Shire of Bridgetown-Greenbushes

# Request for Quote

Fuel Hazard Reduction, Firebreak and Paddock Slashing Compliance Works

| | |
|---|---|
| RFQ number | |
| Quotes close | Friday 18 September 2026 – 4.00pm (WAST) |
| Lodge quotes with | Ranger@bridgetown.wa.gov.au |
| Enquiries | Mark Allies, Senior Governance and Ranger Services |
| Contract period | 14 December 2026 to 30 January 2027 |

## 1. Purpose

The Shire of Bridgetown-Greenbushes seeks to engage suitably experienced contractor/s to carry out compliance works around fuel hazard reduction, firebreaks and paddock slashing.

The purpose of this Request for Quote is to establish a pool of approved contractors for these works. The Shire intends to appoint more than one contractor. Appointment to the pool is not exclusive and does not guarantee that any work will be offered.

These works are carried out where a landowner has not complied with the Shire's annual Firebreak and Fuel Hazard Reduction Notice. The cost of the works is recovered from the landowner, so accurate records of time and work performed are essential.

## 2. Categories of works

**Firebreaks**

Constructing or clearing a firebreak or access track a minimum of 3 metres wide, with a minimum 4 metres vertical clearance. This normally needs a tractor or loader with a suitable implement, and may include cutting back overhanging branches to achieve the vertical clearance.

**Fire hazard reduction**

Reducing fuel on the property - slashing, mowing, whipper snipping, raking and removing flammable material. Grass is to be reduced to no more than 100mm. Living trees and shrubs are to be retained unless the work order says otherwise.

For both types of work:

- Work is to be carried out in accordance with the current Firebreak and Fuel Hazard Reduction Notice, or as directed in the work order.
- Cut material and waste is to be removed from the property and disposed of at an approved green waste site.

Gates, fences and infrastructure are to be left as found. Any damage is to be reported to the Shire the same day.

## 3. How it works

1. The Shire issues you a written work order with the property address and what needs doing.
2. You carry out the works, recording your start and finish times and taking before and after photos.
3. You invoice the Shire, attaching your times and photos. If the job is going to run over your estimate, contact the Shire before you exceed it.

A minimum charge of one hour applies per property. Travel is charged once per trip, not once per property.

## 4. Entry to properties

The Shire authorises entry to the property. You attend as the Shire's contractor and only where you hold a written work order for that property.

An authorised officer of the Shire will meet you at the property and be present when you commence work. The authorised officer confirms the works to be done and deals with the landowner or occupier and any question about your right to be there. You are not to start work before the authorised officer arrives - if they are not there, contact the Shire.

- Do not enter a property without a current written work order.
- If you consider the works cannot be carried out safely - for example an aggressive dog, livestock, or ground conditions you can't work on safely - raise it with the authorised officer before you start. You are not expected to carry out work you consider unsafe.

## 5. Working during the fire season

This work is carried out at the highest risk time of year, and machinery is a known cause of ignition. You must have firefighting equipment on site and ready to use the whole time you are working, whatever the size of the job.

As a minimum:

| Work you are doing | Equipment you must have on site |
|---|---|
| Tractor, loader or slashing work | A firefighting unit with at least 400 litres of water, a working pump, and enough hose to reach the whole work area |
| Ride-on mower, whipper snipper, brushcutter or chainsaw work | A knapsack spray of at least 15 litres, a rake hoe or fire beater, and a fire extinguisher |
| All work | A charged mobile phone or radio so you can call 000 |

You must also:

- not work on a day of Total Fire Ban or Harvest and Vehicle Movement Ban.
- stop work if conditions become dangerous - *confirm the temperature, wind and Fire Danger Rating thresholds that apply.*

- stay on site for at least 30 minutes after you finish and check for smouldering material before you leave.
- report any ignition to 000 immediately, and then to the Shire.
- keep your plant well maintained, and take particular care on rocky or stony ground.

The Shire may inspect your equipment at any time and may stop work if it is not adequate for the conditions.

## 6. When we need you

Works generally run between 14 December 2026 and 30 January 2027. These dates can shift with the weather, extreme heat and harvest and vehicle movement bans.

We can't guarantee how much work you will be offered, or that you will be offered any. You can turn down an individual job without losing your place on the list - just let us know quickly so we can send it to someone else.

## 7. What you need to have

- Public liability insurance of at least $20 million
- Current licences vehicles and machinery – where required

Please attach certificates of currency.

## 8. Landowner information

To do a job you will be given a property address and what work is required. That information is about someone's home or land, and the fact that a property is on our list means the owner has been through a compliance process. In a district this size that is sensitive. Please treat it accordingly.

