|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | [Insert text here] | **Local Government** | [Insert text here] |
| **Location** | [Insert text here] | **Road** | [Insert text here] |
| **Venue** | [Insert text here] | **Project Name** | [Insert text here] |
| **Time** | [Insert text here] | **Contract No.** | [Insert text here] |
| **Chair** | [Insert text here] | **Minute taker** | [Insert text here] |

Attendance

|  |  |
| --- | --- |
| Department's Representatives | Name |
| Administrator | [Insert name here] |
| Administrator's Representative | [Insert name here] |
| Site Engineer | [Insert name here] |
| Civil Inspector | [Insert name here] |
| Electrical Inspector | [Insert name here] |
| Traffic Signal Inspector | [Insert name here] |
| Survey Services Manager | [Insert name here] |
| Communications Advisor | [Insert name here] |
| Contractor’s Representatives | Name |
| Contractor's Representative | [Insert name here] |
| Project Manager | [Insert name here] |
| Project Engineer | [Insert name here] |
| Contractor’s Quality Representative | [Insert name here] |
| Environmental Representative | [Insert name here] |
| Landscape Representative | [Insert name here] |
| Community Liaison Officer | [Insert name here] |
| Surveyor | [Insert name here] |
| Works Supervisor | [Insert name here] |
| Safety Representative | [Insert name here] |
| Site Senior Executive | [Insert name here] |

Apologies:

# Supervisory Staff

The Administrator's and Contractor's correspondence details are:

## Administrator

|  |  |
| --- | --- |
| Position / Role | Contact Details (Name, Telephone, Email) |
| Administrator | [Insert details here] |
| Administrator’s Representative | [Insert details here] |

## Contractor

|  |  |
| --- | --- |
| Position / Role | Contact Details (Name, Telephone, Email) |
| Contractor’s Representative | [Insert details here] |
| Project Manager | [Insert details here] |

# Emergency Contact details

It was agreed that, in the event of an out-of-hours emergency, the following staff will be contactable.

## Administrator

|  |  |
| --- | --- |
| Administrator's Representative | [Insert Name here] |
| Mobile No. | [Insert Mobile No. here] |
| Senior Inspector | [Insert Name here] |
| Mobile No. | [Insert Mobile No. here] |

## Contractor

|  |  |
| --- | --- |
| Project Manager | [Insert Name here] |
| Mobile No. | [Insert Mobile No. here] |
| Work Supervisor | [Insert Name here] |
| Mobile No. | [Insert Mobile No. here] |

# Contract

The Principal, Contractor and Administrator are required to supply personnel with sufficient understanding of the Contract to fulfil their functions under the Contract safely.

# Work Health and Safety

## Appointment of Principal Contractor (Clause 15.3)

The Contractor has been appointed as the Principal Contractor under the terms of the *Work Health and Safety Act* 2011 (Qld). The Contractor is authorised to have Management and Control of the Workplace and to discharge its obligations as Principal Contractor under Chapter 6 of the WHS Regulation.  
Note: 'Management' and 'Control' have special meaning under the WHS Act.

The Contractor shall also comply with other relevant WHS legislations.

### Contractor

|  |  |
| --- | --- |
| Position / Role | Contact Details (Name, Address, Mobile, Email) |
| Safety Representative | [Insert details here] |
| First Aid Officer | [Insert details here] |

### Administrator

|  |  |
| --- | --- |
| Position / Role | Contact Details (Name, Address, Mobile, Email) |
| Region's Advisor (Workplace Health and Safety) | [Insert details here] |

## **Work health and safety accreditation**

If specified, then the Contractor shall comply with the *Australian Government Building and Construction WHS Accreditation Scheme*(the Scheme).

## **Notifiable incidents**

Notify the Administrator of every Notifiable Incident in relation to or in connection with the Site immediately on becoming aware, but not more than four hours after the occurrence (unless specified otherwise in the Contract).

# Contract Plan *(Clause 33.3)*

The Contract Plan is required to be submitted. If required, the Contractor shall prepare and submit a Severe Weather Management Plan (SWMP).

