

MINUTES

COMMUNITY RESOURCE CENTRE ADVISORY COMMITTEE MEETING

Meeting Date: Monday 27th October 2025

Venue: CRC Large meeting room

Time: 3.35pm

1.0 Acknowledgement of Country

Council recognises 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

- | | |
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| <ul style="list-style-type: none">Clinton Dodd (Principal Care Coordinator)Cr Adam Burling (Portfolio Councillor, BSC)Danielle Jackson (Parent Representative)Christine Brough (JCU Health Representative) | <ul style="list-style-type: none">Venkat Peteti (Director, Corporate & Community, BSC)Melissa Kerr (CDSNSG Representative) – ChairpersonRebecca Wall (Independent School Representative)Kym Jenkinson (Admin Officer – CRC) |
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3.0 Apologies

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| <ul style="list-style-type: none">CEO Tom UptonMayor Nev FerrierTina Knight (Catholic School Representative) | <ul style="list-style-type: none">Judy Mazzer (Business Representative)Fiona Byrne (State School Representative) |
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4.0 Safety Moment – Risk-Hazard Management - Hazard identification is an important step in the risk management process.

5.0 Confirmation of Previous Minutes – (18-08-25)

Motion: That the minutes of the August 18th meeting be confirmed as accurate.

Moved: Melissa Kerr

Seconded: Christine Brough

Carried

6.0 Business arising from previous minutes

6.1 Community Representatives

- Thank you and warm welcome to Danielle Jackson - *Parent Representative* & Michaela Lawson - *Community Representative*.

7.0 Correspondence

Inward:

Resolution

That Council:

1. *Endorses the following nominations for representatives on the CRC Advisory Committee:*
 - Danielle Jackson as Parent Representative – for the next 2-year tenure.
 - Michaela Lawson as Community Representative – for the next 2-year tenure; and
2. *Receives and notes the Unconfirmed Minutes of the Community Resource Centre Advisory Committee held on the 18 August 2025.*

Moved: Cr Burling

Seconded: Cr Bailey

Carried

Outward:

- Email sent to Danielle Jackson advising of CRC Advisory Committee acceptance and Council's endorsement of her appointment to the Advisory Committee for a further two-year term.
- Email sent to Michaela Lawson advising of CRC Advisory Committee acceptance and Council's endorsement of her appointment to the Advisory Committee for the following two-year term.

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

Moved: Clinton Dodd

Seconded: Danielle Jackson

Carried

8.0 Agenda Items

8.1 **Principal Care Coordinator Report** – See report attached

SDSS Program Funding

We are currently awaiting confirmation regarding the **2026 Funding Application process**. At this stage, it is anticipated that funding will **roll over at a similar level** to the current year.

End-of-year reporting for SDSS will commence in the coming weeks. The CRC team are engaging to ensure all relevant data and documentation are prepared to support timely submission.

Additionally, the introduction of the new '**Thriving Kids**' initiative is expected to influence how SDSS operates in the future in supporting school students. Further information will be shared as details become available.

School Support Services

Currently sitting at 99 requests for support for eligible students have been received from 12 schools, with potential for another few services requests from a new school.

Staffing for 2026

The PCC is working in conjunction with Procurement to develop a scalable staffing model to be more flexible to scale and meet school demands.

Library Catalogue Upgrade

The current library catalogue is being updated to Spydus. This will allow for easier borrowing of resources for members. Existing council structures could be leveraged to assist. Eg the Library's mobile lending van.

NDIS (National Disability Insurance Scheme)

Speech and Occupational Therapy services are at full capacity with 10 clients.

9.0 General Business

9.1 Discussions –

Bushkids

- Ongoing concerns were raised regarding Bushkids communication timeframes, particularly the delays or lack of correspondence with families seeking to access services through the NDIS for children aged 0–9 years.
- With recent NDIS changes and the introduction of the Thriving Kids initiative, it is anticipated that processes will evolve; however, in the interim, families in the Biloela Shire continue to experience significant delays in communication and access to funding for therapy services.
- Venkat discussed raising issues with the NDIS quality commission.
- Clinton advised he would discuss previous investigations around this topic and attempt to engage with Bushkids before pursuing a complaints process.

