



AGENDA

Mid Month Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 9 February 2026 at 7:00 PM

This meeting will be conducted as a hybrid meeting

Order of Business

| | |
|---|----|
| 1 Apologies And Requests For Leaves Of Absence | 3 |
| 2 Declarations Of Conflict Of Interest..... | 3 |
| 3 Confirmation Of Minutes..... | 3 |
| 4 Officer Reports..... | 4 |
| 4.1 Minor Grants Program 2025-2026 Monthly Report and Excellence Grants for Individuals | |
| Update (Quarter 2) | 4 |
| 4.2 6 Margot Street, Ferntree Gully..... | 19 |
| 4.3 Councillor Appointment to the Your Library Ltd Board | 43 |
| 5 Notices Of Motion | 47 |
| 6 Supplementary Items..... | 47 |
| 7 Urgent Business | 47 |
| 8 Confidential Items..... | 47 |

Bruce Dobson

Chief Executive Officer

1 Apologies And Requests For Leaves Of Absence

2 Declarations Of Conflict Of Interest

3 Confirmation Of Minutes

4 Officer Reports

4.1 Minor Grants Program 2025-2026 Monthly Report and Excellence Grants for Individuals Update (Quarter 2)

Final Report Destination: Mid-Month Council
Paper Type: For Decision
Author
Community Grants Officer, Bryony Lee
Senior Community Grants Officer, Kim Johnstone
PA to Mayor and Councillors, Eleonore Smith
Manager: Manager Community Strengthening, Kerryn Jansons
Manager Governance and Risk, Andrew Dowling
Executive: Director Connected Communities, Judy Chalkley
Interim Director Customer and Performance, Liesl Westberry

SUMMARY

This report summarises the grant applications recommended for approval in February 2026 for the 2025-26 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.

This report also summarises the Excellence Grants for Individuals awarded in Quarter 2 of the 2025-2026 financial year. Under the Excellence Grants for Individuals Program, applicants who are selected to represent either Victoria or Australia in a competitive endeavour or an elite performance may receive funding assistance of \$150.00 for events within Victoria, \$250.00 for interstate events and \$400.00 for international events.

RECOMMENDATION

That Council resolve to:

- Approve three applications under the Minor Grants Program for a total of \$4,956.47(excluding GST) as detailed below:

| Minor Grants Program | | | | |
|---------------------------|---|----------------------------|-----------------------------|--------------------------------|
| Applicant Name | Project Title | Contribution for Equipment | Amount Requested (inc. GST) | Amount Recommended (excl. GST) |
| Golden Cobra Martial Arts | New Dojo Equipment Replacement of broken dojo equipment to support safe training, skill development, competitions and community demonstrations. | \$48.41 | \$435.74 | \$435.74 |

| Minor Grants Program | | | | |
|--|--|----------------------------|-----------------------------|---------------------------------------|
| Applicant Name | Project Title | Contribution for Equipment | Amount Requested (inc. GST) | Amount Recommended (excl. GST) |
| RDA Knox - Riding for the Disabled Knox Branch | Helmets for Riders Supply and replace approved equestrian helmets to ensure safe, inclusive Riding for the Disabled programs for participants and volunteers. | \$335.00 | \$2,500.00 | \$2,272.73 (lesser amount due to GST) |
| Harcrest Community Garden Inc. | Harcrest Community Garden Expansion Expansion of Harcrest Community Garden through additional planter boxes to meet growing demand and increase inclusive community participation. | \$250.00 | \$2,248.00 | \$2,248.00 |
| Total | | | \$5,183.74 | \$4,956.47 |

2. Defer one application under the Minor Grants Program requesting a total of \$2,000.00 as detailed below:

| Minor Grants Program | | | |
|---|---------------------------------------|---|------------------|
| Applicant Name | Project Title | Reason for Deferral | Amount Requested |
| Melbourne Chinese Arts and Theatre Inc. | Knox Chinese Community Cultural Event | It appears the venue has not yet been booked, so there is a risk they may not be able to secure their preferred date. The group is also registered outside of Knox. The quotes provided also don't appear to be from an established business. In addition, once the cultural event is completed, the goods purchased will not continue to benefit the Knox community, which does not align with the requirements in Council's grant guidelines. Officers have also taken into consideration the event dates and | \$2,000.00 |

| | | | |
|--------------|--|---|-------------------|
| | | can confirm there is time to allow for the deferral. They have contacted the Club to discuss their application. | |
| Total | | | \$2,000.00 |

3. Refuse one application under the Minor Grants Program requesting a total of \$1,500.00 as detailed below:

| Minor Grants Program | | | |
|-----------------------------|--|--|-------------------------|
| Applicant Name | Project Title | Reason for Deferral | Amount Requested |
| Templeton Cricket Club Inc. | Purchase of defibrillator for cricket nets | The Club has already purchased the goods, which means this request is considered retrospective expenditure. Under Council's grant guidelines, retrospective costs are ineligible and cannot be funded. | \$1,500.00 |
| Total | | | \$1,500.00 |

4. Note that should the recommended Minor Grants be approved by Council, the remaining budget for 2025-26 will be \$87,738.09 after GST adjustments.

5. Note the Excellence Grants for Individuals awarded in Quarter 2 of the 2025-2026 financial year as set out in Attachment 2, with a value of \$1,450.00 (totaling \$5,400.00 for Quarter 1 and Quarter 2).

1. DISCUSSION

1.1 Minor Grants Program

1.1.1 Background – Minor Grants Program

The Minor Grants Program provides a pool of grant funding that can respond monthly to requests for small amounts of funding to assist with short term, one-off projects or initiatives that are relatively minor in nature.

The objective of the Minor Grants Program is to be an accessible and responsive funding source to assist a wide range of community led activities across the municipality and support volunteer effort and civic participation.

It operates under the principles of other Knox Council grants programs to ensure:

- Funded projects will provide benefit to the Knox community and help meet Council objectives;
- Co-operation and collaboration between groups will be encouraged;
- The grant process will be consistent, equitable and transparent; and
- The grant process will support and strengthen community groups in developing local solutions to local needs.

Applications are assessed against criteria specified in the Community Grants Guidelines (approved in May 2025), to determine the eligibility of the applicant organisation and the eligibility of the grant application.

The Guidelines and Council's Grant Framework Policy set out an open and transparent grant program that meets the principles of good governance and is compliant with the requirements of the Local Government Act 2020.

In accordance with the Guidelines, applications for funding have been assessed by the Chief Executive Officer, or delegate, for Council's approval.

This report presents to Council the recommendations for recent Minor Grant applications in accordance with the Guidelines.

1.1.2 Applications Recommended for Approval – Minor Grants Program

Five applications have been assessed this month, requesting grants totaling \$8,683.74 (including GST). Of the five applications, three are recommended for approval. A summary of the projects recommended is in Attachment 1.

1.1.3 Applications Recommended for Deferral – Minor Grants Program

One application is recommended for deferral to the March 2026 Mid-Month Meeting of Council as we await further information regarding their application:

- Melbourne Chinese Arts & Theatre Inc. – Knox Chinese Community Cultural Event.

This group will be encouraged to provide the additional information prior to the deadline for the March 2026 Mid-Month Meeting of Council.

1.1.4 Applications Recommended for Refusal – Minor Grants Program

One application is recommended for refusal, requesting a grant totaling \$1,500.00:

- The item has already been purchased and is therefore ineligible per the Guidelines, which states funding can't be provided retrospectively.

1.2 Excellence Grants for Individuals

This report also presents to Council for noting, expenditure under the Excellence Grants for Individuals Program for Quarter 2 of 2025-2026.

The Excellence Grants for Individuals Program is administered by the Governance and Risk Department and has an allocation of \$10,000 per financial year which provides funding to eligible Knox residents to assist with the costs of competing or performing at a State, National or International level in the following areas:

- Sport and Recreation;
- Education;
- Arts and Culture; and
- Environmental and/or humanitarian initiatives.

Applications are assessed against the eligibility and exclusion criteria in accordance with the Excellence Grants for Individuals Policy to determine their eligibility. The Policy, together with Council's Grant Framework Policy sets out an open and transparent grant program that meets the principles of good governance and is compliant with the requirements of the Local Government Act 2020. In accordance with the Policy, applications for funding are determined by the Chief Executive Officer or their delegate.

For Quarter 2, 2025-2026, there have been five successful applications for a total value of \$1,450.00. Excellence Grants were awarded for one Victorian, two interstate and two international events. A summary of the grants is included at Attachment 2.

2. ENGAGEMENT

Engagement is undertaken with organisations in relation to their grant applications whenever possible and if necessary, to clarify details regarding their applications prior to Council's consideration.

Advice or information may be sought from Officers across Council in relation to either the applying organisation or the proposed project, or both, if considered necessary.

The Guidelines specify assessment can occur by the Chief Executive Officer, or delegate, and make recommendation for Council's determination.

Similarly, engagement will occur with Excellence Grants for Individuals applications if necessary, to clarify details regarding their applications prior to the delegate's decision.

3. SOCIAL IMPLICATIONS

The Minor Grants Program allows Council to respond promptly to requests from Knox- based community groups for small amounts of funding to assist a variety of community-based programs, projects or activities. Council's Minor Grants are a simple and streamlined source of funding that can make a significant difference for local community organisations in need of short-term, specific purpose assistance.

The Excellence Grants for Individuals Program provides financial support intended to support individuals to participate in elite competition or performance and can assist inclusion and representation of under-represented individuals. The Program assists in developing skills and fostering pride for the great achievements of individuals in the Knox community.

4. CLIMATE CHANGE CONSIDERATIONS

Implementation of the recommendation is considered to have no direct implications or has no direct impacts upon Council's Net Zero 2030 target, the Community Net Zero 2040, exposure to climate risks or climate change adaptation.

5. ENVIRONMENTAL CONSIDERATIONS

There are no environmental considerations associated with this report.

6. FINANCIAL & RESOURCE IMPLICATIONS

6.1 Budget – Minor Grants Program

The approval of Minor Grants is managed within Council's adopted budget. The 2025-26 budget provides \$156,696.00 for the Minor Grants Program, plus a returned grant of \$208.18 which increased the budget to \$156,904.18.

Funding commitments to date are summarised below:

| Yearly Summary 2025-2026 | Total Amount Approved at Council Meeting (Excluding GST) |
|------------------------------|---|
| July | \$13,039.83 |
| August | \$14,174.01 |
| September | \$12,606.00 |
| October | \$14,830.55 |
| November | \$2,203.23 |
| December | \$7,356.00 |
| January | \$ |
| February | \$ |
| March | \$ |
| April | \$ |
| May | \$ |
| Totals (Year to Date) | \$64,209.62 |

Recommended applications for the February period total \$4,956.47 (excluding GST).

If approved as recommended, the remaining Minor Grants budget for 2025-26 will total \$87,738.09(excluding GST).

6.2 Budget – Excellence Grants for Individuals

The Excellence Grants for Individuals are managed within Council's adopted budget which provides \$10,000.00 for grants annually. The remaining Excellence Grants budget for 2025-2026 will total \$4,600.00.

7. RISKS

Any risks associated with administering the Minor Grant Program and Excellence Grants for Individuals Program are managed through the implementation of Council's Grant Framework Policy, the Guidelines, and Excellence Grants for Individuals Procedure. All Minor Grants and Excellence Grants must be acquitted, and evidence of expenditure must be provided by the organisation.

