

VEGETATION MANAGEMENT



DATE REPORT PREPARED:	23.01.2024
DEPARTMENT:	City Development
PREPARED BY:	Senior Planning Liaison & Enforcement Officer Team Leader Vegetation & Compliance Health & Safety Officer PACE Health Management
WORK SCHEDULE:	Days Per week: 5 Hours/Day: 7.36 breaks: 1 x 30 Part time, Full time, Casual Typical shift times: Can be anytime between 7:30am-9:30pm. Flexibility provided around fitting 7.36 hours within those times. Overtime as needed i.e. festivals outside hours, emergency situations
LOCATION/S ANALYSIS UNDERTAKEN:	Kingston City Council - Cheltenham Office

Organisation specified objectives of this analysis	Functional Task Analysis
Task Modifications Available - Physical	<input type="checkbox"/> Assistance from colleagues <input type="checkbox"/> Ramps, Lifts, Trolleys (load reduction) <input type="checkbox"/> Lighter duties <input type="checkbox"/> Reduced work rate <input type="checkbox"/> Increased breaks
Task Modifications Available – Cognitive	<input type="checkbox"/> Ability to work independently <input type="checkbox"/> Remote support
Task Modifications Available Environmental	<input type="checkbox"/> Ability to rotate within the team <input type="checkbox"/> Ability to change tasks depending on the environment
Most prevalent workplace injuries:	Refer to Occupational Health and Safety Report
Most prevalent workplace injury incidents/tasks:	Refer to Occupational Health and Safety Report
Description and primary purpose of role:	<p>The Vegetation Management Officers are an integral part of the City Development Department, requiring the coordination and implementation of vegetation management strategies within the municipality. The position oversees the administration of Council's Tree Protection requirements under the Community Local Law, while also providing expert arboricultural advice to other areas of Council particularly, the Statutory Planning Team.</p> <p>As a member of Council's Vegetation Team, the Principal Vegetation Management Officer is required to provide input to the largest and most high-profile projects within the city. The incumbent will assist in the development of strategic documents and policy relating to vegetation protection and management within the municipality with the objective of meeting Council's plan.</p>



ENVIRONMENTAL FACTORS	Description
Temperature	<input type="checkbox"/> Indoor - Temperature-controlled office environment <input type="checkbox"/> Vehicle – Temperature-controlled personal or work vehicle <input type="checkbox"/> Outdoor – Public space <input type="checkbox"/> Combination indoors, vehicles, and outside - split 60%/ 20% / 20%
Noise (e.g could not hear a person talking from 1 metre away/unable to concentrate on task)	<input type="checkbox"/> Nil
Vibration	<input type="checkbox"/> Nil
Personal Protective Equipment	<input type="checkbox"/> Hi Vis Vests/Clothing for site visits <input type="checkbox"/> Safety boots
Machinery/Tools	<input type="checkbox"/> Laptop <input type="checkbox"/> Notebook and Pen <input type="checkbox"/> Backpack/Suitcases <input type="checkbox"/> Tape measure
Uneven Terrain	<input type="checkbox"/> Yes – when attending site visits
Wet/Slippery	<input type="checkbox"/> Yes: When working outside during or after wet weather events <input type="checkbox"/> Spills within the kitchen or bathroom

PACE Ratings:

Manual Handling Physical Demand Rating Classification Guide:

Physical Demand Rating	Tick	Weight/Force Exerted to push or pull items.	Weight Lifted or carried
Sedentary	✓	Exerting less than 4.5 kg of force occasionally, negligible force to push objects needed to push or pull objects.	>4.5 kg occasionally, 1-3 kilograms frequently to lift or carry objects.
Light		Exerting up to 9 kilograms occasionally and 4.5 kilograms frequently or negligible amounts of force constantly to push or pull objects.	Exerting 4.5-9 kg occasionally, 3-4.5kilograms frequently to lift or carry objects.
Medium		Exerting up to 9-23 kilograms occasionally and or 4.5-11 kilograms frequently or 4.5kg force constantly to push or pull objects.	>9-15 kg occasionally, 4.5 -11kg frequently to lift or carry objects.
Heavy		Exerting up to 23-45 kilograms occasionally and or 11-23 kilograms frequently or 4.5kg force constantly to push or pull objects.	>15-20 kg occasionally, 11-16kg frequently to lift or carry objects.
Very Heavy		Exerting up to >45 kilograms occasionally and or >23 kilograms frequently or 9kg force constantly to push or pull objects.	20kg+ occasionally, 16+ kg frequently to lift or carry objects

