# PROJECT NAME

# MINUTES OF [--%] DESIGN REVIEW MEETING

# Venue: [Location] Date: [Date] Time: [Time]

### **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### **Present**:

**Civil Design:**

[Name] [Position]

[Name] [Position]

**Civil Delivery:**

[Name] [Position]

[Name] [Position]

**Transport Planning:**

[Name] [Position]

[Name] [Position]

**Consultant:**

[Name] [Company Name]

[Name] [Company Name]

### **Apologies**:

[Name] [Position]

### **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### **REFERENCE DOCUMENT:**

**Refer to the Roads Roadmap for review requirements, particularly sections 3.1.5, 3.1.7, 5.1.10, 5.1.15 and 5.1.20 for the requirements at Design Reviews.**

### **Status of Documentation & Specification**

(Drawings, quantities, estimate, tender documents, design report, service alterations, clearances, third party approvals)

|  |  |  |
| --- | --- | --- |
| **ITEM** | **DESCRIPTION** | ACTION |
| **01.01** | * [Record Action item] | [By Whom] |
| **01.02** | * [Record Action item] | [By Whom] |
| **01.03** | * [Record Decision and/or agreement] |  |
| **01.04** | * [Record Decision and/or agreement] |  |
| **01.05** | * Other noted items |  |

### **Estimate and Funding Issues**

(Estimate type: Order cost, preliminary, Tender, Limit of cost, P50, P90)

|  |  |  |
| --- | --- | --- |
| **ITEM** | **DESCRIPTION** | ACTION |
| **02.01** | * [Record Action item] | [By Whom] |
| **02.02** | * [Record Action item] | [By Whom] |
| **02.03** | * [Record Decision and/or agreement] |  |
| **02.04** | * [Record Decision and/or agreement] |  |
| **02.05** | * Other noted items |  |

### **Consequential Effects of Project**

(Estimate greater than budget, scope reduction, additional funds, delays)

|  |  |  |
| --- | --- | --- |
| **ITEM** | **DESCRIPTION** | ACTION |
| **03.01** | * [Record Action item] | [By Whom] |
| **03.02** | * [Record Action item] | [By Whom] |
| **03.03** | * [Record Decision and/or agreement] |  |
| **03.04** | * [Record Decision and/or agreement] |  |
| **03.05** | * Other noted items |  |

### **Service Authority Liaison and Requirements**

(Water, sewer, HV power, LV power, Telstra, Austar, Optical fibre, Irrigation, Traffic Signal cables and detector loops, Traffic counters, Underground drainage)

|  |  |  |
| --- | --- | --- |
| **ITEM** | **DESCRIPTION** | ACTION |
| **04.01** | * [Record Action item] | [By Whom] |
| **04.02** | * [Record Action item] | [By Whom] |
| **04.03** | * [Record Decision and/or agreement] |  |
| **04.04** | * [Record Decision and/or agreement] |  |
| **04.05** | * Other noted items |  |

### **AAPA Clearances and Environmental Approvals**

(AAPA certificate, Risk Assessment, Notice of Intent Aboriginal Land Council, Other Councils, Land owner, Parks Australia, P&WLC – for the project, gravel/fill sources, watering points, access roads, contractors camp, plant turnarounds)

|  |  |  |
| --- | --- | --- |
| **ITEM** | **DESCRIPTION** | ACTION |
| **05.01** | * [Record Action item] | [By Whom] |
| **05.02** | * [Record Action item] | [By Whom] |
| **05.03** | * [Record Decision and/or agreement] |  |
| **05.04** | * [Record Decision and/or agreement] |  |
| **05.05** | * Other noted items |  |

### **Technical Issues Arising from Review**

#### Layout, Design Speed, Gradelines and Grading

|  |  |  |
| --- | --- | --- |
| **ITEM** | **DESCRIPTION** | ACTION |
| **06.10** | * [Record Action item] | [By Whom] |
| **06.11** | * [Record Action item] | [By Whom] |
| **06.12** | * [Record Decision and/or agreement] |  |
| **06.13** | * [Record Decision and/or agreement] |  |
| **06.14** | * Other noted items |  |

#### Drainage

|  |  |  |
| --- | --- | --- |
| **ITEM** | **DESCRIPTION** | ACTION |
| **06.21** | * [Record Action item] | [By Whom] |
| **06.22** | * [Record Action item] | [By Whom] |
| **06.23** | * [Record Decision and/or agreement] |  |
| **06.24** | * [Record Decision and/or agreement] |  |
| **06.25** | * Other noted items |  |

