

Report of the Director Strategies and Communities

14.6 Submission: Proposed statewide Community Participation Plan (CPP) (cont)

Other	
Modifications involving minimal environmental impact	• Applications made under section 4.55(1) of the EP&A Act. • Applications made under section 4.55(1A) of the EP&A Act. • Applications made under section 4.56 of the EP&A Act with minimal environmental impact.
Application for the review of a determination or decision of a consent authority (Division 8.2 Reviews)	• Reviews where the application has not been amended pursuant to section 8.3(3) of the EP&A Act.

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The submission puts forward comments on these proposed exemptions, and the practicality of determining whether an application needs to be notified at the time of lodgement.

- *Complying development.*

The submission has no specific comment on complying development as these are not required to be notified in the Kiama LGA.

Conclusion

As part of the NSW Planning Reform program, the NSW Government is proposing to implement a Statewide Community Participation Plan (CPP) which will set out how Councils will engage the public in their planning related decision-making.

Although the proposed Statewide CPP is supported as it will provide a single, consistent CPP for all Council's in NSW, the proposed changes are significant and require careful consideration when considering the communities engagement with planning and growth matters. Perceived reductions in engagement may yield adverse community reactions.

It is recommended that Council endorse the comments on the proposed Statewide CPP (Enclosure 1) for lodgement as a submission to the NSW Government.

15 REPORT OF THE DIRECTOR INFRASTRUCTURE AND OPERATIONS**15.1 Endorse for public exhibition: draft Works on Council owned facilities and managed land (funding support policy)**

CSP Objective: Outcome 4.1 Public funds and assets are managed strategically, transparently and efficiently.

CSP Strategy: 4.1.2 Effectively manage assets and commercial investments, ensuring their relevance, lifecycle needs, and value are optimised in accordance with legislative requirements.

Delivery Program: 4.1.2.1 Council will take a risk-based approach in pursuit of its objectives. Safety and minimising exposures are actively considered as we maintain assets and delivering services for the community.

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Summary

The purpose of this report is to seek Council's endorsement to place on public exhibition the draft *'Works on Council Owned Facilities and Managed Land (Funding Support) Policy'* (the "Policy") for 28 days. During that time the Council will seek submissions and undertake community consultation on the draft Policy.

The draft Policy establishes a transparent and consistent framework for support of community led proposals for grant funded improvements on Council controlled or managed facilities and land.

Financial implication

There is no financial implication to placing the draft Policy on public exhibition. Sufficient resources have been allocated within the operational budget for the 2025-26 financial year to undertake community engagement on the draft Policy.

Council welcomes initiatives by Community, Sporting and other non-government entities for grant funded proposals for improvements on Council controlled or managed facilities and land where those works are appropriate and service the overall public interest.

This Policy seeks to ensure that community led projects on Council land/facilities aligns with the Community Strategic Plan, strategic priorities and long-term financial plans, and does not create a long-term financial burden on Council due to increased maintenance, insurance, asset depreciation and renewal costs.

Risk implication

There is no risk to placing the draft Policy on public exhibition.

The absence of a policy position of community led works on Council land/facilities poses potential statutory, regulatory, financial, legal, environmental and reputational risks for Council. This has led to instances where community groups have secured government or private sector funding to replace or upgrade existing Council facilities without prior knowledge or approval from Council as the asset owner. This may not align with Council's strategic plans and priorities, or resourcing capabilities to ensure

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15.1 Endorse for public exhibition: draft Works on Council owned facilities and managed land (funding support policy) (cont)

delivered projects meet all statutory and regulatory compliance requirements under various Acts, regulations and building standards. This is in addition to the financial risks outlined above.

This draft Policy establishes a structured framework for providing support and owners consent for community led projects on Council land and facilities.

Policy

- *Local Government Act 1993*
- Kiama Municipal Council Strategies and Plans
- Code of Conduct
- Community Strategic Plan
- Council's Risk Management Framework
- Council's Project Management Framework

Consultation (internal)

Executive Leadership Team

Manager Property and Commercial

Manager Engineering & Technical Services

Grants Officer

Communication/Community engagement

The Draft Policy will be placed on public exhibition for 28 days. During that time Council will seek submissions on the draft Policy.

