

MINUTES

COMMUNITY RESOURCE CENTRE ADVISORY COMMITTEE MEETING

Meeting Date: Monday 22nd June 2026

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

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

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| <ul style="list-style-type: none">CEO Tom UptonTina Knight (Catholic School Representative) | <ul style="list-style-type: none">Fiona Byrne (State School Representative) |
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4.0 Safety Moment – Emergency Readiness & Response - During emergencies, **warden instructions override normal management instructions**. Life safety takes priority over assets and operations.

5.0 Confirmation of Previous Minutes – (27-04-26)

Motion: That the minutes of the April 27th meeting be confirmed as accurate.

Moved: Danielle Jackson **Seconded:** Michaela Lawson **Carried**

6.0 Business arising from previous minutes

7.0 Correspondence

Inward:

No Council Resolution on April Minutes these will be tabled at June Council Meeting.

- Email from Christine Brough re-nominating for CRC Advisory Committee – Health Rep.
- Email from Melissa Kerr declining to re-nominate but has recommended Cammi Donohoe for CRC Advisory Committee – CDSNSG Rep.

Outward:

- Email sent thanking Christine Brough (Health) for her service on the Advisory Committee and inviting her to consider re-nominating.
- Email sent thanking Melissa Kerr (CDSNSG) for her service on the Advisory Committee and inviting her to consider re-nominating.
- Email sent thanking Judy Mazzer (Business) for her service on the Advisory Committee and inviting her to consider re-nominating.
- Email sent providing information on CRC Advisory Committee to Cammi Donohoe for possible nomination.

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

Moved: Danielle Jackson **Seconded:** Nev Ferrier **Carried**

8.0 Agenda Items

8.1 Principal Care Coordinator Report – See report attached

SDSS – Specialised Equipment

SDSS Specialised Equipment Grant Fund 2026 – CRC Application was submitted and now has been approved to receive \$50,310.00 extra funding for this year on staff and selected specialised equipment.

SDSS

More service requests have been received since the PCC report was prepared. With new staff commencing next term, the CRC will be reaching out to schools to check in and determine whether there are any additional students identified through the NCCD who may require support.

NDIS

CRC is still currently watching the NDIS space and the introduction of Thriving Kids unfortunately CRC isn't any further informed than the public on these changes at this stage.

CRC will be completing their mid-term NDIS Audit in early August so preparations are currently under way.

ROPS – Register of Prequalified Suppliers

Has been completed hopefully gaining a more streamline and easier process for employing Allied Health staff at the CRC with shorter turn around while still complying with local government laws on recruitment/contractor process.

9.0 General Business

9.1 Community Representatives - 2 year tenure ends 30th June 2026

The following Nominations have been received:

Business	Judy Mazzer (Business)
Health	Christine Brough (JCU Allied Health Clinical Lead – OT)
CDSNSG	Cammi Donohoe (Callide Dawson Special Needs Support Group – President)

Motion: That the Advisory Committee recommends Judy Mazzer as Business Representative

Moved: Clint Dodd **Seconded:** Adam Burling **Carried**

Motion: That the Advisory Committee recommends Christine Brough as Health Representative

Moved: Melissa Kerr **Seconded:** Clint Dodd **Carried**

Motion: That the Advisory Committee recommends Cammi Donohoe as CDSNSG Representative

Moved: Melissa Kerr **Seconded:** Judy Mazzer **Carried**

9.2 Other discussions

JCU has purchased a second house in Biloela to accommodate additional university placement students. This expansion will create more opportunities for student placements, enabling the delivery of additional health services and supporting improved access to healthcare for the local community.

9.3 Recommendations to Council

- That Council endorses the following nominations for Representatives on the CRC Advisory Committee:
 - Judy Mazzer as Business Representative for the next 2 year tenure.
 - Christine Brough as Health Representative for the next 2 year tenure.
 - Cammi Donohoe as CDSNSG Representative for the next 2 year tenure.
- That Council receives and notes the minutes of the Community Resource Centre Advisory Committee held on the 22nd of June 2026.

4.0 Next Meeting
3.30pm – Monday, 24th August in Large Meeting Room at the CRC.

5.0 Meeting Close – 4.20pm

Banana Shire Community Resource Centre

Advisory Committee Principal Care Coordinator's Report

June 2026

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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.

Funding

The Principal Care Coordinator has implemented a new funding tracking system and is actively monitoring current funding expenditure to maximise service delivery.

SDSS Staffing

The CRC is currently receiving 2026 service requests from schools. Decisions regarding staffing engagement and service scaling will be informed by identified school and student requirements, ensuring an appropriate and responsive allocation of therapy resources.