The Guidelines and Council's Grant Framework Policy set out an open and transparent grant program that meets the principles of good governance and is compliant with the requirements of the Local Government Act 2020.

In accordance with the Guidelines, applications for Minor Grant funding have been assessed by the Chief Executive Officer, or their delegate, for Council or delegate approval as appropriate.

8. COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029

Enhancing community connection to vital services and resources

Strategy 1.2 - Our community can access diverse training and life-ling learning opportunities through delivery, promotion and partnerships with relevant organisations.

Strategy 1.5- Our community's health and wellbeing is improved through proactive planning, delivery, partnerships and advocacy that enable access to services, education and programs.

Embracing connection, inclusion and diversity

Strategy 2.4 - There are opportunities for social connection and active living through planning, provision of facilities, program delivery and support for local groups.

9. CONFLICT OF INTEREST

The Officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

10. STATEMENT OF COMPATIBILITY

There are no legislative obligations under the Human Rights Charter, Child Safe Standards or the Gender Equity Act that are incompatible with the recommendation in this report.

11. CONFIDENTIALITY

There is no content in this report that meets the definition of confidential information from the Local Government Act 2020.

Attachments

1. Attachment 1 - Minor Grants Program Application Extraction February 2026 [4.1.1 - 6 pages]
2. Attachment 2 - Excellence Grants for Individuals Quarter 2 2025-2026 [4.1.2 - 2 pages]

Minor Grant Program Applications
February 2026

2526-MGP088

Golden Cobra Martial Arts

| | |
|--------------------------|---------------------------|
| Application ID | 2526-MGP088 |
| Organisation Name | Golden Cobra Martial Arts |
| Grant Program | Minor Grants Program |

| | |
|---------------------------|--------------------|
| Project Title | New dojo equipment |
| Project Start Date | 01/03/2026 |
| Project End Date | 31/3/2026 |

| | | | |
|----------------------------|--|-------------------------------|-----------|
| Request Details | We are looking to replace a couple of items of dojo equipment that have become broken. We use fist balls in our warm up for most classes to improve reaction speed and bokken for sword play, which is a category in most karate competitions. | | |
| Community Benefit | Having safe, quality equipment is important for us to provide safe training to our members. We also use some of this equipment at community events such as the Knox Festival. | | |
| Total Beneficiaries | 150 | Total Project Cost | \$ 484.15 |
| Knox Beneficiaries | 80 | Total Amount Requested | \$ 435.74 |

Total Project Income

| Income Description | Income Amount |
|---------------------|------------------|
| Grant funds | \$ 435.74 |
| Club contribution | \$ 48.41 |
| Total Income | \$ 484.15 |

Total Project Expenditure

| Expenditure Description | Expenditure Amount |
|--------------------------|--------------------|
| Equipment | \$ 435.74 |
| Equipment | \$ 48.41 |
| Total Expenditure | \$ 484.15 |

Minor Grant Program Applications
February 2026

What specifically the grant is funding

| Expenditure Description | Expenditure Amount | 10% Co-Contributed Requirement (only if requesting equipment) | Co-Contributed Reflected in Project Income? |
|---------------------------|--------------------|--|---|
| Fist balls | \$ 199.90 | \$48.41 | Yes |
| Bokken | \$ 235.84 | | |
| Total Grant Amount | \$435.74 | \$48.41 - minimum amount required | \$48.41 – exceeds minimum required |

Minor Grant Program Applications
February 2026

2526-MGP091

Harcrest Community Garden Inc

| | |
|--------------------------|-------------------------------|
| Application ID | 2526-MGP091 |
| Organisation Name | Harcrest Community Garden Inc |
| Grant Program | Minor Grants Program |

| | |
|---------------------------|-------------------------------------|
| Project Title | HARCREST COMMUNITY GARDEN EXPANSION |
| Project Start Date | 01/04/2026 |
| Project End Date | 30/06/2026 |

| | | | |
|----------------------------|---|-------------------------------|-------------|
| Request Details | <p>Harcrest Community Garden Managing Committee requests funding from Knox City Council through the Minor Grants Program for the Harcrest Community Garden Expansion project.</p> <p>In recent months, there is a significant increase in community garden membership enquiries from Knox residents. The current facilities at the garden are unable to support this increased demand.</p> <p>Through this project, more veggie planter boxes will be added to the garden allowing increased community participation.</p> <p>Funds requested through this submission will be used for purchasing supplies like timber sleepers and related hardware, raised garden beds and other supplies required for the additional planter boxes. Working bee sessions will be organised to facilitate construction and installation of the new planter boxes.</p> | | |
| Community Benefit | <p>This project will allow more Knox residents and their families to join the Harcrest Community Garden. The project is expected to provide about 30% more Knox residents access to the community garden in the Wantirna South neighbourhood. By joining the community garden, residents will have various benefits such as:</p> <ul style="list-style-type: none"> - boosting their social connection, fostering new friendships and improving social cohesion - improved mental health as gardening helps reduce stress, anxiety, and depression while boosting mood, happiness, and a sense of purpose. These effects will be even more pronounced in a community setting - improved physical health as gardening involves physical activity which improves overall fitness - imparting environmental awareness and life skill to younger residents such as school age children <p>This project will also help the managing committee increase annual revenue by approximately 10% which will help deliver more amenities and benefits to all members (approx 65 Knox residents)</p> | | |
| Total Beneficiaries | 65 | Total Project Cost | \$ 2,498.00 |
| Knox Beneficiaries | 65 | Total Amount Requested | \$ 2,248.00 |

Minor Grant Program Applications
February 2026

Total Project Income

| Income Description | Income Amount |
|--------------------------------|--------------------|
| Council grant | \$ 2,248.00 |
| Organisation cash contribution | \$ 250.00 |
| Total Income | \$ 2,498.00 |

Total Project Expenditure

| Expenditure Description | Expenditure Amount |
|--|--------------------|
| Timber pine sleepers | \$ 360.00 |
| Steel sleeper upright joiner post | \$ 396.00 |
| Steel sleeper upright joiner corner post | \$ 328.00 |
| Raised garden beds | \$ 654.00 |
| Veggie/ herb soil mix | \$ 560.00 |
| Misc joinery/ hardware parts | \$ 200.00 |
| Total Expenditure | \$ 2,498.00 |

What specifically the grant is funding

| Expenditure Description | Expenditure Amount | 10% Co-Contribution Requirement (only if requesting equipment) | Co-Contribution Reflected in Project Income? |
|--|--------------------|---|--|
| Timber pine sleepers | \$ 2,248.00 | \$224.80 | Yes |
| Steel sleeper upright joiner post | | | |
| Steel sleeper upright joiner corner post | | | |
| Raised garden beds | | | |
| Veggie/ herb soil mix | | | |
| Total Grant Amount | \$2,248.00 | \$224.80 - minimum amount required | \$250.00– exceeds minimum required |

Minor Grant Program Applications
February 2026

2526-MGP096

RDA Knox - Riding for the Disabled Knox Branch

| | |
|--------------------------|--|
| Application ID | 2526-MGP096 |
| Organisation Name | RDA Knox - Riding for the Disabled Knox Branch |
| Grant Program | Minor Grants Program |

| | |
|---------------------------|--------------------|
| Project Title | Helmets for Riders |
| Project Start Date | 16/03/2026 |
| Project End Date | 31/05/2026 |

| | | | |
|----------------------------|--|-------------------------------|-------------|
| Request Details | Helmets are essential safety equipment for all participants in Riding for the Disabled (RDA) programs. For people with disabilities, the risk of injury can be higher due to challenges with balance, coordination, or muscle control. Equestrian helmets must be replaced every five years to ensure they continue to meet safety standards and provide adequate protection. By purchasing and supplying approved helmets, we can maintain a safe riding environment and ensure all participants have equal access to RDA activities without the added burden of sourcing or funding their own equipment. | | |
| Community Benefit | Supplying safe, up-to-date helmets benefits the wider community by supporting not only participants, but also the volunteers who assist with and prepare horses for the RDA program. Volunteers play a vital role in riding and training horses so they are calm, responsive, and suitable for riders with disabilities. Providing appropriate safety equipment helps protect everyone involved, encourages ongoing volunteer participation, and ensures the program can continue to operate safely and reliably. This strengthens community involvement, supports inclusive recreation, and helps sustain a valued local program that benefits people with disabilities and those who volunteer their time. | | |
| Total Beneficiaries | 25 | Total Project Cost | \$ 2,835.00 |
| Knox Beneficiaries | 30 | Total Amount Requested | \$ 2,500.00 |

Total Project Income

| Income Description | Income Amount |
|---------------------------|----------------------|
| Council Grant | \$ 2,500.00 |
| RDA Knox | \$ 335.00 |
| Total Income | \$ 2,835.00 |

Minor Grant Program Applications
February 2026

Total Project Expenditure

| Expenditure Description | Expenditure Amount |
|--------------------------|--------------------|
| Helmets | \$ 2,500.00 |
| Helmets | \$ 335.00 |
| Total Expenditure | \$ 2,835.00 |

What specifically the grant is funding

| Expenditure Description | Expenditure Amount | 10% Co-Contributed Requirement (only if requesting equipment) | Co-Contributed Reflected in Project Income? |
|---------------------------|--------------------|--|---|
| Purchase of Helmets | \$2,500.00 | \$335.00 | Yes |
| Total Grant Amount | \$2,500.00 | \$283.50 - minimum amount required | \$335.00 – exceeds minimum required |

Attachment 2**Excellence Grants for Individuals – Quarter 1 & 2 2025-2026**

Note - the shaded area is the previous Quarter's information

| Application Date | Applicant | Request details | Grant |
|------------------|-------------------------|---|-------|
| July | | | |
| 2025-07-10 | Knoxfield resident | For son to represent Australia in the International Baseball Association U12 Japan Touring team to compete at the IBA International Baseball Championship held in Tokyo, Japan in July 2025 | \$400 |
| 2025-07-11 | Rowville resident | For daughter to represent Victoria in the School Sport Victoria Team Vic 15&U Australian Football Team for the School Sport Australia Championship being held in Queensland in July 2025 | \$250 |
| August | | | |
| 2025-07-23 | Wantirna resident | For daughter to be part of the Australian Athletics team for the 2025 VIRTUS World Swimming Championships being held in Bangkok in August 2025 | \$400 |
| September | | | |
| 2025-07-21 | Wantirna South resident | For son to compete as part of the Victorian Volleyball U14 Boys State Youth Team to represent Victoria in the Australian Youth Volleyball Championships being held in Perth in September 2025 | \$250 |
| 2025-07-29 | Ferntree Gully resident | For son to compete in the Victorian Volleyball U16 Boys State Youth Team at the Australian Youth Volleyball Championships held in Perth in September 2025 | \$250 |
| 2025-08-12 | Scoresby resident | For daughter to compete in the Dingoes Victorian team at the 2025 Barclay Baseball Cup being held in Adelaide in September 2025 | \$250 |
| October | | | |
| 2025-09-03 | Wantirna resident | For son to compete in Team Victoria at the Australian Taekwondo 2025 National Championships being held in Adelaide in October 2025 | \$250 |
| 2025-09-05 | Wantirna South resident | For son to compete in Team Victoria at the Australian Taekwondo 2025 National Championships being held in Adelaide in October 2025 | \$250 |
| 2025-09-18 | Wantirna resident | To represent Australia in the Men's 23/Under Netball Team competing in the Test Series in the United Kingdom in October 2025 | \$400 |

