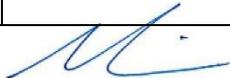




Electric Line Clearance Management Plan

Document Version	Revision Date	Issue Number	Authorised By	Authorisation Date
Version 1		1	Adam McSwain, Director, Environment, Recreation and Infrastructure	24/09/2020
Signature :				

This plan supersedes all previous plans

Contents

9(2) Management Plan Compliance details	4
9(3)(a) Name, Address and Telephone Number of the Responsible Person.....	4
9(3)(b) Name, Position, Address and Telephone Number of the Person who was responsible for the Preparation of the Plan.	4
9(3)(c) Name, position, address and telephone number of the persons who are responsible for carrying out the plan.	4
9(3)(d) The telephone number of a person who can be contacted in an emergency that requires clearance of an electric line that the responsible person is required to keep clear of vegetation	5
9(3)(e) The objectives of the plan are to ensure Electrical Safety through:	6
9(3)(f) The land to which the management plan applies.....	7
9(3)(g) The location of each area that contains trees that may need to be cut or removed to ensure compliance with the Code and that are native, of ecological, historical or aesthetic significance	8
9(3)(h) The means which the responsible person is required to use to identify a tree specified in paragraph (g).....	8
9(3)(i) The management procedures that the responsible person is required to adopt to ensure compliance with the code including:	9
i) Details of the methods to be adopted for managing trees and maintaining a minimum clearance space as required by the code:	9
(ii) Specify the method for determining an additional distance that allows for cable sag and sway for the purpose of determining a minimum clearance space in accordance with Part 3 Division 1 of the Code:.....	11
9(3)(j) Process for action when compliance with AS4373 (2007) is not possible....	11
9(3)(k) A description of each alternative compliance in respect of which the responsible person has applied, or proposes to apply, for approval under clause 31 of the Code.....	12
9(3)(l) Details of each approval for an alternative compliance mechanism that is held by : 13	
9(3)(m) A description of the measures that must be used to assess the performance of the responsible person under the management plan.	13
Cutting or removal of specified trees must be minimised	14
9(3)(n) Details of the audit processes that must be used to determine the responsible person’s compliance with the Code:.....	15
9(3)(o) 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.....	16

9(3)(p) Notification and consultation procedures, including the form of the notice to be given in accordance with Division 3 of Part 2 of the Code.....18

9(3)(q) Dispute resolution procedures – see Appendix 4 for matrix.....19

The following sections are as per Regulation 9(4) (Preparation of Management Plan) of the Electricity Safety (Electric Line Clearance) Regulations 2015.20

4. Exception to minimum clearance space for structural branches around insulated low voltage electric lines.....20

5. Exception to minimum clearance space for small branches around insulated low voltage electric lines21

6. Exception to minimum clearance space for structural branches around uninsulated low voltage electric lines in low bushfire risk areas21

8. Responsible person may cut or remove hazard tree.....21

20. Duty relating to the safety of cutting or removal of trees close to an electric line
22

Appendix 1 – Bayside City Council Map.23

Appendix 2 – Cyclic maintenance program.....24

Appendix 3 – Significant trees25

Appendix 4 Dispute Resolution Matrix26

Appendix 5 Table outlining KPI’s for audit program.....27

Electric Line Clearance Management Plan Submitted By:

Responsible Person: Bayside City Council
Date: 31 March 2019

The following sections are as per Regulation 9(3) (Management Plans) of the Electricity Safety (Electric Line Clearance) Regulations 2015.

9(2) Management Plan Compliance details

A management plan relating to compliance with the Code for the next financial year will be prepared by 31 March each year. The plan will be submitted within 14 days of a request from ESV.

9(3)(a) Name, Address and Telephone Number of the Responsible Person.

Name: Mick Cummins
 Chief Executive Officer
 Bayside City Council
Address: 76 Royal Avenue, Sandringham, Victoria, 3191
Council Office Telephone No.: +61 3 9599 4444
Council Office Facsimile No.: +61 3 9599 4474

9(3)(b) Name, Position, Address and Telephone Number of the Person who was responsible for the Preparation of the Plan.

Name: Adam McSwain
Position: Director Environment, Recreation and Infrastructure
Business Address: 76 Royal Avenue, Sandringham, Victoria, 3191
Telephone No.: +61 3 9599 4444
Facsimile No.: +61 3 9599 4474
Email Address: enquiries@bayside.vic.gov.au

9(3)(c) Name, position, address and telephone number of the persons who are responsible for carrying out the plan.

Name:	Position:	Business Address:
Mary Markowski	Open Space Arborist	76 Royal Avenue, Sandringham, VIC 3191 Telephone No.: +61 3 9599 4444 Facsimile No.: +61 3 9599 4474 Email Address: enquiries@bayside.vic.gov.au
Michael Scopel	Operational Leader Citywide	42-48 Advantage Road, Highett, VIC. 3190 Telephone No.: +61 3 9553 7137 Facsimile No.: +61 3 9532 5728 Email Address: joshua.trevor@citywide.com.au

9(3)(d) The telephone number of a person who can be contacted in an emergency that requires clearance of an electric line that the responsible person is required to keep clear of vegetation

Council's Emergency after-hours Contact Number

Emergency telephone no.: +61 3 9599 4444

9(3)(e) The objectives of the plan are to ensure Electrical Safety through:

i. Public safety and continuity of electricity supply through :

Council trees are pruned to ensure public safety and continuity of electricity supply.

A minimum of 10% of trees pruned for the cyclic program are audited every month (see Appendix 5)

Council will undertake an annual review of the audit program to identify areas of repeated defaults that consistently fall below the required 90% benchmark. Council will discuss the results with the authorised person at the next contract meeting. Alterations to the audit program may result from this review.

ii. Provide a safe working place for employees and Authorised persons.

Council requires that all work conducted on trees is undertaken by suitably trained workers who have qualifications in arboriculture or suitable experience and/or in the process of obtaining qualifications.

Council will undertake random audits per annum with an annual review of safety audit in February of each year to identify areas of concern or repeated defaults. The results will be discussed with the authorised person at the next contract meeting after each audit

iii. Compliance with the Code of Practice for Electric Line Clearance 2015 and to ensure electrical safety.

