



Philip Street Communities and Families – Advisory Committee

Meeting Minutes - Wednesday 17/03/2021, 1-5pm

Chair	Lee Griffiths	Minute Taker	Kellie-Ann Butcher, Program Support Officer (Acting)
Participants	<ul style="list-style-type: none">• Lee Griffiths – Manager Engagement and Partnerships, Gladstone Regional Council (GRC)• Kylie Lee – General Manager Community Development and Events• Shakira Raymond – GAPDL Communities 4 Children• Chris Ford – Captain, The Salvation Army (Gladstone)• Tammy Cantwell – Collective Change Facilitator, The Salvation Army (Gladstone)• Councilor Natalia Muszkat• Kate Dufty – Ordinary Member• Cecelia Eggmolesse – Ordinary Member• Christine Ward – Ordinary Member• Emily Costello – Community Development Specialist (Via Teams)• Supria Singh – Ordinary Member (Via Teams)• Kate Dimou – Communications and Public Relations Specialist• Rachael Millett – Executive Secretary		
Apologies	<ul style="list-style-type: none">• Monica Mattingley - Ordinary Member		
Location	Meeting Room 3, Maxine Brushe Community Meeting Place, Philip Street Communities and Families Precinct		



Item	Topic	Lead
1	<p>Meeting open – 12.14pm</p> <p>Acknowledgement of Country</p> <p>Welcome</p>	Lee Griffiths (Chair)
2	<p>Check In</p> <p>Check In Question – “What is the one thing you hope to accomplish during today’s meeting?”</p> <p>Question directed to Emily, however, audio is not working for Emily or Supria. Redirected question to Kate Duffy.</p> <ul style="list-style-type: none">• Ord member – Kate: Kate is looking forward to getting to know everyone more.• GRC – Kate: Hoping to share some of the upcoming plans in the Communications and Media space for the Precinct, hoping to get to know everyone and gain a better understanding of the role of the Advisory Committee.• Ord Member – Cecelia: Is hoping for a positive meeting with some good outcomes, good to see everyone and is excited to be here for our first meeting.• GAPDL – Shakira: Shakira has looked over the agenda and feels there are some very good points that she would like to see knocked over today.• Ord Member – Christine: One thing that has been playing on her mind is cementing what she is going to say to people to promote the center and she hopes she comes away today with something concrete to say.	Lee Griffiths (Chair)



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	<ul style="list-style-type: none"> • Councillor – Cr Muszkat: Would like to know how things are going and how things are progressing. • Salvation Army – Chris: Chris is just looking forward to getting on with it and seeing how it will be operational wise, seeing what the media and coms are when they come out and how we can support that. • Salvation Army – Tammy: Came to hear what direction we are heading in and anything exciting that's going to happen very soon. • GRC – Kylie: Define the Advisory committee principles and how we are deciding to work together. She is excited about what we can create for the community in this beautiful space. • GRC – Lee: Lee is wanting to set the foundations to move forward and the cornerstone principles of what we are going to do as a group to move us forward. • Ord Member – Supria: Would like clear wording to define Philip Street Precinct to the community. • GRC – Emily: Emily still did not have audio so in Teams chat advised that she is hoping to get to know everyone a little bit better 	
3	<p>Conflicts of Interest</p> <p>Lee handed over to Rachael (GRC) to explain the process of consideration regarding conflicts of Interest.</p> <p>GRC – Rachael:</p> <p>Rachael advised that it is where there is something on the agenda, a topic that you might have an interest in or that you might obtain a gain either financially or personally in that matter, in that case you need to declare to the rest of the committee that you have a vested interest in that, if it is something that you will directly gain a financial benefit, that is what is called a 'prescribed conflict', that is generally where you will have to leave the room for that discussion and voting</p>	Lee Griffiths – (Chair)



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	<p>on that topic, so that its clearer to the community that you haven't biased your interest in that matter. Where it is a bit more softer in terms of, you might just have a passion about that thing or people might perceive that you might get a financial gain out of that, it is more of just a 'declarable interest' and it's really up to the rest of the committee as to whether you should be involved in that conversation or not and basically everyone has a chat and votes on that.</p> <p>Cr. Muszkat: Asked are we using the same processes as the council meetings. Rachael advised that it is the same.</p> <p>GRC – Kylie: Kylie advised we haven't decided how we are going to conduct our meetings as yet but it would be very similar to the conflict of interest process of council and an example of this would be if my partner decided that they were going to book a room here and deliver a service, she would not be able to be a decision maker in that space as that would be a conflict of interest.</p> <p>Cr. Muszkat: Offered to add to what Rachael said and advised that it's not just if you are set to gain something but to lose something and it's not always financial. Cr. Muszkat declared she had a conflict right now, but she wanted to talk about something that was discussed at the last meeting. Example, If we are talking about having accessible facilities, that doesn't mean that Kate because she needs the facilities has a conflict of interest because the bigger result is bigger than her interest, so there is a bigger picture in there. If I want to create a playgroup or a playground there that has equipment for kids between 1 and 5 and I have kids that are between 1 and 5, that doesn't make it a conflict of interest because the interests of the community is much bigger than mine'. Cr. Muszkat declared that she had a conflict of interest here because one of the organisations that have a booking, she is the Director of, so even though she does not have anything financial to gain, she does not get paid, she advised that she will obviously have potential bias. She advised that she can definitely manage her biases but that does not mean everyone thinks that she can.</p>	



