

# MINUTES

## COMMUNITY RESOURCE CENTRE ADVISORY COMMITTEE MEETING

**Meeting Date:** Thursday 2<sup>nd</sup> July 2020  
**Venue:** Callide Room at Council  
**Time:** 9.00am

### 1.0 Acknowledgement of Country

Council recognizes 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"> <li>Cr Judy Pender (Portfolio Councillor, BSC)</li> <li>Marion Meissner (CDSNSG)</li> <li>Pam Semple (Snr Program Advisor – CRC)</li> </ul> | <ul style="list-style-type: none"> <li>Simon Graham (Manager Administration and Community Services – BSC)</li> <li>Coleen Kitching (Admin Officer – CRC)</li> </ul> |
|--|---|

### 3.0 Apologies

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>Venkat Peteti (Director, Corporate &amp; Community)</li> <li>Glen McIntyre (Health)</li> <li>Kirsty Curtis (Community)</li> <li>Nev Ferrier (Mayor)</li> </ul> | <ul style="list-style-type: none"> <li>Anita Williams (Health)</li> <li>Claire Larsen (Parent)</li> <li>Judy Mazzer (Business)</li> </ul> |
|---|---|

### 4.0 Welcome Committee Members

### 5.0 Safety Moment

- If you cannot be hands-free on your phone, it is preferred that you will be “legally parked” to take a call or carry out a phone conversation. Penalties if caught breaking the law are severe and apply to the driver individually

### 6.0 Confirmation of Previous Minutes – (30.4.2020)

**Motion:** That the minutes of the April 30 meeting be confirmed as accurate.

**Moved:** Simon Graham

**Seconded:** Judy Pender

**Carried:** Yes

### 7.0 Business arising from previous minutes

- 7.1 OT Position – At present Pam is having conversations with CQU regarding students doing placements at the CRC. A few service delivery options have been identified but are to yet to be explored further. CQU would provide a senior OT and travel for the students but the CRC would need to find accommodation. SDSS approval for this pilot has been sought.

### 8.0 Correspondence

#### Inward:

- Email reply from Judy Mazzer renominating for Business Rep on the CRC Advisory Committee
- Email reply from Marion Meissner regarding CDSNSG to appoint a representative shortly.
- Email reply from Glen McIntyre stating concerns about his availability to attend all the meetings of the CRC Advisory Committee but willingness to reapply

- Email from CDSNSG advising that they were happy for Marion Meissner to continue as their representative on the CRC Advisory Committee
- Email from Glen McIntyre advising of his and Anita's availability to renominate as the health representatives for the Advisory Committee.

**Resolution:**

*That Council receive and note the unconfirmed Minutes of the Community Resource Centre Advisory Committee meeting held on 30 April 2020.*

Moved: Cr Pender

Seconded: Cr Semple

Carried

**Outward:**

- Email to Judy Mazzer regarding completion of tenure and renomination as Business Rep to the CRC Advisory Committee.
- Email to Marion Meissner regarding completion of tenure and renomination as a Representative of the CDSNSG on the CRC Advisory Committee.
- Emails sent to Anita Williams and Glen McIntyre regarding completion of tenure and renomination as health representatives on the CRC Advisory Committee
- Email to Judy Mazzer acknowledging her renomination and outlining the procedure that will follow before endorsement.
- Email to CDSNSG group and Marion acknowledging Marion's renomination and outlining the procedure that will follow before endorsement.
- Email to Glen McIntyre acknowledging his nomination and outlining the procedure that will follow before endorsement.

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

Moved: Simon Graham

Seconded Judy Pender

Carried Yes

**9.0 Agenda Items**

9.1 **Senior Program Advisor's Report** – See Report attached

**10.0 General Business**

**10.1 Election of Committee Members**

**Business Representative:**

Judy Mazzer has renominated as the business representative. No other nominees.

**CDSNSG Representative:**

Marion Meissner is to continue as the CDSNSG representative. No other nominees.

**Health Representative:**

Glen McIntyre has renominated for the role with Anita Williams as back up if needed. No other nominees.

**10.2 Extension Project (see attachments)**

New Federal government deliverable dates confirmed. The first progress report is due mid July. The successful tender for the project is a local company. Construction to commence 13 July. The construction timeframe is approximately 18 weeks so the CRC team should be able to move back to the CRC within 20 weeks.

**10.3 Recommendations to Council**

- That council receives and notes the minutes of the Community Resource Centre advisory Committee held on 2 July 2020.
- That council endorses the re-election of Judy Mazzer (Business Representative), Marion Meissner (CDSNSG Representative), Glen McIntyre and Anita Williams (Health Representatives)

**11.0 Next Meeting**

TBC – 9.00am – Thursday 27<sup>th</sup> August 2020

**12.0 Meeting Close**

At 9:35am

# **Banana Shire Community Resource Centre**

## **Senior Program Advisor's Report**

July 2020

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### Programs

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## Programs

### **SDSS (Specialist Disability Support in Schools Program)**

Therapy programs support eligible students at State, Catholic and Independent Schools in Banana Shire.

