

MINUTES

Meeting of Council

Held at the
Civic Centre
511 Burwood Highway
Wantirna South
On
Monday 24 November 2025



The Agenda for the Meeting of Council, Monday 24 November 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 Meeting of Council.

PRESENT:

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

THE MEETING OPENED WITH A STATEMENT OF ACKNOWLEDGEMENT AND A STATEMENT OF COMMITMENT

Council acknowledges the Wurundjeri Woi-wurrung people and Bunurong people of the Kulin Nation as Traditional Custodians of the land, and meets on the traditional lands of the Wurundjeri Woi-wurrung people. We pay our respects to elders both past and present.

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1 Apologies And Requests For Leaves Of Absence

Nil.

2 Declarations Of Conflict Of Interest

Councillor Baker foreshadowed a declaration in Item 10.2 Notice of Motion (Rescission) No. 190 – Lease Agreement between Knox City Council and Scouts Victoria

3 Confirmation Of Minutes

The Chairperson, Councillor Paige Kennett invited Councillors to raise any opposition to the Minutes of the Meeting of Council held on Monday 27 October 2025. There being none, the Chairperson declared the Minutes be confirmed.

4 Presentations, Petitions And Memorials

Nil.

5 Reports By Councillors

5.1 Councillor Baker

Councillor Baker reported attending the following:

- CEO Performance and Remuneration Committee Meeting.
- Open Space Strategy – Introductory Presentation.
- Your Library Board Meeting.
- Remembrance Day Service at Tim Neville Arboretum.
- Seniors Exercise Park Launch at Wally Tew Reserve.

5.2 Councillor Cooper

Councillor Cooper reported attending the following:

- The Basin Community House Annual General Meeting - noting they have a new Manager and congratulated the volunteers for their work.
- Rowville Community House Annual General Meeting.
- Remembrance Day Service at Tim Neville Arboretum, outlining it was great to see primary school children involved in the service.
- Opened the new Dog Parks in Kings Park and Wantirna Reserve.
- Radio Eastern 98.1FM Interview with Ian Rayson, discussing the feedback sought by Council regarding household waste services which can be provided via Council's 'Have Your Say' page until 7 December 2025.
- Knox City Football Club All Nations Cup at Egan Lee Reserve, noting Cyprus defeated South Sudan in the Final 4-1.

Councillor Cooper also:

- Encouraged people to submit their expression of interest to be part of the Immerse Festival at Knox via knox.vic.gov.au/immerse
- Noted there has been consultation regarding community signage.

5.3 Councillor Duncan

Councillor Duncan reported attending the following:

- CEO Performance and Remuneration Committee Meeting.

- Open Space Strategy – Introductory Presentation, with discussion on open space plans for the next 50 years.
- Templeton Cricket Club ‘Tastes of the World’ Event to celebrate multiculturalism.
- Remembrance Day Service at Tim Neville Arboretum, noting it was great to see kids singing the National Anthem.
- Opening of the new cricket nets at Marie Wallace Reserve.
- Meeting regarding the pavilion at Templeton Reserve which will be part of a bus tour, highlighting the importance of investing in sporting infrastructure.
- Youth Advisory Committee Meeting.
- Meetings with residents regarding various concerns.

5.4 Councillor Lockwood

Councillor Lockwood reported attending the following:

- Remembrance Day Service at Tim Neville Arboretum.
- Selectronic Australia Factory Tour on Lewis Road which is a modern factory producing solar batteries for solar panels through modern manufacturing.
- ‘Haunted Theatre’ Halloween event at the Knox Community Arts Centre.
- Your Library Board Meeting.
- Knox Citizenship Ceremony, noting the attendance of Mary Doyle MP and Councillor Kennett and congratulated the staff for their work on the event.

5.5 Councillor Considine

Councillor Considine reported attending the following:

- Knox Off-Road Radio Control Car Club with Councillor Kennett, meeting international competitors, members and the Club President.
- Vicki Angel Memorial Day at the Knox United Soccer Club which was dedicated to Vicki’s friendship and positive impact on others.
- Waterford Valley Links Retirement Village Meeting, discussing the needs and concerns of residents at the village.
- ‘Haunted Theatre’ Halloween event at the Knox Community Arts Centre.

5.6 Councillor Atwell

Councillor Atwell reported attending the following:

- Sharespace Festive Market at the First Scout Hall in Rowville, recognising the local crafts, bake stalls and the Santa Claus from the Rowville CFA entertaining the children, thanking the volunteers and stallholders.
- Knox Local Safety Committee Meeting, led by the local Police which is action-focused and is collaborative with local community groups, noting Council is all-in on supporting the Committee – with all Councillors invited as observers.
- Knox Citizenship Ceremony with Councillor Kennett and Mary Doyle MP where he administered the pledge of commitment.
- Makers and Bakers Market run by the Rowville-Lysterfield Rotary Club at the Rowville Community Centre which promotes local artisan food producers.
- ‘Haunted Theatre’ Halloween event at the Knox Community Arts Centre with Councillor Lockwood, Councillor Williams and Councillor Considine.

5.7 Councillor Williams

Councillor Williams reported attending the following:

- Youth Advisory Committee Meeting with Councillor Duncan, noting that there is an End of Year Celebration coming up.
- CEO Performance and Remuneration Committee Meeting.
- ‘Haunted Theatre’ Halloween event at the Knox Community Arts Centre.
- Knox Historical Society Cemetery tour at Ferntree Gully Cemetery with Councillor Cooper and Councillor Pearce.
- Knox Off-Road Radio Control Car Club, speaking with international competitors at a world-recognised event.
- Remembrance Day Service at the Bayswater RSL.
- Opening of Marie Wallace Park cricket nets for the Bayswater Park Cricket Club
- Opening of Marie Wallace Seniors Park in Baywater.
- Knox City Tennis Club Annual General Meeting.
- First Friends of Dandenong Creek Annual General Meeting.
- Elm Street Mission meeting with Mary Doyle MP, acknowledging the great work done by local groups to help those in need, with the group looking for a defibrillator and a first aid kit.

- Bayswater Makers and Bakers Market with a great attendance and local arts and crafts.
- Selectronic Australia Factory Tour which is a great facility run by an Australian manufacturer.

Councillor Williams also:

- Met with residents of Hicks Court, Rowville alongside Councillor Pearce regarding a proposed development.
- Noted it is great to see Christmas decorations adding to the vibrancy of Knox.

5.8 Councillor Pearce

Councillor Pearce reported attending the following:

- Knox Historical Society Cemetery Tour with Councillor Williams and Councilor Cooper, noting the computer holograms were frightening and highlighted that the famous painter Arthur Streeton is buried in Ferntree Gully Cemetery.
- Opening of the 51st Rowville-Lysterfield Knox Art Show at the Churchill-Waverley Golf and Bowls Club which had digital effects. Cr Pearce commended the skill of artists along with the Committee and volunteers for running the show.
- Remembrance Day Service with Councillor Cooper, Councillor Baker, Councilor Kennett, Councillor Duncan and Mary Doyle MP, noting the involvement of students and the local CFA in the service.
- Rowville-Lysterfield Newspaper Annual General Meeting, encouraging people to volunteer delivering the newspaper. Also acknowledged Peter Rundle received an award for 30 years of service.
- Quarry Safari Open Day in Lysterfield with a sausage sizzle, free coffees, face painting and a free tour of the Quarry.

Councillor Pearce also:

- Visited the residents of Hicks Court, Rowville and residents of Taylor Ward to hear their concerns regarding developments, streets and safety.
- Encouraged people to attend the Rowville Makers and Bakers Market on the first Sunday of December.

5.9 Councillor Kennett

Councillor Kennett reported attending the following:

- Remembrance Day Poppy Appeal
- The Basin Community House Annual General Meeting
- The Basin Primary School Arts Show
- Bayswater Seniors Bingo
- CEO Performance and Remuneration Committee Meeting
- Knox Off-Road Remote Control Car Club event at Carrington Park
- Boronia Scout Hall for Men's Snack and Chat
- Open Space Strategy Introductory Presentation
- Discussion and feedback Session for the Draft The Basin Parking Management Plan
- Remembrance Day Service at Tim Neville Arboretum
- Eastern Alliance for Greenhouse Action Meeting
- Knox Citizenship Ceremony
- Launch of the Seniors Exercise Park at Marie Wallace Bayswater Park
- Planning Consultative Committee Meeting
- Environment Advisory Committee Meeting
- The Basin Marvellous Machines

6 Planning Matters

6.1 Report of Planning Applications Decided Under Delegation 1 October 2025 to 31 October 2025

SUMMARY

Details of planning applications considered under delegation are referred for information. It is recommended that the items be noted.

RECOMMENDATION

That Council note the planning applications decided under delegation 1 October 2025 to 31 October 2025 as set out in the officers' report.

RESOLUTION

MOVED: Councillor Atwell

SECONDED: Councillor Baker

That Council note the planning applications decided under delegation 1 October 2025 to 31 October 2025 as set out in the officers' report.

CARRIED

6.2 Proposed Sale of Kingston Links / Bankside Land Sale - post-engagement

SUMMARY

This report is to inform Council that the statutory processes required under Section 114 of the *Local Government Act 2020*, for the sale of 14A Corporate Avenue, Rowville [Lot A PS830610S] are now complete.

Prior to development commencing for the Kingston Links development in Rowville (now known as Bankside Estate) Council entered into a Section 173 Agreement (under the *Planning and Environment Act 1987*), establishing a number of obligations to be fulfilled by the landowner.

Included within the Section 173 Agreement was confirmation of Council's decision to sell a parcel of its land to the developer, Pask Group, resolved on 29 January 2019. While Council had resolved to proceed with the land sale, the transaction has not yet been completed due to a number of reasons. Due to the passage of time and the introduction of the new *Local Government Act 2020*, it is appropriate that Council update the market valuation for the land, which has been undertaken in parallel with an updated proposal received from Pask Group.

Council resolved on 27 October 2025 to receive at a future meeting a report on outcomes from community engagement regarding the proposed sale of 14A Corporate Drive, Rowville, via private Treaty to Pask Group. Community consultation has now been completed in line with the requirements of the *Local Government Act 2020* and Council's endorsement of the sale is now being sought.

