



**GLEN EIRA
CITY COUNCIL**

**GLEN EIRA CITY COUNCIL
ELECTRIC LINE CLEARANCE
MANAGEMENT PLAN**

Effective July 2023 – June 2024

Director Sustainability, Assets and Leisure

A handwritten signature in black ink, appearing to read "Neil Joseph".

Glen Eira City Council
PO Box 42
South Caulfield 3162

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INTRODUCTION

The City of Glen Eira is located in the south eastern suburbs of Melbourne. It has an area of 38.4 square kilometres (14.83 sq. miles) and has an estimated population of 146,985 people. It was formed in 1994 from the merger of the City of Caulfield and parts of the City of Moorabbin.

The people of Glen Eira value the natural environment that has been inherited from previous generations. Trees in streets, parks and reserves contribute to a green urban environment within densely populated city. The City of Glen Eira has a tree population of 59,119, which includes 48,635 street trees and 10,484 trees in parks and reserves. Of this total number of trees 28,026 have been identified in proximity to powerlines and the pruning and maintenance of these trees are outlined in the following plan.

Council prepares an annual Electric Line Clearance Management Plan (ELCMP) to meet the requirements set out in the Electrical Safety (electric line clearance) Regulations 2020. The format used in this management plan directly answers the requirements identified in the regulations. Each of the clauses in the Electrical Safety (electric line clearance) Regulations 2020, that relate to Council responses or actions are itemized and listed with a response.

Council manages its tree population through several strategies, policies, and procedures. These include the requirements identified in the Electrical Safety (Electric Line Clearance) Regulations. These tree management policies are currently under review, and the new policies and procedures will reflect the requirements of the Electrical Safety (electric line clearance) Regulations 2020. Those currently in existence reflect earlier regulations and codes. Upon the adoption of these strategies and policies the ELCMP will be updated and amended as required.

Council's Block Tree Pruning Services contract will address powerline clearance throughout the municipality. This program addresses matters concerning vegetation clearance from powerlines, which revolves around a biennial pruning program to maintain the clearance space for low voltage conductors, and an annual cycle for high voltage conductors. This program commenced pruning in July 2022 to effect training of vegetation around the overhead electrical wires for Glen Eira to achieve 'electrical compliance'.

Since introduction of the Electrical Safety (electric line clearance) Regulations 2020, Council has made a specific effort to achieve compliance through:

- the tendering of new contracts to provide better line clearance compliance;
- the heavier pruning of the vegetation near the powerlines to provide adequate clearance (including the removal of some structural limbs);
- providing increased financial resources to directly address vegetation compliance issues;
- annualised the pruning of trees around high voltage conductors; and

- Installations of Aerial Bundled Cable (ABC) or twisted wire to increase pruning distances in several locations.

Council has also sought to undertake a greater number of no-go zone pruning works to achieve clearance. To ensure that these actions are achieved Council has introduced dedicated budget items to address the Block Tree Pruning Services program and any required no-go zone works.

As a further part of the overall drive to achieve compliance, Council has increased its communications with the various network providers in order to create a working environment that better serves the community and caters for the provision of a safe and continuous power supply.

Council tree management staff that conduct line clearance inspection works must have a minimum tertiary qualification of AQF level 5 in an Arboricultural /Horticultural stream and have a current certificate of ESI II Powerline Vegetation Control (Assessor stream). This requirement is part of a drive to improve tree management programs and to ensure these programs meet the necessary quality standards and safety requirements. This includes delivering on those aspects contained within Electrical Safety (electric line clearance) Regulations 2020.

The Electrical Safety (electric line clearance) Regulations 2020 became law and operational on Sunday 28 June 2020. The new regulations incorporate several changes from the 2015 Regulations that will help achieve a better balance between safety, amenity and environmental considerations when managing vegetation around powerlines.

Council understands that compliance with the Electrical Safety Act and the Regulations are statutory requirements. Council is committed to this end and has embarked on a tree management plan that directly provides the means to address any non-compliance issues through additional pruning services, power shutdowns or live line pruning and alternate compliance mechanisms such as pole relocation and cross arm offsets.

During the financial year 2023-2024, being the period that this ELCMP covers, GECC will undertake its obligations in relation to powerline clearance using 3 distinct tree management programs to meet electrical compliance.

1) Block Tree Pruning Services Contract 2022.181

This contract addresses the pruning of all trees within the municipality with regards to vegetation clearance from powerlines, but that also address the road management act and Councils Road Management Plan, public safety and tree health concerns. The contract also incorporates the pruning of vegetation in close proximity to powerlines contained within parks and reserves. The contract provides information to update Council's tree management register by recording which trees were pruned and when this occurred. With extensions the contract covers an 8-year period based on a biennial pruning or 4 cycles of pruning on low voltage and annualised pruning on high voltage.

2) Reactive Pruning Program

In conjunction with the Block Tree Pruning Services Contract, the Reactive Pruning Program is used to address any line clearance issues that are identified (externally or internally) which require immediate action or cannot wait until the next programmed pruning cycle. This works program can be utilised when residents, distribution companies or internal inspections identify occurrences of vegetation growing into the clearance space.

3) No Go Zone Pruning Program

A rolling program of applications to the appropriate distribution companies to either shut down the power supply or have specialist live line workers prune vegetation which council employed contractors (trained vegetation workers) are not permitted to do so under the conditions in their Certificate 2 in ESI Powerline Vegetation Control and the "Blue Book".

Through the use of No Go Zone applications to either CitiPower or United Energy, Glen Eira will engage the distribution companies to undertake the pruning of vegetation in close proximity to high voltage powerlines. Typically these works are undertaken through either:

- a) Shut Down - the high voltage powerlines adjacent to the nominated trees are de energised so as the Council employed contractors can undertake the pruning works.
- b) The energy company provides Council with a live line crew to undertake the works.

ELECTRIC LINE MANAGEMENT PLAN

Council will undertake its duties as the responsible person as set out in the Electrical Safety (electric line clearance) Regulations (2020).

It should be noted that whilst the Electrical Safety (elc) Regulations are the main reference for this plan it also incorporates requirements in the Electrical Safety Act 1998 and the Electrical Safety (installations) Regulations 2009 that pertain to vegetation clearing around powerlines.

The format of this ELCMP follows the guidance tool from Energy Safe Victoria (ESV) for the preparation of an ELCMP and responds directly to the relevant clauses in the regulations.

Regulation 9(2) Preparation of a Management Plan, Part 2 of the Electricity Safety (Electric Line Clearance) Regulations 2020

Council will review, amend and authorise its Electric Line Clearance Management Plan (ELCMP) annually prior to 31 March each year. Council will have its ELCMP available for viewing on its website www.gleneira.vic.gov.au. A copy will also be available at Council's Parks Services Office at 721 Inkerman Road, Caulfield North during office hours 7.00am - 4.00pm Monday to Friday.

It is a requirement of the Regulations that should ESV ask for a copy of the plan, Council will respond within 14 days of the notice.

Council's appointed representative, Director Sustainability Assets and Leisure, (responsible person) will ensure that the ELCMP is reviewed annually. The ELCMP will be made available to ESV upon request and will be submitted within 14 days of a request being made.

Council did prepare an ELCMP by 31 March 2023. As per the requirements of the ES (elc) Regs 2020, the plan will replace the existing plan on the Council's Website and will be available to the public in 'Hard Copy' at the Parks Services Office, 721 Inkerman Road, Caulfield North.

With regard to ES (elc) Regs 2020 Part 2, 10(2)(3)(4) Glen Eira's ELCMP Version 1 was created on 20/03/2023.

As stated, the ELCMP will be available to the public in either hard copy or electronically on the Council website as of 1 July 2023. On 1 July 2024 this plan, ELCMP V1, will become redundant, and subsequently will be removed from the website and circulation being replaced with the ELCMP 2024-2025.

9(4)(a) Name, address and telephone number of the responsible person. This person for the overall management of the ELCMP, resources to implement and reporting to Council

This person is responsible to ensure the objectives and functions of the Electrical Safety Act (1998) and the ELC regulations and implemented for Glen Eira City Council.

Name: Rebecca McKenzie

Position: Chief Executive Officer

Address: Corner Hawthorn Road and Glen Eira Road, Caulfield

Mailing Address: PO Box 42 South Caulfield 3162

Telephone Number: 9524 3333

Facsimile Number: 9523 0339

Email Address: mail@gleneira.vic.gov.au

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

This person is also responsible for reporting to the CEO and Executive on activities surrounding ELCMP, budget allocation and overall contract management in the delivery of ELC services and as such signs off on the ELCMP as Councils senior responsible officer.

Name: Niall McDonagh

Position: Director Sustainability Assets and Leisure

Business Address: Corner Hawthorn Road and Glen Eira Road, Caulfield

Telephone Number: 9524 3418

Facsimile Number: 9523 0339

Email Address: NMcdonagh@gleneira.vic.gov.au

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

This person is also responsible for resources to service the plan and all contract management procedures and process around the ELCMP implementation including achieving KPI's, OHS and Quality Audits as well maintaining contract meeting schedules, pruning schedules and document retention.

Name: Mark Dornau

Position: Manager Parks Services

Address: 721 Inkerman Road, Caulfield North 3162

Telephone Number: 9524 3640

Facsimile Number: 9576 0722

Email Address: MDornau@gleneira.vic.gov.au

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

During Office hours (7.00am-4.00pm Weekdays)

Name: Jarrod Knight

Position: Coordinator Urban Forest

Address: 721 Inkerman Road, Caulfield 3162

Telephone Number: 9524 3637

Facsimile Number: 9576 0722

Email Address: Jknight@gleneira.vic.gov.au

After hours emergency telephone number: 0408 058 740

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

The following are key objectives of this plan in fulfilling our stated mission and the duties of the responsible person:

Compliance with the Electricity Safety (elc) Regulations 2020 and its Code of Practice

- Prepare an ELCMP prior to 31 March 2023.
- Plan signed off by Director Sustainability Assets and Leisure.
- Implementing pruning programs to ensure vegetation clearance spaces are maintained (contractor audits and quality audits of completed works to ensure the vegetation clearance distances are met).

Electrical Safety

- By maintaining appropriate clearance distance for overhead powerlines by implementing measures as described in the 'Code'.
- Conducting biennial inspections to ensure pruning distances are maintained (biennial audits conducted).
- Conducting biennial audits to identify Hazard Trees (Biennial audit conducted).
- Conducting annual high voltage audits to ensure pruning distances are maintained.

Minimise fire starts

- By maintaining appropriate clearance distance for overhead powerlines by implementing measures as described in the 'Code' (post pruning inspections to check for vegetation clearance spaces).
- Conducting biennial inspections to ensure pruning distances are maintained.
- Conducting biennial audits to identify Hazard Trees and minimise interruptions of power supply.
- By maintaining appropriate clearance distance for overhead powerlines by implementing measures as described in the 'Code' (post pruning inspections to check for vegetation clearance spaces).
- Biennial audits of vegetation adjacent to powerlines and random audits of completed vegetation clearance works).
- Conducting biennial inspections to ensure pruning distances are maintained and random audits of completed pruning works.

Safety to public and property

- Conducting vegetation audits to check vegetation clearance distances.

Work place safety

- Employing the use of only appropriately trained personnel to prune trees adjacent to powerlines (use of contracted companies who demonstrate they have appropriately trained staff and safe equipment that are regularly audited for safety and training standards are met).

Vegetation Management Systems

- Utilising management systems to ensure the vegetation meets 'Electrical Compliance'.
- Utilising a tree management plan that supports the local environment.
- Utilising a tree management plan that allows for the protection of vegetation within Council's Vegetation Protection Overlay (refer to 9(3)).

Community satisfaction

- By maintaining minimal interruptions to power supply (maintaining appropriate clearance distance for overhead powerlines).
- Utilising a tree management plan that supports the local environment and encapsulates the local identity (conducting community satisfaction surveys).

