

ELECTRIC LINE CLEARANCE MANAGEMENT PLAN 2020 - 2021

Version 4, Issue 1

March 2020


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AUTHORISED BY	 Bridget Draper General Manager, City Assets and Environment

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1. Document Purpose

The following sections are in accordance with Regulation 9 (Management Plans) of the Electricity Safety (Electric Line Clearance) Regulations 2015.

2. Relevant Sections

9(2)

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

Council's Parks Team will review the Electric Line Clearance Management Plan (ELCMP) annually. The General Manager, City Assets & Environment will ensure this plan is approved by 31 March of that year, as required by the Electricity Safety (Electric Line Clearance) Regulations 2015.

If Council is requested by ESV to submit its ELCMP within 14 days, Council officers will ensure its ELCMP is sent to ESV via email by the due date. The ELCMP is available via Council's website: www.kingston.vic.gov.au

To ensure the plan is reviewed, amended and internally authorized, the ELCMP is an ongoing minuted task in the Parks Manager and Parks Team Leader monthly meetings. The process begins by the end of December to ensure the plan is prepared before 31st March.

9(3)A

Name, Address and Telephone Number of the Responsible Person.

Name: City of Kingston
Address: 1230 Nepean Highway Cheltenham, Victoria 3194
Telephone no: 1300 653 365
Email Address: info@kingston.vic.gov.au
Name of Chief Executive Officer: Julie Reid

9(3)B

Name, Position, Address, and Telephone number of the Person who was responsible for the Preparation of the Plan.

Name: Bridget Draper
Position: General Manager City Assets & Environment
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Telephone no: 9581 4761
Email Address: Bridget.Draper@kingston.vic.gov.au

9(3)C

Name, Position, Address and Telephone no. of the persons who are responsible for carrying out the Plan.

Name: David Shepard
Position: Manager of Parks and Open Space
Address: 43 Garden Boulevard Dingley, Victoria 3172
Telephone: 8586 1621
Email Address: david.shepard@kingston.vic.gov.au

Name: Robert Ford
Position: Co-Ordinator – Tree Operations
Address: 43 Garden Boulevard Dingley, Victoria 3172
Telephone: 8586 1630
Email Address: robert.ford@kingston.vic.gov.au

Name: Andrew Janson
Position: Supervisor – Tree Operations
Address: 43 Garden Boulevard Dingley, Victoria 3172
Mobile: 0408 549 189
Email Address: andrew.janson@kingston.vic.gov.au

Name: Chad Rimmer
Position: Operations Supervisor
Address: City Wide Service Solutions
19 Sullivan Street
Moorabbin, Victoria 3189
Mobile: 0437 989 584
Email Address: chad.rimmer@citywide.com.au

Name: Rod Planner
Position: Operations Manager
Address: TreeServe
PO Box 227,
Mt Waverley, Victoria 3149
Mobile: 0418 388 113
Email Address: rod.planner@treeserve.com.au

9(3)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 Vegetation.

Business Hours

Name: Robert Ford Tree Co-Ordinator - Mobile no. 0418 178 565

If unavailable call

Emergency telephone no: 8586 1630

After Hours

Name: TreeServe

Emergency telephone no's: office no: 8679 0930 this will divert to call out number or the Operations Manager Rod Planner – 0418 388 113 or Operations Supervisor Tony Rickard – 0408 550 704.

victoria.operations@treeserve.com.au

9(3)E

The objectives of the Plan:

The objectives of this vegetation management plan are:

- Public Safety
- Ensuring electrical safety.
- Provide a safe workplace for employees and service providers.
- Compliance with the Electricity Safety (Electric Line Clearance) regulations 2015.
- Management of Council trees to meet the Kingston's objective of maximizing the environment and amenity value of the urban forest.
- Manage the tree population with Kingston's Tree Policy
- Maintain community satisfaction with the manner in which the necessary works required by the Act are performed.
- To assist the distribution businesses in achieving reliability of supply and to minimize fire starts.

To achieve the objectives Council has an annual pruning program for trees near High Voltage power lines and a two year cyclic pruning program for trees near Low Voltage power lines which is inspected and work programmed for all trees throughout the municipality. **See 1. 13 Table 1** for timeframes of pruning works.

Council will ensure the objectives of the vegetation management plan are achieved by achieving the following KPIs:

- Regularly audit contractors and pruning works for OH&S compliance for the public and staff.
- Audit pruning contract to ensure specifications are achieved including required clearances.
- Discuss status of programmed works and compliance to code at monthly and annual contract meetings.
- Ensuring the tree maintenance programs are maintained to the agreed schedule.
- Ensure contract specifications match outcomes of Council's Tree Management Strategy.
- Address community issues relating to trees as they arise through Council's customer service system.
- Audit Council's tree contractor to ensure compliance with regard to training requirements, safety systems, maintenance of equipment and relevant licenses.
- Meet with the relevant DB on a six-monthly basis to address any issues as they relate to the conflict between trees and power lines.

The works are undertaken by council's contractor and are audited by Council officers and the contractor during and on completion of each suburb. Any non-compliance identified through the audit process is rectified in the required timeframe as directed by the Contract Supervisor.

9(3)F

The Land to which the Management Plan applies by the inclusion of a map

Kingston is approximately 91 square kilometres. The location of trees subject to this management plan are indicated on maps held by the Office of the Energy Safe Victoria codes VE6/1032, VE6/1032/1, VE6/1032/2 and available at <https://eservices.esv.vic.gov.au/LineClearance/>

The City has been divided into twenty one suburbs for the purpose of tree management. Refer **Attachment 1 —Program Tree Maintenance Suburb Map**.

Attachment 3 maps - delineates the declared area for electric line pruning by the City of Kingston, within its municipal boundaries. The overhead electric lines that are required to be kept clear of vegetation are predominantly on the road reservations of the streets shown.

Kingston City Council municipality contains spans of both low and high voltage conductors. Kingston City Council at this time does not have details on how many spans are in our declared area and do not have the resources to obtain that information. Council has however, arranged annual meetings with the CFA to confirm any changes to **HBRA/LBRA areas - Attachment 2**.

9(3)G(I)

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 – Native:

Whilst a number of native & exotic trees are located near power lines at this stage council does not have detailed specie & location information. There are no Significant trees affected by Electric Line Clearance works.

Summary of street trees managed by the City of Kingston:

- The City of Kingston has 560 km of road
- There are approximately 45,000 street trees
- Approximately 22,500 trees are situated near power lines
- Includes all other council responsible vegetation

The tree population of the City of Kingston is a mix of native and exotic species which enhance the amenity of the municipality. There are a variety of tree species throughout the municipality which are native to Australia, however are not necessarily native to the area or region (indigenous). For the purpose of the Electric Line Clearance Management Plan, the term 'native' will include any tree identified as being native to anywhere in Australia.

The street tree population of the City of Kingston represents an established, healthy, significant tree resource of varying tree ages, sizes and types. The majority of street trees are mixed Natives and come in various stages of maturity and are represented by Eucalyptus, Melaleuca, Callistemon, Lophostemon, Agonis, Prunus, Melia, Pyrus and Lagunaria.

Mentone, Parkdale, Braeside, Mordialloc, Aspendale, Aspendale Gardens, Waterways, Edithvale, Chelsea, Chelsea Heights, Bonbeach, Carrum and Patterson Lakes have a mixture of planted street trees, with the majority being native and exotic trees making up the balance.

