

Attachment 1



Minutes LeadWest Committee

Title:	LeadWest Committee		
Date:	9 October 2019	Time:	3:36pm to 5:10pm
Location:	Brimbank City Council		
Chairperson:	Jim Williamson		
Present:	Brimbank	Cr Virginia Tachos Acting CEO – Neil Whiteside	
	Maribyrnong	Cr Simon Crawford CEO – Stephen Wall	
	Melton	Cr Ken Hardy CEO – Kelvin Tori	
	Moonee Valley	Cr Samantha Byrne	
	Wyndham	Cr Peter Maynard Natalie Walker	
Attendees:	Jenny McMahon, Interim Executive Officer Cr Marsden, Mayor Hobsons Bay		
Apologies:	Helen Morrissey (Proxy – Neil Whiteside) Aaron Van Egmond Cr Angela Altair Bryan Lancaster (Proxy – Cr Byrne) Kelly Grigsby (Proxy - Natalie Walker) Cr Lucinda Congreve		
Minutes:	Candace Guest, Brimbank		

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MEETING ITEMS

No.	Topic	Decision
1.	Welcome & acknowledgement of the tradition owners	The Chair welcomed all in attendance, and opened the meeting at 3.36pm. The Chair acknowledged the traditional owners of the land and paid respects to the elders past, present and emerging.
2.	Conflicts of Interest	Nil
3.	Chairperson's Report	Noted
4.	Committee Operations	<p>There was general discussion regarding the Terms of Reference and members identified some points for further clarification. It was agreed that if any member has questions or need clarification on any points that these be circulated to the Executive Officer to be collated for consideration as part of a future review.</p> <p>That the Committee notes the Instrument of Delegation, Schedule and Terms of Reference, as tabled at the LeadWest Committee Meeting on 9 October 2019.</p> <p><i>Moved Cr Maynard/Seconded Cr Hardy – CARRIED</i></p> <p>It was noted that Ms Sue La Greca has been appointed the Executive Officer and will be starting on 15th October 2019. The current Interim Executive Officer will complete a handover.</p> <p>It was resolved that the Committee extends thanks to Jenny McMahon for her contribution to LeadWest as the Interim Executive Officer and also acknowledges the significant assistance from Brimbank City Council in the establishment of the LeadWest Committee.</p> <p><i>Moved Mr Wall/Seconded Cr Maynard – CARRIED</i></p> <p>General discussion was carried out about a review of the Terms of Reference in the future. It was agreed that a review will be undertaken in the future after the Committee has been operating for a period of time.</p>
5.	Meeting Calendar	<p>That the Committee:</p> <p>a. Establishes the Strategy and Implementation Forum and an Elected Representatives Forum, as per the LeadWest Committee Terms of Reference 2019</p> <p>b. Adopts in principle the Committee, Forums and Workshop Schedule 2019 and 2020, as tabled at the LeadWest Committee Meeting on 9 October 2019.</p> <p><i>Moved Mr Whiteside/Seconded Cr Maynard – CARRIED</i></p> <p>There was suggestion that consideration needs to be given to caretaker periods and elections. Also need to consider other regional forums such as MAV and Western Region forum to ensure there is not a clash.</p>
6.	Strategic Workshop	Noted. No further discussion.

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7.	Engaging Stakeholders	<p>Noted. There was general discussion about the process of engaging stakeholders. It was decided that the development of the Strategic Plan was to take priority and that the Plan would lead the decision about who are the key stakeholders to be engaged with the priority projects.</p> <p>It was further noted that a Stakeholder Engagement Plan will be developed for the Committee to consider at a future meeting.</p>
8.	Budget Information	<p>Noted. A budget for the remainder of the year is being developed and will tabled at a future committee meeting.</p>
9.	Other Business	Nil
10.	Close of Meeting	<p>The Chair thanked all in attendance and closed the meeting at 5.10pm.</p>

Next meeting

Wednesday 12 February 2019
Hobsons Bay City Council