KPI	Measurement	%	Responsible Officer
Prepare plan by 31 March 2023	ELCMP prepared by due date	100%	Manager of Parks Services
Submit the ELCMP to ESV with 14 Days when asked to	Upon receipt of a request from ESV- Manager of Parks Services informs Director Sustainability Assets and Leisure of the request and a copy of the plan is forwarded within 14 Days of the request by ESV	100%	Manager of Parks Services and Director Sustainability, Assets and Leisure
Display a Copy of ELCMP on the website and have 'hardcopies available for the Public	July 2023, have the current approved copy of the ELCMP displayed on the website and copies available at Parks Services	100%	Manager of Parks Services and Director Sustainability, Assets and Leisure
All tree pruning staff including contractors must have the appropriate current qualifications before working within the No Go Zone near powerlines	Check pruning staff including contractor's accreditation and maintain a copy of the training matrix no older than 6 months	100%	Manager of Parks Services
Pruning works must comply with A.S.4373 Pruning of Amenity Trees	All pruning works must be pruned to the standard described in AS4373	100%	Manager of Parks Services
Programs are delivered within the prescribed timeframes	Pruning programs identified in the ELCMP must be delivered prior to 30 June 2024. Progress of pruning crews works and their programs are documented each month in contract meetings	100%	Manager of Parks Services
OH&S audits are undertaken to ensure crews are working in a safe manner	During times when the pruning program is active, monthly OH&S audits are undertaken to ensure crews are working in a safe manner	100%	Manager of Parks Services
Quality Audits are undertaken to ensure pruning works are to the standards required in this ELCMP, to ensure the appropriate clearance spaces are achieved	During times when the pruning program is active, quality audits are to be undertaken on the completed works	100%*	Manager of Parks Services
Number of Electrical Outages in Glen Eira that are reported by the Electrical Distribution Company each year	In the preceding 12 months, the period covered by Glen Eira ELCMP 2022-2023 the reported number of outages from the Distribution Companies = Nil	A result equal to or less than the previous year	Manager of Parks Services

Every 2 years GECC conducts a customer survey to measure customers' expectations of delivery	Preceding survey results to be equal to or increased value	A result equal to or less than the previous year	Manager of Parks Services
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* *Of all branches required to be cut within the clear zone, noting that large branches may qualify for an ESV exception.*

To ensure that the aims and standards contained within this plan are achieved the following Key Performance Indicators (KPI) will be utilised to measure compliance with the ELCMP.

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

The map below delineates the boundaries of Glen Eira City Council, of which the **entire municipality is a 'Declared Area' and rated as a Low Bush Fire Risk Area (LBRA) for powerline clearance.**

To verify the 'Declared' area (entire municipality) the Energy Safe Victoria web site was accessed.

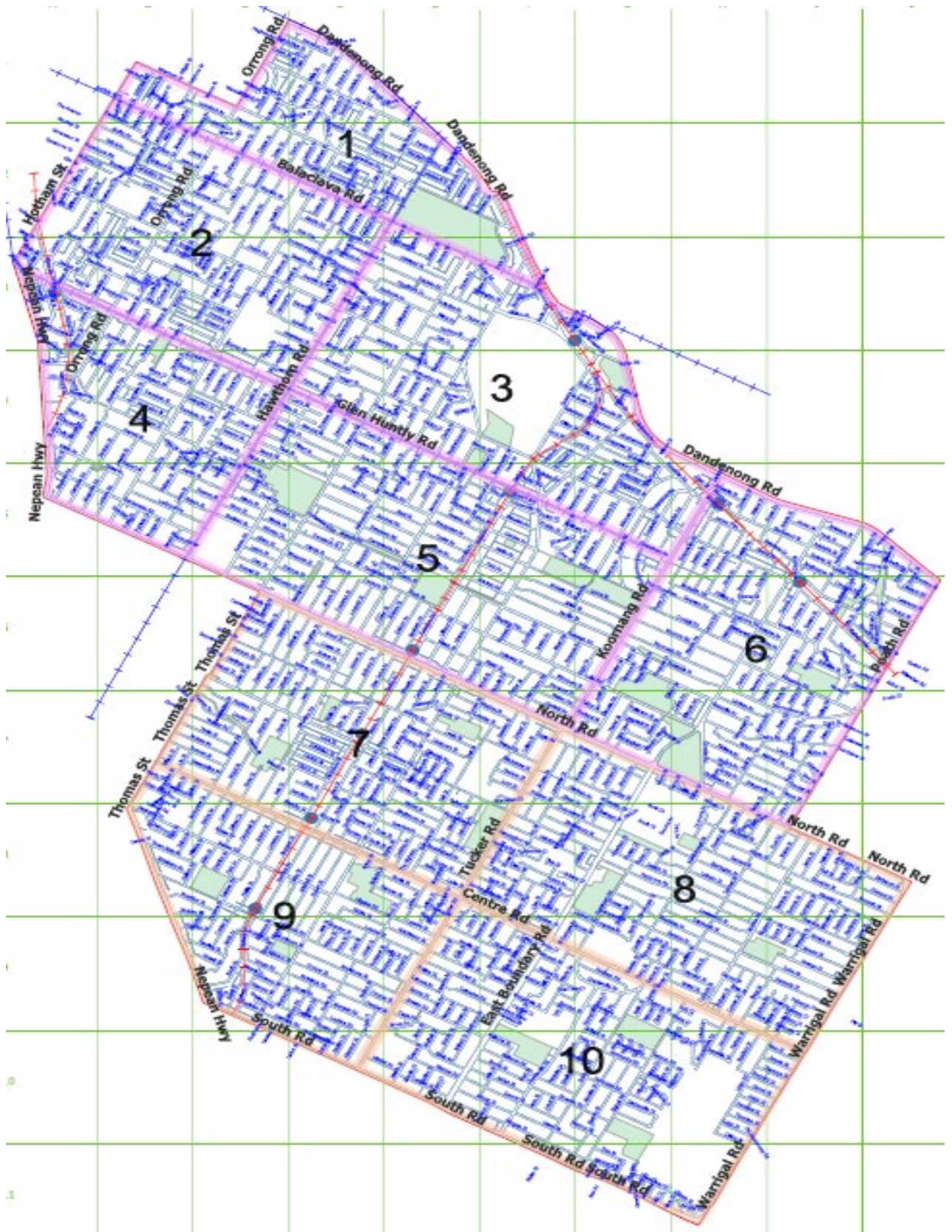
Victorian Government Gazette 88, dated 22 October 1986, states that the entire areas of the City of Caulfield and the City of Moorabbin are declared areas. The City of Glen Eira is an amalgamation of the past City of Caulfield and parts of the past City of Moorabbin.

Glen Eira contacted the CFA in March 2021, to ascertain the fire rating for the municipality. The CFA Officer described The Glen Eira area as "the whole of the LGA has an undefined hazard rating. This is due to the LGA being wholly within the Metropolitan Fire District where all hazards are deemed to be low, unless otherwise noted, this has not changed in the last 12 months.

The entire City of Glen Eira is rated as a low bushfire risk area.

Please note

- 1) The map in the electronic version of this ELCMP is able to be stretched to allow identification of the individual streets.
- 2) The hardcopy version will contain the map in the form of an A3 fold out.
- 3) The entire municipality is a declared area and rated as low Bushfire Risk.



**** Entire area of the municipality is listed as LOW BUSHFIRE RISK AREA ****

Pruning programs for the delivery of this ELCMP

2022.181 Block Tree Pruning Services

This program utilises a biennial pruning program to affect the vegetation clearance requirements associated with ES (elc) Regs 2020. The blocks listed for pruning for the duration of this plan are listed in the table below and the streets designated within the block and displayed on the block pruning map. All corresponding off-cycle maps are also audited for high voltage compliance and any required pruning carried out.

July 2023 – June 2024			
HV Audit Block	Pruning Block	Commence Date	Due Date
Block 1	Block 6	1/07/2023	24/09/2023
Block 2	Block 7	25/9/2023	30/11/2023
Block 3	Block 8	1/12/2023	19/02/2024
Block 4	Block 9	20/2/2024	16/04/2024
Block 5	Block 10	17/4/2024	30/06/2024

Reactive Pruning Program

A rolling program of works across the entire city and throughout the year in response to customer enquiries targeting trees that require pruning prior to the next cyclic program allotment.

High Voltage and Live Line Pruning Program

As per required, a program of works across the entire city and throughout the year undertaken in conjunction to the local Energy Distribution company.

9(4)(h)(i-iii) 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, listed in the planning scheme to be of ecological, historical or aesthetic significance and listed in the Planning Scheme, or a tree of cultural or environmental significance

The declared urban area of the City of Glen Eira consists of a mixture of native, exotic, evergreen and deciduous trees that have been mostly planted by Council. A full inventory of all Council’s tree assets has been recorded on Council’s asset management system, Confirm. Surveys of our street trees are undertaken every 2 years and park trees are undertaken every 3 years by AQF 5, (Diploma) qualified Arborists who record the trees genus and species along with a tree health and condition report.

A small percentage of trees have been identified as ‘naturally’ occurring native specimens, or of ecological, historical or aesthetic significance or a tree of cultural or environmental significance that may be impacted by the implementation of this ELCMP and these trees and locations are discussed below.

<http://planning-schemes.delwp.vic.gov.au/schemes/gleneira>

Protected Vegetation

VPO -1 Boyd Park Council has an area in southern section of Boyd Park identified as a Vegetation Protection overlay. An area of re-generated trees and shrubs, that occurred after the decommissioning of the Outer Circle railway line. Precautions for protection of this regenerated vegetation from line clearance activities have already been implemented as the powerlines that run through the VPO are Aerial Bundled Cable (ABC). Identified as part of this audit are a number of trees adjacent to 3 spans of LV bundled cable in Boyd Park between William Street and Ricourt Avenue, Murrumbeena that are protected in a vegetation planning overlay as per the below extract.

GLEN EIRA PLANNING SCHEME	
19/01/2006 VC37	<p>SCHEDULE 1 TO THE VEGETATION PROTECTION OVERLAY</p> <p>Shown on the planning scheme map as VPO1</p> <p>KITMONT STREET RESERVE AND SOUTHERN END OF BOYD PARK IN THE OUTER CIRCLE RAILWAY LINEAR PARK, MURRUMBEENA</p>
1.0 19/01/2006 VC37	<p>Statement of nature and significance of vegetation to be protected</p> <p>This area contains Glen Eira's only remaining significant remnant indigenous plant community which makes a positive contribution to the locality's former ecology and landscape.</p> <p>Forty-four (44) mature River Red Gums form the integrity of the open space reserve. A total of twenty-nine (29) species of indigenous plants, remnant of a River Red Gum Woodland Community which once covered large areas of Glen Eira and Melbourne, are supported in the reserve.</p>

Map to which VPO1 applies



In producing the work order for any tree pruning works in or around VP01 there is notification to the contractor that the area has vegetation significant to Glen Eira City council and that added care and awareness will be needed to be implemented during the works program. VP01 is within the pruning Block 6. A selection of trees within Block 6 will be pruned and the contractor will be notified of the significance of the vegetation through special mention on the work order and through a tool box meeting with the contractors at the start of works program.

Heritage Tree Register

The city of Glen Eira City contains a number of trees listed on the Victorian significant tree register, and again on the Victorian Heritage website. The lists of trees on these sites that were within the city boundaries of Glen Eira were reviewed, and none of the listed trees will be impacted by the pruning programs associated with this plan.

vhd.heritage.vic.gov.au

Note: Website checked for currency of the above information on 17/2/2023

Vegetation of Cultural significance

Victorian Aboriginal Heritage Register and Information System (ACHRIS) website was assessed to ascertain whether culturally sensitive vegetation would be impacted by this ELCMP. The Map on the ACHRIS site indicated that the riparian land around the Elster Creek area was listed as an area of interest, No individual trees are listed as being of significance thereby no tree of cultural importance there would be impacted by the delivery of this plan.

<https://applications.vic.gov.au/apps/achris/public/>

Note: Website checked for currency of the above information on 17/2/2023. The amended website maps no longer displays areas of cultural significance for the Glen Eira area. Internal Strategic Planning maps indicate no status change

Environmental and Sustainability Strategy

GECC has undertaken a review of its Environmental and Sustainability Strategy (ESS) in particular an assessment of Council's Biodiversity with reference to the vegetation. Glen Eira's biodiversity information was reviewed by Dr Graeme S. Lorimer of Biosphere Pty Ltd in 2015, This review included Council's position in relation to regulatory obligations:

- Victorian Catchment and Land Protection Act 1994.
- The federal Environment Protection and Biodiversity Conservation Act 1999.
- State level, the Flora and Fauna Guarantee Act 1988.
- Victorian Catchment and Land Protection Act 1994.
- Wildlife Act 1975.
- The Victorian Environmental Effects Act 1978.

The review also looked at earlier reports from the Australian Research Centre for Urban Ecology (ARCUE) that looked at Ecological Vegetation Classes (EVC's) Flora and Fauna protection and reported observations of threatened and endangered species.

