

Attachments

Council Meeting

Monday 22 September 2025

10.3	Memorandum of Understanding between Whitehorse City Council and Deakin University	
	Attachment 1 MOU Deakin and WCC - 2025 to 2030	3
10.4	Draft Community Grants and Discounts Policy 2025-2029	
	Attachment 1 Draft Community Grants and Discounts Policy 2025-2029	15
10.6	Billabong Park Master Plan Endorsement	
	Attachment 1 Billabong Park - Final Draft Master Plan Report	31
10.8	Draft Mid-Rise Standards and New Canopy Tree Controls	
	Attachment 1 Mid Rise Code Submission	80
10.9	Procurement Policy 2025 - 2029	
	Attachment 1 Procurement Policy 2025-2029	93
10.11	Statutory Planning Report August 2025	
	Attachment 1 Ministerial Permits	117
	Attachment 2 Open VCAT Planning Permit Applications	120
	Attachment 3 Planning Permit Delegated Decisions	121
	Attachment 4 Planning Permit Application Lodgements	135

10.3 **Memorandum of Understanding between
Whitehorse City Council and Deakin University**

Attachment 1 MOU Deakin and WCC - 2025 to 2030

10.3 – ATTACHMENT 1. MOU Deakin and WCC - 2025 to 2030

Memorandum of Understanding 2025 to 2030

Deakin University (**Deakin**)

Whitehorse City Council (**Whitehorse City Council**)

Deakin University

Geelong Waterfront Campus, 1 Gheringhap Street, Geelong, Vic, 3220

Tel: +61 3 5227 8524 | Fax: +61 3 5227 8523 | www.deakin.edu.au | Ref: LS2017/1191

Whitehorse City Council

Civic Centre 379-399 Whitehorse Road, Nunawading VIC 3131

Tel: +61 3 9262 6333 | www.whitehorse.vic.gov.au

10.3 – ATTACHMENT 1. MOU Deakin and WCC - 2025 to 2030**MEMORANDUM OF UNDERSTANDING**

between

DEAKIN UNIVERSITY

and

WHITEHORSE CITY COUNCIL

This MEMORANDUM OF UNDERSTANDING (**MOU**) is made

BETWEEN

DEAKIN UNIVERSITY

A body politic and corporate established pursuant to the *Deakin University Act 2009* (Vic)

of 1 Gheringhap Street Geelong VIC 3220

ABN 76 721 584 203

(**University**)

AND

WHITEHORSE CITY COUNCIL

379 Whitehorse Road, Nunawading VIC 3131

ABN 52 429 278 345

(**Council**)

Background

- A. Deakin University is renowned for its innovation and excellence in education and research, generating ideas that transform lives and communities.

Established in 1974, Deakin is one of Australia's most progressive universities. It leads in the innovative use of digital technologies and online learning, seamlessly integrating these capabilities across its distinctive campus precincts in Burwood, Geelong, Warrnambool and India.

Deakin's Burwood Campus is its largest in Victoria.

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Deakin has successfully balanced high-quality research with an education experience consistently rated among the best in the country.

For fourteen consecutive years, Deakin has ranked number one for student satisfaction in Victoria. The university offers opportunities for learners at all stages of life and career, supporting flexible and non-traditional pathways into education.

Its four faculties deliver a comprehensive range of courses across arts, science, sport, nutrition, architecture, business, law, medicine, optometry, engineering, nursing, psychology and teaching. Deakin has a vibrant research culture known for multidisciplinary collaboration and is ranked in the top one per cent of universities worldwide.

Deakin places a strong emphasis on mutually beneficial partnerships and real-world impact. Its strategic priorities include health and wellbeing, smarter technologies, sustainability, society and culture, and building safe and secure communities.

Global in its outlook and operations, Deakin has partnerships in 65 countries and offices in China, India, Latin America, Europe, Indonesia, Malaysia, Vietnam, Pakistan and Singapore. More than 350,000 Deakin alumni live and work around the world, with their achievements serving as a testament to the university's success.

Deakin is widely recognised for being accessible, helpful and friendly. It has a longstanding reputation for using cutting-edge information technology while delivering highly personalised experiences for both staff and students.

- B. The City of Whitehorse is a local government area located 15 km east of Melbourne's CBD. Covering 64 square kilometres, Whitehorse features both the busy residential, commercial and transport hub of Box Hill Central, and the leafy suburban streets and bushland areas around Blackburn Lake and Yarran Dheran Reserve in Mitcham.

Whitehorse is divided into eleven wards, with one Councillor elected to represent each ward every four years. The Mayor and Deputy Mayor are elected annually by the Councillors and serve as the city's principal ambassadors for a 12-month term.

Whitehorse is a vibrant and diverse community, home to approximately 180,000 residents representing more than 150 cultures. Around 41.5 per cent of residents were born overseas, and 36.7 per cent come from countries where English is not the first language. The largest overseas-born group is from China, making up 13 per cent of the population, followed by India, Malaysia, the United Kingdom, Hong Kong, Vietnam, Sri Lanka and New Zealand.

According to the 2023 Victorian Population Health Survey, 70.3 per cent of people in Whitehorse felt that multiculturalism makes life in the area better – higher than the Victorian state average of 66.5 per cent.

10.3 – ATTACHMENT 1. MOU Deakin and WCC - 2025 to 2030

Whitehorse is also an education hub, home to Box Hill Institute and Deakin University. A higher proportion of Whitehorse residents hold a university degree – 42 per cent compared to 33 per cent across Greater Melbourne.

In 2020, the Whitehorse 2040 Community Vision was shaped by a panel of local residents representing the broader community. The following themes and key priorities guide our shared future:

- Whitehorse is a resilient community where everyone belongs
- We are active citizens who value our natural environment, history and diversity.
- We embrace sustainability and innovation.
- We are dynamic. We learn, grow and thrive.

- C. This Memorandum of Understanding (MOU) sets out the framework for the establishment of a co-operative relationship between the parties.

1. Effective Date and Duration of MOU**1.1. Term**

This MOU will take effect on **xx / yy / 2025** and will continue until **xx / yy / 2030 (Term)** unless otherwise extended by written agreement between the parties.

The parties agree to review the operation of this MOU on each anniversary of the commencement of the Term.

2. Shared values and outcomes

Both organisations share a commitment to improving outcomes in the areas of employment, education, training, community health and wellbeing, caring for Country, and climate action. They are also committed to building strategic partnerships to help achieve these outcomes. By leveraging the operational strengths of each organisation, the combined impact of strategic collaboration is expected to create significant opportunities for the future.

Deakin and Whitehorse City Council have identified the following shared values:

- Social equity and inclusion
- Multiculturalism as a strength
- Educational participation
- Caring for Country and sustainability
- A thriving uplifted community

Our shared purpose is to create value and impact for the diverse communities we serve.

Shared communities of interest include:

- Culturally and Linguistically Diverse (CALD) communities
- Young people

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- Economically vulnerable communities
- First Nations communities

In alignment with these shared values and communities of interest, Deakin and Whitehorse City Council will work towards achieving the following outcomes:

- Increased educational attainment, training, participation, and lifelong learning to support employment aspirations
- Improved health, community wellbeing, and social inclusion
- Enhanced sustainability, healing, and protection of Country

3. Areas for collaboration

During the Term of this agreement, the parties will commit to meaningful engagement and opportunities for collaboration in relation to:

A Partnership for Innovation:

Deakin's commitment to innovation is not only embedded in its strategic direction and values—it is also actively realised through dedicated programs and research initiatives that deliver tangible benefits to society and industry. The university aspires to be Australia's most progressive and responsive institution by integrating digital capability with its distinctive campus precincts and leveraging strong partnerships to maximise social, cultural, and economic impact.

Whitehorse City Council is committed to continuous improvement in order to adapt to our ever-changing environment and to continue to meet the needs and expectations of our community. Our Organisational Transformation Strategy outlines our commitment to continuous improvement and innovation, excellent customer experience and service delivery, great organisational culture, good governance and integrity, and long-term financial sustainability. Our Continuous Improvement program is dedicated to driving positive change across our organisation by enhancing efficiency, streamlining processes, and improving experiences for both staff and customers.

There are multiple avenues for collaboration between Council and Deakin to enable greater innovation for our shared communities including:

Skills sharing

Build on the existing relationships and programs between Deakin University students and staff, and the officers and citizens of the City of Whitehorse, expanding the collaboration with a focus on:

- A formalised student internship program.
- Promotion of Council roles to Deakin students, encouraging them to apply for graduate, part-time and casual roles at Council.

10.3 – ATTACHMENT 1. MOU Deakin and WCC - 2025 to 2030

- Introduction welcome sessions held by Council for Deakin international students.
- Invitations to Deakin to participate at key Council events and join Council committees.
- Council to explore ways to connect with Deakin students such as possibly having a stall at "O Week"
- Exploring opportunities for Council staff to engage in learning and development through Deakin University.

Research and project initiatives

Deakin University and the City of Whitehorse share a commitment to evidence-based decision-making and community-informed practice. Through collaborative research and joint project initiatives, both organisations can generate new knowledge, address shared challenges, and deliver meaningful outcomes for the local community. These initiatives aim to connect academic expertise with real-world needs, fostering innovation, mutual learning, and lasting impact.

The exploration of potential areas for collaboration includes, but is not limited to:

- Joint advocacy, with Deakin where appropriate, working closely with Councils Advocacy team.
- Partnering on funding submissions, grant applications and data sharing where appropriate.
- Collaborating with staff and students to support the review or renewal of policy documents, subject to Council's procurement policies and Deakin's procurement policies.
- Translation of research into impact.

A Partnership for the Community:**Social and Community Benefit and Impact**

- Work together to maximise the social and community benefits created through industry and community partnerships link to Deakin University's campuses and presence in Whitehorse.
- Strengthen the positive impact of these partnerships on the City's economic wellbeing.
- Explore opportunities to partner on community safety initiatives.

Arts and culture

Deakin University and Whitehorse City Council already collaborate on a number of arts and cultural initiatives. These partnerships should continue to be supported and strengthened. Potential areas for future collaboration include:

- Shared library initiatives and promotion.
- Research and conservation of local history including the under-researched contribution of women artists at the Box Hill Artists Camp.
- Collaborative exhibitions or shared Arts collections for exhibitions.
- Ongoing festival and event participation/sponsorship.

10.3 – ATTACHMENT 1. MOU Deakin and WCC - 2025 to 2030**A Partnership for the Environment:****Sustainability**

Deakin University is privileged to care for 450 hectares of land across its four main campuses—Waurin Ponds, Warrnambool, Burwood and Geelong Waterfront—along with adjacent waterways. We acknowledge and respect the Traditional Owners of these lands, whose enduring connection to Country continues to guide and inspire our approach to sustainability.

Sustainability is a core value at Deakin, and we are committed to embedding economic, environmental, and social dimensions of sustainability in everything we do.

Deakin is focused on developing climate-ready campuses through targeted emissions reductions, campus microgrids, climate adaptation strategies, integrated water management, resource efficiency, and biodiversity enhancement. Our campuses operate as living laboratories, enabling students, researchers, and partners to address real-world sustainability challenges and co-create long-term solutions that minimise environmental impact.

The City of Whitehorse is home to an abundance of parks, gardens and natural bushland reserves, many of which feature indigenous plant species.

There are valuable opportunities for collaboration between Deakin and Council to protect and enhance our shared natural environment and promote a circular economy. These include:

- Coordinating restoration activities around Gardiners Creek, particularly near Deakin's Burwood campus, including invasive species management, native planting, and biodiversity health.
- Inviting Deakin students to participate in urban forest initiatives, such as tree planting events and contributing to relevant strategy development or an environmental group.
- Investigating the challenges students face in reducing waste and increasing recycling both at home and in public spaces.
- Providing international students with education on reducing, reusing, repairing, donating and recycling, and how to actively participate in the circular economy.

Bennettswood Reserve

Bennettswood Reserve in Burwood is adjacent to Gardiners Creek to the west and Deakin University to the east. The future Burwood Suburban Rail Loop (SRL) station will be located directly south of Bennettswood Reserve, on the southern side of Burwood Highway. It contains two ovals; one unfenced and mainly used for informal recreational purposes, and a fenced and floodlit oval used for cricket and football. The site also includes a Council-built pavilion and cricket practice nets. The entire area is a dog off-leash area. The area has three landowners: Council, Deakin University and the Crown.

In partnership, there is an opportunity to:

- Develop a plan that enhances and creates a vibrant, sustainable community space that is well connected, offering diverse recreational amenities, teaching and learning opportunities within an ecologically rich and inviting environment.

10.3 – ATTACHMENT 1. MOU Deakin and WCC - 2025 to 2030

- Advocate for both clarity around the ownership of the land and external funding to support the delivery of the masterplan for organised and informal sport, teaching and learning, and passive recreation.

4. Management and Oversight

Once this MOU has come into operation the parties must work collaboratively on a strategy for its management and oversight. The agreed strategy must include the following elements:

- a. regular communication between representatives of the parties in relation to this MOU;
- b. an equitable decision-making process;
- c. a dispute resolution process;
- d. procedures for reviewing the progress of collaborative activities and projects initiated under this MOU; and
- e. procedures for identifying and prioritising new opportunities for collaboration.

5 Legal Effect of this MOU

This MOU outlines the framework of a working relationship between the parties. Except as hereinafter specifically provided this MOU is not intended to constitute a contract but is built on goodwill and binding in honour only. No partnership or joint venture is created by this MOU, and neither party can commit the other financially or otherwise to third parties.

6 Confidentiality

Each party shall keep confidential all information or material acquired or produced in connection with this MOU and shall not without prior written consent use or disclose or otherwise make available this information or material in any form to any person. This provision is binding on the parties and shall survive the termination or expiry of this MOU.

7 Intellectual Property

Ownership of Intellectual Property shared by the parties pursuant to this MOU will remain with the contributor or creator. All such material should be treated as confidential and not for public circulation unless specifically agreed otherwise by both parties. This provision is binding on the parties and shall survive the termination or expiry of this MOU.

10.3 – ATTACHMENT 1. MOU Deakin and WCC - 2025 to 2030**8 Use of Name and Logo**

Neither party shall use the name or logo, or any variation thereof, of the other party without first obtaining its written consent.

9 Activities and Projects

Any collaborative activity or project contemplated by or proposed under this MOU will be subject to a formal agreement being entered into between the parties. Such agreements will set out the parties' obligations and responsibilities and the conditions relating to each activity or project and compliance with applicable laws.

10 Standards of Performance

The parties agree that all obligations under this MOU and any agreement resulting from this MOU shall be performed in a manner protective of and consistent with each party's reputation for excellence and integrity.

11 Termination

Either party may terminate this MOU by providing a minimum of three months written notice to the other party. The termination of this MOU will not affect any activity or project that is the subject of an agreement between the parties entered into pursuant to Clause 9 unless that agreement provides otherwise.

10.3 – ATTACHMENT 1. MOU Deakin and WCC - 2025 to 2030**Execution and Date**

Date:

Signed for and on behalf of **Deakin University**
by its duly authorised officer in the presence of:

.....

..
Signature of authorised officer

.....

Signature of witness

.....

..
Name of authorised officer (please print)

.....

Name of witness (please print)

.....

..
Office held

Date:

Signed for and on behalf of **Whitehorse City Council** by its duly authorised
delegate in the presence of:

.....

Signature

.....
Signature of witness

.....

..
Name of authorised delegate (please print).....
Name of witness (please print)

.....

..
Office held

Date:

Signed for and on behalf of **Whitehorse City Council** by its duly authorised delegate in the
presence of:

.....

Signature

.....
Signature of witness

.....

..
Name of authorised delegate (please print).....
Name of witness (please print)

.....

..
Office held

Date:

10.3 – ATTACHMENT 1. MOU Deakin and WCC - 2025 to 2030

10.4 **Draft Community Grants and Discounts Policy
2025-2029**

Attachment 1 Draft Community Grants and Discounts Policy 2025-
2029

10.4 – ATTACHMENT 1. Draft Community Grants and Discounts Policy 2025-2029

Community Grants and Discounts Policy 2025-2029

1. PURPOSE

The Whitehorse Community Grants and Discounts Policy provides a framework for the provision of the Whitehorse Community Grants and Discounts Program to the Whitehorse community, based on the principles of community development, good governance and best practice in grant making.

The Whitehorse Community Grants and Discounts Program provides support for the community to respond to community needs, to provide programs and services that make a positive contribution to the health and wellbeing of the Whitehorse community, and to deliver strategic outcomes for Council. Whitehorse City Council acknowledges funding for grants is sourced from the local community and is committed to providing this funding effectively, efficiently, equitably and ethically.

