ELECTRIC LINE CLEARANCE MANAGEMENT PLAN

2019-2020

Submitted by:
Monash City Council
PO BOX 1
Glen Waverley 3150
Prepared March 2019

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Introduction
The City of Monash is a culturally diverse community in Melbourne's south-east suburbs. We are home to an estimated population of 192,850 residents, making us one of the most populous municipalities in Victoria.

Our City (81.5 square kilometres) includes the following suburbs: Ashwood, Clayton, Glen Waverley, Hughesdale, Huntingdale, Mount Waverley, Mulgrave, Notting Hill, Oakleigh, Oakleigh East, and Wheelers Hill. Parts of Chadstone, Burwood and Oakleigh South are also included in Monash.

The City of Monash will work with its stakeholders including United Energy and will endeavour to implement a series of strategies for managing vegetation based on an individual tree basis.

The City of Monash Electric Line Clearance Management Plan’s purpose is to minimise:
- The potential for contact between powerlines and its tree population
- Reduce the drastic and pruning of trees near powerlines outside of the Australian Standard AS4373-2007 ‘Pruning of amenity trees’.
- Outages to its residents, businesses and community.

The Monash City Council’s internal database and its annual audit program will allow the efficient search of trees that require pruning for powerline clearance.

Following identification of trees that are potentially in conflict with powerlines, Council will allocate the associated works to its current list of contractors both programmed works and re-active works. Councils current preferred contractors are Active Tree Services and City & Rural Tree Services.

In the event that there are no works required this is noted and the tree is reinspected the following year.

The Electricity Safety (Electric Line Clearance) Regulations 2015 became law and operational on Sunday, 28 June 2015. The new regulations incorporate a number of significant changes from the 2010 Regulations that will help achieve a better balance between safety, amenity and environmental considerations when managing vegetation around power lines.

Council will prune all vegetation which is within or likely to enter the minimum clearance space during the cycle. Vegetation will be clear of overhead electrical supply lines complying with Energy Safe Victoria, the current Electric Line Clearance Regulations, and Councils current Electric Line Clearance Management Plan.

Council will undertake its duties as the responsible person as set out in the Electricity Safety Regulations (2015).
Section 1:

1.1 Regulation 9(2) – Preparation of a Management Plan, Part 2 of the Electricity Safety (Electric Line Clearance) Regulations 2015.

Council will review, amend and authorise its Electric Line Clearance Management Plan (ELCMP) annually prior to 31st March each year. Council will have its ELCMP available for viewing on its website www.monash.vic.gov.au a copy will also be available at Councils Operations Centre- 390 Ferntree Gully Road Notting Hill.

Councils appointed representative – Co-ordinator Arboriculture (responsible person) will ensure that the ELCMP is reviewed annually, be the point of contact for contractors, residents and Energy Safe Victoria (ESV). The ELCMP will be made available to ESV upon request and will be submitted within 14 days of the request being made.

Councils Co-ordinator Arboriculture will review the Plan annually. The review will be undertaken in February and will consider the effectiveness of procedures in meeting the Plans objectives, internal review and authorisation procedures and procedures to publish the updated Plan on Councils website when it takes effect. The review will also ensure superseded versions are removed and ensure current versions of Regulations, Codes, training and standards are included.

The Plan will be authorised by the Director Infrastructure.

Contacts 1.2


1.2.1: The name, address and telephone number of the responsible person;

Name: Monash City Council

Address: PO Box 1 Glen Waverley 3150

293 Springvale Road Glen Waverley VIC 3150

Telephone Number: 92518-3555

Facsimile Number:

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

Chief Executive Officer: Andi Diamond

1.2.2: Name, position, address and telephone number of the person who was responsible for the preparation of the plan.

Name: David Edwards

Position: Co-ordinator Arboriculture

Address: 390 Ferntree Gully Road Notting Hill

Telephone Number: 9518-3726

Facsimile Number:

Email Address: david.edwards@monash.vic.gov.au
1.2.3: Name, position, address and telephone number of the persons who is responsible for authorising the plan.

Name: Ossie Martinz
Position: Director - Infrastructure
Address: 390 Ferntree Gully Road Notting Hill
Telephone Number: 9518 3701
Facsimile Number:
Email Address: ossie.martinz@monash.vic.gov.au

1.2.4: Name, position, address and telephone number of the person who was responsible for the implementation of the plan.

Name: David Edwards
Position: Co-ordinator Arboriculture
Address: 390 Ferntree Gully Road Notting Hill
Telephone Number: 9518-3726
Facsimile Number:
Email Address: david.edwards@monash.vic.gov.au

1.2.5: 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 trees or parts of trees.

After hour’s emergency telephone number: 9518 3555
Name: David Edwards
Position: Co-ordinator Arboriculture
Address: 390 Ferntree Gully Road Notting Hill
Telephone Number: 9518-3726
Facsimile Number:
Email Address: david.edwards@monash.vic.gov.au

1.3: 9(e) The objectives of the management plan
Council will ensure the objectives listed will be monitored. All works undertaken will be audited monthly and non-conformances notices issued to its contractors to rectify any works identified within 10 working days. Council will hold monthly contract meetings with its contractors and monthly staff meetings with its in house crew wherein adherence to its ELCMP is an agenda item.

The following are listed as the key objectives of this plan in fulfilling our stated mission and the duties of the responsible person as set out in the Electricity Safety Regulations (2015).