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	<p>GRC – Lee: Asks Rachael to give an overview of what the process is if someone thinks they have a conflict of interest, at what point would they declare that?</p> <p>GRC – Rachael: At any time during the meeting if the discussion starts to head down a path where you think that you might have a conflict of interest in that, that's when you declare it, it should always be at the start of the meeting in terms of agenda processes so that people can recognise if something is on the agenda that they do have a conflict of interest in that but at any time of the meeting if the discussion starts to head down a path where you think you have a conflict of interest, it's best to raise it and get it out there and discussed rather than potentially deal with any consequences after the fact. It's about being open and transparent in your decision making.</p> <p>Discussions around COI – if someone does not declare a COI but another member of the group thinks there could be one, they can and should raise the matter in the meeting. It is also about managing community perception</p>	
4	<p>Setting the Advisory committee Principles</p> <p>Lee advised that there are post it notes at everyone's table for them to write down things that they think should be a principle in guiding how the Advisory committee works as a group and he will collect them and group them on the board.</p> <p>12:39pm Kate Dimou left the room and returned at 12:42pm.</p> <p>Lee advised he will be compiling themes and having a quick conversation about each theme then come up with a wonderful way to summarise what has been said.</p>	Lee Griffiths (Chair)



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	<p>First section relates to VOICE –</p> <ul style="list-style-type: none">• We actively seek out community voice• Be open minded and respect other people’s opinions• Everyone has a voice• Equal voice• Ensure everyone’s opinions and views are heard and encouraged• Encourage and foster robust conversations while remaining respectful to all parties• Respect, listen to opinions and ideas• Respect• Speak with respect and dignity• Be respectful of other’s opinions but do speak up and be assertive• Striking a balance between social outcomes and business needs• Be inquisitive – there is no such thing as a stupid question• Ask if you don’t know or understand – nobody is judging• We remain true to our operating model – we are innovative and collaborative• Actively listen with intent• Use appropriate listening skills• We are prepared for our meetings and present• Be present – take in discussions, answer calls/emails outside of meeting room etc• Acknowledge cultural differences and be mindful of lived experiences. <p>See attached document</p>	



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	<p>GRC – Kylie: Considering we are an advisory committee to council, do we need a governance input regarding reporting requirements, transparency with keeping informed and engaged as they are a key stakeholder?</p> <p>GRC – Rachael: In terms of your reporting requirements, the Terms of Reference are quite specific in that you need to report back to council every six (6) months.</p> <p>GRC – Lee: Motion is put forward for the following themes:</p> <ul style="list-style-type: none">• We remain true to our Operating Model and Terms of Reference• We are innovative and collaborative <p>Motion supported by Chris Ford.</p> <p>Discussions around themes of how the Advisory Committee works as a group. This should include key words – ACTION- Type up themes into each group categories and each member is to bring in a proposal for each theme to be agreed upon at next meeting. Suggestion of a quick ten (10) minute meeting to consolidate ideas.</p>	
5	<p>Decision on Chair</p> <p>Salvation Army – Chris: Moved a motion for rotating chair</p> <p>Councillor Muszkat: Seconded the motion</p> <p>Full show of hands to carry.</p>	



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	<p>Ord member – Kate: Offers to be the first for the rotating Chair</p> <p>GRC – Kylie suggests subsequent names be drawn out of a hat.</p> <p>Further discussion explaining the concept of a proxy and when this can be used.</p>	
6	<p>Update on Opening Operations</p> <p>GRC – Lee: Advised of the Expressions of Interests that have been received for venue bookings to date, Engagement and Partnership Team has been on site for a week and a half, collating defects and will be operational from 16th August 2021. The team are in the process of finalizing the booking system.</p> <p>Salvation Army – Chris: Advised that Salvation Army are operational as of Tuesday, this includes Money Care, Connect Office and Case work by the end of the month after recruiting. No bookings for the building to date so there are seven (7) tenancies available. Suggested bringing Christmas in the City to the Precinct on 19th December 2021.</p> <p>GAPDL – Shakira: GAPDL and their community partners haven't moved in yet it is still an ongoing task, however their community partners have already expressed interest in days and times they want to book out the Playgroup meeting room with interest also expressed in booking their third meeting room, this all has to go through the formal booking process yet.</p> <p>GRC – Kylie: Discussed attraction strategies to attract services to the precinct, linking in with Comms and Marketing.</p> <p>Salvation Army – Chris: Has just begun the process of getting a prospectus for their team to be distributed throughout the Precinct once it is finalised.</p> <p>GRC – Lee: Outlined the EOI process.</p> <p>Recording issues at 1:14pm – recording ceased.</p> <p>Discussions around costs of bookings.</p>	



