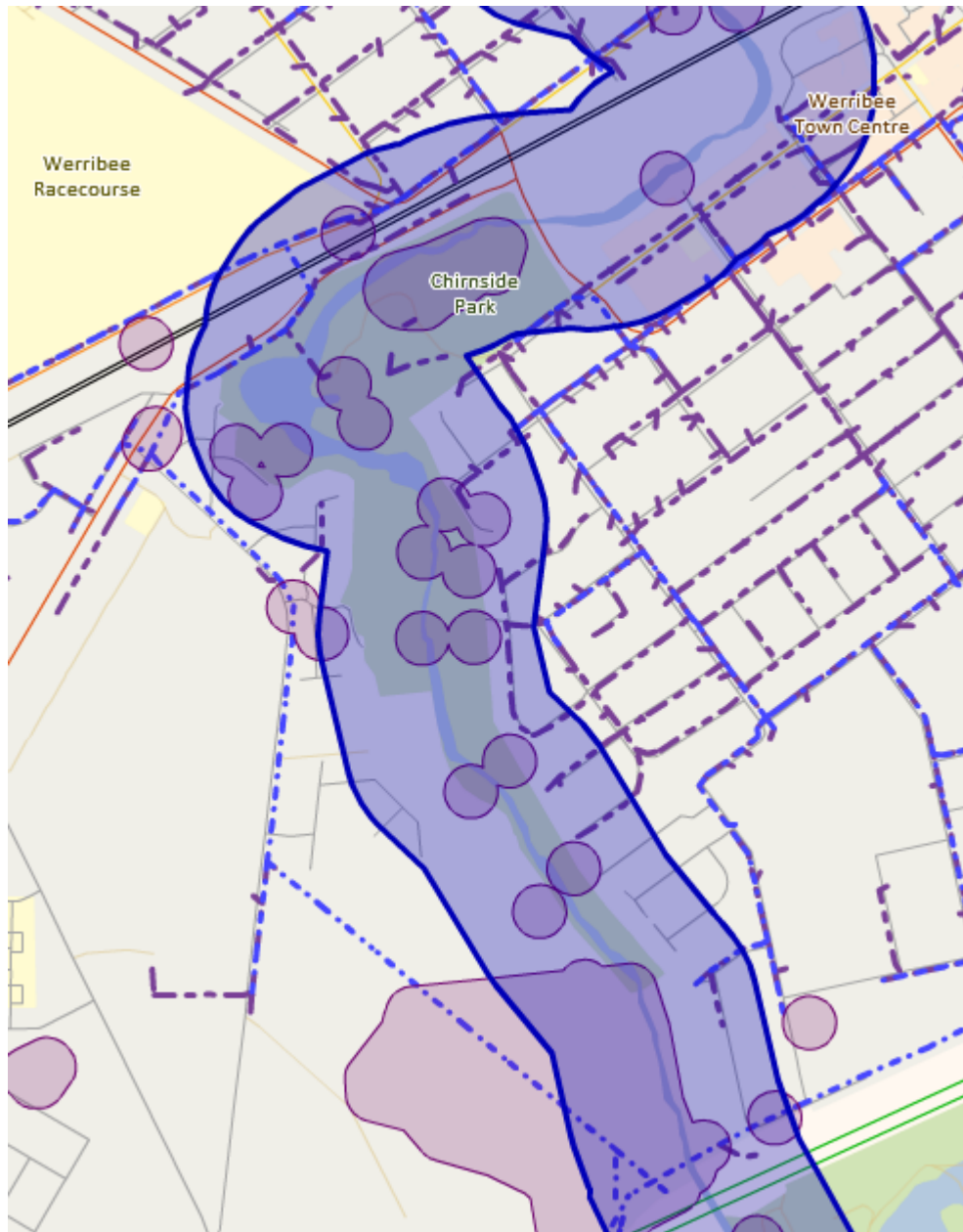
**Appendix 2 – AAV Sites within declared area.**

These maps show the 200 meter zone either side of the waterway as well as registered AAV sites. Also shown are overhead conductors both LV & HV.



Zone L4 – Lollypop Creek.

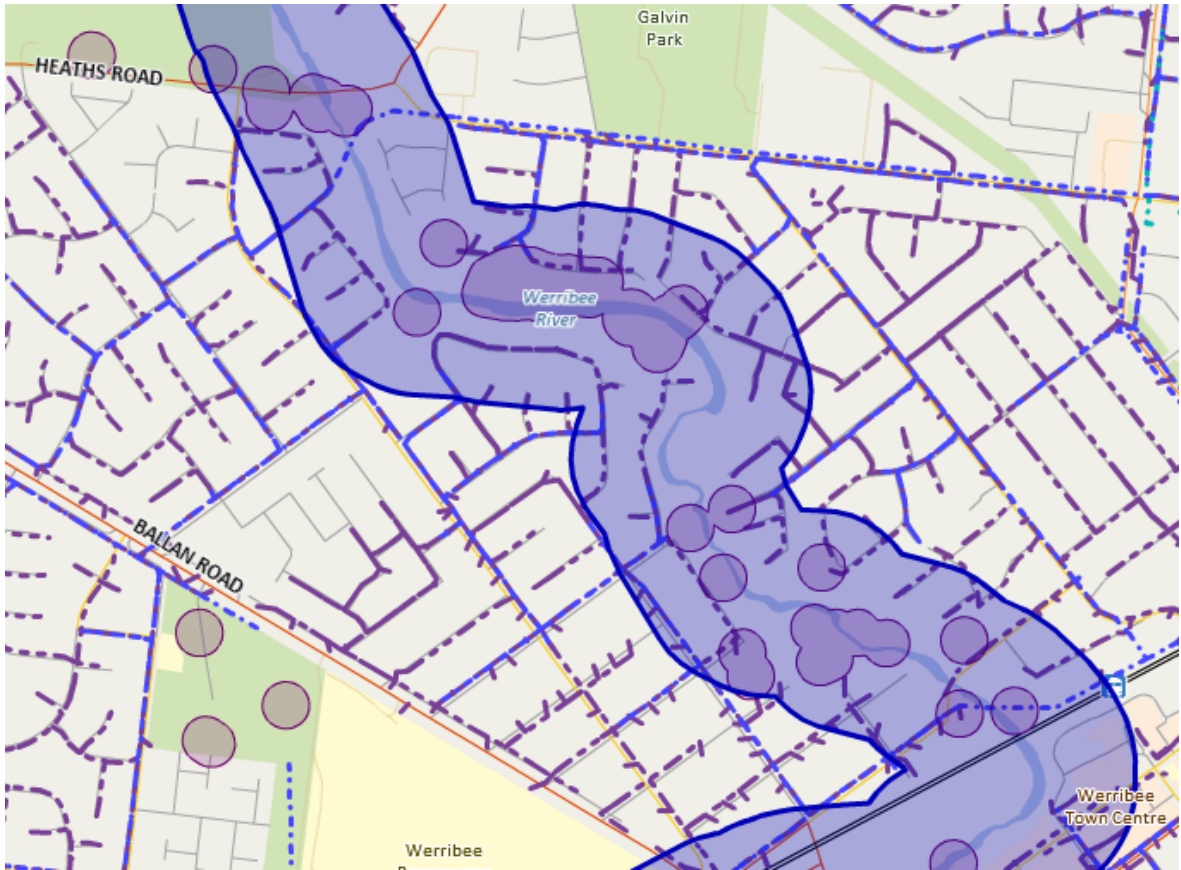
**Appendix 2a – AAV Sites within declared area.**



Zone L7 & CBD – Werribee River

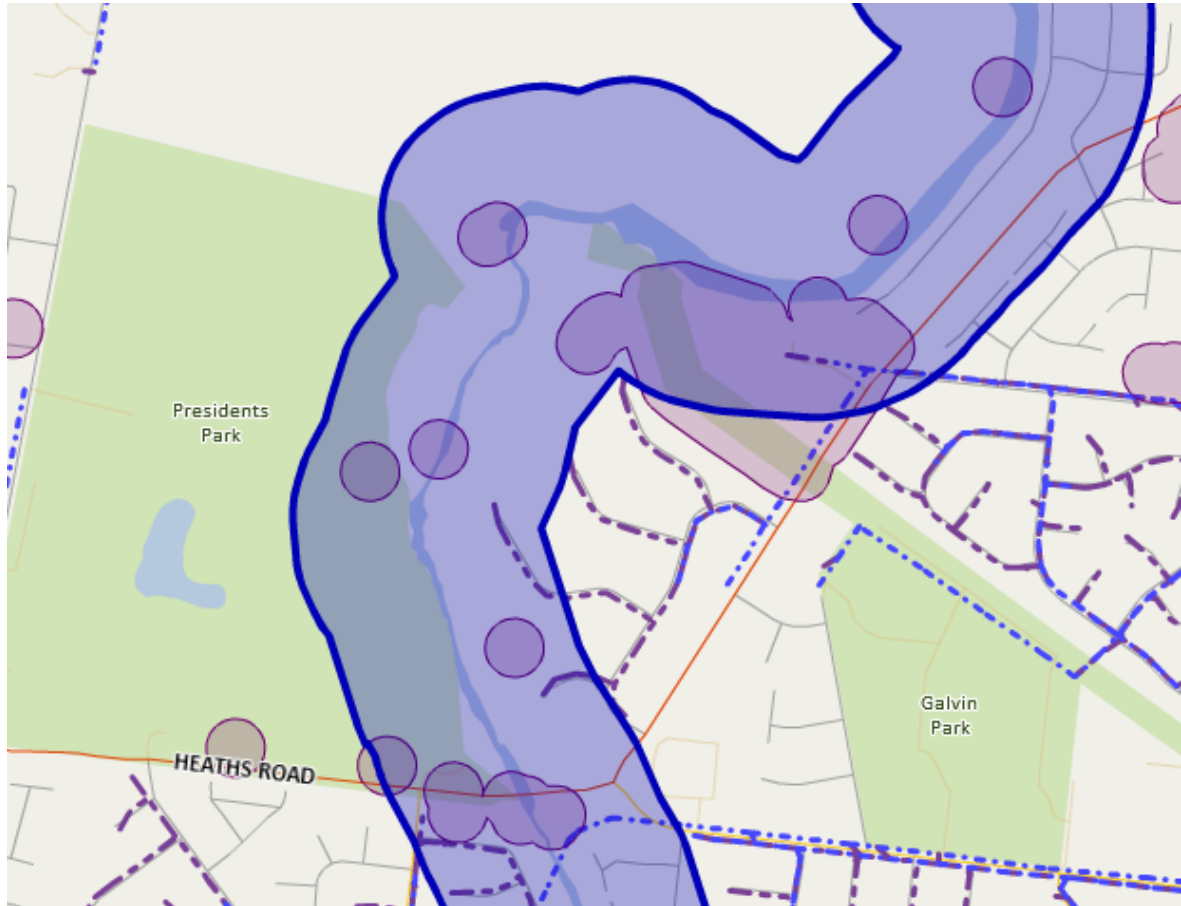
**Appendix 2b – AAV Sites within declared area.**





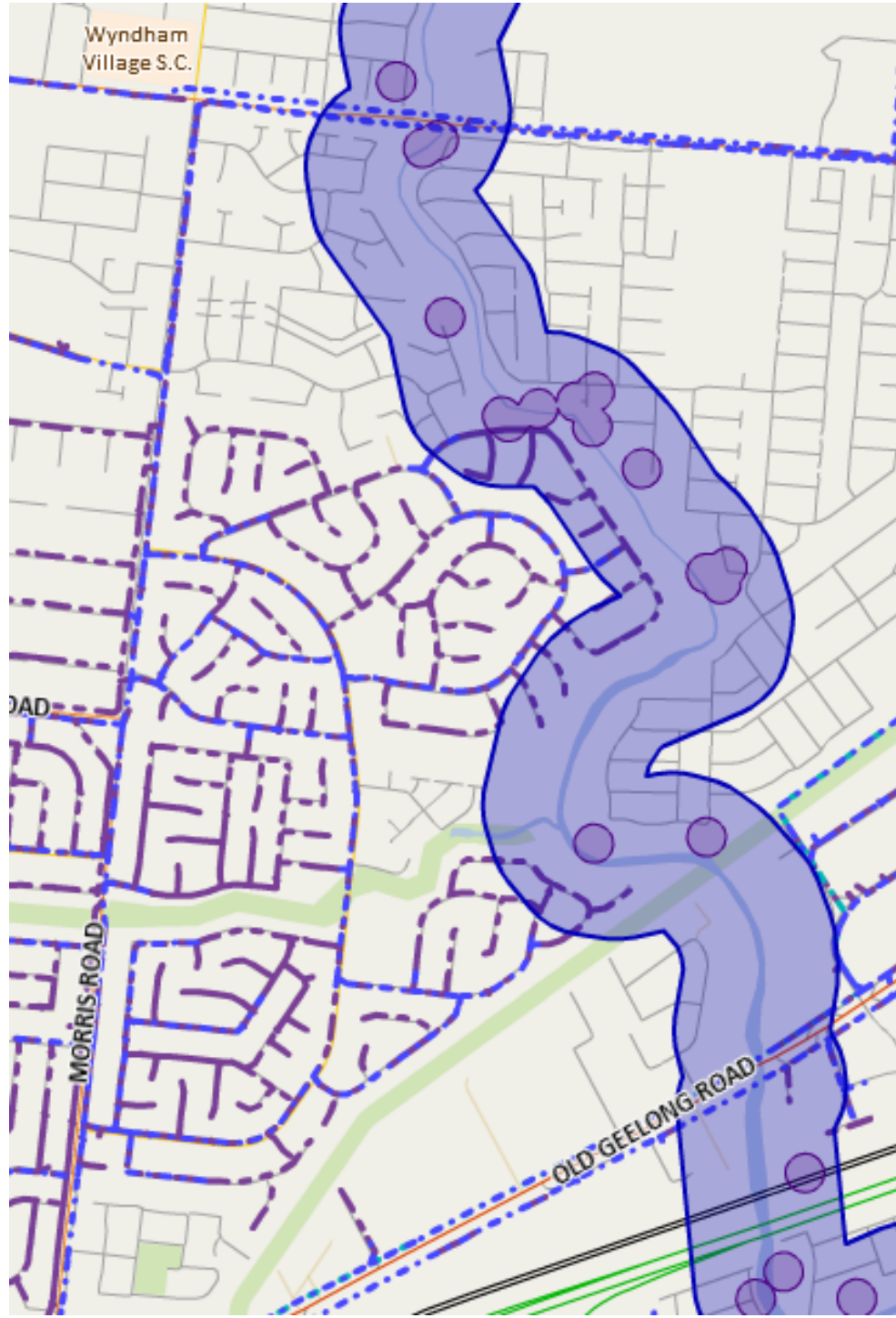
Zone L5B & L6 – Werribee River

**Appendix 2c – AAV Sites within declared area.**



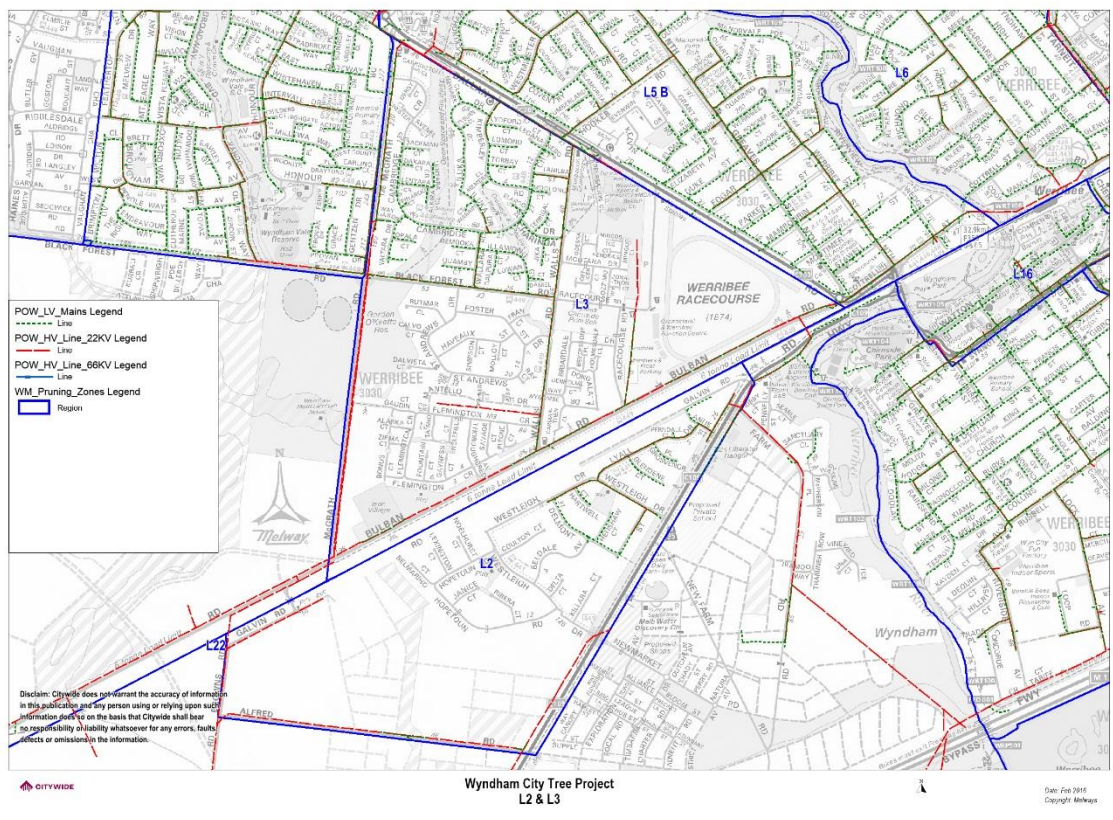
Zone L8 – Werribee River

Appendix 2d – AAV Sites within declared area.