| November | | | |
|-----------------|-------------------------|---|---------|
| 2025-09-28 | Boronia resident | To represent Victoria in the Veterans Cricket Victoria Over 40 Women's State team competing at the Victorian Cricket Association's Nationals being held in Perth in November 2025 | \$250 |
| 2025-09-29 | Knoxfield resident | For son to compete in the MA3 Division at the Australian Disc Golf Championships being held in Western Australia in November 2025 | \$250 |
| 2025-09-29 | Knoxfield resident | For daughter to compete in the FA1 Division at the Australian Disc Golf Championships being held in Western Australia in November 2025 | \$250 |
| December | | | |
| 2025-08-20 | Rowville resident | For daughter to represent her college at the 2025 Australian Volleyball Schools Cup being held on the Gold Coast, Queensland in December | \$250 |
| 2025-08-20 | Rowville resident | For daughter to represent her college at the 2025 Australian Volleyball Schools Cup being held on the Gold Coast, Queensland in December | \$250 |
| January | | | |
| 2025-11-01 | Boronia resident | Son has been selected for 2026 U16 Boys Victorian State Softball team to compete at the National Championships in Mirrabooka, Western Australia, in January | \$250 |
| 2025-12-09 | Bayswater resident | Son selected for the Victorian Inline Speed Skating team competing in the 2026 National Speed Skating Championships in Melbourne in January | \$150 |
| February | | | |
| 2025-12-05 | Ferntree Gully resident | Son has been selected to represent Victoria in the Victorian 14 Mixed Volts team at the 2026 Netball Junior Nationals being held in Brisbane in February | \$250 |
| 2025-12-08 | Rowville resident | Son selected to compete with the Basketball Victoria State team in the 2026 U18 B-League International Cup in Japan in February | \$400 |
| 2025-12-08 | Rowville resident | Son selected to compete with the Basketball Victoria State team in the 2026 U18 B-League International Cup in Japan in February | \$400 |
| | | Total | \$5,400 |

4.2 6 Margot Street, Ferntree Gully

Final Report Destination: Council

Paper Type: For Decision

Author: Senior Planner, Leonard Tyssen

Manager: Manager City Planning & Building, Paul Dickie

Executive: Director City Liveability, Matt Kelleher

SUMMARY

This report considers Planning Application P/2025/6240 for buildings and works for a Rooming House at 6 Margot Street, Ferntree Gully.

This application was previously considered by Council at the meeting dated 26 January 2025. At this meeting, Council resolved to deferred the consideration of the application to the February Mid Month meeting of Council. Amended plans have been received which addresses a query associated with the building floor areas of the proposal.

RECOMMENDATION (SUMMARY)

That Council issue a Notice of Decision to Grant a Planning Permit for buildings and works for a Rooming House at 6 Margot Street, Ferntree Gully, subject to conditions detailed in the full recommendation in section 10 below.

1. DISCUSSION

Application P/2025/6240 has been lodged with Council for buildings and works for a rooming house at 6 Margot Street Ferntree Gully.

The maximum floor area that a Rooming House proposal can have pursuant to Clause 52.23-2 of the Knox Planning Scheme is 300sqm. If this floor area requirement is not met, a planning permit for the use of a Rooming House would be required.

The plans presented at the January Council meeting (submitted by the applicant) outlined that the proposed area was 299sqm (as referenced in the Area Schedule on the Ground Floor Site Plan). When the floor area was checked against the dimensions specified within the plan “Ground Floor Plan”, the total floor area of the rooming house was 300.68sqm. The applicant has been contacted in relation to this matter, and they have clarified that an error to these plans has been made.

Amended plans have been submitted showing a total floor area of 299.717sqm. The width and length of the building has been reduced very slightly to enable the proposal to comply with Clause 52.23-2.

These amended plans will now form the application as assessed in this report.

This application is being reported to Council as the application received objections from more than 10 objector properties (Dandenong Foothills Policy Area location).

The development is generally consistent with the Planning Policy Framework, the purpose of the Neighbourhood Residential Zone 1, Significant Landscape Overlay Schedule 2, Design and Development Overlay Schedule 1, and Clause 52.23 (Rooming House) of the Knox Planning Scheme.

A detailed Officer's Report is provided at Attachment 1, along with the relevant plans at Attachment 2.

2. ENGAGEMENT

The application was advertised by way of one (1) sign on the site and notices were sent to adjoining property owners and occupiers. A total of forty-four (44) objections were received.

A Planning Consultative Committee (PCC) meeting was held with the objectors as part of the application process.

The application was referred internally to Council's Arborist, Assets, Building and Landscape Departments. No major concerns were raised with the application.

The amended plans, as assessed in this report, do not require to be readvertised due to the very minor nature of the amendment (less than 1m² reduction to the floor area of the Rooming House). It is considered that these plans will not cause material detriment to any person.

3. SOCIAL IMPLICATIONS

There are no significant social implications associated with the proposed development. An assessment of the application against all relevant considerations of the Knox Planning Scheme can be found in the Officer's Report at Attachment 1.

4. CLIMATE CHANGE CONSIDERATIONS

Implementation of the recommendation is considered to have no direct implications or has no direct impact upon Council's Net Zero 2030 target, the Community Net Zero 2040, exposure to climate risks or climate change adaptation.

In response to the Community Net Zero 2040 target and exposure to climate risks or climate change adaptation, the Knox Planning Scheme does not currently require developments to achieve net zero emissions, nor has the development been designed to achieve this.

5. ENVIRONMENTAL IMPLICATIONS

There are no significant environmental impacts or amenity issues associated with the proposed development. A thorough assessment of the application against environmental and amenity considerations can be found in the Officer's Report at Attachment 1.

6. FINANCIAL AND RESOURCE IMPLICATIONS

There are no financial or economic implications associated with the proposed development for Council.

7. RISKS

There are no major risks associated with the proposal.

8. KNOX COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029

Planning our future city

Strategy 6.1 – There is improved access to a diverse range of housing options through effective planning, advocacy, and identifying opportunities for social and affordable housing supply.

Strategy 6.2 - High quality, integrated community services and facilities are available through the planning, design and maintenance of multifunctional places that promote connection and utilisation.

Strategy 6.3 - Our evolving neighbourhoods are liveable and sustainable through planning and design that responds to population growth and our community's changing needs.

Strategy 6.4 - Our community's expectations and aspirations for housing development and land use are considered through planning, advocacy, partnerships and decision-making.

9. CONFLICT OF INTEREST

The officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

10. RECOMMENDATION

That Council issue a Notice of Decision to Grant a Planning Permit for buildings and works for a rooming house at 6 Margot Street, Ferntree Gully, 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 An annotation on the Ground Floor Plan stating: "All structures (including fences, letterboxes and meter boxes) must be constructed to a maximum height of 900mm or relocated clear of the corner splay area near the access way to ensure safe sight distances. Mailbox must front the street."
 - 1.2 An annotation on the development plans stating any excavation for boundary fencing within the Tree Protection Zone (TPZ) should be limited to that required for postholes (No strip/trench excavation should occur). Post holes should be limited to approximately 300mm in diameter and should be spaced to avoid encroachment into the Tree's SRZ wherever possible. Previous post holes are recommended to avoid further encroachment into the TPZ. Post holes located within TPZs should be excavated by hand (no machine excavation) and relocated if roots 40mm diameter or greater are encountered. Post holes and removal of the previous fence that is to be located within Structural Root Zone (SRZ) should be excavated by hand (no machine excavation) under the supervision of a suitably qualified arborist (minimum AQF level 5).
 - 1.3 Tree protection zones and fencing Tree protection fencing must be shown on ground and first floor plans, in accordance with Conditions 11-17 inclusive.
 - 1.4 All levels to be to AHD (Australian Height Datum).

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 Drainage Plans in accordance with Condition 3.
 - 2.2 Landscape Plans in accordance with Condition 4.

Drainage

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. All detailed engineering plans and works must be prepared and undertaken to the satisfaction of the Responsible Authority. When approved, the plan will be endorsed as evidence of its approval and will then form part of the permit and must thereafter be complied with. 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. 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.
- 3.3 All levels to be to AHD (Australian Height Datum).

To the satisfaction of the Responsible Authority.

Landscaping

4. A Landscape Plan showing the provision of at least 5 new indigenous or native canopy trees chosen from Plant List 1 or 2 of Council's Landscape Plan Guidelines for Planning Permits, must be submitted to and approved by the Responsible Authority. The canopy trees must be a minimum 1.5 metres tall when planted and are to be in the following areas:
 - 4.1 Front setback – 2 large indigenous canopy trees.
 - 4.2 Rear setback – 1 medium canopy tree and 2 small canopy trees.
 - 4.3 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.
 - 4.4 Provide screen planting to east, west and southern boundaries in rear setback, utilising shrubs 2-5m height.
 - 4.5 Show Tree Protection measures in accordance with Conditions 11-17.

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 Rooming House, the development must be completed in accordance with the endorsed plans to the satisfaction of the Responsible Authority.

Tree Protection

11. All works, including excavation, within the critical root zone areas of the trees to be retained and other critical root zones on the land 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.
 - 11.1 Tree 2 – Acer negundo. TPZ 2.4m. SRZ 2m. Install ground protection measures to TPZ prior to works commencing.
 - 11.2 Tree 4 – Tilia sp. TPZ 2m. SRZ 1.5m. Install ground protection measures to TPZ prior to works commencing.
 - 11.3 Tree 5 – Grevillea robusta. TPZ 4.8m. SRZ 2.6m. No soil level changes may occur in TPZ outside of building line. Install ground protection measures between boundary fence and building line (including under proposed deck) prior to works commencing.
 - 11.4 Tree 6 – Hakea sp. TPZ 2m. SRZ 1.5m. Install ground protection measures to TPZ prior to works commencing.
 - 11.5 Tree 7 – Callistemon viminalis. TPZ 2m. SRZ 1.5m. Install ground protection measures to TPZ prior to works commencing.
 - 11.6 Tree 8 – Pinus radiata. TPZ 9.6m. SRZ 3.7m. No soil level changes may occur in TPZ outside of building line. Install tree protection measures prior to works commencing.
12. Prior to any works commencing on the site (including demolition and tree removal), all trees and vegetation to be retained including other critical root zones must be fenced off to create a protection zone. The protection zone must extend around the trees canopy dripline unless an alternative tree protection zone has been approved by the responsible authority.
13. The tree protection fence and signage is to be maintained throughout the construction period and removed at the completion of all works.
14. No temporary removal of the tree protection fence, or encroachment into the protection zone is permitted without the written consent of the responsible authority.
15. 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.
16. The following activities are prohibited from the tree protection area, without the written consent of the responsible authority:

- 16.1 Construction activities.
- 16.2 Dumping and/or storage of materials, goods and/or soil.
- 16.3 Trenching or excavation.
- 16.4 Lopping branches, nailing or affixing signs, service lines, lights etc. to the trees.

17. Prior to any works commencing on site, the Responsible Authority must be contacted to inspect the Tree Protection fencing.

