Banana Shire Council
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MINUTES

COMMUNITY RESOURCE CENTRE ADVISORY COMMITTEE MEETING

Meeting Date: Monday 19th October 2026
Venue: CRC Large meeting room
Time: 3.30pm

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

- Clinton Dodd (Principal Care Coordinator)
- Cr Adam Burling (Portfolio Councillor, BSC)
- Christine Brough (JCU Health Representative)
- Danielle Jackson (Parent Representative)
- Venkat Peteti (Director, Corporate & Community, BSC)
- Michaela Lawson (Community Representative)
- Kym Jenkinson (Admin Officer – CRC)

3.0 Apologies

- Mayor Nev Ferrier
- Fiona Byrne (State School Representative)
- Judy Mazzer (Business Representative)
- Cammi Donohoe (CDSNSG Representative)
- Rebecca Wall (Independent School Representative)
- Tina Knight (Catholic School Representative)

4.0 Safety Moment – With the warmer weather increasing so has the activities of **Snakes**, remember keep watch and look out when moving in and around outside areas.

5.0 Confirmation of Previous Minutes – (24-08-26)

Motion: That the minutes of the August 24th meeting be confirmed as accurate.

Moved: Christine Brough **Seconded:** Adam Burling **Carried**

6.0 Business arising from previous minutes

Investigating still ongoing regarding if NDIS is still offering 'Community Capacity Building Grants'.

7.0 Correspondence

Inward:

Resolution Number: OM-11-8/2026	
Moved by:	Councillor Adam Burling
Seconded by:	Councillor Terri Boyce

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

CARRIED

Unconfirmed Minutes

Resolution Number: OM-12-8/2026	
Moved by:	Councillor Terri Boyce
Seconded by:	Councillor Adam Burling

That Council:

1. Receives and notes the minutes of the Community Resource Centre Advisory Committee held on the 22 June 2026; and

2. 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.

CARRIED

Resolution Number: OM-14-9/2026

Moved by: Councillor Terri Boyce
Seconded by: Councillor Adam Burling
THAT Council receives and notes the unconfirmed minutes of the Community Resource Centre Advisory Committee held on the 24th of August 2026.

CARRIED

Outward:

- Email to Judy Mazzer Informing of Councils endorsement for – Business Rep.
- Email to Christine Brough Informing of Councils endorsement for – Health Rep.
- Email to Cammi Donohoe Informing of Councils endorsement for – CDSNSG Rep.

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 – Grant Funding

Unfortunately, we still haven't heard on SDSS Grant Funding Allocation for 2027. SDSS have advised communication on 2027 Funding will be delivered by the end of October 2026.

NDIS

NDIS mid-term audit for the CRC has been rescheduled to the 4th November 2026.

8.2 **Revise the CRC Advisory Committee Guidelines and Terms of Reference**

The CRC Advisory Committee Guidelines / Terms of Reference require an in-depth review on these documents before they are tabled at an Advisory Committee Meeting.

Unconfirmed Minutes

8.3 **Election of Chairperson for the Advisory Committee Meetings**

As no Community Representatives were nominated for the position of Chairperson, the role will default to a representative from BSC Corporate and Community Services. Director of Corporate and Community Services will serve as Chairperson and Principal Care Coordinator as a Deputy Chain until a Community Representative is nominated.

Motion: That the Chairperson position be held by the Director of C&CS and PCC as deputy in the interim.
Moved: Christine Brough **Seconded:** Danielle Jackson **Carried**

9.0 General Business

9.1 **Recommendations to Council**

- That Council receives and notes the minutes of the Community Resource Centre Advisory Committee held on the 19th of October 2026.
- That Council receives and endorses the election of Chairperson as the Director of Corporate and Community Services and Principal Care Coordinator as Deputy Chain until a Community Representative is nominated.

4.0 Next Meeting

3.30pm – **Wednesday, 2nd December** in Large Meeting Room at the CRC.

5.0 Meeting Close – 3.56pm

Unconfirmed Minutes

Banana Shire Community Resource Centre

Advisory Committee Principal Care Coordinator's Report

October 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.

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	4 hours per week	Employed – short term engagement.
Occupational Therapist	Up to 24 hours per week	Contract
Occupational Therapist	Up to 16 hours per week	Contract
Physiotherapist	Up to 4 hours per week	Employed - casual
Physiotherapist	Up to 8 hours per week	Contractor
Physiotherapist	Up to 16 hours per week	Contractor
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

Staffing at the CRC has now stabilised following the onboarding of the additional therapists. The focus for the remainder of the year will be on maintaining steady service delivery and continuity of support for students, schools and NDIS clients.

School Support Services

School Participation Summary – SDSS Program

School	2025	2026 (Year to Date)
Thangool State School	20	14
Redeemer Lutheran College	24	29 (+1)
Prospect Creek State School	4	7
Biloela State High School	4	2 (+1)
Biloela State School	13	15 (+1)
Jambin State School	1	1 (+1)
St Joseph's Catholic School	9	3 (+1)
Hall State School	1	0
Moura State School	18	12
Moura State High School	0	1

Taroom State School	4	0
Monto State School	1	5
Mount Murchison State School	0	2
Baralaba State School	0	3 (+1)
St Brendan's College	1	
St Paul's Catholic Primary School	2	
Total	103	94 (+6)

**Bracketed figures indicate additional service requests received since the June 2026 CRC Advisory Committee meeting.*

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, 1,482 items have been borrowed from the CRC Resource Library in 2026 to date. This figure has been impacted by the implementation of the Spydus library management system and the transition from previous recording processes.

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
July	78	18.5	-59.50	-76.3%
August	**61.25**	**47.5**	−13.75	−22.4%
September	**72.91**	**33.5**	−39.41	−54.1%
Total (Quarter)	212.16	99.50	−112.66	−53.1%

Volunteer contributions for the July–September reporting period totalled 99.5 hours in 2026, compared with 212.16 hours during the same period in 2025, representing a decrease of 53.1%. Contributions were lower across all three months, with the largest decline occurring in July.

Despite the return of the volunteer previously on extended holiday, volunteer numbers and total hours remain below the levels recorded in 2025. The CRC is experiencing a broader reduction in volunteer capacity.

Specialised Equipment

All approved equipment items funded through the SDSS Specialised Equipment Funding allocation have now been purchased. The PODD communication resources and three iPads with keyboards and Apple Pencils have been received. Delivery of the Joey manual wheelchair and Size 0 Frame Runner remains pending.

NDIS (National Disability Insurance Scheme)

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's NDIS mid-term audit has now been rescheduled for 4 November 2026. The CRC is continuing its internal audit and preparations to ensure ongoing compliance with NDIS requirements.

Other Projects

Community Engagement with the CRC

The 2027 Teachers' Breakfast has been advertised, with local principals providing positive feedback and incorporating the event into their beginning-of-year schedules. Details are:

- **Date:** Friday, 22 January 2027
- **Time:** 7.00 am–8.00 am

The Early Childhood Sector Breakfast is scheduled for Tuesday, 19 January 2027. This event will promote CRC services and strengthen connections with local early childhood professionals.

The CRC has also engaged with the BSC Media Team to develop promotional content highlighting how the Community Resource Centre can support people with additional needs in our community, as well as local schools. This promotion will include a request for volunteers to help strengthen the CRC's volunteer capacity.

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, LTTS
• Physiotherapy	Pelvic Fix Physiotherapy
• Occupational Therapy	LTTS
• Psychology	Jaime Parnell Psychologist, LTTS
• Social Work	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)

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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