Clayton South, Clarinda, Oakleigh South, Moorabbin, Highett, Cheltenham, Heatherton, and Dingley have a mixture of planted street trees, being both exotic and native.

G (II)

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

Kingston has developed a Significant Tree Register which has recently been included into the Kingston Planning Scheme as part Schedule 3 to the Environmental Significance Overlay. This Register includes the location of all trees identified as having historical, botanical or ecological significance on both public and private land throughout Kingston. For a copy of Kingston's

Significant Tree Register, please see: <http://www.kingston.vic.gov.au/Property-Development/Vegetation-Tree-Removal/Significant-Tree-Register>

A permit is not required under those overlays for works to keep vegetation clear of an electric line in accordance with a code of practice prepared under Part 8 of the Electricity Safety Act 1998.

G (III)

Trees of Cultural or Environmental Significance

Kingston City Council maintains a Significant Tree Register which identifies trees to be protected under the local law. The locations of those trees are on council and private land and listed in the Register. Any trees identified on Council-managed land are provided to Council's contractor Citywide Service Solutions to ensure they are aware of their location.

City of Kingston's Vegetation Management officer and with the support of the Planning department is responsible for the identification of significant trees in the municipality. None of these trees require management to comply with the Electric Line Clearance Regulations.

An annual review is undertaken of the register between the planner and arboriculture area to determine any changes to the Significant Tree Register. Following this review, any new information is provided to council's contractor Citywide Service Solutions to ensure they are aware of the location of the additional significant trees.

9(3)H

The means which the responsible person is required to use to identify a tree specified in paragraph (g)

Council employees and contractors who conduct arboricultural inspections qualifications in horticulture / arboriculture and above or at least 3 years of field experience in assessing trees and are capable of identifying a native tree.

- Consult the Planning Scheme.
- Consult the Register of Significant Trees.
- Victorian Aboriginal Heritage Register
- Threatened / Endangered Flora list
- Threatened / Endangered Invertebrate Fauna list
- Threatened / Endangered Fauna list

Tree lists & registers will be amended when there are updates to the planning scheme or environmental overlays. Any new information is provided to council's contractor Citywide Service Solutions to ensure they are aware of the location of any additional significant trees.

See links below:

- <http://planningschemes.dpcd.vic.gov.au/>
- <http://www.kingston.vic.gov.au/Property-Development/Vegetation-Tree-Removal/Significant-Tree-Register>

- <http://www.dpc.vic.gov.au/index.php/aboriginal-affairs/aboriginal-cultural-heritage/victorian-aboriginal-heritage-register>
- <http://delwp.vic.gov.au/environment-and-wildlife/conserving-threatened-species-and-communities/threatened-species-protection-initiative/threatened-species-advisory-lists>

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

The City of Kingston overlays do not require a permit under these overlays for works to keep vegetation clear of an electric line in accordance with a code of practice prepared under Part 8 of the Electricity Safety Act 1998.

iii. The trees of cultural or environment significance

These trees are included in the Significant Trees Register:

9(3)l

The Management Procedures that the responsible person is required to adopt to ensure compliance with the Code, which must:

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

Council has approximately 22,500 trees that are affected by the Electric Line Clearance Management Plan. Kingston City Council has ensured compliance with the code by appointing a tree contractor who provides arboricultural services. This contractor maintains compliance clearance space in the areas / suburbs affected by the plan. The current arboriculture contractor is Citywide Services Solutions Pty Ltd. In order to manage these trees for compliance, Council:

- Undertakes an annual inspection and pruning (where required) of all vegetation near HV power lines to ensure compliance with the code of practice. **September – December Table 1.** This is determined by minimum clearance space for span length and voltage utilizing relevant graphs within the code.
- Undertakes two yearly inspection and pruning (where required) of all trees within the City of Kingston to ensure appropriate clearance from LV power lines. The maintenance and timelines schedule for this is included in **Table 1 - Programmed Tree Pruning for City of Kingston.**
- The RP is required to ensure the clearance from LV powerlines is in compliance with the Code of Practice.

- Ensures Kingston council's small **HBRA declared area located in Spring Road Dingley** is audited by a Council field officer in November of each year to ensure compliance with the Electricity Safety (Electric Line Clearance) Regulations 2015. Any power line clearance works to ensure compliance will be programmed to be completed by the end of November. The HBRA declared area is re-audited again by the end of January and if any works are required to ensure compliance will be undertaken. All pruning should conform to AS 4373 – Pruning of Amenity of Trees.
- Undertake the pruning of all trees, as far as practicable, in accordance with AS 4373 - Pruning of Amenity trees.
- Ensures the selection of appropriate species for new and replacement plantings.
- Requires all subdivisions and new estates to underground proposed power lines.
- Ensures trees are pruned to the minimum clearances outlined in the Electric Safety (Electric Line Clearance) Regulations 2015. Aim is for all pruning to conform to AS 4373 – Pruning of Amenity Trees.
- Ensures all trees near or adjacent to power lines are inspected as part of the standard pruning cycle. Where pruning is required, the extent of pruning will maintain minimum clearances and provide additional clearances as necessary to prevent regrowth from entering the clearance space between pruning cycles.
- Undertakes a suburb completion quality audit for each completed suburb to ensure compliance with the Electricity Safety (Electric Line Clearance) Regulations 2015 and AS 4373 – Pruning of Amenity Trees. The completion audit includes assessing an allowance for regrowth for the length of the pruning cycle.
- Undertakes work in conjunction with the DBs, ensures regular liaison to facilitate works, conducts meetings twice per year to achieve better outcomes, accessing live line clearing, suppression & shutdown coordination, discuss performance and general issues and practical and affordable solutions to achieve compliance and maintain amenity and tree health.

Council officers will identify during audits any unsuitable species for removal and replacement (where required) as per council's tree policy after power line pruning works are completed at the end of each suburb.

The City has been divided into twenty-one manageable suburbs; maintenance in each suburb is monitored for re-growth this information is used to adjust frequency of cyclical pruning if required.

Council's tree maintenance approach includes a reactive pruning capacity which is called upon if required. Council contractors provide this service for isolated or urgent requests by the public or the DB usually resulting from variations to predicted re-growth.

Council will ensure these programs are achieved by meeting the following KPIs:

- Regularly audit contractors and pruning works for OH&S compliance for the public and staff.

- Audit pruning contract to ensure specifications are achieved including required clearances.
- Discuss status of programmed works and compliance to code at monthly and annual contract meetings.
- Ensuring the tree maintenance programs are maintained to the agreed schedule.
- Ensure contract specifications match outcomes of Council’s Tree Management Strategy.
- Address community issues relating to trees as they arise through Council’s customer service system.
- Audit Council’s tree contractor to ensure compliance with regard to training requirements, safety systems, maintenance of equipment and relevant licenses.
- Meet with the relevant DB on a six-monthly basis to address any issues as they relate to the conflict between trees and power lines.

The works are audited by Council officers and the contractor during and on completion of each program suburb. Any non-compliance identified through the audit process is rectified in the required timeframe as directed by the Contract Supervisor.

Any reworks issued to the contractor as a result of non-compliance is discussed at monthly contract meetings to determine the cause for the non-compliance to prevent reoccurrence.