- Safety to public and property.
- Maintain a safe work environment for staff and contractors.
- Compliance with the Code of Practice for ‘Electric Line Clearance’.
- Management of trees for aesthetic, cultural, ecological or environmental significance.
- Electrical safety.
- Minimise fire starts.
- Public safety.
- Protection of areas of important vegetation
- Maintain continuity of power supply.
- Customer/community satisfaction.
- Provide a safe workplace for those involved in implementing this management plan.
- Build on current working relationships with Energy Safe Victoria and the Distribution Business (United Energy).
- Minimise the fire risk from electrical conductors.

1.4: 9(3)(f)(g)(i) & (g) 9(3)(g)(ii) Map of the land to which the management plan applies

The Declared urban areas consist of a mixture of native trees, indigenous trees, remnant trees, exotic trees, habitat trees, trees of local provenance, evergreen and deciduous trees that are managed by the City of Monash.

The City of Monash is a low bushfire risk area (LBRA).

CITY OF MONASH ANNUAL TREE PRUNING
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<td>Clayton</td>
<td>March 2019</td>
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<td>Mulgrave</td>
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<td>Clayton</td>
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The City of Monash is bounded by Warrigal Road and a number of side streets to the west, Highbury Road to the north, Police and Centre Roads to the south and Princes Highway to the east. The City covers an area of 81.5 square kilometres and incorporates the suburbs of Chadstone, Clayton, Mt Waverley, Mulgrave, Glen Waverley, Wheelers Hill, Oakleigh, Hughesdale and Oakleigh East.

1.5: 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
i. Native
A native tree can be defined as a tree that is indigenous to Victoria/Australia, naturally occurring. All native trees within the declared area that may need to be cut or removed to ensure compliance with the code will be on Councils soon to be established data base. Information on tree species is also available on work orders issued through Councils Pathways system.
ii. Listed in a planning scheme to be of ecological, historical or aesthetic significance;

A tree of ecological, historical or aesthetic significance can be defined as a tree:

- That provides significant shade/thermal insulation, temperature modification, air humidification, shelter from the wind, runoff reduction, air filtration and reduces UV exposure.
- That is of significant landscape value, providing a sense of scale, Softening of the built landscape, Linking and unifying landscapes, Emphasising seasonal changes, Variety of colour, form, texture and pattern.
- That is considered to be of high conservation value providing wildlife habitat and corridors and conserving genetic resources.
- A tree that is a food source for indigenous animals require is known as habitat. Habitat may include dead trees and hollows.

Any works undertaken in relation to Council trees contained within any of the overlays of the Monash Planning Scheme to maintain compliance with the provisions of the Electrical Safety Act 1998 are exempt from permit requirements.

iii. Trees of cultural or environmental significance;

There are a number of “Trees of Significance (2006 – VPO3)” within private property but no trees that are maintained by Council to comply with the provisions of the Electrical Safety Act 1998.

1.6: (h) The means and method which the responsible person is required to use to identify a tree:

Consult the Street Tree Strategy
Consult Street Tree Removal Procedure
Consult Street Tree Planting Procedure
Consult the Planning Scheme
Consult the Road Management Plan
Register of Significant Trees

The responsible person should also consult:

- The Victorian Heritage Database
- The Victorian Aboriginal Heritage Register
• Advisory list of threatened flora published by the department of Environment and Primary Industries. Flora listed in the advisory list with a conservation status ‘endangered’ or ‘vulnerable’ is considered to be of cultural or environmental significance in the electric Safety (Electric Line Clearance) Regulations 2015
• Advisory lists of the threatened invertebrate fauna and threatened vertebrate fauna published by the Department of Environment and Primary Industries to determine if the tree is a habitat for any threatened species.
• List of threatened taxa and communities protected under the flora and Fauna Guarantee Act 1998
• Specialist advice (where necessary) to determine if any species (or habitat thereof) or communities on the threatened flora or fauna advisory lists or listed under the Flora and Fauna Guarantee Act 1998 are endangered by works to prune or remove trees.

Council undertakes its own internal audit to assess and map all Council’s tree assets associated with powerlines, to determine if any trees of cultural or environmental significance were impacted by Council’s line clearance program. The Monash City Council’s internal database and its annual audit will allow the efficient search of trees that require pruning for powerline clearance.

Following identification of trees that are potentially in conflict with powerlines, Council will allocate the associated works to its current list of contractors both programmed works and re-active works. Council’s current preferred contractors are Active Tree Services and City & Rural Tree Services. In the event that there are no works required this is noted and the tree is reinspected the following year.

Council undertook its own internal audit to assess and map all Council’s tree assets associated with powerlines, to determine if any trees of cultural or environmental significance were impacted by Council’s line clearance program. No trees were identified in the declared areas of historical or aesthetic significance that requires pruning for power line clearance.

ELC personnel are made aware of the locations of native species, trees of ecological, historical or aesthetic significance or trees of cultural or environmental significance on the specific work instruction/work order.

Internet links to these resources are;

www.monash.vic.gov.au
The City of Monash will also continue to work with relevant agencies to ensure the aesthetics and viability of significant trees are not compromised by line clearance works.

