

# MINUTES

## LEADWEST ADVISORY COMMITTEE

### MEETING DETAILS

Title:	LeadWest Advisory Committee Meeting		
Date:	16 December 2020	Time:	3.39pm – 5.37pm
Location:	<a href="http://brimbankcc.zoom.us/j/94695359787">http://brimbankcc.zoom.us/j/94695359787</a>		
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 CEO – Kelly Grigsby	
	Executive Officer	Sue La Greca	
Conflict of interest:	Jim Williamson	On the board of WoMEDA Agenda item 4.4 – Section 64, Local Gov't Act	
	Stephen Wall	On the board of WoMEDA	
	Helen Morrissey	On the board of WoMEDA	
Guests:			
Other Attendees:	Carly Catalano	LeadWest, Communications Officer	
Apologies:	Cr Ranka Rasic Kelly Grigsby Aaron van Egmond	Brimbank City Council Wyndham City Council Hobsons Bay City Council	
Minute taker:	Marnie Giles	LeadWest	

## MEETING ITEMS

No.	Topic	Key discussion points
1.	Welcome, acknowledgement of traditional owners & apologies	<p>The chair welcomed all in attendance and opened the meeting at 3.39pm.</p> <p>The chair acknowledged the traditional owners of the land and paid respects to elders past, present and emerging.</p> <p>A special welcome was made to newly elected Councillors Bernadette Thomas, Matt Tyler, and Mayor Ranka Rasic.</p>
2.	Conflicts of interest to be declared in accordance with the Local Gov't Act 2020	<p>The Chair noted that he, Stephen Wall, Helen Morrissey, and Kelly Grigsby 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</p>
3.	Adoption of minutes of 12 August 2020	<p><i>Minutes of the meeting held, 12 August 2020 were confirmed without amendment.</i></p> <p><i>Moved: Kelvin Tori</i></p> <p><i>Seconded: Cr Peter Maynard</i></p>
4.	Matters arising from meeting: 12 August 20	<p>The following points were noted and discussed in an overview provided by the Executive Officer:</p> <ul style="list-style-type: none"> <li>• <u>4.1 Four Year Rolling Implementation Plan Budget</u> The EO advised that the four-year rolling implementation plan and associated budget have been completed as drafts. Further discussions proceeds under agenda item 11.</li> <li>• <u>4.2 Regional Jobs Taskforce</u> The EO provided an update around the structure and funding of the Regional Jobs Taskforce. The Commonwealth Government has formally established the Regional Jobs Taskforce through the Department of Education, Skills and Employment. The purpose of the taskforce is to improve employment and training opportunities throughout the western region. With a funding total of \$780K, to date there have been 10 applications received to the value of approximately \$100K. The second round of applications will re-open in February 2021 and as more information is made available, the EO will circulate the updates. Further discussion on this matter proceeds under agenda item 16, particularly in relation to the preferred office location for the Regional Jobs Taskforce.</li> <li>• <u>4.3 Finance Committee</u> See under agenda item 5.</li> <li>• <u>4.4 Exemption of Independent Chairperson</u> In line with the conditions of the new <i>Local Government Act 2020</i>, LeadWest have submitted a letter to the Minister of Local Government seeking exemption for the requirement of an elected representative as the chairperson. The EO advised that a response hasn't been received to date and will continue to be followed up. During this period, LeadWest is structured as an Advisory Committee to the member councils.</li> </ul> <p><i>The Executive Officers report was accepted.</i></p> <p><i>Moved: Cr Peter Maynard</i></p> <p><i>Seconded: Cr Sophie Ramsey</i></p>
5.	Adoption of Finance	<p>Stephen provided a brief summary of the attached finance subcommittee meeting minutes.</p> <p>It was noted that LeadWest Ltd has officially been deregistered and to-date there is</p>

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	Subcommittee meeting minutes: 30 September 20	<p>approximately \$300K in the LeadWest reserve fund.</p> <p>The development of a four year budget forecast is currently in progress which is designed to align with council four year budgeting terms.</p> <p><i>The Committee endorsed the draft minutes of the finance subcommittee without further amendment and noted the matters arising.</i></p> <p><i>Moved: Stephen Wall</i> <i>Seconded: Cr Sophie Ramsey</i></p>
6.	Introduction of new committee and background info of LeadWest	<p>The EO provided a brief introduction to new committee members around the history, structure, financial position and future progression of LeadWest.</p> <p>During discussion around the structure of LeadWest, the EO provided a timeline as noted:</p> <p>2007 – Independent company limited by guarantee 2018 – Decision was made to carry out a Governance review of LeadWest 2019 – EO was appointed to manage the commitments of LeadWest at its member councils 2020 – LeadWest Ltd was formally deregistered, during the period of the <i>Local Government Act 1986</i> LeadWest was operating as a 'section 86 committee'. As the new <i>Local Government Act 2020</i> has been implemented, LeadWest is now transitioning into a 'section 64 committee'.</p> <p>Moonee Valley City Council formally resigned from LeadWest as it transitioned to a Section 64 Committee.</p>
7.	LeadWest Rebranding	<p>The Chair introduced the Communications Officer to present the LeadWest rebranding presentation to the committee.</p> <p>During the presentation the Communications Officer advised that an email would be sent to committee members to provide an opportunity in assisting with the selection of the new logo design.</p> <p>The launch of the rebranding and website is expected for March 2021.</p> <p><i>It was decided to circulate a link to the draft LeadWest website to all committee members for further consideration.</i></p>
8.	LeadWest Terms of Reference	<p>The EO advised the new committee that the current Terms of Reference will need to be rewritten in accordance with the new <i>Local Government Act 2020</i> and will reflect the withdrawal of Moonee Valley City Council.</p> <p>The principles of the new Terms of Reference will remain the same, as will the priority purpose of LeadWest to develop and implement a Strategic Plan for promotion and advocacy for the western region.</p> <p><i>It was decided that the Committee would consider the new draft Terms of Reference in early 2021.</i></p>
9.	LeadWest Strategic Plan	<p>The EO advised the Committee that the Strategic Plan was adopted at the previous committee meeting.</p> <p><i>The Committee noted the amendment of the Strategic Plan to reflect the withdrawal of Moonee Valley City Council and the focus on the five member council strategic objectives.</i></p>
10.	LeadWest Four Year Rolling Implementation Plan	<p>The EO advised the new Committee of the purpose of the Implementation Plan and how each strategic action aligns with the strategic goals within the Strategic Plan.</p>

