

## Meeting Notes - Meeting No. 9

Clarence Correctional Centre - Community Consultative Committee (CCC)

Monday 11 February 2019 – 4:00pm – 6:12pm

**Location:** John Holland site office – 313 Avenue Road, Lavadia

**Chairperson:** Margaret Harvie.

**Community representatives present:** Sharron Lee Todd, Julie Perkins, Martin Oates, Tania Williams, Bob Thompson, Geoffrey Jones, John Griffiths

**Local Government representative:** Elizabeth Fairweather (Clarence Valley Council)

**Northern Pathways representatives:** Paul Cassel (John Holland) Tanya Woodruff, (Serco)

**In attendance:** Tiffany Jones (John Holland), Liam Parry (Serco), John Couttie (Serco)

**Note taker:** Briony Paine

**Apologies:** Mike Cramb, Imogene Gardiner, Peter McIntosh

Item	Description	Details
1.	<b>Welcome, apologies and introductions</b>	Around the table introductions from usual attendees, plus John Couttie - Serco Deputy General Manager, Briony Paine – temporary note taker, Liam Parry – Serco, Tanya Woodruff - Serco
2.	<b>Declarations of pecuniary and other interest</b>	<p>Geoffrey Jones is a business owner who already provides supplies to Juvenile Justice and the Corrective Services NSW and may have an interest in future contracts through Northern Pathways.</p> <p>Tania Williams is a TAFE NSW employee. TAFE NSW is engaged in identifying, and is exploring the provision of, vocational education and training to the consortium.</p>
3.	<b>Correspondence to the CCC</b>	Nil
4.	<b>Actions Arising from Last Meeting</b>	<p>Action items outstanding from the last meeting:</p> <p><b>CCC Members Forum</b></p> <p>Agreement from CCC Members on the best date for the proposed CCC Forum at Grafton Shoppingworld of <b>Thursday 21<sup>st</sup> March 2019</b>.</p> <p>Clarification of the plan for the event. It is designed to capture those walking through the centre – it is the opportunity for them to ask questions. Will be advertised on facebook, via media release and website. There will be briefings for the CCC members participating. Tiffany will organise venue, media release, briefing paper and any approvals required.</p> <p><b>Aboriginal Legal Service</b></p> <p>Peter was to write a letter and meet with them. Conversations are in progress but <b>ACTION ITEM HELD OVER:</b> Peter to be asked to report back on this for the next meeting.</p> <p>Bob Thompson (BT) – Communication/ Letters should cover both Legal aid and the Aboriginal Legal Service.</p> <p>There was discussion about the Legal aid office potentially being moved to Coffs Harbour.</p>

<p>5.</p>	<p><b>Report / Update on recent events</b></p>	<p>Tiffany delivered updates on recent events on site:</p> <ol style="list-style-type: none"> <li>1. McGrath and Chubb contractual mediation has been resolved.</li> <li>2. Run-off from site - media coverage 24/12. <ul style="list-style-type: none"> <li>• During week commencing 16/12 160mm of rain fell on the site</li> <li>• Basins are designed to hold 37.2mm of water</li> <li>• Water topped over the basin, as allowed by the Environmental Protection Licence</li> <li>• Neighbour called EPA and reported, EPA inspected, collected samples and made recommendations</li> <li>• No further action</li> </ul> </li> </ol> <p>Geoff Jones (GJ) asked about water quality from the run off and also raised concerns from Swan Creek Water Users Group. TJ indicated that she regularly liaises and notifies each of the people in that group if water is to be released.</p> <ol style="list-style-type: none"> <li>3. Renewable energy in the media- Use of renewable energy, specifically solar, is not feasible or practical for the following reasons: <ul style="list-style-type: none"> <li>• It cannot deliver the loads or capacity as all systems have to have access to full power 24 hours in a day</li> <li>• Solar panels on roof tops constitute a risk and CSNSW would not permit</li> <li>• The space required to support 36,000 panels that would required to provide peak load capacity would take up too much land</li> <li>• The Correctional Centre is 'Critical Infrastructure' and to the projects knowledge there is no critical infrastructure globally powered by renewable energy.</li> </ul> </li> <li>4. Site Shutdown <ul style="list-style-type: none"> <li>• John Holland had a series of Safety Stand-downs on Thursday 7 February involving all workers onsite (to reiterate and highlight safety concerns and recent incidents), and the CFMEU/PTEU representatives attended these briefings</li> <li>• During the discussions workers noted concerns about returning to work</li> <li>• As a result John Holland chose to have a safety shutdown of the site.</li> <li>• John Holland and union reps conducted a safety walk after the meetings to confirm that all reasonable precautions had been taken to ensure the site was safe and take corrective actions if any issues were identified.</li> </ul> <p>GJ asked about the reported concrete panel falling. Paul Cassel (PC) has said this was not on the JH site. 3500 panels have been lifted without incident. Tania Williams (TW) – ABC news on the radio indicated there was an incident with a person falling into a 6m hole.</p> <p>PC indicated that there was a covered penetration (hole) on a raised concrete slab of a building. A worker walked across roof and fell in. This led to shutdown.</p> <p>Sharon Todd (ST) – Indicated that there had been a series of critical comments about JH and Pac Highway. There was discussion about the looming elections causing public interest.</p> </li> <li>5. TJ reported a good news story, the start of the Northern Pathways community support program, which was announced in September 2018.</li> </ol>
-----------	--	---

