



## Philip Street Communities and Families – Advisory Committee

### Meeting Minutes - Wednesday 09/09/2021, 12:00-2:00pm

<b>Chair</b>	Kate Dufty	<b>Minute Taker</b>	Kellie-Ann Butcher, Program Support Officer (Acting)
<b>Participants</b>	<ul style="list-style-type: none"><li>• Lee Griffiths – Manager Engagement and Partnerships, Gladstone Regional Council (GRC) – Proxy for Kylie Lee General Manager Community Development and Events</li><li>• Shakira Raymond – GAPDL Communities 4 Children</li><li>• Chris Ford – Captain, The Salvation Army (Gladstone)</li><li>• Councilor Natalia Muszkat</li><li>• Kate Dufty – Ordinary Member</li><li>• Christine Ward – Ordinary Member</li><li>• Emily Costello – Community Development Specialist</li><li>• Supria Singh – Ordinary Member</li></ul>		
<b>Secretariat</b>	<ul style="list-style-type: none"><li>• Emily Costello</li></ul>		
<b>Apologies</b>	<ul style="list-style-type: none"><li>• Cr Desley O’Grady, Tammy Cantwell</li></ul>		
<b>Location</b>	Meeting Room 1, Maxine Brushe Community Meeting Place, Philip Street Communities and Families Precinct		



Item	Topic	Lead
1	<p><b>Meeting open – 12.18pm</b></p> <p><b>Acknowledgement of Country – Lee Griffiths</b></p> <p><b>Welcome</b></p>	<b>Kate Dufty (Chair)</b>
2	<p><b>Check In</b></p> <p><b>Check In Question – “What are you hoping to gain from today’s meeting?”</b></p> <p>Members are excited to see what comes out of this meeting, covering of all agenda items and hearing everyone’s different views and opinions and how they conform with what happens at the Precinct.</p>	<b>Kate Dufty (Chair)</b>
3	<p><b>Conflicts of Interest</b></p> <p>Cr Muszkat would like it to be declared at all meetings of her Conflict of Interest due to her being Director of Strong Communities, which operates out of GAPDL’s Communities 4 Children building.</p>	<b>Kate Dufty (Chair)</b>
4	<p><b>Motion</b></p> <ul style="list-style-type: none"><li>- Kate moved that the previous meetings minutes were approved.</li><li>- Seconded by Christine.</li><li>- Motion passed.</li></ul>	
5	<p><b>Governance Update</b></p> <ul style="list-style-type: none"><li>- Agenda to be published ahead of each Advisory Committee Meeting and Minutes published post meeting to the Council’s website for public viewing.</li><li>- All meeting dates set thus far will be published on Council’s website as per Section 8.3 Terms of Reference.</li><li>- Public gallery opportunity for all future meetings as per Terms of Reference 8.14.</li></ul>	<b>Emily Costello (Community Development Specialist)</b>



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	<ul style="list-style-type: none"> <li>- Minutes to be distributed to the meeting Chair by the Friday following the meeting for review. Endorsed Minutes to be returned to Secretariat by Monday for distribution to the rest of the Advisory Committee, these will then be published to the website within days.</li> <li>- Agendas to be discussed with upcoming Chair the week before the meeting, discussed proposed agenda will be sent to the Chair for review and confirmation and distributed to Advisory Committee members prior to being published on the website the Friday before the meeting is held.</li> <li>- Rotating Chair schedule determined via random selection with schedule to be reworked if unsuited to committee members.</li> <li>- Noted that Christine and Chris will be swapping assigned dates on the Chair schedule.</li> <li>- There will be continued monitoring of RSVP's for meetings, distribution of minutes and agendas via the Conversations platform. Chair will receive email from Secretariat but general release will come from the platform.</li> </ul>	
6	<p><b>Key Collaborators Update</b></p> <p><b>Gladstone Regional Council – GM Community Development &amp; Events (Kylie Lee, Lee Griffiths acting as proxy)</b></p> <ul style="list-style-type: none"> <li>• Four (4) page spread in the Gladstone News has been reevaluated and key messages have been reworded and scheduled for printing in the first week of October.</li> <li>• Precinct Facebook page to go live on the 1<sup>st</sup> October, it will be prepopulated with content relevant to what is happening at the Precinct.</li> <li>• Organisations based at the Precinct will be asked to provide content for the Facebook page to help promote activities that will be happening. Organisations that book at the Precinct will also be approached to promote their groups activities on the page</li> <li>• Live broadcast from 4CC on site for R U OK Day, very successful.</li> <li>• Social enterprise Food van Expression of Interest closes on 10<sup>th</sup> October – the scope of the EOI has been broadened to allow more flexibility for vendors.</li> <li>• 3 Community Connector Volunteers will be inducted, they are to be onboarded in October.</li> <li>• VIP Opening date is still sitting with the funder to decide on a date.</li> <li>• Opening Family Fun Day scheduled for 13<sup>th</sup> November.</li> </ul>	



