



PHILIP STREET  
COMMUNITY PRECINCT

**Philip Street Communities and Families Precinct Advisory Committee**

**Meeting Minutes – 09/12/2021, 12:00pm – 2:00pm**

<b>Chair</b>	Cr Desley O’Grady	<b>Minute Taker</b>	Bianca Michell	<b>Secretariat</b>	Emily Costello
<b>Participants</b>	<ul style="list-style-type: none"> <li>• Kylie Lee - General Manager Community Development and Events</li> <li>• Chris Ford – Captain, The Salvation Army (Gladstone)</li> <li>• Councillor Natalia Muszkat</li> <li>• Councillor Desley O’Grady</li> <li>• Kate Dufty – Ordinary Member</li> <li>• Supria Singh – Ordinary Member</li> </ul>				
<b>Subject Matter Experts</b>	<ul style="list-style-type: none"> <li>• Lee Griffiths, Manager Engagement &amp; Partnerships</li> <li>• Tammy Cantwell, Collective Change Facilitator</li> </ul>				
<b>Apologies</b>	<ul style="list-style-type: none"> <li>• Christine Ward – Ordinary Member, Shakira Raymond – Ordinary Member, Cecilia Eggmolese – Ordinary Member</li> </ul>				
<b>Location</b>	Maxine Brushe Community Meeting Place- Hall 1, Philip Street Communities and Families Precinct				

Item	Topic	Lead
1	<b>Meeting open – 12:18pm</b> <b>Acknowledgement of Country – Kylie Lee</b> <i>Welcome</i>	
2	<b>Check In -</b> <b>Check In Question ‘In one word what do you hope to achieve from today’s meeting?’</b> <b>Committee:</b>	



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	<p>Kylie Lee – Proud. There has been a lot of progression since the last meeting. Cr Muszkat – Positive. Cr O’Grady - Progress. Supra Singh - Progress and to know everything is going after the community fun day. Chris Ford – Excited. Kate Dufty – Clarification. Kate was not at the last meeting and would like to clarify a few things.</p> <p><b>Guests:</b> Lee Griffiths – Future direction. Tammy Cantwell – Curious. Emily Costello – Hitting a groove with the group.</p>	
3	<p><b>Minutes</b> – Moved Chris Ford, Second Cr Muszkat</p> <p><b>Question 1:</b> Kate: Unclear about the discussion around Autism Australia requesting space. Kylie: Autism Queensland approached Council in August/ September 2021 requesting space at the precinct. They have to leave their current Gladstone office by June next year. They are wanting to relocate and combine their two offices at the Philip Street Communities and Families Precinct. At this stage, Council has not discussed the scope of work for the vacant land at the precinct. They are meeting this week to discuss the project scope moving forward. Confirmed that there is expected to be 5 buildings at the front of the precinct. Confirmed that expressions of interest have not yet been progressed at this stage.</p> <p>Autism Queensland are confident that they will be able to fund the establishment of their building.</p> <p><b>Question 2:</b> Kate: Was there some discussion around the slow take up of the consultation rooms? Why were incentives not an idea and has the direction changed?</p>	



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	<p>Chris: Suggested looking at putting together commercial incentive packages that look at discounting leasing costs. Since this discussion there has been some interest.</p> <p>Kate: Lee, how many consult rooms do you have available?</p> <p>Lee: 4 – Tax help program is operating from one of the consult rooms.</p> <p>Kate: Chris, how many consult rooms do you have available within the Salvation Army Building?</p> <p>Chris: 7</p> <p>Kate: Are we going to revisit this after the community day? Is this now in progress?</p>					
4	<b>Conflicts of Interest</b> – Standing COI submitted by <b>Natalia</b> as Director of Stronger Communities.					
5	<b>Actions from previous meeting</b> – <b>CD Specialist will summarise actions from previous meetings and provide an update.</b>					
11/11/2021	<p>Endorsement sought to table a formal request as part of the Officer Report to Council on the 14th December to determine future strategic use of Stage 2 &amp; 3, this endorsement acknowledges that the request aligns with the principles of the Precinct and the collaborative nature of the operating model. Acknowledgement made that other parties should have equal opportunity to submit EOI's too.</p>	<p><b>Advisory Committee member to Council</b></p>	<p>General Manager Community Development &amp; Events</p>	<p><b>In Progress</b></p>	<p>Appropriate GM's to table report to Council.</p>	