RECOMMENDATION

That Council:

1. Note the feedback received during the community consultation undertaken between 28 October and 11 November 2025 for the proposed sale of 14A Corporate Avenue, Rowville via private treaty to Pask Group at Attachment 1.
2. Having complied with the requirements of Section 114 of the *Local Government Act 2020*, resolve to sell 14A Corporate Avenue, Rowville.
3. Authorises the Chief Executive Officer (or such person that the Chief Executive Officer appoints for the purpose of giving effect to this resolution) to proceed with the sale of the property at 14A Corporate Avenue, Rowville; Lot A on Plan of Subdivision 830610S and contained in Certificate of Title Volume 12546 Folio 383 by private treaty to Pask Group (or related nominated entities) at the price set out in Confidential Attachment 2.
4. Authorises the Chief Executive Officer (or other such person that the Chief Executive Officer appoints for the purpose of giving effect to the resolution) to finalise negotiations for, and subsequently sign, the Contract of Sale and all other necessary documents associated with the sale.
5. Pursuant to Section 125 of the *Local Government Act 2020*, to authorise the confidential information in the confidential attachments to be publicly available for the limited purpose of communicating the effect of these resolutions to the extent necessary to give effect to them.
6. To authorise the Chief Executive Officer (or such person the Chief Executive Officer appoints for the purpose of giving effect to the resolutions) to communicate the content of the confidential attachments to the extent necessary at their discretion, including for the purpose of informing the community about the content of the report or Council's decision

The Chairperson, Councillor Kennett, noted there was a minor typographical error in the recommendation published in the Agenda under point 6 requiring correction in the resolution to read “extent”.

RESOLUTION

MOVED: Councillor Pearce

SECONDED: Councillor Atwell

That Council:

1. Note the feedback received during the community consultation undertaken between 28 October and 11 November 2025 for the proposed sale of 14A Corporate Avenue, Rowville via private treaty to Pask Group at Attachment 1.
2. Having complied with the requirements of Section 114 of the Local Government Act 2020, resolve to sell 14A Corporate Avenue, Rowville.
3. Authorises the Chief Executive Officer (or such person that the Chief Executive Officer appoints for the purpose of giving effect to this resolution) to proceed with the sale of the property at 14A Corporate Avenue, Rowville; Lot A on Plan of Subdivision 830610S and contained in Certificate of Title Volume 12546 Folio 383 by private treaty to Pask Group (or related nominated entities) at the price set out in Confidential Attachment 2.
4. Authorises the Chief Executive Officer (or other such person that the Chief Executive Officer appoints for the purpose of giving effect to the resolution) to finalise negotiations for, and subsequently sign, the Contract of Sale and all other necessary documents associated with the sale.
5. Pursuant to Section 125 of the *Local Government Act 2020*, to authorise the confidential information in the confidential attachments to be publicly available for the limited purpose of communicating the effect of these resolutions to the extent necessary to give effect to them.
6. To authorise the Chief Executive Officer (or such person the Chief Executive Officer appoints for the purpose of giving effect to the resolutions) to communicate the content of the confidential attachments to the extent necessary at their discretion, including for the purpose of informing the community about the content of the report or Council’s decision.

CARRIED

RESOLUTION

MOVED: Councillor Pearce

SECONDED: Councillor Williams

That Council resolve to change the order of business to consider Item 6.3 – 3 Hicks Court, Rowville after Item 7 – Public Question Time.

CARRIED

6.4 Council submission to Planning Scheme Amendment C225Yran - Erosion Management Overlay Review

SUMMARY

The purpose of this report is to seek retrospective endorsement of the submission lodged by officers to Yarra Ranges Shire Council on 29 October 2025 in response to Amendment C225Yran – Erosion Management Overlay Review. The submission lodged by officers is provided at Attachment 1.

The Amendment seeks to update the erosion management planning framework in the Yarra Ranges Planning Scheme including in the Dandenong Ranges and townships. Specifically, the amendment seeks to update the planning scheme ordinance and mapping for Erosion Management Overlay – Schedule 1 (EMO1) - Landslip Susceptibility and introduce a new EMO2 – Debris Flow Susceptibility. The purpose of the EMOs is to identify areas within Yarra Ranges susceptible to land debris flow and to ensure appropriate land use and development decisions are made within these areas given the likelihood of a landslip or debris flow event.

Yarra Ranges Shire Council is updating historical geotechnical information and reviewing the erosion management framework, in part, following the significant storm period of 2019 to 2022. These significant storm events resulted in adverse environmental impacts throughout the Yarra Ranges including within the Dandenong Ranges, which included instances of landslip. The introduction of the EMO2 into the Yarra Ranges Planning Scheme is necessary to separately identify property within the municipality that may be subject to a future debris flow occurrence, as distinct from a landslip risk. The risks to properties in Knox primarily relate to landslip risk in parts of Ferntree Gully and Upper Ferntree Gully, and to debris flow from elevated areas in the Dandenong Ranges, moving down west-facing slopes into parts of the Dandenong Foothills in Knox.

The technical study informing the amendment has been underpinned by Light Detection and Ranging (LiDAR) technology, and is understood to have enhanced accuracy in identifying areas susceptible to landslip and debris flow. This includes possible flow path detail. As noted in the submission, some 937 properties in Yarra Ranges that were located within the EMO1 have been removed, whilst an additional 3,259 properties have been mapped for landslip risk to combine with the existing 10,168 properties considered relevant to the revised EMO1. Importantly, 209 properties have been identified as susceptible to the new category of debris flow susceptibility (EMO2). All identified properties subject of the amendment are located in Yarra Ranges. Risk areas identified by officers relating to Knox have been inferred from the technical report and a briefing from Yarra Ranges Shire Council officers and the geotechnical consultants engaged to support Yarra Ranges' study. No technical analysis of erosion management risk has been commissioned for Knox.

Officers note the amendment relates to erosion management in Yarra Ranges. Officers have reviewed the exhibited documents and prepared a submission noting key areas of interest for Knox. Key issues identified include:

- The full extent of risk pertaining to Knox communities is unknown as the study area comprised areas in Yarra Ranges only.

- Mixed landslip risk exists in the vicinity of the Yarra Ranges and Knox municipal boundaries with landslip risks evident in parts of Ferntree Gully and Upper Ferntree Gully near Burwood Highway.
- A possible debris flow path has been identified in the abutting reserve in the vicinity of Bowen Avenue, The Basin.
- A potential source location for a debris flow event has been identified in a rural area of Sassafras.

Given the timeframes to consider the amendment, officers have not had the opportunity to present the submission for Council adoption prior to the submission deadline of 26 October 2025. Officers obtained an extension to the deadline from Yarra Ranges Shire Council and lodged the submission on Wednesday 29 October 2025. Yarra Ranges Shire Council has confirmed receipt of the officer submission.

RECOMMENDATION

That Council resolve to:

1. Endorse the submission lodged on 29 October 2025 provided at Attachment 1 of the Officers report.
2. Lodge a revised submission with Yarra Ranges Shire Council with any revisions arising from Council's resolution, if required.
3. Note that officers have requested that Knox City Council be kept informed by Yarra Ranges Shire Council of progress and decisions on the amendment.

RESOLUTION

MOVED: Councillor Baker

SECONDED: Councillor Pearce

That Council resolve to:

1. Endorse the submission lodged on 29 October 2025 provided at Attachment 1 of the Officers report.
2. Note that officers have requested that Knox City Council be kept informed by Yarra Ranges Shire Council of progress and decisions on the amendment.
3. Commission a preliminary erosion risk assessment (landslide and debris flow susceptibility) for the Dandenong Foothills and other relevant areas of Knox in the 2025/26 financial year.
4. Request a further report to Council once the preliminary erosion risk assessment is complete, outlining findings, implications, and recommended next steps.
5. Refer the commissioning of an erosion-risk study for Knox to the 2026/27 Budget deliberations for consideration of funding to undertake detailed erosion and debris-flow susceptibility analysis in Knox subject to the findings of the preliminary assessment noted in Point 4.
6. Authorise the Mayor and CEO to write to the State Government for guidance, technical support, and funding to assist councils with erosion management, consistent with the recommendations of the McCrae Landslide Board of Inquiry.

- 7. Request officers to consider the findings of any erosion risk management assessment for Knox in future updates of the Knox Climate Response Plan and Municipal Emergency Management Plan, to ensure alignment with emerging erosion-related risks.**

CARRIED

7 Public Question Time

Question Time commenced at 7:51pm.

The following questions were raised with Council:

7.1.1 Question One - Anonymous

What actions have been taken, or are planned, to address the inappropriate fencing (made up of car parts and flimsy materials often not secured properly and blown onto Wantirna Road and footpaths), graffiti, and ongoing neglect at 275–279 Wantirna Road and graffiti at 276 Wantirna Road?

Does Council intend to strengthen or enforce requirements to ensure that vacant properties and demolition sites are properly fenced, secured, and long grass regularly maintained to prevent similar long-term issues in the future?

Will Council have these sites cleaned up and made presentable before Christmas, so the neighbourhood reflects a safe and well-maintained environment for the community over the holiday period?

The Acting Director City Liveability, Nicola Ward responded:

- There is a long history to the issues that have identified at these properties, and officers have been working with the owners for several years to address ongoing issues of unsightliness, unsafe conditions and earlier issues with squatting.
- The properties at 275-279 Wantirna Rd previously contained 3 dwellings that had become a venue for considerable antisocial behaviour, unsightliness and safety concerns. Council successfully had the former dwellings demolished a number of years ago. It is unfortunate however that the demolition of the structures on the site has not prevented further issues with these properties.
- Officers from the Community Laws team and Building Services team attended and inspected the properties following the original complaint in October 2025 and have again inspected the properties recently following further correspondence from the submitter.
- With regards to the unsightliness concern, under the Amenity Local Law, Council officers have issued Notices to Comply to 277 and 279 Wantirna Road to cut back long grass and remove rubbish from the vacant blocks. To take account of recent weather events, these works must be completed by the end of November.
- With respect to the fence, if a site is left unfenced, it becomes a target for illegal dumping. The fencing is intended to prevent illegal dumping, however the fence then becomes a target for damage and graffiti.
- Through the inspection by a Building Officer, it was noted that the existing timber boundary fencing was in poor condition and does not present well. However, it was not deemed unsafe or hazardous. This limits the ability for Council to require works to be

carried out. To reduce the likelihood of further deterioration, the building officers installed props on some sections of the fence. Importantly, from a building perspective, there is no legal obligation on the owners to install fencing or to restrict access to their properties. Although the fence is in poor condition and does not look the best, it has been assessed as not being unsafe at this time.