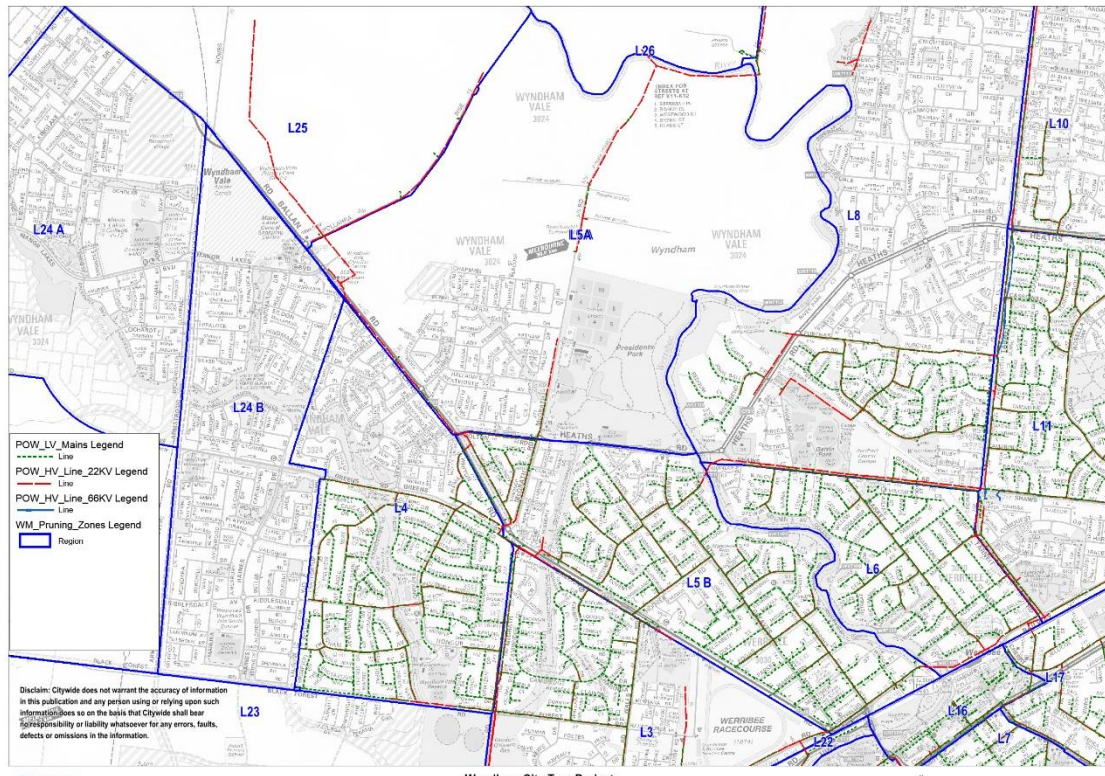


Zone L15 – Skeleton Creek.

