

MINUTES

Mid Month Meeting of Council

Held at the
Civic Centre
511 Burwood Highway
Wantirna South

On

Monday 8 September 2025

The Agenda for the Mid Month Meeting of Council, Monday 8 September 2025, forms part of these Minutes and is attached in full at the end of the Minutes.

These Minutes are considered draft until adopted and confirmed at the next Mid-Month Meeting of Council.



The meeting commenced at 7:05pm.

PRESENT:

| | |
|-------------------------------------|--|
| Cr Lisa Cooper, Mayor (Chairperson) | Scott Ward |
| Cr Glen Atwell, Deputy Mayor | Tirhatuan Ward |
| Cr Chris Duncan | Collier Ward |
| Cr Robert Williams | Dinsdale Ward |
| Cr Meagan Baker | Dobson Ward |
| Cr Parisa Considine | Friberg Ward |
| Cr Peter Lockwood | Baird Ward |
| Cr Susan Pearce (via Zoom) | Taylor Ward |
| Cr Paige Kennett | Chandler Ward |
| | |
| | |
| Bruce Dobson | Chief Executive Officer |
| Grant Thorne | Director - Infrastructure |
| Matt Kelleher | Director - City Liveability |
| Judy Chalkley | Director - Connected Communities |
| Liesl Westberry | Acting Director - Customer & Performance |
| Navec Lorkin | Chief Financial Officer |
| Andrew Dowling | Manager - Governance & Risk |
| Saskia Weerheim | Head of Governance |

Order of Business

| | |
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| 4.6 Response to Notice of Motion No.185 - Christmas Decorations..... | Error! Bookmark not defined. |
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| 5 Notices Of Motion..... | Error! Bookmark not defined. |
| 6 Supplementary Items..... | Error! Bookmark not defined. |
| 7 Urgent Business | Error! Bookmark not defined. |

7.1 Urgent Business **Error! Bookmark not defined.**

8 Confidential Items..... **Error! Bookmark not defined.**

1 Apologies And Requests For Leaves Of Absence

Nil.

2 Declarations Of Conflict Of Interest

Councillor Cooper foreshadowed declaring a conflict of interest for Item 4.1 - Minor Grants and Emergency Relief Fund 2025-26 Monthly Report.

Councillor Williams foreshadowed providing a transparency statement for Item 4.1 - Minor Grants and Emergency Relief Fund 2025-26 Monthly Report.

3 Confirmation Of Minutes

The Chairperson, Councillor Lisa Cooper invited Councillors to raise any opposition to the Minutes of the Meetings of Council held on Monday 14 July 2025 and Monday 11 August 2025. There being none, the Chairperson declared the Minutes be confirmed.

Memorials

The Chairperson, Councillor Lisa Cooper, proposed a variation to the order of business, with support from Councillors, to include consideration of Memorials and Questions Through the Chair.

MEMORIAL – FALLEN POLICE OFFICERS

Council paused to remember the brave Police Officers who tragically lost their lives in Porepukah:

- Detective Leading Senior Constable Neal Thompson; and
- Senior Constable Vadim de Waart-Hottart

who's dedication to protecting the community serve as examples of service and courage.

Council honours their sacrifice and the families, colleagues and communities affected by this loss. Their commitment to keeping others safe will never be forgotten.

Council observed a minute's silence.

MEMORIAL - COLIN TIDBALL

Councillor Peter Lockwood paid tribute to former Knox Mayor and Councillor Colin Tidball and described it as an honour to speak about his legacy.

Colin "Col" Tidball was a much-loved community member who dedicated his life to service. He was a firefighter with the Rowville CFA, a Knox Councillor for 12 years, and Mayor in 1992–93. He joined the Navy as a teenager, survived the HMAS Voyager disaster in 1964, and later

worked tirelessly through the Voyager Survivors' group to secure compensation and recognition for fellow servicemen. Colin was also active in the RSL, Legacy, and the Freemasons, as well as many community groups.

Known for his good heart and commitment to helping others, he was also a devoted family man, deeply loved by his wife Jeanette, their three children, and nine grandchildren. His leadership and service left a lasting mark on Knox, and Council honoured his memory with a donation to the Prostate Cancer Foundation in lieu of flowers.

4 Officer Reports

4.1 Minor Grants Program and Emergency Relief Fund 2025-26 Monthly Report

SUMMARY

This report summarises the grant applications recommended for approval in September 2025 for the 2025-26 Minor Grants Program and Emergency Relief Fund. All applications have been assessed against the criteria set out in the Knox City Council Community Grants Guidelines 2025-2026 (Guidelines).