- Community Laws has engaged with the real estate agent to make them aware of community concerns and feedback on the fencing and the real estate signage, however Community Laws has no legal jurisdiction under the Local Law to direct owners to remove fencing or to improve the aesthetics of a fence.
- Community Laws has, however, given the Real Estate Agent a direction to have the board removed as it has been placed there without a Local Law permit.
- With regards to the graffiti on the fence line at 276 Wantirna Road, Council has limited ability to address this when it is located on private property as it does not trigger provisions within the Amenity Local Law. That said, the property owner was made aware of community concerns and officers have been working with them to have the fencing cleaned up. The graffiti on the fencing at 276 Wantirna Road has been addressed by the owner and is now resolved.
- Regarding the overhanging vegetation concerns at 271 Wantirna Road, an officer will attend to determine whether a Notice to Comply can be issued.

7.1.2 Question Two - Shane Barr

In relation to the application P/2024/6263, 3 Hicks Court Rowville and Clause 22.07-4 Knox Neighbourhood, could Council please explain the reference to '15 Jamieson Avenue Rowville' as an 'Example' to the development at 3 Hicks Court, Rowville?

I would like to hear the reasoning behind Jamieson Avenue, as well as other listings put forward as Examples.

The Acting Director City Liveability, Nicola Ward responded:

- The reference to 15 Jamieson Avenue was put forward in information supplied by the applicant to justify the proposal against clause 22.07-4 of the planning scheme (as part of the Advertising Documents during the Public Notification process).
- As noted in the officer report Section 3.1 of Attachment 1, the application was amended on 27 August 2025 which means the application is assessed against the new Townhouse and Low Rise Code. This means that a number of planning scheme provisions such as clause 22.07-4 are no longer relevant to the assessment.

- I note that the comparison to 15 Jamieson Avenue was not considered by officers as part of the report on the proposal considered at tonight's Council Meeting. I can confirm that the development at 15 Jamieson Avenue has had no impact on the assessment or recommendation for this application.

7.1.3 Question Three - Shane Barr

Could Council please explain Clause 16.01-1s - Housing Supply?

Could you please outline the agenda and contribution toward your targeted number for this proposed development?

I am interested in the contribution of this development as well as similar developments toward your 2051 target.

The Acting Director City Liveability, Nicola Ward responded:

- Clause 16.01-1S seeks to facilitate well-located, integrated and diverse housing that meets community needs. The clause has a number of strategies to ensure that the Planning Scheme can deliver housing against specified targets (43,000 additional dwellings in the case of Knox, which is the State Government target).
- The Knox Housing Strategy 2015 outlines Council's approach to providing additional housing in Knox whilst respecting Knox's unique character. Progress in providing additional housing is regularly provided to Council via the Housing Monitoring Program Annual Report. The latest report can be accessed in the Agenda and Minutes of the Council Meeting on 23 June 2025, or in the "Residential Development Reports" page of the Knox Website.
- Clearly the application at 3 Hicks Court Rowville would contribute to achieving the housing target if approved, as well as the many other applications that Council considers over the course of a normal year.

Question Time Concluded at 8:09pm.

6.3 3 Hicks Court, Rowville

SUMMARY

This report considers Planning Application P/2024/6263 for the construction of four (4) double storey dwellings at 3 Hicks Court, Rowville.

RECOMMENDATION

That Council issue a Planning Permit for the construction of four (4) double storey dwellings at 3 Hicks Court, Rowville, subject to the following conditions Amended Development Plans:

1. Prior to the commencement of the development approved under this Permit, amended development plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The development plans must be approved prior to other plans required by this permit. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The plans must be generally in accordance with the plans submitted with the application but modified to show:
 - 1.1 Existing crossover shown to be reconstructed to Council standards.
 - 1.2 The location of Tree Protection fencing and Tree Protection Zones for the existing street tree to be drawn on the Ground Floor Plan.

To the satisfaction of the Responsible Authority.

Other Plans

2. Prior to the commencement of the development and issue of a Building Permit for the development approved under this Permit, the following plans and computations must be submitted to the Responsible Authority as a complete set. When approved, the plans will be endorsed and will then form part of the permit. Construction must be in accordance with these plans. The plans must comprise the following:
 - 2.1 A Stormwater Management Plan in accordance with Condition 3.
 - 2.2 A Landscape plan in accordance with Condition 4.

To the satisfaction of the Responsible Authority.

Stormwater Management Plan

3. Prior to the commencement of the development approved under this Permit, drainage plans and computations must be submitted to and approved by the Responsible Authority. Construction of the drainage must be in accordance with these plans. The plans must show the following:
 - 3.1 All stormwater drainage discharge from the site connected to a legal point of discharge.
 - 3.2 The internal drains of the dwellings to be independent of each other.
 - 3.3 An on-site detention system designed by a suitably qualified Civil Engineering Consultant to ensure no net increase in stormwater discharge from the proposed development.

- 3.4 The on-site detention system to be installed in a suitable location for easy access and maintenance.
- 3.5 A suitable overland flow path for the entire site to the satisfaction of the Responsible Authority. Details of the overland flow path are to be included on the plans.
- 3.6 Any Environmental Sustainable Design initiatives shown on the Development Plans approved pursuant to Condition 1 of this permit.
- 3.7 Location of fencing in accordance with the Development Plans approved pursuant to Condition 1 of this permit.
- 3.8 All levels to be to AHD (Australian Height Datum).

To the satisfaction of the Responsible Authority.

Landscape Plan

- 4. Prior to the commencement of the development approved under this Permit, a landscape plan prepared by a suitably qualified Landscape architect or a suitably qualified landscape designer to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. Plan must be in accordance with Council's 'Landscape Plan Guidelines'. When approved, the plan will be endorsed and will then form part of the permit. The plan must be trees generally in accordance with 'Landscape Plan – 3 Hicks Crt Rowville – Sun'n'Shade – 19/08/2025' but modified to show:

- 4.1 Front Setback: Replace *Eucalyptus radiata* with *Eucalyptus polyanthemos* (adjust canopy cover calculation to 10m canopy spread). Relocate to ensure minimum 5m setback to building. Relocate *Acacia implexa* to ensure minimum 3m setback to building.
- 4.2 Private Open Space Dwellings 1 and 4: Replace *Eucalyptus leucoxylon* 'Rosea' with *Geijera parviflora* (or similar small tree with 6m canopy spread). Ensure minimum 3m setback to buildings.
- 4.3 Private Open Space Dwelling 2: Replace *Allocasuarina littoralis* with large feature shrub with a mature height of 4-5m OR relocate to ensure minimum 3m setback to building.
- 4.4 Private open Space Dwelling 3: Relocate *Acacia implexa* to ensure minimum 3m setback to buildings.
- 4.5 Planting of this site to comprise 40% of the vegetation species to be indigenous (across all plant forms) from plant list 1 of the 'Landscape Plan Guidelines' and 40% additional native species (across all plant forms) from plant list 2 of the 'Landscape Plan Guidelines'. Remaining plant species (20%) can be indigenous, native or exotic (across all plant forms) provided they are not listed as weeds.
- 4.6 Show tree protection fencing for street tree.
- 4.7 Notation: "All proposed trees in lawn areas must be within mulched 50 x 50cm edging box (minimum). Edging box not to protrude more than 30mm from ground level."
- 4.8 Revise canopy cover table in accordance with above planting revisions:

To the satisfaction of the Responsible Authority.

- 5. Before the occupation of the development, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the responsible authority.

6. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the responsible authority. Any dead, diseased or damaged plants are to be replaced.

General

7. All development must be in accordance with the endorsed plans.
8. The layout of buildings and works as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.
9. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.
10. Prior to the occupation of the dwellings the development is to be completed in accordance with the endorsed plan/s to the satisfaction of the Responsible Authority.
11. All walls on the boundaries of adjoining properties must be cleaned and finished to the satisfaction of the Responsible Authority.

Street Tree Protection

12. All works, including excavation, within the Tree Protection Zone (TPZ) of any tree/s to be retained within the nature strip must be undertaken under the supervision of a qualified Arborist to ensure that there is no unreasonable damage to the root system of trees to be retained and/or protected, to the satisfaction of the Responsible Authority. Before the development starts, the owner must submit to the Responsible Authority details of the name of the Arborist who will supervise the works and the tasks to be undertaken by the Arborist, to the satisfaction of the Responsible Authority.
13. Prior to any works commencing on the site (including demolition and tree removal), all street and vegetation to be retained must be fenced off and/or provided with ground protection to create a protection zone in accordance with AS-4970 Protection of Trees on Development Sites. The protection zone must extend to the full extent of the tree's TPZ or as approved by the responsible authority and shown on endorsed plans.
14. The tree protection fence is to be chain link or wire mesh, comprise either wooden or steel posts, self –supporting or on concrete pads, and be a minimum height of 1.8 metres. Signage is to be affixed to the fence advising that the area is a tree protection zone and a no-go development area.
15. Ground Protection, where shown on the endorsed plans, is to consist of a permeable membrane such as geotextile fabric beneath a 100mm layer of mulch or crushed rock below strapped rumble boards.
16. The tree protection fence and/or ground protection and signage is to be maintained throughout the construction period and removed at the completion of all works.
17. No temporary removal of the tree protection measures, or encroachment into the protection zone is permitted without the written consent of the responsible authority.
18. Prior to erecting the tree protection fence around the tree protection zone, all unwanted vegetation and weed species must be removed from within the zone, and the ground within the protection zone must be covered with a layer of well composted organic mulch (maximum 100mm depth). The area is to be watered at least fortnightly throughout the construction period.

19. The following activities are prohibited from the tree protection area, without the written consent of the responsible authority:
 - 19.1 Parking of vehicles or other machinery.
 - 19.2 Construction activities.
 - 19.3 Dumping and/or storage of materials, goods and/or soil.
 - 19.4 Trenching or excavation.
 - 19.5 Lopping branches, nailing or affixing signs, service lines, lights etc. to the trees.
20. Prior to any works commencing on site, the Responsible Authority must be contacted to inspect the Tree Protection fencing.