Discipline	Hrs/Wk	Employed/Contract
Speech Pathologist	Up to 20 hours per week	Contract
Speech Pathologist	0 hours per week	Employed – short term engagement.
Occupational Therapist	Up to 30 hours per week	Contract
Physiotherapist	Up to 4 hours per week	Employed - casual
Physiotherapist	Up to 8 hours per week	Employed - casual
Physiotherapist	Up to 8 hours per week	Employed - casual
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

The Register of Prequalified Suppliers (ROPS) has been completed, and discussions will be initiated with Health First Group in Gladstone regarding the engagement of additional therapists, including speech language pathologists and occupational therapists. While the Therapy Team Leader, Amanda Heit, is currently on leave, preparatory work will continue, including communication with schools to increase service requests in anticipation of her return. The ROPS will remain active for a period of two years; however, it will be reviewed to allow for the inclusion of additional tender applicants where appropriate.

The CRC is currently in the process of onboarding two physiotherapists, totalling 0.3 FTE. It is anticipated that they will support service delivery across both the SDSS and NDIS programs, with approximately two days per week allocated to SDSS and one day to NDIS services.

One of the physiotherapists has previously delivered SDSS services with the CRC, providing valuable experience and continuity of care. The second physiotherapist is also employed with James Cook University and will support opportunities for student placements within the community, with potential placements across the CRC, the Hospital, and Wahroonga Retirement Village.

School Support Services

School Participation Summary – SDSS Program

School	2025	2026 (Year to Date)
Thangool State School	20	13
Redeemer Lutheran College	24	18
Prospect Creek State School	4	7 (+3)
Biloela State High School	4	1
Biloela State School	13	13
Jambin State School	1	0
St Joseph's Catholic School	9	2
Hall State School	1	0
Moura State School	18	13
Taroom State School	4	0
Monto State School	1	1
St Brendan's College	1	
St Paul's Catholic Primary School	2	
Mount Murchison State School	0	2
Total	103	70

Resource Library

The Spydus resource library online booking system is now live. The project is currently in the post-implementation phase, with a focus on data validation and refinement to ensure catalogue accuracy and optimal system functionality. Resource images continue to be uploaded in preparation for broader promotion to CRC members and the wider community. Completion of this process is expected to take several months.

Items Borrowed

Currently, 964 items have been borrowed from the CRC Resource Library in 2026 to date.

Volunteer Hours

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

Month	2025 (Hours)	2026 (Hours)	Change (Hours)	% Change
March	81.5	99.5	+18	+22.09%
April	91.25	99.5	+8.25	+9.04%
May	69.25	39.5	-29.75	-42.97%
Total (Quarter)	242.0	238.5		

Volunteer contributions for the current reporting period totalled 238.5 hours in 2026, compared with 242.0 hours in the same period of 2025, representing a modest overall decrease. While March and April showed increases of 22.09% and 9.04% respectively, May recorded a notable decline of 42.97%, impacting the overall trend.

It is also noted that a highly engaged volunteer has recently ceased involvement due to relocating from the area, which has contributed to the reduced hours. Volunteer engagement levels are expected to remain lower in the short term, and strategies to strengthen recruitment and retention may be explored moving forward.

Specialised Equipment

Specialised equipment funding under the SDSS Program has now been approved, with the CRC receiving \$50,310.00. This funding will support the purchase of key equipment, including a Size 0 Frame Runner and a Joey manual wheelchair, expanding capacity to better support early childhood clients.

Additional items approved include a PODD communication book and three iPads with keyboards and Apple Pencils to support clients within school settings and enhance teacher capability in the use of assistive technologies. The funding will also contribute to the ongoing upkeep, servicing and administration costs of the CRC's existing lending library.

NDIS (National Disability Insurance Scheme)

Engagement with the NDIA is ongoing, with a focus on strengthening how the CRC can best support people with disability across the community. The CRC has met with Carers Queensland, an NDIS partner for individuals aged 9 to 65, and is actively promoting their presence within CQ Rural Health. The aim is to maintain and expand their engagement in Biloela to better support the Banana Shire community to obtain NDIS packages or review existing plans to maximise outcomes.

The CRC is currently supporting 11 NDIS participants, with numbers expected to increase by approximately 4–5 clients following the onboarding of a new physiotherapist. The CRC is also undertaking an internal audit in preparation for its scheduled NDIS mid-term audit on 11 July, ensuring continued compliance with all program requirements.

Other Projects

Community Engagement with the CRC

Building on the success of the Teachers' Breakfast initiative, discussions are currently underway within Banana Shire Council to explore how this model can be expanded to further support engagement with other sectors. These conversations are focused on identifying opportunities for the CRC to strengthen connections with the Early Childhood sector, parent groups, and the NDIS community, and to demonstrate how CRC services can assist across these areas.

The CRC is also collaborating with the local library to develop communication chat boards to support non-verbal customers, with plans to offer this initiative to additional settings such as Council customer service areas.

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) |



Banana Shire Community Resource Centre

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Fax: 07 4992 9502
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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