



Procurement Strategy

Tasman District Council

UPDATED MAY 2013

TASMAN DISTRICT COUNCIL

Procurement Strategy

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1 Executive Summary

Tasman District Council does not have a formal Procurement Strategy currently in place. This Strategy has been prepared to meet New Zealand Transport Agency's (NZTA) requirements for expenditure from the National Land Transport Fund, it describes the procurement environment that exists within the Tasman District.

The Council's objectives are to:

- implement policies and financial management strategies that advance the Tasman District
- ensure sustainable management of natural and physical resources, and security of environmental standards
- sustainably manage infrastructure assets relating to Tasman District
- enhance community development and the social, natural, cultural and recreational assets relating to Tasman district
- promote sustainable economic development in the Tasman District.

These objectives are fully described in the Council's Long Term Plan (LTP).

This Procurement Strategy principally focuses on Engineering Services activities but is framed in the NZTA procurement plan format, which is consistent with whole of government procurement initiatives.

An overview of the strategy for the procurement of Professional Services is:

Activity type	Summary of proposed procurement delivery
Asset planning and management, network and systems contract management, project management and monitoring, contracts financial management and road safety	<p>In house professional services via a Service Level Agreement between the Chief Executive Officer and the Manager responsible for the Business Unit delivering the in house service. The Agreement will stipulate the scope of work, program, deliverables, cost of services, cost and performance monitoring and resources.</p> <p>Service Level Agreements will be reviewed and updated annually.</p>
Consultancy Services - Term Contracts:	Specific procurement strategy to be determined for each contract.
Major Capital Projects:	Where a project is considered significant the project becomes a major project. Council will determine the extent to which a project is considered significant using the thresholds, criteria and procedures as detailed in Council's LTP. Major projects will be assessed on their own merits to determine the appropriate procurement strategy for that project.
Consultancy Services >\$150k:	<p>Direct to market tender process. Use of Price Quality selection methods. Performance measures as appropriate.</p> <p>Mixed delivery model as appropriate e.g. payment linked to performance.</p>
Consultancy Services >\$50k and <\$150k:	<p>Go through a formal selection process using a prequalification system and Request for Information (RFI), to establish a qualified panel of consultants, primarily on non price attributes. When a tender is let, invite all consultants from the appropriate prequalified supplier panel to submit a tender giving their price, confirmation of resources, methodology and programme.</p> <p>Use panel approach to help build local consultant capability and capacity to sustainably deliver quality outcome projects to Council into the future.</p> <p>Performance measures as appropriate.</p> <p>Mixed delivery model as appropriate e.g. payment linked to performance. The opportunity for registration and selection to the supplier panel will be provided annually.</p> <p>Council may choose Direct to Market tender process.</p>
Consultancy Services <\$50k:	<p>Go through a formal selection process using a prequalification system and Request for Information (RFI) to establish a qualified panel of suppliers primarily on non price attributes. Then select a consultant from a minimum of <u>one</u> selected tenderer based on one or more of: previous performance; price; quality.</p> <p>Use panel approach to help build local consultant capability and capacity to sustainably deliver quality outcome projects to Council into the future.</p> <p>Performance measures as appropriate.</p> <p>The opportunity for registration and selection to the supplier panel will be provided annually.</p> <p>Council may choose Direct to Market tender process.</p>
Trial Procurement Models:	Tasman District Council may consider alternative delivery models for a selection of projects where these models adequately address the project

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Attachment 1

Activity type	Summary of proposed procurement delivery
	risk profile.

An overview of the strategy for the procurement of Physical Works services is:

Activity type	Summary of proposed procurement delivery
Term Network Maintenance Contracts	Term network maintenance projects will be assessed on their own merits to determine the appropriate procurement strategy for that project. Council will develop a specific strategy depending on the criteria, drivers and procedures of Council and NZTA to meet their objectives.
Major Capital Projects:	Where a project is considered significant the project becomes a major project. Council will determine the extent to which a project is considered significant using the thresholds, criteria and procedures as detailed in Council's LTP. Major projects will be assessed on their own merits to determine the appropriate procurement strategy for that project.
All Projects >\$500k:	Direct to market tender process to select a contractor based on previous performance, price, quality and capacity to undertake the work. Performance measures as appropriate. Mixed delivery model as appropriate e.g. payment linked to performance.
Renewals, miscellaneous maintenance and Capital projects >\$100k and <\$500k:	Go through a formal selection process using a prequalification system and Request for Information (RFI), to establish a qualified panel of suppliers, primarily on non price attributes. When a tender is let, invite all suppliers from the appropriate prequalified Supplier Panels to submit a tender giving their price, confirmation of resources, methodology and programme. Performance measures as appropriate. Mixed delivery model as appropriate e.g. payment linked to performance. The opportunity for registration and selection to the supplier panel will be provided annually. Council may choose: <ol style="list-style-type: none"> 1. Direct to market and open to all contractors through Tenderlink. 2. Variation to an existing contract, but only with the prior approval of the Engineering Manager; and where Council has an existing contract in place; and where the value, proximity or nature of the physical work is commensurate with the existing contract works; then Council may invite that contractor to complete that work as a variation to the existing contract.
Renewals, Miscellaneous Maintenance and Capital Projects <\$100k:	Council will procure through one of the following processes: <ol style="list-style-type: none"> 1. Supplier Panel (as described above): Council will invite <u>one</u> or more prequalified Supplier Panel member(s) from the most appropriate panel to tender for the work. The selection of the panel member(s) invited to tender will be based on previous performance, price, quality and capacity to undertake the work. 2. Variation to Existing Contract: Where Council has an existing contract in place and the value, proximity or nature of the physical work is commensurate with the existing contract works, then Council may invite that contractor to complete that work as a variation to the existing contract. Physical works procured in this manner with a value of greater than \$50,000 will need the prior approval of the Asset Manager. 3. Invited Tender: This will generally be where the physical works does not fall within the description of the Supplier Panels. Subject

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Activity type	Summary of proposed procurement delivery
	<p>to the prior approval of the Engineering Manager, Council may choose to invite tenders where it considers that there will only be one or a small number of contractors who are able to be competitive in delivering the physical works.</p> <p>4. Direct to market and open to all contractors through Tenderlink.</p>
<p>Trial Procurement Models:</p>	<p>Tasman District Council may consider alternative delivery models for a selection of projects where these models adequately address the project risk profile:</p>

Attachment 1

2 Policy Context

Tasman District Council has decided to maintain a cautious steady approach to its delivery of services and provision of infrastructure to meet the growth and other needs of the District and to help the sustainability of its communities.

2.1 Background

The Nelson Tasman Region is located in the north west of the South Island. It covers the area from the Whangamoia Ranges (at the boundary of Marlborough District) in the east, to Murchison in the south and Golden Bay in the north-west. Tasman Bay is located to the north.

The main population of the Nelson Tasman Region is centred in Nelson City, with a resident population of 42,891 at the 2006 Census. Richmond is the second largest and fastest growing town in the region with 12,953 residents at the 2006 Census. Motueka is the third largest town, with 6,242 residents at the 2006 Census. The region contains many other small and distinct communities. Tasman District, which includes Richmond and Motueka, had a total resident population of 44,616 at the 2006 Census.

The region is known for the natural beauty of its landscapes. Fifty-eight percent of Tasman District is national park.

The main drivers of the Tasman economy continue to be horticulture, forestry, fishing agriculture and tourism. These provide the economic base for the community. A range of other industries are growing in importance to the local economy, including aquaculture, research and development, information technology and industries using the natural products in the area.

Tasman District covers 9,786 square kilometres of mountains, parks, waterways and includes 725 km of coastline.

Our Place in the future:

- making sure we have enough high quality drinking water and water available for irrigation to support the continued development of the primary sector
- making sure development is sustainable
- maintaining a high quality natural environment
- providing a good transportation network of roads, cycleways and walkways
- providing infrastructure to meet residential industrial and business growth
- fostering safe and friendly communities
- maintaining the vitality of our small rural communities
- working collaboratively on a range of issues and sharing services with our neighbouring councils.

Tasman District Council will provide much of the core infrastructure on which our business and communities depend, assist in the creation of the meaningful employment opportunities and promote various transport options.

In developing its LTP and its Procurement Strategy, Council has borne in mind the public concern about affordability and the current economic conditions, when deciding what activities and services will or will not be permitted. It has taken a conservative approach on what it will provide. The Council is also aware that it

indirectly purchases products locally and contracts for work to be undertaken on its behalf. These activities help stimulate local economy and provide basic infrastructure for growth.

While mindful of its influence on the local economy, Council is continually looking for ways to deliver services more efficiently and effectively. Council has encouraged existing contractors and service providers and where possible, provided opportunities for new providers to enter the market. They have achieved this through a generally public tendering process and structuring contracts to suit the regional market. Council have used a mix of procurement models ranging from a selection of specialist providers to large network management contracts for periods of five years or more. The drivers behind the procurement strategy for Tasman District Council are:

- efficient and effective delivery of service
- value for money
- sustainable economic growth
- building contractor capability to sustain a competitive environment
- sustain quality and a healthy environment.

Up until 2005 the Nelson Tasman Region sustained a reasonable mix of contractors with larger projects attracting interest from outside the region. With the significant growth additional contractors, across all services, entered the market but with varying capability. It is envisaged this will stabilise again over the next 10 years. Specialist areas will continue to require expertise to be brought into the region. The performance of the contractors has generally been satisfactory. Council is keen to facilitate a consistent high quality of service.

From mid 2013 key strategic and operational activities including asset management, network and systems management, programme and project management and the administration of customer service requests requirements will be brought in-house, with professional service providers being used for project related activities and specialist technical areas.

2.2 Assets and Activities Covered by this Strategy

The assets and activities covered by this strategy are:

- Land transportation – 1,680 km of roads: 915 km sealed, 765 km unsealed, 467 bridges and footbridges, 184 km footpaths, 21 carparking facilities, 3,735 streetlights
- Coastal structures – wharves at Mapua and Riwaka, jetties and boat ramps, coastal protection works at Ruby Bay/Mapua and Marahau
- Motueka and Takaka Aerodromes
- Water – 16 water supply areas, 659 km pipelines, 34 pumping stations, 11,387 domestic connections, 43 reservoirs
- Wastewater – 14 Urban Drainage Areas, 323 km pipeline, 2,250 manholes, 75 sewerage pumping stations, 7 wastewater treatment plants
- Stormwater – 15 Urban stormwater drainage areas, assets used include drainage channels, piped reticulation networks, tide gates, detention or ponding areas, inlet structures, discharge structures
- Solid waste – 1 operational landfill, 5 resource recovery centres
- Rivers – 285 km of rivers, assets include river protection works such as stopbanks, rock and willows.

2.3 Existing Delivery Models and Contract Types

Council has to date typically used the traditional (staged) delivery model across all activities. Some elements of design build have been incorporated into a few contracts. Design build contracts, if to continue, will require more understanding and acceptance of the allocation and ownership of risk.

The Council has used a reasonable mix of supplier selection methods – lowest price; price/quality and direct negotiation.

The choice of supplier selection method has been made after a review of the following:

- value of work
- complexity
- assessment of environmental or other risks
- current state of the contractor market
- efficiency of contract administration
- capability of contractors
- public profile

The contract types used by council have generally been:

- measure and value with some lump sum aspects for physical works using the NZS3910 General Conditions of Contract
- lump sum, unit rate and time based for professional services covering strategic development, investigation, design and construction monitoring. These contracts have generally used modified ACENZ General Conditions of Contract
- design build elements within some physical works contracts under the NZS3910 General Conditions of Contract.

2.4 Tasman District Council - Comparison in New Zealand

Tasman District is one of the three unitary authorities in the South Island. The neighbouring authorities of Nelson City and Marlborough District are also unitary authorities. As a unitary authority Tasman District has the power and responsibilities of a regional authority and a local authority. In particular Tasman District has established its own Regional Transport Committee.

The district is a medium size rural authority within New Zealand with a wide range of topography and levels of service to meet the needs of its district and its 17 settlements. Growth is projected to continue but at a slower rate than has occurred over the last six years. Council has chosen a medium growth model in assessing its infrastructural needs for the next 10 to 20 years. The population is projected to increase from 45,800 in 2006 to 56,355 in 2021 and 63,940 in 2031.

2.5 Regional Interests and Shared Services with Neighbouring Authorities

Tasman District Council and Nelson City Council already collaborate closely on a wide range of projects programmes and shared services.

While the specific needs of Tasman's 17 settlements are best met locally, both Councils recognise that the interests of the region as a whole are often best served through a collaborative approach. There are a range of advantages from working together, including economies of scale through combining services to reduce overall costs for ratepayers or users of a service, or delivering a better service or facility to ratepayers.

Examples of the joint Nelson Tasman projects for engineering/infrastructure include:

- interconnected water supply services provide enhanced security of supply for both councils, especially during an emergency
- Nelson Regional Sewerage Business Unit (NRSBU) 50/50 ownership, which includes the facilities at Bells Island
- Port Nelson Ltd (50/50 ownership) is managed to ensure the company benefits the wider region
- Nelson Airport (50/50 ownership) also serves the wider region, bringing economic benefit to both areas
- road safety and cycle promotion programmes run every year to prevent accidents and increase the already growing numbers on Nelson and Tasman residents who choose to use active transport
- cycleways developed between Richmond and Stoke
- working towards the introduction of consistent engineering standards across both Councils
- regional transport planning continues to involve both Councils, although they have separate Regional Transport Committees
- cross boundary issues are dealt with by joint Council working parties
- the Councils are working together on joint planning for public passenger transport
- a joint Nelson Tasman working party has been established to look at coordinating recycling and waste management issues.

Tasman District Council works collaboratively with the New Zealand Transport Agency. This involves a close liaison through the Regional Land Transport Committee, local technical liaison committees and specific project teams e.g. Ruby Bay Bypass, Queen Street Intersection and the Three Brothers Roundabout.

Tasman District Council and the New Zealand Transport Agency have, and will continue to, undertake joint safety and strategy studies such as the Motueka Transportation Study.

Tasman District Council and the New Zealand Transport Agency have a joint principal network maintenance contract for the Golden Bay area which includes 75km of State Highway 60 from Riwaka to Collingwood. The professional services for the management of the State Highway 60 network maintenance contained in the Golden Bay contract is included in the Tasman District Council's Roads Professional Services contract. The professional services for the management of the Council local roads network maintenance contained in the Golden Bay contract will be undertaken in house from mid 2013.

The specific procurement strategy for these joint contracts between Tasman District Council and the New Zealand Transport Agency will be decided as appropriate for each specific project and will include:

- joint principal and open or closed tender basis
- one or either as lead principal with joint funding arrangements and use of their own procurement strategy and processes.

2.6 Council Resources and Capability

Council's Engineering Services Department resources will, from mid 2013, provide the following:

- Strategic and policy development of all Council's infrastructure assets and land development
- Programme management
- Asset planning and management
- Network and systems contract management
- Capital project management and monitoring
- Contracts financial management
- The Principal's role for all maintenance, renewal and improvement projects
- Road safety policy and implementation
- Administration of customer services requests
- Planning and liaison with all stakeholders and other authorities

Council will obtain specialist technical advice and support from its own staff resources as well as external professional service providers.