Fly2Health

- Concerns have been raised about the high costs incurred by NDIS clients in the Banana Shire area when accessing services provided by Fly2Health clinicians.
- Despite the implementation of the NDIS travel cap in July 2025, clients continue to experience significant expenses for therapy services, cutting through their NDIS plans funding before their next plan review.

Increasing Community Engagement

Strategies are being developed to strengthen community engagement with the CRC.

9.2 Recommendations to Council

- That Council receives and notes the minutes of the Community Resource Centre Advisory Committee held on the 27th of October 2025.

10.0 Next Meeting

3.30pm – Monday, 1st December in Large Meeting Room at the CRC.

11.0 Meeting Close – 4.15pm



Banana Shire Community Resource Centre

Advisory Committee Principal Care Coordinator's Report

October 2025

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SDSS (Specialist Disability Support in Schools Program)

School Support Services and Specialised Equipment programs support eligible students at State, Catholic and Independent Schools in Banana Shire.

SDSS Program Reporting

As the 2025 school year draws to a close, preparations are underway for end-of-year SDSS reporting and acquittal requirements. This process includes the consolidation of therapy delivery data, school participation summaries, and outcome documentation aligned with the SDSS Program guidelines. The focus remains on demonstrating the effectiveness of supports provided to eligible students, highlighting improvements in access to curriculum, participation, and inclusion outcomes.

Our multidisciplinary team continues to work collaboratively with schools across the Banana Shire to ensure all documentation reflects the impact of interventions and aligns with Education Queensland's expectations for evidence-based practice. Preliminary arrangements are being made to ensure data integrity, service evaluation, and compliance with financial and performance reporting standards.

This period also serves as an opportunity to review service delivery models in preparation for the 2026 SDSS cycle, particularly in light of ongoing state and federal transitions between the NDIS and the evolving Thriving Kids initiative. Continued liaison with Education Queensland and the SDSS administration team remains critical to ensure continuity of support and readiness for any program reforms scheduled for mid-2026.

SDSS Program Funding

The Banana Shire Community Resource Centre received its mid-year SDSS Program funding payment of \$325,708.50. This allocation supported the continuation of therapy and specialist services for students with identified needs across participating schools.

Outlined in the Department's review timeline, providers will be advised in mid-November 2025 regarding the level of funding available for the 2026 year, with possible variations or extensions to current service agreements to follow in December. The broader system-wide review of resourcing for students with disability and the SDSS review is also expected to conclude by the end of 2025, with outcomes informing the future structure of program delivery and resourcing from 2026 onward.

At this stage, the CRC expects continuity of service delivery into Term 1, 2026, while awaiting confirmation of final funding allocations and any subsequent program adjustments arising from the review outcomes, which are expected to be finalised between March and June 2026.

SDSS Staffing

Staffing within the SDSS program has remained generally consistent throughout 2025, ensuring stability in service delivery across participating schools. However, the level of service delivery currently exceeds available staff capacity, reflecting the increasing demand for therapy and support services across the region. The current staffing structure includes a blend of employed and contracted professionals, as outlined:

Discipline	Hrs/Wk	Employed/Contract
Speech Pathologist	Up to 20 hrs per week	Contract
Speech Pathologist	Up to 16 hrs per week	Employed – short term casual contract
Occupational Therapist	Up to 30 hours per week	Contract
Physiotherapist	Up to 4 hours per week	Employed - casual
Physiotherapist	Vacant	Contract
Educator	Up to 16 hours per week	Employed - casual
Therapy Assistant	Up to 28 hours per week	Employed - casual
Administration Officers (3)	Up to 30 hours per week	Employed - casuals

In preparation for the 2026 service year, a new staffing engagement model is being developed in conjunction with Banana Shire Council Procurement. This model aims to streamline engagement processes and enable faster scaling of therapy services in response to the anticipated increase in service requests.

