

Landscape Contract

Maintenance

Xyst was engaged by Greater Sydney Parklands (GSP) to prepare the Parklands West Landscape Maintenance Contract.

GSP required a procurement plan, tender documents and a performance-based contract, procured under a two-step EOI and RFT method, all to be completed within a short timeframe.

Xyst began the process by collating current asset data to form contract schedules and specifications, schedules of quantities and pricing estimates with the support of GSP. A procurement strategy was then formed and both contract and tender documentation was created with GSP staff.

Xyst then assisted GSP as they accessed EOI and later RFT responses. A suitable contractor was then identified and negotiations were entered into by GSP.

Tree Maintenance Annual Performance Review

The annual performance review of suppliers was based on pre-determined criteria, such as works quality, communications, public relations and health and safety.

As part of this work Xyst gathered information and facilitated individual reviews. A report was compiled summarising the works undertaken, the outcomes of each suppliers' review, key issues or concerns, and provided recommendations for improving the review process.

Park Service Delivery Audits

Xyst designed a specialised tool for the Yarra City Council, leveraging the Safety Culture iAuditor platform.

This tailored solution facilitates the inspection of areas maintained under the Council's Open Space Maintenance Contract.

All assets were inspected across the full range of park categories and measured for compliance with the relevant KPIs and outcomes detailed in the Open Space Maintenance contract, acting impartially and without bias.

Utilising this platform, Xyst conducted monthly inspections of Reserves and Public Spaces, ensuring adherence to Council's Open Space Maintenance Contract. The tool incorporates specific questions, tailored to meet contract specifications, including health and safety requirements. Additionally, it generates comprehensive summary reports for Council Staff and the Contractor, featuring a final score per site. This scoring system is vital for the City of Yarra Council's reporting and serves as a key mechanism for monitoring contractor Key Performance Indicators.

The information generated through this tool enables systematic monitoring and reporting of contractor performance, ensuring adherence to their contractual obligations. This proactive approach not only cultivates strong contractor relationships but also enables Council staff to identify outstanding maintenance issues that could otherwise be overlooked.

Lake Alexandrina Community Engagement

Xyst was engaged by the Mackenzie District Council to provide management support for the Lake Alexandrina and McGregor Reserves, which over successive years had fallen down the Council's work programme.

Initially, Xyst worked with Council staff to rekindle relationships with community representatives, and to discuss management issues as raised by the community and within a prior Management Report.

Once initial relationships had been established and some early wins achieved, key agencies were introduced to the stakeholder meetings, including DOC, ECAN, FENZ and Fish and Game.

Xyst coordinated these quarterly meetings and worked with Council staff to form an agenda, recording meeting minutes, and action decisions following each meeting. Where required, Xyst moderated meetings and deescalated tensions over sensitive topics, whilst allowing all parties the opportunity to share their views.

Community Engagement and Concept Plan

Hall Crescent Reserve

Xyst gathered feedback and ideas from key stakeholders and the community to inform a draft concept plan.

This phase of engagement involved interviews with key stakeholders and an online survey to the surrounding community. This was advertised via site signage and through a community Facebook page.

Based on the feedback from the first round of engagement, Xyst produced a draft concept plan with improvements for Hall Crescent Reserve. We engaged on the draft concept plan via a community drop-in session, an online survey and direct contact with key stakeholders. Analysing the feedback and working with the client we agreed on appropriate changes to finalise the concept plan and provided high-level costings.

Tararua Reserve Land and Community Buildings Rationalisation

Xyst was engaged to review Tararua District Council's (TDC) land and buildings portfolio to identify opportunities for rationalisation in order to reduce operational expenditure, as directed by the 2024 Long-Term Plan (LTP).

The review encompassed Council-owned community buildings, parks, reserves, and other non-operational land with the primary objective of identifying under-utilised or surplus properties that may be suitable for rationalisation.

The assessment examined property information, constraints, and considerations for potential property disposals and provided recommendations and next steps for rationalisation.

Ashburton Omnibus Reserve Management Plan

Xyst developed an Omnibus Reserve Management Plan for the Ashburton District covering approximately 120 reserves, using the process outlined in the Reserves Act 1977.

This included gaining approval from Council at various stages throughout the process by writing and presenting reports to Council, undertaking two rounds of public consultation, engagement with iwi and engagement with 15 reserve boards, which support the Council in the day-to-day management and maintenance of 17 reserves across the district.

We also supported Council with the Hearings process for this project.

As part of the development of the Omnibus Plan, we reviewed the existing seven management plan, and developed a general policies document, which applied to all parks and reserve, as well as four park specific volumes covering parks and reserves across different parts of the district.

The final Ashburton District Reserve Management Plan was adopted by Council in December 2024.

Ashburton Land Status Review and Classification

Xyst undertook a comprehensive review of all park and reserve land held by Ashburton District Council for open space purposes, to determine how the land was held, who the administering body of the land is under the Reserves Act 1977 and if land had been classified appropriately.

We presented our findings and recommendations to Council staff for consideration. Together we undertook mana whenua engagement and engagement with Council.

Based on discussions and local knowledge, we updated recommendations where required.

We supported Council in taking required classifications through the approval process according to the Reserves Act. This involved the preparation and delivery of two reports to Council, supporting public notification and following Council approval, publication in the New Zealand Gazette.

We utilised GIS mapping to streamline this process and make it more efficient.

Hall Crescent Reserve Concept Design

Hutt City Council asked Xyst to improve the existing reserve and connect it to the surrounding environment.

Through community engagement, we managed to identify key

interventions that would resonate with the surrounding community and provide play opportunities, while improving accessibility through footpaths and amenity through planting.

Artificial Water Features in Parks

Risk Assessment

Xyst conducted a risk assessment on Council-owned artificial water features located in public spaces.

Xyst worked with Council to identify the assets to be assessed and agreed on the assessment criteria and risk matrix utilised to make the assessments. Using the site assessment tool SafetyCulture, we visited each asset and conducted a risk assessment. The risk assessment included assessing the setting, the risks associated with the structure and how park users are likely to interact with each asset.

A report was produced recording the assessment and recommending mitigations for each asset to manage any elevated risks accordingly.

Parks and Community

Facilities Planning

Team Leader – 3 Month Cover

During the 3 months Xyst was engaged, staff provided support progressing key projects and land use applications, assessing resource consent applications and planting plans, providing general planning advice, preparing a resource consent application and supporting and mentoring the Parks and Facilities Advisor.

Cannons Creek Park Wetland Project

Reserves Act Approvals

Council and Kāinga Ora proposed installing and upgrading significant public stormwater and wastewater infrastructure over Cannons Creek Park to enable the planned residential intensification of Eastern Porirua and improve the water and ecological quality of Kenepuru Stream.

As the administering body, Council had to assess the necessary reserve closures and easements in accordance with the Reserves Act.

Xyst led the assessment, public notification and stakeholder engagement, submission analysis, reporting, approvals and applicant relationship on behalf of Council's parks department.