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| Minutes of meeting |
| Youth Justice Redevelopment Project |

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| **Meeting details** |  |  |
| **Meeting title:**  | Community Advisory Group | **No:** | 34 |
| **Date:** | Monday 13 December 2021 | **Time:** | 4:00pm – 5:32pm |
| **Location:** | **Little River Mechanics Institute Hall,** **8 Rothwell Rd, Little River VIC 3211** |
| **Attendees** |  |  |  |
| **Community Advisory Group members:** Justin Giddings (Chair), Barbara McLure (Deputy Chair, community member), Lisa Heinrichs (community member), Les Sanderson (community member), Natalie Walker (Wyndham City Council), Cr Susan McIntyre, (Wyndham City Council), Cr Peter Maynard (Wyndham City Council)**Other attendees:** Justin Balasa (Project Manager, John Holland), Samuel Werner (Project Director, CSBA), Tess Mullenger (Director Workforce and Infrastructure, Youth Justice), Andrew Green (Manager, Project Communication, DJCS), Nick Harley (Advisor, Project Communication, DJCS)**Apologies:** Marisa Berton (community member), James McCann (Director, Custodial Operations, Youth Justice), Cr Mia Shaw (Wyndham City Council), Corinne Cadilhac (Deputy Secretary, Justice Infrastructure and CEO, Community Safety Building Authority) |

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| **Actions from December meeting**  |
| **Action 34.1:** DJCS to enquire with Melbourne Water possibility for trees to be planted on their land**Action 34.2:** DJCS to provide further information on water pressure for fighting fire on site**Action 25.2:** (Ongoing) John Holland Group to provide regular update regarding local jobs on-site**Action 29.9:** (Ongoing) Youth Justice to provide update on workforce planning and recruitment at Cherry Creek |
| **Actions closed at December meeting**  |
| **Action 29.2:** (Carried) Natalie Walker to draft letter to Department of Transport on behalf of the City of Wyndham regarding tree planting near Cherry Creek site**Action 32.1:** DJCS to distribute Local Industry Development Plan to CAG members |

**Item 1. Welcome/ Apologies**

* Barbara McLure (Deputy Chair) welcomed attendees; apologies recorded.
* Deputy Chair noted Cr Mia Shaw has resigned from committee and Council has nominated Cr Marcus to CAG.

**Item 3. Project update**

* Justin Balasa (Project Director, John Holland) presented aerial footage of Cherry Creek and noted there are currently 530 workers on site per day, with a total of 1.4 million labour hours reached as the project continues through the peak construction phase.
* JB noted focus is transitioning to finishing works. Block work, rough-in work and carpet, vinyl and tiling works well progressed, especially at front of site. Dialogue is ongoing with DJCS to carry out defect inspections of finished buildings. Items such as furniture and security equipment will start to be installed.
* Discussion between BM, Sam Werner (Project Director, CSBA) and JB regarding sourcing of fit-out materials. JB and SW noted the success of the project’s Local Industry Development Plan. Use of Locally Sourced Materials and Labour across the project is currently sitting at 95.6% with Locally Milled Steel at 92.3%. The project has now surpassed its Aboriginal Employment and Major Project Skills Guarantee targets, with work continuing to surpass these. SW noted the significance of this achievement at this stage of the project.
* JB shared photography of internal works across site noting Gatehouse, Visits Entry, North Community Accommodation are almost complete.
* Discussion between Lisa Heinrichs (Community Member) and Tess Mullenger (Director) regarding use of artificial turf in courtyards attached to accommodation units. TM noted majority of landscaping across site will be real turf while irrigation has necessitated the use of artificial turf in courtyards.
* Discussion between BM and SW regarding an opportunity for CAG members to visit site again. SW noted February is being considered for a potential site walk. More information will be provided outside meeting, all attendees will require double vaccination and appropriate PPE to attend.
* Justin Giddings entered meeting at 4:22, BM handed over responsibility of chairing the meeting.
* Discussion between BM and JB regarding women employed on site. JB noted significant representation among office staff on site, with fewer in direct construction roles.
* JB noted upcoming local engagement work from John Holland, aiming to raise up to $5,000 for Delama Mok-Borryn Youth Leadership Program, part of the Wathaurong Community.
* Justin Balasa left meeting at 4:32pm.

