



Council / Operational Procedure

PROCEDURE NUMBER WEED TREATMENT EXEMPTION REGISTER PROCEDURE

This procedure relates to COS Operational Weed Management Policy 2020.

PURPOSE

This procedure outlines the process currently undertaken by Colac Otway Shire Council in administering its Weed Treatment Exemption Register. This register allows local constituents to object to and to avoid the use of chemical weed treatment applications on road reserves adjoining their private properties and/or to be notified by Council staff and contractors in advance of weed control operations in close proximity to their property.

SCOPE

<<Describe the coverage of the procedure, that is who or what it applies to and the extent of activities that it covers.>>

Colac Otway Shire Council's Weed Treatment Register procedure should be referred to and incorporated into all of Council's weed management operations. This procedure therefore applies to all weed treatment programs auspiced, undertaken or contributed to by Colac Otway Shire Council, and it is binding upon Councillors, Council Officers, contractors and consultants, while engaged by Council, and any volunteers involved with works associated with these programs.

DEFINITIONS

<<Provide a list and brief description of key terms used in the procedure.>>

Term	Definition
Best Practice	A method or technique that has consistently shown results superior to those achieved with other means, and that is used as a benchmark. In addition, a 'best' practice can evolve to become better as improvements are discovered.
Herbicide	Any chemical used for the control of weeds. Under Victorian legislation, there are controls on the use of agricultural chemicals, which include requirements for keeping records of chemical applications.
Roadside furniture	All fixtures in the road and road reserve, namely drainage culverts, guideposts, signs and guardrails.
Shoulder maintenance	Works conducted on the shoulder of roads prior to construction, re-sheeting or re-sealing.
Weed	An invasive plant growing in a context where it has adverse effects on environmental, economic or community-based values.

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	This Policy recognises that what constitutes a ‘weed’ varies depending on the management context. In all cases, it is a plant growing ‘in the wrong place’, namely where it threatens or degrades the designated land use or where it may readily spread to degrade other land.
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REFERENCES

<<List any references (documents or acts/legislation)>>

This procedure is governed by the following Legislation and Statutory Regulations:

- *Catchment and Land Protection Act 1994* (CaLP Act)
- *Agricultural and Veterinary Chemicals (Control of Use) Act 1992*
- *Agricultural and Veterinary Chemicals (Control of Use) Regulations 2007*
- *Occupational Health and Safety Act 2004*
- *Occupational Health and Safety Regulations 2007*
- *Public Health and Wellbeing Act 2008*
- *Public Health and Wellbeing Regulation 2009*
- *Safety Data Sheets (SDS)* – All chemicals used by Council are bound by the product specific SDS from a legislative perspective. The SDS highlight how a chemical is to be used and stored, and safety requirements for the public and those applying it.

PROCEDURE

<<Describe the step by step actions that will be undertaken to implement the policy. The actions should be specific and clearly written. They should not include detailed descriptions of routine processes and timelines, forms and templates which may be subject to frequent modification. The actions should tell users how to, and who will, implement the procedure.>>

Colac Otway Shire Council maintains a Weed Treatment Exemption Register, which is applied to all of Council’s weed treatment programs. This register allows local constituents to object to and to avoid the use of chemical weed treatment applications on road reserves adjoining their private properties and/or to be notified by Council staff and contractors in advance of weed control operations in close proximity to their property.

PROCESS

1. FORMAL SUBMISSION

Community member makes formal request to Council for inclusion on the weed treatment exemption register, requesting either prior notification of weed treatment programs on Council-managed road reserve adjoining their property or no chemical treatment to be undertaken on adjoining road reserve.

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2. INTERNALLY REQUESTED

Request is submitted to either Council’s Environment unit or Services and Operations department.

3. ADDITION TO REGISTER

Property detail and information relating to the request is added to the register in Content Manager (D18/83848)

4. INTERNAL CIRCULATION OF UPDATED REGISTER

Each time a change is made to the register, it is internally electronically circulated to all staff involved with the coordination of Council’s weed management operations.

5. DISSEMINATION OF UPDATED REGISTER TO ONGROUND STAFF AND CONTRACTORS

An updated version of the register is disseminated to all staff and contractors involved with wee management operations. This includes both soft and hardcopy distribution of the register, and redaction of certain private information for versions being disseminated to contractors. All contractors and also required to destroy copies of the register at the conclusion of Council programs they have been engaged for.

INFORMATION CAPTURED IN WEED TREATMENT EXEMPTION REGISTER

- Name and contact (and preferred contact method) of applicant seeking inclusion on the Weed Treatment Exemption Register
- Property address details
- Notes relating to nature and reason for request
- Date of confirmation applicant was included on the register
- Name of staff member who has updated the register

RECOMMENDATION

To review and refine both the systems utilised and the process involved to enhance the rigour of the way the Weed Treatment Exemption Register is administered. This includes considering:

- Lessons learnt from past issues with the administration/circulation of the register;
- Best practice approaches and process established in other local government areas;
- Establishing a clear framework for what inclusion on the register means and what its parameters are;
- Formalising a process for constituents to request to join the register;
- Ensuring the register has clearly articulated time-limits of validity and that it is regularly reviewed in line with these;
- Seek to utilise integrated software solutions that minimise manual inputs and enhance version control;
- Ensure register information is available to staff and contractors in a clear and concise format, accessed live from a single source of truth that can be accessed live for

RELATED DOCUMENTS

<<List documents that relate to the policy and where they are located, eg website, intranet, CM reference.>>

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- **Colac Otway Shire Operational Weed Management Policy**

- Document location: *D20/96806*

- **Public Notification of Weed Treatment Procedure**

- Document location: *D20/96867*

- **Weed Treatment Exemption Register**

Document title: Properties to notify before treatment commences and or where no treatment may occur - Previously called No Spray register

- Document location: *D18/83848*

DOCUMENT CONTROL

Procedure owner	Manager, Environment and Community Safety Manger, Services and Operations	Division	Development and Community Services Infrastructure and Leisure Services
Date adopted by Executive		Policy Number	OD – 01
File Number		Next review date	

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