|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | [Insert date here] | **Local Government** | [Insert text here] |
| **Location** | [Insert text here] | **Road** | [Insert text here] |
| **Venue** | [Insert text here] | **Contract and Project No.** | [Insert text here] |

# Attendance

|  |  |
| --- | --- |
| Departmental staff | Name |
| Administrator | [Insert name and firm/TMR Office here] |
| Administrator's Representative | [Insert name and firm/TMR Office here] |
| Site Engineer | [Insert name and firm/TMR Office here] |
| Civil Inspector | [Insert name and firm/TMR Office here] |
| Bridge Inspector | [Insert name and firm/TMR Office here] |
| Contractor’s staff | Name |
| Construction Manager | [Insert name and firm here] |
| Project Manager | [Insert name and firm/TMR Office here] |
| Project Engineer | [Insert name and firm/TMR Office here] |
| Contractor’s Quality Representative | [Insert name here] |
| Environmental Representative | [Insert name here] |
| Landscape Representative | [Insert name here] |
| Works Supervisor | [Insert name and firm/TMR Office here] |
| Design | Name |
| Departmental Project Manager (PM) | [Insert name and firm/TMR Office here] |
| Design Supervisor (If requested by PM) | [Insert name and firm/TMR Office here] |
| Designer (if requested by PM) | [Insert name and firm/TMR Office here] |

Apologies:

# Design

## Errors and Omissions

### Notices to Tenderers

### Cross reference

### Quantities in Schedule

### Construction Costs as a result of Design Errors and Omissions

### Other

## Design Variations

## Suggested modifications for construction economy

## As Constructed Plan Handover to Administrator

## Utility services

## Completed Performance Reports

### Performance Report after completion of Consultant services (Form C7561)

### Performance Report after Construction (Form C7563)

# Documentation

## Plan Quality and presentation

## Setting out details

## Construction Details

## Drainage Design and location

## Type cross‑sections

## Pavement types and pavement materials

## Sign layouts

# Construction quality

## Work Procedures

## Lot identification and status

## Non‑conformances and % Non‑conformances / total Lots

## Quality records

## Audits

# Construction costs

## As a result of Principal Supplied Materials and Works

# Construction issues

## Workplace Health and Safety Plan and Implementation

## Environmental Management Plan and Implementation

## Community Liaison Plan and Implementation

## Service Authorities

## Future maintenance minimisation suggestions

# Program

## Overall timing – Initial vs Actual

## Resources availability

## Delays

### Principal‑generated delays and reasons

### Contractor‑generated delays and reasons

# Job management

## Contract review (including possible breach, Non Conformance Report ( NCR) / Corrective Action Request (CAR) not closed, submission of As Constructed plans, Building Information Modelling (BIM))

## Quality Plan and Implementation (including submission of all field / lab results, Conformance Reports)

## Construction Workplace Plan and Implementation (formerly known as the Safety Plan)

## Environmental Plan and Implementation (including Waste to Recovery, greenhouse gas emission, Infrastructure Sustainability Council Australia (ISCA) reporting))

## Project review meetings (capturing lessons learnt)

## Compliance with policies (QPP – BPIC / BPP, QCLC, Training policy, indigenous policy, and so on)

# Community liaison

## Politicians / Councils

## Local residents and businesses

## Utility Service Authorities

# Maintenance

## Environmental Control Devices

## Special Project surveillance requirements (post Defect Liability Period)

# Traffic management

## Traffic control and difficulties

## Traffic management records including Form M994 for Date of Erection of Regulatory Signs

## Traffic Controller's diaries

# Task list

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