

Minutes

LeadWest Joint Delegated Committee

29 March 2023



Meeting Details

Title: LeadWest Joint Delegated Committee	Title: LeadWest Joint Delegated Committee	
Date	Date: 29 March 2023 Time: 3:30pm – 4:40pm	
Location	Location: Online via Teams	
Chairperson	Chairperson: Cr Sophie Ramsey	
Attendees:	Brimbank City Council Hobsons Bay City Council Maribyrnong City Council Melton City Council Wyndham City Council Premier Strategy	CEO, Fiona Blair Cr Matt Tyler CEO, Aaron van Egmond CEO, Celia Haddock Cr Sophie Ramsey CEO, Roslyn Wai Mayor, Cr Peter Maynard CEO, Stephen Wall Taryn Schultz, Team Leader - Advocacy & Communications Dina Jones, Secretariat Lead
Guests:	Georgie Hill Pauline Hobbs Elie Khalil	Director Planning, People & Performance, Brimbank City Council Advocacy Advisor, Melton City Council Advocacy Advisor, Brimbank City Council
Apologies:	Mayor Cr Bruce Lancashire Cr Virginia Tachos (proxy) Brimbank City Council Deputy Mayor, Cr Cuc Lam Maribyrnong City Council	
Minute taker:	Dina Jones, Secretariat Lead	Premier Strategy

Meeting Items

No.	Topic	Key discussion points
1.	Welcome, Apologies	The Chair welcomed all in attendance and opened the meeting at 3:35pm. Apologies noted.
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 14 December 2022	The minutes from the meeting held 14 December 2022 were adopted without amendment. Moved: Cr Peter Maynard Seconded: Celia Haddock
4.	Matters arising from the meeting held 14 December 2022	The LeadWest Committee noted the completed matters arising. Moved: Stephen Wall Seconded: Cr Matt Tyler
5.	LeadWest Advocacy Activities	Dina Jones gave a brief update on all advocacy activities over the past 12 months, as outlined in the briefing paper. The LeadWest Committee noted the update provided by Premier Strategy. Moved: Cr Peter Maynard Seconded: Cr Matt Tyler
6.	Parliament House event brief	Elie Khalil provided an update on the planning for the MP event, as outlined in the briefing paper. The proposed invitation list was discussed and whether external stakeholders such as the WoMEDA board or VU board members should also be invited. It was discussed and agreed, that the Mayors, LW Delegates, CEOs and relevant Advocacy staff would attend, with at least two Councillors attending per council, where the delegate is also the Mayor. It was agreed that external stakeholders, ie WoMEDA and VU would not be invited. Cr Ramsey requested a regular update on RSVPs. It was also discussed and agreed to send out the event invitation imminently given that the invitation list has been confirmed, instead of an initial save the date invitation. It was agreed that Brimbank Council would finalise and approve the invitation, based on the draft invitation in the briefing. Action: CEOs to work with the Advocacy Officers to send out calendar invitations and manage the RSVPs. Cr Tyler raised the question whether the committee should meet prior to the event to discuss a strategic approach to the event based on outcomes to date and specific ask to government. Georgie confirmed that the Advocacy Officers were in the process of reviewing and analysing the status of the ask to government and would be able to share this before the event.

It was discussed and agreed that all LW representatives attending the event should be briefed and be in a position to stay on message. It was discussed that the next LW delegate committee meeting would be brought forward to allow time to be briefed prior to the event.

- The LeadWest Committee:
- Noted the update on the event planned at Parliament House on 21 June;
- Confirmed the modified invitation list, as per discussion;
- Endorsed the draft invitation.

Moved: Cr Peter Maynard
Seconded: Cr Matt Tyler

7.	LeadWest model going forward	Taryn Schulz and Dina Jones left the meeting at this point. Therefore, there are no minutes for this agenda item.
8.	Finance report	<p>Cr Maynard referred to the financial paper included in the agenda. Stephen Wall added that the committee is in a healthy position.</p> <p>It was noted that Cr Tyler has declined to accept the position of Deputy Chair of the Finance Subcommittee.</p> <p>Cr Ramsey nominated to be the deputy, should Cr Maynard as Chair need support.</p> <p>The LeadWest Committee noted the financial report.</p> <p>Moved: Cr Peter Maynard Seconded: Stephen Wall</p>
9.	Other Business	<p>Cr Ramsey questioned the merit for LW to continue to attend the Sunshine Precinct Community Reference Group (CRG), to which the LW Chair gets invited. It is a ministerial appointment, however appointees require to sign a confidentiality agreement and can't share the minutes with LW. Brimbank representatives are also invited.</p> <p>Meetings are held on a Monday, however Cr Ramsey can't attend meetings on a Monday, so it was discussed and agreed, that Cr Maynard as the Deputy Chair would continue to be the LW representative, subject to this being acceptable, for the time being.</p> <p>The next meeting is on Monday 3rd April, however neither Cr Maynard nor Cr Ramsey can attend. It was resolved that Fiona Blair would forward both Cr Ramsey's and Cr Maynard's apologies to the chair.</p> <p>Cr Ramsey thanked Premier Strategy for their guidance over the last 12 months and looks forward to working with Premier Strategy in future.</p> <p>Cr Ramsey asked all CEOs to coordinate calendars to organise a meeting on or around the 7th June at Brimbank to discuss the Parliament House event and to be briefed.</p> <p>Action: The Chair sought the Committee's endorsement for Council officers to review this document and submit an updated version for the Committee's consideration at our next meeting.</p>

10.

Closure of meeting

Closure of meeting The Chair thanked all in attendance and closed the meeting at 4:40pm.

Next meeting:

Next meeting: TBC – Brimbank to coordinate calendars and set the date and whether it will be online or in person