### Appendix 3 – Line Clearance Zone Maps

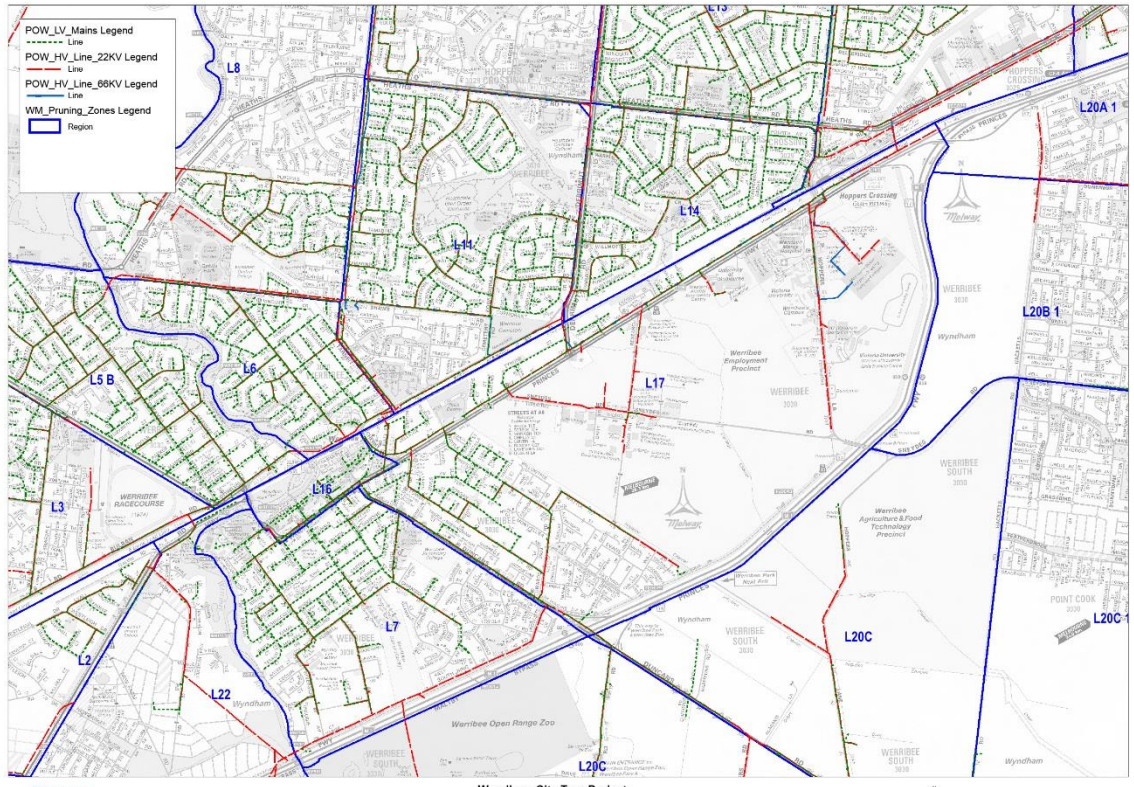






Wyndham City Tree Project  
L4 & L5A & L5B & L6

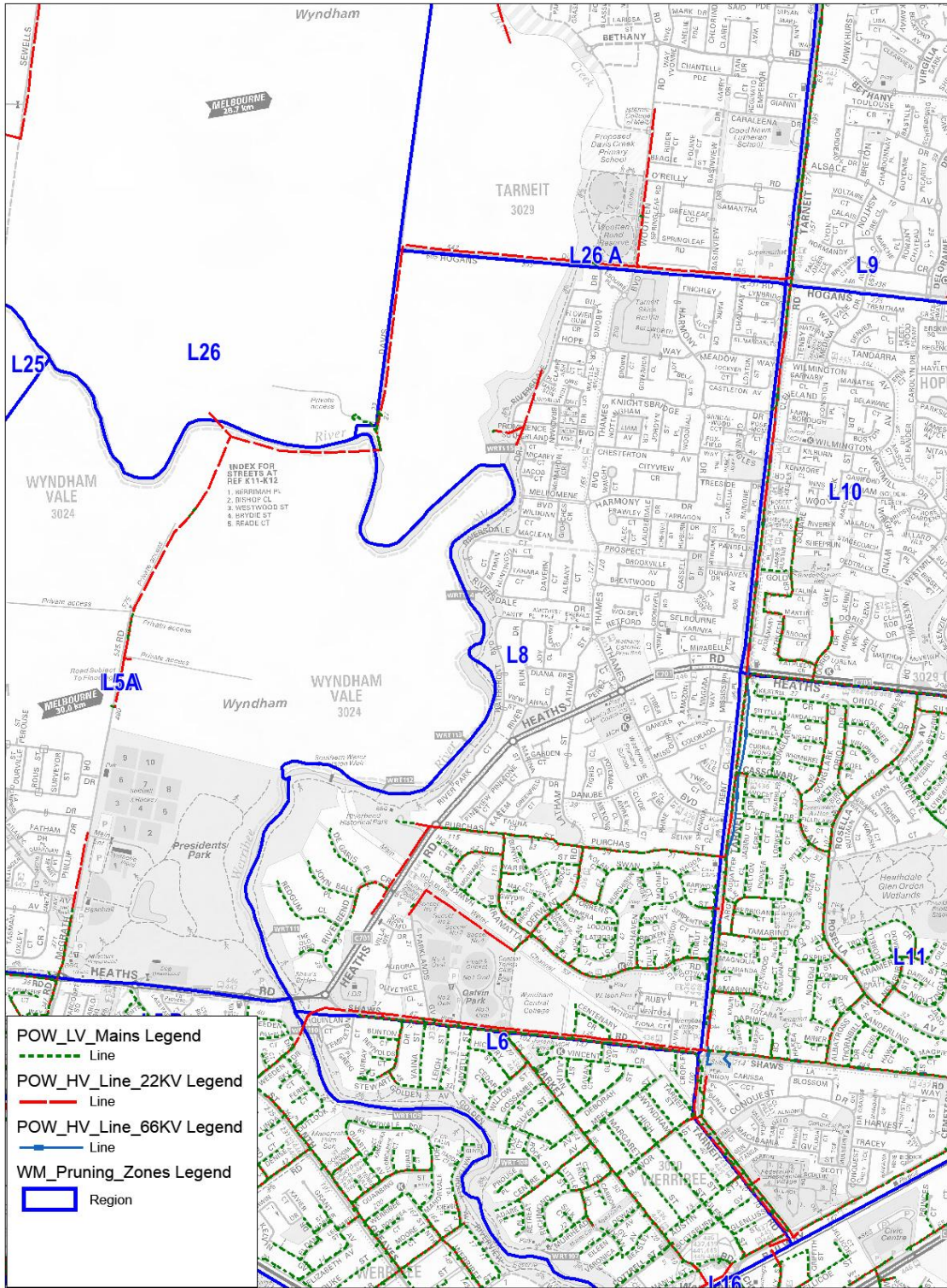
Date: Sep 2015  
Copyright: MetShape



Wyndham City Tree Project  
L7 & L16 & L17

Date: Apr 2015  
Copyright: Melbourne



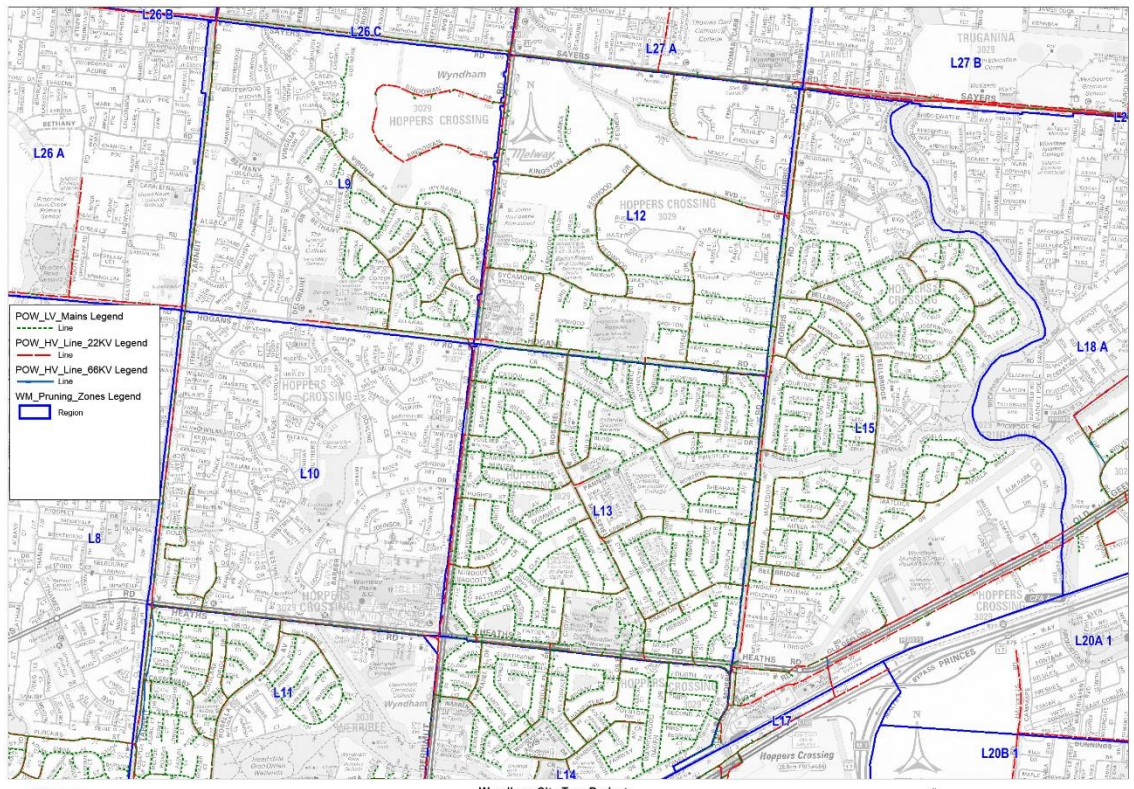


Wyndham City Tree Project Use Only  
L8

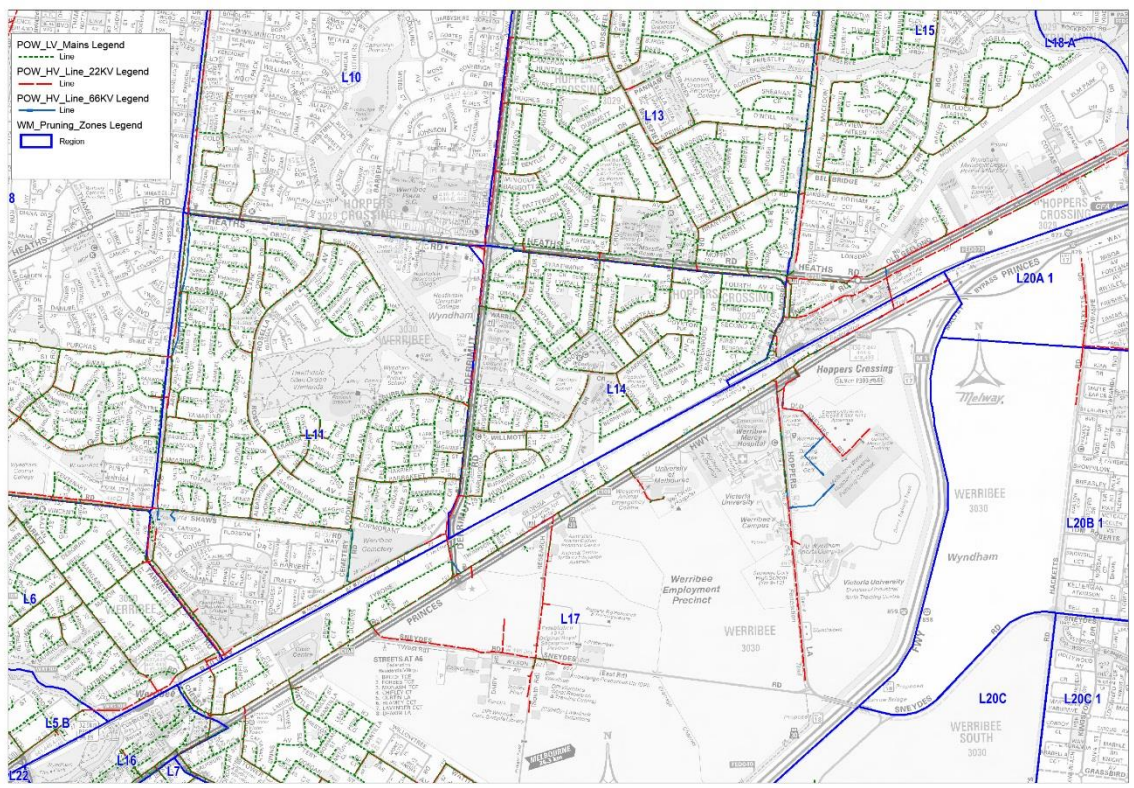


Printed Feb 2016  
Copyright: MelWay



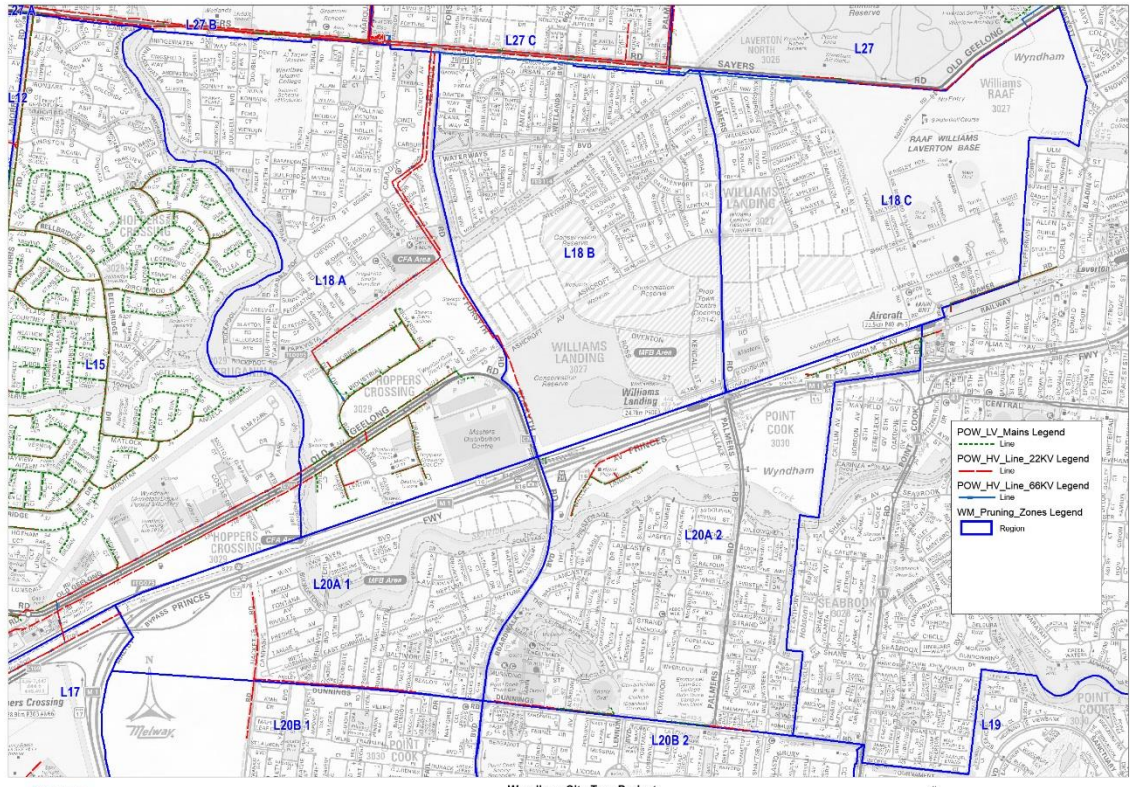


Wyndham City Tree Project  
L9 & L10 & L12 & L13 & L15



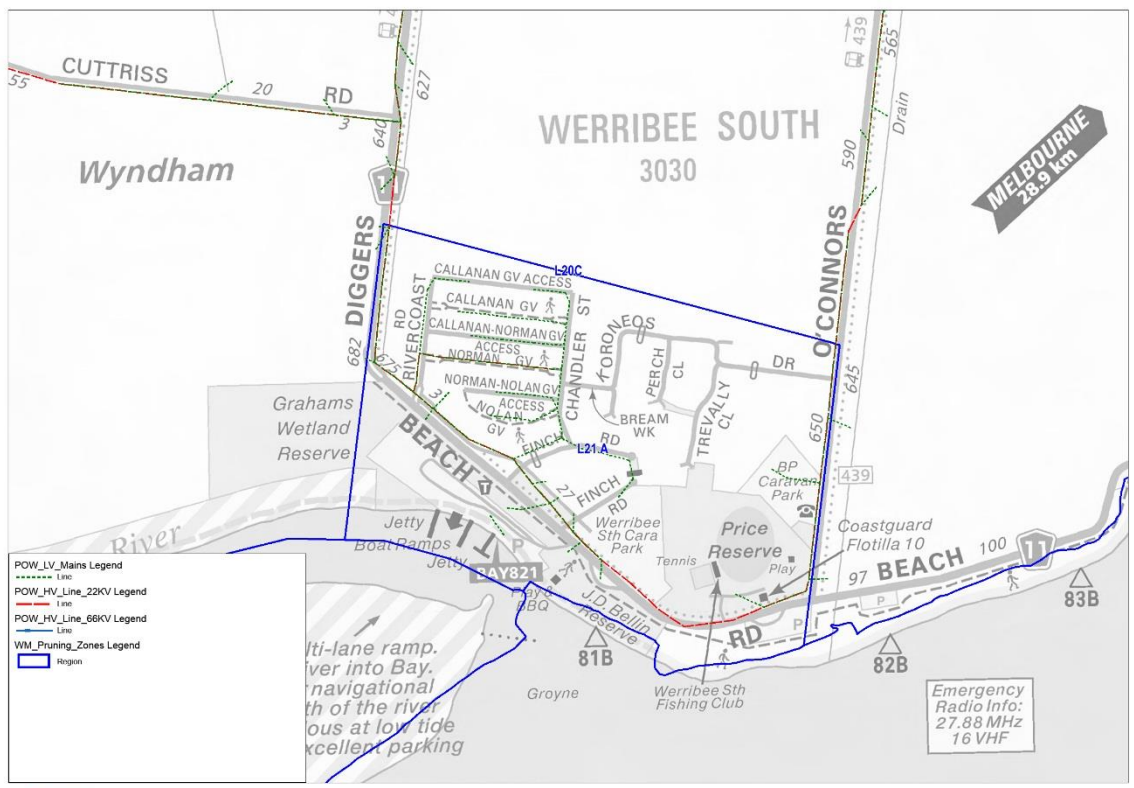
Wyndham City Tree Project  
L11 & L14





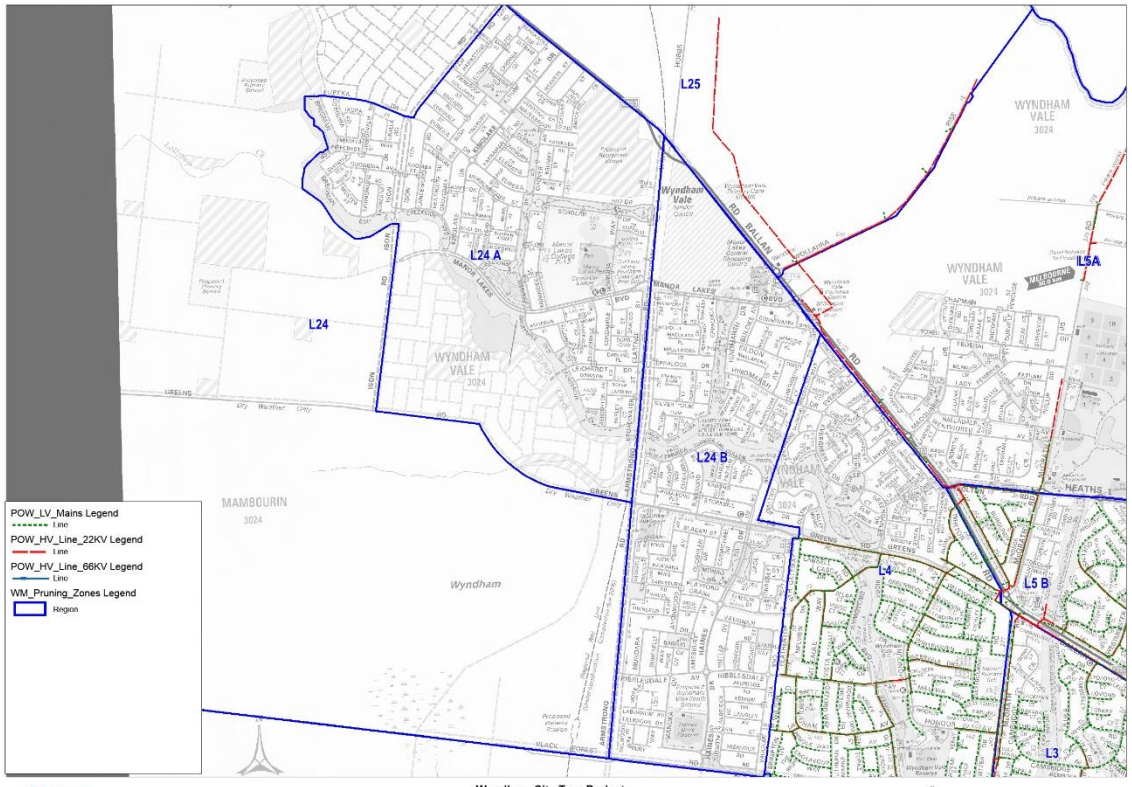
Wyndham City Tree Project  
L18A & L18B & L18C & L20A1 & L20A2

Date: Feb 2015  
Copyright: Melway



Wyndham City Tree Project  
L21A

Date: Feb 2015  
Copyright: Melway

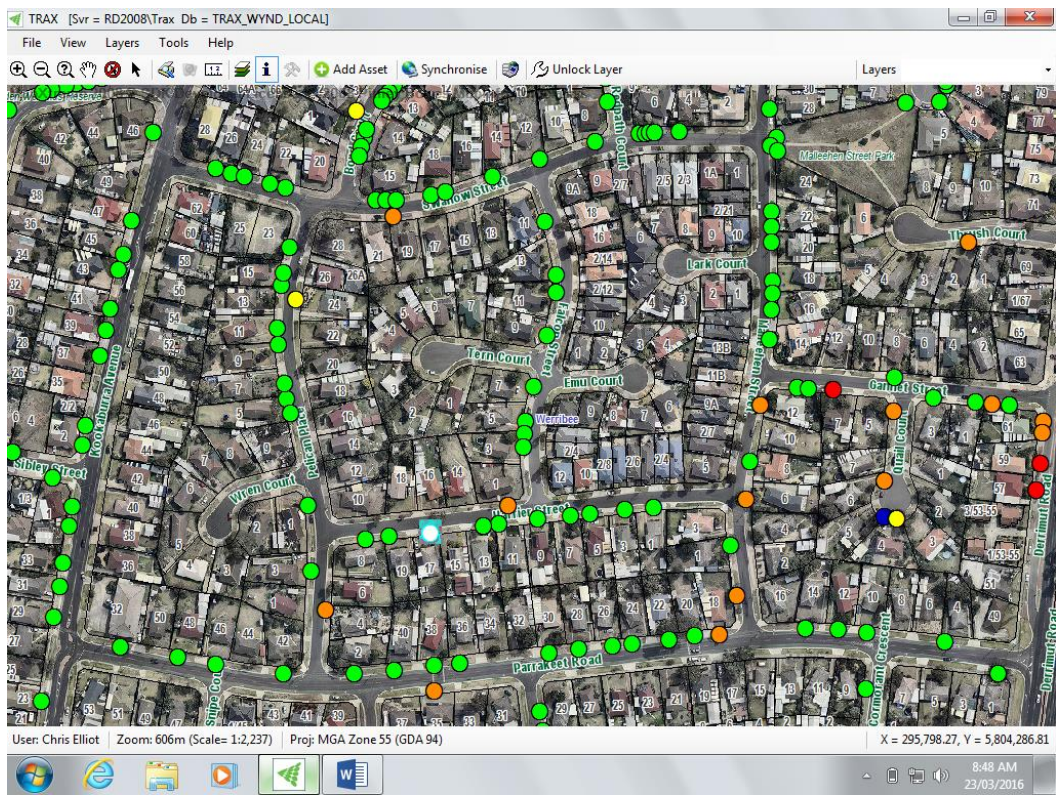
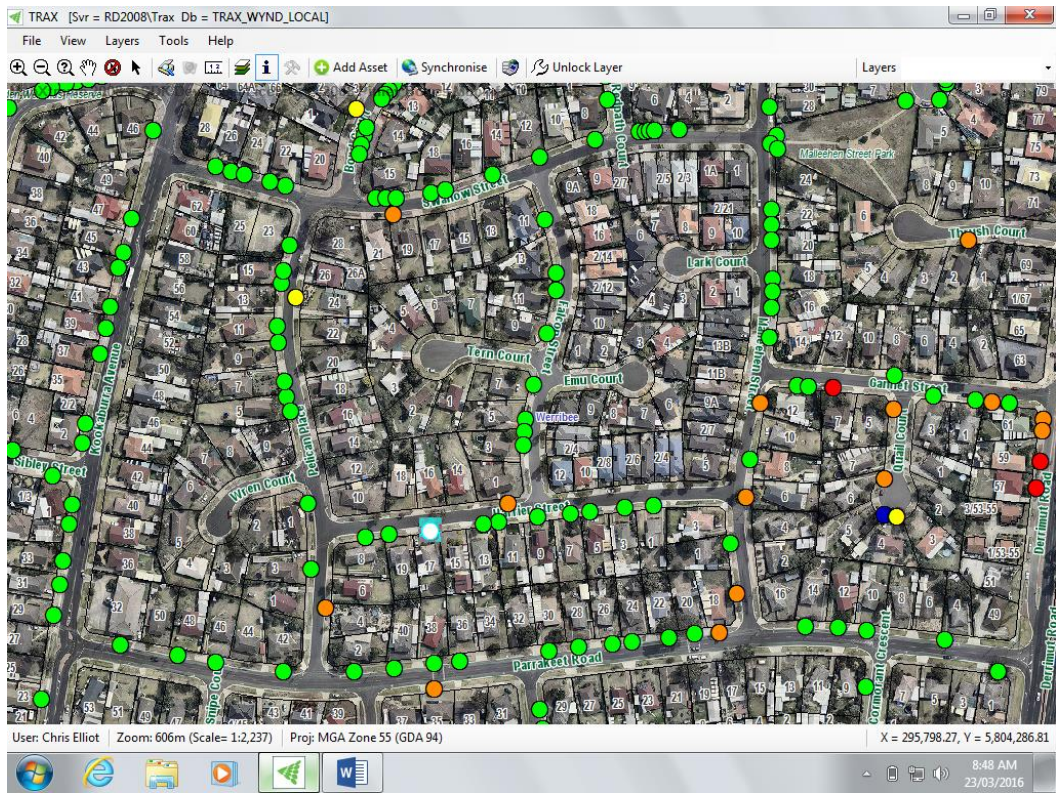


Wyndham City Tree Project  
L24A & L24B

Date: Feb 2015  
Copyright: MetShape



# Appendix 4 – TRAX Database





TRAX [Svr = RD2008\Trax Db = TRAX\_WYND\_LOCAL]

File View Layers Tools Help

Layers

Arbor - 11622

Asset Details Open Jobs (1) History

Close Job

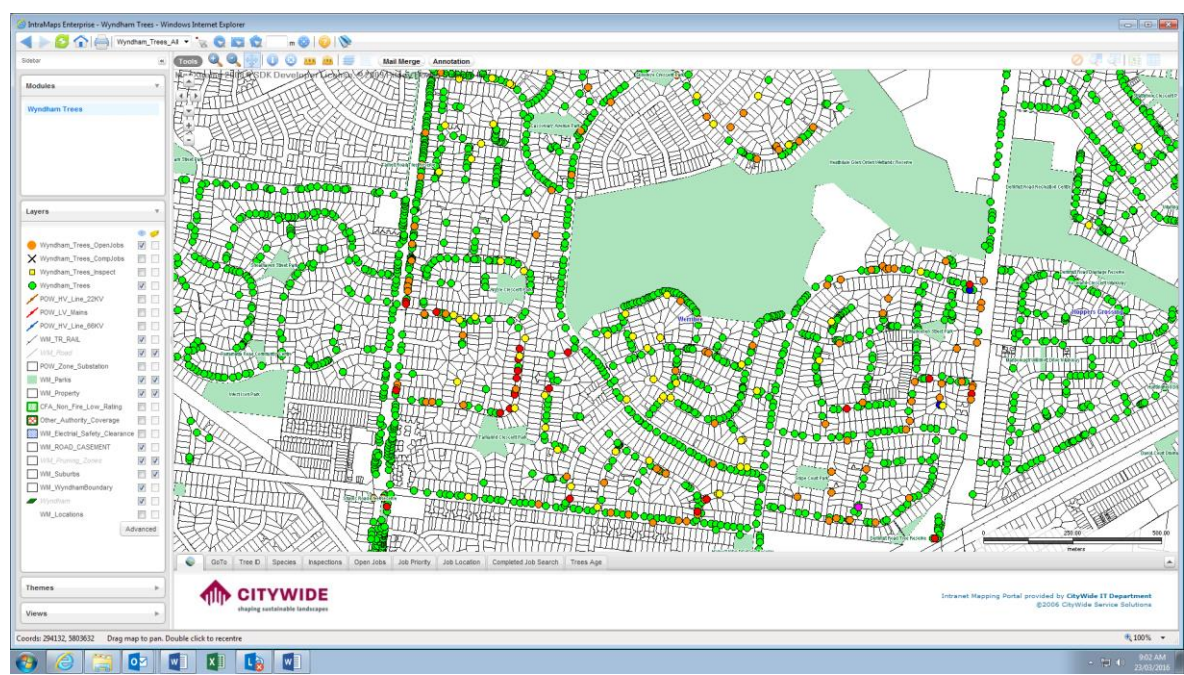
ID	Works	Inspected	Comment
8072	Wire Clear	14 Jan 16	

Last Inspected: Never Last Modified: Never

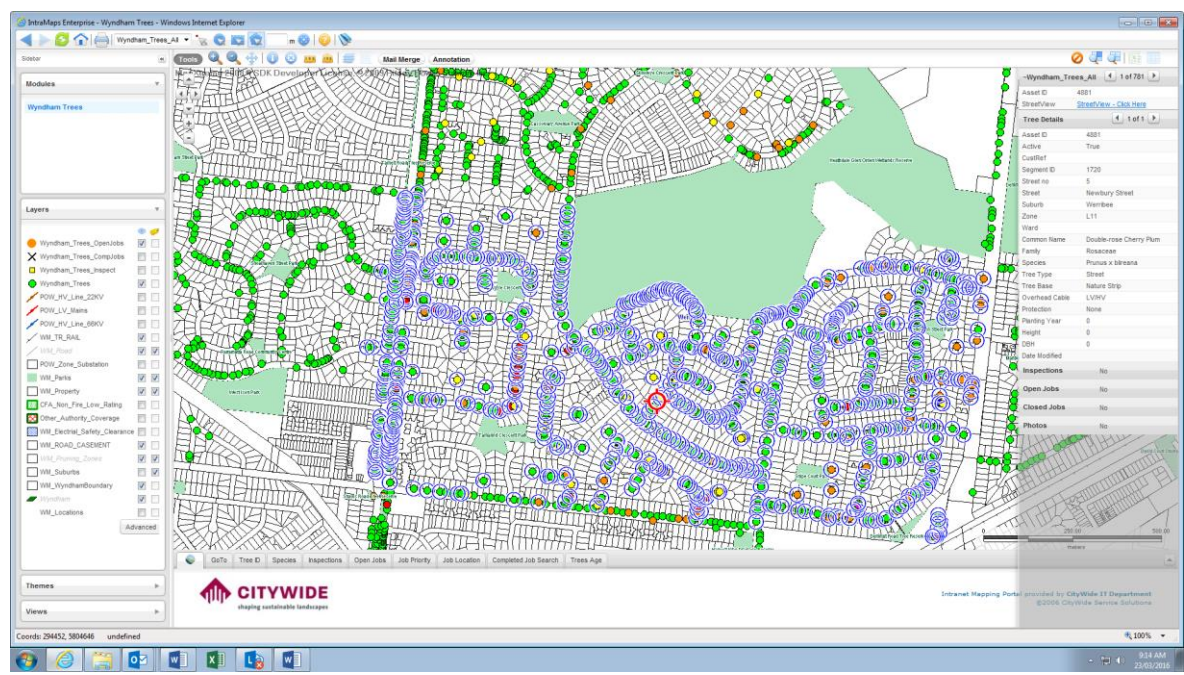
User: Chris Elliot | Zoom: 606m (Scale= 1:2,237) | Proj: MGA Zone 55 (GDA 94) | X = 295,726.64, Y = 5,804,026.94

8:47 AM 23/03/2016

### Appendix 4 – Intramaps



Open works identified by coloured dots other than green.



