

Philip Street Communities and Families

Advisory Group

Meeting Agenda – 14/07/2022



Time: 12noon to 2pm

Location: Ngallil Building, Philip Street Communities & Families Precinct

Public Gallery Location: Gumar Building, Philip Street Communities & Families Precinct

Meeting Chair: Kate Dufty

Secretariat: Rebecca Creedy

Minutes Taker: Michele Battisson

Attendees:

Lee Griffith, Manager Engagement & Partnerships proxy for Kylie Lee, General Manager Community Development & Events, Gladstone Regional Council

Christopher Ford, Precinct Manager the Salvation Army

Kate Dufty

Shakira Raymond, Project Support Officer/Administration, Communities for Children, GAPDL

Cecelia Eggmolesse

Apologies: Cr Muszkat, Cr O'Grady; Supria Singh.

Community Gallery: 2 attendees representing the SHY Group.

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
12noon – 12.05pm	<p>Meeting open 12:06pm</p> <p>Acknowledgement of Country</p>	For Noting
12.05pm - 12.10pm	<p>Check In</p> <p>What are we grateful for today?</p> <p>Rebecca Creedy – grateful for the role I have here in Community Development, the programs we deliver which are meaningful and the community members we meet along the way</p> <p>Lee Griffiths – grateful for the opportunity to put a different hat on today</p> <p>Cecilia Eggmolesse – grateful that we are all in good health and able to attend today</p> <p>Shakira Raymond – grateful for lots of things, in particular our team which has expanded this year by another person. It’s nice to be able to share the workload because it allows me to get out and attend things more and to think about how C4C feeds into the precinct and how we all collaborate with each</p> <p>Kate Dufty – grateful to be here, to be heard, to have a voice and to make a difference to my communities being both Gladstone community and the Disability community. I’m grateful I’m able to represent each of these communities, and feel I’m being heard, respected and being listened to</p> <p>Christopher Ford – grateful for our achievements here at the Precinct. It’s been busy and it’s nice to see the early signs of the fruits coming out</p>	For Noting
12.10pm - 12.30pm	<p>Minutes & Conflicts of Interest</p> <p>Update in relation to where we are at regarding meeting further with GRT.</p> <p>Lee advised no action has been taken as yet – we will take this away today as a priority.</p> <p>Chris provided an update around a conversation Lee and he had with the Working Group this morning - agreed to reach out to GRT and engage them regarding the evaluation of the Precinct - how is the Precinct actually impacting the community; the tools we’re developing are they actually relevant to assist in getting to the outcomes that we want etc.</p>	For Noting



Time	Topic	Action
	<p>Recommendation – The Engagement and Partnership Team to facilitate email conversation between Advisory Committee members to discuss questions to ask GRT in preparation for meeting with them.</p> <p>Moved by: Lee Griffiths Seconded: Christopher Ford</p> <p>Minutes – passed by all Moved by:- Kate Dufty Seconded by:- Lee Griffiths</p> <p>Discussion regarding the GRT Leadership Committee – Lee, Chris and Cecelia are on this committee.</p> <p>Conflicts – standard ones only Kate noted Natalia advices regarding Stronger Communities being a standing conflict.</p>	
<p>12.30pm – 12.40pm</p>	<p>Update of recommendations and actions Community Development Officer Update of outcomes and progress of recommendations and actions from previous meetings. Ngallil Microlibrary – the equipment is being set up on Monday 18th July 2022.</p> <p>QR Code could be displayed on site to capture feedback from everyone is visiting the site - this item is currently on hold until the specific tool is designed</p> <p>Install signage re-routes or access pathways. No lip to access The Salvation Army - still waiting on feedback from maintenance team</p>	<p>For noting</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 – report was to be presented to Council on 5th July, now going to them on 19th July – ultimately, it’s to look at Council’s events and programs policy so we can offer incentives – Lee will provide update shortly.</p> <p>Smokers signage/ash trays etc – no update</p> <p>Explore opportunities community members be invited to address meetings of the Advisory Committee with items for discussion – no update</p> <p>Propose discussion regarding evaluation to gather ideas from Community voice related to how they wish to participate in the data processes here at the Precinct – a consultant has been onboarded and will be in Gladstone from 25th to 29th July and undertaking engagement activities. See Appendix 3. herewith.</p> <p>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 – the consultant again will be looking at this and undertaking engagement activities</p> <p>That Council consider meaningful consultation and engagement with key stakeholders regarding accessibility requirements in future infrastructure developments, this should begin at the design stage and is carried throughout construction – no update, with Lee to following up –</p> <p>Kate Queries if anything needs to be done in relation to this recommendation, by the Committee</p> <p>Lee advised that within Council’s Investment Decision Framework whenever we’re planning building etc, we do engagement with community anyway, what I want to do for a start is sit down with our asset planning team to have more in-depth conversation and link them in with you Kate and the Disability Stakeholder Meeting so that they are aware.</p> <p>Collaborating partners create and deliver a strategic marketing campaign to promote consult rooms within all building, that specifically targets specific sections of the service sector that align to precinct values and current service mix – again a report was going to council on 5th July, now going on 19th July, update in the near future.</p>	



