



Victorian Gorse Taskforce

Victorian Gorse Taskforce Request for Quotation for the Provision of Services

Executive Officer Services 2025-2026

1. THE VICTORIAN GORSE TASKFORCE

The Victorian Gorse Taskforce (VGT) is one of four Victorian Community Pest Management Groups (CPMG) working in partnership with the State Government's Department of Energy, Environment and Climate Action (DECCA) to deliver community-led invasive plant and animal control programs.

The primary role of the VGT is to oversee the coordination and implementation of the Victorian Gorse Control Strategy 2021-2026 (VGCS). The VGT is committed to ensuring there is a strong emphasis on community participation in gorse control through innovation, community capacity building and the provision of invasive plant control incentives.

The VGT works in partnership with those who directly manage the natural resource base including rural landholders, public land managers and Local Government and includes representatives from Local Government, Catchment Management Authorities (CMA), Landcare and community groups, universities and DECCA.

2. THE EXECUTIVE OFFICER ROLE OBJECTIVES:

- Increase community awareness of gorse with key authorities, public land managers and private landholders.
- Ensure communities are aware of the problem, understand landholders' responsibilities and management options.
- Increase the confidence, skills and ability of landholders/land managers to undertake invasive species management on their land.
- Empower communities to take necessary action to control pest plants; provide information on where to locate resources and information on management.
- Collaborate with the 3 other Victorian Community Pest Management Groups to achieve a cohesive promotion of action on pest plants & animals.
- Provide coordinated support for the VGT Committee, ensuring the efficient conduct, documentation, and alignment of its proceedings.

3. SERVICE OVERVIEW

The VGT is seeking to engage a service provider/contractor (companies are invited to apply) with proven skills to undertake its Executive Officer role. This statewide role will assist and support the VGT in managing its core functions, activities and projects. The contract will be for a one-year period from September 2025 – September 2026. It is envisaged the workload is approx. 2 days per week. See Appendix 1 for details.

4. SERVICE DETAILS

The Service Provider/Contractor will report directly to the VGT Project lead and is expected to form a strong working relationship with the VGT Chair and VGT committee members and DECCA's Community Pest Management Officers

Timeframe for delivery: September 2025 – September 2026

Preferred location: Substantially remote, with in-person attendance at VGT meetings and events.

The preferred service provider/contractor will be subject to a probation period of 3 months.

5. KEY SELECTION CRITERIA

- Excellent oral, written communication and computer skills.
- Ability to write in a variety of communication styles to convey messages clearly.
- Strong interpersonal and communication skills, with the ability to engage, influence, and collaborate effectively with stakeholders at all levels.
- Experience working with a range of stakeholders including government, community groups and individuals.
- Ability to seek, establish and maintain effectual relationships with key stakeholders.
- Demonstrated knowledge of invasive plant species, particularly gorse, including identification and effective control using best management practices.
- Demonstrated project management skills and attributes.
- An understanding of the role of the VGT and the Victorian Gorse Control Strategy 2021-2026.

6. SELECTION PROCESS

A contract for services will be offered to the Service Provider/Contractor who has the required skills, knowledge and experience listed above and can demonstrate the best value for money within their proposal. Value for money is achieved by a combination of total score against the criteria listed below, the total cost of the proposal and consideration of any perceived risks. This means that a contract may not necessarily be offered to the proponent with the lowest price.

Criteria	Weighting
Demonstrated past performance in providing similar work	5
Experience in working invasive pest management	5
Demonstrated ability to deliver required services within specified timeframes.	5
Demonstrated understanding of the outcomes required.	4

7. MANDATORY REQUIREMENTS

- Have an Australian Business Number and be registered for GST.
- Hold a current driver's licence and a vehicle. A diesel four-wheel drive is preferable.
- A computer, mobile telephone and camera, and cover all associated costs of their operation.
- Have current professional indemnity insurance of at least \$10 million and public liability insurance of at least \$10 million.

8. OH&S

The VGT is committed to protecting the health, safety and well-being of its employees and contractors. To achieve this, the VGT strives to ensure that employees and contractors are not permitted to undertake work for which they are not suited and to take appropriate measures to allow work to be done in a manner which will not put any person at risk related to their health and safety.