Selected assets to create Report/ Query

Book1 - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cell Styles Cells Editing

Works\_ID

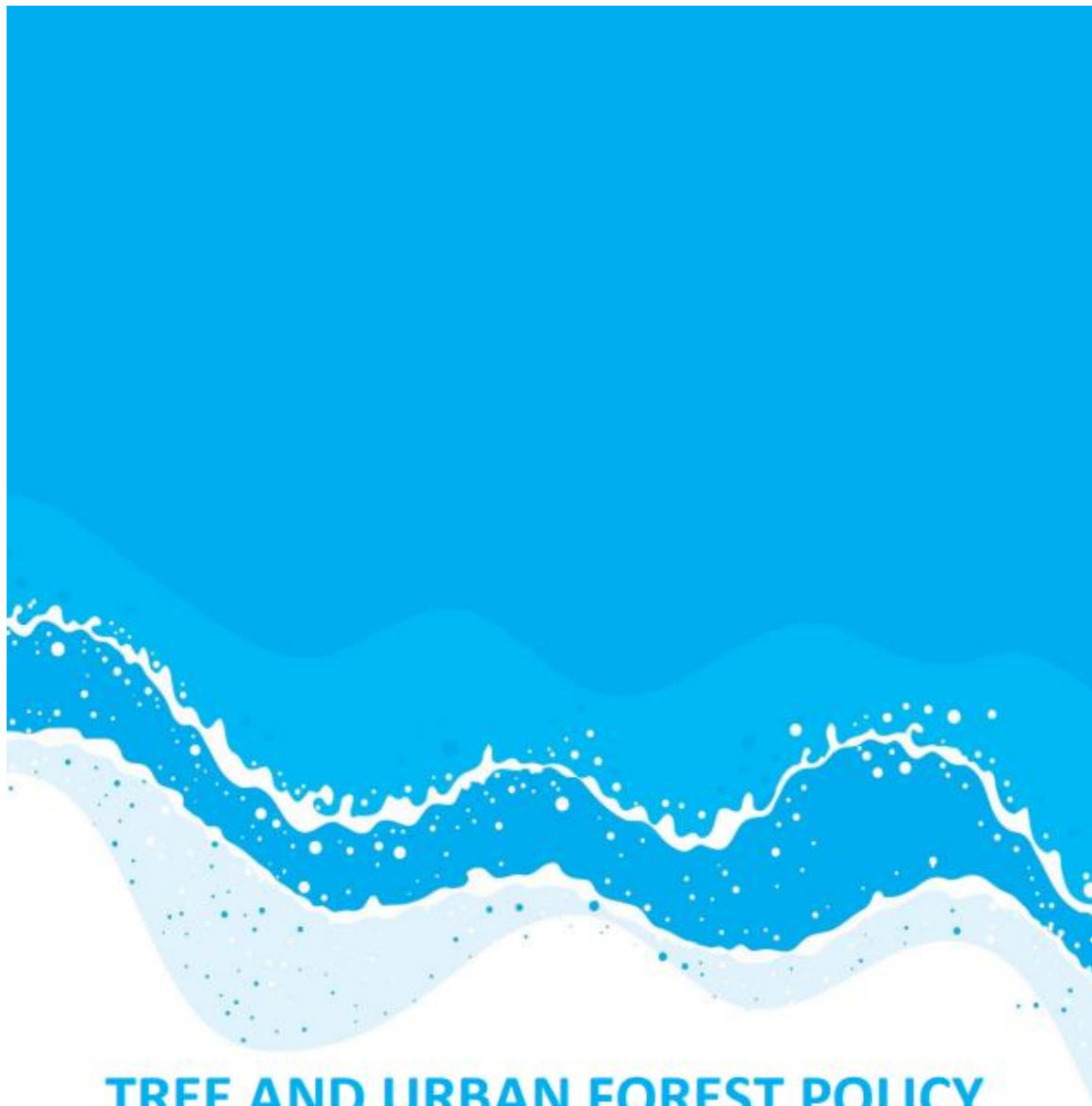
Works_ID	Asset_ID	Cust_ID	CustRef	Street_no	Street	Suburb	Zone	Ward	WorkType	Priority	Logged	Created By	Comment
1	8104	4882	23	1	Newbury	Werribee	L11		Wire Clea	Low	14/01/2016 14:44	Nicole Elliott	
2	8105	4883	23	1	Newbury	Werribee	L11		Wire Clea	Low	14/01/2016 14:44	Nicole Elliott	
3	4234	4886	23	11	Newbury	Werribee	L11		Wire Clea	Medium	25/09/2015 15:16	Nicole Elliott	
4	8085	4893	23	1	Sherrin Cc	Werribee	L11		Wire Clea	Medium	14/01/2016 12:22	Nicole Elliott	transformer needs clearing
5	8083	4896	23	79	Kookabun	Werribee	L11		Wire Clea	Medium	14/01/2016 12:20	Nicole Elliott	
6	8082	4897	23	79	Kookabun	Werribee	L11		Wire Clea	Medium	14/01/2016 12:19	Nicole Elliott	
7	8081	4898	23	81	Kookabun	Werribee	L11		Wire Clea	Medium	14/01/2016 12:19	Nicole Elliott	
8	8080	4901	23	85	Kookabun	Werribee	L11		Wire Clea	Low	14/01/2016 12:18	Nicole Elliott	
9	4238	4909	23	95	Kookabun	Werribee	L11		Wire Clea	High	25/09/2015 15:46	Nicole Elliott	
10	4240	4952	23	7	Gannet St	Werribee	L11		Service W	High	28/09/2015 10:20	Nicole Elliott	
11	8062	4953	23	5	Quail Cou	Werribee	L11		Service W	Medium	14/01/2016 10:58	Nicole Elliott	
12	4241	4956	23	61	Derrimut I	Werribee	L11		Wire Clea	Medium	28/09/2015 10:26	Nicole Elliott	
13	4242	4962	23	18	Parrakeet	Werribee	L11		Wire Clea	Medium	28/09/2015 10:40	Nicole Elliott	
14	4243	4984	23	36	Cormoran	Werribee	L11		Wire Clea	Medium	28/09/2015 11:04	Nicole Elliott	
15	8091	4986	23	32	Cormoran	Werribee	L11		Wire Clea	Medium	14/01/2016 13:09	Nicole Elliott	
16	4244	4987	23	32	Cormoran	Werribee	L11		Wire Clea	Medium	28/09/2015 11:07	Nicole Elliott	
17	8090	4990	23	26	Cormoran	Werribee	L11		Wire Clea	Medium	14/01/2016 13:08	Nicole Elliott	
18	8103	4995	23	10	Nightinga	Werribee	L11		Wire Clea	Low	14/01/2016 14:42	Nicole Elliott	
19	4245	5002	23	29	Dobell Cr	Werribee	L11		Wire Clea	Medium	28/09/2015 12:23	Nicole Elliott	
20	4246	5005	23	22	Kramer St	Werribee	L11		Service W	Medium	28/09/2015 12:28	Nicole Elliott	huge cavity near trunk base
21	4247	5006	23	22	Kramer St	Werribee	L11		Wire Clea	Medium	28/09/2015 12:29	Nicole Elliott	
22	8063	11605	23	6	Quail Cou	Werribee	L11		Service W	Medium	14/01/2016 10:59	Nicole Elliott	

Sheet1

Open works listing exported from selected area on map.



## Appendix 5 – Wyndham Tree Policy



# TREE AND URBAN FOREST POLICY 2019

**Date of Adoption: 6/11/2019**  
**Date of Last Review: 2019**  
**Date of Next Review: 2023**  
**Responsible Officer: Urban Forest Planner**





## VISION

Wyndham City will sustain and expand a healthy tree population that benefits the community and the environment, by valuing each tree as an integral part of an urban forest network.

## PURPOSE

This policy outlines how Wyndham City will manage its urban forest in order to achieve the above vision.

This policy defines how Wyndham City will -

- manage individual trees from planting to whole of life tree management;
- manage and plan for growth and health of Wyndham's urban forest; and
- protect the tree population as an interconnected urban forest.

## SCOPE

This policy applies to all trees on land owned or managed by Wyndham City, including streets, parks, reserves and other open space.

The policy is also intended to influence utility and government authorities, along with community members, on how trees are managed on their land.

Wyndham City will encourage appropriate tree retention on freehold land.


## BACKGROUND

Trees and urban forests provide multiple benefits to people and the environment. This includes (but is not limited to) mitigating the Urban Heat Island Effect, enhancing health and wellbeing, supporting biodiversity and creating neighbourhood character.

However, Wyndham City faces challenges in managing a healthy urban forest as a result of local environmental conditions, climate change, residential growth and development, and the loss of trees in the private realm.

A healthy population of trees and a functioning urban forest requires effective planning for the present and future. Wyndham City is committed to valuing our trees, providing trees in the urban environment, and implementing practices that manage, protect and enhance the tree coverage across the municipality.





Increasing Wyndham's tree population is critical in developing an urban forest. Mature trees represent a long-term investment and value; Wyndham City will continue to invest in their care and health. Wyndham City will collaborate with external stakeholders in greening initiatives that benefit the municipality.

Wyndham City has a diverse population with diverse and sometimes conflicting views regarding our tree population. Engagement with the community to ensure these assets are valued and supported is essential.

This policy provides a decision-making framework for achieving Wyndham City's aim for our tree and urban forest management.

## **RESPONSIBILITIES**

Wyndham City strategically manages trees on the land it is responsible for, in accordance with the principles set out within this policy.

Wyndham City has the final decision on tree management and removals on Council owned or managed land.

Council's Environment and Water Department is responsible for the strategic planning for Wyndham City's urban forest in accordance with this policy. This includes tree protection strategies and procedures, tree planting plans, policies and action plans, and internal and external consultation as required.

Council's Facilities and Open Space Department is responsible for the management of the trees through their lifecycle. This includes the creation of strategies, plans and procedures for the management of these trees in accordance with this policy.

Wyndham City will reference this policy in planning and designing urban spaces.

## **KEY RELATED DOCUMENTS AND LEGISLATION**

Road Management Act 2004  
Victorian Electricity Safety (Electric Line Clearance) Regulations (2015)  
Planning and Environment Act (1987)  
Wyndham Community Amenity Local Laws (2015)  
Australian Standard AS4373:2007 - Pruning of Amenity Trees  
Australian Standard AS4970:2009 - Protection of Trees on Development Sites  
Australian Standard AS2303:2015 - Tree Stock for Landscape Use  
Greening the West Strategic Plan  
Living Melbourne: Our metropolitan urban forest  
Wyndham 2040 Community Plan  
Wyndham City Forest and Habitat Strategy (2018)



Wyndham Climate Change Adaptation Strategy (2016-2020)  
 Wyndham Open Space Strategy 2045  
 Wyndham Road Management Plan 2017  
 Wyndham Landscape Development Levels of Service (under development)  
 Wyndham Tree Amenity Fee Guidelines (under development)  
 Wyndham Tree Selection Matrix 2019

## POLICY

### 1. Wyndham City will set a canopy cover target

To meet this target, Wyndham City will:

- Implement tree planting on Wyndham's streets, boulevards and avenues;
- Incorporate tree planting in parks, open spaces and other public areas;
- Protect and retain mature trees; and
- Encourage tree planting in the private realm.

### 2. Trees are valuable assets


- All Wyndham City owned or managed trees are Council assets and will be managed as such; and
- Wyndham City owned or managed trees have a monetary value; this value is derived using Wyndham's Tree Amenity Calculator.

### 3. Trees will be managed for multiple benefits, including their contribution to:

- The overall tree canopy cover;
- Reducing the Urban Heat Island Effect;
- The biodiversity and habitat of Wyndham;
- Neighbourhood character and foundation of placemaking;
- Providing canopy covered connections across the municipality; and
- Encouraging activity in open space, enhancing liveability and social interaction.

### 4. Tree Management and Maintenance

- Risk management is a primary management factor in tree management;
- Mitigation of risk does not necessarily result in action to a tree;
- Pruning will be undertaken in accordance with AS4373 - 2007 *Pruning of Amenity Trees*;

- 
- Formative pruning will be undertaken to develop appropriate tree structure and reduce future maintenance costs;
  - Trees stock planted on current or future public land will meet AS2303 - 2015 *Tree Stock for Landscape Use*;
  - Trees will be maintained to provide clearances as per the Roads Act (2005) and Wyndham's Road Management Plan; and
  - Trees will be maintained to provide clearances as per the current Victorian Electricity Safety (Electric Line Clearance) Regulations and Wyndham's Electrical Line Clearance Management Plan.

#### 5. Urban Forest Planning

- Trees and urban forests require technical planning to ensure the best whole of life outcome;
- All trees planted on current or future public land in Wyndham must be selected to ensure their ability to thrive in Wyndham's soil, environment and climate conditions;
- The performance of tree species will be monitored for their resilience to current and future environment and climatic conditions;
- Wyndham City will reduce the risk of disease, pests or other factors affecting a genus or species through maintaining a diverse tree population;
- Planting the right tree in the right location is critical;
- Tree species will be selected for each site based on available space, constraints and the functionality of the tree;
- Nature strips within new subdivisions must include a minimum of one tree per lot, or per 12 metre spacing where one tree per lot is not feasible;
- Where a location does not meet the requirements for planting, due to factors including constraints, clearance requirements or planning issues, trees will not be planted;
- Tree species selected for planting near or adjacent to designated conservation reserves will be sensitive to the vegetation class and ecological function of the conservation reserve;
- Nature strips are a Wyndham City asset; priority will be given to public tree planting;
- Objections to tree planting on Wyndham City property must be submitted to Wyndham City; an objection must outline the reason and include accompanying evidence; and
- Wyndham City has the final decision on tree plantings on Wyndham City's property.

#### 6. Tree removal to facilitate development

- Existing trees on public and private land must be included in all plans and drawings submitted with planning applications; this includes developments proposed by Wyndham City.
- Consideration must be given to the retention of trees at the design phase; the priorities are:
  - the avoidance of tree removals,
  - minimisation of tree removals.



- Removal of a Wyndham City owned tree will be considered, provided it is demonstrated that the tree cannot be incorporated into the design of the development, and that the development cannot be avoided.
- A request to remove a Wyndham City owned tree must be submitted to and approved by Wyndham City prior to any removal.
- Any Wyndham City tree approved for removal will require payment of a tree amenity fee and associate administrative costs.
- The arrangements and cost of the tree removal will be borne by the proponent of the tree removal, ensuring works are undertaken by an appropriately qualified arborist.
- Unauthorised removal and/or damage of Wyndham City trees are subject to penalties.
- Wyndham City has the right to refuse removal of its trees.

#### 7. Tree Protection on development sites

- Wyndham City trees to be retained on or near development and other construction sites must be adequately protected both above and below ground;
- Protection of Wyndham City's trees within development and other construction sites will meet, at a minimum, AS4970 - 2009 *Protection of Trees on Development Sites*.
- Failure to protect trees throughout the development process may incur penalties.

#### 8. Tree removals - maintenance

- Wyndham City will remove a tree if it presents an immediate risk to people or property, and there are no other viable options to mitigate the risk.
- Wyndham City may remove a tree if it is diseased, unhealthy, dead or terminally damaged; although these factors will not always result in the removal of a tree.
- All tree removals over 150mm diameter at breast height must be approved by a senior Wyndham City arborist.
- All Wyndham City owned trees requiring removal will be considered for repurposing as a habitat structure.
- Community requests for a Wyndham City tree to be removed for risk or maintenance purposes will be assessed by a senior Wyndham City arborist; this may not always result in the removal of the tree.
- Trees will not be removed because of reasons including (but not limited to) –
  - Personal preference;
  - Perceived nuisance (e.g. leaf litter);
  - Limbs extending over private property;
  - A desire for parking space;
  - Allergies, unless medical advice from a medical specialist in the field of allergies is provided, demonstrating the tree significantly diminishes the quality of life and there is no other way of managing the problem; or
  - Fauna living in trees.



## 9. Tree Planning Controls

- Many trees in Wyndham City are subject to controls within the Wyndham Planning Scheme. Tree removal or lopping may require a planning permit.
- If the tree is indigenous, proponents must comply with relevant Victorian and Federal native vegetation requirements.
- The above requirements apply to all potential tree removals, including those proposed by Wyndham City Council.

