

**Meeting Record**  
**KiwiRail Holdings Ltd**

<b>Project:</b> Halswell Junction Road (HJR) Level Crossing Relocation	<b>Reference:</b> HJR
<b>Location:</b> Teams	<b>Meeting Date:</b> 17/02/2023

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)
y				Privacy - 9(2)(a)	CCC
<b>Recorded By:</b> Privacy - 9(2)				<b>Total Pages:</b> 3	
<b>Subject:</b> Project Meeting 23					

ID	Details:	Action By/Date:
<b>1.00</b>	<b>General Business</b>	
1.01	LW and TM introduced.	Note
<b>2.00</b>	<b>Health &amp; Safety</b>	
2.01	TM noted that two recent very minor incidents would be closed as Contractor Downer has demobilised. Actions raised by Zero Harm representative related to fencing and the hazard board. The associated actions have been closed.	Note
<b>3.00</b>	<b>Programme</b>	
3.01	TM provided overview of programme submitted to SN highlighting key areas and providing background. One key date for signals design approval including HIMA component is 4 <sup>th</sup> August 2023. The pre-fabrication required is less certain as team do not have the design nor have they undertaken prefabrication for this type before. Duration included for pre-fabrication is an estimate using a number of assumptions only.	Note
3.02	<b>Commercial activities- Section 9(2)(i)</b> ██ ██ ██ The aim for Fulton Hogan however, is to be on site for the 27 <sup>th</sup> Feb though this is contingent a permit being granted, SSSP approved in accordance with KiwiRail processes.	Note
3.03	Fortnightly meetings with FH are progressing. There's an action with FH to produce programme relating BOLs and overall programme for delivery of civil items including BOL works.	Note

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3.04	LW queried rationale for tasks extending into 2024. TM noted that tasks followed on from approved signals design 4/8/23. TM flagged that pre-fabrication was a best guess as team had not fabricated this equipment before and had no design. Tasks following on from this have not been planned in real detail. Once approved design is received the team will then invest more time in the planning of tasks the follow prefabrication including commissioning / decommissioning works which will required collaboration with CCC. LW noted CCC keen to align programmes for commissioning.	Note
<b>4.00</b>	<b>Design</b>	
4.01	TM noted pole shown on Council IFC drawing was queried during site walkover as it showed road traffic lights and level crossing warning lights on the same pole. TM noted that this was unusual but heard it was completed recently at Riccarton. TM noted he would complete check to ensure this is not an issue to avoid potential delay later on.	TM
<b>5.00</b>	<b>Communications</b>	
5.01	CCC and KR to maintain communications as per ongoing arrangement, with fortnightly meeting.	Note
<b>6.00</b>	<b>Procurement</b>	
6.01	n/a	SN
<b>7.0</b>	<b>Finances</b>	
7.01	LW noted no issues outstanding from last invoice period.	Note
7.02	Commercial activities- Section 9(2)(i) [REDACTED] Commercial activities- Section 9(2)(i) [REDACTED] [REDACTED]	TM
7.03	Commercial activities- Section 9(2)(i) [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	TM
<b>8.00</b>	<b>Construction</b>	
8.01	Commercial activities- Section 9(2)(i) [REDACTED] [REDACTED]	Note
<b>10.00</b>	<b>Quality Assurance</b>	
10.01	Nothing to report.	n/a
<b>11.00</b>	<b>Risks / Opportunities</b>	

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11.01	TM noted that Jacobs had recently produced a Contamination Report that included recommendations for the handling of material moving forward. TM noted he did not have the chance to review the document but document would be shared that day with FH as part of the planning. TM flagged there may be a need for potholing to mitigate the risks associated with the contamination.	Note
11.02	LW queried what risk did the flooding events on the north island may have on the project with respect to resourcing. TM noted that this risk was raised during planning session with FH. At present neither FH or KR are impacted. TM to discuss with planner to clarify risk level to the project.	TM
<b>12.00</b>	<b>Legal/Property</b>	
12.01	DOG LW requested TM to follow up on query to Delilah regarding grant. TM to action after that meeting and advise LW.	TM
12.02	TM flagged that issue Delilah flagged with previous application related to different area (existing level crossing) rather than proposed level crossing location, it appeared from comments that confusion existed over the location. PMcC joined call to provide clarity. Issue considered closed.	Note
<b>13.0</b>	<b>Consenting/RMA</b>	
13.01	n/a	Note
<b>14.0</b>	<b>Key Decisions</b>	
14.01	Nothing to report.	Note
<b>15.0</b>	<b>Other Business</b>	
15.01	n/a	TM

**Next Meeting:** Tuesday 7/3/23 at 10am via Teams

**Attachments:** Nil