Council Policy requires that all trees are pruned to the Electricity Safety (Electric Line Clearance) Regulations 2015.

The Bayside Street Tree Selection Guide 2016 includes the presence of electric lines in the street as one of the criteria for selection of suitable species for its streets.

Council requires its staff and contractors to have experience, expertise, quality management, OH&S systems and environmental management systems to ensure compliance with Industry Standards and Council requirements.

Council will work with the authorised person and the distribution businesses to ensure that trees are maintained as required under the regulations.

A report to show identified defects including trees faulted for branches within the clearance space will be presented to the authorised person at the monthly contract meeting. Faults will be rectified and completed or updated lists presented at the following contract meeting.

An annual review of all audits to identify areas of repeated defaults that consistently fall below the required 90% benchmark will be undertaken in February each year and discussed with the authorised person at the following contract meeting. Any alterations to the audit program will be identified in the new ELCMP and recorded in the minutes of the contract meeting.

There were no repeated defects that fell below the 90% benchmark between March 2019 and March 2020.

An annual audit will be undertaken of vegetation clearance requests received from distribution business or their representative and a meeting held with the distribution business to discuss these audits and any other concerns. Council has not received requests for vegetation clearance from distribution companies between 31 March 2019 and 31 March 2020.

iv. Management of vegetation to maximize the amenity value of the Council's street trees.

Council's tree database records inspections and works undertaken on all public trees. Records of inspections are maintained in the Council tree data base TRAX. Council has an annual pruning program to maintain minimum clearance space from High Voltage lines and a two-year cyclic pruning program to maintain minimum clearance space for trees from Low Voltage electric lines. The adoption of these programs has resulted in a reduction of the volume of vegetation removed and an improvement to the long term health and safety of the trees. This ensures compliance with the regulations and maintains the amenity value of the trees.

Monthly audits are undertaken to ensure Council's trees are being maintained to ensure maximum amenity value. The authorised person is required to notify the responsible person when clearance of structural branches within the clearance is required for significant vegetation (see Appendix 5).

Protect areas of significant vegetation and high amenity value.

Council has several heritage trees that are protected under Heritage and Environmental Overlays as outlined in 9(3)(h) of this document. Areas and trees of significant vegetation and high amenity value are subjected to an increased inspection regime.

All inspections are recorded on the tree database. An updated list of significant vegetation will be placed on any update to the ELCMP.

v. Assist Distribution Businesses in achieving reliability of supply and minimising fire starts.

Council will endeavour to assist the Distribution Business to achieve reliability of supply and to minimise fire starts by undertaking annual inspection of all trees near High Voltage and a two-year inspection of trees near Low Voltage.

Council will work with the authorised person to ensure that trees are maintained as required under the regulations.

An annual review of all audits and the tree database will be undertaken and discussed with the authorised person at the following contract meeting. Any alterations to the audit program will be recorded in the minutes of the contract meeting.

An annual audit will be undertaken of audit requests sent from distribution business to Council and a meeting held with the distribution business to discuss these audits and any other concerns.

Annual audits will be undertaken in July/August of each year.

The above objectives are to be assessed both individually and as a whole to ensure the best outcomes are achieved while carrying out the duties of this plan. Mechanisms for measuring performance of these outcomes are in place and are shown in more detail in relevant sections of this plan.

9(3)(f) The land to which the management plan applies.

The land to which this plan applies is a declared LBRA in an urban area of approximately 37 square kilometres and is shown on the plans in Appendix 1 of this document. Bayside is part of the MFB Southern Zone and does not border any CFA Districts. The CFA will be contacted on an annual basis to

ensure there have not been changes to the HBRA and LBRA boundaries for Bayside. This information will be sought prior to the completion of the annual plan. The CFA have been contacted by telephone for confirmation that Bayside City Council does not have a border with CFA. CFA were phoned and no new boundaries identified. Bayside City Council has no boundaries with the CFA. Email response from Mick Hembrow, Operation Officer, Officer in Charge, Mornington Fire Station confirmed that Bayside City Council has no boundary with CFA area.

9(3)(g) The location of each area that contains trees that may need to be cut or removed to ensure compliance with the Code and that are native, of ecological, historical or aesthetic significance

The street trees in Bayside City Council are an eclectic mix of natives and exotic species which enhance the amenity and liveability of the municipality. Consideration is given to planting lower growing species under the electric lines where possible.

1. Native

Native trees include those that are native to Australia or Victoria. Indigenous trees are those that are specific to the Bayside area. Trees located South of Tulip St and Edward St, Sandringham and Park Rd, Cheltenham are protected by a Vegetation Protection Overlay under the Bayside Planning Scheme. At least 80% of the trees planted within this overlay are indigenous to the Bayside area. VPO3 area is indicated in Appendix 3

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

Trees located in North Rd, Brighton between the Nepean Hwy and the foreshore are protected under Heritage Overlays within the Bayside City Planning Scheme

3. The trees of cultural or environment significance

Bayside City Council maintains a 'Register of Significant Trees' which are protected under the Local Law. Trees on this register comply with criteria established by the National Trust. The locations of those trees on Council land are listed in Appendix 4

The Authorised person who is responsible for ELC has full access to Bayside's tree database which identifies all species including trees of ecological and historic and heritage significance. This information will be reviewed with the plan to inform future ELCMP's.

9(3)(h) The means which the responsible person is required to use to identify a tree specified in paragraph (g)

- Bayside Tree database
- Consult the Planning Scheme
- Consult the National Trust Heritage Overlays
- Consult the Register of Significant Trees
- Victorian Aboriginal Heritage Register

- Threatened/Endangered Flora List
- Threatened/Endangered Invertebrate Fauna List as identified in the adopted Biodiversity Strategy
- Threatened/Endangered Fauna list are identified in the Biodiversity Strategy
- Access the Victorian Government Environment, Land, Water and Planning website for updated information on Native Vegetation Management and Regulations

Council's electronic tree database will be updated and amended when there are updates to the planning scheme or environmental overlays when it affects significant or heritage trees. The Authorised person who is responsible for ELC have full access to Council's tree database which identifies all species including ecological and historic and heritage significance.

