


# Procedure

<b>Name of Procedure</b>	<b>Disposal of weed material at Snowy Monaro Regional Council Waste and Recycling Facilities</b>		
<b>Document Register ID</b>	250.2019.513.1	<b>Date Approved</b>	Date 12/04/2019
<b>Document Author</b>	Manager Biosecurity		
<b>Authorised by</b>	Director of Environment and Sustainability		
<b>Applicable to</b>	<ul style="list-style-type: none"><li>• Any person disposing of weed material at a Council Waste and Recycling facility</li><li>• Waste and recycling staff</li></ul>		
<b>Purpose</b>	The purpose of this document is to: <ul style="list-style-type: none"><li>• ensure the appropriate storage and disposal of weed material at Council waste and recycling facilities</li></ul>		
<b>Frequency</b>	When will this procedure be followed: As required		
<b>Hazard Identification</b>	Various hazards may be identified in the undertaking of this procedure. All hazards associated with each circumstance should be recorded, assessed and controlled in accordance with Councils enterprise risk management system.		
<b>Level of risk</b>	Various levels of risk may be determined in the analysis of identified hazards. Levels of risk identified in each circumstance should be managed in accordance with Councils enterprise risk management system.		
<b>PPE required for procedure</b>	Various PPE may be required and should be considered on an individual assessment when undertaking this procedure. The following is required to undertake this procedure: (delete those that are not necessary) 		

## Background

Snowy Monaro Regional Council provides a weed disposal facility at each of its three landfill sites to facilitate the safe and effective disposal of weed material. In discharging its General Biosecurity Duty, Council has a responsibility to ensure that it takes appropriate measures to minimise the risk of weed spread from these facilities.

## Weed material accepted

Weeds accepted at Council's Waste and Recycling facilities are those identified as Biosecurity Matter in accordance with the Biosecurity Act 2015, the South East Regional Strategic Weed Management Plan 2017-2022 and the Snowy Monaro Region Local Weed Management Plan 2017-2022. Weed disposal facilities are not to be used for the disposal of household green waste.

## Storage

Dedicated weed disposal bins are maintained at each landfill site. The type of weed disposal bin is dictated by the capacity of on-site equipment to safely move and empty the bin. Typically, skip bins are maintained at Cooma and Jindabyne landfills, while wheelie bins are utilised at the Bombala landfill facility.

Weed disposal bins are clearly marked 'Weed disposal' and situated in a prominent, easily accessible position.

Weed disposal facilities are not provided at transfer stations or 'bunch of bin' sites which are situated throughout the region. Council does not maintain appropriate equipment at these sites to safely manage such a facility. Customers wishing to dispose of weeds at these sites are advised to deliver weeds to one of the three designated sites or return the weeds to their place of origin for disposal.

## Burial

Prior to the disposal bin reaching full capacity, it will be transferred to an appropriate disposal site and buried. Where an asbestos or dead animal pit is available it will be used for this purpose. The contents of the bin are emptied into the pit and as soon as reasonably practicable (within the same day), covered with a minimum of 150mm soil and/or excavated natural material. Disposal bins must not reach over-capacity.

## Transport and storage

Weeds are to be bagged and properly secured.

The lid of the disposal bin is to remain closed at all times.

Quantities exceeding garbage bag size will not be accepted.

- **Related Documents**

This procedure should be read in conjunction with the following documents:

### Documentation

List the name and document reference number of any other document referred to in this document, including any related policies and procedures

Biosecurity Act 2015

South East Regional Strategic Weed Management Plan 2017 – 2022

Snowy Monaro Region Local Weed Management Plan 2017 - 2022