

# Minutes

Cherry Creek Youth Justice Centre - Community Advisory Group

| Meeting details |
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| Meeting title: | Community Advisory Group | No: | 24 |
| Date: | Monday, 6 April 2020 | Time:  | 3.45pm to 5.05pm |
| Location: | Online  |
| Attendees  |
| **Community Advisory Group members:**  Justin Giddings (Chair), Barbara McLure (Deputy Chair, community member), Lisa Heinrichs (community member), Kim McAliney (Wyndham City Council), Natalie Walker (Wyndham City Council), John Menegazzo (community member), Les Sanderson (community member), Peter Maynard (Councillor, Wyndham City Council), Marisa Berton (community member), Corinne Cadilhac (Deputy Secretary, Justice Infrastructure, CEO, Community Safety Building Authority). **Other attendees**: Justin Balasa (John Holland), Ishbel Morrison (Project Director, CSBA), Peter Gill (Senior Project Manager, CSBA), Peter Flaherty (Director, Public Affairs, DJSC), Andrew Green (Project Communications Manager, DJCS) |
| **Apologies**: Walter Villagonzalo (Wyndham City Council), Aaron Davies (Victoria Police), Laurie Mercuri (Project Director, John Holland), Stephanie McGregor (Executive Director, Community Safety Building Authority) |
| **Opening/apologies*** The Chair opened the meeting at 3.47pm, noted apologies, and thanked members for attending.
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| **Minutes of CAG held on 2 March 2020*** Community Advisory Group (CAG) endorsed the minutes of the meeting held on 2 March 2020, subject to minor comments.
* Previous actions were reviewed. Actions that remained open are set out at the end of these minutes.
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| **Project update*** John Holland Group (JHG) provided an update to the CAG on construction works. The slides presented by JHG are included at Attachment 1.
* JHG identified that the following construction works had been undertaken since the previous CAG meeting on 2 March 2020:
	+ Civil works: roadwork continues on external western road, trenchwork underway adjacent to the main carpark, installation of stormwater and electrical conduits ongoing, and installation of foundations for access road light poles.
	+ Construction work: continues on Gatehouse and Facility Support buildings.
	+ Foundation works: included drilling and pouring of piers to visitor area, drilling and pouring of piers to kitchen, and drilling and pouring of piers to internal structures.
	+ Works completed included structural steel erection to Gatehouse, piers for Health / Mental Health block, and blockwork to Facility Support and Gatehouse.
* CAG member requested further information regarding the number of local contractors on site. JHG took the question on notice, and agreed to provide further detail (where/if available) on the local jobs predicted to be created on site (**Action 3)**
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| **Facility naming update*** DJCS advised that a name change relating to (1) the access road, (2) the locality, (3) the Youth Justice facility each required different legislative processes. These processes were ongoing and at different stages of maturity.
* DJCS confirmed that the approach to naming of the access road will follow the requirements outlined in ‘*Naming Rules for Places in Victoria*.’ Changing the name of the access road will ensure that the construction site has an appropriate address and ensure that emergency services, deliveries and those unfamiliar with the site can find the entrance using GPS tools. The next step is for DJCS to submit a plan/map to the naming authority (Wyndham City Council) as part of the approvals process. The current intention is to put forward a name drawing upon the historical “Belfridges 1 Track”, as previously discussed with CAG.
* DJCS confirmed that renaming of the site locality will also be in accordance with the principles and requirements outlined in ‘*Naming Rules for Places in Victoria*.’ There is a greater degree of consultation required than for naming of the access road. This process will require sponsorship by the naming authority (Wyndham City Council). Next step is for DJCS to liaise with Wyndham City Council to understand any support they may require to take the process forward.
* DJCS confirmed that the current approach is for prisons and youth justice facilities to adopt aboriginal names. DJCS would welcome any suggestions from CAG as to potential names. All suggestions will be reviewed by Youth Justice as part of a formal consultation process, which will include the Traditional Owners. A final recommendation will be submitted to the Minister for Youth Justice for a decision. The timing of this process is yet to be confirmed and CAG will be updated once further planning has been undertaken.
* DJCS agreed to provide a further update on the progress of naming the access road at the next CAG meeting **(Action 4).**
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| **COVID-19 update*** JHG advised that the construction site was continuing to operate with appropriate health measures in place to mitigate COVID-19. The size and linear nature of the site has enabled JHG to reorganise and recalibrate work activities in order to achieve social distancing and protect the health and safety of workers. This has also mitigated impacts on productivity.
* Both DJCS and JHG have prepared COVID 19 Management Plans, setting out the procedures that would be implemented should the pandemic escalate or a project/site worker contract COVID-19 or become exposed to a COVID-19 case.
* DJCS advised that Youth Justice had well-established procedures in place for managing communicable diseases in its custodial precincts.
* Additional specific procedures for managing the risk of COVID-19 had been developed. This included screening procedures and temperature testing all people entering Youth Justice facilities, the suspension of personal and non-essential professional visits (replaced by “virtual” visits), and the use of secure tablet devices for entertainment purposes.
* DJCS agreed to invite a Youth Justice representative to the June 2020 CAG meeting to provide further details about processes in place to support YJ clients during COVID-19 **(Action 5).**
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| **Community feedback*** The CAG Chair advised that he had witnessed public vehicles entering the access road from Geelong and mistaking it for the entry to the Princes Highway. DJCS and JHG advised that traffic signage is compliant with legislative requirements. Once the access road is renamed, signage will be updated.
* CAG member noted that the recruitment of staff for Youth Justice’s Parkville and Malmsbury facilities was underway and requested a verbal update from DJCS on the timing of recruitment for the Cherry Creek Facility. DJCS confirmed that a Youth Justice representative would be invited to attend the June CAG meeting to provide an overview of the typical approach to recruiting staff for a new facility **(Action 6).**
* CAG member suggested that the local community could be used to grow plants for the site to help connect the community with the facility. JHG advised that commercial suppliers needed to be engaged to ensure quality control and deadlines were achieved.
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| **Other business*** CAG made suggestions for options to provide the community with update on the status of the project, particularly as buildings on the site were becoming more visible. Suggestions included a Facebook livestream to answer questions, and/or a letterbox drop.
* DJCS confirmed that that they would take the issue on notice and consider the appropriate time/method to provide an update to the community, particularly given the COVID-19 situation **(Action 7).**
* CAG member suggested that a project timeline was previously provided as part of the CAG update. DJCS confirmed that they would review previous minutes to confirm what information was provided at past meetings and consider whether this was still appropriate **(Action 8).**
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| **Close and next meeting date**The Chair closed the meeting at 5.05pm. The next meeting will be at 3.45pm on 1 June 2020 |