Council will comply with the Regulations and the Code so far as is practicable whilst protecting areas of important vegetation identified on the basis of those areas containing vegetation that is botanically, historically or culturally important or vegetation of outstanding aesthetic, ecological or local significance or that may be the habitat of rare or endangered species.

Electric Line Clearance personnel are responsible for data input into the tree database and scheduling any works required.

Any changes to regulation relevant to the management of significant trees are areas of important vegetation will be sent to the electric line clearance personnel.

All significant trees included in areas of vegetation are included on an annual inspection program.

9(3)(i) The management procedures that the responsible person is required to adopt to ensure compliance with the code including:

Council has approximately 23,000 trees that are affected by the Electric Line Clearance Management Plan. See Appendix 5 for table outlining number of trees audited.

Trees are recorded on a tree database and identified by an Asset ID number, property address and GIS references.

- i) **Details of the methods to be adopted for managing trees and maintaining a minimum clearance space as required by the code:**
 - All authorised persons are required to understand the Council tree database and record inspections and works undertaken.
 - Authorised person is required to undertake
 1. An annual inspection and pruning (where required) of all trees to maintain minimum clearance distance for HV powerlines to ensure compliance with the code of practice.

2. Two yearly inspection and pruning (where required) of all trees to maintain minimum clearance distance for LV lines within the City of Bayside to ensure compliance with the code of practice. The maintenance schedule is included in Appendix 2 of this document.
- Authorised persons will identify and log exception trees which cannot be pruned to meet required clearances in a manner consistent with the Australian Standard 4373 Pruning of Amenity Trees and should be retained under Council Policy. All exception trees will be inspected annually, and inspections logged into the database and stored on the database for a period of at least 5 years as outlined in Schedule 1, Part 2, Sections 4,5,6 of the Regulations. The responsible authority will be notified of any changes to the condition of these trees.
 - The responsible person would then consider the condition of the tree and whether the tree can be pruned, cannot be pruned but should be retained or should be removed. If the tree:
 1. Can be pruned these works will be undertaken by the authorised person and the tree will be removed from the database as an exception tree;
 2. Cannot be pruned but should be retained, the responsible person will apply to the Distribution Business for an alternative compliance mechanism;
 3. Should be pruned but is not considered worthy of retention, the tree will be removed and removed from the database as an exception tree.
- Achieve compliance in conjunction with the Distribution Business to employ independent contractors to carry out Live Line works
 - Transition overhead powerlines to underground or Aerial Bundled Conductor (ABC) in areas of high conflict where funding permits
 - Require all subdivisions and new estates to underground proposed powerlines
 - Council has developed a Street and Park Tree Selection Guide for future tree selection for new and replacement plantings. This document considers existing infrastructure to determine future tree selection
 - Council will work in conjunction with the power supply authority for alternative compliance mechanisms to achieve practical and affordable solutions for those trees which qualify as exemption trees
 - Council will undertake an annual arboricultural inspection of all exception and exemption trees
 - A list of exemption and exception trees can be made available to ESV in the form of a spreadsheet after the annual inspection has been undertaken. This list is not yet finalised, but all trees identified as exception trees will be recorded on the tree database and subject to an annual inspection.
 - Council will undertake regular tree audits for regrowth into the clearance space (annual HV and two-year LV inspection) to

determine the level of pruning required to ensure adequate space for regrowth before the next inspection. The pruning arborist will apply the following method:

*Av. of annual growth extension since last prune x
years to next program prune + amount pruned*

- Non compliance with Code will be referred to the authorised persons for follow up and investigation to prevent reoccurrence or further issues arising from the same cause. Non-compliance issues are required to be reported at the monthly contract meeting
- Council has a customer service system that can be accessed by the community or distribution companies on 9599 4444 or enquires@bayside.vic.gov.au

Authorised persons are required to undertake all training and hold all qualifications as required by ESV to ensure compliance with the Code and to have full access to the Bayside City Council tree database.

(ii) **Specify the method for determining an additional distance that allows for cable sag and sway for the purpose of determining a minimum clearance space in accordance with Part 3 Division 1 of the Code:**

- Bayside City Council is an urban Council which has a predominance of spans of 40m or less. This data has been made available by the distributor and will be incorporated into Council's and/or the authorised person's IT systems as soon as possible.
- Where a span is greater than 40m Council will adopt the clearance distances for spans greater than 40m and less than or equal to 100m as required in Schedule 2 Graphs 1,2,3,4 of the Regulations.
- The formula used to determine the minimum clearance space for the middle two thirds of the span that is greater than 40 metres and less than or equal to 100 metres is $300 + ((\text{SpanDistance} - 40) \times 10)$
- Pruning will be undertaken to maintain clearance as determined in Schedule 1, Part 3 of the Regulations
- Where compliance with the Regulations and the Code is not possible under the existing line configuration, assistance will be sought from the Distribution Business to assess options to ensure compliance.
- Any additional clearance requirements for sag and sway will be recorded on the database maintained by the Authorised persons.

9(3)(j) Process for action when compliance with AS4373 (2007) is not possible.

Council requires its tree care contractors to prune to the most current version of AS4373 (2007) by using pruning techniques, procedures and equipment as far as practicable to ensure the public's health and safety.

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

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

If it is not practicable or reasonable to prune a tree so that it is compliant with AS4373 (2007) Council will undertake one of the following options:

- Where the tree cannot be pruned to Code but meets the conditions for exceptions for minimum clearance space under Schedule 1, Part 2, Division 1, Clause 4,5 or 6 of the Regulations the tree will be placed on the annual inspection list for exception trees
- Commence the process for an alternative compliance mechanism where the tree cannot be pruned to Code but meets the conditions under Schedule 1, Division 2, clause 31 of the Regulations
- Remove the tree if it is not suitable for retention.

In the event that compliance with the most updated version of AS 4373 is not achieved Council requires the authorised persons to undertake immediate remediation action ensuring compliance with AS 4373.