2. OBJECTIVES

The Whitehorse Community Grants and Discounts Program has four objectives:

- 2.1 Strengthen the Whitehorse community through supporting a diverse range of activities, services, and programs that are responsive to community needs in an equitable way.
- 2.2 Create a resilient community that embraces the history and diversity of Whitehorse and promotes learning, inclusivity and healthy living.
- 2.3 Build the capacity of local organisations and strengthen partnerships within the Whitehorse community to support innovation, collaboration and sustainability.
- 2.4 Provide a transparent and rigorous process to the Community Grants and Discounts Program, to support good governance and the appropriate distribution of public funds.

3. SCOPE

The Policy applies to Council-managed grants and discounts provided to the community through the Whitehorse Community Grants and Discounts Program. It applies to all Council Officers and Councillors involved in the promotion, assessment and management of the Community Grants and Discounts Program where Council is providing a funding contribution or benefit directly to a not-for-profit organisation or auspice organisation.

10.4 – ATTACHMENT 1. Draft Community Grants and Discounts Policy 2025-2029

The Whitehorse Community Grants and Discounts Policy is supplemented with corresponding Guidelines, released annually in line with the opening of the grant and discount rounds. The Guidelines provide detailed information about the application process and provide more detailed information that is easy to follow.

4. STRATEGIC ALIGNMENT

The Whitehorse Community Grants and Discounts Program directly aligns with the Integrated Council Plan 2025-2029 (including Municipal Public Health and Wellbeing Plan), specifically with the following objectives:

Strategic Direction 1 – Community

Objective 1.1 – An involved and connected community

Objective 1.2 – A community that fosters social inclusion, cohesion and respect

Objective 1.3 – A healthy and active community

Objective 1.4 – A community where people feel safe

Strategic Direction 3 – Economy

Objective 3.1 – A thriving local economy

Objective 3.3 – Diverse education, employment and volunteering opportunities

Strategic Direction 4 – Natural

Objective 4.2 – An environmentally sustainable and climate resilient City

5. POLICY PRINCIPLES

- 5.1 Council will ensure that grant and discount processes are delivered in a fair and transparent manner.
- 5.2 Council will provide grants that have demonstrated links to the Whitehorse 2040 Community Vision, meet application eligibility criteria and assessment processes, and agree to funding conditions.
- 5.3 The level of financial resourcing available is limited by Council's budget allocation and its priorities. No applicant can be guaranteed funding, nor can any applicant be guaranteed to receive the full requested amount.



10.4 – ATTACHMENT 1. Draft Community Grants and Discounts Policy 2025-2029**6. POLICY****6.1 Grants Administration**

- 6.1.1 Grant opportunities will be widely promoted across the municipality using a variety of promotional avenues to enable everyone who is eligible to apply for a grant with the same opportunity to do so.
- 6.1.2 The Whitehorse Community Grants Program will have a clear set of guidelines that outlines to the community the purpose, process and conditions of the grant program, such as:
 - Objectives of the program
 - Application process
 - Eligibility and assessment criteria
 - Acquittal/reporting
 - Timelines
 - Funding conditions
- 6.1.3 Council will administer the Whitehorse Community Grants and Discounts Program using an online grants administration system (currently SmartyGrants), to ensure a consistent, efficient and user-friendly customer experience. Support regarding use of this system will be provided at grant information sessions and upon request.
- 6.1.4 Applicants (both successful and unsuccessful) may be given the opportunity to opt-in to receiving information about other (non-Council) grant funding streams, where applicable.

6.2 Privacy

- 6.2.1 Personal information about individuals collected during the grant process will be treated in accordance with Council's Privacy Policy.

6.3 Eligibility

- 6.3.1 All grants offered through the Whitehorse Community Grants and Discounts Program are subject to the following mandatory criteria:
 - 6.3.1.1 Applicant must be a Not-for-Profit Organisation or Incorporated Association, as defined in this policy, or be auspiced by an appropriate organisation that meets these criteria.



10.4 – ATTACHMENT 1. Draft Community Grants and Discounts Policy 2025-2029

- 6.3.1.2 The funded project, service, program, initiative or activity must provide benefit to the City of Whitehorse community.
- 6.3.1.3 Applicant must demonstrate they are actively engaged in the local community.
- 6.3.1.4 Applicants must provide evidence of current public liability insurance coverage suitable for the project/ initiative or proof of the same coverage by an auspice organisation prior to funding being awarded. Grant approval is contingent upon applicants obtaining the required insurance if it is not already held at the time of application, and it must be in place before funds are released by Council. Public Liability Insurance must be maintained for the duration of the funding or project period. More information about the level of insurance coverage needed and how this can be obtained will be outlined in the Guidelines available when the grants and discount rounds open.
- 6.3.1.5 Applicants must provide financial records to show financial viability. If being auspiced, the auspicings organisation is to provide their financial records.

6.4 Grants Administration

- 6.4.1 Council reserves the right to amend the grant title, funding amounts and purpose of the grants to reflect Council priorities and available funds.



10.4 – ATTACHMENT 1. Draft Community Grants and Discounts Policy 2025-2029

Category	Availability	Description	Funding Level
Micro grants	Multiple times per year	These grants provide support for small projects/ initiatives or equipment purchases. Available until the budget allocation is exhausted.	Up to \$1,000
Tier 1	Annual	<p>These grants focus on fostering participation and local inclusion or provide initial support to activate new ideas with promising outcomes.</p> <p>This grant can be applied to a range of projects and initiatives, including but not limited to those that:</p> <ul style="list-style-type: none"> – Focus on improving the overall health and wellbeing of the community, such as those that support healthy eating, increasing physical activity, or supporting healthy minds. – Support positive ageing in the community, such as those that tackle ageism, social inclusion and digital participation. – Enhance creativity in the local community. – Foster inclusion and civic participation to build deeper social connections across different cultures, genders and age groups within the local community. <p>This tier includes the following grant categories:</p> <ul style="list-style-type: none"> • Connection Grant: This grant provides funding to foster participation and local inclusion. • Innovation Grant: This grant provides initial support for organisations to test new initiatives, programs or services in the local community. 	Up to \$3,000



10.4 – ATTACHMENT 1. Draft Community Grants and Discounts Policy 2025-2029

Category	Availability	Description	Funding Level
Tier 2 – Collaboration Grant	Annual	<p>This grant supports partnerships and scaling to achieve positive outcomes in the local community through collaboration with one or more organisations.</p> <p>It provides an opportunity for organisations to respond to emerging community needs/ trends in a collaborative way and or to trial new ideas that provide sustained impact.</p>	\$3,001 - \$7,000
Tier 3	Annual	<p>These grants support larger scale programs, services, projects, initiatives or activities that will significantly benefit the Whitehorse community and deliver positive health and wellbeing outcomes for Whitehorse.</p> <p>This tier includes the following grant categories:</p> <ul style="list-style-type: none"> • Festivals Grant: This grant provides support for local community events that deliver positive outcomes at a large scale. • Sustained Impact Grant: This grant provides support for projects/ initiatives that demonstrate long-term benefits for the local community. 	Up to \$10,000



10.4 – ATTACHMENT 1. Draft Community Grants and Discounts Policy 2025-2029

Category	Grant Availability	Description	Funding Level
Partnership Grants	3-yearly	<p>These grants are designed to foster a collaborative relationship with Council to deliver on the achievement of long-term positive outcomes for the local community.</p> <p>This category includes the following grant categories:</p> <ul style="list-style-type: none"> Neighbourhood and Community House (NCH) Partnership Grants <p>These grants incorporate Council's financial support NCHs and promote the achievement of aligned strategic goals.</p> Social and Wellbeing Partnership Grants <p>These grants respond directly to the needs of the communities with a focus on the most vulnerable and socially disadvantaged population groups.</p> 	<p>Up to \$45,000 with rate cap annual indexation</p> <p>Up to \$40,000 each year for a maximum 3-year period (\$120,000 maximum funding over 3 years)</p>



10.4 – ATTACHMENT 1. Draft Community Grants and Discounts Policy 2025-2029

Category	Availability	Description	Discount Level
Discounts	Per Guidelines	<p>These discounts are designed to provide additional, non-financial support for the community through a reduction in the cost of Council's services.</p> <p>This category includes the following discount supports:</p> <ul style="list-style-type: none"> Community Space Hire A proportional discount in relation to selected Council owned and operated venues. Determined within the available budget allocation. Tip Vouchers Tipping passes to dispose of waste through Council's Recycling and Waste Centre. Determined through demonstrated need and in line with existing recycling and waste management practices. 	<p>Proportional discount on venue hire cost</p> <p>Subject to a limited number of vouchers each year</p>

6.5 Assessment Process – Tiered Grants

- 6.5.1 All individuals involved with any stage of the assessment process must adhere to conflict-of-interest requirements.
- 6.5.2 The assessment process for the annual community grants is as follows:
- Council Officers will review all applications to determine their eligibility.
 - Applications that meet all essential criteria will be referred to a Council Officer with relevant subject matter expertise for assessment against the corresponding grant criteria.
- 6.5.3 An Officer panel is established to discuss all applications and provide a final recommendation against each application.



10.4 – ATTACHMENT 1. Draft Community Grants and Discounts Policy 2025-2029

- 6.5.4 To ensure transparent decision-making, applications for the annual community grants will be assessed, and scored, based on the relevant weighted criteria associated with the grant category:

	Tier 1: Up to \$3,000	Tier 2: \$3,001 to \$7,000	Tier 3: Up to \$10,000
Criteria	Weighting		
Demonstration of achievement of strategic outcomes aligned to either the Whitehorse Community Vision 2040 or the Integrated Council Plan 2025-2029 <ul style="list-style-type: none"> Application clearly articulates how their proposed project or initiative will achieve strategic community outcomes and how this will be measured. 	35%	35%	35%
Evidence of community need or emerging priority <ul style="list-style-type: none"> Application is supported by provision of data, case studies and/or, local knowledge etc., which demonstrates the community need for the proposed project/ initiative. 	20%	20%	25%
Project is sustainable into the future <ul style="list-style-type: none"> Application demonstrates that the success of the project/ initiative will not rely on ongoing funding from Council. 	30%	25%	15%
Capacity to deliver <ul style="list-style-type: none"> Application demonstrates that the organisation has genuine capacity to deliver the project/ initiative. 	15%	20%	25%



10.4 – ATTACHMENT 1. Draft Community Grants and Discounts Policy 2025-2029

	Tier 1: Up to \$3,000	Tier 2: \$3,001 to \$7,000	Tier 3: Up to \$10,000
<ul style="list-style-type: none"> - Application must be accompanied with a clear project plan and timeline. - Application clearly demonstrates how the requested funding from Council will be allocated. - Application demonstrates in-kind and financial support from other sources. 			

- 6.5.5 In addition to the relevant weighted criteria associated with the grant category, in instances of equal assessments, priority will be given to:
- New applicants or applicants that have not previously received funding
 - Applicants that do not have access to other grants outside of the Whitehorse Community Grants and Discounts Program
 - Projects/ initiatives that support gaps in Council's current service provision
 - Projects/ initiatives that provide benefits to a wider reach of people in the local community
 - Applicants that do not have other in-kind and/or financial support from Council
 - Applicants with fewer successful grant submissions across different Whitehorse Community Grant categories.
- 6.5.6 Outcomes from the assessment process will be outlined in a Recommendations Report presented at the July Ordinary Council Meeting for adoption. This will include the final assessment rationale for successful grant applicants. Councillors have the ability to determine no grants are awarded as a whole during this meeting.
- 6.5.7 Council will promote successful grant applicants on Council's corporate website, including a description of the initiative.



10.4 – ATTACHMENT 1. Draft Community Grants and Discounts Policy 2025-2029

- 6.5.8 All applicants will be informed of the outcome of their application in writing and will have the opportunity to discuss the outcome or seek feedback on their application with Council officers if required. All outcomes are documented in SmartyGrants.
- 6.5.9 The application and assessment process for Micro Grants and Discounts will be outlined in the related annual Whitehorse Community Grants and Discounts Program Guidelines. Process requirements will be proportional to the size of the grant or discount to make it easier for applicants of smaller grants and discounts.
- 6.6 Late Applications
- 6.6.1 Applications must be submitted by the due date and time that is outlined in the related Whitehorse Community Grants and Discounts Program Guidelines. Late applications will not be accepted.
- 6.7 Conflict of Interest
- 6.7.1 Council Officers involved with the Community Grants assessment process, including assessing and recommending grant applications, are required to declare any conflict of interest, in line with Council's Conflict of Interest Policy. Councillors must also declare any conflict of interest and be excused from any decision-making process.
- 6.7.2 Anyone that declares a conflict of interest will be exempt from discussing the application and will not be able to influence or decide on any matter relating to the specific applicant.
- 6.8 Conditions of Funding
- 6.8.1 The following standard conditions apply to all funding categories within the Whitehorse Community Grants and Discounts Program:
- Council's financial contribution is limited to the funding amount awarded in the written offer, with all other costs associated with the application being the responsibility of the grant recipient.
 - Funding must only be used for the purposes outlined by Council in the written offer and funding agreement.
 - Changes to the funding scope can only be made if requested in writing and approved by Council before implementation.
 - When an organisation accepts a grant and/or signs a funding agreement it means they accept the conditions within this policy and the guidelines relevant to the specific grant category.



10.4 – ATTACHMENT 1. Draft Community Grants and Discounts Policy 2025-2029

- The organisation receiving a grant agrees to complete the acquittal form by the date specified in the annual guidelines for the relevant funding period.
- Unexpended funds must be returned to Council, unless a written approval for variation to agreed funding is obtained prior to the acquittal due date.
- All organisations receiving community grant funding must recognise Council in their promotional material for the services, programs or initiatives being delivered.

6.8.2 Any other funding conditions will be outlined in the annual Whitehorse Community Grants and Discounts Program Guidelines, letters of offer and funding agreements.

6.9 Acquittals

- 6.9.1 Grant extensions will only be approved under exceptional circumstances by the Manager Communities, Engagement and Integrated Planning and will be documented in SmartyGrants.
- 6.9.2 Successful applicants must provide a financial acquittal of funds, including receipts relating to the grant, and complete a brief evaluation by the date specified in the annual guidelines for the relevant funding period.
- 6.9.3 Incomplete or non-existent acquittals will result in an organisation being ineligible for future funding rounds.
- 6.9.4 Council reserves the right to seek reimbursement of grant funding from a funded organisation if the required evaluation or acquittal is not provided in a timely manner, or if Council is not satisfied that funds were used for the intended purpose as outlined in the original application. Council may conduct random audits of grant applications to ensure funds are being used in accordance with the grant application.

6.10 Applying for Multiple Grants

- 6.10.1 Council will only accept one grant application per organisation in each eligible category per year.
- 6.10.2 Where an applicant submits more than one grant application, each application must meet the specified eligibility criteria and clearly identify a different program, service, project, activity or purchase.



10.4 – ATTACHMENT 1. Draft Community Grants and Discounts Policy 2025-2029

Applications that are deemed to be effectively the same, will only be considered in relation to the lesser grant.

7. TERMS AND CONDITIONS

- 7.1 Application must be submitted by the closing date and time specified for the specific grant round and submitted via SmartyGrants.
- 7.2 Applicants must submit all supporting material when applying. Given the competitive nature of grants, no late submission of supporting documents can be accepted.
- 7.3 Applicants must have successfully completed all reporting requirements for grants received in the previous funding period and have no outstanding debts with Council.
- 7.4 The application cannot be for a project that has already commenced. Council will not fund projects retrospectively.
- 7.5 Applications for Tier 1 – 3 grants must demonstrate that the funding will be expended by 31 May the following year.
- 7.6 Not funded by the Community Grants Program:
 - 7.6.1 Applications from an organisation that has not satisfactorily acquitted previous grants.
 - 7.6.2 Applications from an organisation that has an outstanding debt to Council and is not maintaining regular repayments. Funding from the Community Grants and Discounts Program cannot be used to repay debt to Council.
 - 7.6.3 Reimbursement of personal expenses.
 - 7.6.4 Projects, services, programs, initiatives or activities that are political, religious or spiritual in nature.
 - 7.6.5 Organisations that have ties to foreign governments.
 - 7.6.6 Applications from an organisation that provides their own community grants program.
 - 7.6.7 A program, service or activity that is primarily considered the responsibility of State or Federal Government for example, schools and hospitals.