Car Parking & Accessways

21. Before the dwellings are occupied, driveways and car parking areas must be:
 - 21.1 Fully constructed to the minimum standard of 100mm reinforced concrete and available for use in accordance with the plans submitted to and approved by the Responsible Authority; and
 - 21.2 Formed to such levels and drained so that they can be used in accordance with the approved plan; and
 - 21.3 Treated with an all-weather seal or some other durable surface; andTo the satisfaction of the Responsible Authority.
22. Parking areas and driveways must be kept available and maintained for these purposes at all times to the satisfaction of the Responsible Authority.
23. Before the development is occupied vehicular crossing(s) must be constructed to align with approved driveways to the satisfaction of the Responsible Authority. All redundant crossing(s), crossing opening(s) or parts thereof must be removed and replaced with footpath, naturestrip and kerb and channel to the satisfaction of the Responsible Authority.

Fencing

24. Prior to the occupancy of the development all fencing must be in a good condition, to at least the height shown on the endorsed plans, to the satisfaction of the Responsible Authority.

Amenity During Construction

25. Upon commencement and until conclusion of the development, the developer must ensure that the development does not adversely affect the amenity of the area in any way, including:
 - 25.1 the appearance of building, works or materials on the land
 - 25.2 parking of motor vehicles
 - 25.3 transporting of materials or goods to or from the site
 - 25.4 hours of operation
 - 25.5 stockpiling of top soil or fill materials
 - 25.6 air borne dust emanating from the site
 - 25.7 noise

- 25.8 rubbish and litter
- 25.9 sediment runoff
- 25.10 vibration

Should the development cause undue detriment to the amenity of the area then immediate remedial measures must be undertaken to address the issue as directed by, and to the satisfaction of, the Responsible Authority.

Stormwater

- 26. Stormwater runoff from all buildings and hardstanding surfaces must be properly collected and discharged in a complete and effective system of drains within the property and must not cause or create a nuisance to abutting properties.

Energy Provision

- 27. Any new apartment/dwelling allowed by this permit must not be connected to a reticulated gas service (within the meaning of clause 53.03 of the relevant planning scheme). This condition continues to have force and effect after the development authorised by this permit has been completed.

Permit Expiry

- 28. This permit will expire if one of the following circumstances applies:

- 28.1 The development is not started within two years of the date of this permit.
- 28.2 The development is not completed within four years of the date of this permit.

Pursuant to Section 69 of the Planning & Environment Act 1987, the Responsible Authority may extend:

- The commencement date referred to if a request is made in writing before the permit expires or within six (6) months afterwards.
- The completion date referred to if a request is made in writing within 12 months after the permit expires and the development started lawfully before the permit expired.

USEFUL INFORMATION:

(the following information does not form part of this permit)

- A building permit must be obtained before development is commenced. A Report and Consent may be required for flooding where applicable, please contact Council's Building Department on 9298 8125 for more information.
- Buildings are not allowed to be built over Council easements.
- In accordance with Council policy, an 8.5% public open space contribution may apply in the event of the subdivision of the land.
- To arrange an inspection of the Tree Protection fencing please contact Council Landscape Team on 9298 8125.
- Dwelling numbers as shown on the endorsed plans do not necessarily indicate any future street numbers. Property (street) numbering shall be in accordance with Council's

Property (Street) Numbering Policy. Information regarding this can be obtained from Council's Property and Revenue Services Department on 9298 8215.

RESOLUTION

MOVED: Councillor Lockwood

SECONDED: Councillor Pearce

That Council issue a Planning Permit for the construction of four (4) double storey dwellings at 3 Hicks Court, Rowville, subject to the following conditions:

Amended Development Plans

- 1. Prior to the commencement of the development approved under this Permit, amended development plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The development plans must be approved prior to other plans required by this permit. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The plans must be generally in accordance with the plans submitted with the application but modified to show:**

- 1.1 Existing crossover shown to be reconstructed to Council standards.**
- 1.2 The location of Tree Protection fencing and Tree Protection Zones for the existing street tree to be drawn on the Ground Floor Plan.**

To the satisfaction of the Responsible Authority.

Other Plans

- 2. Prior to the commencement of the development and issue of a Building Permit for the development approved under this Permit, the following plans and computations must be submitted to the Responsible Authority as a complete set. When approved, the plans will be endorsed and will then form part of the permit. Construction must be in accordance with these plans. The plans must comprise the following:**

- 2.1 A Stormwater Management Plan in accordance with Condition 3.**
- 2.2 A Landscape plan in accordance with Condition 4.**

To the satisfaction of the Responsible Authority.

Stormwater Management Plan

- 3. Prior to the commencement of the development approved under this Permit, drainage plans and computations must be submitted to and approved by the Responsible Authority. Construction of the drainage must be in accordance with these plans. The plans must show the following:**
- 3.1 All stormwater drainage discharge from the site connected to a legal point of discharge.**
- 3.2 The internal drains of the dwellings to be independent of each other.**

- 3.3 An on-site detention system designed by a suitably qualified Civil Engineering Consultant to ensure no net increase in stormwater discharge from the proposed development.**
- 3.4 The on-site detention system to be installed in a suitable location for easy access and maintenance.**
- 3.5 A suitable overland flow path for the entire site to the satisfaction of the Responsible Authority. Details of the overland flow path are to be included on the plans.**
- 3.6 Any Environmental Sustainable Design initiatives shown on the Development Plans approved pursuant to Condition 1 of this permit.**
- 3.7 Location of fencing in accordance with the Development Plans approved pursuant to Condition 1 of this permit.**
- 3.8 All levels to be to AHD (Australian Height Datum).**

To the satisfaction of the Responsible Authority.

Landscape Plan

- 4. Prior to the commencement of the development approved under this Permit, a landscape plan prepared by a suitably qualified Landscape architect or a suitably qualified landscape designer to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. Plan must be in accordance with Council's 'Landscape Plan Guidelines'. When approved, the plan will be endorsed and will then form part of the permit. The plan must be trees generally in accordance with 'Landscape Plan – 3 Hicks Crt Rowville – Sun'n'Shade – 19/08/2025' but modified to show:**
 - 4.1 Front Setback: Replace Eucalyptus radiata with Eucalyptus polyanthemos (adjust canopy cover calculation to 10m canopy spread). Relocate to ensure minimum 5m setback to building. Relocate Acacia implexa to ensure minimum 3m setback to building.**
 - 4.2 Private Open Space Dwellings 1 and 4: Replace Eucalyptus leucoxylon 'Rosea' with Geijera parviflora (or similar small tree with 6m canopy spread). Ensure minimum 3m setback to buildings.**
 - 4.3 Private Open Space Dwelling 2: Replace Allocasuarina littoralis with large feature shrub with a mature height of 4-5m OR relocate to ensure minimum 3m setback to building.**
 - 4.4 Private open Space Dwelling 3: Relocate Acacia implexa to ensure minimum 3m setback to buildings.**
 - 4.5 Planting of this site to comprise 40% of the vegetation species to be indigenous (across all plant forms) from plant list 1 of the 'Landscape Plan Guidelines' and 40% additional native species (across all plant forms) from plant list 2 of the 'Landscape Plan Guidelines'. Remaining plant species (20%) can be indigenous, native or exotic (across all plant forms) provided they are not listed as weeds.**
 - 4.6 Show tree protection fencing for street tree.**
 - 4.7 Notation: "All proposed trees in lawn areas must be within mulched 50 x 50cm edging box (minimum). Edging box not to protrude more than 30mm from ground level."**
 - 4.8 Revise canopy cover table in accordance with above planting revisions:**

To the satisfaction of the Responsible Authority.

5. Before the occupation of the development, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the responsible authority.
6. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the responsible authority. Any dead, diseased or damaged plants are to be replaced.

General

7. All development must be in accordance with the endorsed plans.
8. The layout of buildings and works as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.
9. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.
10. Prior to the occupation of the dwellings the development is to be completed in accordance with the endorsed plan/s to the satisfaction of the Responsible Authority.
11. All walls on the boundaries of adjoining properties must be cleaned and finished to the satisfaction of the Responsible Authority.

Street Tree Protection

12. All works, including excavation, within the Tree Protection Zone (TPZ) of any tree/s to be retained within the nature strip must be undertaken under the supervision of a qualified Arborist to ensure that there is no unreasonable damage to the root system of trees to be retained and/or protected, to the satisfaction of the Responsible Authority. Before the development starts, the owner must submit to the Responsible Authority details of the name of the Arborist who will supervise the works and the tasks to be undertaken by the Arborist, to the satisfaction of the Responsible Authority.
13. Prior to any works commencing on the site (including demolition and tree removal), all street and vegetation to be retained must be fenced off and/or provided with ground protection to create a protection zone in accordance with AS-4970 Protection of Trees on Development Sites. The protection zone must extend to the full extent of the tree's TPZ or as approved by the responsible authority and shown on endorsed plans.
14. The tree protection fence is to be chain link or wire mesh, comprise either wooden or steel posts, self-supporting or on concrete pads, and be a minimum height of 1.8 metres. Signage is to be affixed to the fence advising that the area is a tree protection zone and a no-go development area.
15. Ground Protection, where shown on the endorsed plans, is to consist of a permeable membrane such as geotextile fabric beneath a 100mm layer of mulch or crushed rock below strapped rumble boards.
16. The tree protection fence and/or ground protection and signage is to be maintained throughout the construction period and removed at the completion of all works.
17. No temporary removal of the tree protection measures, or encroachment into the protection zone is permitted without the written consent of the responsible authority.
18. Prior to erecting the tree protection fence around the tree protection zone, all unwanted vegetation and weed species must be removed from within the zone, and the ground within the protection zone must be covered with a layer of well composted organic mulch

(maximum 100mm depth). The area is to be watered at least fortnightly throughout the construction period.

19. The following activities are prohibited from the tree protection area, without the written consent of the responsible authority:
 - 19.1 Parking of vehicles or other machinery.
 - 19.2 Construction activities.
 - 19.3 Dumping and/or storage of materials, goods and/or soil.
 - 19.4 Trenching or excavation.
 - 19.5 Lopping branches, nailing or affixing signs, service lines, lights etc. to the trees.
20. Prior to any works commencing on site, the Responsible Authority must be contacted to inspect the Tree Protection fencing.

