

Philip Street Communities and Families

Advisory Group

Meeting Minutes – 15/09/2022

Time: 12:30pm – 2.33pm

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

Meeting Chair: Kylie Lee

Apologies: Shakira Raymond – Communities for Children

Participants: Kate Dufty – Ordinary Member
Cecilia Eggmolesse – Ordinary Member
Supria Singh – Ordinary Member
Chris Ford -The Salvation Army
Cr Desley O’Grady
Cr Natalia Muszkat
Kylie Lee - Gladstone Regional Council
Lee Griffiths – Gladstone Regional Council
Emily Costello – Gladstone Regional Council
Skye Starr – Gladstone Regional Council



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.*

Time	Topic	Action
12:30pm – 12.35pm	Meeting open 12:30pm Acknowledgement of Country – Cr Desley O’Grady - Welcome	
12.35pm - 12.40pm	Check in Question On a scale 1-10 how are we feeling today? 10 = highest, 1 = lowest Cr Desley O’Grady – #3 (energy)	For Noting

Time	Topic	Action
	<p>Cecilia Eggmolesse – feeling good Cr Natalia Muszkat – 8.5 Emily Costello – 8 Chris Ford – 7 Kate Dufty – 7 Lee Griffiths – 9.5 Supria Singh – 8 Kylie Lee – 8</p>	
<p>12.40pm - 12.45pm</p>	<p>Minutes & Conflicts of Interest Previous minutes accepted by committee. Moved – Kate Dufty Seconded – Supria Singh</p> <p>Conflicts of Interest declared - Cr Muszkat – Committee Member of U3A</p>	<p>For Noting</p>
<p>12.45pm – 12.50pm</p>	<p>Update of recommendations and actions Community Development Specialist – Emily Costello Update of outcomes and progress of recommendations and actions from previous meetings.</p> <p>QR Code could be displayed on site to capture feedback from everyone is visiting the site: On hold until we have specific tools designed.</p> <p>Access pathways including the Salvation Army: No further update.</p>	<p>ACTION: Emily to forward through Advisory Committee opportunity email to Cr Muszkat so she can circulate to seniors.</p>



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	<p>Explore opportunities to market the office space to attract organisations, business and non for profit to utilise. Development of Incentive Packaged: Lee has provided a further update which is noted underneath Lee’s updates.</p> <p>Smokers signage/ash trays etc.: No further update.</p> <p>Explore opportunities community members be invited to address meetings of the Advisory Committee with items for discussion: Currently working with governance, once completed it will be added to the GRC website and Philip Street portal.</p> <p>Advisory committee recommendation to Operations group explore risk analysis and present this back to Advisory Committee at within the next quarter: No further update. Agencies have advised they would not bring people who could pose a risk on site due to their own risk assessments and safety protocols.</p> <p>Council consider meeting for consultation and engagement with key stakeholders regarding accessibility requirements in future infrastructure developments: Council will progress with inclusion and disability action plan in next financial year.</p> <p>The Operations Group to explore and source training for the Advisory Committee members regarding diversity in its many forms: Recommended for Salvation Army to bring in All Abilities GM (Adrian) to deliver diversity training, free of charge. Go to 2:54 to hear Adrian’s experience of lack on inclusion and where his heart is https://www.youtube.com/watch?v=7Laja6TV_b0&t=3s</p> <p>Also, Volunteering Queensland resources to be a referral for regular hirers at the precinct online ‘Your Mob Cultural Capability Training’. This is an online, complete at your own pace training. https://volunteeringqld.org.au/training-events/indigenous-cultural-awareness/</p>	<p>COMPLETE 29/09/22</p>