10.4 – ATTACHMENT 1. Draft Community Grants and Discounts Policy 2025-2029**8. DEFINITIONS**

For the purposes of Whitehorse Community Grants and Discounts Program, the following definitions apply:

- Acquittal: Information provided by a grant recipient that ensures funds have been administered responsibly and in line with conditions of the grant program.
- Auspice: An auspice is an established not-for-profit legal entity that agrees to take responsibility for the grant obligations of an unincorporated or informal or newly established group with no legal status.
- Discount: A deduction from the usual cost of something provided to organisations or community groups based on a set of criteria to determine the level of cost reduction to apply.
- Grant: A sum of money given to organisations or community groups with an expectation that the money will be used for an agreed and specified purpose.
- Incorporated Association: Incorporated associations are typically clubs or community groups, operating as not-for-profit, whose members have made the decision to give their organisation a formal legal structure. Incorporated associations are registered under the Associations Incorporation Reform Act 2012.
- Not-for-Profit Organisation: The Australian Charities and Not-for-Profit Commission defines 'not-for-profits' as organisations that do not operate for the profit, personal gain or other benefit of particular people.
- Rate Cap: A Victorian Government regulation that limits the maximum average increase in council's total revenue from general rates and municipal charges each year.

9. RESPONSIBILITIES

The Communities, Engagement and Integrated Planning Department is responsible for the Community Grants and Discounts Program and the eligibility checks and assessment of relevant applications, however, other departments across Council are involved in the assessment of relevant community grant applications.

10. RELATED POLICIES & LEGISLATION

- Whitehorse 2040 Community Vision



10.4 – ATTACHMENT 1. Draft Community Grants and Discounts Policy 2025-2029

- Integrated Council Plan 2025-2029 (including Municipal Public Health and Wellbeing Plan)
- Victorian Local Government Act 2020
- Victorian Auditor General's Office - Fraud Control over Local Government Grants 2022
- Associations Incorporation Reform Act 2012
- Australian Institute of Grants Management (AIGM)

Internal Use Only**11. REVIEW**

Responsible Manager: Manager Communities, Engagement & Integrated Planning

Date Adopted: November 2025 (scheduled)

Date of Next Review: November 2029

This policy has been reviewed for Human Rights Charter compliance.



10.6 **Billabong Park Master Plan Endorsement**

Attachment 1 Billabong Park - Final Draft Master Plan Report

10.6 – ATTACHMENT 1. Billabong Park - Final Draft Master Plan Report



DRAFT

BILLABONG PARK

FINAL DRAFT MASTER PLAN REPORT

Report prepared by:
Taylor Cullity Lethlean (TCL)

Client:
Whitehorse City Council

Date:
28 April 2025

Rev	Date	Purpose
05	28.04.25	Final Draft Master Plan
04	26.09.24	Draft Master Plan
03	19.08.24	Draft Master Plan
02	05.07.24	Draft Master Plan
01	17.06.24	Draft Master Plan for review



10.6 – ATTACHMENT 1. Billabong Park - Final Draft Master Plan Report



FINAL DRAFT MASTER PLAN

BILLABONG PARK

3

CONTENTS

Introduction

TCL were engaged in 2024 to undertake a Master Planning process for Billabong Park. The project methodology outlined a rigorous community and stakeholder consultation process to understand the community’s ambitions for the park. The project also included an in-depth site analysis and issues and opportunities phases that unpacked the site and communicated possibilities for the park. The Draft Master Plan articulates the key projects and implementation plan to achieve the vision for the park through incremental improvements over the next 15 years.



Photo: Billabong Park Drone View

Executive Summary	4
1. Master Plan	5
2. Site Context	6
3. Strategic Context	8
4. Community Consultation Summary	10
5. Issues and Opportunities	13
6. Master Plan Directions	15
7. 15 Years Capital Works Program	23

Appendix

A. Community Consultation Summary	26
B. Site Analysis	33

10.6 – ATTACHMENT 1. Billabong Park - Final Draft Master Plan Report



FINAL DRAFT MASTER PLAN

BILLABONG PARK

4

EXECUTIVE SUMMARY

Overview

The Billabong Park Draft Master Plan sets out a strategy to incrementally improve the amenities and infrastructure in Billabong Park into a diverse, sustainable, and ecologically inclusive park by 2040. The Master Plan outlines Council’s vision, goals, and strategic objectives to guide the development of Billabong Park over the next 15 years through a series of key projects. The Master Plan is the result of extensive community and stakeholder engagement, in-depth analysis, issues and opportunities assessment, and a draft Master Plan process.

Vision Statement

The vision for Billabong Park is to create a vibrant, ecologically diverse space that promotes both active and passive recreation, enhancing the health and well-being of visitors and the local community.

Principles

- 1. Develop a Master Plan to guide the 15-year implementation plan, ensuring a balanced approach that meets the diverse needs of both structured sports and unstructured play and social recreation opportunities.
- 2. Upgrade infrastructure to support current and future sports participation, encourage passive park use, and improve safety and overall visitor experience.
- 3. Address topographical challenges through improved, accessible, and connected path network, and inclusive design solutions.
- 4. Recognize the site’s primary function as a retarding basin while implementing environmentally sustainable water management practices to enhance both ecological benefits and community usability.
- 5. Foster an active community by connecting people through diverse activities and meaningful interactions.

Key Projects

The Draft Master Plan outlines a series of key projects intended to achieve the Council’s strategic objectives. These projects focus on enhancing access and movement, improving open space and landscape character, and upgrading recreational facilities and amenities within the park.

Consultation Summary

The Draft Master Plan went to community consultation, and the feedback received has been incorporated into the final Master Plan. A total of 331 people participated across Consultation Rounds 1 and 2. For more details, please refer to the Community Consultation Summary pages.

Conclusion

The Billabong Park Master Plan will serve as a guide for the next 15 years. Through collective efforts, the goal is to develop a vibrant, sustainable, and inclusive community that meets the needs of both current and future generations. All community members and stakeholders are encouraged to contribute to realising the vision for Billabong Park 2040.

Below: Render view showing potential improvements to Billabong Park over the next 15 year.



10.6 – ATTACHMENT 1. Billabong Park - Final Draft Master Plan Report



FINAL DRAFT MASTER PLAN

1. Master Plan

The Master Plan for Billabong Park aims to enhance access and movement, improve open space and landscape character and upgrade recreation facilities and amenities, while acknowledging the importance of the existing baseball fields and facilities.

Legend

Existing Trees

Proposed Trees

Proposed Garden Bed

Proposed Swale (WSUD)

Proposed Rain Garden/Wetland

Lawn

Existing Path

Existing Bench Seat

Proposed Bench Seat

Proposed Path (2.5m Width)

Proposed Path (1.8m Width)

Playground

Proposed Park Lights

Proposed Sport Lights

Existing Lights

Proposed Outdoor Exercise Equipment

Way-finding Signage

Educational Signage

Potential Future Sports Field

Existing Baseball Fence

Existing Disabled Parking

New Practice Net by Others



- 6.4 Key Projects**
Access and Movement
- 01 02

A connected path network
Establish a connected path network through Billabong Park with existing and new paths.
- 03 04

Wayfinding and educational signage
Enhance safety, navigation, and the overall visitor experience by installing wayfinding signage at the main park entrances and educational signage at the rain garden/wetland
- 05 06

Open Space and Landscape Character
- 07

Establish new garden beds and a diversity of planting
Underplant existing trees to diversify the landscape experience and create varied landscape qualities.
- 08

Provide additional tree planting
Plant additional trees to increase tree canopy cover throughout the park.
- 09 10

Investigate Water Sensitive Urban Design (WSUD) opportunities
Explore opportunities to create rain garden/wetland, and build a swale link along the path to provide diverse habitats and enhance the landscape experience for park users.
- Recreation Facilities and Amenities**
- 11 12

Internal pavilion renewal
Explore opportunities for internal pavilion renewal including fit out, accessibility, and making pavilion female-friendly.
- 13

Improve park amenities
Provide additional seating areas throughout the park.
- 14 15

Lighting
Provide suitable lighting along the path network to enhance safety and accessibility; upgrade the lighting at the baseball diamond for better visibility during evening games.
- 16

Provide outdoor exercise equipment
Provide a variety of fitness equipment suitable for different all age groups.
- 17

Playground facilities
Retain the existing playground at the Allawah Court entry.
- 18

Provide rock edge terrace seating
Develop rock edge terrace seating that aligns with topographic change. Seating area to accommodate a minimum of 200 people.
- 19

Off-leash dog area
Billabong Park to remain as designated off leash dog area. Provide signage and infrastructure to support the dog off leash activities

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FINAL DRAFT MASTER PLAN

BILLABONG PARK

6

2. SITE CONTEXT

The City of Whitehorse is situated 15 kilometers east of Melbourne, spanning across an area of 64 square kilometers. It is bordered by the City of Manningham to the north, the Cities of Maroondah and Knox to the east, the City of Monash to the south, and the City of Boroondara to the west.

Billabong Park is situated in the south east corner of the Municipality.



The City of Whitehorse is divided into 11 wards. Billabong Park is situated in the Terrara ward.



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FINAL DRAFT MASTER PLAN

BILLABONG PARK

2. SITE CONTEXT

7



Billabong Park is a municipal open space with two baseball fields, making it a major destination for baseball players in Whitehorse City. There are three open spaces within a 800-meter walking catchment radius, collectively catering to the needs of the local community.

- Legend**
- Site
 - Green Space
 - Walking Radius



Existing Site Aerial and Photos

Billabong Park, covering approximately 6 hectares, is situated Burwood Highway to the north and Weeden Drive to the south, with residential areas to the west and east. The site spans approximately 400 meters in length and 180 meters in width. While primarily serving as a retarding basin for Melbourne Water, the Park also offers structured recreation facilities, including two baseball diamonds serviced by the existing pavilion.



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FINAL DRAFT MASTER PLAN

BILLABONG PARK

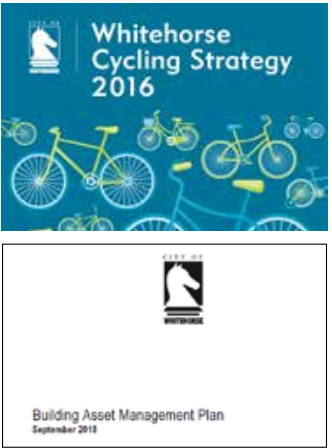
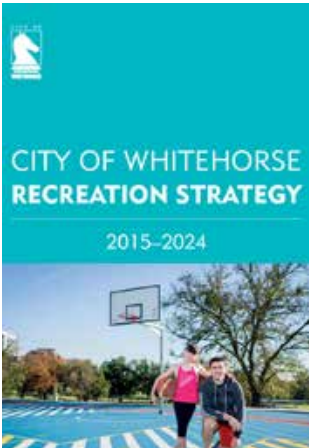
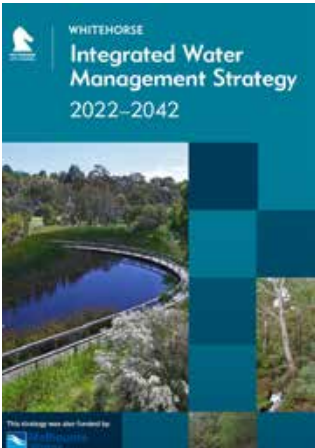
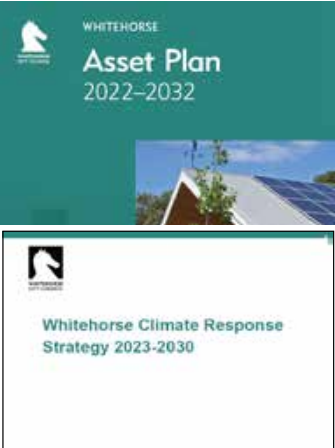
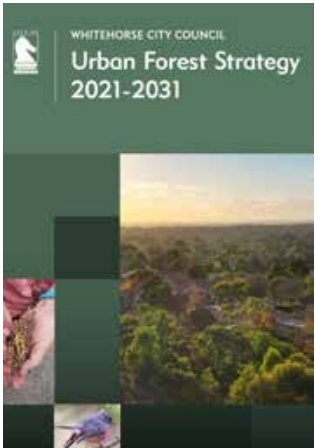
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3. STRATEGIC CONTEXT

3.1 Council Strategic Documents

19 strategic documents listed below were reviewed to align the ambitions of the Concept Plan with the strategic objectives of Council. For the key documents, a high level summary has been provided.

- Council Plan 2021-2025
- Whitehorse 2040 Community Vision
- Whitehorse Open Space Strategy 2024 (Currently in development)
- Whitehorse Environmentally Sustainable Design (ESD) Policy for Council Buildings and Infrastructure
- Urban Forest Strategy 2021-2031
- Urban Forest Strategy Action Plan 2021-2031
- Interim Urban Forest Policy and Tree Management Plan Asset Plan
- Whitehorse Health and Wellbeing Plan 2021-2025
- Whitehorse Asset Plan 2022-2032
- Whitehorse Climate Response Strategy 2023-2030
- Integrated Water Management Strategy
- City of Whitehorse Recreation Strategy 2015-2024
- Whitehorse Play Strategy 2011 / Whitehorse Play and Social Recreation Action Plan (Currently in development)
- Whitehorse Cycling Strategy 2016
- Building Asset Management Plan 2018
- Pavilion Development Policy
- Melbourne East Regional Sport And Recreation Strategy
- Open Space Asset Management Plan 2019



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FINAL DRAFT MASTER PLAN

BILLABONG PARK

3. STRATEGIC CONTEXT

9

3.2 Strategic Priorities

The Billabong Park Master Plan was developed to align with the strategic priorities. This section summarises the key strategic and planning factors that were evaluated and incorporated during the creation of the Master Plan.

- **Whitehorse City Council, seeks to create a sustainable, vibrant, and inclusive community with a strong focus on environmental stewardship and social cohesion.**
(Whitehorse 2040 Community Vision)
- The Landscape Concept Plan will encourage sustainable building practices to reduce environmental impact and promote energy efficiency.
Whitehorse Environmentally Sustainable Design (ESD) Policy for Council Buildings and Infrastructure
- Plan to enhance and expand open spaces to meet community needs, improve biodiversity, and promote recreational opportunities.
Whitehorse Open Space Strategy 2024 (Currently in development)
- **Provide a diverse linked network of open space with people of all ages recreating, socialising and enjoying the outdoor space, and bushland reserves brimming with indigenous flora and fauna.**
Whitehorse Open Space Strategy 2024 (Currently in development)
- The Landscape Concept Plan seeks to increase urban tree canopy cover, improve biodiversity, and enhance the ecological health of urban areas.
(Urban Forest Strategy 2021-2031)
- Prioritises initiatives to improve physical and mental health, enhance community well-being, and promote active lifestyles.
(Whitehorse Health and Wellbeing Plan 2021-2025)
- The Landscape Concept Plan will align with the actions to mitigate and adapt to climate change, focusing on reducing greenhouse gas emissions and enhancing resilience.
(Whitehorse Climate Response Strategy 2023-2030)
- The Landscape Concept Plan will aim to manage water resources sustainably, improve water quality, and promote efficient water use throughout the precinct and align with the Integrated Water Management Strategy.
- **Minor upgrade to include a picnic facility and additional unstructured recreation facilities.**
Whitehorse Open Space Strategy 2024 (Currently in development)
- **Provide a variety of creative, high quality, socially inclusive recreation spaces that offer people of all ages opportunities to be active and recreate together.**
(Whitehorse Play Strategy 2011 / Whitehorse Play and Social Recreation Action Plan) (Currently in development)

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FINAL DRAFT MASTER PLAN

BILLABONG PARK

10

4 COMMUNITY CONSULTATION SUMMARY

4.1 Round 1 Community Consultation Summary

Community engagement for Billabong Park took place from January to February 2024, involving several activities to gather feedback.

Letters were sent to residents encouraging participation in the Whitehorse Your Say Survey. The survey, held from January 22 to February 18, received responses from 217 participants. Forest Hill Baseball Club and Blackburn Orioles Baseball Club were also engaged to gather further feedback.

The Draft Master Plan proceeded to Community Consultation Round 2 on February 2025. Please refer to the Community Consultation Round 2 summary for details.

