

## Mackay-Whitsunday Healthy Rivers to Reef Partnership

### Expansion of existing pesticide monitoring in estuaries in Mackay-Whitsunday

#### Scope of works

#### Introduction

The Mackay-Whitsunday Healthy Rivers to Reef Partnership ('HR2RP') was created in October 2014 with the objective of using a collaborative, community-led approach to confirm long-term management of the Region's waterways and marine environments, through the production of an annual report card. The report card is developed by drawing data from multiple data sets to produce final scores for each of five basins, eight estuaries, four inshore zones and one offshore zone. Water quality, habitats and fish are assessed to provide final scores. The water quality score is based on condition of sediment, nutrients and pesticides.

In the estuaries, the Department of Environment and Science (DES) lead the water quality monitoring program and undertake monthly monitoring in all eight estuaries, collecting sediment, nutrients and pesticide samples.

In basins and estuaries, pesticides are scored using the multi substance-Potentially Affected Fraction (ms-PAF) method. In basins, ms-PAF is calculated from weekly wet season samples, while in estuaries, ms-PAF is calculated from just four samples in the wet season per estuary. Reporting ms-PAF on four samples per estuary leads to low confidence in the temporal representativeness of these scores. To improve confidence in pesticide scores additional monitoring of estuaries is required throughout the wet season.

The HR2RP seeks a service provider to coordinate and undertake additional pesticide sampling in estuaries reported in the Mackay-Whitsunday report card.

#### Objective

The objective of this project is to improve confidence in estuary level reporting for pesticides by expanding monitoring to include more samples at identified estuaries throughout the wet season.

#### Scope of works

The specific scope of works for this project is:

1. Undertake inception meeting with Principal and Department of Environment and Science (DES) staff responsible for monthly estuary monitoring program.
2. Undertake land-based, *in situ* grab sampling for pesticides at seven specified estuaries (see below section 'Geographic extent'), twice monthly for six months (12 samples per estuary), starting at the first rain event in 2018 or by November 2018 at the latest.
  - a. Surface water samples will be collected for analysis of pesticides (using the

- Direct Injection method).
- b. There must be at least one week between all sampling events, including between samples taken by DES as part of their monthly estuary monitoring program.
  - c. The Service Provider will coordinate and communicate with DES staff to ensure there is no over-lap in the times that estuary sampling at these sites is undertaken.
  - d. Site access is the responsibility of the service provider, including contacting and liaison with any land holders.
3. Undertake QA/QC requirements to DES standards.
    - a. Includes staff training by DES.
    - b. Includes coordination (including scheduling and any communication with the laboratory) of field spikes, duplicates, transport and field blanks.
  4. Management of all aspects of sampling, from planning to delivery to the laboratory (the preferred laboratory is the Queensland Health laboratory, Inorganic Chemistry, Forensic and Scientific Services).
    - a. Includes responsibility for chain of custody.
    - b. Includes payment of delivery.
    - c. Includes responsibility for obtaining required field equipment, delivery equipment, sample storage and containers (includes but not limited to sample bottles, eskies, ice bricks and sample pole).
  5. Delivery of all raw data (i.e. lab results) to Principal (analysis of lab results and written report not required).

## Geographic extent

Seven estuaries are included in this monitoring project. Sampling must be undertaken from the bank within close proximity to the identified location (Table 1).

**Table 1. Estuaries and locations where pesticide monitoring is required.**

Estuary name	Latitude	Longitude
Gregory River	-20.180370°	148.482330°
St Helens Creek	-20.880300°	148.822650°
Murray Creek	-20.905770°	148.842550°
Vines Creek	-21.119980°	149.197360°
Plane Creek	-21.418870°	149.244450°
Rocky Dam	-21.548060°	149.307460°
Carmila	-21.900860°	149.456120°

## Deliverables

1. Inception meeting with Principal and DES staff responsible for monthly estuary monitoring program, to confirm scope of works, responsibilities, DES QA/QC requirements, timelines for sampling, objectives, fee breakdown (if required) and any additional project requirements.
2. Open communication with Principal: Each successful or attempted sampling event to

- be communicated to the Principal via email, including issues encountered.
3. Summary of QA/QC undertaken during project.
  4. Copies of original data sheets and naming protocols.
  5. All raw data (i.e. lab results).

## Provisions by the Principal

- The Principal will organise the inception meeting.
- Contact details of relevant DES staff will be provided.
- The Principal will be responsible for payment of sample analysis only (this does not include delivery or any equipment associated with sample collection).

