

# MINUTES

## COMMUNITY RESOURCE CENTRE ADVISORY COMMITTEE MEETING

**Meeting Date:** Thursday 27<sup>th</sup> August 2020  
**Venue:** Courtyard at the Civic Centre  
**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>Marion Meissner (CDSNSG)</li> <li>Kirsty Curtis (Community)</li> <li>Glen McIntyre (Health) - Teleconference</li> <li>Coleen Kitching (Admin Officer - CRC)</li> </ul> | <ul style="list-style-type: none"> <li>Simon Graham (Manager Administration and Community Services – BSC)</li> <li>Pam Semple (Snr Program Advisor – CRC)</li> <li>Judy Mazzer (Business)</li> </ul> |
|---|--|

### 3.0 Apologies

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>Venkat Peteti (Director, Corporate &amp; Community)</li> <li>Nev Ferrier (Mayor BSC)</li> <li>Cr Judy Pender (Portfolio Councillor, BSC)</li> </ul> | <ul style="list-style-type: none"> <li>Anita Williams (Health)</li> <li>Fiona Byrne (Education)</li> </ul> |
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### 4.0 Welcome Committee Members

### 5.0 Safety Moment

A used needle was found at the CRC construction site. Kirsty advised us to contact the police station to increase patrols in the CRC area.

### 6.0 Confirmation of Previous Minutes – (02.07.20)

**Motion: That the minutes of the July 2nd meeting be confirmed as accurate.**

**Moved: Simon Graham**

**Seconded: Pam Semple**

**Carried**

### 7.0 Business arising from previous minutes

- 7.1 CQU student placement – Schools were very excited about the prospect of CQU O/T team visiting Biloela to provide assessments with follow up telehealth appointments. For further information refer to Senior Program Advisor's Report.
- 7.2 OT Recruitment – Glen provided a valuable update regarding allied Health services in Central Queensland Region. Due to COVID many Allied Health businesses have folded leaving Health Professionals without employment. Qld Health have picked up many therapists but this may be a good time for us to look into the recruiting process again. Glen has been using SARRAH to assist with recruiting as they encourage therapists to the bush. Health Workforce Qld and James Cook University are also good contacts for recruitment.

## 8.0 Correspondence

### Inward:

- Letter of resignation from Claire Larsen – Parent Representative on the CRC Advisory Committee.

### Resolution:

*That Council receive and note the unconfirmed Minutes of the Community Resource Centre Advisory Committee meeting held on 2 July 2020.*

*That Council endorses the following Community representative roles on the CRC Advisory Committee:*

- *Health Representative – shared role between Glen McIntyre and Anita Willians (Lifestyle Therapies and Training Solutions)*
- *CDSNSG Representative – Marion Meissner (Callide Dawson Special Needs Support Group)*
- *Business Representative – Judy Mazzer*

*Moved: Cr Pender*

*Seconded: Cr Boyce*

*Carried*

### Outward:.

- Letter to Claire Larsen accepting resignation as Parent Representative on the CRC Advisory Committee.

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

**Moved: Simon Graham**

**Seconded Judy Mazzer**

**Carried**

## 9.0 Agenda Items

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

## 10.0 General Business

### 10.1 Access to Allied Health Services

Clients on NDIS waiting list for an extended time. CRC does not have the capacity to provide services so contacted all on the waiting list outlining alternative services in our area. LTTS has capacity to do assessments for these clients but will not be visiting this area for at least a month due to the COVID situation in Brisbane.

### 10.2 Parent Representative – Advisory Committee

As yet we haven't been successful in finding a replacement.

### 10.3 Extension Project Update – attached

Progress has been very good to date. BSC's Project Milestone 1 claim has been made and approved for payment. Project Milestone 1 progress Report is due on the 24<sup>th</sup> September, but may be submitted earlier. Roof sheeting is complete and windows are due to be installed next week. Structural engineer to visit on the 27<sup>th</sup> August.

### 10.4 Recommendations to Council

That council receives and notes the minutes of the Community Resource Advisory Committee held on the 27<sup>th</sup> August, 2020.