Photo: Round 1 Community Pop-up Session



Summary of the engagement activities

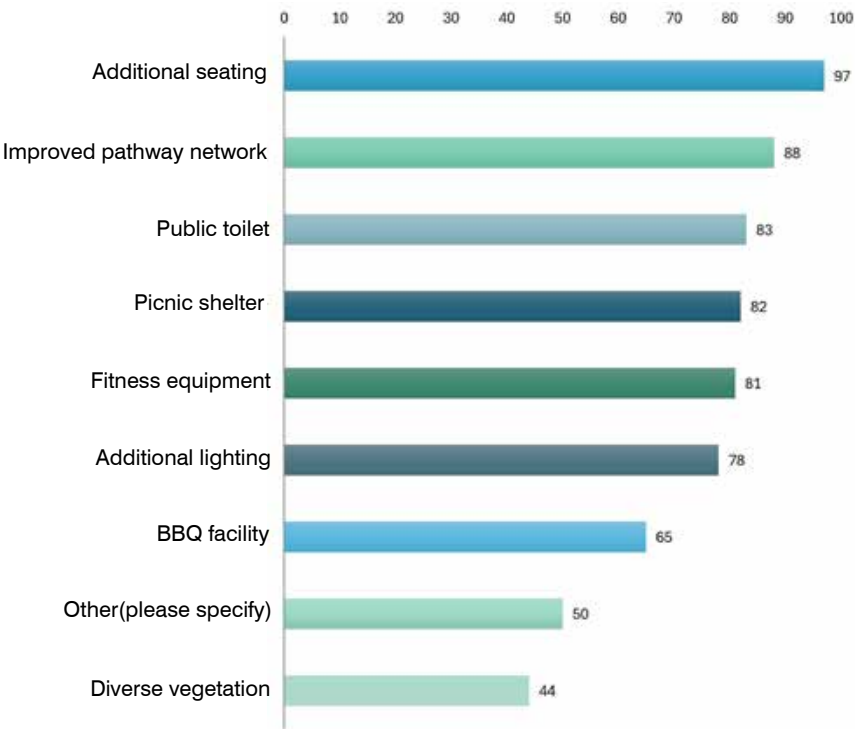
1. Letters to Residents:
- Council sent letters informing residents about the project and encouraging participation in the Whitehorse Your Say Survey online.
 - A total of 1194 letters sent to residents within a 500m catchment area.
2. Whitehorse Your Say Survey:
- Conducted from January 22, 2024- February 18, 2024.
 - A total of 709 people were aware through Your say platform of which 217 completed the survey.
3. Community Pop-up Session:
- Held on February 3, 2024, from 10:00 am to 12:00 pm.
 - Approximately 50 attendees
4. Engagement with Clubs:
- Conducted on February 22, 2024.
 - 4 participants, 2 from each club.

54% of the survey respondents are from Vermont South, 26% of respondents live outside of City of Whitehorse.

Top three park facilities include walking path, play space and openness.

50% of survey respondents drive to Billabong Park while 45% walk.

What improvements would encourage you to visit Billabong Park more often? Please choose your top five.



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FINAL DRAFT MASTER PLAN

BILLABONG PARK

4. COMMUNITY CONSULTATION SUMMARY 11

4.2 Round 2 Community Consultation Summary

Community engagement round 2 for Billabong Park took place in February 2025, involving several activities to gather feedback.

Letters were sent to residents encouraging participation in the Whitehorse Your Say Survey. Engagement also included direct consultation with Forest Hill Baseball Club and Blackburn Orioles Baseball Club.

Due to the overwhelming support for the master plan, minimal changes have been adopted. These changes are now reflected throughout this document.

Summary of the engagement activities

1. Letters to Residents:

- Council sent letters informing residents about the project and encouraging participation in the Whitehorse Your Say Survey online.
- A total of 718 letters sent to residents within a 400m catchment area.

2. Whitehorse Your Say Survey:

- Conducted from February 24, 2025 - March 24, 2025.
- A total of 979 people were aware through Your say platform of which 114 completed the survey.

3. Community Pop-up Session:

- Held on March 8, 2025, from 10:00 am to 12:00 pm.
- Approximately 30 attendees.

4. Engagement with Clubs:

- Conducted in July 2024 and March 2025.
- Both club presidents provided feedback through the in-person workshop and follow-up written communication via email. In support of the master plan.

Key findings

1. **93%** of the survey respondents support or strongly support the Billabong Park Draft Master Plan.
2. **95%** of the survey respondents supported or strongly supported the proposed additional pathways to improve accessibility within the park.
3. **86%** of the survey respondents supported or strongly supported the proposed sports lighting upgrade, along with improvements to the pavilion’s internal layout, support female participation, and provide public access to the existing accessible toilet.
4. **93%** of the survey respondents supported or strongly supported the proposed improvements to recreation features and recreational facilities.
5. **92%** of the survey respondents supported or strongly supported the proposed open space and landscape improvements, including opportunities for Water Sensitive Urban Design (WSUD) to enhance flood management, maximise community use, and support biodiversity.

Additional comments

Support

The draft master plan for Billabong Park has been met with strong community support, with feedback highlighting appreciation for its thoughtful and well-researched design approach. Key elements praised include sustainable water reuse, connected pathways, and diverse planting that enhances tree canopy and native vegetation. Proposed dog-friendly facilities, along with upgrades to seating, lighting, drainage, and accessible paths, were seen as valuable improvements. The community also expressed strong support for new recreational features such as outdoor fitness equipment, enhanced landscape and experience around the playground, recognising their potential to create an inclusive and vibrant space for all users.

Other comments

Some feedback about the Billabong Park draft plan include safety concerns with pathways near the baseball fields, fencing that could limit park access, and impacts on the baseball facilities.

Residents nearby are worried about any increase in noise and lighting. There’s a call for more seating, better accessibility for prams and wheelchairs, which is tricky due to the steep grades.

Dog-related concerns include the need for bins, poo bags, and leash restrictions during baseball activities. There have been suggestions to provide more recreational options, highlighting the need to balance investment in sports facilities with addressing the broader needs of the community.

Photo: Community Pop-up Session



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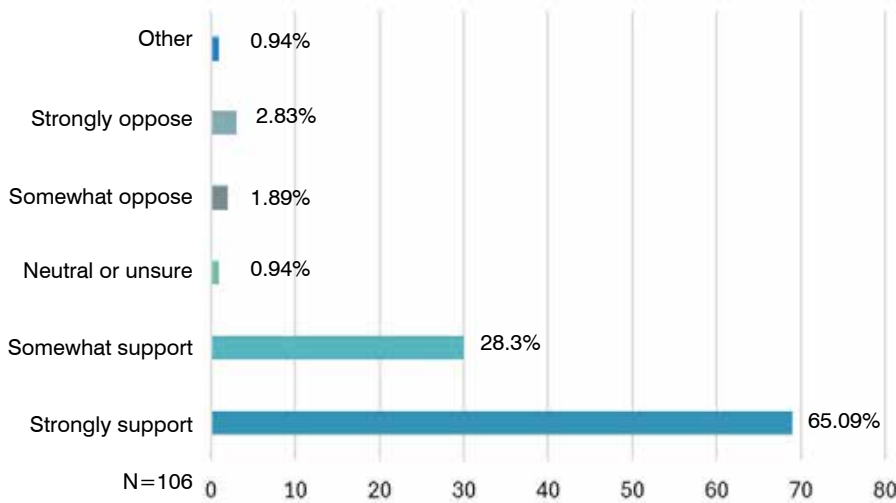


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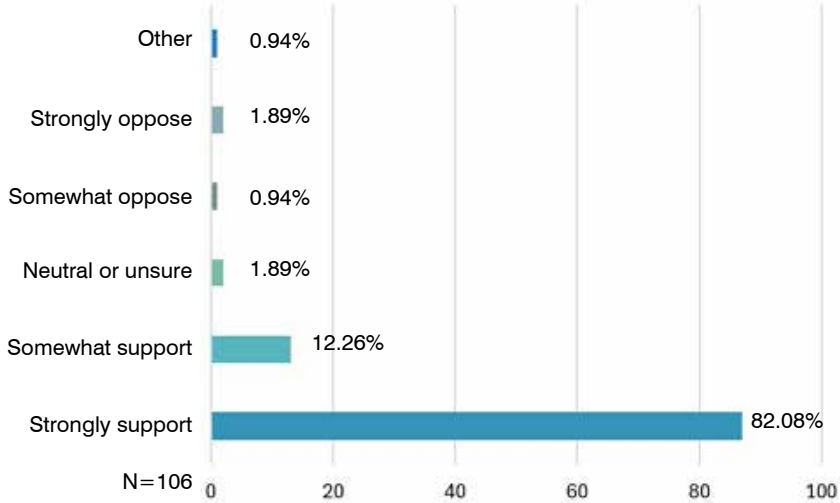
4. COMMUNITY CONSULTATION SUMMARY 12

4.2 Round 2 Community Consultation Summary

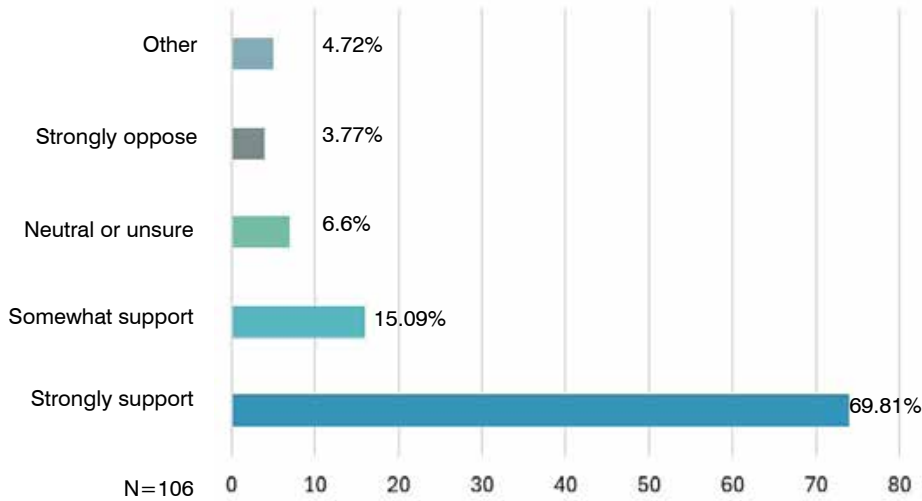
Q1. How do you feel overall about the Billabong Park Draft Master Plan?



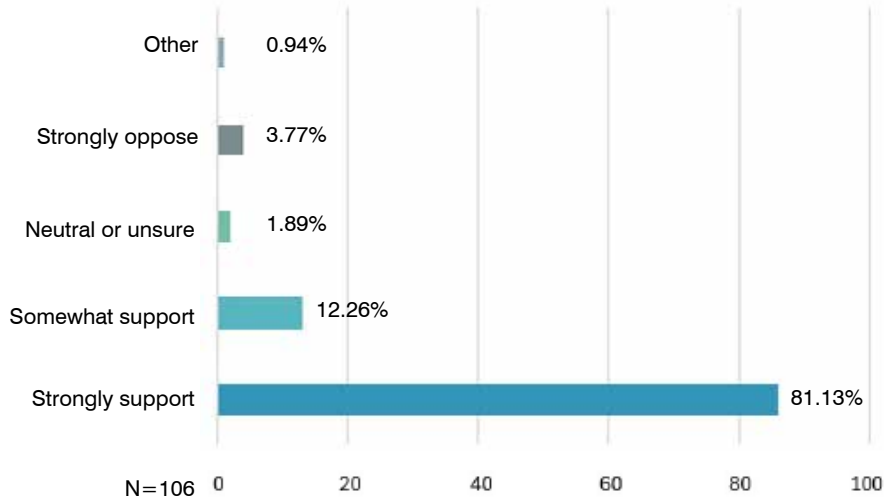
Q2. Do you support proposed additional pathways to enhance accessibility within the park?



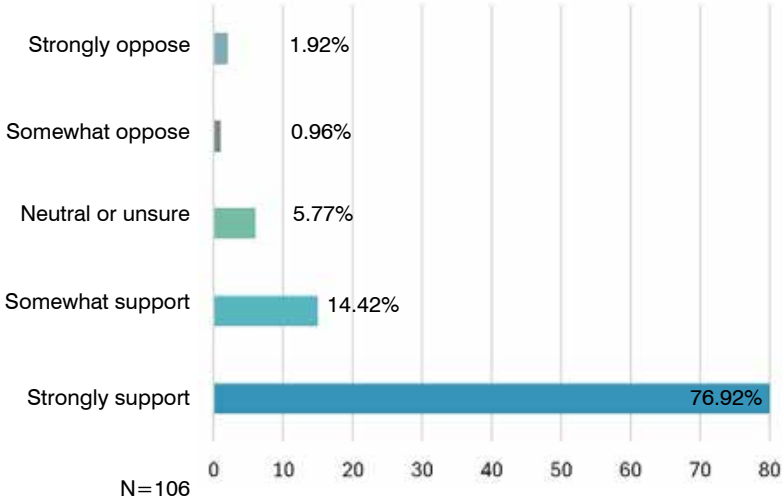
Q3. Do you support the proposed sports lighting upgrade at the southern baseball diamond, along with improvements to the pavilion’s internal layout to enhance visibility, support female participation, and provide public access to the existing accessible toilet?



Q4. Do you support proposed improvements to recreation features and recreational facilities including more seatings, a new outdoor exercise area, infrastructure to support the dog off leash activities and more?



Q5. Do you support proposed open space and landscape improvements to explore opportunities for Water Sensitive Urban Design (WSUD) to enhance flood management while maximising community use and supporting biodiversity?





NOT IN SCALE

5. ISSUES AND OPPORTUNITIES

An issues and opportunities diagram was undertaken following the site analysis phase. This provided a framework for the development of the Draft Master Plan.

The issues and opportunities are developed into four main groups these include: planning Controls, Access and Movement, Open space and Landscape Character and Recreation facilities and amenities.

Planning Controls

01 LSIO Land Subject to Inundation and Overlay

Issues

The park is a Melbourne Water Retarding Basin that regularly floods.

Opportunities

Review landscape character and planting approach with Melbourne Water meeting the requirements of the retarding base standards. This will enable the presence of water and diversity of plants to enhance the ecological value of the park.

02 SBO – Special Building Overlay

Issues

Due to the LSIO and flooding of the park a special building overlay determines any future development location.

Opportunities

All future buildings to be in accordance with the SBO

Open Space and Landscape Character

03 Landscape character

Issues

The landscape is characterised by a single experience of turf and tree canopy.

Opportunities

Diversify the landscape experience creating distinctive landscape qualities and differentiating the landscape, increase tree canopy coverage and provide diverse landscape character. Opportunities to incorporate Water Sensitive Urban Design (WSUD) principles.

Access and Movement

04 Path connection and circulation

Issues

The site has poor connectivity with no formal circulation paths. Access to the baseball diamonds from car park and Pavilion is limited. The steep grades present challenges in achieving DDA-compliant access

Opportunities

Enhance the path network and improve existing paths to enhance park-wide accessibility.

Provide connectivity from the car park and pavilion to the baseball diamonds and other park facilities, utilising the site's natural terrain

Provide a clear circulation path for all users that circumnavigates the park and helps to define the parks key entrances.

Review car park arrangement to accommodate increased visitors and improve traffic flow.



Legend
— Site

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FINAL DRAFT MASTER PLAN

BILLABONG PARK

5. ISSUES AND OPPORTUNITIES

14



Recreation facilities and amenities

- 05 Play and social recreation infrastructure**

Issues

The play space only caters for younger children and there are limited recreational opportunities for diverse age groups.

Opportunities

Enhance existing playground facilities with a diversity of play opportunities for all age groups and diversify the play experience from fixed infrastructure to nature play.
- 06 Off-leash dogs and infrastructure**

Issues

The presence of unsupervised off-leash dogs and insufficient infrastructure for dog management poses safety risks for park users and potential risks to passing motorist.

Opportunities

Define the off-leash dog area with improve signage, and infrastructure.
- 07 Baseball infrastructure**

Issues

The existing sporting infrastructure presents several challenges:

Firstly, drainage issues disrupt baseball games during wet weather, particularly evident during winter periods.

Secondly, insufficient sports lighting significantly limits the potential for nighttime play.

In addition, the current parking provisions and pavilion facilities demonstrate inadequacies in accommodating projected future growth.

Concerns regarding the configuration and condition of the baseball diamonds and fencing.

Opportunities

Upgrade sports drainage with subsoil AG drains to improve functionality and mitigate waterlogging issues.

Review existing amenities and infrastructure, potential to increase deck area and relocate the storage to new practice nets to optimise space usage and enhance functionality.

Improve sports lighting.

- 08 Limited alternative sports equipment for the diversity of park users and age**

Issues

No other sporting infrastructure access to public.

Opportunities

Provide a diversity of fitness equipment for all age groups.
- 09 Supporting amenities**

Issues

Lack of public toilets for casual users, lack of seating, rubbish bins , and access to drinking fountains.

Opportunities

Provide supporting amenities such as public toilets, drinking water to support increase usage and longer stays.

Review Council's Public Toilet Service Policy and determine if viable.



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FINAL DRAFT MASTER PLAN

BILLABONG PARK

15

6. MASTER PLAN DIRECTION

6.1 Vision

The vision for Billabong Park is to create a vibrant, ecologically diverse space that promotes both active and passive recreation, enhancing the health and well-being of visitors and the local community.

Billabong Park Perspective

The view captures the central of the Billabong Park, featuring a path network winding through the landscape with a park bench alongside. In the foreground, a swale landscape encourages interaction and provides diverse landscape qualities. In the background, the baseball field and dog area are actively used, contributing to a vibrant park space.

