



PHILIP STREET
COMMUNITY PRECINCT

Philip Street Communities and Families Precinct Advisory Committee

Meeting Minutes – 14/10/2021, 12:00pm – 2:00pm

| | | | | | |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------|--------------------|----------------|
| Chair | Christine Ward | Minute Taker | Kellie-Ann Butcher | Secretariat | Emily Costello |
| Participants | <ul style="list-style-type: none">• Kylie Lee - General Manager Community Development and Events• Chris Ford – Captain, The Salvation Army (Gladstone)• Councillor Natalia Muszkat• Kate Dufty – Ordinary Member• Christine Ward – Ordinary Member• Cecilia Eggmolese – Ordinary Member | | | | |
| Subject Matter Experts | <ul style="list-style-type: none">• Lee Griffiths, Manager Engagement & Partnerships• Tammy Cantwell, Collective Change Facilitator | | | | |
| Apologies | Councillor O’Grady, Supria Singh, Shakira Raymond | | | | |
| Location | Maxine Brushe Community Meeting Place- Hall 1, Philip Street Communities and Families Precinct | | | | |

| Item | Topic | Lead |
|------|--------------------------------------------------------------------------------------------------------|----------------|
| 1 | Meeting open – 12:20pm Acknowledgement of Country - Kylie Lee <i>Welcome</i> | Christine Ward |
| 2 | Check In - Check In Question ‘What do you hope to achieve from today’s Advisory Committee meeting?’ | Christine Ward |



PHILIP STREET

COMMUNITY PRECINCT

| Item | Topic | Lead |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| | <p>Natalia – Would like to see how everything is progressing now we are operating.</p> <p>Kylie – What is the Community Centre? We are starting to see a lot of usability around the precinct now, so what is the Community Centre doing?</p> <p>Kate – Checking in on outcomes of previous recommendations.</p> <p>Christine - Would like to see if the actions from previous meetings are being followed up.</p> <p>Chris – Would like to know what our stakeholders think of the precinct, what are the benefits?</p> <p>Cecilia – Would just like to catch up, as she missed the last meeting.</p> | |
| 3 | <p>Minutes –</p> <p>Kate moved to accept previous meetings minutes as an accurate record.</p> <p>Christine seconded this motion.</p> | Christine Ward |
| 4 | <p>Conflicts of Interest – Standing COI submitted by Natalia as Director of Stronger Communities.</p> | Christine Ward |
| 5 | <p>Actions from previous meeting -</p> <ul style="list-style-type: none"> • Email address for Advisory committee on the council website – For Emily Costello to discuss later in meeting. • Template for Advisory Committee Members Reports to be uploaded to the platform for members to access moving forward. Request for this has been submitted so it is anticipated it will be accessible in the next few days. Members are requested to view the template to familiarise themselves with it for reports to then be submitted for the next meeting. • Refresher provided on Working Group Principles to ascertain if it aligns and can be used as the Advisory Committee Guidelines. <p>Action – Guidelines to be reviewed in 12 months</p> | Christine Ward |
| 6 | <p>Key Collaborators Update –</p> <p>Gladstone regional Council - Kylie Lee GM of Community Development and Events</p> | Kylie Lee |



PHILIP STREET

COMMUNITY PRECINCT

| Item | Topic | Lead |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| | <ul style="list-style-type: none">• Launch of the Philip Street Precinct social media page, so far the page has 526 likes and reached over 14k people in a very short space of time.• Growth of usage of MB Meeting Place is very positive and reflects that people are starting to understand what the precinct is.• Currently looking at resourcing requirements for out of hours bookings at the Precinct.• Maintenance/defect budget a little bit over.• Opening event is on the agenda for Lee Griffiths to discuss.• There has been a lot of interest on future usage of the facility.• Handover to Emily Costello to provide usage rates on meeting rooms. <p>September Total Bookable Hours – 14 hrs (8:00am to 10:00pm) x 30 days x 3 rooms = 1260 Total Booked Hours – 203.1 Percentage of Booked Hours 16.1 Income - \$318.17</p> <p>October as at 14.10.21 Total Bookable Hours – 14 hrs (8:00am to 10:00pm) x 31 days x 3 rooms = 1302 Total Booked Hours – 283.6 Percentage of Booked Hours 21.8 Income - \$409.09</p> <p>November – Projected based on current bookings Total Bookable Hours – 14 hrs (8:00am to 10:00pm) x 31 days x 3 rooms = 1302 Total Booked Hours – 316.1 Percentage of Booked Hours 24.3</p> | |