Car Parking & Accessways

- 18. Before the dwellings are occupied, driveways and car parking areas must be:
 - 18.1 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
 - 18.2 Formed to such levels and drained so that they can be used in accordance with the approved plan; and
 - 18.3 Treated with an all-weather seal or some other durable surface.

To the satisfaction of the Responsible Authority.

- 19. Parking areas and driveways must be kept available and maintained for these purposes at all times to the satisfaction of the Responsible Authority.
- 20. 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.

Amenity During Construction

- 21. 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:
 - 21.1 the appearance of building, works or materials on the land;
 - 21.2 parking of motor vehicles;
 - 21.3 transporting of materials or goods to or from the site;
 - 21.4 hours of operation;
 - 21.5 stockpiling of topsoil or fill materials;
 - 21.6 air borne dust emanating from the site;
 - 21.7 noise;
 - 21.8 rubbish and litter;
 - 21.9 sediment runoff;
 - 21.10 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

22. 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.

External Materials

23. The external materials of the development hereby permitted (including the roof) must be non-reflective and finished in subdued tones and/or colours to the satisfaction of the Responsible Authority.

Permit Expiry

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

- 24.1 The development is not started within three years of the date of this permit.
- 24.2 The development is not completed within five 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.

NOTES

Drainage Notes (to be read in conjunction with the above drainage conditions):

- Drainage works in the Road reserve or in the Council easement will require a road opening permit.
- Drainage system designed so as to avoid impact on any vegetation shown on the endorsed plans as being retained.

Other Notes:

- Pursuant to Clause 43.02 'Design and Development Overlay – Schedule 1' (DDO1) which applies to the site, a planning permit is required for all buildings and works. The DDO1 requires that the site area covered by buildings must not exceed 40%, and the site area covered by buildings and impervious surfaces must not exceed 60%. Please note that the site area covered by approved buildings comprises 31.2%. Planning permission cannot be granted to construct or carry out further buildings or works which are not in accordance with the requirements of the DDO1.
- Pursuant to Clause 52.23 of the Knox Planning Scheme, no more than 12 people may be accommodated in the Rooming House, unless approved by a planning permit.
- Council encourages the consideration of water storage tanks for all existing and proposed residential developments.
- A building permit must be obtained before development is commenced.
- Buildings are not allowed to be built over Council easements.
- To arrange an inspection of the Tree Protection fencing please contact Council Landscape Team on 9298 8125.

- Indigenous plants can be purchased through approved indigenous nurseries, as listed in the Knox City Council 'Preferred Local Replacement Plants' Information Sheet.
- Letterboxes and all other structures (including meter boxes) shall be constructed to a maximum height of 900mm or relocated clear of a splayed area (2m x 2.5m) in accordance with AS2890.1, Clause 3.2.4 to ensure safe sight distances. Letterboxes shall face towards the street frontage.
- All litter and rubbish associated with the construction must be contained on site at all times.

11. CONFIDENTIALITY

There is no content in this report that meets the definition of confidential information from the Local Government Act 2020.

ATTACHMENTS

1. Attachment 1 - Officer Report - 6 Margot Street, Ferntree Gully **[4.2.1 - 9 pages]**
2. Attachment 2 - Council Attachments - 6 Margot Street, Ferntree Gully **[4.2.2 - 7 pages]**

Attachment 1



Planning Application P/2025/6240 for buildings and works for a rooming house at 6 Margot Street, Ferntree Gully.

1. Summary:

| | |
|---------------------------|---|
| Subject Site: | 6 Margot Street, Ferntree Gully |
| Proposed Development: | Buildings and works for a rooming house |
| Existing Land Use: | Single Dwelling |
| Site Area: | 1,018m ² |
| Planning Scheme Controls: | Neighbourhood Residential Zone – Schedule 1 (Bush Suburban), Design and Development Overlay – Schedule 1 (DDO1) and Significant Landscape Overlay – Schedule 2 (SLO2) |
| Application Received: | 3 June 2025 |
| Number of Objections: | Forty four (44) |
| PCC Meeting: | 19 November 2025 |
| Ward: | Dobson |

2. Purpose

The purpose of this report is to provide Councillors with the Council Planning Officer's assessment of Planning Permit Application P/2025/6240 to assist in making a decision on the application. It should be read in conjunction with the other attachments.

3. Background

3.1 Amended Plans

This matter was previously considered at the meeting of Council dated 26 January 2025. The matter was deferred to the February Mid Month meeting of Council, due to a question being raised by Council in relation to the total floor area of the proposed Rooming House.

The maximum floor area that a Rooming House proposal can have pursuant to Clause 52.23-2 of the Knox Planning Scheme is 300m² without a permit being triggered for the use. If this floor area requirement is not met, a planning permit for the use of a Rooming House would be required.

The plans as assessed at the January Council meeting (submitted by the applicant) stated that the proposed area was 299m² (as referenced in the Area Schedule on the Ground Floor Site Plan). When the floor area was checked against the dimensions specified within the plan "Ground Floor Plan", the total floor area of the rooming house equalled 300.68m². The applicant has been contacted in relation to this matter, and they have admitted that an error to these plans has been made.



Attachment 1

Amended plans have subsequently been submitted by the applicant showing a total floor area of 299.717m². The width and length of the building has been marginally reduced to allow the proposal to comply with Clause 52.23-2 (totalling less than 1m²).

These amended plans will now form the plans, as assessed as part of this overall application.

3.2 Subject Site and Surrounds

The location of the subject site and surrounds is shown in Attachment 2.

- The subject site is a single allotment located on the southern side of Margot Street in Ferntree Gully.
- The site is rectangular in shape, with dimensions of 56.38 metres deep by 18.29 metres wide and has a lot size of approximately 1,018 square metres.
- The subject site is not encumbered by any drainage and sewerage easements.
- The topography of the land generally falls from north-west corner to south-east corner across the site, by approximately 5.21 metres.
- The existing dwelling on the site has been demolished, and the site is currently vacant and cleared of all vegetation.
- Surrounding land in all directions is within the Neighbourhood Residential Zone 1 and used for residential purposes.
- Ferntree Gully train station is located approximately 800 metres to the northeast, and there are bus stops within a 350 metre walk to the southwest (693 and 732 bus routes along Burwood Highway).

3.3 The Proposal

- The proposal seeks permission for the construction of a rooming house with a total of nine (9) bedrooms, each with ensuite facilities.
- The total floor area of the rooming house is 299.717m².
- All bedrooms can only be accessed from within the central hallway of the building. The individual private outdoor decks will be enclosed by fencing.
- The building contains shared entry facilities and common areas, including a kitchen and living area.
- Laundry facilities are located within each of the bedrooms.
- A garden area of 492m² (approx. 48.3% of the site) is proposed. The total site coverage is proposed at 31.2% (299.717m²) square metres and impervious coverage is 51.5% (524 square metres).
- External finishes and materials consist of metal cladding, PVC coated metal mesh panels, and timber-look decking. Darker colour tones will be used such as Colorbond 'Ironstone' (black) and 'Windspray' (grey).
- The proposal also includes four (4) car spaces within the front setback of the site, which will be accessed via a new centrally located crossover with the existing crossover to be removed.

4. Consultation



Attachment 1

4.1 Advertising

The application was advertised by way of one (1) sign on the site and notices were sent to adjoining property owners and occupiers. In total, 44 objections were received and are summarised below:

Over-development and insufficient infrastructure

- The proposal is not considered to be an overdevelopment of the site with the rooming house generally complying with the requirements of the Neighbourhood Residential Zone – Schedule 1, in particular, garden area, private open space and landscaping, large front and rear setbacks, and the single-storey built form.
- The proposal generally complies with the neighbourhood character design objectives of the Bush Suburban Area.
- In terms of infrastructure, conditions included on any permit issued would ensure that an appropriate drainage system is constructed and that the car parking area and crossover are constructed to Council Standards.

Boundary fence material

- This is not a planning consideration; the proposed material of a boundary fence is a civil matter.

Increase in crime rate/ anti-social behaviour

- This is not a planning consideration.

No 'on-site' manager or contact point

- This is not a planning consideration.

Neighbourhood Character

- An assessment of the proposed development against Clause 15.01-5L (Neighbourhood Character Policy) is provided at Section 5.2 of this report. The use of the land for the purpose of a rooming house is a section 1 - permit not required use. Therefore, any concerns raised with regard to land use cannot be considered.

External materials

- An assessment of the proposed development's external materials is provided at Section 5.1.2 and 5.2 of this report.

Materials have already been delivered to site

- This is not a planning consideration.

Car parking / impact on traffic

- The proposed car parking ratios are compliant with Clause 52.06 (Car Parking) of the Knox Planning Scheme. The car parking provision is discussed at Section 5.3 of this report.

Construction Impacts (noise, disruptions, property damage).

- It is recommended that conditions are included on any planning permit issued to manage amenity impacts during construction.

Greater flooding issues downslope

- Drainage Plans are required as part of the recommended conditions. The proposed building is not considered to have a greater impact on stormwater flows than a single dwelling house.

Property devaluation.



Attachment 1

- This is not a planning consideration.

The amended plans, as assessed in this report, do not require to be readvertised due to the very minor nature of the amendment (less than 1m² reduction to the floor area of the Rooming House). It is considered that these amended plans will not cause material detriment to any person.

4.2 Planning Consultative Committee Meeting

A Planning Consultative Committee (PCC) Meeting was held at Council's Civic Centre on 19 November 2025. The meeting was attended by 28 objectors and the objections listed above were discussed. At the conclusion of the PCC meeting, the issues remained unresolved as the applicant did not attend.

4.3 Referrals

The application was referred to internal departments for advice. The following is a summary of relevant advice:

Arborist: No objection subject to Tree Protection conditions to be included on any permit issued.

Assets: No objection. The existing crossover to be removed to accommodate proposed crossover to centre of property. The location of proposed crossover should not be an issue as there are no obstructions located at this point.

Building: No objection. Siting, overlooking, overshadowing, accessibility to be assessed by the Relevant Building Surveyor prior to the approval of a building permit.

Landscape: No objection. The site will be able to accommodate at least 5 additional indigenous or native canopy trees. Standard conditions to be included on any permit issued.

5. Discussion

This section considers the proposed development in light of the provisions of the Knox Planning Scheme including the Planning Policy Framework and any other relevant policies and objectives.

5.1 Zoning and Overlays

5.1.1 Zone

The site is located within the Neighbourhood Residential Zone – Schedule 1. A permit is not triggered pursuant to 32.09-2, as the proposal is a Section 1 Use.

Pursuant to Clause 32.09-4, a minimum garden area requirement applies to the construction of a residential building. A lot size over 650sqm must provide a minimum of 35% garden area. The proposal complies as there is a garden area of 494m² (approx. 48.5% of the site).

5.1.2 Overlays

Significant Landscape Overlay – Schedule 2 (Dandenong Foothills: Foothills Backdrop and Ridgeline Area)

The site is affected by the Significant Landscape Overlay – Schedule 2 (SLO2). The purposes of this overlay are:

- To protect and enhance the visual, natural and cultural heritage values of the foothills landscape.
- To protect landscapes from visual intrusion due to the inappropriate siting, design or materials of buildings and works.
- To encourage siting, design and landscaping of buildings and works that responds to the landscape significance and character of the area and responds to bushfire risk.