Detailed investigations, design of capital projects, contract management and site supervision is normally provided through external professional service providers.

All physical works activities are provided through external contractors.

2.7 Market Capability Overview

The delivery of services in the Nelson Tasman Region has become more competitive in recent years. There has been an increase in the number of contractors in the market across transportation and 3 waters services. There is a wide range of capabilities within the potential suppliers.

Council wishes to facilitate an efficient and consistent quality of delivery from its suppliers while enabling and encouraging a healthy and sustainable competitive market place.

The Tasman Regional Transport Strategy, the Activity Management Plans, Cycling Strategy and Safety Management Systems are documented and support the Councils programme of works.

The Council believes it currently obtains its services at a reasonable price however it believes its processes can be improved to achieve greater efficiency, reduce overall market costs and improve value for money to its ratepayers. In addition it believes some alternative procurement methods can be trialled to establish even greater value for its customers and develop competition and market capability to deliver these services. Procurement methods considered are detailed in Section 5.2.

2.8 Council Priorities and Key Issues for Delivery of Infrastructure

The Council's objectives for delivery of infrastructure are described in the Activity Management Plans and the 10 year LTP. The relevant community outcomes, from consultation, are our:

-
- our unique natural environment is healthy and protected
- our urban and rural environments are pleasant, safe and sustainably managed
- our infrastructure is safe, efficient and sustainably managed.

Council sees sustainable economic growth as desirable. To achieve this, a number of key priorities over the next 10 to 20 years have been identified. Those relevant to this procurement strategy include:

- making sure development is sustainable
- maintaining a high quality natural environment
- providing a good transportation network of roads, cycleways and walkways
- providing infrastructure to meet residential, industrial and business growth
- maintaining the vitality of new small communities
- working collaboratively on a range of issues and sharing services with our neighbouring councils

Relevant key issues associated with the Council priorities are:

- level of rates increases and current economic climate
- sustainable development and environmental management

Council is proposing to maintain the current levels of work under each activity, including (but not limited to) the following specific items:

Transportation:

- ongoing safety improvements to the road network
- sealing of unsealed roads where they can be economically justified to secure subsidised funding or are programmed to be fully funded by Council
- expenditure on cycleways and walkways is to increase subject to partial subsidy

Coastal Structure:

- the demand of urban development and public access to and along the coast
- increase of coastal erosion and the predicted effects of climate change
- control and management of boat moorings and navigation aids
- continued management of wharves and ports at a cost affordable to the community
- meeting the needs of recreational and commercial users

Aerodromes:

- providing a service at Motueka and Takaka that is affordable to the users while mitigating any adverse effects from the use of the aerodromes

3 Waters – Water:

- meeting national drinking water standards
- ensuring a reliable and sustainable water supply
- meeting the demand for new infrastructure and upgrades
- looking at the need for new town supplies in some areas

3 Waters – Wastewater:

- ensuring the performance of the wastewater treatment plants
- considering issues relating to system overflows

3 Waters – Stormwater:

- maintaining natural drainage systems
- providing adequately sized stormwater systems to cope with existing and future demand
- implementing more sustainable design practices
- improving the quality of stormwater discharge

Solid Waste:

- meet Waste Minimisation legislative requirements
- maintain positive interaction with Nelson City Council in developing a joint Waste Management and Minimisation Plan
- re-evaluate waste targets in relation to obligations

Rivers:

- responding where there is support from the community to upgrade levels of protection in a sustainable manner

Tasman District Council is working with Nelson City on joint passenger transport planning, initially between Nelson and Richmond.

2.9 Strategy References and Peer Review

This Strategy was prepared with reference to the:

- NZTA Procurement Manual and guidelines
- Office of The Auditor General procurement guidelines and good practice notes
- Local Government Act 2002
- Council policies

Further, an independent peer review was completed by Brian Smith Advisory Services Limited and the Strategy changed as appropriate.

3 Procurement Programmes

3.1 Council's Procurement Programme

This procurement strategy covers the following areas of Council investment in assets and services:

- transportation
- 3 Waters
- coastal structures (including wharves)
- rivers
- aerodromes
- solid waste

Council's total investment in these areas over the next 10 years is in the order of \$685 million (inflation adjusted), of which in the order of 80% is in the water utilities and road infrastructure.

The type of work covered by the Strategy includes:

- infrastructure including physical works and associated professional services:
 - new capital
 - renewals
 - maintenance
 - miscellaneous services
- other professional services:
 - planning and advice

The investment profile (from the 2009 LTP) over the next 10 years is shown in Figure 3-1 below:

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Attachment 1

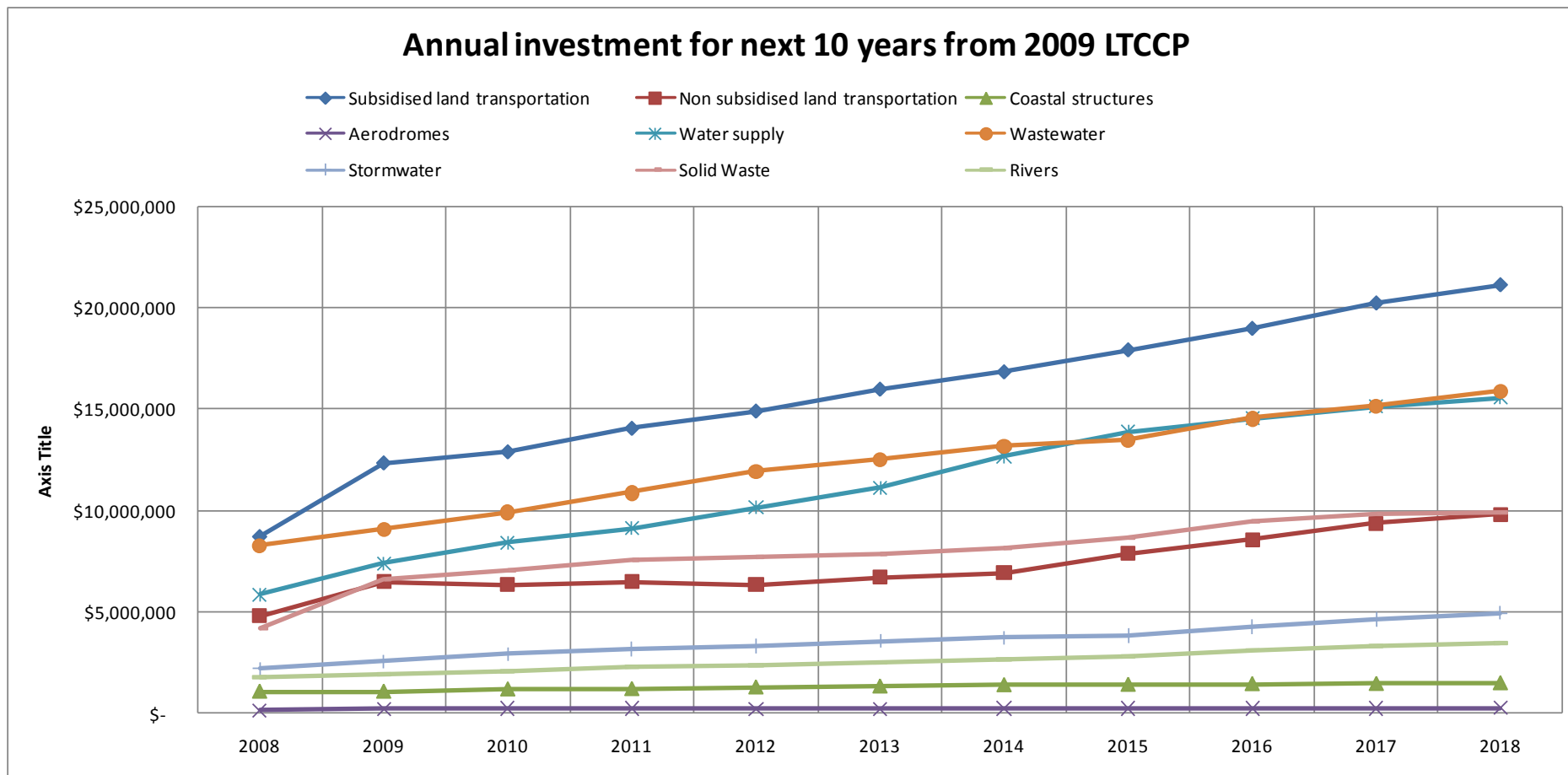


Figure 3-1 : Investment Profile

3.2 Procurement Cycle

Capital and renewal programmes of works are procured based on a staged approach to investigation, design, procurement and construction. Therefore, there is an annual programme of works generally in accordance with the long term programme identified in the 2009 LTP.

Term contracts make up a significant investment for Council and these are shown in the Gantt chart Figure 3-2 below (possible contract extensions and existing contractors are also shown in this chart).

The professional services contracts with MWH New Zealand Limited have been extended to 30 June 2014 with a reduction in the scope of services that corresponds to the Council providing key strategic and operational professional services in house from mid 2013.

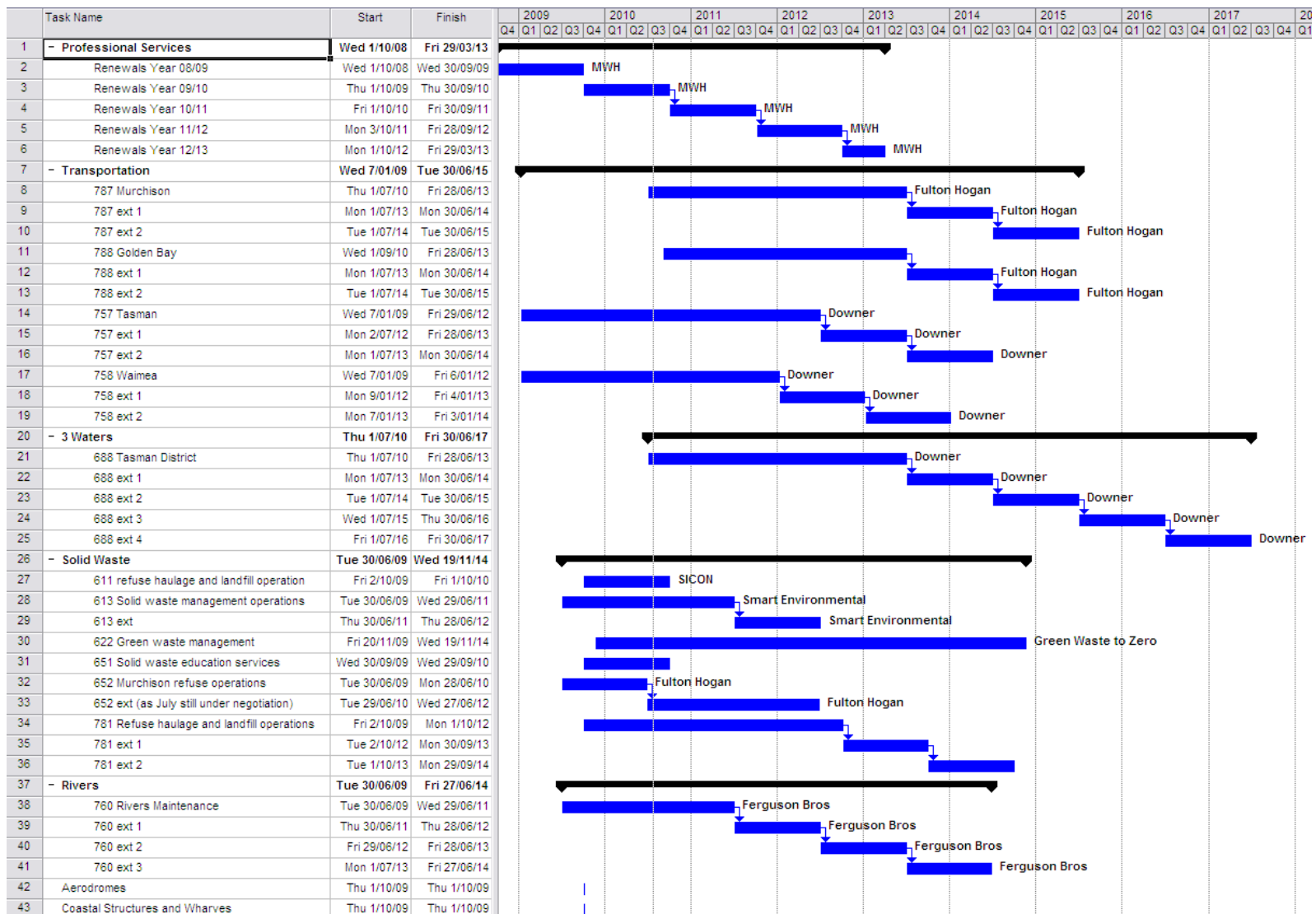


Figure 3-2 : Term Contracts

3.3 Contribution to Council and s25, LTMA, Objectives

This procurement strategy supports the Council objectives to:

- implement policies and financial management strategies that advance the Tasman District
- ensure sustainable management of natural and physical resources, and security of environmental standards
- sustainably manage infrastructure assets relating to Tasman District
- enhance community development and the social, natural, cultural and recreational assets relating to Tasman District
- promote sustainable economic development in the Tasman District

S25 also notes:

- regard must be given to the desirability of enabling fair competition that encourages competitive and efficient markets
- for other than minor or ancillary works undertaken by an internal business unit, outputs must be purchased from external providers
- to reinforce value for money concept, an Approved Organisation (AO) is not compelled to accept the lowest price proposal

3.4 Risk Management and Profile

The Council is acutely aware of the risks in providing the infrastructure and services related to these activities.

Council is in the process of developing an integrated risk management plan.

Council is adopting an Integrated Risk Management (IRM) framework and process as the means for managing risk within the organisation. The process integrates with the LTP process as illustrated in Figure 3-3.

The strategic goal of integrated risk management is:

“To integrate risk management into Council’s organisational decision making so that it can achieve its strategic goals cost effectively while optimising opportunities and reducing threats.”

The IRM process and framework is outlined in more detail in the relevant Activity Management Plans, and Risk Management Plans are under development. The risk management framework adopted by Tasman District Council is consistent with AS/NZS 4360:2004 Risk Management and assesses risk exposure by considering the consequence and likelihood of each risk which is identified as having an impact on the achievement of organisational objectives (see Figure 3-4).

Future procurement strategies will take into account relevant risk events identified in the risk management plans, and will apply the IRM process to evaluation and treatment of risks using the procurement strategy.

