

# Minutes

## LeadWest Joint Delegated Committee



### Meeting Details

<b>Title:</b>	LeadWest Joint Delegated Committee	
<b>Date:</b>	22 September 2021	<b>Time:</b> 3.30pm – 5.30pm
<b>Location:</b>	<a href="https://brimbankcc.zoom.us/j/98893470118">https://brimbankcc.zoom.us/j/98893470118</a>	
<b>Chairperson:</b>	Cr Peter Maynard	
<b>Invitees:</b>	Brimbank City Council	Mayor – Cr Ranka Rasic Interim CEO – Warren Roberts
	Hobsons Bay City Council	Cr Matt Tyler
	Maribyrnong City Council	CEO – Aaron van Egmond Cr Bernadette Thomas
	Melton City Council	Acting CEO – Celia Haddock Cr Sophie Ramsey
	Wyndham City Council	CEO – Kelvin Tori Deputy Mayor – Cr Peter Maynard
	LeadWest	CEO – Stephen Wall Executive Officer – Sue La Greca
<b>Conflict of interest:</b>	No conflicts of interest	
<b>Guests:</b>	Fran McDonald	Executive Officer – Western Alliance for Greenhouse Action
<b>Other Attendees:</b>		
<b>Apologies:</b>		
<b>Minute taker:</b>	Marnie Giles	Administration Officer - LeadWest

## Meeting Items

No.	Topic	Key discussion points
1.	Welcome, Acknowledgement of Traditional Owners & Apologies	The Executive Officer (EO) welcomed all in attendance and opened the meeting at 4.09pm.
2.	Election of Chairperson and Deputy Chairperson	<p>A recommendation was put forward to the committee that the term of the LeadWest Chair and Deputy Chair be extended from 22 September 2021 to November 2022 subject to the Council delegate elections in November 2021.</p> <p><i>The LeadWest Committee unanimously agreed on this recommendation and progressed to the election of Chair and Deputy Chair.</i></p> <p><i>Moved: Cr Sophie Ramsey</i> <i>Seconded: Cr Ranka Rasic</i></p> <p>Cr Peter Maynard was nominated as the LeadWest Chair.</p> <p><i>Moved: Cr Sophie Ramsey</i> <i>Seconded: Cr Ranka Rasic</i></p> <p>Cr Bernadette Thomas was nominated as the LeadWest Deputy Chair.</p> <p><i>Moved: Cr Sophie Ramsey</i> <i>Seconded: Stephen Wall</i></p>
3.	Conflicts of interest to be declared in accordance with the 'Local Government Act 2020'	Cr Peter Maynard proceeded to oversee the committee meeting as the Chair and acknowledged the traditional owners of the land and paid respects to elders – past present and emerging. There were no conflicts of interest to declare.
4.	Western Alliance for Greenhouse Action (WAGA) Presentation	<p>Fran McDonald presented a brief overview of the structure, work plan and potential collaboration between WAGA and LeadWest. The following points were discussed.</p> <ul style="list-style-type: none"> <li>WAGA is a partnership of eight councils in the west of Melbourne (Cities of Brimbank, Greater Geelong, Hobsons Bay, Maribyrnong, Melton, Moonee Valley and Wyndham, and the Shire of Moorabool) working collaboratively to respond to climate change across the region.</li> <li>WAGA's projects are based around mitigation of greenhouse gas emissions, and adaptation to the impacts of climate change as well as advocacy and information provision, sharing and developing a capacity-building platform for its members.</li> <li>Currently the Business Resilience Project that is being undertaken by WAGA will help businesses reduce energy usage and costs.</li> <li>The WAGA presentation will be circulated to the LeadWest committee for future reference.</li> </ul>
5.	Adoption of minutes from the meeting held 19 May 2021	The Chair noted that the minutes of the meeting held on 19 May 2021 have been previously adopted by each member council at their respective Ordinary Council Meeting.
6.	Matters arising from the meeting held 19 May 2021	<p>The EO outlined the progress on the matters arising as follows:</p> <p><u>Four Year Rolling Implementation Plan</u></p> <p>The Implementation Plan (IP) workshop was held on Thursday, 5 August 2021. Further information provided during agenda item 7 – "Review of the Four Year Rolling Implementation Plan".</p> <p><u>Project Proposal – Government Delegations</u></p> <p>Both steering and planning groups have been established. FPL Advisory have also been engaged to assist LeadWest with the advocacy strategy and obtaining meetings with relevant Members of Parliament.</p> <p>Further information provided during agenda item 10 – "Advocacy Strategy and Government Delegations Project Update".</p> <p>Stephen Wall provided an update on the progress of the \$5 million for 500,000 Trees Project as follows:</p>

