

# Pre-Tender Meeting – Minutes

<b>Project</b>	2025-2026-202-206 – Flood Damaged Roads Restoration – Unsealed Roads – Western Contracts	
<b>Location</b>	Oasis Motel Thargomindah	
<b>Date</b>	Wednesday, 29 October 2025	
<b>Time</b>	9.00 am	
<b>Attendees</b>		
George Inocentes – Bulloo Shire Council	Dama Howard– Tolbra Earthmovers & Haulage	
Rex Barwick – Bulloo Shire Council	Will Prowse – Everest Civil Pty Ltd	
Aaron Markham – Shepherd Services	Andrew Cameron – Everest Civil Pty Ltd	
Ashley Higman – Shepherd Services	Graeme Barnes – JRT Group	
Andrew Gaff – Shepherd Services	Joe Breach – JRT Group	
David Watkins – Shepherd Services	Brock Hamilton – Hamil Contracting	
Holly Preddice – Shepherd Services	Jarryd Dewar– Durack Civil	
Tamara Schroter – Shepherd Services	Brandon Simpson – Durack Civil	
Jody Dare – Department of State Development, Infrastructure and Planning	Jack Nicolas – Half Hitch Contracting	
Peter Purcell – Purcell Civil and Construction Pty Ltd	Cade Ryan – Half Hitch Contracting	
Bill Carr – Purcell Civil and Construction Pty Ltd	David Dunshea – BK Civil Group	
Jasmeet Sing – Unyte Eastern Pty Ltd	Ben Bowen – SC & KG Bowen	
Glen Clark - Unyte Eastern Pty Ltd	Stuart Bowen – SC & KG Bowen	
<b>Apologies</b>		
Nil		



Item	Description	Action
1	Meeting PowerPoint presentation. A copy of the presentation given at the Pre-tender Meeting is provided with these minutes.	See Attached
2	Introductions	Noted
3	Meeting Agenda	Noted
4	Contract Context	Noted
5	Contract Overview – General	Noted
6	Contract Overview – Work Requirements	Noted
7	Tender Overview – Tender/Contract Timeframes	Noted
8	Tenders – Contract	Noted
8	Tender Pricing – Attachment 1 Pricing Schedule	Noted
9	Tender Pricing – Attachment 2 Schedule of Rates for Add Work	Noted
10	Tender Assessment – Evaluation Criteria	Noted
11	Contract Operation – Period of Time for PC / Order of Work	Noted
12	Contract Operation – Works Program / Adverse Weather	Noted
13	Contract Operation – Material Supply	Noted
14	Contract Operation – Accommodation Camps / Water Supply	Noted
15	Contract Operation – Haul Road / Turn Around Facilities	Noted
16	Contract Changes – Document Changes / Important Request	Noted
17	Tender Questions / Submission Documents	Noted
18	Site Inspections – Site Pegs	Noted
19	Questions	Noted



Item	Description	Action
	<b>Questions</b>	
	<p><b>Questions raised at meeting with agreed answers.</b></p> <p>Please note that questions may be edited for clarity, to combine similar themes from multiple questions or to remove identifying information.</p>	
	<b>MATERIAL QUESTIONS</b>	
	<p><b>Question</b></p> <p>If material haulage must occur as the first activity on site, how can material be placed on site to ensure road safety and prevent double handling?</p> <p><b>Answer</b></p> <p>Tenderers are encouraged to investigate the use of off carriageway stockpile sites in areas requiring the placement of gravel. The Principal understands and accepts this may result in the double handling of material.</p>	Noted
	<p><b>Question</b></p> <p>Will longitudinal stockpiles along the section of road earmarked for treatment be allowed?</p> <p><b>Answer</b></p> <p>Yes, if the Contractor can place and maintain the material in a manner which does not adversely impact on road safety.</p>	Noted
	<p><b>Question:</b></p> <p>Stockpile management over the Christmas break. Who is responsible?</p> <p><b>Answer:</b></p> <p>Off carriageway stockpiles are encouraged. All material stockpiles placed by the Contractor will be the responsibility of the Contractor to maintain.</p>	Noted
	<p><b>Question</b></p> <p>Will pavement material be stockpiled and available for contractor use in the nominated gravel pits?</p> <p><b>Answer</b></p> <p>Yes. Material will be stockpiled in the nominated pits ready for loading and transportation to site. Material will be provided as free issue from the nominated stockpiles.</p>	Noted