## Timing/Schedule

- Initial inception meeting to be held within 2 weeks of engagement.
- Site work to be undertaken from the first rain event of 2018 (anticipated in October 2018), or by no later than November 2018.
- Raw data, original data sheets, QA/QC summary and naming protocols to be provided to the Principal at the conclusion of the wet season in 2019 and by no later than June 30<sup>th</sup> 2019.

## Caveats

- Any matters which arise that will materially affect the development of the project should be communicated with nominated Project Manager (Emma Carlos – Technical Officer for HR2R) within 24 hours of the matter being known to the project team.

## Request for quote

- Quotes are requested to be supplied by 5pm, 20<sup>th</sup> July 2018.
- The successful party must satisfy Reef Catchments Limited (the host of the HR2RP) Work Health and Safety requirements. Quotes are to be accompanied by a completed sub-contractor/supplier assessment form (see below).

## Contact

All questions and submissions regarding this scope of works should be submitted to:

Emma Carlos

Technical Officer for the Mackay-Whitsunday Healthy Rivers to Reef Partnership

Tel: 0439 308 179

Email: [emma.carlos@reefcatchments.com](mailto:emma.carlos@reefcatchments.com)

# Sub-contractor / Supplier Assessment

## 1 COMPANY / INDIVIDUAL DETAILS

COMPANY / INDIVIDUAL NAME	<input type="text"/>	PHONE	( ) <input type="text"/>
A.B.N No.	<input type="text"/>	FAX	( ) <input type="text"/>
		E Mail	<input type="text"/>
POSTAL ADDRESS	<input type="text"/>		
	<input type="text"/>		
POSTCODE	<input type="text"/>		
STREET ADDRESS	<input type="text"/>		
	<input type="text"/>		
POSTCODE	<input type="text"/>		

## 2 EXPERIENCE & TECHNICAL CAPABILITY

MAJOR AREA (S) OF EXPERTISE AND EXPERIENCE (Attach details as appropriate)

<input type="text"/>
<input type="text"/>
<input type="text"/>

## 3 COMPANY RESOURCES

NUMBER OF PERSONNEL

STAFF

WAGES

COMPANY FACILITIES / PLANT / EQUIPMENT:

<input type="text"/>
<input type="text"/>

## Sub-contractor / Supplier Assessment

### 4 SAFETY MANAGEMENT SYSTEM STATUS

DOES THE COMPANY HAVE A DOCUMENTED SAFETY MANAGEMENT SYSTEM?

YES

NO

DETAILS OF ANY THIRD PARTY CERTIFICATION OR APPROVALS ACHIEVED


### 5 DRUG & ALCOHOL POLICY

DOES THE COMPANY HAVE A DOCUMENTED DRUG & ALCOHOL POLICY?

YES

NO

### 6 QUALITY MANAGEMENT SYSTEM STATUS

CERTIFICATION ACHIEVED

YES

NO

STANDARD	AGENCY	CERT. No.	SCOPE	DATE CERTIFIED	EXPIRY DATE

PLEASE ATTACH A COPY OF THE CERTIFICATE

DETAILS OF OTHER THIRD PARTY REGISTRATION LEVELS OR CERTIFICATION

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IF NO CERTIFICATION ACHIEVED...

IS THE COMPANY PROCEEDING TO THIRD PARY CERTIFICATION?

YES

NO

DOES THE COMPANY HAVE A DOCUMENTED QUALITY SYSTEM?

YES

NO

# Sub-contractor / Supplier Assessment

## 7 THIRD PARTY SUBCONTRACTORS

WILL YOU BE USING THIRD PARTY SUBCONTRACTORS TO CARRY OUT ANY OF YOUR WORKS?

YES

NO

## 8 MOTOR VEHICLE INSURANCE

INSURER

POLICY No.

EXPIRY DATE

PLEASE ATTACH A COPY OF THE CERTIFICATE OF CURRENCY

## 9 WORKCOVER

INSURER

POLICY No.

AMOUNT OF COVER \$

EXPIRY DATE

PLEASE ATTACH A COPY OF THE CERTIFICATE OF CURRENCY

## 10 PUBLIC AND PRODUCTS LIABILITY INSURANCE

INSURER

POLICY No.

AMOUNT OF COVER \$

EXPIRY DATE

PLEASE ATTACH A COPY OF THE CERTIFICATE OF CURRENCY

## 11 PROFESSIONAL INDEMNITY INSURANCE

INSURER

POLICY No.