ENDS

## Appendix 6 – Approved Planting Under Powerline Species.

City of Wyndham - Street Tree Master List				Size			TYPE				MAINTENANCE			
Family	Genus	Species, Var.	Common	Width	Height	Evergreen	Deciduous	Indigenous	Longevity	Climate change	Mandula Yellow	Irrigation required	Notes & maintenance req.	
Myrtaceae	<i>Angophora</i>	<i>hispid</i>	Dwarf apple	Medium	Small	E								
Ericaceae	<i>Arbutus</i>	<i>canariensis</i>	Canary Is madrone	Narrow	Small	E								
Myrtaceae	<i>Callistemon</i>	<i>viminalis and cvs</i>	Weeping bottlebrush	Medium	Small	E			Rel short					
Fabaceae	<i>Cercis</i>	<i>siliquastrum</i>	Judas tree	Medium	Small	D							Formative pruning important	
Myrtaceae	<i>Corymbia</i>	<i>citrodora "Scentuous"</i>	Scentuous lemon scer	Medium	Small	E					*			
Myrtaceae	<i>Corymbia</i>	<i>eximia "Nana"</i>	Dwarf yellow bloodwood	Narrow	Small	E					*			
Myrtaceae	<i>Corymbia</i>	<i>ficifolia</i>	Red flowering gum	Medium	Small	E					*		Large fruit nuisance, may only suit park use	
Rutaceae	<i>Geijera</i>	<i>parviflora</i>	Wilga	Medium	Small	E								
Proteaceae	<i>Hakea</i>	<i>bucculenta "Grafted"</i>	Red Pokers	Narrow	Small	E								
Rosaceae	<i>Prunus</i>	<i>cerasifera "Nigra"</i>	Purple leaf cherry plum	Medium	Small	D			Rel short	Unsure			Fruiting nuisance?	
Rosaceae	<i>Prunus</i>	<i>cerasifera "Oakville Crimson Spire"</i>	"Oakville Crimson Spire" cherry plum	Narrow	Small	D			Rel short	Unsure				
Rosaceae	<i>Prunus</i>	<i>x bilireiana</i>	Double flowering cherry plum	Medium	Small	D			Rel short	Unsure				



## Appendix 7 – Inspection & Pruning Program

Pruning Program commencing Year 1 - (September 2020)

- The ELC program is completed on a 12 monthly cycle
- Other cyclic pruning components are completed every 3 years

Zone	ELC Annual Program	Year 1 Cyclic Pruning 2020	Year 2 Cyclic Pruning 2021	Year 3 Cyclic Pruning 2022
L1			L1	
L2	L2	L2		
L3	L3	L3		
L4	L4	L4		
L5a			L5a	
L5b	L5b	L5b		
L6	L6	L6		
L7	L7	L7		
L8	L8	L8		
L9	L9		L9	
L10	L10		L10	
L11	L11	L11		
L12	L12		L12	
L13	L13	L13		
L14	L14	L14		
L15	L15	L15		
L16 CBD	L16 CBD	L16 CBD	L16 CBD	L16 CBD
L17	L18		L17	
L18a	L18a	L18a		
L18b			L18b	
L18c			L18c	
L19 Sanctuary Lakes	PRIVATELY MANAGED			
L20a1			L20a1	
L20a2			L20a2	
L20b1			L20b1	
L20b2			L20b2	
L20c1				L20c1
L20c2				L20c2
L20c				L20c
L21			L21	
L21a	L21a		L21a	
L22 Predominately sewerage farm				L22 Riverwalk
L23				L23
L24				L24
L24a				L24a
L24b	L24b		L24b	
L25				L25
L26				L26
L26a				L26a
L26b				L26b
L26c				L26c
L27				L27
L27a				L27a
L27b				L27b
L27c				L27c
L28				L28





## Citywide Safety Audit Template

## Vegetation Management Around Powerlines Worksite Audit Form



<b>Date:</b>	<b>Time:</b>	<b>Audited by:</b>
<b>Address:</b>		
<b>Name of Crew Members</b>		
<b>Description of Power line Works:</b>	<input type="checkbox"/> LV < 1000v, <input type="checkbox"/> 11,000Kv, <input type="checkbox"/> 22,000Kv, <input type="checkbox"/> 66,000Kv	
<b>Citywide Worksite Information</b>		
<b>Division:</b>		
<b>Contract:</b>		
<b>Fleet Number:</b>		
<b>Worksite Controller (Mgmt):</b>		
<b>PROCEDURE:</b>		
<ol style="list-style-type: none"> <li>1. This form is for Citywide Worksites to assess onsite compliance with OHS Safety Systems for Citywide Crews.</li> <li>2. This form is to be completed by Management Representative.</li> <li>3. All questions must be completed with <b>Compliant (C)</b>, <b>Action Item (AI)</b> or <b>Not Applicable (N/A)</b></li> <li>4. Upon completion forms are to be forwarded to the relevant HSE Coordinator within 2 working days of completion to enable actions to be entered via RMSS for appropriate close out.</li> <li>5. Where required the HSE Coordinator will assist management with the close out activities.</li> <li>6. All completed Citywide Worksite Audits (CWA) will be uploaded to SharePoint.</li> <li>7. <b>All Action Items are to be discussed at local Toolbox meetings.</b></li> </ol>		
<b>1.0</b>	<b>TRAINING AND LICENCES</b>	<b>C –AI–N/A</b>
1.1	Do all crew members have appropriate licences applicable to the task?	
<b>Name of Cutter</b>		<b>COMPLETION DATE</b>
<b>Cutter: (Required Competencies)</b>	Safe Approach Distance/Working Near Overhead Power lines - (Annually)	
	CPR (Annually)	
	First Aid (3yr Expiry)	
	High Risk Licence over 11mtrs (WP) (5yr Expiry)	
	AQF3 Climbing Competency	
<b>Name of Spotter:</b>		<b>COMPLETION DATE</b>
<b>Spotter: (Required Competencies)</b>	Safe Approach Distance/Working Near Overhead Power lines - (Annually)	
	CPR (Annually)	
	First Aid (3yr Expiry)	
	High Risk Licence over 11mtrs (WP) (5yr Expiry)	
	AQF3 Climbing Competency	
1.2	Is the Spotter aware of his sole responsibilities when undertaking works around Powerlines?	<b>C –AI–N/A</b>

Prepared By: HSE Coordinator	Owner: Business Managers	Issue Date: 09/10/2017
Document No: TC-F859	Issue No: 2	Page No: 1 of 8
		Review Date: 08/10/2020

Warning: Printed copies of this document MAY NOT BE THE LATEST. The most up-to-date version is located on SharePoint.

## Vegetation Management Around Powerlines Worksite Audit Form



Competencies)	Power lines - (Annually)		
	CPR (Annually)		
	First Aid (3yr Expiry)		
	High Risk Licence over 11mtrs (WP) (5yr Expiry)		
	AQF3 Climbing Competency		
1.2	Is the Spotter aware of his sole responsibilities when undertaking works around Powerlines?	C -AI- N/A	

<b>2.0</b>	<b>PRESTART/ HAZARD ASSESSMENT</b>	<b>C -AI- N/A</b>
2.1	Has the Pre-start / Log Book entry been completed? <i>(spot check two items)</i>	
2.2	Are audible and visible warning devices operational?	
2.3	Is the Elevated Work Platform Electrical Testing current and within date?	
2.4	Is the Elevated Work Platform Weight Testing current and within date?	
2.5	Have the crew completed and a completed Hazard Assessment Checklist for the works being undertaken?	
2.6	Has an appropriate risk assessment been undertaken determining the drop zone? <i>(drop zone is determined whereby a part of the tree controlled or uncontrolled can fall)</i>	
2.7	Have the work crew confirmed that the weather and environmental conditions are suitable for the task? <i>(works to cease when raining)</i>	
2.8	Has the work crew identification of the sag and potential sway? <i>(whereby SAD's can be reduced)</i>	
<b>3.0</b>	<b>SITE SET UP including TRAFFIC &amp; PEDESTRIAN MANAGEMENT</b>	<b>C -AI - N/A</b>
3.1	Is a Traffic /Pedestrian Management plan being used for the site? <u>Pls complete T/PMP Option _____</u>	
3.2	Has the Drop zone to be determined in line with Traffic Management Plan?	
3.3	Are Class 1 signs only in use? <i>(High-visibility honeycomb background)</i>	
3.4	Are all traffic signs / barricades / witches hats in good condition?	
<b>4.0</b>	<b>SAFE APPROACH DISTANCES - Elevated Work Platform/Climbers</b> As per the Electrical Safety Rules for Vegetation Management Work Near Overhead Powerlines by Non-Electrical Workers	<b>C -AI-N/A</b>
4.1	Can the Cutter/Spotter confirm their Safe Approach Distances?	
4.2	Have greater safe approach limits been imposed then set out below by the local council and work crews aware?	

Prepared By: HSE Coordinator	Owner: Business Managers	Issue Date: 09/10/2017
Document No: TC-F859	Issue No: 2	Page No: 2 of 8
		Review Date: 08/10/2020

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## Vegetation Management Around Powerlines Worksite Audit Form



Cont'd	SAFE APPROACH DISTANCES - Elevated Work Platform/Climbers <small>As per the Electrical Safety Rules for Vegetation Management Work Near Overhead Powerlines by Non-Electrical Workers</small>	C -AI-N/A
<input type="checkbox"/> Safe Approach Distances (mm) for Vegetation Management Work by Ground Worker and Climber working near Overhead Powerlines		
<input type="checkbox"/> LV <1000v		
Body Clearance	Under line	Beside Line
Uninsulated Tools & Equipment	Over Line	
Insulated Tools & Equipment	1000	1000
Vegetation Clearances	1000	No Work
	300	No Work
	Touching	3000
<input type="checkbox"/> 11,000Kv to 22,000Kv		
Body Clearance	Under line	Beside Line
Uninsulated Tools & Equipment	Over Line	
Insulated Tools & Equipment	1200	1200
Vegetation Clearances	1000	No Work
	1000	No Work
	700	No Work
<input type="checkbox"/> >22,000Kv to 66,000Kv		
Body Clearance	Under line	Beside Line
Uninsulated Tools & Equipment	Over Line	
Insulated Tools & Equipment	2000	2000
Vegetation Clearances	2000	No Work
	2000	No Work
	2000	No Work
	900	No Work
<b>5.0</b>	<b>PERMITS</b>	<b>C -AI-N/A</b>
5.1	Has a suppression of auto reclose been granted by appropriate Electrical Utility? <i>(where required)</i>	
<p>Following the completion of the Hazard Assessment Checklist if it is determined that Safe Approach Distance cannot maintained, this information must be recorded and forward to the Supervisor. It is then the responsibility of the Supervisor to contact the relevant energy provider and complete all paperwork associated with application for Suppression or possible Shutdown of the overhead lines.</p> <p>Once approved by the relevant energy provider it is the Supervisors responsibility to ensure that works are undertaken in accordance with the approved application for suppression and that all crew members are aware of the status of the overhead powerlines</p>		
<b>6.0</b>	<b>PERSONAL PROTECTIVE EQUIPMENT</b>	<b>C -AI-N/A</b>
6.1	Is Sunsmart Workwear being worn by all crew members? <i>(made of natural fibres)</i>	
6.2	Is safety footwear being worn by all crew members? <i>(non-slip soles)</i>	
6.3	Is hearing protection being worn? <i>(if required)</i>	
6.4	Is eye protection being worn?	
6.5	Are all crew members wearing Hard Hats? <i>(confirm issue date)</i>	
6.6	Where applicable is additional PPE being worn appropriate to the task? <i>(i.e. gloves, respirator)</i>	
6.7	Are all metallic objects <i>(ie personal jewellery - neck chains, earrings, watches, rings, bracelets, other body adornments)</i> removed or covered?	
6.8	Is Long Hair including facial hair confined close to head of the operators?	

Prepared By: HSE Coordinator	Owner: Business Managers	Issue Date: 09/10/2017
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## Vegetation Management Around Powerlines Worksite Audit Form



7.0	EMERGENCY RESPONSE	C -AI -N/A
7.1	Have crew members discussed a site specific emergency plan the work area and works being undertaken?	
7.2	Has a clear method of communication been established? _____	
7.3	Do crews have access to a first aid kit in the event of an emergency and its contents have been checked. Contents were last replenished? _____	
7.4	Do crew members have access to a phone in the event of emergency?	
7.5	<p>In the event accidental contact electrical wires are crews aware of the hazard associated with <b>step and touch potentials</b> and control measures to be implemented?</p> <ol style="list-style-type: none"> <li>1. If contact is made with an energized power line while you are in a vehicle, remain calm and do not get out unless the vehicle is on fire. If possible, call for help</li> <li>2. If you must exit any equipment because of fire or other safety reasons, try to jump completely clear.</li> <li>3. Make sure that you do not touch the equipment and the ground at the same time.</li> <li>4. Land with both feet together and shuffle away in small steps to minimize the path of electric current and avoid electrical shock.</li> <li>5. Be careful to maintain your balance</li> <li>6. The spotter and any other ground staff must remain well clear min. 6mtrs and ring for emergency assistance.</li> <li>7. No attempt should be made to perform a rescue of injured persons or to approach electrical apparatus of electrically conductive objects.</li> </ol>	
Auditor Signature:		
Crew Rep/Contractor Position and Signature :		

Prepared By: HSE Coordinator	Owner: Business Managers	Issue Date: 09/10/2017
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**Vegetation Management Around Powerlines  
Worksite Audit Form**



**(Action Item Sheet)**  
**ONLY TO BE COMPLETED WHERE ACTIONS ARE REQUIRED.**

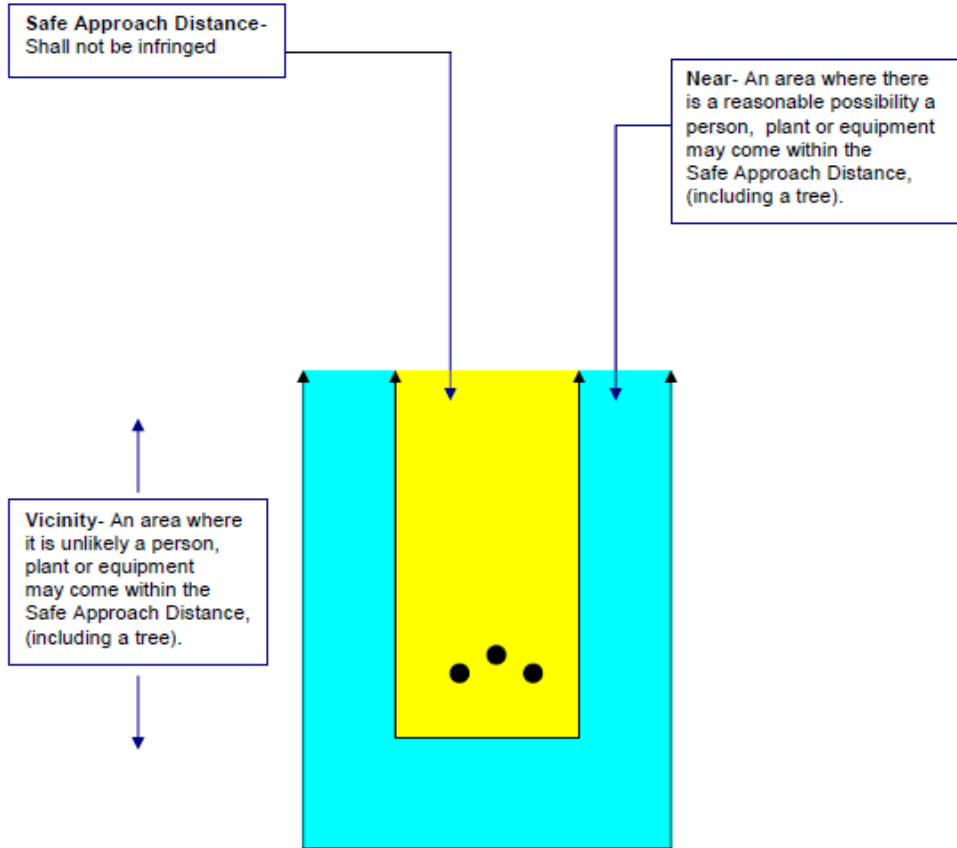
- WHERE SIGNIFICANT NON-COMPLIANCE HAS BEEN IDENTIFIED WORKS MUST CEASE IMMEDIATELY
- ALL above Action Items noted must be explained / clarified.
- Citywide Management Representatives are responsible for ensuring action items are closed out in a timely manner
- All Action Items are to be discussed at local Toolbox meetings

Item No	Action Item	Responsible Officer <i>(responsible for close out actions)</i>	Close Out Date

**Mobile Worksite Audit Form**  
Reference Information



**Safe Approach Distances go to the 'Sky'**



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## Mobile Worksite Audit Form

Reference Information



### TC-P657 - Suppression of the Auto Reclose Procedure Work Conditions that require Suppression

Work Conditions	Suppression/Shutdown
Working near low voltage bare or insulated conductors and/or equipment	Not applicable
Working near low voltage bare or insulated conductors and/or equipment when on the same structure as high voltage bare or insulated conductors and/or equipment.  If there is a possibility that the tree section being cut, or a tree section is moved by the section being cut, and that, that section can accidentally or otherwise infringe on the 'Safe Approach Distance' to the high voltage.	Suppression is required.
If there is a possibility that the EWP, operator or tools can accidentally or otherwise infringe on the 'Safe Approach Distance' to the high voltage	Suppression is required
Working near low voltage bare or insulated conductors and/or equipment when on the same structure as, but not near to high voltage bare or insulated conductors and/or equipment.  If there is no possibility that the tree section being cut, or a tree section moved by the section being cut, can accidentally or otherwise infringe on the 'Safe Approach Distance' to the high voltage	Suppression is not required
If there is no possibility that the EWP, operator or tools can accidentally or otherwise infringe on the 'Safe Approach Distance' to the high voltage.	Suppression is not required
Working near high voltage bare or insulated conductors and/or equipment  If there is a possibility that the tree section being cut, or a tree section is moved by the section being cut, and that, that section can accidentally or otherwise infringe on the 'Safe Approach Distance' to the high voltage	Suppression is required
If there is a possibility that the EWP, operator or tools can accidentally or otherwise infringe on the 'Safe Approach Distance' to the high voltage.	Suppression is required
Working in the vicinity of high voltage bare or insulated conductors and/or equipment.  If there is no possibility that the tree section being cut, or a tree section moved by the section being cut, can accidentally or otherwise infringe on the 'Safe Approach Distance' to the high voltage	Suppression is not required
If there is no possibility that the EWP, operator or tools can accidentally or otherwise infringe on the 'Safe Approach Distance' to the high voltage	Suppression is not required

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## Mobile Worksite Audit Form

### Reference Information



#### **Understanding Step and Touch Potential**

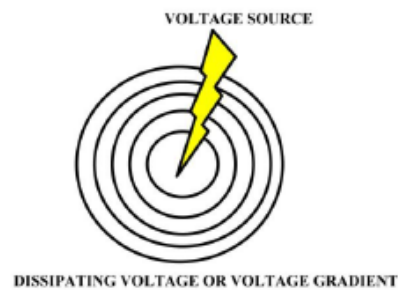
Written by [John Boyle](#) OSHA

#### **What is Step and Touch Potential?**

To understand step and touch potential, we first need to understand how energy dissipates across conductive objects. During broken pole or downed wire conditions, some really good conductors exist that provide path to ground including metal fences, wet soil and puddles. Other conductors exist that may not be so good, yet still allow current to travel to ground, such as trees, wood fences and utility poles. Wood is typically thought of as an insulator, but wet wood will conduct electric current.