Car Parking & Accessways

21. Before the dwellings are occupied, driveways and car parking areas must be:
 - 21.1 Fully constructed to the minimum standard of 100mm reinforced concrete and available for use in accordance with the plans submitted to and approved by the Responsible Authority; and
 - 21.2 Formed to such levels and drained so that they can be used in accordance with the approved plan; and
 - 21.3 Treated with an all-weather seal or some other durable surface; andTo the satisfaction of the Responsible Authority.
22. Parking areas and driveways must be kept available and maintained for these purposes at all times to the satisfaction of the Responsible Authority.
23. Before the development is occupied vehicular crossing(s) must be constructed to align with approved driveways to the satisfaction of the Responsible Authority. All redundant crossing(s), crossing opening(s) or parts thereof must be removed and replaced with footpath, naturestrip and kerb and channel to the satisfaction of the Responsible Authority.

Fencing

24. Prior to the occupancy of the development all fencing must be in a good condition, to at least the height shown on the endorsed plans, to the satisfaction of the Responsible Authority.

Amenity During Construction

25. Upon commencement and until conclusion of the development, the developer must ensure that the development does not adversely affect the amenity of the area in any way, including:
 - 25.1 the appearance of building, works or materials on the land
 - 25.2 parking of motor vehicles
 - 25.3 transporting of materials or goods to or from the site
 - 25.4 hours of operation

- 25.5 stockpiling of top soil or fill materials**
- 25.6 air borne dust emanating from the site**
- 25.7 noise**
- 25.8 rubbish and litter**
- 25.9 sediment runoff**
- 25.10 vibration**

Should the development cause undue detriment to the amenity of the area then immediate remedial measures must be undertaken to address the issue as directed by, and to the satisfaction of, the Responsible Authority.

Stormwater

- 26. Stormwater runoff from all buildings and hardstanding surfaces must be properly collected and discharged in a complete and effective system of drains within the property and must not cause or create a nuisance to abutting properties.**

Energy Provision

- 27. Any new apartment/dwelling allowed by this permit must not be connected to a reticulated gas service (within the meaning of clause 53.03 of the relevant planning scheme). This condition continues to have force and effect after the development authorised by this permit has been completed.**

Permit Expiry

- 28. This permit will expire if one of the following circumstances applies:**

- 28.1 The development is not started within two years of the date of this permit.**
- 28.2 The development is not completed within four years of the date of this permit.**

Pursuant to Section 69 of the Planning & Environment Act 1987, the Responsible Authority may extend:

- **The commencement date referred to if a request is made in writing before the permit expires or within six (6) months afterwards.**
- **The completion date referred to if a request is made in writing within 12 months after the permit expires and the development started lawfully before the permit expired.**

USEFUL INFORMATION:

(the following information does not form part of this permit)

- **A building permit must be obtained before development is commenced. A Report and Consent may be required for flooding where applicable, please contact Council's Building Department on 9298 8125 for more information.**
- **Buildings are not allowed to be built over Council easements.**
- **In accordance with Council policy, an 8.5% public open space contribution may apply in the event of the subdivision of the land.**
- **To arrange an inspection of the Tree Protection fencing please contact Council Landscape Team on 9298 8125.**

- Dwelling numbers as shown on the endorsed plans do not necessarily indicate any future street numbers. Property (street) numbering shall be in accordance with Council's Property (Street) Numbering Policy. Information regarding this can be obtained from Council's Property and Revenue Services Department on 9298 8215.

PROCEDURAL MOTION

MOVED: Councillor Atwell

SECONDED: Councillor Williams

That Councillor Pearce 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 Pearce

For the motion: Councillor Kennett, Councillor Duncan, Councillor Cooper, Councillor Baker, Councillor Considine, Councillor Williams, Councillor Atwell and Councillor Lockwood.

Against the motion: Councillor Pearce

Abstention: Nil

CARRIED 8:1

PROCEDURAL MOTION

ADJOURNMENT

MOVED: Councillor Williams

SECONDED: Councillor Pearce

That Council adjourn the Meeting for 10 Minutes.

CARRIED

The Meeting was adjourned at 8:30pm and resumed at 8:44pm with all Councillors present.

8 Officer Reports

8.1 Your Library Annual Report 2024-2025

SUMMARY

This report presents the Your Library Annual Report 2024-2025 (refer Attachment 1) to Council for noting.

Your Library Ltd is a not-for-profit company limited by guarantee and a registered charity. They operate as a co-operative venture comprised of Knox, Maroondah, and Yarra Ranges Councils and serve a combined population of approximately 442,793 residents (163,302 Knox residents) with a focus on promoting literacy, learning, digital inclusion and community wellbeing. Governance is provided by the Your Library Board, which is made up of two Councillors from each of the member Councils, appointed as company directors.

Your Library's mission is "to provide something indispensable or enriching every day – for free – to everyone in the community".

Libraries are valued highly by the community as a safe place of community connection and wellbeing and in addition to books, offer a wide range of services that support individuals across all life stages. Your Library delivers a variety of resources, programs and services to a range of diverse audiences and has worked to build and maintain strong partnerships to ensure they continue to meet the evolving needs of the community.

In 2024-2025, Your Library added almost 70,000 new items to its collection (including 20,000 digital titles) and reported an increase in borrowing of 2.4%, with loans of physical items increasing for the first time in many years.

Updated statistics for the six Knox libraries indicate 611,507 physical check outs, 766,371 library visits, and 17,413 new members in the 2024-2025 financial year. These statistics are all increases upon the figures for 2023-24 and show Knox libraries, as a collective, as the most highly utilised of the Your Library network. Knox libraries also continue to rate highly in Council's Customer Satisfaction survey; ranking first amongst Council services and highly in comparison to similar Councils.

RECOMMENDATION

That Council resolve to receive and note the Your Library 2024-2025 Annual Report (refer to Attachment 1).

RESOLUTION

MOVED: Councillor Lockwood

SECONDED: Councillor Baker

That Council resolve to receive and note the Your Library 2024-2025 Annual Report (refer to Attachment 1).

CARRIED

8.2 Review and Update of the Knox Parking Policy

SUMMARY

At its meeting on 26 May 2025, Knox Council resolved to update the Knox Parking Policy, originally adopted in 2018. Due to the extensive rollout of Parking Management Plans and post-COVID changes in parking patterns, a review of the policy could not occur until now.

An updated draft Knox Parking Policy has been developed. The draft policy includes:

- Refinements to parking zones and hierarchy for better clarity.
- Simplified residential parking permit schemes, removal of additional permits, and grandfathering of existing arrangements.
- Consideration of visitor parking permits and investigation of transferable permits, though not recommended due to marginal benefits and high costs.
- Technology enhancements such as automatic number plate recognition, in-ground sensors, and potential adoption of a digital ePermit system to improve flexibility, enforcement, and reduce administrative workload.
- Updates to support EV charging, sustainability goals, and inclusion of flexi-car parking.

Community engagement is planned for February 2026, with final endorsement targeted for May 2026.

RECOMMENDATION

That Council:

1. Endorse the draft Knox Parking Policy (attachment 1) for community consultation.
2. Note that following the community consultation the feedback will be assessed and the Knox Parking Policy modified, where appropriate, with the updated draft Knox Parking Policy to be presented to at a future Council meeting for approval.

RESOLUTION

MOVED: Councillor Baker

SECONDED: Councillor Cooper

That Council:

1. Endorse the draft Knox Parking Policy (attachment 1) for community consultation subject to an amendment to the following paragraph as indicated below:

4.2.3.2 Endorsement

On an annual basis, new or revised Parking Management Plans will be presented to Council for consideration and endorsement as required

2. Note that following the community consultation the feedback will be assessed and the Knox Parking Policy modified, where appropriate, with the updated draft Knox Parking Policy to be presented to at a future Council meeting for approval.

CARRIED

8.3 Quarterly Performance Report for the period ended 30 September 2025

SUMMARY

The Council and Health and Wellbeing Plan Progress Report and Financial Performance Report provides an overview of how we are performing against the Council and Health and Wellbeing Plan 2025-2029 and the Annual Budget 2025-2026.

The Capital Program Progress Report provides an overview of the progress of each project within the 2025-2026 Capital Works Program. The Transformation Report provides an overview of the Customer and Performance capital and operational projects.

This report summarises progress for the quarter ending 30 September 2025 except for the Transformation Report which summarises progress for the month ending 30 September 2025.

RECOMMENDATION

That Council resolve to note the:

1. Council and Health and Wellbeing Plan Progress Report for the quarter ended 30 September 2025 (Attachment 1).
2. Financial Performance Report for the quarter ended 30 September 2025 (Attachment 2).
3. Capital Program Progress Report for the quarter ended 30 September 2025 (Attachment 3).
4. Transformation Report for the month ending 30 September 2025 (Attachment 4).

The Chairperson, Councillor Kennett, noted there was an error in the Councillor Expenses section of the Quarterly Performance Report - where Councillor Atwell was incorrectly attributed an additional \$207 under Performance of the Role. This expense does not relate to Tirhatuan Ward and the error will be reconciled in the next Quarterly Report and having been noted, doesn't impact the noting of this report.

Councillor Duncan also noted on Page 280 of the Agenda Project 1680, the Scoresby Reserve Telecommunications Tower Fund – Scoresby was mistakenly attributed to Baird Ward and is located in Tirhatuan Ward.

RESOLUTION

MOVED: Councillor Lockwood

SECONDED: Councillor Baker

That Council resolve to note the:

1. Council and Health and Wellbeing Plan Progress Report for the quarter ended 30 September 2025 (Attachment 1).
2. Financial Performance Report for the quarter ended 30 September 2025 (Attachment 2).
3. Capital Program Progress Report for the quarter ended 30 September 2025 (Attachment 3).
4. Transformation Report for the month ending 30 September 2025 (Attachment 4).

CARRIED

8.4 Response to Alternate - Report into Ground Leases

SUMMARY

At its meeting of 28 July 2025, Council resolved to receive a report to a Council meeting no later than 24 November 2025 summarising:

- the advantages and disadvantages of establishing ground leases where other parties own a building;
- what alternative approaches could be considered; and
- including a review of other Council approaches.

This report responds to that resolution. This report examines how ground leases work within Council's Leasing and Licensing Policy framework and explains why tenant category (rather than facility type or lease structure) was selected as the primary determinant of rent, fees, and responsibilities.

This report also canvasses potential alternatives to ground leases and concludes that the current principle-based approach best supports equitable access, consistent treatment of tenants, and innovative, diverse use of Council property. It considers the ways in which ground leases transfer operational responsibility for buildings and land use to the tenant but do not eliminate Council's statutory and legal obligations.

RECOMMENDATION

That Council:

1. Note the information provided in this report regarding ground leases in response to a resolution at its meeting of 28 July 2025.
2. Note that no changes are recommended to the existing Leasing and Licensing Policy as a result of this report.