Cardiovascular Physical Demand Rating Classification Guide:

Physical Demand Rating	Tick	Cardiovascular Demand
Sedentary		A role predominantly involving sitting with occasional standing and walking. Low level force and slow movements required occasionally. Heart Rate <40% maximal Heart Rate or 4/10 effort
Light	✓	A role involving frequent standing or walking with occasional bouts of sitting. Physical tasks in this role are light in nature, completed at a slow pace and could be sustained throughout the working day without a noticeable increase in breathing rate or levels of exertion. Heart Rate 40-55% maximal Heart Rate or 4-5.5/10 effort
Medium		A role involving frequent to constant walking and standing with occasional bouts of sitting. Some physical tasks in the role are light to moderate in nature, completed at a moderate pace and could not be sustained for periods of greater than 20 minutes at a time, the participant will have a noticeable increase in breathing and exertion rate but is still able to say a sentence before requiring to take a breath. Heart Rate 55-70% maximal Heart Rate or 5.5-7/10 effort
Heavy		A role involving frequent to constant walking and standing with rare bouts of sitting. Most physical tasks in the role are moderate to heavy in nature, completed at a moderate to fast pace and could not be sustained for periods of greater than 10 minutes at a time, the participant will have a noticeable increase in breathing and exertion rate and will require to take a breath every few words. Heart Rate 70-90% maximal Heart Rate or 7-9/10 effort
Very Heavy		A role involving frequent to constant walking and standing with rare bouts of sitting. Most physical tasks in the role are heavy in nature, completed at a fast pace and could not be sustained for periods of greater than 5 minutes at a time, the participant will have a noticeable increase in breathing and exertion rate and will be puffing and panting. The heavy work may be interspersed with short periods of rest. Heart Rate >70% maximal Heart Rate or 9+/10 effort

Health Monitoring Considerations

CRITERIA	YES / NO
Exposure to hazardous noise	NO
Exposure to manual handling as part of normal activities	YES
Exposure to hazardous chemicals	NO
Exposure to hazardous manual handling	NO
Exposure to hazardous or biological waste	NO

HAZARDOUS MANUAL HANDLING

Manual handling tasks are assessed in accordance with the WorkSafe Victoria Compliance code: Hazardous manual handling. Use this checklist to identify if a manual handling task is considered as hazardous. If any boxes are selected, the task involves hazardous manual handling.

Work/Task	Repetitive or sustained application of force	Sustained awkward posture	Repetitive movement	Application of high force	Exposure to sustained vibration	Handling of live people or animals	Unstable or unbalanced loads or loads that are difficult to grasp or hold	Does the task involve hazardous manual handling?	For known risks are suitable control measures available now?	If yes, provide details
Laptop								No		
Backpack/suitcase								No		
Tree Assessment Tools (measuring tape, small saw + hammer)								No		

PHYSICAL DEMAND MATRIX

POSITION ASSESSED: Environmental Health Officer

KEY: **R:** Rarely **O:** Occasionally 1-33% or <2.5hrs/shift **F:** Frequently 33-66% or >2.5-5 hrs/shift **C:** Constant 67-100% or >5-8 hours of shift **OH:** Occasional High Frequency (Posture/Movement repeated/held for 3 + minutes at a time)

SUSTAINED POSTURES AND MOBILITY REQUIREMENTS

Posture Required	R	O	F	C	OH	Typical Maximal Holding Time	Typical Holding Time
Standing			x			15 minutes	1-3 minutes
Sitting			x			60 minutes	30-60 minutes
Walking			x			30 minutes	1-10 minutes
Unilateral Kneel (one knee)		x				1 minute	5-30 seconds
Bilateral Kneel (two knees)		x				1 minute	5-30 seconds
Reaching Overhead		x				1 minute	5-30 seconds
Reaching forward		x				1 minute	5-30 seconds
Reaching Shoulder height		x				1 minute	5-30 seconds
Computer based work			x			60 minutes	30-60 minutes
Climbing Stairs			x			10 minutes	1-3 minutes
Stooping or bending			x			1 minute	5-30 seconds
Climbing Ladders		x				5 minutes	1-3 minutes
Crawling		x				1 minute	5-30 seconds
Driving			x			45 minutes	10-15 minutes
Twisting		x				1 minute	5-30 seconds
Crouching		x				1 minute	5-30 seconds
Turning		x				1 minute	5-30 seconds
Looking up/Down			x			1 minute	5-30 seconds
Balancing/Uneven ground			x			30 minutes	1-5 minutes
Writing/Typing/			x			60 minutes	30-60 minutes
Scanning			x			1 minute	5-30 seconds
Squatting			x			3 minutes	5-30 seconds
Sweeping/Mopping		x				3 minutes	5-30 seconds
Brush and Pan		x				3 minutes	5-30 seconds
Push/Pull			x			5 minutes	5-30 seconds