The following information is provided to identify health and safety issues specific to this project.

- Required to work alone
- Lengthy periods of car travel often alone, at night and/or over rough terrain
- Frequent dealings with members of the public required
- Attend, participate in and present information at community meetings at various locations
- Encounter complex and emotionally demanding situations
- Facilitate discussions with clients to reach consensus
- Visit remote locations unaccompanied
- Work with customers from different ethnic backgrounds
- Periods of work outside of normal hours and away from home

9. REPORTING STRUCTURE AND REMUNERATION

The Service Provider/Contract is required to complete monthly progress reports detailing activities undertaken, and subject to the satisfaction of the VGT, payments will be made in monthly instalments.

The service provider is required to attend quarterly VGT meetings, typically held in Daylesford, and is required to provide updates on the status of deliverables.

10. SUBMISSION PROCESS

Quotations for this contract close on 21/08/2025.

Quotations are requested from suitably qualified and experienced Service Providers/Contractors to undertake the services and activities described herein.

Quotations will be considered by organisations wishing to deliver project services by one or more individuals. Organisations must specify each person's role and their accountability within the quotation.

Service Providers/Contractors are encouraged to detail activity components within their quotation.

Please send your quotations and supporting information addressing the required skills, knowledge and selection criteria to: trish.kevin@vicgorsetaskforce.com.au

Queries about the work can be directed to Ron Cosgrave, Chair VGT on 0430 125 181

Appendix 1 – Details of Service Requirements

Administrative

Management of administrative tasks to ensure the VGT is run under solid business processes and that outcomes are achieved and managed. Activities will include:

- Schedule, prepare agenda and reports, record and distribute minutes for the VGT quarterly meetings and special meetings and AGMs.
- Follow up on any actions arising from committee meetings.
- Report on VGT project deliverables.
- Provide expert advice to the VGT.
- Provide support to the VGT in reporting on annual activities to their funders.

Communications and Engagement

Management of VGT engagement that will educate communities around Victoria on gorse and gorse management, including:

- Attend, lead, coordinate VGT attendance at relevant regional field days (or online events).
- Hold 2 community field events that focus on gorse and gorse control in conjunction with other key stakeholders.
- Attend/present (may be on-line) to 2 selected community groups to assist them to apply for gorse control funding

Management of VGT communications including:

Support a broad range of public-facing communication tasks across various platforms to ensure consistent messaging and effective outreach aligns with the VGT's strategic goals and objectives.

- Responding to VGT generic email enquiries or delegate as appropriate.
- Develop and distribute to VGT website subscribers the VGT's Gorse Talk e-newsletter every 6 months.
- Lead the production and dissemination of VGT media releases.
- Develop the annual VGT Progress Report 2024-2025 in time for the AGM and upload to the website
- Manage VGT communication materials including brochures, newsletters, press releases, visual presentations, videos, display stands and web content, and distribute via a variety of media. This may require reprinting existing material and/or developing new products using existing technical information, control notes or other sources.
- Oversee the management of the VGT website – including reviewing content and uploading new information and resources
- Manage the VGT social media accounts.

Project Management

Implementation of the CPMG model for the establishment of gorse Communities of Practice (CoPs) in 2 areas of the state. This project is designed to further enhance community capacity, capability and ownership in managing invasive species over the long term. Activities include:

- Assist VGT to identify CoP locations and recruit/engage 2 ambassadors who will assist in supporting COP communities.
- Oversee and support community ambassadors by identifying appropriate training for them.
- Provide strategic advice and facilitation where required.
- Collect and collate monitoring data that will enable CoP evaluation.
- Ensure effective communication channels exist between CoP's, ambassadors and VGT committee are maintained.
- Complete financial/contractual reporting as necessary.

Program Planning

Help guiding program development and funding opportunities to support long-term initiatives and strategic goals.

- Lead Pest Plant and Animal funding submissions and seek opportunities for new funding sources, including grant writing.
- Lead strategic thinking on new Gorse Control Strategy, beyond current strategy 2021 -2016