

MINUTES



Mid Month Meeting of Council



Held at the
Civic Centre
511 Burwood Highway
Wantirna South
On
Monday 8 December 2025

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

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

The meeting commenced at 7:02pm.

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 (Via Zoom)	Friberg Ward
Cr Lisa Cooper (Via Zoom)	Scott Ward
Cr Susan Pearce	Taylor Ward
Matt Kelleher	Acting Chief Executive Officer
Grant Thorne	Director - Infrastructure
Nicola Ward	Acting Director - City Liveability
Judy Chalkley	Director - Connected Communities
Liesl Westberry	Interim Director - Customer & Performance
Navec Lorkin	Chief Financial Officer
Andrew Dowling	Manager - Governance & Risk
Saskia Weerheim	Head of Governance

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1 Apologies And Requests For Leaves Of Absence

An apology was received from Councillor Atwell.

2 Declarations Of Conflict Of Interest

Councillor Baker foreshadowed making a transparency statement in relation to Item 4.2 Knox Community Awards Program Review.

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 10 November 2025. There being none, the Chairperson declared the Minutes be confirmed.

4 Officer Reports

4.1 Minor Grants Program and Emergency Relief Fund 2025-2026 Monthly Report

SUMMARY

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

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

RECOMMENDATION

That Council resolve to:

- Approve four applications under the Minor Grants Program for a total of \$7,356.00 (excluding GST) as detailed below:

Minor Grants Program				
Applicant Name	Project Title	10% Contribution for Equipment	Amount Requested (inc. GST)	Amount Recommended (excl. GST)
Cass Care Ltd.	Balance for Life: Fall Prevention for Older People Funding is being sought to deliver a fall prevention program for Chinese seniors in Knox, promoting safety, independence and access to support services.	\$1932.50	\$2,339.60	\$1,763.27 (lesser amount due to GST and administration and marketing being ineligible)
Waverley Industries Ltd.	Digital Inclusion for People with Disabilities Funding is being sought to provide essential digital tools for supported employees with disabilities, ensuring job capacity and inclusion.	\$377.00	\$2,262.00	\$2,056.36 (lesser amount due to GST)
UCA - Bayswater Congregation	Freestanding Hall Storage Cupboards Funding is being sought to replace outdated freestanding storage	\$1,200.00	\$2,500.00	\$2,272.73 (lesser amount due to GST)

Minor Grants Program				
Applicant Name	Project Title	10% Contribution for Equipment	Amount Requested (inc. GST)	Amount Recommended (excl. GST)
	cupboards, ensuring safe, organised storage for multiple active community groups.			
St. Joseph's and St Bernadette's Community Fete	Keeping the Sizzle Alive: BBQ Replacement Project Funding is being sought to replace unsafe, outdated BBQs for the annual community fete, ensuring safe and efficient cooking.	\$162.00	\$1,390.00	\$1,263.64 (lesser amount due to GST)
Total			\$8,491.60	\$7,356.00

2. Refuse one application under the Minor Grants Program requesting a total of \$1,950.00 as detailed below:

Minor Grants Program			
Applicant Name	Project Title	Amount Requested	Reason for ineligibility
Vic Lanka Seniors Social Group	New Years Eve Project For All Seniors in City of Knox and Other Suburbs in Victoria.	\$1,950.00	With both the organisation address (Dandenong North) and project address (Monash) sitting outside of Knox, not enough benefit to Knox residents was demonstrated.
Total		\$1,950.00	

3. Note that should the recommended Minor Grants be approved by Council, the remaining budget for 2025-2026 will be \$92,694.56 after GST adjustments.

4. The Emergency Relief Fund has been suspended as the total budget has been exhausted. Therefore, no further applications have been received or assessed.

RESOLUTION

MOVED: Councillor Pearce

SECONDED: Councillor Williams

That Council resolve to:

1. Approve four applications under the Minor Grants Program for a total of \$7,356.00 (excluding GST) as detailed below:

Minor Grants Program				
Applicant Name	Project Title	10% Contribution for Equipment	Amount Requested (inc. GST)	Amount Recommended (excl. GST)
Cass Care Ltd.	<p>Balance for Life: Fall Prevention for Older People</p> <p>Funding is being sought to deliver a fall prevention program for Chinese seniors in Knox, promoting safety, independence and access to support services.</p>	\$1932.50	\$2,339.60	\$1,763.27 (lesser amount due to GST and administration and marketing being ineligible)
Waverley Industries Ltd.	<p>Digital Inclusion for People with Disabilities</p> <p>Funding is being sought to provide essential digital tools for supported employees with disabilities, ensuring job capacity and inclusion.</p>	\$377.00	\$2,262.00	\$2,056.36 (lesser amount due to GST)
UCA - Bayswater Congregation	<p>Freestanding Hall Storage Cupboards</p> <p>Funding is being sought to replace outdated freestanding storage cupboards, ensuring safe, organised storage for multiple active community groups.</p>	\$1,200.00	\$2,500.00	\$2,272.73 (lesser amount due to GST)
St. Joseph's and St Bernadette's Community Fete	<p>Keeping the Sizzle Alive: BBQ Replacement Project</p> <p>Funding is being sought to replace unsafe, outdated BBQs for the annual community fete, ensuring safe and efficient cooking.</p>	\$162.00	\$1,390.00	\$1,263.64 (lesser amount due to GST)
Total			\$8,491.60	\$7,356.00

2. **Refuse one application under the Minor Grants Program requesting a total of \$1,950.00 as detailed below:**

