

ELECTRIC LINE CLEARANCE MANAGEMENT PLAN 2022 - 2023

Version 6, Issue 1

March 2022



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This plan supersedes all previous plans

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1. Document Purpose

Regulation 9 of the *Electricity Safety (Electric Line Clearance) Regulations 2020 (Vic)* (**Regulations**) (made pursuant to the *Electricity Safety Act 1998 Vic (ESA)*) requires a person who is responsible for the keeping of the whole or any part of a tree clear of an Electric Line (as defined in the ESA), to prepare a management plan relating to the Compliance with the Code of Practice for Electric Line Clearance (**Code**) as set out in Schedule 1 and Schedule 2 of the Regulations. Council is a person who falls within these Regulations.

This Electric Line Clearance Management Plan (**ELCMP**) details Council's approach in relation to inspecting and maintaining clearance of vegetation from Electric Lines within the municipality of Kingston in accordance with the Code while also seeking to maintain Council's urban forest.

This Plan is for the financial year 2022-2023.

2. The Regulations

The Regulations essentially prescribe the Code and set out the requirements for the management plans with a view to minimising the danger of trees contacting Electric Lines and causing fire or electrocution.

Regulation 9 sets out in more detail the requirements for a management plan.

2.1 REGULATION 9(2)

A responsible person that is not a major electricity company, before March 31 in each year, must prepare a management plan relating to compliance with the Code for the next financial year

Council's Parks Team reviews the ELCMP annually. The General Manager, City Assets & Environment ensures the ELCMP is approved by 31 March of year, as required by the Regulations.

If Council is requested by Energy Safe Victoria (**ESV**) to submit its ELCMP, Council Officers will ensure its ELCMP is sent to ESV via email by the due date which, according to Regulation 10(2) of the Regulations, is 14 days after a written request from ESV or such longer period as specified by ESV.

The ELCMP is available via Council's website: www.kingston.vic.gov.au.

To ensure the ELCMP is reviewed, amended, and internally authorised, the ELCMP is discussed as a minuted task in the Open Space Manager and Urban Forest Team Leader monthly meetings. The process begins by the end of December to ensure the ELCMP is prepared before the 31st March.

2.2 REGULATION 9(4)

Regulation 9(4) of the Regulations, requires that a responsible person (i.e. Council) must ensure that the management plan specifies a number of matters. These are specifically set out below.

2.3 REGULATION 9(4)(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: Peter Bean

2.4 REGULATION 9(4)(b)

The name, position, address, and telephone number of the person who was responsible for the preparation of the management plan

Name: Samantha Krull
Position: General Manager City Assets & Environment
Business Address: 1230 Nepean Highway Cheltenham, Victoria 3194
Telephone no: 9581 4761
Email Address: Samantha.krull@kingston.vic.gov.au

2.5 REGULATION 9(4)(c)

The name, position, address and telephone no. of the persons who are responsible for carrying out the management plan

Name: Emily Boucher
Position: Manager of Parks and Open Space
Address: 43 Garden Boulevard Dingley, Victoria 3172T
Telephone: 0418 521 502
Email Address: Emily.boucher@kingston.vic.gov.au

Name: Tim Ford
Position: Team Leader Urban Forest
Address: 43 Garden Boulevard Dingley, Victoria 3172
Telephone: 0419 362 748
Email Address: Tim.ford@kingston.vic.gov.au

Name: Toby Gilbert
Position: Coordinator – Tree Operations
Address: 43 Garden Boulevard Dingley, Victoria 3172
Mobile: 85861630
Email Address: Toby.gilbert@kingston.vic.gov.au

Name: Brent McBrien
Position: Operations Supervisor
Address: City Wide Service Solutions

19 Sullivan Street, Moorabbin, Victoria 3189

Mobile: 0438 145 029

Email Address: Brent.Mcbrien@citywide.com.au

Name: Dean Plant

Position: Operations Manager

Address: TreeServe

PO Box 227, Mt Waverley, Victoria 3149

Mobile: 0418 388 113

Email Address: Dean.plant@treeserve.com.au

2.6 REGULATION 9(4)(d)

The telephone number of a person who can be contacted in an emergency that requires clearance of a tree from an Electric Line that the responsible person is required to keep clear of trees

Business Hours

Name: Toby Gilbert Tree Co-Ordinator - Mobile no. 0409 400 878.

If unavailable call emergency number:

Emergency no: 1300 653 356

After Hours

Name: TreeServe

Emergency no: Office no: 8679 0930 this will divert to call out number or the Operations Manager Dean Plant – 0418 388 113 or Operations Supervisor Mac Nolan – 0427 450 029

Email: victoria.operations@treeserve.com.au

2.7 REGULATION 9(4)(e)

The objectives of the Plan

The objectives of this ELCMP are:

- Providing for public safety
- Ensuring electrical safety
- Providing a safe workplace for employees and service providers
- Complying with the Regulations
- Managing Council trees to meet Kingston's objective of maximising the environment and amenity value of the urban forest
- Managing the tree population in accordance with Kingston's Street and Park Tree management strategy
- Maintaining community satisfaction with the manner in which the necessary works required by the Regulations and ESA are performed

- Assisting the distribution businesses in achieving reliability of supply and to minimise fire starts

To achieve these 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. These works are inspected and works are programmed for all trees throughout the municipality. **See Table 1** for timeframes of pruning works for the suburbs of Kingston.

