



PHILIP STREET
COMMUNITY PRECINCT

Philip Street Communities and Families Precinct Advisory Committee

Meeting Minutes – 13/01/2022, 12:00pm – 2:00pm

Chair	Lee Griffiths	Minute Taker	Michele Battisson	Secretariat	Emily Costello
Participants	<ul style="list-style-type: none">• Lee Griffiths– Manager, Engagement & Partnerships (Chair), Nominated Proxy for Kylie Lee• Pauline Dobby – The Salvation Army, Nominated Proxy for Captain Chris Ford• Christine Ward• Supria Singh• Shakira Raymond, Project Support Officer/Administration• Cr Desley O’Grady• Kate Dufty				
Apologies	<ul style="list-style-type: none">• Kylie Lee, GM Community Development & Events,• Captain Chris Ford, The Salvation Army, Philip Street Manager• Cr Natalia Muszkat• Tammy Cantwell, Collective Change Facilitator• Cecelia Eggmolesse				
Location	Maxine Brushe Community Meeting Place- Hall 1 & 2, Philip Street Communities and Families Precinct				

1	Meeting open – 12:08pm Acknowledgement of Country – Lee Griffiths Welcome Revisited Principles of Working Together Lee advised his management and chairing practices of the meeting.	



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2	<p>Check In – Check In Question “How will you live the Advisory Committee Principals of Working Together at today’s meeting?”</p> <p>Committee: Cr O’Grady – working together and keeping an open mind about the ideas of others – being mindful of suggestions from others Kate Dufty – borrowing three points from our leadership training - Be present, Listen with attention and Speak with intention Sharkira Raymond – value diversity – we members were chosen under specific reasoning that is being in touch with different demographics Christine Ward – ensuring mutual benefits, we’re in this together so important to have openness and transparency. Work with integrity and have these partnerships Supria Singh – be open and consider the opinions of others Pauline Dobby – listening and being open minded – being courageous to tackle asking those difficult questions Lee Griffiths – be courageous and ask your questions – important to use our voice as we can’t agree all the time</p> <p>Lee invited any comments or questions relating to agenda for today. None</p> <p>Apologies Noted</p>	
3	<p>Minutes Last minutes agreed to be accurate <i>Moved by: Kate</i> <i>Seconded by: Supria</i></p>	



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4	Conflicts of Interest – none declared	
5	Update of recommendations and actions – CD Specialist summarised actions from previous meetings and provided an update. Update of outcomes and progress of recommendations and actions from previous meetings. Lee explained Council’s Investment Decision Framework (IDF) Discussion surrounding timeframes and expectations for decision. Manager E&P advised no definitive timeline is available due to other existing commitments, however the process has been triggered. Cr O’Grady request quarterly updates on progress. E&P team to update Improvement Register to reflect those items from Advisory Group as colour coded and reported on progress at quarterly intervals.	
6	Advisory Group Ordinary Members Reports Advisory Group Ordinary Members <u>Christine Ward - Senior Community Representative</u> No report presented. <u>Kate Dufty - Disability Community Representative</u> Discussion Report has been uploaded to Conversations Platform for review. Kate summarised verbally advising that more people are aware of the precinct in general, emphasizing how important it is to ensure the first experiences onsite are positive ones. The rest of report is on accessibility – Kate did an audit and then had meeting with Lee and builder regarding the access to the toilets here at Precinct – Kate’s issues may have been solved and she will do another audit – we think it was as simple as adjusting/removing the closing mechanism on the doors. There is no indication from carpark as to access ramps – Kate has suggested signage positions to Lee. Recommendation contained within the report.	



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	<p>For future infrastructure developments consultation with the community should commence at the beginning of design and throughout construction. If this had been done these problems could have been avoided.</p> <p>Kate confirmed she is making a passing motion.</p> <p>In depth discussion had around the wording of the motion.</p> <p><u>Motion:</u> That Council consider meaningful consultation and engagement with key stakeholders regarding accessibility requirements in future infrastructure developments, this should begin at the design stage and is carried throughout construction</p> <p>Moved: Pauline</p> <p>Seconded: Shakira</p> <p><u>Supria Singh - Culturally and Linguistically Diverse Community Representative</u></p> <p>Discussion</p> <p>No report presented.</p>	
7	<p>Council & Appointed Members Update/Report</p> <p>Appointed Members</p> <p><u>Pauline Dobby</u> - Salvation Army – Proxy representative for Philip Street Manager</p> <p>Activities and actions taking place in the Gumar Building:-</p> <p>The Building is open and operational.</p> <p>Receptionist is onsite; she has returned from leave and is continuing to work full time.</p> <p>Money Care Worker is currently providing services remotely and is busy processing NILS loans.</p> <p>Doorways Officer is currently working Mondays, Wednesdays and Thursdays. He is taking appointments from 8:30am to 4pm. His duties consist of linking into other agencies, education and courses information, Positive Lifestyle Programs (PLP) and assisting with filing in forms.</p>	



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Connect (Emergency Assistance) workers/volunteers available for appointments Tues to Thurs 9am to 2.30am - food hampers, organise gift/money cards. In depth discussion took place in relation to this subject, referral information was provided, and the Salvation Army process advised by Pauline.