Force Exerted	Description
Sedentary	Exerting less than 4.5 kg of force occasionally, negligible force to push objects needed to push or pull objects.
Light	Exerting up to 9 kilograms occasionally and 4.5 kilograms frequently or negligible amounts of force constantly to push or pull objects.
Medium	Exerting up to 9-23 kilograms occasionally and or 4.5-11 kilograms frequently or 4.5kg force constantly to push or pull objects.
Heavy	Exerting up to 23-45 kilograms occasionally and or 11-23 kilograms frequently or 4.5kg force constantly to push or pull objects.
Very Heavy	Exerting up to >45 kilograms occasionally and or >23 kilograms frequently or 9kg force constantly to push or pull objects.

MANUAL HANDLING DEMANDS

Physical Demands	Metrics (Tasks)	R	O	F	C	OH	Maximal Weight / Load (kg)	Typical Load (kg)	Typical Reps/hr	Typical Time Sus. (min)
Lift floor to waist:	Laptops		X				5kg	1-3kg	<2	<1
Lift below the knee to waist:	Laptops Tree Assessment Tools		X				5kg	1-3kg	<2	<1
Lift waist to shoulder:	Laptops Tree Assessment Tools	X					5kg	1-3kg	<2	
Lift waist to overhead:	Tree Assessment Tools		X				5kg	1-3kg	<2	
Carry bilateral (two arms):	Laptops Tree Assessment Tools			X			10kg	1-5kg		
Unilateral Carry (one arm):	Laptops Tree Assessment Tools		X				5kg	1-3kg		
Push load:	Tables/desks Chair stacking trolleys		X				Light	Light	<2	<1
Pull load:	Tables/desks Chair stacking trolleys		X				Light	Light	<2	<1
Grasping	Tree Assessment Tools				X	X	Light	Light		
Pinching	Laptops Tree Assessment Tools				X	X	Light	Light		
Fine finger/ Hand Coordination	Computer-based work				X	X	Light	Light		

PSYCHOSOCIAL MATRIX

KEY: **R:** Rarely 1-33% or <2.5hrs/shift **F:** Frequently 33-66% or >2.5-5 hrs/shift **C:** Constant 67-100% or >5-8 hours of shift **OH:** Occasional High Frequency (Posture/Movement repeated/held for 3 + minutes at a time)