Applications under the Minor Grants Program are limited to a maximum of \$2,500.00 within the current financial year.

Applications under the Emergency Relief Fund are limited to \$20,000.00 within the current financial year.

RECOMMENDATION

That Council resolve to:

1. Approve nine applications under the Minor Grants Program for a total of \$12,515.08 (excluding GST) as detailed below:

| Minor Grants Program | | | | |
|----------------------------------|--|--------------------------------|-----------------------------|--------------------------------|
| Applicant Name | Project Title | 10% Contribution for Equipment | Amount Requested (inc. GST) | Amount Recommended (excl. GST) |
| Wantirna Lions Club Inc. | Purchase of Laptop Computer and Accessories Funding is being sought to purchase a laptop computer and accessories to help extend their reach in the community and allow for online meetings with external guests. | \$249.00 | \$2,056.00 | \$2,056.00 |
| Hindu Satsang Mandal of Victoria | Diwali Festival Funding is being sought to host Diwali, which is a prominent Hindu festival. The event will include cultural songs and dances and a sit-down dinner for the community. This organisation is based in Knox. | NA | \$2,500.00 | \$2,500.00 |

| Minor Grants Program | | | | |
|---|--|--------------------------------|-----------------------------|--|
| Applicant Name | Project Title | 10% Contribution for Equipment | Amount Requested (inc. GST) | Amount Recommended (excl. GST) |
| Mountain District Learning Centre | MDLC Makers Market Funding is being sought to support local musicians and small businesses to attend the Makers Market to attract a wider age cohort to the market and expose them to local music and Australian wildlife. | NA | \$1,900.00 | \$1,727.27 (lesser amount due to GST) |
| Tamil Pengal in Australia | Diwali Festival Funding is being sought to support a community Diwali celebration aimed at bringing together people of all ages, backgrounds and cultures to promote social inclusion and cultural understanding. This event will include cultural performances, traditional music and dance, food stalls, arts and crafts, and interactive activities. This organisation is based outside of Knox, however the event will be held in Knox and they have 150 Knox residents attending. | NA | \$2,500.00 | \$909.09 (lesser amount due to GST) Lesser amount due to the organisation being outside of Knox. Partial amount recommended to cover venue hire in Knox as per the quote received. |
| Special Olympics Australia Melbourne Eastern Ranges | Precision and Play: Essential Equipment for Developing Athletes Funding is being sought to purchase stopwatches to accurately time and track progress for athletes with intellectual disabilities. This will allow the training sessions to run smoothly, enabling precise performance tracking in swimming. The swimming | \$39.85 | \$260.00 | \$236.36 (lesser amount due to GST) |

| Minor Grants Program | | | | |
|-------------------------|--|--------------------------------|-----------------------------|--|
| Applicant Name | Project Title | 10% Contribution for Equipment | Amount Requested (inc. GST) | Amount Recommended (excl. GST) |
| | is held at Knox Leisure works. | | | |
| The Haven Day Centre | 40th Birthday Celebration Funding is being sought to celebrate the Haven Day Centre's 40 years of providing social support, respite and engagement to people over the age of 65 who have dementia or memory loss. The attendees will include past and present staff, volunteers, clients, carers, board members and stakeholders. | NA | \$370.00 | \$336.36 (lesser amount due to GST) |
| Knox Wind Symphony Inc. | Purchase of Music Equipment Funding is being sought to purchase a heavy-duty music stand, weatherproof boxes for storage and transport of sheet music to concerts and contests, and a heavy-duty road case to store and transport auxiliary percussion equipment between rehearsal/concert venues. | \$354.00 | \$2,500.00 | \$2,500.00 |
| Fab Nobs Theater Inc. | Purchase of Haze Machine Funding is being sought for the purchase of a haze machine to be used for lighting musical theatre productions. This piece of equipment enhances lighting effects, making light beams more visible and adding depth to space without significantly reducing visibility. | \$156.00 | \$1,300.00 | \$1,300.00 |

| Minor Grants Program | | | | |
|---|---|--------------------------------|-----------------------------|--|
| Applicant Name | Project Title | 10% Contribution for Equipment | Amount Requested (inc. GST) | Amount Recommended (excl. GST) |
| Greater Eastern Malayalees Melbourne Inc. | GEM Onam 2025 Funding is being sought to deliver their annual Onam Celebration, which is a multicultural event recognising the vibrant heritage of Kerala, South India. The event will feature traditional music, dance, cuisine, and participatory activities that create an immersive cultural experience. This organisation is based outside of Knox, however the event will be held in Knox and they have 250 Knox residents attending. | NA | \$2,500.00 | \$950.00 Lesser amount due to the organisation being outside of Knox. Partial amount recommended to cover venue hire in Knox. |
| Total | | | \$15,886.00 | \$12,515.08 |