Minor Grants Program			
Applicant Name	Project Title	Amount Requested	Reason for ineligibility
Vic Lanka Seniors Social Group	New Years Eve Project For All Seniors in City of Knox and Other Suburbs in Victoria.	\$1,950.00	With both the organisation address (Dandenong North) and project address (Monash) sitting outside of Knox, not enough benefit to Knox residents was demonstrated.
Total		\$1,950.00	

3. **Note that should the recommended Minor Grants be approved by Council, the remaining budget for 2025-2026 will be \$92,694.56 after GST adjustments.**
4. **The Emergency Relief Fund has been suspended as the total budget has been exhausted. Therefore, no further applications have been received or assessed.**

CARRIED

4.2 Knox Community Awards Program Review

SUMMARY

The Knox Community Awards, established in 2024, recognise and celebrate the valuable contributions of volunteers and community organisations across Knox. Following two successful years of delivery during National Volunteer Week, the Awards have seen growing community engagement and nominations.

A revised draft Terms of Reference is proposed to strengthen alignment with Council's community connection objectives, clarify the program's purpose, and support effective and transparent delivery. Updates include refining categories to better recognise long-standing volunteer contributions, introducing a symbolic prize for award recipients, and reframing supporting awards to align with the Volunteer of the Year Award.

The current award structure ensures the program remains relevant, inclusive, and reflective of the diverse ways community members contribute to life in Knox, while maintaining the celebratory and meaningful nature of the recognition.

RECOMMENDATION

That Council:

1. Note the outcomes of the 2025 Knox Community Awards.
2. Adopt the revised Knox Community Awards Committee Terms of Reference as set out in Attachment 2.

Councillor Baker made a transparency statement, noting that she has a family member who was named as a recipient of an award. As the outcomes of the 2025 Knox Community Awards, including recipients, are for noting only and no decision is required, she advised that she does not believe this constitutes a conflict of interest.

RESOLUTION

MOVED: Councillor Williams

SECONDED: Councillor Pearce

That Council:

1. Note the outcomes of the 2025 Knox Community Awards.
2. Adopt the revised Knox Community Awards Committee Terms of Reference as set out in Attachment 2.

CARRIED

4.3 Stormwater Asset Management Plan (SWAMP)

SUMMARY

The Stormwater Asset Management Plan (SWAMP 2025) has been produced as an update to the Drainage Asset Management Plan 2010. The purpose of the Stormwater Asset Management Plan is to guide continuous improvement in Council's stormwater asset management practices and outcomes. The quality of these practices directly influences our ability to keep the city green, liveable, resilient and sustainable.

The draft Stormwater Asset Management Plan (SWAMP) was endorsed by Council on 28 July 2025 for the purpose of community consultation. This consultation has now been completed, incorporating feedback received through Council's Have Your Say portal, a pop-up session at the Council Meeting, and input from the Community Panel. The feedback has been reviewed and considered, resulting in minor amendments to the document. The final version of the SWAMP is now being presented to Council for endorsement.

RECOMMENDATION

That Council:

1. Adopt the Stormwater Asset Management Plan 2025 as set out in attachment 1.
2. Note that the Stormwater Asset Management Plan 2025 has been informed by community engagement processes.

RESOLUTION

MOVED: Councillor Baker

SECONDED: Councillor Williams

That Council:

1. Adopt the Stormwater Asset Management Plan 2025 as set out in attachment 1.
2. Note that the Stormwater Asset Management Plan 2025 has been informed by community engagement processes.
3. Writes to State and Federal Members of Parliament advocating for adequate funding to mitigate flood-prone areas across Knox, and authorise Council officers to advocate to the Victorian and Australian Governments for increased investment in stormwater and flood-resilience infrastructure, including upgrades to legacy undersized assets impacted by climate change, particularly in light of increased housing targets and associated pressure on Knox's drainage networks.
4. Receives a report by December 2026 (unless deferred to a later date in consultation with the Mayor) on progress in implementing the Stormwater Asset Management Plan 2025.

CARRIED

4.4 Appointment of Second Representative to Your Library Ltd

SUMMARY

Governance arrangements for Your Library Ltd require each Member Council to appoint a Corporate Representative. On 27 June 2022 as part of the establishment of Your Library Ltd, Bruce Dobson, Chief Executive Officer was appointed as Council's Corporate Representative. As the substantive Chief Executive Officer will be on leave during the next Your Library Ltd Annual General Meeting on 15 December 2025, it is appropriate that Council appoint the Acting Chief Executive Officer, Matt Kelleher as its second standing Corporate Representative, in accordance with the Your Library Ltd constitution.

RECOMMENDATION

That Council appoints, in accordance with the Your Library Ltd constitution, Acting Chief Executive Officer, Mr Matt Kelleher, as its second standing Corporate Representative of Your Library Ltd in addition to standing Corporate Representative Mr Bruce Dobson, Chief Executive Officer.

RESOLUTION

MOVED: Councillor Lockwood

SECONDED: Councillor Baker

That Council appoints, in accordance with the Your Library Ltd constitution, Acting Chief Executive Officer, Mr Matt Kelleher, as its second standing Corporate Representative of Your Library Ltd in addition to standing Corporate Representative Mr Bruce Dobson, Chief Executive Officer.

CARRIED

5 Notices Of Motion

Nil.

6 Supplementary Items

Nil.

7 Urgent Business

7.1 Urgent Business

Nil.

8 Confidential Items

Nil.

MEETING CLOSED AT 7:19pm

Minutes of Meeting confirmed at the
Meeting of Council
held on Tuesday, 27 January 2026

.....
Chairperson

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