Attachments

Nil

Enclosures

- 1 Works on Council owned facilities and managed land (funding support policy) - Final Draft

RECOMMENDATION

That Council:

1. Endorse the Draft Works on Council Owned Facilities and Managed Land (Funding Support) Policy to be placed on public exhibition for 28 days calling for submissions.
2. Notify all relevant stakeholders of the exhibition of the Draft Works on Council Owned Facilities and Managed Land (Funding Support) Policy and help facilitate the sporting and community organisations, and other non-government organisations to provide feedback.

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15.1 Endorse for public exhibition: draft Works on Council owned facilities and managed land (funding support policy) (cont)

3. Following conclusion of the public exhibition period for the Draft Works on Council Owned Facilities and Managed Land (Funding Support) Policy:

- (a) receive a further report for consideration on the Draft Works on Council Owned Facilities and Managed Land (Funding Support) Policy, if any relevant submissions are received or if any substantial changes are proposed for any other reason, detailing the public exhibition outcomes and proposed changes with recommendations regarding adoption of the above documents, or
- (b) adopt the Draft Works on Council Owned Facilities and Managed Land (Funding Support) Policy if there are no relevant submissions received and there are no substantial changes proposed for any other reasons.

Item 15.1

Background

Council has not previously had a documented 'Works on Council Owned Facilities and Managed Land (Funding Support) Policy' (the "Policy") to administer initiatives by Community, Sporting and other non-government entities for proposed improvements on Council controlled or managed facilities and land.

The draft Policy sets out the following:

- Scope
- Types of support.
- Roles and responsibilities.
- Delegations and approvals.
- Performance register.

The Policy will ensure the appropriate type of support will be given for community led grant funded projects, depending on the nature of the project, the level of commitment being sought, community benefit and alignment with Council's Community Strategic Plan, strategic priorities and long-term financial plans. It will also ensure that requests for support are assessed and managed in a fair, efficient, transparent, and equitable manner and that the roles and responsibilities of Council staff, elected members and applicants, are clearly defined.

This Policy will be supported by an internal '*Works on Council Owned Facilities & Managed Land (Funding Support) Procedure*', which will detail the whole-of-life operational processes, including application requirements, notice periods, assessment criteria, approval workflow, grant funding submissions and projects completion, to be undertaken by Council staff in assessing, supporting and delivering proposals.

The Draft Policy will be placed on public exhibition for 28 days. During that time Council will seek submissions and undertake community consultation on the draft Policy.

15.2 Tender assessment: Trade Services Panel

CSP Objective: Outcome 4.1 Public funds and assets are managed strategically, transparently and efficiently.

CSP Strategy: 4.1.3 Council delivers local government functions and sustainable services that meet community expectations, with regular service reviews per Integrated Planning and Reporting requirements.

Delivery Program: 4.1.3.1 Maintain compliance with all relevant legislation and requirements, including the Office of Local Government risk management and framework, the Audit, Risk and Improvement Committee and internal audit operation.

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Summary

This report outlines the outcome of the tender evaluation process for Tender KT120325 – Trade Services Panel and recommends the establishment of panels of preferred suppliers for the provision of various trade services to Council.

Financial implication

The term of the tender is for two (2) years with three optional extensions of one year each. The estimated cost of services is \$1.43M per annum. Sufficient funds are available with Council's Capital and Maintenance budgets to fully fund the services.

Risk implication

Adoption of a panel of service providers mitigates procurement, governance, and operational risks by providing a transparent, competitive, and pre-approved mechanism for engaging suppliers. Ongoing risk will be managed through regular performance monitoring and panel reviews.

Policy

The Tender process has been undertaken in accordance with the *Local Government Act 1993*, Local Government (General) Regulation 2021 (NSW), Part 7 Tendering and Council's Procurement Policy.

Consultation (internal)

Manager Operations & Maintenance,
Procurement Co-ordinator
Engineering and Works Coordinators
Blue Haven Maintenance Officer
Holiday Parks Coordinator

Communication/Community engagement

The Request for Tender (RFT) was advertised in the Bugle, published on Council's website and released via Council's e-tendering platform, VendorPanel, to obtain submissions from suppliers.