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11/11/2021	Endorsement of exploring option of a Micro Library	Advisory Committee member to Council	General Manager Community Development & Events / Manager Engagement & Partnerships	In Progress	Officers to explore idea and bring back for discussion.	
11/11/2021	Reccommendation for the pricing model for the consult rooms to be reviewed and revisited in January.	Advisory Committee member to Council	General Manager Community Development & Events / Manager Engagement & Partnerships	In Progress		
11/11/2021	Request for signage to be distributed to schools advising of the Family Fun Day	Advisory Committee to Operations Group	Manager Engagement & Partnerships	Complete	Signage unable to be distributed to schools in time for the Family Fun Day.	
09/09/21	Establish Precinct wide email address to be displayed on website and monitored by PSO's and distributed to relevant advisory members.	Advisory Committee to Operation Group	CD Specialist	In Progress	Em met with Hollie on Friday 10 December and they have made a plan for the update.	



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	Explore setting up a new email address. But will continue to use the communities email address. Confirm that the Philip Street website is being updated	
6	<p><b>Advisory Committee Members Reports</b> each Advisory Committee Members can present a report. Some have been pre prepared and are saved in the Share Point so can be attached to minutes. Please summarise any verbal reports here.</p> <p>Also note any recommendations/discussions here.</p> <p><b>Printed copies will be distributed for;</b></p> <p><b><u>Chris Ford - Report attached</u></b></p> <p><b>Discussion</b></p> <p>Cr O’Grady: Is the Salvation Army running any ‘Christmas Lunch’ events or activities where people can attend Christmas day?</p> <p>Chris: The Salvation Army used to hold a Christmas lunch; however, we weren’t attracting the correct people. That is why we have transition to Christmas in the City.</p> <p>Cr O’Grady: Is Christmas in the city still going ahead?</p> <p>Chris: COVID has caused a disruption to this event. It will now be a private event due to the new vaccine legislations.</p> <p><b>Super vax</b></p> <p>There is an opportunity for members to get vaccinated while picking up their hampers. There will be 100 hampers reaching an average of 200-300 people.</p> <p><b><u>Supria Singh - Report attached</u></b></p> <p><b>Discussion</b></p> <p>Supria: Concerns about booking time frames.</p> <p>Kylie Lee: Council did not increase resources to operationalise the Philip Street Communities and Families Precinct. Council is currently exploring options for additional support and resources. The new position would process bookings and coordinate the micro library. Council apologies for the turnaround time but the bookings response process will continue to improve.</p> <p>Is it possible for us to review the booking fees? As many companies (DV for example) are funded and cannot cover the hire costs associated with booking the consult rooms. Can we go to the industries and ask for them to sponsor services to attend the precinct in the hope that it will encourage more services to operate out of the buildings?</p> <p>Outcome: Approach services and programs to utalise consult rooms from the precinct and then approach the industry. Industry will want to see the social benefit.</p> <p>Cr Muszkat: This is not the operational model that was discussed originally. The Salvation Army needs to charge consult fees to cover expenses.</p> <p>Kylie: Friends of the Library in Calliope have a functional coffee cart (which is currently an unused asset). Council is currently exploring 2 x EOI’s that were submitted to</p>	



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	<p>operate the coffee cart at the Precinct. Council is currently discussing what the lease agreement will look like and where the profits will go from the coffee van/ sale of goods.</p> <p><b><u>Kate Dufty - Report attached</u></b></p> <p><b>Discussion</b> Kate: Biggest concern prior to the community day was that community members were not aware of what the precinct was and how it operates.</p> <p><u>Positive feedback:</u> Which aligns with Supria's feedback is the CFC playgroup. Many people attend the play group and then see what else the precinct has to offer.</p> <p><u>Negative feedback:</u> Point 1: Accessibility. Saying we have an accessible bathroom is worse than having an accessible bathroom, that is unaccusable. There are risks involved in trying to use the bathroom and members hurting themselves.</p> <p>Public toilets are functional however the shower fixtures are not connected and there are no seats. Tohe toilet in The Salvation Army Building is difficult to access and the door is too heavy to open. Kate: It is interesting to see that the disability toilets are different in each building.</p> <p>Point 2: Disability carparks are at the center of the carpark and there are no signs. There is no lip on the entry of the path into The Salvation Army. Point 3: There is no dedicated smoking area signage. Community members do not know where they are allowed to smoke.</p> <p><b><u>Cr O'Grady - Report attached</u></b></p> <p>Concerns around hire storage. Many hirers are transporting goods for meetings at each meeting.</p> <p>Kylie: The reason why hirers cannot say yes to keeping goods at the Precinct is due to the functionality of the space and the risk concerns associated. Once we say yes to one hirer there is an expectation that we say yes to all of them. We have a lot of users utilising this space and the bookings are only increasing. There are also risks concerning goods being damaged or stolen. Who is liable for this?</p> <p>There were also concerns around the speedbump. Can we add lines down the side of the speedbump, so it does not just look like a zebra crossing.</p> <p><b><u>Cr Muszkat – Verbal</u></b></p> <p><b>Discussion</b> It was noted that some groups of people would like to use this space, however there is no stage. Due to this, they have not hired the space. It is acknowledged that they can hire a stage, however the costs associated with this are quite costly. Have we ever considered having a stage at the Philip Street Communities and Families Precinct?</p>	



