

Bulletin 43: 7 March 2016

## **Project Level Discussions (PLDs)**

### **Preparing and Arranging Meetings**

The purpose of Project Level Discussion (PLD) meetings is to confirm an appropriate balance of impacts vs. activity needs and to record the relevant information supporting this. The objective is that the CTOC representative(s) can make an informed decision on whether they support the proposed impacts.

PLDs can be arranged by the Project Owner and/or the Contractor / Traffic Management Provider. When a PLD meeting is arranged, i.e. the meeting invite is sent out, CTOC require that simple base level of information is provided along with the meeting invite. This is likely to be 1 or 2 sentences/bullet points on each element below, and could be provided in the form of a ½ page email. The reason we require this information is to enable preparation, any pre-work, and to facilitate better decision-making within the meeting.

If key information is not provided, CTOC will consider postponing the PLD until it is available.

#### **1 Scope of Works**

Location, work area, roadspace required and impact proposed, proposed detours etc. Ideally a plan of the site layout should be provided.

#### **2 Dates and Hours of Work**

Proposed start date, end date, and time-of-day work (i.e. full day, inter-peak, night work, continuous etc).

#### **3 Justification for Roadspace**

Rationale behind the requested roadspace requirement. i.e. type of construction activity, positioning of plant etc.

#### **4 Methodology and Options Consideration**

What method is being used and why. What alternative options were considered and why were these discounted.

#### **5 Transport Impacts Expected and Mitigation**

Traffic volume effected, very rough estimate of delays anticipated to general traffic, impact to buses and bus stops, length and viability of any proposed detours, any other significant concerns (e.g. stakeholders, businesses, cyclists etc) and what mitigation is proposed.

Provision of the above information will save time and effort during the PLD process, and in some circumstances providing this information may mean that a PLD meeting is not required.

Projects with significant impacts should always be entered into the Forwards Work Viewer (<https://www.forwardworks.co.nz>) to enable early awareness and conversations. All project teams should review the TIM Group minutes and attachments to check for PLD requests.

PLD meetings can be initiated by the project team if they anticipate this request coming from the TIM Group / CTOC.

When arranging PLDs, CTOC reps should be contacted a few days in advance to check for availability so that a mutually convenient time and date can be agreed. CTOC are happy to assist the project team source and assess the requested data, though it is requested that the project team proactively lead this where practical.

Further detail is usually assessed within the PLD meeting as outlined in the following document: [http://tmpforchch.co.nz/wp-content/uploads/2014/07/PLD-DISCUSSION-TOPICS\\_v1-FINAL\\_20140714.pdf](http://tmpforchch.co.nz/wp-content/uploads/2014/07/PLD-DISCUSSION-TOPICS_v1-FINAL_20140714.pdf)

On behalf of the Temporary Traffic Management team.

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