PHILIP STREET

COMMUNITY PRECINCT

| Item | Topic | Lead |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| | <p>Income - \$tbc</p> <ul style="list-style-type: none">• Discussions around cleaning of facility. <p>Salvation Army – Captain Chris Ford - Philip Street Manager</p> <ul style="list-style-type: none">• Dip in numbers in the school holidays which is normal with numbers rising again at the moment.• Christmas campaign kicks off next week, phone calls and text messages to be sent out with the capacity to hold up to 40 eligibility interviews a day till mid November with increasing foot traffic to the Precinct as a result. The event will be held on 18th December at the Precinct with 160 plus hampers and 2000-3000 toys distributed.• Last of the furniture will be arriving next week for the Gumar building which will allow for partners to operate out of the building.• Case worker starts before Christmas with recruiting still underway.• Officer Tammy Cantwell apologized that she was not aware of meeting today and had not formally prepared her report, however, did have some notes to share. She advised that she is seeing momentum building for the Precinct and is noticing a diverse range of community members which is lovely to see different sectors of the community represented which is allowing for collective partnerships to be utilized. She has noticed it is not just buildings but an energy between all stakeholders that is very positive.• Discussions regarding Tammy's role within the Precinct and the broader community.• Tammy advised she will be hosting a presentation to Council outlining the key points of her role, Kate requested to have access to Tammy's presentation for committee members. <p>Action – Advisory committee members invited to attend</p> <p>Communities 4 Children – Shakira Raymond was unable to attend meeting, Emily Costello read an email update on her behalf.</p> <ul style="list-style-type: none">• Nutchee Playtime was held over the school holidays, first big event with approximately 90 participants attending playtime.• All of the programs have kicked off for the term with playgroups each Tuesday with great numbers so far. | |



PHILIP STREET

COMMUNITY PRECINCT

| Item | Topic | Lead |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| | <ul style="list-style-type: none"> The meeting room has been hosting the ongoing parenting program and other various workshops with small groups All feedback from the community about the building has been great so far and everyone loves the play space. Groups such as Uniting Care, community and library staff visit the Nutchee building with interest from those groups about booking space within the building for different purposes. <p>Kylie Lee advised that there has been a lot of interest around future usage of the site in stage 1B, a few additional items are required to complete the grassy area out the front of the Precinct. A report will be taken to council in November with proposals, the proposals will then be presented at the November Advisory Committee Meeting, followed by strategic discussions with Council to discuss plans moving forward. All agreed principles and partnerships will be adhered to once the proposals have been received to ensure transparency.</p> | |
| 7 | <p>Service Mix Report – Emily Costello - Community Development Specialist</p> <ul style="list-style-type: none"> Organizations on site Past months bookings Forward months bookings <p>All of these topics were covered in a previous segment of the meeting with nothing further to add.</p> | Emily Costello |
| 8 | <p>Update on Community Fun Day and VIP Event – Lee Griffiths Manager of Engagements and Partnerships</p> <ul style="list-style-type: none"> VIP event will be held 6pm -8pm 12 November, so far there have only been 19 rsvp's out of 140 invites. Complimentary drinks and grazing boards, Welcome to country and Mayoral Welcome, speeches, ribbon cutting and site tours, music and sweet grazing platters. Saturday 13 November Community Fun Day will be held, the collaborative planning event meeting has already been held to ensure a bit more context around the event. 1pm – 4pm, sausage sizzle, entertainment, picnic packs, ribbon cutting, Indian chalk art. The event is coming together well. | Lee Griffiths |