The 3D artist impression is for illustrative purposes only. It is intended to provide a visual representation and may not precisely depict the final design.



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6.2 Principles

The Master Plan for Billabong Park is guided by five core principles. These principles help establish a long-term strategic vision and serve specific purposes in shaping the park’s development.



01

Develop a Master Plan to guide the 15-year implementation plan, ensuring a balanced approach that meets the diverse needs of both structured sports and unstructured play and social recreation opportunities.



02

Address topographical challenges through improved, accessible, and connected path network, and inclusive design solutions.



03

Upgrade infrastructure to support current and future sports participation, encourage passive park use, and improve safety and overall visitor experience.



04

Recognize the site’s primary function as a retarding basin while implementing environmentally sustainable water management practices to enhance both ecological benefits and community usability



05

Foster an active community by connecting people through diverse activities and meaningful interactions.

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FINAL DRAFT MASTER PLAN

6.3 Billabong Park
Final Draft Master Plan

The Master Plan for Billabong Park aims to enhance access and movement, improve open space and landscape character and upgrade recreation facilities and amenities, while acknowledging the importance of the existing baseball fields and facilities.

Legend

- Existing Trees
- Proposed Trees
- Proposed Garden Bed
- Proposed Swale (WSUD)
- Proposed Rain Garden/Wetland
- Lawn
- Existing Path
- Existing Bench Seat
- Proposed Bench Seat
- Proposed Path (2.5m Width)
- Proposed Path (1.8m Width)
- Playground
- Proposed Park Lights
- Proposed Sport Lights
- Existing Lights
- Proposed Outdoor Exercise Equipment
- Way-finding Signage
- Educational Signage
- Potential Future Sports Field
- Existing Baseball Fence
- Existing Disabled Parking
- New Practice Net by Others



6.4 Key Projects

Access and Movement

- 01 02 A connected path network**
Establish a connected path network through Billabong Park with existing and new paths.

- 05 06 Wayfinding and educational signage**
Enhance safety, navigation, and the overall visitor experience by installing wayfinding signage at the main park entrances and educational signage at the rain garden/wetland

Open Space and Landscape Character

- 07 Establish new garden beds and a diversity of planting**
Underplant existing trees to diversify the landscape experience and create varied landscape qualities.
- 08 Provide additional tree planting**
Plant additional trees to increase tree canopy cover throughout the park.
- 09 10 Investigate Water Sensitive Urban Design (WSUD) opportunities**
Explore opportunities to create rain garden/wetland, and build a swale link along the path to provide diverse habitats and enhance the landscape experience for park users.

Recreation Facilities and Amenities

- 11 12 Internal pavilion renewal**
Explore opportunities for internal pavilion renewal including fit out, accessibility, and making pavilion female-friendly.
- 13 Improve park amenities**
Provide additional seating areas throughout the park.
- 14 15 Lighting**
Provide suitable lighting along the path network to enhance safety and accessibility; upgrade the lighting at the baseball diamond for better visibility during evening games.
- 16 Provide outdoor exercise equipment**
Provide a variety of fitness equipment suitable for different all age groups.
- 17 Playground facilities**
Retain the existing playground at the Allawah Court entry.
- 18 Provide rock edge terrace seating**
Develop rock edge terrace seating that aligns with topographic change. Seating area to accommodate a minimum of 200 people.
- 19 Off-leash dog area**
Billabong Park to remain as designated off leash dog area. Provide signage and infrastructure to support the dog off leash activities

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FINAL DRAFT MASTER PLAN

BILLABONG PARK

6. MASTER PLAN DIRECTION

18

6.5 Master Plan Elements

The Master Plan can be described by the following elements. It aims to enhance and protect existing infrastructure and guide the development of the park for the next 15 years.



Existing Trees

Retain existing trees throughout the park to align with the proposed Master Plan.



Proposed Trees

Plant additional native trees to increase tree canopy cover throughout the park. Ensure proposed trees achieve maximum growth and are climate change compatible.



Proposed Garden Bed

Establish new garden beds under existing and proposed trees to create diverse landscape qualities.



Proposed Rain Garden/Wetland

Investigate opportunities to create rain garden/wetland to enhance the ecological value and the landscape experience for park users.



Proposed Swale (WSUD)

Introduce a swale link that connects the wetlands/raingardens along the eastern bank of the retarding basin.



Lawn

Retain the lawn in the center of the retarding basin and consider using native grass species to support local ecology and habitat.



Existing Path

Retain the existing path at the top of the embankment and maintain it in a good condition.



Proposed Path (2.5m Wide)

Provide a 2.5m wide path in selected areas of the park to enhance accessibility and improve the park experience.



Proposed Path (1.8m Wide)

Provide a 1.8m wide path in selected areas of the park to enhance accessibility and improve the park experience.



Existing Bench Seat

Retain the existing bench seats. Relocation may be considered to align with the proposed Master Plan.



Proposed Bench Seat

Provide additional seats throughout the park.



Existing Baseball Fence

Retain the existing Baseball fence.



Playground

Retain the existing playground next to Allawah Court.



Existing Lights

Retain the existing four sports lights at the main baseball field. Investigate LED light upgrade.



Proposed Park Lights

Propose pathway and entry lighting to improve public safety and accessibility during nighttime. Explore sensor and solar lighting options.



Proposed Sport Lights

Provide extra sports lighting for the main baseball field.



Proposed Outdoor Exercise Equipment

Proposed exercise equipment for park users of all ages



Way-finding Signage

Provide way-finding at main entries of the park to provide navigation and information to enhance visitor experience, safety and accessibility.



Educational Signage

Provide educational signage to contribute to safety, and overall experience. Signage to focus on wetland and raingarden ecosystems.



Existing Disabled Parking

Retain the existing disabled parking space next to the pavilion.



Potential Future Sports Field

Review ongoing usage of second diamond and investigate potential future sports for this area.



New Practice Net by Others

A new practice net is currently under development by City of Whitehorse.

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BILLABONG PARK

6. MASTER PLAN DIRECTION

19

6.6 Tree Canopy Coverage

The Billabong Park Master Plan seeks to align with the City of Whitehorse’s Environmentally Sustainable Design Policy by targeting 30% canopy cover, primarily through the preservation of existing trees and the planting of new ones.

Currently, the existing tree canopy coverage at Billabong Park is 14%, and the proposed additional coverage is 8% as outlined in the Master Plan, bringing the total canopy cover to 23%.

This calculation does not account for expected canopy growth; it assumes a conservative estimate of a 5m canopy diameter per proposed tree.

Site photo: Existing trees



Precedent: Additional trees with understory planting.



Legend

- Existing trees to be retained
- Proposed trees



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BILLABONG PARK

6. MASTER PLAN DIRECTION

20

6.7 Path Network

The existing network of pedestrian paths at Billabong Park has limited connections.

The Master Plan proposes a 1.8m to 2.5m wide continuous loop path (1km) throughout the park, connecting the main site entrances to enhance accessibility and improve the park experience.

A DDA accessible path and a staircase are provided from the car park/pavilion to the northern diamond, ensuring safe and direct access for baseball players and park users.

The majority of the path network will be located above the 1-in-10 year flood line where feasible.

Site photo: Existing Path



Precedent: A hard-wearing path with a park bench alongside.



- Legend**
- Existing path
 - Proposed path network
 - Alternative DDA accessible path



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BILLABONG PARK

6. MASTER PLAN DIRECTION

21

6.8 Lighting

The Billabong Park Master Plan proposes a series of lights along the path network, integrated with existing street lighting, to enhance public safety and accessibility during night time.

Upgrade the sports lighting to 300 lux at the southern baseball diamond to support night-time training with provisions to future-proof the lighting for 500 lux to accommodate night time competition.

Provide additional pedestrian lights along the walking paths. Consider light fittings with motion activation and time restriction.

The lighting placement is indicative only, the final arrangement will be subject to detailed design

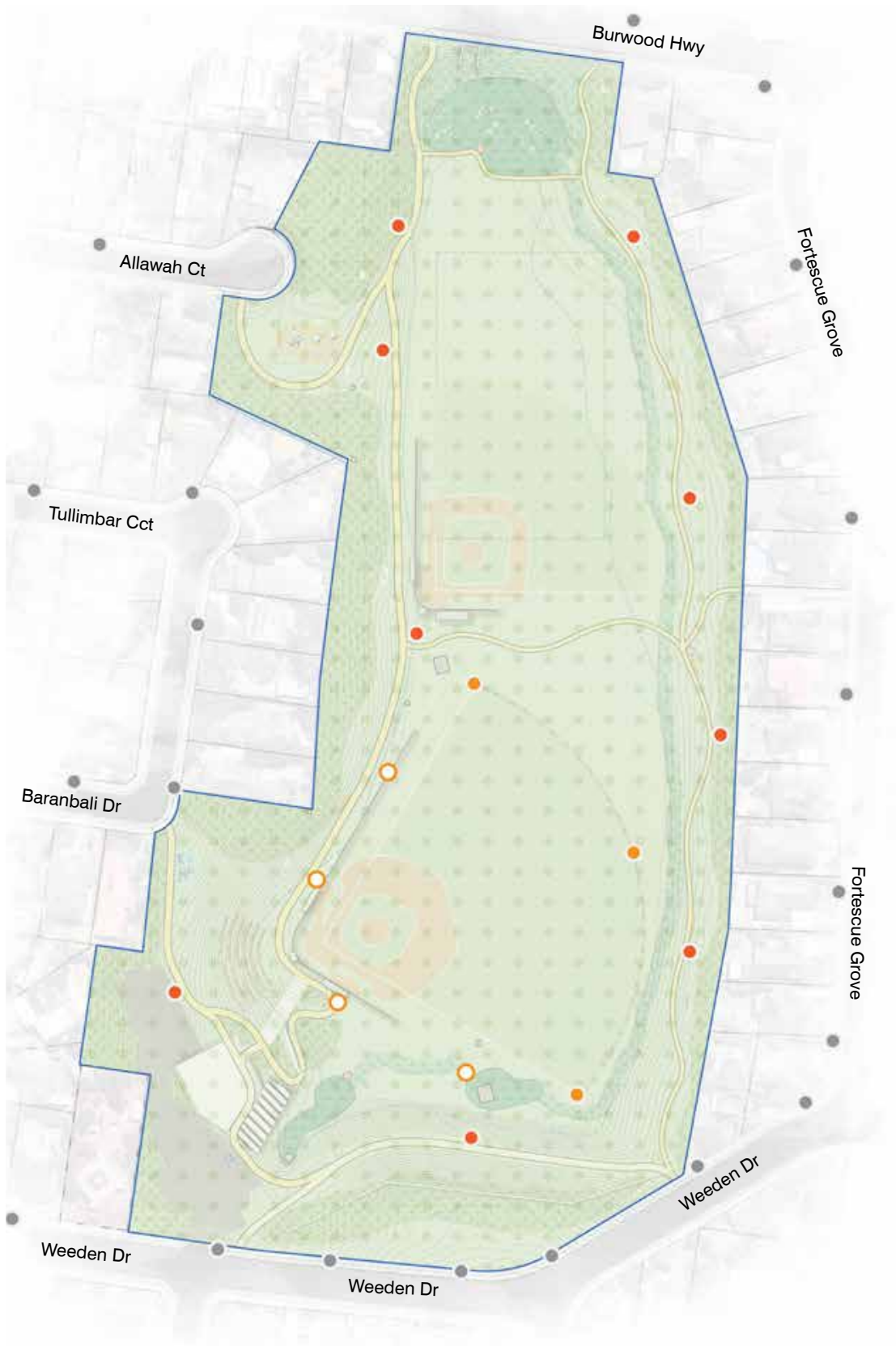
Site photo: Sport Lighting



Precedent: Lights along the path



- Legend
- Existing street lighting
 - Proposed path lighting
 - Existing sport lighting
 - Proposed sport lighting



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FINAL DRAFT MASTER PLAN

BILLABONG PARK

6. MASTER PLAN DIRECTION

22

6.9 Precedents

Images demonstrate potential improvements for Billabong Park.

Please note that all precedent images provided are intended solely for reference. They are meant to serve as visual examples or inspiration and should not be interpreted as final designs or exact representations of the proposed outcomes



Open space



A continuous path network



Rock edge terrace seating



Native trees



Diverse understory planting



Off-leash dog area



Outdoor exercise fitness



Park bench seat



Upgraded park lighting



Signage



Swale/WSUD



Rain garden/wetland

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FINAL DRAFT MASTER PLAN

BILLABONG PARK

23

7. 15 YEARS CAPITAL WORKS PROGRAM

The key projects outlined in the Master Plan have been prioritised below according to perceived need and Council's capacity to implement through current or future resourcing and funding opportunities. It is important to note that the inclusion of these projects does not directly commit Whitehorse City Council, user groups or any other organisation to a responsibility for funding and implementing these projects. Some projects are contingent on Melbourne Water's permission.

Opinion of probable costs have been allocated to each recommendation, and where appropriate. The costs include assumed design fees, statutory fees, or other costs associated with developing the Master Plan recommendations to implementation stage. Costs are based on current rates and will be subject to escalation.

Priorities assume the following time frames:
High Priority Actions: now - 5 years - (FY25/26-FY29/30)
Medium Priority Actions: 6 - 10 years - (FY30/31- FY34/35)
Low Priority Actions: 11 - 15 years - (FY35/36- FY39/40)

Version 6
28/04/2025

Key Projects	Project	Recommendation	Priority	OPC
1.0 Access and Movement				
A connected path network	1	Upgrade the existing gravel path adjacent to the baseball diamond to a width of 2.5 meters, extending it to connect with Burwood Highway. Upgrade the existing embankment path and the access path from Tulimber Circuit to 2.5 meters wide, linking them to the path through the car park. Create a new access path from Allawah Court, connecting it to the circulation path loop. Ensure that the majority of the path network is above the 1-in-10 year flood line where feasible. For sections of the path below the 1-in-10 year flood line, consider using solid materials such as concrete, asphalt or permeable bound gravel. (To be delivered in conjunction with item 2)	High	\$140,368.00
	2	Provide a 2.5m wide DDA accessible path from the car park/ pavilion to the northern diamond to connecting it to the circulation path loop. Material options include concrete, asphalt and permeable bound gravel (subject to Melbourne Water approval) to provide a hard wearing surface to provide a hard-wearing, trafficable surface and ensure proper accessibility. (To be delivered in conjunction with item 1)	High	\$71,500.00
	3	Provide a continuous path of 1.8 m wide on the east side, north and middle section of the park. Provide a 1.8 m wide path connecting the eastern path to the linkage path leading to Fortescue Grove on the eastern section. Ensure that most of the path network is above the 1-in-10 year flood line where feasible. For sections of the path below the 1-in-10 year flood line, consider using solid materials concrete, asphalt or permeable bound gravel.	High	\$90,581.00
	4	Provide a staircase from the Pavilion to the northern diamond-subject to Melbourne Water approval	High	\$273,000.00
	5	Provide integrated way-finding signage at the park entrances to improve navigation and visitor experience.	Medium	\$11,000.00
	6	Consider educational signage aligned with habitat creation near wetlands and raingardens.	Low	\$4,400.00

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BILLABONG PARK

7. IMPLEMENTATION PLAN

24

2.0 Open Space and Landscape Character	Project	Recommendation	Priority	OPC
Establish new garden beds and a diversity of planting	7	Under plant existing trees at Weeden Dr, Burwood highway, Eastern Buffer, Western Buffer and along Playground to establish habitat. Ensure the planting design to meet Melbourne Water's requirements and council's maintenance.	Low	\$82,500.00
Provide additional tree planting	8	Plant additional trees where existing trees are not present. Ensure the proposed trees are above 1 in 100 year flood line to Melbourne Water's requirements. Increase tree canopy cover throughout the park.	Medium	\$16,500.00
Investigate Water Sensitive Urban Design (WSUD) opportunities	9	In consultation with Melbourne water, explore opportunities to create rain garden/wetland at the north and south sections of the retarding basin. These features will contribute to flood management and enhance the landscape experience for park users. Once approved undertake detailed design development meeting all Melbourne Water's requirements for approval.	Low	\$80,000.00
	10	Subject to investigation and Melbourne Water approval, develop wetlands and swale links in the north and south section.	Low	\$420,640.00
3.0 Recreational Facilities and Amenities	Project	Recommendation	Priority	OPC
Internal pavilion renewal	11	Review the pavilion functional layout, consider opportunities for internal pavilion renewal to make pavilion female-friendly.	High	\$200,000.00
	12	Review and explore the possibility of converting the existing accessible toilet within the pavilion to a public toilet with external excess, based on future community demand.	Medium	\$150,000.00
Improve park amenities	13	Provide additional seating areas throughout the park.	Medium	\$9,900.00
Lighting	14	Provide suitable lighting along the path network.	Low	\$81,900.00
	15	Upgrade sports lighting to 300 lux at the southern baseball diamond. Future proof the lightings (500 lux) to support night time competition.	High	\$474,370.00
Provide outdoor fitness equipment	16	Remove the existing swing set near Pavilion and provide a outdoor fitness equipment suitable for all ages at that location.	Low	\$50,000.00
Playground facilities	17	Retain the existing playspace near Allawah Circuit. Once the play equipment reaches the end of its lifespan, consider relocating the playspace adjacent to the pavilion and car park. Explore opportunities to expand park area where feasible to accommodate play and social recreation area.	Long-term	TBC
Provide rock edge seating	18	Develop rock edge terrace seating to align with topographic change.	Low	\$240,000.00
Off-leash dog area	19	Billabong Park to remain as designated off leash dog area. Provide signage and infrastructure to support the dog off leash activities.	Low	\$5,000.00

Sub Total \$2,431,659.00

10.6 – ATTACHMENT 1. Billabong Park - Final Draft Master Plan Report



FINAL DRAFT MASTER PLAN

BILLABONG PARK

25

Appendix

10.6 – ATTACHMENT 1. Billabong Park - Final Draft Master Plan Report



FINAL DRAFT MASTER PLAN

BILLABONG PARK

26

A. COMMUNITY CONSULTATION SUMMARY



Billabong Park Master Plan

Feedback closed on 18 February

Thank you to everyone who shared their thoughts on Billabong Park. We are currently considering your feedback. To stay updated on the progress of this project please subscribe on the 'Follow Project' box on this page.

