



LATE ITEMS AGENDA

Ordinary Meeting

Thursday 13 March 2025

Roma Administration Centre

NOTICE OF MEETING

Date: 13 March 2025

Mayor:	Councillor W M Taylor
Deputy Mayor:	Councillor C J O'Neil
Councillors:	Councillor J R P Birkett Councillor M K Brumpton Councillor A K Davis Councillor P J Flynn Councillor J M Hancock Councillor B R Seawright Councillor J R Vincent
Chief Executive Officer:	Robert Hayward
Executive Management:	Brett Exelby – Director Corporate Services Stephen Scott – Director Bendemere Seamus Batstone – Director Engineering Lee Jackson – Director Bungil Jamie Gorry – Director Regional Development, Environment and Planning Dean Ellwood – Director Roma Mathew Gane – Director Warroo

Attached is the agenda for the **Ordinary Meeting** to be held at the Roma Administration Centre on **13 March 2025 at 9:00 AM.**

Robert Hayward
Chief Executive Officer

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	Local Government Regulation 2012 Section 254J(3)(g) (i) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government; AND a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.	

OFFICER REPORT

Meeting: Ordinary 13 March 2025

Date: 7 March 2025

Item Number: L.1

File Number: D25/22040

SUBJECT HEADING: RCAT Tourism Subcommittee

Classification: Open Access

Officer's Title: Manager - Regional Economic & Community Development

Executive Summary:

Roma Commerce And Tourism (RCAT) has formed a Tourism Subcommittee that will work closely with the RCAT Board to provide strategic advice, identify opportunities, and collaborate with stakeholders to enhance visitor experiences and support the local tourism industry.

The objective of the subcommittee is to offer recommendations that help guide tourism policies and initiatives, ensuring they align with regional needs and expectations of our local industry.

Officer's Recommendation:

That Council:

1. Note the report.
2. Nominate Cr Jane Vincent to be MRC representative.
3. Nominate MRC regional economic development / tourism officer or delegate an opportunity to participate in an observatory role - when appropriate.

Context (Why is the matter coming before Council?):

RCAT has formed a Tourism Subcommittee that will work closely with the RCAT Board to provide strategic advice, identify opportunities, and collaborate with stakeholders to enhance visitor experiences and support the local tourism industry.

The objective of the subcommittee is to offer recommendations that help guide tourism policies and initiatives, ensuring they align with regional needs and expectations of our local industry.

This subcommittee will support one of RCAT's key goals: *"To support the awareness, development, and promotion of Roma as an excellent tourist destination and commercial centre that fosters community pride."*

Please note that this subcommittee is an advisory body only.

Representatives of the subcommittee include:

- Representatives from local tourism businesses and operators who are financial RCAT Members,
- Representatives from the local government and relevant tourism agencies.
- A Chairperson appointed by Roma Commerce and Tourism

(Full Terms of Reference Attached)

RCAT would like to invite Maranoa Regional Council to have a councillor as a local government representative on this subcommittee. We would also like to offer the Councils Tourism Officer an opportunity to participate in an observatory role - when appropriate.

Recommendation:

That Council:

1. Note the report.
2. Nominate Cr Jane Vincent to be MRC representative.
3. Nominate MRC regional economic development / tourism officer or delegate an opportunity to participate in an observatory role - when appropriate.

Risks:

Risk	Description of likelihood & consequences
Do Nothing	Miss an opportunity to work with the community

Policy and Legislative Compliance:

Nil

Budget / Funding (Current and future):

Nil

Timelines / Deadlines:

RCAT Subcommittee inaugural meeting 25th March 2025.

Strategic Asset Management Implications:

(If applicable, outline changes to whole of life costs and / or level of service)

Nil

Acronyms:

Acronym	Description
RCAT	Roma Commerce and Tourism

Addition to Operational or Corporate Plan:

Plan Description	Yes / No
Operational	<Provide details>
Corporate	<Provide details>

Link to Corporate Plan:

Corporate Plan 2023-2028

Strategic Priority 4: Growing our region

4.3 Attract visitors to our region to bring additional customers to our region's businesses

Supporting Documentation:

[1](#) RCAT Tourism Subcommittee - ToR

D25/22230

Report authorised by:

Director - Regional Development, Environment & Planning

RCAT Tourism Subcommittee

Terms of Reference

Purpose

The RCAT Tourism Subcommittee ("the Subcommittee") is established to enhance visitor and tourism activities within Roma. It will provide strategic advice, identify opportunities, and collaborate with stakeholders to enhance visitor experience and support the local tourism industry.