Key risks that Council wants to manage by adopting the procurement strategy are:

- the ability to sustain a competitive local contractor market avoiding ‘capture’ by a smaller group of suppliers resulting in potential cost escalation
- balancing a diverse local contractor market with management of associated safety, quality and financial risks (larger national or international companies have more robust safety, quality and

financial management systems minimising this risk to Council, however Council pays more for the services as a result of these management systems with an associated reduction in risk to the service provision)

- maintenance of a cost effective procurement process while complying with external funder requirements (this strategy being a key mitigation measure to this risk)

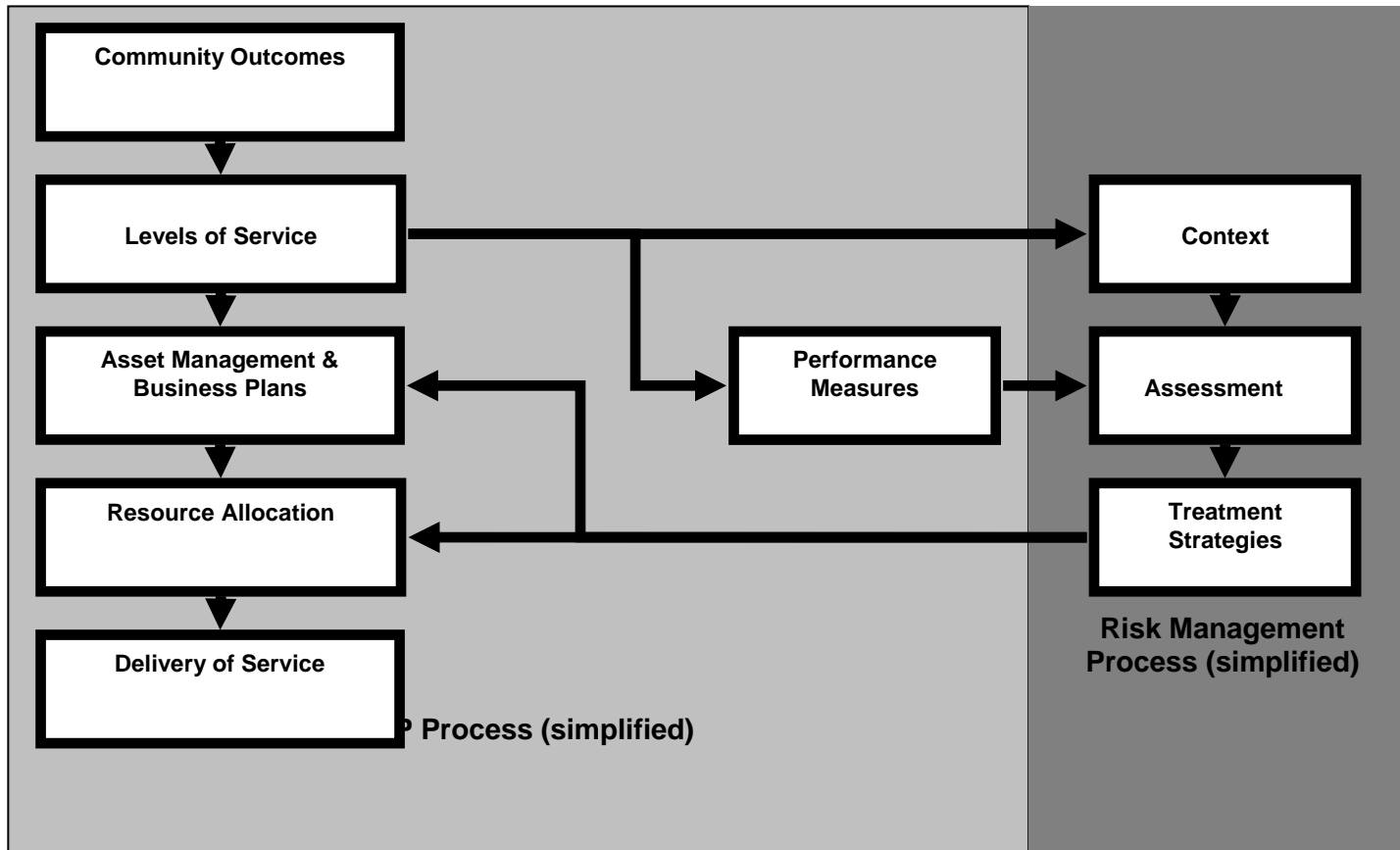


Figure 3-3 : Integration of Risk Management Process into LTP Process

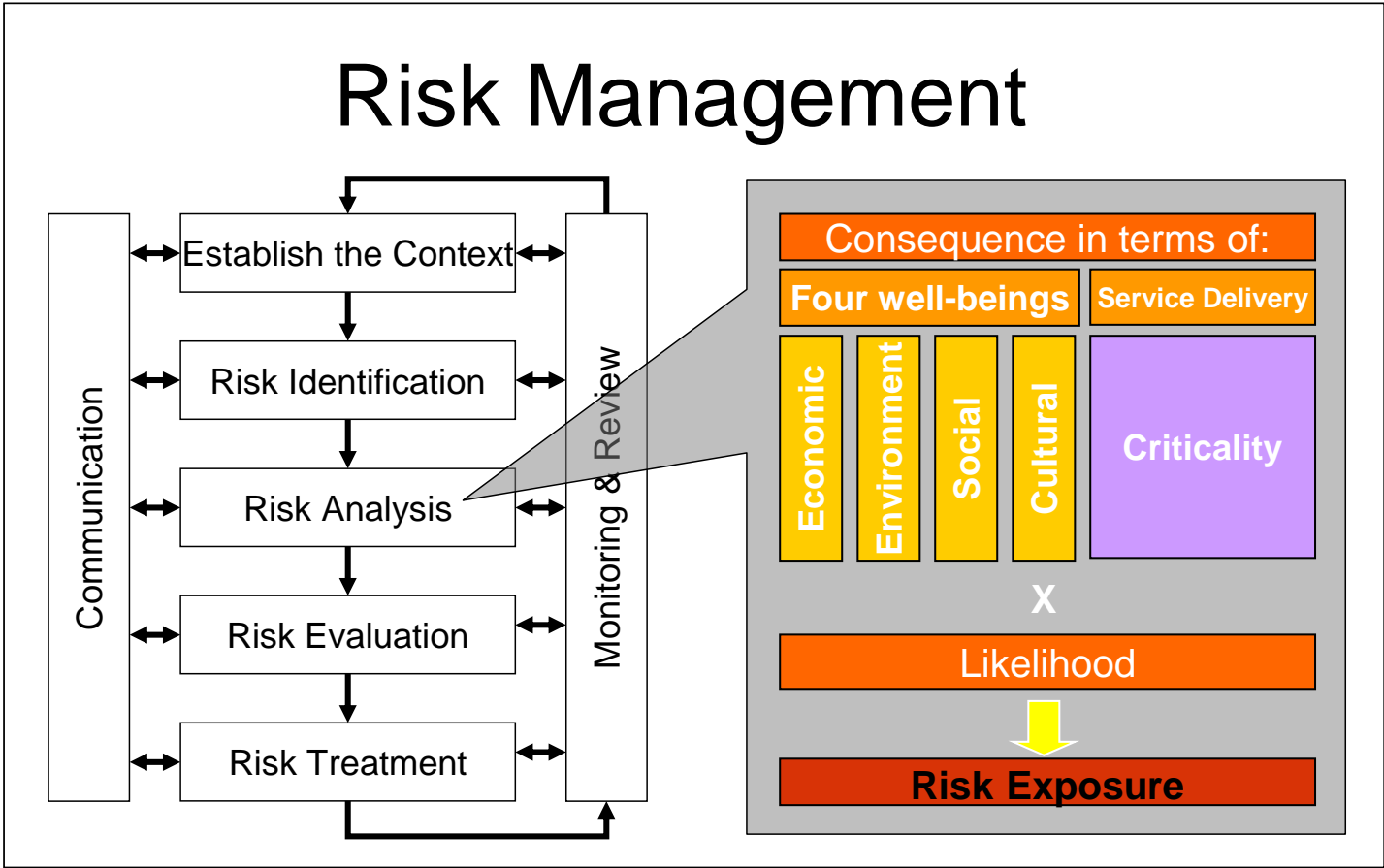


Figure 3-4 : Integrated Risk Management Process

4 Procurement Environment

4.1 Supplier Market

Physical Works Contractors

Tasman District Council generally maintains a very competitive market for general civil works with major contracts attracting four to five bids in the roading area. Smaller contracts and 3 Waters contracts can attract up to twenty bids.

The contractors available in the Tasman Region are capable of supplying the full range of services that Tasman District Council may need to procure.

Professional Services Providers

Council out sources the majority of its engineering services through tender. The delivery strategy for professional services will be reviewed within the next procurement period and will be presented in the next three-yearly revised Procurement Strategy. This procurement is a significant investment for Council and therefore will be subject to an independent review. The status quo is proposed in the interim. However Council will bring key strategic and operational professional service activities relating to infrastructure in house from mid 2013.

Other Sectors

Other agencies that have an impact on Tasman District Council markets are Nelson City Council, Marlborough District Council, and NZTA.

Notwithstanding the competition for work, there has generally been keen competition for Council projects.

The availability of work other than that offered by Tasman District Council has contributed to a relatively stable pool of contractors and consultants in the region.

4.2 Expenditure Profile

Table 4-1 : Tasman District Councils Indicative Annual Expenditure Profile on All Activities Over Years 2010 to 2020

Activity area	Capital	O&M	Renewals	Professional services	TOTAL (sum of all)
Transportation	\$5,317,000	\$6,894,000	\$7,355,000	\$1,523,000	\$21,089,000
3 Waters	\$9,505,000	\$3,975,000 ⁽¹⁾	\$4,152,000	\$3,844,000	\$21,476,000
Coastal Structures	\$589,000	\$39,000	\$60,000 ⁽²⁾		\$688,000
Rivers	\$1,761,000	\$725,000	\$957,000	\$60,000	\$3,503,000
Aerodromes	\$15,000 ⁽³⁾	\$62,000	\$33,000 ⁽⁴⁾	\$13,000	\$123,000
Solid Waste	\$533,000	\$3,160,000	\$659,000		\$4,352,000
TOTALS	\$17,720,000	\$14,855,000	\$13,216,000	\$5,440,000	\$51,231,000

Notes:

- (1) Excludes Nelson Regional Sewerage Business Unit costs
- (2) Excludes \$1.2m for Port Tarakohe Wharf Replacement
- (3) Expenditure in 2011/12 only
- (4) Expenditure in 2011/12 and 2013/14 only
- (5) All figures exclude inflation

4.3 Other Procurement Activities

This procurement strategy covers the full range of activities managed by the Engineering Services group with Tasman District Council. The strategy has been developed to comply with the good practices promoted in the NZTA Procurement Manual, however, has not been limited to just transportation.

5 Approach to Delivering the Work Programme

5.1 Specific Objectives

Council's objectives for procurement of contracting and consulting services are to:

- obtain contracting & consulting services at a reasonable price and in accordance with the LTMA
- improve local contractor capabilities in the areas of managing safety quality and financial risks
- sustain a competitive and healthy local contractor market for minor works
- improve efficiencies in resource allocation and cost across the market

This will lead to:

- reduced transaction costs associated with administration of supply contracts
- ensuring all related work is undertaken with consistent objectives and performance measures
- promoting and sustaining a level and competitive 'playing field' for Council's work programmes

Overall, Council is satisfied with the current structure of procurement in engineering services and foresees no significant change in the immediate future. However, some areas of change warrant investigation and are covered in this strategy. In addition, Council has a commitment to assessing value for money and will establish and monitor measures consistent with those proposed in the NZTA Procurement Manual to help guide future decisions on the strategic direction of procurement. As part of this process, Council will bring key strategic and operational professional service activities relating to infrastructure in house from mid 2013.

The **primary** objective that Council will focus on in the coming planning period is:

- to maximise the quality of the products and services provided for what Council can afford

The **secondary** objectives include:

- to understand the true cost of procurement (through the full supply chain and across the life of the associated assets)
- to structure contracts and procurement processes appropriately to sustain long term competition within the local market
- To have appropriate service level agreements with performance measures and financial targets in place within Council to cover all areas where services are undertaken for Council by in-house business units.

5.2 Procurement Methods Considered

The various types of delivery models considered for the procurement of services by Council are outlined below.

Physical works delivery models considered:

- staged – traditional contracting models (preferred)
- design and build – altered delivery risk profile (more trials to be established)
- shared risk (advanced) – alliance / relationship style (considered for major projects only)
- supplier panel (advanced) – commodity / repetitive style of projects (considered for small projects only)

Professional Services delivery models considered:

-
- Separate tenders for each capital works project
- Panel of professional services providers from whom prices are sought for each project
- Single professional services provider for all services

Contract bundling opportunities considered to optimise service offerings from the market are outlined below:

Table 5-1 : Contract Bundling Opportunities Considered

Option considered	Discussion
Geographic spread / split (e.g. term contracts, can programmes of capital works also be let, and across multiple functional areas?)	Council believes it has the appropriate structure in this context built over years of trialling different sized contracts
Functional split (e.g. can roads go with rivers?)	Council believes it has the appropriate structure in this context built over years of trialling different sized contracts
Cross boundary opportunities	NRSBU (Regional wastewater treatment); refuse collection and land fill management; Joint principal transportation contracts with NZTA and Nelson

Criteria for assessing the appropriate delivery model for projects and activities will be:

- complexity and uncertainty
- repeatability
- scale
- timing and urgency
- innovation potential
- risk clarity
- supplier market capability
- contract management (Council, Consultant) capability

6 Implementation

6.1 Capability and Capacity

This procurement strategy relates to services procured from external professional services providers, external contractors and to services provided by in-house business units.

Council's Engineering Department resources will, from mid 2013, provide the following:

- Strategic and policy development of all Council's infrastructure assets and land development
- Program management
- Asset planning and management
- Transportation network contract management
- Utilities systems and networks contract management
- Capital project management and monitoring
- Contracts financial management
- The Principal's role for all maintenance, renewal and improvement projects
- Road safety policy and implementation
- Administration of customer service requests
- Planning and liaison with all stakeholders and other authorities

Council will obtain specialist technical advice and support from its own staff resources as well as external professional service providers.

Detailed investigations, design of capital projects, contract management and site supervision is normally provided through external professional service providers.

All physical works activities are provided through external contractors.

6.2 Procurement Selection Methods

Tasman District Council has undertaken a review of the likely capital and renewal contracts across all activities for the 20 year period 2009 – 2029. Approximately two thirds of the projects are estimated to be less than \$300,000 and there is generally a significant increase in the value of individual projects above this limit.

In the interests of establishing an efficient procurement process, and to establish a systematic method of building and sustaining local contracting capability and capacity, it is proposed to establish supplier panels for both contractors and external professional service providers. This is considered by NZTA to be an advanced procurement method.

Services delivered in house by Council professional service business units will be undertaken under Service Level Agreements.

It is proposed to review the limit for the specific supplier panels as part of the Procurement Strategy review process.

Contractor Supplier Panel

Contractors will be invited annually to register their interest and complete the capability and information schedules for the specific attributes in the respective Request for Information (RFI) documents. The physical works RFI's will be for the delivery of projects estimated to have a contract value of less than \$500,000¹.