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	The contractor will be responsible for loading their trucks using their own plant and equipment.	
	<p><b>Question</b></p> <p>What are the record keeping requirements for the extraction of material from the gravel pits?</p> <p><b>Answer</b></p> <p>Tenderers should familiarise themselves with the requirements of Volume 3 Specification Clause 3.10 Granular Pavement Sources and Access.</p> <p>There is an extremely strict requirement to generate and maintain records for all works associated with access to gravel pits, and the removal of materials.</p> <p>Shepherd will be undertaking significant surveillance to ensure all requirements are being followed. A zero tolerance approach to the incorrect procedures occurring will be enforced. That said, Shepherd will assist Contractors in whatever way we can to help ensure compliance with the requirements.</p> <p>Tenderers must note that the penalties of not following the correct procedures are significant and all parties, the Principal, the Contractor and Shepherd will be closely monitored by state government agencies.</p>	Noted
	<b>GRAVEL PIT QUESTIONS</b>	
	<p><b>Question:</b></p> <p>Its seems that most of the gravel is coming from one pit.</p> <p><b>Answer:</b></p> <p>All material will be extracted from the three nominated pits on Warri Gate Road.</p>	Noted
	<p><b>Question</b></p> <p>Is there a requirement for a Senior Site Executive within the pit, either from Council or the Contractor?</p> <p><b>Answer</b></p> <p>No. Senior Site Executives are only required for pit operations such as extraction and crushing.</p>	Noted



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	<p><b>Question</b></p> <p>If the contracts are running concurrently there will likely be congestion at the gravel pits due to the extremely short construction period. How should Tenderers allow for this?</p> <p><b>Answer</b></p> <p>It is not expected that this will be an issue. There will be a staggered commencement of work on site which should allow exclusive access to the nominated gravel pit by contractors. That said, Contractors are expected to and required to cooperate with one another where required, in accordance with the requirements of Clause 3.6 Work to be Done by Others.</p> <p>Please see the revised requirements of Volume 2 Conditions of Contract Annexure A Item 22 Time for Giving Possession and Volume 3 Specification Clause 1.20 Possession of Site.</p>	Addenda Issued
	<p><b>Question</b></p> <p>In the gravel pits how does the Contractor know which material belongs to which road/Contractor?</p> <p><b>Answer</b></p> <p>Material in the gravel pits will be provided in 5,000T stockpiles. Each stockpile will be allocated to a Contractor for use in the delivery of the Works Under Contract.</p>	Noted
	<p><b>Question</b></p> <p>Pit maintenance and access road maintenance. Who is responsible?</p> <p><b>Answer</b></p> <p>In accordance with the requirements of Volume 3 Specification Clause 3.10 Granular Pavement Material Sources and Access the contractor who is extracting material from a pit is responsible for maintenance of the access road.</p>	Noted
<b>CONTRACT QUESTIONS</b>		
	<p><b>Question</b></p> <p>If the contract is awarded prior to Christmas, will the end of year shutdown period form part of the contract duration?</p> <p><b>Answer</b></p>	Addenda Issued