The timeframe of the programmed pruning works is included in the following table:

TABLE 1 – PROGRAMMED TREE PRUNING FOR CITY OF KINGSTON

Suburb	Month
Cheltenham	April - May 20
Dingley	May – June 20
Waterways	July – 20
Parkdale	July - Aug 20
Mordialloc	Aug - Sept 20
Aspendale	Nov - Dec 20
Aspendale Gardens	Dec 20 – Jan 21
Annual (High Voltage) Pruning Program	September – December 2020 - All Suburbs
Annual HBRA Pruning Program	November – December 2020
Braeside	Feb - 21
Edithvale	Feb - March 21
Chelsea	Mar – April 21
Chels Heights	April – May 21
Bonbeach	May - 21
Carrum	May – June 21
P Lakes	June - 21
Clayton South	July - Aug 21
Clarinda	Aug - Sept 21
Oakleigh South	Sept – Oct 21

These suburbs above have been identified within the Declared Area to have vegetation which is the responsibility of council to manage and maintain compliance with the code.

The current contractor (Citywide) has provided a High Voltage annual pruning program for **September – December** that allows for each tree within the Declared Area to be inspected and assessed with regard to overhead electric line clearance. Trees requiring power line clearance works will be undertaken.

ii. Specify the method for determining an additional distance that allows for cable sag and sway

Incorporating

Reg. 9(4) – A method for determining an additional distance that allows for cable sag and swag may provide for different additional distances to be determined for different parts of a span of an electric line

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

Reg 9(4), Sch. 21 identifies that additional clearance is required for spans over 45m between fixed points. The City of Kingston is an urban Council area and the majority of power lines within the city are 45m or less in distance and do not require additional distance for sag and sway to be calculated. If Kingston identifies spans exceeding 45m but < 100m Council will refer to the graphs contained in the code to calculate the necessary additional clearances required.

Kingston will also apply the maximum additional clearance that allows for cable sag and swag for spans if longer than 100 metres in length.

Council will discuss these adjusted clearances with the contractor at monthly contract meetings. Where additional clearance distances are required, these distances will be recorded and maintained for 5 years to ensure ongoing compliance. This information is recorded by Council’s Tree Pruning Contractor and provided to Council at the Annual Contract Review meeting in July each year.

9(3)J

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;

To ensure the latest version of AS4373 is being referenced, both Kingston & Citywide have subscriptions to the SAI Global standard association. Notifications of new or amended standards are forwarded to the organisations when they are released.

Kingston strives for its internal staff and contractors to meet the pruning standard set out in AS4373 as far a reasonably practicable while completing cutting activities to clear vegetation from electrical assets.

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

- a) The likelihood of the hazard or the risk concerned occurring – will the action create a defect, hazard, loss of tree health or aesthetic value in the present or future.
- b) The degree of harm that might result from the hazard or the risk - what will the impact be on the tree or future safety of the public.
- c) What the person concerned knows, or ought reasonably to know about:
 - a. The hazard or the risk – must have adequate knowledge to determine the hazards risks
 - b. Ways of eliminating or minimising the risk – must have adequate knowledge in relation to alternative measures
- d) The availability and suitability of ways to eliminate or minimise the risk – are other resources or techniques available to complete works to the standard.
- e) After assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk – does the cost required to complete works to the standard grossly outweigh the value of the tree.

Staff or contractors completing pruning works are required to complete all works to AS4373 as far as reasonably practicable which includes not removing more than 30% of foliage, not removing large structural limbs, using top/bottom cut method to prune to eliminate bark tearing. Where this cannot be achieved the site or trees are to be referred to Kingston's Contract Supervisor to make an assessment on whether or not it is reasonably practicable to deviate from AS4373.

Kingston ensures staff are appropriately trained and made aware of the principles of AS4373 by:

- Providing access to the document at the worksite.
- Referencing the standard in its internal procedures.
- Referencing the standard in tender documents for contractors
- Ensuring field staff and contractors are trained or are supervised by persons with Arboriculture or ESI certificate level training.

Where pruning to achieve clearance will not allow compliance with AS4373 or the Kingston City Council Tree Strategy, Kingston may elect to:

- Increase the pruning frequency to minimise the required pruning.
- Remove scaffold/ parent limbs initially to minimise future required pruning.
- Remove trees where the resulting pruning would leave trees unsuitable for retention.

Where the above situations occur, the Contract Supervisor at Kingston is to be notified. Where trees are to be removed relevant resident in the affected area are to be contacted by a written notification card / letter.

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

- Access to site
- Voltage of overhead conductors - equipment suitably insulated and tested.
- Proximity of vegetation to conductors.
- Configuration of equipment
- Reach/ height of equipment.

- Cutting tools proportional to material to be cut.

Once each of these points has been considered, the best fit for the task will be selected. Availability may also be a defining factor, where the best fit is not available other options may be considered, however must still be able to achieve acceptable pruning standards in a safe manner.

To verify that appropriate cutting standards are being achieved, Kingston has implemented a quality auditing process. Audits are completed during the course of and after completion of set works contractors. Quality of cuts, appropriateness of pruning, clearance requirements and post site clean-up are reviewed. Audits are completed by Kingston's Contract Supervisor fortnightly and monthly while pruning works are being completed. The audit has both a numerical measure as well as comments about specific issues. Feedback via the audit results is provided to the contractor. Where pruning does not meet the requirements the contractor may be required to return to sites to rectify works or be provided instruction about future improvements.

9(3)K

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 currently hold any alternative approved compliance mechanisms under Clause 31 of the Code.

Council proposes to apply for an alternative compliance mechanism for trees that are identified.

9(3)L

The details of each approval for an alternative compliance mechanism that

- i. the responsible person holds; and
- ii. is in effect

Council does not currently hold any alternative approved compliance mechanisms under Clause 31 of the Code.

9(3)M

A description of the measures that must be used to assess the performance of the responsible person under the management plan;

Council and the Contractor conduct monthly audits of completed pruning works within the recently completed suburbs. Any tree identified as non-compliant is recorded and the work reissued to the contractor to rectify within 15 working days, where practicable. Council through its audit system calculates the monthly KPI which relates to the percentage of non-compliant works. As part of the monthly audit, vegetation within the clearance space is also assessed. For internal audits a 90% minimum compliance benchmark is in place. This audit covers both clearance and quality of works to AS4373. The Contractor provides a report at monthly

meetings to Council detailing progress with the inspection and pruning program. Records are kept at council's depot.

External systems such as audits from the local DB in relation to outages are not received or tracked at present; however these are discussed at regular meetings with United Energy. If supplied, compliance and outage results from UE are a useful tool to help monitor the performance of the plan. This would be measured on a number of events per month or year with any significant increases determining detailed investigation.

In discussions with United Energy, Council understands that they now have a Vegetation Management System which can be utilised to record historical data which in turn provides the opportunity to set KPIs to track performance. The access and maintenance to UE's system is still being negotiated at this time.

United Energy does provide Council with a list of any non-compliant trees they may find during independent audits. This includes:

- Identified vegetation clearance breaches to the code
- Emergency clearances
- Community requests for line clearance
- DB requests for pruning
- Breaches of quality pruning requirements (AS4373)
- Implementation of audits schedule

These are then addressed by Council's Reactive Tree Service.

Council also records Community requests for tree pruning and these can be tracked to determine trends as well as performance.

Any tree identified as non-compliant is recorded and the work reissued to the contractor to rectify within 15 working days, where practicable. Council through its audit system calculates the monthly KPI which relates to the percentage of non-compliant works. As part of the monthly audit, vegetation within the clearance space is also assessed. For internal audits a 90% minimum compliance benchmark is in place. The Contractor provides a report at monthly meetings to Council detailing progress with the inspection and pruning program. Any urgent requests received from the Distribution Business are responded to within 15 working days. The Contractor is audited monthly for OH&S to ensure compliance. Items such as safe work procedures, equipment, worksite traffic management and qualifications are assessed.