You must:

- use the information only to do the job on the work order it came with
- not discuss the property, the owner or the works with anyone other than the Shire - this includes other landowners, other contractors, and social media
- take photos only as evidence for your invoice. Do not use them for advertising or post them anywhere, and delete them once your invoice is paid
- not approach a landowner to offer them your own services off the back of a job we sent you to
- keep work orders secure - not left visible in an unattended vehicle, and a PIN or passcode on any phone holding job photos
- tell the Shire straight away if a work order is lost, or if information about a property is passed to anyone it should not have been
- not give any of this information to a subcontractor without the Shire's written approval, and make sure any approved subcontractor is bound by these same requirements.

These requirements continue to apply after the period ends. A breach may result in removal from the list.

## 9. How will the work be allocated

The Shire will allocate each job at its discretion, having regard to:

- the contractor's proximity to the property and the practicality of access
- the contractor's availability and capacity at the time
- the plant required for the particular property
- the contractor's performance on previous works
- a reasonable spread of work across the pool over the period.

A contractor may decline an individual job without being removed from the pool. Contractors are asked to advise the Shire promptly if they are unavailable, so the work can be reallocated within the compliance timeframe.

## 10. Conditions

- Rates are to exclude GST and are to be held for the whole period.
- Rates are to include your fuel, consumables, overheads and plant maintenance. Anything not listed on the form will not be paid.
- Green waste disposal fees are charged at cost with a receipt attached. [Confirm whether the Shire will instead cover disposal for compliance works.]
- Payment within 30 days of a correct invoice, once the Shire has inspected and accepted the works.
- You are an independent contractor, not an employee or agent of the Shire.
- You must not subcontract the work without the Shire's written approval.
- Being on the list is not a contract in itself. Each work order is a separate job on these rates and conditions.
- Rates are to be held for the full pool period.
- Works will be instructed in writing by the Shire. The contractor must not commence works on any property without a written instruction.
- Payment will be made within 30 days of receipt of a correctly rendered invoice, following the Shire's inspection and acceptance of the works.

## Attachment A - Quote Schedule

*Complete only the categories you are quoting for. Leave the remaining rows blank.*

| | |
|---|---|
| Business name | |
| ABN | |
| Contact person | |
| Phone | |
| Email | |

| Work | Rate per hour (ex GST) |
|---|---|
| Firebreaks - tractor or loader with implement, including clearing to 4m height | $ |
| Fire hazard reduction - slashing, mowing, whipper snipping, raking | $ |
| Travel / mobilisation - per trip | $ |

Plant and equipment available:

| |
|---|
| |
| |
| |

Relevant experience:

| |
|---|
| |
| |
| |

| | |
|---|---|
| Referee - name and phone | |
| Dates you are NOT available | |

**Safety**

| | Question | Yes / No |
|---|---|---|
| 1 | Do you and anyone working for you hold the licences and tickets for the plant you will use? | |
| 2 | Is your plant maintained in safe working order? | |
| 3 | Do you supply appropriate protective equipment for yourself and any workers? | |
| 4 | Do you check the property for hazards - stumps, wire, rubbish, steep ground, powerlines, beehives - before you start? | |
| 5 | Do you carry a phone or radio and a first aid kit when working alone? | |
| 6 | Do you have the firefighting equipment listed at section 5 available for the work you will be doing? | |
| 7 | Will you report any incident, injury or near miss to the Shire the same day? | |

## How we use your information

We collect the information on this form to assess your quote, to contact you about work, and to pay you. It is seen by Shire staff involved in this process and may be provided to Council or an auditor if required. We keep it in accordance with the Shire's Recordkeeping Plan. If you would like to see or correct what we hold about you, contact the Shire on 9761 0800.

I confirm my rates will be held for the whole period, that I hold the insurances listed at section 7, and that I understand being on the list does not guarantee any work. I have read section 8 and agree to handle landowner and property information as it requires.

| | |
|---|---|
| Signed | |
| Name | |
| Position | |
| Date | |

Shire of Bridgetown-Greenbushes

# Submission Checklist

## RFQ — Fuel Hazard Reduction, Firebreak and Paddock Slashing Compliance Works

| | |
|---|---|
| Quotes close | Friday 18 September 2026 — 4.00pm (WAST) |
| Lodge with | Ranger@bridgetown.wa.gov.au |
| Enquiries | Mark Allies, Senior Governance and Ranger Services Officer — (08) 9761 0800 |

Use this checklist before you send your quote. Tick each item, then attach the checklist to the front of your submission. A quote that is missing an item may not be able to be assessed.