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	<p>Yes. The Christmas Shutdown period will form part of the Contract period. Additional time (three weeks) has been added to each Contract period to account for the shutdown time.</p> <p>Please see the revised contract timeframes in Volume 2 Conditions of Contract Annexure A Item 7 Period of Time for Practical Completion.</p>	
	<p><b>Question</b></p> <p>What is the intended timing of contract award?</p> <p><b>Answer</b></p> <p>All five contracts are expected to be awarded in November 2025. Due to the potential for conflict with Contractors attempting to access the same resources, the commencement of work on site has been staggered.</p> <p>Intended November/December Commencement</p> <ul style="list-style-type: none"> <li>• Orientos Road</li> <li>• Epsilon Road</li> <li>• Omicron Road &amp; Toona Gate Road</li> </ul> <p>Intended January Commencement</p> <ul style="list-style-type: none"> <li>• Bransby Santos Road</li> <li>• Cameron Corner Road</li> </ul> <p>The delay in commencement of work will be achieved via a delay in issuing Possession of Site.</p> <p>Please see the revised requirements of Volume 2 Conditions of Contract Annexure A Item 22 Time for Giving Possession and Volume 3 Specification Clause 1.20 Possession of Site.</p>	Addenda Issued
	<p><b>Question</b></p> <p>Interpretation of award and when commencement on site begins.</p> <p><b>Answer</b></p> <p>The Council meeting is on 20 November 2025. It is intended that the contracts will be awarded at this meeting.</p>	Noted
<b>ROAD MAINTENANCE AND TRAFFIC QUESTIONS</b>		
	<p><b>Question</b></p> <p>Who will be responsible for maintenance of haul roads when multiple</p>	Addenda Issued



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	<p>contractors are hauling over each others sites?</p> <p><b>Answer</b></p> <p>In accordance with the requirements of the contract (Volume 3 Specification Clause 3.14 Haul Roads) the contractor is responsible for the maintenance of the haul roads being used for the delivery of the Works Under Contract.</p> <p>Based on the revised contract periods and the commencement of work on site, it is expected that only Bransby Santos Road will be impacted by multiple contractors using the road at the same time. To enable a fair split of work between contractors to maintain the road a revised haul road maintenance arrangement has been implement.</p> <p>Please see the new clause Volume 3 Specification Clause 3.16 Bransby Santos Road Maintenance. Please also be aware of the final paragraph of this clause and its impact and possible extension should a similar situation arise elsewhere.</p>	
	<p><b>Question:</b></p> <p>Which roads are expected to receive construction traffic from multiple contractors?</p> <p><b>Answer:</b></p> <p>The only road expected to be impacted by multiple contractors at one point in time is Bransby Santos Road. However, all parties must be aware that factors outside the control of the Principal or any other party may impact this situation.</p> <p>Tenderers are reminded of the requirements of Volume 3 Specification Clause 3.6 Work to be Done by Others. The Principal has the reasonable expectation that all contractors will work in collaboration with one another to get the Woks Under Contract completed in a timely and efficient manner.</p>	Noted
	<p><b>Question</b></p> <p>What are the temporary traffic management plan (TTMP) requirements?</p> <p><b>Answer</b></p> <p>TTMPs and their implementation and maintenance on site must meet the requirements of Volume 3 Specification Clause 1.12 Contract Management Plan Submission, Review and Endorsement and Clause 1.16 Temporary Traffic Management.</p>	Noted



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<b>WATER QUESTIONS</b>		
	<p><b>Question</b></p> <p>We have reviewed the water requirements to deliver the proposed works. The volume of water required vs the volume available indicates a significant shortage. How should contractors allow for water to be provided?</p> <p><b>Answer</b></p> <p>Water is available in the region. However, it may need to be sourced from significant distances.</p> <p>Tenderers may wish to consider innovative methods of water supply to help ensure water is readily available. Frac tanks have been successfully used previously via overnight filling arrangements. Tenderers may also wish to investigate and implement construction methods which reduce water requirements.</p> <p>Tenderers are responsible for identifying the most appropriate water sources for use. Tenderers must seek approval for usage of proposed sources in accordance with the requirements of the Contract. The costs associated with the use and procurement of water must be included in the tendered pricing.</p>	Noted
	<p><b>Question</b></p> <p>If the contracts are running concurrently there will likely be congestion at the water sources due to the extremely short construction period. How should Tenderers allow for this?</p> <p><b>Answer</b></p> <p>The Principal has the reasonable expectation that all contractors and their personal will cooperate with one another and not adversely impact other parties by their actions or lack of.</p> <p>Tenderers shall also note the requirements of Volume 3 Specification Clause 3.6 Work to be Done by Others. Contractors are expected to uphold the requirements and key tenants of this clause.</p> <p>Changes to the lengths of the contract period and the staggered commencements of work should help to address some of the concerns raised.</p>	Noted