1.7: (i) Management procedures that the responsible person is required to adopt to ensure compliance with the Code:
Council will manage its trees as per Contract “Tree Pruning and Associated Services”. Designated Street are inspected and pruned as required annually with a number of annual streets included within each suburb.
• Monthly contract meetings are held with Councils external contractor/s.
• Audits are undertaken at the completion of each block. Any non compliance is issued to Councils 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 Councils internal arborists prior to being forwarded to Councils contractor for action. The Distribution Business and or resident involved will be notified of any works.
• All tree removals including emergency removals will be managed by Council and replaced if appropriate during the next winters tree planting program.
• Appropriate tree species will be selected for replacement and new tree planting.
• Trees will be pruned to the Australian Standard, AS4373-2007 ‘Pruning of amenity trees’, where possible.
• Council will work toward obtaining exceptions and exemptions for trees which cannot be pruned as per AS4373-2007 to meet the required clearances.
• Councils, Co-ordinator Arboriculture and its external contractors are responsible for organising required ‘Shutdowns’ and ‘Suppressions’.
• The Co-ordinator Arboriculture is responsible for liaising with the respective DB’s to discuss Electric Line Clearance works and any issues including; Shutdowns and Suppressions, Non-compliance concerns.
• Bi-annual assessment of all tree’s within the vicinity of powerlines in streets designated for two year pruning cycle and annual inspections for streets designated for an annual pruning cycle.
• Bi-annual pruning of all tree’s within the vicinity of powerlines, in some circumstances annual pruning will be undertaken
• Implementing aerial bundled cable or undergrounding of services to reduce the level of pruning required, on share arrangement with the relative utility
• Through the development of the specification for the maintenance and management of street and reserve trees has identified pruning outcomes
• Work in conjunction with the power supply authority to achieve better outcomes
• Applying for exemptions under the 2015 Regulations (Part 2—Prescribed Code of Practice and related provisions).
• Make available the Electric Line Clearance Management Plan on Councils website.
The method for determining an additional distance that allows for cable sag and sway;
Council has primarily spans of less than 45 metres. If longer spans are identified Council will:
Adopt the clearance distances and requirements of Schedule 2—for spans greater than 45m (Graphs 2, 3 and 4). *Sag and sway allowances are included in Graphs 2, 3 and 4 up to 100 metres.

- Once clearance requirements are established for spans greater than 100m, record details will be kept for a minimum of 5 years within Council's customer service system (Pathways) also within Council's works order system (Confirm).
- Liaise with the relevant Distribution Business United Energy to determine the appropriate allowances required for sag and sway for spans identified which are greater than 100m.

**GRAPH 2**—UNINSULATED LOW VOLTAGE ELECTRIC LINE IN LOW BUSHFIRE RISK AREA

**GRAPH 3**—UNINSULATED HIGH VOLTAGE ELECTRIC LINE (OTHER THAN A 66 000 VOLT ELECTRIC LINE) IN LOW BUSHFIRE RISK AREA

**GRAPH 4**—UNINSULATED 66 000 VOLT ELECTRIC LINE IN LOW BUSHFIRE RISK AREA
Council will consult with the following stakeholders to determine additional sag and sway allowances for which the Council has clearance responsibilities:

- **Metro Trains** Katrina Lewis (03) 9619 7121 katrina.lewis@metrotrains.com.au
- **United Energy** Leo Hourigan 0408 304 984 LHourigan@ue.com.au
- **VicRoads** Sean Carter (03) 9881 8943 sean.carter@roads.vic.gov.au

Visual assessments will be undertaken by Councils' arborists and contractor(s). Any Council or contractor staff undertaking visual inspections of trees around electric line will have a Certificate IV in Horticulture and Arboriculture or an equivalent qualification and at least 3 years experience in assessing trees.

1.8: (j) The procedures to be adopted if it is not practicable to comply with the requirements of AS 4373 while cutting a tree in accordance with the Code;

The City of Monash and its contractors will;

- Ensure appropriately trained, qualified and experience staff are carrying out all works. Council receives updates from its contractors on all staff training and qualifications.
- Prune trees in accordance with AS 4373 as far as practicable.
- A tree that cannot be pruned in accordance with AS 4373 is to be referred to the Co-ordinator Arboriculture, for further assessment.
- Engineering solutions may be considered where adherence to the AS 4373 is not practicable. Council will work with the relevant Distribution Business to share the costs in implementing such outcomes.
- Council's current Contract “Provision of General Tree Services”, requires that Council's contractor(s) Plant & Equipment, its suitability for purpose, compliance to all relevant Acts and Regulations to be listed.

- All staff (contractor and in house staff) undertaking pruning under the code must apply AS4373-2007 where reasonable practicable. Personnel are made aware of the definition through induction training prior to the commencement of work for Council. Unacceptable works and time frames will be documented in the monthly contractor meeting minutes. The contractor(s) shall have 10 working days to rectify any non compliant works.
- Monthly contract meetings are held with Councils contractor. Updates and clarification of the contents of the ELCMP, compliance and the current contract can be clarified at these meetings.
- Monthly tool box meetings with in house staff are held. Updates and clarification of the contents of the ELCMP and compliance can be clarified at these meetings.

*As far as practicable – As close to complying with the requirements of AS 4373. If compliance with AS 4373 can not be achieved it will be referred to Councils Co-ordinator Arboriculture for further inspection and advice.*
1.9: (k) A description of each alternative compliance mechanism in respect of which the responsible person has applied, or proposes to apply, for approval under clause 31 of the Code.

The City of Monash has not applied for any alternative compliance mechanism under clause 31 of the Code.

1.10: (l) The details of each approval for an alternative compliance mechanism that:

i. The responsible person holds;

   Not applicable.

ii. Is in effect.

   Not applicable.

1.11: (m) A description of the measures that must be used to assess the performance of the responsible person under the management plan;

The following procedures will be undertaken and will be assessed against historical data.

• Meet with its contractors monthly and monitor the progress of the inspection and cutting programs.