Attachments

Nil

Enclosures

Nil

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RECOMMENDATION

That Council:

1. In accordance with Clause 178 (1)(a) of the Local Government (General) Regulation 2005 (NSW), accepts the tenders listed in Table 1 and approve the establishment of 7 panels of preferred suppliers for the supply of trade services for a period of two (2) years, with options of three (3) x one-year extensions, at the sole discretion of Council.
2. Delegate to the Chief Executive Officer the authority to finalise and execute the contract, approve any available extension options and associated documents on behalf of Council.
3. Grant authority for the use of the Common Seal of Council on the contracts and any other documentation, should it be required, to give effect to this resolution.

Table 1 – List of Preferred Suppliers of Trade Services

Asbestos removal
Beasy Pty Ltd
RMA Contracting Pty Ltd
WBS NSW Pty Ltd
Electrical
Coast & Country Electrical Pty Ltd
IJED Electrical and Data Pty Ltd
Kiama Electrical Services Pty Ltd
Stowe Australia Pty Ltd
G L Jurd (reserve)
The Trustee for Easter Electrical Trust (reserve)
Painting
Batmac Constructions Pty Ltd
Country 2 Coast Maintenance Pty Ltd
Dynamac Pty Ltd
Pro-Asset Painting Maintenance

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15.2 Tender assessment: Trade Services Panel (cont)

Roofing
CityWide Plumbing Services NSW
S.O.S. Hot Water and Plumbing Services Pty Ltd
Carpentry
Batmac Constructions Pty Ltd
Relyon Constructions Pty Ltd
Locksmiths
Mawson Lock Service (NSW Locksmith Services Pty Ltd)
Plumbing
Bridges Plumbing & Trades Group Pty Ltd
CityWide Plumbing Services NSW
Complete Plumbing & Fire Pty Ltd
Godfrey Plumbing Services Pty Ltd
S.O.S. Hot Water and Plumbing Pty Ltd

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Background

Kiama Municipal Council is one of four members of the Illawarra Shoalhaven Joint Organisation (ISJO). The ISJO councils regularly undertake joint tenders when it is identified cost effective outcomes can be achieved for the respective communities.

Kiama Municipal and Shellharbour City Councils participated in this tender, with each Council appointing and managing their own individual panels.

Tender process

An open tender was performed in accordance with the requirements of the *Local Government Act 1993* and *Local Government (General) Regulations 2021* and the *Division of Local Government Tendering Guidelines*.

A RFT was released by Kiama Council on the VendorPanel portal, publicly advertised in the Bugle and published on Council's website. Additionally, current providers to Council were notified of the tender and a subsequent Industry Information Session was held at The Pavilion Kiama on 29 January 2026 to enable current and potential providers to seek clarifications on the tender.

The RFT invited submissions for the following eight trade services for Kiama Council:

1. Asbestos removal
2. Carpentry
3. Electrical
4. Locksmiths
5. Painting

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6. Plumbing
7. Roofing
8. Security windows and doors

55 tenderers provided submissions, some for multiple trades. The tenderers are listed in Table 2 below.

Table 2 Summary of tenders received

Tenderer	ABN
Advanced Constructions Facilities Maintenance (ACFM)	89 680 684 940
Allworx Plumbing & Co Pty Ltd	53 603 733 946
ANE Electrical Solutions Pty Ltd	14 606 225 272
ARC Air Conditioning & Mechanical Services Pty Ltd	31 612 339 223
Attwood Electrical Pty Ltd	91 165 651 276
Ausone Airconditioning Pty Ltd	31 608 422 948
Axis Air Pty Ltd	17 618 638 190
Batmac Constructions Pty Ltd	83 065 999 019
Beasy Pty Ltd	58 110 959 549
Beau's Building & Consultancy Pty Ltd	68 686 604 704
Boab Services Pty Ltd	90 604 877 465
Bridge Plumbing and Trades Group PTY LTD	40 668 986 301
Camray Air Pty Ltd	17 075 604 821
CITIBUILD Design Group Pty Ltd	60 614 009 120
CityWide Plumbing Services NSW (Wollongong City Plumbing Pty Ltd)	34 107 690 228
Climax Air Conditioning Pty Ltd	20 618 990 186
Coast & Country Electrical Pty Ltd	40 639 256 465
Colour Creations Painting & Decorating (Peter James Loughrey)	69 140 455 841
Complete Plumbing & Fire Pty Limited	64 151 699 795
Country 2 Coast Maintenance Pty Ltd	58 634 828 265
Daniel Park (Rescom Locksmiths)	95 169 915 917
Dynamac Pty Ltd	121 545 425 33
GL Jurd Electrical Contractors Pty Ltd	65 090 824 990
Godfrey Plumbing Services Pty Ltd	45 664606615
Guardian Mechanical Services Pty Ltd	37 631 325 650
Higgins Coatings Pty Ltd	50 005 632 708
HPG Solutions Pty Ltd	78 612 390 011
IJED Electric and Data (Ian Jorgenson Electric & Data Pty Ltd)	92 059 676 130
Impact Garage Doors Pty Ltd	85 163 420 871
Innovative Controls Pty Ltd	21 625 709 060
JTL Plumbing Pty Ltd	94 659 129 610