Ranking criteria will include:

- Contractors will be assessed and ranked in accordance with the RFI
- in the RFI contractors will be required to provide specific details against each of the work categories they apply for including:
 - relevant experience
 - track record
 - resources
 - management & technical skills
 - quality systems
 - health & safety compliance
- approved qualified contractors will be listed in supplier panels for physical works
- the supplier panels will be updated annually through a separate RFI process. This timeframe will be reviewed as part of the Strategy review
- no additional contractors will be eligible for inclusion in the panel during the current 12 month period
- depending on the specific project requirements, tenderers on the relevant panel/s will be requested, in a project specific Request for Tenders (RFT), to submit a tender to be assessed on price, or quality, or both

Term Contracts

Term network contracts for all infrastructural assets will require specific separate procurement delivery models to be developed for each contract.

Criteria for consideration in the development of such models will include:

- whole of life benefits and costs
- efficiencies in bundling of work categories
- market capabilities
- impacts on local economy
- value for money
- likely long term quality of service

Professional Services Panel

Professional Services organisations will be invited to register their interest and complete capability and information schedules for the attributes specified in the RFI document. The RFI will be for the delivery of professional services in relation to capital projects to be implemented by the Engineering Services Department, and which lie outside the scope of the existing professional services term contract.

Ranking criteria will include:

- Relevant experience
- Track record

¹ This amount was changed from \$300,000 by resolution of Council at the Engineering Services Committee meeting on 15 September 2011.

- Resources
- Management and technical skills
- Quality systems
- Health and safety compliance

Suppliers will be assessed and ranked in accordance with the RFI. The supplier panel will be updated every three years through a separate RFI process. This timeframe will be reviewed as part of the Procurement Strategy review.

Panel members will be requested to submit proposals for projects via project specific Requests for Proposals to be assessed on a competitive and quality basis.

Panel members will be required to provide information to enable their performance to be measured in accordance with Table 6.3: Performance Measures of this Procurement Strategy.

Provision will be made for Engineering Services to procure the professional services for specific projects by separate tender if required.

Service Level Agreements

Services delivered in-house by Council Business Units will be undertaken in accordance with Service Level Agreements. Service Level Agreements will be reviewed and updated annually.

In-house business units will be required to provide information to enable their performance to be measured in accordance with Table 6.3: Performance Measures of this Procurement Strategy.

Activity Types and Procurement Delivery Method

The proposed delivery models for professional services and physical works projects are detailed in the tables below.

Table 6-1 : Professional Services

Activity type	Summary of proposed procurement delivery
Asset planning and management, network and systems contract management, project management and monitoring, contracts financial management and road safety	<p>In house professional services via a Service Level Agreement between the Chief Executive Officer and the Manager responsible for the Business Unit delivering the in house service. The Agreement will stipulate the scope of work, program, deliverables, cost of services, cost and performance monitoring and resources.</p> <p>Service Level Agreements will be reviewed and updated annually.</p>
Consultancy Services - Term Contracts:	Specific procurement strategy to be determined for each contract.
Major Capital Projects:	Where a project is considered significant the project becomes a major project. Council will determine the extent to which a project is considered significant using the thresholds, criteria and procedures as detailed in Council's LTP. Major projects will be assessed on their own merits to determine the appropriate procurement strategy for that project.
Consultancy Services >\$150k:	<p>Direct to market tender process. Use of Price Quality selection methods. Performance measures as appropriate.</p> <p>Mixed delivery model as appropriate e.g. payment linked to performance.</p>
Consultancy Services >\$50k and <\$150k:	<p>Go through a formal selection process using a prequalification system and Request for Information (RFI), to establish a qualified panel of consultants, primarily on non price attributes. When a tender is let, invite all consultants from the appropriate prequalified supplier panel to submit a tender giving their price, confirmation of resources, methodology and programme.</p> <p>Use panel approach to help build local consultant capability and capacity to sustainably deliver quality outcome projects to Council into the future.</p> <p>Performance measures as appropriate.</p> <p>Mixed delivery model as appropriate e.g. payment linked to performance. The opportunity for registration and selection to the supplier panel will be provided annually.</p> <p>Council may choose Direct to Market tender process.</p>
Consultancy Services <\$50k:	<p>Go through a formal selection process using a prequalification system and Request for Information (RFI) to establish a qualified panel of suppliers primarily on non price attributes. Then select a consultant from a minimum of <u>one</u> selected tenderer based on one or more of: previous performance; price; quality.</p> <p>Use panel approach to help build local consultant capability and capacity to sustainably deliver quality outcome projects to Council into the future.</p> <p>Performance measures as appropriate.</p> <p>The opportunity for registration and selection to the supplier panel will be provided annually.</p> <p>Council may choose Direct to Market tender process.</p>
Trial Procurement Models:	Tasman District Council may consider alternative delivery models for a selection of projects where these models adequately address the project

Item 8.3

Attachment 1

Activity type	Summary of proposed procurement delivery
	risk profile.

Table 6-2 : Physical Works

Activity type	Summary of proposed procurement delivery
Term Network Maintenance Contracts	Term network maintenance projects will be assessed on their own merits to determine the appropriate procurement strategy for that project. Council will develop a specific strategy depending on the criteria, drivers and procedures of Council and NZTA to meet their objectives.
Major Capital Projects:	Where a project is considered significant the project becomes a major project. Council will determine the extent to which a project is considered significant using the thresholds, criteria and procedures as detailed in Council's LTP. Major projects will be assessed on their own merits to determine the appropriate procurement strategy for that project.
All Projects >\$500k:	Direct to market tender process to select a contractor based on previous performance, price, quality and capacity to undertake the work. Performance measures as appropriate. Mixed delivery model as appropriate e.g. payment linked to performance.
Renewals, miscellaneous maintenance and Capital projects >\$100k and <\$500k:	Go through a formal selection process using a prequalification system and Request for Information (RFI), to establish a qualified panel of suppliers, primarily on non price attributes. When a tender is let, invite all suppliers from the appropriate prequalified supplier panel/s to submit a tender giving their price, confirmation of resources, methodology and programme. Performance measures as appropriate. Mixed delivery model as appropriate e.g. payment linked to performance. The opportunity for registration and selection to the supplier panel will be provided annually. Council may choose: <ol style="list-style-type: none"> 1. Direct to market and open to all contractors through Tenderlink. 2. Variation to an existing contract, but only with the prior approval of the Engineering Manager, and where Council has an existing contract in place; and where the value, proximity or nature of the physical work is commensurate with the existing contract works; then Council may invite that contractor to complete that works as a variation to the existing contract.
Renewals, Miscellaneous Maintenance and Capital Projects <\$100k:	Council will procure through one of the following processes: <ol style="list-style-type: none"> 1. Supplier Panel (as described above): Council will invite <u>one</u> or more prequalified Supplier Panel member(s) from the most appropriate panel to tender for the work. The selection of the panel member(s) invited to tender will be based on previous performance, price, quality and capacity to undertake the work. 2. Variation to Existing Contract: Where Council has an existing contract in place and the value, proximity or nature of the physical work is commensurate with the existing contract work, then Council may invite that contractor to complete that work as a variation to the existing contract. Physical works procured in this manner with a value of greater than \$50,000 will need the prior approval of the Asset Manager. 3. Invited Tender: This will generally be where the physical works

Item 8.3

Activity type	Summary of proposed procurement delivery
	<p>does not fall within the description of the Supplier Panels. Subject to the prior approval of the Engineering Manager, Council may choose to invite tenders where it considers that there will only be one or a small number of contractors who are able to be competitive in delivering the physical works.</p> <p>4. Direct to market and open to all contractors through Tenderlink.</p>
<p>Trial Procurement Models:</p>	<p>Tasman District Council may consider alternative delivery models for a selection of projects where these models adequately address the project risk profile:</p>

Attachment 1

6.3 Performance Measurement and Monitoring

Tasman District Council Engineering Manager is responsible and accountable for the planning process for the Procurement Strategy.

Tasman District Council proposes to establish value for money measures relating to procurement across engineering services. Council believes the measures proposed by NZTA are appropriate (with some further definition in some areas) and will endeavour to establish a performance monitoring framework around these measures to target more efficient and effective procurement of services over time.

Measures are to be split against the following groups:

- 3 Waters
- transportation
- all other infrastructure

The measures are detailed in Table 6-3 below.

Council's Engineering Manager will compile and report on the performances measures to the Council and NZTA.

KPI Reporting:

- annual report to NZTA and Council
- LTP reporting.

Table 6-3 : Performance Measures

Measurement area	Measure name	Description of measure	Unit	Measure	
Value for money	Time	Estimated duration of contract and actual duration of contract	%	Actual duration divided by estimated duration for projects completed during the measurement period	
	Cost	Estimated cost of contract and actual cost of contract	%	Actual cost divided by estimated cost for projects completed during the measurement period	
	Quality	Tasman District Councils satisfaction with the goods or services purchased		Develop contract completion questionnaire	
Supplier markets	Performance	Whether the supplier selection process was supplier panel or direct to market	No. \$	Total number of projects processed through supplier panel, and total value, for the report period	
			No. \$	Total number of projects procured by direct to market RFT, and total value, for the reporting period	
		The number of suppliers on panels	%	Number of approved suppliers on panels divided by the number of suppliers who applied	
	Competitiveness	The number of bids received	Average no of bids	Number of bids received for direct to market RFT divided by number of direct to market RFTs, for procurement processes completed during the measurement period	
	Innovation	Whether alternative bids were permitted	Whether alternative bids were permitted	%	Number of alternative bids permitted divided by total number of bids, for procurement processes completed during the measurement period
			Whether any alternative bids were received	%	Number of alternative bids received divided by number of bids received, for procurement processes during the measurement period
			What added value alternative bids brought and their associated cost	% & \$	Total dollar benefit (whole of life) of alternatives delivered, for projects completed during the measurement period divided by total value of tenders completed during the period
Procurement procedures	Efficiency	Comparing the overall cost of the procurement function with the total cost of contracts let	%	Total cost of procurement divided by total value of all contracts per annum	

6.4 Communications

This Procurement Strategy is owned by the Tasman District Council and is a public document. It will be referred to in the LTP and made available on the Council's website (www.tasman.govt.nz).

Stakeholders are:

- Council
- NZTA
- Contractor(s)/Consultant(s)
- Neighbouring Councils

Tasman District Council has consulted with stakeholders in the development of this Procurement Strategy.

6.5 Corporate Ownership

This preliminary procurement strategy is approved by:

_____ Date: _____
 Peter Thomson
 Engineering Services Manager
 Tasman District Council

_____ Date: _____
 Lindsay McKenzie
 Chief Executive
 Tasman District Council

The Council will review this document on a three-year cycle in conjunction with each Long Term Plan. The revised document published on the Council’s website and stakeholders advised.

Review No	Summary of Changes:	By:	Date:
1	6.2 Procurement Selection Methods (Page 24). The contract value amount of \$300,000 was amended by Council resolution to \$500,000 at the Engineering Services Committee on 15 September 2011.	Council	15 September 2011
2	Executive Summary (Pages 3 & 4) and 6.2 Procurement Selection Methods (Pages 28 & 29). Procurement delivery for Physical Works, renewals, miscellaneous maintenance and capital projects >\$100k and <\$500k and <\$100k.	Council	22 November 2012
3	Council’s resources and capability amended to include in house professional services for key strategic and operational activities from mid 2013. Sections 2.1, 2.5, 2.7, 3.2, 4.1, 5.1, 5.2, 6.1, 6.2, and Table 6-1 amended.	Council	2 May 2013



Nelson Tasman Cycle Trails Trust

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15 April 2013

Report to: **Tasman District Council**

Subject: **Tasman's Great Taste Trail
Mapua to Motueka Route Review**

Pre-note:

This report combines the two studies forwarded earlier: 26 March 2013 and 10 April 2013 supplementary report with regard to the Loop Roads.

Executive Summary:

The Mapua to Mouteka section of Tasman's Great Taste Trail has been reviewed prior to commitment of funds. A review was deemed prudent due to a number of difficulties arising that threatened the ability to develop the trail to a standard that meets the needs of the desired cycle market and the required Grade 2 classification. The difficulties included the inability to obtain access through private property that required a change of route onto the narrow heavily trafficked Mapua Drive and to develop bypass alternatives that do not meet the standards.

Two main routes were examined. The "Inland" route via Higgs Reserve, Dominion Flat, Chaytor Track, the Bypass and Tasman View Road, and the "Coastal" route via Ruby Bay, Tasman, Harley Road and Tasman View Road. Each has its own unique characteristics that would bring value to Tasman's Great Taste Trail.

The Inland route was initially chosen as much of the trail could be formed away from roads and it has iconic experiences of farm land, native reserve, wetland areas, and forestry, with hill ridge views of mountains ranges and sea. This was the preferred route because of its diversity, potential for enhancement of adjacent reserve areas, mountain and sea views and large lengths away from traffic. However, less favoured alternative sections of this route were recently being examined when private land access became an issue.

The Coastal route follows alongside county roads but it also has special scenery with valleys, sea and mountains. This route would be considered easier to ride and passes wineries, cafés (including an experience with eels), stores and arts. It could assist in rejuvenating Ruby Bay and Tasman small businesses (having been isolated from the new Highway). The main concern would be the reluctance of riders to travel up Harley Road, as they would likely prefer to use the direct route to Motueka on the very busy and dangerous State Highway or the adjacent loops.

Comments were received from the community as a result of a discussion paper. The community is very support of the Trail but both routes gained considerable support. The comments have been taken into account when determining the recommendation.

Weighing up the difficulties associated with each option against the risk of achieving a trail that meets the trail's goals, which include those sought by cycle tourists such as access to cafés and attractions as well as having iconic scenery, the Coastal Route is the preferred option. The Harley Road – Tasman View Road route from the Bypass underpass meets the standards and requirements of the Great Taste Trail route albeit Tasman View Road initially at Grade 3. A more detailed examination of a Trail route through the road loops along the coast to Motueka has been undertaken and included herein. The supplementary study concludes that the loop road is not an option for the Great Taste Trail.

The Coastal route is therefore recommended.

1. Introduction:

The "Inland" route shown on the trail's concept drawings has met with difficulties that threaten its development to the required Grade 2 standard. The difficulties include:

- Inability to obtain access to the estuary foreshore from Higgs Road through private farm land requiring the route to be formed through the busy and narrow Mapua Drive section of road to the top of Higgs Reserve.
- Difficulty reaching an agreed route through Higgs Reserve.
- Inability to obtain approval from landowners to use Chaytor Track for a cycle trail.
- The delay on the 10 year plan for a new water main along Tasman View Road that would enable the cycle trail to be formed at Grade 2 over the top.

Funds are available to form the Cycle Trail from Mapua to Motueka over the next 18 months with two sections at Grade 3; Seaton Valley Road as an interim road for 2013 and Tasman View Road. The first year funds (2012/13 financial year ending 30 June 2013) include the construction of the trail through Dominion Flats and on the Bypass side benches.

As a result of the difficulties, the Trust felt it prudent to re-examine the alternatives prior to committing significant funds to the "Inland" route sections and to examine

whether a “Coastal” route is now a more desirable route. The alternatives are shown on **Plan 1 – Appendix A**.

A discussion paper was distributed to interested parties in the community to seek comment. This provided an opportunity for groups and individuals to highlight important aspects of each route. An unfortunate aspect of the review is that the two routes have to a degree divided the community. It is pleasing to note however that Tasman’s Great Taste Trail has unanimous support by the community.

