



Outstanding Questions with Notice Register

24/084681

Item	Details	Response actions
Questions with notice from the 19 August 2025 meeting		
20.4	Clr Erica Warren has submitted the following question with notice for consideration: Question Of the weddings and events below, could Council please provide a detailed report on income and expenses from weddings in 2023/24 and 2024/25? • 2023/24: 18 weddings • 2024/25: 13 weddings 1. Of the 23/24 and 24/25 weddings above, could Council please provide the venue hire and inclusions and any additional income received from caterer or beverage sales? 2. How much time do staff spend setting up and packing down? 3. Who is the venue contact on the day and do they work a full shift during the wedding? 4. How much is Easy Weddings costing per year? 5. Are there any other wedding sites that the Pavillion is advertised on? 6. How much do the wedding fairs cost and how many leads are received and converted? 7. Do you have any statistics on where previous couples who chose the Pavillion come from? What is their average spend? Regarding the below items, could you please provide income, venue hire and expenses received for each individual event; a. National Sorry Day b. Tour de Cure Dinner c. Folk by the Sea d. Kiama Rotary Festival of Choirs. e. Kiama Folk Festival f. Kiama Rugby 7's g. KISS Arts Festival h. Changing Tides Festival	The answers to many of these questions will need to be provided to Council as part of a confidential report due to their commercial nature. As such a confidential report will be prepared for a future Council meeting. It should also be noted that much of this information is included in The Pavillion Service Review which was presented to Council at the extraordinary meeting in February 2025.

Page | 1

	i. school events j. community presentations k. school formal confirmed for 2025, please provide School Name and applicable income, venue hire and expenses l. Ongoing local business chamber events and conferences, please provide applicable income, venue hire and expenses.	
Questions with notice from the 15 April 2025 meeting		
19.2	Councillor Lawton - State of the Assets Register - Gerringong Surf Life Saving Club and all other Council held assets Following up on last month's Notice of Motion for State of The Assets (and Management of). I request that the following list be reviewed, that the Gerringong Surf Life Saving Club (as the most recently completed KMC project) ensure that documentation supplied by the builder and relevant consultants and contractors, is correctly recorded and that the CEO reports on the items that are outstanding for the following, but not limited to; 1. Compliance and approvals • Occupancy Certificate (OC) – Confirms the building is safe and compliant for use. • Building Permit/Final Inspection Report – Confirms that the construction complies with approved plans and codes. • Fire Safety Certificate – Verifies fire systems are installed and operational. • Environmental Compliance Certificate – If applicable, confirming sustainability requirements are met. • Plumbing & Drainage Compliance Certificate – Ensures water and sewage systems are compliant. • Electrical Compliance Certificate – Confirms electrical work meets standards. • Structural Certification – From the structural engineer, confirming the building's integrity. • Fob/Key Access – Master keys and all access systems to be issued to KMC for retaining. KMC will then distribute access as required. * Copy of any funding grants, donations, fundraising activities are noted. * Show compliance for all funding grants, donation and fundraising activities. 2. As-Built Documentation • As-Built Drawings (Architectural, Structural, Electrical, Plumbing, Mechanical, Fire Systems, etc.) – Final drawings showing the exact construction details. • Specifications & Finishes Schedules – Details of materials, colours and finishes used.	Response provided to the May 2025 meeting. However the Councillor has asked for this question to remain as outstanding until the documentation has been provided.

	• Engineering Reports – Final reports from structural, civil, mechanical and electrical engineers.
3.	Warranties & Guarantees • Builder's Warranty – Covers workmanship and defects for a specific period. • Product Warranties – For roofing, windows, doors, HVAC, lighting, kitchen appliances, etc. • Waterproofing & Membrane Warranties – Covers bathrooms, roofs, and wet areas.
4.	Maintenance & Operation Manuals • Operations & Maintenance (O&M) Manuals – For HVAC, electrical, plumbing, and fire systems. • Cleaning & Maintenance Schedule – Guidelines on upkeep for different surfaces and materials. • Fire & Safety Equipment Maintenance Schedule – Instructions on regular inspections. • AV - Security & Alarm System details • Future building asset lifespan report - allow for repairs and building maintenance to be allocated in asset maintenance for ongoing budget forecasting
5.	Contracts & Financials • Final Builder's Contract & Variations Register – Details any changes made during construction. • Final Payment Certificates – From the project manager or quantity surveyor confirming payments. • Financial reconciliation and contract closure. • Defects Liability Period Agreement – Defines the period for fixing defects post-construction. * Defects list noted with any outstanding issues, party responsible and date for completion, person to note compliance.
6.	Environmental & Sustainability Documents • Energy Efficiency Report – If required, confirming compliance with sustainability standards. • Waste Management & Recycling Report – Detailing waste disposal and recycling efforts.
7.	Fit out and Equipment • What items have been purchased by and are owned by the lessee, thereby maintained by same.
8.	Community Usage • Diary register to record all community organisation usage. * Operations manual when in use by lessee / temporary hirer agreement inclusive of insurance policies / liquor licensing.
9.	Licence/Leasing Agreement • To clarify and define the expectations between lessor and lessee. • Confirmation of operation times/days of the week

	• Community access to utilities. * Operations of the facility	
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