Council ensures compliance is achieved by measuring the following KPIs:

- Ensuring the tree maintenance programs are maintained to the agreed schedule.
- Discuss any issues with Council's tree contractor at monthly contract meetings.
- Audit Council's tree contractor to ensure compliance with regard to training requirements, safety systems, maintenance of equipment and relevant licenses.
- Any reworks issued to the contractor is discussed at monthly contract meetings to determine the cause for the non-compliance to prevent reoccurrence.

- Undertakes an annual inspection and pruning (where required) of all vegetation near HV power lines to ensure compliance with the code of practice. **September – December Table 1.** This is determined by minimum clearance space for span length and voltage utilizing relevant graphs within the code.
- Undertakes two yearly inspection and pruning (where required) of all trees within the City of Kingston to ensure appropriate clearance from LV power lines. The maintenance and timelines schedule for this is included in **Table 1 - Programmed Tree Pruning for City of Kingston.**
- Ensures Kingston council's small **HBRA declared area located in Spring Road Dingley** is audited by a Council officer in November of each year to ensure compliance with the Electricity Safety (Electric Line Clearance) Regulations 2015. Any power line clearance works to ensure compliance will be programmed to be completed by the end of November. The HBRA declared area is re-audited again by the end of January and if any works are required to ensure compliance will be undertaken. All pruning should conform to AS 4373 – Pruning of Amenity of Trees.
- Undertake the pruning of all trees, as far as practicable, in accordance with AS 4373 - Pruning of Amenity trees.
- Ensures the selection of appropriate species for new and replacement plantings.
- Requires all subdivisions and new estates to underground proposed power lines.
- Ensures trees are pruned to the minimum clearances outlined in the Electric Safety (Electric Line Clearance) Regulations 2015. Aim is for all pruning to conform to AS 4373 – Pruning of Amenity Trees.
- Ensures all trees near or adjacent to power lines are inspected as part of the standard pruning cycle. Where pruning is required, the extent of pruning will maintain minimum clearances and provide additional clearances as necessary to prevent regrowth from entering the clearance space between pruning cycles.
- Undertakes a suburb completion quality audit for each completed suburb to ensure compliance with the Electricity Safety (Electric Line Clearance) Regulations 2015 and AS 4373 – Pruning of Amenity Trees. The completion audit includes assessing an allowance for regrowth for the length of the pruning cycle.
- Undertakes work in conjunction with the DBs, ensures regular liaison to facilitate works, conducts meetings twice per year to achieve better outcomes, accessing live line clearing, suppression & shutdown coordination, discuss performance and general issues and practical and affordable solutions to achieve compliance and maintain amenity and tree health.

Council field officers will identify during audits any unsuitable species for removal and replacement (where required) as per council's tree policy after power line pruning works are completed at the end of each suburb.

The City has been divided into twenty-one manageable suburbs; maintenance in each suburb is monitored for re-growth this information is used to adjust frequency of cyclical pruning if required.

Council's tree maintenance approach includes a reactive pruning capacity which is called upon if required. Council contractors provide this service for isolated or urgent requests by the public or the DB usually resulting from variations to predicted re-growth.

Council will ensure these programs are achieved by meeting the following KPIs:

- Regularly audit contractors and pruning works for OH&S compliance for the public and staff.
- Audit pruning contract to ensure specifications are achieved including required clearances.
- Discuss status of programmed works and compliance to code at monthly and annual contract meetings.
- Ensuring the tree maintenance programs are maintained to the agreed schedule.
- Ensure contract specifications match outcomes of Council's Tree Management Policy.
- Address community issues relating to trees as they arise through Council's customer service system.
- Audit Council's tree contractor to ensure compliance with regard to training requirements, safety systems, maintenance of equipment and relevant licenses.
- Meet with the relevant DB on a six-monthly basis to address any issues as they relate to the conflict between trees and power lines.

The works are audited by Council officers and the contractor during and on completion of each program suburb. Any non-compliance identified through the audit process is rectified in the required timeframe as directed by the Contract Supervisor.

Any reworks issued to the contractor as a result of non-compliance is discussed at monthly contract meetings to determine the cause for the non-compliance to prevent reoccurrence.

9(3)N

Details of the audit processes that must be used to determine the responsible person's compliance with the Code;

Council Contract Supervisor conducts monthly audits in conjunction with the contractor of completed pruning works for each suburb. The audit assesses the pruning works for quality and compliance to Australian Standard 4373-2007 and the Electric Line Clearance Code of Practice. (Tree maintenance suburbs are detailed in **Attachment 1**.) Council's Contract Supervisor records all monthly audits manually which is transferred onto the electronic monthly contract performance system. This identifies non-compliant works for reissuing to the contractor. Any tree identified as non-compliant is recorded and the work reissued to the contractor to rectify within 15 working days, where practicable. Council through its audit system calculates the monthly KPI which relates to the percentage of non-compliant works. As part of the monthly audit, vegetation within the clearance space is also assessed. For internal audits a 90% minimum compliance benchmark is in place. The Contractor provides a report at monthly meetings to Council detailing progress with the inspection and pruning program. Any urgent requests received from the Distribution Business are responded to within 15 working days. The Contractor is audited monthly for OH&S to ensure compliance. Items such as safe work procedures, equipment, worksite traffic management and qualifications are assessed.

Council ensures compliance is achieved by measuring the following KPIs:

- Ensuring the tree maintenance programs are maintained to the agreed schedule.
- Discuss any issues with Council's tree contractor at monthly contract meetings.
- Audit Council's tree contractor to ensure compliance with regard to training requirements, safety systems, maintenance of equipment and relevant licenses.

Any reworks issued to the contractor is discussed at monthly contract meetings to determine the cause for the non-compliance to prevent reoccurrence.

9(3)O

The Qualifications and experience that the responsible person must require of the persons who are to carry out the cutting or removal of trees

Council ensures that the Service Provider staff carrying out inspections, pruning or removal of trees near electrical infrastructure for compliance with Code of Practice will have the appropriate qualifications and suitable experience. As required under the Electricity Safety (Installation) Regulations 2009 r. 318 and r. 319 all Service Provider staff working on power line clearance works are "authorised persons" as defined by the installations regulations.

Service Provider staff conducting inspections, cutting or removal of trees are required to hold provide proof that they are enrolled through a RTO in an approved course for the following qualifications but not limited too. Field inspectors to have the necessary training or experience.

Inspector

- Certificate 11 – ESI in Powerline Vegetation Control
- Minimum Certificate IV Horticulture / Arboriculture
- including the Assess Trees module and Identify Trees module, or an equivalent qualification

- 3 years industry experience

Tree Cutter / Pruner

- Certificate 11 – ESI in Powerline Vegetation Control
- Minimum Certificate 3 Horticulture / Arboriculture
- 3 years industry experience

Grounds Person

- Certificate 11 – ESI in Powerline Vegetation Control

The UET20312 Certificate 11 ESI covers the required training such as Chainsaw use, OH&S principals, First Aid, pruning techniques and EWP licences. Additional staff may be required to hold training in;

- Limits of Approach and Safety Rules
- Traffic Management and Traffic Controller
- Tree Climbing
- Wood-chipper Operation

Council ensures that the contractor performing pruning and removal works around electric lines prune to the following:

- Pruning of Amenity Trees Australian Standards AS4373-2007.
- The Code of Practice on Electrical safety for work on or near high voltage electrical apparatus or the Blue Book

Council's contractor also holds the following licences and certificates:

- National EWP Licence
- First Aid – Level 2
- Current Victorian Drivers Licence
- Chipper Operations Certificate
- Chainsaw Operations Certificate
- Basic Worksite Traffic Management – Vic National Course Code, 21783VIC – Control Traffic With a Stop – Slow Bat, 21784VIC
- Certificate 3 in Horticulture (Arboriculture) National Code: RTF 30203 or suitable experience or in the process of obtaining relevant qualifications.