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	<p><b>Salvation Army – Philip Street Manager Chris Ford</b></p> <ul style="list-style-type: none"> <li>• Good numbers coming through the doors, approximately 50-60 each week with a few non-attendances for appointments, however the rate is not as high as it was in Goondoon Street.</li> <li>• Feedback has been received advising that the Precinct is not easily accessible for some, however the bus stop will be operational soon and they are waiting on volunteers to drive the transport assist van.</li> <li>• The Money Care Program has 50 appointments on the books and are now booked out.</li> <li>• 15 -20 no interest loans per week</li> <li>• New case worker will be inducted in October</li> <li>• Christmas program is at the very beginning stages and will be starting in the second week of term four (4). This involves collating who has accessed services in the previous six (6) months, they will receive a text advising them of the Christmas Program along with an invitation to apply for Christmas support. They will also be taking referrals from other areas of the Precinct and expect to provide one hundred and eighty to two hundred (180 – 200) food hampers and two thousand to two and a half thousand (2000 – 2500) toys. This program will culminate on the 19<sup>th</sup> December where previously ‘Christmas in the City’ will be brought to the Precinct.</li> </ul> <p><b>MOTION</b></p> <ul style="list-style-type: none"> <li>- Kate moved to recommend to the Operations Group to explore ways to collate and promote Precinct wide programs and information.</li> <li>- Seconded by Supria</li> <li>- Motion passed.</li> </ul> <p><b>Communities 4 Children- GAPDL Communities 4 Children - Shakira Raymond</b></p> <ul style="list-style-type: none"> <li>• Programs will kick off in the first week of term four (4), this will include Playgroups and Parenting Programs. These programs are still running at other locations around the region. The wait lists are very high for these programs so therefore will continue for a while.</li> <li>• Womens Health visited site yesterday with a small group and found the mini meeting room to be adequate.</li> </ul>	



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	<ul style="list-style-type: none"> <li>Hosted an on site staff breakfast 08/09/21 that was informal and a great way for staff to network outside of hours.</li> <li>Discussions have been happening around how to get more networking happening.</li> <li>Playgroup Coordinators are looking at booking the green space for the last week of term outing,</li> <li>Discussions confirming that the green space can be booked, however the public are still free to use it at the same time.</li> </ul> <p><b>MOTION</b></p> <ul style="list-style-type: none"> <li>Motion for the Advisory Committee to be invited to future on site Precinct breakfasts.</li> <li>Moved by Lee</li> <li>Seconded by Kate</li> </ul> <p><b>Collective Change Facilitator – Tammy Cantwell (Apology received)</b></p> <ul style="list-style-type: none"> <li>Written report received from Tammy in lieu of a spoken report and distributed.</li> </ul>	
6	<p><b>Service Mix Report</b></p> <ul style="list-style-type: none"> <li>Update on details of bookings in the Ngallil and Maxine Brushe Community Meeting Place. Noticeable increase in numbers from August to September.</li> <li>Discussions surrounding the evolving booking system and turnaround time of booking EOI to booking confirmation.</li> <li>ACTION – Emily to collate stats re: unique bookings and repeat bookings.</li> </ul>	<p><b>Emily Costello (Community Development Specialist)</b></p>
7	<p><b>Update on Community Fun Day</b></p> <p>Community Events Specialist Briggite James was to attend meeting, in her absence, Lee Griffiths advised the community Fun Day will be held on Saturday 13 November 1:00pm – 4:00pm.</p> <ul style="list-style-type: none"> <li>Plans for picnic packs, performers and artists and indigenous dancers, live music and tours of the facility presented by the Philip Street stakeholders with tour brief, static stalls with volunteer services offering venue hire and community development strategies</li> </ul>	