The determination of a route does not exclude the other routes being formed as local shared pathways. In fact, the Trust would encourage the community to continue its development of a cycle/walkway network around the region. This review therefore is focused on the best route as one of New Zealand’s Nga Haerenga Great Rides, which is required to meet the standards set for Grade 1-2 by the Ministry of Business Innovation and Employment.

This report identifies the requirements of Grade 1-2 that shall be met, considers the comments from the community, compares the two main alternatives; status, options and risk, examines associated issues and recommends an approach to Tasman District Council for moving forward.

2. NZCT Requirements for Grade 1-2:

The target market for Tasman’s Great Taste Trail was detailed within the Strategic Overview Document¹ followed by the Feasibility Study and High Level Business Case² approved by NZCT for the development of one of New Zealand’s Nga Haerenga Great Rides. The trail is to meet the standards set for Grade 1-2 by the Ministry of Business Innovation and Employment, if not in the short term then capable of being achieved when funds are available in the medium term.

“The factors can be summarised as: **Safety**: an obvious but crucial issue for cycle tourism. **Services**: the quality of the actual cycle trail, and the services that supports it. **Social**: cycle tourists often ride in groups and are heavy users of cafes for socialising on their rides. **Scenery**: a primary motivator for the activity, and for visiting – and revisiting an area. **Signage**: sign provide directions necessary for safety, and good trail-side information displays tend to increase trail-user satisfaction.”³

The cycle tourist market for Grade 1-2 (the easiest and easy trails) includes local, domestic and international riders in several main groups: Baby Boomers, Families and Interactive Travellers. The Trail is experiencing big numbers in the first two categories on the Stage 1 routes recently opened.

Surveys indicate that scenery, easy riding, low traffic and cafes are important while a direct route is less important when planning a ride.

¹ Nelson Cycle Trails, Project Document, prepared by Chris Allison for NCC, TDC and EDA.

² Nelson Tasman Regional Cycle Project, Feasibility Study and High Level Business Case prepared by the Trust for NCC and TDC in association with EDA and NTT.

³ Quote from the Nelson Cycle Trails, Project Document – No 1 reference above.

NZCT also specify technical standards⁴ that must be achieved as a condition of their funding allocation, \$2.25mill for Tasman's Great Taste Trail. Grade 2 Off-Road includes:

- **Description:** Some gentle climbs, smooth trail suitable for beginner riders, the trail is predictable with no surprises. Social component with riders able to ride side by side at times.
- **Gradient:** 0-3.5 degrees (1:16) for at least 95% of trail, between 3.5 and 5 degrees (1:11) for a maximum of 200m at one time and between 5 and 6 degrees (1:9.5) for no more than 20m at a time (most would walk).
- **Width:** Minimum of 2.2m with some single lanes at between 0.9m and 1.5m wide.

There are additional conditions if the trail is to be on-road although Tasman's Great Taste Trail is endeavouring to have on-road sections to a minimum. For Grade 2 On-Road, these conditions include:

- **Description:** Suitable for cyclists with little on-road cycling experience. Some gentle climbs.
- **Traffic:** Low traffic volumes and speeds. For example: Less than 60kph with no shoulder and very low traffic and increased speed as shoulder width increases over 1.9m on each side.
- **Gradient:** 0-4.5 degrees (1:13) for at least 95% of trail, between 4.5 and 6 degrees (1:9.5) for a maximum of 200m at one time and between 6 and 7 degrees (1:8) for no more than 20m at a time.

3. Route Description:

Two routes have been examined against the above criteria with several variations in detail to both: the **"Inland"** route and **"Coastal"** route. Reference **Plan 1 – Appendix A**.

The **"Inland"** route follows the alignment that has more or less been shown on plans of Tasman's Great Taste Trail. It Proceeds through Higgs Reserve, Dominion Flat, Chaytor Track, alongside the Bypass and on Tasman View Road to Motueka via the Moutere Highway. The route originally followed the estuary foreshore but did not receive support from some landowners and was changed to move through Mapua to Aranui Park.

The **"Coastal"** route travels through Ruby Bay, Pine Hill Walkway, Tasman, Harley Road to join the Inland route midway along Tasman View Road onto Motueka via the Moutere Highway.

4. Community Comments:

Discussion papers⁵ were distributed within the Mapua-Ruby Bay-Tasman Community requesting comments on its content and opinions on the best route for the trail. The comments received have been copied into **Appendix B** generally in order of receipt.

⁴ Cycle Trail Design Guide prepared by Ministry of Business, Innovation and Employment, 3rd Edition August 2012.

It would be fair to say that all alternatives suggested have good reasons for a shared walk/cycle path. The reasons include access to and through wetlands and other areas seeking environmental enhancement, connections to various areas of the community, commuter travel and off road routes to schools. The Trust continues to support the community establishing a network of trails around the region. This review however is limited to create a route that meets the specific criteria of Tasman's Great Taste Trail as commented above, connecting Mapua to Motueka and beyond.

5. Inland Route:

The Inland route was initially chosen, as much of the trail could be formed away from roads and it has iconic experiences of farm land, native reserve, wetland areas, and forestry, with hill ridge views of mountains ranges and sea.

This has been the preferred route up until to now because of its diversity, potential for enhancement of adjacent reserve areas, mountain and sea views and large lengths away from traffic.

The Inland route is reliant however on the use of private land from Aranui Park to the estuary from Higgs Road, and on Chaytor Track - all of which require landowner approval. Two of these areas have not received approval to date and hence this review has examined alternatives to avoid those sections of trail while maintaining the Inland route in general.

The alternative to that trail going through private property to the estuary and along the foreshore to Higgs Reserve from Higgs Road is to travel alongside Mapua Drive (8,300vpd) to the top of Higgs Reserve and follow a sweeping path through the reserve. The road is narrow, and there is some difficulty building an off-road trail without significant modification to the formation or having to cross this busy road twice to form a path on the north side. To date the Trust has also not been able to obtain a suitable route through Higgs Reserve that meets TDC's approval.

The required trail gradients to meet Grade 2 standards are difficult, if not impossible, to achieve with the two proposed alternatives to the Chaytor Track route – ie, south side of the Bypass (16,00vpd) and Seaton Valley Road (620-850vpd). Refer **Appendix C** for the Inland Route gradients.

The third important aspect of the Inland Route is obtaining Grade 2 on Tasman View Road within the next few years. The grade would have been achieved by placing the Trail on top of the new water main, but this project has now been pushed out of TDC's 10 year plan. This means obtaining the grade will be very difficult to achieve in the meantime. A landowner along the initial section has offered access through their forest which could help solve the grade issue for part of the route along Tasman View Road.

⁵ Review Discussion Paper, Feb 2013. Stuart Hughes, Project Manager and Trustee followed by Loop Option alongside State Highway, March 2013; Stuart Hughes.

The following chart summarises the pros and cons. In the minds of some people a pro is seen as a con. – refer to comments **Appendix B**.

Pros	Cons
<ul style="list-style-type: none"> • Original route receiving promotion. • Diverse journey – bush reserves, wetlands, farms, estuaries, forest. • Opportunity to enhance areas. • Excellent scenery. • Home to School Route. • Away from road for good percentage. • Access to Moutere Valley 	<ul style="list-style-type: none"> • Numerous climbs. • Narrow busy road (Higgs-Mapua Dr 8,300vpd) and adjoining subdivisions. • Beside busy Bypass for some of route. • Difficult to complete Tasman View Road to Grade 2. • No cafés/shops or toilets on route. • Longer exposure to windy ridge on Tasman View Road • Deal with fibre optic cable on Tasman View Road for longer section.

The main issues identified are:

Issue	Solutions	Risk
1. Access to estuary from Higgs Road not permitted.	<ol style="list-style-type: none"> 1. Negotiate Access, or 2. Alternative route on Mapua Drive. (see issue 2 and 3) 	<ol style="list-style-type: none"> 1. Very High – not forthcoming to date. 2. High. (see issue 2 and 3)
2. Off-road trail along Mapua Drive difficult to form.	<ol style="list-style-type: none"> 1. Cross road twice and form on north side, or 2. Reform road within formation to provide space for cycle trail, or 3. Reform road when/if subdivision requires access and/or a round-about on corner. 	<ol style="list-style-type: none"> 1. High safety issue. (8,300vpd). 2. High. TDC cannot fund high cost. 3. High - Subdivision details unknown and possible delays.
3. Acceptable route through Higgs Reserve not approved by TDC	<ol style="list-style-type: none"> 1. Discussions with TDC and community groups 	<ol style="list-style-type: none"> 1. Low - A suitable route should be able to be agreed to.
4. Access to Chaytor Track not permitted.	<ol style="list-style-type: none"> 1. Negotiate Access 2. Alternative route, south of Bypass or Seaton Valley Road 	<ol style="list-style-type: none"> 1. Very High – not forthcoming to date. 2. High. Cannot achieve required gradients.
5. Tasman View Road Grade 2 trail unachievable in medium term.	<ol style="list-style-type: none"> 1. Form to Grade – higher cost outside existing budget. 2. Wait for water main and/or road formation 	<ol style="list-style-type: none"> 1. High – funds not available, or 2. Medium – longer period for trail at Grade 3.

6. Coastal Route:

The Coastal Route provides the opportunity to follow the seashore of Ruby Bay before a relatively short climb using the newly formed Pine Hill walkway. It then follows quiet back roads, Marriages Road (386vdp), gently sloping down Aporo Road (1832vdp, and Tasman end 1790vdp) that continues onto Tasman and the Moutere Inlet. The Bypass’s underpass is used onto Harley Road (220vdp) where it climbs within the gradient standard to meet the proposed route on Tasman View Road. The trail would proceed along the exposed windy Tasman View Road with excellent views but will only be about half the length used in the Inland Route alternative. Refer **Appendix D** for the Coastal Route gradients.

This route would be considered easier to ride and passes wineries, cafés (unique experience with eels), stores and arts. It could assist in rejuvenating Ruby Bay and Tasman small businesses which have become isolated with the new Bypass).

The main concern would be the reluctance of riders to travel up Harley Road, preferring to use the direct route to Motueka on the very busy and dangerous State Highway or the adjacent loops. This is discussed further in section 8.2 below.

The “Coastal” route is about 3km longer than the “Inland” route, mainly due to the dogleg formed by Harley Road.

The following chart summarises pros and cons. In the minds of some people a pro is seen as a con. – refer to comments **Appendix B**.

Pros	Cons
<ul style="list-style-type: none"> • Rejuvenate Ruby Bay and Tasman small businesses. • Generally flatter and hence easier ride. • Sea front ride. • Cafés, stores, wineries, arts, toilets on route. • Avoids travelling alongside the busy Bypass (State Highway). • Halves distance on Tasman View Road – Grade 3, future development, and often windy. • No access issues • Home to school route • New subdivision requiring to form shared pathway on Marriages Road. 	<ul style="list-style-type: none"> • Trail predominately beside a road, • A longer route by about 3km. • Need to back track up Harley Road to Tasman View Road. • Misses Higgs Reserve, Dominion Flat and Chaytor Track that would have potential for enhancement alongside trail. • New subdivisions bring more traffic to roads. • Exposure to windy ridge on Tasman View Road, albeit for shorter length. • Deal with fibre optic cable on Tasman View Road, albeit for shorter section

The main issues identified are:

Issue	Solutions	Risk
1. Access from Aramui Road to sea frontage narrow and currently mainly for walkers.	<ol style="list-style-type: none"> 1. Good sign posting “shared pathway”, or 2. Widen Path 3. Alternative route direct to Ruby Bay avoiding sea frontage. 	<ol style="list-style-type: none"> 1. Medium - safety issue requiring respect between cyclists and pedestrians. 2. High – requires landowner approval. 3. Nil – available now.
2. Grade and surface on Pine Hill Walkway	<ol style="list-style-type: none"> 1. Reform adding switch backs to achieve grade, or 2. Seal existing walkway. 	<ol style="list-style-type: none"> 1. Low – requires TDC approval. 2. Low – requires TDC approval
3. Space on road reserves to form off-road cycle trail	<ol style="list-style-type: none"> 1. Detailed examination of the few pinch points for solution. May need to revert to small lengths of single lane trail. 	<ol style="list-style-type: none"> 1. Low – initial examination indicates probably solutions, and. 2. Medium - Reduce speed limits on roads used.
4. Cyclists use State Highway or adjacent Loops to Motueka than Harley Road.	<ol style="list-style-type: none"> 1. Provide incentive to travel to top of Harley Road. 2. Divert the GTT through the loops instead. <p><i>See Associated Issues below for discussion.</i></p>	<ol style="list-style-type: none"> 1. Medium – Great views, easy climb, access to Moutere Valley and cafés. 2. High – TDC to limit loop speeds and NZTA to allow trail formation separating from State Highway at reasonable cost.

7. Cost Estimates:

Despite the additional 3km distance the Coastal Route would cost a similar amount to the Inland Route. This is mainly due to having less earthworks needed that were required through farms, reserves and tracks. Refer to **Appendix E** for cost comparisons.

The Inland Route budget is based on Tasman View Road being Grade 3. In comparison, the Coastal Route budget is based on Marriages Road being Grade 3 initially sharing the road with 386vpd plus the western end of Tasman View Road at Grade 3.

8. Associated Issues:

8.1 Seaton Valley Road:

Seaton Valley Road is viewed as a popular route and at the weekends there are always plenty of people on bikes, both 'serious' and 'recreational' cyclists. This route not only avoids the attraction of Higgs Reserve and Dominion Flat/Chaytor wetlands, but the top end is steeper than the gradient requirement for the Great Taste Trail. It is however a good connecting route for the Mapua cycle network.

8.2 Tasman to Motueka Influences: Loop Roads:

There is a fear that when cyclists arrive at the Tasman underpass they will elect to use the state highway or adjacent loops to ride to Motueka rather than cycle up Harley Road. There would need to be an incentive to ride up Harley Road – mountain and sea views, special arts, Riverside Café, Moutere Highway trails. Good signage and an information board advertising such facilities would encourage cyclists to visit these sites. Some people comment that Harley Road is not steep, nor is there an issue of back tracking. They comment that quite a few cyclists are using the route now between Tasman and the Riverside Café.

Whilst the inlets loops maybe used for the foreshore route adjacent to the State Highway, there are several tight pinch points that would make forming the route to Grade 2 standards very difficult, unless the cycle trail is separated and protected from the highway. There are a number of issues that would need to be addressed if the Loop Roads were to be used as the Great Taste Trail.

The loop road route starts after the state highway underpass at Tasman and follows the loop roads around the estuary to Robinson Road. It then travels around Robinson Road and crosses the river/estuary by bridge to Batchelor Ford Road.

Refer to the plans and photographs on the discussion paper sent as an addendum to interested parties during the period of community input – **Appendix 1**.

The following chart summarises pros and cons. Also refer to the submissions received with the original review report.