Glen Eira is a heavily developed inner urban city and most of the indigenous vegetation was removed as the city grew. Most of the indigenous fauna left city as the food sources or habit was reduced. The swift parrot was the only

threatened species identified in the city with isolated sightings of the birds in flight, not nesting or roosting.

The city has populations of the Brush tail and Ring tail possums however these are far from being threatened or endangered species.

The report from Dr Lorimer identified the southern section of Boyd Park (VP01) as being the only small section of native vegetation while further to the north in the same park there were some isolated patches that may be representative of an EVC.

Note: Information checked as being current with Council's Sustainability Department on 24/3/2023, the strategy is unchanged and is being currently reviewed

Classified Tree Register

The City of Glen Eira City contains a number of significant trees which listed on the GECC Classified Tree Register.

Currently Glen Eira has 210 trees protected as per the Classified Tree Local Law. It should be noted that the Glen Eira Classified Tree Register is a living document in which trees may be added or removed from time to time.

Those trees that are listed on Glen Eira's Classified Tree Register which may be in the vicinity of powerlines are listed below on Councils website on the following link:

<https://www.gleneira.vic.gov.au/our-city/classified-trees/classified-tree-register>

9(4)(i) The means which the responsible person is required to use to identify a tree specified in paragraph (h) (i), (ii), or (iii)

Officers consult the following:

- Glen Eira City Council Planning Scheme.
- Glen Eira Classified Tree register to ensure these protected trees are not pruned without authorisation.
- National Trust Heritage Register/Overlays.
- Victoria Aboriginal Heritage Register (ACHRIS).
- Threatened Flora List*.
- Threatened Invertebrate Fauna List*.
- Threatened Vertebrate Fauna List*.
- Glen Eira Confirm database for Individual tree information that contains condition and attribute report. (Internal Officer access only)
- Internal documents- Environmental surveys and reports in relation to the Flora and Fauna within Glen Eira.

* Flora or fauna listed as threatened with a status of 'vulnerable,' 'endangered' or 'critically endangered'.

In the preparation of this ELCMP, information contained the above sources were reviewed in March 2023, to verify whether a tree was of indigenous, of ecological, historical, or aesthetic significance, or a tree of cultural or environmental significance. The outcome of this information is recorded in 9(4) (g). This information will be reviewed annually (at the time of the preparation of the ELCMP) as a minimum and should a Council officer identify changes to the local environment or have concerns in relation to the protection of the flora and Fauna, they have an obligation to review and research at any time. Should any changes be substantiated, actions in relation to vegetation protection will be implemented and the changes recorded in the ELCMP.

9(4)(j)(i) The management procedures that the responsible person is required to adopt to ensure compliance with the Code

Council as part of its management procedures for the implementation of its Electric Line Clearance Management Plan ensures that its staff and contractors involved in vegetation control work safely to the following Act, Regulations, Codes and industry standards:

- Electrical Safety Act 1998.
- Electrical Safety Installations 2009.
- Electricity Safety (General) Regulations 2019.
- Electrical Safety (elc) Regs 2020.
- Code of Practice Electrical Line Clearance.

And because Council employed staff and contractors are non-qualified electrical workers engaged in vegetation control works adjacent to electrical conductors, then working to requirements within the “Blue Book”.

In the delivery of the ELCMP Glen Eira requires its inspectors and assessors to have an AQF level 5 (Diploma) to attend to the amenity requirements for protecting its tree population in conjunction with meetings the vegetation clearance requirements.

All Glen Eira staff are trained as per the following table by a registered Training Provider with qualifications be recorded on our training matrix. Biannual checks are undertaken to ensure staff qualifications are current.

All staff that are employed are checked for currency of training. Should there be requirements that are needed to be met then the required training must be undertaken for the staff member can utilised for that activity.

In considering the cities vegetation and compliance with this ELCMP all Council owned or managed tree adjacent to electrical conductors are addressed through the biennial tree inspection and pruning program called the ‘Block Tree Pruning Services’. This program is based around a 2-year pruning cycle of the city’s street trees where the contractor is to assess, report and prune the trees to meet the requirements of the ‘Code’.

Under this program trees that are located adjacent to high voltage powerlines are inspected by both Council officers and contractors and any required pruning is carried out on a on a yearly basis.

All tree work will be undertaken in relation to the Electrical Safety Act 1998 and Electrical Safety (Electric Line Clearance) Regulations (2020). All crews working within the vicinity of powerlines must have a current Certificate II in ESI Powerline Vegetation Control as well as other appropriate training (as per the following table) that allows them to undertake their work safely.

Worker Role	Job Description	Competencies
<p>EWP Operator & EWP Safety Observer</p>	<p>Conducting tree pruning works in the proximity of electric lines from an insulated bucket on an Elevated Work Platform. These are typically works that are contracted out.</p>	<ul style="list-style-type: none"> • Certificate II ESI Powerline Vegetation Control • 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 (also equivalent is High risk work licence - WP) • Working safely near live electrical apparatus; non-electrical worker • High Risk Work Licence (WP) and EWP escape/rescue techniques • Safe work practices • First aid • Traffic management • Operate wood chipper and plant • Chainsaw operation • Application of pruning techniques and standards • Manual handling • Environmental awareness. • Annual refreshers in vegetation control and First Aid (in an electrical environment) and required to maintain currency.

Worker Role	Job Description	Competencies
<p>Tree Climber and Climber Safety Observer</p>	<p>Conducting tree pruning works in the proximity of electric lines from within the tree using ropes and harness. These are typically works that are contracted out.</p>	<ul style="list-style-type: none"> • Certificate II ESI Powerline Vegetation Control • UETTDRVC21 - Use climbing techniques to cut vegetation above ground near live electrical apparatus • UETTDRVC33 - Apply pruning techniques to vegetation control near live electrical apparatus • UETTDRVC34 - Undertake release and rescue from a tree near live electrical apparatus • AHCARB204 - Undertake standard climbing techniques • Working safely near live electrical apparatus; non-electrical worker • Safe work practices • First aid • Traffic management • Operate wood chipper and plant • Chainsaw operation • Climbing techniques and tree rescue near live electrical apparatus. • Application of pruning techniques and standards • Manual handling • Chemical use and application. • Environmental awareness. • Annual refreshers in vegetation control and First Aid (in an electrical environment) and required to maintain currency.
Worker Role	Job Description	Competencies
<p>Ground based operations; Woodchipper and plant operator and pruning and removal</p>	<p>Pruning or tree removal ground-based operations were the works may be in the proximity of electric lines. These may be employees of Council or workers under contract</p>	<ul style="list-style-type: none"> • Certificate II ESI Powerline Vegetation Control • Working safely near live electrical apparatus; non-electrical worker • Safe work practices • First aid • Traffic management • Operate woodchipper and plant • Chainsaw operation • Application of pruning techniques and standards • Manual handling • Chemical use and application • Environmental awareness. • Annual refreshers in vegetation control and First Aid (in an electrical environment) and required to maintain currency.

Worker Role	Job Description	Competencies
<p>Qualified Arborist to inspect and assess Council vegetation</p>	<p>Typically officers employed by Glen Eira who inspect vegetation and program works that may be in proximity to electric lines Field assessment of vegetation to verify compliance with clearance requirements and determine the actions required to maintain compliance with those regulations</p>	<ul style="list-style-type: none"> • AQF Level 5 Diploma of Arboriculture Horticulture or similar qualification • Undertaken accredited training in QTRA • Certificate II ESI Powerline Vegetation Control • Working Safely in the Construction Industry • Working safely near live electrical apparatus; non-electrical worker • Safe work practices • First aid • Traffic management • Application of pruning techniques and standards • Manual handling • Environmental awareness • National Certificate III in Arboriculture including the "Perform a ground-based tree defect evaluation" unit of competency, or an equivalent qualification • At least three years of field experience in assessing trees. • Annual refreshers in vegetation control and First Aid (in an electrical environment) and required to maintain currency.

The contract initiation process requires the contractor to provide all relevant documentation in relation to insurances, staff training and other requirements prior to undertaking any tree pruning in the proximity powerlines. Any changes to staff serving the contract must be updated in the training matrix and reported during contractual meetings. As a minimum, copies of all staff training matrices and insurances are required to be presented to Council biannually. For the Current Contractor Treeserve, all staff members were trained in Certificate II in ESI Powerline Vegetation Control initial training in the EPV stream of assessment.

The city of Glen Eira has a tree population of 59,119, which includes 48,635 street trees and 10,484 trees in parks and reserves. Of this total number of trees 28,026 have been identified as growing in proximity to powerlines. Council’s management program objectives are to deliver vegetation clearances from powerlines and reach compliance with the ‘Code’.

Council utilises a reactive tree pruning contractor to address any non-conformance issues with vegetation that cannot wait until the next cycle of block tree pruning. This contractor operates under Park Services annual supply contract 2023.41.D which identifies that all work will be undertaken in relation to the Electrical Safety Act 1998 and Electrical Safety (Electric Line Clearance) Regulations (2020). All crews working within the vicinity of powerlines must have a current Certificate II in ESI Powerline Vegetation Control as well as any other pertinent training that allows them to undertake their work safely. The training and contractual requirements for all the tree pruning contracts are similar in nature to those in the Block Tree Pruning Services.

All contracted works are checked for compliance with a 90% KPI measure as a minimum standard. Any non-compliant works inspected are referred to the contractor for remedial action. An example of these checks and balances are documented in attachment #1 Contract Specification 2022.181, Special conditions Clause 5 Key Performance indicators.

Management procedures adopted by Council to ensure compliance with the Code of Practice include:

- Meeting the vegetation clearance requirements as prescribed in the ‘Code’.
- Council will manage its trees as per the specifications contained within Contracts 2022.181 & 2023.41.D.
- As a minimum Glen Eira’s street tree will inspected and pruned as required to meet compliance with the Code on a biennial regime.
- Trees growing adjacent to high voltage conductors will be inspected and pruned as required on an annual cycle.
- Monthly contract meetings are held with Council’s external contractor/s.
- Audits are undertaken at the completion of each block. Any non-compliant vegetation is issued to Council’s contractor for completion prior to payment being made.
- All reactive work requests from both the public and the Distribution Business are inspected by one of Council’s internal arborists prior to being forwarded to Council’s contractor for action. The Distribution Business and or resident involved will be notified of any work programs that are issued.
- All tree removals including emergency removals will be managed by Council.
- Council will select an appropriate tree species as per Council’s “Preferred Planting Palette” that will be planted as replacement trees. Council is aware that this vegetation may need to be managed in the future by a pruning program to ensure it is compliant with electrical clearance spaces.
- Trees will be pruned to the Australian Standard, AS4373-2007 ‘Pruning of amenity trees’, as a minimum requirement.
- Council will apply for exceptions for trees which cannot be pruned as per AS4373-2007 to meet the required clearance spaces, when appropriate.
- Council’s tree pruning contractors are responsible for organising required ‘Suppressions’.
- The Council Arboriculture staff are responsible for liaising with the respective Distribution Businesses to discuss Electric Line Clearance works particularly in respect to no go zone works such as Live line works and Shutdowns.
- Implementing Alternative Compliance Mechanism (ACM) such as aerial bundled cable or undergrounding of services to reduce the level of non-compliant vegetation.
- Biennial assessment of all trees under powerlines in streets designated for two-year pruning cycle and annual inspections for streets where trees adjacent to high voltage or non-compliant vegetation is identified.

-
- The development of the specification for the maintenance and management of street and reserve trees to ensure Council managed vegetation is compliant.
 - Work in conjunction with the power supply authority to achieve better long-term outcomes.
 - Where appropriate Council, will apply for exemptions as described in the 2020 Regulations (Part 2—Prescribed Code of Practice and related provisions).

9(4)(j)(ii) & 9(4) The management procedures that the responsible person is required to adopt to ensure compliance with the Code, which specifies the method for determining an additional distance that allows for cable sag and sway (incorporates Reg 9(4) and Schedule 21)

The urban nature of the City of Glen Eira means most of the overhead assets support poles are at a distance less than 45 metres. Where pole distances are beyond 45m there is a requirement for additional clearance distances to be pruned. In delivering the contracted tree pruning services the contractor will include any additional pruning to meet the clearance distances outlined.

- Code of Practice for Electric Line Clearance, Electricity Safety (Electric Line Clearance) Regulations 2020.
- Part 3 - Minimum clearance spaces, Division 1 - Standard minimum clearance spaces.
- Schedule 2, Graphs 2, 3 & 4.