Attachment 1

- To protect the appearance of the foothills of the Dandenong Ranges, particularly when viewed from the west, as treed slopes rising above the suburbs.
- To maintain vegetation as a key element of the foothills landscape and encourage retention and regeneration of native vegetation to protect wildlife habitats.

Permit requirement

Pursuant to Clause 42.03-2, a permit is required to construct a building or construct or carry out works.

Assessment

Before deciding on an application, the following decision guidelines must be considered: Landscape character, Finishes, Height, Landscaping, Vegetation, Building on slopes, Fences.

- The proposal will not impact upon views within the foothills area or on more distant views across the city and suburbs of the Dandenongs and will not be exposed above the tree canopy or ridgelines.
- The architectural design is not radical and is intended to generally reflect the neighbourhood character of the area, with a single storey hipped roof built form.
- The external materials include metal cladding, cement composite panels, and timber-look decking. The selected darker colours will blend in with the landscape and reduce visual impact.
- The proposed maximum building height of 6.58m is well below the preferred height of 7.5m.
- There are no additional vegetation impacts. The proposal does not trigger any vegetation-related permit triggers under this Overlay. It is recommended that a condition of any permit issued will require a landscape plan to be submitted showing new landscaping including a minimum five canopy trees.
- Although the site has a considerable slope, the proposal does not require any significant cut or fill.
- In terms of the proposed siting of the building, it is considered to be acceptable given the constraints of the site and to protect vegetation on adjoining properties.
- The proposal does not include a front fence.

Design and Development Overlay – Schedule 1 (Dandenong Foothills: Foothills Backdrop and Ridgeline Area)

The site is affected by the Design and Development Overlay – Schedule 1 (DDO1). The purposes of this overlay are:

- To ensure that residential development reflects the existing subdivision character of the area.
- To ensure that lots are large enough to accommodate development, while retaining natural or established vegetation cover and providing substantial areas for planting and revegetation to occur.
- To minimise site coverage and impervious surface cover to protect environmental values and minimise the visual dominance of development.

Permit requirement

A permit is not required to construct a building or construct or carry out works if the following requirements are met:

- The site area covered by buildings must not exceed 40 per cent.
- The site area covered by buildings and impervious surfaces must not exceed 60 per cent.

A permit cannot be granted to construct a building or construct or carry out works which are not in accordance with these requirements

- The proposal meets these requirements, with a maximum building coverage of 31.2% (317.717m²) and a maximum impervious coverage of 51.5% (524sqm).



Attachment 1

Land in the DDO1 must not be subdivided into lots less than 1000 square metres.

- The proposal does not seek to subdivide the land.

5.2 Policy Consideration: Planning Policy Framework

Council must consider a range of relevant policies and balance conflicting objectives in favour of net community benefit and sustainable development. The key themes for the assessment of the application include Housing, Sustainability and Environment, Transport and Urban Design (including neighbourhood character).

5.2.1 Clause 12.05-2L Dandenong foothills

The objective of this policy is to protect the aesthetic, environmental and metropolitan landscape significance of the Dandenong Foothills which is characterised by its existing low-density character and canopy tree coverage.

Precinct 3 – Dandenong Foothills: Foothills Backdrop and Ridgeline Area strategies:

- Support development that is sited to protect the visual dominance of vegetation, including canopy trees and native understorey plants.
- Provide a continuous vegetation canopy across residential lots and roads.
- Maintain the appearance of the area as an extension of the Dandenong Ranges National Park by blending development with vegetation on the hillsides.
- Provide effective screening and utilise suitable colours and materials to maintain the appearance of a heavily vegetated natural hillside for distant views.
- Retain existing vegetation and utilise indigenous canopy and understorey planting.
- Locate development on sites at high points and along ridges so it is not highly visible from the valley area below, provided these sites are not within a designated bushfire prone area or subject to a Bushfire Management Overlay.

5.2.2 Clause 15.01-5L Neighbourhood character

The Bush suburban objective is to protect the area's distinctive and significant environmental and biological values.

Bush suburban strategies:

- Maintain the low-scale character of the neighbourhood.
- Retain significant indigenous and native vegetation.
- Retain understorey planting wherever possible.
- Encourage the planting of indigenous canopy trees.
- Maintain the continuity of vegetation and landscape character around and in front of dwellings.
- Support development that is subservient to the area's landscape-dominant character by avoiding:
 - Buildings being prominent when viewed from the street.
 - The loss of front and rear garden space.
 - Car storage facilities that are dominant when viewed from the street.
- Design buildings to be nestled and tucked into the landscape.



Attachment 1

- Accommodate landscaping, including canopy trees in front and rear gardens.
- Locate carports and garages behind the line of the dwelling or in the rear yard.
- Support pitched, hipped or gabled roof forms.

5.2.3 Clause 16.01-1L Housing supply

The objective of this policy is to support a scaled approach to residential development that is consistent with preferred dwelling typologies for each area as shown on the Housing Framework Plan that forms part of Clause 02.04.

Bush suburban strategies:

- Discourage increased housing growth in Bush Suburban areas.
- Support detached dwellings and dual occupancies and low-scale medium density development on land which abuts the Boronia Major Activity Centre.
- Avoid the development of villa units, townhouses, apartments.

5.2.4 Clause 18 Transport

The objective of land use and transport integration is to ensure that access is provided to all available modes of transport.

Assessment

The location of the site within a residential area and the low scale built form of the proposed development is generally respectful of the preferred character of the area. The development also provides generous landscaping opportunities within the front and rear setbacks and around the car parking area. Appropriate landscaping can be provided to the front and rear of the property, subject to conditions recommended by Council's Landscape Department.

The development is considered to be appropriate in terms of scale, built form, building mass and height. The development incorporates important neighbourhood character features such as a pitched roof, low scale built form and use of muted colour tones. The proposal provides an appropriate balance between the need for housing and a functional amenity outcome for residents onsite. The single storey built form, landscaping areas, and boundary setbacks will result in a good quality urban design outcome.

The site is located within a residential area that is generally well-serviced by public transport and relatively close to shops.

5.3 Particular Provisions

Clause 52.06 Car Parking

Clause 52.06-5 specifies a requirement for a Rooming House of 0.25 car spaces to each bedroom, which works out to be 2 car spaces when rounded down ($9 \times 0.25 = 2.25$). The proposal provides four car spaces and therefore meets (and exceeds) the car parking requirements.



Attachment 1

Clause 52.06-9 details the design standards for car parking. The provision of car parking must meet the design requirements of this Clause. The proposed car park design generally complies with the requirements, however, it is recommended that standard conditions relating to sightlines be included on any permit issued.

Clause 52.23 Rooming House

The purpose of this clause is to facilitate the establishment of domestic scale rooming houses. This clause applies to use and development of the land for a rooming house.

Use

Pursuant to Clause 52.23-2 (Use exemption), any requirement in the Neighbourhood Residential Zone to obtain a permit to use the land for a rooming house does not apply if all the following requirements are met:

- Any condition opposite the use 'rooming house' in the table of uses in the zone or schedule to the zone is met.
- The total floor area of all buildings on the land, measured from the outside of the external walls or the centre of party walls, does not exceed 300 square metres, excluding outbuildings.
- No more than 12 persons are accommodated.
- No more than 9 bedrooms are provided.

Buildings and works

Pursuant to Clause 52.23-3 (Buildings and works exemption), any requirement in the Neighbourhood Residential Zone to obtain a permit to construct a building or carry out works for a rooming house does not apply if all the following requirements are met:

- No more than 9 bedrooms are developed on the land.
- Bedrooms can only be accessed from within the building.
- The total floor area of all buildings on the land, measured from the outside of external walls or the centre of party walls, does not exceed 300 square metres, excluding outbuildings.
- If the development is in the General Residential Zone or Neighbourhood Residential Zone, a garden area is provided in accordance with the minimum garden area requirement specified in the zone.
- Shared entry facilities and common areas, including a kitchen and living area, are provided.
- The proposal meets all of the above requirements and therefore, the proposal is exempt from any use and buildings and works permit triggers under the Neighbourhood Residential Zone.

5.5 General Decision Guidelines

Clause 65 of the Knox Planning Scheme and Section 60 of the Planning and Environment Act 1987 set out decision guidelines/matters which the responsible authority must consider when deciding any planning application.

- The decision guidelines of Clause 65 of the Knox Planning Scheme and Section 60 of the Planning and Environment Act (1987) have been appropriately considered.

6. Conclusion

Clause 71.02-3 of the Knox Planning Scheme requires Council to balance relative policy objectives when making decisions to ensure resulting development is sustainable and achieves a net community gain. In this context, the proposal is considered appropriate given the following:

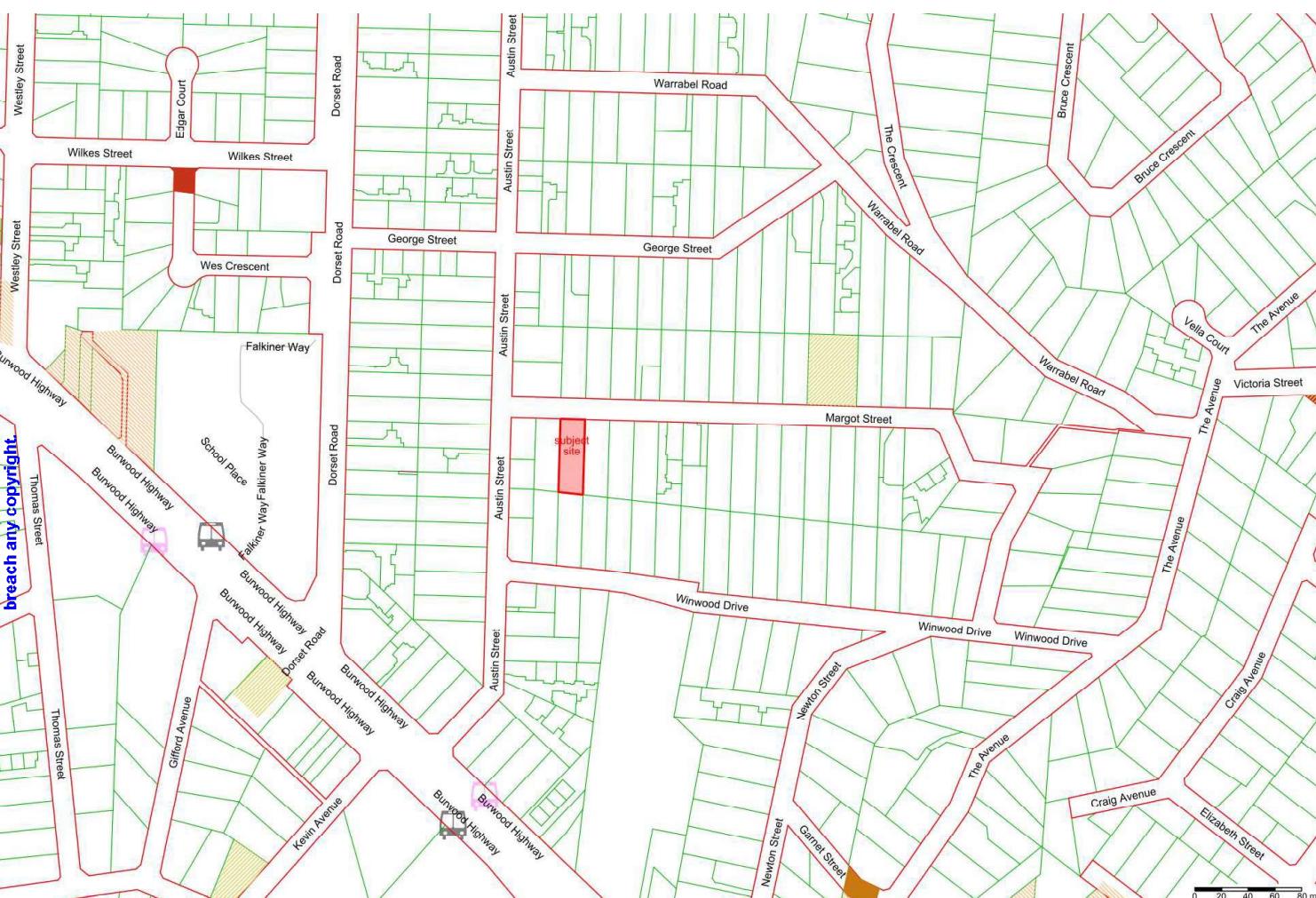
- The development is consistent with the Planning Policy Framework of the Knox Planning Scheme.