Background Information

We invited the community to help us prepare a Master Plan for Billabong Park.

Located in Vermont South, Billabong Park is 5.9 hectares of open space which features two baseball diamonds, a pavilion, two play spaces and a non-fenced dog off-lead area.

We asked for ideas for the future of Billabong Park.

Community Feedback will help inform the development of the Master Plan, which will provide a clear direction for the future development of the park.

Project Timeline

- Community Engagement Round #1**
22 January 2024 - 18 february 2024
- Community pop-up session**
Learn more and share your ideas for Billabong Park at our pop-up session. Chat to us over a free coffee. there will also be free treats for the kids.
Date and Time: Saturday, 3 February 2024, 10:00am-12:00pm.
Location: Billabong Park
- Draft Billabong Master Plan**
Mid 2024
- Community Engagement Round #2**
This is an upcoming stage for Billabong Park Master Plan
Details TBC

FAQs

- What is a Master Plan and why is it needed?
- Who can share their ideas for Billabong Park Master Plan?
- What will you do with the community's ideas?
- When will the draft Master Plan be ready?
- Will there be an opportunity to give feedback on the draft Master Plan?



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FINAL DRAFT MASTER PLAN

BILLABONG PARK

A. COMMUNITY
CONSULTATION SUMMARY

27

Summary of the Engagement Activities

Billabong Park community engagement round one has been launched, involving several activities to gather feedback. Letters were sent to residents encouraging participation in the Your Say survey. The survey, held from January 22 to February 18, received responses from 217 participants.

Forest Hill Baseball Club and Blackburn Orioles Baseball Club were also engaged with local clubs to gather further feedback.

Summary of the engagement activities

1. Letters to Residents:

- Sent letters informing residents about the project and encouraging participation in the Your Say survey.
- Total of 1194 letters sent to residents within a 500m catchment area.

2. Your Say Survey:

- Conducted from January 22, 2024- February 18, 2024.
- A total of 709 people were aware through Your say platform of which 217 completed the survey.

3. Community Pop-up Session:

- Held on February 3, 2024, from 10:00 am to 12:00 pm.
- Approximately 50 attendees, encouraged to complete paper or online surveys.

4. Engagement with Clubs:

- Conducted on February 22, 2024.
- 4 participants, 2 from each club.

5. Key Findings

- Demographic
- Traveling method
- Park visitation and park use
- Park safety and improvements
- Other community comments

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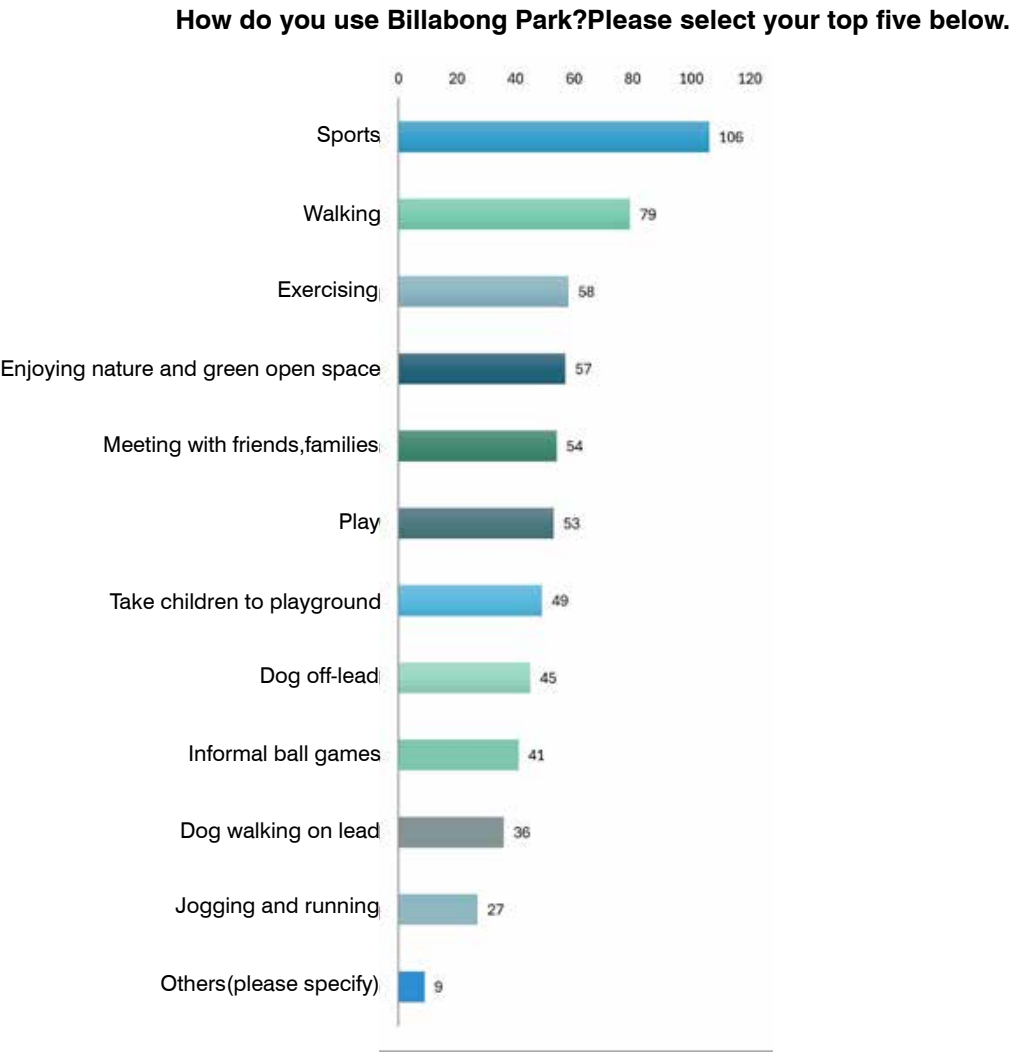
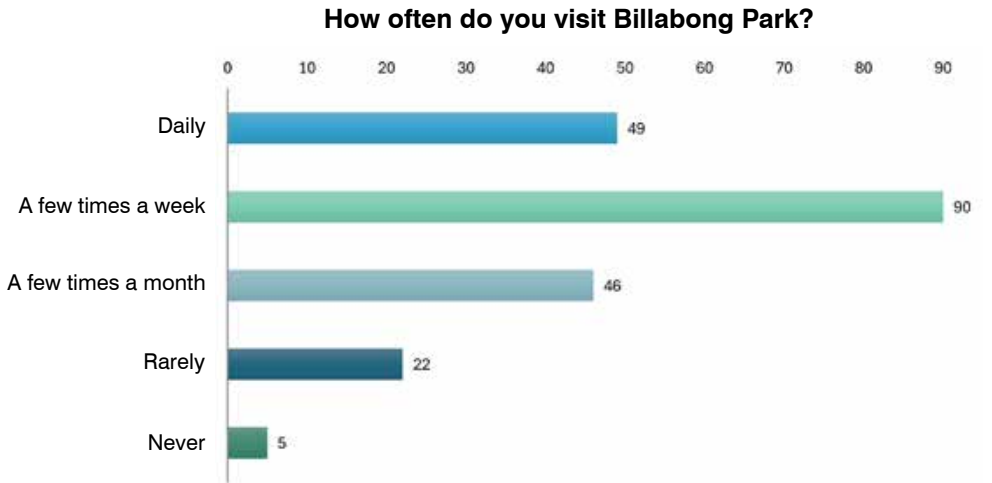


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BILLABONG PARK

A. COMMUNITY
CONSULTATION SUMMARY

28



Billabong Park visitation and park use
key findings

- More than 65% of the survey respondents visit Billabong Park daily or a few times a week.
- About 10% of respondents visit the park rarely or never visit the Billabong park.
- Most of respondents visit the park during weekend daytime and weekday evenings.
- Very few people choose to go to the park on weekday and weekend mornings.
- Approximately half of the respondents typically stay at the park for an hour or two, while 30% of the respondents would like to stay at the park for more than two hours.
- It is worth noting that 20% of people typically stay in the park for less than 30 minutes.
- The park has been used in a diverse range of ways, encompassing physical activity, leisure, and social interactions.
- The top five park use activities identified are: sports (106 respondents), walking (79 respondents), exercising (58 respondents), enjoying nature and green open space (57 respondents), and meeting with friends or family (54 respondents)
- The top four park facilities/features that people like to use the most are baseball diamonds (97 respondents), open grassy area (97 respondents), pavilion (68 respondents), and play space (66 respondents),.
- Walking paths, trees and vegetation, and the quality and amenity of the landscape are less chosen and preferred by respondents compared to other park features.
- Out of 217 survey respondents, five reported not using the park. Reasons cited included: the features or facilities in the park are not attractive to them or their family, preference for other parks or reserve, and have never heard of the park or haven't seen it before.

54% of the survey respondents are from Vermont South, 26% of respondents live outside of City of Whitehorse.

Top three park facilities include walking path, play space and openness.

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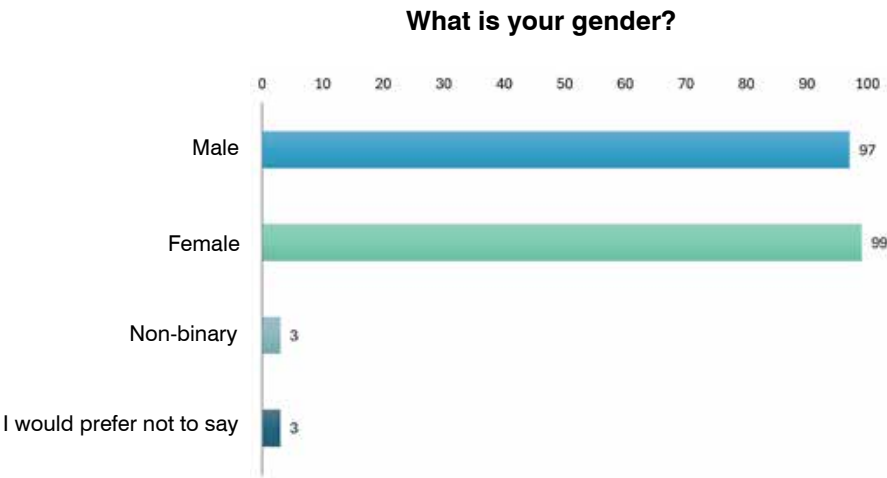
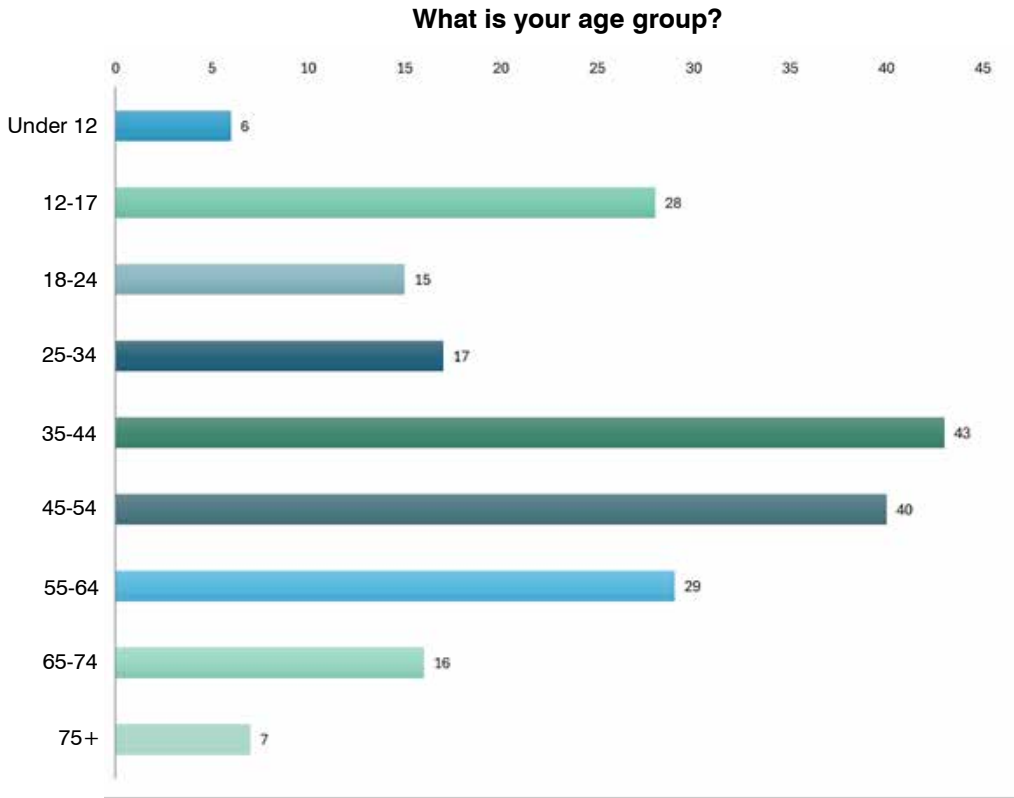


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BILLABONG PARK

A. COMMUNITY
CONSULTATION SUMMARY

29



Demographic key findings

- All age groups were quite well represented in the survey responses.
- 67% of the survey respondents fall within the age group of 35 to 75. Respondents aged 12 to 34 comprise 30% of the total.
- The ratio of female to male park users is very close. Specifically, 49% of the respondents are female, while 48% are male. Additionally, 1.5% of respondents identify as non-binary, and 1.5% would prefer not to say.
- More than 50% of survey respondents reside locally in Vermont South. The remaining respondents are distributed among 43 other suburbs. Within this distribution, 19% are from other suburbs within City of Whitehorse, while 27% are from suburbs outside City of Whitehorse.
- Out of the 197 survey respondents, 9 individuals reported having a disability or impairment, 2 identified as Aboriginal or Torres Strait Islander, and 20 stated they are from a non-English speaking background.
- The park users represent a diverse range of backgrounds, with 69% (139 respondents) being born in Australia and 31% (63 respondents) originally from overseas.
- 82% of the respondents report that English as their main language spoken at home.
- Approximately 20% of respondents' main spoken language are not English at home. Among these individuals, around 9% speak Mandarin.

Traveling method key findings

- Half of the survey respondents drive to Billabong Park, while 45% walk.
- 44% of respondents drive less than 5km to the park. 17% of respondents need to drive more than 15km to get to the park from other suburbs.
- For the respondents who walk to the park, 68% of people walk to the park with a max 5 minutes walking distance. 10% of people walk to the park more than 10 minutes / 1.2km.
- 2.5% of the respondents travel to the park using public transport within a 15-kilometer traveling distance.
- 2.5% of the respondents jog/run to the park.
- Only one person selects cycling as their mode of transportation to the park, with the cycling distance ranging between 1.2 and 5 kilometers.