Council will ensure the objectives of the ELCMP are achieved by complying with the following KPIs:

- Regularly auditing contractors and pruning works for OH&S compliance for the public and staff
- Auditing pruning contracts to ensure specifications are achieved including required clearances
- Discussing 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
- Ensuring contract specifications match outcomes of Council's Parks and Street Tree Management Strategy
- Addressing community issues relating to trees as they arise through Council's customer service system
- Auditing Council's tree contractors to ensure compliance with regard to training requirements, safety systems, maintenance of equipment and relevant licenses
- Meeting with the relevant Power Line Distribution Business on a six-monthly basis to address any issues as they relate to the conflict between trees and Electric Lines
- Ensuring the works are undertaken by Council's contractors and are audited by both Council Officers and the Contractors during and on completion of each suburb.
- Ensuring any non-compliance identified through the audit process is rectified in the required timeframe as directed by Councils Contract Supervisor.

2.8 REGULATION 9(4)(f)

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

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

Kingston City Council 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 Kingston City Council 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.

The municipality of Kingston contains spans of both Low Voltage 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 will however contact the relevant fire authorities including Fire Rescue Victoria to confirm any changes to **HBRA/LBRA areas - Attachment 2.**

2.9 REGULATION - 9(4)(h)

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 – indigenous to Victoria, ecological, historical or of aesthetic significance or of cultural or environmental significance

Below is a 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 no trees listed on City of Kingston's Significant Tree Register that are affected by Electric Line clearance works.

2.9.1 REGULATION 9(4)(h)(i)

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 – Indigenous to Victoria

For the purpose of the ELCMP, the term 'Indigenous to Victoria' will include any tree identified as being Indigenous to Victoria.

While a number of indigenous trees to Victoria are located near Electric Lines, at this stage Council does not have detailed specie & location information for each tree.

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).

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.

A permit is not required under Native Vegetation Provisions Clause 52.17 of the Kingston Planning Scheme to keep native vegetation clear of, or minimising the risk of bushfire ignition from an Electric Line in accordance with a code of practice prepared under Part 8 of the ESA.

2.9.2 REGULATION 9(4)(h)(ii)

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 –trees listed in a planning scheme to be of ecological, historical or aesthetic significance

Council has developed a Significant Tree Register (Register) that is referred to in Schedule 3 to the Environmental Significance Overlay in the Kingston Planning Scheme. 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 this Overlay for works to keep vegetation clear of an Electric Line in accordance with a code of practice prepared under Part 8 of the ESA.

2.9.3 REGULATION 9(4)(h)(iii)

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 –trees of cultural or environmental significance

The Significant Tree Register identifies trees to be protected. The locations of those trees are on Council and private land. Any trees identified on Council-managed land are provided to Council's contractor Citywide Service Solutions Pty Ltd 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.

An annual review is undertaken of the Register to determine any changes to the Register. Following this review, any new information is provided to Council's contractor Citywide Service Solutions Pty Ltd to ensure they are aware of the location of the additional significant trees.

2.10 REGULATION 9(4)(i)

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

Council Officers 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 indigenous, native and exotic trees. Council Officers and contractors will consult and consider the:

- Kingston Planning Scheme
- Significant Trees Register
- Victorian Aboriginal Heritage Register
- Threatened / Endangered Flora List of State and Federal Laws
- Threatened / Endangered Invertebrate Fauna List of State and Federal Laws
- Threatened / Endangered Fauna List of State and Federal Laws

Councils Significant Tree Register may be amended when there are updates to the Kingston Planning Scheme. Any new information is provided to Council's contractor Citywide Service Solutions Pty Ltd to ensure they are aware of the location of any additional trees listed on Councils Significant Trees Register.

For further information please 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>

2.11 REGULATION 9(4)(j)

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

- (i) Include details of the methods 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 ELCMP.

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 ELCMP. 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 High Voltage Electric Lines to ensure compliance with the Code. **September – December Table 1- Programmed Tree Pruning for The City of Kingston.** This is determined by minimum clearance space for span length and voltage utilising 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 Low Voltage Electric Lines. The maintenance and timelines schedule for this is included in **Table 1 - Programmed Tree Pruning for City of Kingston.**
- The registered proprietor of the land is required to ensure the clearance from Low Voltage powerlines is in compliance with the Code for Private Electric Lines.
- Ensures 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 Regulations. Any Electric 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.

- Ensures trees are pruned to the minimum clearances outlined in the Regulations.
- Undertakes 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 install underground power lines where practicable.
- Ensures all trees near or adjacent to Electric 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 Regulations 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 Powerline Distribution Business (DBs) and conduct meetings twice per year to:
 - ensure regular liaison to facilitate works,
 - access live line clearing, suppression and shutdown coordination,
 - discuss performance and general issues and practical and affordable solutions to achieve compliance
 - 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 Powerline Distribution Business (DB) usually resulting from variations to predicted re-growth.

Council will ensure these programs are achieved by meeting the following KPIs as set out above regarding Regulation 9(4)(e).