Objectives

The objective of the Subcommittee will be to provide Roma Commerce and Tourism (RCAT) with recommendations to help guide tourism policy and initiatives so that the needs and expectations of the local tourism industry are met.

This aligns with one of the four key objectives of Roma Commerce and Tourism which is 'To support the awareness, development and promotion of Roma as an Excellent tourist destination and commercial centre that fosters community pride.'

The Subcommittee is an advisory committee only and does not hold any funds.

3. Membership

The Subcommittee may consist of:

- Representatives from local tourism businesses and operators who are financial RCAT Members.
- Representatives from the local government and relevant tourism agencies.
- A Chairperson appointed by Roma Commerce and Tourism

The Subcommittee to consist of a minimum of three and a maximum of ten members, including the Chairperson.

Appropriate Subcommittee members will be appointed by the RCAT Committee.

4. Roles and Responsibilities

The Roles of the Subcommittee members will be to:

- Attend and actively participate in meetings.
- Provide insights and recommendations on tourism strategies and initiatives to assist the RCAT Board to make decisions.
- Assist in the development and implementation of approved tourism projects.
- Support advocacy efforts to enhance local tourism.
- Act in the best interests of the community and the local tourism sector.

The Role of Roma Commerce and Tourism will be to:

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Purpose: For committee consideration.

- Provide a Subcommittee Chairperson.
- Receive quarterly updates and recommendations from the Subcommittee via the Subcommittee Chairperson.
- Consult with the Subcommittee on tourism strategic objectives and tourism budget considerations.
- Provide a minute taker at the Subcommittee.

Role of the Chairperson

- Facilitate subcommittee meetings.
- Report to the RCAT Board on a quarterly bases, or more frequently if required.
- Communicate RCAT board decisions to the Subcommittee and facilitate initiatives.

Exclusions

The Subcommittee members or Subcommittee Chairperson are not authorised to represent RCAT or make any public statement on behalf of RCAT, unless authorised by the RCAT Chairperson.

5. Meetings

- The Subcommittee will meet every two months or as required. Seven days notice will be given for Subcommittee meetings.
- Correspondence may be distributed via email if issues need discussed between meetings.
- A quorum for decision-making will be 50% of the Subcommittee members.
- A decision arising at a Subcommittee meeting is to be decided by a majority vote of the members present at the meeting and if the votes are equal, the decision is decided in the negative.
- Minutes will be recorded and shared with all Subcommittee members and tabled at the RCAT Board.

6. Reporting

- The Subcommittee Chairperson will report quarterly to RCAT Board Meeting and provide Subcommittee recommendations as discussed.
- All Subcommittee minutes will be table within the RCAT board agenda.

7. Term and Review

- Membership terms will be 1 year, with the option for reappointment.
- The Terms of Reference will be reviewed annually to ensure relevance and effectiveness.

8. Code of Conduct

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Purpose: For committee consideration.

- Members must act with integrity, transparency, and in the best interests of the local tourism sector.
- Conflicts of interest must be disclosed and appropriately managed.

9. Amendments

- Amendments to these Terms of Reference must be approved by Roma Commerce and Tourism.

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Purpose: For committee consideration.

COUNCILLOR NOTICE OF MOTION

Meeting: Ordinary 13 March 2025

Date: 13 March 2025

Item Number: L.2

File Number: D25/24167

SUBJECT HEADING: Denise Spencer Aquatic Centre Upgrade
Classification: Open Access
Councillor's Title: Cr Cameron O'Neil

Executive Summary:

The Denise Spencer Aquatic Centre is set to undergo an extensive 18-month redevelopment, with the pool scheduled to close on April 4, 2025. This project has received substantial support from various levels of government and industry partners, reflecting its significance to the community. Funding and Support:

- **Federal Government:** In January 2025, the Federal Government announced a \$9.5 million grant under its Growing Regions Program to support the redevelopment of the aquatic centre. This funding aims to enhance local amenities and strengthen community infrastructure.
- **State Government:** The Queensland State Government has committed \$5 million towards the project, emphasizing the importance of regional infrastructure that supports local economies and enhances liveability for residents.
- **Maranoa Regional Council:** Council has allocated \$12.5 million in the 2024/25 Budget, which includes \$7.5 million funded through a low-interest loan from the Queensland Treasury Corporation and \$5 million from Council's annual budget allocation.
- **Industry Partnership:** An additional \$5 million has been secured through the Maranoa Regional Council / Origin APLNG Worker's Transition Agreement.