Where a contractor is uncertain about a span distance, they are to contact Councils, Urban Forest Team Leader - Tree Maintenance & Compliance, who will consult with the appropriate Distribution Company (includes Tramways and Train lines) in determining the span distance and the minimum clearance required. The contractor will then be provided with the appropriate minimum clearance requirements.

Upon completion of the works, an audit will be undertaken of the works to ensure that they meet the clearance requirements, and quality standards of the pruning. The Coordinator Urban Forest is responsible for implementing this process, the Parks Services Manager is responsible for verification of the process and the Urban Forest Team Leader - Tree Maintenance & Compliance is responsible for the random audit at the completion of works to ensure compliance.

All documentation around seeking confirmation of clearance spaces from any of the networks and the implementation of the pruning program will be maintained for a period of no less than 5 years.

Listed below are the primary contacts for each of the energy distribution companies that are represented in the City.



Leo Hourigan is the Council liaison officer for CitiPower and United Energy Distribution areas (both are located within the City of Glen Eira's boundaries).

Glen Eira also has vegetation in the proximity of other electrical networks such as the public transport system. Below are listed the primary contacts for these networks.

Yarra Trams General Enquiries 1800 800 007 Permits@yarratrams.com.au

Metro trains – Katrina Lewis – 0405 506 488 Katrina.Lewis@metrotrains.com.au

All procedures relating to the process will be reviewed annually.

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

Council's tree management policies, strategies and contract documentation identify AS 4373-2007 as a minimum standard for pruning of Council managed trees. It is a requirement that both Council employees and contractors engaged by Council for tree pruning activities use this standard as a minimum requirement for any pruning works. It is not foreseen that there is a pruning situation that would involve non-compliance with AS 4373- 2007. If such a situation should arise the Coordinator Urban Forest would adjudicate on the pruning requirements and deliver direction to the work crew involved. Documentation relating to this event would be stored on the contract file as a variation to the work standards.

Council has full access to the Australian Standards through SAI Global, ensuring that it is using the most current edition of the standard.

All pruning associated with electric line clearance is contracted out, and the details of the levels and standards of pruning are contained within the contract. The Block Tree Pruning Services Contract (2022.181) clearly defines AS4373-2007 as a minimum pruning standard. Random samples of works are undertaken for Quality Assessments and the standard of pruning is assessed against AS4373-2007. The Key Performance indicators are set at 90% and any non-compliant works are returned to the contractor as remedial works within set timeframes.

Should either Council Staff or Contractors encounter a situation where to achieve electrical vegetation clearance requirements the pruning will not meet AS 4373-2007, then Council's Coordinator Urban Forests, will assess the tree and make a decision on to best achieve a satisfactory outcome.

9(4)(l)&(m) 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 has had discussions with both United Energy and CitiPower as to the type of alternative compliance mechanisms that might be permitted to be used on their networks. This is seen as the first step in getting an Alternative Compliance Mechanism (ACM) approved. To date we have not received a definitive response from either company.

Council has no approved ACM's to declare or monitor.

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

To ensure that the aims and standards contained within this plan are achieved the following Key Performance Indicators (KPI) will be utilised to measure compliance with the ELCMP.

KPI	Measurement	%	Responsible Officer
Prepare plan by 31 March 2023	ELCMP prepared by Due Date	100%	Manager of Parks Services
Submit the ELCMP to ESV within 14 Days when asked too	Upon receipt of a request from ESV- Manager of Parks Services informs Director Sustainability Assets and Leisure of the request and a copy of the plan is forwarded within 14 Days of the request by ESV	100%	Manager of Parks Services and Director Sustainability, Assets and Leisure
Display a Copy of ELCMP on the website and have 'hardcopies' available for the Public	July 2023 have the current copy of the ELCMP displayed on the website and copies available at Parks Services Depot	100%	Manager of Parks Services
All tree pruning staff (including contractors) must have the appropriate current qualifications before working within the No Go Zone near powerlines	Check pruning staff accreditation and maintain a copy of the training matrix no older than 6 months	100%	Manager of Parks Services
Pruning works must comply with A.S. 4373 Pruning of Amenity Trees	All pruning works must be pruned to the standard described in AS4373	100%	Manager of Parks Services

Programs are delivered within the prescribed timeframes	Pruning programs identified in the ELCMP must be delivered prior to 30 June 2024 Program pruning dates are monitored through contract meetings on a monthly basis	100%	Manager of Parks Services
OH&S audits are undertaken to ensure crews are working in a safe manner	During times when the pruning program is active, monthly OH&S audits are undertaken to ensure crews are working in a safe manner	100%	Manager of Parks Services
Quality Audits are undertaken to ensure pruning works are to the standards required in this ELCMP	During times when the pruning program is active, monthly quality audits are to be undertaken on the completed works	100%*	Manager of Parks Services

** Of all branches required to be cut within the clear zone, noting that large branches may qualify for an ESV exception.*

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

The KPI table provided in Regulation 9(4)(n) is the primary performance manager along with site audits of contracted works.

All tree pruning works are audited upon completion. A sampling of the works is undertaken that represents 10% of volume of monthly works. These works must pass a 90% compliance rate to be accepted as completed. All works that are non-compliant are returned to the contractor for remedial action. The contractor is required to return the list of recalls that have been actioned and signed off by supervising staff within a 30-day period.

Contractor training matrices are called for twice per year to check that staff is appropriately qualified and competent. New staff and induction records are reported at monthly contract meetings. Council staff competencies are recorded on a training matrix which is updated as new training is undertaken.

Regular monthly audits of contractors and their staff are undertaken by Council's Arboricultural Officers to ensure compliance. Contractor's staff working onsite without the appropriate accreditation will be immediately stood down and the contractor issued a non-conformance notice.

Monthly audits are undertaken of all contractors engaged in Powerline vegetation clearance in relation to OH&S. The audit are site inspections to ensure the crews are working in a safe manner and includes traffic control signage, travel tower compliance (electric testing & weight testing, registration) the impletion of safety devices (earth chain – bucket harness) as notables. If a contractor is found non-

compliant with any of the standards, work is ceased until the situation is rectified, the contractor's management team is notified, and a notice is issued for noncompliance. The crew directly involved or the whole team involved in the service delivery may be stood down until the non-compliance issues are rectified and the non-compliance process is closed off to the satisfaction of GECC.

Contractors employed in vegetation control near electrified powerlines are required to maintain all relevant accreditation as current and to work to the approach distances as stated in the Blue Book. Failure to be able to produce current accreditation or not adhering to the approach distances outlined in the Blue Book will result in the staff members being stood down or being sent for refresher training.

Records of all audits and actions in relation to contract compliance are maintained for a period of no less than 7 years.

Similarly Council staff without the appropriate accreditation cannot undertake any works associated with powerlines until current accreditation standards are achieved. Council employees engaged in vegetation near powerlines are audited for OH&S and quality to the standards required by the ES (elc) Regulations 2020. Non-compliance issues may result in staff being stood down from conducting line clearance works, until the issue is rectified.

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 Electricity Safety (General) Regulations 2019

In delivering the ELCMP Council notes there will be 2 distinct groups of qualified people:

- 1) Council employees, who inspect, program and audit works undertaken by contractors; Council only employs arboricultural staff that hold a Diploma in Horticulture/Arboriculture and that have undertaken training in Certificate 2 in ESI Powerline Vegetation Control which is current. All these officers were trained in the initial ESI 2 Assessor training stream. The staff training matrix is maintained, and staff undertakes refresher courses as appropriate. The staff training matrix is managed by Council and employees are notified when retraining is necessary. Council arranges the training with accredited Registered Training Organisations. Staff cannot assess vegetation or undertake pruning without a current Certificate 2 in ESI Powerline Vegetation Control. All staff engaged in tree works within close proximity to powerlines must work according to the conditions contained within the 'Blue Book' (Electricity Safety (General) Regulations 2019).

Council also employs an internal tree pruning crew who conduct ground based pruning. As pruning equipment could be operated in close proximity to powerlines pruning staff must hold a current Certificate 2 in ESI. All 3 staff members were trained in the initial ESI 2 EPV stream. Powerline Vegetation Control. This training is recorded on a staff training matrix and refresher courses are undertaken as required. Staff cannot prune vegetation without

a current Certificate 2 in ESI Powerline Vegetation Control. All staff engaged in tree works within close proximity to powerlines must work according to the conditions contained within the 'Blue Book' (Electricity Safety (General) Regulations 2019). Failure to maintain current accreditation or maintain the approach distances as stated in the Blue Book will result in staff members not working near powerlines until non-compliance issues.

- 2) Council employed contractors engaged to undertake powerline clearance works, Block pruning and Reactive pruning programs must have appropriately qualified as outlined below.
- All supervisory staff are required to have a minimum level 4 certificate in advanced arboriculture with 3 years field experience or greater.
 - All staff engaged in tree works within close proximity to powerlines must work according to the conditions contained within the 'Blue Book' (Electricity Safety (General) Regulations 2019).
 - Personnel engaged in vegetation line clearance activities must demonstrate that they meet the compliance standards of an authorised person as described in Electricity Safety (General) Regulations 2019 otherwise they are not permitted to work.
 - Contractors must supply evidence of staff training and their currency. At a minimum Council seeks this information twice annually as well as a requirement the contractor notify Council of new staff and their training or any other changers which may affect staff members ability to work safely.
 - Vegetation control in close proximity to Railway line electrical assets or those of the Tramways, works must work to the standards contained within the Orange Book (Electricity Safety (General) Regulations 2019). When pruning is required in close proximity to these assets, Glen Eira contacts the asset owner for assistance in maintaining vegetation clearances.
 - Contractors employed in vegetation control near electrified powerlines are required to maintain all relevant accreditation as current and to work to the approach distances as stated in the Blue Book. Failure to be able to produce current accreditation or not adhering to the approach distances outlined in the Blue Book will result in the staff members being stood down or being sent for refresher training.

The minimum standards for contractor's staff were listed the advertised contracts however the requirements have changed in accordance Electrical Safety (elc) Regs 2020 and listed on page 23 of this document.

9(4)(q) Notification and consultation procedures

In maintaining Council's responsibilities with reference to this management plan it should be noted that Council or its contractors only prune trees that are

managed by Council. Council notifies its residents of any intent to prune or remove trees. As most requests are made via Council's customer request system Pathways, the provision of feedback to residents is part of Council's service charter.

Council will inform all residents of its street tree pruning program by publishing a notice in Council's magazine GE News, which is circulated to all residents on a monthly basis (with the exception of January).

Glen Eira City Council notifies its residents in response to requests of any intention to prune or remove trees as part of its customer service charter.

Council will provide additional notification to residents via its webpage.

9(4)(r) Dispute resolution procedures

Council has a dispute policy and will resolve disputes between the responsible officer and the resident.

In relation to this ELCMP there is a stepped process to dispute resolution.

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

Name	Jarrold Knight
Position	Coordinator Urban Forest
Address	731 Inkerman Road, Caulfield North 3162
Telephone	(03) 9524 3333
Email address	Jknight@gleneira.vic.gov.au

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

Name	Mark Dornau
Position	Manager Parks Services
Address	731 Inkerman Road, Caulfield North 3162
Telephone	(03) 9524 3333
Email address	Mdornau@gleneira.vic.gov.au

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

Name	Niall McDonagh
Position	Director Sustainability Assets and Leisure
Address	PO Box 42 Caulfield South
Telephone	(03) 9524 3333
Email address	NMcDonagh@gleneira.vic.gov.au

If the Council's dispute resolution process is unsuccessful in resolving the issue, the plaintiff will be referred to the local Distribution Business, Energy Safe Victoria or the Energy and Water Ombudsman of Victoria, whichever is most relevant.

9(4)(s) If Energy Safe Victoria has granted an exemption under regulation 11 relating to a requirement of the Code, details of the exemption or a copy of the exemption

As at the time of the preparation of this ELCMP, Glen Eira City Council has neither applied for nor received an exemption.

10 Obligations relating to management plans

10(6) A responsible person must ensure that a copy of the management plan is published on the responsible person's Internet site

Glen Eira City Council Website: www.Gleneira.vic.gov.au

As a part of meeting compliance with the regulations a current copy of the ELCMP is placed on the website for access to all. The copy is to be placed on the website just prior to or on 1 July 2023.

When the ELCMP 2023-24 'sunset' or reaches the end of its term (30th June 2024) the plan will be removed from the website. The responsibility for ensuring this action is undertaken is Manager of Parks.