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
Moorabbin	Jan 22 – Feb 22
Highett	Feb 22
Heatherton	Feb 22 – Mar 22
Cheltenham	Apr 22 – Jun 22
Edithvale	July 22
Waterways	Aug 22
Aspendale Gardens	Sep 22
Mordialloc	Oct 22 – Nov 22
Annual (High Voltage) Pruning Program	Sep 22 - Dec 22
Aspendale	Dec 22 – Jan 23
Parkdale	Feb 23
Braeside	Feb 23 – Mar 23
Dingley	Mar 23 – Apr 23
Chelsea	Apr 23
Chelsea Heights	May 23
Bonbeach	May 23
Carrum	Jun 23
Patterson Lakes	Jun 23 – Jul 23

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 Services Solutions Pty Ltd 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. The purpose for determining a minimum clearance space in accordance with Division 1 of Part 3 of the Code

Incorporating

Reg. 9(4)(j)(ii)(A) – A method for determining an additional distance that allows for conductor sag and swag may provide for different additional distances to be determined for different parts of a span of an Electric Line

Schedule 1 of the Regulations Clause 21- Duty relating to assisting to determine the allowance for conductor sag and sway

If a Council considers that, for the purpose of determining a minimum clearance space in accordance with Division 1 of Part 3, the Council requires assistance to determine an additional distance that allows for Conductor sag and sway, the Council may consult the distribution company for further information.

Council will discuss any 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.

2.12 REGULATION 9(4)(k)

The procedures to be adopted if it is not practicable to comply with the requirements of AS 4373 while cutting a tree in accordance with the code

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

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

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

- 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:
 - i. The hazard or the risk – must have adequate knowledge to determine the hazards risks
 - ii. 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 residents in the affected areas are to be contacted by a written notification card / letter.

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

- Access to site
- Voltage of overhead conductors - equipment suitably insulated and tested
- 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.

2.13 REGULATION 9(4)(I)

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.

2.14 REGULATION 9(4)(m)

The details of each approval for an alternative compliance mechanism that

- ***the responsible person holds; and***
- ***is in effect***

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

2.15 REGULATION 9(3)(n)

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 Distribution Business 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 United Energy are a useful tool to help monitor the performance of the ELCMP. This would be measured on a number of events per month or year with any significant increases determining detailed investigation.

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

- Identified vegetation clearance breaches to the Code
- Emergency clearances
- Community requests for line clearance
- Distribution Business (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 High Voltage power lines to ensure compliance with the code of practice. **September – December Table 1 – Programmed Tree Pruning for City of Kingston.** 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 Low Voltage 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 2020. 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 Regulations. 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 Regulations 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 Distribution Business's (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 Park and street Tree Management Strategy after Electric 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 Distribution Business (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.

2.16 REGULATION 9(4)(o)

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 Code. (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 re-issuing 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.

2.17 REGULATION 9(4)(p)

The qualifications and experience that the responsible person must require of the persons who are to carry out the inspection, cutting or removal of trees in accordance with the Code and the Regulations

Council ensures that the Contractors staff carrying out inspections, cutting or removal of trees near Electric Lines for compliance with Code, will have the appropriate qualifications and suitable experience.

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

Inspector

- UET20312 Certificate 11 – ESI in Powerline Vegetation Control – Including completed refreshers incorporating:

- UETTDRVC33 - Apply pruning techniques to vegetation control near live electrical apparatus.
- UETTDRVC25A – Use elevated platform to cut vegetation above ground level near live electrical apparatus.
- TLILIC0005 – Licence to operate a boom type elevating work platform (High risk work EWP).
- EWP Emergency procedures including EWP escape training.
- Manual Handling.
- Noise conversation training.
- Chainsaw Operation.
- First Aid.
- Operate woodchipper and plant.
- Worksite traffic management.
- Traffic Management.
- Environmental awareness.
- 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 / EWP operator and safety Observer

- UET20312 Certificate 11 – ESI in Powerline Vegetation Control – Including completed refreshers incorporating:
- UETTDRVC33 - Apply pruning techniques to vegetation control near live electrical apparatus.
- UETTDRVC25A – Use elevated platform to cut vegetation above ground level near live electrical apparatus.
- TLILIC0005 – Licence to operate a boom type elevating work platform (High risk work EWP).
- EWP Emergency procedures including EWP escape training.
- Safe work practices.
- Manual Handling.
- Chainsaw Operation.
- First Aid.
- Operate woodchippers and plant.
- Worksite Traffic Management.
- Chemical use and application.
- Environmental awareness.
- Minimum Certificate 3 Horticulture / Arboriculture.
- 3 years industry experience.

Tree Climber and Safety Observer

- UET20312 Certificate 11 – ESI in Powerline Vegetation Control – Including completed refreshers incorporating:
- UETTDRVC21 – Use climbing techniques to cut vegetation above ground near live electrical apparatus.
- UETTDRVC33 – Apply pruning techniques to control vegetation near live electrical apparatus.
- UETTDRVC34 – Undertake release and rescue from a tree near live electrical apparatus.
- AHCARB204 – Undertake standard climbing techniques.
- Working safely in the construction industry.
- Working safely near electrical apparatus; non-electrical worker.
- Safe working practices.
- First Aid.
- Work site traffic management.
- Operate woodchipper and plant.
- Chainsaw operation.
- Manual Handling.
- Chemical use and application.
- Environmental awareness.

Grounds Person

- Certificate 11 – ESI in Powerline Vegetation Control – Including completed refreshers.
- 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.
 - Operate woodchipper and plant.
 - Chainsaw operation.
 - Manual Handling.
 - First Aid.
 - Chemical use and application.
 - Environmental awareness.

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 ELCMP via discussion at the Annual Review Meeting.

