

MINUTES

Mid Month Meeting of Council



Held at the
Civic Centre
511 Burwood Highway
Wantirna South
On
Monday 13 October 2025

The Agenda for the Mid Month Meeting of Council, Monday 13 October 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 7:09pm.

PRESENT:

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

Order of Business

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The Chairperson, Councillor Lisa Cooper, proposed a change to the order of business to consider the Supplementary Item in Confidential Business. Leave of Council was sought and granted in accordance with Governance Rule 18 – Change to Order of Business.

1 Apologies And Requests For Leaves Of Absence

An apology was received from Councillor Baker.

2 Declarations Of Conflict Of Interest

Councillor Cooper foreshadowed a declaration of a conflict of interest for Item 4.1 - Minor Grants Program and Emergency Relief Fund 2025-26 Monthly Report and Individual Excellence Grants Update (Quarter 1).

3 Confirmation Of Minutes

The Chairperson, Councillor Lisa Cooper, invited Councillors to raise any opposition to the Minutes of the Meeting of Council held on Monday 8 September 2025. There being none, the Chairperson declared the Minutes to be confirmed.

4 Officer Reports

4.1 Minor Grants Program and Emergency Relief Fund 2025-26 Monthly Report and Individual Excellence Grants Update (Quarter 1)

SUMMARY

This report summarises the grant applications recommended for approval in October 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 (the 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.

This report also summarises the Excellence Grants for Individuals awarded in Quarter 1 of the 2025-2026 financial year. Under the Excellence Grants for Individuals Program, applicants who are selected to represent either Victoria or Australia in a competitive endeavour or an elite performance may receive funding assistance of \$150.00 for events within Victoria, \$250.00 for interstate events and \$400.00 for international events.

RECOMMENDATION

That Council resolve to:

1. Approve eight applications under the Minor Grants Program for a total of \$14,830.55 (excluding GST) as detailed below:

Minor Grants Program				
Applicant Name	Project Title	10% Contribution for Equipment	Amount Requested (inc. GST)	Amount Recommended (excl. GST)
Outer East Foodshare Inc.	Better Safety for Volunteers Funding is being sought to purchase safety equipment to be worn by volunteers, including steel capped boots, high vis vests, aprons and safety gloves.	\$710.90	\$2,500.00	\$2,272.73 (lesser amount due to GST)
Women with Disabilities Victoria	Women with Disabilities Victoria Presents: Disability and Defiance Funding is being sought to host a community film screening of the film "Defiant Lives" for 16 Days of Activism Against Gendered Violence and	NA	\$2,500.00	\$2,272.73 (lesser amount due to GST)

Minor Grants Program				
Applicant Name	Project Title	10% Contribution for Equipment	Amount Requested (inc. GST)	Amount Recommended (excl. GST)
	International Day of People with Disability.			
Friends of Koolunga Native Reserve Inc.	Equipping Local Community to Help Improve Knox's Biodiversity Funding is being sought to purchase gardening and safety equipment, including digging, weeding, lopping and pruning tools, to support volunteers to remove weeds and plant new native plants in Koolunga Native Reserve and along the Blind Creek Trail.	\$173.09	\$1,557.78	\$1,416.16 (lesser amount due to GST)
St Stephen's Anglican Church Bayswater	We Give Because We Care Funding is being sought to purchase 40 hampers for families at two local primary schools to be given at the discretion of the Principal and Welfare Officer.	NA	\$2,000.00	\$1,818.18 (lesser amount due to GST)
Rowville Eagles Football Club	Kitchen Supplies Funding is being sought to purchase essential kitchen supplies, including pie warmer, microwave, food display and grill.	\$271.80	\$2,446.20	\$2,446.20
Knox Obedience Dog Club Inc.	Agility Spread Jump Funding is being sought to purchase an agility spread jump to be used in both training and trial environments.	\$130.00	\$750.00	\$750.00
Mahjong Social Group (Auspiced by Coonara Community House Inc.)	Mahjong Connection – East meets South Funding is being sought to purchase Mahjong equipment including Mahjong set, mat, tables, chairs, dolly for chairs and registration table. Funding is also being sought for stationery, marketing and promotion of the inclusive community group that brings	\$250.00	\$2,500.00	\$1,954.55 (lesser amount due to GST) Lesser amount due to the organisation requesting trophies and cleaning products, which are both ineligible items as outlined in the Grant Guidelines

Minor Grants Program				
Applicant Name	Project Title	10% Contribution for Equipment	Amount Requested (inc. GST)	Amount Recommended (excl. GST)
	people together through the shared enjoyment of Mahjong.			
Sri Lanka Inter-Campus Seniors Association	Seniors Fun Evening Funding is being sought to hold a fun night for seniors of Sri Lankan origin. The night will include trivia, sing along sessions, traditional dinner and Baila dancing session.	NA	\$1,900.00	\$1,900.00
Total			\$16,153.98	\$14,830.55

