

Philip Street Communities and Families

Advisory Group

Minutes – 10/02/2022



Time: 12noon – 2pm

Location: Maxine Brushe Community Meeting Place- Halls 1 & 2, Philip Street Communities and Families Precinct

Meeting Chair: Captain Christopher Ford

Minutes: Michele Battison

Secretariat: Emily Costello

Participants:

Lee Griffiths, Manager Engagement & Partnerships, Gladstone Regional Council

Shakira Raymond, Project Support Officer/Administration, Communities for Children

Cr Desley O'Grady

Captain Chris Ford, The Salvation Army

Kate Dufty

Cr Natalia Muszkat

Wendy Morris, Executive Officer, GAPDL Communities for Children

Christine Ward

Kylie Lee, General Manager Community Development & Events, Gladstone Regional Council

Cecelia Eggmolesse

Supria Singh

Apologies:

None

Advisory Committee Principals of Working Together

- **Valuing diversity – exploring each other's motivations, values, and underlying interests to build understanding and appreciation of the added value that comes from diversity**
- **Building equity – sharing equal rights to be at the table and valuing all contributions**
- **Being open – respecting and trusting each other and handling information with care and respect**
- **Ensuring mutual benefits – decision to be made with integrity and transparency and in the best interests of the partnership and its overarching goals**
- **Being courageous – being bold to tackle the many unknowns in relation to complex issues to achieve breakthrough results.**

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PHILIP STREET
COMMUNITY PRECINCT

Time	Topic	Action
12noon – 12.05pm	<p>Meeting open 12:18pm</p> <ul style="list-style-type: none"> - Acknowledgement of Country - Chris - Welcome 	For Noting
12.05pm - 12.10pm	<p>Check In</p> <ul style="list-style-type: none"> - How will you live the Advisory Committee Principals of Working Together at today’s meeting? - Cr O’Grady – being present - Christine Ward – being present - Shakira Raymond - valuing diversity - Chris Ford - communicating and listening - Kate - valuing diversity - Cecelia Eggmolesse – respect - Cr Muszkat – expressing opinion - Kylie Lee – being open 	For Noting
12.10pm – 12.25pm	<p>Key Collaborators – What do we do?</p> <p>This information will be reflected on the Advisory Committee Portal</p> <ul style="list-style-type: none"> - GAPDL’s Communities for Children Wendy – explained what each team of GAPDL does – Tourism and C4C – going on to explain in depth the Role Titles and responsibilities of the C4C Team. Advising of their focus on accessibility; facilitating partner model; importance of ‘soft entry’ – attendance statistics given; and sector planning - Wendy exited the meeting at 1:02pm. - The Salvation Army Chris – went through his responsibilities and the Philip Street Salvation Army Team responsibilities and programs offered. Advised of comparisons between Salvation Army services and other services around town providing similar services. - Gladstone Regional Council Lee – went through the Engagement and Partnership Team responsibilities and programs offered. 	For Information
12.25pm - 12.30pm	<ul style="list-style-type: none"> - Minutes & Conflicts of Interest Previous Minutes Accepted by Committee Moved: Christine Seconded: Supria 	For Noting



Time	Topic	Action
	No Conflict of Interests declared.	
12.30pm – 12.40pm	<p>Update of recommendations and actions Community Development Specialist</p> <p>Update of outcomes and progress of recommendations and actions from previous meetings.</p> <ul style="list-style-type: none"> - Recommendation: Tea/Coffee Van & Drinking Water onsite Lee gave update regarding the onsite food van advising Integreat will be coming onboard around March/April. Currently in process of drawing up legal agreement. The service will visit daily, meals and drinks will be available, at this stage no coffees. - Recommendation: Operations group to explore opportunities to develop online calendar that displays hall availability halls so interested persons can see what is available. Lee advised currently looking at something like the current booking system calendar. - Recommendation: Explore opportunities to market the office space to attract organisations, business and non for profit to utilise. Development of Incentive Packaged. Chris advised he has been in discussion with The Salvation Army Brand & Communications Team. A meeting between GRC and Salvation Army Brand & Communications Teams is scheduled for the 20th & 21st February for collaborative discussions to occur. - Recommendation: Concerns no lines on Speed bump on Dave Burns Drive Cr O’Grady advised it has been found that the speed bump does not comply with current standards. GRC’s Chief Executive Officer is currently looking into this non-compliance. <p>General Update – Lee advised that going forwards if anything relates to recommendations made by the Advisory Committee are the responsibility of the Secretariat of the Committee. Anything relating to building defects are the responsibility of the Manager Engagement & Partnerships. These will all go to Operations Group who will identify who needs to action the recommendation and the timeframe applicable.</p> <p>Kate thanked everyone involved in serviceability changes, commenting that they happen very quickly which is great and good for us as a Committee as it shows we are listening as a Group.</p>	For noting



