

# Minutes

## LeadWest Joint Delegated Committee

4 October 2023



### Meeting Details

<b>Title:</b>	<b>LeadWest Joint Delegated Committee</b>		
<b>Date:</b>	4 October 2023	<b>Time:</b>	3:04pm – 4:27pm
<b>Location:</b>	Video Conference via ZOOM		
<b>Chairperson:</b>	Cr Sophie Ramsey		
<b>Attendees:</b>	Brimbank City Council	Mayor, Cr Bruce Lancashire	
	Hobsons Bay City Council	Cr Matt Tyler	
	Maribyrnong City Council	CEO, Celia Haddock Cr Cuc Lam, Deputy Chair	
	Melton City Council	Cr Sophie Ramsey, Chair CEO, Roslyn Wai	
	Wyndham City Council	CEO, Stephen Wall Cr Peter Maynard	
	LeadWest Executive Officer	Hillary Hastings	
<b>Guests:</b>	Georgie Hill	Director Planning, People & Performance, Brimbank City Council	
	Pauline Hobbs	Advocacy Advisor, Melton City Council	
	Elie Khalil	Advocacy Advisor, Brimbank City Council	
<b>Apologies:</b>	Fiona Blair	CEO Brimbank City Council	
	Aaron van Egmond	CEO Hobsons Bay City Council	
<b>Minute taker:</b>	Hillary Hastings	Executive Officer, LeadWest <small>File ref 23/445849</small>	

## Meeting Items

No.	Topic	Key discussion points
1.	<b>Welcome, Acknowledgement and Apologies</b>	<p>The Chair opened the meeting at 3:04pm.</p> <p>The Chair acknowledged and recognised Aboriginal and Torres Strait Islander people as the first peoples and Traditional Owners and custodians of the land and waterways on which we live and paid respects to Elders past, present and future.</p> <p>The Chair welcomed LeadWest committee members and guests to the meeting.</p> <p>The Chair noted apologies were received from Fiona Blair (CEO Brimbank) and Aaron Van Egmond (CEO Hobsons Bay)</p>
2.	<b>Conflicts of interest to be declared in accordance with the 'Local Government Act 2020'</b>	No conflicts of interest were declared.
3.	<b>Minutes from the meeting held 8 June 2023</b>	<p>The minutes from the meeting held 8 June 2023 were adopted without amendment.</p> <p><i>Moved: Cr Matt Tyler</i> <i>Seconded: Stephen Wall</i> <i>Carried</i></p>
4.	<b>Update LeadWest event at Parliament House 21 June</b>	<p>The Chair thanked all involved for their contribution towards the event and requested the EO to provide a short summary of the event.</p> <p>Email responses were received by the majority of the MPs acknowledging the follow up letter sent by the Chair. The Honourable Natalie Suleyman MP responded by letter which was copied to the agenda. The Chair noted positive feedback from attendees and MPs on the night. From the event, Cr Tyler believed LeadWest was held in high regards and is recognised for its strong brand and role as the voice of the west, a stronger voice for the region than any other body.</p> <p>Follow up strategies were discussed and included:</p> <ul style="list-style-type: none"> <li>• Face to face opportunities targeting the changes of government</li> <li>• Letter to new Premier and Deputy Premier - congratulations and reminding of priorities - invite to a roundtable with the committee early next year in preparation for budget</li> <li>• Letter to Melissa Horne as Local Government Minister and as Minister for Gambling commending her for the reforms</li> <li>• Letters to relevant Ministers in the west to highlight priorities</li> <li>• Meetings with relevant Ministers for ongoing connection in new year</li> <li>• Roundtable event with Premier, Deputy Premier and western region Ministers in December or early 2024</li> </ul>

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**Actions:**

1. Schedule Meetings with relevant Ministers for ongoing connection in new year
2. Request the Premier to have a roundtable with this committee (no timelines –early next year) or end of year in December
3. Tailored letters to Ministers

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**5. LeadWest Advocacy Campaigns****1) Better Buses Review**

Chair recalled at the last meeting we discussed if the advocacy priorities were still current/relevant. The Chair asked for the CEOs to discuss with their advocacy officers if there are more issues to include or drop off and report back to next meeting. Following the meeting of the Advocacy Officers Group the chair was advised that we should be looking at an advocacy action around a Better Buses Review Campaign.

