****

# Minutes of meeting

Chisholm Road Prison Project - Community Advisory Group

| Meeting details |
| --- |
| Meeting title: | Community Advisory Group | No: | 17 |
| Date: | Wednesday 10 February 2021 | Time:  | 4pm to 4.59pm |
| Location: | Online |
| Attendees |
| **Community Advisory Group members:** Justin Giddings (Chair), Barry White (community member), Anthony Aitken (Councillor, City of Greater Geelong), John Brne (community member), Marylyn Pettit (community member), Andrew Reaper (Assistant Commissioner Custodial Services, Corrections Victoria), David Withington (community member), 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), John Angelovski (Project Director, John Holland), Michael Sloan (Senior Adviser, Project Communication, DJCS), Melissa Raby (Social Procurement Manager, JHG), Andrew Green (Manager, Project Communication, DJCS), Marlene Morison, (General Manager, Chisholm Road Prison), Brooke De Piazza (Department of Health and Human Services)**Apologies:** Leigh Bartlett (community member), Anthony Aitken (Councillor City of Geelong), Kylie Grzybek (Deputy Chair, Councillor City of Geelong) |
| **Meeting overview** |

|  |
| --- |
| **Actions from December meeting** |
| **Action 29.1** CSBA to organise a business-focussed forum with the Lara Chamber of Commerce, circulate proposed agenda and set a date for event **Action 29.2** CSBA to investigate organising a site walk at Chisholm Road for CAG members as current COVID-Safe measures allow**Action 29.3**: CSBA to confirm 2021 CAG meeting dates via email**Action 29.4**: CSBA and John Holland to update the Industry Capability Network (ICN) portal for Chisholm Road with contact details of current contractors and send link to CAG members**Action 29.5**: Chair and CSBA to raise feedback regarding signage and traffic management outside Cherry Creek Youth Justice Centre site with project team |
| **Actions closed at February meeting** |
| **Action 28.1** CSBA to provide traffic data to City of Greater Geelong for consideration in future transport planning.**Action 28.2** Corrections Victoria to provide draft list of names for internal accommodation units at Chisholm Road to CAG along with minutes. **Action 28.3** CSBA to resume planning for a community event in Lara to provide an update on project. |

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

* Minutes from December meeting endorsed. Noted that Leigh Bartlett (community member) is currently on long-service leave.
* Technical difficulties delayed some CAG members from joining at meeting start. Kylie Grzybek (Deputy Chair, Councillor City of Geelong) was unable to join meeting and sent apology.
* Discussion of **Action 28.1** CSBA to provide site traffic data to City of Greater Geelong for consideration in future transport planning. Michael Sloan (Senior Adviser, Project Communication, DJCS), explained this information has been provided.
* Lance Sleeman (Project Director, CSBA) discussed appointment of GDA as traffic consultants to consolidate create an overarching traffic management plan for Barwon Prison precinct.
* LS noted recent Memorandum of Agreement with VicRoads to install addition signage to highlight site entrance. Barry White (community member) noted desirability of ensuring Lara Traffic Management Plan and City of Greater Geelong traffic strategy for region are aligned.
* Group discussion regarding proposed community events to promote employment opportunities via Chisholm Road project and restrictions on organising in-person events.
* Agreement to proceed with organising a virtual business-focussed event with the Lara Chamber of Commerce in addition to holding an in-person forum later in the year focussed on ongoing jobs at the facility.
* **Action 29.1** CSBA to organise a business-focussed forum with the Lara Chamber of Commerce, circulate proposed agenda and set a date for event.

**Item 2. Construction update**

* John Angelovski (Project Director, John Holland), presented aerial footage showing recent work undertaken on Chisholm Road site including installation of steel posts along the perimeter of the site with pre-cast concrete panels to be laid alongside these to form the perimeter fence.
* Discussion of weather conditions, completion of ground slabs on site and work underway on education precinct and cultural centre. JA noted numbers of workers on site will peak as fit-out and finishing trades commence on site this year.
* Corinne Cadilhac (Deputy Secretary, Justice Infrastructure and CEO of the Community Safety Building Authority) discussed advantages of manufacturing 3D moulds of cells off-site to ensure rapid installation.
* Melissa Raby (Social Procurement Manager, JHG), noted that list of all contractors on site is available via the Industry Capability Network (ICN) portal for the project.
* **Action 29.4**: CSBA and John Holland to update the Industry Capability Network (ICN) portal for Chisholm Road and send link to CAG members
* Lance Sleeman (Project Director, CSBA), displayed slideshow of ground-level shots showing workers on site completing ground slabs and cranes installing pre-cast cells.
* LS discussed recent ministerial social posts profiling two workers at Chisholm Road employed via social procurement programs, noting 300,000 labour hours on project are reserved for apprentices, trainees, and cadets.
* LS mentioned recent visit to site by Hon. Natalie Hutchens MP, Minister for Corrections, and local John Eren MP. Group discussion regarding possibility of organising a site walk for CAG members to see Chisholm Road first-hand. Strong consensus regarding the desirability of organising this event as soon as practicable.
* LS mentioned pathfinding around site will improve as services trenches are filled in and more buildings substantially completed.
* **Action 29.2** CSBA to organise a site walk at Chisholm Road for CAG members as soon as COVID-19 restrictions allow.

**Item 2. Communications update**

* Michael Sloan (Senior Adviser, Project Communication, DJCS), outlined proposed bi-monthly meeting dates for remainder of 2021 with next meeting to occur on Wednesday 14 April. No objections to proposed dates raised.
* **Action 29.3**: CSBA to confirm 2021 CAG meeting dates via email.
* MS mentioned new Community Safety Building Authority website is launching on 29 March and will include a substantial Chisholm Road section that can be shown at next meeting.

**Item 3. Community feedback**

* Barry White (community member) outlined issues with traffic inadvertently turning into Cherry Creek Youth Justice centre project site near Werribee. Justin Giddings (Chair), noted he also chairs the CAG for this project and item has been raised.
* **Action 29.5**: Chair and CSBA to raise feedback regarding signage and traffic management outside Cherry Creek Youth Justice Centre site with project team.
* John Brne (community member) noted work by Powercor to install new power poles near his street which may be linked to the Chisholm Road site.

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

* Date of next meeting confirmed for 14 April 2021.
* Meeting closed 4.59pm.