|  |  |  |  |
| --- | --- | --- | --- |
| **Project Description** | [Insert text here] | **Region / Shire / City** | [Insert text here] |
| **Road Name** | [Insert text here] | **Project Chainage** | [Insert text here] |
| **Contractor** | [Insert text here] | **Contract No.** | [Insert text here] |
| **Project No.** | [Insert text here] | **Date** | [Insert text here] |

|  |
| --- |
| [insert Project Image here] |

|  |
| --- |
| Introduction |
| Project description |
|  |
| Contract type |
| The Contract was a 'Transport Infrastructure Contract – Construct Only' (an Open Competitive Tender). |
| Project resources |
| Departmental staff |
|  |
| Contract staff |
|  |
| Contract Administrator |
|  |
| Details of Contract |
| Date of Contract award |
|  |
| Possession of Site |
|  |
| Date for practical completion |
|  |
| Contract duration |
|  |
| Extensions of Time |
|  |
| Date of practical completion |
|  |
| Project Costs |
|  |
| Construction aspects |
| Working platform |
|  |
| Wearing course |
|  |
| Pavement configuration |
|  |
| Screening sizes |
|  |
| Insert other relevant requirements |
|  |
| Program and progress |
| Performance of Contractor |
|  |
| Design issues including performance of designer for construction phase |
|  |
| Community liaison |
|  |
| Material sources |
|  |
| Performance of Administrator |
|  |
| Quality, Non‑conformance Reports and Corrective Action Requests |
| Quality |
|  |
| Contractor’s Non‑conformance Reports |
|  |
| Department’s Corrective Action Requests |
|  |
| Financial performance |
| Contractor |
|  |
| Departmental |
|  |
| Areas requiring improvement |
| Environment |
|  |
| Drainage |
|  |
| Revegetation |
|  |
| Provision for traffic |
|  |
| Service issues |
|  |
| Geotechnical |
|  |
| Specifications |
|  |
| Others |
|  |
| Attachments |
| Performance Reports  * Contractor Performance Report – refer TIPDS Vol. 3 * Sub‑Contractor Performance Report(s) (if applicable) * Specialist Supplier Report(s) for example, asphalt, steel, precast concrete (if applicable) * Contract Administrator Performance Report |
|  |
| As‑Constructed Plans or Models (for example, BIM) |
|  |
| Financial data  * Actuals vs forecast (P90 estimate) |
|  |
| Monitor registers  * Incidents and Complaints Register (CAF016M) * Corrective Action Request Register (CAF022M) * Claims Register (CAF024M) * Variation Register (CAF026M) * Extension of Time Register (CAF028M) |
| Other Add any lists / registers that you have created that is relevant – some Administrators have formed up and included the following registers:   * certifications * contact details * milestones * Correspondence Register * Action Register * Principal’s Materials Variation Register * As‑Constructed Register * Final Project Records Checklist |
|  |