We have already commenced advocacy with letters sent to our region's Labor MPs asking for a better bus network review to be a consideration when they submitted their budgets. A copy of the letter sent on 6 September was attached to the agenda. This is an issue which impacts across the region. A lot of background work already been done. The Chair invited the EO to deliver a short presentation outlining the issue.

Advocacy officers from each member councils contributed a short summary on why each council urgently needs a better buses review. As part of the presentation Hobsons Bay felt they were well serviced but supported the need for improved connectivity across the region. Cr Tyler would like to further investigate this. At this stage he wouldn't agree with the assessment of HBCC – it stands in contrast to assessment of their bus network in their Transport Strategy.

Cr Lancashire said it was interesting to see the different ways each Council have gone about highlighting the problem. Cr Lancashire said the Melton summary was excellent in showing the spaghetti map, he was all in favour as an advocacy priority for LW. Buses don't respect borders so this is something that LW can get our teeth into as a region.

The Metropolitan Transport Forum are pushing hard on buses and the members would be keen to partner on this issue.

Cr Maynard is keen to partner working with the Metropolitan Transport Forum to represent the needs of the West through LeadWest. He would like to see the information presented be turned into a one pager from each member Council as a marketing piece to highlight LWs advocacy position.

Cr Maynard provided an example of Manor Lakes and other new estates in Wyndham which are often 5/6km from the nearest train station, some businesses in new areas can't get workers because it is a 30 min walk from bus stops. He believes on-demand buses are working effectively, so there may be scope if not viable for a full service.

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The members agreed a Better Buses Review should be an advocacy priority, discussed strategies and agreed to target the 24/25 state budget.

Cr Maynard reminded the members that from surveys they have found MPs need more appreciation and acknowledgement for their achievements and an aggressive approach to advocacy won't work.

The members agreed not to go public facing too early, start with meeting MPs.

## 2) Active transport / Cycling

Additionally, the Chair noted the need for improved cycle connectivity has been raised as a key advocacy ask under our Active and Public Transport pillar.

Maribyrnong has been undertaking preliminary work in this area. Celia Haddock outlined the issues. Cycling and road network infrastructure throughout the region needs to link up. Cycling infrastructure for leisure, sports (competition tracks to international standard) and tourism. Audit what each Council is doing and work together for better outcomes. The members agreed that joining cycle connectivity issues with Bus and Train Connectivity is imperative to how people get around. Celia noted we have a roads to recovery program but no available funding for cycling infrastructure. There is still a focus on getting around by car.

At the next meeting Celia will come back with more detail.

Cr Lancashire agreed with the need to link between grid pattern bike network and mesh together (for example: bike parking at bus stops). He would like to get transport engineers on board to link the networks for consistency and holistic approach.

Cr Tyler said we need a very strong focus on recreation cycling paths from a tourism perspective. Additionally, there are opportunities to identify hotspots - gaps where there are safety issues and pitch for funding. We should also identify the gaps in the cycle paths (for example where cyclists have to use the roads).

Cr Lancashire is aware that the tourism groups are working on the bus network - another partnership opportunity.

The Chair said it was good to cement advocacy campaign/actions in for 2024 as it will be a big year with Local Government elections, and the following year state and federal elections

Stephen Wall suggested an initial discussion with local members and then look at strategies to escalate if required.

The EO asked if we had agreement that the bus review will be a campaign LW starts doing work on and connect that work with cycling infrastructure work. This was confirmed.