#### Geotechnical, Pavement, Maintenance

|  |  |  |
| --- | --- | --- |
| **ITEM** | **DESCRIPTION** | ACTION |
| **06.31** | * [Record Action item] | [By Whom] |
| **06.32** | * [Record Action item] | [By Whom] |
| **06.33** | * [Record Decision and/or agreement] |  |
| **06.34** | * [Record Decision and/or agreement] |  |
| **06.35** | * Other noted items |  |

#### Streetlighting, Traffic Signals, Traffic Controls

|  |  |  |
| --- | --- | --- |
| **ITEM** | **DESCRIPTION** | ACTION |
| **06.41** | * [Record Action item] | [By Whom] |
| **06.42** | * [Record Action item] | [By Whom] |
| **06.43** | * [Record Decision and/or agreement] |  |
| **06.44** | * Other noted items |  |

#### Landscaping

|  |  |  |
| --- | --- | --- |
| **ITEM** | **DESCRIPTION** | ACTION |
| **06.51** | * [Record Action item] | [By Whom] |
| **06.52** | * [Record Action item] | [By Whom] |
| **06.53** | * [Record Decision and/or agreement] |  |
| **06.54** | * [Record Decision and/or agreement] |  |
| **06.55** | * Other noted items |  |

#### Constructability

|  |  |  |
| --- | --- | --- |
| **ITEM** | **DESCRIPTION** | ACTION |
| **06.61** | * [Record Action item] | [By Whom] |
| **06.62** | * [Record Action item] | [By Whom] |
| **06.63** | * [Record Decision and/or agreement] |  |
| **06.64** | * [Record Decision and/or agreement] |  |
| **06.65** | * Other noted items |  |

### **Special Clauses to be included in the Tender Documents for Project Specific requirements**

#### (Restricted working hours, indigenous employment, traffic control, order of work, separable parts, non-standard products, non-standard work methods. Refer 5.3.3 of the Roadmap)

|  |  |  |
| --- | --- | --- |
| **ITEM** | **DESCRIPTION** | ACTION |
| **07.01** | * [Record Action item] | [By Whom] |
| **07.02** | * [Record Action item] | [By Whom] |
| **07.03** | * [Record Action item] |  |
| **07.04** | * [Record Action item] |  |
| **07.05** | * Other noted items |  |

### **Tendering and Procurement**

|  |  |  |
| --- | --- | --- |
| **ITEM** | **DESCRIPTION** | ACTION |
| **08.01** | * [Record Action item] | [By Whom] |
| **08.02** | * [Record Action item] | [By Whom] |
| **08.03** | * [Record Decision and/or agreement] |  |
| **08.05** | * Other noted items |  |

### **Communications and Stakeholder Liaison**

(Public consultation, client requirements, public notices, reporting to the Commonwealth)

|  |  |  |
| --- | --- | --- |
| **ITEM** | **DESCRIPTION** | ACTION |
| **09.01** | * [Record Action item] | [By Whom] |
| **09.02** | * [Record Action item] | [By Whom] |
| **09.03** | * [Record Decision and/or agreement] |  |
| **09.04** | * [Record Decision and/or agreement] |  |
| **09.05** | * Other noted items |  |

### **Safety**

|  |  |  |
| --- | --- | --- |
| **ITEM** | **DESCRIPTION** | ACTION |
| **10.01** | * [Record Action item] | [By Whom] |
| **10.02** | * [Record Action item] | [By Whom] |
| **10.03** | * [Record Decision and/or agreement] |  |
| **10.04** | * [Record Decision and/or agreement] |  |
| **10.05** | * Other noted items |  |

### **Other Items**

|  |  |  |
| --- | --- | --- |
| **ITEM** | **DESCRIPTION** | ACTION |
| **11.01** | * [Record Action item] | [By Whom] |
| **11.02** | * [Record Action item] | [By Whom] |
| **11.03** | * [Record Decision and/or agreement] |  |
| **11.04** | * [Record Decision and/or agreement] |  |
| **11.05** | * Other noted items |  |

**ATTACHMENTS**

(insert attachments, if any)

**NEXT MEETING: [insert date]**

**Minutes Signed by all parties to the meeting:**

**Civil Design:**

**Civil Delivery:**

**Transport Planning:**

**Consultant:**