New staff commencing with Council's Tree Pruning Contractor, are inducted with Citywide Service Solutions Pty Ltd induction process. This incorporates the contract specifications as well as the requirements for compliance with Code and the Regulations. The induction also outlines expected site and 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

2.18 REGULATION 9(4)(q)

Notification and consultation procedures, including the form of the notice to be given in accordance with Division 3 Part 2 of the Code

Covered in Schedule 1 clauses 16, 17, 18 & 19 of the Code.

2.19 REGULATION 9(4)(r)

A procedure for the independent resolution of disputes relating to Electric Line clearance

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, will be forwarded to the Manager Open Space and Recreation to begin the resolution process to resolve in accordance with Councils Park and Street Tree Management Strategy. Please see links for further information:

<http://www.kingston.vic.gov.au/Outdoors/Parks-Playgrounds/Trees-and-Nature-Strips/Street-Trees>

[Kingston-Street-and-Park-Management-Strategy_2019 \(7\).pdf](#)

Council Dispute Resolution Contact

Name: Emily Boucher
Position: Manager Open Space
Business Address: 43 Garden Boulevard Dingley, Victoria 3172
Telephone No: 8586 1621
Email Address: Emily.boucher@kingston.vic.gov.au

ii. External Dispute Resolution

If a dispute cannot be resolved by the Manager of Open Space, 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, ESV 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 Maintenance Supervisor
- Tree Operations Co-ordinator
- Team Leader Urban Forest
- Manager Open Space
- General Manager
- Chief Executive Officer
- Energy and Water Ombudsman Victoria

2.20 REGULATION 10(6)

A responsible person must ensure that a copy of the current management plan is published on the responsible persons Internet site.

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

A copy of Council's ELCMP 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 Open Space Team with the old version removed and replaced on the website with the updated version.

2.21 REGULATION 11(2)

A responsible person who is granted an exemption under this Regulation must comply with the conditions of the exemption.

Council does not currently hold any exemptions. If Council does in the future, the exemption will be available to the public.

3 Definitions

Unless otherwise set out below or in this ELCMP, the meanings in the ELCMP have the same meanings as in the ESA and the Regulations and the Code.

SCHEDULE 1 OF THE REGULATIONS
CODE OF PRACTICE FOR ELECTRIC LINE CLEARANCE
PART 2 – CLEARANCE RESPONSIBILITIES
DIVISION 1 – ROLES OF RESPONSIBLE PERSONS

CLAUSE 3

Reasonable person must keep minimum clearance space clear of trees.

Kingston Council ensures that the clearance spaces are clear of trees, this is due to our two year cyclic pruning program. Monthly quality audits are carried out by Council Officers and any non-compliance are sent to the Contractor as a reworks work order.

CLAUSE 4

Exception to minimum clearance space for structural branches around insulated Low Voltage Electric Lines

Kingston Council does not currently have any exceptions.

CLAUSE 5

Exception to minimum clearance space for small branches around insulated Low Voltage Electric Lines

Kingston council does not currently have any exceptions.

CLAUSE 6

Exception to minimum clearance space for small branches growing under uninsulated Low Voltage Electric Lines in low bushfire risk areas

Kingston council does not currently have any exceptions.

CLAUSE 7

Exception to minimum clearance space for structural branches around uninsulated Low Voltage Electric Lines in low bushfire risk areas

Kingston council does not currently have any exceptions.

CLAUSE 8

Owner or operator of transmission line must manage trees around minimum clearance space.

NOTE: Only applies to transmission – Not applicable to Council.

CLAUSE 9

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; or
- 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 ELCMP, 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 Electric Lines. For the purpose of this clause, a hazard tree is a tree that has failed, or is likely to imminently fail and will contact an Electric Line and cause an outage or fire start if that failure occurs.

SCHEDULE 1 OF THE REGULATIONS
CODE OF PRACTICE FOR ELECTRIC LINE CLEARANCE
PART 2 – CLEARANCE RESPONSIBILITIES
DIVISION 2 – MANNER OF CUTTING AND REMOVING TREES

CLAUSE 10

A responsible person cutting a tree to under Division 1 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(4)(k).

CLAUSE 11

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

CLAUSE 12

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.

CLAUSE 13

Restriction on timing of cutting or removal if notification is required

Covered in clause 15 & 16 of Schedule 1.

CLAUSE 14

Restriction on urgent cutting of trees

Covered in clause 9 of Schedule 1.

CLAUSE 15

Restriction on urgent removal of trees

Covered in clause 9 of Schedule 1.

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

CLAUSE 16

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 Kingston 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 will extend this notification process to include other residents and install signage in the local area where works are taking place. Every effort will be made to minimise the disruption caused to the owner / resident during the works.

CLAUSE 17

Responsible person must publish notice before cutting or removing certain trees

Unless it is an emergency, Council will notify persons in writing affected by Electric Line clearance works on public land. A notice will publish on Council's internet site (**[Kingston.vic.gov.au/street tree](http://Kingston.vic.gov.au/street-tree)**) and other social media platforms. The notice will describe the cutting or removal that is to take place and the day or days on which the cutting or removal will take place.

Works must be done on the period specified in the notice. If works fall out of the proposed timeframes or schedules the works will be re-advertised.

Works cannot commence earlier than 14 days after the date of the notice or later than 60 days after the date of the notice.

These mechanisms satisfy notification of tree pruning to be provided to residents. 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

CLAUSE 18

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

Not applicable to Council.