Pros	Cons
<ul style="list-style-type: none"> • Flat Route • More direct route than Harley Road – Tasman View Road. (less distance) • Interesting horticultural landscape • Loops on back roads. • Arts and Crafts on route • Avoids issues of alternative route (see below) 	<ul style="list-style-type: none"> • Pinch points alongside very busy state highway (16,000vpd). • Traffic noise. • Can feel dangerous. • Horticultural spraying hazard. • Fruit trucks using loop roads during peak cycling season. • Temptation to ride more direct route along state highway. • Need for reclamation alongside Robinson Street (or speed restriction)

	<ul style="list-style-type: none"> • Expensive bridging estuary at Batchelor Ford Road (\$450,000) or continue to Moutere Highway although cyclists would probably use state highway rather than this large loop. • Miss views from Tasman View Road.
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The chart following shows the Issues, Solutions and Risks for this route.

Issue	Solutions	Risk
1. Speed on loop Roads.	1. To use the loop roads the speed limit would need to be reduced to less than 60kph. Vehicles on most lengths as low as 14vpd move at a slower speed now.	1. Medium – TDC would be required to reduce the speed.
2. Fruit Spraying activities adjacent to Loop Roads	1. Work with local landowners to spray protocols.	1. Low – public roads now so should currently spraying to their industry protocols now.
2. Speed on Robinson Road to the recycling centre Motueka	1. Reduce to 50kph, or 2. Form cycle trail off-road	1. Medium – TDC would be required to reduce the speed. 2. High – Insufficient space to from trail.
3. Form separation of trail from State Highway.	1. Several pinch points require extensive work such as boardwalks and barriers.	1. Medium – NZTA standards and approval plus resulting high cost.
4. Bridge/Boardwalk connecting Robinson Road with Ford Road	1. Bridge design to suit	1. Medium – cost higher than cycle trail budget allocation.

The Ministry of Business, Innovation and Employment wished to ensure that this route be fully investigated.

The loop roads are an attractive option and could possibly be brought to standard even alongside the state highway where there are several pinch points. The main area where we cannot find a practical solution is from Robinson Road to Motueka due to:

- Estuary reclamation requirements to provide space for an Off-Road Trail unless Council reduces the speed limit on Robinson Road to 50kph for On-Road solution which we are advised would not be considered.
- An expensive bridge (\$450,000) crossing the river and estuary to Batchelor Ford Road.

The other main issues with the loop roads are:

- State Highway speed and traffic noise.
- Temptation to use state highway as a more direct route.
- Horticultural tracks during peck riding season and spraying.

8.3 Tasman View Road Issues:

Currently the Inland route eastern part of Tasman View Road is mainly on a forestry road which is not maintained by TDC and hence has very little vehicle use. It is thus ideal for cyclists. The route currently has gradients in excess of the Grade 2 Trail requirements. However until last year, it was intended to wait until either the water main was laid at design road grade or the road with cycle trail was formed. The former water main construction was planned to take place in a few years but was removed from the 10 year plan last year. This has therefore made forming a trail to Grade 2 difficult within the cycleway budget allocation.

The length from Harley Road to Community Road is shorter but still has a couple of steep grades. The initial examination indicates that using switch back routes alongside the existing rough road, Grade 2 may be achieved although the balance of the route would be on road. Hence it would be Grade 3 unless the speed was reduced.

One comments received from a user stated that the “*ridge, (is) do-able, but very hot, dry & extremely windy in a sea breeze. Could be really hard for families with kids in the summer heat. But, most cyclists seem to be over 40*”.

The western end of Tasman View Road follows the original trail plan from the top of Harley Road. That is, along Tasman View Road to Community Road and then the Moutere Highway existing cycle paths into Motueka. Interesting, the “climb” up Harley Road is not as difficult as may first appear as the road is within the 3.5 degrees gradient allowed for Grade 2 trails. The Off-Road trail on Harley Road berms will need considerable fill in places, not unlike that required along the Bypass that was in the Inland Route, but the cost has been included in the Initial Report cost chart comparison.

Tasman View Road would be generally on road until either the road is upgraded or the water main laid on route. However, due to its condition and no maintenance criteria only 4 wheel drive vehicle tend to use the road, which could be an issue in itself.

The route is Grade 3 but for the \$100k budgeted one way switch backs could ease the few areas where the gradient is higher than desired. Drainage of the route also requires improvement to provide a suitable route for winter use.

The following chart summarises pros and cons.

Pros	Cons
<ul style="list-style-type: none"> • Excellent views of sea, valley and mountain range landscapes. • Away from large traffic volumes and hence quieter more peaceful ride. • Feels safer. • Access to Moutere Highway and passes cafe's • Uses existing cycle trails alongside Moutere Highway. • Avoids spraying issues generally. • Can be and is ridden now between Tasman and Community Road/Riverside. 	<ul style="list-style-type: none"> • Need to back track up Harley Road to Tasman View Road. • Longer route that back tracks. • Tasman View Road may be Grade 2-3 for some time until further development – road or watermain. • Higher maintenance requirement especially with 4 wheel drive sporting the muddy sections. • Generally windy and no shelter from sun.

The Harley Road – Tasman View Road also has issues, especially the delay in achieving Grade 2 and potentially higher maintenance but it is practical and may be (and is) used now for cycling.

Comments for the community favour the Tasman View Road as compared with the Loop Roads. Whichever route is decided experienced cyclists who just wish to travel to Motueka will still use the state highway. This is not our target (tourist, family, older generation) market however.

8.4 Old Mill Walkway

A few people commented that the Old Mill Walkway was not suitable for the cycle trail because of its width. The width is only 1.8m between fences. The foreshore that the walkway accesses would significantly add to the scenic value of the Trail and hence it would be a shame to exclude it from the trail.

There are a number of shared cycle trails in the region that are very narrow. Along the Maitai River bank in the Maitai Valley for example with a rock face one side and a drop to the river on the other and a width of less than 1.5m. This path appears to work with pedestrians with dogs bring their dogs to the edge of trail while a cyclist passes and the cyclists slowing down ready to stop if need be. In my experience, normally “thanks” is exchanged by both parties as they continue.

The alternative is alongside the Ruby Bay road on the formed shared path. Interestingly this path that is suggested is narrower than the Old Mill Walkway in parts and is open to the hazard of vehicles leaving their properties with obstructed views.

Pedestrians may be concerned about the change in status but as the Trails are being formed as Shared Pathways the pedestrians have also gained access to other areas not previously open to them. With adequate sign posting and good route protocol by both

cyclist and walker, with or without dogs, Old Mill Walkway should be available for Tasman's Great Taste Trail.

9. Overview:

The original Inland Route has iconic natural landscapes and the opportunity for enhancement particularly of Higgs Reserve, Dominion Flats and the Chaytor Track wetlands. Large areas are away from roads but other areas are on narrow roads or beside a busy highway. The length on the exposed Tasman View Road is long at 9.4km. However, without the use of Chaytor Track, the alternatives of the south side of the Bypass and Seaton Valley Road would be difficult, if not impossible, to form to Grade 2 standards, due to their steep grades.

The Coastal Route has considerable attraction, as it is an easier ride and passes desired attractions; cafés (one with the unique experience with eels), stores, wineries, arts and crafts establishments. It is however 3km longer, and has an uphill dogleg at the Tasman end when travelling towards Motueka. There is also the temptation to ride alongside the busy and dangerous State Highway alongside the Moutere Inlet or the adjacent loop roads.

The Harley Road – Tasman View Road has issues, especially the delay in achieving Grade 2 and potentially higher maintenance but it is practical and may be (and is) used now for cycling. Comparing the Coastal route to the Inland route, the length on the exposed Tasman View Road is shorter at 5.5km for the latter

Comments for the community favour the Tasman View Road as compared with the Loop Roads. Whichever route is decided experienced cyclists who just wish to travel to Motueka will still use the state highway. This is not our target (tourist, family, older generation) market however.

10. Ministry of Business, Innovation and Employment Comments:

Refer to the letter from MBIE, **Appendix F**.

Jonathan Kennett concludes that *"Clearly the option of a Trail going from Mapua to Tasman via Ruby Bay would be the best fit, and as such this is our preferred option continue the Trail around the coast."*

Jonathan also comments that the Loop option *"merits further study before settling on the best route between Tasman and Motueka."*

11. Recommendations:

Whilst the Trust continues to support the development of a cycle network around Mapua especially through Higgs Reserve and Dominion Flat, the risks associated with issues to develop the Inland route against those on the Coastal route are higher. There is also a greater presence of cafés, stores, wineries, attractions, toilets, and accommodation on a flatter, easier route through Tasman.

The Trust therefore recommends that

Tasman District Council approve the coastal route from Mapua to Motueka, via Harley Road and Tasman View Road's western end, for Tasman's Great Taste Trail and reallocate the funds to this route.

Stuart Hughes

Nelson Tasman Cycle Trails Trust: Trustee

Tasman's Great Taste Trail: Project Manager

Reference Attached:

Appendix A – Plan

Appendix B – Community Comments

Appendix C – Inland Route Gradients

Appendix D – Coastal Route Gradients

Appendix E – Cost Comparison

Appendix F – Ministry of Business, Innovation and Employment Comments

Appendix G - Photographs

Appendix H – Loop Road Plans and Photographs



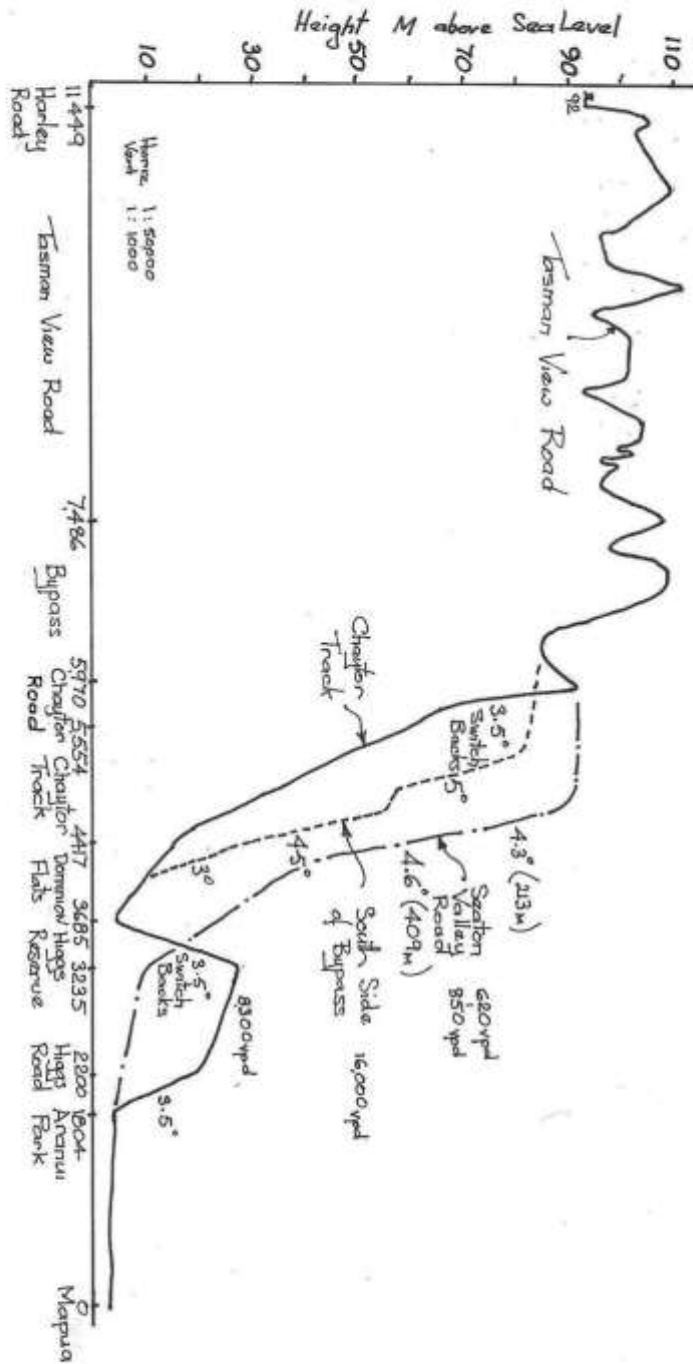
15 | Page of 24
Mapua to Motueka Cycle Trail Route Review
April 2013.

APPENDIX B: COMMUNITY COMMENTS

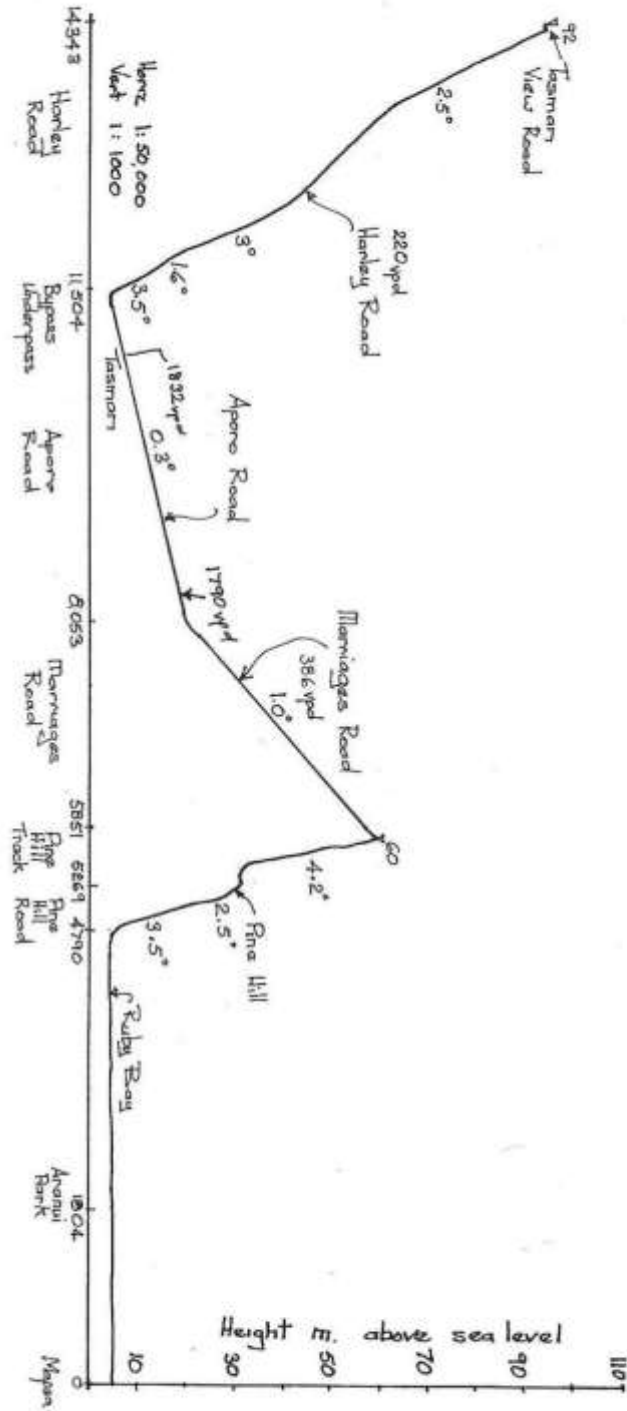
Enclosed including:

