

Meeting Record
KiwiRail Holdings Ltd

Project: Halswell Junction Road (HJR) Level Crossing Relocation	Reference: HJR
Location: Teams	Meeting Date: 31/01/2023

Present	Apology	Copy	Circulate	Name:	Organisation:
y				Privacy 9(2)(a)	CCC
	y			Privacy 9(2)(a)	KiwiRail (KR)
y				Privacy 9(2)(a)	CCC
y				Privacy 9(2)(a)	KiwiRail (KR)
✓				Privac	CCC / Advanced Traffic
✓				Privacy 9(2)(a)	KiwiRail (KR)
✓				Privacy 9(2)(a)	CCC

Recorded By: Privacy 9(2) **Total Pages:** 3

Subject: Project Meeting 22

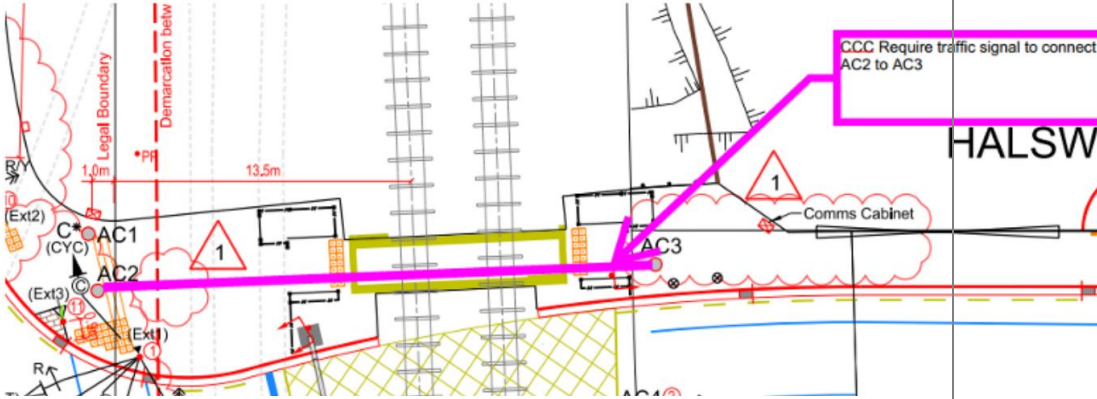
Post meeting note.
 Privacy – introduced Privacy 9(2)(a) who will be taking over the Project HJR from Privacy soon.
 Thanks, Privacy for her hard work and dedication to the Project.

ID	Details:	Action By/Date:
1.0	General Business	
1.1	Consenting was discussed first due to guests present. Refer to Section 13 for details.	Note
2.0	Health & Safety	
2.01	TM noted there was a minor incident in November but only reported to TM, whereby a Downer vehicle backed into the a concrete pit. TM noted that the KR team were content with the actions taken and consider the item closed.	Note
3.00	Programme	
3.01	TM noted that Downer are still on site completing ballasting but FH will be given the site on 13 th Feb if they have resources to start then. SG to review Downer completion date.	Note

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3.02	<p>SN highlighted that CCC need to confirm to their preferred contractor how they will proceed on the back of when KR believe they will have completed their works. Commercial activities- Section 9(2)(i)</p> <p>TM explained what he was told pre-christmas break i.e. that HIMA could take as long as up to December 2023 or January 24. Physical works would need to follow. Therefore, TM was investigating a Plan B solution that would enable level crossing to be opened but would required HIMA to be installed at later date. Commercial activities- Section 9(2)(i)</p> <p>TM indicated noted a meeting was planned later today and that most of KR were returning to work on the 16th January. TM to progress with utmost urgency. Ongoing</p>	Note TM
3.03	TM noted next progress meeting with FH was Thursday coming.	Note
3.04	<p>SN requested an indication on programme. CCC are targeting this Friday to announce preferred tenderer however, if delay with staging of works is significant they may reconsider strategy.</p> <p>SN flagged construction phasing concern as CCC design includes an island which limits access to the business nearest the new level crossing.</p> <p>TM to discuss options internally after signals meeting on Wednesday and advise.</p> <p>TM supplied Programme to CCC.</p>	TM
4.00	Design	
4.01	n/a	Note
5.00	Communications	
5.01	<p>CCC and KR to keep in touch regarding programme.</p> <p>Going well – with fortnightly meeting.</p>	Note
6.0	Procurement	
6.1	n/a	SN
7.0	Finances	
7.1	<p>TM to confirm if any payments to further to invoice issued on the 7th December are necessary before 20th</p> <p>Complete</p>	TM
7.2	<p>SN has requested a forecast for first 6 months of 2023. TM to action.</p> <p>TM Supplied to CCC.</p>	TM
8.0	Construction	
8.1	Refer to 2.01 and 3.03 for notes on Downer’s activities on site at present relating to the civil and drainage works ongoing at yard and down main.	Note
10.0	Quality Assurance	
10.1	Nothing to report.	n/a

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11.0	Risks / Opportunities	
11.1	N/A	Note
12.0	Legal/Property	
11.01	PMcC noted that water pipe at existing level crossing is to be decommissioned.	Note
11.02	DA noted grant application for utility at Halswell Junction Road declined as it was too close to the track, Commercial activities- Section 9(2)(i) <div style="background-color: black; width: 100%; height: 15px; margin: 5px 0;"></div> <div style="background-color: black; width: 100%; height: 15px; margin: 5px 0;"></div> <p>TM to discuss install with FH at Thursday progress meeting with FH.</p>	NOTE
11.03	 <p>DA confirmed that a new grant is necessary for ducts required for the traffic signals. Bill confirmed 100mm orange duct required. SN noted that CCC were told only one duct could be installed by the Council though TM highlighted that this may not be accurate. SN to confirm how many ducts CCC would like to install and provide spec for duct. TM to check if FH would procure the duct.</p>	SN TM
11.04	<p>Traffic Signal Pole</p> <p>DA confirmed that a deed of grant is required for the traffic poles. DA does not required all details. TM and DA to discuss and confirm requirements. DA to send template to TM to show what details are necessary. TM to issue.</p> <p>SG to check with KR Signals – if CCC poles can be used by Signals – as per Riccarton Road.</p>	TM DA SG
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	TM and SG to check when next PCG is scheduled. Next PCG – 23 February 2023.	TM

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15.02	TM on leave 28 th January to 14 th February.	Note

Next Meeting: Tuesday 14/2/23 at 10am via Teams

Attachments: Nil