CLAUSE 19

Notification and record keeping requirements for urgent cutting or removal

Council will keep the necessary records in accordance with this clause if or when applicable.

SCHEDULE 1 OF THE REGULATIONS
CODE OF PRACTICE FOR ELECTRIC LINE CLEARANCE
PART 2 – CLEARANCE RESPONSIBILITIES
DIVISION 4 – ADDITIONAL DUTIES OF RESPONSIBLE PERSONS

CLAUSE 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 City 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 Management Work Near Overhead Powerlines 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

CLAUSE 21

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

Covered in clause 21(1)(b) contained in Regulations. Not applicable to Council.

CLAUSE 22

Duties relating to management procedures to minimise danger

Not applicable to Council.

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

CLAUSE 31

Application for approval of alternative compliance mechanism

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

CLAUSE 32

Formal safety assessment of alternative compliance mechanism

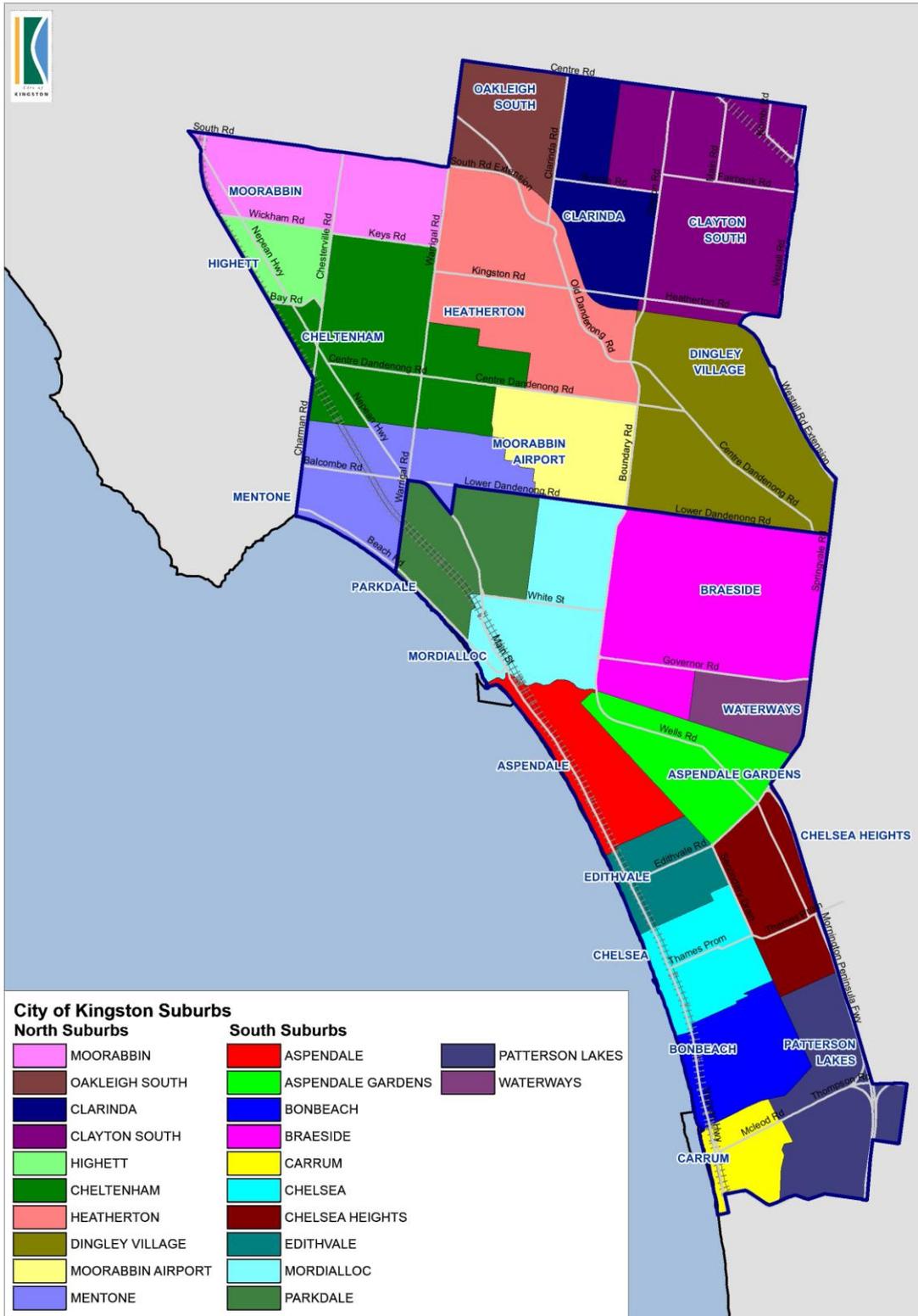
See above (Clause 31).

