



FBA Preferred Supplier List

Planting

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

Planting	1
Scope of Works	1
Contents	3
1. Introduction	0
1.1. Background.....	0
1.2. Preferred Supplier List overview.....	0
2. Glossary	1
3. Description of services (Planting)	1
3.1. Functional specifications	1
3.2. Performance specifications	1
3.3. Required certifications/licences	1
4. Roles and responsibilities.....	2
4.1. Contractor responsibilities.....	2
4.2. FBA responsibilities	2
5. Expected schedule.....	2
6. Resourcing and key personnel.....	2
7. Delivery location.....	2
8. Reporting and meeting requirements	2
9. Performance management and KPIs.....	3
10. Applicable standards / legislation.....	3

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 I below.

Table I - Glossary

Term	Description
QA	Quality Assurance

3. Description of services (Planting)

Planting is fundamental to a variety of projects managed by FBA, including initiatives focused on streambank and gully repair, habitat restoration, land condition improvement and the protection of threatened species. Effective planting strategies are crucial for stabilising soil, promoting biodiversity and enhancing the resilience of ecosystems.

Services within the Planting category encompass initial planting, infill planting, and ongoing maintenance of vegetation. Suppliers are expected to provide comprehensive planting solutions that include site preparation, planting and initial watering. Ongoing watering is covered by the Irrigation service. These services must adhere to best practices in ecological restoration and comply with relevant environmental standards.

3.1. Functional specifications

Planting projects are typically one aspect of a larger project, such as streambank remediation. The planting will be performed according to the specifications in a planting or revegetation plan that outlines the types of tubestock required, specifications such as species mix, zoning and distribution, depth and width of holes, treatment of tubestock and other requirements.

According to the planting or revegetation plan, contractors may be required to undertake the following activities:

- Collection and transport of tubestock to the site while ensuring tubestock survivability (e.g. keeping moist during transport).
- Marking out of planting zones and rows on site.
- Manual or mechanical boring of tree holes to the required depths and widths.
- Soaking tubestock in Seasol or equivalent product treatment prior to planting.
- Planting the tubestock.
- Mulching if required in accordance with the revegetation plan.
- Applying mesh tree guards and stakes around each tree if required.
- Conducting initial watering in accordance with the revegetation plan.

3.2. Performance specifications

Contracted works must ensure that tubestock is planted according to the planting or Revegetation Plan.

3.3. Required certifications/licences

Contractors employed to deliver planting services must be suitably experienced or be supervised by a suitably experienced person.

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.
- Transport of stock from nursery to site in a manner appropriate for survivability.
- Ensuring stock is watered on planting according to planting methodology and revegetation plan.
- Purchase of materials and consumables such as fertiliser, plant food, tree guards and stakes.
- The organising and coordination of sub-contractors and/or mechanical aids where required.

4.2. FBA responsibilities

- Engaging with the Land Manager to negotiate access to the site, including notification of access, bio-security measures to be undertaken, or other conditions in relation to the work.
- Provision the revegetation plan or developing the planting plan as applicable to the project.
- Ordering of tubestock from nurseries with enough notice to ensure adequate supply
- Coordinating collection of tubestock with nursery and contractor.
- QA of planting process for conformance with planting methodology.
- Organising access to water supply for initial and maintenance watering requirements.

5. Expected schedule

The 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 planting services will take place each year.

6. Resourcing and key personnel

Contractors employed in planting must be suitably experienced or be supervised by a suitably experienced person.

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
Progress updates	Email / SMS	Weekly	# Tubestock planted Issues or concerns

Table 3 - Meeting Requirements

Meeting	Attendees	Format	Frequency	Other requirements
Inception meeting	FBA, Contractor	In person	Start of project	On site
QA site visits	FBA, Contractor	In person	Weekly or as required	On site
Completion visit	FBA, Contractor	In person	End of project	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

No specific legislation applies to this category.



@fitzroybasinassociation



07 4999 2800



@fitzroybasin



admin@fba.org.au



fitzroy-basin-association



fba.org.au

fba.org.au

PEOPLE. ENVIRONMENT. FUTURE.