

2025/26 Fire Risk Abatement Invitation to Submit an Expression of Interest



Deadline for submission: 5 pm Friday 7 November 2025

Background

West Coast Council invites Expressions of Interest for the provision of services for the removal of fire risk nuisances for the 2025-2026 season, in accordance with Sections 199 to 204 of the *Local Government Act 1993* (Act).

All applicants must have a current ABN and appropriate insurances.

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, blackberry, broom, holly 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 2025 to April 2026.

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, communications, and attendance at on-site and off-site meetings.

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 2025-2026 season.

Applicants must apply by completing and submitting an application form (i.e. *Register of Contractors for 25/26 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 7 November 2025 and are to be addressed to the Manager of Operational Performance, West Coast Council, PO Box 63 Queenstown TAS 7467 or emailed to wcc@westcoast.tas.gov.au. Applications received after that time will not be considered.

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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.
8. Attending meetings on site or off site.

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 25/26 of Fire Risk Abatement Services" form).

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

- Grass
- Blackberry
- Broom
- Holly
- Gorse
- Foxglove

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

- Gormanston
- Granville Harbour
- Linda
- Pieman Heads
- Queenstown
- Rosebery
- Strahan
- Trial Harbour
- Tullah
- Zeehan

Note: No work is to be performed by the Contractor on the Council nature strip.

Standard of Work

The standard of work must be sufficient to abate the fire hazard. The site is to be left safe, neat and tidy.

The standard of work does not require the same attention to detail as for a property/lawn maintenance service.

The Contractor should conduct no more work than is required to abate the fire hazard.

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Vegetation to be Removed from Site (residual fire hazard)

No residual fire hazard is to be left on site. A residual fire hazard is defined as any piles of cut vegetation where the cumulative volume exceeds 1m³.

For example, if there are piles of cut grass and their cumulative volume exceeds 1m³ then that material must be removed from site and disposed of responsibly (e.g. at Council's Zeehan landfill).

Similarly, any piles of gorse, holly, broom, blackberry or foxglove where the cumulative volume exceeds 1m³ must be removed from site and disposed of responsibly.

Where practical, any cut vegetation left on site (which is not a residual fire hazard) should be compacted to remove air voids. For example, when abating gorse using a mulching head on an excavator, the cut gorse should be compacted by the tracks of the excavator.

The Contractor must comply with relevant legislation relating to the spread of weeds.

Timing of Works

Individual fire risk abatement jobs (i.e. properties) are to be completed by the Contractor within 1 weeks of Council's instruction.

Insurances

The Contractor must have at least the following insurances.

- \$10m public liability insurance; and
- third party motor vehicle insurance.

The Contractor must also have an appropriate level of cover for the following insurances.

- Workers compensation insurance, if not sole trader.
- Personal sickness and accident insurance.

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. FA2025/1).
2. Property address.
3. Nature/type of fire risk (e.g. grass, gorse, etc.).
4. Map showing the location of the property.
5. *Contact Fire Abatement Job Checklist 2025/26* (Council will fill in the Council Job Reference Number, property address and nature of the fire hazard.)

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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 1 business day.
3. Provide weekly 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. FA2025/1				
e.g. FA2025/2				
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 2025/26*.
3. Invoice.

The Contractor's photos constitute Council's official record of works and may be relied upon as evidence in case of a dispute with the property owner and/or at a court hearing. Photos are to be taken **immediately BEFORE and immediately AFTER each job**.

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 2025/26* 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 7 days of completing the job.

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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 emailed to planning@westcoast.tas.gov.au.

Preventing the Spread of Weeds

The Contractor must comply with the *Biosecurity Act 1999* and is to undertake all reasonably practical measures to prevent the spread of weeds. For example, the Contractor must 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*.

Plant and equipment is to be cleaned in accordance with Appendix 2 of the *Weed and Disease Planning and Hygiene Guidelines 2015*.

When Not to Enter Property

The Contractor should only enter the property/site if comfortable doing so. 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. Dog not under effective control (e.g. dog at the property not restrained by owner).
4. Dangerous animal (or potentially dangerous animal) (e.g. unrestrained goat, aggressive dog).
5. Any other reason for which the Contractor is not comfortable entering a property/site.

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 official record and may be relied upon as evidence in case of a dispute with the property owner.

What if the fire hazard is cleared when contractor arrives?

If the Contractor arrives at a property and the fire hazard has already been abated, the Contractor is to:

- Take photos of the property clearly showing that the fire hazard has been abated. The photos are to be digitally stamped with the **date and time** the photo is taken.
- Advise Council that the fire hazard has been cleared by others and provide a copy of the photos.

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Reference Documents

- *Register of Contractors for 25/26 Fire Risk Abatement Services*
- *Contractor Fire Abatement Job Checklist 2025/26*