Time	Topic	Action
	<p>Move a recommendation that we invite GRT to hold a specific conversation around the alignment with GRT & Philip Street and opportunities to share data and collaborate: Invite for meeting to be sent once questions are gathered. Currently no questions from the Advisory Committee have been sent to Emily.</p> <p>Advisory committee recommends the room booking system process improvement work is made a priority i.e. online: Kylie has provided further updates below underneath Council & Appointed Members Update/Report.</p> <p>Recommendation that the Operations Group explore the difficulties of site accessibility including the elderly, people with a disability who are disembarking/embarking buses and walking distances to enter the Maxine Brushe Community Meeting Place: No further update.</p> <p>Recommendation to explore acquiring a portable modular stage for use by community groups in the Maxine Brushe Community Meeting Place: Have had initial conversations with Internal Facility Specialist. No further update.</p> <p>Recommendation to explore conversion of the Maxine Brushe Community Meeting Halls rooms into Smart Rooms with the technology to support online attendees: No further update.</p> <p>Recommendation to investigate a brochure rack and corkboard/magnetic style noticeboard on the hallway wall in Maxine Brushe Community Meeting Place: Emails have been sent off internally and are awaiting response. No further update.</p> <p>Operations group recommends the Advisory committee to consider how meeting structure and times could increase participation in relation to the current Youth and Seniors Vacancy: No EOI's have been received.</p>	

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	<p>RECOMMENDATIONS FOR ACTION</p> <p>The advisory committee recommends proceeding with training from TSA All Abilities GM for diversity training for precinct staff and advisory committee members.</p> <p>Moved – Cr Muszkat Seconded – Kate Dufty</p> <p>The advisory committee recommends for the operations group to make appropriate changes to TOR that represent the sector in positions that are challenging to attract appointments.</p> <p>Moved – Kylie Lee Seconded – Cr O’Grady</p>	
<p>12.50pm – 1.25pm</p>	<p>Advisory Committee Members Reports</p> <p>Advisory Committee Members</p> <p>Disability Community Representative - Kate Dufty</p> <ul style="list-style-type: none"> - Recognise and pay tribute to accessibility sign at Philip Street. It had been discussed in previous meetings and happy to see the outcome. - The Disability stakeholder network is evolving into The Disability community network. This will be a more organised structure. There will be a decision making/planning meeting (committee will attend) and an information share meeting for everyone (incl people with disability, carers, families, services providers etc.) to attend. This will most likely begin early 2023. Hoping to launch in December, the day before international day of people with disability (3/12/22). <p>Indigenous Community Representative - Cecelia Eggmolesse</p> <ul style="list-style-type: none"> - Recognise the success of PCCC Dorrie Day. Great day to see the precinct being utilised for these types of events. - Visited the Precinct Library today and will recommend for others to attend. It was great not having to drive into Goondoon street to return books. 	<p>For Information and Discussion</p>

Time	Topic	Action
	<p>Culturally and Linguistically Diverse Community Representative - Supria Singh</p> <ul style="list-style-type: none"> - Recommending adding further path signs to the playground for prams and wheelchairs. It is a bit confusing of where to go and people can get lost when trying to get to the playground. - Have noted that children have been playing with the tap at the playground and getting wet. <p>RECOMMENDATIONS FOR ACTION</p> <p>Recommend advisory group reconvene in October to revisit the Terms of Reference and the purpose of the Advisory group to reflect and look for opportunities for improvement.</p> <p>Moved – Kate Dufty Seconded – Supria Singh</p> <p>Review path signing to playground for prams and wheelchairs.</p> <p>Moved - Supria Singh Seconded - Kylie Lee</p> <p>Recommendation for the installation of a tap lock at playground cleaning tap.</p> <p>Moved - Supria Singh Seconded - Kylie Lee</p>	
<p>1.25pm – 1.45pm</p>	<p>Council & Appointed Members Update/Report</p> <p>Appointed Members</p> <p>Gladstone Regional Council - Cr Desley O’Grady</p> <ul style="list-style-type: none"> - Great to see the precinct is becoming more recognised by the community 	<p>For Information and Discussion</p>