2. Refuse three applications under the Minor Grants Program requesting a total of \$7,500 as detailed below:

Minor Grants Program			
Applicant Name	Project Title	Amount Requested	Reason for ineligibility
Girls Guides Victoria	Polish Girl Guide Hall Floor	\$2,500.00	Funding is being sought to polish the Girl Guide Hall, which is deemed maintenance and therefore ineligible under the Guidelines.
Ferntree Gully Arts Society Inc.	New flooring (to cover existing flooring)	\$2,500.00	Funding is being sought to install new flooring, which is deemed operational and therefore is ineligible under the Guidelines.
Knox Ramblers Walking Group	Walker's uniforms	\$2,500.00	Funding is being sought to purchase uniforms. The organisation has sought and received funding for the same items for the previous two years and therefore cannot request funding for a third year as outlined in the Guidelines.
Total		\$7,500.00	

3. Note that should the recommended Minor Grants be approved by Council, the remaining budget for 2025-26 will be \$102,253.80 after GST adjustments.
4. Note that there have been no applications for the Emergency Relief Fund, the remaining Emergency Relief Fund budget for 2025-26 is \$11,531.81 after GST adjustments.
5. Note the Excellence Grants for Individuals awarded in Quarter 1 of the 2025-2026 financial year as set out in Attachment 2, with a total value of \$3,950.00.

Pursuant to Section 130 of the Local Government Act 2020 (the Act) 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 she is the Network Manager for several Community Houses who are listed within this report.

Councillor Cooper left the meeting at 7:15pm before the discussion and vote on item 4.1

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

RESOLUTION

MOVED: Councillor Williams

SECONDED: Councillor Kennett

That Council resolve to:

1. Approve eight applications under the Minor Grants Program for a total of \$14,830.55 (excluding GST) as detailed below:

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Women with Disabilities Victoria	Women with Disabilities Victoria Presents: Disability and Defiance Funding is being sought to host a community film screening of the film "Defiant Lives" for 16 Days of Activism Against Gendered Violence and International Day of People with Disability.	NA	\$2,500.00	\$2,272.73 (lesser amount due to GST)
Friends of Koolunga Native Reserve Inc.	Equipping Local Community to Help Improve Knox's Biodiversity Funding is being sought to purchase gardening and safety equipment, including digging, weeding, lopping and pruning tools, to support volunteers to remove weeds and plant new	\$173.09	\$1,557.78	\$1,416.16 (lesser amount due to GST)

Minor Grants Program				
Applicant Name	Project Title	10% Contribution for Equipment	Amount Requested (inc. GST)	Amount Recommended (excl. GST)
	native plants in Koolunga Native Reserve and along the Blind Creek Trail.			
St Stephen's Anglican Church Bayswater	We Give Because We Care Funding is being sought to purchase 40 hampers for families at two local primary schools to be given at the discretion of the Principal and Welfare Officer.	NA	\$2,000.00	\$1,818.18 (lesser amount due to GST)
Rowville Eagles Football Club	Kitchen Supplies Funding is being sought to purchase essential kitchen supplies, including pie warmer, microwave, food display and grill.	\$271.80	\$2,446.20	\$2,446.20
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Sri Lanka Inter-Campus Seniors Association	Seniors Fun Evening Funding is being sought to hold a fun night for seniors of Sri Lankan origin. The night will include trivia, sing along sessions, traditional dinner and Baila dancing session.	NA	\$1,900.00	\$1,900.00
Total			\$16,153.98	\$14,830.55

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Knox Ramblers Walking Group	Walker's uniforms	\$2,500.00	Funding is being sought to purchase uniforms. The organisation has sought and received funding for the same items for the previous two years and therefore cannot request funding for a third year as outlined in the Guidelines.
Total		\$7,500.00	

3. Note that should the recommended Minor Grants be approved by Council, the remaining budget for 2025-26 will be \$102,253.80 after GST adjustments.
4. Note that there have been no applications for the Emergency Relief Fund, the remaining Emergency Relief Fund budget for 2025-26 is \$11,531.81 after GST adjustments.
5. Note the Excellence Grants for Individuals awarded in Quarter 1 of the 2025-2026 financial year as set out in Attachment 2, with a total value of \$3,950.00.

CARRIED

Councillor Cooper returned to the meeting at 7:19pm following the vote on item 4.1 and re-assumed the role as Chairperson.

4.2 Revised Instruments of Delegation to Members of Council Staff - October 2025

SUMMARY

Instruments of Delegation represent the formal delegation of powers by Council and enable the effective functioning of Council.