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Kayder Pty Ltd	90 163 773 260
Kiama Electrical Services (J Quinn Pty Ltd)	28 630 632 692
Leveltec Electrical & Communications Pty Ltd	69 686 269 438
Macklocks (Locktech Locksmiths Services Pty Ltd)	35 097 572 177
Mawson Lock Service (NSW Locksmith Services Pty Ltd)	32 169 197 666
Noppen Air Pty Ltd	89 083 158 874
Parrish Group NSW Pty Ltd	72 125 360 090
Pro-Asset Painting Maintenance	46 122 934 034
Relyon Constructions Pty Ltd	44 098 883 688
Rescue U Plumbing (RUPS Pty Ltd)	67 135 201 562
RFV Property Services Pty Ltd	51 657 881 671
River Park Constructions Pty Ltd	41688 013 103
RKG Plumbing (Ryan Kerrod Group Pty Ltd)	29 640 142 016
RMA Contracting Pty Ltd	28 092 116 704
Rogers Construction Group Pty Ltd	56 615 190 157
Rowan O'Connor Electrical (The Trustee for O'Connor Family Trust)	56 869 283 874
SOS Hot Water and Plumbing Services Pty Ltd	36 129 765 626
Stowe Australia Pty Ltd	27 002 556 603
SunPeople Ptd Ltd	18 615 082 267
The Trustee For Easther Electrical Trust (Easther Electrical Pty Ltd)	22 102 932 191
Waterite Plumbing and Sealing (Australia) Pty Ltd	38 616 588 606
WBS NSW Pty Ltd	15 633 056 596
X Deco Pty Ltd	72 693 922 262

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A Tender Evaluation Committee (TEC) was established that consisted of:

- Procurement Coordinator (Chair & non-evaluating member)
- Maintenance Coordinator (evaluating member)
- Civil Maintenance Coordinator (evaluating member)
- Blue Haven Maintenance Officer (evaluating member)

Tender submissions were evaluated by the TEC in accordance with the evaluation methodology set out in the RFT.

Mandatory Criteria

- Submission of all documentation required for the RFT
- Qualifications and assumptions: Variations to tender invitation documents
- Referees: Provision of satisfactory references for previous projects of similar size and scope

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15.2 Tender assessment: Trade Services Panel (cont)

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- Workplace Health & Safety Management system: A minimum Health & Safety Policy and WHS Management System Manual or Plan in place
 - Conflict of Interest Declaration: Any actual or potential conflict of interests which may arise in respect of the provision of goods and services.

Submissions that did not meet the mandatory requirements were eliminated from further consideration. The remaining Tenders were then assessed against the evaluation criteria below.

Evaluation Criteria

- Cost to Council
- Demonstrated prior experience and satisfactory performance in delivering services of similar size and scope
- Staff qualifications and experience
- Demonstrated strengthening of local economic capacity
- Tenderer's response time

Based on the evaluation assessment scoring, the TEC recommended the appointment of 21 Tenderers to 7 Trade Services panels to ensure panelists have reasonable prospect of providing services to Councils.

It was also agreed to establish a reserve list for Electrical Trade Services as sufficient numbers of compliant tenders were received, allowing Council Officers to draw upon these suppliers in the event that a panel member is removed.

Unfortunately, due to an insufficient number of compliant submissions, a panel for Security Windows and Doors could not be established.