• The Contractor will participate in regular auditing of works. A senior representative of the Contractor and the Co-ordinator Arboriculture will undertake random monthly audits on samples of works completed (minimum of 20% of all works).

• Any unsatisfactory performance will be minuted within the minutes taken of the meeting. The contractor will rectify any non conformance within 10 working days.

• A monthly report will be produced at the monthly meeting outlining all works performed inclusive of dates of attendance at each site.

• Council will audit a percentage of the trees pruned. The audit will be to ensure compliance as far as practicable to the Code and for compliance with AS 4373.

• Council will act on detailed information from the Distribution Businesses in regards to trees that have caused outages. Pruning will be undertaken within 10 working days dependent on the approval of shutdowns/suppressions.

• Emergency pruning will be undertaken immediately.

The following performance criteria (KPI’s) will be assessed during the 2019 electrical line clearance program;

1. The number of pruning requests from the Distribution Business.
2. The reduction in the number of resident requests for pruning.
3. The number of internal audit non-compliances.
4. The number of emergency works/requests.
5. The number of trees that have caused outages as reported by the Distribution Business.
6. Days worked.
7. Measure/compare current data against historical data ie: number of trees pruned in the past against number of trees currently to be pruned.
8. Less call outs.
10. An agenda item at monthly contract meetings.
11. Crew numbers and time sheets.
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.

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

- Completion of pruning programs according to schedule
- Identified vegetation clearance breaches to the code
- Collection of data on structural branches within the clearance from its contractor/s
- Data will be retained by Council for a period of five years.
- Preparation of ELCMP prior to 31 March.
- Auditing of proactive pruning program for compliance.
- Monthly contract meetings

All historical data including pruning requests will be recorded on Council's Customer Request System (Pathways) and Council's records system (EDNA). Supply outages reported by the Distribution Business (United Energy) will be recorded on Council’s records system (EDNA).

Council’s contractor will remove or prune trees that are deemed within the vicinity of the power lines. After undertaking the work, the contractor will be required to notify all affected persons. The Contractor engaged for urgent cutting or removal will record the details of the work carried out i.e: when and where the pruning or removal was undertaken.
Details of the audit processes that must be used to determine the responsible person’s compliance with the Code:
Council’s Arboriculture department will undertake monthly audits of pruning works for compliance with Council Policy and Procedures, Australian Standards and the Electric Line clearing code of practice.
- The audit results are discussed at the monthly contract meetings and saved in Council’s records system (EDNA). A Customer Service Request (Confirm) will be generated for any works required to be undertaken as a result of these audits.

Exceptions and Exemptions
- 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.
- Where exemptions or exemptions have been approved, annual audits will be undertaken.

Monitoring of customer satisfaction
In pursuing our goals, Monash City Council believes and is committed to the values of Consultation and communication: Ensuring that members of our community are both sufficiently informed and able to contribute to Council’s decision-making process.
Council will monitor customer requests through its Customer Service Request system (PathWays) and Confirm to ensure requests are inspected, acted upon and closed within allocated time frames. All requests will have notes on the outcome of the inspection and the contractor that the designated works have been forwarded to. Customers are spoken to at the time of inspection (if at home) or a calling card is left outlining works to be undertaken. Reports are available to Council officers on outstanding and yet to be completed requests.

Council officers are available to answer queries via telephone or can, if required arrange on site meetings with customers.

Council also undertakes Customer Service Satisfaction surveys with a focus on Customer Service improvement. Survey based tools are used for measuring a range of data, including overall satisfaction. Council participates in the Local Government Community Satisfaction Survey coordinated by the Department of Environment, Land, Water and Planning. Council views the survey as a useful resource in gauging community needs and wants. The survey also provides Council with a means of fulfilling some of its statutory reporting obligations. Monash received the number one rating in the 2018 survey.
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's current “Tree Pruning and Associated Services”, requires that Council's contractor(s) Qualifications and Experience of Principal Individuals be listed. Also (Clause 15.1) requires the contractor(s) to list the Qualifications and experience of staff to be used to deliver the services under the Contract.

The contractor(s) will notify Council of any change of staff servicing the contract or changes/updates in qualifications.

Any contractor staff undertaking inspections of trees around electric line will have a Certificate IV in Horticulture and Arboriculture or an equivalent qualification and at least 3 years experience in assessing trees.

Council requires experience, expertise, quality management, OH&S systems and environmental management systems of its contractors and internal staff to ensure they comply with Council’s requirements.

Council will ensure that all staff and contractors performing pruning and removal works around electric lines:

- Conform to ‘Pruning of Amenity Trees’ Australian Standards AS4373-2007
- The ‘Code of Practice on Electrical Safety for work on or near high voltage electrical apparatus’ or the “Blue Book”
- Electrical Systems Identification & Powerline Clearance Distances – VIC, National Course Code UET20312 Certificate II in ESI Powerline Vegetation Control including refresher training
- Contractor and in house staff involved in line clearance works must be authorised as per Electricity Safety (Installations) Regulations 2015 r. 319(3).
- Comply with body clearances
- National EWP Licence
- Chipper Operations Certificate
- Chainsaw Operations Certificate
- First Aid- Level 1
- Certificate III in Horticulture (Arboriculture) National Code: RTF30203 or suitable experience and/or in the process of obtaining qualifications.
- Conform to Monash City Council’s Street Tree Strategy and Road Management Plan
The Training Matrix submitted annually to Council by its approved contractors shall contain as a minimum the following information:

NAME OF OPERATOR:

<table>
<thead>
<tr>
<th>UET20312 Certificate II in ESI Powerline Vegetation Control</th>
<th>Chipper Operations</th>
<th>Chainsaw Operations</th>
<th>First Aid Level 1</th>
<th>RIIWHS205D Control Traffic With A Stop-Slow Bat</th>
<th>RIIWHS302D Implement Traffic Management Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Training</td>
<td></td>
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<tr>
<td>Last Updated</td>
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</tr>
</tbody>
</table>

Council will also keep electronic copies of all certificates and licences held by contractors staff. Council’s in house operational staff will also have the above Training Matrix updated annually.