Extensive community consultation has been conducted, revealing strong support for rebuilding the aquatic centre at its current location.

Since the closure was announced, a small number of passionate swimmers and parents have raised the idea of installing a temporary 25-metre pool on Council-owned land to mitigate the impact of the aquatic centre's temporary closure.

Councillor's Recommendation:

That Council:

1. Notes that staff are preparing a package of potential support initiatives for Council to consider during the 18-month closure of the Denise Spencer Aquatic Centre while redevelopment works are undertaken.
 2. Requests that Officers include the updated and previous costings for both an outright purchase of a 25-metre temporary pool for installation on Council-owned land, with estimated costs provided for purchase, installation, operation, and decommissioning and the hiring of a temporary pool.
 3. Consider the package of support initiatives and report findings at an upcoming council meeting with the information to then be shared across the community.
-

Supporting Documentation:

Nil

Notice prepared by:

Cr. Cameron O'Neil

OFFICER REPORT

Meeting: Ordinary 13 March 2025

Date: 12 March 2025

Item Number: L.3

File Number: D25/23929

SUBJECT HEADING: Wallumbilla Multi-Purpose Centre Lettable Space

Classification: Open Access

Officer's Title: Deputy Director / Strategic Road Management

Executive Summary:

The Wallumbilla Multi-Purpose Building project is nearing completion, with internal works substantially finished and the facility expected to open around June 2025, following the completion of car parking and landscaping.

As part of the project, a 24m² space was included in the plans as a potential commercial kitchen, alongside a 46m² shared dining area. However, Council has not approved the fit-out of this space, and it was not included in the original builder's construction contract. The room has been constructed but remains unsheeted and unfinished, requiring Council's consideration regarding its future use.

This report outlines the background, options, risks, and relevant considerations to assist Council in determining the next steps for the space.

Officer's Recommendation:

That Council:

1. Undertake an Expression of Interest (EOI) process to gauge interest from potential commercial or community tenants for the 24m² space currently allocated as a commercial kitchen within the Wallumbilla Multi-purpose Building.
 2. Invite respondents to the EOI to provide:
 - Details of their proposed use for the space.
 - Any requirements for fit-out and anticipated financial contributions.
 - Capacity and appreciation to manage and operate the facility in compliance with relevant regulations.
 - The potential benefits to the local community and/or business sector.
 3. Defer the fit-out of the space until the EOI process is completed to ensure that any future design and construction aligns with the needs of potential users and minimises the risk of unnecessary rework.
 4. Receive a further briefing and report on the outcomes of the EOI process, including recommendations for the future use and management of the space.
-

Context (*Why is the matter coming before Council?*):

The Wallumbilla Multi-Purpose Building project is nearing internal completion, and the Project Team is seeking Council's direction regarding the treatment of the space currently noted as a "commercial kitchen" on the eastern end of the building.

While this 24m² space was included in the plans for illustrative purposes, Council has not approved its fit-out as a commercial kitchen, and the fit-out was not included in the builder's original construction contract. The room's structure has been constructed, but the walls remain unsheeted, and no internal fit-out has been undertaken.

Identifying a preferred use for this space at this stage will enable Council to finalise the internal finishings and fit-out in a way that best aligns with potential tenant or community needs.

This report seeks Council's consideration and direction on the future use of this space so that construction and fit-out works can be completed accordingly.

Background (*Including any previous Council decisions*):

The Wallumbilla Multi-Purpose Building project is a significant community infrastructure initiative designed to enhance local services and facilities for the town of Wallumbilla.

The project aims to deliver a modern, multi-functional precinct that will support both residents and visitors. Once completed, the facility will provide:

- A Council Customer Service Office
- A Library and Library Office
- A Visitor Information Centre (VIC) and Store
- Calico Cottage, including an office, storage, and kitchen
- A Multi-purpose Room for community activities
- A Dining Area
- Additional car parking and landscaping improvements

The project is being delivered with funding from the Australian Government's Local Roads and Community Infrastructure (LRCI) Program and contributions from Origin Energy. Construction commenced in mid-2024 following Council's decision to award the contract to local builder SM & KA Duff Builders Pty Ltd.

As construction nears completion, internal finishing decisions are required to finalise the building. One outstanding matter is the treatment of the 24m² space currently marked as a commercial kitchen. While the room was included in the plans for illustrative purposes, Council never approved its fit-out, and it was not included in the original builder's construction contract.

The room's structure is in place, but the walls remain unsheeted, and no internal works have been undertaken. Given that the project is approaching practical completion, it is now necessary for Council to determine the future use of this space.