As a community service to our ratepayers and residents, a copy of the management plan will be available for inspection from July 2023 to 30 June 2024 at the following addresses:

Park Services Offices
721 Inkerman Road,
Caulfield North

Caulfield Town Hall (Service Centre)
Cnr Hawthorn & Glen Eira Roads
Caulfield

During normal business hours 7.00am – 4.00pm Weekdays.

11(2)(a) & 11(2)(b) A responsible person who receives an exemption must ensure that a copy of the exemption is published on the responsible person's Internet site and is available for inspection at the responsible person's principal office in the State during normal business hours

As at the time of the preparation of this ELCMP, Glen Eira City Council has neither applied for nor received an exemption.

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

At the time of implementing this ELCMP, the City of Glen Eira has not identified any trees to which it wishes to apply an exception. In the advent that Council does wish to apply an exception, the process identified in Schedule 1 of the Code of Practice for Electric line clearance, Part 2 Clearance responsibilities, Division 1 Roles of responsible persons will be followed and the pertinent information added to this Management Plan.

9. Responsible person may cut or remove hazard tree

A hazard tree may be a tree that has or is likely to fail or has vegetation that will contact an electric line or enter the vegetation clearance space before next scheduled visit.

Council will conduct a biennial inspection of its powerlines to ascertain which trees could become 'hazard' trees within the next twelve months and are probable to either fall over the powerlines or grow into the clearance space. The inspecting arborist shall take into consideration local weather conditions, protected fauna or habitat. These inspections are to be conducted by a qualified arborist (AQF 5) with a current Certificate 2 in ESI Powerline Management as a minimum. In the event that a Council arborist identifies a 'Hazard Tree', the tree will be programmed to be pruned or removed as the situation requires. In the event that the 'Hazard' cannot be safely pruned by Council employed contractors the assistance of the local distribution company will be sought to undertake the remedial works.

Council is only responsible for trees located within the municipality and on land deemed or managed by Council.

A Council employee or approved contractor that undertakes urgent work at the direction of Council may elect to remove or prune trees further than the minimum clearance space around electricity lines. These works are seen as being efficient and effective in delivering a compliant management plan. Council as the responsible person and the land manager will inform the adjacent resident of the works within a reasonable timeframe.

In the case a Council officer observes a tree that is described as hazardous in relation to the ES (elc) Regs 2020, that is not on municipal controlled land, they will report the matter to the appropriate authority or land manager for remedial action.

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

10 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

Council's tree management plans have incorporated the requirements of the Australian Standard; 4373 Amenity Tree Pruning. The standard is used as a minimum quality requirement for all of Council's arboriculture programs and pruning activities. Pruning to this standard is a mandatory requirement for all tree pruning operations (beyond the scope of this plan) as a means of improving tree health and longevity.

In employing contractors to undertake the various pruning programs, the terms and conditions of the contracts define pruning standards to AS4373 -2007 as a minimum and must be employed at all times. Audits of tree works are undertaken monthly or as a completion of works package to ensure quality pruning is undertaken and the contractor scored adequately on the standard of works. The Block Tree Pruning Services Contract 2022.181 specifically sets the KPI for the quality of pruning works at a 90% achieved level.

Further details are contained in Attachment 1 Block Pruning Specification, Clause 4 Quality of Service.

Council has the expectation that all pruning works on trees managed by Council will be to a standard of no less than prescribed in AS4373-2007. Should staff or contractors have any queries in relation to not being able to meet these requirements then advice should be sought from Council's Arboricultural Coordinators.

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

The declared urban area of the City of Glen Eira consists of a mixture of indigenous, native, exotic, evergreen and deciduous trees that have been mostly planted by Council. A full inventory of all Council's tree assets has been recorded on Council's asset management system, Confirm. The surveys are undertaken of the street trees every 2 years and trees in Glen Eira's parks are surveyed every 3 years by AQF Level 5, (Diploma) qualified Arborists who record the trees genus and species along with a tree health and condition report.

A small percentage of trees have been identified as 'naturally' occurring indigenous specimens, or of ecological, historical or aesthetic significance or a tree of cultural or environmental significance and these are discussed below.

Protected Vegetation

VPO -1 Boyd Park (within Pruning Block 6)

Council has an area in southern section of Boyd Park identified as a Vegetation Protection overlay. An area of re-generated trees and shrubs, that occurred after the decommissioning of the Outer Circle railway line. Precautions for protection of this regenerated vegetation from line clearance activities have already been implemented as the powerlines that run through the VPO are Aerial Bundled Cable (ABC). Identified as part of this audit are a number of trees adjacent to 3 spans of LV bundled cable in Boyd Park between William Street and Ricourt Avenue, Murrumbreena that are protected in a vegetation planning overlay.

Prior to any proposed pruning or removals with the VPO -1 Boyd Park, the tree will be inspected by a Council employed qualified arborist to assess the vegetation, and seek the appropriate permits before issuing works orders. In issuing work orders, the order will contain information regarding any protected or significant vegetation and the pruning requirements associated with said vegetation.

12 Cutting or removing habitat for threatened fauna

In March 2016 Council was reviewing its Environmental Strategy in doing so it assessed the likelihood of the existence of threatened fauna within the city boundaries the review of the biodiversity information by Dr Graeme Lorimer of Biosphere. As a part of that review no threatened Fauna or habitat was identified within the municipal boundaries.

Therefore it is unlikely the during the implementation of this ELCMP that any habitat for threatened fauna will be 'cut' or removed. Council staff and its contractors are not to prune or remove trees that contain nesting fauna or engage in activities that might endanger any fauna. In the case where animals cannot be relocated then the works are placed on hold until a Council officer can find a responsible outcome.

Note: The Dr Graeme Lorimer, Review of the Environmental Strategy is the most current ecological information concerning GECC and used as reference guide for this ELCMP.

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

It should be noted that in the delivery of this plan that Council is only responsible for the pruning or removal of vegetation on Council managed lands.

Council will inform all residents of its street tree pruning program via its website and within the ELCMP. Glen Eira's block pruning program operates throughout year with each block given an allocation of approximately 2 months for completion. The contractor participates in setting the delivery times of the block pruning and is held accountable for completion within the set time frames.

Council notifies its residents in response to individual pruning requests by either a Customer response card or a letter / email. These notices of works are made after the tree has been inspected and lists the type of works that are involved as part of its customer service charter.

Examples of template information cards and letters that a resident may receive are provided below.



Glen Eira Trees

Tree Inspection Notification



Date: / / Request Number:

A Council officer called earlier today to inspect the tree on the nature strip outside your property. As a result of the inspection the following action will be taken.

- No further work is required** – the tree conforms to Council's specifications and is found to be in a healthy state.
- The tree will have pruning works carried out** – the work required is of a routine nature and has been programmed accordingly.
- The tree is in poor health** – removal has been recommended and will be completed within the next few weeks.
- A tree will be planted** in accordance with Council's Street Tree Strategy, during Council's planting season – April to September, subject to tree stock availability.

Comments:
.....
.....
.....
.....

Inspecting Officer:

Customer Enquiries: 9524 3333

Glen Eira Trees is a Business Unit of Glen Eira City Council.



GLEN EIRA
CITY COUNCIL

BENTLEIGH
BENTLEIGH EAST
BRIGHTON EAST
CARNEGIE
CAULFIELD
ELSTERNWICK
GARDENVALE
GLEN HUNTLY
MCKINNON
MURRUMBREENA
ORPOND
ST KILDA EAST

SUBJECT:
DATE:
ATTENTION:

Reference No :
Enquiries : Customer Service Centre
Telephone : 9524 3333

Dear

RE: REMOVAL OF TREES FROM YOUR NATURE STRIP

Thank-you for your letter dated regarding recent tree removals within the City of Glen Eira.

Glen Eira City Council is committed to providing, and retaining a high degree of vegetative cover within the municipality. Tree removal is the last management option and is not taken lightly. Parks Services endeavour to remove dead, dying or dangerous street trees only. I can assure you that we do not remove trees on aesthetic grounds.

Council's Urban Forest Officer or Coordinator Urban Forest visually inspect all trees requested for (or identified as requiring) removal and if ameliorative works cannot be undertaken, removal of the specimen may be scheduled. Our policy regarding notification of tree removals is that the resident of the property adjacent to the nature strip from which the tree is to be removed are contacted and advised of the upcoming works, as are neighbouring properties on both sides of the road. In the rare event that a tree is considered an immediate hazard, a tree may be removed without warning.

The Prunus (Flowering Cherry) trees that you describe in your letter have very short lives as street trees for biological reasons. This tree at the front of your property has been found to be harbouring decay and borer. As such the Prunus has been listed for removal and replacement.

If you have any further queries please do not hesitate to contact our customer Service Centre on 9524.3333, quoting the reference number located on the top left hand corner of this letter.

Yours Sincerely

Jarrold Knight
Urban Forest Coordinator
Parks Services



GLEN EIRA CITY COUNCIL
CORNER GLEN EIRA AND HAWTHORN ROADS, CAULFIELD, VIC
PO BOX 42, CAULFIELD SOUTH 3162

ABN 65 952 882 314 • P 03 9524 3333 • F 03 9523 0339
NATIONAL RELAY SERVICE TTY 13 36 77 • SPEAK AND LISTEN 1300 555 727
INTERNET-RELAY.NRSCALL.GOV.AU THEN ENTER 03 9524 3333 • MAIL@GLENEIRA.VIC.GOV.AU
GLENEIRA.VIC.GOV.AU

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

Council is responsible for the pruning of Council managed trees from the overhead wires.

All Council staff and staff employed by Contractors that are working on vegetation assessment or vegetation clearance must have a minimum undertaken training in Certificate 2 in ESI Powerline Vegetation Control. This allows for the trained personnel to work in proximity to powerlines < 22kV as a part of Glen Eira's tree management programs. Training cards or 'passports' are required to be checked before staff undertakes any tree pruning works.

These works may include vegetation that is within the clearance space of High Voltage lines (>22KV). Any tree works on LV powerlines adjacent to HV wires, require suppression of the HV while the works are undertaken. Limitations on the approach distances and vegetation overhanging the lines are outside of the scope of works that a Certificate 2 in ESI Powerline Vegetation management can operate.

Council's vegetation control contractors are not approved to work on vegetation overhanging these wires and the assistance of the local energy distribution company would be required to provide remedial action. In these cases a No GO Zone work order is applied for.

These NO GO ZONE work orders are either applied for by telephone or accessing the company's website.

United Energy- 13 20 99 requesting a **No Go Zone Trouble Order** for shutdown or live line pruning works.

CitiPower – Provides a facility via their website to apply for **No Go Zone Trouble Order**.

<https://www.powercor.com.au/working-with-us/suppliers/online-permit-applications/site-visit/>

Yarra Trams General Enquiries 1800 800 007

Yarra Trams have a facility on their website to apply for work permits in or around their electrical infrastructure. permits@yarratrams.com.au

Metro trains – Katrina Lewis – 0405 506 488 Katrina.Lewis@metrotrains.com.au

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

Council currently has not applied for any alternative compliance mechanisms (ACMs) We are still gathering data to determine what, if any, ACMs are appropriate to install.

It should be noted that all ACMs must be signed off by GECC, the network provider and ESV before they can be implemented as a compliance mechanism.

Attachment 1 – Block Tree Pruning Services (Extracts from Contract Document)



**GLEN EIRA
CITY COUNCIL**

Tender/Contract Number 2022.181

Block Tree Pruning Services

Various locations throughout the Municipality.

Glen Eira City Council is committed to the enhancement of the natural and built environment and will give strong consideration, where applicable, to the use of environmentally friendly products and services in all its undertakings.

5. KEY PERFORMANCE INDICATORS (KPIS)

5.1 The KPIS for the Contract and works activities set out in Table 1 below:

Table 1

Activity	How Assessed	Key performance indicator (KPI)
1) Block pruning works are undertaken in compliance with the Specifications.	Random audit of a minimum of 10% of the works completed by the Contractor.	a) 100%* of audited sites are pruned in compliance with the Specifications. b) 100%* of the works undertaken comply with the safety standards and requirements.
2) Supply of weekly data on all trees that; a) have been pruned inclusive of the date they were pruned on; b) any hazard trees or; c) any trees growing within the safe approach distances for H.V. powerlines.	Supply of an accurate data file to Council on a weekly basis whilst works are being undertaken.	100% of the requested data received by Council.
3) Completion of works within agreed timeframes.	Comparison of completion dates for each Block or parcel of works against the agreed timetable.	100% of works completed within the allocated timeframes.
4) Supply of a monthly Contractor report and the associated data.	Accuracy and timelines of Contractor status report	100% of monthly reports received by Council

* *Of all branches required to be cut within the clear zone, noting that large branches may qualify for an ESV exception.*

The KPI percentage evaluation level is viewed as the minimum quality level for the Contractor to achieve. It would be an expectation of Council that the actual service delivery consistently exceeded the nominated threshold percentage.