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	<p>Gladstone Regional Council - Cr Natalia Muszkat</p> <ul style="list-style-type: none">- Suggested permanent table and chairs outside the Maxine Brushe Meeting Place- Requesting for a power point to be added closer to the TV in Maxine Brushe Meeting Place to help when connecting laptop- Australian Conservation Foundation is having a movie night at the precinct. This will be a great trial to see how things work and can be used as a blue print for future. <p>Salvation Army – Philip Street Manager – Chris Ford</p> <ul style="list-style-type: none">- Increase in numbers of people attending the precinct. Seeing approx. 70 people a week for welfare assistance (incl homelessness, not having enough money to get through)- Last 2-3 weeks Kingdom Chat has picked up, seeing 50-70 people with some great success stories (one lady attended and was suicidal, that day she was able to be talked down and since then has been linking in every week for the last 8 weeks and is doing much better)- Smith Family (up to 5 staff) will be coming to TSA building on a permanent basis- Increase in people using the meeting rooms- Now providing NILS (No Interest Loan Scheme) for cars- Case worker is booked out two weeks in advance. He is doing an extra day free to try and keep up. <p>Shakira Raymond - Communities 4 Children - Project Support Officer</p> <p><i>Report provided for committee to read.</i></p> <ul style="list-style-type: none">- Rothwell Physiotherapy to access Nutchee Clinic Room for the duration of this upcoming school holidays- Visit from the Qld Health’s Child Health team who came to talk about soft referral processes and how they can support their families to make contact with Communities for Children. This meeting and building tour has resulted in the team wanting to start outreach child health check-ups from the Nutchee Building.- CFC funded playgroups are changing as of term 4, 2022. The Little Steps playgroups (Tuesday & Friday) and the Nurture and Nutrition (Monday & Wednesday) will no longer be ‘open’ playgroups. Our facilitators are encouraging families to register for a 10-week term of playgroup with approximately 15 families to participate in the 10-week term	



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	<ul style="list-style-type: none"> - Ongoing flow on effects from the continuing housing crisis and lack of childcare placements. There is a peak in the severity of DFV cases but not the number of reported cases <p>Gladstone Regional Council – General Manager Community Development & Events - Kylie Lee</p> <ul style="list-style-type: none"> - Suggesting for the committee to have lunch and learns to complete training over lunch 3-45 minutes prior to the committee meetings. - Have reached the first birthday of Philip Street Precinct operation. The report is due to be submitted to Council – Kylie will complete this. Also suggested having another open day to the community to celebrate the first birthday of the Philip Street. - Currently working through a large list of defects and warranties with Simon and the contractor. Please let us know if you come across any defects. - Feedback of booking process has been taken on board. The process has been analysed, internal GRC Business improvement team have provided recommendations and Kylie has looked further into Councils structure of bookings. Pending stakeholder’s agreement (C4C, TSA, Dept of Communities and Council) the booking process will be moving to Council’s current booking system. The bookings will be moved to the council position who completes all other bookings for GRC halls/parks. Booking process will look like the following: booking comes in > booking gets assessed > if aligned to precinct values, booking is approved. If the booking doesn’t align to values, booking is refused. If the booking is in the grey area, it will be forward through PS booking group, they will assess and decide if the booking should be approved or refused. <p>RECOMMENDATIONS FOR ACTION</p> <p>Recommendation to explore the installation of yarning circle at the Precinct (to be discussed in RAP meeting). Moved – Cecilia Eggmolesse Seconded - Kylie Lee</p> <p>Recommendation to put a power point in closer to the TV in the Maxine Brushe Community Meeting Place. Moved – Cr Muszkat Seconded – Cr O’Grady</p>	

Time	Topic	Action
	<p>Recommendation to include lunch and learns ahead of future committee meetings. Moved – Kylie Lee Seconded – Kate Dufty</p> <p>Recommendation to bring together a Community Open Date to celebrate the facilities first birthday. Moved – Kylie Lee Seconded – Kate Dufty</p> <p>Recommendation to centralise the booking process into Council’s existing booking system. Pending agreement by key stakeholders at the precinct. Bookings group to develop ruleset around precinct value. Moved – Kylie Lee Seconded – Supria Singh</p>	
<p>1.45pm – 2.15pm</p>	<p>Collaboration and Operations Update</p> <p>Gladstone Regional Council - Manager Engagement & Partnerships - Lee Griffiths</p> <ul style="list-style-type: none"> - Sharing some calculations from annual report which shows how many people we are servicing from Ngallil building. From August 2021 to June 2022, we serviced 5088 individual enquires and 618 referral services. There have been 58 different users for the Maxine Brushe Community Meeting Place (not including private hirers). - Positive feedback from Crystal at Strong Communities: <i>When facilitating our parenting groups and supported playgroups, at times some parents become overwhelmed & require additional support. We have been able to use the pathways to walk and talk (especially around the community garden) to allow the individual to feel supported, to regulate themselves and to then return to the groups & their children. I wanted to pass on this information as I am not sure the area was designed for this purpose, but it has been very helpful to families engaging with us.</i> - The events and programming policy have been approved. We can now start looking at incentives at the precinct and come together with the collaborators to start working on the collaborative marketing campaign of the rooms as well. GRC will need to put money aside in the budget 	<p>For Discussion and Decision</p>