## Traffic control

Traffic control permit application form can be accessed via this link: <https://www.tmr.qld.gov.au/business-industry/technical-standards-publications/traffic-control-permit.aspx>.

## Stored plant and materials (Clause 6.5.6 of MRTS02 Provision for Traffic)

Where plant or materials are stored on the Site, the Contractor shall comply with the minimum clear zone requirements of the *Road Planning and Design Manual*. Any plant or material stored overnight within nine metres of the edge of any trafficked lane, shall be delineated in accordance with the *MUTCD* Part 3, unless located behind a safety barrier.

Always refer to the MRTS Annexure or other parts of the Contract for additional requirements.

# Functions under the Contract

The Administrator's Representatives and Inspector's delegated functions will be forwarded to the Contractor.

# Contract Leadership Team and Conferences (*Clause 4*)

Where specified, a Contract Leadership Team (CLT) shall be formed and regular meetings will be held.

# Relationship and collaboration workshops (*Clause 3.2.2*)

Relationship and Collaboration management workshop is a mandatory requirement under the Contract.

# Subcontractors *(Clause 9.2)*

There is an expectation that subcontractors will fulfil their role in the Contract. Depending on the Contract, the Administrator may have to approve subcontractors (or the procurement of subcontractors) and also direct the Contractor to remove any subcontractors from Site (in accordance with the Contract).

# Insurances and securities *(Clause 5)*

Insurances and securities are required to be submitted and maintained in accordance with the Contract.

# Possession of Site *(Clause 27.1)*

The Contractor will need to fulfil the Contract requirements before this can occur.

# Working Hours *(Clause 32)*

As per Contract, but limitations may be imposed by Police, Local Government and so on.

# Inclement weather

The Contractor shall take all reasonable precautions to protect the Work Under the Contract against inclement weather including its effects. The Administrator's nominated inspector shall record days affected by inclement weather that have been agreed with the Contractor's nominated representative.

# Resumptions and accommodation Works

The Contractor's attention is drawn to necessary resumptions and/or accommodation works that are incomplete.

# Ownership of recovered materials

The Department of Transport and Main Roads (department) owns all recovered materials and the Contractor may use all recovered materials in the Work Under the Contract, unless otherwise specified under the Contract.

# Approved products and registered suppliers

The department maintains a list of approved products and registered suppliers on the following webpage: <https://www.tmr.qld.gov.au/business-industry/Business-with-us/Approved-products-and-suppliers>.

Currently the department may also accept any product under the Transport Infrastructure Product Evaluation Scheme (TIPES). Refer to link below for more information. Also note TIPDS Supplements for Queensland only.

<https://www.arrb.com.au/tipes>

# Asphalt Warranty

For Works to be placed on the register of asphalt Works not warrantied, the Prequalified Asphalt Contractor needs to send submissions to the Administrator with a copy also emailed to the Principal's Representative and [asphaltprequal@tmr.qld.gov.au](mailto:asphaltprequal@tmr.qld.gov.au).

# Principal's Materials

It was expected that:

* the Contractor would advise its requirements in writing relating to quantities and timing
* the Contractor would advise that the materials or things to be supplied by the Principal are required by [Insert date here], and
* project signs – project signs and posts are to be supplied by [Insert date here], and are to be erected by the Contractor before commencing work onsite.

# Services

The Contractor is required to liaise with service authorities to identify locations of services, coordinate the relocation of the services and so on.

# Communications (external to the Contractor, Principal and Administrator)

The Principal is responsible for approving all necessary communication material, including but not limited to advertising, media released, letterbox drops, stakeholder letters, web copy and 13 19 40 updates, unless there are requirements for the Contractor to do this under the Contract.

# *Building Industry Fairness (Security Payment) Act* 2017 *(Qld)*

All claims are now considered as payment claim under the *Building Industry Fairness Act 2017 (Qld)*.

For guidance on the preparation of claims, please refer to EP165 *Guidance on the Preparation of Contractual Claims*, which is available at <https://www.tmr.qld.gov.au/business-industry/Technical-standards-publications/Engineering-policies>.