Time	Topic	Action
<p>12.40pm – 1pm</p>	<p>Advisory Group Ordinary Members Reports Advisory Group Ordinary Members</p> <ul style="list-style-type: none"> - <u>Christine Ward, Senior Community Representative</u> No report presented Christine advised she is tendering her resignation due to family commitments, giving thanks for the opportunity to be a part of the Advisory Committee, wishing the group success in the future. Chair then thanked Christine for her participation in the Committee and wished her the very best for the future. - <u>Kate Dufty - Disability Community Representative</u> Kate spoke in relation to the disability counter at the Ngallil front reception desk, advising that it’s design is lacking, it is in a wrong/awkward position within the room as it is tucked over to the far end against the wall providing poor accessibility. She also noted that the lost property box was kept in front of this counter and that the counter housed a volume of brochures and information which she suggested is sending the wrong message. Kate advised she did not wish to formalize her advices. Lee assured Kate that the matter of brochures being on the counter and the lost property box being in front of the counter would be rectified immediately after this meeting. This matter in turn brought Kate to request if there could be opportunity and/or capacity for training regarding governance type matters for the Committee members themselves. She advised that Emily & herself had attended training recently could similar training be arranged for the Committee. Kylie advised this is possible. Action – training schedule by Kylie for Advisory Committee members. - <u>Supria Singh, Culturally and Linguistically Diverse Community Representative</u> No report presented. - <u>Cecelia Eggmolesse, Indigenous Community Representative</u> No report presented 	<p>For Information and Discussion</p>



Time	Topic	Action
<p>1pm – 1.30pm</p>	<p>Council & Appointed Members Update/Report</p> <p>Appointed Members</p> <ul style="list-style-type: none"> - <u>Captain Chris Ford, Philip Street Manager Salvation Army</u> The Salvos started the year off with a Back to School drive that saw about 100 families interact with the Connect Service. A stall was set up out front of the Gumar Building where parents collected items such as school bags, drink bottles, exercise books, folders, pencil packs etc. Funded through The Salvation Army Church and Goods 360. Moneycare Program – has been exceptionally busy with people struggling after Christmas and the pressures of kids returning to school. This is not unusual. NILS loans are still strong with 5-8 being written most weeks. The program is full, supporting 20 community members over the three days they operate. The need for financial counsellors is growing but the referrals options are limited. The Case Worker is actively engaged with 6 community members. He is also working closely with Moneycare and Relationships Australia, with a number of community members. His working week is Monday, Wednesday and Thursday. He has also connected well through the Interagency. Tammy Cantwell, our Collective Change Facilitator has moved onto a new role in The Salvation Army and is no longer working from the Precinct. We are working with the partners and operations group to work through a solution. Overall, we are seeing an increase in homelessness which has led us to work with C4C and GRC and to commence our Kingdom Chat room. We are currently working through the risk assessments and hope to have this program started in a few week’s time. The program will be providing catering, connection and referrals into the Precinct. We are encouraging all partners and services on site to walk through the area and connect with the community. In the past Kingdom Chat Room has had a positive outcome for community members suffering extreme isolation and poverty. It also had a flow on effect for the business in the Valley Centre which is very positive. No recommendation. - <u>Shakira Raymond, Project Support Officer Communities 4 Children</u> New Nutchee Building Users Autism Qld have started their ‘Make a Meal of it’ program where they will alternate using the Nutchee Kitchen and Clinic Room each Thursday afternoon. This is a closed group program and consists of clients that are involved with their organisation. Site Visits 	<p>For Information and Discussion</p>



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	<p>Nhulundu Family Wellbeing Team has been out to visit the Nutchee building on 02/02/2022 to see the space and determine if it is appropriate for their family functioning programs.</p> <p>Dr David Gillespie MP, Ken O’Dowd MP, Colin Boyce along with representatives from Gladstone Men’s Shed, Gladstone Regional Council and GAPDL Communities for Children met on 21/01/2022. Minister Gillespie was doing a tour of Central Qld and connecting with the other LNP candidates sharing ideas, but he was keen to visit the Philip St Communities and Families Precinct as his region are looking at developing something similar. He is based in Taree in NSW.</p> <p>New Features/Services</p> <p>Nutchee Building ‘Book Shop’ – book stand with free books for the community to take home. Anyone is welcome to take a book. This came because of our huge clean up over the Christmas holiday period where we realised that many books that in the playroom weren’t suitable for ‘storytime’ books.</p> <p>Trends</p> <p>None to report.</p> <p>- <u>Kylie Lee, General Manager Community Development & Events, Gladstone Regional Council</u></p> <p>Council is expecting formal handover of the Philip Street Communities & Families Precinct from contractors in February 2022.</p> <p>Clear Perspex panels to cover the LCD screens have been ordered and are expected to arrive by March 2022.</p> <p>Engagement with Council’s and Salvation Army consultation rooms is still low.</p> <p>Operations Group have met to review the Program Logic and to progress the Evaluation Framework for the precinct’s operations.</p> <p>A Micro Library will be implemented in the foyer of the Ngallil Building</p> <p>Recommend that the precinct partners and Advisory Committee participate in Cultural Awareness Training.</p> <p>Moved – Christine Ward</p> <p>Seconded – Cr Muszkat</p> <p>Kylie Lee invited CRJ’s to provide an update</p> <p>Lee gave update and discussion had around where the Youth Advisory position is at.</p>	



