

MINUTES

COMMUNITY RESOURCE CENTRE ADVISORY COMMITTEE MEETING

Meeting Date: Monday 27th April 2026
Venue: CRC Large meeting room
Time: 3.32pm

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"> Clinton Dodd (Principal Care Coordinator) Mayor Nev Ferrier Cr Adam Burling (Portfolio Councillor, BSC) Michaela Lawson (Community Representative) | <ul style="list-style-type: none"> Melissa Kerr (CDSNSG Representative) – Chairperson Rebecca Wall (Independent School Representative) Danielle Jackson (Parent Representative) Kym Jenkinson (Admin Officer – CRC) |
|---|---|

3.0 Apologies

- | | |
|---|--|
| <ul style="list-style-type: none"> CEO Tom Upton Christine Brough (JCU Health Representative) Tina Knight (Catholic School Representative) | <ul style="list-style-type: none"> Venkat Peteti (Director, Corporate & Community, BSC) Fiona Byrne (State School Representative) Judy Mazzer (Business Representative) |
|---|--|

4.0 Safety Moment – Fire Extinguisher Use– Always remember to use the PASS method when operating a fire extinguisher — **P**ull the pin, **A**im at the base of the fire, **S**queeze the handle, and **S**weep side to side.

5.0 Confirmation of Previous Minutes – (23-02-26)

Motion: That the minutes of the February 23rd meeting be confirmed as accurate.

Moved: Melissa Kerr **Seconded:** Michaela Lwason **Carried**

6.0 Business arising from previous minutes

7.0 Correspondence

Inward:

Resolution:

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

Moved: Cr Burling **Seconded:** Cr Jensen **Carried**

Outward: NIL

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

Moved: Clinton Dodd **Seconded:** Michaela Lawson **Carried**

8.0 Agenda Items

8.1 Principal Care Coordinator Report – See report attached

SDSS – Specialised Equipment

SDSS have opened their Specialised Equipment Grant Fund 2026.

Funding applications are required to be completed and submitted by 18th May 2026

NDIS

CRC is currently watching the NDIS space and the introduction of Thriving Kids with the recent announcement of changes to take place, unfortunately CRC isn't any further informed than the public on these changes at this stage.

Staffing

The PCC discussed current efforts to onboard a physiotherapist to deliver services across both SDSS and NDIS. This would introduce a currently unmet service within the CRC. It would also increase capacity to support a greater number of NDIS clients.

9.0 General Business

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

Emails will be sent to the following representatives in due course.

- Health Representative – Christine Brough
- Business Representative – Judy Mazzer
- Callide Dawson Special Needs Support Group (CDSNSG) – Melissa Kerr

9.2 Discussions – NDIS

The Committee discussed the current NDIS environment and associated changes.

The CRC will seek to engage with the new Thriving Kids initiative when it becomes available.

9.3 Recommendations to Council

- That Council receives and notes the minutes of the Community Resource Centre Advisory Committee held on the 27th of April 2026.

10.0 Next Meeting

3.30pm – Monday, 22nd June in Large Meeting Room at the CRC.

11.0 Meeting Close – 3.53pm

Banana Shire Community Resource Centre

Advisory Committee Principal Care Coordinator's Report

April 2026

Contents

SDSS (Specialist Disability Support in Schools Program)	3
SDSS Program Funding	3
SDSS Staffing	3
School Support Services	4
Resource Library	4
Volunteer Hours	5
Specialised Equipment	5
NDIS (National Disability Insurance Scheme)	6
Other Projects	6

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 Funding

Banana Shire Council has now received the March SDSS funding payment of \$325,708.50, representing the first half allocation for the 2026 program year. This funding aligns with the previously advised rollover of 2025 funding levels and supports the continued delivery of therapy services across participating schools within the Shire.

The CRC will continue to monitor advice from the Department regarding specialised equipment funding and will liaise with therapists and schools to identify requirements and progress applications in line with program guidelines once the 2026 funding round formally opens.

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 hrs per week	Contract
Speech Pathologist	0 hrs 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	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

The CRC has now completed the advertised tender process for the establishment of a Register of Pre-Qualified Suppliers (ROPS) via VendorPanel, with submissions closed and evaluated. Successful tender applicants will be engaged to determine how their services can best align with the needs of the CRC. This will support an increase in the scope of service requests from schools and enable the CRC to scale service delivery in a responsive and targeted manner.

The CRC is also approaching the end of the advertised tender period for the establishment of a Register of Pre-Qualified Suppliers (ROPS) via VendorPanel. Once finalised, this register will support the flexible engagement of suitably qualified providers, enabling the CRC to scale services as required to meet demand across participating schools.

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	4
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	67

Resource Library

Items Borrowed

Year to date in 2026, 627 items have been borrowed. This figure has been impacted by the implementation of the Spydus library management system, with transitional processes affecting borrowing data and reporting during this period.

Implementation of the Spydus library management system was delayed by approximately five weeks due to identified search functionality issues and inconsistencies in how items were represented within the database. Following resolution of these matters, the system has now progressed to the implementation phase. A significant body of work remains to upload images to catalogue records to enhance usability and improve the browsing experience for schools and therapists.

In addition, paper-based borrowing records generated during the transition period between Libcode and Spydus will need to be digitised and uploaded to ensure data continuity and system accuracy.

Once the system is fully operational, the CRC will offer to attend staff meetings at participating schools, or meet at a time convenient to each school, to demonstrate the new platform and support staff in navigating the updated catalogue and borrowing processes.

The CRC will continue to facilitate resource delivery to schools where required.

Volunteer Hours

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

Month	2025 (Hours)	2026 (Hours)	Change (Hours)	% Change
January	106.75	72	-34.75	-32.55%
February	68	81	+13	+19.12%
March	81.5	99.5	+18	+22.09%
Total (Quarter)	259.8	252.5		

Volunteer contributions for the current quarter totalled 252.5 hours in 2026, compared with 259.8 hours in the same period of 2025, representing a slight decrease overall. While January recorded a reduction in hours, February and March demonstrated a positive recovery, with increases of 19.12% and 22.09% respectively. This indicates a strengthening level of volunteer engagement across the latter part of the quarter.

Specialised Equipment

Specialised equipment funding under the SDSS Program has been subject to departmental review as part of the broader program evaluation process. During recent SDSS round table discussions, the CRC was advised that the specialised equipment funding round for 2026 is expected to open in the near future.

The CRC will continue to monitor advice from the Department and will liaise with therapists and schools to identify equipment needs and progress applications in line with program requirements once the funding round formally opens.

NDIS (National Disability Insurance Scheme)

Service delivery under the NDIS scheme has remained consistent, with client numbers currently stable. The CRC is supporting 12 active participants.

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.

Room Hire

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

- | | |
|------------------------|---|
| • 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:

- | | |
|-----------------------|---|
| • 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
102 Rainbow Street
Biloela QLD 4715

Phone: 07 4992 7360
Fax: 07 4992 9502
Email: crc@banana.qld.gov.au

**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