Any staff found not having the above training will cease operational duties immediately.

Induction of Staff and Contractors

Prior to a new contractor or staff member commencing works an induction will take place on the day of commencement prior to operational duties.

Apart from a generic Monash Council induction, Council has developed a specific Electric Line Clearance induction. Council also requires contractors to attend Contract Trade Nights.

Councils Induction Kit has been developed to ensure that all the necessary information undertake This induction kit contains:

- New Employee / Contractor Sign-up Sheet includes a range of information, which your supervisor will discuss with you and must be clearly understood before you commence work with Council.
  
  The “New Employee / Contractor Sign-up Sheet” MUST be signed by operational staff and Supervisor and photocopied so that a copy can be put on file before the commencement of work.

- The Code of Conduct Sheet which contains information from the City of Monash Staff Induction Kit and outlines the code of conduct standards that applies when working for the City of Monash.

- Plan of the Depot and all emergency exits.

- First Aid Officers, kit locations and standing fire orders.

- Emergency Response Procedures which provides information on what to do in a range of emergency situations.

- Monash OH&S Policy which outlines the City of Monash’s commitment to OH&S.

- Horticulture Roles & Responsibilities Fact Sheet which provides general information on the different work areas of Horticulture.
- Drug & Alcohol Policy.
- Copy of the current contract.
- Copy of the current Electric Line Clearance Management Plan.
- Copy of the Electricity Safety (Electric Line Clearance) Regulations 2015.

Council and its contractors will only use Registered Training Organisations (RTOs) when undertaking initial and refresher training.

Assessing trees

- Certificate V in Horticulture (Arboriculture) National Code: RTF40203, including the ‘Assess Tree’ module, or an equivalent qualification; and at least 3 years field experience.

The City of Monash Contractors are unable to work on trees near or adjacent to powerlines unless they have all of the listed qualifications above. These requirements are adhered to and checked during regular audits and filed in Monash City Council's Quality Assurance training records.

Only authorised persons are able to prune or clear the whole or any part of a tree within 2 metres of a low voltage wire or 6 metres of a high voltage wire. An authorised person is defined as a person who holds a current certificate specifying satisfactory completion of a training course in tree clearing, approved by Energy Safe Victoria. (Electrical Safety (Installations) Regulations 2015) and complies to distances specified in the ‘Blue Book’.

1.14: (p) Notification and consultation procedures;

Council will notify persons affected by electrical line clearance works at least 14 days and not more than 60 days before the intended pruning or removal is to occur. As a courtesy the Council notify residents via its webpage about its tree inspection and cutting programs. Customers can find out when street tree pruning will next occur in their street by using an interactive map found on Council's website: www.monash.vic.gov.au
Prior to any tree removals residents in the immediate vicinity are notified 14 days prior to work commencing. Notification will be in writing and by publication of a notice in a local newspaper and electronically on the Monash City Council website including:

- The impact of the pruning or removal of the tree.
- The action to be taken to minimise that impact.
- If works are not completed by the specified time as stated in the initial notice a second notice will be published advising of the new timeframes and reasons for the delay in pruning.

Example of notification (Monash Bulletin Monthly edition)

Vegetation Management Pruning Near Powerlines

Monash City Council is responsible for the management and pruning of trees to adhere to the Electricity Safety (Electric Line Clearance) Regulations 2015, maintaining a safe minimum distance between trees and powerlines.

As part of Council’s annual tree maintenance program, Council’s contractor will be undertaking power line clearance pruning works of street trees in Chadstone and Clayton during March 2019

*Works will not commence for at least 14 days.*

For more information or updated schedules on Councils pruning program please call 9262-633 or visit: [www.monash.vic.gov.au](http://www.monash.vic.gov.au)
Council will publish written notice in locally circulating newspaper(s) and on its website in relation to cutting and tree removal activities. The notice will include; suburbs, work periods, timeframes and processes if works aren’t completed within the timeframes stipulated within the published notice.
1.15: (q) Dispute resolution procedures;

If disputes cannot be resolved at Council level the dispute is to be taken up with the relevant distribution company. If this is unsuccessful the dispute will be taken up with Energy Safe Victoria.