1. David Short, Nelson Coastal Barnstay
2. Andrew Schwass, Mapua Ferry
3. Michaela Markert
4. Darryl Wilson, Wilsons Abel Tasman
5. Anna Weeks & Lance Draper, The Tasman Store
6. Rose Griffin, Gentle Cycling Company
7. Grant & Fran Rutledge
8. Richard & Jeanette Allison
9. Lindsay Smith – Trustee/Chaytor Track Resident
10. Bill Gilbertson – Trustee
11. Helen Bibby
12. Neville Biddy
13. Ursula Schwarzenbach, Blackenbrook Vineyard
14. Andrew Palmer
15. Graeme Stradling – Ruby Bay Gallery
16. Nicky McBride, Wheelie Fantastic Cycle Hire & Tours
17. Tasman Area Community Association
18. Mapua and District Business Association
19. Tony and Jane Clark JointWorks Studio
20. Estuary Subcommittee, Mapua and District Community Association
21. Patricia Morrison, The Coolstore Gallery
22. David and Judy Mitchell
23. Roger Waddell and Adele Smith, Corru Gate Accommodation/Corru Gate Cycles
24. Mapua Districts Cycleways and Walkways Group
25. Elspeth Collier and Kim Bowie, Matahau Cottages
26. David Stones
27. Gillian Pollock
28. Steve and Judy Richards: Jester House Café
29. Suzanne Clark, Chaytor Track Owner

APPENDIX C: ROUTE GRADIENTS – INLAND ROUTE



APPENDIX D: ROUTE GRADIENTS – COASTAL ROUTE



APPENDIX E: COST COMPARISON

INLAND OPTION

Section Parts	Route From	Route To	Description	Route Distance Metres	Route Accumulative Distance Metres	Sub-Total	Resource Consent	Contingency	Engineering Costs	Section Cost	FUNDING earmarks allocated	
06	5.1	Mapua Wharf	Mapua Park	Team Road	1804	1804	\$2,000	10%	\$400	\$300	\$2,700	
	5.2	Mapua Park	Higgs Road	Farm Land	366	2200	\$45,972		\$9,194	\$4,669	\$59,734	\$80,000
	5.3	Higgs Road	Higgs Reserve	Road Edge or Farm Land	4006	3236	\$91,000	\$9,000	\$18,004	\$0,490	\$132,998	\$175,000
	5.4	Higgs Reserve	Road bridge	Reserve Path	450	3686	\$70,300	\$7,030.00	\$14,062	\$7,030	\$98,504	\$80,000
	5.5	Road Crossing	Road Crossing	Road Crossing	22	3707	\$462		\$92	\$46	\$600	
	6.1	Road Footpath	Chaytor Trail east	Grassed area	710	4417	\$58,710		\$11,742	\$6,871	\$76,323	
	6.2	Chaytor Trail east	Chaytor Road	Formed trail	1137	5554	\$83,725		\$16,745	\$8,372	\$108,927	\$84,000
	6.3	Chaytor Road	Bypass Underpass	Formed trail	416	5970	\$17,317		\$3,463	\$1,732	\$22,512	\$23,000
				New formed trail			\$159,802	\$0	\$31,960	\$16,980	\$207,742	\$200,000
	7.1	Bypass	Tasman View Road	side SH	1516	7486	\$205,180	\$0	\$41,036	\$20,918	\$271,936	\$272,000
	8.1	Tasman View Road	Haley Road	Rough forestry	3863	11449	\$242,528		\$48,586	\$24,293	\$315,806	\$50,000
				Back - side trail			\$825,624	\$16,528	\$365,135	\$20,562	\$1,089,839	\$617,000
Sub-Total less	7.1	except \$50,000										\$817,000

COASTAL OPTION

Section Parts	Route From	Route To	Description	Route Distance Metres	Route Accumulative Distance Metres	Sub-Total	Resource Consent	Contingency	Engineering Costs	Section Cost	FUNDING earmarks allocated	
05	5.1	Mapua Wharf	Mapua Park	Team Road	1804	1804	\$2,000	10%	\$400	\$300	\$2,700	
	5.2	Mapua Park	Pine Hill Road	Meady Existing	2986	4790	\$22,761		\$4,552	\$2,276	\$29,589	Grade 1
	5.3	Pine Hill Road	Pine Hill Track	Road Edge	479	5269	\$42,897		\$8,579	\$4,290	\$55,766	Grade 2
	5.4	Pine Hill Track	Pine Hill Road west	Walking Track	582	5851	\$63,367		\$12,673	\$6,337	\$82,377	Grade 2
	5.5	Pine Hill Road west	Ayton Road	Road Edge (Merrigals Rd)	2202	8053	\$175,887		\$35,167	\$17,584	\$229,598	Grade 3
	6.1	Merrigals Rd-Ayton Rd	Tasman Underpass Rd	Road Edge (Ayton Rd)	3451	11504	\$36,394		\$7,279	\$3,639	\$47,292	Grade 2
	7.1	Tasman Underpass	Tasman View Road	Road Edge (Haley Rd)	2839	14343	\$52,072	\$0	\$10,414	\$5,207	\$67,693	Grade 2
Sub-Total less	5.5	Grade 3 On road										\$17000

**APPENDIX F:
MINISTRY of BUSINESS, INNOVATION and EMPLOYMENT COMMENTS**

New Zealand Cycle Trail
Ministry of Business Innovation and Employment
Head Office
33 Bowen Street
Wellington

Nelson Tasman Cycle Trails Trust
Trust Project Management Team
29 Coster Street
Nelson 7011

12 March 2013

Mapua to Motueka Route Review

Dear Stuart,

Thank you for the opportunity to comment on the review undertaken for the Great Taste Trail route from Mapua to Motueka. We would like to comment on the three options you have presented and work with you to obtain the best solution for future cycle trail users as well as the local businesses and community supporting the trail.

Option 1: Inland Route - Chaytor Track and Tasman View Heights

There seem to be a number of obstacles blocking the way forward for this option. Most notably, the landowner who will not allow bicycle access across their property. Even if access was secured, and this seems highly unlikely, this route has some weaknesses that concern us. In 2010, when we first assessed the Great Taste Trail, there were imminent plans to level the Tasman View Heights road and install a major water pipe. This was seen as an opportunity to create a Grade 2 trail. Without this work the route is quite hilly (350 metres of total vertical climbing), and also has poor scenic values since so much forest has been cleared. These scenic values would be further impaired with the earthworks associated with the water pipe works if/when that occurs.

Option 2: Coastal Route to Harley Road and half of Tasman View Heights

A clear advantage of this route is that it passes businesses that can provide cyclists with food, accommodation and art. It fits the promise implied in the name Great Taste Trail.

This option is also less hilly (284 metres of total vertical climbing) and would therefore suit a larger range of cyclists.

One weakness of this route is the dogleg from Tasman up Harley Road to Tasman View Heights. This can be mitigated by building a compelling entrance to the park at Tasman, leading cyclists to the underpass, and then up Harley View Road. We also recommend that an attraction/destination for cyclists be built at the top of Harley Road to draw cyclist up the hill and reward them with an appealing place to rest and regroup.

Option 3: Coastal Route to Tasman and around the bays to Motueka

This option would follow the one you have outlined to Tasman, then go under the highway to Harley Road, followed by a combination of existing roads around small

bays connected by several short sections of new trail built beside the Coastal Highway.

The main weakness of this route is the uncertainty of access and feasibility building beside the highway. It may be found that access cannot be obtained, or it is not feasible to build a trail past a pinch point.

The strength of this route is that it is the flattest and shortest of all options (only 87 metres of vertical climbing). This would make it the most appealing of the three options to unfit Grade 2 riders.

Summary

The target market of Grade 2 riders are attracted to flat, easy trails with plenty of businesses that provide food and accommodation, as well as pleasant scenery. Clearly the option of a trail going from Mapua to Tasman via Ruby Bay would be the best fit, and as such this is our preferred option.

Given the current situation, it seems highly unlikely that a Grade 2 cycle trail could be built from Mapua to Motueka via Chaytor Track and Tasman View Heights in the near future. Even if it was feasible, this would be the hilliest and most remote option, which would therefore be the least appealing to Grade 2 riders.

From Tasman to Motueka there are two finely balanced options. Tasman View Heights via Harley Road could be built straight away as there are no access issues. In fact, for Grade 3 riders, it could be rideable right now. However, the easiest option would be to continue the trail around the coast. This option merits further study before settling on the best route between Tasman and Motueka.

We look forward to working with you on the final route from Mapua to Motueka.

Regards

Jonathan Kennett
New Zealand Cycle Trail
MOB: 027 284 5599



APPENDIX G: PHOTOGRAPHS



Mapua Drive – no shoulder for trail.



Typical trail for Higgs Reserve



Chaytor Track



Ruby Bay Bypass - benches



Tasman View Road



View from Tasman View Road

INLAND ROUTE



Ruby Bay shoreline track



Ruby Bay



Pine Hill Road



Pine Hill Walkway



Pomona – Marriage Road



Aporo Road



Aporo Road by Café



Harley Road

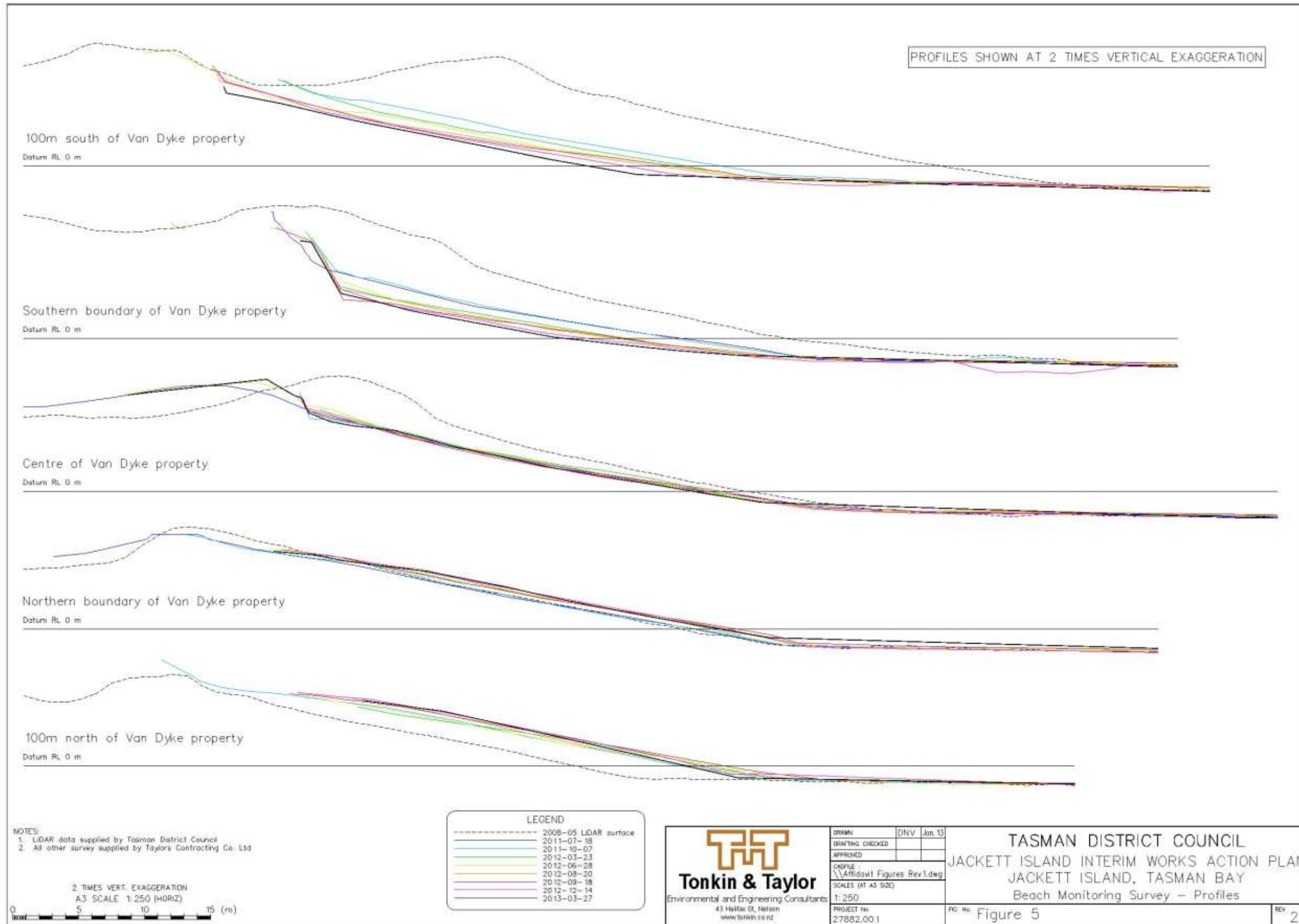
COASTAL ROUTE

APPENDIX H: PLANS and PHOTOGRAPHS

See the attached Appendix H.

Action Sheet – Engineering Services Committee

Item	Minute/Action	Minute or CSR or Email request	Accountable Officer	Status
Meeting Date: 30 August 2012	RESC12-08-04 Provision of bus infrastructure	Report back to the Full Council with recommendations with regard to the provision of bus infrastructure associated with the new bus services	Gary Clark	Reliant on meeting noted below
	RESC12-08-04 Provision of bus infrastructure	Recommendation regarding a temporary bus stop location	Gary Clark to arrange meeting with Richmond Councillors and Mayor Kempthorne	Meeting scheduled for 2 May at conclusion of Engineering Services Committee meeting
Meeting Date: 11 October 2012	RESC12-10-14 Tasman's Great Taste Trail – Maintenance and Marketing Agreements	Reach formal agreement with the Nelson Tasman Cycle Trails Trust up to 30 June 2015 for maintenance and marketing of Tasman's Great Taste Trail	Dugald Ley	Both contacts are now signed.
	RESC12-10-15 Jackett Island Erosion and Removal of Port Motueka Groyne	Six weekly reports on year to date expenditure on project milestones	Gary Clark	Reports to this meeting
Meeting Date: 29 November 2012	RESC12-11-04 Engineering Services Reorganisation	Six weekly reports on progress	Peter Thomson	Report to this meeting
Meeting Date: 29 November 2012	RESC13-03-03 Motueka Wastewater Treatment Plant Consent Renewal	Undertake public consultation	Robert Workman	Open Days scheduled for 3 and 4 May 2013
	ESC13-03-11 Transportation Report	Staff to revise and reduce the scope and price of the proposed Russ' Corner roundabout to a maximum total cost of \$250,000 and report back.	Gary Clark	Report to this meeting



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Jackett Island Monitoring Photographs taken 25 March 2013



Accretion at the northern end of Jackett Island



Accretion north of the Van Dyke property



The geotextile sand bag wall



Erosion at the southern end of Jackett Island



Figure 1 March 2013 survey overlain 28 March 2011 aerial photograph from GoogleEarth

13 April 2013
Document2

Tonkin & Taylor Ltd – Environmental and Engineering Consultants



Minutes of the Nelson City Council and Tasman District Council Joint Waste Working Party

Held in Heaphy Room, Tasman District Council, 189 Queen Street, Richmond

On Thursday 18 April 2013, commencing at 2.00pm

Present: Tasman District Council: Councillors J Edgar (Chairperson), B Dowler and S Bryant
 Nelson City Council: Councillors D Shaw, M Ward and R Copeland
 Independent Members: Dr E Kiddle, Mr G Cameron (Nelson Marlborough District Health Board), Mr M Hippolite, Ms K Stafford

In Attendance: Tasman District Council: Utility Assets Engineer (D Stephenson), Utility Assets Manager (J Cuthbertson), Executive Assistant (R Scherer)
 Nelson City Council: Engineering Adviser (J Thiant), Executive Manager Strategy and Planning (M Schruer)

Consultant: MWH (J Cocks, in part)

Apologies: Apologies were received and accepted from E Kiddle for lateness

Cr Bryant/Cr Ward CARRIED

The Chairperson, Councillor Edgar, welcomed everybody to the meeting

1.0 Election of Chair

Cr Judene Edgar was elected unopposed

Cr Bryant/Cr Ward CARRIED

1.1 Election of Deputy Chair

Mike Ward was elected unopposed

Cr Edgar/Shaw CARRIED

2.0 Conflicts of Interest

Nil

3.0 Terms of Reference 1-4

Document number 1488654.