When an energized conductor falls across a chain-link fence or directly to the ground, the object and immediate area become energized, creating a zone of high voltage in relation to the ground. The actual voltage depends on the source, resistance of the object and soil conditions, which include material and moisture.

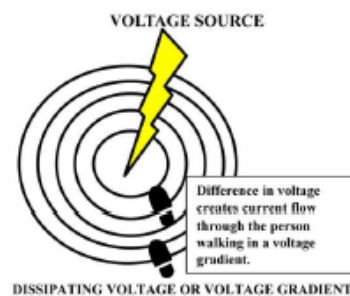
The dissipation of voltage from a grounded conductor – or from the grounded end of an energized grounded object – is called the ground potential gradient. Voltage drops associated with this dissipation of voltage are called ground potentials. The voltage decreases rapidly with increasing distance from the grounded end.



Another way of describing this is the example of a stone dropped in a pond. The stone creates ripples that eventually fade as they move from the centre. Voltage is highest at the source and fades as the energy moves across the ground

#### **Step Potential: Voltage between the feet of a person**

When current is flowing from an overhead conductor through a chain-link fence to the earth, a high-voltage condition is created and a voltage gradient will occur based on the resistivity of the soil, resulting in a voltage difference – also known as a potential difference – between two points on the ground. This is called a step potential as it can cause voltage difference between a person's feet



#### **Touch Potential: Voltage between energized object and feet of a person**

Touch potential is the voltage between any two points on a person's body – hand to hand, shoulder to back, elbow to hip, hand to foot and so on. For example, if an overhead conductor falls on a car, and a person touches that car, current could pass from the energized car through the person to the ground.

Prepared By: HSE Coordinator	Owner: Business Managers	Issue Date: 09/10/2017
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## Citywide Quality Audit Template

Internal Quality Audit Tree Pruning Activities**Quality Audit Tree Services**

Contract Name: \_\_\_\_\_ Contract No: \_\_\_\_\_

Month: \_\_\_\_\_ Date: \_\_\_\_\_

Auditor: \_\_\_\_\_

**TREE PRUNING ACTIVITIES:****(Assess tree pruning against the criteria below and the supporting diagrams overleaf).**

Criteria	Location 1	Location 2	Location 3
1. Is the tree pruned to the contract specification? <i>(Wire/road/light clearance, removal of deadwood etc)</i>			
2. Is tree pruning in accordance with AS 4373, Pruning of Amenity Trees? <i>(Examples overleaf)</i>			
3. Is there evidence of poor pruning such as bark tears, overcuts or 'banana cuts'? <i>(Examples overleaf)</i>			
4. Are there any hanging limbs left in the tree?			
5. Is there any parasitic or opportunistic growth evident? <i>(Mistletoe etc)</i>			
6. Has the worksite been left in a safe condition? <i>(Trip hazards, debris, low limbs over footpath etc)</i>			
7. Is there evidence of works or damage to surrounds?			
Compliant: Y/N			

**Whereby any item is deemed Non-Compliant please refer to Close Out Action Page to outline action taken**

**\*\*Where a Non-Conformance exists please take a photography of the site for inclusion in close out\*\***

Prepared By: Operations Manager	Owner: Business Unit Manager	Issue Date: 10/07/2014
Document No: TC-F654	Issue No: 4	Page No: 1 of 2
		Review Date: 10/07/2017

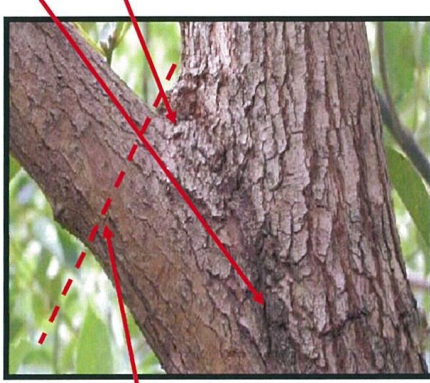
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## Internal Quality Audit Tree Pruning Activities



### Examples of Accurate Pruning Cuts:

#### Live Branch Removal Branch Bark Ridge



Extremity of the Trunk Collar

#### Dead Branch Removal



### Examples of Poor Pruning:

- Bark tearing below the cut
- On larger branch removals, the cut is not straight and tends to veer off leaving a concave final cut
- Pruning cut includes a portion of the trunk collar
- A stub has been left
- There has been wounding of the stem by overcutting, (*usually power pruner work*).
- The cut has been made flush to the trunk

Prepared By: Operations Manager	Owner: Business Unit Manager	Issue Date: 10/07/2014
Document No: TC-F654	Issue No: 4	Page No: 2 of 2
		Review Date: 10/07/2017

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Internal Quality Audit Tree Pruning Activities



**COMMENTS/CORRECTIVE ACTION REQUIRED:**


**SIGNED OFF BY EMPLOYEE/S AND/OR SUB-CONTRACTORS AUDITED AND CORRECTIVE ACTION TAKEN (WHERE APPLICABLE):**

1. NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

2. NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

3. NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

4. NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

5. NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

6. NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

7. NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

<b>RMSS No / Action ID No:</b>	_____
<b>Close Out Action Date</b>	_____
<b>Responsible Person</b>	_____





## Appendix 10 - Compliance Audits



### Parks Arboriculture Quality Audit

Quality Audit Results					
Street/ Site Location :					
Assessor :					
Date :					
Location :					
Total Number of trees assessed					
% Completed reported					
Indicators - Random Street	Rating	Max. score / tree	Avg. Score per Category	Max. score / category for total trees	Actual score / category for total trees
1 Site left in a tidy state	Yes = 5, No = 0	5	5	50	
2 No pruning undertaken but required	Yes = 15, No = minus 15	15	15	150	
3 Clearance - footpath	Yes (or not applicable) = 15, Insufficient = 5, No works = minus 10	15	15	150	
4 Clearance - road	Yes (or not applicable) = 15, Insufficient = 5, No works = minus 10	15	15	150	
5 Street signs clear	Yes (or not applicable) = 10, No = 0	10	10	100	
6 Street lights clear	Yes (or not applicable) = 10, No = 0	10	10	100	
7 Wires - pruned to ELC Plan	Yes (or not applicable) = 15, Insufficient = 5, No works = minus 10	15	15	150	
8 Dead wood present	None or < 40mm = 10, > 40mm but < 100mm = 0, > 100mm = minus 5	10	10	100	
9 Hanging branch	None (or not applicable) = 10, Yes = minus 10 (<400mm)	10	10	100	
10 Final cuts to AS 4373	Yes = 15, No (Minor) = 5, No (Major) = minus 10	15	15	150	
11 Formative pruned	Yes (or not applicable) = 15, Insufficient = 5, No = minus 5	15	15	150	
12 Early Formative Pruning (small trees only)	Yes (or not applicable) = 10, No works = minus 20	10	10	100	
13 Stakes and ties removed	Yes (or not applicable) = 5, No = 0	5	5	50	
14 Hazardous tree not actioned/reported	Not Applicable = 0, Yes = minus 50	0	0	0	
<b>TOTAL</b>		<b>150</b>	<b>150</b>		
Thresholds - Zone					
80% - 80% = Improvement required					
Percentage for Street					
< 80% = Unacceptable					
Follow Up at Addresses		Comments	Works Required for Indicator	Total Sites	








# Appendix 11 – Rapid Global Document Portal (Wyndham)

wyndhamcity Welcome Chani Humphries  | Logout 

- [Dashboard](#)
- [Courses](#)
- [Documents 13](#)
- [Forms](#)
- [Notification](#)
- [Resources](#)

## Documents Additional Document

The following documents have been requested by Wyndham City Council, please upload the documents listed below.

<small>Document Name</small> <b>Remove Asbestos Training</b>	<small>Expiry date</small> Pending Upload	<span style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 4px;">PENDING</span>	 <small>Upload</small>
<small>Document Name</small> <b>Working at Heights</b>	<small>Expiry date</small> Pending Upload	<span style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 4px;">PENDING</span>	 <small>Upload</small>
<small>Document Name</small> <b>Working with Children</b>	<small>Expiry date</small> Pending Upload	<span style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 4px;">PENDING</span>	 <small>Upload</small>
<small>Document Name</small> <b>Drivers Licence*</b>	<small>Expiry date</small> 07/03/2023	<span style="background-color: #28a745; color: white; padding: 2px 5px; border-radius: 4px;">VERIFIED</span>	 <small>Document</small>
<small>Document Name</small> <b>EWP</b>	<small>Expiry date</small> 29/05/2022	<span style="background-color: #28a745; color: white; padding: 2px 5px; border-radius: 4px;">VERIFIED</span>	 <small>Document</small>
<small>Document Name</small> <b>Trade Certificate</b>	<small>Expiry date</small> 05/11/2021	<span style="background-color: #28a745; color: white; padding: 2px 5px; border-radius: 4px;">VERIFIED</span>	 <small>Document</small>
<small>Document Name</small> <b>Electrical Licence</b>	<small>Expiry date</small> 24/06/2021	<span style="background-color: #28a745; color: white; padding: 2px 5px; border-radius: 4px;">VERIFIED</span>	 <small>Document</small>

Previous 1 2 Next

## Appendix 12 - Training Matrix Template (Citywide)

(Completed version to be requested)

Skill	Achieved on	Expires on	Submitted on	Status
Diploma in Arboriculture	18 Nov 2019	Never	12 Jan 2021	APPROVED
Cert 3 Arboriculture	12 Dec 2012	Never	12 Jan 2021	APPROVED
Working with Children Check		05 Oct 2025	12 Jan 2021	APPROVED
Load Restraint Training	14 Dec 2020	Never	22 Dec 2020	APPROVED
First Aid	19 Jan 2020	19 Jan 2023	21 Aug 2020	APPROVED
ESI Certificate 2	27 Feb 2015	Never	21 Aug 2020	APPROVED
EWP Escape & Rescue	15 Jul 2019	Never	21 Aug 2020	APPROVED
CPR	24 Jun 2020	23 Jun 2021	28 Jul 2020	APPROVED
ESV Refresher	24 Jun 2020	23 Jun 2021	28 Jul 2020	APPROVED
EWP Licence	30 May 2017	29 May 2022	28 Jul 2020	APPROVED

Showing 1 to 10 of 12 records

## Appendix 13 – Sample SOP - SWMS

Relevant SOP - SWMS Register

Document Number	Document Name
SWMS 013	Conflict on Site
SWMS045	Pruning at Heights using an EWP
SWMS 063	Traffic Management
SWMS 073	Vehicle Operations
SWMS 147	Working in Close Proximity to Above & Below Ground Assets.
SOP 007	Mechanical Handheld Equipment
SOP 020	Chainsaw & Power Pruner Use
SOP 021	Chipper Operation
SOP 023	Stump Removal
SOP 025	Tree Pruning & Removal
SOP 027	Working With Palms
SOP 031	Safety Observer

Sample SWMS

<b>SAFE WORK METHOD STATEMENT</b>				
Activity, Conflict and Abuse on Site	SWMS No: 013	Version: 5	Date Issued: JUNE 2018 Revision Date: JUNE 2021	
<b>GOAL ZERO</b>				
<b>Applicable Legislation and Codes:</b>  Legislation, Codes of Practice And Standards – Note applicable legislation, standards and codes of practice.	<b>Victoria</b>	<b>New South Wales</b>	<b>Queensland</b>	<b>Australian Capital Territory</b>
	<a href="#"><u>Occupational Health and Safety Act 2004</u></a>	<a href="#"><u>Work Health and Safety Act 2011</u></a>	<a href="#"><u>Work Health and Safety Act 2011</u></a>	<a href="#"><u>Work Health and Safety Act 2011</u></a>
	<a href="#"><u>Occupational Health and Safety Regulations 2007</u></a>	<a href="#"><u>Work Health and Safety Regulation 2011</u></a>	<a href="#"><u>Work Health and Safety Regulation 2011</u></a>	<a href="#"><u>Work Health and Safety Regulation 2011</u></a>
	<a href="#"><u>Equipment (Public Safety) Act 1994</u></a>	<a href="#"><u>Dangerous Goods Act 1985</u></a>	<a href="#"><u>Dangerous Goods Act 1985</u></a>	<a href="#"><u>Dangerous Goods Act 1985</u></a>
	<a href="#"><u>Equipment (Public Safety) Regulations 2007</u></a>	<a href="#"><u>Dangerous Goods (Storage and Handling) Regulations 2012</u></a>	<a href="#"><u>Dangerous Goods (Storage and Handling) Regulations 2012</u></a>	<a href="#"><u>Dangerous Goods (Storage and Handling) Regulations 2012</u></a>
	<a href="#"><u>Road Management Act 2004 (Vic)</u></a>	<a href="#"><u>Codes of Practice for the Storage and Handling of Dangerous Goods 2013</u></a>	<a href="#"><u>Codes of Practice for the Storage and Handling of Dangerous Goods 2013</u></a>	<a href="#"><u>Codes of Practice for the Storage and Handling of Dangerous Goods 2013</u></a>
	<a href="#"><u>Road Transport (Safety &amp; Traffic Management) Act 1999</u></a>			
	<a href="#"><u>Codes of practice including:</u></a>			
	<ul style="list-style-type: none"> <li>o <a href="#"><u>Noise</u></a></li> <li>o <a href="#"><u>Manual Handling</u></a></li> <li>o <a href="#"><u>Frost</u></a></li> <li>o <a href="#"><u>First Aid</u></a></li> <li>o <a href="#"><u>Confined Spaces</u></a></li> </ul>			



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SAFE WORK METHOD STATEMENT					GOAL ZERO	
Activity: Conflict and Abuse on Site		SWMS No: 013	Version: 5	Date Issued: JUNE 2018	Revision Date: JUNE 2021	
PROCESS STEPS	POTENTIAL HAZARDS	INHERENT RISK	HAZARD CONTROL MEASURES	RESIDUAL RISK	RESPONSIBLE PERSON	
List the steps required to perform the task in the sequence they are carried out	Against each step list the potential hazards that could cause injury when the task is performed (E) = Environmental Hazard	Refer to Risk Matrix	For each hazard identified list the control measures required to eliminate or minimize the risk of injury. Utilise hierarchy of control (elimination, substitution, separation, administrative control, PPE)	Risk rating after control measures applied.	Responsible	
<b>Verbal Abuse</b>	Complaints	<b>M</b>	Remain calm Allow individual to express their concerns and acknowledge their complaint Offer no response Direct them to a senior member on site / relevant authority / Citywide contact number	<b>L</b>	<b>All Operators</b>	
	Threats	<b>M</b>	Remain calm Offer no response Leave area in the safest manner Request help from bystanders Inform Supervisor Inform police where necessary	<b>L</b>	<b>All Operators</b>	
	Approaching 3 <sup>rd</sup> Parties	<b>M</b>	Citywide Operators under no circumstances are to approach third parties in a confronting or threatening manner All grievances should be directed to Management to action. Inform police where necessary	<b>L</b>	<b>All Operators</b>	
<b>Physical Abuse</b>	Injury	<b>H</b>	Remain calm Leave area in the safest manner Offer no response Request help from bystanders Obtain First Aid or Medical assistance if required Inform Supervisor, or direct Manager Inform police where necessary	<b>M</b>	<b>All Operators</b>	

Prepared By: HSE Advisors	Owner: HSEQ Team	Page: 3 of 9
Citywide Service Solutions Pty. Ltd. 294 Arden Street, North Melbourne		

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# SAFE WORK METHOD METHOD STATEMENT

**GOAL ZERO**

PROCESS STEPS	POTENTIAL HAZARDS	INHERENT RISK	HAZARD CONTROL MEASURES	RESIDUAL RISK	RESPONSIBLE PERSON
Activity, Conflict and Abuse on Site					Revision Date: JUNE 2021
	Version: 5	Date Issued: JUNE 2018			
	SWMS No. 013				
<b>Hold-ups</b>	Violence	<b>H</b>	Immediately give any items requested to thief Do not anger or antagonise thief Remain calm Answer questions asked Once thief has left note description of individual's appearance, vehicle ie model / colour / type of transport, registration etc Inform Police immediately Inform Supervisor, or direct Manager Obtain First Aid or Medical assistance if required	<b>M</b>	<b>All Operators</b>
	Stress	<b>M</b>	Inform Supervisor, Group OHS Manager or HR Manager as soon as possible. Access EAP to debrief.	<b>L</b>	<b>All Operators</b>



- ZERO** FATALITIES
- ZERO** INJURIES
- ZERO** AT FAULT MOTOR VEHICLE ACCIDENTS
- ZERO** ADVERSE IMPACT TO THE ENVIRONMENT

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# SAFE WORK METHOD STATEMENT

**GOAL ZERO**

Activity: Conflict and Abuse on Site      SWMS No.: 013      Version: 5      Date issued: JUNE 2018      Revision Date: JUNE 2021

## Identification of Changes to SWMS – Amendment Sheet

Supervisor / Leading Hand Name	Supervisor / Leading Hand Signature	Designated Reviewer Name	Designated Reviewer Signature

Step No.	Changes / Additions to the work method identified	Identified Potential Safety or Environmental Hazards	Inherent Risk Score	Control Measures to be implemented to reduce or eliminate identified Hazards	Residual Risk	Action by

**Review the Risks - Do the above changes require higher level management approval?**    No     Yes     If Yes Approved By :

**Note: Where the risk is identified as High or Extreme after controls are implemented GM, Health, Safety, Environment & Risk must approve any changes prior to the job/task proceeding.**

Date: \_\_\_\_\_

CHANGE ACCEPTANCE – SIGN-ON

(I confirm that by signing below I have read and understood the method changes and the hazard controls adopted for this SWMS)


Prepared By: HSE Advisers      Owner: HSEQ Team      Page: 5 of 9  
 Citywide Service Solutions Pty. Ltd. 294 Arden Street, North Melbourne      ABN 94 066 960 085

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<b>SAFE WORK METHOD STATEMENT</b>			<b>GOAL ZERO</b>
Activity: Confid and Abuse on Site	SWS No: 013	Version: 5	Revision Date: JUNE 2021
		Date Issued: JUNE 2018	

**CONSULTATION AND SIGN OFF**

This SWMS has been developed in consultation and cooperation with workers and relevant persons conducting business or undertaking (PCBU). I have read the above SWMS and I understand its contents. I confirm that I have the skills and training, including the relevant certification to conduct the task as described. I agree to comply with the safety requirements within this SWMS including safe work instructions and personal protective equipment described.

