

2024/25 Fire Season
Invitation to Submit an Expression of Interest
Fire Risk Abatement



Background

West Coast Council invites Expressions of Interest for the provision of services for the removal of fire risk nuisances for the 2024-2025 season, in accordance with Sections 199 to 204 of the *Local Government Act 1993* (Act).

All applicants must have a current ABN and appropriate insurance.

The services are for the removal of vegetation deemed by Council to be a fire risk where a property owner has not complied with a Fire Hazard Abatement Notice served under the Act. The services include but are not limited to, mowing, slashing, brush cutting and the appropriate removal and disposal of grass, gorse and other weeds throughout the municipality.

Council cannot forecast the level of compliance with Abatement Notices and therefore Council cannot guarantee the successful Contractor/s any predetermined quantity of work.

Successful Contractor/s will be required to provide fire risk abatement services within the approximate period of November 2024 to April 2025.

Individuals and businesses able to provide one or more of the above services in one or more West Coast towns are encouraged to submit rates (exclusive of GST). Rates are to be inclusive of all overheads, including but not limited to, project management and administration, mobilisation and demobilisation, safety compliance, abatement works, weed management, consumables, wear and tear/maintenance, documentation, reporting and communication.

Council reserves the right to accept or reject any Expression of Interest. Neither the lowest nor highest, or any Expression of Interest will be necessarily accepted.

Jobs will be allocated to the successful Contractor/s on a case-by-case basis as they become available throughout the 2024-2025 season.

Applicants must apply by completing and submitting an application form (i.e. *Register of Contractors for 24/25 Fire Risk Abatement Services*). The form is available from Council by telephoning (03) 6471 4700 or emailing wcc@westcoast.tas.gov.au.

Expressions of Interest on the above-mentioned form must be received by 5 pm Friday 11 October 2024 and are to be addressed to the Manager of Planning & Compliance, West Coast Council, PO Box 63 Queenstown TAS 7467 or emailed to wcc@westcoast.tas.gov.au.

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Scope of Contractor responsibility

The Contractor is responsible for undertaking at least the following tasks.

1. Project management and administration of the Contractor's works.
2. Safety risk assessments.
3. On-site fire risk abatement works as directed by Council.
4. Weed management.
5. Documentation of works as described herein.
6. Reporting to Council as described herein.
7. Communications with Council as described herein.

Scope of Works

The Contractor is to select its proposed scope of works within the Expression of Interest application form (i.e. "Register of Contractors for 24/25 of Fire Risk Abatement Services" form).

The Contractor can select to provide abate services for one or more of the following fire risks.

- Grass
- Blackberry
- Broom
- Holly
- Gorse

The Contractor can select to provide abate services for one or more of the following towns.

- Gormanston
- Granville Harbour
- Queenstown
- Rosebery
- Strahan
- Trial Harbour
- Tullah
- Zeehan

Timing of Works

Individual fire risk abatement jobs (i.e. properties) are to be completed by the Contractor within 2 weeks of Council's instruction.

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Information to be provided by Council

For each job (i.e. property) requiring the Contractor to abate a fire risk, Council will provide an instruction. The instruction will include the following.

1. Council's job reference number (e.g. FA2024/1).
2. Property address.
3. Nature of the fire risk (e.g. grass, gorse, etc.).
4. Map showing the location of the property.
5. *Contractor Fire Abatement Job Checklist 2024/25* (Council will fill in the Council Job Reference Number, property address and nature of the fire hazard.)

It is the Contractor's responsibility to correctly locate the property, as specified in Council's instruction, and to conduct the works on the correct property. If there is any doubt about location, the Contractor is to seek clarification from Council before commencing work.

Communications

The Contractor is to:

1. Provide one point of contact for all Council enquiries.
2. Respond to Council communications within 2 business days.
3. Provide fortnightly progress updates in accordance with the format below (or other format pre-approved by Council).

Council Job Reference No.	Instruction Date	Forecast Completion Date	Actual Completion Date	Date of Submission of Invoice, Checklist & Photos
e.g. FA2024/1				
e.g. FA2024/2				
etc				

Email communications are to be sent to the following Council email address:

- planning@westcoast.tas.gov.au

Documentation to be provided by the Contactor

For each job, the Contractor is to provide the following documentation.

1. Photos (before and after works).
2. Completed *Contractor Fire Abatement Job Checklist 2024/25*.
3. Invoice.

Photos constitute Council's record of works and may be relied upon as evidence in case of a dispute with the property owner. Photos are to be taken **immediately BEFORE and immediately AFTER each job**.

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Photos are to be digitally stamped with the **date and time** the photo is taken. This can be achieved using an application such as “*Timestamp Camera*” which is available for free for Apple and Android phones.

Photos are to be provided to Council with the job invoice or earlier if requested by Council.

The *Contractor Fire Abatement Job Checklist 2024/25* is to be in accordance with the Council format provided herein (or other format pre-approved by Council).

Photos, checklists and invoices are to be provide to Council within 14 days of completing the job.

Method of Providing Documentation to Council

Council prefers the Contractor’s documents to be provided via a shared drive (e.g. Microsoft OneDrive).

Alternatively, documentation may be sent to planning@westcoast.tas.gov.au.

Preventing the Spread of Weeds

The Contractor must comply with the *Weed Management Act 1999* and is to undertake all reasonably practical measures to prevent the spread of weeds. For example, the Contractor should thoroughly clean plant and equipment before moving from working in an area of gorse to an area without gorse.

Guidance can be found at the Department of Natural Resources and Environment Tasmania’s Weeds website (<https://nre.tas.gov.au/invasive-species/weeds>) and within the *Weed and Disease Planning and Hygiene Guidelines 2015*.

Adverse Circumstances

The Contractor must NOT enter the site and is to advise Council as soon as practical in the following situations.

1. Unsafe site.
2. Property owner refuses entry or is verbally abusive or aggressive.
3. Dangerous animal.

The Contractor is to notify Council as soon as practical if any job cannot be completed for any reason. The Contractor is to provide a reason that the job cannot be completed and photo evidence (if safe to do so). These photos constitute Council’s record and may be relied upon as evidence in case of a dispute with the property owner.

Reference Documents

- *Register of Contractors for 24/25 Fire Risk Abatement Services*
- *Contractor Fire Abatement Job Checklist 2024/25*