50% of survey respondents drive to Billabong Park while 45% walk

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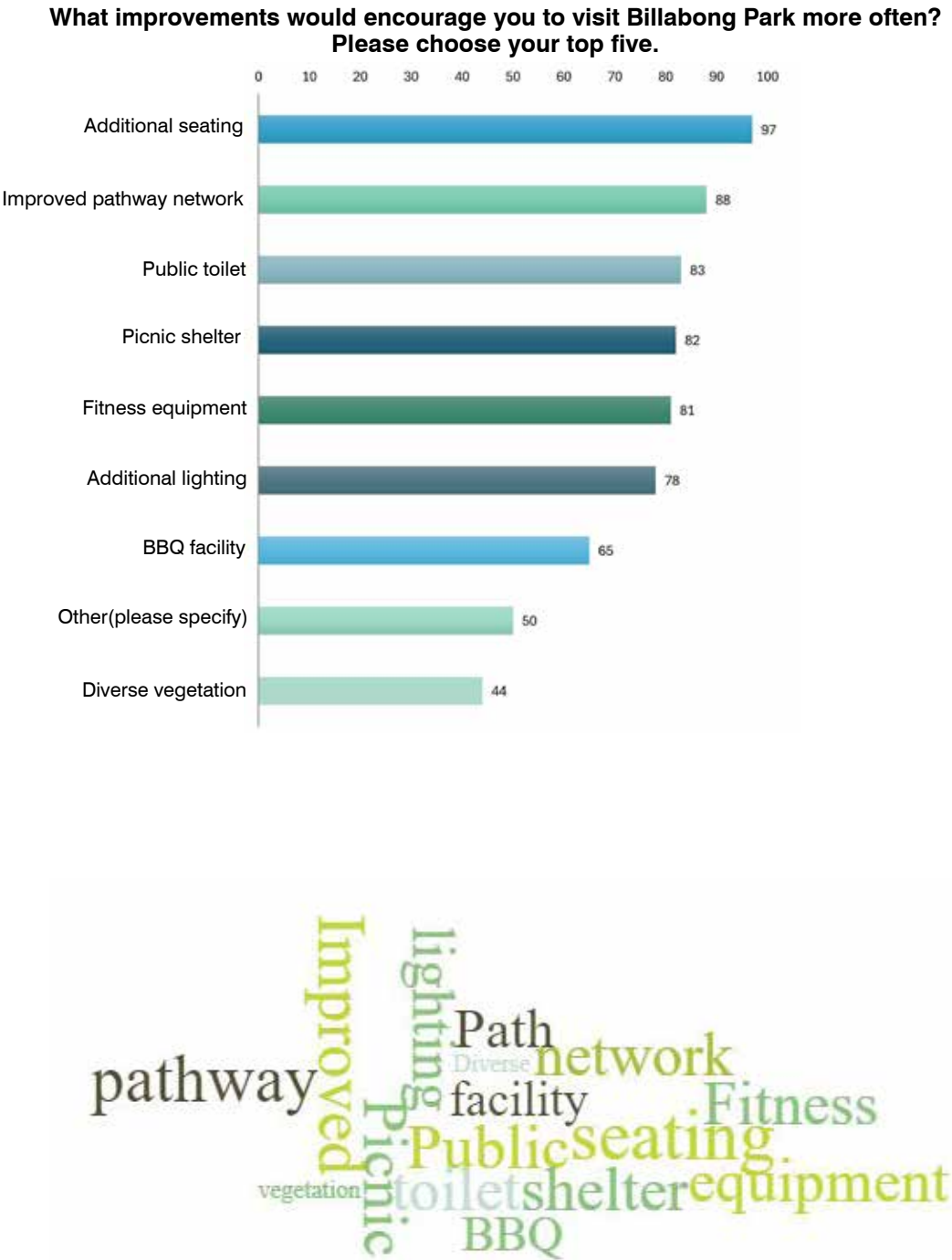


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BILLABONG PARK

A. COMMUNITY
CONSULTATION SUMMARY

30



Park safety and improvements key findings

- 78% of the respondents feel safe in the park; however, 20% of the respondents feel somewhat safe, and 1.5% do not feel safe.
 - Suggestion to improve the sense of safety in the park:
 - Requests for additional lighting, CCTV cameras, and police patrols to enhance safety and security within the park. (20 respondents)
 - Safety concerns due to insufficient lighting on paths, especially at night when baseball field lights are off. (4 respondents)
 - Suggestions for subtle path lighting, more shades, and seats to improve comfort during the daytime. (2 respondents)
 - Presence of unleashed dogs and dog droppings throughout the park, indicating a need for designated dog areas to prevent disturbance to other park users. (6 respondents)
 - Desire for the park to be divided into different functional areas with more greenery and amenities, such as walking tracks, footpaths, playgrounds for older kids, basketball courts, and outdoor fitness utilities. (3 respondents)
 - Safety concerns regarding baseballs flying out of the park during games. (1 respondent)
 - Concerns about the park’s accessibility and safety during rainy weather, suggesting the need for better drainage systems, concrete footpaths, and tracks. (5 respondents)
- The improvements that would encourage people to visit the park more often:
 - Additional seating/ shaded seating areas (97 respondents)
 - Improving pathway network (88 respondents)
 - Public toilet (83 respondents)
 - Picnic shelter (82 respondents)
 - Fitness equipment (81 respondents)
 - Additional lighting (78 respondents)
 - BBQ facility (65 respondents)
 - Diverse vegetation (44 respondents)
 - Others below (50 respondents):
 - Drinking fountains and water taps
 - Expansion and enhancement of the playground facilities
 - Additional sports facilities such as basketball courts and tennis courts
 - Fenced off leash dog park
 - Improved field drainage
 - More parking space
 - Improve safety netting for baseball fields.

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BILLABONG PARK

A. COMMUNITY
CONSULTATION SUMMARY

31

Other comments

- **Amenities and Facilities:** Requests for diversifying the park’s offerings to cater to a broader range of interests, including fitness equipment, skate areas, more passive recreational spaces upgraded playgrounds, basketball courts, and other sporting facilities are common. Additionally, suggestions for seating, drinking water facilities, outdoor toilets, and shade are made to enhance comfort, usability and community engagement. (36 respondents)
- **Infrastructure and Maintenance:** Suggestions for better drainage systems, maintenance of grass, seating, and waste management facilities like more bins and doggie bags are made to improve the overall infrastructure and cleanliness of the park. (18 respondents)
- **Accessibility and Inclusivity:** Calls for better accessibility for people of all abilities, including the provision of ramps, seating, and other amenities, are noted to ensure inclusivity within the park (15 respondents)
- **Dog Facilities:** A few of respondents suggested a fenced-off dog leash area (9 respondents)
- **Pathways and Accessibility:** Improved pathways and access to different areas of the park, especially to baseball diamonds, are suggested for safety reasons, particularly during wet weather. (9 respondents)
- **Safety and Security:** Concerns about safety when baseball games are ongoing, and suggestions for lighting upgrades and preventative netting for sports facilities are mentioned to address safety issues. (7 respondents)

Q: Do you have any other comments?

“If Billabong Park could have improved pathway and access to the Baseball Diamonds that would be fantastic. Walking down the hill from the car park can be dangerous even on a dry day.”

“There needs to be a fenced off lead dog area. Being so close to such big roads there is no infrastructure to prevent tragic mistakes.”

“I enjoy the park as it is for its green open space and the bird life it attracts. No need for further trees. Concerned about the park area being used for illegal drug related activities if public toilets are added. Already have concerns about this. Dumping of rubbish in the car park is also an issue.”

“Make the park some section for activities, some section for dogs, some section for quiet runners and joggers, and some section with more greenery.”

“Lights around the park for sport and recreational walkers.”

“Billabong Park is an oasis in this part of Vermont Sth. It aids my health and well-being. Many persons, communities use this park. There is s Kinder adjacent, and a primary, so all age groups utilise this space. It makes the suburb desirable to others. It has birdlife like parrots in the trees. The more built up the suburb becomes, the more valuable this space is for residents and visitors. It is great to see people from the baseball club using it. The building there is great and blends in well with its surrounding.”

“I regularly visit Billabong Park as part of the Forest Hill Eagles Baseball Club in Winter and Blackburn Baseball Club in Summer. I really enjoy that the park is in easy walking distance from my house and the majority of it is flat. It would be great if there was an upgraded playground near the Clubrooms and better line of sight from the clubrooms to the baseball diamond. The proposed new batting cages will be brilliant. If it was possible a public toilet would also be great for people using the park to exercise.”

Q: Do you have any suggestion to improve the sense of safety in the park? (e.g. Passive surveillance, additional lighting etc.)

“It is crucial to have a clean and safe walk way to travel through the park from Weeden Drive to Burwood highway. Currently there is no clear foot path especially for wet weather.”

“Dogs running everywhere without leash, dog droppings everywhere, please make a certain area for the dogs, so will not disturb other park users. The park need to be set with different functional areas, with more greenery.”

“More lighting at night time.”

“I feel safe in the daytime. More shades and seats here and there.”

“Larger playground for older kids, add basketball court, outdoor fitness utilities under cover, restrict baseball area.”

“Have fences on the side of Burwood Highway.”

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FINAL DRAFT MASTER PLAN

BILLABONG PARK

A. COMMUNITY
CONSULTATION SUMMARY

32

Key Stakeholder Engagement - User Groups

A meeting was held with two members of the Blackburn Baseball Club and Forest Hill Eagles Baseball Club on the 22nd of February 2024.

The discussion focused on the key stakeholders aspirations for the site and long term requirements for the growing clubs. The clubs also have some immediate concerns that require attention.

Key Feedback and upgrades required:

- Upgrade Path Network due to wash out and compliance issues.
- Overall, the current path network is inadequate. Currently, there is no path connection from the carpark to the baseball diamond.
- Pebbles drop to the centre of the baseball field due to the surface runoff.
- Currently no emergency vehicle access, should be considered in the future.
- Required additional seating with some to be included under the shade.
- Incorporate potential amphitheatre/ tiered seating in front of the pavilion.
- Current project includes relocation of the practice nets.
- Walk track/ loop.
- Potential for wayfinding and signage.

- Site-wide flood and pooling issues.
- The clubs experience drainage issues in the winter season, require drainage for the baseball fields. Notably, the small baseball field is unusable during the flood season (June/July).
- Additional lighting to meet best baseball standards another 2 or 3 lights for baseball fields.
- No lighting park-wide and should be considered along path and in the car park
- Review and assess the car park capacity for future demand.
- Consider change rooms for all genders to support club growth.
- Consideration for more rubbish/recycling bins.
- Review if a public toilet should be provided
- Review pavilion kitchen area - if inadequate to support the clubs growth.
- Planters in front of the pavilion – currently there is no plants and it’s not maintained by the Council.
- Suggest social space and recreation opportunity for diverse age groups.
- Other supporting amenities, including BBQ facilities, shelter, rubbish bins and dog poop bags.



B. SITE ANALYSIS



Green Space

Billabong Park is a municipal open space with two baseball fields, making it a major destination for baseball players in Whitehorse City. There are three RESERVE within a 0.8-kilometer walking catchment radius, collectively catering to the needs of the local community.

Legend

- Site
- Green Space
- Walking Distance

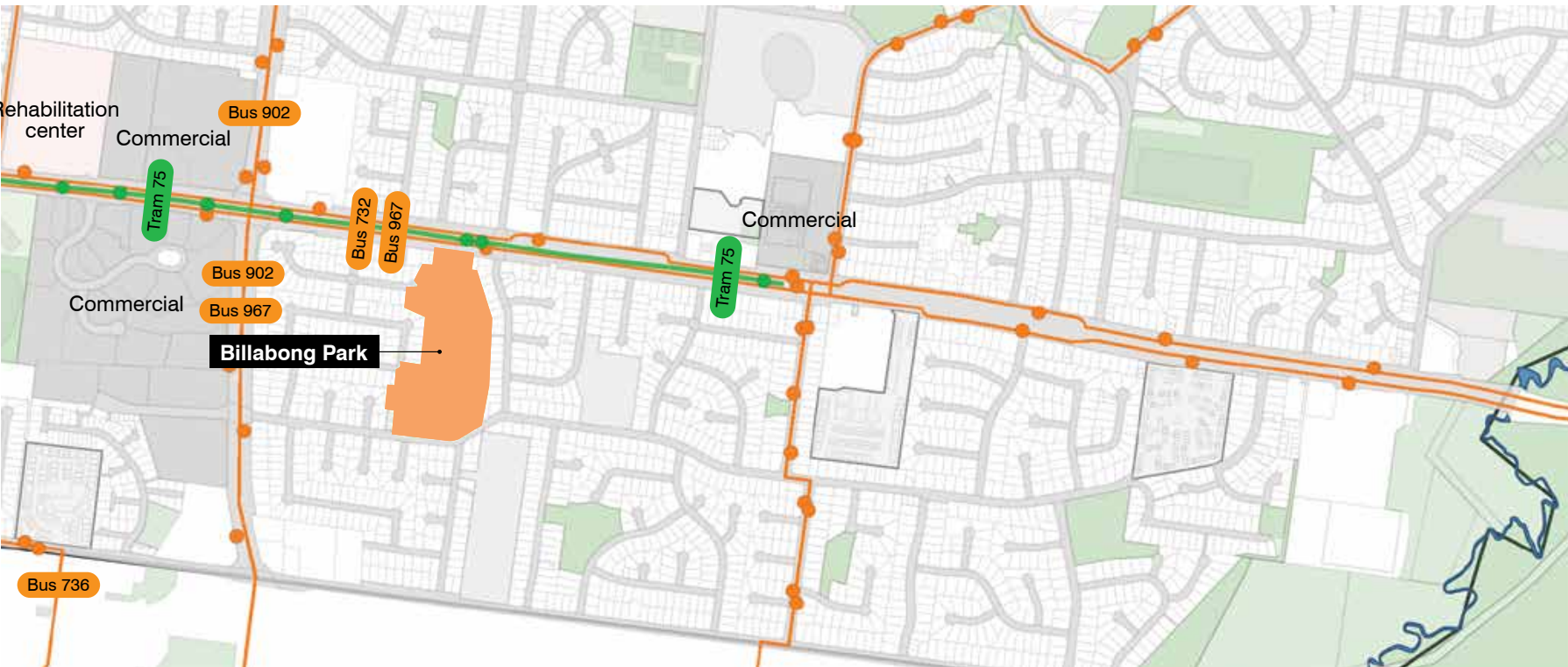


Public Transport

Billabong Park is connected to both bus and tram networks, with stops located to the north of the park.

Legend

- Site
- Tram Stop
- Bus Stop



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BILLABONG PARK

B. SITE ANALYSIS

34



SCALE: 1 in 16000

Zoning

To the north of Billabong Park along the Burwood Highway lies the Residential Growth Zone. The park is surrounded by Residential Zones to the west, east, and south. Additionally, Billabong Park is in close proximity to the Commercial Zone, situated to the west and northeast.

Legend

- Site
- Commercial Zone
- Residential Zone
- Industrial Zone
- Public Conservation and Resource Zone
- Public Park and Recreation Zone
- Public Use Zone - Service and Utility
- Public Use Zone - Education
- Public Use Zone - Local Government
- Residential Growth Zone
- Transport Zone
- Health

SBO and LSIO Overlays

Legend

- Site
- SBO Special Building Overlays
- LSIO Land Subject to Inundation Overlays



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BILLABONG PARK

B. SITE ANALYSIS

35



Existing Site Aerial

Billabong Park, covering approximately 6 hectares, is situated Burwood Highway to the north and Weeden Drive to the south, with residential areas to the west and east. The site spans approximately 400 meters in length and 180 meters in width. While primarily serving as a retarding basin for Melbourne Water, the Park also offers structured recreation facilities, including two baseball diamonds serviced by the existing pavilion.

Legend

— Site



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BILLABONG PARK

B. SITE ANALYSIS

36



Existing Site Photos

- 01 - The view from the south of Billabong Park, featuring the baseball diamond, fence, practice net, pavilion, and embankment adjacent to Weeden Drive.
- 02 - The view to the Pavilion, which currently serves two baseball clubs.
- 03 - The view from the north of Billabong Park, featuring the second baseball diamond and the practice field adjacent to Burwood Highway.
- 04 - The view to the Practice net. The new Practice net is set to be relocated and installed next to the pavilion.
- 05 - The existing playground is located to the north of the Billabong Park, connected to the Allawah Court.
- 06 - The existing drain links to the retarding basin spillway located to the north of the Billabong Park.
- 07 - A pathway situated at the top the embankment connects to the car park and Weeden Drive.



01 Baseball Diamond 1



03 Baseball Diamond 2



05 Plavaround



04 Practice net



06 Drain



Key Plan



02 Pavilion



07 Retardina Basin Embankment

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BILLABONG PARK

B. SITE ANALYSIS

37



Views

The site offers a variety of viewing experiences:



An expensive view to the retarding basin, providing insight into the general arrangement of the park.



A view outside of the fence looks into the small Baseball field with the baseball field lighting in the foreground.



The majority of trees are clustered around the edge of the retarding basin.