This SWMS briefing and consultation was carried out by the person indicated in the 'Inducted By' column below and has formed part of my induction into this SWMS. Employees must complete the SWMS Sign Sheet after induction.

1.	NAME <small>(Please Print)</small>	Company	Signature	Inducted By	Date
2.					
3.					
4.					
5.					
6.					
7.					
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12.					
13.					
14.					

Prepared By: HSE Advisors Citywide Service Solutions Pty. Ltd. 294 Arden Street, North Melbourne	Owner: HSEO Team ABN 94 066 960 085
Page: 6 of 9	

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<b>SAFE WORK METHOD STATEMENT</b>				<b>GOAL ZERO</b>
Activity, Conflict and Abuse on Site	SWMS No: 013	Version: 5	Date Issued: JUNE 2018	Revision Date: JUNE 2021

NAME <small>(Please Print)</small>	Company	Signature	Inducted By	Date
48.				
49.				
50.				
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**Reviewed by Site/Project Manager:** (responsible person at that location):

Name:	Signature:	Date:
-------	------------	-------

**Client Sign off:** (where applicable):

Name:	Signature:	Date:
-------	------------	-------

<b>Authorizing Signature</b>	<p>I Approve the use of the Safe Works Method Statement</p> <p>On Site Supervisor: _____</p> <p>Contact Number: _____</p> <p>The nominated on site supervisor will be responsible for implementing the SWMS and inspecting the work site, protective measures, plant, equipment and power tools.</p>
<b>GM, Health, Safety, Environment &amp; Quality - Loren Murray</b>	

- Review Process**
1. All changes and updates must be consulted with DWG and HSR
  2. SWMS are periodically reviewed in accordance with the SOE Calendar of Events, and when required as a result of an incident, accident, audit or change to legislation
  3. Non routine tasks are assessed through Worksite Risk Assessments



# SAFE WORK METHOD STATEMENT



Activity: Working in Close Proximity to Above / Below Ground Assets	SWMS No: 147	Version: 2.0	Date Issued: October 2018	Revision Date: October 2021
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<b>Business Unit:</b> All	<b>Competency &amp; Qualifications:</b>			
<b>Contract:</b> All	<b>Training /Skills Required:</b> Not applicable			
<b>Likelihood</b>	<b>Consequences</b>			
	Insignificant	Minor	Major	Catastrophic
	M	M	H	E
	L	M	H	E
	L	L	M	H
Possible	L	M	H	
Unlikely	L	L	M	H
Rare	L	L	M	H

Personal Hygiene & Personal Protective Equipment Requirements for the Task (Items <input checked="" type="checkbox"/> cross are mandatory unless approved by HSE Coordinator)												
No Loose Clothing & Hair & Jewellery	Uniform (Long Sleeve Long pants)	Safety Footwear (AS/NZS 2210.3)	High Vis' (AS/NZS 1906.4)	Safety Eyewear (AS/NZS 1337)	Gloves (to be worn at all times)	Hard Hat (AS/NZS 1801)	Hearing	Dust Mask	Respirator	Face Shield	Fall Arrest	Other
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Potential Hazards / Aspects associated with the activity / task							
<ul style="list-style-type: none"> <li>Identify each of the hazards associated with the Activity/Task by placing a (✓) next to the potential hazard, and ensure the hazard is adequately addressed within the SWMS.</li> <li>Potential site specific hazards shall be addressed at site and recorded within the Activity Permit record. All boxes MUST be completed - x = not identified, ✓ = identified potential hazard</li> </ul>							
Work Environment		Work Process		Plant / Equipment		People	
<ul style="list-style-type: none"> <li>Entire Exit - Access/Egress</li> <li>Temp. Extremes/ Weather</li> <li>Confined Spaces</li> <li>Excavations</li> <li>Overrun Atmospheric Level</li> <li>Remote Site / Difficult Rescue</li> <li>Tram/Fall / Train Movement</li> <li>Sharp Materials / Objects</li> <li>Roof Lifting/Viability</li> <li>Slip, Trip, Falls Hazards</li> <li>Vehicles / Pedestrians</li> </ul>	<ul style="list-style-type: none"> <li>Gas</li> <li>Weight (i.e. Loaded pallets, storage)</li> <li>Elastic Stored Energy / cables.</li> <li>Water</li> <li>Electricity HV</li> <li>Electricity LV</li> <li>Hydraulic Pressure</li> <li>Kinetic</li> <li>Compressed Air</li> <li>Radiation</li> <li>Steam</li> </ul>	<ul style="list-style-type: none"> <li>Working at Height</li> <li>Falling Objects</li> <li>Sheet/Metal Work &amp; Welding</li> <li>High Noise Levels</li> <li>Scaffold &amp; Ladders</li> <li>Manual Handling</li> <li>Procedural Failure</li> <li>Height Access</li> <li>Suspended Loads</li> <li>Switching</li> <li>Commissioning</li> </ul>	<ul style="list-style-type: none"> <li>Hazardous / Dangerous Goods</li> <li>Cranes</li> <li>Excavator</li> <li>Forklifts / Telehandlers</li> <li>Skid steer</li> <li>Plant/Movement</li> <li>Explosive Tools</li> <li>Winders</li> <li>Hauling Equipment</li> <li>Lockouts / Valves</li> <li>Conveyors</li> </ul>	<ul style="list-style-type: none"> <li>Working at Night</li> <li>Fatigue</li> <li>Street</li> <li>Working alone / Lone worker</li> <li>Personnel Threat</li> <li>Fitness for Work</li> <li>Emergency Response Team</li> </ul>			

## SAFE WORK METHOD STATEMENT



Revision Date: **October 2021**

Activity: Working in Close Proximity to Above / Below Ground Assets

SWMS No: 147

Version: 2.0

Date Issued: October 2018

Erosion/Flooding	Work Under Permit / PTW	Duties Matrix/SR non-off	Enclosed Plant	x	✓
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**Legislation, Codes of Practice And Standards – Note applicable legislation, standards and codes of practice.**

Applicable Legislation and Codes:	Victoria	New South Wales	Queensland	Australian Capital Territory
	<a href="#">Occupational Health and Safety Act 2004</a>	<a href="#">Work Health and Safety Act 2011</a>	<a href="#">Work Health and Safety Act 2011</a>	<a href="#">Work Health and Safety Act 2011</a>
	<a href="#">Occupational Health and Safety Regulations 2017</a>	<a href="#">Work Health and Safety Regulation 2017</a>	<a href="#">Work Health and Safety Regulation 2011</a>	<a href="#">Work Health and Safety Regulation 2011</a>
	<a href="#">Equipment (Public Safety) Act 1994</a>	<a href="#">Dangerous Goods Act 1985</a>	<a href="#">Transport Operations (Road Use Management - Dangerous Goods) Regulation 2018</a>	
	<a href="#">Equipment (Public Safety) Regulations 2017</a>	<a href="#">Road Transport Act 2013</a>		
	<a href="#">Road Management Act 2004 (VIC)</a>	<a href="#">Road Transport (General) Regulations 2013</a>		
	<a href="#">Road Transport (Safety &amp; Traffic Management) Act 1999</a>			
	<a href="#">Compliance Codes &amp; Codes of Practice, including:</a>			
	<ul style="list-style-type: none"> <li>o Noise</li> <li>o Manual Handling</li> <li>o Plant</li> <li>o First Aid</li> <li>o Dangerous Goods Storage</li> </ul>			
	<a href="#">Electrity Safety (Installations) Regulations 2009</a>			
	<a href="#">Worksafe Victoria - No. Go Zones for Overhead Electrical Powerlines</a>			
	<a href="#">Energy Safe Victoria - Electrical Safety Rules for Vegetation Management Work Near Overhead Powerlines by Non-Electrical Workers</a>			

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<b>SAFE WORK METHOD STATEMENT</b>				<b>GOAL ZERO</b>
Activity: Working in Close Proximity to Above / Below Ground Assets	SWMS No: 147	Version: 2.0	Date Issued: October 2018	Revision Date: October 2021

PROCESS STEPS	POTENTIAL HAZARDS	INHERENT RISK	HAZARD CONTROL MEASURES	RESIDUAL RISK	RESPONSIBLE PERSON
List the steps required to perform the task in the sequence they are carried out	Against each step list the potential hazards that could cause injury when the task is performed (E) = Environmental Hazard	Refer to Risk Matrix	For each hazard identified list the control measures required to eliminate or minimise the risk of injury. Utilise hierarchy of control (elimination, substitution, segregation, administrative control, PPE)	Risk rating after control measures applied.	Responsible
<b>Working in close proximity to Above Ground Electrical Assets</b>	Equipment failure	<b>E</b>	<ul style="list-style-type: none"> <li>Before use inspect all equipment. Complete the relevant sections of the "Vehicles/Equipment/Plant Daily Checklist".</li> <li>Report all faulty equipment to your Supervisor</li> </ul>	<b>H</b>	<b>Operator</b>
	Electrocution Electric Shock	<b>E</b>	<ul style="list-style-type: none"> <li>PPC&amp;E – Wear eye protection, hard hat, cuff to collar (natural fibre clothing), rubber sole shoes and gloves</li> <li>Onsite Risk Assessment to be completed by work crew</li> </ul> 	<b>H</b>	<b>Operator</b>

Prepared By: HSE Advisors	Owner: Group HSECO	Page: 3 of 13
Citywide Service Solutions Pty. Ltd. 294 Arden Street North Melbourne, Victoria, 3051	ABN 94 066 960 085	

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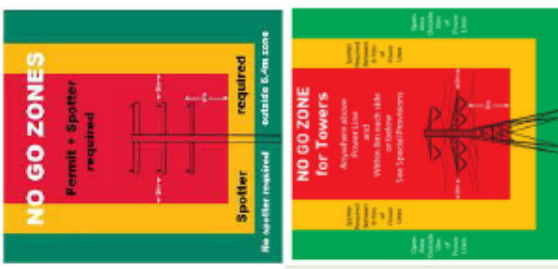


# SAFE WORK METHOD STATEMENT

**GOAL ZERO**

Activity: Working in Close Proximity to Above / Below Ground Assets	Version: 2.0	Date Issued: October 2018	Revision Date: October 2021
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SWMS No: 147

<p><b>Working in close proximity to Above Ground Electrical Assets</b></p>		<p><b>E</b></p>	<p><b>H</b></p>	<p><b>Operator</b></p>
<p>All cables are to be considered 'live' until advised otherwise by the electricity distribution company</p> <p><b>Unauthorised Persons</b></p> <p><b>No Go Zones</b></p> <ul style="list-style-type: none"> <li>Any works conducted between 3 meters &amp; 6.4 meters (under or along side powerlines), a trained Spotter must be provided</li> <li>No works to be conducted over powerlines</li> <li>Any works conducted within 3 meters:             <ul style="list-style-type: none"> <li>Permit must be obtained from the relevant Electrical Distributor</li> <li>Accredited Safety Spotter must be on the ground and in clear view of the platform and any hazards. This is <b>COMPULSORY</b> whenever working within 6.4 metres of any electrical lines or equipment up to 66kV.</li> </ul> </li> <li>Towers &amp; conductors carrying voltages in excess of 66kV have a 10 metre No Go Zone.</li> </ul> <p><b>Deemed to Comply.</b></p> <ul style="list-style-type: none"> <li>All work members must be trained/instructed in the deemed to comply process</li> <li>Any works conducted within 3 meters, refer to table below. Minimum distances and Work Safe Framework for undertaking work near overhead and underground assets.             <ul style="list-style-type: none"> <li>All work to be completed as per the SWMS and company procedures.</li> <li>Dedicated Spotter to be provided</li> <li>Operator must be trained and utilise Trupulse 360 to measure limits of approach, refer to Table A below.</li> <li>Deemed to comply risk assessment to be completed</li> </ul> </li> </ul>				

Prepared By: HSE Advisers	Owner: Group HSEO	Page: 4 of 13
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<b>SAFE WORK METHOD METHOD STATEMENT</b>				<b>GOAL ZERO</b>
Activity: Working in Close Proximity to Above / Below Ground Assets	SWMS No: 147	Version: 2.0	Date Issued: October 2018	Revision Date: October 2021

PROCESS STEPS	POTENTIAL HAZARDS	INHERENT RISK	HAZARD CONTROL MEASURES	RESIDUAL RISK	RESPONSIBLE PERSON																		
Working in close proximity to Above Ground Electrical Assets	Electrocution Electric Shock	<b>E</b>	<p><b>TABLE A: TYPES OF ASSETS AND LIMITS OF APPROACH.</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #f8d7da;">Types of overhead electrical &amp; communications assets, including voltage (V) both above and below ground and direct contact.</td> <td style="background-color: #fff3cd;">Minimum clearances for the design envelope of plant and equipment under these conditions. This clearance is also required where the conditions in Table B cannot be met.</td> <td style="background-color: #d4edda;">Safety Controls required for the Deemed to Comply Gateway provisions to be met.</td> </tr> <tr> <td>1. Insulated low voltage electricity conductors</td> <td>500 mm</td> <td>Training and safety systems</td> </tr> <tr> <td>2. Uninsulated low voltage electricity conductors</td> <td>1000 mm</td> <td>Training and safety systems</td> </tr> <tr> <td>3. High voltage electricity conductors up to and including 66kV</td> <td>2000 mm</td> <td>Training and safety systems</td> </tr> <tr> <td>4. High voltage electricity conductors above 66kV</td> <td>6400 mm</td> <td>Training and safety systems</td> </tr> <tr> <td>5. Communications cabling - broadband and telephone</td> <td>300 mm</td> <td>Training and safety systems</td> </tr> </table>	Types of overhead electrical & communications assets, including voltage (V) both above and below ground and direct contact.	Minimum clearances for the design envelope of plant and equipment under these conditions. This clearance is also required where the conditions in Table B cannot be met.	Safety Controls required for the Deemed to Comply Gateway provisions to be met.	1. Insulated low voltage electricity conductors	500 mm	Training and safety systems	2. Uninsulated low voltage electricity conductors	1000 mm	Training and safety systems	3. High voltage electricity conductors up to and including 66kV	2000 mm	Training and safety systems	4. High voltage electricity conductors above 66kV	6400 mm	Training and safety systems	5. Communications cabling - broadband and telephone	300 mm	Training and safety systems	<b>H</b>	<b>Operator Spotter Deemed to comply Process</b>
Types of overhead electrical & communications assets, including voltage (V) both above and below ground and direct contact.	Minimum clearances for the design envelope of plant and equipment under these conditions. This clearance is also required where the conditions in Table B cannot be met.	Safety Controls required for the Deemed to Comply Gateway provisions to be met.																					
1. Insulated low voltage electricity conductors	500 mm	Training and safety systems																					
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4. High voltage electricity conductors above 66kV	6400 mm	Training and safety systems																					
5. Communications cabling - broadband and telephone	300 mm	Training and safety systems																					
Working in close proximity to Above Ground Electrical Assets...cont.	Electrocution Electric Shock	<b>E</b>	<p>Trained and Authorised to complete Vegetation Clearance Around Electrical Conductors</p> <ul style="list-style-type: none"> <li>Any works conducted within 3 meters:                             <ul style="list-style-type: none"> <li>Dedicated Spotter to be provided</li> <li>Operator must be trained have a Certificate II (ESI)</li> <li>All mobile plant is to be suitably insulated and tested</li> <li>Always maintain Safe Approach Distances (SAD) or greater as specified by the electricity distribution company</li> </ul> </li> </ul> <p>• All relevant information is to be held in Operating Vehicle.</p>	<b>H</b>	<b>Operator Spotter</b>																		