Councillor Williams made a transparency statement, noting that Bayswater CFA is referenced in the Report and as the Report is for noting only and no decision is required, a conflict of interest does not arise; however, it was appropriate to disclose that he is the Knox Group Officer for CFA.

RESOLUTION

MOVED: Councillor Pearce

SECONDED: Councillor Baker

That Council:

1. Note the information provided in this report regarding ground leases in response to a resolution at its meeting of 28 July 2025.
2. Note that no changes are recommended to the existing Leasing and Licensing Policy as a result of this report.

CARRIED

8.5 Complaints Policy

SUMMARY

This report presents Council with a revised Complaints Policy for adoption.

Knox Council's Complaints Policy was last adopted in August 2023. Several improvements to the current Complaints Policy are proposed, to further strengthen Council's complaint handling practices, improve clarity for customers wishing to make a complaint and ensure consistency with the newly released guidance from the Victorian Ombudsman.

RECOMMENDATION

That Council resolve to adopt the Complaints Policy as provided in Attachment 1.

RESOLUTION

MOVED: Councillor Atwell

SECONDED: Councillor Duncan

That Council resolve to adopt the Complaints Policy as provided in Attachment 1.

CARRIED

8.6 Response to Notice of Motion No. 188 - Knox News

SUMMARY

At its meeting of 29 September 2025, Council received Notice of Motion No. 188 and resolved:

1. *That a report be provided to the Council Meeting on 24 November 2025 (unless deferred to a later meeting in consultation with the Mayor) that explores cessation of the publication Knox News, including:*
 - a. *Detail of the funds that would be saved; and*
 - b. *How some of those funds saved could be redirected to utilising the four local community newspapers for Council and councillor information*
2. *To refer the content of this report to a subsequent budget discussion.*

Council is committed to ensuring the whole community has easy access to information and services they need to thrive and participate in community life. Knox News and the community newspapers are highly valued communication channels utilised by Council to reach Knox residents, especially those who are harder to connect with and who do not actively seek out Council information.

Knox News is considered by residents to be a particularly valuable source of Council information and provides the most comprehensive reach. In 2025-2026 Council will spend \$193,000 on producing and distributing five editions of Knox News, which is delivered to every household. The magazine is a great opportunity to share information transparently about the broad range of services, projects, events and initiatives that Council delivers which are of value to the community. The production is of excellent quality and delivered via Australia Post to ensure coverage. It is also a publication that Council has full control over the content of.

There are currently four community newspapers published and distributed in Knox, which have continued to do so when many other local papers have moved to online publication only. They have maintained this by sourcing much of their content from volunteers and local organisations or groups, with printing subsidised by advertising income.

Knox City Council purchases one full page advertisement in each edition of all four community newspapers (six or 11 based on their production), at an additional annual cost of \$30,565. Combined, the four papers are currently being delivered to approximately just over half of Knox homes. Council has no control over the broader content of these publications, which might not always reflect Council's values or position.

RECOMMENDATION

That Council note:

1. The value that both Knox News and the community newspapers together provide in sharing information with our community to maintain transparency and build trust.
2. The current number and cost of Knox News editions being published within the existing budget allocation.
3. That Council will continue to advertise in the community newspapers, largely funded through individual service budgets, with the aim of maintaining at least one full page advertisement in every edition.
4. This item will be referred to the 2026-2027 budget discussions.

RESOLUTION

MOVED: Councillor Lockwood

SECONDED: Councillor Atwell

That Council note:

1. The value that both Knox News and the community newspapers together provide in sharing information with our community to maintain transparency and build trust.
2. The current number and cost of Knox News editions being published within the existing budget allocation.
3. That Council will continue to advertise in the community newspapers, largely funded through individual service budgets, with the aim of maintaining at least one full page advertisement in every edition.
4. This item will be referred to the 2026-2027 budget discussions.

CARRIED

8.7 Lease and Licencing Omnibus Report

SUMMARY

Under the Leasing and Licensing Policy (“the Policy”) which was endorsed by Council in July 2025, all occupancy arrangements that exceed four years require a Council resolution. The Policy also establishes the standard duration of a lease or license as five years, meaning the majority of agreements will proceed to Council to be entered into, varied or extended.

To manage this process, the Property team expects to bring a number of agreements to Council three times a year seeking delegation for several agreements at a time, a process referred to currently as the “omnibus report”.

The cover report provides an overview of the agreements to be considered and background on the governance of leases and licences. An attachment is provided for each agreement which details the proposed tenant, and any deviations from the standard agreement templates or the Policy.

This report contains eleven agreements for consideration.

RECOMMENDATION

That Council resolves to:

1. Enter into a Lease with **Harcrest Community Garden Inc at 17R Appledale Way , Wantirna South**, for the purpose of a **Community Garden** under the conditions outlined in Attachment 1, including:
 - a. The annual rent is \$468, increasing by 4% on the anniversary of the agreement, plus outgoings.
 - b. The commencement date of the agreement is 1 December 2025, for a period of 5 years, with no extension options.
2. Enter into a Lease with **The Basin Community House at CB98 Senior Citizens Club 364-366 Forest Road, The Basin** for the purpose of a **Community Hall Hire** under the conditions outlined in Attachment 2, including:
 - a. The annual rent is \$468, increasing by 4% on the anniversary of the agreement, plus outgoings.
 - b. The commencement date of this agreement is 1 December 2025, for a period of 5 years, with no extension options.
3. Enter into a Lease with **The Basin Community House at CB95 The Basin Progress Hall at 376 Forest Road, The Basin** for the purpose of a **Community Hall Hire** under the conditions outlined in Attachment 3, including:
 - a. The annual rent is \$468, increasing by 4% on the anniversary of the agreement, plus outgoings.
 - b. The commencement date of this agreement is 1 December 2025 and will be for a period of 5 years, with no extension options.
4. Enter into a Lease with **Rowville Men’s Shed Inc at CB337 Rowville Community Workshop at 1395 Stud Road, Rowville** for the purpose of a **Community Workshop Hire** under the conditions outlined in Attachment 4, including:
 - a. That the commencement of this agreement is subject to ministerial attestation due to its location on Crown Land, managed by Council.
 - b. The annual rent is \$468, increasing by 4% on the anniversary of the agreement, plus outgoings.

- c. The commencement date (subject to ministerial attestation) of this agreement is 1 December 2025 and will be for a period of 5 years, with one extension option of 4 years.
 - d. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer delegates) to negotiate and execute all documents required to give effect to the further term.
- 5. Enter into a Lease with **Knox Toy Library at CB106 Community Centre at 11 Gerda Street, Scoresby** for the purpose of a **Toy Library** under the conditions outlined in Attachment 5, including:
 - a. The annual rent is \$468, increasing by 4% on the anniversary of the agreement, plus outgoings.
 - b. The commencement date of this agreement is 1 December 2025 and will be for a period of 5 years, with no extension options.
- 6. Enter into a Lease with **Kinderlea 3-Year-Old Preschool Inc at CB57 Kinderlea Children and Family Centre at 3 Coleman Road, Wantirna South** for the purpose of **Early childhood Education and Care Service** under the conditions outlined in Attachment 6, including:
 - a. The annual rent is \$468, increasing by 4% on the anniversary of the agreement, plus outgoings.
 - b. The commencement date of this agreement is 1 January 2026, and will be for a period of 2 years, with 2 extension options of 1 year.
 - c. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer delegates) to negotiate and execute all documents required to give effect to the further terms.
- 7. Enter into a Lease with **Rowville 3 Year Old Kindergarten at CB232 Rowville Children and Family Centre at 967 Wellington Road Rowville** for the purpose of **Early childhood Education and Care Service** under the conditions outlined in Attachment 7, including:
 - a. The commencement of this lease is conditional on the Victorian Government Department of Education's consent to a service approval for this location.
 - b. The annual rent is \$468, increasing by 4% on the anniversary of the agreement, plus outgoings.
 - c. The commencement date of this agreement is 1 January 2026 and will be for a period of 1 year, with 3 extension options of 1 year.
 - d. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer delegates) to negotiate and execute all documents required to give effect to the further terms.
- 8. Enter into a Lease with **Yarra Ranges Kindergartens at Colchester Park Preschool at CB154 Children & Family Centre at 8A Beresford Drive, Boronia** for the purpose of **Early childhood Education and Care Service** under the conditions outlined in Attachment 8, including:
 - a. The annual rent is \$468, increasing by 4% on the anniversary of the agreement, plus outgoings.
 - b. The commencement date of this agreement is 1 January 2026 and will be for a period of 2 years, with 2 extension options of 1 years.
 - c. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer delegates) to negotiate and execute all documents required to give effect to the further terms.

9. Enter into a Lease **with Alchester Village Preschool for two buildings at Alchester Village, 28 & 30 Lockwoods Road, Boronia** for the purpose of **Early childhood Education and Care Service** under the conditions outlined in Attachment 9, including:
 - a. The annual rent is \$468 per site, increasing by 4% on the anniversary of the agreement, plus outgoings.
 - b. The commencement date of this agreement is 1 January 2026 and will be for a period of 2 years, with 2 extension options of 1 years.
 - c. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer delegates) to negotiate and execute all documents required to give effect to the further terms.
10. Enter into a Deed of Variation to an existing Lease with **Liberty Avenue Three Year Old Kindergarten Incorporated at CB133 Liberty Children and Family Centre at 77B Liberty Avenue Rowville** for the purpose of **Early childhood Education and Care Service** under the conditions outlined in Attachment 10, including:
 - a. The annual rent remains \$450, increasing by 4% on the anniversary of the agreement, plus outgoings.
 - b. The commencement date of this Deed of Variation is 1 January 2026 and will apply for the remainder of the existing Lease (a period of 2 years, with 2 extension options of 1 years).
 - c. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer delegates) to negotiate and execute all documents required to give effect to the further terms.
11. Enter into a Deed of Variation to an existing Lease with **Uniting (Victoria and Tasmania) Limited at CB141 Flamingo Children and Family Centre at 21A Merryn Grove Wantirna South** for the purpose of **Early childhood Education and Care Service** under the conditions outlined in Attachment 11, including:
 - a. The annual rent remains at \$450, increasing by 4% on the anniversary of the agreement, plus outgoings.
 - b. The commencement date of this Deed of Variation is 1 January 2026 and will apply for the remainder of the existing lease (a period of 2 years, with 2 extension options of 1 years).
 - c. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer delegates) to negotiate and execute all documents required to give effect to the further terms.
12. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer nominates) to negotiate and execute the lease agreement/s for each site, generally in accordance with the above resolutions, with any minor or administrative amendments deemed necessary and appropriate at the discretion of the Chief Executive Officer or their nominee.

