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# Minutes of meeting

Chisholm Road Prison Project - Community Advisory Group

| Meeting details |
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| Meeting title: | Community Advisory Group | No: | 15 |
| Date: | Wednesday 21 October 2020 | Time:  | 4pm to 5.30pm |
| Location: | Online |
| Attendees |
| **Community Advisory Group members:** Justin Giddings (Chair), Corrina Eccles (Wadawurrung representative), Barry White (community member), Leigh Bartlett (community member), Marylyn Pettit (community member), John Brne (community member), Andrew Reaper (Assistant Commissioner Custodial Services, Corrections Victoria), Corinne Cadilhac (Deputy Secretary, Justice Infrastructure and CEO of the Community Safety Building Authority)**Other attendees:** Alex Wigmore, (Senior Project Manager, CSBA), Lance Sleeman (Project Director, CSBA), Ryan Wallis (Project Director, John Holland), Michael Sloan (Senior Adviser, Project Communication, DJCS), Marlene Morison, (General Manager, Chisholm Road Prison), Melissa Raby (Social Procurement Manager, JHG), Andrew Green (Manager, Project Communication, DJCS), David Ferguson (Senior Station Officer, CFA)  |
| **Meeting overview** |

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| **Actions from October meeting** |
| **Action 15.1** CSBAto add CAG members to media distribution list for project updates**Action 15.2** CSBA to share final artwork for Chisholm Road site signage with minutes**Action 15.3** John Holland to monitor traffic levels near site following removal of COVID checkpoint |
| **Actions closed at October meeting** |
| **Action 14.1** CSBA to investigate guidelines on whether and how aerial images of construction work may be used to promote work underway on site.**Action 14.2** John Holland and CSBA to explore use of social procurement data, and employment ‘success stories’ to promote job opportunities available on site. **Action 14.3** Draft site signage artwork to be distributed with minutes to allow for community feedback**Action 14.6** Andrew Reaper to confirm prison population and staff numbers for the precinct at next meeting  |

**Item 1. Welcome, previous minutes and actions**

* Minutes from the 19 August meeting were endorsed with corrections to list of attendees.
* Update on **Action 15.1**, (aerial images). CSBA confirmed new aerial images have been approved for public use and can be made available to community groups and other project stakeholders.
* Update on **Action 15.6**, (facility numbers). Andrew Reaper (Assistant Commissioner Custodial Services, Corrections Victoria) discussed current and projected staff numbers in the Barwon Prison Precinct stating that 1650 staff are directly employed in correctional facilities in the Precinct in addition to health and support workers delivering contracted services.
* Barry White (community member), discussed recent coverage of Chisholm Road in a Geelong Advertiser article announcing the beginning of Main Works on site.
* **Action 16.1** CSBAto add CAG members to media distribution list for project updates
* Lance Sleeman (Project Director, CSBA) discussed recent start of Main Works on site, stating agreement between John Holland and CSBA to commence this work represented a fantastic outcome reached by all parties working collaboratively.
* LS noted significant work ahead to make recommendations on finishing trades for project.

**Item 2. John Holland update**

* Ryan Wallis (Project Director, John Holland), provided an updated and presentation of aerial footage showing recent work undertaken on Chisholm Road site. RW noted that the pouring of several main accommodation block slabs, and completion of major civil works marks an important milestone for project and will lead to a decrease in vehicle movement and traffic around site.
* Discussion of impact of COVID-19 restrictions on work on-site and precautions taken by John Holland. RW noted that 500 building workers are currently working on project with this expected to rise to 1200-1300 workers during peak construction period.
* Justin Giddings (Chair), noted progress on site is significant given impact of COVID-19 on supply chains for many similar large-scale construction projects.
* RW confirmed while some metropolitan sites had experienced slow-downs, progress has not been significantly impacted at Chisholm Road.
* Lance Sleeman (Project Director, CSBA) noted project is ahead of projected cash flow and progressing in advance of initial forecasts.
* Discussion of future CAG visit to site following easing of COVID-restrictions.

**Item 3. Communications update**

* Andrew Green (Manager, Project Communication, DJCS) discussed recent media coverage of project and recent social posts by the Hon. Natalie Hutchins MP and Minister for Corrections updating the community on start of main works at site.
* Discussion of process for using aerial images of site and distribution of future media releases to CAG members. **Action 15.2** CSBA to share final artwork of Chisholm Road site signage with minutes
* AG noted interviews with workers hired under social procurement policies have been sourced as part of **Action 15.2** (social procurement data)and usage of this to promote project job opportunities will be discussed in future communications updates.

**Item 3. Community feedback**

* Marlene Morison, (General Manager, Chisholm Road Prison), outlined beginning of early recruitment for senior operational staff at Chisholm Road with bulk of recruitment activities to occur in 2021-22.
* Discussion of regional unemployment, and update on naming of facility and communications and attraction strategy for Chisholm Road in early 2021.
* Andrew Reaper (Assistant Commissioner Custodial Services, Corrections Victoria) noted proposal for training and recruitment of ongoing staff at facility is currently with Gordon TAFE and City of Greater Geelong for consideration.
* Discussion between Melissa Raby (Social Procurement Manager, JHG) and Corrina Eccles (Wadawurrung representative), regarding work underway in conjunction with Wamarra to recruit Indigenous Victorians.
* John Brne (community member) discussed traffic patterns in area, noting increase in vehicles on McIntyre Road. Discussion on current and predicted traffic patterns in area following removal of COVID checkpoints and increase in workers at residential developments along Wyndham Road.
* Barry White (community member), noted moves by VicRoads to use signage to direct traffic around rather than through Lara.
* Ryan Wallis (Project Director, John Holland) explained workers at Chisholm Road are instructed to access the site via Bacchus Marsh Road during their induction. RW noted need to remind workers of preferred access road as new sub-contractors join project.
* Discussion of possibility of conducting a site-based campaign to remind workers of preferred access road following removal of COVID restrictions.
* **Action 15.3** John Holland to monitor traffic levels and routes near site following removal of COVID checkpoint

 **Item 4. Close, date of next meeting**

* Date of next meeting confirmed for early December 2020.
* Meeting closed 5.02pm.