<p>6.</p>	<p><b>Role of the CCC in relation to community enquiries</b></p>	<p>John Griffith (JG) – Is seeking confirmation on the best way to have flow of information to and from the CCC. He is seeking advice on how he could provide information to the community via his role on the CCC. This has come about due to the slow response to questions that were posted on Face Book and suggestion that he not directly post these himself.</p> <p>TJ – Indicated that while the questions were presented at CCC meeting some were difficult to answer as they were either not for the project or seemed to have a particular bent. Infrastructure NSW (INSW) had requested that in response Northern Pathways refer back to website, or the EIS. External communication from the project is to go to INSW for approval. INSW asked that the question not be posted on FB.</p> <p>All agreed that the delay in the response to the questions was an issue.</p> <p>MH suggested that while there was some reference to the process for communication to and from the CCC that there might be additional guidance added to the terms of reference to make it clear where to direct communication, and what can be expected.</p> <p>MH – Round the table with thoughts about creating more effective ways to communicate between the project and the CCC?</p> <p>TW – Agreed re update of the term of reference. It is important that the CCC members be the conduit of the facts about the project. It is difficult to respond to all questions without them coming back to the CCC. She feels that social media can be a dangerous environment. Full of agendas.</p> <p>ST – It was the community that prompted the in-depth questions from her about tablets. People at her work were ill-informed. The Fact sheet was useful to clarify the capability of the iPads in the cells. It was a valuable tool that she was able to share with people.</p> <p>Elizabeth Fairweather (EF) – This discussion is also important in the context of the forum. How do we manage the face-to-face conversations on the day of the forum in terms of answering questions.</p> <p>There is a need for a briefing before the public forum on how we manage questions.</p> <p>TJ indicated that subject matter experts will be there to answer questions. There will be a set of answers to commonly asked questions.</p> <p>BT – indicated that there was a difference between operational factual questions that the CCC members answer as best they can and giving opinion that should be avoided.</p> <p>Julie Perkins (JP) – She has been witness to nasty comments about centre and site, which she has verbally referred to Tiffany. This was specifically in relation to Aboriginal participation. JP recommended that they attend the yarning circles.</p>
-----------	--	--

		<p>Other questions that she has had have been quite general. Whether she responds on not depends on the nature of the questions. Quick responses often weed out people’s feelings.</p> <p>Martin Oates (MO) – Jail does not come up in conversation very much. The questions are more out of curiosity. The hope that the Grafton economy will be lifted. Speculation of where the workers will live. Referred to point 2 and point 9 in the purpose section of the terms of reference. Members should be able to share facts rather than opinions.</p> <p>MH – with TJ will draft up additions to the terms of reference. Principle of this are</p> <ul style="list-style-type: none"> <li>- Questions should be answered acknowledging that some questions are in fact value statements.</li> <li>- Responses to be prepared in a timely way and there should be timelines identified around this</li> <li>- TJ is the referral point for communication from the project to the community</li> <li>- Reminder that if community members want their questions to come to the committee they need to submit to <a href="mailto:graftonCCC@plancom.com.au">graftonCCC@plancom.com.au</a> and they will be tabled at meetings.</li> </ul> <p>JG – indicated that he was not sure that this is a proactive solution. MH suggested that she be CC’d on question emailed to Tiffany so she can keep track of the questions. JG agreed with this approach.</p> <p>PC – suggested if there is a need for a factual response this should come to the CCC.</p> <p>ST – Reiterated that her questions from the community have been responded to with quality information.</p> <p><b>ACTION:</b> MH and TJ to draft an additional section of the Terms of Reference for review of the CCC.</p>
7.	<b>What we are hearing from the community?</b>	<p>Any additional issues that we are hearing</p> <p>JP – Has heard negative comments about the operation of the centre. Concern about the ratio of staff to inmates. Statements made based on misinformation.</p> <p>ST – Heard that tenants are being told by agents that there is preference to provide housing for people working for the jail or bridge projects.</p> <p>PC – Workers saying it is hard to get accommodation. For the next 6 months there will be a spike and then a decline.</p> <p>LF – Solitary islands resort have made accommodation available to temporary workers to satisfy the needs.</p>

