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| Minutes |
| Cherry Creek Youth Justice Centre Project |

| Meeting details |  |  |  |
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| **Meeting title:** | Community Advisory Group | **No:** | 38 |
| **Date:** | Monday 11 October 2022 | **Time:** | **3:45pm to 4.45pm** |
| **Location:** | Teams |  |  |

| Attendees |
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| **Community Advisory Group members:** Justin Giddings (Chair), Barbara McLure (Deputy Chair, community member), Lisa Heinrichs (community member), Les Sanderson (community member), Cr Susan McIntyre (Wyndham City Council), Marisa Berton (community member), Cr Peter Maynard (Wyndham City Council), **Other attendees:** Tess Mullenger (A/Executive Young People’s Outcomes and Workforce Support), Stephen O'Connell (Wyndham LAC, Victoria Police), Corinne Cadilhac (Deputy Secretary, Justice Infrastructure and CEO, Community Safety Building Authority), Michael Newhouse Manager, Project Communication, Strategic Communications, Nick Harley, Adviser, Project Communication, Strategic Communications.**Apologies:** Samuel Werner (Project Director, CSBA), Laurie Mercuri (John Holland Group); Cr Heather Marcus (Wyndham City Council), Stephen Wall (CEO, City of Wyndham). |

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| **Actions from October meeting** |
| **Action 38.1:** Youth Justice to investigate the establishment of a sign for Cherry Creek over the bridge towards the precinct. **Action 38.2:** Youth Justice to schedule an in-person meeting for late January 2023.**Action 38.3:** DJCS to investigate availability of information regarding tree locations and provide to Justin Giddings (Chair) if available.**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 October meeting**  |
| **Action 37.1:** DJCS to email link to currently advertised roles and provide a list of proposed local media outlets for campaign advertising for Community Advisory Group feedback. **Action 36.1:** DJCS to confirm number of disabled car parking spaces at Cherry Creek. There are six car spaces in line with the requirements under the Disability Discrimination Act |

**Item 1. Welcome/ Apologies**

* Justin Giddings (Chair) welcomed attendees; apologies recorded.

**Item 2. Previous minutes and actions**

* JG noted two of the Actions from the June meeting have been closed. The other actions are ongoing.

**Item 3. Cherry Creek operational readiness update**

*Operational planning*

* Tess Mullenger (Acting Executive Director, Young People’s Outcomes and Workforce Support) advised that the site achieved practical completion in August and Youth Justice (YJ) has been working with John Holland to manage the site jointly through August. Management of the site was handed over to YJ in September and the process has gone very smoothly.
* G4S has been engaged to provide front-end security in the interim months prior to opening.

*Emergency management planning*

* TM advised that there were some issues with the fire alarms in early September, resulting in several CFA call-outs. While unfortunate, these issues have been useful to assist YJ and the CFA to establish processes for accessing the site and responding to alarms.
* CFA will be visiting the site regularly to support emergency management planning.
* YJ has also been working with local Victoria Police members to build relationships and establish emergency response processes. This engagement will continue.

*Recruitment*

* TM advised that the employment attraction campaign for Cherry Creek went live on Saturday 8 October. The campaign will span several channels including LinkedIn, Spotify, Facebook, print and radio. TM showed two videos that are used in the brand campaign which feature YJ Workers reflecting on the work they do in custody.
* TM advised that the ads are geo-targeted and noted she would be interested to hear any feedback from the CAG about whether they seek them.
* The job ads for all Youth Justice Worker unit-based roles have gone live and applications will be open on a rolling basis for several months. The first recruitment assessment centre will be held at the end of October.

**Item 4. Post Practical Completion update**

* Corinne Cadilhac (Deputy Secretary, Justice Infrastructure and CEO, Community Safety Building Authority) advised that Minister Kilkenny recently visited Cherry Creek and provided very positive feedback about the facility.
* CC advised that while the facility has been formally handed over to YJ, CSBA is involved in post practical completion works including establishing a vehicle wash facility and modifications to the reception desk in the Orientation building. This work is likely to conclude by mid-February.

**Item 6. Community discussion**

* Lisa Heinrichs (community member) advised that following the breakout at Malmsbury there were some messages from community members regarding concerns that escapes may occur at Cherry Creek. TM discussed the security arrangements at Cherry Creek, including the secure wall around the facility.
* Marisa Berton (community member) suggested the provision of dedicated car spaces for families with children. TM advised that the car park at Cherry Creek should provide ample parking but that once it is operational, YJ will monitor whether family car spaces would be of benefit.
* MB asked whether there were plans associated with managing flood risk of the site. Peter Maynard (Wyndham City Council) advised that there are SES plans for all geographical areas so this is being effectively managed.
* Les Sanderson (community member) raised the potential need for a sign indicating where the facility is near the bridge as you are driving towards the precinct.
* **Action 38.1**: YJ to investigate the establishment of a sign for Cherry Creek over the bridge towards the precinct.

**Item 6. Future CAG meetings**

* JG confirmed that the terms of reference for CAG are to support the construction phase of the project. While construction has now finished, it was agreed by members that an additional meeting would be useful to provide an opportunity to update members on recruitment.
* TM proposed that a meeting in late January 2023 would be useful as there will be a good understanding by that point about the progress of the recruitment campaign.
* **Action 38.2:** YJ to schedule an in-person meeting for late January.

**Item 7. Other business**

* JG discussed the planting of trees near the facility.
* **Action 38.3:** DJCS to investigate availability of information regarding tree locations and provide to Justin if available.

**Item 8. Meeting close**

* Meeting finished at 4:45PM
* Next meeting late January 2023, venue TBC but in-person if possible