



PHILIP STREET
COMMUNITY PRECINCT

Philip Street Communities and Families Precinct Advisory Committee

Meeting Minutes – 11/11/2021, 1:00pm – 2:30pm

Chair	Cecelia Eggmolese	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 • Christine Ward – Ordinary Member • Cecilia Eggmolese – Ordinary Member • Supria Singh – 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, Kate Dufty – Ordinary Member, Monica Mattingley – Ordinary Member				
Location	Maxine Brushe Community Meeting Place- Hall 1, Philip Street Communities and Families Precinct				

Item	Topic	Lead
1	Meeting open – 1:10pm Acknowledgement of Country – Kylie Lee <i>Welcome</i>	Cecelia Eggmolese
2	Check In - Check In Question ‘What is your goal for this meeting in one word?’	Cecelia Eggmolese



PHILIP STREET

COMMUNITY PRECINCT

Item	Topic	Lead
	<p>Cecelia - Opening Kylie - Sustainability Shakira - Update Chris - Future Cr. Muszkat – Future (What’s next) Supria - Christine – Follow ups</p>	
3	<p>Minutes – Adopt minutes from previous meeting (done just prior to serviced mix report) Motion moved by Cecilia, seconded by Christine – minutes adopted.</p> <p>Conflicts of Interest – Standing COI submitted by Cr. Muszkat as Director of Stronger Communities.</p>	
4	<p>Actions from previous meeting - <i>Operations Group is to explore ways to collaborate and promote the Precinct wide programs and information</i></p> <ul style="list-style-type: none"> • Stall activated at Kin Kora Stockland since Saturday last week, it has been quite successful with some really good interactions. • Initial discussions have been had around toolboxes, sharepoints and printing of diaries. • New brochure from Council has been distributed at Stockland and it includes a map of the Precinct. • A second brochure is being prepared with more specific, higher level information about consult rooms, operating models for distribution to potential partners/collaborators. • Bookings group communications is being managed by emails. • Toolbox meeting started this week. • Operations Group meetings have been moved to every 3 weeks. 	Emily Costello



PHILIP STREET

COMMUNITY PRECINCT

Item	Topic	Lead
	<p><i>Review of signage and pathways with the potential for improvements</i></p> <ul style="list-style-type: none">unexpected delays in digital signage installationsA Frames with corflute inserts have been ordered for additional signage across the Precinct that teams will update daily to direct people across site. <p><i>Precinct wide email address</i></p> <ul style="list-style-type: none">Community Development Specialist is collaborating with Brand and Communications team, looking at opportunities to strengthen the entire profile of the Advisory Committee on Councils website. This is still being outworked.	
5	<p>Key Collaborators Update –</p> <p>Gladstone Regional Council – Kylie Lee <u>GRC Community & Neighbourhood Centre</u></p> <ul style="list-style-type: none">LED screens have arrived in Gladstone to be installed at the entrance of the Community & Neighbourhood Centre and Maxine Brushe Community Meeting Place to support wayfinding across the precinct. <p>The system controlling messaging for the screens allows communication to be deployed to all screens or programmed to share individual program messaging.</p> <p>The screens will be installed in key locations affixed to the concrete for easy viewing for all heights. Expected installation date, end of year – early January 2022.</p> <p><u>Defects under warranty</u></p> <ul style="list-style-type: none">The usual process of defect detection in new buildings has been ongoing, with all identified issues coming to resolution. <p>Maintenance items in progress include the air conditioning for the Salvation Army building and the sound proofing solution for consult room doors, which is to be completed very soon to ensure confidentiality in consult rooms.</p>	Cecelia Eggmolesse



PHILIP STREET

COMMUNITY PRECINCT

Item	Topic	Lead
	<p><u><i>Exploring additional Council services</i></u></p> <p>Initial investigations are underway with respect to a micro library for the Community & Neighbourhood Centre. There are several options under consideration, however prior to progressing, Council seeks endorsement that this initiative aligns with the Precinct principles of:</p> <ul style="list-style-type: none">• Wellbeing• Togetherness• Lifelong education <p><u><i>Philip Street Community Precinct Future Opportunities</i></u></p> <ul style="list-style-type: none">• A report is currently being prepared regarding Stage 2 and Stage 3 of the Philip Street Precinct to garner Council's strategic direction and appetite for future stages.• This report has been advanced due to several parties expressing interest in occupying space in Stage 2 of the Precinct, with one formal submission received for consideration.• Officers will be seeking direction from Council with respect to occupancy of Stage 2; funding of required infrastructure costs and vision for Stage 3.• The original vision included a Kindergarten in Stage 2 and housing for seniors in Stage 3.• For discussion; proposal from Autism Queensland <p>Discussion points regarding the proposal from Autism Queensland –</p> <ul style="list-style-type: none">➤ Co-location is a positive, but collaboration is also a very important factor.	



