

Communities Combating Pests and Weeds Grant Program

Process Outline and Timeline

Who?	What?	When?	

Landholder Complete Grant **Application** on Before **13 March 2020**. Colac Otway Shire website.



Liza Kennedy from Colac Otway

Shire

Communicate approval or otherwise

&/or that a variation is required.

By 20 March 2020.

By 20 March 2020.



Landholder Seek Quotes from contractors for By 31 March 2020.

project to be conducted under the

grant.

Provide to Colac Otway Shire:

liza.kennedy@colacotway.vic.gov.au

Along with any additional information that has been requested for the program.

<u>Procurement information:</u> The precise amount of the grant contribution to the works will depend on the formal quotations received.

Council has determined that the best way to administer procurement of services for the program is as follows:

- Grant recipients **seek quotations** for their project under the grant themselves and select their preferred contractor
 - Please note: Contractors must be suitably qualified and insured to undertake the works in an environmentally sensitive manner
 - Council also recommends that applicants seek more than one quote, as this can help to ensure competitive quotes and good value for money are provided, however we understand that many people participating in the grant have effective working relationships with local contractors who are their preferred suppliers, and therefore multiple quotations are not a requirement except where the cost of works exceeds \$19,000
- Grant recipients then submit quotations to Council, advising of the selected contractor and providing a brief outline of the technique proposed for works at the site
- Council approves formal quotation and advises that works can commence under the grant
- Works can commence



Liza Kennedy from Colac Otway Shire Provide Landholder with **approval** of quote and go ahead for scope of works proposed.

By **9 April 2020**.





Landholder	Arrange works to go ahead with	ASAP. Works to be completed
	contractor and take 'before' photos	before 31 May 2020 .
	of project site.	



Landholder

Request Contractor to raise **two**invoices – one for 50% of costs to
Landholder; one for 50% of costs to
Landholder; one for 50% of costs to
Colac Otway Shire
attention: Liza Kennedy.

As soon as works completed.
Invoices to Colac Otway Shire by no
later than **15 June 2020**.

<u>Invoicing information:</u> For the invoice to Colac Otway Shire for 50% of costs of works —

- Address to Colac Otway Shire Council
- Attention: Liza Kennedy, Environment Officer
- Submit to liza.kennedy@colacotway.vic.gov.au
- Make reference to 'Communities Combating Pests and Weeds Program' on invoice



Landholder	'after' works completed results to Liza Kennedy at Colac Otway Shire,	By 30 June 2020 .
	along with a brief statement about efficacy of works undertaken and any challenges encountered.	