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	<p>ACTION- Lee to provide further details of booking costs.</p> <p>Kylie suggested reviewing booking fees based on needs and clientele based on most organisations having funding and capacity to pay for venue hire even if they are non for profit organisations.</p> <p>ACTION- Kylie suggested that the Working Group offers a presentation to the Advisory Committee during the transition between the groups as a means of transferring information.</p> <p>Working Groups are scheduled to continue till December.</p> <p>Cr. Muszkat leaves room at 1:23pm</p>	
7	<p>Media and Communications</p> <p>GRC – Kate:</p> <p>Kate advised media is underway in the way of the following</p> <ul style="list-style-type: none">• Print strips in Gladstone Today and Gladstone News, Coastal Rags and In’s and Outs• GRC Media Releases• Precinct landing page on the Council corporate website• Video of Advisory committee <p>1:25pm Cr. Muszkat returns.</p> <ul style="list-style-type: none">• Social media – including Linkdin• Digital advertisements• Billboard near golf course• Four (4) page spread in the Gladstone News – What is Philip Street, and Bio on committee members, message from the Mayor• Internal comms• GRC lock screens, digital media• Radio	



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	<ul style="list-style-type: none">• Opening events – media releases and personal invites. <p>Main theme of advertising “We are open” this ties in with a “Tag Line” for the advertising campaign, Kylie had previously offer the line “A community centre at the heart of the community”</p> <p>Extensive discussions and ideas for a tag line.</p> <p>GRC – Kylie: Put forward the motion for the tag line “Happy Healthy Communities”</p> <p>Salvation Army – Chris: Seconded motion.</p> <p>All agreed</p> <p>Further discussion regarding tag line.</p> <p>GRC – Kylie: Kylie rescinds the motion of the tag line to allow marketing to not be cemented into anything and to empower comms and marketing to establish a campaign based on the conversations had during the meeting, this allows for a more flexible marketing strategy.</p>	
8	<p>Check out and Close of Meeting:</p> <p>GRC – Lee: What is one thing you are taking away from todays meeting?</p> <p>Kylie: We are sitting in such a unique space in unchartered territory and whilst its exciting, I think we will have to give ourselves a little bit of space to get used to this and how we are going to promote it to the community and how we are going to work together.</p> <p>Tammy: She is excited to be here listening to everybody throw ideas out and being really open.</p> <p>Chris: Is nervous and excited, great hearing everybody’s voices and where they are at with things but there is a bit of nervousness as to how to move forward</p> <p>Cr Muszkat: Agrees with what has already been said and believes we have made a lot of assumptions and we won’t know till possibly the first six (6) months of operation.</p> <p>Christine: Has some answers with how she is going to move forward and she is so excited.</p>	



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	<p>Shakira: This is a really nice group because there are so many different points of view and differing discussions and the fact that everyone was comfortable having those discussions really fosters some of the themes that were discussed earlier. She is excited.</p> <p>Cecelia: Is taking away the fact that if someone out in the community does ask what is going on, she has answers of how to explain, because it is still early days people will not think the same but things will become clearer by the attendance of people coming through the precinct and utilising the area.</p> <p>Kate Dimou: Is taking away a page of ideas.</p> <p>Kate Dufty: Kate is taking two (2) things away from the meeting, the first she feels very rarely happens at a first meeting for her, she can feel the start of trust forming and she finds that exciting. The second thing she is taking away is that no decision is going to be an easy decision (she thinks this is a good thing) because we have such a diverse group here which is really what it's meant to be, no decision is just going to be yes or no.</p> <p>Emily: Has a stronger understanding of the Advisory committee.</p> <p>Supria: She is working with and learning from a group of people who accept and understand each other.</p> <p>Lee: Is taking away the great view from the windows.</p> <p>Close of meeting 2:10pm</p> <p>Next meeting date: 9th September, 12pm – 2pm</p> <p>Location: Ngallil Building (Gladstone Regional Council Community and Neighbourhood Centre) Meeting room.</p>	