The Contractor keeps details of all qualifications, experience and training records including refresher training of its Arboriculture staff in a training matrix and provides a copy to Council on request or on an annual basis at the annual review meeting. Certain aspects of the above mentioned training require update or refresher training at regular intervals. To ensure this training occurs council requires the Contractor to provide copies of certificates and training matrix at the contract anniversary and at commencement of any new staff member. Details of refresher training is provided at monthly contract meetings. Copies of these documents are stored electronically in the contract file on council's record system.

Council's contractor is inducted into the ELC Management Plan via discussion at the Annual Review Meeting.

New staff commencing with Council's Tree Pruning Contractor, are inducted with City Wide's induction process. This incorporates the contract specifications as well as the requirements for compliance with Code of Practice and the Regulations. The induction also outlines expected site & behaviour rules as well as specific task related rules contained within Safe Work Method Statements (SWMS) & Safe Work Procedures (SWPs).

Once new staff are inducted, the Contractor's Team Leader / Supervisor observes their approach to the work prior to deeming them competent. This information is then passed onto Council as part of the monthly reporting process.

If during audit of the contractor or otherwise they are found to be on site without the appropriate training the following actions will occur.

- Stand down and follow up investigation
- Issue a non-conformance
- Request a response from the contractor (which is stored in council's record management system)
- Discuss at monthly contract meeting

9(3)P

Notification and consultation procedures

Covered in schedules 15, 16, 17 &18 of the Code

9(3)Q

Dispute resolution procedures:

i. Internal Dispute Resolution

Disputes between Council, the public or other persons relating to issues with the pruning of Council trees to comply with the code of practice will be forwarded to the Manager Parks and Recreation to begin the resolution process to resolve in accordance with Council Tree Management Policy. The link to this is: <http://www.kingston.vic.gov.au/Outdoors/Parks-Playgrounds/Trees-and-Nature-Strips/Street-Trees>

Council Dispute Resolution Contact

Name: David Shepard
Position: Manager Parks and Open Space
Business Address: 43 Garden Boulevard Dingley, Victoria 3172
Telephone No: 8586 1621
Email Address: david.shepard@kingston.vic.gov.au

ii. External Dispute Resolution

If a dispute cannot be resolved by the Manager of Parks & Recreation, it will be escalated to the General Manager City Assets, or the Chief Executive Officer for resolution. If necessary, the Chief Executive Officer may request that an independent, external reviewer be appointed to

assist in resolving the issue and if relevant, contact the local distribution company, Energy Safe Victoria or the Energy and Water Ombudsman of Victoria.

Typically the procedure is based on the resolution of the complaint at the lowest management level possible. If the dispute cannot be settled at the first negotiating level, then the process allows for escalation of the dispute to the next level of management. The preferred process of escalation is:

- Tree Operations Supervisor
- Tree Operations Co-ordinator
- Team Leader Parks
- Manager Parks
- General Manager
- Chief Executive Officer
- Energy and Water Ombudsman Victoria

9(4)

A method for determining an additional distance that allows for cable sag and swag may provide for different additional distances to be determined for different parts of a span of an electric line

The City of Kingston is an urban Council area and the majority of power lines within the city are 45m or less in distance and do not require additional distance for sag and sway to be calculated.

If we identify spans exceeding 45m we will consult with the relevant DB to calculate the necessary additional clearance distances if and when required. Council will contact the relevant DB via email or phone.

Where additional clearance distances are required, these distances will be recorded and maintained for 5 years to ensure ongoing compliance.

10(7)

A responsible person must ensure that a copy of the management plan is:

An electronic copy of Council's ELCMP will be available on Council's website.

A copy of Council's 'Electric Line Clearance Vegetation Management Plan' is available at Kingston's Parks Depot office at 43 Garden Boulevard Dingley for inspection and comment by the public during normal office hours 9.00am – 3.30pm.

To view the plan an appointment should be made by contacting Kingston's customer service 1300 653 365. After an appointment is made, a meeting room can be organised for viewing the plan.

The plan will be updated annually by Council's Parks Team with the old version removed and replaced on the website with the updated version.

11(2)

A responsible person who receives an exemption must ensure that a copy of the exemption is:

- a) Published on the responsible person's internet site, and**
- b) Available for inspection at the responsible person's principal office in the State during normal business hours.**

Council does not currently hold any exemptions. If we do in the future they will be available to the public.

1.1. 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

Kingston council does not currently have any exceptions.

5

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

Kingston council does not currently have any exceptions.

6

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

Kingston council does not currently have any exceptions.

7

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

NOTE: Only applies to transmission – Not applicable to Council

8

Responsible person may cut or remove hazard tree

Council undertakes a two year cyclic pruning program and reactive pruning for all Council managed street trees. If through the routine inspection of the cyclic program or otherwise a person identifies a tree under council's management within the declared area is:

- likely to fall onto or otherwise come into contact with an electric line
- regrowth into the clearance space before the next scheduled visit
- vegetation in a HBRA area found to be within clearance after declaration of the fire season.

Council will arrange for an assessment to be undertaken by a suitably qualified arborist who has:

- the qualification of Certificate Level IV in Horticulture / Arboriculture, including the "Assess Trees" module, or an equivalent qualification; and
- at least 3 years of field experience in assessing trees;

This may be conducted by an internal or external resource. The assessment will confirm the likelihood of contact with an electric line having regard to foreseeable local conditions. Factors such as tree health, defects, size of failure, target potential, significance, fauna and habitat are considered in the assessment. Where a hazard tree is identified, the assessing Arborist will contact the Council to advise details of the hazard and seek direction. Council will approve immediate works to make an unsafe situation safe or give recommendations for the appropriate management of non-urgent hazard trees. Tree pruning personnel are to provide confirmation of completion of the work to the issuing officer.

As the asset owner of the trees covered under this plan, council reserves the right to remove hazard trees where they cannot be made safe or be retained as useful assets.

All affected residents are notified of any tree removals. Council will keep records for at least 5 years from the date of cutting or removals. The person undertaking the urgent works must not prune trees further than 1 metre from the minimum clearance space around electricity lines. For the purpose of this clause, a hazard tree is a tree that has failed, or is likely to fail and will contact an electric line and cause an outage or fire start if that failure occurs.

