

## Philip Street Communities and Families

### Advisory Group – Meeting Minutes – 9/11/2023



**Time:** 12noon to 2pm

**Location:** GRC Smart Room, Philip Street Communities and Families Precinct

**Meeting Chair:** Maxine Brushe

#### Apologies:

Debbie Meier-Cuddy - Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts

Supria Singh – Culturally and Linguistically Diverse Community Representative

#### Participants:

Cr Desley O’Grady

Cr Natalia Muszkat

Kate Dufty – Disability Community Representative

Maxine Brushe - Senior Community Representative

Jakob Humphries – Youth Community Representative

Cecelia Eggmolesse – Indigenous Community Representative

Shakira Raymond – Communities for Children (GAPDL)

Christopher Ford - The Salvation Army

Kylie Lee – Gladstone Regional Council

Brianna Janson - Gladstone Regional Council

Jaclyn Iwasaka – Gladstone Regional Council (Secretariat)

Taylah Underhill – 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.***



Topic	Action
<p><b>Meeting open: 12:08</b>  <b>Acknowledgement of Country</b> – Cr. O’Grady</p>	
<p><b>Check In</b> - As community workers and volunteers, we tend to be very busy. How do you recharge when you are running low on energy?</p>	
<p><b>Minutes &amp; Conflicts of Interest</b>                      Previous minutes accepted by committee.  <b>Moved – Kate</b>  <b>Seconded – Maxine</b></p> <p><b>Conflicts of Interest declared - NIL</b></p>	<p>For Noting</p>
<p><b>Update of recommendations and actions</b>  <b>Update of outcomes and progress of recommendations and actions from previous meetings</b> - Community Development Specialist</p> <p><b>For Action: Recommendation to include lunch and learns ahead of future committee meetings.</b>                      This item is on the agenda to discuss later in the meeting.</p> <p><b>For Action: Advisory Committee to meet with GCOTA to see how we can support. Option for disability housing options in Retirement Village adjacent to PSP.</b>                      As Council followed an expression of interest process for the land, this is no longer relevant to the committee. Marked as completed.</p> <p><b>For Action: Investigate street signage placement to assist visitors to PSP. David Burns street sign should be before the turn to avoid people getting lost or missing the turn off.</b>                      No new updates.</p>	<p>For Noting</p>

Topic	Action
<p><b>For Action: Library hot desks and charging station for Precinct Library.</b></p> <p>A brochure wall has just been installed in the library. Now that we know how much space we have left, we will be able to proceed with installing a hot desk.</p> <p>Chris informed the committee that he just received a large donation of laptops, if more are needed for the space. Brianna and Chris will discuss this further.</p>	
<p><b>For Action: Create chairperson roster, also add Deb Meier-Cuddy to agenda in Precinct Partners Section.</b></p> <p>A chairperson roster was created and sent out along with the agenda for today’s meeting. Deb Meier-Cuddy has been added to the precinct partners section of the agenda. This action was marked completed.</p>	
<p><b>For Action: Bookings Report to be forwarded to PSP committee with agenda and minutes prior to meeting.</b></p> <p>The bookings report was sent out last week, and again with the documents for today’s meeting. This will be discussed later in the meeting as an agenda item. The action has been marked as completed.</p>	
<p><b>For Action: Touch base with Regional Housing to discuss potential of attending PSP meeting.</b></p> <p>Chris advised that Regional Housing is still settling into the space. The committee will await advice from Chris before inviting them.</p>	
<p><b>For Action: Arrange Theory of Change meeting for PSP committee separate to normal meetings.</b></p> <p>The meeting has been scheduled for Tuesday, November 21, 12:30-2pm. Committee members have been notified of the meeting. Charmaine Stubbs has also been invited and will join for part of the meeting. This action was marked as completed.</p>	
<p><b>For Action: Homelessness round table discussion with GRT.</b></p> <p>GRT had an initial meeting last week with key stakeholders. They are potentially looking at splitting into sub-groups. They will look at making more information available once the working group has decided the scope. Kylie Lee and Brianna will continue to update the committee as things progress.</p>	