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	<p>Change of tact advised regarding marketing – given 2 positions within the Advisory are now available, co advertising will be used.</p> <p>Lee provided an update on the Philip Street Facebook page advertising – will now be managed by the E&P Team PSO’s. More discussion occurred around marketing of consult room availability at the Precinct – there is a strategic partnership between The Salvation Army Communications Team and GRC Communications Team – further update given by Emily and Chris.</p> <p>Emily - advised there is currently public access computer available in one of the consult rooms at the Ngallil Building – for free use by community members.</p>					
<p>1.30pm – 1.40 pm</p>	<p>Collaboration and Operations Update</p> <p>Manager Engagement & Partnerships – advised by Secretariat.</p> <ul style="list-style-type: none"> • Service Mix • Organisations on site • Month past and month forward booking summary <p>Discussion around COVID and effects on bookings.</p>	<p>For Information and Discussion</p>				
<p>1.40pm – 1.50pm</p>	<p>Recommendations from Operations Group to Advisory</p> <p>Community Development Specialist</p> <table border="1" data-bbox="342 965 1910 1182"> <tr> <td data-bbox="342 965 667 1182"> <p>7/02/2022 For action</p> </td> <td data-bbox="667 965 1227 1182"> <p>Recommendation from Operations Group to Advisory Group to move Advisory Group meetings to every two months. This will allow ample time for actions are recommendations to be outworked and progress can be reported back.</p> </td> <td data-bbox="1227 965 1552 1182"> <p>Operations Group to Advisory Committee</p> </td> <td data-bbox="1552 965 1910 1182"> <p>Advisory Group</p> </td> </tr> </table> <p>Cr O’Grady concerned about the time restraint – Kate Dufty in agreeance advising she felt the group is not ready to go to bi-monthly, she is concerned that the meetings are currently not having as much discussion as necessary, so every 2 months will increase this inability for discussion.</p> <p>Cr O’Grady made suggestion to review in 6 months.</p> <p>Kylie Lee asked in relation to the length of each meeting, is the current time appropriate?</p>	<p>7/02/2022 For action</p>	<p>Recommendation from Operations Group to Advisory Group to move Advisory Group meetings to every two months. This will allow ample time for actions are recommendations to be outworked and progress can be reported back.</p>	<p>Operations Group to Advisory Committee</p>	<p>Advisory Group</p>	<p>For Discussion and Decision</p>
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	<p>Discussion had around this with suggestions of condensing/changing the current flow using an outwork process for member reporting etc.</p> <p>Secretariat advised on the outworking process and explained problems around this in relation to timelines.</p> <p>Recommendation: to Operations Group to continue Advisory Group monthly meetings and review at End of Financial Year.</p> <p>Move – Cr O’Grady</p> <p>Seconded: Kate Dufty</p>							
<p>1.50pm – 1.55pm</p>	<p>Recommendations to Council Community Development Specialist</p> <ul style="list-style-type: none"> - Recap of recommendations made during the meeting <table border="1" data-bbox="342 719 1872 1086"> <tr> <td data-bbox="342 719 544 842">For action</td> <td data-bbox="544 719 1872 842">Develop a training schedule for the Advisory Group members to be tabled at the next meeting.</td> </tr> <tr> <td data-bbox="342 842 544 965">For action</td> <td data-bbox="544 842 1872 965">Recommendation to Operations Group to continue Advisory Group monthly meetings and review at End of Financial Year.</td> </tr> <tr> <td data-bbox="342 965 544 1086">For action</td> <td data-bbox="544 965 1872 1086">Recommendation that Precinct Partners and Advisory Committee participate in Cultural Awareness Training</td> </tr> </table>	For action	Develop a training schedule for the Advisory Group members to be tabled at the next meeting.	For action	Recommendation to Operations Group to continue Advisory Group monthly meetings and review at End of Financial Year.	For action	Recommendation that Precinct Partners and Advisory Committee participate in Cultural Awareness Training	<p>For Discussion and Decision</p>
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<p>1.55pm – 2pm</p>	<p>Check out and close meeting</p> <ul style="list-style-type: none"> - Name one great contribution made today by another Advisory Group member. <p>Kate – Kylie to develop training schedule Cr O’Grady – speak and it will be done Chris – the insite that Kate brings Shakira – Kylie’s recommendation for training for group Christine – the representatives of the groups for overview of roles Kylie’s favorite too – overview of roles</p>	<p>For Noting</p>						

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Time	Topic	Action
	Supria – Christine thank you for your time here with the group Cecelia – overview of services Cr Muszkat – thanked GRC staff for their efforts in everything we do	
Meeting Closed: 2:02pm Next Meeting date: 10 March 2022 – 12pm to 2pm Meeting Chair: Shakira Raymond Location: Maxine Brushe Community Meeting Place, Halls 1&2		