	Attribute	Explanation	Frequency Experienced during typical day	General examples
PERSONAL	Decision making/reasoning	<p>Making good and timely decisions that keep the department moving forward</p> <ul style="list-style-type: none"> - Makes sound decisions, even in the absence of complete information - Relies on a mixture of analysis, experience, and judgement when making decisions - Considers relevant factors and uses appropriate decision-making criteria and principles - Recognises when and reasonable solution will suffice in a timely matter 	Constant	<ul style="list-style-type: none"> - Interpreting legislative requirements and directing customers on outcomes - Making decisions on the health and well-being of trees - Making decisions to achieve landscape outcomes - Making decisions on enforcement requirements - Seeking advice /feedback from the Team Leader or Manager
	Rule following	<p>Follows policies and procedures in place to ensure business operations are consistent</p>	Constant	<ul style="list-style-type: none"> - Following safety and service procedures and standards - Following the planning and environment act - Recalling feedback and information provided by customers and external stakeholders - Following internal policies and local laws - Following the local law policy in relation to tree disputes and applications - Following the Kingston planning scheme
	Literacy skills	<p>An ability to understand written information, to evaluate arguments about this information and formulate necessary written or verbal response.</p>	Constant	<ul style="list-style-type: none"> - Reading and understanding written information in English - Reading legislation and legal documents - Reading planning drawings - Writing reports/notices/letters - Completing referrals to planning officer - Completing council reports
	Numeracy skills	<p>The ability to understand numerical information as well as the ability to make logical conclusions</p>	Constant	<ul style="list-style-type: none"> - Interpreting and using data to inform decision-making and reporting - Understanding floor plans - Using calculators for tree-related data
	Technical literacy	<p>Anticipating and adopting innovations in department / building digital and technology applications</p> <ul style="list-style-type: none"> - Anticipates the impact of emerging technologies and makes adjustments - Readily learns and adopts new technologies 	Constant	<ul style="list-style-type: none"> - Using IT resources and programs to assist in assessments and investigations and capture data. - Maintaining proficiency in internal systems and external sources (eg: websites and search systems)
	Coping with pressure and setbacks	<p>Works productively in a high-pressure environment</p> <p>Responds reasonably to difficult situations</p> <p>Balances the demands of work life and personal life</p> <p>Handles criticism well and learns from it</p>	Frequently	<ul style="list-style-type: none"> - Responding reasonably to difficult situations - Identifying and focusing on the most critical tasks to ensure you're addressing what's most important. - Using a combination of emotional intelligence, critical thinking, and effective communication, to address public health and safety issues - Deescalating volatile situations and neighbour disputes - Managing conflict and feedback - Delivering on work expectations and timelines in a changing environment

Manages complexity	<p>Making sense of complex, varied quantity, and sometimes contradictory information to effectively solve problems</p> <ul style="list-style-type: none"> - Asks questions to accurately analyse situations - Acquires data from multiple and diverse sources when solving problems - Uncovers root causes to problems - Evaluates pros and cons, risks, and benefits of different solution 	Frequently	<ul style="list-style-type: none"> - Understanding and managing competing priorities and expectations - Asking questions to accurately analyse and respond appropriately - Liaising with external subject matter experts on complex legal, compliance, and health matters - End-to-end management of projects, and issues
Manages Ambiguity	<p>Operating effectively, even when things are not certain, or the way forward is not clear</p> <ul style="list-style-type: none"> - Deals comfortably with the uncertainty of change - Effectively handles risk - Can decide and act without the total picture - Is calm and productive, even when things are up in the air <p>Deals constructively with problems that do not have clear solutions or outcomes</p>	Constant	<ul style="list-style-type: none"> - Recognising, accepting, and adapting to evolving community and industry expectations around the management of vegetation and trees - Deciding and acting without a complete picture or assessment - Proactively seeks clarity and understanding from all levels of the organisation. - Constructively resolves unclear customer, staff, and management requests promptly
Ability to work in isolation	<p>Comfortable working in isolation for prolonged periods of time without the company of others:</p> <ul style="list-style-type: none"> - Persists in accomplishing objectives despite obstacles and setbacks - Self-led to achieve results 	Frequently	<ul style="list-style-type: none"> - Managing own workload and activities whilst working flexibly (in the office or remotely) - Working alone
Emotional stability	<p>Stay composed and forward thinking when faced with challenging situations</p>	Frequently	<ul style="list-style-type: none"> - Required to process highly sensitive and potentially triggering information - Engaging and negotiating with customers in challenging circumstances to influence an outcome - Deescalating volatile situations and neighbour disputes - Making decisions within set parameters in the best interests of the organisation, its staff, community and the environment
Concentration	<p>Has the ability to maintain a broad, receptive attention to a variety of demands.</p>	Constant	<ul style="list-style-type: none"> - Actively listen/engage with everyone - Applying legislation, policies, and procedures - Managing workload based on priorities and interruptions. - Preparing reports and referrals to advise internal and external customers - Multi-task and re-prioritize an ever-changing work environment - Managing various applications to communicate internally - Following checklists and procedures.
Persistence	<p>The ability to accept obstacles, discouragement, distraction, or stressful situations</p> <ul style="list-style-type: none"> - Stay committed when faced with adversity - Persevere in pursuit of short and/or long-term goals 	Constant	<ul style="list-style-type: none"> - Being consistent and unwavering in efforts to promote, enhance, and enforce vegetation requirements. - Working diligently to identify and retain trees and vegetation, often in the face of resistance or complacency.
Nimble learning	<p>Actively learning through experimentation and when tackling new problems by using both successes and failures.</p> <ul style="list-style-type: none"> - Learns when facing new situations - Experiments to find new solutions - Takes on the challenge of unfamiliar tasks - Extracts lessons learnt from failures ad mistakes 	Frequently	<p>Staying up to date with the latest updates, and attending seminars, workshops, and webinars to ensure compliance.</p> <p>Recognizing the importance of ongoing training, including obtaining additional certifications, attending training programs</p>