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	<p>Council officers explore the methodology of how we could support the chair to provide a video chair briefing - report back at next meeting – we’ve spoken with our Brands & Communications Team who have suggested social media updates after each Advisory Committee meeting to provide the community with feedback on working happening here at the Precinct. They’ve created a social media tile instead of video due to the time delay for video outcomes wouldn’t be communication in a timely manner. It will go on the Philip Street facebook – outcomes would go as caption under the current title on the example tile.</p> <p>RECOMMENDATION: Advisory Committee accepts the GRC Brand and Communication Team's recommendation for social media tile and text update as soon as possible after each Advisory Committee Meeting, to be provided by the chair through the secretariat, commencing from the September meeting</p> <p>Moved by: Lee Griffiths</p> <p>Seconded by: Cecelia Eggmolesse</p> <p>The Operations Group to explore and source training for the Advisory Committee members regarding diversity in its many forms and linked to The Operations Group to explore and source training for the Advisory Committee members regarding diversity in its many forms – meeting with the The Salvation Army’s All Abilities GM is happy to come to Gladstone and deliver diversity training for the Precinct and Advisory Committee, options of Volunteering Qld resources to be a referral for regular hirers at the Precinct, online. There’s also Your Multicultural Capability Training - The Neighbourhood Centre Co-Ordinator Rebecca Griffin had a meeting with Volunteering the Neighbourhood & Care Army Connect Worker Deb King, suggested members of the Committee are also Volunteers and it may be a great way to introduce volunteer workshop information to you all.</p> <p>We invite GRT to hold a specific conversation around the alignment with GRT & Philip Street and opportunities to share data and collaborate – touched on this earlier and recommendation made taking it to the next step - the invite is to be sent once forward calendar is established</p> <p>Advisory committee recommends the room booking system process improvement work is made a priority i.e. online – the bookings process has been reviewed with current state process maps created with final expected by 15th July – Lee provided a more in-depth update – report to be share with operations group once received to outwork what we can do. AT the moment we</p>	