D Stephenson presented the report to the working party.

In response to Cr Ward it was agreed that staff would prepare a draft work plan looking at activities for the next 12 months and then 24 months.

Resolved:

THAT the report (1488654), Joint Waste Working Party: Terms of reference, be received;

AND THAT Nelson City and Tasman District Councils be advised that the Joint Waste Working Party adopted the following terms of reference;

AND THAT the Councils adopt the Terms of Reference.

Cr Dowler/Cr Shaw

CARRIED

4.0 Annual Review of Joint Waste Management and Minimisation Plan

5-21

Document number 1481324

D Stephenson presented the report to the working party and tabled an amended Attachment 2 of the report.

After discussion the working party agreed that better information and statistics on what tonnages were being sent to cleanfill was required, and that staff should endeavour to collect this information.

Ed Kiddle suggested that the information and the graphs presented in the report could be used in publicity campaigns as a way of influencing behaviours around waste disposal.

There was some discussion on the need for bottle recycling. It was noted that this at present it is not a priority but will be considered in the next review of the work programme for community engagement.

Resolved:

THAT the report (1481324), Annual Review Joint Waste Management and Minimisation, be received.

Cr Ward/Cr Copeland

CARRIED

5.0 Solid Waste Regional Landfill Disposal Study

22-51

Document number 1472866

D Stephenson presented the report to the working party. John Cocks of MWH was in attendance for this report.

The Chairperson commended MWH on the quality of their report.

There was some discussion on the duration of landfill designations and whether they lapse after a period of time. Council staff undertook to check this detail.

There was some concern expressed about the tight timeframes referred to the recommendation. Staff undertook to prepare an implementation schedule with timeframes.

Cr Ward stressed the need for any recommendations to be outcome focused. He noted the focus should be on waste minimisation and include Life Cycle principles and Product Stewardship aspects.

Resolved:

THAT the report (1472866), Regional Landfill Disposal Study be received;

AND THAT Nelson City and Tasman District Councils be advised that the Joint Waste Working Party consider a joint landfill strategy (whereby general waste is disposed of at York Valley and special waste at Eves Valley) will provide the most economical regional landfill option for Nelson-Tasman

AND THAT the Joint Waste Working Party consider that a joint landfill solution will provide enhanced opportunities to minimise waste across the region;

AND THAT Nelson City and Tasman District Councils endeavour to agree on a joint landfill strategy for the region and interim commercial arrangements by September 2013;

AND THAT Nelson City and Tasman District Councils progress with the investigation of governance options for managing joint waste management facilities from October 2013;

AND THAT Nelson City and Tasman District Councils retain the designation and consenting of both landfills;

AND THAT the mitigation of risks to the landfills posed by natural disasters by the continued operation of both landfills is acknowledged.

Cr Bryant/Ward

CARRIED

6.0 Solid Waste TV TakeBack

52-58

Document number 1472365

J Thiart presented the report to the working party.

There was discussion among the working party regarding the limited nature of the funding for the TV takeback programme, and the message that low cost disposal sends to the community. The working party discussed

implementation of a programme based on cost recovery principles and for central government to progress a product stewardship programme.

Resolved:

THAT the report (1472365), Solid Waste TV TakeBack be received;

AND THAT the Joint Waste Working Party recommends to Nelson City and Tasman District Councils that they only accept TVs on a cost recovery basis once the TV Take Back funding has been expended;

AND THAT the Council adopt a cost recovery approach for all Cathode Ray Tubes while a longer term e-cycling solution is developed;

AND THAT both Councils consider writing to the Ministry for the Environment with a copy to local MPs and LGNZ expressing their concern that it is very likely that the TV Take Back funding programme will be insufficient to meet local demand and urge for further funding to be made available. Also urge the Government to institute a Product Stewardship programme for TVs and other e-waste.

Cr Shaw/Cr Dowler

CARRIED

7.0 Solid Waste Buller Residual Waste

59-62

Document number 1472792

J Thiart presented the report to the working party.

The working party discussed the continuing disposal of waste from outside the region, and whether this was desirable. It was agreed to recommend Nelson City Council consider a time limit for on-going disposal. M Hippolite recommended a Cultural Impact Assessment be completed to consider the effects inter-regional transfer of waste.

Resolved:

THAT the report (1472792), Solid Waste Buller Residual Waste, be received;

AND THAT the Joint Waste Working Party recommends that Nelson City Council presents a finite time limit to Buller District Council for the continued use of York Valley for their waste;

AND THAT Buller District Council commission a cultural impact assessment on the inter-regional transfer of waste.

Cr Bryant/M Hippolite

CARRIED

7.0 Solid Waste: Nelson – Tasman SWAP Study

63-118

Document number 1472880

J Thiart presented the report to the working party.

There was discussion among the working party regarding cost of composition studies, and that consideration be given to future studies to be more targeted.

Resolved:

THAT the report (1472880) Nelson – Tasman SWAP study, be received;

AND THAT it be noted that the high tonnage of paper/cardboard in landfills will be further investigated through the waste education contract;

AND THAT staff report back on options and costings for further Nelson-Tasman SWAP studies.

Cr Dowler/CrShaw

CARRIED

Waste Management Presentation Ed Kiddle.

Ed Kiddle gave a short presentation on his recent overseas trip to Scandinavia, referring to waste management in this area.

There being no further business the meeting closed at 5.08pm.

Confirmed as a correct record of proceedings:

_____ Chairperson _____ Date

Activity	Key Performance Indicators	Original date	Target date (if dates are 2013 unless stated)	Measure Achieved	Status: 14 February 2013	Status: 28 March 2013	Status: 2 May 2013
1 Recruitment	a. Existing staff commenced work in 'mapped positions' b. Successful candidates for 'internally and externally advertised positions commenced work in new roles as follows: i. Tier 3 by mid-March 2013 ii. Tier 4 by end May 2013 iii. Other roles by end July 2013 c. No successful Personal Grievance claims made by existing staff as a result of recruitment process	30-Dec-12	End Feb 13	% positions filled	Revised Target date is mid February 2013. All staff have been mapped into new positions and were offered jobs at end of January. Six of the 38 positions (15%) are now confirmed mapped.	All existing permanent staff have been mapped into new roles, filling 18 of the 38 positions.	100% of internal 'mapped' positions filled by existing staff appointments. Complete.
		Mid-March 2013	End April	% positions filled	50% (20) positions have been filled and confirmed by internal appointments	Two positions externally advertised, short lists and interviews arranged	Programme Delivery Manager appointed. Acting Planning Manager short list being evaluated after interviews. Offer pending
		End May 2013	End May	% positions filled	NA - due to flattening of structure	NA - due to flattening of structure	NA
2 Internal Work Processes	All internal work processes mapped	12-Apr-13	End April	% processes mapped	Project agreement and scope completed. Discovery phase begins in February and documentation phase is planned for March/April.	Business process mapping has completed the discovery phase. Priority processes for contractual claims and after-hours response protocols are well advanced. Other priorities are being established for further work in April.	Priority processes have been mapped for customer services requests, contractual claims, after hours response, budgets tracking, and procurement.
		End March 2013	End April	NA	Sub-project team with Corporate and Engineering Services staff is preparing financial baseline, requirements and full budgets estimates for the final 2013/14 Annual Plan	Sub-project team has developed draft documentation for Service Level Agreement. New Management Accountant recruitment is near completion.	New Management Accountant has been appointed. Draft Service Level Agreement between the Finance group and Engineering Services is under review.
3 Financial Information	Service Level Agreement for provision of financial information in place	End March 2013	End April	NA	Sub-project team will also develop new KPIs against which the ongoing financial performance of the in-house delivery of services can be measured against the existing contracted delivery services.		

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Activity	New Performance Indicators	Original date	Target date (if dates are 2013 unless stated)	Measure Achieved	Status: 14 February 2013	Status: 28 March 2013	Status: 2 May 2013
Financial Information	New financial information processes, including revised reporting, fully operational	1-Jul-13	1-Jul-13	% complete	Sub-project team will also develop new KPIs against which the ongoing financial performance of the in-house delivery of services can be measured against the existing contractor delivery service KPIs will be first reported to Council in April 2013	New financial reporting processes are being developed for externally contracted services. All contractual claims are now being handled through Council's Conform software	Financial reporting and contractual claim processes are under review to smooth weekends and shorten reporting times.
NZTA	a. NZTA approval of procurement strategy and SLA by end March 2013 b. NZTA requirements incorporated into financial reporting structure and processes c. NZTA claims made successfully under new structure d. Interim contract approved by NZTA	End March 2013 End May 2013 Jul-13	End March 2013 End Dec-12 1-Apr	Y/N Y/N Y/N	Revised Council procurement strategy presented to the Engineering Services Committee for adoption on 28 March 2013 Managers are working with NZTA to define all financial reporting requirements, including claims. Y : NZTA approval received December 2012 for extension of existing professional services contract to 30 June 2014 53 individual datasets have been identified for migration 22 datasets have been re-allocating used	Revisions have been made to the existing Strategy and will be presented to the Engineering Services Committee on 2nd May 2013 Managers have defined all NZTA financial reporting requirements, including claims, and are developing internal processes	Amended Procurement Strategy recommended to Engineering Services Committee on 2 May 2013. Managers have defined all NZTA financial reporting requirements, including claims, and are developing internal processes
Transition	a. Migration planning complete b. Transition of data complete by mid-August 2013	End December 2012 Mid August 2013	End December 2012 Mid August	Y/N Y/N	All 98 datasets have a migration plan through the transition period from June to mid-August	Complete Approx 30 datasets completed and 40 in progress	Complete 102 datasets programmed for transfer, and key accountabilities assigned
MWH Interim Contract	a. Final scope of interim contract signed c. Interim contract commenced	Mid December 2012 1-Apr-13	Mid Dec-12 1-Apr	Y/N Y/N	Y - extension of professional services contract formerly signed 31 April 2013 to 30 June 2014 New contract tender documents will start to be compiled from mid-March 2013	Complete Starts 1 April 2013	Complete
New PS Contract	a. New contract tender documents complete	Jul-13	End Sept	Y/N	New contract tender documents will start to be compiled from mid-March 2013	New contract tender documents will start to be compiled from 25 March 2013	Final draft scope and programme under review
Financial Forecasts	a. New contract awarded c. New contract commenced by 1 July 2014 e. Costs and savings within the following categories are in line with the financial forecasts adopted by Council for 2012/13 and 2013/14 years, in summary: 1. Staff Costs 2. Operating and Overheads Costs 3. External Professional Services Costs (Operational) 4. One-Off Costs 5. Savings to Tasman District Council 6. 2013/14 - Forecast Saving of \$0.9m	1-Apr-14 1-Jul-14	1 April '14 1 July '14	Y/N Y/N	Sub-project finance team will develop new KPIs against which the ongoing financial performance of the in-house delivery of services can be measured against the existing contractor delivery service KPIs will be first reported to Council in April 2013	New KPI's for financial outcomes have been drafted and will be presented to Council for formal adoption on 9 May 2013	New KPI's for financial outcomes have been drafted and will be presented to Council for formal adoption on 9 May 2013

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Activity	Key Performance Indicators	Original date	Target date (if dates are 2013 unless stated)	Measure Achieved	Status: 14 February 2013	Status: 28 March 2013	Status: 2 May 2013
9 Infrastructure Activity/ Management	Transfer and addition of infrastructure Activity Planning responsibilities to Engineering Services completed by end October 2013	End August 2013	End Sept	Y/N		Pending appointment of 3rd Senior manager and team establishment	Pending appointment of 3rd Senior manager and team establishment
10 Transportation Planning	Transfer and addition of network management responsibilities to Engineering Services completed by:	End October 2013	End Sept	% of all responsibilities in place	A full schedule of responsibilities and tasks is being compiled by the relevant section manager.	A full schedule of tasks is being compiled by the Transportation Manager	Urgent transportation transition plan to be reviewed early May. Key handover date from MWH to Engineering Services will be on Wed 5th June 2013.
11 Utilities	Transfer and addition of network management responsibilities to Engineering Services completed by:	End October 2013	End Sept	% of all responsibilities in place	A full schedule of responsibilities and tasks is being compiled by the relevant section manager.	A full schedule of tasks is being compiled by the Utilities Manager	Urgent Utilities transition plan to be reviewed early May. Key handover date from MWH to Engineering Services will be on Wed 26th June.
12 Infrastructure Programme Delivery	Transfer and addition of capital project and contract management responsibilities to Engineering Services completed by:	End October 2013	End Sept	% of all responsibilities in place	A complete schedule of current project agreements is being compiled. A transition programme of new project work is being developed for the period April to November 2013.	Ongoing	Ongoing. Will progress further when start of new Programme Delivery Manager on 13 May 2013.
13 Customer Service	<p>a. Establishment of CSR function within ES</p> <p>b. Number of CSRs: Utilities vs Transportation</p>		End March	Y/N	<p>CSRs functions, responsibilities and basis have been included in the new job descriptions. A CSR sub-project team has been established to assist in the transition of these tasks back in house.</p> <p>Data collection systems are in place to record the information that will be required for reporting below.</p>	<p>All CSR business processes have been fully mapped by Engineering and Customer Services staff</p> <p>Key handover date from MWH to Engineering Services is Tues 23rd April</p>	<p>Urgent Utilities transition plan to be reviewed early May. Key handover date from MWH to Engineering Services will be on Wed 5th June 2013.</p> <p>Data collection systems are in place to record the information that will be required for reporting below.</p>
	<p>i. Received at Council – total # of ES-related requests into Council Call Centre</p> <p>ii. Received in ES (by department) and handed (e to contractor, to consultant, to staff, to other department, etc)</p> <p>iii. Resolved successfully and within required timeframe's</p>			#	Measure compared to existing Ks from Customer Services	Measure compared to existing Ks from Customer Services	

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