2. Defer one application under the Minor Grants Program requesting a total of \$2,314.00 detailed below:

| Minor Grants Program | | | |
|----------------------|--|---|-------------------|
| Applicant Name | Project Title | Reason for Deferral | Amount Requested |
| CASS Care Ltd. | Balance for Life: Fall Prevention for Older People | Seeking further information from applicant about their expenditure. | \$2,314.00 |
| Total | | | \$2,314.00 |

3. Refuse three applications under the Minor Grants Program requesting a total of \$5,445.10 as detailed below:

| Minor Grants Program | | | |
|----------------------|------------------|------------------|--|
| Applicant Name | Project Title | Amount Requested | Reason for Ineligibility |
| SalamFest | Coffee and Talks | \$2,500.00 | Application was deferred from last month. The applicant has not provided evidence that the program will be undertaken in Knox. |

| | | | |
|---------------------------|---|-------------------|--|
| Golden Cobra Martial Arts | End of Year Celebration | \$865.10 | Funding to be used solely to purchase trophies, which are ineligible under the Guidelines. |
| Melbourne 7 Melody Notes | Mid-Autumn Chinese Lantern Festival Concert | \$2,080.00 | This applicant has outstanding acquittals and as per the Community Grant Guidelines is ineligible for funding. |
| Total | | \$5,445.10 | |

4. Note that should the recommended Minor Grants be approved by Council, the remaining budget for 2025-26 will be \$116,967.08 after GST adjustments.
5. Approve one application under the Emergency Relief Fund for a total of \$10,909.09 (excluding GST) as detailed below:

| Emergency Relief Fund | | | | |
|--------------------------|------------------------------------|--|-----------------------------|---|
| Applicant Name | Project Title | Co-contribution from the Organisation | Amount Requested (inc. GST) | Amount Recommended (excl. GST) |
| Temple Society Australia | Access to Nutritional Food for All | Total project cost \$16,100.00, including organisational contribution of \$4,100.00. | \$12,000.00 | \$10,909.09 (lesser amount due to GST) |
| Total | | | \$12,000.00 | \$10,909.09 |

7. Note that should the recommended grants be approved by Council, the remaining Emergency Relief Fund budget for 2025-26 will be \$11,531.81 after GST adjustments.

Councillor Williams made a transparency statement declaring that he was a former member of the Wantirna Lions Club who are proposed recipient of a grant in this Report, but noted he has not been a member since 2023.

Pursuant to Section 130 of the Local Government Act 2020 and Chapter 5 of the Governance Rules of Knox City Council, Councillor Williams also declared a material conflict of interest in this item on the grounds that one of the grant recipients, Knox Wind Symphony, is a client of his small business.

Councillor Williams left the meeting at 7:23pm before the discussion and vote on item 4.1 - Minor Grants and Emergency Relief Fund 2025-26 Monthly Report.

Pursuant to Section 130 of the Local Government Act 2020 and Chapter 5 of the Governance Rules of Knox City Council, Councillor Cooper declared a general conflict of interest in this item on the grounds that in her role of employment she is involved in managing the Mountain District Learning Centre which is listed as a recipient of a grant in this Report.

Councillor Cooper left the meeting at 7:23pm before the discussion and vote on item 4.1 - Minor Grants and Emergency Relief Fund 2025-26 Monthly Report.

The Deputy Mayor, Glen Atwell assumed the role as Chairperson.

RESOLUTION

MOVED: Councillor Baker

SECONDED: Councillor Kennett

That Council resolve to:

1. Approve nine applications under the Minor Grants Program for a total of \$12,515.08 (excluding GST) as detailed below:

| Minor Grants Program | | | | |
|-----------------------------------|---|--------------------------------|-----------------------------|--|
| Applicant Name | Project Title | 10% Contribution for Equipment | Amount Requested (inc. GST) | Amount Recommended (excl. GST) |
| Wantirna Lions Club Inc. | Purchase of Laptop Computer and Accessories Funding is being sought to purchase a laptop computer and accessories to help extend their reach in the community and allow for online meetings with external guests. | \$249.00 | \$2,056.00 | \$2,056.00 |
| Hindu Satsang Mandal of Victoria | Diwali Festival Funding is being sought to host Diwali, which is a prominent Hindu festival. The event will include cultural songs and dances and a sit-down dinner for the community. This organisation is based in Knox. | NA | \$2,500.00 | \$2,500.00 |
| Mountain District Learning Centre | MDLC Makers Market Funding is being sought to support local musicians and small businesses to attend the Makers Market to attract a wider age cohort to the market and expose them to local | NA | \$1,900.00 | \$1,727.27 (lesser amount due to GST) |

