

Minutes

LeadWest Joint Delegated Committee



Meeting Details

Title:	LeadWest Joint Delegated Committee	
Date:	21 September 2022	Time: 3:36pm – 5:17pm
Location:	Woodlands Room, Melton City Council Melton Civic Centre 232 High Street, Melton 3337	
Chairperson:	Mayor – Cr Peter Maynard	
Invitees:	Brimbank City Council	Deputy Mayor, Cr Thuy Dang CEO, Fiona Blair
	Hobsons Bay City Council	Cr Matt Tyler CEO, Aaron van Egmond
	Maribyrnong City Council	Cr Bernadette Thomas CEO, Celia Haddock
	Melton City Council	Cr Sophie Ramsey CEO, Roslyn Wai
	Wyndham City Council	Mayor, Cr Peter Maynard CEO, Stephen Wall
	Premier Strategy	Director Corporate Affairs and Communications, Kara Douglas Secretariat Lead, Dina Jones
Conflict of interest:	No conflicts of interest declared.	
Guests:		
Other Attendees:	Laura-Jo Mellan Sean McManus	Director, Planning and Environment Services Acting General Manager, Corporate Services
Apologies:	Deputy Mayor, Cr Thuy Dang Cr Matt Tyler Celia Haddock Roslyn Wai Stephen Wall Kara Douglas	Brimbank City Council Hobsons Bay City Council Maribyrnong City Council Melton City Council Wyndham City Council Premier Strategy
Minute taker:	Marnie Giles	Administration Officer, LeadWest

Meeting Items

No.	Topic	Key discussion points
1.	Welcome and Apologies	The Chair welcomed all in attendance and opened the meeting at 3:36pm.
2.	Conflicts of interest to be declared in accordance with the 'Local Government Act 2020'	No conflicts of interest were declared.
3.	Minutes from the meeting held 15 June 2022	<p>The minutes from the meeting held 15 June were adopted without amendment.</p> <p><i>Moved: Cr Sophie Ramsey</i> <i>Seconded: Cr Bernadette Thomas</i></p>
4.	Matters arising from the meeting held 15 June 2022	<p>Dina provided a brief update on the outstanding matters arising. Further discussions regarding the purpose statement, priority project selection and advocacy plan are continued during agenda items 6 and 7.</p> <p>The Chair advised Committee members that all matters arising have been completed with nothing outstanding.</p> <p><i>The LeadWest Committee noted the completed matters arising.</i> <i>Moved: Cr Bernadette Thomas</i> <i>Seconded: Cr Sophie Ramsey</i></p>
5.	Minutes from the Finance Subcommittee meeting held 15 June 2022	<p>Cr Bernadette Thomas provided an update on the LeadWest operational and project budgets. The following discussions were held:</p> <ul style="list-style-type: none"> • The \$2k membership contributions increase has been applied to the 2022/2023 annual fees. The invoicing process has commenced and member councils will receive the 2022/2023 membership invoices in coming weeks. • The operational budget and forecast predicts an estimated \$60k surplus for 2023/2024 and approximately \$70k surplus for 2024/2025. • Included in the operational forecast is \$130k per annum for consultancy expenditure to cover costs associated with the secretariat model. • The current balance of the LeadWest reserve fund is \$213k at the end of July 2022. • Due to the review of the LeadWest Strategic Plan, projects are yet to be identified and confirmed. Following the endorsement of the Strategic Plan and associated projects, anticipated costs will be included in the project budget and forecast. <p><i>The LeadWest Committee resolved to confirm the draft LeadWest Finance Subcommittee minutes without amendment.</i></p> <p><i>Moved: Cr Bernadette Thomas</i> <i>Seconded: Cr Sophie Ramsey</i></p>
6.	LeadWest Advocacy Brochure – Intent of brochure and use	<p>Dina provided an update on the progress and next steps of the LeadWest advocacy brochure. The following discussions were held:</p> <ul style="list-style-type: none"> • Submissions for the LeadWest priority projects and advocacy strategy were received by Premier Strategy (PS). Using a project assessment tool provided by PS, six projects were selected to form the focus and direction LeadWest will advocate towards.