8.	<b>Project Planning</b>	<p>PC reported the project is progressing as scheduled and there's no contractual issues to report.</p> <p>Testing and commissioning commences in March 2020.</p>
9.	<b>Operations Update</b>	<p><b>TW – Recruitment update.</b></p> <p>In the process of finalising the Senior Management Team for the Centre. The Deputy General Manager, Security and Operations Manager and Facilities Manager is complete with staff commenced in these positions. The Operational Performance and Health Services Manager position have been filled with staff commencing over the coming months.</p> <p>The General Manager, People and Capability and Health, Safety and Environment Manager are well underway. Unfortunately, the Business Services position remains open and a new search process will commence late February 2019.</p> <p>The marketing /recruitment strategy is taking shape. It will appear on local area media channels commencing February 2019 and will continue to June 2019. The aim is to provide potential candidates a real-life view of what the work is like as a Correctional Case Officer. Advertising commences early July commencing with Correctional staff.</p> <p>There will be information sessions locally and nationally as part of the awareness program to provide further information about roles and career opportunities.</p> <p>Our website will be refreshed to include further landing pages and further content around the roles.</p> <p>Anyone can apply and we encourage everyone to apply. There are 533 FTE positions, which will equate to around 650 people. There will be part time roles to provide flexible working arrangements. At any one time there will be around 340 approx. staff on site.</p> <p>Any questions around recruitment are welcome</p> <p><b>Liam Parry (LP) – Operations</b></p> <p>As LP pointed out this discussion included information about procurement TW chose to leave the room given TAFE's current interest in requests for proposals from SERCO.</p> <p>Liam discussed procurement and what Serco would be looking to procure for the commencement of operations in mid 2020.</p> <ul style="list-style-type: none"> <li>• Cleaning Equipment, Consumables and Agents;</li> <li>• Grounds and Horticulture Equipment and Consumables;</li> <li>• Activities Equipment and Consumables;</li> <li>• Catering Consumables and Foodstuffs;</li> <li>• Industrial Consumables;</li> <li>• Office Consumables and Administrative Supplies;</li> <li>• Facilities Management Consumables and Subcontracted Services;</li> </ul> <p>Serco have completed first drafts of local industry participation plans including:</p> <ul style="list-style-type: none"> <li>• Ensuring local goods and service providers are given fair and reasonable opportunity to participate in the Clarence Correctional Centre supply chain;</li> <li>• Promoting the growth of the local economy by targeting supply chain opportunities for local businesses via industry partnership arrangements;</li> </ul>

		<ul style="list-style-type: none"> <li>• Participating with the community to reach the target of 30% of goods to be procured from local suppliers; and</li> <li>• Achieving the NSW Government Aboriginal Procurement Policy target delivering 3% of goods and services to be offered by Aboriginal owned businesses.</li> </ul> <p>Supply methodology</p> <ul style="list-style-type: none"> <li>• Upon the selection of industry partners for inclusion into the Clarence Correctional Centre procurement plan, these industry partners will have their products incorporated into the primary supply chain. Serco will adopt a cross docking methodology with its existing national suppliers, to ensure cohesion in the ordering and delivery of goods and produce of from local industry partners.</li> <li>• This will see goods go to a centre before being loaded on trucks that supply the Correctional centre</li> </ul> <p><b>Industry Partnerships</b></p> <p>There will be 10 industry areas</p> <ul style="list-style-type: none"> <li>• Serco will provide inmates with the opportunity to participate in meaningful work experiences that will facilitate training and qualification outcomes in 10 designated industry areas of the Clarence Correctional Centre.</li> <li>• Serco will include industry partnership and associated pathways to employment as a central tenet of its supply chain and training operations; ensuring that local businesses, producers and service providers are included wherever possible. Whilst providing the best possible support to the rehabilitation and reintegration of inmates upon release.</li> </ul> <p>Prospective Industry Partnership Evaluation</p> <ul style="list-style-type: none"> <li>• Number of Inmates engaged by an industry proposition;</li> <li>• Physical space required by an industry proposition;</li> <li>• The rate of employment per square meter to the extent that the proposition does not create crowding or unsafe work conditions;</li> <li>• The number of suitable training outcomes supported by a proposition;</li> <li>• Likelihood of employment given experience gained in the industry activity;</li> <li>• The prospective industry partner’s approach to Health, Safety and Environment;</li> <li>• The prospective industry partner’s corporate social responsibility activity and demonstrated culture of ethical behaviour;</li> <li>• That the industry partnership would not adversely affect domestic employment opportunities or give unfair competitive advantage to the partnering business; and</li> <li>• That the industry activity is commercially viable for Serco to undertake.</li> </ul> <p>MO – Questioned the definition of local? A warehouse to consolidate goods in Coffs Harbour is not seen by residents as being local. The jobs will be in Coffs Harbour - it would be better if they were in Grafton. It would be great if at least 30% of goods were procured from Clarence Valley.</p> <p>BT – Who is responsible for transporting prisoners</p> <p>LP - Serco is only responsible for local movement of inmates for health and compassionate reasons. CSNSW is responsible for the movement of inmates to and from correctional facilities and to and from courts.</p>
--	--	---