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	<p>What is the future direction of the Precinct? Is this something the committee would like to explore?</p> <p>Kylie: A lot of dance schools are looking at spaces to do dance rehearsals. It is something Council could consider if they wanted to make this space a performing space or the ability to turn it into one.            Kate: Supports the idea as it fits the Precinct values.            Chris: Recommendation that Council investigates public liability and risks associated with having a stage at the Precinct. Especially if it is portable.            Cr O'Grady: Recommendation to collate a list of halls available to hire within the Region.            Cr Muszkat: Recommendation that there are no more Community Open Day's. There have been 4 x to date.            Kate: There are other ways we can support groups. It is recommended that we explore other options outside of providing a stage and venue.</p> <p><b><u>Kylie - Report attached</u></b>            Micro library: Recommendation to add location onto the pickup list.            Confirmed that the age of the youth is up to the age of 25.</p>	
7	<p><b>Key Collaborators Update –</b></p> <p><b>Gladstone Regional Council – Manager Engagement &amp; Partnerships</b></p> <ul style="list-style-type: none"> <li>– Contractor has been to review the toilet door in the disabled toilets at The Salvation Army.</li> <li>– Trip hazard at the community garden. The step is concrete and easily missed. A contractor will be visiting this week to review.</li> <li>– Beck Griffin: Has been having conversations with tenancy Queensland.</li> <li>– Council is exploring a volunteer role with Care Army Volunteers Queensland.</li> <li>– Next steps: Referrals. How we start strengthening referral pathways.</li> </ul> <p><b>Collective Change Facilitator - Report attached</b></p> <ul style="list-style-type: none"> <li>– Recommendations: Add recommendations from report into tracker.</li> </ul> <p><b>The Salvation Army</b></p> <ul style="list-style-type: none"> <li>– Collect information on where the bus should be going and is it needed?</li> <li>– Require data on accessibility. We know that people can generally drive here, but as people become more disadvantaged where would the bus run. Hypothetically, the bus could run from the Precinct to the Foodbank, Mindcare, Stocklands etc. How far should the bus route go? Is there a need?</li> <li>– The idea is that the Precinct will never be able to fulfill complete needs. If they require mental health services and have limited transport, can we assist with transportation?</li> <li>– Does it need to be a car or a bus?</li> </ul>	