School Support Services

School Participation Summary – SDSS Program

School	2024 (Full Year)	2025 (Year to Date)
Thangool State School	18	20
Redeemer Lutheran College	15	21
Prospect Creek State School	4	4
Biloela State High School	5	4
Biloela State School	13	11
Jambin State School	1	1
St Joseph's Catholic School	2	9
Hall State School	0	1
Moura State School	1	11
Taroom State School	5	4
Monto State School	0	1
Total	64	98

Service delivery under the SDSS program has shown a notable increase, with 98 students supported to date in 2025, compared to 64 across all of 2024—a rise of approximately 53%. Growth is particularly evident at Redeemer Lutheran College, St Joseph's Catholic School, and Moura State School, reflecting expanding service reach and greater engagement from schools across the Banana Shire region.

Resource Library

Items borrowed

During 2025, a total of 2,339 items were borrowed through the Community Resource Centre's specialised equipment and resource library, compared with 2,450 items during the same period in 2024 (a 4.5% decrease). This slight decline in borrowing activity can be attributed to staffing interruptions that affected operation of the mobile lending van service, which had previously provided direct access to remote schools and service areas.

At this stage, the mobile lending service will be discontinued, with a transition underway to the Spydus library management software system. This new online platform will enhance accessibility by allowing schools and therapists to browse the catalogue, place holds, and arrange deliveries of borrowed items. The move to Spydus represents a modernisation of the CRC's resource management, improving efficiency and user experience while maintaining equitable access to specialist equipment and learning resources across the region.

Volunteer Hours

Volunteers are a very integral part of the CRC Resource Library, with cleaning, counting and reshelving.

Month	2024 (Hours)	2025 (Hours)	Change (Hours)	% Change
July	50.25	78.00	+27.75	+55.2%
August	109.00	61.25	-47.75	-43.8%
September	99.50	72.91	-26.59	-26.7%
Total (Quarter)	258.75	212.16	-46.59	-18.0%

Volunteer contributions for the current quarter totalled 212.16 hours in 2025, compared with 258.75 hours in the same period of 2024 (an 18% overall decrease).

Discussions are currently being held regarding volunteer retention strategies to ensure ongoing engagement, strengthen consistency of support, and recognise the valuable contributions of community volunteers to CRC operations.

Specialised Equipment

The recently acquired Mobi-Mats have arrived and are currently being trialled by specialist therapists with the students for whom they were purchased.

All other specialised equipment orders have been received and actively utilised throughout the year to support student access and participation.

NDIS (National Disability Insurance Scheme)

Service delivery under the NDIS scheme has remained consistent, with support provided to 10 active clients throughout the year.

Other Projects

Software Upgrades

The implementation of the Spydus library management system will significantly enhance the efficiency and accessibility of the CRC's equipment and toy lending library. The new system will allow users to browse an online catalogue, place holds, and arrange deliveries of specialised items, improving access for schools and therapists across the region. Spydus will also streamline borrowing and tracking processes, providing accurate data on resource usage to support future purchasing decisions. In addition, its automated notifications and reporting tools will reduce administrative workload and ensure timely returns, promoting smoother and more reliable service delivery.

Room Hire

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

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| • Speech Pathology | Dr Amanda Heit Speech Pathologist, Fly2Health, LTTS |
| • Physiotherapy | Pelvic Fix Physiotherapy |
| • Occupational Therapy | Fly2Health, LTTS |
| • Psychology | Jaime Parnell Psychologist, LTTS, Fly2Health |
| • Social Work | Yaleela Torrens Social Work Services, Practical Pillars Therapy |

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

- | | |
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| • Employment services | APM, National Joblink, Wise Employment, Impact Community Services |
| • Community groups | CDSNSG |
| • Legal Services | CQ Legal Centre |
| • Parent Program | Parent Pathways Program (National Joblink) |

There has been a significant increase in enquiries for chamber hire, with the addition of Wise Employment and Impact Community Services, both of which provide programs supporting disability engagement and inclusion within the community.



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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