# Minutes of Meeting

Cherry Creek Youth Justice Centre - Community Advisory Group

# MinutesAgenda

Chisholm Road Prison Project - Community Advisory Group

| Meeting details | | | |
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| Meeting title: | Community Advisory Group | No: | 25 |
| Date: | Monday, 1 June 2020 | Time: | 3.45pm to 5pm |
| Location: | Online | | |
| Attendees | | | |
| **Community Advisory Group members:** Justin Giddings (Chair), Marisa Berton (community member), Walter Villagonzalo (Wyndham City Council), Natalie Walker (Wyndham City Council), James McCann (Director, Custodial Operations, Youth Justice), Barbara McLure (Deputy Chair, community member), Peter Maynard (Wyndham City Council), Stephen O’Connell (Victoria Police), Lisa Heinrichs (community member), John Menegazzo (community member), Corinne Cadilhac (Deputy Secretary, Justice Infrastructure; CEO, Community Safety Building Authority)  **Other attendees:** Justin Balasa (Project Manager, John Holland), Laurie Mercuri (John Holland), Sean Kennedy (Acting Commander, District 14, CFA), Michael Rowell (Commander, District 7, CFA), Ishbel Morrison (Project Director, CSBA), Thomas Mills (Senior Project Manager, CSBA), James McCann (Director, Custodial Operations, Youth Justice), Louise Ellen (Project Manager, CSBA), Peter Flaherty (Director, Public Affairs, DJCS), Andrew Green (Project Communication Manager, DJCS), Erin O’Keefe (Acting Director, Workforce and Infrastructure, Youth Justice), Jenny Wood (Wyndham City Council) | | | |
| **Apologies:** | | | |
| Peter Gill (Senior Project Manager, CSBA); Les Sanderson (community member), James Dalton (Victoria Police), Aaron Riches (Victoria Police), | | | |
| **Meeting overview** | | | |

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**Opening, previous minutes and actions**

JG (The Chair) opened the meeting and minutes from the 22 April were endorsed.

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| Actions from June meeting |
| **Action 25.1**: JG to provide further updates re vegetation and VicRoads freeway site.  **Action 25.2**: (ongoing) JB to provide regular update re local jobs on site.  **Action 25.3**: (ongoing) Road naming process to be progressed and reported back at or before next CAG meeting.  **Action 25.4**: If possible with COVID-19, AG to plan community information session at Little River Hall from 5pm, 3 August 2020 |
| Actions closed at June meeting |
| **Action 1**: Justice Precinct Update. Now CLOSED (Resolved: JG Chair)  **Actions 5 & 6**: COVID-19 processes and recruitment. Now CLOSED (Resolved: JG Chair)  **Action 7**: Community engagement during COVID-19. Now CLOSED |

**Opening, Action 1 and Action 2**

* JG **(Action 1 Justice Precinct Update):** Confirmed with Tim Pallas’ office the following:
* Werribee Justice Precinct confirmed for planning.
* Timeframe yet to be determined.
* JG also discussed with Tim Pallas’ office that a call centre had been set up and precinct plans would complement the Youth Justice Centre. No formal approach yet.
* LH to follow up on details of commitment from Tim Pallas regarding commitment.
* NW (Council) referred to requirement of receiving a commitment from the Government to build Stage 1 of the Precinct, further enquiring about plans and timeframe of delivery. NW suggested referring this subject matter to Jill Hennessy, rather than Tim Pallas.
* JG **(Action 25.1):** Correspondence with VicRoads confirmed site location in Metro North West region. MR assisting with process. Roadside team queried type of vegetation planting in Fyansford.
* JG to provide further updates next meeting.

**Project update and Action 3**

* JB referred to workforce statistics:
* Youth Justice Redevelopment Project (YJRP) inductions as of previous CAG meeting: **317** **total** (including John Holland).
* **273** subcontractors to date.
* Expected peak of **550** subcontractors at any one time.
* Based on RPP of **5,000** subcontractors, it is anticipated **2,000** will be on YJRP
* **44%** of workforce (140 individual subcontractors) travelling from western region of Melbourne.
* **33%** of companies (based on head office locations) located in the west.

Active procurement of local workers demonstrated to undertake construction works. Monthly updates to be provided.

* JB presented slide deck which was also distributed. This included information regarding:
* External roads
* Piling pads
* Completion of gatehouse and structures
* Roofing
* Works in western region: stormwater, hydraulics, drainage (completion set for end of next week)
* Loaded and laid all roof sheets
* Brickwork completed on plant building
* Mock bedroom completed – sign off required
* 1000/1800 piles completed; deepest pile: 19-20 metres.

**Access Road naming update (Action 4)**

* City of Wyndham (JW) discussed Action 4 (naming process)
* 8-week process suggested ‘Kangaroo Drive’ which applied geographical naming rules. Closest Kangaroo Drive is 27km away, not resulting in issues.
* Geographical Naming Victoria advised to engage CAG, then proceed to registrar for approvals.
* LH queried whether the name could instead be the original track name.
* JW to return via correspondence or next CAG to advise whether Belfridges Track 1 – or whichever variation is appropriate – can be the name, as per CAGs preference. JW to further confirm statutory process, given it is a private Road.

**Youth Justice Update, Action 5 and Action 6 (COVID-19 processes and recruitment)**

* JM briefed CAG on processes undertaken at Youth Justice facilities to ensure prevention of COVID-19 cases. Recognition that lower overall community infection numbers have also supported its management.
* JM further introduced range of measures, including:
* All new admissions quarantined
* Daily temperature testing of staff
* Ceasing professional and personal visits. Family visits now via Skype (which has had a positive reaction, and in some cases better contact for family that had trouble visiting)
* Increased cleaning of facilities and promotion of physical distancing (where possible). In addition, younger individuals who have been isolated were given laptops with educational material and music
* Education processes back to normal, with teachers back on site.
* Early work on recruitment for the new facility is underway. Several new positions that will support operational readiness activities to be advertised shortly. This includes the position of Workforce Planning Lead, who will develop a recruitment strategy. Further includes promoting positions to existing staff who may wish to transfer, and staff training. To occur over the next 12 months or so.

**Community Engagement and Action 7 (Community Engagement during COVID-19)**

* Cherry Creek page on the Engage Victoria website has been improved to provide the community with more up to date and timely information during COVID-19. Changes include:
* Removed out of date information, and combined/reduced amount of general overview information to shorten main page and reduce sub-sections from 9 to 6
* Raised prominence of ‘subscribe’ functionality to receive project updates
* Raised prominence of CAG information and added three most recent CAG minutes
* DJCS advised that further website improvements would be made over the coming months
* CAG requested DJCS to make preparations for a community information session at Little River, on 3 August (subject to COVID-19 restrictions), to brief the community about activity at Cherry Creek.
* CAG agreed this would be postponed if issues arose as a result of COVID-19.

**Community Feedback**

* CAG member raised safety concerns regarding Cherry Creek facility following an incident at Malmsbury. Noted by CAG.

**Other business**

* CAG was advised that a search of previous minutes had not shown any project timeline information, excluding John Holland’s information during regular updates. Noted by CAG.

**Close and date of next meeting**

JG (Chair) closed the meeting at 5pm. Next meeting to take place at 3.45pm 3 August 2020, at Little River if possible.