Time	Topic	Action
	<p>don't have the technology to be able to share our internal bookings calendar with the community. We are exploring an online booking system, early days going through the Investment Decision Framework, but that new platform does who availability.</p> <p>That the Operations Group explore the difficulties of site accesibility 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>To explore acquiring a portable modular stage for use by community groups in the Maxine Brushe Community Meeting Place – no update</p> <p>To explore conversion of the Maxine Brushe Community Meeting Halls rooms into Smart Rooms with the technology to support online attendees – Lee confirmed this will happen in Room 3, not aware at which stage of the role out this will be done, I've asked for that to be early on in the process.</p> <p>To investigate a brochure rack and corkboard/magnetic style noticeboard on the hallway wall in Maxine Brushe Community Meeting Place – no update</p> <p>Lee requested note through the Chair – in the interest of speed of this meeting we've only gone through the actions that are in progress and haven't listed the actions that have been completed.</p> <p>Kate added that she has gone through the report in dept this morning and it's a lot more that have actually been completed in comparison to in progress, so we should be proud of that result.</p>	
<p>12.40pm – 1.15pm</p>	<p>Advisory Committee Members Reports</p> <p>Advisory Committee Members</p> <ul style="list-style-type: none"> - Kate Dufty - Disability Community Representative <p>No report presented</p> <p>Kate requested to minute - a few weeks ago she spoke to Kylie Lee about the Share the Dignity Box that has been put into the public women's toilet/bathroom, exploring having one put into the accessible bathroom as well.</p> <p>Recommendation – that a Share the Dignity dispenser be installed in the accessibility toilet at Philip Street Precinct.</p>	<p>For Information and Discussion</p>



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	<p>Moved by: Kate Seconded by: Shakira</p> <ul style="list-style-type: none"> - Cecelia Eggmolesse - Indigenous Community Representative <p>No report presented</p> <p>Had a wonderful NAIDOC week last week and many thanks to the Precinct for the support shown – it was great. What stood out was the support from everybody who is a part of this Precinct. A Big Thanks to Gay who did a wonderful job and was supported by everybody. All the community were enjoying themselves, very happy, great to see the playground full – last Wednesday couldn't have been better – congrats Gay!</p>									
<p>12.45pm – 1.30pm</p>	<p>Council & Appointed Members Update/Report</p> <p>Appointed Members</p> <ul style="list-style-type: none"> - Captain Chris Ford - Salvation Army – Philip Street Manager <p>Philip Street Communities and Families Precinct Advisory Committee Community Member Report</p> <table border="1" data-bbox="360 1023 1731 1142"> <tr> <td data-bbox="360 1023 546 1098">Report by</td> <td data-bbox="546 1023 1088 1098">Captain Chris Ford</td> <td data-bbox="1088 1023 1279 1098">Date of meeting</td> <td data-bbox="1279 1023 1731 1098">13th July 2022</td> </tr> <tr> <td data-bbox="360 1098 546 1142">Location</td> <td colspan="3" data-bbox="546 1098 1731 1142">Naghill Building – Smart Room</td> </tr> </table> <p>1. Community Member Report</p> <p>Gumar building has been moderately busy over the last month. With the school holidays and the cooler weather, numbers have been down which has resulted in a number of cancellations for services. This is not abnormal.</p> <p>Gumar building has been actively involved in NAIDOC week supplying food and volunteers to run the BBQ. Over 250 meals were served on the day. This was a fantastic example of collaboration between GRC, Doorways Casework, MoneyCare and</p>	Report by	Captain Chris Ford	Date of meeting	13 th July 2022	Location	Naghill Building – Smart Room			<p>For Information and Discussion</p>
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	<p>The Salvation Army Emergency Services.</p> <p>Yesterday we launched our Kingdom Chat Room again post COVID. Numbers were great for the first week with 25 homeless and disadvantaged people attending the program. One lady engaged very well with the volunteers and was on the brink of suicide. After talking to the volunteer for over an hour they left the Precinct feeling better. Follow up has been put in place with The Salvation Army Church to further engage and check on the lady between now and the next Kingdom Chat Room. Positive Lifestyle Program has also been offered to the community member and they will start that next week through the Church. Kingdom Chat Room is supported by Woolworths who supplied the food and 2 paid staff to help. This relationship is continuing but not with so much food. However, the Quota club has offered to come on board and support the Chat room for either an additional day or support the current day. We will be working with the Precinct collaborators to consider an additional day.</p> <p>We have also been working with GRC Neighbourhood Centre to secure the services of Orange Sky and the Sleep Bus to the Precinct. If we manage to get this over the line this will be an awesome addition to the services being offered from the Precinct for the homeless and disadvantaged. The early discussion had with Orange Sky is looking promising.</p> <p>Rogers Consulting has now been engaged to create the Evaluation Tools and referral pathways. This first set of meetings for this, is the week starting the 25th July which we welcome the input from the Advisory group. Please note, elected members and members of Council have had time set aside already on the 27th July. We are also about to engage another organisation who will provide the train the trainer component for the Precinct. Key Collaborators on site are coming together on the 26th July to consider the proposal.</p> <hr/> <p>Appointed Members</p> <ul style="list-style-type: none"> - Shakira Raymond – Communities for Children 	