A decision at this stage will allow for a coordinated approach to finalising the internal fit-out while ensuring alignment with potential community or commercial uses.

Options Considered:

The following options have been identified for consideration:

○ **Option 1 – Fit-out the space as a commercial kitchen (Council-funded)**

Council could proceed with a full fit-out of the space as a commercial kitchen using existing project funds. This option would enable the facility to be used for community or commercial food-related purposes, such as catering, events, or small business incubation.

However, there is a risk that fitting out the space without first undertaking an Expression of Interest (EOI) may result in a layout that does not meet user needs or a lack of commercial kitchen operator interest.

○ **Option 2 – Offer the space as a lettable area for a commercial or community tenant (Recommended Option)**

Council could invite expressions of interest (EOI) or tenders to lease the space, allowing an external party to fund and undertake the fit-out according to their needs.

This approach has the potential to reduce Council's fit-out costs while generating rental revenue. An EOI could also ensure the space is designed to suit tenant needs, reducing the risk of reworking the space multiple times.

○ **Option 3 – Repurpose the space for an alternative community use**

If a commercial kitchen is not deemed necessary, Council could consider alternative community-focused uses, such as a multipurpose meeting room, storage space, or a community workshop area.

This would allow the space to serve broader community needs without the complexity of a commercial kitchen fit-out.

○ **Option 4 – Leave the space in its current state for future consideration**

Council may choose to retain the space in its current unfinished state until a clearer need or funding opportunity arises.

This option maintains flexibility for future decisions but may result in underutilisation of part of the facility.

Preferred Option

Given that Council has allocated project funds to complete the fit-out, but there remains a risk that proceeding without prior engagement could result in a layout that does not align with user needs, it is recommended that an Expression of Interest (EOI) process be undertaken before any final decision is made.

This approach allows Council to:

- Assess **genuine interest** from potential commercial operators, community groups, or other stakeholders.
- Identify **specific requirements** that may influence the final design and fit-out of the space.
- **Minimise the risk of rework**, by designing the space to meet confirmed user needs rather than making assumptions about its future use.

The EOI process will provide valuable insights into whether there is market interest in a commercial kitchen, alternative community uses, or a mixed-use arrangement. By engaging with stakeholders before proceeding with the fit-out, Council can make an informed decision that maximises the benefit of the space while ensuring that available project funding is utilised effectively.

Following the EOI process, a further report will be presented to Council, outlining the findings and recommending the most appropriate course of action for the space.

Recommendation:

That Council:

1. Undertake an Expression of Interest (EOI) process to gauge interest from potential commercial or community tenants for the 24m² space currently allocated as a commercial kitchen within the Wallumbilla Multi-purpose Building.
2. Invite respondents to the EOI to provide:
 - Details of their proposed use for the space.
 - Any requirements for fit-out and anticipated financial contributions.
 - Capacity and appreciation to manage and operate the facility in compliance with relevant regulations.
 - The potential benefits to the local community and/or business sector.
3. Defer the fit-out of the space until the EOI process is completed to ensure that any future design and construction aligns with the needs of potential users and minimises the risk of unnecessary rework.
4. Receive a further briefing and report on the outcomes of the EOI process, including recommendations for the future use and management of the space.

Risks:

Risk	Description of likelihood & consequences
Fit-Out Suitability	Moderate likelihood – If the space is fitted out without confirmed user requirements, the final layout may not meet functional needs, potentially leading to inefficient use of space or the need for modifications.
Lack of Interest in Leasing	Moderate likelihood – There is a risk that the space may not attract a suitable tenant or commercial operator, potentially resulting in a vacant or underutilised facility. In this instance, alternative uses of the area would be considered by Council.
Financial Commitment	Low to moderate likelihood – Funding the full fit-out without securing a tenant or confirmed community use may result in Council bearing ongoing maintenance and operational costs.
Community and Stakeholder Expectations	Moderate likelihood – Different stakeholders may have varying expectations regarding the best use of the space, and the final decision may not align with all community views, potentially leading to reputational risks or dissatisfaction.
Regulatory and Compliance Considerations	Low likelihood – If the space is developed as a commercial kitchen, it will need to comply with food safety, planning, and building regulations. Compliance requirements could influence fit-out costs and operational feasibility.
Project Timing	Low to moderate likelihood – If a decision on the space is deferred for further consultation or market testing, this may extend project timelines and delay full utilisation of the facility. However, as the area can be locked off or temporarily hoarded with plyboard, it can be safely secured until a decision is made, mitigating immediate safety or usability concerns. Conversely, making an immediate decision without wider engagement may lead to future adjustments or rework.