### 1. Complete and send these with your quote

| ✓ | Item | What we need |
|---|---|---|
| ☐ | **Attachment A — Quote Schedule** | The one-page form from the RFQ, completed. Only fill in the categories you are quoting for; leave the rest blank. |
| ☐ | **Business details** | Completed Creditors Form |
| ☐ | **Your hourly rates** | Excluding GST, for each category you want work in. Rates must include fuel, consumables, overheads and plant maintenance. Anything not listed on the form will not be paid. |
| ☐ | **Plant and equipment list** | What you would bring to these jobs — tractor, loader, implement, slasher, mower, brushcutter and so on. |
| ☐ | **Vehicle and machinery licences** | To be made available for review |
| ☐ | **Dates you are not available** | Between 14 December 2026 and 30 January 2027, so we do not send you work you cannot take. |
| ☐ | **Safety questions answered** | All seven questions on Attachment A answered Yes or No. |
| ☐ | **Declaration signed and dated** | Signed, with your name and position. This confirms your rates are held for the period, that you hold the insurances, and that you have read the landowner information requirements at section 8. |

### 2. Attach these certificates

| ✓ | Document | What we need |
|---|---|---|
| ☐ | **Public liability insurance** | Certificate of currency, minimum $20 million. |

Shire of
Bridgetown-Greenbushes
The heart and soul of the South West

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BRIDGETOWN WA 6255
PH 08 97610800
FAX 08 9761 2023
btnshire@bridgetown.wa.gov.au
www.bridgetown.wa.gov.au

# Creditor Creation/Update Form

Complete in full to create a new creditor or make amendments to an existing creditor record.
The Shire of Bridgetown-Greenbushes operate on standard 30 day payment terms.
All invoices and statements are to be emailed to invoices@bridgetown.wa.gov.au

## Part 1. Supplier Details

| | | | | | |
|---|---|---|---|---|---|
| Supplier Business Name (ASIC Registration) | | | | | |
| Supplier Entity Name (Registered ABN name) | | | | | |
| Individual Name (If not operating under a business) | | | | | |
| ABN (Australian Business Number) | | Registered for GST? | Yes ☐ No ☐ | | |
| No ABN | Completed ATO 'Statement by a supplier' Form attached? | Yes ☐ No ☐ | If no, reason? | | |

Failure to supply either a valid ABN, or completed 'Statement by a supplier form' may result in the below ATO legislation being enforced. 'If the supplier does not provide an ABN and the total payment for goods and services is more than $75 (excluding GST) you generally withhold the top rate of tax from the payment and pay to the ATO' . For more infomation visit https://www.ato.gov.au/business/payg-withholding/payments-you-need-to-withhold-from/withholding-from-suppliers/withholding-if-abn-not-provided/

| | | | | | |
|---|---|---|---|---|---|
| Street Address | | | | | |
| Suburb | | State | | Post Code | |
| Postal Address | | | | | |
| Suburb | | State | | Post Code | |
| Contact Name | | Phone Number | | | |
| Mobile Number | | Fax Number | | | |
| Sales Email Address (For receiving RFQ's & Purchase Orders) | | | | | |
| Remittance Advice Email Address (Remittance advices are only sent via email) | | | | | |
| Bank & Branch Name | | Bank Account Name | | | |
| BSB Number | | Account Number | | | |

## Part 2. Supplier Authorisation

**I (the supplier) confirm that the above details are true and correct, and acknowledge and agree to the Shire of Bridgetown-Greenbushes above mentioned payment terms.**

| | | | |
|---|---|---|---|
| Name | | Position Title | |
| Signature | | Date | |

**OFFICE USE ONLY**

## Part 3. Shire Employee Requestor Details

| | | | | |
|---|---|---|---|---|
| Supplier Status (Tick applicable) | New Creditor to be created | ☐ | Update of existing Creditor | ☐ |
| Consideration of Buy Local Policy - F.14 | Local Supplier available? | Yes ☐ No ☐ | If yes, were they given opportunity to quote? | Yes ☐ No ☐ |
| Good/Services Supplier provides | | | | |
| Reason for New Creditor | | | | |
| Method used to initially Contact Supplier (email, phone, website, etc ...) | | Contact Details Used (email, phone etc ...) | | |
| Requestor Name | | Position Title | | |
| Signature | | Request Date | | |

## Part 4. Internal Processing

**I (Finance Officer) confirm that the above details have been entered into the Creditors System and that all details have been checked, and are deemed to be true and correct.**

| | | | | | | |
|---|---|---|---|---|---|---|
| Supplier Status (Tick applicable) | New | ☐ | Update | ☐ | TPAR Exempt? | Yes ☐ No ☐ |
| Creditor Code | | | | N&A Code | | |
| ABN record checked & printed? (Tick if applicable) | ☐ | ASIC registration checked & printed? (Tick if applicable) | ☐ | SBS form received? (Tick if applicable) | ☐ | |
| Trading Terms Set? | | Reason if different from 30 days | | | | |
| Details confirmed via Phone? (Tick if applicable) | ☐ | Name of person who confirmed bank details & date confirmed | | | | |
| Signature | | | Date | | | |

## Part 5. Final Data Entry Check

**I (Senior Finance Officer) confirm that the above details have been entered into the Creditors System and that all details have been checked, and are deemed to be true and correct.**

| | | | |
|---|---|---|---|
| Signature | | Date | |

## Part 6. Records Management

**I (Records Officer) confirm that the above details have been entered into the Names & Addresses system and registered in the Records Management System, and are deemed to be true and correct.**

| | | | |
|---|---|---|---|
| Record Number | | File Number | |
| Signature | | Date | |