An annual check will be undertaken by Bayside City Council of the SAI Global standard association to determine whether there have been any updates to AS 4373 (2007). As at 1 April 2020 there are no advertised updates to AS 4373 (2007). Any possible ramifications to changes with AS4373 will be discussed at the following monthly contract meeting.

Audit processes are covered in 9(3)(n).

9(3)(k) A description of each alternative compliance in respect of which the responsible person has applied, or proposes to apply, for approval under clause 31 of the Code.

Application for approval of alternative compliance mechanism

Where Council will apply for an alternative compliance mechanism under Clause 31 of the Code

- (1) The process for the approval to use an alternative compliance mechanism in respect of a span of an electric line or a class of spans, will include
 - i. written agreement from the Distribution Business or alternative qualified provider
 - ii. the published technical standards that will be complied with when commissioning, installing, operating, maintaining and decommissioning the alternative compliance mechanism;
 - iii. the procedures to be adopted for commissioning, installing, operating, maintaining and decommissioning the alternative compliance mechanism;
 - iv. the location of the span; or describe the class;
 - v. the minimum clearance space that the applicant proposes is to be applied in relation to the span, or class of spans, in respect of which the application is made;
 - vi. a copy of the formal safety assessment prepared by the Distribution Business or an alternative qualified provider under clause 32;
 - vii. a copy of the written agreement of the owner or the operator of the span; or the owner or the operator of each span that belongs to that class; and
 - viii. Any other relevant information as required.

9(3)(l) Details of each approval for an alternative compliance mechanism that is held by :

a. the responsible person

Currently there are no alternative compliance mechanisms that are held by the responsible person

b. Is in effect

Currently there are no alternative compliance mechanisms that are held by the responsible person.

Details of any future alternative compliance mechanisms will be contained in the tree database for the lifespan of the mechanism.

If the branch or tree is removed and the alternative compliance is no longer required the Distribution business will be advised.

9(3)(m) A description of the measures that must be used to assess the performance of the responsible person under the management plan.

The performance of the responsible persons under the management plan will be assessed against the following:

- Ensure public safety and continuity of supply by regular reporting of the progress of the tree maintenance cyclic programs at the monthly contract meeting
- Council requires that its Authorised person comply with the requirement for annual inspection of trees with branches within the clearance space for HV lines and a two-year inspection of trees with branches within the clearance space for LV lines
- Identified vegetation clearance breaches to the code
 - Since early 2015 Council has collected data on structural branches within the clearance (exception trees).
 - This data is stored on the TRAX tree database for at least five years.
 - The database is regularly updated, and all information recorded and investigated for historical information available through database. This information is used to identify service improvement opportunities.
- Council will retain copies of Authorised person training certificates
- Preparation of ELCMP prior to 31 March
- Auditing of proactive pruning program for compliance undertaken by Council's internal arborist.
- Monthly contract meetings are held with the responsible person and the authorised person.
- Proactive and electric line pruning audit results are discussed at monthly contract meetings and any concerns resulting from those audits are further discussed at Citywide toolbox meetings.

Urgent Pruning or Removal

Council will engage a suitably qualified contractor for urgent tree removal or pruning with branches within the clearance space for the electric lines. After undertaking the work, the contractor logs the works in the tree database.

The Contractor engaged for urgent cutting or removal will record the details of the work carried out as listed below:

- When and where the pruning or removal was undertaken
- Why the pruning or removal was required

Native trees or trees of cultural or environmental significance

Council will, as far as practicable, restrict cutting or removal of native trees or trees of cultural or environmental significance to the minimum extent necessary to ensure best practice pruning standards and compliance with the requirements of the code of practice or to make an unsafe situation safe.

Habitat Trees

Where it is found that a tree contains habitat hollows any required works will be scheduled for outside of breeding season where practicable.

If it is not practicable to undertake cutting or removal of that tree outside of the breeding season for that species, relocation of the fauna will be undertaken wherever practicable.

Cutting or removal of specified trees must be minimised

Council will, as far as practicable, restrict cutting or removal of native trees, trees listed in a planning scheme or trees of cultural or environmental

significance to the minimum extent necessary to ensure best practice pruning standards and compliance with the requirements of the code of practice or to make an unsafe situation safe.

- Council will ensure that all trees of special significance are assessed by a suitably qualified Arborist that holds as a minimum Arboriculture Certificate Level IV and has at least 3 years field experience in assessing trees
- The inspecting arborist has full access to the tree database which records
 - Tree identification details
 - Tree health and structure details
 - Presence of LV or HV lines
- The database records the location of each tree to be inspected will be available to the inspecting arborist prior to the annual inspection commencing. Each inspection will be recorded on the tree database
- The inspecting arborist shall take into account the environmental significance, significant vegetation or protected fauna & flora when assessing the tree
- Bayside will undertake to share data with the electricity provider so that the length of spans will be easily identifiable. This list has been made available from the Distributer and when it has been incorporated into systems, the inspecting arborist will be given a list of span lengths and will make a determination as to the appropriate clearance as determined in Schedule 1, Part 2, Division 1 of the Regulations.
- Consideration of data sharing with the distribution business which should include location and causes of outages.

Tree assessment will consider whether the removal of structural branches will adversely affect the health and amenity of the tree if the tree is pruned to meet clearance requirements. Where the removal of structural branches is required to achieve compliance, but a tree is not suitable for removal under Policy, the responsible authority will apply for an alternative compliance mechanism.

Electric Line Clearance personnel input all inspections and schedule works into the database. Data sharing between the distribution business and the responsible person will be made available to Electric Line Clearance personnel for their information.