		<ul style="list-style-type: none"> <li>Working group meeting was held in August 2021 where the Terms of Reference were developed.</li> <li>Delivery of the \$5 million for 500,000 trees project will be made in phases – the first phase allows councils to apply for up to \$250,000 each.</li> <li>All councils in Melbourne's West have submitted applications for phase 1 of the project and announcements around the applications are due to be made in coming weeks.</li> <li>Phase 2 will begin early 2022 and the program is expected to run until 2023.</li> </ul> <p><i>Moved: Cr Sophie Ramsey</i> <i>Seconded: Cr Bernadette Thomas</i></p>
7.	Review of the Four Year Rolling Implementation Plan	<p>The EO provided an overview of the outcomes from the IP workshop. The following information was discussed.</p> <ul style="list-style-type: none"> <li>The Strategic Plan and associated goals are all still relevant and up-to-date with the overall vision of LeadWest.</li> <li>The five strategic goals are equally important with no amendments to be made.</li> <li>The main role of LeadWest is an advocacy body for Melbourne's West and project delivery will only be conducted if it is part of our advocacy.</li> <li>The IP will allow flexibility and will be reviewed where necessary to respond to changing circumstances and opportunities that may arise.</li> <li>The issues that arose during discussion at the IP workshop have been grouped under the relevant strategic goal.</li> </ul> <p>The LeadWest committee noted the recommendations made by the EO and unanimously agreed that the collaborative work between LeadWest and WAGA, Western Melbourne Tourism, Arts West and West of Melbourne Economic Development Alliance will support the advocacy goals in the IP.</p> <p><i>The following recommendations were made by the committee:</i></p> <ul style="list-style-type: none"> <li>Include in the IP and collaborate with Parks Victoria to provide advocacy support around open space to attract more investment and funding for the region.</li> <li>Include in the IP and collaborate with organisations such as Arts West to provide advocacy support around the arts, entertainment and cultural sectors of the region specifically post COVID 19.</li> <li>Monitor the changes in work models to ensure the region can respond to the increased number of residents that will inevitably work from home.</li> <li>Identify two major areas to begin the advocacy to government prior to the Federal Elections.</li> <li>Include active transport under strategic goal three – "transport and communications".</li> </ul> <p><i>Moved: Cr Sophie Ramsey</i> <i>Seconded: Cr Bernadette Thomas</i></p>
8.	North and West Melbourne City Deal Update	<p>The EO provided an update on the progress of the North and West Melbourne City Deal (NWMCD) and provided the following information:</p> <ul style="list-style-type: none"> <li>At a recent steering group meeting, information was shared from Brett Luxford (former Director at the City of Greater Geelong and now CEO at Mitchell Shire Council) and Kat Panjari, Executive Officer Greater Hobart Strategic Partnership. The presentations provided insight into the Geelong and Hobart City Deals and the process that resulted in each being obtained.</li> <li>The main focus moving forward should be on obtaining an agreement or memorandum of understanding between Federal, State and Local Governments to secure a commitment to the NWMCD.</li> </ul>