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<b>ROAD CONSTRUCTION QUESTIONS</b>		
	<p><b>Question</b></p> <p>What are the bulk fill local requirements regarding the extent of material removal within in the road reserve?</p> <p><b>Answer</b></p> <p>Tenderers are directed to the standard drawing in Volume 3 Specification Appendix D Standard Drawing. Bulk fill local material shall only be obtained within the disturbed areas within the road reserve i.e. material can only come from previously disturbed areas within the road formation, batter or table drain hinge point to hinge point.</p>	Noted
<b>GENERAL QUESTIONS</b>		
	<p><b>Question</b></p> <p>What is the process following the close of Tenders?</p> <p><b>Answer</b></p> <ul style="list-style-type: none"> <li>• Contract award will occur at Council Meeting.</li> <li>• Shepherd will be notified of outcome within 24 hours.</li> <li>• Notification letters will be sent to successful and unsuccessful Tenderers.</li> <li>• Contracts will be issued. Once signed by both parties Council will raise a purchase order.</li> <li>• Project documentation will be sought including management plans, temporary traffic management plans and insurance details.</li> </ul> <p>The more proactive contractors are, the quicker works will be able to commence on site.</p>	Noted
	<p><b>Question</b></p> <p>Is the Bulloo Shire Council induction an online induction.</p> <p><b>Answer</b></p> <p>Yes.</p>	Noted
	<p><b>Question</b></p> <p>Does the Bulloo Shire Council induction have an expiry date.</p>	Noted



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	<p><b>Answer</b></p> <p>Yes. If the Contractor’s personnel have previously completed the induction they are required to review the expiry dates and ensure they are current. The contractor shall ensure its personnel maintain up to date Council inductions.</p>	
	<p><b>Question</b></p> <p>Is there any requirement for contractors to have federal accreditation?</p> <p><b>Answer</b></p> <p>No.</p>	Noted
	<p><b>Question</b></p> <p>Is there a need to hydro mulch as per the standard drawing notes?</p> <p><b>Answer</b></p> <p>No.</p>	Noted
<b>ADDITIONAL INFORMATION</b>		
	<p><b>Gravel Pit Inductions</b></p> <p>Material extraction from Council’s gravel pits is regulated under the Local Government Act, Section 143. This legislation includes specific requirements for site personnel. All personnel working within a gravel pit must be inducted via the BSC induction program. Once inducted an ID card, signed by Council’s CEO must be carried at all times. Personnel without this signed ID will not be permitted on site under any circumstances.</p> <p>Each contractor will receive a letter from Council’s CEO, authorising them to removal gravel for the projects.</p> <p>The general Council WHS induction, required for all personnel, is separate from the requirements above.</p> <p><b>Local Government Act 2009</b></p> <p><i>“s143 Entry by a local government worker, with reasonable entry notice, to take materials</i></p> <p><i>(1) This section applies if, in the circumstances, a local government has no other reasonably practicable way of obtaining materials other than by removing the materials from relevant land.</i></p> <p><i>(2) Relevant land means land, other than protected land, that is—</i></p>	Noted