<p><b>10.</b></p>	<p><b>Construction look ahead</b></p>	<p>TW rejoined the meeting.</p> <p><b>Activity planned in the coming 3 months</b></p> <p>PC presented latest drone footage with commentary:</p> <ul style="list-style-type: none"> <li>• We are halfway through in construction progress. There was a slight delay due to precast concrete but that is now back on track. Vast majority of the precast will finish a couple of months earlier than originally planned, by late March.</li> <li>• 1160 people on the job as at 11/2. 1.3million working hours have been completed. 2-300 people will be added to finish the project on time. A spend of \$40-50 million a month is anticipated, and to do that we need around 1400 people on site during the peak period.</li> <li>• Big differences in the progress from month to month. Halfway through the buildings with some having roofs on them. Subject to bad weather we envisage finishing on time.</li> </ul> <p>MO – Wanted to know about the vegetation to alleviate erosion on site.</p> <ul style="list-style-type: none"> <li>• In next month all volumetric cells will be finished.</li> <li>• Explanation that the gate house is the single place for vehicles to get in and out of the prison.</li> <li>• Substation is being built by a subcontractor – this is not part of the Northern Pathways consortium.</li> </ul> <p>BT – Asked about the visitors centre and where visits take place.</p> <p>PC - Inside the secure area. Walk from registration point. And will be walked down to visiting area.</p> <p>BT – will there be covered sheltered walkways</p> <p>PC- No. Not all are covered</p>
<p><b>11.</b></p>	<p><b>Update of Road and utilities</b></p>	<p><b>Power route</b></p> <ul style="list-style-type: none"> <li>• In November 2018 the draft REF was released – this showed the landowners impacted.</li> <li>• Since then further investigation has resulted in a portion of the transmission line being realigned</li> <li>• The Draft REF/ alignment is currently being updated and will be shared with the relevant landowners, including newly impacted neighbours, in the coming weeks</li> <li>• Once finalised and approved, the final route and REF will be uploaded to the INSW project website</li> </ul> <p><b>Report of ongoing relationship with Pacific Highway project</b></p> <ul style="list-style-type: none"> <li>• Tiffany noted this is ongoing as required, with nothing to report.</li> </ul>
<p><b>12.</b></p>	<p><b>Project Progress - Construction</b></p>	<p><b>Project Progress - Construction - Update on activities:</b></p> <p>Community contact / engagement – upcoming events</p> <ul style="list-style-type: none"> <li>• Clarence Valley Roundtable – 28/2</li> <li>• NSW Dept of Industry Secretary – 5/3</li> <li>• Project presentation – Rathgar Lodge 6/3</li> <li>• NSW Training Services site visit &amp; presentation 7/3 (ISLP)</li> <li>• Yarning Circle – date TBC</li> </ul>

		<ul style="list-style-type: none"> <li>• Project newsletter – date TBC</li> <li>• Serco industries and recruitment campaign is ongoing.</li> </ul> <p>TW – Asked about employment opportunities with John Holland. Is it through their subcontractors?  TJ advised she would encourage them to call 1800 number and she can refer them directly to the subcontractors. John Holland jobs are advertised on the John Holland website.  TW- Are there further opportunities now.  TJ - There are 70 John Holland employees + workforce. Precast team will be redeployed to other projects where possible. Our recruitment for the project is at the end. Ongoing employment will be mostly with subcontractors.</p> <p>JH Apprentices are hired through Hunter Valley Training Corporation. They will be re-deployed until the end of their apprenticeship. This is ideally with JH if the workers are mobile. If not to other organisations.</p> <p><b>Complaints</b></p> <ul style="list-style-type: none"> <li>- 1 traffic – Heavy Vehicle on a local road</li> <li>- Water discharge EPA</li> </ul> <p><b>Local targets</b></p> <p>\$ 37.5 million spend with local business. Local employment down to 34%. Technical skills are required and these are not all available in the local area. ATSI 7%.</p>
13.	<b>Next Meeting</b>	<ul style="list-style-type: none"> <li>• 3-6pm – 13th May 2019 – at the site of the Correctional Centre  3pm start with Site tour for 1 hour prior to meeting.</li> </ul>
14.	<b>Final Questions/ Comments</b>	Round the table with final questions/comments
15.	<b>Close</b>	