

DRAFT Minutes

LeadWest Joint Delegated Committee

3 September 2025

Minutes

Meeting Details

LeadWest Joint Delegated Committee

Date	Wednesday 3 September 2025
Time	3:00pm
Location	Brimbank City Council Council Chambers – Level 1, Brimbank Community and Civic Centre, 301 Hampshire Road, Sunshine And online option
Chair	Cr Dr Phillip Zada
Minutes	Simone Kemp, Executive Officer, LeadWest
Attendees	<p>In person</p> <p>Cr Lucy Nguyen (proxy), Brimbank City Council Ms Fiona Blair, Chief Executive Officer, Brimbank City Council Cr Diana Grima, Hobsons Bay City Council Ms Kerry Thomspson, Interim Chief Executive Officer, Hobsons Bay City Council Cr Dr Phillip Zada (Chair), Melton City Council Cr Susan Yengi, Maribyrnong City Council Mr Patrick Jess (proxy), Acting Chief Executive Officer, Maribyrnong City Council Cr Peter Maynard, Wyndham City Council Mr Stephen Wall, Chief Executive Officer, Wyndham City Council Ms Simone Kemp, Executive Officer, LeadWest</p> <p>Online</p> <p>Ms Roslyn Wai, Chief Executive Officer, Melton City Council</p> <p>Guests:</p> <p>In person</p> <p>Hon Melissa Horne MP, Minister for Ports and Freight, Minister for Roads and Road Safety, Minister for Health Infrastructure Samantha McArthur, Chief of Staff, Office of the Hon. Melissa Horne MP Marian Ali, Acting Senior Advisor, Strategic Advocacy & Engagement Brimbank City Council</p> <p>Online</p> <p>Louise Koschmann, Regional Rail Revival Melbourne Airport Rail Level Crossings Removal Project (VIDA Rail) Andrew Pepplinkhouse, Regional Rail Revival Melbourne Airport Rail Level Crossings Removal Project (VIDA Rail)</p>

Minutes

<p>1. Welcome and Acknowledgement</p> <p>Introduction</p> <p>Apologies</p>	<p>Item 1 Welcome, Acknowledgement, Introduction and Apologies</p> <p>The Chair declared the meeting open at 3:18pm.</p> <p>The Chair acknowledged and recognised Aboriginal and Torres Strait Islander people as the first peoples and traditional custodians of the land and waterways on which we live and paid respects to Elders past, present and future.</p> <p>The Chair welcomed committee members and guests, including LeadWest’s new Executive Officer, Simone Kemp who joined LeadWest in August. Simone provided an overview of her experience which includes 20+ years in local government.</p> <p>The Chair noted apologies were received from Deputy Chair, Cr Katharine Nikolic and Chief Executive Officer, Maribyrnong City Council, Celia Haddock and acknowledged proxies attending in their place – Cr Lucy Nguyen and Patrick Jess.</p>
<p>2. Guest Presentation in person - Hon Melissa Horne MP</p>	<p>Item 2 Presentation by the Hon. Melissa Horne MP, Minister for Ports and Freight, Minister for Roads and Road Safety, Minister for Health Infrastructure.</p> <p>The Chair welcomed the Hon. Melissa Horne MP Minister for Ports and Freight, Minister for Roads and Road Safety, Minister for Health Infrastructure.</p> <p>Minister Horne acknowledged the successful advocacy work of LeadWest and its shared vision for the western suburbs. The Minister’s presentation provided an overview of major projects and opportunities/benefits for the west including the completion of the West Gate Tunnel Project; introduction of no truck zones; Sunshine Station works including first steps of Melton line electrification; the new Footscray Hospital; Melton Hospital; and other road, rail, port and freight projects.</p> <p>The Chair thanked Minister Horne for her presentation and attendance at the meeting.</p>
<p>3. Guest Presentation – online - Regional Rail Revival Melbourne Airport Rail Level Crossing Removal Project Authority</p>	<p>Item 3 Presentation by Louise Koschmann and Andrew Pepplinkhouse</p> <p>The Chair welcomed Louise Koschmann and Andrew Pepplinkhouse from VIDA Rail which is the organisation delivering rail projects including the Level Crossing Removal Project, Regional Rail Revival and Melbourne Airport Rail, to present an update on the Sunshine Superhub project. The presentation included an overview of the project, including funding, current timelines, procurement strategy, and stakeholder communications and engagement. The project is focused on unlocking capacity for more passenger services and creating space for the future railway lines of the Melbourne Airport Rail and metro rail services towards Melton.</p> <p>The Sunshine Superhub, Sunshine Precinct and electrification of the Melton line have been key advocacy priorities for LeadWest over a number of years.</p> <p>The Chair thanked VIDA Rail for their presentation.</p>

