

# MINUTES

## COMMUNITY RESOURCE CENTRE ADVISORY COMMITTEE MEETING

**Meeting Date:** Thursday 20<sup>th</sup> June 2024  
**Venue:** CRC Large meeting room  
**Time:** 9.05am

### 1.0 Acknowledgement of Country

Council recognizes that meetings held in Banana Shire include land of the Gaangalu Nation, Iman People, Wuli Wuli People, Wadja People, Wakka Wakka People and Darumbal People.

### 2.0 Attendance

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>Pam Semple (Snr Program Advisor – CRC)</li> <li>Judy Mazzer – (Business Representative)</li> <li>Joe Wright (Manager Community Services, BSC)</li> <li>Tina Knight (Catholic School Representative)</li> <li>Cr Adam Burling – (Portfolio Councillor, BSC)</li> </ul> | <ul style="list-style-type: none"> <li>Melissa Kerr – (CDSNSG Representative) -Chairperson</li> <li>Rebecca Wall (Independent School Representative)</li> <li>Danielle Jackson (Parent Representative)</li> <li>Justine Stephens (Community Representative)</li> <li>Kym Jenkinson (Admin Officer – CRC)</li> </ul> |
|--|---|

### 3.0 Apologies

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>Mayor Nev Ferrier</li> <li>Jaime Parnell (Health Representative)</li> </ul> | <ul style="list-style-type: none"> <li>Venkat Peteti (Director, Corporate &amp; Community, BSC)</li> <li>Fiona Byrne (State School Representative)</li> </ul> |
|--|---|

Chair, Melissa Kerr welcomed Cr Adam Burling to the Advisory Committee.

### 4.0 Safety Moment

Security – ensuring doors, windows etc. are locked.

### 5.0 Confirmation of Previous Minutes – (18-04-24)

**Motion:** That the minutes of the April 18<sup>th</sup> meeting be confirmed as accurate.

**Moved:** Rebecca Wall

**Seconded:** Judy Mazzer

**Carried**

### 6.0 Business arising from previous minutes

- 6.1 Discussion regarding NDIA plans to roll out improvements to processes in rural areas to facilitate better access to services. NDIA is aware of the challenges in regional areas. NDIS clients feel plans are being cut due to underspending while regional areas struggle to use funding due to the limited services available.

### 7.0 Correspondence

**Inward:**

Resolution:

- That Council receives and notes the unconfirmed minutes of the Community Resource Centre Advisory Committee held on the 18 April 2024.
- That the Advisory Committee endorses the Fees & Charges for 2024/2025 Financial year

**Moved:** Cr Bailey

**Seconded:** Cr Burling

**Carried**

**Outward:**

- Email to Melissa Kerr thanking her for her time as a representative of the Advisory Committee
- Email to Jaime Parnell thanking her for her time as a representative of the Advisory Committee
- Email to Judy Mazzer thanking her for her time as a representative of the Advisory Committee
- Email to Danielle Sutherland-Stevens providing information about the Health Representative role on Advisory Committee and an invitation to nominate for the role.
- Email to Sandra Corfield providing information about the Health Representative role on Advisory Committee and an invitation to nominate for the role.
- Email to Kate Dyne providing information about the Health Representative role on Advisory Committee and an invitation to nominate for the role.

**Motion:** That the inward correspondence be accepted and outward correspondence be endorsed.

**Moved:** Danielle Jackson

**Seconded:** Tina Knight

**Carried**

## **8.0 Agenda Items**

### **8.1 Senior Program Advisor's Report – See Report attached**

#### Community Education

Dr Tony Attwood and Michelle Garnett – Registrations are still being accepted. Meeting attendees were asked to encourage anyone thinking of attending to contact CDSNSG.

## **9.0 General Business**

### **9.1 Community Representatives**

Business, Health & CDSNSG representatives' 2-year tenure has come to an end. The committee thanked Judy Mazzer, Melissa Kerr and Jaime Parnell for their representation and contributions during their time on the committee and invited them to consider whether they wish to re-nominate or suggest alternate representative nominees. Several others have been contacted with an invitation to nominate.

### **9.2 NDIS registration renewal**

The registration renewal application process is almost complete and will be finalised by the end of June.

### **9.3 Recommendations to Council**

That Council receives and notes the minutes of the Community Resource Centre Advisory Committee held on the 20<sup>th</sup> of June 2024.

## **10.0 Next Meeting**

9.00am – Thursday 29<sup>th</sup> August in Large Meeting Room at the CRC.

## **11.0 Meeting Close – 9.45am**

# **Banana Shire Community Resource Centre**

## **Advisory Committee Senior Program Advisor's Report**

June 2024

## Table of Contents

SDSS (Specialist Disability Support in Schools Program) .....	3
Staffing .....	3
<i>Recruitment</i> .....	3
School Support Services .....	3
Resource Library .....	3
Specialised Equipment.....	4
NDIS (National Disability Insurance Scheme).....	4
Other Projects.....	4
Software Upgrades.....	4
Playground .....	4
Room Hire .....	4
Community Education .....	5
University Student Placements .....	5

## SDSS (Specialist Disability Support in Schools Program)

Therapy programs support eligible students at State, Catholic and Independent Schools in Banana Shire.