Contract Number: 2022.181

Block Tree Pruning Services

Various locations throughout the Municipality.

SPECIFICATION

1. OBJECTIVES

The objectives of this Contract are:

- 1.1. To provide tree pruning Services for all trees that are located adjacent to overhead powerlines so that:
 - vegetation is outside of the vegetation clearance space for the overhead powerlines;
 - vegetation is clear from obstructing pedestrian travel;
 - vegetation is clear from obstructing motor vehicle traffic travel;
 - deadwood greater than 30mm has been removed from trees;
 - young trees have been formatively pruned to encourage shape and health; and
 - trees are well balanced and aesthetically pleasing.
- 1.2. To ensure that all other trees Council manages that are adjacent to powerlines maintain clearance distances for overhead powerlines.
- 1.3. For all trees serviced, to:
 - record and provide to Council on a weekly basis information relating to the dates that specific trees have been pruned;
 - identify and report hazardous trees during the course of works;
 - maintain the health and amenity of the trees through responsible and best practice arboricultural techniques; and
 - maintain information and records in the delivery of Services to provide Council with data for long term planning, and
 - provide Council with a weekly report on the number of trees pruned, and a percentage of that block completed.
- 1.4. In the case of an emergency, if required, provide pruning and tree assessment Services to allow Council to respond quickly.

2. SCOPE

- 2.1. The Services are to be provided within the municipal boundary of the City of Glen Eira.
- 2.2. **Attachments 1 and 2** define the boundaries of each Block which defines the work areas.
- 2.3. Generally, all street trees and all trees in parks adjacent to powerlines are within the scope of these Services, except for young trees that are identified by the use of stakes and water wells.

3. SERVICES REQUIRED

3.1. The Services covered by this Contract are summarised below (detailed specifications follow).

3.2. For Street Trees

3.2.1. Assessment of tree health and need for pruning to meet the objectives of this Contract.

3.2.2. Pruning of street trees to meet the objectives of this Contract.

3.3. For other Council-managed trees under powerlines

3.3.1. Assessment of need for pruning to achieve regulated electric line clearance standards.

3.3.2. Records of works to Council's requirements.

3.3.3. Pruning of trees to achieve regulated electric line clearance standards.

3.4. Quality management, reporting and all other aspects covered in this Contract.

4. QUALITY OF SERVICES

4.1. General Quality of Services

4.1.1. The services will be carried out in accordance with arboricultural best practice standards, and to the satisfaction of Council's Representative.

4.2. Legislative Requirements and Guidelines

4.2.1. The Contractor must perform the Services in accordance with all relevant legislation not limited to the following examples:

- *Electrical Safety Act 1998*
- Electrical Safety (Electric Line Clearance) Regulations (2020)
- Electrical Safety (Installations) Regulations 2009
- Electrical Safety (General) Regulations 2019
- Code of Practice Electrical Line Clearance
- *Occupational Health and Safety Act 2004*
- All relevant Federal and State Legislation and Regulations, and Local Laws
- VicRoads Signage Code AS. 1742.3
- All relevant Industry Standards, Codes, Regulations and Schemes
- Australian Standard AS. 4373-2007 Pruning of Amenity Tree

4.3. Quality of Service Staff and Plant

4.3.1. All staff engaged by the Contractor must have at least the minimum qualifications, experience and training required by law and as stated in clause 23.3.2. and described in clause 23.3.2 and 23.3.3 below.

4.3.2. Council would expect the Contractor not only to employ suitably qualified personnel but demonstrate a commitment to further education of all staff.

The Contractor is required to maintain and provide a list of all staff (including any sub-contractors), their qualifications and training schedules to Council’s Representative for initial approval and thereafter on a regular basis and as required.

4.3.3. The following table is viewed as a minimum requirement and not limited to the items listed below:

POSITION	MINIMUM QUALIFICATION	MINIMUM EXPERIENCE
Ground Worker	<ul style="list-style-type: none"> • Certificate 2 in ESI Power line Management • Chainsaw Operation Certificate • Manual Handling • Hearing Conservation • Approved VicRoads Signage and Traffic Controllers Certificate • Endorsed truck license (if appropriate) • First Aid level 2 Certificate. 	Evidence of current licenses or certificates including recognized qualifications in Arboriculture and or Horticulture.
Tree Worker	<ul style="list-style-type: none"> • Certificate 3 Arboriculture • Certificate 2 in ESI Power line Management • Chainsaw Operation Certificate • Approved VicRoads Signage and Traffic Controllers Certificate • Endorsed Truck License • Manual Handling • Hearing Conservation • Certificate of competency in Operation of Elevated Work Platforms.(if appropriate) • Certificate of competency in access trees via rope and harness including the aerial rescue component. (if appropriate) • First Aid level 2 Certificate. 	<p>Appropriate vegetation clearance experience.</p> <p>Evidence of current licenses or certificates including recognised qualifications in Arboriculture and or Horticulture.</p>
Safety Observer	<ul style="list-style-type: none"> • Certificate 3 Arboriculture • Certificate 2 in ESI Power line Management • Chainsaw Operation Certificate • Approved VicRoads Signage and Traffic Controllers Certificate • Endorsed Truck License • Manual Handling • Hearing Conservation • Certificate of competency in Operation of Elevated Work Platforms.(if appropriate) • Certificate of competency in access trees via rope and harness including the aerial rescue component. (if appropriate) • First Aid level 2 Certificate. 	Evidence of current licenses or certificates including recognized qualifications in Arboriculture and or Horticulture.

POSITION	MINIMUM QUALIFICATION	MINIMUM EXPERIENCE
Supervisor/Arborist	<ul style="list-style-type: none"> • Certificate 5- Diploma of Arboriculture. 	<ul style="list-style-type: none"> • A minimum of 3 years Tree maintenance experience. • Evidence of current licenses or certificates. • Recognised qualifications in Arboriculture and or Horticulture.

4.3.4. The Contractor must provide evidence of current licenses, certificates, training and refresher courses for staff. Work site risk assessments, along with maintenance and operating compliance standards for all vehicles, machinery and equipment used to implement the Contract.

4.3.5. Where the Contractor is required to provide documentation to external authorities, electrical distribution companies - suppressions and/or MOA's etc. for compliance with the traffic and safety regulations, a copy is required to be submitted to Council's Representative.

4.4. Quality Assurance

4.4.1. The Contractor must implement and maintain a Quality Assurance Program for the delivery of the Services to the approval of Council.

As part of this requirement the Contractor must, as a condition of the Contract, provide within thirty (30) days from commencement of this Contract its Quality Policy; Quality Manual; Quality Plan and procedures for the Services.

4.4.2. The Quality Plan must identify all critical quality aspects of the Services and define procedures by which these must be achieved and verified.

4.4.3. The submitted Quality Plan must require the approval of Council's Representative.

5. RESPONSIBILITIES OF COUNCIL

5.1. As part of this Contract, Council has provided Maps and similar descriptive information necessary for the Contractor to provide the Services as specified (refer **Attachments 1 and 2**).

6. RESPONSIBILITIES OF THE CONTRACTOR

6.1. Any and all facilities, resources and costs, other than those specified in clause 5.1 above as being provided by Council, are the responsibility of the Contractor. These responsibilities of the Contractor are in addition to those set out in the Conditions of Contract.

6.2. Contractor's Office

6.2.1. The Contractor must provide and maintain an office with an operative telephone, facsimile machine and e-mail facilities staffed for the receipt of enquiries, complaints, messages, directions and instructions between

the hours of 7.00am and 5.00pm Monday to Friday inclusive. The Contractor will also provide a telephone contact number that is staffed 24 hours a day for emergency works.

- 6.2.2. The Contractor must provide Council with the telephone number and an email address, within 24 hours of the commencement date of the Contract and must inform Council of any changes to such communication addresses within 24 hours of any change. The cost of advertising or communicating this change to affected persons is at the Contractor's expense.
- 6.2.3. The Contractor is responsible for all office costs, secretarial and clerical work, overheads, stationery, printing, photocopying, postage and telephone costs unless specifically detailed in clause 24 as being the responsibility of Council.
- 6.2.4. The Contractor is to maintain a computer system capable of uploading data from Council's systems and return the information in a Microsoft Excel format requested by Council's Representative, for easy utilisation.

6.3. **Damage to Council Equipment, Property or Materials**

- 6.3.1. Where access to Council owned or controlled areas is required, the Contractor will ensure that the area is left in a safe condition, free of any damage resulting from the Contractor's use of the area. This includes the damage created by vehicles that result in the formation of wheel ruts. All tree and associated debris will be removed on the same day as the works were undertaken, with no debris remaining on site overnight. Any damage will be reinstated at the Contractor's expense.
- 6.3.2. All limited access areas must be locked following provision of the Services, and the Contractor is responsible for custody of the keys provided by Council.
- 6.3.3. Copies of keys are not to be made, additional or replacement keys are to be applied for in writing and are subject to any incurred costs.
- 6.3.4. Should the keys be broken or damaged so as to prevent usage, the Contractor is responsible for the cost of any replacement. The Contractor will report any damage to Council whether such damage is or not caused by the Contractor or person engaged by the Contractor providing the Services. Such damage must be reported to Council's Representative immediately. The Contractor is required to set up and maintain a key register of all keys provided by Council to the satisfaction of Council's Representative.
- 6.3.5. The Contractor is responsible for the cost of replacing or repairing all damaged receptacles, surrounds, containers, bin stands, and all other Council property, where such damage is the result of any action or inaction of the Contractor or any person engaged by the Contractor in providing the Services, with the exception of all fair wear and tear as assessed by Council's Representative.

7. SAFETY OF WORK

- 7.1. All Services and Works must be carried out in such a manner as to ensure the safety of the public and the operators performing the work. Protection of persons, private property, Council owned property, powerlines and associated assets must be a prime consideration of the Contractor's supervisor, the Contractor and the operators performing the work.
- 7.2. The Contractor must observe and comply with all rules and regulations and acts which are relevant to the Services and Works, including, inter alia, the Common Law duty of care, the *Occupational Health and Safety Act*, Electrical Safety (Electric Line Clearance) Regulations 2020 , Road Traffic Regulations, Cranes Regulations and Labour and Industry Regulations, etc., and will indemnify Council accordingly.
- 7.3. The Contractor must only use standard traffic signs in good condition. Personnel to direct traffic will be provided by the Contractor. Where a whole road is required to be closed, a closure must not commence nor must any related tree pruning or associated works commence without the prior written permission of Council's Representative and or any relevant governing authorities including the notification of all emergency services. The Contractor must engage a VicRoads 'Accredited' traffic management company where the use of a traffic management company is required. All traffic control is at the Contractor's expense.
- 7.4. The Contractor's obligations will include the proper fencing, guarding, lighting and supervising of all works carried out under the Contract.
- 7.5. When directed by Council's Representative, the Contractor must remove from the work site any person considered by Council's Representative to be a threat to safety at the site by reason of incompetence, misconduct or negligence.
- 7.6. All vehicles, machinery and equipment used by the Contractor must comply with all traffic and safety rules and regulations. Any safety devices on machines such as power chainsaws, chipper machines etc. must be regularly checked to ensure that they are in working order. Vehicles must be properly registered, insured and in roadworthy condition. Elevated Platform Vehicles must be 'electrically' tested and 'weight' tested and display current documentation of certification, as well as being in mechanically sound condition. All operators working in the proximity of powerlines must hold a current 'Certificate 2 in ESI Power line Management as approved by ESV(as minimum). Those employees engaged in the operation of an Elevated Work Platform must be the holder of a current Certificate of Competency in Operation of Elevated Work Platforms. All vehicles and Elevated Work Platforms used by the Contractor must be in a clean, tidy and presentable condition.
- 7.7. Council reserves the right to approve or disapprove of any or all vehicles that are included in the provision of the Services under this Contract.
- 7.8. Operation of Elevated Work Platforms (EWP) must at all times comply with the *Occupational Health and Safety Regulations 2017*. Particular

attention is drawn to the exemption to regulation 39 granted for tree clearing work.