# Conferences

## Site Conferences (Clause 4.3)

It was agreed that Site Conferences are to be held insert weekly / monthly. The date proposed for the first Site Conference [Insert date here]. The TMR Industry Engagement Charter should be reviewed in the site conferences.

*The charter can be found here:*

[*TMR–Infrastructure Industry Engagement Charter (Department of Transport and Main Roads)*](https://www.tmr.qld.gov.au/business-industry/Business-with-us/TMR-Infrastructure-Industry-Engagement-Charter)

## Contractor Performance Assessment

It is expected that relevant performance reports are to be completed, signed and submitted to the Prequalification and Contracts unit. Copies of report templates can be found at the following link: <https://www.tmr.qld.gov.au/business-industry/Technical-standards-publications/Performance-Reports>.

## **Prequalified Asphalt Contractor Performance Assessment**

The *Performance Report – Asphalt Prequalification* will be prepared immediately after practical completion. Completed reports shall be submitted by email to [asphaltprequal@tmr.qld.gov.au](mailto:asphaltprequal@tmr.qld.gov.au).

The template is available at: <https://www.tmr.qld.gov.au/business-industry/Technical-standards-publications/TIPDS/Volume-3>.

## Post‑Construction Conference

The Contractor may be invited to a post-construction conference if significant issues are encountered during the Contract.

## Special Conferences / Meetings

Where required conferences / meetings will be organised to assist in the progress or resolution of issues.

# Training policy

The *Queensland Government Building and Construction Training Policy*(the Training Policy) applies to Queensland Government building projects with a Contract Sum of $500,000 or greater (including GST) and civil construction projects with a Contract Sum of $3 million or greater (including GST).

The Contractor is to provide an update on the progress of training hours, new entrants and other workforce training into the Training Policy Administration (TPAS) system.

# Training – Indigenous component

If the project satisfies certain requirements or is designated as an 'Indigenous Project', then the Contractor has agreed to additional specific requirements.

The Contractor is to provide an update on the progress of the indigenous economic plan and training hours, new entrants and other workforce training.

Reduced hours of training requirements will apply to asphalt laying, reseal and pavement rehabilitation Contracts where the material to labour ratio is greater than 90:10 *Increased training hours will apply to 'building projects' where the Contract sum is greater than $500,000 (including GST)*.

Additional requirements will apply if the Contract is greater than $100 million *(Clause Bank – Clause 15)*

# Queensland Charter for Local Content (QCLC) and Queensland Procurement Policy (QPP)

If specified, the Contractor shall comply with the QCLC and QPP. For more information, please refer to TIPDS Volume 1. Link: <https://www.tmr.qld.gov.au/business-industry/Technical-standards-publications/TIPDS/Volume-1>. A monthly QPP report is to be submitted.

# Indigenous Participation

If the project complies with the *Indigenous Employment and Supplier-Use Infrastructure Framework*, the Contractor shall give an update on the progress of indigenous training, employment and/or supplier use.

# The Queensland Code

This code applied to Queensland government contracts. The *Queensland Code of Practice for the Building and Construction Industry*(the Queensland Code) is available at: <https://www.oir.qld.gov.au/industrial-relations/building-and-construction-code-practice-2000>.

# Ethical Supplier Threshold and Ethical Supplier Mandate *(Clause 14.11)*

Contractors shall comply with the Ethical Supplier Threshold and Ethical Supplier Mandate under the Queensland Government Procurement Policy.

# Best Practice Principles *(Clause 14.10)*

The Contractor shall fulfil the commitments made in its offer if the Best Practice Principles applies to this Contract.

# Other legislations and policies

There might be new / revised legislations and policies published from time to time. The Contractor and Contract Administrator should openly discuss this during the Site meeting and raise any concerns to the party if required.

# General business

|  |
| --- |
| Raised by the Contractor |
|  |
| Raised by the Department of Transport and Main Roads |
|  |

| Action list | | | | |
| --- | --- | --- | --- | --- |
| Issue / task | Responsible | Due | Status | Done |
|  |  |  |  |  |