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<b>SAFE WORK METHOD STATEMENT</b>				<b>GOAL ZERO</b>
Activity: Working in Close Proximity to Above / Below Ground Assets	SWMS No: 147	Version: 2.0	Date Issued: October 2018	Revision Date: October 2021

PROCESS STEPS	POTENTIAL HAZARDS	INHERENT RISK	HAZARD CONTROL MEASURES	RESIDUAL RISK	RESPONSIBLE PERSON
Working in close proximity to Above Ground Electrical Assets...cont.	Person / vehicle contact with asset	<b>E</b>	Environment <ul style="list-style-type: none"> <li>Monitor weather conditions - powerlines can sag in extreme heat and sway in strong winds</li> <li>Powerlines are difficult to see at dawn and dusk</li> <li>Wet and humid conditions power may arc, increase clearance distances or cease work.</li> </ul>	<b>H</b>	<b>Operator</b>
		<b>E</b>	Emergency <ul style="list-style-type: none"> <li>If contact is made with vehicle stay in vehicle</li> <li>Create exclusion zone of 8-10 meters</li> <li>Contact electricity distribution company</li> </ul>	<b>H</b>	<b>Operator</b>
Working around communications towers and antenna equipment	Exposure to electromagnetic radiation	<b>H</b>	Avoid approach directly from the front, approach from side or rear only.	<b>M</b>	<b>Operator</b>
Optical fibre	Eye damage	<b>H</b>	If severed or ends are exposed, be aware that a ultraviolet light is emitted that could cause eye damage. Do not expose eye to ends.	<b>M</b>	<b>Operator</b>
Working in close proximity to Below Ground Assets	Electrocution Electric Shock	<b>E</b>	<ul style="list-style-type: none"> <li>PPC&amp;E -Long sleeve, long pants, high vis, safety shoes and hard hat when working around mobile equipment</li> <li>All cables are to be considered 'live' until determined otherwise determined not.</li> <li>No Go Zones               <ul style="list-style-type: none"> <li>You may carefully probe the location of underground asset by hand or other suitable non-destructive method</li> </ul> </li> <li>Do not work within 300 mm for individuals, and 500 mm for plant or equipment</li> </ul>	<b>H</b>	<b>Operator</b>

Prepared By: HSE Advisors	Owner: Group HSEQ	Page: 6 of 13
Citywide Service Solutions Pty. Ltd. 294 Arden Street North Melbourne, Victoria, 3051	ABN 94 066 960 085	
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SAFE WORK METHOD STATEMENT				GOAL ZERO
Activity: Working in Close Proximity to Above / Below Ground Assets	SWMS No: 147	Version: 2.0	Date Issued: October 2018	Revision Date: October 2021

PROCESS STEPS	POTENTIAL HAZARDS	INHERENT RISK	HAZARD CONTROL MEASURES	RESIDUAL RISK	RESPONSIBLE PERSON
	Striking services such as gas or water.	<b>H</b>	Review Dial Before You Dig Service locating and pot holing prior to commencing works. Obtain relevant service permits and approvals to approach assets. Abide by all permit conditions Complete risk assessments.	<b>M</b>	<b>Operator</b>

Prepared By: HSE Advisors	Owner: Group HSEQ	Page: 7 of 13
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<b>SAFE WORK METHOD STATEMENT</b>				<b>GOAL ZERO</b>
Activity: Working in Close Proximity to Above / Below Ground Assets	SWMS No: 147	Version: 2.0	Date Issued: October 2018	Revision Date: October 2021

**Identification of Changes to SWMS – Amendment Sheet**

Supervisor / Leading Hand Name	Supervisor / Leading Hand Signature	Designated Reviewer Name	Designated Reviewer Signature

Step No.	Changes / Additions to the work method identified	Identified Potential Safety or Environmental Hazards	Risk Score	Control Measures to be implemented to reduce or eliminate identified Hazards	Residual Risk	Action by

**Review the Risks - Do the above changes require higher level management approval?    No     Yes     If Yes Approved By :**

**Date:** \_\_\_\_\_

(I confirm that by signing below I have read and understood the method changes and the hazard controls adopted for this SWMS)


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<b>SAFE WORK METHOD STATEMENT</b>				<b>GOAL ZERO</b>
Activity: Working in Close Proximity to Above / Below Ground Assets	SWMS No: 147	Version: 2.0	Date Issued: October 2018	Revision Date: October 2021

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**CONSULTATION AND SIGN OFF**

This SWMS has been developed in consultation and cooperation with workers and relevant persons conducting business or undertaking (PCBU). I have read the above SWMS and I understand its contents. I confirm that I have the skills and training, including the relevant certification to conduct the task as described. I agree to comply with the safety requirements within this SWMS including safe work instructions and personal protective equipment described.


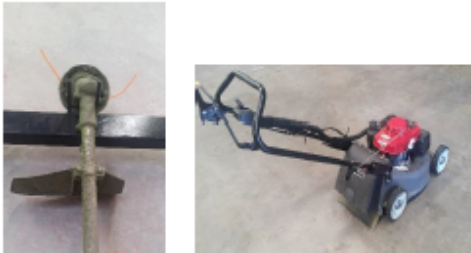

This SWMS briefing and consultation was carried out by the person indicated in the "Inducted By" column below and has formed part of my induction into this SWMS. Employees must complete the SWMS Sign Sheet after induction.

NAME <small>(Please Print)</small>	Company	Signature	Inducted By	Date
1.				
2.				
3.				
4.				
5.				
6.				
7.				
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9.				
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12.				

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Safe Operating Procedure	Mechanical Hand Held Equipment	Safe Operating Procedure No:	SOP 007
		Issue Date:	July 2017
Associated Risk	<b>Keep hands, hair and clothing free from moving parts</b>		
Training/Licence Required			
<b>Safe Operating Instructions</b>			
		<p><b>PPE</b> - Ensure that you are wearing eye and hearing protection, gloves, boots and high visibility clothing. When using a brushcutter you must also wear full face shield. Chain saw pants must also be worn when using a hedger.</p>	
		<p><b>Pre Start</b> – Ensure pre start check of equipment is carried out checking the condition of any blades, cutters, guards that are in place and seals. If repairs or maintenance are required, complete a maintenance request and only use equipment that is fully functional.</p>	
		<p><b>Moving parts</b> – keep hands and feet away from moving parts of equipment at all times.</p> <p><b>Always hold the power tool firmly with both hands on the handles.</b> Wrap fingers and thumbs firmly around the handles. Make sure you have firm and secure footing and hold the power tool so that the cutting blades are always away from your body.</p>	

Prepared By: HSE Advisor	Owner: Business Manager	Issue Date: 26/07/2017
Document No: SOP007	Issue No: 1.3	Page No: 1
		Review Date: 26/07/2020

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	<p><b>Manual handling</b> – ensure feet facing direction of body movement, move feet when you alter stance. Avoid awkward posture. Ensure equipment is held in the correct position for use. Ensure task rotation to alleviate repetitious movement when using hand equipment.</p>
	<p><b>Environment</b> – Be aware of members of the public, other workers and animals in the vicinity of your work. Be aware that projectiles may come from your equipment, cease operation if person enters your work zone.</p>
	<p><b>Refuelling</b> –when refuelling equipment ensure that it is turned off and that an appropriate funnel or spout is used. Refuelling is only to occur in a safe area away from Turf and unprotected drains.</p>

Prepared By: HSE Advisor	Owner: Business Manager	Issue Date: 26/07/2017
Document No: SOP007	Issue No: 1.3	Page No: 2 Review Date: 26/07/2020

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SOP Number		SOP Name:			
Date	Name	Company	Signature	Inductor	Inductor Signature

Prepared By: HSE Advisor	Owner: Business Manager	Issue Date: 26/07/2017
Document No: SOP007	Issue No: 1.3	Page No: 3 Review Date: 26/07/2020





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Safe Operating Procedure	Chainsaw and Power Pruning	Safe Operating Procedure No:	SOP 020
		Issue Date:	December 2017
Associated Risk	<b>KEEP HANDS AWAY FROM MOVING PARTS – Always use two hands when operating the chainsaw</b>		
Training/License Required			
<b>Safe Operating Instructions</b>			
		<p><b>Pre start</b> – Inspect worksite for hazards, debris, potential projectiles and trip hazards. Check equipment is in serviceable condition, suitable for task and correct size for work being completed.</p>	
		<p><b>PPE</b>- Chainsaw pants must be worn in addition to hearing, eye protection, hard hat, gloves, footwear and high visibility clothing.</p>	
		<p><b>Traffic Management</b> – Identify and establish work zone prior to any works. Implement selected traffic management plan. Ensure barriers are established where required.</p>	
		<p><b>Drop Zone</b> - Identify and establish drop zone for material and set up traffic management. To protect public, assets and other workers.</p>	

Prepared By: HSE Advisor	Owner: Business Manager	Issue Date: 20/12/2017
Document No: SOP 020	Issue No: 2	Page No: 1
		Review Date: 20/12/2020

Warning: Printed copies of this document MAY NOT BE THE LATEST. The most up-to-date version is located on SharePoint.

	<p><b>Moving Parts</b> – Keep hands and feet away from moving parts of machine.  <b>At no time shall the chainsaw be operated with one hand</b></p>
 	<p><b>Manual Handling</b> – Do not over reach or hyper extend when using equipment, ensure correct posture and hold equipment close to body.</p>
	<p><b>Environment</b> – Be aware of people and other hazards entering work zone and cease work if anyone enters work zone.</p>

Prepared By: HSE Advisor	Owner: Business Manager	Issue Date: 20/12/2017
Document No: SOP 020	Issue No: 2	Page No: 2 Review Date: 20/12/2020

Warning: Printed copies of this document MAY NOT BE THE LATEST. The most up-to-date version is located on SharePoint.

SOP Number: 020		SOP Name: Chainsaw and Power Pruning			
Date	Name	Company	Signature	Inductor	Inductor Signature

Prepared By: HSE Advisor	Owner: Business Manager	Issue Date: 20/12/2017
Document No: SOP 020	Issue No: 2	Page No: 3
		Review Date: 20/12/2020

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## Appendix 14 – Wyndham Indigenous Tree List

COMMON NAME	BOTANICAL NAME
Gold-dust wattle	<i>Acacia acinacea</i>
Silver Wattle	<i>Acacia dealbata</i>
Lightwood	<i>Acacia implexa</i>
Black Wattle	<i>Acacia mearnsii</i>
Blackwood	<i>Acacia melanoxylon</i>
Hedge Wattle	<i>Acacia paradoxa</i>
Golden Wattle	<i>Acacia pycnantha</i>
Wirilda	<i>Acacia retinodes</i>
Varnish Wattle	<i>Acacia verniciflua</i>
Buloke	<i>Allocasuarina luehmannii</i>
Drooping Sheoke	<i>Allocasuarina verticillata</i>
Silver Banksia	<i>Banksia marginata</i>
Sweet Bursaria	<i>Bursaria spinosa</i>
River Bottlebrush	<i>Callistemon sieberi</i>
White Cypress Pine	<i>Callitris glaucophylla</i>
Rock Correa	<i>Correa glabra</i>
Giant Hop Bush	<i>Dodonaea viscosa</i>
Turkey Bush	<i>Eremophila deserti</i>
Blue Box	<i>Eucalyptus baueriana</i>
River Red Gum	<i>Eucalyptus camaldulensis</i>
Grey Box	<i>Eucalyptus microcarpa</i>
Cherry Ballart	<i>Exocarpos cupressiformis</i>
Shrub Violet	<i>Hymenanchera dentata</i>
Prickly Tea-tree	<i>Leptospermum continentale</i>
Woolly Tea-tree	<i>Leptospermum lanigerum</i>
Swamp Paper-bark	<i>Melaleuca ericifolia</i>
Moonah	<i>Melaleuca lanceolata</i>
Tangled Lignum	<i>Muehlenbeckia florulenta</i>
Common Boobialla	<i>Myoporum insulare</i>
Sticky Boobialla	<i>Myoporum viscosum</i>
Snowy Mint-bush	<i>Prostanthera nivea</i>
Mutton-wood	<i>Rapanea howittiana</i>
Kangaroo Apple	<i>Solanum laciniatum</i>





## Appendix 17 – Wyndham City Council Public Notices & Facebook Page.

wyndhamcity  
city coast country

Other Languages | Text Size | Chat Online

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Experience Wyndham Residents Services Waste & Recycling Building & Planning Libraries Careers About Council

About Council » Public Notice

### About Council

#### Wyndham City Council

- Council Elections 2016
- Customer Service
- Contact numbers, how to make a payments, maps, multilingual language assistance, freedom of information and more
- Wyndham City Organisational Structure
- Wyndham City Council Meetings
- Demographics & Population
- Committees & Groups
- Sister City Project
- Australian Citizenship
- Wyndham City Council

#### Community Consultation

- Dog Off Lead Area Review
- Wyndham City's Proposed Integrated Plan & Budget 2016/2017
- Landscape Design Guidelines for Public Spaces
- Greening the Pipeline
- Wyndham Play Space Strategy
- Baden Powell Drive Reserve
- Wyndham Exchange
- Wyndham 2040
- Wyndham Integrated Transport Strategy

#### Councillors and Wards

- Mayoral Column
- 2012 Election Campaign Donation Returns

#### Advocacy In Wyndham

Advocacy In Wyndham  
Advocacy aims to influence those who hold governmental, political and economic power to implement public policies and projects that benefit Wyndham residents and services.

#### Publications and Media Releases

- Annual Report 2014/2015
- Previous Years Annual Reports
- Previous Years Wyndham City Budgets
- Media Releases
- Wyndham News
- Community Directory

#### Tenders

- Current Tenders
- Recently Awarded Tenders in Wyndham
- Tenderlink Website
- If the tender is not available on Wyndham City's website check the Tenderlink website

#### Initiatives, Plans, Policies and Strategies

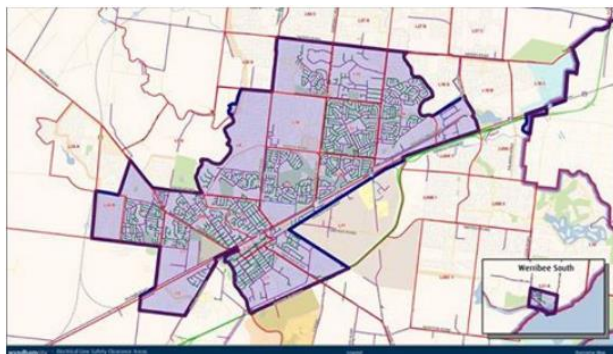
- Wyndham City Integrated Plan & Budget (2015-2016)
- Quality Community Plan
- Wyndham City Advocacy Strategy
- Community Development
- Environment & Sustainability
- Local Laws, Policies & Guidelines

#### Expression of Interest

- Wyndham Reconciliation Advisory Committee

#### Public Notice

- Cyclic Tree Pruning Works



### Wyndham City Living

6 September 2015

**Vegetation Management Near Overhead Power Lines.**  
Wyndham City Council has contracted Citywide Services PTY LTD to manage its Vegetation Electrical Line Clearance Program. As part of this program the street trees and power-lines are inspected regularly to ensure no impact to power supply through conflict with trees.  
All vegetation maintenance work is required to be carried out in compliance with the Electrical Safety Act (Electric Line Clearance) Regulations 2010. These regulations stipulate a minimum safe clearance between trees and power-lines, to keep re-growth clear of power lines.  
Wyndham City Council is responsible for management of power line clearance in the area highlighted in purple on the map below.  
The tree works in this area will be carried out over the next 4 months.  
Regular auditing occurs throughout the year.  
All works will be conducted in accordance with the Wyndham City Council Tree Policy 2015.  
If you have any inquiries regarding the above please contact Ron Mifsud – Area Leader Arboriculture, Wyndham City Council on 9742 0777 or email [parksfeedback@wyndham.vic.gov.au](mailto:parksfeedback@wyndham.vic.gov.au).  
<http://bit.ly/1MzcXuQ>



## Appendix 18 – Works Notification Card.

# Nature Strip Tree Inspection

Parks Department wyndhamcity  
city coast country

**Wyndham City's Arboriculture Team attended to your nature strip tree today, with the following results:**

- The nature strip tree has been removed or is scheduled for removal
- The condition of the tree does not necessitate removal
- The nature strip tree has been pruned/uplifted
- The nature strip tree is scheduled for pruning/uplifting
- The nature strip tree does not require work
- The tree root issue will be actioned accordingly
- The tree root issue requires further investigation

Additional Comments: \_\_\_\_\_

*NB: the resulting stump from removed trees may take up to 4 weeks to be removed*

**Work is scheduled to be resolved within:**

1 week       2 weeks

3 weeks       4 weeks

other \_\_\_\_\_ weeks

If you have questions regarding our findings contact 9742 0777

[www.wyndham.vic.gov.au](http://www.wyndham.vic.gov.au)

## Appendix 19 – Newspaper Advertisement.

wyndhamcity

October 2021

### **VEGETATION MANAGEMENT NEAR OVERHEAD POWERLINES**

Wyndham City Council has contracted Citywide Service Solutions Pty Ltd to manage its Vegetation Electrical Line Clearance Program.

As part of this program, the street trees and power-lines are inspected regularly to ensure no impact to power supply through conflict with trees.

All vegetation maintenance work is required to be carried out in compliance with the Electrical Safety Act (Electric Line Clearance) 2020 Regulations.

These regulations stipulate a minimum safe clearance between trees and power-lines, to keep re-growth clear of power lines.

Wyndham City Council is responsible for management of power line clearance in the area highlighted in the map below.

The tree works in this area will be carried out over the next four months. Regular auditing occurs throughout the year.

All works will be conducted in accordance with the Wyndham City Council Tree Policy 2019.

If you have any inquiries regarding the above please contact Ron Mifsud - Area Leader Arboriculture, Wyndham City Council on 9742 0777.

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