9(3)(n) Details of the audit processes that must be used to determine the responsible person's compliance with the Code:

Council's Open Space internal auditor conducts regular but randomised monthly audits of pruning works for compliance with Council Policy and Procedures, Australian Standards and the Electric Line Clearing Code of Practice. Further methods to determine Council tree care contractor compliance are :

- Council's tree care contractors present a monthly report to the Council outlining the progress of the cyclic program
- Council has an internal audit program which assesses code compliance for each completed zone and compliance with AS 4373 (2007).
 - All defects identified from these audits will be sent to the authorised officer for rectification within 15 working days
 - Authorised officer will enter these defects into the council's customer service system which require a closure comment when works have been completed
 - All works completed are entered into the tree database
- Work site management/HSE audits are undertaken on a random basis by the internal auditor. These audits are to ensure correct OH&S and traffic management controls for electric line clearance are in place.
 - Any failure to comply will result in a notice of non-compliance.
 - Further audit will be undertaken when non-compliance rectified.
 - In the event that persons do not hold appropriate qualifications and training they will be immediately stood down from line clearance works until training and qualifications are achieved.
- Audit results will be sent to the authorised person to inform all Electric Line Clearance personal of audit outcomes
- Incidents or near misses are reported at the monthly contractor meetings, including actions taken by authorised person to educate and inform their staff to avoid similar incidents.

Exceptions and Exemptions

- Where exceptions or exemptions have been approved :
 - Annual audits will be undertaken by a suitably qualified Arborist that holds a minimum Arboriculture Certificate Level IV and has at least 3 years field experience in assessing trees
 - Inspections and works undertaken will be stored on the electronic tree database
 - Audit method will be modified if any inadequacies are identified.

9(3)(o) 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.

Council requires experience, expertise, quality management, OH&S systems and environmental management systems of its contractors and internal staff to ensure compliance with industry standards and Council's requirements.

Personnel qualifications are filed with Council's tree care contractors and within Council's electronic filing system. Contractor staff training is reported at the monthly contractor meetings.

Council will ensure that all staff and contractors performing pruning and hazard inspections around electric lines are an authorised person as outlined

in the Electricity Safety (Installations) Regulations 2009 Regulation 319(3), including amendments, which states :

‘authorised person means a person who holds a current certificate specifying satisfactory completion of a training course in tree clearing, approved by Energy Safe Victoria’

Council requires that its Authorised person hold the appropriate qualifications and experience. All training is undertaken by an ESV approved Registered Training Organisation and that annual refreshers be undertaken in accordance with the requirements of the Regulations. Council requires that all new authorised persons are appropriately inducted to Bayside.

<p>Qualifications required for tree inspection:</p>	<ul style="list-style-type: none"> ▪ ‘The qualification of National Certificate Level IV in Horticulture and Arboriculture, including the "Assess Trees" module, or an equivalent qualification. ▪ At least 3 years field experience in assessing trees
<p>Qualifications required for tree inspection and crews for pruning trees with branches within the clearance space for electric lines:</p>	<ul style="list-style-type: none"> ▪ Pruning of Amenity Trees’ Australian Standards AS4373 (2007) ▪ UET20312 in Certificate II in ESI (Powerline Vegetation control) – annual refreshers required ▪ The ‘Code of Practice on Electrical Safety for work on or near high voltage electrical apparatus’ or the “Blue Book”.
<p>In addition to the above staff will hold the following qualifications:</p>	<ul style="list-style-type: none"> ▪ National EWP Licence. ▪ Chipper Operations Certificate. ▪ Chainsaw Operations Certificate. ▪ First Aid- Level 1. ▪ Certificate III in Horticulture (Arboriculture) National Code: RTF30203 or suitable experience. ▪ Basic Worksite Traffic Management – VIC National Course Code, 21783VIC – Control Traffic With A Stop-Slow Bat, 21784VIC – Implement Traffic Management Plan

Council requires that all staff and contractors performing live line works will hold UET30206 Certificate 111 in ESI – Distribution Line worker qualification or as otherwise agreed between the Distribution Business and the Other Responsible Person and that annual refreshers are undertaken at an ESV approved RTO.

Contractors are required to supply copies of training certificates and educational qualifications to Council for Council records.

9(3)(p) Notification and consultation procedures, including the form of the notice to be given in accordance with Division 3 of Part 2 of the Code

Council is not required to provide notice as per Division 3, clause 15(2)(a) as Council is a responsible person referred to under Section 84C of the Electricity Safety Act 1998.

Under Division 3, clause 15 and 16 a written notification is required to be published before cutting or removing certain trees 14 days prior to the commencement of works.

Notification to be contained in Council's preferred local newspaper 'The Bayside Leader' is outlined below:

'Notice to affected persons of tree pruning / removal

In accordance with the Electricity Safety (Electric Line Clearance) Regulations 2015, notice is hereby given that pruning of street and park trees will be undertaken in accordance with the Code of Practice to ensure street and park trees are clear of powerlines.

These works are scheduled to occur within the municipality of Bayside over the next 60 days. A detailed schedule indicating areas of pruning is available on the Bayside City Council's website or by contacting Council's Customer Service Centre on 9599-4444.'

- The Authorised person is required to comply with the advertised schedule and to keep the Council apprised of any difficulties in meeting the schedule. Should work be unable to begin or completed within the scheduled time frame, the Authorised person will advise the Council of a solution for catching up the schedule to ensure compliance. Any readvertising of a new timeframe will be at the expense of the Authorised person
- A copy of Council's "Electric Line Clearance Vegetation Management Plan" is available at Bayside City Council's office at 76 Royal Avenue, Sandringham for inspection and comment by the public during normal Office hours
- A copy of the Program Pruning dates are available on the Council website http://www.bayside.vic.gov.au/caring_for_bayside/environment_council_tree_maintenance.htm

Consultation processes and schedules for meeting between Council and Distribution Business for clearance issues:

- Council will try to engage with the Distribution Business to facilitate consultation and discussion of clearance issues by attending meetings between Council and the Distribution Business responsible for the electric lines in this area. These meetings will address such issues as: HV shutdowns and LV clearance, accessing live line crews, Council coordinating scheduled Distribution Business live line and shutdown works to access trees requiring pruning and other general issues. There is little

available information between outages and trees in LBRA, Council will continue to obtain information from the Distribution Business to understand the relationship between public trees and outages. Consultation between the Council and the Distribution Business will determine how this process should be undertaken. Process to be reviewed by 31 March 2020. Regular meetings are being organised.

