

MINUTES

COMMUNITY RESOURCE CENTRE ADVISORY COMMITTEE MEETING

Meeting Date: Monday 24th August 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"> Clinton Dodd (Principal Care Coordinator) Christine Brough (JCU Health Representative) Judy Mazzer (Business Representative) Cammi Donohoe (Community Member) | <ul style="list-style-type: none"> Venkat Peteti (Director, Corporate & Community, BSC) Rebecca Wall (Independent School Representative) Tina Knight (Catholic School Representative) Kym Jenkinson (Admin Officer – CRC) |
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3.0 Apologies

- | | |
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| <ul style="list-style-type: none"> Mayor Nev Ferrier Michaela Lawson (Community Representative) Fiona Byrne (State School Representative) | <ul style="list-style-type: none"> Cr Adam Burling (Portfolio Councillor, BSC) Danielle Jackson (Parent Representative) |
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4.0 Safety Moment – With illness increasing in the community, now is the time to reinforce **good hygiene** and sanitation practices.

5.0 Confirmation of Previous Minutes – (22-06-26)

Motion: That the minutes of the June 22nd meeting be confirmed as accurate.

Moved: Christine Brough **Seconded:** Judy Mazzer **Carried**

6.0 Business arising from previous minutes

7.0 Correspondence

Inward:

Resolution Number: OM-14-7/2026

Moved by: Councillor Phillip Casey

Seconded by: Councillor Ashley Jensen

That Council receives and notes the minutes of the Community Resource Centre Advisory Committee held on the 22 June 2026.

CARRIED

Unfortunately, the Minutes from the CRC Advisory Committee April Meeting will be put forward in Councils August Meeting along with the endorsements of Members from June Meeting.

Outward:

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

Moved: Clinton Dodd **Seconded:** Judy Mazzer **Carried**

8.0 Agenda Items

8.1 Principal Care Coordinator Report – See report attached

SDSS – Yearly Audit completed

CRC completed their SDSS Grant funding audit for 2025 with confirmation of audit being received and on track to receive Grant Funding Allocation for 2027.

NDIS

No more information has been received within the Thriving Kids space. NDIS mid-term audit for the CRC has been rescheduled to the 21st December 2026 with possibility of being brought forward.

Discussion – To investigate if NDIS is still offering 'Community Capacity Building Grants'

Other Projects

Building on from the Teachers Breakfast initiative, the CRC are engaging with Kindergartens to explore a similar engagement for the Early Childhood Sector.

9.0 General Business

9.1 Discussion

- Election of Chairperson for the CRC Advisory Committee will be elected next meeting.

9.2 Recommendations to Council

- That Council receives and notes the minutes of the Community Resource Centre Advisory Committee held on the 24th of August 2026.

4.0 Next Meeting

3.30pm – Monday, 19th October in Large Meeting Room at the CRC.

5.0 Meeting Close – 4.15pm

Banana Shire Community Resource Centre

Advisory Committee Principal Care Coordinator's Report

August 2026

Contents

SDSS (Specialist Disability Support in Schools Program)	3
SDSS Staffing	3
School Support Services	4
Resource Library	4
Items Borrowed	4
Volunteer Hours	5
Specialised Equipment	5
NDIS (National Disability Insurance Scheme)	6
Other Projects	6
Community Engagement with the CRC	6
Room Hire	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 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	8 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	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

The CRC has now completed the onboarding of two physiotherapists, totalling 0.65 FTE, who have commenced responding to service requests within local schools through the SDSS program. Feedback from students has been extremely heartwarming, particularly from those pleased to reconnect with familiar therapists and receive support from professionals they have worked with previously.

Christine Brough has also invested considerable effort in securing an additional Occupational Therapist for the CRC's SDSS program. The Occupational Therapist has signed an employment contract and is expected to commence onboarding towards the end of August. The Occupational Therapist will primarily support service delivery through the SDSS program while also providing services to a small number of NDIS clients. We are grateful for Christine's efforts in helping secure this additional capacity to support students, schools and the broader local community.

School Support Services

School Participation Summary – SDSS Program

School	2025	2026 (Year to Date)
Thangool State School	20	14 (+1)
Redeemer Lutheran College	24	28 (+10)
Prospect Creek State School	4	7
Biloela State High School	4	1
Biloela State School	13	14 (+1)
Jambin State School	1	0
St Joseph's Catholic School	9	2
Hall State School	1	0
Moura State School	18	13
Moura State High School	0	1 (+1)
Taroom State School	4	0
Monto State School	1	6 (+5)
Mount Murchison State School	0	2
Baralaba State School	0	2 (+2)
St Brendan's College	1	
St Paul's Catholic Primary School	2	
Total	103	90 (+20)

**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, 1,265 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
May	69.25	54.5	-14.75	-21.3%
June	82	55	-27.00	-32.9%
July	78	18.5	-59.50	-76.3%
Total (Quarter)	229.25	128	-101.25	-44.2%

Volunteer contributions for the current reporting period totalled 128 hours in 2026, compared with 229.25 hours during the same period in 2025, representing a decrease of 44.17%. The most significant decline occurred in July, when volunteer contributions decreased from 78 hours in 2025 to 18.5 hours in 2026.

This reduction was influenced by the departure of a highly engaged volunteer who relocated from the area, together with another dedicated volunteer taking an extended holiday. The volunteer has now returned and resumed their involvement, and volunteer contribution levels are expected to improve during the next reporting period.

Specialised Equipment

Specialised equipment funding of \$50,310 under the SDSS Program has now been fully allocated, with all approved items purchased and awaiting delivery. These include a Size 0 Frame Runner and a Joey manual wheelchair, which will expand the CRC's capacity to support younger children.

A PODD communication book and three iPads with keyboards and Apple Pencils have also been purchased to support students within school settings and strengthen teacher capability in using assistive technologies. The funding will also support the ongoing upkeep, servicing and administration of the CRC's existing lending library.

Amelia Braithwaite, CRC physiotherapist, has also completed a comprehensive review and update of the guidelines for the use of specialised equipment. This process has also helped ensure that the CRC's therapists are familiar with the available equipment and its safe and appropriate use. The revised guidelines will shortly progress through Council's quality review and approval processes and, once approved, will support safe, consistent and appropriate equipment use across the CRC's service delivery.

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, originally scheduled for 11 July, was postponed following the departure of the allocated auditor. Platinum Certification has provisionally rescheduled the audit for 21 December 2026; however, it may be brought forward if a new Queensland-based auditor becomes available. In the interim, the CRC is continuing its internal audit and preparations to ensure ongoing compliance with NDIS requirements.

Other Projects

Community Engagement with the CRC

Building on the success of the Teachers' Breakfast initiative, the 2027 event has been scheduled for Friday, 22 January 2027, from 7.00 am to 8.00 am and has now been advertised. Positive feedback has already been received from local principals, who are incorporating the event into their beginning-of-year schedules.

The CRC has also contacted local kindergartens to explore holding a similar engagement event for the Early Childhood sector. Initial responses have been very positive, and further consultation will help shape an event that promotes CRC services and strengthens connections with early childhood professionals and families.

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, LTTS |
| • Physiotherapy | Pelvic Fix Physiotherapy |
| • Occupational Therapy | LTTS |
| • Psychology | Jaime Parnell Psychologist, LTTS |
| • 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