|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | [Insert text 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

|  |  |
| --- | --- |
| Project Manager (Transport and Main Roads) |  |
| Principal's Rep | [Insert name here] |
| 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] |
| Others (such as technical specialists) | [Insert name here] |

Agenda

# Job record systems

## Daily diary

## Assessment of Contractor's progress

## Photographs

# Correspondence

## From the Contractor

## To the Contractor

# Job quantities

## Tender Agreements

# Testing and systems

## Audit testing

# Working Hours

# Safety

## Responsibility

## Non‑conformance by Contractor

# Site Meetings

## Internal

## With the Contractor

# TMR Industry Engagement Charter (Collaboration)

The Principal and the Contractor shall jointly commit to the principles of the industry charter. 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)

The Principal and the Contractor shall:

* review the Charter and consider what it means for the project
* define common objectives
* ensure acceptable values and behaviours
* manage expectations
* get to know team members
* manage ongoing relationships

For more information, please refer to the [*Transport Infrastructure Project Delivery System (TIPDS) Manual volume 1, Appendix A*](https://www.tmr.qld.gov.au/business-industry/Technical-standards-publications/TIPDS.aspx)*.*