| Minor Grants Program | | | | |
|---|---|--------------------------------|-----------------------------|---|
| Applicant Name | Project Title | 10% Contribution for Equipment | Amount Requested (inc. GST) | Amount Recommended (excl. GST) |
| | music and Australian wildlife. | | | |
| Tamil Pengal in Australia | Diwali Festival Funding is being sought to support a community Diwali celebration aimed at bringing together people of all ages, backgrounds and cultures to promote social inclusion and cultural understanding. This event will include cultural performances, traditional music and dance, food stalls, arts and crafts, and interactive activities. This organisation is based outside of Knox, however the event will be held in Knox and they have 150 Knox residents attending. | NA | \$2,500.00 | \$909.09 (lesser amount due to GST) Lesser amount due to the organisation being outside of Knox. Partial amount recommended to cover venue hire in Knox as per the quote received. |
| Special Olympics Australia Melbourne Eastern Ranges | Precision and Play: Essential Equipment for Developing Athletes Funding is being sought to purchase stopwatches to accurately time and track progress for athletes with intellectual disabilities. This will allow the training sessions to run smoothly, enabling precise performance tracking in swimming. The swimming is held at Knox Leisure works. | \$39.85 | \$260.00 | \$236.36 (lesser amount due to GST) |
| The Haven Day Centre | 40 th Birthday Celebration Funding is being sought to celebrate the Haven Day Centre's 40 years of providing social support, respite and engagement to people over the age of | NA | \$370.00 | \$336.36 (lesser amount due to GST) |

| Minor Grants Program | | | | |
|---|---|--------------------------------|-----------------------------|---|
| Applicant Name | Project Title | 10% Contribution for Equipment | Amount Requested (inc. GST) | Amount Recommended (excl. GST) |
| | 65 who have dementia or memory loss. The attendees will include past and present staff, volunteers, clients, carers, board members and stakeholders. | | | |
| Knox Wind Symphony Inc. | Purchase of Music Equipment Funding is being sought to purchase a heavy-duty music stand, weatherproof boxes for storage and transport of sheet music to concerts and contests, and a heavy-duty road case to store and transport auxiliary percussion equipment between rehearsal/concert venues. | \$354.00 | \$2,500.00 | \$2,500.00 |
| Fab Nobs Theater Inc. | Purchase of Haze Machine Funding is being sought for the purchase of a haze machine to be used for lighting musical theatre productions. This piece of equipment enhances lighting effects, making light beams more visible and adding depth to space without significantly reducing visibility. | \$156.00 | \$1,300.00 | \$1,300.00 |
| Greater Eastern Malayalees Melbourne Inc. | GEM Onam 2025 Funding is being sought to deliver their annual Onam Celebration, which is a multicultural event recognising the vibrant heritage of Kerala, South India. The event will feature traditional music, | NA | \$2,500.00 | \$950.00 Lesser amount due to the organisation being outside of Knox. Partial amount recommended to cover venue hire in Knox. |

| Minor Grants Program | | | | |
|----------------------|---|--------------------------------|-----------------------------|--------------------------------|
| Applicant Name | Project Title | 10% Contribution for Equipment | Amount Requested (inc. GST) | Amount Recommended (excl. GST) |
| | dance, cuisine, and participatory activities that create an immersive cultural experience. This organisation is based outside of Knox, however the event will be held in Knox and they have 250 Knox residents attending. | | | |
| Total | | | \$15,886.00 | \$12,515.08 |

2. Defer one application under the Minor Grants Program requesting a total of \$2,314.00 detailed below:

| Minor Grants Program | | | |
|----------------------|--|---|-------------------|
| Applicant Name | Project Title | Reason for Deferral | Amount Requested |
| CASS Care Ltd. | Balance for Life: Fall Prevention for Older People | Seeking further information from applicant about their expenditure. | \$2,314.00 |
| Total | | | \$2,314.00 |

3. Refuse three applications under the Minor Grants Program requesting a total of \$5,445.10 as detailed below:

| Minor Grants Program | | | |
|---------------------------|---|-------------------|--|
| Applicant Name | Project Title | Amount Requested | Reason for Ineligibility |
| SalamFest | Coffee and Talks | \$2,500.00 | Application was deferred from last month. The applicant has not provided evidence that the program will be undertaken in Knox. |
| Golden Cobra Martial Arts | End of Year Celebration | \$865.10 | Funding to be used solely to purchase trophies, which are ineligible under the Guidelines. |
| Melbourne 7 Melody Notes | Mid-Autumn Chinese Lantern Festival Concert | \$2,080.00 | This applicant has outstanding acquittals and as per the Community Grant Guidelines is ineligible for funding. |
| Total | | \$5,445.10 | |

4. Note that should the recommended Minor Grants be approved by Council, the remaining budget for 2025-26 will be \$116,967.08 after GST adjustments.