Attachment 1

- The use of the building for a Rooming House does not require a planning permit, given the size of the development proposed.
- The development is compliant with the Design and Development Overlay Schedule 1 and Significant Landscape Overlay Schedule 2.
- The proposal is compliant with Clause 53.23 (Rooming House).
- The development provides an appropriate balance between the need for housing within an established residential area while ensuring the landscape and biological values of the area is not compromised.
- It is considered that the proposal will contribute to the green and leafy character of Knox through the provision of landscaping across the site.

ADVERTISED DOCUMENT - This document has been copied and made available for the sole purpose of enabling its consideration and review as part of a planning process under the Planning and Environment Act 1987. This information must not be used for any purpose which may breach any copyright.



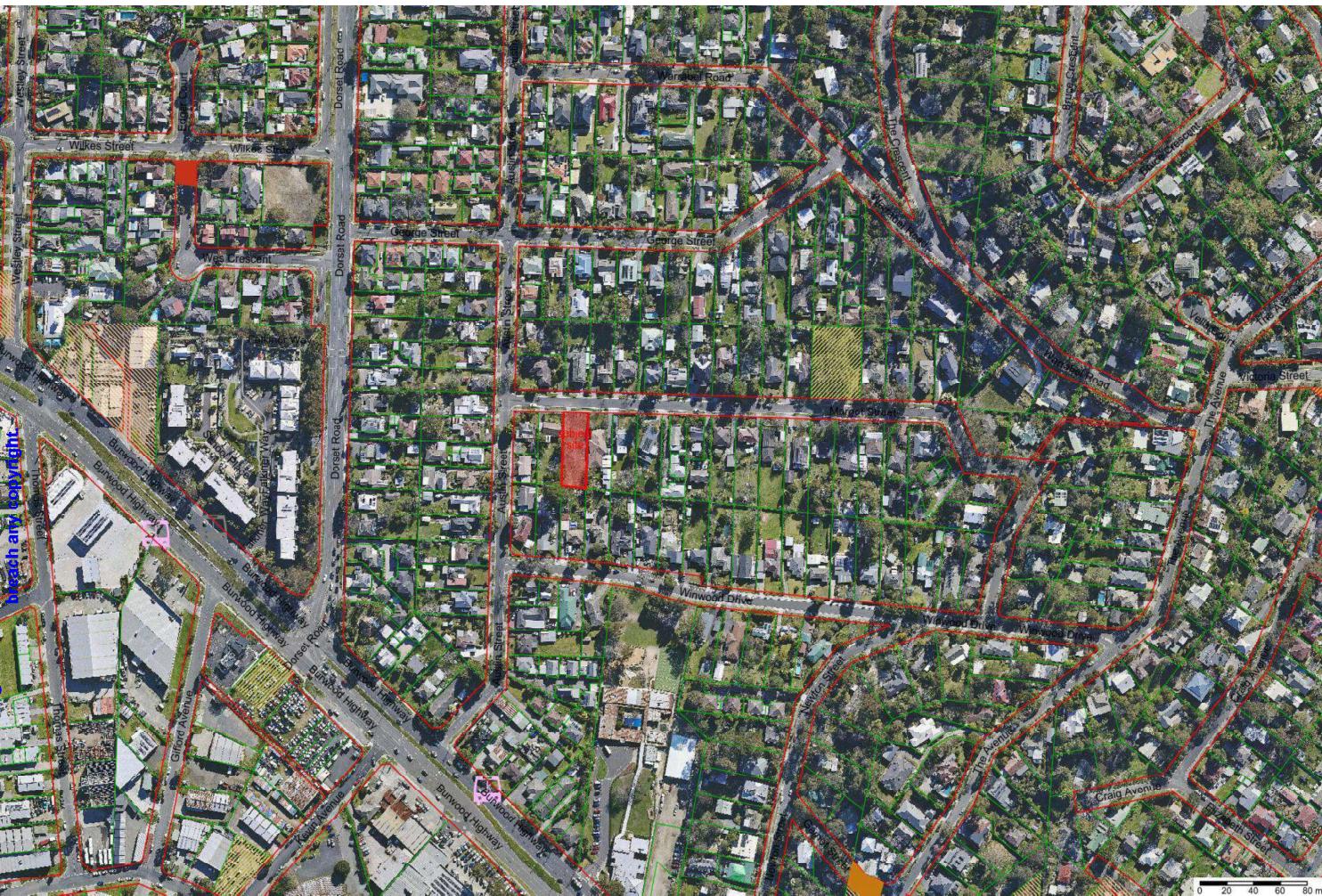
| | |
|---|---|
|  | |
| Address | 6 Margot Street, FERNTREE GULLY |
| Application Number | P/2025/6240 |
| Description | Buildings and works for a Rooming House |
| Ward Name | Dobson |
| LEGEND: <ul style="list-style-type: none"> Tile Boundary Road Boundaries City Boundary Bus Route Reserves Commercial Areas Tertiary Schools Primary Schools Secondary Schools P-12 School Bus Stops Objector Unit Development Subject Property Petition | |
|  | |
| Scale: 1:3000 | |

DISCLAIMER:

Roads, Title Boundaries and Planning Scheme Information - State of Victoria, Knox City Council
Aerial Photography - AAM (Flown January 2023 - unless otherwise stated)
Melbourne Water Drainage Information - Melbourne Water

1. This publication contains information generated from Victorian Government (Copyright - State Government Victoria, Department of Energy, Environment and Climate Action) and Knox City Council datasets. This material may be of assistance to you but the State of Victoria and Knox City Council does not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for error, loss or damage which may arise from reliance upon it. Symbology represents indicative locations only. All persons accessing this information should make appropriate enquiries to assess the currency of the data.
2. Planning information should be used only as a means of preliminary investigation. For accurate planning overlay information please obtain a Planning Certificate from the Department of Transport and Planning.
3. Drainage and flood extent information has been provided to Council on a yearly basis by Melbourne Water or by external consultants and is for indicative purposes only. Where the latest Melbourne Water drainage and flood extent mapping is critical, please contact Melbourne Water directly.

ADVERTISED DOCUMENT - This document has been copied and made available for the sole purpose of enabling its consideration and review as part of a planning process under the Planning and Environment Act 1987. This information must not be used for any purpose which may bleach any copy right.



| | |
|---------------------------|---|
| Address | 6 Margot Street, FERNTREE GULLY |
| Application Number | P/2025/6240 |
| Description | Buildings and works for a Rooming House |
| Ward Name | Dobson |

LEGEND:

- >Title Boundary
- Road Boundaries
- ↔ City Boundary
- Bus Route
- Reserves
- Commercial Areas
- Tertiary Schools
- Primary Schools
- Secondary Schools
- P-12 School
- Bus Stops
- Objector
- Unit Development
- Subject Property
- Petition