PHILIP STREET

COMMUNITY PRECINCT

| Item | Topic | Lead |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| 9 | <p>Advisory Committee Members update Report Template</p> <p>Cecilia – No comments from constituents to report.</p> <p>Christine - Had a senior member had a safety incident on the door handle in the MB Meeting Place, they were unsure how to go about reporting the incident – suggestion of a sign to advise to report issues to the Council building.</p> <p>Action – Signage advising to report incidents to Ngallil Building be displayed in MB Meeting Place.</p> <p>- Could a rail be considered to the 3 step staircase. Lee advised it is on his spreadsheet to raise at the Operations Group meeting to be addressed.</p> <p>Action – Prospect of railing on 3 step staircase to be raised at Operations Group Meeting.</p> <p>- Christine advised the whiteboard needs to be out advising of days meetings. Lee advised there will be digital signage at the Precinct, it could be explored to add meeting information to the digital signage.</p> <p>Kate – still finding people still don't know about the precinct in the broader community.</p> <ul style="list-style-type: none">• Discussions around the tag line used in advertising Kylie Lee advised it will evolve over time Cr Muszkat suggested reviewing the tag line in 12 months• Motion moved to review the marketing strategy with the committee along with values review moved by Kate seconded by Christine <p>Action – Review tagline in 12 months</p> <p>General Business through the Chair – Kylie Lee asked for thoughts about having a Covid-19 vaccine space at the Community Open Day.</p> <p>Action – It is recorded that all committee members are agreeable to the idea of Covid-19 vaccine to be accessible at the community Open Day.</p> | Christine Ward |



PHILIP STREET

COMMUNITY PRECINCT

| Item | Topic | Lead |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| | <p>Kate suggested having people on site at the Precinct on a regular basis for vaccine information for patrons.</p> <p>Action- Note that all Advisory committee members support the concept of Covid-19 vaccines accessible at the Precinct – this is to be raised at the Operations Group to make a decision.</p> <p>Chris suggested Instagram filter for vaccines at Philip street.</p> <p>Kate raised the issue of proving vaccination status when she has no smartphone, how does she prove she is vaccinated – which instigates the need and support for her suggestion of info sessions.</p> <p>Suggestion to Cecilia to partner with Nhulundu Health Services to boost vaccine rates in Torres Straight and Aboriginal community.</p> <p>Kylie moved that the committee endorses Philip Street as a vaccination and information session centre for the covid-19 vaccine. Chris seconded motion.</p> | |
| 10 | <p>Recommendations from Operations Group</p> <p>Recap of previous meetings recommendations –</p> <ul style="list-style-type: none"> • <i>Video summary of Advisory committee meetings for upload to web and social media deferred for three months and added to January agenda for review – Complete.</i> • <i>Meeting with Community Events re; Community Open Day co-design – meeting was held on 22/09/21 – Complete.</i> • <i>Operations group to explore ways to collaborate and promote precinct wide programs and information. Stalls booked at Stockland 6th-12th November. Initial discussions have been had around the use of sharepoint, printing diaries and toolbox meetings – In progress.</i> • <i>Advisory Committee to be invited to future onsite precinct breakfasts – Complete.</i> • <i>Working Group principals to be sent to committee members for assessment and consideration – Complete.</i> • <i>Review signage and pathways and possibilities of potential improvements. Digital signage to be installed. Consider small whiteboards to be placed on each meeting room door for hirers to write on if they wish - In progress.</i> • <i>Establish precinct wide email address to be displayed on website and monitored by PSO's and distributed to relevant Advisory committee members as required. Service request submitted to Brand and Communications 08/10/21.</i> <p>Action – Committee has agreed to use the new communities email address.</p> | Emily Costello |



PHILIP STREET
COMMUNITY PRECINCT

| Item | Topic | Lead |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| | Request – For the Advisory committee members to include in their reports: speak to community and find out the best way for referrals to work in and out of the precinct for their community. | |
| 11 | Recommendations to Council Recap of recommendations made during meeting if any. No recommendations to report back up to council. | |
| 12 | Check out and close of meeting – ‘What discussion point at today’s meeting will you be reflecting on over the next week?’ Meeting closed at 1:35pm | |
| 13 | Propose date for next meeting – 11 November Time: 12:00pm – 2:00pm Chair: Cecelia Eggmolesse Location: Maxine Brushe community Meeting Place, Hall 1 | |