5. Approve one application under the Emergency Relief Fund for a total of \$10,909.09 (excluding GST) as detailed below:

| Emergency Relief Fund | | | | |
|--------------------------|------------------------------------|--|-----------------------------|---|
| Applicant Name | Project Title | Co-contribution from the Organisation | Amount Requested (inc. GST) | Amount Recommended (excl. GST) |
| Temple Society Australia | Access to Nutritional Food for All | Total project cost \$16,100.00, including organisational contribution of \$4,100.00. | \$12,000.00 | \$10,909.09 (lesser amount due to GST) |
| Total | | | \$12,000.00 | \$10,909.09 |

6. Note that should the recommended grants be approved by Council, the remaining Emergency Relief Fund budget for 2025-26 will be \$11,531.81 after GST adjustments.

CARRIED

Councillor Lockwood left the meeting at 7.27pm

The Mayor, Councillor Cooper returned to the meeting at 7:28pm following the vote on item 4.1 - Minor Grants and Emergency Relief Fund 2025-26 Monthly Report and resumed as Chairperson.

Councillor Williams returned to the meeting at 7:28pm following the vote on item 4.1 - Minor Grants and Emergency Relief Fund 2025-26 Monthly Report.

4.2 Ferntree Gully Cemetery Trust Annual Report for the Year Ended 30 June 2025

SUMMARY

This report presents Council, as Trustee for the Ferntree Gully Cemetery, with relevant statutory documentation for the 2024-2025 financial year of operations for consideration and adoption, prior to submission to the Department of Health.

The report also provides Council as Trustee with an overview of work undertaken to support the Ferntree Gully Cemetery in the 2024-2025 financial year including an overview of sales and other enquiries including right of interment queries.

RECOMMENDATION

That Council, as the Trustee for the Ferntree Gully Cemetery Trust, resolve to:

1. Receive and adopt in principle the draft audited Financial Statements for the Ferntree Gully Cemetery Trust for the year ended 30 June 2025 (Attachment 1).
2. Authorise the Mayor and Councillor _____ and Councillor _____ to sign the draft audited Financial Statements for the Ferntree Gully Cemetery Trust for the year ended 30 June 2025 (Attachment 1)
3. Approves in principle the draft audited Financial Statements for the Ferntree Gully Cemetery Trust for the year ended 30 June 2025 (Attachment 1) being provided to the Independent Auditor for audit sign off.
4. Note the Independent Auditor's Report to the Trustees of the Ferntree Gully Cemetery Trust will be provided to the Trust upon completion and formal sign-off by the appointed auditor.
5. Receive and adopt the Abstract of Accounts from the Trust Members of the Ferntree Gully Public Cemetery for the 2024-2025 financial year (Attachment 2) and authorise the Mayor and Councillor _____ and Councillor _____ to sign the Abstract of Accounts on behalf of the Trust for submission to the Department of Health.
6. Note other work undertaken supporting the operations of Ferntree Gully Cemetery in the 2024-2025 financial year in as set out in the officers' report.
7. Note that an additional mid-year report of the operations of the Ferntree Gully Cemetery will be presented to Council each financial year commencing in 2025-2026.

Councillor Lockwood returned to the meeting at 7.30 before the vote on item 4.2.

RESOLUTION

MOVED: Councillor Baker

SECONDED: Councillor Atwell

That Council, as the Trustee for the Ferntree Gully Cemetery Trust, resolve to:

1. Receive and adopt in principle the draft audited Financial Statements for the Ferntree Gully Cemetery Trust for the year ended 30 June 2025 (Attachment 1).