| Action Item | Action | Assigned to | Due date | Status | Comments |
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| **Action 1** **(CAG 23, 2 March)**  | Write a further letter seeking an update from the Treasurer in relation to the proposed Werribee justice precinct | Chair | 1 June 2020 | Ongoing | Update to be provided at June CAG |
| **Action 2** **(CAG 23, 2 March)** | Follow up with a new contact provided by the Department of Transport to discuss the possibility of beautifying the VicRoads site beside the Princes Freeway. | Chair | 1 June 2020 | Open | Update to be provided at June CAG |
| **Action 3****(CAG 24, 6 April)** | Provide further detail, if available, on the local jobs predicted to be created on site. | JHG | 1 June 2020 | Open |  |
| **Action 4** **(CAG 24, 6 April)** | Provide a further update on the progress of naming the access road at the next CAG meeting. | DJCS | 1 June 20206 March) | Open |  |
| **Action 5** **(CAG 24, 6 April)** | YJ representative to be invited to June 2020 CAG meeting to provide further details about processes in place to support YJ clients during COVID-19. | DJCS | 1 June 2020 | Open | Update to be provided at June CAG |
| **Action 6** **(CAG 24, 6 April)** | YJ representative to be invited to June 2020 CAG meeting to provide an overview of the typical approach to recruiting staff for a new facility. | DJCS | 1 June 2020 | Open | Update to be provided at June CAG |
| **Action 7 (CAG 24, 6 April)** | Consider appropriate time/method to provide an update to the community, particularly given the COVID-19 situation | DJCS | 1 June 2020 | Open | Feedback to be provided at June meeting |
| **Action 8****(CAG 24, 6 April)** | Review previous CAG minutes to confirm what project schedule information was provided at past meetings. Consider whether it is appropriate to recommence. | DJCS | 1 June 2020 | Open | Feedback to be provided at June meeting |