- Significant disruption to and reorganisation of service delivery to as a result of COVID-19. All school sectors have different requirements regarding teletherapy delivery platforms and contact with students during schooling from home.
- Program staff activities during this time included professional development and research, resource development (production and modification of resources suitable for teledelivery), resource library projects, teletherapy delivery.
- SDSS has been in regular contact with funded organisations during this time and has been very supportive of alternative programming. SDSS is planning to review utilisation of funding during COVID -19 later in the year.
- Refunds finalised and paid.
- Financial audits of 2019 SDSS programs completed.

#### Therapy services

- Therapy team renegotiated therapy goals and models for delivery of services for all schools and NDIS clients in line with management of COVID-19.
- Therapists have also spent time upskilling to maximise effectiveness of tele therapy delivery.
- Face to face therapy delivery recommenced at the CRC and in most schools in mid-May.
- \$18,880 additional funding offered and approved. This will be utilised to upgrade resource library storage.

#### Resource Library

- Only resources that can be easily sanitised are available for borrowing.
- Many schools have borrowed resources that they anticipate using during semester 2 and will hold those until the end of the year.
- Resources that are rarely borrowed have been packed away in meeting rooms and sheds rather than moving them to the Civic Centre.

#### Specialised Equipment

Grant includes funding for specialised equipment, therapists to manage and monitor specialised equipment trials in schools, administration associated with management of specialised equipment.

- \$5,425 additional funding offered and approved. This will be used to purchase a Roger Dynamic Soundfield, a system which has been recommended by Head of Curriculum – Student Services – Deaf/Hard of Hearing (CQ Region) and requested by schools to reduce barriers to learning for students with hearing impairments.

#### Staffing:

1. Occupational Therapy position remains unfilled.
  - Negotiations with another SDSS funded outreach service provider re purchasing OT hours are currently on hold.

## **NDIS (National Disability Insurance Scheme)**

- CRC currently provides Educator and Speech Therapy services and has a waiting list for Speech, Occupational Therapy and Physiotherapy. Negotiations are underway to contract a Physiotherapist to meet this need.
- CRC is required to renew registration with the NDIS commission during 2020, necessitating an Audit. This process has commenced with a detailed review of policies and procedures to complete a gap analysis.
- All NDIS providers who registered for registration renewal prior to March 31 2020 have been offered a 9 month extension. We have accepted this offer, but will continue the process during 2020.



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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



## Banana Shire CRC Alterations Architects Update Report

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**Project No:** 17.0060.14  
**Date:** 26 May 2020  
**From:** Russell Girle

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thomson  
adsett

**Re: Project Update for Committee Meeting 28 May 2020 at 9:00am**

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The following is a progress update for the Biloela Community Resource Centre Additions and Alterations project:

### PROJECT INCLUSIONS

- The CRC Additions and Alterations project will provide:
  - An additional 74 sq m of enclosed floor space.
  - This will include an extension to the Resource Library, as well as a new Workroom.
  - It will include a new loading dock to the south east corner of the building.
  - Upgrades and increased area for office staff in a General Office and dedicated Director's Office.
  - The Waiting and Reception areas will be enlarged.
  - The existing Store/ Repair room will be converted to a Therapy Room.
  - There will be new carpet and painting to refurbished and new areas.
  - Air conditioning and electrical services will be upgraded to suit the new spaces.
- Existing Kitchen, Toilet Areas, Meeting Room and Terrace will remain as are.
- Current accesses will be divided so that the centre Kitchen, Meeting Room and Toilets may be used by other groups without them having access to the remaining parts of the centre.

### DOCUMENTATION PROGRESS

- All tender documentation is now complete.
- Documents for tender for this project have been prepared by:

Architects	ThomsonAdsett
Structural Engineers	Janes and Stewart Structures
Mechanical Electrical Engineers	Anderson Consulting Engineers
Hydraulics Engineers	MRP

- Banana Shire Council is currently assessing the project for building approval. The aim will be to have building approval in place by the time tenders close.
- There has been significant consultation with CRC stakeholders in the development of the details of the construction (thanks to Pam Semple, Donna Schulter and Simon Graham).

#### CURRENT PROGRAM

- Tender documents for the project have been completed, and were issued on 12 May 2020.
- Banana Shire Council has advertised for tenders:
  - The Gladstone Observer 19 May 2020.
  - The Morning Bulletin 19 May 2020.
  - The Central Telegraph 22 May and 29 May 2020.
- Tenders are to close at 11:00am on Wednesday 10 June 2020 with Banana Shire Council.
- There will be a site inspection for tenderers to be held on next Tuesday 02 June 2020 at 9:00am.
- Federal funding milestone dates under the Community Development Grants Program are as follows:

STAGE	DATE
1. Contract documentation completed, tenders called, project construction to commence.	22 June 2020
2. Project 50% construction complete.	24 August 2020
3. Project construction 100% complete.	26 October 2020
4. Project fitout and occupation complete.	11 November 2020

The project is currently on progressing schedule.