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	<ul style="list-style-type: none"> - Have been advised that homeless people have been sleeping at GECC, local parks and the old CEC building. Lee, Chris and Wendy have caught up and created a list of support services to signpost people to contact the precinct. We will be able to provide support and distribute additional referrals so these community members can access support. - Lee is now sitting on the Statewide Social Infrastructure Working Group being let by the state. Looking into when building an infrastructure like the precinct, what will need to be considered/what has been learnt etc. They will build an online portal that will contain all this information. - Bookings capacity Maxine Brushe Community Meeting Place: August 38.9%, September currently looking at 33%. Mid-week and school terms during the day are the most popular times. - Office space at Ngallil is still available for use. One office has been used for Tax Help appointments and another was used by Link & Launch 1 day a week during school term. Lee is going to contact Link & Launch for feedback as they are not returning after the school holidays. - Cr Muszkat left the room during discussion of regular hire use. It has been determined further information is required before a decision can be made. Suggestion has been made to dedicate a certain number of hours for free and then charge a fee for any additional hours in that month. <p>RECOMMENDATIONS FOR ACTION</p> <p>When stats to be presented to Councilors, present in this format: % of Occupancy, Monday to Friday business hours (8am-5pm), % of occupancy after business hours, % of occupancy weekend hours.</p> <p>Recommendation for the breakdown of hours to show days of the week, how many available hours, how many booked hours, who are the users that have the high three bookings and who are the people that are missing out. This data to be collated from the last three months. Manager E&P and CD Specialist to analyse this and send with a recommendation to the Advisory Group via email for decision.</p> <p>Moved – Kylie Lee Seconded – Supria Singh</p>	
<p>2.20pm – 2.25pm</p>	<p>Recommendations from Operations Group to Advisory Community Development Specialist - Emily Costello</p>	<p>For Discussion and Decision</p>

Time	Topic	Action
	<p>Operations Group seeks guidance from Advisory Committee regarding permitted use for Maxine Brushe room hire in relation to private entities booking the rooms for internal staff training.</p> <p>RECOMMENDATIONS FOR ACTION</p> <p>Recommendation to develop a fee for private companies to book use of at the facility for Non-Community Use. Moved – Cr Muszkat Seconded – Kylie Lee</p> <p>Recommendation to apply fee of \$26 per hour to non-community use bookings at the Precinct until such time as a new fee is developed. Moved – Kylie Lee Seconded – Cr Muszkat</p>	
<p>2.25pm – 2.30pm</p>	<p>Recommendations to Council Emily Costello – Community Development Specialist</p> <ul style="list-style-type: none"> - Recap of recommendations made during the meeting. 	<p>For Discussion and Decision</p>
<p>2.30pm – 2.33pm</p>	<p>Check out and close meeting: 2.33pm Name your super power – if you had one super power what would it be?</p> <p>Kate Dufty – Love to sing Emily Costello – Love to be able to breakdance Cr Natalia Muszkat – Tele-transport Cr Desley O’Grady – Create unity in the world Kylie Lee – Time pause for everything but can keep on going Supria Singh – Time travel/be able to go back in time Lee Griffiths – Make people feel loved when feeling down</p>	<p>For Noting</p>

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Advisory Group

Meeting Minutes – 15/09/2022



Time	Topic	Action
	Cecelia Eggmolesse – Time travel/be able to go back in time	
<p>Next Meeting date: 13 October (Lunch & Learn / Terms of Reference) Meeting Chair: Chris Ford Location: Philip Street Communities & Families Precinct</p>		