2. **Authorise the Mayor and Councillor Baker and Councillor Atwell to sign the draft audited Financial Statements for the Ferntree Gully Cemetery Trust for the year ended 30 June 2025 (Attachment 1)**
3. **Approves in principle the draft audited Financial Statements for the Ferntree Gully Cemetery Trust for the year ended 30 June 2025 (Attachment 1) being provided to the Independent Auditor for audit sign off.**
4. **Note the Independent Auditor's Report to the Trustees of the Ferntree Gully Cemetery Trust will be provided to the Trust upon completion and formal sign-off by the appointed auditor.**
5. **Receive and adopt the Abstract of Accounts from the Trust Members of the Ferntree Gully Public Cemetery for the 2024-2025 financial year (Attachment 2) and authorise the Mayor and Councillor Baker and Councillor Atwell to sign the Abstract of Accounts on behalf of the Trust for submission to the Department of Health.**
6. **Note other work undertaken supporting the operations of Ferntree Gully Cemetery in the 2024-2025 financial year in as set out in the officers' report.**
7. **Note that an additional mid-year report of the operations of the Ferntree Gully Cemetery will be presented to Council each financial year commencing in 2025-2026.**

CARRIED

4.3 2024-25 Annual Financial Statements and Performance Statement

SUMMARY

The 2024-25 Annual Financial Statements and Performance Statement are presented for consideration and adoption in principle. These statements were reviewed by Council's Audit and Risk Committee at its meeting on Thursday 28 August 2025 and the Committee has recommended in principle approval by Council.

RECOMMENDATION

That Council resolve to:

1. Receive and note the draft 2024-25 Annual Financial Statements (Attachment 1) and Performance Statement (Attachment 2) for the year ending 30 June 2025.
2. Approves in principle the 2024-25 Annual Financial Statements (Attachment 1) and Performance Statement (Attachment 2) for the year ending 30 June 2025 being provided to the Auditor-General for audit sign off;
3. Authorise the Chief Financial Officer to make changes to the Financial Statements as determined by the Auditor-General; and that the Audit and Risk Committee members be consulted prior to making any material amendments to these Statements as determined by the Victorian Auditor-Generals office; and that any material amendments be communicated to Council as soon as possible.
4. Nominate and authorise Councillor and Councillor to certify (on behalf of Council) the 2024-25 Annual Financial Statements and the 2024-25 Performance Statement, in their final form.

RESOLUTION

MOVED: Councillor Cooper

SECONDED: Councillor Atwell

That Council resolve to:

1. Receive and note the draft 2024-25 Annual Financial Statements (Attachment 1) and Performance Statement (Attachment 2) for the year ending 30 June 2025.
2. Approves in principle the 2024-25 Annual Financial Statements (Attachment 1) and Performance Statement (Attachment 2) for the year ending 30 June 2025 being provided to the Auditor-General for audit sign off;
3. Authorise the Chief Financial Officer to make changes to the Financial Statements as determined by the Auditor-General; and that the Audit and Risk Committee members be consulted prior to making any material amendments to these Statements as determined by the Victorian Auditor-Generals office; and that any material amendments be communicated to Council as soon as possible.
4. Nominate and authorise Councillor Cooper and Councillor Pearce to certify (on behalf of Council) the 2024-25 Annual Financial Statements and the 2024-25 Performance Statement, in their final form.

CARRIED

4.4 Draft Domestic Animal Management Plan

SUMMARY

Council is currently reviewing and preparing a new Domestic Animal Management Plan (DAMP) that will operate over the next four years.

The DAMP focuses specifically on the management of cats and dogs and serves as the strategic framework, advocacy, and action plan guiding Council's animal management services. All Victorian councils are required to review and update their DAMP by 4 December 2025 in accordance with the requirements set out under Part 5A of the *Domestic Animals Act 1994*.

This report presents the draft DAMP 2026–2029 to Council for endorsement, prior to proceeding to the final stage of community consultation. The draft DAMP has been developed following an extensive community consultation campaign, prior to finalising the document for public exhibition.

RECOMMENDATION

That Council:

1. Endorses the draft 2026-2029 DAMP (Attachment 1) for the purposes of community consultation;
2. Notes the Community Engagement Report (Attachment 2) and a summary of responses and Officer feedback (Attachment 3).
3. Notes that Phase 2 community consultation on the draft DAMP will occur from 15 September for a four week period, and that feedback will be considered prior to finalising the Plan.

RESOLUTION

MOVED: Councillor Williams

SECONDED: Councillor Baker

That Council:

1. **Endorses the draft 2026-2029 DAMP (Attachment 1) for the purposes of community consultation;**
2. **Notes the Community Engagement Report (Attachment 2) and a summary of responses and Officer feedback (Attachment 3).**
3. **Notes that Phase 2 community consultation on the draft DAMP will occur from 15 September for a four week period, and that feedback will be considered prior to finalising the Plan.**

CARRIED

4.5 Review of the Kindergarten Infrastructure Services Plan

SUMMARY

In September 2021, Council endorsed the Kindergarten Infrastructure Services Plan 2021-2024 (KISP), a non-binding, but publicly available document developed with funding and in partnership with the Victorian Department of Education (DE).