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 Area Network Manager for the Outer Eastern Community Houses which falls within the grouping, as one of the houses covered by the organisation -The Basin Community House is listed within the Report.

Councillor Cooper left the meeting at 9:14pm before the discussion and vote on item 8.7

RESOLUTION

MOVED: Councillor Atwell

SECONDED: Councillor Pearce

That Council resolves to:

- 1. Enter into a Lease with Harcrest Community Garden Inc at 17R Appledale Way , Wantirna South, for the purpose of a Community Garden under the conditions outlined in Attachment 1, including:**
 - a. The annual rent is \$468, increasing by 4% on the anniversary of the agreement, plus outgoings.**
 - b. The commencement date of the agreement is 1 December 2025, for a period of 5 years, with no extension options.**
- 2. Enter into a Lease with The Basin Community House at CB98 Senior Citizens Club 364-366 Forest Road, The Basin for the purpose of a Community Hall Hire under the conditions outlined in Attachment 2, including:**
 - a. The annual rent is \$468, increasing by 4% on the anniversary of the agreement, plus outgoings.**
 - b. The commencement date of this agreement is 1 December 2025, for a period of 5 years, with no extension options.**
- 3. Enter into a Lease with The Basin Community House at CB95 The Basin Progress Hall at 376 Forest Road, The Basin for the purpose of a Community Hall Hire under the conditions outlined in Attachment 3, including:**
 - a. The annual rent is \$468, increasing by 4% on the anniversary of the agreement, plus outgoings.**
 - b. The commencement date of this agreement is 1 December 2025 and will be for a period of 5 years, with no extension options.**
- 4. Enter into a Lease with Rowville Men’s Shed Inc at CB337 Rowville Community Workshop at 1395 Stud Road, Rowville for the purpose of a Community Workshop Hire under the conditions outlined in Attachment 4, including:**
 - a. That the commencement of this agreement is subject to ministerial attestation due to its location on Crown Land, managed by Council.**
 - b. The annual rent is \$468, increasing by 4% on the anniversary of the agreement, plus outgoings.**

- c. The commencement date (subject to ministerial attestation) of this agreement is 1 December 2025 and will be for a period of 5 years, with one extension option of 4 years.
 - d. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer delegates) to negotiate and execute all documents required to give effect to the further term.
- 5. Enter into a Lease with Knox Toy Library at CB106 Community Centre at 11 Gerda Street, Scoresby for the purpose of a Toy Library under the conditions outlined in Attachment 5, including:
 - a. The annual rent is \$468, increasing by 4% on the anniversary of the agreement, plus outgoings.
 - b. The commencement date of this agreement is 1 December 2025 and will be for a period of 5 years, with no extension options.
- 6. Enter into a Lease with Kinderlea 3-Year-Old Preschool Inc at CB57 Kinderlea Children and Family Centre at 3 Coleman Road, Wantirna South for the purpose of Early childhood Education and Care Service under the conditions outlined in Attachment 6, including:
 - a. The annual rent is \$468, increasing by 4% on the anniversary of the agreement, plus outgoings.
 - b. The commencement date of this agreement is 1 January 2026, and will be for a period of 2 years, with 2 extension options of 1 year.
 - c. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer delegates) to negotiate and execute all documents required to give effect to the further terms.
- 7. Enter into a Lease with Rowville 3 Year Old Kindergarten at CB232 Rowville Children and Family Centre at 967 Wellington Road Rowville for the purpose of Early childhood Education and Care Service under the conditions outlined in Attachment 7, including:
 - a. The commencement of this lease is conditional on the Victorian Government Department of Education's consent to a service approval for this location.
 - b. The annual rent is \$468, increasing by 4% on the anniversary of the agreement, plus outgoings.
 - c. The commencement date of this agreement is 1 January 2026 and will be for a period of 2 year, with 2 extension options of 1 year.
 - d. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer delegates) to negotiate and execute all documents required to give effect to the further terms.
- 8. Enter into a Lease with Yarra Ranges Kindergartens at Colchester Park Preschool at CB154 Children & Family Centre at 8A Beresford Drive, Boronia for the purpose of Early childhood Education and Care Service under the conditions outlined in Attachment 8, including:
 - a. The annual rent is \$468, increasing by 4% on the anniversary of the agreement, plus outgoings.

- b. The commencement date of this agreement is 1 January 2026 and will be for a period of 2 years, with 2 extension options of 1 years.**
 - c. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer delegates) to negotiate and execute all documents required to give effect to the further terms.**
- 9. Enter into a Lease with Alchester Village Preschool for two buildings at Alchester Village, 28 & 30 Lockwoods Road, Boronia for the purpose of Early childhood Education and Care Service under the conditions outlined in Attachment 9, including:**
 - a. The annual rent is \$468 per site, increasing by 4% on the anniversary of the agreement, plus outgoings.**
 - b. The commencement date of this agreement is 1 January 2026 and will be for a period of 2 years, with 2 extension options of 1 years.**
 - c. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer delegates) to negotiate and execute all documents required to give effect to the further terms.**
- 10. Enter into a Deed of Variation to an existing Lease with Liberty Avenue Three Year Old Kindergarten Incorporated at CB133 Liberty Children and Family Centre at 77B Liberty Avenue Rowville for the purpose of Early childhood Education and Care Service under the conditions outlined in Attachment 10, including:**
 - a. The annual rent remains \$450, increasing by 4% on the anniversary of the agreement, plus outgoings.**
 - b. The commencement date of this Deed of Variation is 1 January 2026 and will apply for the remainder of the existing Lease (a period of 2 years, with 2 extension options of 1 years).**
 - c. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer delegates) to negotiate and execute all documents required to give effect to the further terms.**
- 11. Enter into a Deed of Variation to an existing Lease with Uniting (Victoria and Tasmania) Limited at CB141 Flamingo Children and Family Centre at 21A Merryn Grove Wantirna South for the purpose of Early childhood Education and Care Service under the conditions outlined in Attachment 11, including:**
 - a. The annual rent remains at \$450, increasing by 4% on the anniversary of the agreement, plus outgoings.**
 - b. The commencement date of this Deed of Variation is 1 January 2026 and will apply for the remainder of the existing lease (a period of 2 years, with 2 extension options of 1 years).**
 - c. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer delegates) to negotiate and execute all documents required to give effect to the further terms.**
- 12. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer nominates) to negotiate and execute the lease agreement/s for each site, generally in**

accordance with the above resolutions, with any minor or administrative amendments deemed necessary and appropriate at the discretion of the Chief Executive Officer or their nominee.

CARRIED

Councillor Cooper returned to the meeting at 9:19 pm following the vote on item 8.7

9 Supplementary Items

Nil.

10 Notices Of Motion

10.1 Notice of Motion No. 191 - Advocacy for Improved Maintenance Standards of Arterial Road Medians

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

I hereby give notice that it is my intention to move the following motion at the Council Meeting on 24 November 2025:

That Council:

1. Notes that Council has previously raised concerns regarding the standard of maintenance undertaken by the Department of Transport and Planning (DTP) on arterial road medians within the City of Knox.
2. Acknowledges that DTP has advised its current maintenance regime includes three scheduled grass cuts per annum, with the following indicative timing:
 - a) First cut between 1 August 2025 and 31 October 2025
 - b) Second cut between 1 November 2025 and 24 December 2025
 - c) Third cut between 1 April 2026 and 30 July 2026
3. Strongly expresses concern that this level of maintenance is insufficient to:
 - a) Adequately control grass length throughout the summer period.
 - b) Mitigate safety and fire risks associated with overgrown vegetation.
 - c) Maintain acceptable levels of visual amenity across the municipality.
4. Writes to the Minister for Roads and Road Safety, the Hon. Melissa Horne MP, and local state Members of Parliament, Jackson Taylor MP, Daniela Di Martino MP and The Hon. Kim Wells MP representing Knox, requesting that the Department of Transport and Planning:
 - a) Review its current mowing schedule and increase the frequency of cuts.
 - b) Provide Council with a detailed and publicly accessible schedule of mowing activities within Knox.
 - c) Engage with Council and emergency services to ensure mowing activities are responsive to local conditions and risk assessments.

RESOLUTION

MOVED: Councillor Williams

SECONDED: Councillor Baker

That Council:

1. **Notes that Council has previously raised concerns regarding the standard of maintenance undertaken by the Department of Transport and Planning (DTP) on arterial road medians within the City of Knox.**

2. Acknowledges that DTP has advised its current maintenance regime includes three scheduled grass cuts per annum, with the following indicative timing:
 - a) First cut between 1 August 2025 and 31 October 2025
 - b) Second cut between 1 November 2025 and 24 December 2025
 - c) Third cut between 1 April 2026 and 30 July 2026
3. Strongly expresses concern that this level of maintenance is insufficient to:
 - a) Adequately control grass length throughout the summer period.
 - b) Mitigate safety and fire risks associated with overgrown vegetation.
 - c) Maintain acceptable levels of visual amenity across the municipality.
4. Writes to the Minister for Roads and Road Safety, the Hon. Melissa Horne MP, and local state Members of Parliament, Jackson Taylor MP, Daniela Di Martino MP and The Hon. Kim Wells MP representing Knox, requesting that the Department of Transport and Planning:
 - a) Review its current mowing schedule and increase the frequency of cuts.
 - b) Provide Council with a detailed and publicly accessible schedule of mowing activities within Knox.
 - c) Engage with Council and emergency services to ensure mowing activities are responsive to local conditions and risk assessments.

CARRIED

10.2 Notice of Motion (Rescission) No. 190 - Lease Agreement between Knox City Council and Scouts Victoria

The following Rescission Motion was lodged by Councillor Susan Pearce and Councillor Robert Williams and listed on the Agenda of the Council Meeting of 20 November 2025 in accordance with Council's Governance Rules.

At the Council Meeting on 20 November 2025, Council resolved to adjourn this matter until the Council Meeting on 24 November 2025.

This matter will now be considered at the Council Meeting on Monday 24 November 2025 under, Item 10 – Notices of Motion.

