

Asset & Facility Risk Assessments

New councillors were worried about the risks posed to their community, so the Mackenzie District Council engaged Xyst to perform a risk assessment on a range of community facilities and assets.

Xyst's team started by performing several site assessments, including the Albury Playground, Twizel Machinery Display, and Twizel Pool, producing several advisory reports for the Council, leading to the prompt closure and decommissioning of several unsafe structures and signage of others.

Community Gardens Guidelines

Council acknowledged that establishing a successful Community Garden requires strong and sustained commitment from community members to undertake considerable planning, collaboration and engagement for a sustained length of time. Xyst developed these Community Garden Guidelines to assist community groups to understand the parameters of siting community gardens and the responsibilities of all stakeholders involved when establishing and managing community gardens on Council-owned or managed land.

Bass Coast Tracks and Trails Strategy

This strategy identified 36 new trail opportunities to expand the trail network that has been identified during the development of this strategy, (emerging from background research, existing plans and key stakeholder consultation) and to respond specifically to:

- recreation trends and preferences
- existing trails network gaps
- physical linkages/connections
- opportunities to enhance community understanding and appreciation of our unique environment
- trails market segments
- gaps in the provision
- opportunities to improve community health and wellbeing outcomes
- opportunities to develop the visitor economy (and the Shire's trails offer)

High level cost estimates have been assigned to each project to help guide Council's long-term financial planning. Costs indicated are purely construction costs and do not include design, planning or permits.

Parks & Facilities Management

Xyst was brought on board after a thorough risk and performance evaluation of the Mackenzie District Council's parks and community facilities operations. Xyst was then asked to fill a sudden staff management gap, which quickly evolved

into a long-term commitment to manage the District's public facilities, parks, and community spaces.

Throughout this period, Xyst's team has provided crucial support to the Council. This has included service reviews, the creation of an asset register, the development of an Asset Management Plan (AMP), the crafting of a Reserve Management Plan (RMP), alongside contributions to the Council's Long-Term Plan (LTP) and Annual Plan (AP). Additionally, Xyst has formulated various strategies, policies, and bylaws to guide future projects and operations.

In addition to operational tasks, Xyst has project managed a programme of outstanding capital projects and spearheaded initiatives aimed at enhancing the District's amenities. Xyst has also conducted tree assessments, handled GIS work, and successfully secured funding through the Tourism Infrastructure Fund (TIF) and Better Off Fund. Furthermore, Xyst has also implemented quality auditing measures for the Council's contractors, ensuring performance standards are met and improved upon.

Nelson Camping Hub

The Council resolved to provide a central service hub for campers visiting Nelson. Xyst identified potential sites and negotiated a lease for a disused petrol station in downtown Nelson. We quickly arranged all the necessary facilities to provide toilets, hot showers, wifi and visitor information. This included engaging contractors to staff and clean the facility.

Parks, Gardens, Cemeteries and Community Facilities Operations and Maintenance Contract

Xyst undertook a comprehensive procurement process for the development of a new maintenance contract covering the entire district.

This included specification writing, GIS asset and contract mapping, contract writing, procurement plan, ROI and RFP preparation and evaluation.

Xyst also assisted with contractor handover and contract management in the first year of the contract.

Open Space and Tree Management Market and Service Delivery Assessment

City of Melbourne engaged Xyst to undertake a market and service delivery assessment and make recommendations on the best model for packaging the Open Space Management and Tree Management service contracts.

The Xyst team gathered market intelligence on the current and

potential service providers and considered the market in which they operate. We identified any major developments, industry practice or technology changes in the industry that could require new specifications or have a material bearing and can be leveraged to deliver the service.

We looked at any changes to the marketplace such as changes to suppliers, substitutes, delivery models, service efficiencies, sustainability, the supply chain or services delivered. And we considered skilled resource attraction and retention. Identified and described the innovation opportunities open to the contractors and Council.

Xyst also compared how other Victorian local governments, other capital cities and international cities deliver this type of service, including details of contractual arrangements.

Open space contract quality audits and asset management condition inspections

The City of Whittlesea maintains 2,173 sites within its municipal boundaries where individual assets are located to be audited. All assets are inspected across the full range of park categories and measured for compliance with the relevant KPIs and outcomes detailed in the parks services contract, acting impartially and without bias.

In any given month a maximum of 100 randomly selected functional locations are allocated for quality audits. Xyst's audit team also ensures all Council assets are audited over a

12-month period.

There are approximately 70 natural turf sportsgrounds at 58 functional locations, which are made up of varying sportsground types (soccer, cricket, AFL, softball, etc).

Schedule and Customer Request Audits will be randomly selected from any of the functional locations, resulting in over 1,000 quality audits per month.

Taupo District Cemetery Plan

The plan documented the management and capacity of each cemetery in the district, set levels of service for each cemetery and forecasted demand and capacity. Cemetery fees and charges were benchmarked across New Zealand using Yardstick

Open Space and Street Furniture Guidelines

The Open Space and Street Furniture Guidelines is a suite of three resources:

Practice Notes (this document) – 4 practice notes (people, place, environment, economy) describe context, principles, considerations and further reading relevant to open space and street furniture

projects. These act as a general overview in support of the specific design guidelines. Case studies are provided to illustrate their application.

Quick Reference Guides – listing the required legislation, policy and standards relevant to open space and street furniture project, for easy reference.

Design Guidelines – the full list of guidelines for consideration, presented in a decision making tool, which allows you to sort the guidelines easily and find the relevant one for your project based on complexity and context.

Water Conservation Plan

A Water Conservation Plan specifically related to Napier City Council's key sports grounds, amenity gardens and water features. This was among one of the first industry initiatives in the country with a real focus on water conservation.

The purpose of this Water Conservation Plan was to understand and improve the wide use of water across Napier's parks, reserves and sports grounds by reducing water wastage and adopting good practice and behaviours.

The plan identified where each site's water comes from, quantity being consumed, current work underway and recommendations to reduce water.

With global climate change concern, increasing water pressures and growing public expectations it is important we find a balance to conserve water whilst maintaining environment health and public expectations. The biggest pressure on the water network is poor water use specifically during low flow periods and peak demands.

Event Resource Consent

Xyst prepared a resource consent application for Gisborne District Council, including AEE for the events cross referenced against the requirements of Te Papa Tipu Taunaki o Te Tairāwhiti – The Tairāwhiti Resource Management Plan. This required consultation with various staff involved in the management of events to determine the scale and nature of what would be likely to occur in those spaces over the next 10 years. The resource consent was granted by Gisborne District Council.