Motion: Recommendation that at the commencement of the next Advisory Group meeting, a short 15-minute presentation take place from each of the key collaborators onsite outlining the services they deliver.

Moved: Pauline

Seconded: Shakira

Pauline: Question's from Tammy Cantwell, Collective Change Facilitator

In the Gumar Building there are 9 consultation rooms currently not occupied. How can we prioritise and strategize to heighten interest of other agencies/organisations within the Gladstone Region to join the precinct?

Who is responsible for these rooms being filled? Salvation Army or The Precinct

Lee – responsibility is with Salvation Army using a collaborative approach

Kate – Cecelia has been told by organisations and community that they don't want to take these rooms as they are too small (Kate suggested that this needs to be considered in future designing).

Cr O'Grady – suggested it may be a lot due to organisations already being locked into their existing contracts for a period of time.

Pauline – if it's the responsibility of Salvation Army using a collaborative approach, moving forward are there ways in which we can work together to try and encourage people into those spaces.

Marketing and responsibilities discussed Lee advising of current strategies and plans advising that representative from the collaborating groups would need to attend with communications experts.

Need to identify opportunities to strengthen the community before marketing is done.

Further discussion around inviting groups to visit the precinct, have these groups been made aware of what the precinct offers and if so how are they being made aware.



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Emily advised that the precinct opportunities have been promoted/mentioned on several occasions at the Interagency meetings, emails have been sent out and tours of the precinct and the Maxine Brushe facilities occur on a regular basis.

Pauline – confirmed it seems as though message is out there.

Lee – clarified everyone manages their own building with same pricing across the board – to change fees we need to get endorsement from council – need to make a recommendation (maybe to operations group) to explore incentive program then new pricing structure to be presented to council as part of the fees and charges

Lee – referred to notes from previous meeting, proposing 2 motions.

Motion: Collaborating partners create and deliver a strategic marketing campaign to promote consult rooms within all buildings, that targets specific sections of the service sector that align to precinct values and current service mix.

Moved: Lee

Seconded: Kate

Everyone in agreement – yes

Motion: Advisory Committee members and operations group identify potential service sector organisations that would be a strategic fit into the precincts service mix by the 27th January.

Moved: Lee

Seconded: Shakira

Everyone in agreement - yes

Pauline: 2nd Question from Tammy Cantwell, Collective Change Facilitator

In relation to vaccination are we required to request to see proof of vaccination from community members prior to allowing entry into the Gumar building?

Lee – following Qld Health directive – no vaccine mandate, just masks – guidelines exist in relation to square meterage

Shakira Raymond, Project Support Officer/Administration

Currently in discussion with Community Partners and visiting groups who access the Nutchee Building for programs to see what guidelines and procedures their organisations have in place with the rapidly changing advice surrounding Covid-19.



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Have sought feedback from users of the Nutchee building around the program space. Universal feedback was that there were too many items in the playroom and that there was a lot of room for distraction. The solution to resolve this problem was to organise items back into storage and for group leaders/facilitators to bring out what was needed for each session.

Discussion around current COVID guidelines, what different groups are doing and the guidelines these groups have put in place themselves.

Supria – I am still unsure of when the playgroup starts back

Shakira – aiming to start on the 7th – will advertise through media streams

Lee Griffiths, Manager Engagement & Partnerships, Gladstone Regional Council

Back in Nov a resolution passed regarding the future stage of Philip Street is needing to go through Council's Investment Decision Framework (IDF). Preparation needed to go through gate 1 of the Framework. Autism Qld have been advised of this.

If council decide to go down that path it will be a while. Considering what options are available, currently doing due diligence.

Discussion had around where both Council and Autism Qld are at with this matter, Autism Qld's current space expires July this year and they have advised they still have 12 months flexibility here. Autism Qld Board have requested whether or not Council know when the decision will be made about whether Council are building the infrastructure.