<p>4. Guest presentation – online RACV Report - Refreshed Bike Superhighway Network</p>	<p>Item 4 Presentation by James Williams</p> <p>This presentation was deferred to December meeting.</p>
<p>5. Commence formal meeting</p>	
<p>6. Conflicts of interest</p>	<p>Item 6 Conflict of Interest <i>(To be declared in accordance with the 'Local Government Act 2020)</i></p> <p>No conflicts of interest were declared.</p>
<p>7. Minutes from previous meeting</p>	<p>Item 7 Previous Minutes</p> <p>The minutes from the meeting held 4 June 2025 were adopted without amendment.</p> <p>Moved: Cr Peter Maynard Seconded: Cr Diana Grima Carried: Yes</p>
<p>8. Actions</p>	<p>Item 8 Actions from previous meeting</p> <p>The action items from the previous meeting were listed in the agenda papers. The Executive Officer advised that all actions had been successfully actioned.</p> <p>Cr Susan Yengi expressed concern as to whether Action 5.5 in which the EO was to organise a special meeting in July to finalise the asks for the 2026 state election campaign had been completed. It was confirmed the CEOs had met and the intention had been for the follow up discussion to happen at this (September) meeting.</p>
<p>9. Advocacy</p>	<p>Item 9 LeadWest Advocacy</p> <p>9.1 Ministerial Meetings</p> <p>The Chair provided an update on activity which included two State Ministerial Meetings with the Hon Minister Melissa Horne in June and with the Hon Gabrielle Williams in July.</p> <p>Cr Yengi reported the meeting with Minister Horne went well and acknowledged the work of the previous LeadWest delegates for their work that contributed to LeadWest's recent successes.</p>

Cr Grima acknowledged the Chair for his work and supporting LeadWest's advocacy and keeping the committee informed.

The Chair advised the committee that booking meetings with State MPs had been held off until the completion of the state election advocacy priorities brochure.

Cr Maynard raised that it was important to work with the government and opposition in the lead up to the State Election in 2026, and once candidates are announced, to pursue meetings with relevant candidates. The Chair suggested that LeadWest should consider an event with election candidates in 2026. Executive Officer to investigate potential event.

Cr Yengi raised that she would like delegates to be notified when meetings with Ministers have been scheduled, including a follow up brief overview post meeting.

9.2 Endorse 2026 State Election Advocacy Priorities Brochure

Cr Zada provided background on the development of the advocacy brochure development which had been aligned to the LeadWest Strategic Plan and to focus on current issues. The chair highlighted the positive feedback received on LeadWest's 2025 Federal Election brochure.

Cr Maynard recommended the reference to a SmartBus service under the Melbourne Airport Rail section of the brochure be removed due to the recent announcement of a new service to start in November, and sought clarification on the details of the Outer Western Roads package.

Cr Yengi raised the opportunity for some additional topics to be considered for inclusion including the expansion of electric bus network; increased tree canopy and addressing heat island effect across the region; and the relocation of the bus interchange at Footscray Station in the context of connectivity across the west.

Cr Grima expressed support for the inclusion of the Hobsons Bay wetlands project and focus on mental health services.

The committee discussed the amount of investment being sought on specific projects and agreed that this was difficult without business cases in place and agreed that the EO would follow up the changes requested relating to greening the west and electric buses.

Motion: That the committee accepts the 2026 State Election Advocacy Priorities brochure as included in the agenda papers, subject to the changes discussed, with an updated copy to be circulated to the committee.

Moved: Cr Peter Maynard

Seconded: Cr Diana Grima

Carried: Carried

	<p>9.3 Draft Advocacy Action Plan</p> <p>Cr Peter Maynard raised a typo in the draft plan presented in the agenda papers and raised the importance to using existing networks. EO to work with member councils to develop stakeholder list.</p> <p>Actions:</p> <p>9.1 Ministerial Meetings</p> <ul style="list-style-type: none"> Executive Officer to investigate potential event for state election candidates. <p>9.3 Draft Advocacy Action Plan</p> <ul style="list-style-type: none"> Executive Officer to work with member councils to develop 2026 state elections stakeholder list.
<p>10. Reports</p>	<p>Item 10 Reports</p> <p>10.1 Media</p> <p>The Executive Officer reported that there had been 13 new media opportunities for LeadWest in the last quarter. Most recently the Chair was interviewed on ABC Radio. The total number of media opportunities for this calendar year is now 45, which is higher compared to this time last year (37). In June, the second edition of the LeadWest newsletter was distributed, and the third edition will be circulated this month. On the LW website, there had been 323 site sessions in the last quarter, with 232 unique visitors.</p> <p>10.2 Finance</p> <p>Motion: That the committee accepts the Finance report as included in agenda papers.</p> <p>Mover: Cr Peter Maynard Seconded: Cr Susan Yengi Carried: Yes</p> <p>10.3 Chair’s Annual Report</p> <p>The Chair advised that each year the Chair of LeadWest prepares a short report on the financial year activities. A copy of 2024/2025 report was included in the agenda papers.</p> <p>Cr Maynard raised some typographic errors within the report to be addressed before final distribution.</p> <p>Action:</p> <p>10.3 Chair’s Annual Report</p> <ul style="list-style-type: none"> Executive Officer to address typographic errors within the report before final distribution.
<p>11. Terms of Reference</p>	<p>Item 11 Terms of Reference</p> <p>The Chair advised that the LW Terms of Reference (ToR) need to be updated to reflect the change from a 10-year strategic plan to a 4-year strategic plan, which</p>