The four level process of dispute resolution is outlined below:

**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:** David Edwards
- **Position:** Co-ordinator Arboriculture
- **Address:** 390 Ferntree Gully Road Notting Hill
- **Email address:** david.edwards@monash.vic.gov.au

**Level 2:** Multiple requests or disputes not resolved can be addressed to:
- **Name:** Lucas Skelton
- **Position:** Manager, Horticulture
- **Address:** 390 Ferntree Gully Road Notting Hill
- **Email address:** lucas.skelton@monash.vic.gov.au

**Level 3:** Disputes not resolved through the level 2 process can be addressed to:
- **Name:** Ossie Martinz
- **Position:** Director, Infrastructure
- **Address:** 390 Ferntree Gully Road Notting Hill
- **Email address:** Ossie.martinz@monash.vic.gov.au

**Level 4:** External dispute resolution can be addressed to:
- **Energy & Water Ombudsman (Victoria Limited)**
  - GPO Box 469
  - MELBOURNE VIC 3001
  - Phone: 1800 500 509
Dispute Resolution Flowchart

1. Affected person dissatisfied
   - Manager Horticulture to arrange a meeting, preferably on site
     - Issue resolved?
       - NO
         - Refer affected person to Manager Horticulture
       - YES
         - Document outcome and action to be undertaken. Letter of confirmation to be sent to the affected person

2. Meet Co-ordinator Arboriculture, preferably on site
   - Issue resolved?
     - NO
       - Brief Director Infrastructure
         - Director Infrastructure makes decision
           - Issue resolved?
             - NO
               - Refer affected person to Energy & Water Ombudsman
             - YES
               - Document outcome and action to be undertaken. Letter of confirmation to be sent to the affected person

3. YES
Councillors Dispute Resolution Procedure is available at:
Monash Operations Centre
390 Ferntree Gully Road Notting Hill
Between the hours of 9.00 am and 5.00 pm.

Monash Civic Centre
Customer Service Centre 293 Springvale Road Glen Waverley

Oakleigh Service Centre
3 Atherton Road Oakleigh

And Councils website;
www.monash.vic.gov.au

Section 2
2.1: 10(7) A responsible person must ensure that a copy of the management plan is:
(a) Published on the responsible person’s internet site
City of Monash Website; www.monash.vic.gov.au
A copy of Council’s Electric Line Clearance Management Plan 2016 is available at
Monash City Council’s Horticulture department office at 390 Ferntree Gully Road Notting Hill.
Councils Co-ordinator, Arboriculture, will update the Electric Line Clearance Management Plan
(ELCMP) and ensure it is forwarded to Councils Communications department to be uploaded onto
Councils website: www.monash.vic.gov.au
A copy of this Plan can be found on Councils website; www.monash.vic.gov.au

The Plan can be found by following the links below;

Annual Review Process of the Plan
Councils Co-ordinator Arboriculture will review the Plan annually. The review will be
undertaken in February and will consider the effectiveness of procedures in meeting the
Plans objectives, internal review and authorisation procedures and procedures to publish
the updated Plan on Councils website when it takes effect. The review will also ensure
superseded versions are removed and ensure current versions of Regulations, Codes,
training and standards are included.
The Plan will be authorised by the Director of Infrastructure.

Section 3
3.1: 11(2) A responsible person who receives an exemption under sub regulation (1) must
(a) ensure that a copy of the exemption is: Published on the responsible person’s internet site;
City of Monash Website;
www.monash.vic.gov.au
and
(b) Available for inspection at the responsible person’s principle office in the State
During normal business hours

Monash Operations Centre
390 Ferntree Gully Road
Notting Hill
Between the hours of 9.00 am and 5.00 pm.

Monash Civic Centre
Customer Service Centre 293 Springvale Road Glen Waverley
A copy of the ELCMP will be made available upon request.

Currently Council does not hold any exemptions. Any exemptions applied for in the future will be made available for public viewing at the above locations.

Section 4:
4.1: SCHEDULE 1 - CODE OF PRACTICE FOR ELECTRIC LINE CLEARANCE, PART 2 - CLEARANCE RESPONSIBILITIES, DIVISION 1 – ROLES OF RESPONSIBLE PERSONS
4. Exception to minimum clearance space for structural branches around insulated low voltage electric lines.
The City of Monash has not identified any trees for an exception. Council will as part of its cyclic pruning program identify trees that meet the requirements of exception as outlined in Part 2, Division 1, Section 4(2) of Schedule 1 of the Code. Trees identified to meet the requirements of an exception will be managed as per Part 2, Division 1, Section 4(3) of Schedule 1 of the Code. Councils Co-ordinator Arboriculture will be responsible for managing this process. The responsible person will ensure that, at all times, no part of a tree for which the person has clearance responsibilities is within the minimum clearance space for a span of an insulated low voltage electric line in a low bushfire risk area. If a structural branch is unable to be cleared from the clearance space without detriment to the tree, it may be left in the clearance space if:
• The branch is wider than 130mm at the point it enters the clearance space
• The branch is no closer than 300mm from the electric line
The responsible person will keep a record of all locations where a structural branch is in exception of the minimum clearance space and will on an annual basis arrange for a suitably qualified arborist to inspect the tree of which the branch is a part of and advise on:
• Any visible structural defect that could cause the branch to fail
• An assessment of any risks the branch poses
• Effective measures to mitigate any identified risks
The responsible person will keep all records relating to the above inspections for a minimum of 5 years.

4.2: 5. Exception to minimum clearance space for small branches around insulated low voltage electric lines.
The City of Monash has not identified any trees for an exception. Council will as part of its Cyclic pruning program identify trees that meet the requirements of exception as outlined in Part 2, Division 1, Section 5 of Schedule 1 of the Code. Trees identified to meet the requirements of an exception will be inspected and pruned as required annually. Councils Co-ordinator Arboriculture will be responsible for managing this process. The responsible person will ensure that, at all times, no part of a tree for which the person has clearance responsibilities is within the minimum clearance space for a span of electric line. If a small branch is unable to be cleared from the clearance space without detriment to the tree. The responsible person will determine that it may be left in the clearance space if;
• The branch is less than 10mm wide at the point at which it enters the minimum clearance space
• The branch was removed from the clearance space within the last twelve months
• The cable is insulated low voltage

Council requires all vegetation that does not qualify for an exemption or exception to be pruned to maintain clearance spaces for a period of two years. Any breaches of this clearance are responded to on a reactive basis and are entered into Councils Customer Service system and actioned within 4 weeks of receiving notification of the breach.