Two Instruments of Delegation have been revised, being the Instrument of Delegation – Council to Chief Executive Officer and the Instrument of Delegation – Cemeteries and Crematoria.

RECOMMENDATION

In the exercise of the powers conferred by the legislation referred to in the attached Instrument of Delegation – Council to Chief Executive Officer and the Instrument of Delegation – Cemeteries and Crematoria (Attachments 1 and 2), Council resolves to:

1. Delegate its powers, duties, and functions outlined in the Instruments of Delegation (Attachment 1 and 2) to the Council staff who hold, act in, or perform the duties of the specified positions, subject to the acceptance of tracked changes and the conditions stated in each Instrument.
2. Note that the Instruments of Delegation (Attachments 1 and 2) will take effect once the tracked changes are accepted and the documents are signed by the Chief Executive Officer and the Mayor.
3. Revoke the previous versions of the Council to Chief Executive Officer Instrument of Delegation and the Cemeteries and Crematoria Instrument of Delegation effective upon the new Instruments coming into force.
4. Note the duties and functions set out in the Instruments must be performed, and the powers set out in the Instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

RESOLUTION

MOVED: Councillor Kennett

SECONDED: Councillor Atwell

In the exercise of the powers conferred by the legislation referred to in the attached Instrument of Delegation – Council to Chief Executive Officer and the Instrument of Delegation – Cemeteries and Crematoria (Attachments 1 and 2), Council resolves to:

1. Delegate its powers, duties, and functions outlined in the Instruments of Delegation (Attachment 1 and 2) to the Council staff who hold, act in, or perform the duties of the specified positions, subject to the acceptance of tracked changes and the conditions stated in each Instrument.
2. Note that the Instruments of Delegation (Attachments 1 and 2) will take effect once the tracked changes are accepted and the documents are signed by the Chief Executive Officer and the Mayor.
3. Revoke the previous versions of the Council to Chief Executive Officer Instrument of Delegation and the Cemeteries and Crematoria Instrument of Delegation effective upon the new Instruments coming into force.

4. **Note the duties and functions set out in the Instruments must be performed, and the powers set out in the Instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.**

CARRIED

4.3 Councillor Expenses and Support Policy Incorporating Response to Notice of Motion No. 173 - Connecting Council with the Knox Community (Ward Meetings)

SUMMARY

This report presents Council with proposed amendments to the Councillor Expenses and Support Policy (the Policy), following a resolution of Council at its March 2025 Meeting in response to Notice of Motion No. 173 – Connecting Council with the Knox Community (Ward Meetings).

The report outlines the key areas of the Policy reviewed in light of Council’s resolution and incorporates feedback provided by Councillors. It also considers emerging issues and opportunities to ensure the Policy remains fit for purpose, transparent, and aligned with contemporary governance and community engagement expectations.

A revised draft Policy with tracked changes is included for Council consideration, reflecting proposed changes to support equitable access to resources, clarify entitlements, and enhance accountability and consistency in the provision of support to Councillors.

RECOMMENDATION

That Council:

1. Note this report in response to Notice of Motion No. 173 - Connecting Council with the Knox Community (Ward Meetings).
2. Endorse the draft Councillor Expenses and Support Policy in Attachment 1 for the purposes of community engagement.
3. Note that the draft Councillor Expenses and Support Policy will be presented to a future Council meeting following community engagement for further consideration.

RESOLUTION

MOVED: Councillor Atwell

SECONDED: Councillor Williams

That Council:

1. **Note this report in response to Notice of Motion No. 173 - Connecting Council with the Knox Community (Ward Meetings).**
2. **Endorse the draft Councillor Expenses and Support Policy in Attachment 1 for the purposes of community engagement.**
3. **Note that the draft Councillor Expenses and Support Policy will be presented to a future Council meeting following community engagement for further consideration.**

CARRIED

5 Notices Of Motion

Nil.

6 Supplementary Items

7 Urgent Business

7.1 Urgent Business

Nil.

8 Confidential Items

8.1 Appointment of Acting Chief Executive Officer

PROCEDURAL MOTION

CLOSURE OF MEETING

MOVED: Councillor Atwell

SECONDED: Councillor Duncan

That Council resolve to close the meeting to consider Item 8.1 Appointment of Acting Chief Executive Officer as it contains confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020 relating to personal information, being the name and matters pertaining to the recommended appointment of the Acting Chief Executive Officer, that would be unreasonable to disclose publicly prior to their formal appointment.

CARRIED

THE MEETING WAS CLOSED TO THE PUBLIC AT 7:26pm.

MEETING CLOSED AT 7:30 pm

Minutes of Meeting confirmed at the
Mid Month Meeting of Council
held on Monday, 10 November 2025

.....
Chairperson

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