	<p>would then prompt an update to the current Instrument of Delegation. A copy was attached in the agenda papers.</p> <p>Cr Maynard referenced some sections of the ToR which appear to require further updating. This will be done as part of a full review of the ToR over the coming 12 months.</p> <p>Motion: That the committee endorses the amended LeadWest Terms of Reference.</p> <p>Moved: Cr Diana Grima Seconded: Cr Susan Yengi Carried: Yes</p> <p>Motion: That the committee requests a review of the LeadWest Terms of Reference.</p> <p>Moved: Cr Peter Maynard Seconded: Cr Susan Yengi Carried: Yes</p> <p>Action:</p> <ul style="list-style-type: none"> Executive Officer to commence review process for LW Terms of Reference to be completed within the next 12 months.
<p>12. Instrument of Delegation</p>	<p>Item 12 Instrument of Delegation</p> <p>The Chair advised that to be compliant with the requirements of the Local Government Act 2020, each Council must either endorse the existing Instrument of Delegation or adopt an amended version before 24 October 2025. The wording is identical for each Council’s Instrument of Delegation.</p> <p>Motion: That the committee endorses the amended Instrument of Delegation.</p> <p>Moved: Cr Diana Grima Seconded: Cr Peter Maynard Carried: Yes</p>
<p>13. Moonee Valley City Council</p>	<p>Item 13 Moonee Valley City Council</p> <p>The Chair provided update on the invitation to Moonee Valley City Council to reconsider their membership to LeadWest. A date was offered to present at a briefing in June 2023, however this was postponed. A new date to present to Moonee Valley is yet to be received.</p>
<p>14. Communications Strategy</p>	<p>Item 14 Communications Strategy</p> <p>The EO provide overview of the approach to developing a communications strategy, including social media, following discussions at the meeting in June. The development of the strategy will look at taking a strategic approach to how LeadWest is positioned with stakeholders - and the wider public - as the united and effective advocacy voice for Melbourne’s west. The EO advised the strategy would consider communication objectives; audience; key messages; owned and earned</p>

	<p>channels, including website, social media, publications etc. A draft communications strategy will be presented for feedback at the December committee meeting.</p> <p>The Chair raised the importance of LeadWest’s presence on social media.</p>
15.Other Business	<p>Other Business</p> <ol style="list-style-type: none"> 1. The Chair raised the potential to change to the LeadWest delegate appointment term for each member Council. The committee agreed for this to be considered as part of the Terms of Reference review. 2. The next LeadWest Meeting in December will include the election of the Chair and Deputy Chair. Wyndham confirmed they will host. Committee members were encouraged to attend in person. 3. LW committee meeting dates for 2026 – to be discussed at December meeting. 4. Cr Maynard raised that regardless of when all committee members arrive, the meeting should start on time.
Close	<p>Close</p> <p>The Chair thanked all the members of LeadWest for their attendance and ongoing contribution.</p> <p>The Chair closed the Meeting at 5.11pm</p>
2025 Meeting Dates	<p>Meeting Dates</p> <p>The 2025 meeting dates are 5 March, 4 June, 3 September and 3 December.</p> <p>Next meeting (3 December) will be held from 3-5pm at Wyndham Civic Centre.</p>

Actions Summary from meeting 3 September 2025

Action item:	Action:
Item 9 LeadWest Advocacy	<ol style="list-style-type: none"> 1. Executive Officer to investigate potential state elections candidates event.
	<ol style="list-style-type: none"> 2. Executive Officer to work with member councils to develop 2026 state elections stakeholder list.
Item 10.3 Chair’s Annual Report	<ol style="list-style-type: none"> 3. Executive Officer to address typographic errors within the report before final distribution.
Item 11 – Terms of Reference	<ol style="list-style-type: none"> 4. Executive Officer to commence review process for LW Terms of Reference to be completed within the next 12 months.