Any regrowth/branches that has been removed from the minimum clearance space within the last twelve months will be recorded within the contractors monthly reports and when operational on Councils database for a minimum of 5 years.

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

Council has not identified any trees for an exception. Trees are currently being inspected to identify trees that meet the requirements of exception as outlined in Part 2, Division 1, Section 6 of Schedule 1 of the Code. Trees identified to meet the requirements of an exception will be managed as per Part 2, Division 1, Section 6(3) of Schedule 1 of the Code. The Co-ordinator Arboriculture will be responsible for managing this process.

The responsible person will ensure that, at all times, no part of a tree for which the person has clearance responsibilities is within the minimum clearance space for a span of an uninsulated low voltage electric line in a low bushfire risk area. If a structural branch is unable to be cleared from the clearance space without detriment to the tree, it may be left in the clearance space if;
• The branch is wider than 130mm at the point it enters the clearance space
• The branch no more than 500mm inside the minimum clearance space
• The span has been fitted with the appropriate cable spreaders

The responsible person will keep a record of all locations where a structural branch is in breach of the minimum clearance space and will on an annual basis arrange for a suitably qualified arborist to inspect the tree of which the branch is a part of and advise on;
• Any visible structural defect that could cause the branch to fail
• An assessment of any risks the branch poses
• Effective measures to mitigate any identified risks
• The responsible person will keep all records relating to the above inspections for a minimum of 5 years
4.4.8. Responsible person may cut or remove hazard tree.

Tree Management Process:

- Council will ensure that all trees are assessed by a suitably qualified Arborist that holds a minimum Arboriculture Certificate Level V and has at least 3 years field experience in assessing trees.
- 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.
- Urgent works require notification to be conducted as soon as practical after the works are completed. Notification will be provided to affected persons and the Manager of Horticulture.

Details of any urgent works shall be recorded as listed below:
- When and where the cutting or removal was undertaken.
- Why the cutting or removal was required.
- Last inspection of the section of the electric line where the cutting or removal was required.
The responsible person will keep records of any urgent works for at least 5 years from the date of cutting or removal. Urgent work must not remove or prune trees further than 1 metre from the minimum clearance space around electricity lines.

**Hazard Tree**

Monash City Council’s trees are assessed by suitably qualified Arborists as defined in the code that holds a minimum Arboriculture Certificate Level IV and have at least 3 years field experience in assessing trees.

Trees are assessed by suitably qualified Arborists as defined in the code during the assessment the trees are assessed for hazards which include health and structure, safe useful life expectancy, environmental conditions, stability and regrowth, if found to be hazardous the tree will be removed accordingly.

Monash City Council employs internal arborists and tendered contractors for inspecting, removal or pruning of trees within the vicinity of powerlines. If the tree is removed the affected resident will be notified as to why the tree was removed.

Monash City Council records:
1. When and where the pruning or removal occurred.
2. Why the pruning or removal was required.
3. Source of request.

All tree management records are kept in the Monash City Council’s Customer Service System (Pathways) and Job allocation system (Confirm).

Monash City Council manages its tree assets and will only prune to distances required by the code or in some cases the tree may require removal as a last resort.

A responsible person that undertakes urgent work must not remove or prune trees further than the minimum clearance space around electricity lines.

Monash City Council recognises the environmental and aesthetic contribution that street trees make to the continuing development and presentation of streetscapes, by:

- selecting, planting and maintaining street trees, which enhance both existing and future streetscapes, and
- creating a setting in sympathy with the function and appearance of the adjacent land uses, a safe and comfortable pedestrian environment, and catering for vehicular traffic.

It is for these reasons that the city will retain all trees where it can and where it is appropriate.

It is recognised that each street tree exists in its own right and has a different and individual place in the street. Of equal importance is its role in relation to the rest of the streetscape, the precinct and the City.

A tree is considered **hazardous** (or **structurally unsound**) if:

1. It has a defect that may cause injury or property damage if not removed. Where remedial measures can be implemented to remove (or reduce) that hazard, consideration should be given to these measures prior to tree removal.
2. It is likely to fail and come in contact with electric lines.

Where street trees are proposed to be removed, residents affected will be notified, giving the reasons for the proposed removal. Residents to be notified will include those immediately abutting the tree and those opposite the property i.e. “across the road”. 

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A record of street tree removals, identifying the location, species, date of removal and replacement (if appropriate) street species, will be maintained.

Section 5:
SCHEDULE 1 - CODE OF PRACTICE FOR ELECTRIC LINE CLEARANCE, PART 2 - CLEARANCE RESPONSIBILITIES, DIVISION 2 – MANNER OF CUTTING AND REMOVING TREES

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

Monash City Council has a mix of exotic, native and indigenous tree species. There are also a number of remnant vegetation within the municipality. These trees may need to be pruned or removed to ensure compliance to the extent practicable with the 2015 Regulations. Any pruning and or removal will be done so after the relevant Advisory Committee and or resident/s has been notified. All pruning undertaken within the City of Monash is undertaken by suitably qualified and experience contractor staff. All trees for removal will be inspected and assessed by suitably qualified arborists with a Certificate 4 Horticulture and Arboriculture being a minimum qualification. Prior to cutting of a hazardous tree it will be assessed by a qualified arborist.