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	<p align="center">Philip Street Communities and Families Precinct Advisory Committee Community Member Report</p> <table border="1" data-bbox="342 419 1715 531"> <tr> <td data-bbox="342 419 528 491">Report by</td> <td data-bbox="528 419 1072 491">Shakira Raymond – Nutchee Building</td> <td data-bbox="1072 419 1258 491">Date of meeting</td> <td data-bbox="1258 419 1715 491">14/07/2022</td> </tr> <tr> <td data-bbox="342 491 528 531">Location</td> <td colspan="3" data-bbox="528 491 1715 531">Maxine Brushe Community Meeting Place, Philip Street Communities and Families Precinct</td> </tr> </table> <p>New Nutchee Building Users Lionheart Inclusion, Training & Support Services have booked out the play space each Thursday for their new Early Childhood Program. There are three sessions run throughout the day, each with a different target age group.</p> <p>Site Visits 19/05/2022 – Heidi James and Tina Greer from Clinton State School came out to visit the premises and to share information around their new playgroups.</p> <p>Events 24/05/2022 & 26/05/2022 Communities for Children in conjunction with Integreat Qld and Strong Communities hosted two playgroup open days in celebration of Under Eights Week 2022. Both days proved to be a great success with many families in attendance. The 2022 theme is ‘Play in a changing world’, most of the activities were butterfly themed as butterflies have a changing lifecycle that children can observe in a matter of weeks. We had our first butterfly emerge this week and we currently have several darkened chrysalis’ which means we will have more hatch in the very near future. We also had the Gooreng Gooreng dancers perform a very special Storytime for both playgroups, where they shared a Welcome to Country dance, the Euliegla/Yaleela (butterfly) dance and a contemporary dance to Yothu Yindi’s Treaty. 08/07/2022 – CfC Staff hosted children’s activities at the NAIDOC Picnic Celebrations.</p> <p>New Features/Services Request from a community member around a designated corflute area (specifically for events/awareness signs). This community member has proposed that there be 2 rows of 3 panels (6 in total) near the car entry way of the Precinct. This community member</p>	Report by	Shakira Raymond – Nutchee Building	Date of meeting	14/07/2022	Location	Maxine Brushe Community Meeting Place, Philip Street Communities and Families Precinct			
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	<p>is aware that there is digital signage outside of the Maxine Brushe building but never sees the signage as they do not attend anything in that building.</p> <p>Trends</p> <p>Increase in enquiries about a family contact centre. Ongoing trends of no childcare placements and housing crisis.</p> <p>Statistical update From C4C</p> <p>Currently: 57% occupancy rate on space available versus space booked</p> <table border="1"> <thead> <tr> <th colspan="13">Totals</th> </tr> <tr> <th>Month</th> <th>Jul-21</th> <th>Aug-21</th> <th>Sep-21</th> <th>Oct-21</th> <th>Nov-21</th> <th>Dec-21</th> <th>Jan-22</th> <th>Feb-22</th> <th>Mar-22</th> <th>Apr-22</th> <th>May-22</th> <th>Jun-22</th> </tr> </thead> <tbody> <tr> <td>Individuals</td> <td>97</td> <td>223</td> <td>154</td> <td>699</td> <td>831</td> <td>361</td> <td>14</td> <td>292</td> <td>456</td> <td>355</td> <td>278</td> <td>237</td> </tr> <tr> <td>Programs</td> <td>3</td> <td>4</td> <td>4</td> <td>10</td> <td>8</td> <td>5</td> <td>1</td> <td>11</td> <td>11</td> <td>10</td> <td>8</td> <td>8</td> </tr> <tr> <td>Program Sessions</td> <td>6</td> <td>14</td> <td>8</td> <td>33</td> <td>32</td> <td>11</td> <td>1</td> <td>23</td> <td>26</td> <td>15</td> <td>22</td> <td>13</td> </tr> </tbody> </table> <p>- Lee Griffiths - Gladstone Regional Council</p> <ol style="list-style-type: none"> 1. Recommendation regarding the maintenance of The Precinct gardens – historically maintained by parks team - 1 full time employee split across the different departments. That 1 full time employee will now be based at The Precinct being employed as a gardener to maintain the gardens, grasses and verges here for 12 months, with the hope this becomes ongoing. 2. First consult room hire for Ngallil Building which Rebecca Creedy will touch on later. 3. Bookings we're seeing big numbers coming in requesting use. The Operations Group are looking at exploring a 'Fair Use' Policy. Discussion had by the group on their thoughts around this. <p>Recommendation: Advisory Committee recommends that the Bookings Group pull together key statistics on site bookings to share with the Advisory committee for discussion on a Fair Use Policy</p> <p>Moved by: Lee</p> <p>Seconded by: Kate</p>	Totals													Month	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Individuals	97	223	154	699	831	361	14	292	456	355	278	237	Programs	3	4	4	10	8	5	1	11	11	10	8	8	Program Sessions	6	14	8	33	32	11	1	23	26	15	22	13	
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<p>1.45pm – 1.50pm</p>	<p>Recommendations from Operations Group to Advisory Community Development Specialist</p> <p>Regarding: Recommendation from Operations Group to Advisory Group to move Advisory Group meetings to every two months. This will allow ample time for actions and recommendations to be outworked and progress can be reported back. Discussion had by the group - Kate put forward that these meeting be bi-monthly, and look at sub-group meetings to progress particular things (smaller group, not entire committee) Lee advised: if it's a decision making meeting you need quorum etc, whereas if quick catchup then that can be more information. Kate suggested more like a brain storming session in between</p> <p>Recommendation: Advisory Committee commence meeting every two months instead of monthly, with the next committee meeting being held in September 2022, with the exception of special meetings as required.</p> <p>Moved by: Chris Seconded by: Shakira</p> <p>Regarding: 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. Group discussed options around this and gaining/encouraging a youth representative for the Committee. Options discussed:</p> <ol style="list-style-type: none"> 1. Rotating chair through youth council 2. Make meeting later in the day 3. Open the age bracket 4. Someone to represent the youth eg caseworker at Roseberry 5. Gay to touch base with liaison officers at schools – Cecelia could mentor this youth member and possibly Michelle Eggmolese to mention in her Link & Launch Program 6. Committee members would all then need a blue card (those who are in control) – Cecelia does not have one <p>Recommendation: for the Engagement and Partnership Team to work with Gay SIRRIS to engage with Community Education Counsellors for recommendations to source a Youth Representative for the Advisory Committee.</p> <p>Moved by: Cecelia</p>	<p>For Discussion and Decision</p>



