



## MINUTES

### LEADWEST ADVISORY COMMITTEE

#### MEETING DETAILS

Title:	LeadWest Advisory Committee Meeting	
Date:	17 February 2021	<b>Time:</b> 3.33pm – 5.44pm
Location:	<a href="https://brimbankcc.zoom.us/j/93401760583">https://brimbankcc.zoom.us/j/93401760583</a>	
Chairperson:	Jim Williamson	
Invitees:	Chairperson Brimbank City Council  Hobsons Bay City Council  Maribyrnong City Council  Melton City Council  Wyndham City Council  Executive Officer	Jim Williamson Mayor – Cr Ranka Rasic CEO Helen Morrissey Cr Matt Tyler CEO – Aaron van Egmond Cr Bernadette Thomas CEO Stephen Wall Cr Sophie Ramsey CEO Kelvin Tori Deputy Mayor - Cr Peter Maynard CEO – Kelly Grigsby Sue La Greca
Conflicts of interest:	Jim Williamson  Stephen Wall  Helen Morrissey	On the board of WoMEDA Agenda item 9 – Section 64 & Independent Chair Agenda item 10 – WoMEDA proposal & draft MoU On the board of WoMEDA Agenda item 10 – WoMEDA proposal & draft MoU On the board of WoMEDA Agenda item 10 – WoMEDA proposal & draft MoU
Guests:	Ben Ryan Megan Cusack  Ashley Lodder	Director – Melbourne Airport Rail, Rail Projects Victoria Deputy Director – Communications & Stakeholder Engagement, Rail Projects Victoria Communications and Stakeholder Engagement Advisor, Rail Projects Victoria
Other Attendees:	Natalie Walker Carly Catalano	Head of Strategy and Policy Impact, Wyndham City Council Communications Officer, LeadWest
Apologies:	Kelly Grigsby	Wyndham City Council
Minute taker:	Marnie Giles	LeadWest

## MEETING ITEMS

No.	Topic	Key discussion points
1.	Welcome, acknowledgement of traditional owners & apologies	The Chair welcomed all in attendance and opened the meeting at 3.33pm. The Chair acknowledged the traditional owners of the land and paid respects to elders past, present and emerging.
2.	Conflicts of interest to be declared in accordance with the Local Gov't Act 2020	The Chair noted that he would need to be excluded from the discussion around agenda item 9 – Section 64 Committee and the Independent Chair.  The Chair also noted that he, Stephen Wall and Helen Morrissey, are all current members of the board of WoMEDA, and will need to exclude themselves from any matter/s requiring a decision in relation to WoMEDA – Item 10.
3.	Melbourne Airport Rail Presentation	Ben Ryan and Megan Cusack presented Committee members with an update on the Melbourne Airport Rail Link (MARL) project: <ul style="list-style-type: none"> <li>It was late 2020 when the Prime Minister and Premier of Victoria announced their joint contribution to the commitment of the MARL- \$5 billion from the Federal Government and \$5 billion from the State Government.</li> <li>The MARL project will start in 2022 and is expected to be operational in 2029.</li> <li>The MARL will run through the Metro Tunnel which is currently under construction.</li> <li>Five new train stations will connect parts of Melbourne to the heavy rail network and will be integrated with the remaining public rail network.</li> <li>The expected frequency of the service is 10 minutes and will transport passengers to the center of the CBD in under 30 minutes.</li> <li>Connection through the Metro Tunnel provides direct access to key economic areas such as university, health and business precincts.</li> <li>The MARL will be designed to cater for the significant expected population growth of Melbourne and will provide a single interchange to travelers throughout metro Melbourne and regional Victoria.</li> <li>Phase one - awareness raising, of the 'Community Engagement Program' is proceeding. Part of this has involved providing a virtual room for community members to seek information around the project, and will conclude in March 2021. Phase 2 of the community engagement strategy is currently in planning.</li> </ul>
4.	Adoption of minutes of 16 December 2020	<i>Minutes of the meeting held, 16 December 2020, were confirmed without amendment.</i>  <i>Moved: Cr Peter Maynard</i> <i>Seconded: Cr Sophie Ramsey</i>
5.	Matters arising from meeting: 16 December 2020	The Executive Officer (EO) noted that attachment 2 – 'matters arising' from the meeting held on the 16 <sup>th</sup> December 2020 have been completed. The matter of the Section 64 Committee transition and Independent Chair would be resolved during agenda item 9.
6.	Finance Subcommittee	Cr Peter Maynard noted that the Finance Subcommittee did not meet during December 2020. Next meeting is scheduled for 17 <sup>th</sup> March 2021.

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		<p>A finance update was provided at Attachment 3 indicating a reserve fund balance of \$303,638 – expected costs against the reserve fund include a forecast recurrent budget shortfall of \$56,452, an MOU – for discussion and decision – with WoMEDA of \$50,000, and a contingency for further work on the Strategic Plan (also \$50,000) – estimated funds in reserve fund for 2021/22 would be just over \$147,000.</p> <p>Also noted in the update is the fact that the budget shortfall is a result of the withdrawal of Moonee Valley City Council from the LeadWest Advisory Committee.</p>
7.	LeadWest Rebranding	<p>The EO introduced the Communications Officer to present the LeadWest rebranding presentation to the committee.</p> <p>During the presentation the Communications Officer provided the final draft copy of the design for the LeadWest logo and website.</p> <p>It was noted that links to the LeadWest member councils, WoMEDA and the North &amp; West Melbourne City Deal websites would also be placed on the LeadWest website.</p> <p><i>The Committee resolved to adopt the new logo, and the website was adopted in principle with minor amendments to be made.</i></p> <p><i>Moved: Cr Peter Maynard</i> <i>Seconded: Cr Sophie Ramsey</i></p> <p>The Chair, on behalf of the Committee thanked the Communications Officer, with assistance from Brimbank staff, for their work on this project. In discussion it was also noted that the branding and website look is modern, crisp and attractive. It was well received.</p> <p>The Chair further noted that if project work carried out by the Working for Victoria staff is unable to be completed prior to the contract end dates, a proposal be put to the LeadWest Finance Subcommittee to discuss the possibility of extending employment contracts.</p>
8.	Interim Terms of Reference	<p>The Chair advised the committee of the requirements around the interim Terms of Reference (ToR) and noted that these are applicable to LeadWest and its current governance structure as an Advisory Committee.</p> <p>For future governance structure changes, these ToR will be amended as appropriate.</p> <p>The EO advised the Committee that the principles of the interim ToR are as previously documented, but refers to LeadWest as an Advisory Committee. The withdrawal of Moonee Valley City Council has also been reflected within the interim ToR.</p> <p>In discussion it was noted that if the ToR need to be amended, then consideration should be given to priority activity and advocacy plans for LeadWest. The issue of indicating how projects are delivered within agreed timeframes, something that is currently identified in a four year rolling plan and an annual implementation plan.</p> <p><i>The Committee resolved to adopt the interim Terms of Reference without further amendments. A watching brief is also implemented for future Terms of Reference.</i></p> <p><i>Moved: Cr Bernadette Thomas</i> <i>Seconded: Kelvin Tori</i></p>
9.	LeadWest Section 64 and Independent Chair	<p>The Chair was excused from the meeting at 4.42pm.</p> <p>The EO directed the meeting for agenda item 9.</p> <p>The EO provided background information on the changes to previous governance structures of LeadWest and the recent changes to the Local Government Act (LGA) of Victoria. In accordance with the new LGA 2020, the position of the Chairperson must be filled by an elected representative.</p>