			Learning from past incidents by analysing and adapting your processes and procedures
	Ability to follow and complete instructions given <ul style="list-style-type: none"> - Appropriately follows instructions from others without unnecessarily challenging authority - Follows procedures and policies - Keeps to schedule - Arrives punctually for work and meetings - Complies with legal obligations and safety requirements of the role 	Constant	Complies with legal obligations and requirements of the role Seeking clarity on and interpreting unclear instructions
	Short term focus and/or attention to detail <ul style="list-style-type: none"> - The ability to document key pieces of information that are frequently relied upon to perform workplace tasks - The ability to transfer information from one source to another and apply it - The ability to focus on a priority task with distractions present - Able to quickly decipher the importance of number of tasks and prioritise accordingly 	Constant	Understanding the risks and implications of the advice provided and how it may be interpreted Collating preparing and providing accurate advice and information. Accurately collating and preparing data for internal and external reporting requirements Addressing immediate health concerns while also maintaining meticulous records and documentation
SOCIAL	Autonomy	<ul style="list-style-type: none"> - The ability to follow your own approach and while making informed, uncoerced decisions and remain motivated when working autonomously 	Constant Take personal responsibility to ensure quality and accurate advice and information provided. Interpret the regulations and implement the necessary measures to ensure compliance. Managing own workload and making key decision relevant to that portfolio
	Ability to work with colleagues/ team	<ul style="list-style-type: none"> - Building partnerships and working collaboratively with others to meet shared objectives - Works cooperatively with others across the organisation to achieve shared objectives - Represents own views while being respectful to others - Partners with others to get work done - Credits others for their contributions and accomplishments - Gains trust and support of others 	Constant Interacting and working with colleagues, supervisors, managers, and other teams Receiving and providing feedback to colleagues and team members. Negotiating with service providers
	Ability to work with consumers	<ul style="list-style-type: none"> - Anticipating and balancing the needs of multiple customers/stakeholders/clients - Understands internal and external customers/stakeholders/client requirements, expectations, and needs - Considers the interests of multiple customers/stakeholders/clients - Considers cultural and ethical factors relevant to the situation - Acts reasonably despite conflicting demands of customers/stakeholders/clients 	Constant Working with the community from all demographics (eg: different ages, cultures, abilities, CALD, Indigenous, and First Nations and LBGTQI+ people with accessible needs and older adults) Receiving and providing feedback to Members of the public and customers Negotiating with customers, and service providers
	Productivity Demands	<ul style="list-style-type: none"> - Understanding the effective and efficient processes to get things done, with a focus on continuous improvement - Identifies and follows the processes necessary to get work done - Organises and prioritises activities into an efficient workflow - Seeks ways to improve processes 	Frequently

	Resilience/ Ability to manage stress	Rebounding from setbacks and adversity when facing difficult situations <ul style="list-style-type: none"> - Manages pressure - Handles and manages issues effectively - Remain productive despite adversity - Learns from workplace challenges 	Constant	Directly support colleagues in complex situations Be flexible, show initiative, and respond quickly when situations change Listening when ideas are challenged, seek to understand the nature of the criticism, and respond constructively Keeping control of your own emotions and staying calm under pressure and in challenging situations
	Ability to manage conflict	Handling conflict situations effectively <ul style="list-style-type: none"> - Works with all parties to reach an agreement and settles disputes equitably - Integrates diverse views and finds common ground and/or acceptable alternatives 	Occasionally	Identifying situations where conflict is likely to arise and de-escalating Understanding own limitations, self-monitor, escalating and/or seeking support as required
	Situational adaptability	Adapting approach and demeanour in real time to match demands of different situations <ul style="list-style-type: none"> - Readily adapts personal and interpersonal behaviours - Understands that different situations may call for different approaches - Can act differently depending on the circumstances 	Frequently	Adjusting personal behaviour to different audiences and situations, Maintaining constant awareness of organisational priorities Acting upon additional and changing tasks and expectations at short notice Adopting a creative mindset to explore different avenues to solve problems