AMOUNT OF COVER \$

EXPIRY DATE

# Sub-contractor / Supplier Assessment

## 12 SUPPLIER REGISTRATION & LICENCE DETAILS

Provide details of, and expiry dates of all statutory Registrations & Licences held by your organisation for example; Builders, Painters, Registrations, Plumbing, Electrical, Gas, Dangerous Goods, Explosives, Radiation Licenses etc. (Please supply copies of each with this questionnaire)

REGISTRATIONS			LICENCES		
Type	Number	Expiry Date	Type	Number	Expiry Date

## 13 TRAINING

### DO YOU HAVE AN INDUCTION PROGRAM?

YES (Certificate of completion for employees may need to be supplied prior to start of work)

NO

COMMENTS:

### IS THERE AN HS&E TRAINING PROGRAM FOR LINE MANAGEMENT?

YES

NO

COMMENTS:

### DO YOUR SUPERVISORS HOLD REGULAR SAFETY TALKS WITH EMPLOYEES?

YES (PLEASE PROVIDE DETAILS)

## Sub-contractor / Supplier Assessment

 NO

COMMENTS:


### 14 INCIDENT PREVENTION

**DO YOU HAVE A REGULAR PROGRAM OF WORKPLACE INSPECTIONS?**

 YES (PLEASE PROVIDE COPY)

 NO

COMMENTS:


**DO YOU HAVE DOCUMENTED RISK ASSESSMENT PROCEDURES?**

 YES (PLEASE PROVIDE COPY FOR SCOPE OF WORK)

 NO

COMMENTS:


**ARE EMPLOYEES TRAINED AND INVOLVED IN PROCESSES SUCH AS JOB SAFETY ANALYSIS?**

 YES

 NO

COMMENTS:




# Sub-contractor / Supplier Assessment

## 15 INCIDENT INVESTIGATION

**DO YOU HAVE A DOCUMENTED INCIDENT INVESTIGATION PROCEDURE?**

YES

NO

COMMENTS:

**IS SENIOR MANAGEMENT INVOLVED IN INCIDENT INVESTIGATIONS?**

YES

NO

COMMENTS:

**ARE EMPLOYEES INVOLVED IN INCIDENT INVESTIGATIONS?**

YES

NO

COMMENTS:

**DO YOU HAVE A DOCUMENTED EMERGENCY RESPONSE PROCEDURE?**

YES

NO

COMMENTS:

## Sub-contractor / Supplier Assessment

### 16 SAFETY PERFORMANCE

**DO YOU HAVE A DOCUMENTED PROCEDURE FOR THE RECORDING OF INJURIES?**

YES

NO

COMMENTS:

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**DO YOU HAVE A SYSTEM FOR THE RECORDING OF SAFETY PERFORMANCE STATISTICS?**

YES (PLEASE PROVIDE DETAILS OF LTIFR/DIFR/FIFR FOR LAST 3 YEARS)

NO

COMMENTS:

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**IS SAFETY PERFORMANCE AN AGENDA ITEM AT MANAGEMENT MEETINGS?**

YES

NO

COMMENTS:

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**IS STATISTICAL PERFORMANCE REVIEWED MONTHLY BY SENIOR MANAGEMENT?**

YES

NO

COMMENTS:

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# Sub-contractor / Supplier Assessment

**ARE EMPLOYEES INFORMED OF MONTHLY SAFETY PERFORMANCE?**

YES (PLEASE PROVIDE DETAILS)

NO

COMMENTS:

## 17 RECRUITMENT

**DO YOU HAVE A RECRUITMENT PROCEDURE?**

YES

NO

COMMENTS:

**DOES YOUR RECRUITMENT PROCEDURE TAKE INTO ACCOUNT:**

- |                                   |          |
|-----------------------------------|----------|
| PREVIOUS WORK HISTORY             | YES / NO |
| REFeree CHECKS                    | YES / NO |
| PREPLACEMENT MEDICAL EXAMINATIONS | YES / NO |
| WORKCOVER HISTORY                 | YES / NO |

**WHAT SYSTEM DO YOU USE FOR TO IDENTIFY POTENTIAL EMPLOYEES FOR MANNING OF PEAK LOADS?**

COMMENTS:

# Sub-contractor / Supplier Assessment

## COMPLETED BY:

PRINT NAME

SIGNATURE

TITLE

DATE

### RCL OFFICE USE

## REVIEWED BY:

PRINT NAME

SIGNATURE

TITLE

DATE

## APPROVED BY:

PRINT NAME

SIGNATURE

TITLE

DATE