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	<ul style="list-style-type: none"> <li>- Realistically in terms of money and resourcing it is cheaper and easier to get a Taxi voucher.</li> <li>- Is there any data on the use of the bus stop located outside of the Precinct? Is this being used?</li> <li>- Coordinate meeting with groups suggested in the bus route.</li> </ul> <p>Emily to proxy for Kylie at 2:03pm</p>																	
8	<p><b>Service Mix Report – Emily Costello - Community Development Specialist</b> Print out of bookings calendar provided for Advisory Committee to review.</p> <p><b>November 2021</b></p> <table border="1" data-bbox="293 788 1140 1072"> <tr> <td><b>Total Booked Hours</b></td> <td style="text-align: right;"><b>408.1</b></td> </tr> <tr> <td><b>Total Bookable Hours - 14 hrs (8:00am to 10:00pm) x 30 days x 3 rooms</b></td> <td style="text-align: right;"><b>1260.0</b></td> </tr> <tr> <td><b>Percentage of booked hours</b></td> <td style="text-align: right;"><b>32.4</b></td> </tr> <tr> <td><b>Income Received - RC1300</b></td> <td style="text-align: right;"><b>\$ 462.50</b></td> </tr> </table> <p><b>December 2021</b></p> <table border="1" data-bbox="293 1129 1140 1414"> <tr> <td><b>Total Booked Hours</b></td> <td style="text-align: right;"><b>195.3</b></td> </tr> <tr> <td><b>Total Bookable Hours - 14 hrs (8:00am to 10:00pm) x 30 days x 3 rooms</b></td> <td style="text-align: right;"><b>1260.0</b></td> </tr> <tr> <td><b>Percentage of booked hours</b></td> <td style="text-align: right;"><b>15.5</b></td> </tr> <tr> <td><b>Income Received - RC1300</b></td> <td></td> </tr> </table> <p><b>January 2022</b></p>	<b>Total Booked Hours</b>	<b>408.1</b>	<b>Total Bookable Hours - 14 hrs (8:00am to 10:00pm) x 30 days x 3 rooms</b>	<b>1260.0</b>	<b>Percentage of booked hours</b>	<b>32.4</b>	<b>Income Received - RC1300</b>	<b>\$ 462.50</b>	<b>Total Booked Hours</b>	<b>195.3</b>	<b>Total Bookable Hours - 14 hrs (8:00am to 10:00pm) x 30 days x 3 rooms</b>	<b>1260.0</b>	<b>Percentage of booked hours</b>	<b>15.5</b>	<b>Income Received - RC1300</b>		
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Item	Topic		Lead
	Total Booked Hours	254.8	
	Total Bookable Hours - 14 hrs (8:00am to 10:00pm) x 30 days x 3 rooms	1260.0	
	Percentage of booked hours	20.2	
	Income Received - RC1300		
9	<b>Summary of Recommendations made during the meeting</b>		
For action	To start collecting data on homelessness, and people at risk of homelessness in Gladstone and suggest some intervention strategies that could be started. For the collective to consider funding options for the programs.		
For action	Improve facility for younger children to access		
For information	Tea/Coffee Van & Drinking Water onsite		
For information	More shade provided in playground space		
For action	Operations group to explore opportunities to develop online calendar that displays hall availability halls so interested persons can see what is available.		



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	<b>For information</b>	QR Code could be displayed on site to capture feedback from everyone is visiting the site.	
	<b>For action</b>	Accessibility improvements across site. Fixtures not connected in disability bathroom.	
	<b>For Information</b>	Unable to access Salvation Army bathroom.	
	<b>For action</b>	Install signage re routes or access pathways. No lip to access The Salvation Army.	
	<b>For action</b>	Explore opportunities to market the office space to attract organisations, business and non for profit to utilise. Development of Incentive Packaged	
	<b>For action</b>	Smokers signage/ash trays etc	
	<b>For action</b>	Explore opportunities community members be invited to address meetings of the Advisory Committee with items for discussion	



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	<b>For information</b> Storage for users without a base	
	<b>For information</b> Concerns no lines on Speed bump on Dave Burns Drive	
	<b>For action</b> Seeking strategic direction for partners in managing risks related to DV perpetrators, known sex offenders and individuals with significant criminal history attending the Precinct for programs, community groups and missional support	
	<b>For action</b> Advisory committee recommendation to Operations group explores risk analysis and present this back to Advisory Committee at within the next quarter.	
	<b>For action</b> Propose discussion regarding evaluation to gather ideas from Community voice related to how the wish to participate in the data processes here at the Precinct.	
	<b>For action</b> Operations group to begin discussions regarding evaluation to gather ideas from Community Voice related to how they wish to participate in the data processes here at the Precinct.	



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	<table border="1"><tr><td data-bbox="288 432 490 636"><b>For action</b></td><td data-bbox="490 432 1951 636">Facilitate discussions in regard to barriers to accessibility</td></tr></table>	<b>For action</b>	Facilitate discussions in regard to barriers to accessibility	
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10	<p><b>Check out and close of meeting –</b> <b>Check out question – What is your number one highlight of your time on the Advisory Committee in 2021?</b> <b>Meeting closed at 2:27pm</b></p> <p>Kate: Put together a structure, build trust, be here for each other and build community. Chris: We are here! Emily: Starting to see the operational model for the Precinct working in action. Supria: Positive response from the community Cr O’Grady: Evolution of the meeting Cr Muszkat:</p>			
11	<p><b>Propose date for next meeting – 13 January 2021</b> <b>Time: 12:00pm – 2:00pm</b> <b>Chair: Captain Chris Ford</b> <b>Location: Maxine Brushe community Meeting Place, Hall 1</b></p>			