The development of the KISP was intended to support the Victorian Government's kindergarten reform inclusive of the introduction of funded kindergarten for 3-year-old children and free kindergarten initiatives. Since the development of the KISP, the Victorian Government's Best Start Best Life (BSBL) reforms have been introduced, which are significantly increasing access to kindergarten for 3 and 4-year-olds across Victoria over the next ten years, creating a need for the KISP to be revised and updated. At Knox City Council, we have also experienced significant changes in community demographics that need to be captured within a revised plan.

This report presents the revised draft KISP (Attachment 1 – Knox City Council KISP - 2025) for Knox City Council, developed in partnership with DE. The revised draft KISP supports the ongoing implementation of the Victorian Government (BSBL) reforms.

While local governments are not responsible for delivering kindergarten infrastructure, Councils play a critical role in providing local insights, identifying emerging needs, and supporting place-based planning to ensure that services are accessible, viable and responsive to community needs.

The KISP is developed using a Victorian Government template that is largely fixed in the way it is presented. The template focuses on unmet demand, without accounting for surplus capacity, which is prevalent across many areas within the municipality.

The revised draft KISP assesses current kindergarten capacity, projects future demand through to 2036, and identifies areas where concentrated demand may emerge. The current findings confirm that existing infrastructure is expected to meet demand through to at least 2029. By 2034, moderate additional demand is anticipated and can likely be met through targeted optimisation of existing services. However, by 2036, particularly in light of the planned rollout of the universal 30-hour Pre-Prep Program, new services or infrastructure expansion may be required in some areas should the projected demand materialise.

As a non-binding but publicly available document, the KISP provides a shared evidence base to guide future planning. Council endorsement of the revised draft KISP will support alignment between State planning frameworks and local realities, enabling more coordinated planning, service delivery and strategic decision-making across all levels of government. It strengthens Council's ability to advocate for public investment and guide private sector planning and investment for early years infrastructure.

This report provides Council with a copy of the revised draft Knox City Council KISP 2025 (Attachment 1) that has been developed with DE. DE have provided the draft document, Council officers have provided in-principle agreement on all sections specifically Section 4.4 – Agreed Estimates of Demand for Funded Kindergarten Places. Section 3 – Local Context is the only section authored by Council officers. As such, it is the section where Council has the

opportunity and responsibility to reflect local knowledge, contextual nuance, and area-specific insights.

RECOMMENDATION

That Council resolve to:

1. Endorse the Kindergarten Infrastructure Services Plan 2025 as set out in Attachment 1, noting that:
 - i) It is an indicator of future unmet demand as predicted by currently available forecast data; and a planning tool for potential future investment by various parties to use at their own discretion.
 - ii) The approval is not and should not be interpreted as an indication that Council accepts responsibility for meeting identified unmet demand driven by the State Government Kindergarten reforms.
 - iii) Supplementary contextual information will be published on Council's website alongside the KISP to provide a more transparent and balanced understanding of kindergarten demand across the municipality.
2. Authorise the Chief Executive Officer to sign the Kindergarten Infrastructure Services Plan 2025 on behalf of Knox City Council.

RESOLUTION

MOVED: Councillor Kennett

SECONDED: Councillor Atwell

That Council resolve to:

1. Endorse the Kindergarten Infrastructure Services Plan 2025 as set out in Attachment 1, noting that:
 - i) It is an indicator of future unmet demand as predicted by currently available forecast data; and a planning tool for potential future investment by various parties to use at their own discretion.
 - ii) The approval is not and should not be interpreted as an indication that Council accepts responsibility for meeting identified unmet demand driven by the State Government Kindergarten reforms.
 - iii) Supplementary contextual information will be published on Council's website alongside the KISP to provide a more transparent and balanced understanding of kindergarten demand across the municipality.
2. Authorise the Chief Executive Officer to sign the Kindergarten Infrastructure Services Plan 2025 on behalf of Knox City Council.