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	<p>Seconded by: Shakira</p> <p>Discussion around the Senior Representative (over 55yrs)</p> <p>Options:</p> <ol style="list-style-type: none"> 1. Could we extend the age group to over 50 yrs ACTION: For further discussion at next meeting. <p>Venue for these meetings – do we like this set-up today, should we continue this way?</p> <p>Recommendation: The Advisory Committee Meetings are held in the Philip Street Smart Room to free up room in the Maxine Brushe Meeting Place and allow committee the opportunity to join virtually</p> <p>Moved by: Lee</p> <p>Seconded by: Kate</p>	<p>ACTION</p>								
<p>1.50pm – 1.55pm</p>	<p>Recommendations to Council Community Development Officer</p> <ul style="list-style-type: none"> - Recap of recommendations made during the meeting <table border="1" data-bbox="342 967 1839 1409"> <tr> <td data-bbox="342 967 546 1129"> <p>7/07/2022</p> </td> <td data-bbox="546 967 750 1129"> <p>For action</p> </td> <td data-bbox="750 967 1384 1129"> <p>The Engagement and Partnership Team to facilitate email conversation between Advisory Committee members to discuss questions to ask GRT in preparation for meeting with them.</p> </td> <td data-bbox="1384 967 1839 1129"> <p>Advisory Committee To Council</p> </td> </tr> <tr> <td data-bbox="342 1129 546 1409"> <p>7/07/2022</p> </td> <td data-bbox="546 1129 750 1409"> <p>For action</p> </td> <td data-bbox="750 1129 1384 1409"> <p>Advisory Committee accepts the GRC Brand and Communication Team's recommendation for social media tile and text update as soon as possible after each Advisory Committee Meeting, to be provided by the chair through the secretariat, commencing from the September meeting.</p> </td> <td data-bbox="1384 1129 1839 1409"> <p>Advisory Committee To Council</p> </td> </tr> </table>	<p>7/07/2022</p>	<p>For action</p>	<p>The Engagement and Partnership Team to facilitate email conversation between Advisory Committee members to discuss questions to ask GRT in preparation for meeting with them.</p>	<p>Advisory Committee To Council</p>	<p>7/07/2022</p>	<p>For action</p>	<p>Advisory Committee accepts the GRC Brand and Communication Team's recommendation for social media tile and text update as soon as possible after each Advisory Committee Meeting, to be provided by the chair through the secretariat, commencing from the September meeting.</p>	<p>Advisory Committee To Council</p>	<p>For Discussion and Decision</p>
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	7/07/2022	For action	Advisory Committee recommends that the Bookings Group pull together key statistics on site bookings to share with the Advisory committee for discussion on a Fair Use Policy.	Advisory Committee to Bookings Group
	7/07/2022	For action	Advisory Committee commence meeting every two months instead of monthly, with the next committee meeting being held in September 2022, with the exception of special meetings as required.	Advisory Committee to Advisory Committee
	7/07/2022	For action	The Engagement and Partnership Team to work with Gay SIRRIS to engage with Community Education Counsellors for recommendations to source a Youth Representative for the Advisory Committee	Advisory Committee To Council
	7/07/2022	For action	The Advisory Committee Meetings are held in the Philip Street Smart Room to free up room in the Maxine Brushe Meeting Place and allow committee the opportunity to join virtually	Advisory Committee To Council
1.55pm – 2pm	Check out and close meeting - Name one great contribution made today by another Advisory Group member Kate Dufty– what’s happening here and what programs are being run – give the gong to quite a few of you			For Noting