#### CONSTRUCTION COST ESTIMATE

- The quantity surveyor has provided an updated construction cost estimate on 28 April 2020.
- The current project estimated construction cost is \$688,702.52 excluding GST.
- The original project estimated construction cost from just over 2 years ago was \$604,598.48 excluding GST.
- The increased cost estimate has been due to cost increases over the intervening period (approx. 5%) as well as increases due to some minor scope changes and additional details being available.

## SEQUENCE OF WORKS

- Thanks to the hard work of the council team, it has been agreed that the CRC building will be vacated during the construction phase. Arrangements have been made to relocate staff and resources to the adjacent Biloela Civic Centre for the anticipated 18 week construction period. This relocation will reduce construction time and costs, as well as maintain accessibility for the CRC services.

## NEXT STEPS

- As noted above, tenders are to close on Wednesday 10 June 2020.
- After closing, architects will assess tenders received, and if necessary, review with the quantity surveyor, and provide a tenders report to council for their consideration/ approval.
- By this stage, it is expected that Building Approval will be in place.
- Once council approval is received, the successful tenderer will be appointed.
- Access to the construction site will be dependent on timing for the temporary relocation of staff and equipment.
- Once construction commences on site, fortnightly site meetings will be held to monitor progress.
- Monthly progress claims will be submitted by the builder, and assessed by architects for payment.
- Simon Graham from BSC will maintain reporting to the federal government as required by the funding agreement.
- The expected 18 week construction period would see works completed on or about 26 October 2020. (There is always the possibility of delays- rain, materials supply or the like).
- After a defects inspection and certification inspection by the building inspector, project fitout and occupation can get under way.

Regards,

ThomsonAdsett



**Russell Girle**

Architect.

## Banana Shire CRC Alterations Architects Update Report 2

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**Project No:** 17.0060.14  
**Date:** 24 June 2020  
**From:** Russell Girle

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thomson  
adsett

**Re: Project Update for Committee Meeting 02 July 2020 at 9:00am**

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The following is a progress update for the Biloela Community Resource Centre Additions and Alterations project:

### PROJECT INCLUSIONS

- Project inclusions remain as per last month's report.

### TENDERS

- A site inspection with prospective tenderers was held on Tuesday 02 June 2020.
- Tenders for the project have now been called and closed. 5 tenders were received.
- A tender evaluation process is now under way with Banana Shire Council officers and a tender review panel.
- All tenders received were within the project construction budget.

### PREPARATION FOR CONSTRUCTION

- Banana Shire Council has wisely agreed to a temporary relocation of the CRC operation to the adjacent Civic Centre building during construction. This move will allow the builder clear access for construction, as well as providing CRC staff with a less disrupted work environment. We would expect that the cost of the relocation will be more than offset in time and cost savings for the construction work.
- Staff are now preparing for the move, and council workers will relocate heavier items like shelving and equipment.

## CURRENT PROGRAM

- Tender assessment process is under way, and selection of a preferred tenderer is expected to be confirmed within the next few days.
- Federal funding milestone dates under the Community Development Grants Program are as follows:

STAGE	DATE
1. Contract documentation completed, tenders called, project construction to commence.	22 June 2020
2. Project 50% construction complete.	24 August 2020
3. Project construction 100% complete.	26 October 2020
4. Project fitout and occupation complete.	11 November 2020

The tender process has taken slightly longer than anticipated, so the commencement on site will be slightly behind the schedule dates noted above, however we expect that the final completion date should be able to be met.

## CONSTRUCTION COST ESTIMATE

- The quantity surveyor has provided an updated construction cost estimate on 28 April 2020.
- The current project estimated construction cost is \$688,702.52 excluding GST.
- All tenders received have been within this budget allowance.

## NEXT STEPS

- Finally selected building contractor is to be confirmed.
- Building approval is being progressed by Banana Shire Council- this is expected to be available before the required commencement of construction.
- When the building contractor selection is approved, the successful tenderer will be appointed.
- Access to the construction site will be dependent on timing for the temporary relocation of staff and equipment.
- Once construction commences on site, fortnightly site meetings will be held to monitor progress.
- Monthly progress claims will be submitted by the builder, and assessed by architects for payment.
- Simon Graham from BSC will maintain reporting to the federal government as required by the funding agreement.

- The expected 18 week construction period would see works completed on or about 09 November 2020. (There is always the possibility of delays- rain, materials supply or the like).
- After a defects inspection and certification inspection by the building inspector, project fitout and occupation can get under way.

Regards,

ThomsonAdsett



**Russell Girle**

Architect.