That Council resolve:

- A. That the following resolutions of the Council Meeting on 10 November 2025 in relation to Item 6.1 Lease Agreement between Knox City Council and Scouts Victoria, be rescinded:

“That Council resolve to:

- 1. Note that the relevant provisions of Section 115 of the Local Government Act 2020 regarding Lease of Land have been met.*
- 2. Enter into Lease Agreement/s with Scouts Victoria for the eleven Scout Hall sites listed in this report which are on Council-owned land:*
 - a. For the purpose of providing Scout related activities; and*
 - b. With an annual rent payable of \$239 per site per annum, increasing by 4% on the annual anniversary of the Agreement, plus outgoings.*
- 3. Enter into Lease Agreements with Scouts Victoria for the two Scout Hall sites for which Council is the manager of the land on behalf of the Victorian State Government and Melbourne Water:*
 - a. For the purpose of providing Scout related activities;*
 - b. Using terms agreeable to the land-owners (noting these leases will need to be approved by the landowners); and*
 - c. With an annual rent payable of \$239 per site per annum, increasing by 4% on the annual anniversary of the agreement, plus outgoings.*
- 4. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer nominates) to negotiate and execute the lease agreement/s for each site, generally in accordance with:*
 - a. the above resolutions;*
 - b. the officer recommendations in section 1 of the Officers' report;*
 - c. the draft lease as outlined in Confidential Attachment 1; and*
 - d. where applicable, the requirements of the Victorian State Government and Melbourne Water as relevant land owners;**with such minor or administrative changes considered necessary and appropriate at the discretion of the Chief Executive Officer or their nominee.*
- 5. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer nominates), pursuant to Section 125 of the Local Government Act 2020, to communicate the content of the Confidential Attachments for the limited purpose of*

communicating the effect of this resolution to the extent necessary at their discretion, including for the purpose of informing staff and the community about the content and/or Council decision.”

- B. Having regard to the Officers’ Report presented to the Council meeting on 10 November 2025 and titled “Item 6.1 Lease Agreement between Knox City Council and Scouts Victoria” (the 10 November Report):
1. To note that the relevant provisions of Section 115 of the Local Government Act 2020 regarding Lease of Land have been met.
 2. To authorise the Chief Executive Officer (or such person as the Chief Executive Officer nominates) to negotiate with Scouts Victoria to prepare proposed lease agreement/s for the eleven Scout Hall sites listed in the 10 November Report:
 - a. For the purpose of providing Scout related activities;
 - b. With an annual rent payable of \$239 per site per annum, increasing by 4% on the annual anniversary of the Agreement, plus outgoings.
 - c. Generally in accordance with these resolutions and;
 - i. the officer recommendations in section 1 of the 10 November Report;
 - ii. the draft lease as outlined in Confidential Attachment 1 of the 10 November Report; and
 - d. With such other changes considered necessary and appropriate having regard to negotiations at the discretion of the Chief Executive Officer or their nominee.
 3. To Authorise the Chief Executive Officer (or such person as the Chief Executive Officer nominates) to negotiate with Scouts Victoria to prepare proposed lease agreement/s for the two Scout Hall sites listed in the 10 November Report for which Council is the manager of the land on behalf of the Victorian State Government and Melbourne Water:
 - a. For the purpose of providing Scout related activities;
 - b. With an annual rent payable of \$239 per site per annum, increasing by 4% on the annual anniversary of the Agreement, plus outgoings.
 - c. Generally in accordance with these resolutions and;
 - i. the officer recommendations in section 1 of the 10 November Report;
 - ii. the draft lease as outlined in Confidential Attachment 1 of the 10 November Report;
 - iii. where applicable, the requirements of the Victorian State Government and Melbourne Water as relevant land owners; and
 - d. With such other changes considered necessary and appropriate having regard to negotiations, at the discretion of the Chief Executive Officer or their nominee.
 4. To present the proposed leases to a future Council meeting determined by the Chief Executive Officer in consultation with the Mayor for Council’s consideration.
 5. To authorise the Chief Executive Officer (or such person as the Chief Executive Officer nominates), pursuant to Section 125 of the Local Government Act 2020, to

communicate the content of the Confidential Attachments for the limited purpose of communicating the effect of this resolution to the extent necessary at their discretion, for the purpose of implementing Council's decision.

Councillor Baker made a transparency statement noting that she has a friend who is a member of a local Scouts group. She advised that she does not believe this constitutes a conflict of interest.

Councillor Atwell made a transparency statement noting that he has a family member who is a member of a local Scouts group. He advised that he does not believe this constitutes a conflict of interest.

The Mayor, Councillor Kennett, noted the Rescission Motion was moved and seconded at the Council Meeting on 20 November 2025, and that Council resolved to adjourn debate until this meeting, and invited debate on the motion to resume.

RESOLUTION

MOVED: Councillor Pearce

SECONDED: Councillor Williams

That Council resolve:

- A. That the following resolutions of the Council Meeting on 10 November 2025 in relation to Item 6.1 Lease Agreement between Knox City Council and Scouts Victoria, be rescinded:

"That Council resolve to:

- 1. Note that the relevant provisions of Section 115 of the Local Government Act 2020 regarding Lease of Land have been met.*
- 2. Enter into Lease Agreement/s with Scouts Victoria for the eleven Scout Hall sites listed in this report which are on Council-owned land:*
 - a. For the purpose of providing Scout related activities; and*
 - b. With an annual rent payable of \$239 per site per annum, increasing by 4% on the annual anniversary of the Agreement, plus outgoings.*
- 3. Enter into Lease Agreements with Scouts Victoria for the two Scout Hall sites for which Council is the manager of the land on behalf of the Victorian State Government and Melbourne Water:*
 - a. For the purpose of providing Scout related activities;*
 - b. Using terms agreeable to the land-owners (noting these leases will need to be approved by the landowners); and*
 - c. With an annual rent payable of \$239 per site per annum, increasing by 4% on the annual anniversary of the agreement, plus outgoings.*
- 4. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer nominates) to negotiate and execute the lease agreement/s for each site, generally in accordance with:*
 - a. the above resolutions;*

- b. the officer recommendations in section 1 of the Officers' report;*
- c. the draft lease as outlined in Confidential Attachment 1; and*
- d. where applicable, the requirements of the Victorian State Government and Melbourne Water as relevant land owners;*

with such minor or administrative changes considered necessary and appropriate at the discretion of the Chief Executive Officer or their nominee.

- 5. *Authorise the Chief Executive Officer (or such person as the Chief Executive Officer nominates), pursuant to Section 125 of the Local Government Act 2020, to communicate the content of the Confidential Attachments for the limited purpose of communicating the effect of this resolution to the extent necessary at their discretion, including for the purpose of informing staff and the community about the content and/or Council decision."*

B. Having regard to the Officers' Report presented to the Council meeting on 10 November 2025 and titled "Item 6.1 Lease Agreement between Knox City Council and Scouts Victoria" (the 10 November Report):

- 1. To note that the relevant provisions of Section 115 of the Local Government Act 2020 regarding Lease of Land have been met.
- 2. To authorise the Chief Executive Officer (or such person as the Chief Executive Officer nominates) to negotiate with Scouts Victoria to prepare proposed lease agreement/s for the eleven Scout Hall sites listed in the 10 November Report:
 - a. For the purpose of providing Scout related activities;
 - b. With an annual rent payable of \$239 per site per annum, increasing by 4% on the annual anniversary of the Agreement, plus outgoings.
 - c. Generally in accordance with these resolutions and;
 - i. the officer recommendations in section 1 of the 10 November Report;
 - ii. the draft lease as outlined in Confidential Attachment 1 of the 10 November Report; and
 - d. With such other changes considered necessary and appropriate having regard to negotiations at the discretion of the Chief Executive Officer or their nominee.
- 3. To Authorise the Chief Executive Officer (or such person as the Chief Executive Officer nominates) to negotiate with Scouts Victoria to prepare proposed lease agreement/s for the two Scout Hall sites listed in the 10 November Report for which Council is the manager of the land on behalf of the Victorian State Government and Melbourne Water:
 - a. For the purpose of providing Scout related activities;
 - b. With an annual rent payable of \$239 per site per annum, increasing by 4% on the annual anniversary of the Agreement, plus outgoings.
 - c. Generally in accordance with these resolutions and;
 - i. the officer recommendations in section 1 of the 10 November Report;
 - ii. the draft lease as outlined in Confidential Attachment 1 of the 10 November Report;

- iii. where applicable, the requirements of the Victorian State Government and Melbourne Water as relevant land owners; and
 - d. With such other changes considered necessary and appropriate having regard to negotiations, at the discretion of the Chief Executive Officer or their nominee.
- 4. To present the proposed leases to a future Council meeting determined by the Chief Executive Officer in consultation with the Mayor for Council's consideration.
 - 5. To authorise the Chief Executive Officer (or such person as the Chief Executive Officer nominates), pursuant to Section 125 of the Local Government Act 2020, to communicate the content of the Confidential Attachments for the limited purpose of communicating the effect of this resolution to the extent necessary at their discretion, for the purpose of implementing Council's decision.

LOST

A Division was called by Councillor Pearce

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

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

Abstention: Councillor Considine.

CARRIED 5:3:1

11 Urgent Business

Nil.

12 Questions Through the Chair

Nil.

13 Confidential Items

PROCEDURAL MOTION

CLOSURE OF MEETING

MOVED: Councillor Pearce

SECONDED: Councillor Williams

That Council resolve to close the meeting to the public in accordance with Section 66 of the Local Government Act 2020 and Council's Governance Rules to consider Confidential business relating to:

1. Item 13.1 Core Business Systems Platform Update as it relates to:
 - Council business information, that will prejudice Council's position when negotiation the price for contract if prematurely released;
 - Private commercial information, that if released, would unreasonably expose the business, commercial or financial undertaking to advantage; and
 - Contractual matters which are commercial in confidence.
2. 13.2 CEO Performance Review as it relates to personal information, which if released, would result in the unreasonable disclosure of information about the affected person and or their personal affairs. Section 125 of the Local Government Act 2020 regarding Confidential Information applies to a person who is, or has been, a Councillor, a member of a delegated committee or a member of Council staff.

CARRIED

THE MEETING WAS CLOSED TO THE PUBLIC AT 9:37 pm

MEETING CLOSED AT 9:46pm

Minutes of Meeting confirmed at the
Meeting of Council
held on Monday, 15 December 2025

.....
Chairperson

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