Further to Kates audit report Lee confirmed that the closing mechanisms have been removed from toilet doors.

Update on handrails – they are in Brisbane being galvanized, last time this took 11 weeks.

Lee currently following up on steps near the community garden – vision strips to be installed.

Micro Library – Lee is meeting with the Manager of libraries next week.

Kate commented – Kate asked Kylie very recently about when reserving an item from the libraries to pick up could there be an option inserted for collection to be made from here at the Philip Street Precinct. Kate has noticed this option is now in place already.



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	<p>Advisory Committee Youth Representative advertisement closes end of this month – we haven't had any nominations as yet – pls can the committee support this opportunity by speaking with people who may be interested or have connections to the youth etc.</p> <p><u>Motion by Lee – that committee push this out to the community as much as they can</u></p> <p>Seconded: Everyone is happy to promote directly themselves</p> <p>Discussion around advices to the Youth Council regarding Youth position being available with the Advisory Committee.</p> <p>Emily confirmed the Youth Council have received advices about the position and she provided the committee with an update on the Youth Council, the processes involved and the need for a youth over 18 years of age to take up the position within the Advisory committee – most Youth Council members are under 18 years of age.</p> <p>Tea and coffee van update – there is currently an opportunity for a food van, Lee is working with them currently.</p> <p>Evaluation framework update – program logic is finetuned – now looking at evaluating operationally – we will then bring back to the committee – Christopher Ford is leading this one.</p> <p>Lee - Do we want to do Committee Video at this stage?</p> <p>Chris and Kate - both still finding their feet so no, can we give it another 3 months.</p> <p>Discussion around what is needed at this stage.</p> <p><u>Motion by Lee: Council Officers to explore methodology of doing monthly chair recording and supporting chair with script etc. Council Officers to report back to Committee at the next meeting and provide an overview of how the recording would run. Review committee video summary in another 3 months time.</u></p> <p>Seconded: Sapria and Christine</p>	
8	<p>Collaboration and Operations Update</p> <p>Community Development Specialist</p> <ul style="list-style-type: none">• Hand out provided for members to view this month and forward month bookings.• Month past and month forward booking summary provided as per details below.	



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December 2021

Total Booked Hours	188.6
Total Bookable Hours - 14 hrs (8:00am to 10:00pm) x 30 days x 3 rooms	1302.0
Percentage of booked hours	14.5
Income Received - RC1300	\$100.00

January 2022

Total Booked Hours	160.3
Total Bookable Hours - 14 hrs (8:00am to 10:00pm) x 30 days x 3 rooms	1302
Percentage of booked hours	12.3
Income Received - RC1300	

February 2022

Total Booked Hours	234.4
Total Bookable Hours - 14 hrs (8:00am to 10:00pm) x 30 days x 3 rooms	1176
Percentage of booked hours	19.9
Income Received - RC1300	



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9	<p>Summary of Recommendations made during the meeting</p> <p>For action That Council consider meaningful consultation and engagement with key stakeholders regarding accessibility requirements in future infrastructure developments, this should begin at the design stage and is carried throughout construction</p> <p>For action Recommendation that at the commencement of next Advisory Group meeting, a short 15 min presentation take place from each of the key collaborators onsite outlining the services they deliver.</p> <p>For action Collaborating partners create and deliver a strategic marketing campaign to promote consult rooms within all building, that specifically targets specific sections of the service sector that align to precinct values and current service mix.</p> <p>For action Advisory committee members and operations group identify potential service sector organizations that would be a strategic fit into the precincts service mix by the 27th January'</p> <p>For action Council officers explore the methodology of how we could support the chair to provide a video chair briefing - report back at next meeting.</p>	



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10	<p>Check out and close of meeting – Check out question – “Name one great contribution made today by another Advisory Group member?”</p> <p>Cr O’Grady – the whole committee had great input today. Kate – I really liked Lees recommendation that at the next meeting we hear from each of the key stakeholders of the Precinct. Shakira – a great contribution was Kate’s recommendation to take advise from key stakeholders about community consultation at the beginning design stage of future development projects. Christine – Shakira’s recommendation Supria - Kate's recommendation to take advise from key stakeholders about community consultation at the beginning design stage of future development projects. Pauline – also liked Kate’s recommendation. Lee – Christine raising vaccination question and the honesty from members around feelings about what that means.</p> <p>Meeting closed at 1:56pm</p>	
11	<p>Propose date for next meeting – Thursday February 10 Time: 12:00pm – 2:00pm Chair: Captain Chris Ford Location: Maxine Brushe Community Meeting Place, Hall 1 & 2</p>	