**Item 2. Previous minutes and actions**

* **Discussion of Action 29.2** (tree planting) Natalie Walker noted corridors of open space adjacent to trainline and freeway would not meet requirements for funding under the Greening the West strategy.
* Following on from discussion at previous meeting, JG queried the timing and context around any commitment to tree-planting, with no reference found in CAG minutes. NW and LH clarified that discussion occurred prior to CAG formation, in discussions around the facility plan and visual impact, prior to creation of the CAG.
* Discussion around how the matter may be taken forward between NW, LH, PM and SW. Suggestion to seek information on feasibility for tree planting on Melbourne Water land adjacent to the facility, with a view to Council or CAG discussing with local member.
* **Action 34.1** DJCS to discuss with Melbourne Water suitability of tree planting external to site
* Closure of **Action 29.2** (tree planting) replaced by new action
* Closure of **Action 33.1** DJCS to provide latest LIDP figures to CAG members
* All other actions **25.2, 29.9** are noted as for discussion during meeting or carried forward.

**Item 4. Youth Justice Update**

* TM gave operational readiness update to the CAG following discussions with FRV and CFA, Little River CFA will act as first responder in case of an emergency, with FRV as backup. While FRV have greater capability, Little River CFA are positioned much closer to site.
* TM noted an MOU will be established to set out these responsibilities. Monthly meetings will take place between FRV, CFA and the department’s operational readiness team.
* TM noted workforce planning continues and YJ look forward to providing further information on staffing and recruitment in the new year.
* Discussion between BM and TM regarding staff commencing on site. First roles may be advertised from March, leading into training and progressive commencement. TM noted appreciation of support from CAG members in promoting opportunities.
* Discussion between TM and Peter Maynard (Wyndham Councillor) regarding water pressure on site for firefighting. TM noted multiple planning sessions with both CFA and FRV where this will be discussed.
* **Action 34.2** – DJCS to provide further information on water pressure for fighting fire on site.
* Discussion between PM and SW regarding sewer connection. SW confirmed intersection will be able to take capacity. PM thanked department for successful partnership on issue.

**Item 5. Community discussion**

* LH raised current community feedback included jobs and visibility of site including queries regarding visibility of lighting once operational. Les Sanderson (community member), LH, NW, BM pleased with colour of facility and CAG’s input on this.
* Susan McIntyre (Wyndham Councillor) raised inaccuracies in Wyndham Star article on facility published 16 November. CAG noted unfortunate use of image in relation to story and use of incorrect figures. Andrew Green (Manager, Project Communication, DJCS) noted approved media release went out to press and incorrect figures used and image in question were not provided by the Department. Department followed up with journalist to amend story as soon as possible.
* Discussion between LH, BM and TM regarding increase in project budget due to facility redesign. TM acknowledged negotiations were ongoing following redesign but noted this could have been more clearly articulated with CAG once finalised.

**Item 6. Other business**

* SM raised potential access to materials provided to CAG for council members not present at meeting. Minutes are accessible online after approval following each meeting and are public information.
* Discussion between SW, BM and SM regarding approximate practical completion of facility, SW noted forecast for practical completion is on track to occur in line with public commitment of September 2022.
* Chair acknowledged work of Natalie Walker as part of the CAG who will be leaving her position at Wyndham City Council. New nominee to be provided in 2022.

**Item 7. Meeting Close**

* Meeting finished at 5:32PM
* Next meeting scheduled for Feb 7 or Feb 21 with placeholder to come.