

## **Communities Combating Pests and Weeds Grant Program**

## **Process Outline and Timeline**

Who?	What?	When?
Landholder	Complete Grant <b>Application</b> on Colac Otway Shire website.	Before 16 September 2020.
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Liza Kennedy from Colac Otway Shire	Assess Application and Communicate approval or otherwise &/or that a variation is required.	By <b>23 October 2020</b> .
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Landholder	Seek Quotes from contractors for project to be conducted under the grant. Provide to Colac Otway Shire: <u>liza.kennedy@colacotway.vic.gov.au</u> Along with any additional information that has been	By <b>5 November 2020</b> .
<b>Procurement information:</b> The precis	requested for the program. se amount of the grant contribution to t	the works will depend on the formal
<ul> <li>Grant recipients seek quotat contractor</li> <li>Please note: Contractors mus environmentally sensitive ma Council also recommends tha competitive quotes and good participating in the grant hav preferred suppliers, and ther works exceeds \$19,000</li> <li>Grant recipients then submit brief outline of the technique</li> </ul>	way to administer procurement of serv ions for their project under the grant th at be suitably qualified and insured to ur anner at applicants seek more than one quote, l value for money are provided, howeve e effective working relationships with lo efore multiple quotations are not a requ quotations to Council, advising of the se e proposed for works at the site tation and advises that works can comm	emselves and select their preferred ndertake the works in an , as this can help to ensure er we understand that many people ocal contractors who are their uirement except where the cost of selected contractor and providing a
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Liza Kennedy from Colac Otway Shire Provide Landholder with **approval** of quote and go ahead for scope of works proposed.

By 10 November 2020.



Landholder

Landholder

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contractor and take 'before' photos

Arrange works to go ahead with

ASAP. Works to be completed before **16 December 2020**.



Request Contractor to raise **two invoices** – 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 **21 December 2020**.

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

of project site.

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

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Landholder	Provide <b>photographs</b> of 'before' and By <b>21 December 2020</b> .	
	'after' works completed results to	
	Liza Kennedy at Colac Otway Shire,	
	along with a brief statement about	
	efficacy of works undertaken and	
	any challenges encountered.	