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	<ul style="list-style-type: none"> <li>Recommendation to facilitate a secondary meeting to codesign the community Fun Day with Advisory Committee members and Gladstone Regional council Events team.</li> </ul> <p><b>MOTION</b></p> <ul style="list-style-type: none"> <li>Motion moved to facilitate a secondary meeting between Brigitte from Events and the Advisory Committee to co-design the Community Fun Day</li> <li>Moved by Kate</li> <li>Seconded by Supria</li> </ul>	
8	<p><b>Updates and Reports from Advisory Committee Members</b></p> <p>Each committee member is here to represent a specific section of the community and provide a voice for that portion of the community. Recommendation for each committee member to provide a brief report around what they are hearing from the section of community they represent and any feedback they are providing.</p> <p><b>ACTION</b> – Lee to provide a template for the report and email to committee members.</p> <p>Discussions surrounding referrals for members of the public to members of the Advisory Committee.</p> <p><b>MOTION</b></p> <ul style="list-style-type: none"> <li>Motion moved to adopt a Precinct email address displayed on the Gladstone Regional council website to be monitored by PSO’s and distributed to the relevant Advisory committee member accordingly.</li> <li>Moved by Kate</li> <li>Seconded by Chris</li> </ul>	Lee Griffiths (Manager of Engagements and Partnerships)
9	<p><b>Recommendations from Operations Group</b></p> <p>Recommendation to help the community understand more about the Precinct and what is happening here, it is proposed a video summary post each Advisory Committee meeting, to be uploaded to the Gladstone Regional Council website and</p>	Emily Costello (Community Development Specialist)



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	<p>Facebook pages. Just a brief thirty (30) second update of what was covered at the meeting by the person who chaired the meeting for that day.</p> <p><b>MOTION</b></p> <ul style="list-style-type: none"><li>- Motion to table a review of the recommendation from the Operations Group in three (3) months.</li><li>- Moved by Christine</li><li>- Seconded by Supria</li></ul>	
10	<p><b>Advisory Committee Principles of Working Together</b></p> <p>Lee proposed that the Working group Values should align directly with the Advisory Group Principles.</p> <p><b>ACTION</b> – Lee to send out Working Group Principles to committee members for review and decision.</p> <p><b>MOTION</b></p> <ul style="list-style-type: none"><li>- Working Group Principles to be sent to Advisory Committee members for assessment. If they align, they are to be adopted as the Advisory Committee Values/Principles.</li><li>- To be on the Agenda for next October meeting.</li><li>- Moved by Christine</li><li>- Seconded by Chris</li></ul> <p><b>ACTION</b> – To be tabled on the Agenda for October meeting.</p>	Lee Griffiths (Manager of Engagements and Partnerships)
11	<p><b>Recommendations to Council</b></p> <p>Recap of recommendations made during meeting.</p>	



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12	<p><b>General Business</b></p> <ul style="list-style-type: none"><li>• Discussions around commentary from the public regarding disability access at the Precinct - signage, distance to facilities, lack of adult change facilities.</li><li>• Discussions around Precinct wide signage and pathways.</li><li>• Feedback around the look of the buildings being not welcoming and discussions of how best to remedy this ie, wall decals, artwork, signage.</li></ul> <p><b>MOTION</b></p> <ul style="list-style-type: none"><li>- Recommendation to review signage and pathways and the possibilities of potential improvements to be made to these.</li><li>- Moved by Christine</li><li>- Seconded by Shakira</li></ul>	
13	<p><b>Check out and Close of Meeting:</b></p> <p><b>Check out Question – “How will you help other possibilities emerge at the Precinct?”</b></p> <p>Members discussed looking at ways to make the Precinct more welcoming and accessible and creating pathways to the community by providing services. There is a collective better understanding of how things will work at the Precinct moving forward.</p> <p><b>Close of meeting 2:07pm</b></p>	
	<p>Next Meeting date: 14 October, 12pm – 2pm</p> <p>Meeting Chair:</p> <p><b>Location: Maxine Brushe Community Meeting Place, Hall 1.</b></p>	