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11.	Four Year Budget Forecast	<p>The EO provided an overview of the attached four-year budget forecast and the Committee noted the following:</p> <ul style="list-style-type: none"> <li>• For the 2020/2021 financial year approximately \$70K has been spent on projects so far</li> <li>• It is estimated that at the end of the 2020/2021 financial year approximately \$142K will be left in the reserve fund</li> <li>• Assuming project expenditure as forecast, member councils will have to monitor income and expenditure and reassess member contributions before June 2022.</li> </ul> <p><i>The Committee noted the updates on the Terms of Reference, the Strategic Plan, the four year rolling Implementation Plan, and the Four Year Budget Forecast.</i></p> <p><i>Moved: Helen Morrissey</i> <i>Seconded: Cr Sophie Ramsey</i></p>
12.	MoU with the West of Melbourne Economic Development Alliance (WoMEDA)	<p>Having recorded the COI for the Chair, and members in attendance Stephen Wall and Helen Morrissey, the EO provided a brief background discussion around the prior relationship and MoU between LeadWest and WoMEDA.</p> <p>More recently, WoMEDA has approached LeadWest to enter into another MoU to provide further consultancy research and economic impact analysis' for key issues such as:</p> <ul style="list-style-type: none"> <li>• Werribee Precinct</li> <li>• Melbourne's North and West City Deal</li> <li>• Jobs Institute</li> <li>• Scienceworks</li> </ul> <p>Over the course of 2021, WoMEDA would undertake the noted project work in consultation with LeadWest at a cost or contributory payment of \$50K.</p> <p>Kelvin noted that the previous MoU between LeadWest and WoMEDA delivered undoubted value for a satisfactory cost and supports the reentering of another MoU. This comment was also supported by Cr Sophie Ramsey.</p> <p><i>The Committee members, not having a direct link with WoMEDA, suggested that the proposal from WoMEDA be circulated to all Committee members not directly associated with WoMEDA for information and decision.</i></p>
13.	Update – North & West Melbourne City Deal (NWMCD)	<p>The EO discussed the background information and provided an update on the progression of the NWMCD.</p> <p>During a meeting with the LeadWest EO, Northern Councils Alliance and the City Deals Unit of the Department of Infrastructure the following points were raised:</p> <ul style="list-style-type: none"> <li>• Our main focus should be on Jobs growth to keep up with population growth, underpinned by projects that improve Livability and productivity for the region</li> <li>• Transport projects are not in the remit of CD funding – they can be referenced in the deal, but funding is sourced from a separate area within the department</li> <li>• Precinct development is on the table as an objective, namely growing stronger regional precincts to support jobs growth to keep up with population growth</li> </ul>

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		<ul style="list-style-type: none"> <li>• These should be supported by smaller scale community projects, such as greening the west and north. Sports. Environment and recycling</li> <li>• Supporting youth and Aboriginal employment</li> <li>• Supporting social housing</li> <li>• Local government reform relevant to regulation – small business or planning</li> </ul> <p>A regional bus tour of Melbourne’s North &amp; West is now being planned for early 2021. This bus tour was originally organized for April 2020, but was cancelled due to COVID-19. The tour will showcase the 8 priority precincts outlined within the North &amp; West Melbourne City Deal and will host senior government officials, Senator Scott Ryan and local government officials.</p>
14.	Other Business	<p><u>Regional Jobs Taskforce – Office Site</u></p> <p>Helen led the discussion around the request for a letter of support to be written by LeadWest in securing the Regional Jobs Taskforce to be located at the Brimbank Community and Civic Centre (BCCC).</p> <p>The BCCC is a regionally suitable location with ample access to public transport. As the vision of the Regional Jobs Taskforce is to provide the next generation appropriate skills to become job ready, the BCCC will be an excellent location as it incorporates the Visy Youth Hub.</p> <p>The Visy Youth Hub engages youth that are significantly marginalized and has the ability to extend the working relationship with the Regional Jobs Taskforce to collaboratively work towards the desired outcome of increasing employment opportunities for the region’s youth.</p> <p><i>The Committee agreed to provide a letter of support to the Regional Jobs Taskforce along these lines.</i></p> <p><i>Moved: Kelvin Tori</i>  <i>Seconded: Stephen Wall</i></p>
15.	Closure of meeting:	The chair thanked all in attendance and closed the meeting at 5.37pm

**Next meeting: 17 February 2021  
TBC**