Topic	Action
<p><b>Booking System Review Report – Manager Community Partnerships Brianna Janson</b></p> <p>Brianna gave an overview of the aims, methods and recommendations of the review, as detailed in the report.</p> <p>Cr. Muzskat asked if it is worth charging for the use of the Maxine Brushe at all, considering the low amount of income generated.</p> <p>Kylie advised that Council is currently in the procurement stage of implementing a booking system that would allow people to book Council venues online – it is anticipated that this would reduce the cost of Council human resources.</p> <p>The committee then discussed the merits and demerits of having a cost associated with hiring the facility.</p> <p>Kylie asked if the issue of key collection for after hours usage of the facilities came up in the report.</p> <p>Brianna responded that this did not come up as an issue in the report. Cr. Muszkat shared that some groups do have this issue, and that there are also some groups who do not hire the facility for this reason. It was discussed that the process is in line with other Council facilities, and that regular (defined as using the facilities multiple times a week) after-hour hirers have their own key to access the facility.</p> <p>The committee decided to investigate whether a lock-box system could be implemented for after-hours key collection.</p> <p>Kate added that she would like to see the booking system make it easier to make repeat bookings.</p> <p>Shakira asked if there was any feedback in the report about what hireable spaces look like as this is a question that she is often asked by potential hirers of the Nutchee Building.</p> <p>Brianna shared that Council is currently creating a Virtual Tour of the precinct which will be live soon.</p> <p><b>Lunch &amp; Learns – topics/themes</b></p> <p>The committee was asked what topics they would like to see as part of the lunch and learns.</p> <p>The committee agreed that they would like to invite regular hirers of the precinct, especially those in the consult rooms, to present about their services.</p>	

Topic	Action
<p><b>Advisory Committee Members Updates/Reports</b> <b>Advisory Committee Members</b></p> <p><b>Disability Community Representative - Kate Dufty</b> NIL</p> <p><b>Indigenous Community Representative - Cecelia Eggmolesse</b> Dorrie Day was much bigger than last year and was very well-received. There was lots of positive feedback. However, the event might have grown too big for the precinct – this will have to be considered next year. Onsite parking was an issue. Cecelia would like to see more non-council NAIDOC events held here at the precinct next year. Brianna will reach out to the NAIDOC committee to advise of spaces that are available at the precinct.</p> <p><b>Youth Community Representative – Jakob Humphries</b> The Sunset Cinema was held at the Precinct on October 11 and went well. Approximately 50 young people attended. There were many learnings for future events. Chris added that it was great to see the Precinct being used to its full capacity and the diversity of users of the space. The Youth Council have drafted an Action Plan which is a result of the Youth Summit that was held last year. The Action Plan will be going to a Council meeting soon. Youth Council nominations are open.</p> <p><b>Senior Community Representative – Maxine Brushe</b> Seniors Month was very successful. The activities were great for people who don't get out often. It is a worthwhile program moving forward. The Aged Care facility at Boyne/Tannum is still progressing. It has not yet been publicly announced.</p>	

Topic	Action
<p><b>RECOMMENDATIONS FOR ACTION</b></p> <p>FOR ACTION: Investigate Lock Box for out-of-hours hiring</p> <p>FOR ACTION: Invite organisations who are hiring the consult rooms to attend future meetings as part of the Lunch &amp; Learns.</p> <p>FOR ACTION: Reach out to the NAIDOC Committee to advise of the various spaces that are available for events next year.</p>	
<p><b>Advisory Committee Members Updates/Reports</b></p> <p><b>Councilors</b></p> <p><b>Cr. O’Grady</b></p> <p>Vinetta passed away last week. She was instrumental in getting the precinct up and running. The committee expressed their condolences and thoughts for her family.</p> <p><b>Cr. Muszkat</b></p> <p>Speaking on behalf of Supria, Strong Communities and Integreat Queensland run a variety of multicultural programs in the Nutchee Building at the Precinct. There is a multicultural hub and a multicultural playgroup, among others. We have many multicultural people attending the precinct. This is something that should be celebrated.</p> <p>Large numbers of the CALD community are being affected by what is currently happening in the Middle East.</p> <p>Racist comments on social media are also an issue. Cr. Muzskat introduced the Racism It Stops with Me Campaign to the committee.</p> <p>Shakira added that the multicultural hub is growing and is having some wonderful outcomes – introducing CALD people to services that are available.</p> <p>Kate suggested that the committee invite Supria to present about her work as part of the Lunch &amp; Learn. The committee agreed.</p> <p>Cr. Muzskat also added that she is noticing a trend that there are many people moving to the area who are disadvantaged.</p> <p>Chris added that he has also noticed this through his work.</p>	

