



FBA Preferred Supplier List

Species Management

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
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Disclosure Statement

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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.



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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
Species Management Program (SMP)	A program outlining mitigation strategies for projects that have the potential for tampering with the breeding place of a protected species.
DESI	The Department of Environment, Science and Innovation
Least Concern wildlife	A least-concern species is a species that has been categorized by the International Union for Conservation of Nature (IUCN) as evaluated as not being a focus of wildlife conservation
EPBC Act (1999)	The Environment Protection and Biodiversity Conservation Act

3. Description of services (Species Management)

Species Management Programs (SMP) are required under the *Nature Conservation Act 1992* (NCA) for any proposed activity that will impact on breeding places of protected animals that are classified as extinct in the wild, endangered, vulnerable, special least concern, colonial breeder or least concern. With few exceptions these categories will include all native, amphibians, birds, mammals, reptiles and some invertebrates. An SMP does not cover activities such as clearing or removal of habitat (excluding animal breeding places) as these may require approval under other systems such as the *Sustainable Planning Act 2009*, *Vegetation Management Act 1999* or NCA Protected Plants Clearing Permits ([Department of Environment, Science and Innovation](#) downloaded August 2024).

3.1. Functional specifications

The following section provides a detailed breakdown of the tasks required to establish if an SMP is required for a site and the preparation of the SMP. These tasks are consistent with the DESI information sheet for Species Management Programs ([DESI, downloaded August 2024](#))

3.1.1. Fauna survey

A survey for an animal breeding place is recommended prior to disturbance/clearing of a natural area to prevent the unintended tampering with breeding places. If a survey isn't conducted, there is a risk of committing an offence against section 335 of the Animals Regulation. The ideal extent and approach of the survey will vary based on the conditions at the site and the nature of the disturbance ([DESI, downloaded August 2024](#)).

3.1.2. Fauna survey report

The fauna survey report will outline the results from the fauna surveys and the included mapping, species lists and site descriptions. Based on these results and an understanding of the proposed activity, the report will make a recommendation on the requirement for an SMP. The recommendation should include whether an SMP is required for the proposed works and if so, is a SMP - low risk of impacts or an SMP - high risk of impacts required.

3.1.3. Species Management Program development

If required, based on the results of the Desktop and Fauna Survey Report, the SMP (low risk of impacts / high risk of impacts) will detail management measures to avoid or mitigate any impacts from the proposed construction



activity on animal breeding places. The SMP will be consistent with DESI Information Sheet on Species Management Programs ([DESI, downloaded August 2024](#)) Performance specifications

The species management category should achieve the following outcomes:

- Identification and mapping of conservation significant flora and fauna including those listed under the EPBC Act (1999) and under the Queensland Nature Conservation Act (1992) and Nature Conservation (Wildlife) Regulation 1996.
- The Fauna Survey Report recommendations will include the requirements for an SMP (either low or high risk), proposed mitigation measures to be included in any SMP and recommendations for any additional monitoring that may have been identified.
- The Species Management Program, if required, will identify the potential impacts on native fauna breeding places of the work being undertaken, proposed management actions to avoid/mitigate impacts, the roles and responsibilities of the parties involved in the project and monitoring and reporting requirements (e.g. fauna spotters).
- Approval of the SMP by the DES.

3.2. Required certifications/licences

Fauna and breeding place surveys should be conducted by a suitably qualified and experienced person. A person with formal qualifications and/or experience in fauna identification and life ecology and environmental management. A person is considered suitably qualified and experienced if they meet one or more of the following criteria:

- An ecological consultant with experience in conducting surveys for animal breeding places;
- A person who possesses a degree in natural science or similar with experience in conducting surveys for animal breeding places;
- A person who is a spotter-catcher under a rehabilitation permit issued under the Act. (DESI, Information Sheet Species Management Program, downloaded August 2024).

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.
- Performing the Fauna Survey and Fauna Survey Report according to the design the contractor develops. This may involve liaising with the Land Manager according to the terms and conditions of access negotiated with FBA.
- Accepting feedback on the draft reports and, where appropriate, integrating that feedback into the final reports.

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, or other conditions in relation to the work.
- Providing the contractor with project-related documentation used in the development of the SMP in order to facilitate the Desktop Review.
- Providing feedback on the draft Desktop and Fauna Survey Report and deciding whether to proceed with the development of a SMP.
- Submitting the SMP to the DES for approval.



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 Species Management will be take place per year. Not all projects will require the development of a full Species Management Program.

6. Resourcing and key personnel

Contractors should be suitably qualified for undertaking fauna surveys, collating and analysing the data, and developing a report that meets the requirements of the DES.

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
Draft Desktop and Fauna Survey Report	Word document	4 weeks	
Final Desktop and Fauna Survey Report	PDF	6 weeks	
Draft SMP	Word document	8 weeks	If determined by result of Desktop Fauna Survey Report
Final SMP	PDF	10 weeks	

Table 3 - Meeting Requirements

Meeting	Attendees	Format	Frequency	Location
Inception meeting	FBA, Contractor	In person	Start of project	On site
Project updates	FBA, Contractor	Phone	Fortnightly	
Presentation of Desktop and Fauna Survey results	FBA, Contractor	In person / online	Final Desktop and Fauna Survey Report	On site / FBA Offices
Completion Meeting	FBA, Contractor	In person / online	End of project	On site / FBA Offices

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	Response Time to Inquiries/Issues	Time it takes for the supplier to respond to inquiries or issues logged by FBA	Monthly	Within 24 hours
4	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.

- EPBC Act (1999)
- Queensland Nature Conservation Act (1992)
- Conservation (Wildlife) Regulation (1996)
- Sustainable Planning Act (2009)
- Vegetation Management Act (1999)
- Nature Conservation Act 1992 (NCA)
- NCA Protected Plants Clearing Permits ([Department of Environment and Science](#) downloaded February 2021)



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