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	<p><i>(a) within the local government area; or</i></p> <p><i>(b) if the local government has the written approval of the Minister, under section 9(4)(b)(i), to exercise its powers outside its local government area—outside its local government area; or</i></p> <p><i>(c) if the local government may exercise a power in another local government’s area for the purpose of a joint government activity—within the other local government’s area.</i></p> <p><i>(3) Protected land is land that is—</i></p> <p><i>(a) the site of, or curtilage around, a home or other structure; or</i></p> <p><i>(b) a court, lawn, park, planted walk or avenue or yard; or</i></p> <p><i>(c) under cultivation (including a garden, nursery or plantation, for example); or</i></p> <p><i>(d) a state forest or timber reserve under the Forestry Act; or</i></p> <p><i>(e) a protected area under the Nature Conservation Act 1992; or</i></p> <p><i>(f) the wet tropics area under the Wet Tropics World Heritage Protection and Management Act 1993.</i></p> <p><i>(4) After giving a reasonable entry notice to the owner and the occupier of the rateable land, a local government worker may—</i></p> <p><i>(a) enter the land without the permission of the occupier of the land; and</i></p> <p><i>(b) search for materials that the local government requires to perform its responsibilities; and</i></p> <p><i>(c) remove the materials from the land. Example— A local government may remove dirt from the land for use in mopping up an oil spill on a neighbouring road to prevent the oil entering a stormwater drain.</i></p> <p><i>(5) However, the local government worker must, as soon as the local government worker enters the property—</i></p> <p><i>(a) inform any occupier of the property— (i) of the reason for entering the property; and (ii) that the local government worker is authorised under this Act to enter the property without the permission of the occupier; and</i></p> <p><i>(b) produce his or her identity card for the occupier of the property to inspect.</i></p> <p><i>(6) The local government worker must not search for, or remove materials from, within 50m of any structure or works on the land (including a home, bridge, dam or wharf, for example).”</i></p>	



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	<p><b>Resources and Assistance During the Tender Period</b></p> <p>Jody Dare from Department of State Development, Infrastructure and Planning and her team can assist tenderers with tender processes and potentially provide management plan templates and other general procurement advice.</p> <p>Jody can be contacted via email: <a href="mailto:jody.dare@dsdip.qld.gov.au">jody.dare@dsdip.qld.gov.au</a></p>	Noted
	<b>General Information</b>	
1	<p>Schedule of rates with AS 4000 General Conditions of Contract</p> <p>Method of payment is schedule of rates based on the work completed.</p>	Noted
2	<p>Tenderers must price</p> <ul style="list-style-type: none"> <li>• Schedule K1 – Pricing Schedule; and</li> <li>• Schedule K2 – Schedule of rates for additional works.</li> </ul> <p>Tenderers must price all schedule items and submit all schedules. The Principal will assess the overall value for money presented by the Tendered rates and overall price as part of the evaluation of Tender submissions.</p>	Noted
3	<p>Tendered pricing must include an adequate allowance to manage and deliver all aspects of the Works Under Contract and include profit, off site and on site overheads, work health and safety, traffic management, identification and protection of utility services, implementation of environmental and quality requirements.</p>	Noted
	<p>Tenderers must note the following items in particular when planning and pricing their Tender submissions.</p> <ul style="list-style-type: none"> <li>• Delivery timeframes for each Contract works package.</li> <li>• The order of work requirements for each Contract works package.</li> <li>• The Possession of Site requirements for each Contract works package.</li> </ul>	Addenda Issued
4	<p>Contact Person – <b>Ashley Higman Shepherd</b></p> <p>All questions must be submitted via <a href="mailto:contracts@shepherdservices.com.au">contracts@shepherdservices.com.au</a></p> <p>Questions are to be submitted no later than <b>COB, Wednesday 5 November 2025</b></p>	Addenda Issued
5	<p><b>Tender Closing</b></p> <p><b>12.00 noon AEST, Wednesday 12 November 2025</b></p>	Noted



Item	Description	Action
6	Written records of the pre-tender meeting will form part of the contract. Verbal presentation and assertions made during the meeting and any informal discussions, will not form part of the contract and must not be relied upon.	Noted