**Next steps:** Advocacy officers to connect with transport planners for background at next meeting.

		<p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. Circulate presentation</li> <li>2. Pull together background information for both Bus review and Cycle connections (including tourism component)</li> <li>3. By next meeting have a list from each Council re cycle path connections and links</li> </ol>
6.	<b>LeadWest Terms of Reference</b>	<p>Members to provide feedback on Terms of Reference - are they still relevant and have the right governance structure?</p> <p><b>Action:</b> Feedback to be provided by members prior to the next meeting</p>
7.	<b>Moonee Valley City Council – discussion on value of seeking a return to LW</b>	<p>Moonee Valley Council resigned from LeadWest In September 2020. The Executive Officer has completed some preliminary work into Moonee Valley's resignation and benefits for a return. This included a meeting with Moonee Valley's Executive Manager for Corporate Affairs to better understand Moonee Valley's position as well as their current advocacy priorities. The committee discussed the value proposition. At this stage the committee had little appetite for seeking a return, but happy to continue with conversations and reassess after the next Council elections.</p>
8.	<b>Operations and Finance Update</b>	<p>At the 8 June LeadWest Delegated Committee Meeting the members resolved to discontinue the finance committee. The EO sought advice from Shane Marr, CFO, Brimbank. No formal action other than minuted carried motion is required.</p> <p>The Executive Officer provided an update on Finance and other operational matters. This included the YTD (30 September), Grants and Contributions, Full Account Details 2023/34 and Trust Account Transactions and balance.</p> <p>As of 30 September 2023 the LeadWest Reserve Trust Fund Account balance was \$214,949.56. Cr Tyler asked in what form the Trust Account sits, for example shares? EO responded it is held in cash. All projects are funded through the Trust Fund Account. The operational budget should have a zero balance at the end of the year and any residual funds are transferred to the LeadWest Reserve Trust Fund Account.</p> <p>Membership contributions – invoices will be raised in November for 2024/25 \$52,000 + CPI.</p> <p>LW received an ATO refund of \$6,998 from a fringe benefits tax which had previously been declined.</p> <p>The Executive Officer asked the Chair/Committee their preference for financial reporting. It was agreed to report each meeting.</p> <p>The LW website has been updated.</p> <p><b>Motion:</b> That the committee accepts the Finance report and update as included in agenda papers and that reports are delivered at each meeting  <b>Mover:</b> Cr Maynard  <b>Seconded:</b> Cr Tyler</p>

		<p><b>Carried:</b> Yes</p> <p><b>Action:</b> EO to provide a finance update at each meeting</p>
9.	<b>Review LW Strategic Plan 2021-2025</b>	<p>The Chair advised that the LeadWest Strategic Plan 2021-2025 was adopted in 2020. A Copy is attached to the agenda. As with the Terms of Reference it is timely to review this document, particularly given that some of the items have either now been implemented or are no longer valid. The EO advised the Advocacy Officers Group had reviewed the Plan. They also agreed it needs refreshing. The EO thanked the Advocacy Officers for their input and especially noted their willingness to work together for the region. Cr Maynard provided his feedback on the Plan.</p> <p><b>Action:</b> 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.	<b>Other Business</b> Meeting Dates 2024	<p>The Chair noted that our TOR require LW to meet quarterly. The Chair recommended that we have two face to face meetings and two zoom options per year. The Chair proposed the following meeting schedule for 2024 Wednesday 13 March; Wednesday 19 June; Wednesday 18 September; Wednesday 11 December.</p> <p><b>Motion:</b> That the committee confirms the proposed 2024 meeting dates of the LeadWest Committee.</p> <p><b>Mover:</b> Cr Maynard <b>Seconded:</b> Cr Lancashire <b>Carried:</b> Yes</p> <p><b>Action:</b> EO to send the 2024 meeting dates to members and their EAs/Councillor support officers</p>
	New Premier and Deputy Premier	<p>The Chair to send a letter of congratulations to the new Premier, The Hon Jacinta Allen and the Deputy Premier The Hon Ben Carroll. Additionally, send letters to any new or existing Ministers with portfolio changes relevant to LW.</p> <p><b>Action –</b> EO to prepare letters of congratulations to Premier, Deputy and new portfolio holders relevant to LW.</p>
	Election of New Chair at next LW Meeting	<p>The Chair reminded members that the Terms of Reference state that the Chair and Deputy Chair are appointed annually at the first meeting after all Member Councils appoint their Councillor delegate, (typically at the Committee meeting held in December).</p> <p>Ros Wai (Melton) advised that Melton will provide their representative after their Mayoral elections in November.</p> <p><b>Action:</b> Can all member Councils advise the timeline of their Councillor delegate appointments to the Executive Officer?</p>
	LW Position Statements	<p>Pauline Hobbs (Advocacy Advisor Melton): Advocacy Officers Group discussed communication opportunities -</p>

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voice of the west, suggested pre-prepared position statements on issues - range of messages agreed across Councils. Need a lead CEO, message to come from the Chair

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11.      **Closure of meeting**      The Chair thanked all in attendance and closed the meeting at 4:27pm.
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Next meeting:	Weds 6 December 2023, 3pm-5pm
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