SCHEDULE 1 – CODE OF PRACTICE FOR ELECTRIC LINE CLEARANCE

PART 2 – CLEARANCE RESPONSIBILITIES DIVISION 2 – MANNER OF CUTTING AND REMOVING TREES

9

A responsible person cutting a tree to achieve compliance must, as far as practicable, cut the tree in accordance with AS 4373 as published or amended from time to time

Covered in regulation 9(3) j)

10

Cutting or removal of: Native trees, trees listed in a planning scheme to be of ecological, historical or aesthetic significance, and trees of cultural or environmental significance, must be minimised

Council will, as far as practicable, restrict cutting or removal of native trees, trees listed in a planning scheme or trees of cultural or environmental significance to the minimum extent necessary to ensure best practice pruning standards and compliance with the requirements of the code of practice or to make an unsafe situation safe. Where a tree of significance is considered a hazard tree, Council will engage a suitably qualified and experienced inspector to assess the tree for removal. The inspection will be undertaken to ascertain if the cutting of the tree for compliance would make the tree unhealthy or unviable. If this is the case the tree will be considered for removal. To minimise cutting or removal of above trees, Council staff and contractors will:

- Assess all significant trees every two years
- Prune all trees, as far as practicable, in accordance with AS4373
- Formative prune all young trees, where required, to minimise the impact on existing overhead power lines (early intervention)
- Prune all trees near High Voltage power lines annually
- Prune all other trees within the municipality biannually

Consideration will be given to trees included on Council Significant Tree Register. Council staff and contractors are advised of the locations of these trees on Council managed land through inductions and monthly contract meetings.

11

Cutting or removing habitat for threatened fauna

It is highly unlikely that the street trees managed by Council will include significant habitat for threatened fauna. However, staff and contractors will be advised of any such findings should this be the case. Kingston does not currently have records of any threatened fauna which may be affected by the implementation of this plan.

If it is found that a tree contains habitat hollows works will be scheduled for outside of breeding season. If it is not practicable to undertake cutting or removal of that tree outside of the breeding season for that species, relocation of the fauna will be undertaken.

12

Restriction on timing of cutting or removal if notification is required

Covered in Schedule 15 & 16

13

Restriction on urgent cutting of trees

Covered in Schedule 8

14

Restriction on urgent cutting of trees

Covered in Schedule 8

SCHEDULE 1 – CODE OF PRACTICE FOR ELECTRIC LINE CLEARANCE
PART 2 – CLEARANCE RESPONSIBILITIES
DIVISION 3 – NOTIFICATION, CONSULTATION AND DISPUTE RESOLUTION

15

Responsible person must provide notification before cutting or removing certain trees

Council and its contractors are only required to cut or remove Council owned and managed trees, not privately owned trees. For trees of cultural or environmental significance, or those listed in a planning scheme to be of ecological, historical or aesthetic significance, that require pruning or removal for Code compliance, the contractor will:

- Notify Council of the impact the pruning or removal will have and implement measures to minimise that impact, including:
 - prune tree in accordance with AS4373
 - prune tree annually
 - recommend an engineering solution or alternative compliance mechanism.

Where the cutting or removal of certain Council trees will affect owner / residents of an adjacent property, the property owner / resident will be notified prior to commencement of works as well as nearby residents. Council extend this notification process to include other residents and install signage. Every effort will be made to minimize the disruption caused to the owner / resident during the works.

Responsible person must publish notice before cutting or removing certain trees

Council will notify persons in writing affected by electrical line clearance works at least 14 days and not more than 60 days before the intended pruning works or removal works are to occur. Notification will be in writing, and by publication of a notice in Council's local community newspaper and on council's web site (**Kingston.vic.gov.au/street tree**). If works fall out of the proposed timeframes or schedules they will be re-advertised.

This range of notification medium, allows general notification as well as more accurate and timely notification for changes in planned works and emergencies. Unless specified by a notification in writing, the works to be notified are tree cutting works to Australian standards so that regulation clearances can be achieved.

These mechanisms satisfy Schedule (12) notification of tree pruning to be provided to all residents at least 14 days but no more than 60 days prior to the planned day that pruning or removal is to occur. It also allows for updates to be posted in the case that schedules have been delayed or placed on hold.

In a case of trees of cultural or environmental significance that require pruning or removal for the purpose of electric line clearance, the notification may include details of:

- The impact of the pruning or removal of the tree
- The action to be taken to minimize that impact
- Replanting details if the tree is to be removed
- Meeting the requirements of AS 4373- Pruning of Amenity Tree
- Investigating an engineering solution to minimize or avoid pruning

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

Not applicable to Councils

Notification and record keeping requirements for urgent cutting or removal

Not applicable to Councils

Dispute resolution

Covered in regulation 9(3) q)

SCHEDULE 1 – CODE OF PRACTICE FOR ELECTRIC LINE CLEARANCE
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

All staff completing line clearance works for Kingston council shall hold the qualification of Cert 11 ESI – Power line Vegetation Control. This training instructs operators to follow safety guidelines and limits set within either - ESV – Electrical Safety Rules for Vegetation work near Overhead Power lines by Non-electrical workers (Electrical Safety Rules)

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

Company	Contact	Phone	Email
United Energy	Leo Hourigan	96834851	LHourigan@powercor.com.au
Vic Track	Matt Werner	0488 312 652	matthew.werner@victrack.com.au
Metro Trains	Phil George	0437 793 156	phil.george@metrotrains.com.au

21

Duty relating to assisting to determine the allowance for cable sag and swag

Covered in regulation 9(3) l) ii) – Not applicable to Councils

22

Duties relating to management procedures to minimise danger

Not applicable to Councils

SCHEDULE 1 – CODE OF PRACTICE FOR ELECTRIC LINE CLEARANCE
PART 3 – MINIMUM CLEARANCE SPACES
DIVISION 2 – ALTERNATIVE COMPLIANCE MECHANISMS

Application for approval of alternative compliance mechanism

Council currently has not applied for any alternative compliance mechanisms; we are still in the process of gathering data to determine what, if any alternative compliance mechanisms we will apply for. Once we decide to apply for an alternative compliance mechanism we will amend our ELCMP accordingly and update it on our website.