Topic	Action
<p>Cr. Muszkat asked if there is anything that we need to do at the precinct to prepare for the hot weather that is predicted for this summer. Cr. O’Grady advised that last year there were complaints about play equipment across the region being too hot. Kylie Lee will investigate the creation of signage warning people about the temperature of the play equipment.</p> <p><b>RECOMMENDATIONS FOR ACTION – NIL</b></p>	
<p><b>Council &amp; Appointed Members Update/Report</b></p> <p><b>Appointed Members</b></p> <p><b>Gladstone Regional Council – Kylie Lee</b></p> <p>Gladstone Regional Council team have been busy with recovery work after the bushfires in Deepwater and Lowmead. Cross agency recovery will come later this month utilize and test the space at the Philip Street Precinct as a potential location for future activities. Significant grants and donations are currently going through their assessment process. Youth Council and Saiki Sister City Committee are currently accepting expressions of interest. Council’s Access and Inclusion Action Plan is progressing. A contract is almost finalized with the chosen consultant. There will be a disability access audit of the Philip Street Precinct, among other sites. The consultant will do an internal audit and external engagement. An action plan will then be created from the findings.</p> <p><b>Salvation Army – Philip Street Manager – Chris Ford</b></p> <p>The Salvation Army had to close NILS for a short period of time as there were too many applicants. Christmas interviews are almost complete. Approximately 150 - 170 people are being supported which equates to around 300-350 kids. This is up from last year. There are many first-time applicants this year. Afterpay is a concerning trend. People are using it to purchase gift vouchers to buy food. The Salvation Army are trying to put pressure on the government to legislate change.</p>	

Topic	Action
<p>Kylie asked where people are moving from. Chris responded that they are seeing people come from the Ipswich/Woodridge area and that less people are coming from interstate now. Some people have moved from Baffle Creek following the fires there.</p> <p><b>Communities 4 Children - Project Support Officer - Shakira Raymond</b> Frequent users are learning more about the precinct and are helping to spread the word about the facilities that are available. However, professional services such as hairdressers still do not have a lot of knowledge about the precinct. Shakira asked if there is anything that the precinct should be doing to promote our services further.</p> <p>Gladstone First Nations Community Honouring Excellence Awards was held at the precinct last Wednesday night. The feedback from the awards was how can we get the community more involved in the awards. It started as educational awards but is becoming more of a community event. Parents or the community can nominate children for an award. The committee discussed how the precinct can promote or be more involved. The committee agreed to forward the information to the RAP committee for discussion, as the project aligns well with RAP. Cr. Muszkat suggested adding the Welcoming Cities Framework and Accreditation to the Lunch &amp; Learns as well.</p> <p><b>RECOMMENDATIONS FOR ACTION</b> FOR ACTION: Arrange a Lunch &amp; Learn about the Welcoming Cities Framework &amp; Accreditation FOR ACTION: Forward information about the Gladstone First Nations Community Honouring Excellence Awards to the RAP Committee for discussion</p>	
<p><b>Collaboration and Operations Update</b> <b>Secretariat - Community Development Officer</b> The committee reviewed the hire stats for September and October 2023.</p>	<p>For Discussion and Decision</p>



Topic	Action
<p>The Maxine Brushe Community Meeting Place will be closed for bookings during the Christmas period – except for regular hirers such as Alcoholics Anonymous.</p> <p>The committee decided to invite hirers of the Maxine Brushe to be a part of the Lunch &amp; Learns.</p> <p><b>RECOMMENDATIONS FOR ACTION - NIL</b></p>	
<p><b>Recommendations from Operations Group to Advisory Secretariat - Community Development Officer</b></p> <p><b>Operations Meeting was held on 5/10/2023</b></p> <ul style="list-style-type: none"> <li>- No recommendations for the Advisory Committee</li> <li>- Topics discussed included library hot desks, regular testing of duress alarm, and CCTV repairs</li> </ul> <p>Cecelia asked what happens when the duress alarm is pressed at the Precinct.</p> <p>Chris explained the procedures in the event of a duress alarm.</p> <p><b>RECOMMENDATIONS FOR ACTION - NIL</b></p>	<p>For Discussion and Decision</p>
<p><b>Recommendations to Council - NIL</b></p>	<p>For Discussion and Decision</p>
<p><b>Check out question – Do you have a passion project that you are working on now?</b></p>	
<p><b>Check out and close meeting: 1:54pm</b></p>	<p>For Noting</p>

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Topic	Action
<p><b>Next Meeting date:</b> 11 January 2024, 12pm-2pm</p> <p><b>Meeting Chair:</b> Kate Dufty</p> <p><b>Location:</b> GRC Smart Room, Philip Street Communities &amp; Families Precinct</p>	