PHILIP STREET

COMMUNITY PRECINCT

Item	Topic	Lead
	<p>➤ Has the opportunity to operate out of the Precinct been made readily available to the public so other parties have the same chance to submit their EOI.</p> <p>➤ Request for Council to consider funding the infrastructure involved in Stage 2 developments, potential grand funding or infrastructure fees charged to whoever is developing the new buildings. Options to be explored as the EOI process is refined.</p> <p>ACTION – Endorsement sought to table a formal request as part of the Officer Report to Council on the 14 December 2021 to determine the future strategic use of stage 2 and 3, this endorsement acknowledges that the request aligns with the principles of the Precinct and the collaborative nature of the operating model. Acknowledgment made that other parties should have equal opportunity to submit EOI's too. Motion put forward by Kylie Lee, seconded by Supria Singh.</p> <p><u><i>Attraction strategy - consultation opportunities at Philip Street</i></u></p> <ul style="list-style-type: none">• It is noted that whilst Philip Street has now been operational for four months, it has been challenging to attract consultants and service providers to utilise the consultation rooms at the precinct.• This lack of occupancy will impact on revenue models (operating costs) for both Gladstone Regional Council and the Salvation Army. <p>Discussion points regarding attraction strategies –</p> <ul style="list-style-type: none">➤ Targeted networking event inviting specific organisations to access the space whilst providing information and support to successfully submit EOI's.➤ Incentive packages.➤ Revisit changes to fee structure in January.➤ Targeted conversations with stakeholders and partners. <p>Salvation Army – Captain Chris Ford - Philip Street Manager</p> <ul style="list-style-type: none">• There was originally 19 EOI's put forward approximately 18 months ago enquiring about Leasing consult rooms. Over time all of them have pulled out, some of these are due to clients not wanting to make payment for leasing the rooms.	



PHILIP STREET

COMMUNITY PRECINCT

Item	Topic	Lead
	<ul style="list-style-type: none">• Incentive packages offering potential partners up to 2 months free rent for signing a lease is an option being investigated.• Need to be aware of a trend in homeless rates due to people spending 50-60 percent of income on rent – another rise in rent will push more people out of their homes.• 182 Christmas campaign interviews booked, 92 showed up, higher than normal no show rates, however does not believe it's the locality of precinct. It is normal 45-50 per cent no show rate, now it is hovering towards 60 percent this year.• Change to Christmas event being held on 18 December, covid restrictions come into place the day before and it now has to be a closed event not a community day.• Kylie asked through the chair is there a chance to move Christmas in the City forward to a date before restrictions, however this has been seen as not a viable option.• Money Care program is going strong with 8 – 9 loans being given per week.• Tuesday 16 December new case worker starts 3 days a week. <p>Discussion Points</p> <ul style="list-style-type: none">➤ How Council's insurance cover works when hiring meeting rooms.➤ All consult room Lease holders must provide own insurance.➤ Requirements when holding a lease for a consult room, eg Bluecard, insurance, collaboration.➤ Target an attraction strategy with Mindcare around collaborating with Philip St Precinct.➤ Nhulundu Health Services rent a space, Cecelia would like to have conversations around moving the service to the Precinct in the future.➤ Potentially reaching out to Autism QLD to secure consult rooms while their EOI is being deliberated. <p>Chris moved to table for Council requesting that incentive packages can be offered to potential partners to secure leased consult rooms. Not moved, committee would prefer targeted networking and it revisited after the official opening. Chris advised that The Salvation Army are facing significant losses if it doesn't get tabled soon.</p>	