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.

All Electric Line Clearance personnel will via the work order receive specific information on significant trees and their location. Maps indicating locations will be provided with the work order.

If pruning is not viable removal of the tree will be the only option. The inspecting Arborist will notify the Responsible Person that a significant tree requires removal in writing.

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:
- **Metro Trains** Katrina Lewis (03) 9619 7121 katrina.lewis@metrotrains.com.au
- **United Energy** Leo Hourigan 0408 304 984 LHourigan@ue.com.au
- **VicRoads** Sean Carter (03) 9881 8943 sean.carter@roads.vic.gov.au

5.1.1 Trees listed in a planning scheme to be of ecological, historical or aesthetic significance:
Any works undertaken in relation to Council trees contained within any of the overlays of the Monash Planning Scheme to maintain compliance with the provisions of the Electrical Safety Act 1998 are exempt from permit requirements.

5.1.2 Trees of cultural or environmental significance
There are currently no trees of cultural or environmental significance managed by Council. Any trees registered as being of cultural or environmental significance in the future will be included in any updated ELCMP.
**Bushland reserves**
The City of Monash has around **38 hectares of native bushland reserves** in Damper Creek, Scotchman’s Creek, Valley Reserve and Gardiner’s Creek.

Monash is generally a low risk area, however the city has a number of green corridors which have required Council to develop special fire risk plans for the forthcoming bush fire season.

Monash City Council has been annually reviewing the fire risk of its bushland reserves.

Monash Council regularly carries out fire clearance works in our bushland reserves. Monash Council undertakes the following measures to improve fire safety:

- Selective dead tree removal
- Maintaining firebreaks
- Reducing vegetation density
- Removing weed species
- Removing excessive fallen branches and dead vegetation material.

Fire patrols are also carried out on total fire ban days and assists residents with fire detection.

While Council works with metropolitan fire services to take all possible precautions, residents should consider what steps they can take to also lessen the risk.

An annual inspection shall be made of power lines that abut or pass through any reserve, any trees that do not meet compliance are pruned during the cycle of that particular map area.
5.2: 11. Cutting or removing habitat for threatened fauna.

Tree Management Process:

A Bushland tree hazard/habitat pruning program is currently in place. Trees are pro-actively inspected and audited for their health, hazardous rating and pruning/removal requirements. Inspections are undertaken on a three year cycle.

Council has developed a formalised “walk through” process which informs the Community of the decision-making process relating to the safety of individual trees. The process balances Council’s responsibility to ensure safety of park users, and the environmental / ecological benefits of vegetation including dead branches / trees in open space areas.

Individual reports / requests regarding dangerous trees will continue to be investigated on a case by case basis with community groups being notified prior to impending works. In emergency situations the community will be advised as soon as practicable.

All Electric Line Clearance personnel will via the work order receive specific information on significant trees and vegetation and their location. Maps indicating locations will be provided with the work order.

Habitat

All trees in bushland sites are managed differently to those situated in amenity parks and streetscapes. Trees are valued for their habitat value in bushland sites and are often pruned rather than removed. Logs are often left remaining on site to mimic natural environments. Habitat Trees are those that have significant habitat value – i.e. specific features or attributes, such as nesting hollows or perches, which provide habitat for fauna.

Council may elect to retain a tree – usually a dead or dying tree – if it is considered to have the above attributes suitable for habitat purposes and the tree may require pruning to reduce the risk that a dead or dying tree might otherwise present to “targets” within its vicinity.

“Habitat Pruning” is carried out to remove any hazardous limbs, such as dead or structurally defective limbs, and retain habitat features such as hollows, which are usually found in the main trunk or secondary leaders. The formation of decay within the limbs is necessary in order for hollows to form, thus increasing the habitat value.

Habitat Trees are usually confined to Bushland sites however Council may nominate any tree as a suitable Habitat tree.

If a tree is to be removed neighbouring residents and the relevant Advisory Committee are notified. The cutting or removal of confirmed habitat trees for threatened fauna will only occurs out of the breeding season for the fauna using the tree or after the fauna has been relocated.

Section 6:
Division 3 – Notification, consultation and dispute resolution

6.1: 2.3.3.1 Responsible person must publish notice before cutting or removing certain trees
Council will notify persons affected by electrical line clearance works at least 14 days and not more than 60 days before the intended pruning or removal is to occur. As a courtesy the Council notify residents via its webpage about its tree inspection and cutting programs. Customers can find out when street tree pruning will next occur in their street by using an interactive map found on Councils website: www.monash.vic.gov.au

Follow the links below:

Prior to any tree removals residents in the immediate vicinity are notified 14 days prior to work commencing. Notification will be in writing by and publication of a notice in a local newspaper and electronically on the Monash City Council website including;

- The impact of the pruning or removal of the tree.
- The action to be taken to minimise that impact.
Duty relating to assisting to determine the allowance for cable sag and sway.

Covered in regulation 9(3)(i)(ii)

Duties relating to management procedures to minimise danger.

Not applicable to councils

Application for approval of alternative compliance mechanism.

The City of Monash does not currently have in place or have planned any alternative compliance mechanisms for which it seeks application and approval.

Formal safety assessment of alternative compliance mechanism.

The City of Monash does not currently have in place or have planned any alternative compliance mechanisms for which it requires a formal safety assessment to be completed.
Signed _____________________________ Lucas Skelton
Manager Horticulture Services

Date:

Signed _____________________________ Ossie Martinez
Director Infrastructure

Date: