

Minutes

LeadWest Advisory Committee



Meeting Details

Title:	LeadWest Advisory Committee		
Date:	19 May 2021	Time:	3.30pm – 5.30pm
Location:	Reception Room, Maribyrnong City Council Cnr Hyde & Napier Street Footscray 3011		
Chairperson:	Jim Williamson		
Invitees:	Chairperson Brimbank City Council	Jim Williamson Mayor – Cr Ranka Rasic CEO – Helen Morrissey	
	Hobsons Bay City Council	Cr Matt Tyler CEO – Aaron van Egmond	
	Maribyrnong City Council	Cr Bernadette Thomas CEO – Stephen Wall	
	Melton City Council	Cr Sophie Ramsey CEO – Kelvin Tori	
	Wyndham City Council	Deputy Mayor – Cr Peter Maynard Acting CEO – Natalie Walker	
	Executive Officer	Sue La Greca	
Conflict of interest:	Jim Williamson Stephen Wall Helen Morrissey	On the board of WoMEDA – Agenda item 11 On the board of WoMEDA – Agenda item 11 On the board of WoMEDA – Agenda item 11	
Guests:	Sean McManus Pauline Hobbs Richard Brice	Manager Engagement and Advocacy – Melton City Council Advocacy Advisor – Melton City Council Director – Ernst & Young	
Other Attendees:	Celia Haddock	Director – Corporate Services – Maribyrnong City Council	
Apologies:			
Minute taker:	Marnie Giles	Administration Officer - LeadWest	

Meeting Items

No.	Topic	Key discussion points
1.	Welcome, acknowledgement of traditional owners & apologies	<p>Maribyrnong City Council Mayor, Cr Michael Clarke welcomed the LeadWest Committee to the Council offices and expressed thanks to the Chairperson for his commitment and years of service to LeadWest. The Chair welcomed all in attendance and opened the meeting at 3.34pm.</p> <p>The Chair acknowledged the traditional owners of the land and paid respects to elders - past, present and emerging.</p>
2.	Melton City Council Investment Attraction Strategy	<p>Guests Sean McManus (Melton CC) and Richard Brice (EY) presented on Melton City Council's, Investment Attraction Strategy. The following points were outlined:</p> <ul style="list-style-type: none"> The vision of the strategy is to provide a diverse and resilient economy with strong jobs growth supported by a clear strategic direction. An extensive stakeholder engagement process was carried out and included representatives from the State Government (including the Department of Justice, Health and Education), industry and tertiary sectors. Melton's population is expected to grow to 500K residents by 2050 and the strategy will help achieve 100K jobs within the same timeframe. The strategy will support growth and development, and help transition away from traditional manufacturing industries and provide a more diverse mix of jobs and professional services. The three directions that will drive the strategy are: <ul style="list-style-type: none"> Understand infrastructure needs and successfully deliver employment precincts Transform labour force to improve and create a diverse mix of jobs Achieve job targets. To minimise the percentage of residents who leave the municipality to work the focus will be to increase jobs in transport, warehousing and professional services whilst maintaining the number of retail, construction, education and health jobs within Melton Council. <p>The strategy will provide a positive outcome for Melton City Council and this will also positively impact regional jobs growth.</p>
3.	Conflicts of interest to be declared in accordance with the 'Local Government Act 2020'	<p>The Chair noted that he, Stephen Wall and Helen Morrissey are all current members of the board of WoMEDA.</p>
4.	Adoption of Minutes from meeting held 17 February 2021	<p><i>Minutes of the meeting held 17 February 2021, were confirmed without amendment.</i></p> <p><i>Moved: Cr Sophie Ramsey</i> <i>Seconded: Helen Morrissey</i></p>
5.	Matters arising from meeting held 17 February 2021	<p>It was noted that the matters arising from the previous meeting are complete.</p> <p>The amendment to the Memorandum of Understanding (MoU) between LeadWest and WoMEDA now includes a 'claw back agreement' where if the agreement is terminated prior to works being completed, monies would be returned for incomplete work</p> <p>The Executive Officer (EO) also noted that the MoU is currently in the process of being signed between LeadWest and WoMEDA.</p>
6.	Adoption of minutes from Finances Subcommittee meeting held 17 March 2021	<p>Cr Peter Maynard directed the committee to the Finance Subcommittee minutes from the meeting held on 17 March 2021.</p> <p>The following discussions were held:</p> <ul style="list-style-type: none"> The current reserve balance is \$301,156. This will decrease to \$251,156 due to the cost related to the MoU with WoMEDA. As noted in the finance subcommittee meeting minutes, the 2021/2022 financial year member contributions have been increased to \$50,000 and \$6,212 for overheads. This increase is a result of the resignation of Moonee Valley City Council.

- The EO outlined that the 2021/2022 project budget will be reviewed and amended based on the progression of projects and associated costs involved.
- The EO explained that the project list for 2021/2022 has been sourced from the LeadWest Implementation Plan and listed costs are an estimate. If these costs exceed the estimated amount, the EO would inform the committee members prior to any financial commitments or decisions being made.
- Cr Maynard also noted that the project budget provides LeadWest with a starting point for works to be carried out during the 2021/2022 financial year.
- The Chair noted that as the project budget is currently at \$250K and estimated project expenses are \$118K for the 2021/2022 financial year, this will need to be monitored and reviewed regularly as the estimated 2022/2023 financial year balance will be roughly \$132K.

The following recommendations were made:

- *The 2021/2022 membership costs and associated overheads be clearly outlined as \$50,000 for membership fees and \$6,212 for overheads.*
- *The minutes from the previous finance subcommittee meeting are adopted.*
- *The LeadWest committee adopt the 2021/2022 operational budget.*
- *The project budget be endorsed as a planning document for the 2021/2022 financial year with funds sourced from the reserve account, subject to variations to occur throughout the year.*

Moved: Cr Peter Maynard

Seconded: Kelvin Tori

7. Adoption of LeadWest Budget	As discussed during agenda item 6, the 2021/2022 operational budget was adopted. The 2021/2022 project budget was adopted as a planning document subject to variations carried out during the financial year.
8. Transition to a 'Section 64 Joint Delegated Committee'	<p>Prior to discussions, the committee unanimously agreed that there was no conflict of interest to declare regarding the Chairperson chairing agenda item 8.</p> <p>The EO provided an update on the progress to the transition to the new 'Section 64 – Joint Delegated Committee'.</p> <p>In relation to the length of the term for the chair, feedback was provided by each member council and their recommendations was as follows:</p> <ul style="list-style-type: none"> ○ 3 councils recommended a 12 month term ○ 1 council recommended a quarterly rotation ○ 1 council recommended a 2 or 4 year term <p>Based on the majority, the recommendation agreed on is to appoint the Section 64 – Joint Delegated Committee Chair, on a 12 month term.</p> <p>The EO also advised that a new draft Terms of Reference (ToR) and Instrument of Delegation (IoD) have been submitted by Maddocks. The EO will meet with each Governance manager to confirm their accuracy.</p> <p>Once these have been confirmed, they will be presented at the Ordinary Council Meetings in June/July.</p> <p>The committee agreed that during the process of adopting the draft ToR and the transition to a Section 64 – Joint Delegated Committee, LeadWest as an advisory committee, will operate without a chairperson or deputy chairperson.</p> <p><i>The following recommendations were made:</i></p> <ul style="list-style-type: none"> • <i>Note the process for transitioning to a 'Section 64 – Joint Delegated Committee' under the Local Government Act 2020.</i> • <i>During the process of adopting the ToR and the transition to a 'Section 64 – Joint Delegated Committee, LeadWest will operate as an advisory committee without a Chairperson or Deputy Chairperson.</i> • <i>Write to the existing Chair, Jim Williamson, thanking him for his three years of dedication and valuable contribution to the leadership of LeadWest.</i>

Moved: Kelvin Tori
Seconded: Cr Matt Tyler

9. Four Year Rolling Implementation Plan review and update

The EO provided an update on the Implementation Plan (IP) projects and timeline. The EO advised the Committee that the IP is due for the quarterly review which allows opportunity to change the list of priorities.

The following discussions were held:

- The EO advised the Committee that the projects listed within the IP are in line with the Strategic Plan and any funds required to carry out these projects would be conveyed to the LeadWest committee.
- A discussion was held around organising more time to work through the IP. The committee have acknowledged that there have been lengthy process delays in relation to the ongoing changes in governance structure.

It was recommended that committee members would convene prior to the August LeadWest committee meeting, to discuss the IP and agree next steps including commencing further work and projects outlined in the IP.

Moved: Cr Bernadette Thomas
Seconded: Cr Matt Tyler

10. Project Proposal – LeadWest Delegation to Commonwealth and Victorian Governments and Oppositions

The EO informed the committee of the project proposal to coordinate a delegation to Commonwealth and State Governments to discuss advocacy priorities with Ministers and Shadow Ministers.

The following discussions were held:

- The EO the advised the committee that a delegation to Canberra is being planned for August/September 2021.
- A consultant would be engaged to create an advocacy strategy to establish meetings with relevant Commonwealth and State Ministers and shadow ministers.
- When presenting the advocacy projects during the delegation, a unified approach would be taken to display an informed and consolidated regional alliance.

A recommendation was made to establish a steering group and planning group. The steering group would incorporate the Chief Executive Officer's (CEO's) and the planning group would incorporate the Western Region Advocacy and Communications group.

The committee resolved to adopt the project proposal with the amendment to the Hobsons Bay project be swapped from the Foreshore Infrastructure to the Wetlands Centre.

Moved: Natalie Walker
Seconded: Aaron van Egmond

11. Other Business

Campaign to Fix the Calder

Cr Rasic provided an update on the recent campaign to 'Fix the Calder'.

- The campaign was carried out in April 2021. Support was received by Melton City Council with the Mayor, Cr Kathy Majdlik in attendance.
- Infrastructure Australia has reported that by 2031 the Calder Freeway is anticipated to become the second most congested road in Melbourne during peak hour times.
- Campaigned upgrades include:
 - Works between the Western Ring Road and the Melton Highway
 - Widening of the Maribyrnong River Bridge
 - Remove the level crossing of the Sunbury train line on Calder Park Drive
 - Construction of a full diamond interchange at the intersection of the Calder Freeway and Calder Park Drive
 - Additional lanes from Keilor Park Drive to Melton Highway
- To date the campaign has received around 400 signatures.

North & West Melbourne City (NWMCD) Update

The EO provided a brief update on recent developments regarding the NWMCD.

- During a recent meeting with senior officials from the Commonwealth Department of Infrastructure a proposal of a governance structure was discussed. This would include Local Government Mayor's and CEO's and the NWMCD Steering Group.
- A meeting is scheduled for June to discuss the requested shortlist of projects from the original 16 transformative and 50 enabling projects.
- A request was sent to senior officials seeking guidance on principles for the selection of proposed projects but no advice has been received to date.
- Until this advice is received, the EO has proposed 10 draft projects for the short list.
- A letter was sent to Minister Fletcher and Treasurer Pallas enquiring about the progression of the NWMCD and what they are requiring for the next steps. Advice has been received that a written response is expected from the Commonwealth Government within the next few weeks.

\$5 million for 500,000 Trees

The Chair informed the committee on how the recent announcement was prepared.

The committee discussed the potential issues within each municipality around maintenance and landscape issues, ongoing cost and how this announcement is going to be rolled out. Each Local Government area will need to identify their factors as to how this will impact their municipality and the key issues.

A recommendation was made to write to the Minister expressing our enthusiasm about the recent announcement and advise that LeadWest is interested in further discussions.

Moved: Kelvin Tori

Seconded: Cr Ranka Rasic

The Acting CEO at Wyndham will coordinate initial discussions about this initiative with member councils.

LeadWest EO to join the board of WoMEDA

The LeadWest committee unanimously agreed for the EO to accept the invitation from WoMEDA to join the board.

Moved: Cr Sophie Ramsey

Seconded: Aaron van Egmond

12. Closure of meeting

The Chair thanked all in attendance and closed the meeting at 5.33pm – he also tabled his reflections on his role at LeadWest for the period 2018 – 2021 – these are attached, and specifically thanked each Council for their support in advancing a coordinated regional agenda.

Next meeting:

18 August 2021
3.30pm – 5.30pm
Hobsons Bay City Council

It was noted by the EO that advice received from Governance departments regarding the status of LeadWest's decision making process was that as LeadWest is currently an advisory committee, any decisions made during the meeting will need to go to Ordinary Council Meetings for adoption instead of noting.

The minutes would be distributed within two weeks to provide enough time for them to be tabled at each member councils Ordinary Council Meeting.