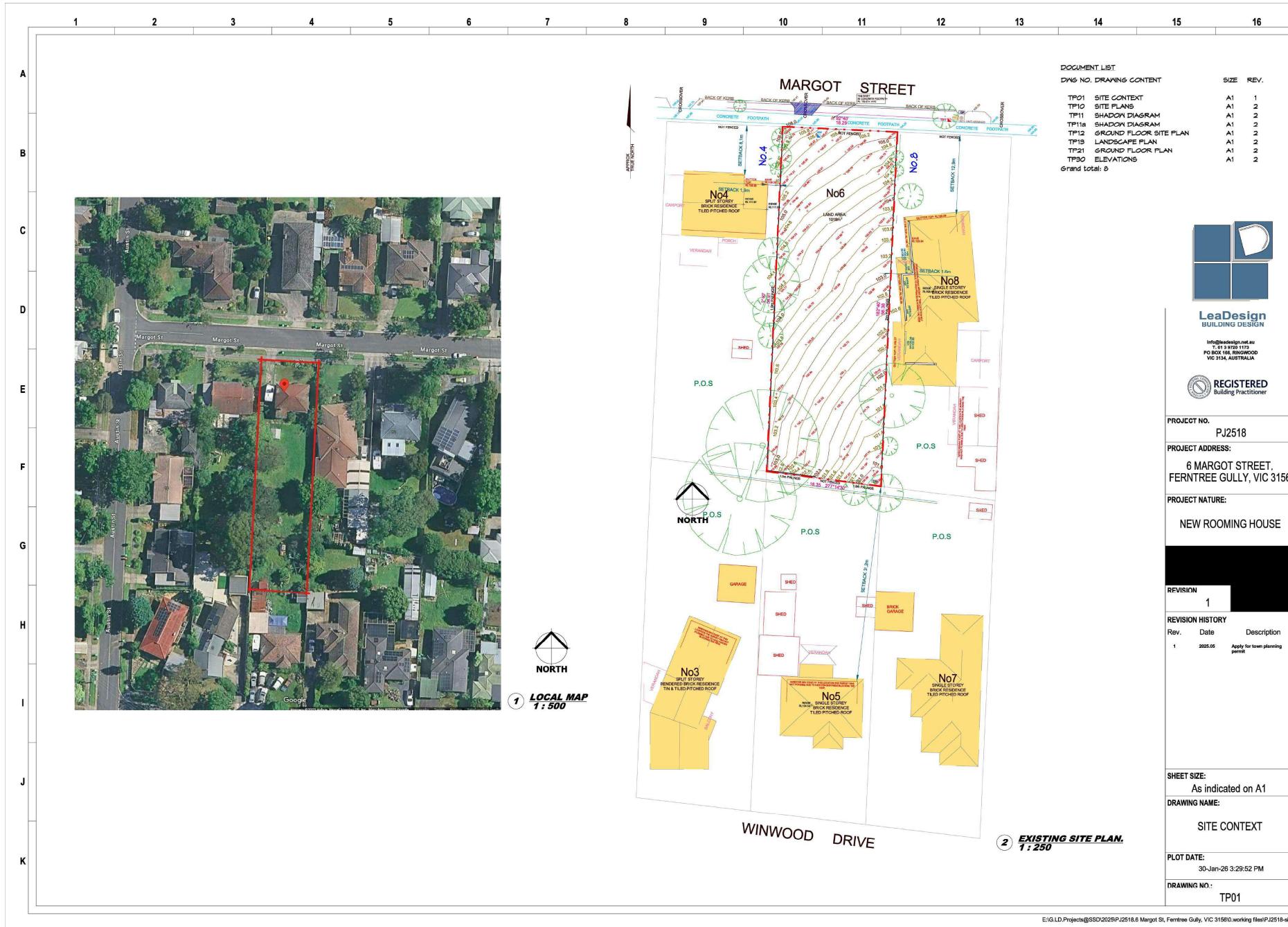


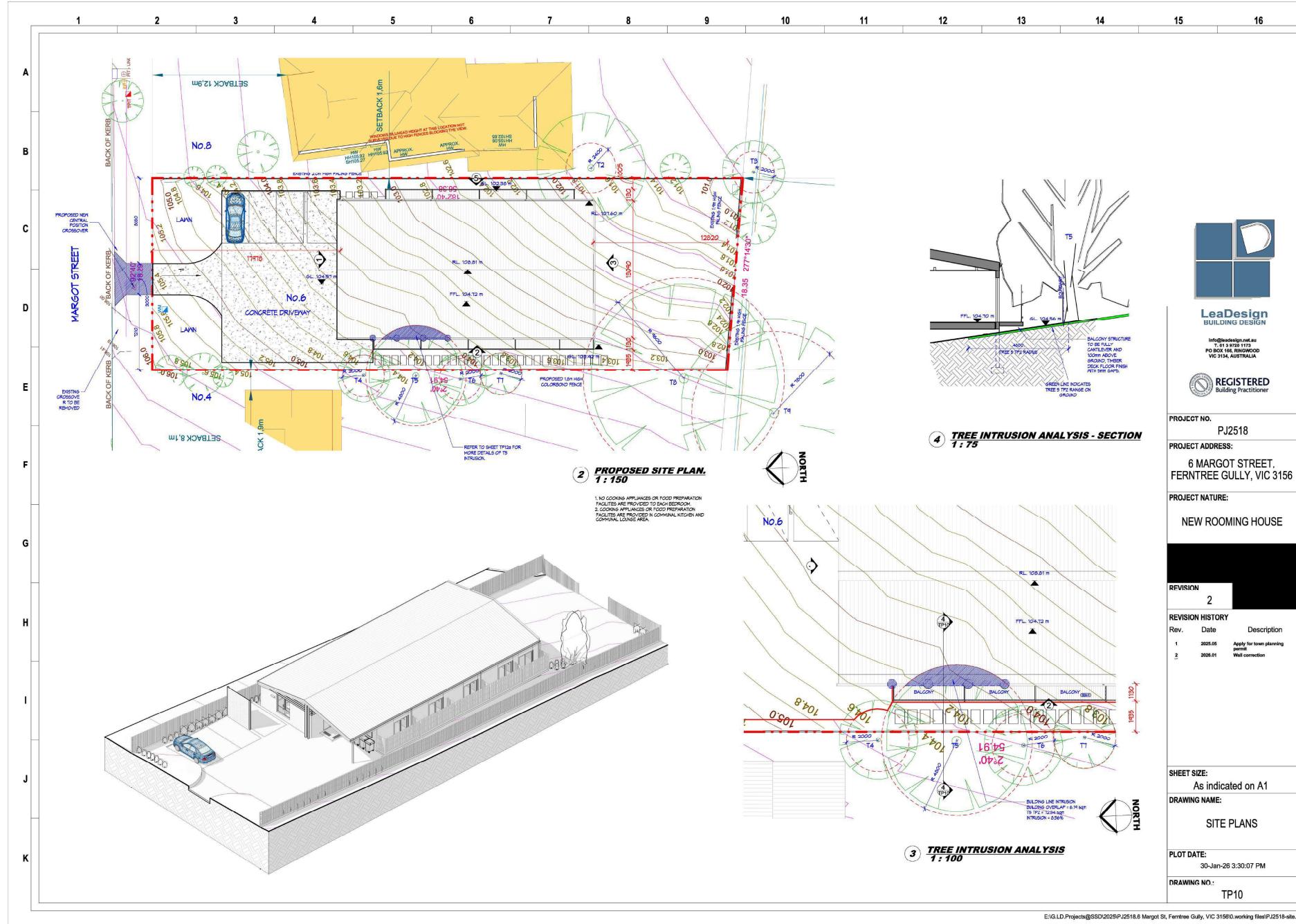
Scale: 1:3000

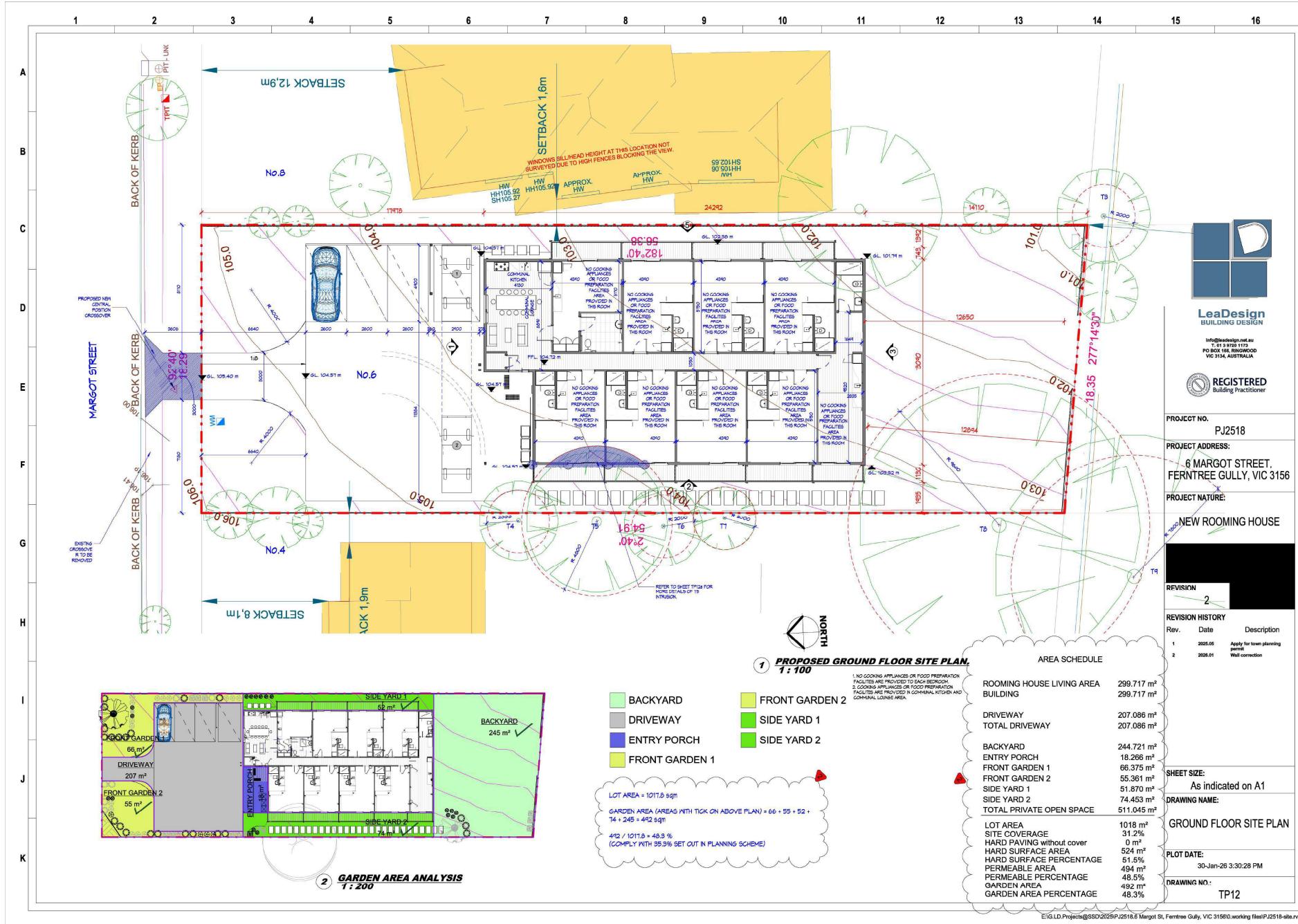
DISCLAIMER:

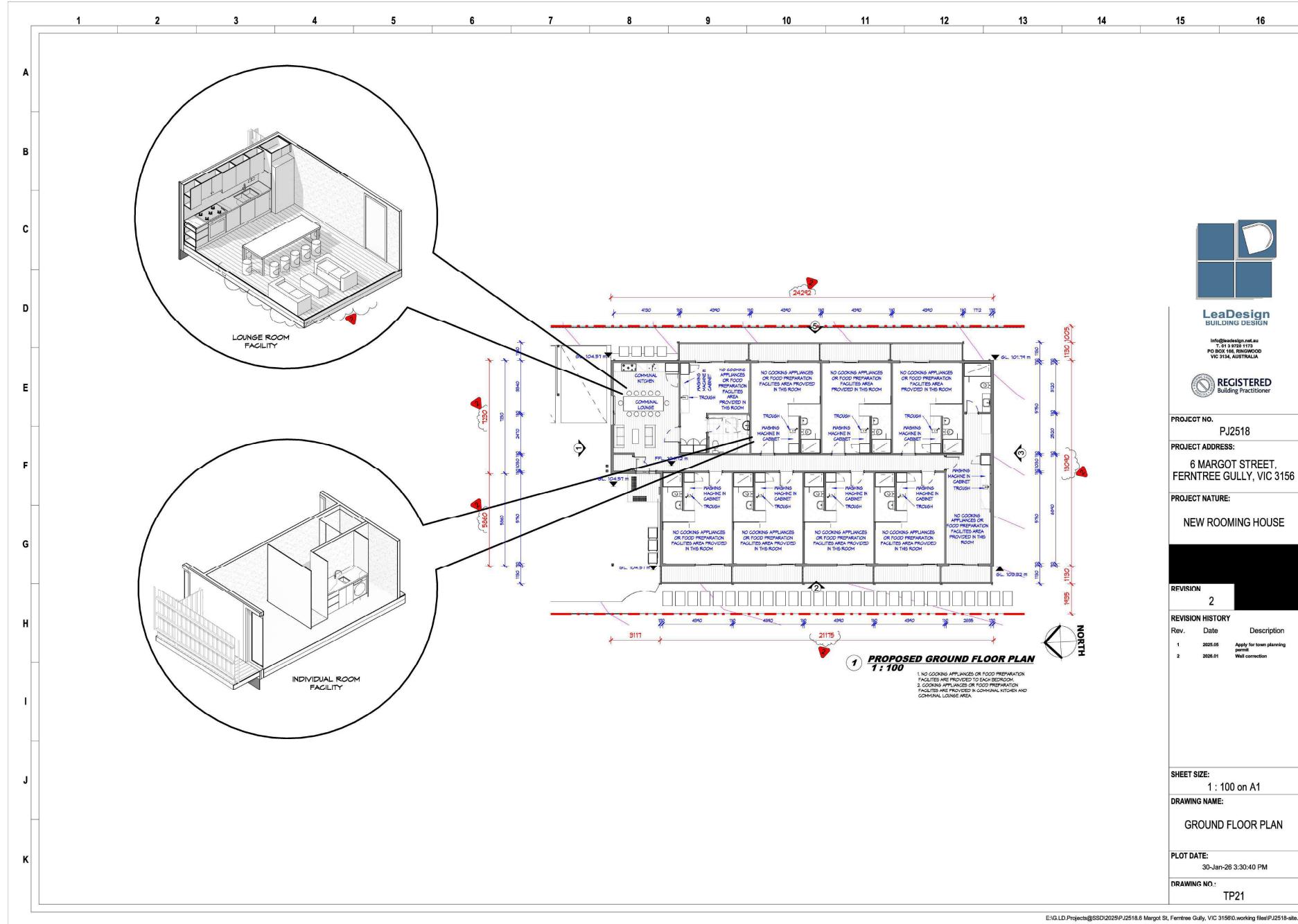
Roads, Title Boundaries and Planning Scheme Information - State of Victoria, Knox City Council
Aerial Photography - AAM (Flown January 2023 - unless otherwise stated)
Melbourne Water Drainage Information - Melbourne Water