9(3)(q) Dispute resolution procedures – see Appendix 4 for matrix

Internal Dispute Resolution

- Disputes between Council and the public relating to issues with the pruning of Council trees to comply with the code of practice will be resolved in accordance with current policy. If the dispute cannot be resolved within the Open Space Recreation and Wellbeing Department, the dispute will be escalated to the Executive Manager, Communications and Customer Service

Position: Director Community and Customer Experience
76 Royal Avenue, Sandringham, Victoria, 3191
Address: +61 3 9599 4444
Telephone:

External Dispute Resolution

- If Council's dispute resolution process is unsuccessful in resolving the issue, the plaintiff will be referred to the local distribution company, Energy Safe Victoria or the Energy and Water Ombudsman of Victoria whichever is most relevant
- The responsible officer for carrying out the plan will ensure that a current copy of Council's "Electric Line Clearance Vegetation Management Plan" is available at Bayside City Council's office at 76 Royal Avenue, Sandringham for inspection and comment by the public during normal Office hours.
- The responsible officer will ensure that a current plan is available on the Council website and any superseded plan will be removed.
- Council will comply with all requirements of the management plan and any amendments as requested by Energy Safe Victoria and will be completed within the time frame required
- All records are stored on Council's electronic filing system

Council's dispute resolution process will be advertised on the Council website.

The following sections are as per Regulation 9(4) (Preparation of Management Plan) of the Electricity Safety (Electric Line Clearance) Regulations 2020.

**Schedule 1 – Code of Practice for Electric Line Clearance
Part 2 – Clearance Responsibilities
Division 1 – Roles of Responsible Persons**

Council requires all vegetation that does not qualify for an exemption or exception under the Regulations to be pruned to maintain clearance space for a period of two years. Any breaches of this clearance are responded to reactively and are entered into Councils record management systems and actioned within 20 business days of receiving notification of the breach.

4. Exception to minimum clearance space for structural branches around insulated low voltage electric lines

As part of Council's two-yearly pruning program Council's contractor has been requested to identify all trees within Bayside that meet the requirements for exception as outlined in Schedule 1, Part 2, Section 4 of the Code. A branch that is wider than 130 millimetres at the point where it enters the clearance space will meet exception requirements of 150mm for a span of 40m or less and 300mm clearance for a span greater than 40m.

Once a tree is identified as meeting the requirements the following process is undertaken:

- (i) a suitably qualified arborist will inspect the tree of which the branch is a part on an annual basis and utilise Council's Asset Management System to report on any structural defects that may cause branch failure
- (ii) an assessment of the risks posed by the branch will be undertaken and any measures required to mitigate risks that may have been identified will be actioned within 15 working days of the inspection occurring
- (iii) Council requires its contractors to undertake an annual arboricultural inspection by qualified arborists of exception and exemption trees. All tree inspection and maintenance information are stored on the tree database for a period of 5 years as required under the Regulations
- (iv) All Authorised person staff have full use of the tree database and are required to enter all inspections and works undertaken.
- (v) A list of exemption and exception trees can be made available to ESV in the form of a spreadsheet after the annual inspection has been undertaken or upon request.

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

The tree database records dates when pruning works were undertaken. Branches will not be required to be cleared where an inspection identifies the presence of branches that meet the requirements for exception as outlined in Schedule 1, Part 2, Section 5 of the Code :

- Are less than 10 millimetres wide at the point where it entered the minimum clearance space;
- Is no more than 500mm inside the minimum clearance space;
- The point at which it enters the space is below the height of the electric line;
- The branch was removed from the clearance space within the last 12 months;
- Where the branch is around the middle two thirds of the span, the span is fitted with one conductor spreader (for spans less than 45m) or 2 conductor spreaders (for spans greater than 45m).

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

As part of Council's biennial pruning program council's contractor has been requested to identify all trees within Bayside that are adjacent to uninsulated low voltage electric line in a LBRA

- Where a structural branch that measures 130mm wide at the point where it enters the clearance space and is no more than 500mm inside the clearance space as outlined in Schedule 1, Part 2, Section 6 of the Code.
- Where a branch comes within the minimum clearance space around the middle two thirds of the span, the span should be fitted with a spreader as required in 6(2)(b)(i) & (ii).

Once a tree is identified as meeting the requirements the following process is undertaken:

- (i) a suitably qualified arborist will inspect the tree of which the branch is a part on an annual basis and utilise Councils Asset Management System to report on any structural defects that may cause branch failure. Each tree that has been recorded as an exception tree will be inspected annually. Any works required to ensure clearance will be undertaken and recorded against the tree. These records will be held for a minimum of five years.
- (ii) an assessment of the risks posed by the branch will be undertaken and any measures required to mitigate risks that may have been identified will be actioned within 15 working days of the inspection occurring.
- (iii) The list of exception trees is recorded by the inspecting arborist on the tree database.
- (iv) When the tree or the branch is removed from the clearance the tree will no longer be recorded as an exception tree.

8. Responsible person may cut or remove hazard tree

- (i) A hazard tree is where a tree is likely to fall onto, or come into contact with, an electric line.

- (ii) All attempts will be made to ensure that any trees including significant trees will be retained where possible. However, where a hazard tree has been identified and the responsible person has been notified that the tree has been assessed as likely to fall onto or otherwise come into contact with an electric line, the tree will be scheduled to be pruned or removed.
- (iii) Council will ensure that all trees are assessed by a suitably qualified Arborist that holds as a minimum Arboriculture Certificate Level IV and has at least 3 years field experience in assessing trees.
- (iv) The assessment will consider all locally foreseeable conditions that it is reasonable to assess within the scope of the expertise of the inspecting Arborist that indicate the likelihood of contact with an electric line.
- (v) The inspecting arborist shall take into account the environmental significance, significant vegetation or protected fauna & flora when assessing the tree.

