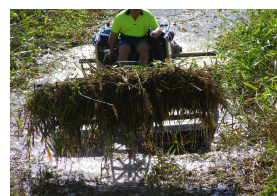




FBA Preferred Supplier List

Weed Control

Scope of Works





FBA works for our central Queensland community to grow a sustainable, productive and profitable Fitzroy Region.

FBA acknowledges the First Nations of the lands and waters within the Fitzroy Region where we learn and live, and pay our respects to them, their culture and Elders past and present.

Version Control

Version	Date	Author	Changes
3.0	4/9/24	Ben Reimers	

Disclosure Statement

© Fitzroy Basin Association

This document has been prepared with due care and diligence using the best available information at the time of publication. FBA holds no responsibility for any errors or omissions and decisions made by other parties based on this publication.

Contents

1.	Introduction	4
1.1.	Background.....	4
1.2.	Preferred Supplier List overview.....	4
2.	Glossary	5
3.	Description of services (Weed Control).....	5
3.1.	Functional specifications	5
3.2.	Performance specifications	6
3.3.	Required certifications/licences	6
4.	Roles and responsibilities.....	6
4.1.	Contractor responsibilities.....	6
4.2.	FBA responsibilities	6
5.	Expected schedule	7
6.	Resourcing and key personnel.....	7
7.	Delivery location.....	7
8.	Reporting and meeting requirements	7
9.	Performance management and KPIs.....	8
10.	Applicable standards / legislation.....	8

I. Introduction

I.1. Background

FBA has an outstanding reputation locally, across Queensland and nationally for developing and delivering effective and efficient programs that work with local community, stakeholders, and investors to protect our region's natural assets. FBA is uniquely placed geographically, strategically, and operationally to deliver priority environmental and agricultural outcomes.

FBA is the organisation that can bridge the gap between knowledge and action, and bring projects that combine environmental awareness, increased profitability, and improved production to life.

We are the experts of our region. We translate complex information by explaining legislation, new technologies and changes in best practice in a way that becomes tangible, practical actions that land managers and the community can apply. We work with all parts of our community to implement evidence-based, accessible solutions that are relevant to our region.

FBA is proud to be one of Queensland's leading natural resource management organisations. When it comes to the environment, landholders and our local community, FBA is well placed to lead and support projects that protect the future prosperity and resilience of our land and sea.

I.2. Preferred Supplier List overview

The purpose of establishing the preferred supplier list is to enhance efficiency and support sourcing and contracting for future projects. By pre-qualifying a list of trusted suppliers, FBA aims to ensure a high standard of service delivery across various initiatives, thereby facilitating efficient program implementation in collaboration with local communities, stakeholders, and investors. FBA's strategic geographic and operational positioning uniquely equips it to achieve priority environmental and agricultural outcomes.

The preferred supplier list is intended to foster long-term partnerships and maintain flexibility in responding to the dynamic demands of FBA's diverse project portfolio. This initiative reflects FBA's commitment to operational excellence and continuous improvement in procurement practices.



Figure 1 - FBA office locations

2. Glossary

Key terms and acronyms used throughout the Scope of Work document are defined in Table 1 below.

Table 1 - Glossary

Term	Description
DPI	Department of Primary Industries
DAF	Department of Agriculture and Fisheries
CASA	Civil Aviation Safety Authority
CASA LOFLY	Civil Aviation Safety Authority – Low Flying Permission

3. Description of services (Weed Control)

The Weed Control category is crucial for a variety of projects undertaken by FBA, including but not limited to streambank repair, threatened species management and land condition improvement. Effective weed control is essential for maintaining healthy ecosystems, promoting native vegetation and supporting biodiversity. It plays a significant role in enhancing land productivity and preventing the spread of invasive species.

Services within this category include a wide range of weed management techniques such as mechanical removal, hand weeding, chemical treatments (ground-based or aerial). Suppliers are expected to provide comprehensive weed control solutions that adhere to best practices in environmental management and comply with relevant regulations.

3.1. Functional specifications

Weed control methods vary depending on the project scope. FBA's project sizes range from localised weed control using hand methods to large-scale chemical or mechanical removal.

3.1.1. Hand weeding

Hand weeding involves the manual removal of weeds using hand tools or by pulling them out by hand. This method is often used in areas where precision is required or where the use of machinery and chemicals is impractical or undesirable. Hand weeding is commonly employed in ecological areas, and sites with delicate vegetation that could be harmed by the use more aggressive weeding methods.

3.1.2. Mechanical removal

Mechanical weeding involves the use of machinery or equipment to remove weeds from the soil. This method can range from simple tools like hoes and weed pullers to more complex machinery such as cultivators, mowers and rotary tillers. Mechanical weeding is often used in agricultural fields, large landscapes, and areas where rapid and efficient weed control is needed.