- 7.9. At least one operator on any one work site will hold a valid and current First Aid Certificate Level 2 as a minimum standard. A mobile telecommunication device must be available on site to call for assistance in an emergency situation.
- 7.10. The Contractor and operators will wear clean and functional clothing items appropriate for the work they are doing, and will use all proper safety garments, footwear, protective equipment (e.g. earmuffs, glasses and/or goggles, helmets, chainsaw trousers/chaps etc), climbing harness and belt for tree climbing and/or Elevated Work Platforms work. Where required any equipment such as harnesses that has an expiration date will be clearly labelled to demonstrate that it is safe to use. Climbing spikes/spurs will not be used for any tree pruning works to be undertaken under this Contract without the express permission of Council's Representative.
- 7.11. Council's Representative will have the power to stop or suspend the progress of any work if in his or her opinion such work is being performed in an unsafe manner.
- 7.12. The Contractor will only employ skilled competent operators to perform the Services. The Contractor will provide and keep updated a list of any and all operators employed during the entire course of the Contract, detailing their qualifications, experience and levels of competency in tree work.
- 7.13. Tree work at height must be performed with the use of EWP wherever practicable.
- 7.14. **Residents' Complaints or Requests**
- 7.14.1. Any complaints or requests for additional pruning works beyond the orders issued by Council's Representative are outside this scope of this Specification must be referred to Council's Representative for decision and response to the complainant.
- 7.14.2. All requests made to the Contractor, from members of the public, are to be responded to in a polite, courteous and helpful manner. The resident should be encouraged to report requests for additional pruning works to Council's customer service centre (telephone: 9524 3333 / email: mail@gleneira.vic.gov.au / website chat: <https://www.gleneira.vic.gov.au/>) so the request can be handled by a Council officer. If a member of the public becomes angry and aggressive towards the Contractor then the Contractor must stop work immediately and contact the Council officer to attend the site.
- 7.14.3. All complaints or enquiries received on any day will be submitted to Council's Representative by the end of that working day.

7.14.4. Council's Representative is responsible for investigating any complaint by members of the public about the manner in which any work or Services has been performed as part of this Contract.

7.14.5. Council's Representative may refer complaints to the Contractor for handling in accordance with clause 14 of the Standard Conditions of Contract.

7.15. Noise

7.15.1. Objections to pruning machinery noise will be treated with courtesy. People who object to the noise will be advised of the anticipated length of the works and asked to bear with the temporary discomfort. If, however, the objection is pressed (sickness in the house, etc.) then alternative methods for the removal of the pruning must be arranged.

7.16. Courtesy

7.16.1. The Contractor will ensure that all staff of the Contractor are courteous and respectful to the members of the public with whom it comes into contact with.

8. WORKING HOURS

8.1. All tree work including clearing up of work sites and removal of debris will be carried out during daylight hours between the hours of 7.00 a.m. and 6.00 p.m. Monday to Friday inclusive (with the exception of emergency works or other works as specifically directed by Council).

8.2. The Contractor must submit to Council's Representative for approval any request for works to be carried out on public holidays, Saturdays and Sundays in advance.

9. TREE WORKS DATA FILES

9.1.1. At the completion of each weeks work a data file in the form of a Microsoft Excel spreadsheet is to be returned to Council listing all the tree assets that have been pruned by the Contractor, and the dates that the works were actioned. Any trees that require a follow up inspection by Council officers should also be flagged in this file. A follow-up inspection may be required if a tree is sick, dying, dead or the contractor considers the tree to be a hazard. Trees that could not be pruned as they have vegetation that would require the Contractor to breach their Safe Approach Distances are also to be reported to Council within this file.

9.1.2. Prior to the Contractor undertaking works in a specific block a request will be made to Council to supply a data set of all the trees that are located within the block adjacent to powerlines. This data will contain the Council tree asset I.D. and location details including Easting and Northing location datum figures and will be supplied to the Contractor as a Microsoft Excel spreadsheet. This data should then be utilised by the Contractor to produce the weekly return files for Council.

10. DETAILED SPECIFICATIONS – BLOCK TREE PRUNING

10.1. General

10.1.1. Maintenance work on any trees under the orders issued by Council's Representative to the Contractor will comprise of but not be limited to the following:

(a) Pruning of all trees within the designated Block to provide and maintain a clearance from any overhead power lines in accordance with Electrical Safety (Electric Line Clearance) Regulations 2020 and Pruning of Amenity Trees" AS. 4373-2007. The aim is to achieve a two-year interval of pruning while achieving the quality of service, standards of work and other requirements of this Specification. All trees within all Council Properties and in all reserves are to be pruned away from electrical assets such as powerlines, power poles, transformers and electrical infrastructure as per clauses 29.3 and 29.6 of the Specification to satisfy the requirements of Council's Electric Line Clearance Management Plan and the Regulations.

(b) Raising the Crown (Crown Lifting) of a tree means the removal of lower branches and/or foliage to allow for unrestricted pedestrian or vehicle movement along a footpath, driveway, or carriageway, and to ensure clear fields of vision for pedestrians and motorists alike. (Refer to clause 29.4 of the Specification. Including the removal of any adventitious shoots growing from the base of the trees.

10.1.2. All trees are to be left after any pruning in as close to their natural form as possible, while allowing for the necessary power line, pedestrian, and vehicle clearance required. No pruning beyond the requirements of this Specification will be undertaken without approval. The least possible reduction of foliage cover and change to the natural form of trees whilst achieving the compliance standards is the aim of all pruning works. No tree will have more than 1/3 (33%) of the living vegetation removed at any time without Council's Representative's permission.

10.1.3. If achieving the required clearances will significantly alter the form of a tree or will require cutting of limbs of a diameter greater than 150 mm, Council's Representative's approval is to be obtained.

10.1.4. Trees will not be pollarded or have unnecessary limbs removed for such things as allowing easier or faster access to the tree's canopy.

10.1.5. The intent of this Specification is to provide street trees with a single trunk clear of any branches or vegetation below 2m, that are well formed without any dead, crossed or broken branches. The work site is to be left in a tidy state after the completion of works. All debris (including logs, wood chips, twigs and saw dust) are to be removed. No logs or debris are to be left on site overnight.

10.1.6. Contractor is to insure that proper vegetative hygiene measures are implemented to prevent the spread of pests and disease. (Common

examples may include Cypress Canker, Giant Pine Scale and or Fusarium Wilt on Palms).

10.1.7. All trees are to be pruned in accordance with the Australian Standard for Pruning of Amenity Trees (AS. 4373-2007) as a minimum.

10.1.8. All works will be undertaken with regard to each tree's age, shape, size, character, condition and situation and be consistent with the requirements of this Specification.

10.2. **Tree Pruning Techniques**

10.2.1. The general tree pruning techniques which are to be used are those described in the Australian Standard for Pruning of Amenity Trees (AS. 4373-2007).

10.2.2. Pruning Cuts

Pruning cuts made to trees:

- will ensure bark tearing is avoided by using the undercut, top cut and final cut method when removing or pruning branches;
- will ensure all final cuts are 'natural target' pruning cuts by making use of the branch collar to identify the proper location to remove a branch. In the absence of a collar, pruning shall be undertaken with reference to branch bark ridge and stem bark ridge;
- will ensure that all pruning is made as close to branch collars as possible whilst ensuring not to cut into trunk tissue;
- will ensure flush cuts shall not be made;
- will ensure that the use of tools such as chainsaws or pole pruners are managed in a way as to not make additional overcuts into adjoining stems;
- will ensure pruning techniques shall be natural target, tip and directional pruning techniques in order to minimise re-growth towards conductors and ensure that tree growth will grow away from overhead powerlines;
- will ensure co-dominant stems are pruned with reference to the attachment point and the stem bark ridge;
- will not leave stubs;
- will be made with sharp, properly maintained tools; and
- juvenile trees are to be pruned with sharp hand tools.

10.2.3. General

Prune all trees to remove:

- all deadwood and/or dying branches of 40mm diameter or more;
- all deadwood and/or dying twigs for fine pruning when specified by Council's Representative;
- all broken, hanging, damaged or cracked branches;
- any branch stubs left from previous works.;
- any mistletoes or parasites;
- all suckers and basal sprouts from the main trunk;

- any branch or foliage which extends over any part of a carriageway in such a way that it obstructs the view between vehicles and pedestrians, or obscures a traffic control item or a street name sign; and
- any branch or foliage which is growing within 1m of a power pole or electric light pole.

10.3. **Valley Pruning (Overhead Wire Clearance)**

- 10.3.1. Valley Pruning is to be used in pruning a tree where power lines exist over or through a tree, and includes the pruning of trees around aerial bundled cables. Valley Pruning means the directional pruning of branches to provide and maintain a clearance between the tree and any overhead power lines while at the same time encouraging the growth of limbs away from and around the wires.
- 10.3.2. The minimum standard requirement is to achieve a clearance space around the electrical conductors as prescribed by Electrical Safety (Electric Line Clearance) Regulations 2020 plus a reasonable allowance for growth between pruning considering the species and form of the tree. Clearance must be within a minimum of 1.5 metre and a maximum of 2.0 metres from a low voltage (>240 Volts) overhead line, and within a minimum of 2.0 metres and a maximum of 2.5 metres from a high voltage (12.5KV,22KV,66KV) overhead line. Insulated conductors such as aerial bundled cable (ABC) are required to have a 300mm clearance on all sides of the cable.
- 10.3.3. For transformers, Tree Clearance Pruning shall provide a minimum of 2.0 m Clearance Space around the transformer, plus allowance for regrowth as per high voltage requirements.
- 10.3.4. When Valley Pruning, the Contractor shall prune epicormic growth to lateral buds and branches to help shade the top portion of large scaffold branches. The Contractor shall not completely remove all epicormic growth under power lines unless their retention does not comply with the Regulations, or those branches are sufficiently shaded from the upper canopy of the tree. Pruning or epicormic buds shall be carried out with appropriate equipment to ensure proper pruning techniques are maintained.
- 10.3.5. The Contractor is to report any trees that cannot be pruned as its worker's safety would be compromised due to the inability to maintain safe approach distances from the electrical conductors. These trees are to be noted and reported to Council's Representative as they may require live line pruning works or a power shut down to effect electrical compliance. These trees are to be recorded and supplied to Council as part of the weekly works data file.
- 10.3.6. When Valley Pruning, the Contractor shall not remove any structural limbs over 150 mm diameter growing within the Clearance Space without the permission of Council.

10.3.7. It should be noted that the Contractor is not expected to maintain clearances from telephone or other telecommunication distribution networks and clearing vegetation around these services are outside the scope of this Contract.

10.4. Power Pole Clearance (Clearance of Electrical Infrastructure)

10.4.1. For power poles, pruning shall provide a minimum of 1.0 m Clearance Space around the pole, plus allowance for regrowth over the subsequent twenty four (24) month period. If this cannot be achieved then the Contractor must inform Council via a comment within the weekly works data file.

10.5. Street Lights (Public Lighting Clearance)

10.5.1. For street lights, pruning shall achieve a minimum of 1.0 m Clearance Space above and each side of the street light and pole plus allowance for regrowth over the subsequent twenty four (24) month period. In addition, the tree will be sufficiently pruned to allow triangulated illumination of the road below the tree. If this cannot be achieved then the Contractor must inform Council via a comment within the weekly works data file.

10.6. Street Clearance (Clearance of Street Signage)

10.6.1. For street signs and all other assets that may affect the line of sight for motorists, other road users or pedestrians, pruning shall achieve minimum of 1.0 m Clearance Space around the asset plus allowance for regrowth over the subsequent twenty four (24) month period. If this cannot be achieved then the Contractor must inform Council via a comment within the weekly works data file.

10.7. Pruning of Trees to Raise Crowns (Canopy Uplift)

10.7.1. Raising the crowns of all street trees to a minimum of 4.0m over carriageways, and to a minimum of 3.0m and not greater than 3.5m over driveways, footpaths and nature strips. This will include the removal of any adventitious growth from the base of the tree.

10.7.2. Raising the crowns of trees located on state highways to a minimum height of 4.5 m. This will apply only to the trees on the outer separator or nature strip that overhang the main carriageway. Branches with a diameter that exceeds 250mm must be reported to Council's Representative for a decision on the pruning or removal of the limb.

10.7.3. Removal of scaffold and / or structural branches may cause large wounds, provide entry points for pathogenic organisms and decay and as such, cannot normally be removed. In order to increase the visibility of retained scaffold and structural branches above the roadway, all epicormic growth that may obscure the sections of the scaffold and structural branches that overhang the roadway must be cleared so that they are completely exposed to oncoming traffic.