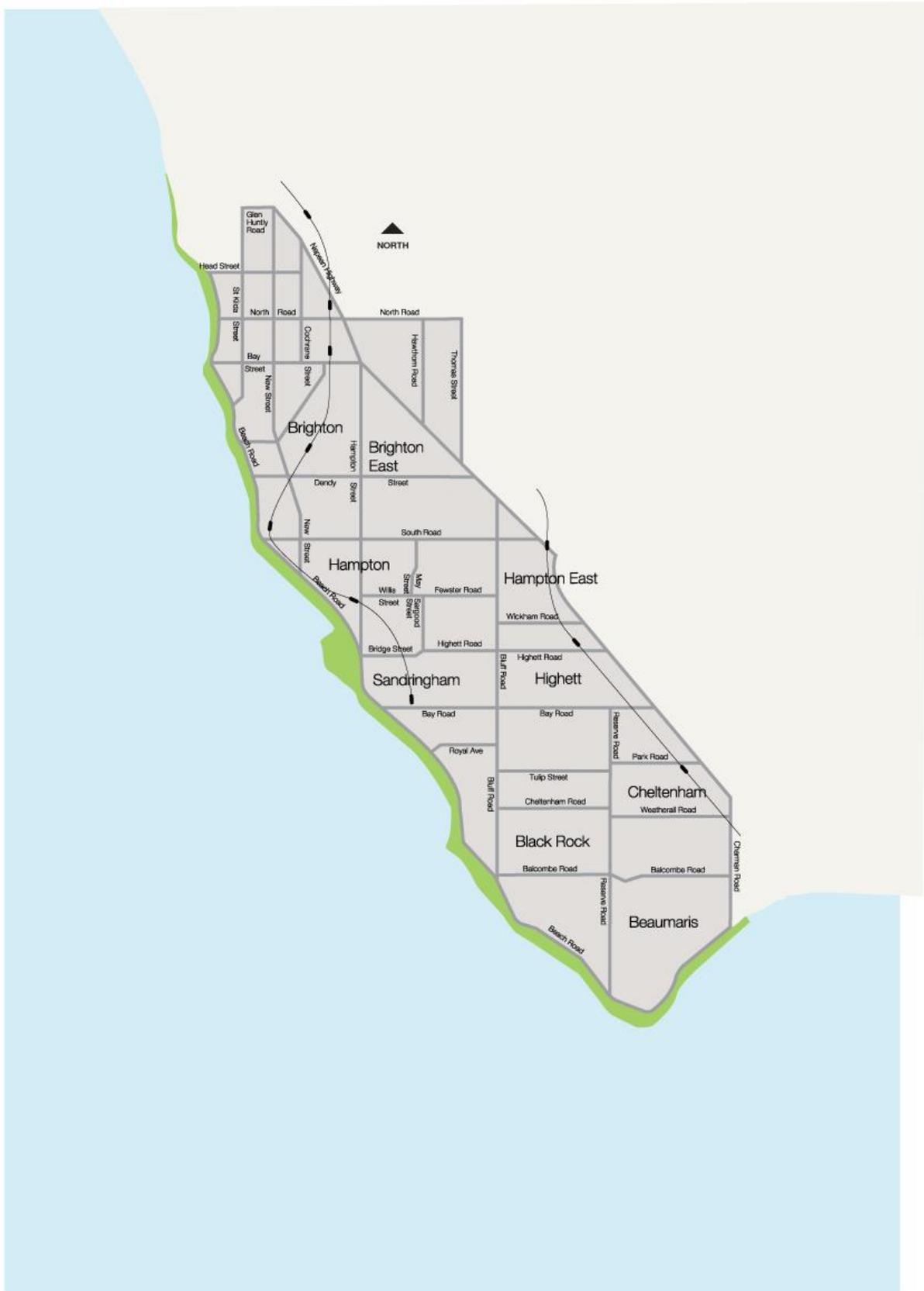
**Schedule 1 – Code of Practice for Electric Line Clearance
Part 2 – Clearance Responsibilities
Division 3—Additional Duties of Responsible Persons**

20. Duty relating to the safety of cutting or removal of trees close to an electric line

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

Company	Contact	Phone	Email
Vic Track	David Boot	0418 749 336	david.boot@victrack.com.au
Yarra Trams	Tobias Meyer Team Manager Network Facilities	0410 473 749	Tobias.Meyer@yarratrams.com.au
United Energy/Powercor	Leo Hourigan – Council Liaison Officer	9683 4851	LHourigan@powercor.com.au
United Energy /Powercor after hours	United Energy contact	132 099	24-hour contact number