### Staffing

#### Current

School Support Services Coordinator	0.1 FTE
Speech Therapist	0.3 FTE
Physiotherapist	0.3 FTE
Educator	0.1 FTE
Administration	0.5 FTE
Therapy Assistant	0.6 FTE
Occupational Therapist	0.8 FTE

**2.7 FTE**

#### Recruitment

Speech Therapist	Casual / part time
Educator	Casual / part time
Therapy Assistant	Casual

### School Support Services

- 57 requests for support from 8 schools. Therapists, educators and therapy assistants delivered 39 school based intervention programs to support these students and develop teacher / teacher aide capacity to support their students. Interventions included:
  - Observation and assessment of student need
  - Consultation and collaborative goal setting with teachers
  - Provision of information and strategies for teachers
  - Advice / selection / development of resources and equipment
  - Direct face to face therapy
  - Equipment prescription / trial management / adjustment
  - Information sharing with wider education support team

### Resource Library

- Mobile Service has visited Taroom (twice), Baralaba, Banana, Moura and Theodore with 8 further visits planned during semester 2, to revisit these schools and revisit Jambin and Wowan. (Banana Shire Libraries support this service by sharing their vehicle).
- Significant increase in borrowing during April and May is attributed to introduction of the Mobile Service. Resource library borrowing statistics for this period:

Month	Loans
March	172
April	215
May	252

- A number of larger rarely used items have been deleted from the collection to make space for future acquisitions.
- Volunteers continue to contribute significantly to the processing and maintenance of resources (up to 30 hours per week).

## Specialised Equipment

- Servicing, training and fitting framerunners was completed in early May.
- Rifton Activity Chair is scheduled for trial.
- Further new equipment funded by SDSS has been ordered.

## NDIS (National Disability Insurance Scheme)

- Speech Therapy services continue for a small number of clients.
- The application process to renew NDIS registration is almost complete. BSC policies and procedures have been reviewed to ensure they reflect NDIS requirements.

## Other Projects

### Software Upgrades

An upgrade of the library management software and client information management software to better meet current and future needs is planned.

### Playground

Replacement playground equipment has been ordered and will be installed with replacement softfall.

### Room Hire

Allied health services for residents of Banana Shire are provided at the CRC by a number of organisations, including:

- |                        |   |
|------------------------|---|
| • Speech Pathology     | Dr Amanda Heit Speech Pathologist, Fly2Health |
| • Physiotherapy        | Pelvic Fix Physiotherapy                      |
| • Occupational Therapy | Fly2Health, LTTS                              |
| • Psychology           | Jaime Parnell Psychologist                    |
| • Dietetics            | Happier Healthier Nutrition & Dietetics       |
| • Social Work          | Safely Attached Social Work Services          |

Other organisations who use the CRC facilities to support Banana Shire residents included:

- |                           |  |
|---------------------------|--|
| • Employment services     | APM  |
| • Family support agencies | Envision Family Support Service, Family Relationship Centre<br>Roseberry |
| • Community groups        | CDSNSG.  |
| • Legal Services          | CQ Legal Centre  |
| • Midwifery               | Dani the Midwife   |
| • Chiropractics           | Innate Chiropractic  |

Demand for room hire continues to grow. The majority of these bookings are visiting Allied Health services who bring multiple practitioners on a regular basis and service broader community needs. Recent bookings are summarised below:

Month	No. Bookings	Total Hours
March	41	261
April	46	254
May	54	278

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## **Community Education**

Dr Tony Attwood and Dr Michelle Garnett – 29 & 30 August 2024

- developing understanding, social skills and cognitive abilities for people with ASD.
- Opportunity for other organisations to partner with CDSNSG to provide staff training

## **University Student Placements**

CRC was approached by OT Futures (consortia of universities) with regard to supporting Occupational Therapy Student placements in 2024. While we currently have a therapist with capacity to mentor students, lack of suitable accommodation at appropriate cost precludes accepting a student at this time. CRC Staff will maintain communication with the Universities.



**Banana Shire Community Resource Centre**  
102 Rainbow Street  
Biloela QLD 4715

Phone: 07 4992 7360  
Fax: 07 4992 9502  
Email: [crc@banana.qld.gov.au](mailto:crc@banana.qld.gov.au)

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**BANANA SHIRE COUNCIL  
CORPORATE PLAN**

**Adopted:** 28 May 2014  
Minor changes made following the local government election on 19/03/16  
Minor changes made following the Bi-election on 25/02/17  
**Reviewed:** 23/11/16  
**Effective:** 01/07/17  
**Reviewed:** 26/04/18