Policy and Legislative Compliance:

Council’s decision regarding the future use of the commercial kitchen space in the Wallumbilla Multi-purpose Building must align with the following policy and legislative requirements.

The Expression of Interest (EOI) process does not commit Council to any specific course of action. It is intended solely to gauge interest from potential tenants or users

and to inform future decision-making. Council retains full discretion over whether to proceed with a fit-out, lease the space, or explore alternative uses based on the outcomes of the EOI. Any future decision regarding the space will be subject to further Council consideration and resolution

Local Government Act 2009 (Qld)

Council must ensure that any decision regarding the use or leasing of the space complies with its obligations under the Local Government Act 2009, particularly in relation to:

- Sound financial management and decision-making (Section 104).
- Ensuring transparency and accountability in the allocation of public resources.

Local Government Regulation 2012 (Qld)

If Council considers leasing the space to an external party, it must adhere to the procurement and disposal of assets provisions under the Local Government Regulation 2012, particularly Section 227 – Tendering requirements.

The current recommendation aligns with the requirements and would afford Council an opportunity in the future to have further discussion with parties who have expressed interest.

Planning and Development Compliance

If the space is developed as a commercial kitchen, Council must ensure compliance with:

- *Building Code of Australia (BCA)* – Ensuring structural and safety standards are met.
- *Food Act 2006 (Qld)* – Licensing and regulatory requirements for food preparation areas.

Council Policies and Precedents

Council has previously facilitated tenancy arrangements for lettable spaces, including at Beck's Chopping Board and Cafe on Second, providing a precedent for managing a commercial lease arrangement if required.

Budget / Funding (Current and future):

Council currently has allocated project funds available to complete the fit-out of the 24m² space within the Wallumbilla Multi-purpose Building. However, the final budget implications will depend on the preferred approach for the space's use and management.

At this stage, this report is only seeking Council's consideration to commence an Expression of Interest (EOI) process. No financial commitment is required at this

time, and budget decisions regarding the fit-out or potential leasing arrangements will be considered in a future report once the EOI outcomes are known.

Key financial considerations for future decision-making include:

- If Council proceeds with a full fit-out, project funds will be used to complete the works. The extent of fit-out costs will be determined by the level of equipment, finishes, and compliance requirements (e.g., food safety standards if developed as a commercial kitchen).
- If the EOI process identifies an interested tenant, this may present an opportunity to offset or share fit-out costs, reducing Council's direct expenditure.
- If the space remains in its current unfinished state, there are no immediate financial outlays, but consideration may need to be given to future budget allocations should Council decide to proceed with a fit-out at a later stage.

Timelines / Deadlines:

The internal building works for the Wallumbilla Multi-purpose Building are substantially complete, with only car parking and landscaping works remaining. The overall project is scheduled to be fully completed and opened around June 2025. If Council endorses the Expression of Interest (EOI) process, the following indicative timeline is proposed:

- April 2025 – Expression of Interest (EOI) process commences.
- May 2025 – EOI submissions close, and an initial report is presented to Council outlining the EOI outcomes.
- June 2025 – Further Council consideration of the space's future use, based on EOI findings and stakeholder engagement.

This timeline ensures that Council has the necessary information to make an informed decision before the project's full completion. If further consultation or leasing negotiations are required following the EOI, additional time may be needed before finalising agreements and completing any required works.

Consultation (*Internal / External*):

Chief Executive Officer
Local Area Director
Project Manager
Project Builder
Manager - Regional Facilities Management (Acting)

Strategic Asset Management Implications:

(If applicable, outline changes to whole of life costs and / or level of service)

This report seeks Council's consideration to commence an Expression of Interest (EOI) process for the 24m² space within the Wallumbilla Multi-purpose Building. Strategic asset management implications, including whole-of-life costs and service level impacts, will be assessed in a subsequent report following the EOI.

The EOI will help determine **potential users, leasing opportunities, and financial considerations**, ensuring any future decision aligns with sustainable asset management principles.

Acronyms:

Acronym	Description
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Addition to Operational or Corporate Plan:

Plan Description	Yes / No
Operational	No
Corporate	No

Link to Corporate Plan:

Corporate Plan 2023-2028

Corporate Plan Pillar 1: Prosperity

1.8 Build local business capability (micro & macro opportunities)

Supporting Documentation:

Nil

Report authorised by:

Chief Executive Officer