

From: [Matt Sheehan](#)
To: [Sydney Weeds](#)
Cc: [Shauna Potter](#)
Subject: FW: WRA work.- Quote acceptance
Date: Friday, 27 November 2020 4:15:23 PM
Importance: High

Hi Amanda,

Sorry for my tardy reply in relation to discussing paying and invoicing for the weed risk assessment work.

As discussed briefly during our phone conversation some time ago, I would like to propose a slight tweak to the payment schedule that you proposed.

It is preferable to receive an upfront payment, and then follow that with incremental payments. This is fairly standard with contracts of this size over relatively long time frames.

Also, linking payments to the completion of tasks in this instance could be tricky in that most tasks will not be done discreetly and hence will overlap and be ongoing throughout the project.

Below is a suggested break down of instalment amounts and associated milestones. See if this sound OK. 30% instalments and then the 10% remaining on the final milestone is pretty standard. That said, I do understand there is a hefty payment associated with milestone 2, which is actually a fairly minor deliverable (Task 1) . So if you prefer, we could do 30/20/30/20 if that is more reasonable. Let me know – I'm flexible.

Milestone with associated instalment	Indicative date	Task to be completed	Instalment amount	Amount (inc GST)
Milestone 1	Either now or Jan 2021 (I will advise.)	Upfront payment (linked to signing of contract or an inception meeting)	30%	\$24,261.60
Milestone 2	Feb 26, 2020	Completion of Task 1	30%	\$24,261.60
Milestone 3	April 15, 2020	50% Progression of Task 2-5	30%	\$24,261.60
Milestone 4	May 31, 2020	completion of project – remaining 50% of tasks 2-5	10%	\$8,087.20

Also, you should have received an automated email with the fist invoice for the booklet.

Kind regards,
Matt.



From: Sydney Weeds <info@sydneyweeds.org.au>
Sent: Thursday, 3 September 2020 4:08 PM
To: Matt Sheehan <matt@wildmatters.com.au>
Cc: Anthony Schofield <anthony.schofield@lfs.nsw.gov.au>; Shauna Potter <shauna@wildmatters.com.au>; David Whiteman <DWhiteman@bmcc.nsw.gov.au>; Joel Daniels <DanielsJ@liverpool.nsw.gov.au>; Paul Marynissen <Paul.Marynissen@centralcoast.nsw.gov.au>; Rudi Adlmayer <rudi.adlmayer@woollahra.nsw.gov.au>; troberts@kmc.nsw.gov.au; Viniana Vererua <VVererua@ryde.nsw.gov.au>
Subject: RE: WRA work.- Quote acceptance

Hi Matt,

On behalf of the Board of SWN, I would like to thank you for preparing such a detailed and well thought-out quote for our Weed Risk Assessment project, it is accepted and we look forward to the outcomes.

I will send the contact details of the weed officers from the 8 Council's to be consulted in this project soon.

If you are agreeable, I would like to structure the payment for this project in increments after the satisfactory completion of each of the 5 tasks.

Please let me know if you require any further information.

Regards

Amanda

Amanda Kotlash

Executive Officer

Sydney Weeds Network Inc. (formerly Sydney Weeds Committees Inc.)

Info@sydneyweeds.org.au

Phone: 0466 787 366

www.sydneyweeds.org.au

From: Matt Sheehan <matt@wildmatters.com.au>
Sent: Thursday, 27 August 2020 3:20 PM
To: Travis Roberts <troberts@kmc.nsw.gov.au>; ark17@bigpond.net.au; Sydney Weeds <info@sydneyweeds.org.au>; anthony.schofield@lfs.nsw.gov.au
Cc: Shauna Potter <shauna@wildmatters.com.au>
Subject: WRA work.

Importance: High

Hello Travis, Amanda and Anthony,

Last week Amanda sent me through a spreadsheet and a proposal of works. I have worked through these document and made some suggested tweaks that I will outline below. I have also attached a draft formal quote.

I understand that there are 34 councils, all with a varying level of interest in sub-regionalising of WRAs. 8 councils have provided information to Amanda, so the assumption I have made is that these councils are engaged and interested. However I recognise this is a whole-of-region project, and therefore must benefit all councils not just 8. That said, Developing 129-odd WRAs at the council level for 34 councils would be cost prohibitive and take a very long time. In order for this project to have regional benefit, I propose the following:

- Wild Matters review existing (and develop from scratch where required) WRAs for approx. 129 local priority species at the GSLLS scale, answering **ONLY** questions relating to **biology and ecology** (i.e. things that are constant at the regional scale – this includes most questions relating to impacts and invasiveness). To be clear, we will not approve and GSLLS- level WRAs in WIDX - they will remain in WIDX as ‘working’ templates.
- We approach this as a pilot, involving the 8 councils that have so far responded. We will work with them to tailor these assessments to council scale by populating the remaining scale-specific questions (distribution, cost of control, site accessibility etc.) at the council scale and approve these assessments. This will be reliant participation from those councils, and councils providing the information for those questions.
- Based on the approach used in the pilots, Wild Matters will develop ‘instructions’ for the remaining councils that did not take part in the pilot. These will explain how councils can access the regional-scale templates on WIDX, copy these to the council scale and answer the scale-specific questions.

So the outcome of the project will be:

Approximately 129 WRA completed at the council scale for up to 8 councils

Approximately 129 **working** regional assessments templates in WIDX, with all the hard questions answered, ready for councils to tailor to their needs should they wish to.

Hopefully the draft quote explains this sufficiently.

This is a significant amount of work, and I anticipate it occurring over the next 6-8 months.

Happy to discuss.

Kind regards,
Matt.

Matt Sheehan B.AppSc (Hons) PhD
Director

**WILD
MATTERS** PTY LTD

2 Dudley Street
Castlemaine VIC 3450
+61 427 722 793
matt@wildmatters.com.au



This email has been checked for viruses by Avast antivirus software.

www.avast.com