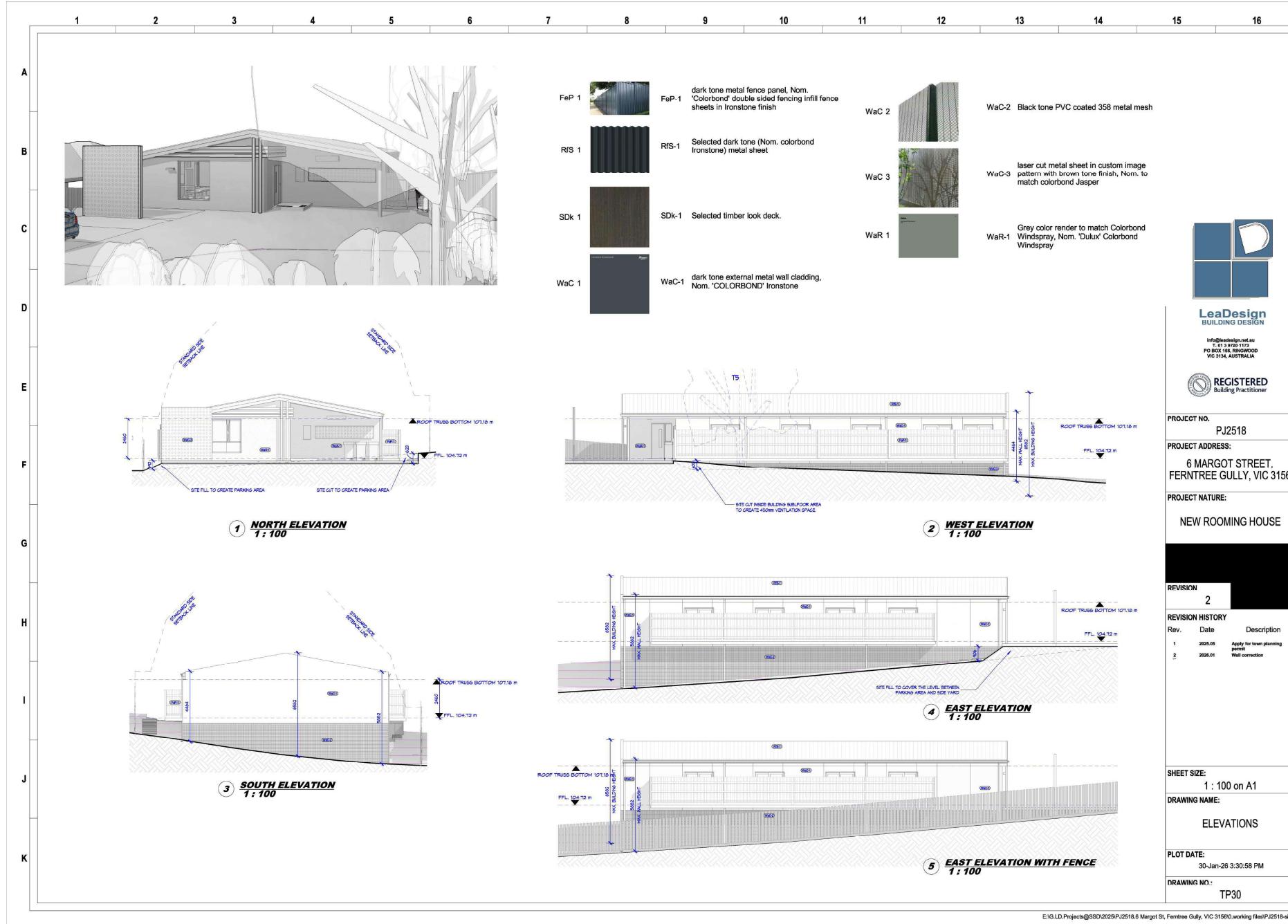
1. This publication contains information generated from Victorian Government (Copyright - State Government Victoria, Department of Energy, Environment and Climate Action) and Knox City Council datasets. This material may be of assistance to you but the State of Victoria and Knox City Council does not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for error, loss or damage which may arise from reliance upon it. Symbology represents indicative locations only. All persons accessing this information should make appropriate enquiries to assess the currency of the data.
2. Planning information should be used only as a means of preliminary investigation. For accurate planning overlay information please obtain a Planning Certificate from the Department of Transport and Planning.
3. Drainage and flood extent information has been provided to Council on a yearly basis by Melbourne Water or by external consultants and is for indicative purposes only. Where the latest Melbourne Water drainage and flood extent mapping is critical, please contact Melbourne Water directly.











4.3 Councillor Appointment to the Your Library Ltd Board

Final Report Destination: Council
Paper Type: For Decision
Author: Manager Community Strengthening, Kerryn Jansons
Executive: Director Connected Communities, Judy Chalkley

SUMMARY

Your Library Ltd is a not-for-profit company limited by guarantee and a registered charity. Its members comprise Knox, Maroondah, and Yarra Ranges Councils, and it serves a combined population of approximately 442,793 residents (163,302 Knox residents) with a focus on promoting literacy, learning, digital inclusion and community wellbeing.

The Your Library Board must have six Directors, consisting of two Board Members from each of the member Councils. Knox Council, at its meeting in November 2025, elected to appoint Councillor Peter Lockwood and Councillor Glen Atwell as Board Members on behalf of Knox Council on the Your Library Board. On 20 January 2026, Councillor Lockwood notified both Your Library and Knox Council of his decision to resign from his position as Director on the Board of Your Library. As per the Your Library Constitution, the remaining Directors of the Board are requesting a new nomination from Knox City Council. This report, therefore, seeks Council to appoint one Councillor to the Board per the Your Library Constitution.

RECOMMENDATION

That Council resolve to appoint Councillor _____ as Council's second Board Member on the Your Library Board, effective from 10 February 2026 for a period of 11 months or until such time that Council reviews the appointment.

1. DISCUSSION

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.

Your Library Ltd's members comprise Knox, Maroondah and Yarra Ranges Councils, and is governed by a Board of Directors. The Your Library Board consists of two Board Members from

each of the member Councils whom are appointed as directors of the company. Knox Council, at its meeting in November 2025, elected to appoint Councillor Peter Lockwood and Councillor Glen Atwell as Board Members for Knox Council on the Your Library Board. On 20 January 2026, Councillor Lockwood notified both Your Library and Knox Council of his decision to resign from his position as Director on the Board of Your Library. As per the Your Library Constitution, the remaining Directors of the Board are requesting a new nomination from Knox City Council. Knox Council will need to appoint one additional Councillor to the Board to ensure it is meeting its obligations.

The role of the directors on the Your Library Board is to provide leadership for the good governance of the company. In a rapidly changing environment, the Your Library Board is flexible and responsive to meet current needs and to prepare our company to face future challenges. The responsibilities of the Your Library Limited Board include:

- Policy development: Establishing policies that govern the library's operations, including usage policies, collection development and community engagement.
- Budget oversight: Overseeing the library's budget and ensuring financial stability, including approving budgets, monitoring expenditures and sometimes participating in fundraising activities.
- Strategic planning: Setting long-term goals and strategies for the library to ensure it meets the evolving needs of the community, including assessing community needs, technology trends and library services.
- Advocacy and public relations: Acting as advocates for the library in the community and with government, including raising the library's profile, securing funding and building partnerships with other organisations.
- Evaluation and accountability: Assessing the performance of the library and ensuring that the library meets legal requirements, like those in the Corporations Act 2001, and other standards.
- Appointment and evaluation of the Library CEO: Hiring and evaluating the performance of the CEO, who is responsible for the day-to-day operations of the library.
- Compliance with legal and ethical standards: Ensuring that the library operates in compliance with relevant laws, regulations and ethical guidelines.

The Your Library Board meets as per the following:

- Board Meetings - held six times per year in February, April, June, September, November and December;
- Audit and Risk Advisory Committee – held five times per year in January, March, May, August and October (please note Councillor Atwell has been appointed to the Audit and Risk Committee and will attend these meetings as the Knox representative);
- CEO Remuneration Committee – meetings still to be advised; and
- Board Planning Day – March 2026.

2. ENGAGEMENT

No engagement has been undertaken in relation to this report.

3. SOCIAL IMPLICATIONS

While local libraries maintain their traditional focus on literacy and learning, they also embrace their role as a crucial part of the social infrastructure for community wellbeing in a much more sophisticated and open way. Libraries support the overall learning, literacy, and wellbeing landscape. They also support the health and wellbeing of the community through our collections, programs, information services, places and spaces, and partnerships. Our local Libraries are safe spaces that provide community connections, access to resources, and expertise in information provision.

It is important that Knox Council meets its obligations as set out in the Your Library Constitution to ensure we have the correct number of representatives on the Board

4. CLIMATE CHANGE CONSIDERATIONS

Implementation of the recommendation is considered to have no direct implications or has no direct impacts upon Council's Net Zero 2030 target, the Community Net Zero 2040, exposure to climate risks or climate change adaptation.

5. ENVIRONMENTAL IMPLICATIONS

There are no environmental implications as a result of this report.

6. FINANCIAL AND RESOURCE IMPLICATIONS

There are no additional financial costs to Council in relation to this report.

7. RISKS

There are no risks associated with this report.

8. COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029

Enhancing community connection to vital services and resources

Strategy 1.2 - Our community can access diverse training and life-long learning opportunities through delivery, promotion and partnerships with relevant organisations.

Strategy 1.5 - Our community's health and wellbeing is improved through proactive planning, delivery, partnerships and advocacy that enable access to services, education and programs.

Embracing connection, inclusion and diversity

Strategy 2.3 - Our community is supported to thrive during all stages of life through the promotion and provision of services, advocacy and partnerships with local service providers.

Strategy 2.4 - There are opportunities for social connection and active living through planning, provision of facilities, program delivery and support for local groups.

9. CONFLICT OF INTEREST

The officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

10. STATEMENT OF COMPATIBILITY

There are no legislative obligations under the Human Rights Charter, Child Safe Standards or the Gender Equity Act that are incompatible with the recommendation in this report.

11. CONFIDENTIALITY

There is no content in this report that meets the definition of confidential information from the Local Government Act 2020.

ATTACHMENTS

Nil

5 Notices Of Motion

6 Supplementary Items

7 Urgent Business

8 Confidential Items