|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name** | [Insert text here] | **Contract No.** | [Insert text here] |
| **Contractor** | [Insert text here] | **Date of Meeting** | [Insert text here] |
| **Time** | [Insert text here] | **Location** | [Insert text here] |

# Introduction

## Attendance

## Apologies

## Staff change

# Minutes of previous meeting

## Confirmation of previous minutes

## Business arising from previous meeting

# Correspondence

## Review of correspondence

# Works Program

## Construction Program and Cash Flow

## Progress on-Site

## Extension to the Period for Construction (EOT)

## Date for Completion

# Design feedback

## Design errors and problems

## Constructability problems

## Material problems

## Design reviews

# Variations

## Submitted

## Anticipated

## Approved

# Claims

## Submitted

## Anticipated

## Approved

# Progress Payments

## Payments to Date

## Next Claim Submission

# Quality Management

## Lot Status Register

Including any outstanding lot records, laboratory results from previous months

## Non Conformance Register

## Corrective action requests

## Surveillance Program

# Safety Issues

## Notifiable Occurrences

## Safety Audits / Reviews

## Other safety issues relating to 'Active Client Policy' (if relevant)

Some contracts may require a separate safety meeting to address any potential issues.

# Environmental Issues

## Environmental Audits

## Non-Conformances / Issues

## Cultural Heritage Issues

## Environmental Licence

# Public Relations

## Upcoming Changes

## Complaints

# Insurances and Security

## Potential Insurance Claims

## Security Changes/Claims

# Compliance with policies and Legislations (state and commonwealth)

## Training policy

Ensure all project details are correct in Training Policy Administration System (TPAS), including the project name, address and locality, agency details, contact people and updated Date for Practical Completion.

If the project is an Indigenous project, has an Indigenous Economic Opportunities (IEO) plan with outcomes been signed by all parties and attached to the TPAS project record?

Has the contractor achieving deemed hours for new entrants and upskilling workers?

Any other matters related to training policy?

## Compliance with other policies

Queensland Procurement Policy (QPP), Queensland Charter for Local Content (QCLC), Queensland Code, BPP, BPIC, Australian Government Building and Construction WHS Accreditation Scheme, Ethical Supplier Threshold and Ethical Supplier Mandate (EST and ESM), and so on.

14A Other Key Result Areas and Key Performance Index.

Discuss KRA and KPI in the contract (if any).

# General

## Embankment Earthworks

## Sub-Contractors

## PUP

## Culverts

## Top Soiling

## Survey

## Signage

## Bridges

## Other

# Next Meeting Date

# Meeting Closed