CARRIED

4.6 Response to Notice of Motion No.185 - Christmas Decorations

SUMMARY

This report has been prepared in response to Notice of Motion No.185 adopted by Council at its meeting of 25 August 2025 (Attachment 1) which resolved:

That Council, as part of recognising the importance of enhancing civic pride and the role our local retail traders play in Knox, request that a report be presented to the Mid-Month Council Meeting in September 2025 that:

- 1. Draws upon the work already undertaken as part of the report responding to Notice of Motion 177 at the 28 July 2025 Council Meeting;*
- 2. Presents an option for the installation of red bows across Knox's Major, Large and Medium Activity Centres (as defined by the previous report presented to Council) as part of a Christmas decoration pilot program to be rolled out for the festive period between 1 to 31 December 2025 at a maximum cost of \$15,000 (Exc. GST);*
- 3. Explores whether a more cost effective option for a contractor to supply, install and remove the red bows is available based on Council's Procurement Policy requirements to ensure as many of the Activity Centres listed at point 2 can be included; and*
- 4. Advises Council of the next steps required to deliver a pilot program for December 2025.*

The report in response to Notice of Motion 177 presented at the 28 July 2025 Council meeting (Attachment 2) has been used to inform this current report. This report focuses solely on the installation of red bows as part of a Christmas decoration pilot program to be delivered between 1 December and 31 December 2025.

Three options are presented for Council's consideration in response to Notice of Motion 185.

RECOMMENDATION

That Council note, in response to Notice of Motion No.185:

1. The three options in this report for a one-off pilot Christmas Decoration pilot program.
2. That budget is not allocated to deliver the one-off pilot program and the required budget funding, depending on any option selected, will need to be allocated by Council in the 2025/26 budget for the Christmas decoration pilot program to be delivered.

RESOLUTION

MOVED: Councillor Williams

SECONDED: Councillor Duncan

That Council:

- 1. Notes the officer report in response to Notice of Motion 185 – Christmas Decorations;**
- 2. Endorses Option 3 as contained in the Officers' report for the Christmas decoration pilot program to be rolled out for the 2025 Festive Period (1 – 31 December 2025) for Major, Large and Medium Activity Centres at a maximum cost of \$15,000 (excl. GST);**
- 3. Allocates a budget of \$15,000 (excl. GST) in 2025/26 to fund the Christmas decoration pilot program; and**

- 4. Authorise officers to undertake a procurement activity to engage a suitable supplier(s)/contractor(s) to procure and install the red bows in preparation for 2025 Festive Period and their subsequent removal and storage during 2026.**

PROCEDURAL MOTION

MOVED: Councillor Duncan

SECONDED: Councillor Lockwood

That Councillor Williams be permitted an extension of time to speak under Section 42 of the Governance Rules of Knox City Council.

CARRIED

The substantive motion was put and CARRIED.

A Division was called by Councillor Williams

For the motion: Councillor Williams, Councillor Lockwood, Councillor Duncan, Councillor Kennett and Councillor Pearce.

Against the motion: Councillor Baker, Councillor Atwell, Councillor Considine and Councillor Cooper.

Abstention: Nil.

CARRIED 5:4

5 Notices Of Motion

5.1 Notice of Motion – Assessment of Street Trees at 16-18 Bristol Place, Rowville for Potential Removal

The following notice of motion was lodged by Councillor Pearce in accordance with Council's Governance Rules.

That Council:

1. Notes that a report on the trees in Bristol Place Rowville was presented to Council on 25 May 2025 in response to a 24 March 2025 Notice of Motion;
2. Notes that the trees have been assessed three times in the past six months, including by an independent arborist on 18 July 2025; and
3. Receives a further report from relevant officers at a mid-month Council meeting no later than October 2025 (unless deferred to a later date in consultation with the Mayor) assessing the potential removal of four street trees located adjacent to 16, 17, and 18 Bristol Place, Rowville, in accordance with the Green Streets Policy.

MOTION

MOVED: Councillor Pearce

SECONDED: Councillor Lockwood

That Council:

1. Notes that a report on the trees in Bristol Place Rowville was presented to Council on 25 May 2025 in response to a 24 March 2025 Notice of Motion;
2. Notes that the trees have been assessed three times in the past six months, including by an independent arborist on 18 July 2025; and
3. Receives a further report from relevant officers at a mid-month Council meeting no later than October 2025 (unless deferred to a later date in consultation with the Mayor) assessing the potential removal of four street trees located adjacent to 16, 17, and 18 Bristol Place, Rowville, in accordance with the Green Streets Policy.

LOST

A Division was called by Councillor Pearce

For the motion: Councillor Pearce, Councillor Lockwood, Councillor Williams and Councillor Cooper.

Against the motion: Councillor Baker, Councillor Kennett, Councillor Atwell, Councillor Considine and Councillor Duncan.

Abstention: Nil.

LOST 4:5

6 Supplementary Items

Nil.

7 Urgent Business

Nil.

8 Confidential Items

Nil.

MEETING CLOSED AT 8:28pm

Minutes of Meeting confirmed at the
Mid Month Meeting of Council
held on Monday, 13 October 2025

.....
Chairperson

The Agenda for this meeting is attached in full at the end of the Minutes.