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	<p>Shakira Raymond – Bec Creedy for her great contribution and stepping in during Emily’s absence</p> <p>Christopher Ford – hearing Aunty Cecelia’s views in relation to gaining a youth member for the Committee</p> <p>Lee Griffith – concurred Chris’s advices – this demonstrates having different voices at the table brings different lenses, I value the different and varied contributions brought to the table</p> <p>Cecilia Eggmolesse – Chris, happy to hear a lot more services here at the Precinct, Allied Health and psychologists etc – this meets needs. Cecelia advised ‘her mob’ are accessing TSA services, good to know that they are accessing these services, and Shakira’s too – we want more numbers here of little people.</p> <p>Rebecca Creedy – Kate’s contribution of dignity machine in accessible toilets, making the precinct more inclusive</p> <p>Lee noted his apologies for next meeting, he will be on leave.</p> <p>Meeting closed 2:00pm</p>	
<p>Next Meeting Date: 8th September 2022 12noon to 2pm – R U OK DAY</p> <p>Meeting Chair: To Be Confirmed</p> <p>Location: Ngallil Building, Philip Street Communities & Families Precinct</p> <p>Public Gallery Location: Gumar Building, Philip Street Communities & Families Precinct</p>		

Appendix 1.

Report – Salvation Army

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Appendix 2.

Report – Communities for Children

Appendix 3.

Stakeholder Consultations – Site Visit July 2022