		<ul style="list-style-type: none"> <li>To assist in advocacy work, a communique was provided to the LeadWest Committee members. This information includes the governance structure, status and the next steps of the NWMCD. The communique provides up to date information on the NWMCD for LeadWest committee members to use when speaking with MPs.</li> <li>Recent online meetings between MPs, Sue La Greca (LeadWest), Wade Noonan (West of Melbourne Economic Development Alliance) and Sandra Denis (Victoria University) have been held to request support in obtaining an agreement or memorandum of understanding to confirm the NWMCD.</li> </ul> <p>The committee noted the progress of the NWMCD.</p> <p><i>Moved: Cr Sophie Ramsey</i> <i>Seconded: Cr Bernadette Thomas</i></p>															
9.	Western Intermodal Freight Precinct Update	<p>The EO provided an update on the progress of the Western Intermodal Freight Precinct (WIFP). The following information was discussed:</p> <ul style="list-style-type: none"> <li>A meeting was held on the 8<sup>th</sup> September 2021, with the Cities of Melton and Wyndham, regional industry representatives, the West of Melbourne Economic Development Alliance (WoMEDA) and LeadWest. A briefing was presented by the Hon Melissa Horne, Minister for Ports and Freights which outlined the Truganina site as the preferred option for an intermodal freight terminal.</li> <li>As the Federal Government have recently committed \$2 billion towards a freight precinct in Melbourne, LeadWest in collaboration with WoMEDA, Melton and Wyndham Councils, is leading strong regional advocacy work to ensure the WIFP is selected as the preferred site for the intermodal freight terminal in Melbourne.</li> <li>The result of the meeting held on the 8<sup>th</sup> September 2021, was the formal establishment of an advocacy group representative of industry regional organisations and government. A meeting has been scheduled for the 8<sup>th</sup> October 2021 with the advocacy group to further promote the WIFP and for this project to be operational in five years.</li> </ul> <p>The committee noted the progress on the WIFP.</p> <p><i>Moved: Cr Sophie Ramsey</i> <i>Seconded: Cr Bernadette Thomas</i></p>															
10.	Advocacy Strategy and Government Delegations Project Update	<p>The EO provided the following update on the progress of the Advocacy Strategy and Government Delegations Project.</p> <ul style="list-style-type: none"> <li>FPL Advisory have been engaged to assist with the advocacy strategy and Government delegations.</li> <li>The relevant Ministers, Shadow Ministers and MP's have been identified and online meetings will be scheduled as a stage one introduction to LeadWest.</li> <li>The two or three projects selected from the IP will also be introduced during this stage of the Government delegation.</li> </ul> <p>The committee noted the progress of the Advocacy Strategy and Government Delegation project.</p> <p><i>Moved: Cr Sophie Ramsey</i> <i>Seconded: Cr Bernadette Thomas</i></p>															
11.	Dates for future LeadWest meetings	<p>Future LeadWest Committee meeting dates were provided with venues subject to covid-19 restrictions:</p> <table> <tr> <td>8 December 2021</td> <td>3.30 pm – 5.30 pm</td> <td>Hobsons bay City Council</td> </tr> <tr> <td>16 March 2022</td> <td>3.30 pm – 5.30 pm</td> <td>Brimbank city Council</td> </tr> <tr> <td>15 June 2022</td> <td>3.30 pm – 5.30 pm</td> <td>Wyndham City Council</td> </tr> <tr> <td>21 September 2022</td> <td>3.30 pm – 5.30 pm</td> <td>Melton City Council</td> </tr> <tr> <td>14 December 2022</td> <td>3.30 pm – 5.30 pm</td> <td>Maribyrnong City Council</td> </tr> </table>	8 December 2021	3.30 pm – 5.30 pm	Hobsons bay City Council	16 March 2022	3.30 pm – 5.30 pm	Brimbank city Council	15 June 2022	3.30 pm – 5.30 pm	Wyndham City Council	21 September 2022	3.30 pm – 5.30 pm	Melton City Council	14 December 2022	3.30 pm – 5.30 pm	Maribyrnong City Council
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12.	Other Business	<p>Stephen Wall provided an update on the Finance Subcommittee and its meeting held on 21 September 2021. The following information was discussed:</p> <p><u>LeadWest Finance Subcommittee Members</u></p> <p>A request was made to the LeadWest Committee to nominate another member to the Finance Subcommittee (FSC). Currently the members of the FSC comprise the Chair, Cr Peter Maynard, Stephen Wall and the Brimbank City Council representative, Shane Marr (Director, Financial and Organisational Excellence).</p> <p>Due to the exit of the previous Independent Chair, the FSC requires an additional member to the committee.</p> <p><i>The following recommendations were made:</i></p> <ul style="list-style-type: none"> <li>• <i>To elect a new Chair to the FSC as a result of Cr Peter Maynard being elected as the LeadWest Committee Chair.</i></li> <li>• <i>The nominations for the FSC Chair and additional member be made prior to the next LeadWest Committee meeting scheduled for the 8<sup>th</sup> December 2021.</i></li> </ul> <p><i>Moved: Stephen Wall</i> <i>Seconded: Cr Sophie Ramsey</i></p> <p><u>Review of the LeadWest Reserve Fund</u></p> <p>The FSC advised that LeadWest funds held in the reserve account are for the purpose of expenditure on projects and to cover any shortfall in the operational budget.</p> <p>If all project costs are expended as forecast, by the 2022/23 financial year, the reserve account will be reduced to approximately \$29,000.</p> <p>Current membership fees are \$50k plus overhead costs = \$56,212 in total. If member fees remain at this amount it is forecast that reserve fund will be depleted or close to depleted by 2022/23.</p> <p>Future membership fees will need to be increased to approximately \$80,000 per annum plus overheads (\$6,212) to cover future expenditure.</p> <p><i>A recommendation was made for the committee to note and consider the 2022/2023 budget.</i></p> <p><i>Moved: Cr Sophie Ramsey</i> <i>Seconded: Cr Bernadette Thomas</i></p> <p><u>Acknowledgement to Committee Members</u></p> <p>Cr Sophie Ramsey acknowledged Sue for the work carried out as the Executive Officer for LeadWest. The role of EO, has been carried out brilliantly and the committee wishes the EO a happy retirement which is due in December 2021.</p> <p>Cr Sophie Ramsey also thanked Kelvin Tori for his contribution and commitment to LeadWest and to the City of Melton. As the Chief Executive Officer for Melton City Council and a member of the LeadWest committee, Kelvin has been a great mentor and ally for the western region and has conducted his roles with a stellar performance.</p>
13.	Closure of Meeting	5.30pm

**Next meeting:**

Wednesday, 8 December 2021  
3.30pm – 5.30pm  
Venue: TBA

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