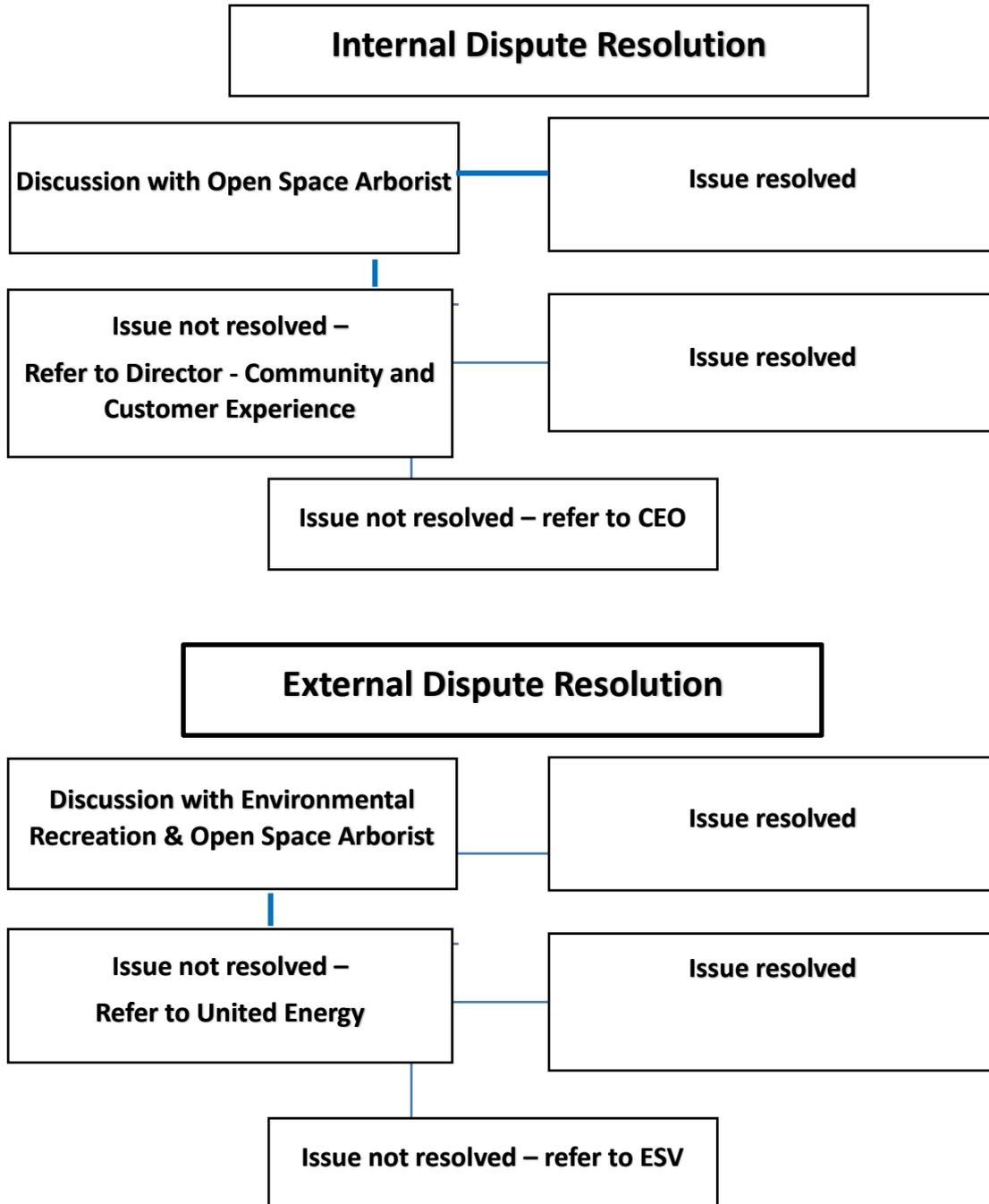
Appendix 1 – Bayside City Council Map. All declared areas within Bayside City Council are LBRA. Bayside has no boundaries with the CFA.



Appendix 3 – Significant trees in public open space

	Species of Trees	Location
1	Stand of <i>Banksia integrifolia</i>	Garden areas surrounding the Ricketts Point Tea House
2	<i>Banksia integrifolia</i>	Beach Road opposite Burgess Street
4	Row of <i>Eucalyptus cladocalyx</i>	Tovell Street, Brighton
5	<i>Eucalyptus cladocalyx</i>	Corner Church and Dendy Streets, Brighton
6	<i>Corymbia ficifolia</i>	Entrance to Cheltenham Park
7	<i>Eucalyptus camaldulensis</i>	Infant Welfare Centre in Illaroo Reserve, Beaumaris
8	<i>Ficus macrophylla</i>	Billilla, Halifax Street, Brighton
9	<i>Quercus canariensis</i>	Kamesburgh Gardens North Road, Brighton
10	<i>Cupressus macrocarpa</i>	Kamesburgh Gardens North Road, Brighton
11	<i>Macadamia integrifolia</i>	Kamesburgh Gardens North Road, Brighton
12	<i>Araucaria columnaris</i>	Kamesburgh Gardens North Road, Brighton
13	<i>Ulmus glabra 'Pendula' x2</i>	Kamesburgh Gardens North Road, Brighton
14	<i>Quercus robur cv</i>	Kamesburgh Gardens North Road, Brighton
15	<i>Magnolia grandiflora</i>	Kamesburgh Gardens North Road, Brighton
16	<i>Banksia integrifolia</i>	Crescent Gardens, Sandringham
17	<i>Eucalyptus camaldulensis</i>	Whyte Street Reserve Northern Boundary
18	<i>Araucaria heterophylla</i>	Billilla, Belle Avenue
21	<i>Ulmus pendula</i>	Brighton Library Gardens Brighton
22	<i>Quercus suber</i>	Brighton Library Gardens Brighton
23	<i>Eucalyptus sideroxylon x 4</i>	Carpenter Street North end along Railway Line
24	<i>Eucalyptus cladocalyx x 2</i>	Neighborhood Park on cnr of Chavasse and North
25	<i>Eucalyptus camaldulensis</i>	Pocket Park, Chevasse Street
26	<i>Ficus macrophylla</i>	Black Rock House, Ebden Ave, Black Rock
27	<i>Corymbia ficifolia</i>	6 Wall Street
29	<i>Eucalyptus camaldulensis</i>	Beaumaris Kindergarten, 60 Wells Rd Beaumaris
30	<i>Brachychiton populneus x 2</i>	16 Westley Ave, Brighton

Appendix 4 Dispute Resolution Matrix



Appendix 5 Table outlining KPI's for audit program

Proactive Audits	
Bayside City Council	Number of trees
No of street trees	45,000
10% street trees	4,500
Number of trees under power lines	23,000
10% required annual audit (2 year cycle)	2,250
Audits undertaken per year	12
Number of trees audited per month	300
Total trees audited per year	3,600
Safety Audits	
Description	Number of audits per year
<p>Citywide Vegetation Management around powerline audit - undertaken by authorised person results presented at contract meeting</p> <p>Vegetation Management around powerline audit will include :</p> <p>Do cutter and spotter have the following up to date competencies :</p> <ul style="list-style-type: none"> • Safe Approach Distance/Working Near Overhead power lines (Annual) • CPR (Annual) • First Aid (3 yr) • High Risk Licence over 11mtrs (WP) (5 yrs) • AQF3 Climbing Competency <p>Audit will also include:</p> <ul style="list-style-type: none"> • Prestart and Hazard Assessment on all vehicles • Site set up, including traffic and pedestrian management • Safe Approach distances for Elevated Work Platform, climbers for all powerlines • Permits as required • Personal Protective Equipment • Emergency Response 	12