PHILIP STREET

COMMUNITY PRECINCT

Item	Topic	Lead
	<p>Communities 4 Children – Shakira Raymond</p> <ul style="list-style-type: none">• Having programs running every day. Wednesday playgroup numbers 47 people in the room before last minute show ups – big numbers• New inquiries all the time new families• Closed groups workshop that doesn't take walk ins and must register• Want to increase usage of buildings in afternoons• Programs kicking off in evenings next month• One a week walk in enquiry• This weekend opening day will answer questions and flyers will help• Is there anything from Nutchee that committee wants to be updated on? It can be brought to next meeting if anything specific requested. <p>Collective Change Facilitator - Tammy Cantwell</p> <ul style="list-style-type: none">• Examples provided of networking and connections made in the community that provided appropriate referral pathways and opportunities to refer back to the Precinct for both individuals and organisations.• A powerpoint presentation of role description has been submitted and discussions with the Engagement and Partnerships team and the Advisory Committee are being undertaken to advise how best to utilize the Collective Change Facilitators role to best support the Precinct. <p>Discussion Points –</p> <ul style="list-style-type: none">➤ Does the role provide the opportunity to refer people to the consult rooms available at the Precinct.	
6	<p>Service Mix Report – Emily Costello - Community Development Specialist</p> <p>October as at 11.11.21</p> <p>Total Bookable Hours - 14 hrs (8:00am to 10:00pm) x 31 days x 3 rooms = 1302</p> <p>Total Booked Hours – 307.6</p> <p>Percentage of Booked Hours 23.6%</p>	Emily Costello



PHILIP STREET

COMMUNITY PRECINCT

Item	Topic	Lead
	<p>Income - \$677.50 November – as at 11.11.21 Total Bookable Hours - 14 hrs (8:00am to 10:00pm) x 30 days x 3 rooms = 1260.0 Total Booked Hours – 433.4 Percentage of Booked Hours 34.4% Income - \$tbc</p>	
7	<p>Update on Community Fun Day and VIP Event – Lee Griffiths Manager of Engagements and Partnerships</p> <ul style="list-style-type: none"> • Provided itinerary of events for both events. • VIP event Friday – Would committee members like to join in and assist during tours. There have been 81 rsvp’s so far. • Family fun day – 900 people interested so far - morning lawn games, face painting, rotary sausage sizzle, picnic packs, Indian chalk painting, library playtime at the precinct, coffee van, static stalls from regular room bookers. Maxine Brushe is the MC for the day, Toondoon Botanic Garden display. <p>Discussion points -</p> <ul style="list-style-type: none"> ➤ ACTION - Request for signage in schools advising of Family Fun Day leading up to the event – Lee will speak to Dee to see if this is possible. 	Lee Griffiths
8	<p>Advisory Committee Members Update Report</p> <ul style="list-style-type: none"> • Christine asked to follow up for signage in rooms advising of steps to take if there is an incident in MB Meeting Rooms. • Kylie advised of fire safety process and alarms. • Christine’s request for incident signage is to be captured as a recommendation from Advisory Committee to the Operations Group – recommendation for an action. 	Cecelia Eggmolesse



PHILIP STREET

COMMUNITY PRECINCT

Item	Topic	Lead
	<ul style="list-style-type: none"> Expectation of timeframe of reports from Advisory Committee members – next meeting scheduled for 9th December; reports requested by Thursday 2nd December. 	
19	Recommendations from Operations Group - Emily Costello - Community Development Specialist – no recommendations.	Emily Costello
10	Recommendations to Council <ul style="list-style-type: none"> Endorsement sought to table a formal request as part of the Officer Report to Council on the 14 December 2021 to determine the future strategic use of stage 2 and 3, this endorsement acknowledges that the request aligns with the principles of the Precinct and the collaborative nature of the operating model. Acknowledgment made that other parties should have equal opportunity to submit EOI's too. Motion put forward by Kylie Lee, seconded by Supria Singh. Endorsement of exploring the option of a Micro Library, decision made to keep working on the idea and bring it back for discussion at the next meeting. Moved by Kylie, seconded by Supria. Recommendation for the pricing model for the consult rooms to be revisited in January. 	Cecelia Eggmolesse
11	Check out and close of meeting – ‘What discussion point at this meeting will you be reflecting on over the next week.’ Cecilia – approach nephew, Matthew Cooke about potentially bringing Nhulundu Health Services to the Precinct in the future. Christine – who can we attract to precinct. Supria - read reports and have a better understanding of them. 2:40 Supria left meeting. Cr Muszkat – Reflecting on the making thoughts become a reality. Chris – get through next few days then sit with Lee next week and solidify plan moving forward. Shakira – who can we collaborate with to increase bookings to make Precinct successful.	Cecelia Eggmolesse



PHILIP STREET
COMMUNITY PRECINCT

Item	Topic	Lead
	<p>Kylie – hoping for a sense of pride at the VIP event and Community event – attraction strategy is paramount but celebrating the first stage success is important.</p> <p>Meeting closed at 2:43pm</p>	
13	<p>Propose date for next meeting – 09 December 2021, 12:00pm – 2:00pm</p> <p>Time: 12:00pm – 2:00pm</p> <p>Chair: Cr Desley O’Grady</p> <p>Location: Maxine Brushe community Meeting Place, Hall 1</p>	