## 11.0 Next Meeting

TBC – 9.00am – Thursday 29<sup>th</sup> October 2020

## 12.0 Meeting Close

10.00 am

# **Banana Shire Community Resource Centre**

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

August 2020

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

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

### **Therapy Services**

- Therapy team is currently providing 14 support programs to 58 students in 8 schools in Moura, Biloela, Thangool, Prospect Creek and Mt Murchison.
- Current staffing (1.0 FTE):
  - 3 Educators
  - 1 Program Coordinator
  - 1 Speech Therapist
  - 3 Administration
  - 1 Physiotherapist
  - 1 Allied Health Assistant
  - 2 Teacher Aides
- Occupational Therapy position remains unfilled. CQU met with schools in early August to offer access to student placement program for term 4. Meeting was well attended and schools keen to access the program. CRC Therapists have discussed the possibility of a similar program utilising CQU physiotherapy students.
- Occupational Therapy funding is currently being used to supplement Educator funding to enable experienced educators to deliver programs (under therapist guidance) to support student goals.
- Most programs have been weekly since we were allowed back into schools
- Student goals to be reviewed at the end of Semester 2 and improvements assessed.
- In response to feedback from more distant schools, CRC has developed a School Information Booklet outlining the range of resources available and how they might be used in the classroom context to support development of a range of physical, cognitive, social, organisational and academic skills.

### **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.

- Roger Dynamic Soundfield to be purchased in the near future.
- 2021 Funding Application due 30 September. CRC will be submitting an application.

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

- CRC currently provides Physiotherapy, Educator and Speech Therapy services to 7 clients.
- Waiting list for Speech, Occupational Therapy and Physiotherapy has been reviewed and families contacted to offer contact details for other organisations as CRC therapists do not have capacity to offer further services at this time.
- 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. Currently awaiting feedback from Auditor.

## **Strategic Plan**

- CRC Strategic plan is due to be tabled at the September council Meeting.

## **Chatboards Project**

- Initial installation of 6 chatboards in Lions Park, Biloela is still in development. Therapy team has designed chatboards which now require conversion to a format suitable for signage. Once this is achieved, signs can be ordered and installed. Installation in other parks in the Shire will be considered once use of chatboards at this pilot site is evaluated.



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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

# Project Progress Report

Community Resource Centre  
CRC 2020 EXTENSION PROJECT COMMITTEE

Thursday 27<sup>th</sup> August

## Achievement against milestones

### 1. Updated Milestone Deliverable Dates:

Milestone / Description	Milestone Completion Date	Report Due Date	Report Submitted Date	Payment Invoice Submitted Date	Milestone payment Received Date
<b>Milestone 1</b> <ul style="list-style-type: none"> <li>Planning and Design Complete</li> <li>Confirmation of final costs</li> <li>25% of project complete and certified</li> </ul>	22 June 2020	22 July	22 July	4 August	
<b>Milestone 2</b> <ul style="list-style-type: none"> <li>50% of project completed and certified</li> </ul>	24 September 2020	24 October			
<b>Milestone 3</b> <ul style="list-style-type: none"> <li>75% of project completed and certified</li> <li>Event Invitation Submitted to Department</li> </ul>	26 November 2020	3 December			
<b>Milestone 4</b> <ul style="list-style-type: none"> <li>100% of project completed and certified</li> </ul>	11 December 2020	11 February 2021			

### 1. Site Security

- 31 July - Confirmation of security arrangements during construction period

### 2. Site Meeting Outcomes

- 6 August - Amended drawings reflecting outcomes of discussions at site meeting provided, including ceiling above reception desk and relocation of water tank.
- Amendments approved by BSC Building Inspector
- 7 August - Specifications for installation of solar panels finalised.
- 18 August - Colour Schedule finalised



## Emerging Issues

Nil

## Risk management

Nil

## Budget

<b>Revenue</b>	<b>Budget (Exc GST)</b>	<b>Payments to Date (Exc GST)</b>
Community Development Fund	\$750,000	187,500.00
Banana Shire Council	\$100,000	
<b>Total Revenue</b>	<b>\$850,000</b>	<b>187,500.00</b>
<b>Expenses</b>	<b>Committed Costs (Inc GST)</b>	<b>Payments (Exc GST)</b>
APN (Newspapers)	1,543	1,416.76
Thomson Adsett	41,005	27,193.51
Qld Quantity Surveying	748	686.80
MRP Hydraulic & Fire Services Consultants	3,300	3,030.00
Anderson Consulting Engineers	14,520	5,984.25
Janes and Stewart Structures	13,145	8,395.63
Internal Council – Building Application etc	1,912	1,912.00
Biloela Anzac Memorial Club	7,000	1,285.45
M&M Electrics	154	140.00
Valley Constructions	608,659	21,118.64
Biloela Party Hire	1320	808.00
<b>Total Expenses</b>	<b>\$ 693,306</b>	<b>\$71,971.04</b>

**Not included in this spreadsheet is the second monthly payment to Valley Constructions which has been forwarded on for payment – inv 536 for \$59,904.03**