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		<p>A letter was sent from the Advisory Committee to the Local Government Minister in September 2020, seeking an exemption from section 177 of the LGA, to maintain an Independent Chair on the LeadWest Committee.</p> <p>The Advisory Committee was advised (letter from the Minister dated 28 January 2021) that the request to retain an Independent Chair was declined due to section 177 being a key reform of the new LGA and to promote leadership from the elected representatives.</p> <p>The Minister's letter gave consideration to some other ways of proceeding and these were noted.</p> <p><i>The Committee then resolved to move to a 'Section 64 – Joint Delegated Committee', with further advice sought from each council regarding the term of the Chairperson.</i></p> <p>It was further resolved that:</p> <p><i>The Chief Executive Officers (CEOs) of LeadWest will discuss the options of either an annual term or council term (four years) for the Chairperson with their respective councils. The CEO's will provide their council's decision to the EO electronically by the 9<sup>th</sup> March 2021.</i></p> <p><i>Moved: Cr Peter Maynard</i> <i>Seconded: Cr Matt Tyler</i></p>
10.	Western Intermodal Freight Precinct Letter of Support	<p>The Chair rejoined to the meeting and invited comment on Item 10, a letter prepared by Melton Council seeking support from LeadWest for the WIFP to proceed.</p> <p><i>The Committee resolved to endorse the Western Intermodal Freight Precinct letter of support for Melton City Council.</i></p> <p><i>Moved: Cr Peter Maynard</i> <i>Seconded: Stephen Wall</i></p>
11.	Brimbank Leading with Vision 2050 Letter of Support	<p>The EO referred the Committee to attachment 8 – 'Leading with Vision 2050, Letter of Support'.</p> <p><i>The committee resolved to endorse the Leading with Vision 2050 letter of support for Brimbank City Council.</i></p> <p><i>Moved: Cr Peter Maynard</i> <i>Seconded: Cr Sophie Ramsey</i></p>
12.	Regional Jobs Taskforce	<p>The EO provided an update on the applications received for the Regional Jobs Recovery Fund. The successful applicants are yet to be determined.</p> <p>The Jobs Tasks Force will look into working with the unsuccessful applicants for the next round of funding.</p> <p>Once formal advice is received regarding the applications, the EO will circulate the information to the Committee members.</p>
13.	North & West Melbourne City Deal and Regional Bus Tour	<p>The EO updated the committee on meetings held with senior officers from the Federal Government.</p> <p>They have advised the North &amp; West Melbourne City Deal (NWMDC) working group that the city deal proposal needs to be revised with one overarching theme and reduced to a smaller number of projects.</p> <p>Cr Bernadette Thomas raised concern around the lack of climate change and green energy related projects within the NWMCD proposal. As Melbourne's west is one of the fastest</p>

No.	Topic	Key discussion points
		<p>growing regions in Australia, the NWMCD is a great opportunity to capture climate and environmental sustainability projects for the region.</p> <p>Brimbank City Council provided an update on a recent meeting with Senator Sarah Henderson. The Senator's advice was around providing projects with the prospect of gaining funding which align with job and employment potential.</p> <p>An update was also provided around the planning and development of the Regional Bus Tour.</p> <p>Due to COVID-19, an increased demand in time for parliamentary sitting dates and a department restructure, the Federal Government has postponed the Regional Bus Tour. The planning and organization of the tour will still proceed so LeadWest are ready to move forward once a new date is confirmed.</p>
14.	West of Melbourne Economic Development Alliance (WoMEDA) Proposal & Draft MoU	<p>Due to a conflict of interest, the Chair, Helen and Stephen were excused from the meeting and the EO directed the meeting for advertised agenda item 10.</p> <p>The EO provided information regarding the proposal which WoMEDA had submitted. At a contributory payment of \$50K, WoMEDA would undertake further consultancy research and economic impact analysis for key issues being:</p> <ul style="list-style-type: none"> <li>• Research for the future development of Werribee and the Werribee Employment Precinct</li> <li>• Continued work on the North and West Melbourne City Deal</li> <li>• Business case for the Jobs Institute in Sunshine</li> <li>• Economic impact analysis and advocacy for Scienceworks</li> </ul> <p>The EO also noted that this MoU is valid for the 2021 calendar year.</p> <p><i>The Committee resolved to enter into a MoU with WoMEDA in principle with amendments to be made to the 'Termination' clause of the document.</i></p> <p><i>Where the agreement of the MoU is terminated prior to works being completed, a claw back provision should be added to the MoU to recover any monies paid.</i></p> <p><i>The EO will make amendments to the MoU and electronically forward the revised document to committee members by 24<sup>th</sup> February 2021. The Committee agreed that approval will be electronically returned by 3<sup>rd</sup> March 2021.</i></p> <p><i>Moved: Cr Sophie Ramsey</i> <i>Seconded: Cr Peter Maynard</i></p>
15.	Closure of meeting:	The EO thanked all in attendance and closed the meeting at 5.44pm

**Next meeting:****19 May 2021  
TBC**