3.1.3. Chemical treatment

Chemical weeding involves the application of herbicides to control and eliminate weeds. Herbicides can be selective, targeting specific types of weeds while leaving desired plants unharmed, or non-selective, affecting all vegetation in the treated area. Chemical weeding can range from targeted on-ground application to wide-scale application via aerial means.

3.2. Performance specifications

Contracted works must meet the following standards:

- The methods used must be consistent with DPI / DAF factsheets for the target weeds.
- The correct chemicals must be used according to the project.
- All weed control methods must be undertaken in a way to minimise impact to the environment.

3.3. Required certifications/licences

Contractors are required to adhere to all relevant state and federal legislation and regulations. For weed control works this will be specific to the project, but may include:

3.3.1. Mechanical removal

Mechanical removal requires licensing specific to the equipment or machinery quoted for use. Where the weed control involved vegetation thinning, a clearing permit may be required where it involved native species.

3.3.2. Chemical treatments

Chemical treatment of weeds requires multiple licenses:

- Agricultural Chemical Distribution Control Licence (ACDC).
- Commercial Operator Licence.
- Ground Distribution Contractor Licence.
- Permits for the use of specific chemicals intended for use on the project.

3.3.3. Aerial chemical treatment

In addition to the chemical treatment licences, distribution of chemicals via aerial means also requires:

- Aerial Distribution Contractor Licence.
- Pilot Chemical Rating Licence.
- CASA Air Operators Certificate.
- CASA LOFLY permissions.

4. Roles and responsibilities

4.1. Contractor responsibilities

The contractor will be responsible for the following activities:

- Complying with all contract conditions, including Land Manager engagement and WHS requirements.
- Development of a short report outlining the activities undertaken, areas of treatment, targeted species, and spray or other control records.

4.2. FBA responsibilities

FBA will be responsible for the following activities:

- Engaging with the Land Manager to negotiate access to the site, including notification of access, bio-security measures to be undertaken, and or other conditions in relation to the work.
- Development of the weed control management plan in consultation with the Land Manager and appropriate experts where required.

5. Expected schedule

Major funding associated with this work will continue until June 2030 with the possibility that work will continue after this date. It is anticipated that multiple projects requiring weed control will take place each year.

6. Resourcing and key personnel

The contractor is required to maintain all relevant licences as listed above for the duration of the works with FBA.

7. Delivery location

This service is anticipated to be delivered across the Fitzroy Region.

8. Reporting and meeting requirements

Contractors are required to adhere to the following reporting and meeting requirements to ensure effective project management and communication.

Table 2 - Reporting Requirements

Report	Format	Frequency	Other requirements
Interim report	PDF and shape file	As required by funding body	Area Weeds species removed Photographs Equipment and chemicals used
Final report	PDF and shape file	On completion of works	Area Weeds species removed Photographs Equipment and chemicals used

Table 3 - Meeting Requirements

Meeting	Attendees	Format	Frequency	Location
Inception	FBA, Contractor	In Person	Project start	On site
Progress	FBA, Contractor	Phone	Fortnightly	N/A
Completion	FBA, Contractor	In Person	Project end	On site

9. Performance management and KPIs

The following KPIs may be used to assess and monitor Contractor performance throughout the term of the preferred supplier list arrangement.

Table 4 - Key Performance Indicators

No.	KPI	How Measured	When Measured	Service Level
1	On-Time Completion	Comparison of actual completion dates to planned completion dates	Monthly	95% of milestones are met on or before the scheduled date.
2	Quality of Completed Work/Service	Number of defects or reworks needed	At the end of the project	< 5% defects/ reworks
3	Compliance with WHS Regulatory Requirements	Count of items found to be compliant or non-compliant during site visits or inspections	Monthly/ as required according to regulations or legislation	100% compliance
4	Compliance with Environmental Regulations	Count of items found to be compliant or non-compliant during site visits or inspections	Monthly/ as required according to regulations or legislation.	100% compliance
5	Supplier Relationship Management and Communication	Supplier satisfaction surveys	Quarterly	Maintain > 90% satisfaction

10. Applicable standards / legislation

Contractors are expected to adhere to the following standards and legislation throughout the term of the preferred supplier list arrangement.

- Agricultural Chemicals Distribution Control Act 1966
- Part 137 of the Civil Aviation Safety Regulations 1998 (CASR)
- Section 157(4) (b) of the Civil Aviation Regulations 1988



@fitzroybasinassociation



07 4999 2800



@fitzroybasin



admin@fba.org.au



fitzroy-basin-association



fba.org.au

fba.org.au

PEOPLE. ENVIRONMENT. FUTURE.