

Meeting Record
KiwiRail Holdings Ltd

Project: Halswell Junction Road (HJR) Level Crossing Relocation	Reference: HJR
Location: Teams	Meeting Date: 28/03/2023

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)
Recorded By: Privacy - 9(2)				Total Pages: 3	
Subject: Project Meeting 27					

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. Team to be mindful of stormy weather south island is currently facing.	Note
3.00	Programme	
3.01	TM to continue to liaise with national manager responsible for the prefabrication to target pulling task forward. TM noted no change. TM to raise with national manager.	TM
3.02	FH to confirm start date - 3/4/23. <ul style="list-style-type: none"> Briefing with elected members on the 4th, presentation to be submitted this Friday. Verbal briefing this Friday. Meeting date 17th May. Sign-off for decision 24th but due to public hols 21st April. <p>Commercial activities- Section 9(2)(i)</p> <p>TM asked to clarify what peer review is to include. LW noted that Sharon is looking to understand that the costs to complete flagged is valid. That it is reviewed independently.</p>	TM

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3.03	<p>TM flagged that discussions have been progressing over the procurement approach. Commercial activities- Section 9(2)(i) [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED] TM does not have a date to understand when the civil drawings will be updated. TM noted that this period extends over the easter break. TM noted discussion had with planner about alternative BOL date should we wish to cancel the date for the May BOL given the time constraints. Other BOLs in programme explored but resourcing constraints mean that this project cannot avail of those already booked BOLs. Planner indicated that preference is to retain May BOL 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>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	Note
3.04	<p>Commercial activities- Section 9(2)(i) [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	Note
3.05	<p>TM provided overview of what was planned in each BOL at present.</p>	Note
<p>4.00 Design</p>		
4.01	<p>TM and LW discussed responsibilities for features straddling edge of the KR / CCC boundary.</p> <p>LW to arrange meeting with Contracts manager.</p> <p>TM noted that drawings need to be updated and it's key to agree these details to inform that task asap to help team undertake the cost assessment.</p>	LW Note
4.02	<p><i>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.</i></p> <p>LW noted this action remains open. LW to chase Amo to update the drawings.</p>	LW
4.03	<p>LW queried how CCC had received approval for their signals design. TM shared email approval.</p>	Closed
<p>5.00 Communications</p>		
5.01	<p>CCC and KR to maintain communications as per ongoing arrangement, with fortnightly meeting.</p>	Note
<p>6.00 Procurement</p>		

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6.01	As part of the enabling works FH need to undertake two further tasks, trenching at pound road and service / access tracks to facilitate the BOL works. Commercial activities- TM noted FH engaged to sort bund and carrier pipe under the track as these two tasks were first on the programme and there was a need to engage to address programme risk of not being ready for the BOL. TM to engage FH for two further tasks.	n/a
7.00	Finances	
7.01	Refer to 3.02 above for timeline team working to.	Note
7.02	TM noted that figures presented at last meeting were an estimate at the time and details are to be provided.	Note
7.03	Commercial activities- Section 9(2)(i)	SG
8.00	Construction	
8.01	n/a	Note
10.00	Quality Assurance	
10.01	Nothing to report.	n/a
11.00	Risks / Opportunities	
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
11.02	Refer to other risks flagged above.	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. LW to chase Delilah to check progress.	LW
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 11/4/23 at 10am via Teams
Attachments: Nil