Formal safety assessment of alternative compliance mechanism

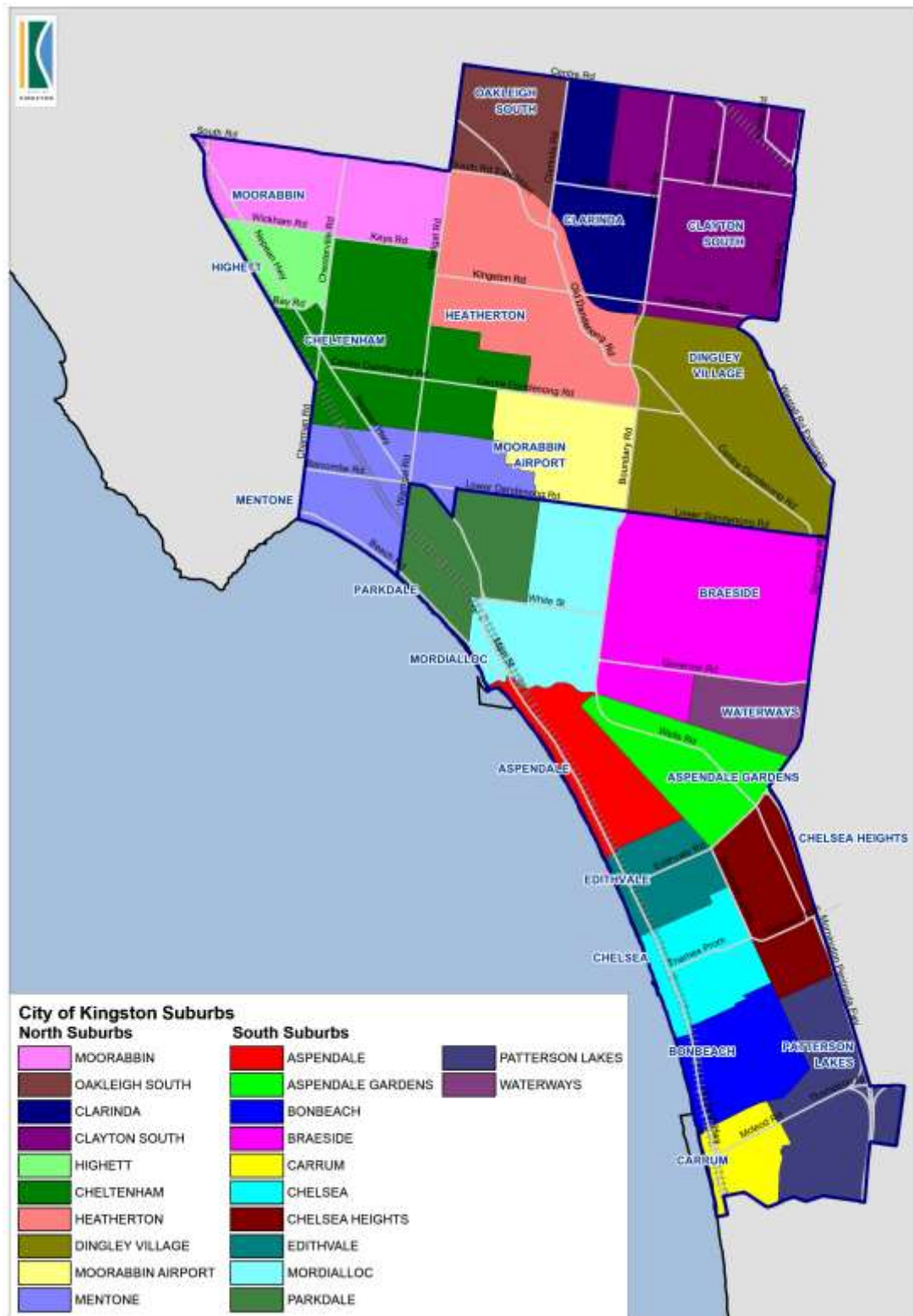
See above (Schedule 31)

TABLE 1 – PROGRAMMED TREE PRUNING FOR CITY OF KINGSTON

Suburb	Month
Cheltenham	April – May 20
Dingley	May – June 20
Waterways	July - 20
Parkdale	July – Aug 20
Mordialloc	Aug – Sept 20
Aspendale	Nov – Dec 20
Asp Gardens	Dec 20 – Jan 21
Annual (High Voltage) Pruning Program	September – December 2020 - All Suburbs
Annual HBRA Pruning Program	November – December 2020
Braeside	Feb - 21
Edithvale	Feb – March 21
Chelsea	March – April 21
Chelsea Heights	April – May 21
Bonbeach	May - 21
Carrum	May – June 21
P Lakes	June - 21
Clayton South	July - Aug 21
Clarinda	Aug - Sept 21
Oakleigh South	Sept – Oct 21

ATTACHMENT 1


Program Tree Maintenance Suburb Map

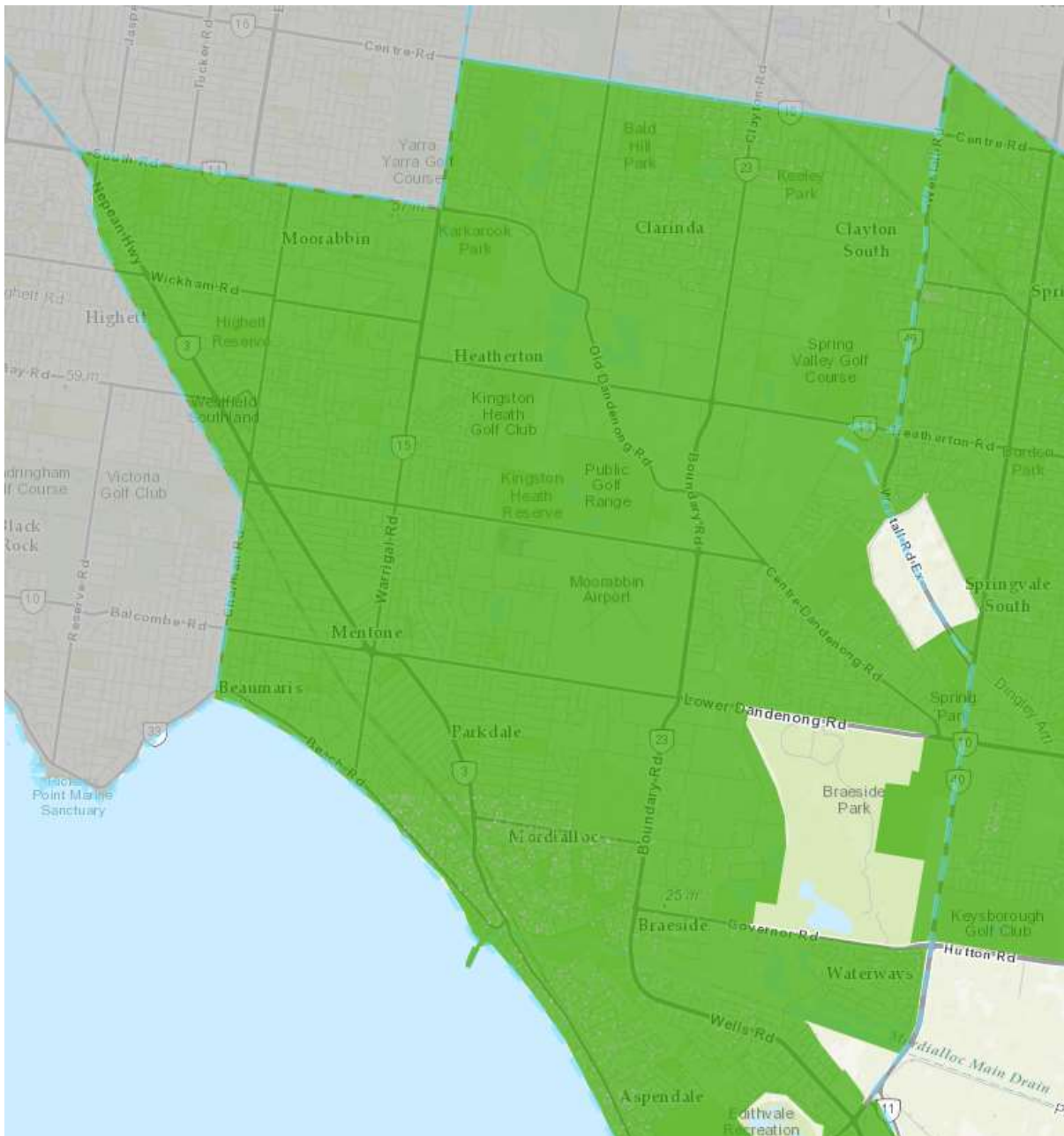


ATTACHMENT 2

HBRA/LBRA Areas Map

Kingston Council locality CFA Bushfire Risk Ratings

 - Low Bushfire Risk Area - non shaded green areas is rated Hazardous Bushfire Risk Area (HBRA)