TABLE 1 – PROGRAMMED TREE PRUNING FOR CITY OF KINGSTON

Suburb	Month
Moorabbin	Jan 22 – Feb 22
Highett	Feb 22
Heatherton	Feb 22 – Mar 22
Cheltenham	Apr 22 – Jun 22
Edithvale	July 22
Waterways	Aug 22
Aspendale Gardens	Sep 22
Mordialloc	Oct 22 – Nov 22
Annual (High Voltage) Pruning Program	Sep 22 - Dec 22
Aspendale	Dec 22 – Jan 23
Parkdale	Feb 23
Braeside	Feb 23 – Mar 23
Dingley	Mar 23 – Apr 23
Chelsea	Apr 23
Chelsea Heights	May 23
Bonbeach	May 23
Carrum	Jun 23
Patterson Lakes	Jun 23 – Jul 23

ATTACHMENT 1

Program Tree Maintenance Suburb Map

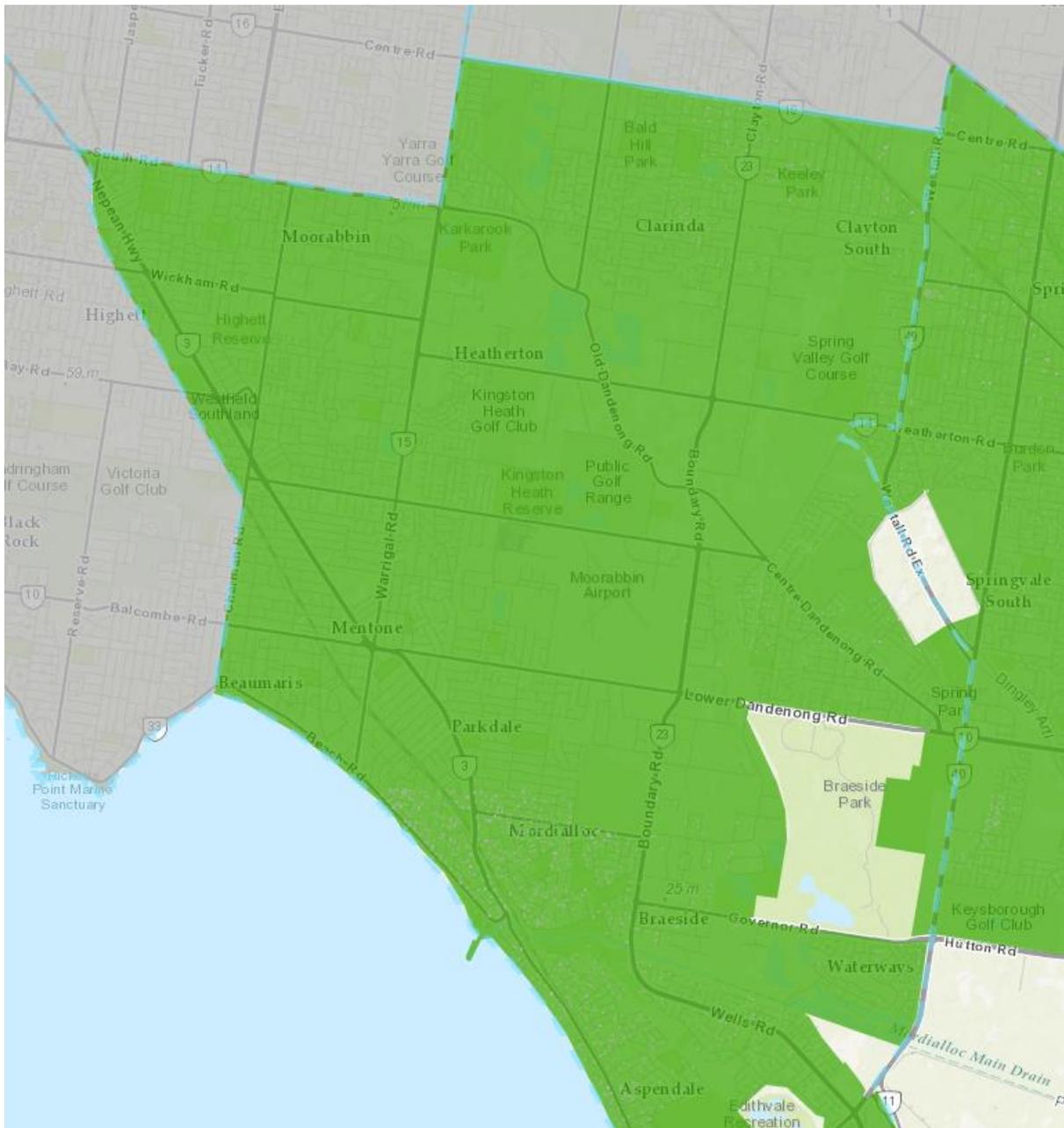


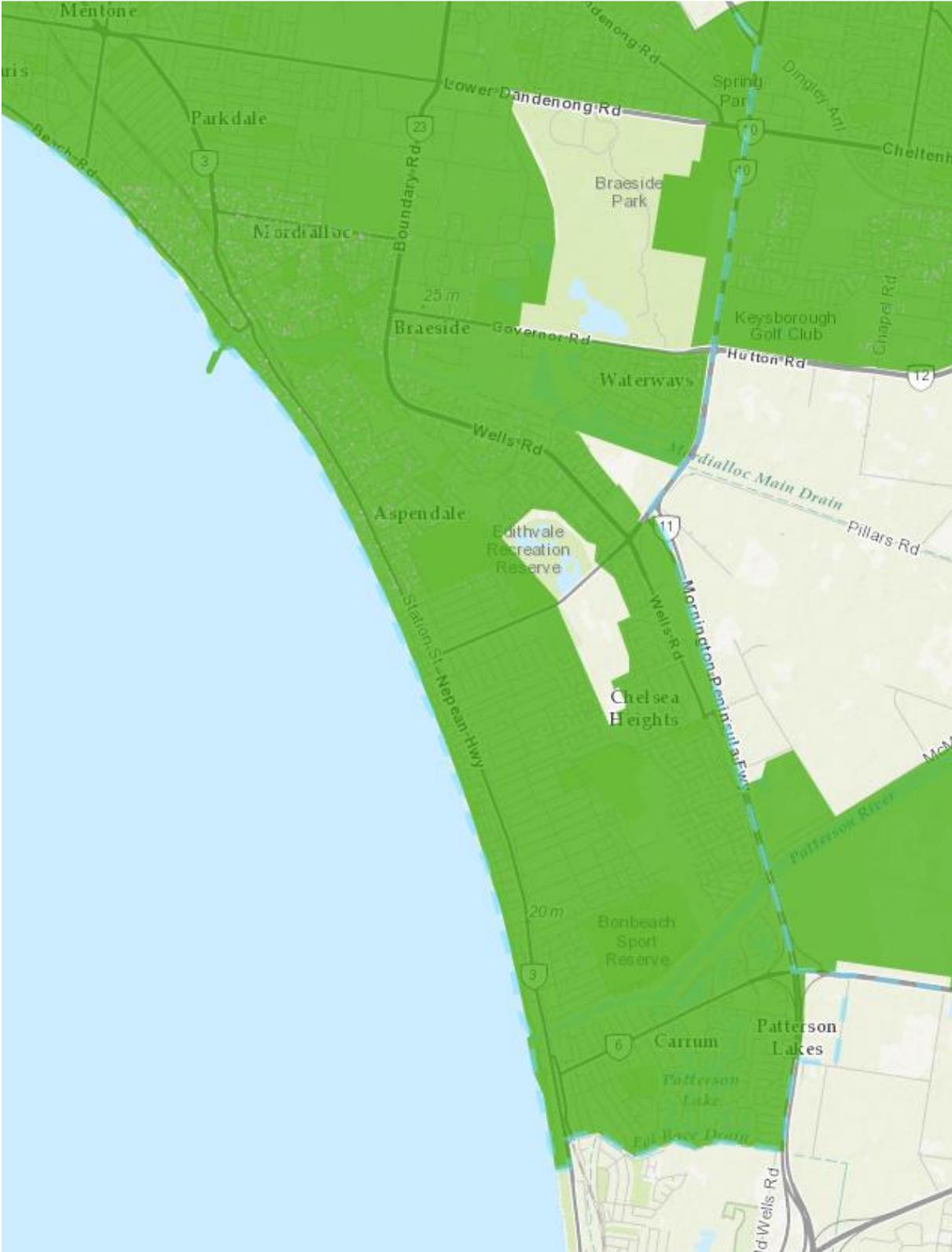
ATTACHMENT 2

HBRA/LBRA Areas Map

Kingston Council locality CFA Bushfire Risk Ratings