10.7.4. The Contractor is to identify those trees that cannot be adequately pruned over the roadway to prevent vehicle impact. The identified trees are to be recorded and submitted to Council as part of the weekly works data file.

10.8. Roadside Reservations

10.8.1. Trees located in either municipal controlled properties or roadside reservations, that impede on safe pedestrian, or motor vehicle travel, or are growing into the vegetation clearance space for electric overhead power lines will be deemed to be part of the streetscape and therefore will be included in the Block Pruning program as part of the respective Block.

10.9. Insulated Electric Service Line Clearance

10.9.1. Tunnel pruning method will be used to create a 300mm-clearance space around the insulated electrical service connected to the house/business as specified in the Electricity Safety (Electric Line Clearance) Regulations 2020. The Contractor must be aware that more than one service line may run through a tree and that each service line is to be cleared.

10.10. Formative Pruning of Juvenile Trees

10.10.1. Young trees and saplings will be pruned to encourage a sturdy single tree trunk and to form a crown allowing for adequate clearance for vehicular and pedestrian traffic as appropriate, while directing the branches to grow around any overhead powerlines. Pruning of juvenile trees is to be done with hand tools only.

10.10.2. The following are to be removed from juvenile trees:

- co-dominant stems;
- crossed over or rubbing branches;
- inward growing branches;
- broken and diseased branches; and
- adventitious growth from the base of the trunk.

10.10.3. **Pruning of Juvenile trees that have water wells and stakes are maintained by a separate Council contract. The associated pruning of these trees are outside the scope of this Contract.**

10.11. Palm Tree Pruning

10.11.1. In addition to complying with the conditions contained in this Specification, all seed pods and dead fronds are to be removed from the palm trees along with the removal of any weed species growing in or on the tree. When pruning palm trees, tools are to be sterilised after the pruning of each tree to reduce the possible spread of fusarium wilt or other diseases.

10.12. Tree and Stump Removal

10.12.1. Tree Removal

Tree removals are **not included** in the fixed lump sum prices for this Contract.

Should the Contractor observe a tree that is hazardous or requires removal the identified trees are to be recorded and submitted to Council as part of the weekly works data file. All dead trees shall be reported to Council.

10.12.2.Existing Stumps

During the course of performing the works/Services required by the Specification, the Contractor is to report to Council's Representative, the location and size of any existing stumps encountered.

10.13. **Disposal of Cut Materials**

10.13.1.The Contractor is responsible for the removal of all debris from work sites including all timber, limbs, branches, twigs, leaves, woodchips, stump grindings and sawdust generated as a result of the tree works. All cut materials will be removed on the same day of being cut and no materials which may cause inconvenience to residents will be left on sites overnight. No materials will be left on sites over night or on weekends and public holidays.

10.13.2.All cut materials suitable for being chipped will be chipped on-site with a wood chipper machine approved by Council's Representative. The woodchips and mulch will remain the property of Council and will be transported and deposited at sites within the City of Glen Eira nominated by Council's Representative. The preferred site is Council's mulch facility in Glen Huntly Reserve, Neerim Road, Caulfield.

10.13.3.All materials which are unsuitable for chipping will be removed and disposed of by the Contractor and any transport costs and disposal fees payable will be the sole responsibility of the Contractor.

10.13.4.Creeper / climber plants such as ivy, jasmine and mistletoes are not to be chipped and are required to be removed to a nominated landfill site. All costs are to be borne by the Contractor.

10.13.5.Debris, logs, branches and foliage contaminated with infectious materials such as giant pine scale and cypress canker disease infected wood or other infectious plant diseases must not be chipped and must be disposed of at a licensed landfill site nominated by the Contractor in its tender. In the case the contaminated material can be attributed to a pest or disease in relation to a Bio-alert notice, Council will be prepared to contribute towards the waste disposal as this would be not have been anticipated during the tender process.

10.14. **Animal Management**

10.14.1.The Contractor is likely, during the provision of the Services, to encounter and disturb a range of animals nesting or otherwise living in trees, and shall ensure that any animals disturbed or displaced from their nests are not injured, harmed or unnecessarily traumatised in the provision of the Services. If any are injured for any reason, or require relocation, the

Contractor shall notify Council and may be required to contact the RSPCA or other suitable animal shelter.

10.14.2. If the Contractor encounters any dead animals whilst providing the Services, the Contractor shall remove the dead animal, clean the affected asset as necessary, and transport the carcass to an appropriate disposal facility.

10.15. **Parked Vehicles**

10.15.1. Parked vehicles may be an obstruction to the Contractor delivering the Services. It is the responsibility of the Contractor to adopt appropriate works processes and or techniques to achieve the specified standards despite parked vehicles within the timeframe specified.

11. **DETAILED SPECIFICATIONS – EMERGENCY WORKS**

11.1. **General**

11.1.1. In the event of major storm damage Council's Representative may seek the assistance of the Block Pruning Contractor(s) to assist in the clean up after the storm. These works will see the use of the reactive works Schedule of Rates. The facility to utilise the staff and equipment of the Block Maintenance Contractor(s) to attend these remedial activities is an integral part of the Council's risk management plan.

11.1.2. Where an emergency occurs sufficient to warrant action under the Municipalities Displan then the Municipal Emergency Response Officer (MERO) appointed under the plan may require the Contractor to make available certain items of plant and equipment as soon as is practicable to apply to the emergency requirements.

11.1.3. All works ordered will be at the direction of Council's Representative, via the issuing of a work order, with a specific identification number, description of works and a completion due by date.

11.2. **Tree Pruning Techniques**

11.2.1. Refer clause 10 above for details related to tree pruning.

11.2.2. No tree will have pruning works undertaken on it without Council's Representative approving the works and creating a works order.

11.3. **Tree and Stump Removal**

11.3.1. Tree Removal

Tree removals are divided into a number of distinct categories and payments will be made in accordance with Items 7, 8 and 9 of Schedule B1 of the Tenderer's Response.

- Item 7 relates to trees under the height of 8m
- Item 8 relates to trees between 8m and 15m in height
- Item 9 relates to Trees greater than 15m in height

The sub groups utilize caliper size to further define the dimensions of the tree:

- [a] Up to 200mm DBH (Diameter at Breast Height)
- [b] Between 201mm and 400mm DBH
- [c] Between 401mm and 600mm DBH
- [d] Between 601mm and 800mm DBH
- [e] Between 801mm and 1000mm DBH
- [f] Between 1001mm and 1200mm DBH

Any tree with a diameter at Breast Height of greater than 1200mm will be subject to a separate quotation and costing calculated utilising Schedule B2 Dayworks of the Tenderer's Response.

All tree removals will be conducted by sectional removal in a controlled and safe manner.

When removing a tree, an area greater than the circumference of the canopy line, should be barricaded off so as to create a safe work zone.

11.3.2. No tree will be removed without a work order issued by Council's Representative.

11.3.3. **No tree, within the boundaries of the City of Glen Eira, and under the terms of this Contract, will be 'felled'.**

11.4. Disposal of Cut Materials

11.4.1. The Contractor is responsible for the removal of all debris from work sites including all timber, limbs, branches, twigs, leaves, woodchips, stump grindings and sawdust generated as a result of the tree works. All cut materials will be removed on the same day of being cut and no materials which may cause inconvenience to residents will be left on sites overnight. No materials will be left on sites over night or on weekends and public holidays.

11.4.2. All cut materials suitable for being chipped will be chipped on-site with a wood chipper machine approved by Council's Representative. The woodchips and mulch will remain the property of Council and will be transported and deposited at sites within the City of Glen Eira nominated by Council's Representative. The preferred site is Council's mulch facility in Glen Huntly Reserve, Neerim Road, Caulfield.

11.4.3. All materials which are unsuitable for chipping will be removed and disposed of by the Contractor and any transport costs and disposal fees payable will be the sole responsibility of the Contractor.

11.4.4. Creeper / climber plants such as ivy, jasmine and mistletoes are not to be chipped and are required to be removed to a nominated landfill site. All costs are to be borne by the Contractor.

11.4.5. Debris, logs, branches and foliage contaminated with infectious materials such as giant pine scale and cypress canker disease infected wood or

other infectious plant diseases must not be chipped and must be disposed of at a licensed landfill site nominated by the Contractor at the time of tendering. In the case the contaminated material can be attributed to a pest or disease in relation to a bio-alert notice Council will be prepared to contribute towards the waste disposal as this would be not have been anticipated during the tender process.

11.5. Stump Grinding

- 11.5.1. During the course of performing the works/Services required by the Specification, the Contractor is to report to Council's Representative, the location and size of any existing stumps encountered.
- 11.5.2. Stump-grinding to a minimum depth of 300mm below ground level and include the chasing and removing of any visible surface roots to the same depth that are within a distance of 2m from the tree trunk. All tree mounds are to be removed leaving the naturestrip flat and even.
- 11.5.3. The stump grinding will include the removal of all the 'grindings', roots and associated debris and be disposed of at the Contractors expense.
- 11.5.4. Reinstatement of the site with approved screened topsoil and lawn grass seed.

12. PARKED VEHICLES

- 12.1. Parked vehicles may be an obstruction to the Contractor delivering the Services. It is the responsibility of the Contractor to adopt appropriate works processes and or techniques to achieve the specified standards despite parked vehicles within the timeframe specified.

13. SOCIAL PROCUREMENT

- 13.1. In evaluating the Tender Responses, Council will take into account the extent to which Tender Responses demonstrate solutions that will or may provide any or all of the following benefits:
 - (a) promotion of the social, economic and environmental viability and sustainability of the municipal district;
 - (b) efficient and effective use of resources and provision of services in accordance with the Best Value Principles to best meet the needs of the local community;
 - (c) improvement of the overall quality of life of people in the local community;
 - (d) promotion of appropriate business and employment opportunities; and
 - (e) provision of services and facilities that are accessible and equitable.
- 13.2. Tender Responses that do not demonstrate any of the above benefits are unlikely to be successful.

BLOCK PRUNING AREAS

A DESCRIPTION OF DESIGNATED TREE PRUNING BLOCKS FOR THE BLOCK TREE PRUNING PROGRAM.

To read in conjunction with: **Attachment 2, Block Pruning Area Map**

Block 1

North: Inkerman –Orrong – Princes Hwy, Dandenong Road
East: Normanby Road (Dandenong – Balaclava)
South: Balaclava (Normanby –Hotham)
West: Hotham Street (Balaclava –Inkerman)

Block 2

North: Balaclava Road (Hotham –Hawthorn)
East: Hawthorn Road (Balaclava –Glen Huntly)
South: Glen Huntly Road (Hotham – Hawthorn)
West: Hotham Street (Glen Huntly–Balaclava)

Block 3

North: Balaclava Road, Normanby Road, Smith, Dandenong Road
East: Koornang Road (Dandenong - Graceburn)
South: Graceburn Ave & Glen Huntly Road (Koornang – Hawthorn)
West: Hawthorn Road (Glen Huntly –Balaclava)

Block 4

North: Glen Huntly Road (Nepean – Hawthorn)
East: Hawthorn Road (Glen Huntly- North)
South: North Road (Hawthorn- Nepean)
West: Nepean Hwy (North – Glen Huntly)

Block 5

North: Glen Huntly Road – Graceburn (Hawthorn - Koornang) **Note Prune both sides of Graceburn Avenue as a part of Block 5
East: Koornang (Graceburn- North)
South: North Road (Koornang- Hawthorn)
West: Hawthorn Road (North-Glen Huntly)

Block 6

North: Dandenong Road (Koornang-Poath)
East: Poath Road (Dandenong-North)
South: North Road (Poath- Koornang)
West: Koornang Road (North-Dandenong)

Block 7

North: North Road (Thomas-Tucker)
East: Tucker Road (North- Centre)
South: Centre Road (Tucker-Thomas)
West: Thomas Street (Centre-Thomas)

Block 8

North: North Road (Warrigal- Centre)
East: Warrigal Road (North –Centre)
South: Centre Road (Warrigal- Tucker)
West: Tucker Road (Centre-North)

Block 9

North: Centre Road (Thomas -Tucker)
East: Tucker (Centre – South)
South: South Road (Tucker – Nepean)
West: Nepean Hwy &Thomas Road (South – Centre)

Block 10

North: Centre Road (Tucker- Warrigal)
East: Warrigal Road (Centre – South)
South: South Road (Warrigal – Tucker)
West: Tucker Road (South – Centre)

ATTACHMENT 2 - BLOCK PRUNING AREA MAP