- The six priorities that ranked highest during the final assessment phase are:
 - Regional mental health program
 - Active and public transport
 - Outer Metropolitan Ring
 - Sunshine Precinct
 - Wetlands Centre
 - Creative West
- Guidance and support to construct and design the advocacy brochure was provided through the Chief Executive Officer's (CEO's) and Advocacy Officers (AO's) throughout the member councils.
- The advocacy brochure will be finalised and endorsed by the Committee following confirmation of contents by member council CEO's and AO's.
- The LeadWest website and social media accounts will be updated with electronic formats of the advocacy brochure. These formats will also be provided to member councils to share and promote on individual websites and social media platforms.

The LeadWest Committee resolved the following:

1. *Noted the progress of the advocacy brochure.*
2. *Adopt the Government Advocacy Brochure following confirmation of information and content by member council AO's.*

Moved: Cr Sophie Ramsey

Seconded: Cr Bernadette Thomas

7. LeadWest Government Advocacy Plan

Dina provided the following update on the status and concept of the Government advocacy plan ('the Plan'):

- The Plan has been produced as an internal active working document that can be revised and modified where required.
- The high level key messages listed within the Plan will be refined as ABS statistics and data based on each priority project is made available.
- Caretaker period for the November State Election is expected to commence late October 2022. The initial focus for the Plan for the remainder of 2022 is to advocate the Federal Government Outer Metropolitan Ring, the Sunshine Precinct, Creative West and Wetlands Centre.
- Commencing early 2023, advocacy work will commence on the State Government and creating opportunities and facilitate meetings with State Government Ministers and Local Members of Parliament.
- To support each advocacy campaign for priority projects, PS will provide suggestions on spokesperson pairings to display a unified and collaborative approach. Briefings, speaking notes and key data will also be provided for each meeting.

The LeadWest Committee resolved the following:

1. *Noted the progress of the advocacy plan.*
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2. *Adopt the Government Advocacy Plan following confirmation of information and content by member council AO's.*

Moved: Cr Sophie Ramsey

Seconded: Cr Bernadette Thomas

8. Premier Strategy –
Key Performance Indicators

Dina provided an update on the Key Performance Indicators (KPI's) outlined by Premier Strategy. The following discussion was held:

- Following discussions from the Western Region CEO's meeting, a KPI document has been circulated for review by the Committee.
- The KPI's are inclusive of tasks and responsibilities outlined in the secretariat contract as well as activities identified since the contracts commencement in March 2022.

The LeadWest Committee resolved the following:

1. *Noted the draft KPI document.*
2. *Noted that concrete outputs be added to the KPIs after internal discussion within each member council*
3. *Recommended that an Elected Representatives Forum should be conducted at the LeadWest Committee meeting in December 2022.*

Moved: Cr Bernadette Thomas

Seconded: Cr Sophie Ramsey

9. LeadWest Activity Overview
June 2022 – September 2022

The Chair provided an overview of activities conducted by the Chair, council members, AO's and PS over the period June 2022 to September 2022 on behalf of the LeadWest Committee.

The LeadWest Committee noted the activity overview.

Moved: Cr Sophie Ramsey

Seconded: Cr Bernadette Thomas

10. Correspondence

The Chair directed the Committee to the attached correspondence which have been issued to the Federal and State Governments by the Chair on behalf of the LeadWest Committee.

The Chair advised a request to meet letter was sent to the Minister for Infrastructure, Transport, Regional Development and Local Government, Catherine King. This letter outlines history and efforts taken between the North and West regions to obtain a City Deal.

In addition, two introductory letters which provide background information on LeadWest and the priorities of the region have been sent to the State Treasurer, Tim Pallas and Leader of the Opposition, Matthew Guy in preparation to the November State Election.

11. Other Business

- Secretariat Model Discussion

Prior to discussions, PS and the LeadWest Administration Officer were excused from the meeting.

Sean McManus was appointed the minute taker for the remainder of the meeting.

Further discussions regarding the secretariat model have been referred to the CEO's for the next Western Region CEO's meeting. Meeting is scheduled for 14th October 2022.

12. Closure of meeting

The Chair thanked all in attendance and closed the meeting at 5:17pm.

Next meeting:

Wednesday, 14th December 2022

3:30pm – 5:30pm

Maribyrnong City Council