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

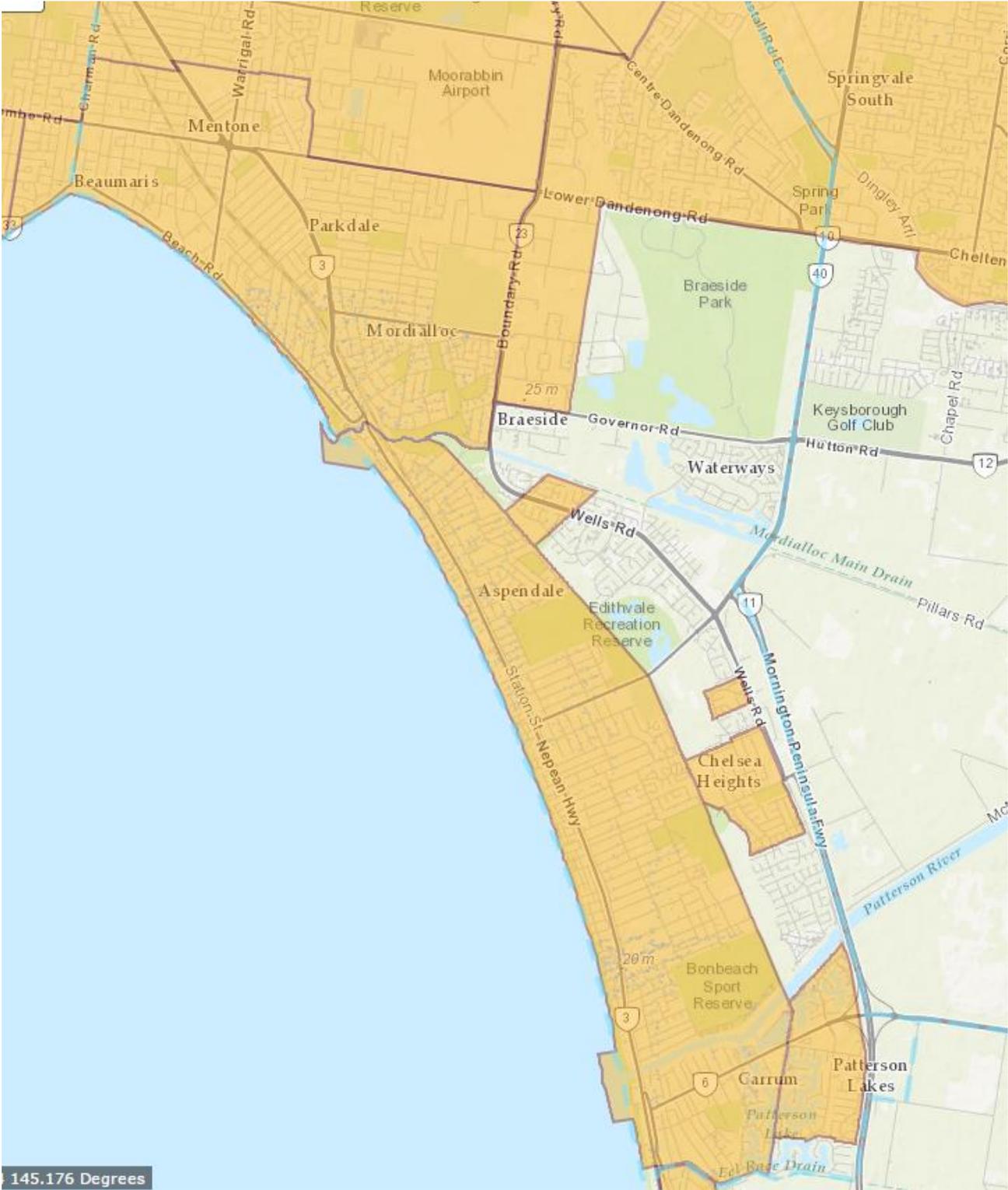


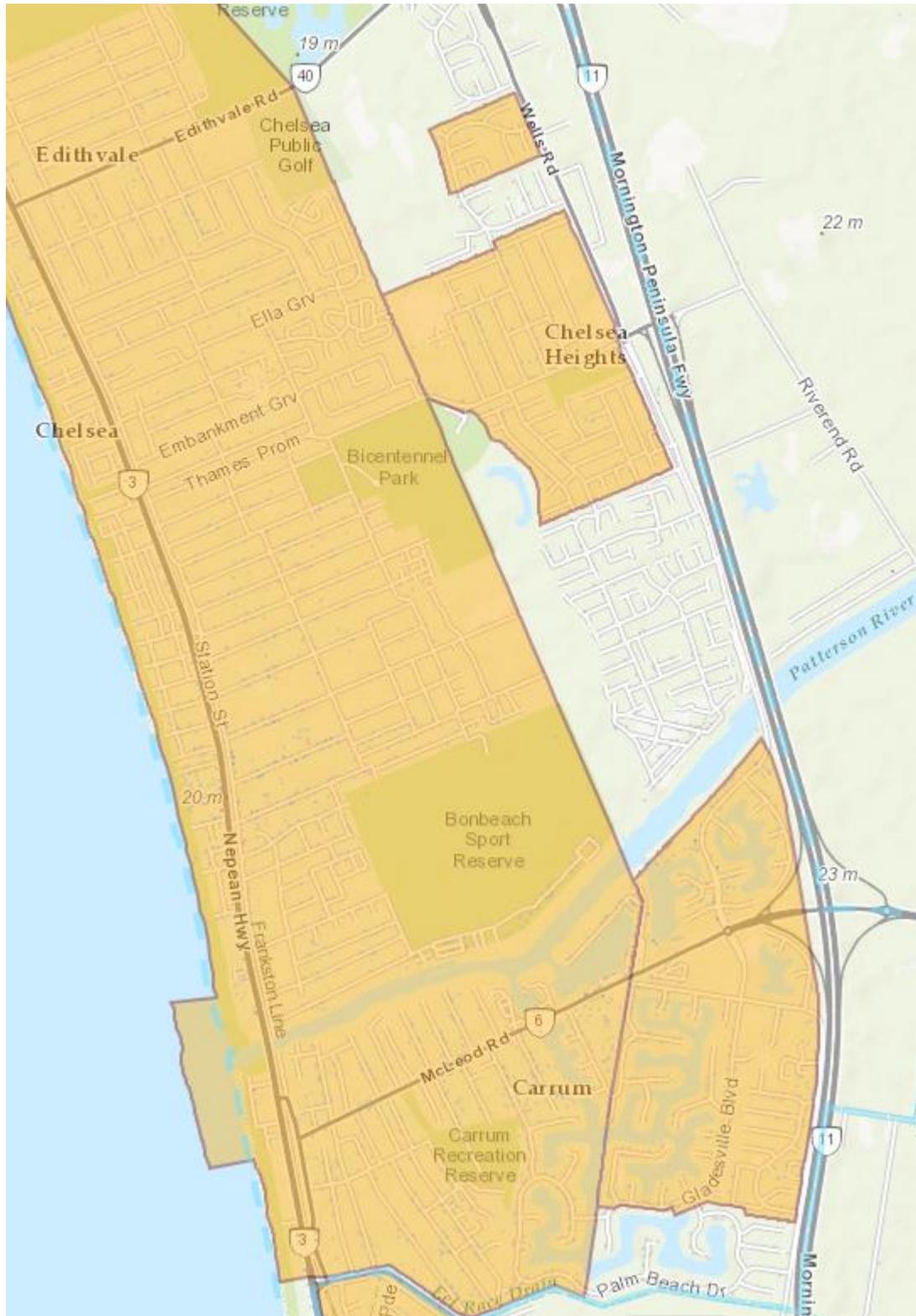


ATTACHMENT 3

Council Declared Area – (shaded mustard colour)









City of
KINGSTON

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

 1300 653 356

 131 450

 info@kingston.vic.gov.au

 kingston.vic.gov.au