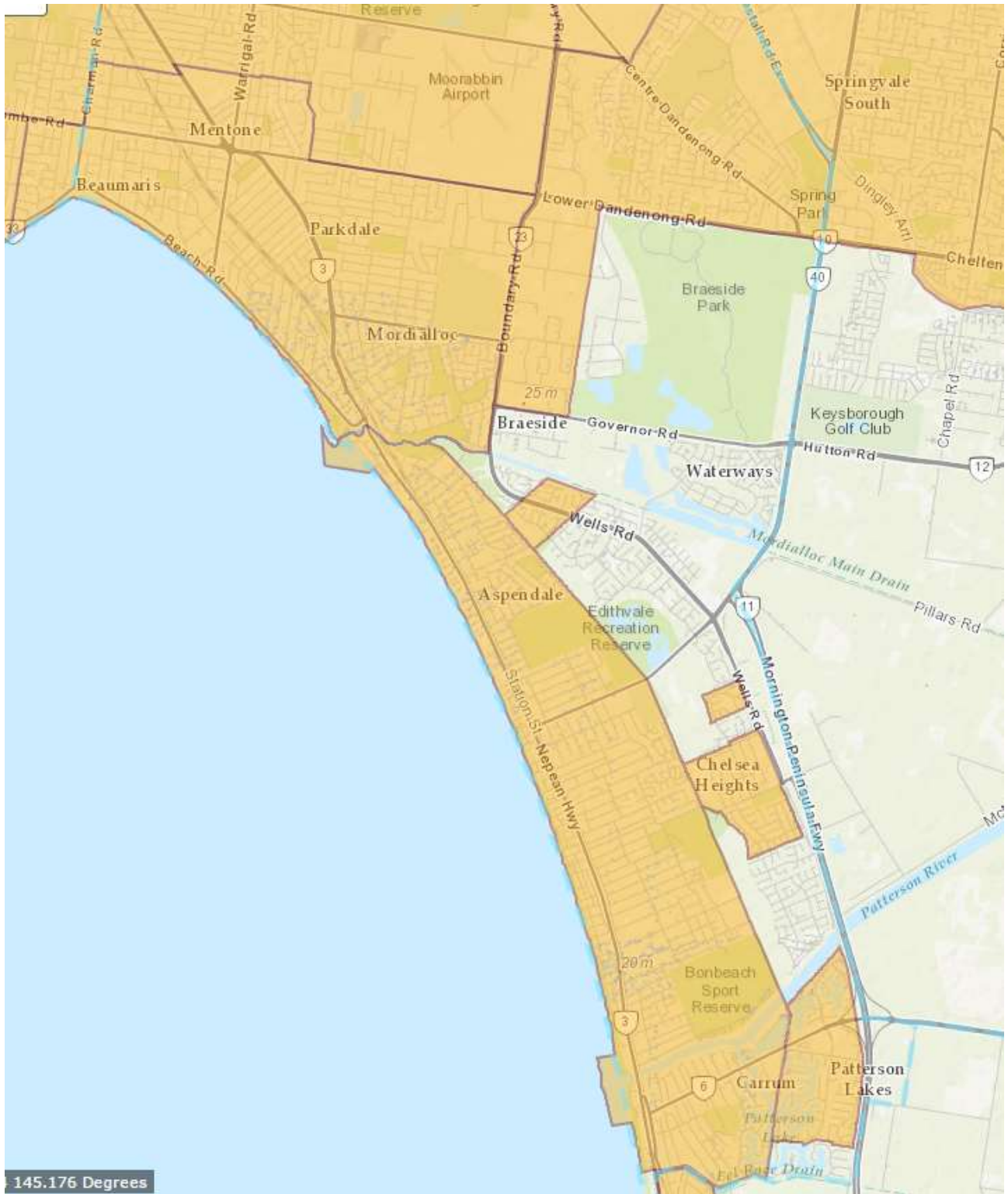


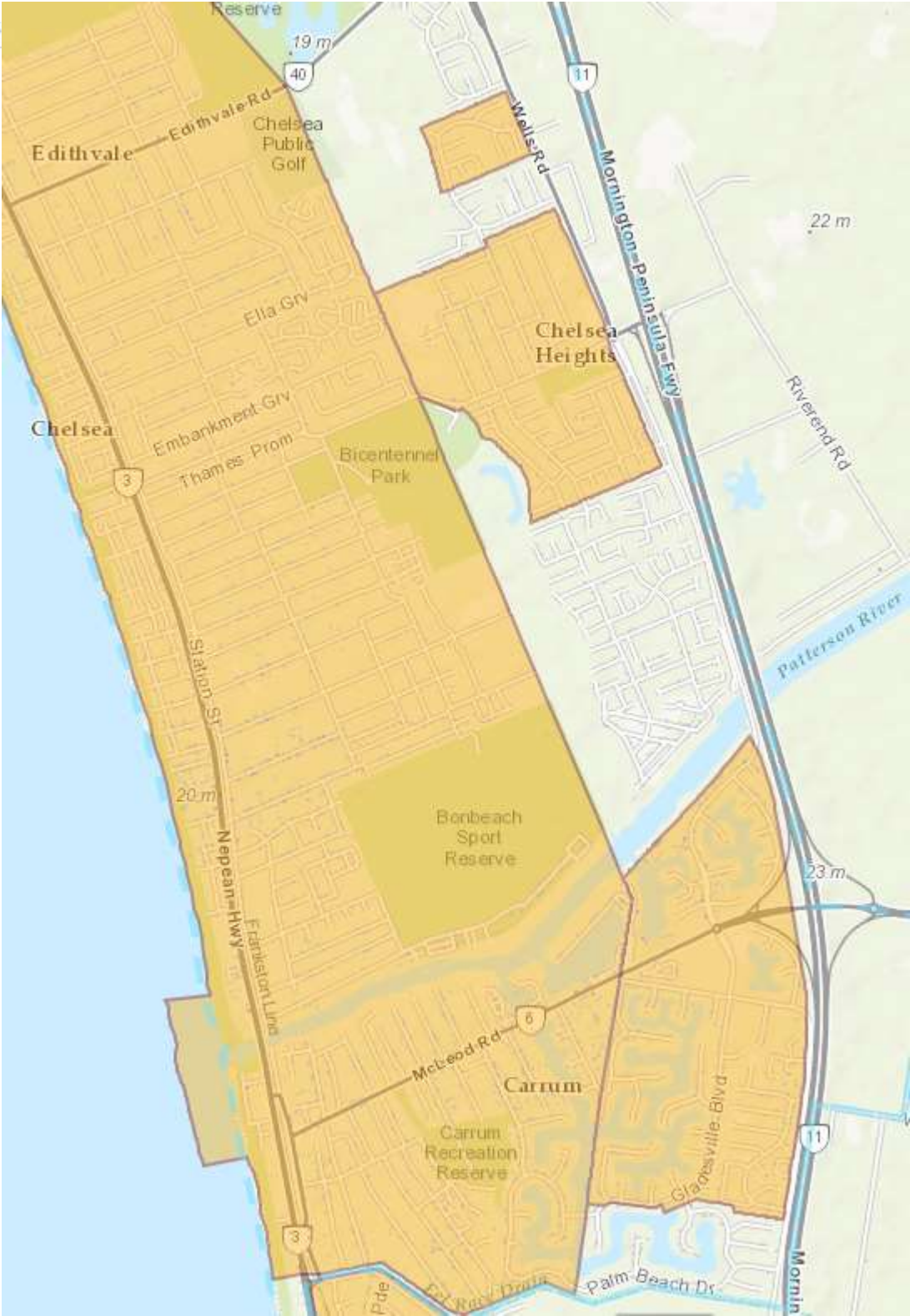


ATTACHMENT 3

Council declared area – (shaded mustard colour)









City of
KINGSTON



1230 Nepean Highway,
Cheltenham, VIC 3192
PO Box 1000, Mentone, VIC 3194



1300 653 356



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