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# Minutes of meeting

Chisholm Road Prison Project - Community Advisory Group

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| Meeting title: | Community Advisory Group | No: | | 18 |
| Date: | Wednesday 14 April 2021 | Time: | 4pm to 5.03pm | |
| Location: | Online via Microsoft Teams | | | |
| Attendees | | | | |
| **Community Advisory Group members:** Justin Giddings (Chair), Barry White (community member), Corrina Eccles (Wadawurrung representative), 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), Julianne Brennan (Acting Deputy Secretary, Justice Infrastructure and CEO, 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 (A/ Executive Director – West Area, Department of Justice and Community Safety)  **Apologies:** Leigh Bartlett (community member), Corinne Cadilhac (Deputy Secretary, Justice Infrastructure and CEO, Community Safety Building Authority) | | | | |

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| **Meeting overview** |
| **Actions from April meeting** |
| **Action 18.1** DJCS to edit and distribute workforce planning and recruitment presentation to CAG  **Action 18.2** CSBA to send out final RSVP deadline reminder regarding upcoming CAG site walk **Action 18.3** CSBA to circulate copies of promotional materials for upcoming Lara Chamber of Commerce event  **Action 18.4** CSBA to contact City of Greater Geelong regarding further promotion of Lara  Chamber of Commerce event |
| **Actions closed at April meeting** |
| **Action 17.1** CSBA to organise a business-focussed forum with the Lara Chamber of Commerce, circulate proposed agenda and set a date for event  **Action 17.2** CSBA to investigate organising a site walk at Chisholm Road for CAG members as current COVID-Safe measures allow  **Action 17.3**: CSBA to confirm 2021 CAG meeting dates via email  **Action 17.4**: 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 17.5**: Chair and CSBA to raise feedback regarding signage and traffic management outside Cherry Creek Youth Justice Centre site with project team |

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

* Minutes from February meeting endorsed and apologies recorded.
* Discussion of **Actions 17.1** (business forum) and **Action 12.7** (site walk) held over until relevant section of agenda.

**Item 2. Construction update**

* John Angelovski (Project Director, John Holland), presented aerial footage showing recent work undertaken on Chisholm Road site, and noted momentum is growing on site

in the lead-up to peak construction this year.

* JA explained that over 1,000 workers and 18 cranes are currently on-site advancing structural works and outlined progress towards completing external structural works on the Chisholm Road gatehouse, prison industries and accommodation buildings.
* JA discussed the commencement of building fit-out works, installation of roofing at several key buildings and progress on completing site-wide trenches containing cabling for in-ground services.
* JA noted commencement of external works packages in coming months including fencing and landscaping packages and outlined on-site safety and traffic management measures to accommodate an increased number of workers.
* Discussion between JA and Justin Giddings (Chair), regarding project completion date, JA explained wind conditions are being monitored closely as this can interfere with the work of cranes on site. JG noted it is impressive project is on schedule despite disruptions across the building and construction sector due to COVID-19
* Discussion of soil and spill refuse management, internal elements of buildings and work underway on education precinct and cultural centre. JA noted numbers of workers on site will peak above 1000 as fit-out and finishing trades commence later in the year.

**Item 3. CAG site walk**

* Lance Sleeman (Project Director, CSBA) discussed timing, logistics and Personal Protective Equipment (PPE) requirements for upcoming CAG site walk on 05 May.
* LS explained that participants are required to supply their own steel-capped safety boots and wear long sleeved clothing and pants, with additional PPE such as hardhats, high-visibility vests and safety glasses to be available on arrival.
* LS noted that the site walk has been scheduled on a Rostered Day Off (RDO) on 5 May to ensure safety of participants.
* **Action 18.2** CSBA to send out final RSVP deadline reminder regarding upcoming site walk

**Item 3. Communications update**

* Michael Sloan (Senior Adviser, Project Communication, DJCS), provided an update on recent and upcoming communications activity including recent media coverage of the project passing a 1 million work hour milestone.
* MS discussed a recent Channel Nine piece on the milestone and additional coverage in the Geelong Advertiser print and online editions and Herald Sun online edition.
* MS provided a walkthrough of the Chisholm Road content hosted on a new website for the Community Safety Building Authority and discussed an upcoming information session for local business being hosted by the Lara Chamber of Commerce scheduled for 25 April.
* **Action 18.3** CSBA to circulate copies of promotional materials for upcoming Lara Chamber of Commerce briefing
* MS noted that **Action 17.4** (CSBA and John Holland to update the Industry Capability Network (ICN) portal for Chisholm Road) had been completed discussed future plans to expand sustainability section of website.

**Item 4. Corrections Victoria update**

* Marlene Morison, (General Manager, Chisholm Road Prison), provided an overview of the workforce planning and recruitment strategy for the new facility noting a desire to building up staffing and services over time.
* MM explained the facility is likely to employ over 650 staff across a range of custodial, health, administration and support toles and is looking to attract a capable and security-focussed workforce.
* MM explained the development of an attraction campaign for these staff was likely to take place between the July to September period and be in market around October 2021.
* Discussion between MM, Corrina Eccles (Wadawurrung representative) and Andrew Reaper (Assistant Commissioner Custodial Services, Corrections Victoria) regarding advertising to Culturally and Linguistically Diverse (CALD) communities and recruitment of Aboriginal Victorians into specialised welfare and liaison roles at facility.
* In response to question from Justin Giddings (Chair), enquiring whether Corrections Victoria foresees any difficulty recruiting qualified staff at facility, MM noted that significant effort was being invested in articulating the value proposition for these roles to ensure a high-quality and volume of applicant once advertising commences.
* MM noted that majority of roles are ongoing and discussed efforts to develop family-friendly rosters and create an inclusive workplace environment to attract committed and qualified applicants when advertising commences.

**Item 5. Community feedback**

* Group discussion regarding traffic patterns in area and historical project announcements relating to initial construction near the current Barwon Prison Precinct in the 1980s.
* Barry White (community member) noted he had heard a rumour that an additional facility would be constructed alongside Chisholm Road. Andrew Reaper (Assistant Commissioner Custodial Services, Corrections Victoria), explained this is incorrect and while periodic upgrade works are occurring to correctional facilities inside the Precinct, this does not include plans to construct any new facilities in addition to Chisholm Road.
* Discussion regarding facility naming. Marlene Morison, (General Manager, Chisholm Road Prison), explained a ministerial brief containing suggested options is being finalised and an update will be provided shortly.

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

* Date of next meeting confirmed for 16 June 2021.
* Meeting closed 5.03pm.