

Meeting Record
KiwiRail Holdings Ltd

Project: Halswell Junction Road (HJR) Level Crossing Relocation	Reference: HJR
Location: Teams	Meeting Date: 17/03/2023

Present	Apology	Copy	Circulate	Name:	Organisation:
Y				Privacy 9(2)(a)	KiwiRail (KR)
Y				Privacy 9(2)(a)	CCC
Y				Privacy 9(2)(a)	KiwiRail (KR)
Y				Privacy 9(2)(a)	CCC
Y				Privacy 9(2)(a)	CCC
Recorded By: Privacy 9(2)(a)				Total Pages: 3	
Privacy 9(2)(a)					
Subject: Project Meeting 26					

ID	Details:	Action By/Date:
1.00	General Business	
1.01	n/a	Note
2.00	Health & Safety	
2.01	No new incidents to report. No safety moment offered by the group.	Note
3.00	Programme	
3.01	<i>NOTE – Section 7 – Finances was discussed first with Privacy 9(2)(a) Programme and subsequent sections were discussed afterwards.</i> TM noted the signals team has indicated that the approval date for the signalling design, HIMA component inclusive has come forward from the programmed date of 4/8/23. However, the subsequent task of prefabrication has not moved. TM has discussed the potential for pulling the pre-fab forward with the national manager responsible. At present other projects are scheduled for that earlier period. TM to continue to liaise with national manager responsible for the prefabrication to target pulling task forward.	TM
3.02	TM noted planning sessions with FH continue. Strategy for BOL 1 and 2 changed to best accommodate timeframes and resources.	Note
4.00	Design	

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4.01	<p>TM and LW discussed responsibilities for features straddling edge of the KR / CCC boundary. KiwiRail to responsible for</p> <ul style="list-style-type: none"> • gates area • fencing • KR gear by KR team irrespective of location <p>LW to share full set of Council drawings with TM. Asphalt and kerbing extent of responsibilities to be agreed and noted on both sets of drawings. Drawings to be made consistent. <i>*Note – TM indicated KR responsible for asphalt to KR boundary but there is a need to check drawings are consistent. TM to set up dedicated meeting to agree delineation.</i> LW to update CCC drawings once delineation agreed.</p>	<p>TM</p> <p>LW</p>
4.02	LW to check with Amo that access requirements have been accommodated fully in design. Drop down kerbs are evident but there does not appear to be an access track into the corridor.	LW
4.03	LW queried how CCC had received approval for their signals design. TM indicated that he had received confirmation via email. TM to check and share confirmation.	TM
5.00	Communications	
5.01	CCC and KR to maintain communications as per ongoing arrangement, with fortnightly meeting.	Note
6.00	Procurement	
6.01	n/a	n/a
7.0	Finances	
7.01	<p>TM provided overview of Life to Date, Cost to Complete, Estimate at Completion and Variance from current Budget. TM highlighted</p> <p>Commercial activities- Section 9(2)(i) [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>Note</p> <p>TM</p> <p>TM</p>
8.00	Construction	
8.01	n/a	Note
10.00	Quality Assurance	
10.01	Nothing to report.	n/a
11.00	Risks / Opportunities	

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11.01	TM noted during discussion on finances (refer to 7.01) that risk remains with design process incomplete, contaminated material and planning process is evolving.	Note
12.00	Legal/Property	
12.01	DOG LW provided Deeds team / Delilah with the necessary details. Current open action is with the deeds team as they consult with the engineering teams for feedback. Team to monitor progress.	TM
13.0	Consenting/RMA	
13.01	n/a	Note
14.0	Key Decisions	
14.01	Nothing to report.	Note
15.0	Other Business	
15.01	n/a	TM

Next Meeting: Tuesday 28/3/23 at 10am via Teams

Attachments: Nil