The view captures the vastness of the baseball field and showcases the relationship between the baseball diamond fence and the park.



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BILLABONG PARK

B. SITE ANALYSIS

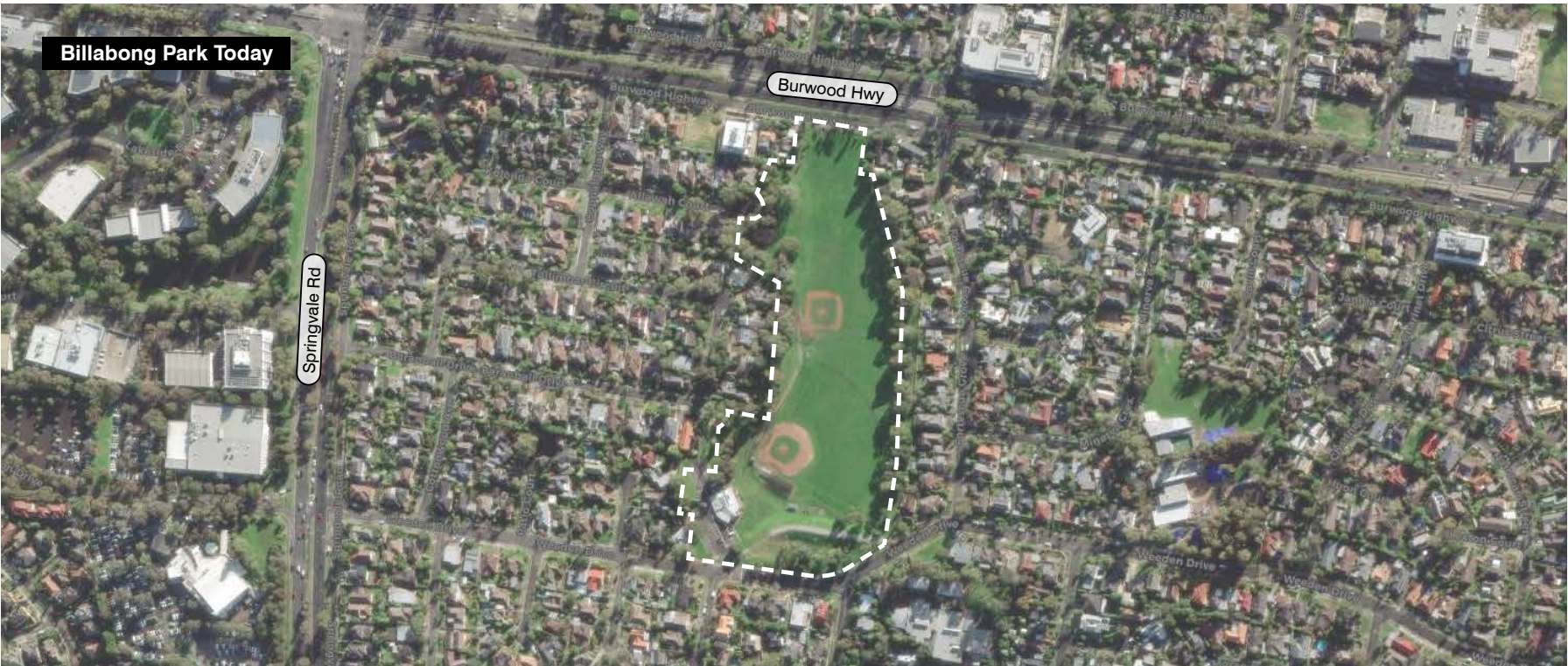
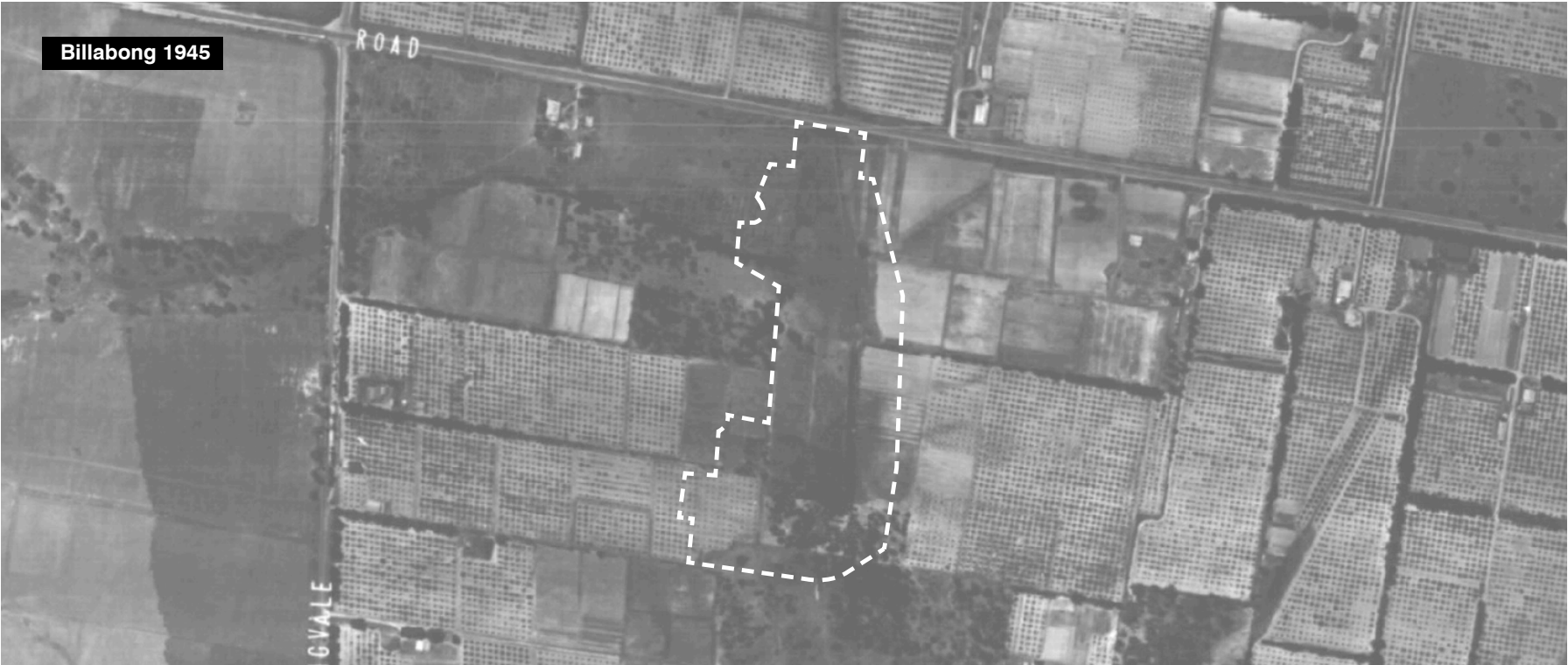
38



Billabong Park 1945 vs. Today

The 1945 aerial imagery depicts Billabong Park as a former farmland, with a creek originating from the west and a billabong present in the area. Dark pixels on the map indicate the presence of trees.

The 2024 aerial imagery shows that Billabong Park is now surrounded by residential development. The layout of Burwood Highway and Springvale Road remains consistent with that of 1945. However, the drainage line no longer exists, stopping west of Springvale Road.



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Topography

The topography of Billabong Park is characterized by low-lying areas of land. There is a general elevation difference of 7 meters, ranging from the highest point at 90 meters in the west to the lowest point at 83 meters in the south, located at the toe of the embankment. The embankment features a 1 in 3 fall gradient.

Legend

— Site



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BILLABONG PARK

B. SITE ANALYSIS

40



Flood/Drainage

Billabong Park serves as a retarding basin managed by Melbourne Water, intended to temporarily store stormwater during periods of heavy rainfall. The diagram illustrates that Billabong Park is engineered to accommodate flooding up to a 1 in 100 year flood event.

Legend

- Site
- Flood Extent 10PCT (1 in 10 year flood)
- Flood Extent 1PCT (1 in 100 year flood)
- Embankment
- Spillway





Existing Trees

The trees within Billabong Park are primarily planted around the site edges, particularly high points. Trees consist mainly of native with a mix of species, and vary in age. While the majority of trees are low risk, a few trees are assessed to be at moderate risk with maintenance work required.

Legend

- Site
- Existing Trees





Environmental Vegetation Classes (EVC)

Billabong Park is host to two Environmental Vegetation Classes (EVC):

EVC 127 Valley Heathy Forest: Defined as an area of a low, open forest to 15 m tall with a sedgy/grassy understorey with a component of small ericoid shrubs and grass-trees. Soil and moisture factors are critical in delimiting the vegetation.

EVC 126 Swampy Riparian Complex: Swampy Riparian Complex includes a range of EVCs and is representative of vegetation typical of swampy or waterlogged, low gradient drainage-lines. The EVC may include components of Creekline Herb-rich Woodland, Gully Woodland, Shrubby Gully Forest, Fern Swamp, Swampy Riparian Woodland, Swampy Woodland and Swamp Scrub. Swampy Riparian Complex is typically a woodland to 15 m tall or forest to 20 m tall.

The EVC can serve as a guide for future planting design proposal, ensuring alignment with the objectives of the Whitehorse City Council.

Legend

- Site
- PRE - 1750
- EVC 127: Valley Heathy Forest
- EVC 126: Swampy Riparian Complex



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FINAL DRAFT MASTER PLAN

BILLABONG PARK

B. SITE ANALYSIS

43



Spatial Zoning

Billabong Park is comprised with various functional zones:

- The first Baseball diamond, enclosed by a fence, with a practice net and storage facilities located to the south, along with sports lighting.
- The second baseball diamond is enclosed by a fence only along the western side, adjacent to the pathway.
- Two playgrounds: one located to the south with a single wing, and another with more comprehensive facilities situated to the north of the park, adjacent to Allawah Court.
- The Pavilion, positioned to the south next to the car park, primarily utilised by two baseball clubs.
- Vegetation surrounding the retarding basin, predominantly consisting of trees and grass.
- An embankment situated at the south of the site, with pathways connecting to the car park and Weeden Drive.

Legend

— Site





Access/Circulation

There are five key access points to Billabong Park: two from Burwood Highway to the north, one from Allawah Court and Baranabli Drive to the west, one from Parkleigh Court to the east, and two access points from Weeden Drive to the south. Predominant traffic access is from the car park adjacent to Weeden Drive.

Currently, the site lacks formal circulation pathways. There is one pedestrian path along the baseball field to the west and another pathway along the car park and pavilion. Informal circulation patterns are observed on-site to meet the needs of park users

- Legend
- Site
 - Pedestrian Entry
 - Pedestrian Path (formalized)
 - Informal Path (observed)
 - Emergency Entry





Edge Conditions

The diagram demonstrates the presence of both closed and open edges on the sides of Billabong Park. The edge condition analysis reviewed the potential sightline issues and Crime Prevention Through Environmental Design (CPTED) principles. The site is characterised as open at the north and south, while relatively closed at the west and east, resulting in a small opening to the park. An active edge is observed in front of the pavilion during baseball activities.

Legend

- Site
- Open
- Close
- Permeable (Visibility)
- • • Active



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BILLABONG PARK

B. SITE ANALYSIS

46



Materiality

The diagram illustrates the existing material palette of Billabong Park. The majority of the site is covered by grass due to the retarding basin function. Pedestrian pathways consist of gravel and concrete, while the car park is surfaced with asphalt. The two playgrounds are surfaced with mulch, and the baseball diamonds are a mix of sand, clay, and silt.

Legend

- Site
- Concrete
- Gravel
- Mulch
- A mix of sand, clay, and silt
- Asphalt
- Furniture



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Landscape Quality Summary

Billabong Park serves as a retarding basin, providing recreational space for the community during dry periods. Baseball is the primary focus of the park. Existing mature and semi-mature trees surround the park. The park lacks a defined circulation network, limiting the diversity of experiences. The main landscape experience is characterized by open grass and trees. Additionally, the two playgrounds offer limited programs and cater to young children.



10.6 – ATTACHMENT 1. Billabong Park - Final Draft Master Plan Report



10.8 **Draft Mid-Rise Standards and New Canopy Tree Controls**

Attachment 1 Mid Rise Code Submission

10.8 – ATTACHMENT 1. Mid Rise Code Submission**Submission on draft Mid-Rise Standards for residential development****Brief outline of reforms to date**

This submission is to be put forward to Department of Transport and Planning on behalf of Whitehorse Council on the latest suite of proposed changes from the State Government following significant reform to planning controls in Victoria.

Council welcomes the opportunity to provide a response to the draft Mid-Rise Standards.

Council supports the provision of increased densities within the right locations within Whitehorse as a means of providing additional housing. This support is consistent with the State Government Housing Statement that seeks to provide more housing in the right places. For Whitehorse this is centred around activity centres and close to public transport and other services.

The Mid-Rise Standards proposes to introduce deemed-to-comply standards for all multi-dwelling applications of 4 to 6 storeys in height across **every residential zone** throughout Victoria (excluding the Low Density Residential Zone).

Council is concerned with the intended application of 'deemed-to-comply' provisions for buildings of 4-6 storeys in height, with these concerns mirroring those outlined in Whitehorse City Council's submission to the Department of Transport and Planning (DTP) regarding the Clause 55 changes in September 2024.

While further clarification on the application of the Mid-Rise Standards is required with regards to overlap with existing zoning controls, there is significant concern that it is also intended to revise the height controls currently contained in residential zones to allow for apartment buildings up to six storeys in height in all residential zones. The changes would include Neighbourhood Residential and Township zones and whilst Whitehorse does not have Township Zones, some of the most highly valued residential areas (and environmentally sensitive areas) within our municipality are zoned Neighbourhood Residential, and similarly ought to be protected from the form of higher density and built form envisaged under these changes.

This submission will focus on the following key issues:

1. The potential proliferation of higher density (4-6 storeys) development across all residential zones and the resultant impacts of this on areas of highly valued character.
2. The prioritisation of apartment style built form over all other housing form regardless of location.

10.8 – ATTACHMENT 1. Mid Rise Code Submission

3. The lack of transparency or consultation with Council(s) and the broader community and the loss of third-party appeal rights.
4. The creation of planning controls at cross-purposes with other recently released reforms intended to encourage increased housing density.
5. Codification of buildings of 4-6 storeys in height, including:
 - a) The removal of the neighbourhood character standards, the shift to a deemed to comply model and the resultant built form and reduced amenity outcomes.
 - b) The shift away from evidence-based planning and the lack of evidence and modelling to support the proposed changes.
6. Other considerations
 - a) Overall Roll-Out of Strategic Reforms
 - b) Interaction with other Strategic Work

Further details relating to each of these points are outlined below.

1. The proliferation of higher density development (4-6 storeys) across all residential zones and the resultant impacts of this on areas of highly valued character.

Significant concerns are held over the introduction of homogenous planning controls that would allow all residential zones to be developed with buildings that are up to 6 storeys in height in the absence of data to demonstrate impacts, balance of amenity protection and the perceived benefit of allowing increased residential density.

The Neighbourhood Residential Zones reflect lower order residential zones in the hierarchy of residential zones established within the Victoria Planning Provisions in terms of their development potential.

The NRZ states, in the Victoria Planning Provisions (VPP), as points 2 and 3 of its purpose as:

- *To recognise areas of predominantly single and double storey residential development.*
- *To manage and ensure that development is responsive to the identified neighbourhood character, heritage, environmental or landscape characteristics.*

The zone currently has a two-storey height limit, which is consistent with the purpose of the zone, and in keeping with the hierarchy of residential zones, promotes development that is lower scale and reflective of established characteristics.

10.8 – ATTACHMENT 1. Mid Rise Code Submission

Significantly, areas zoned NRZ, are typically around the outside edges of activity centres, transport routes, and services more generally and are car dependent. Alternatively, they may have been applied to areas of significance such as Heritage Overlays, Environmental Significance Overlays or Neighbourhood Character Overlays.

The introduction of the mid-rise Standards would facilitate a scale of building and density in the Neighbourhood Residential zone that is currently prohibited, and restricted in the General Residential Zone through height limits. Further concerns are extended to the draft standards, which result in many standards being less restrictive than the recently introduced Clause 55 amendments.

Many questions arise from this, not the least of which is, a lack of transparency by the State Government on its longer term intention to remove all height limits within residential zones. Such change requires appropriate consideration and consultation; otherwise it will potentially result in a complete degradation of suburban hinterland character.

Any changes to height controls within existing or proposed zones should be clearly communicated in conjunction with the draft changes and not deferred to a later date. Council considers that the absence of this detail fails to provide necessary information to consider the changes holistically. The absence of details on any further proposals to facilitate the draft Standards does not offer genuine consultation for councils or local communities.

Alternate Approach

Council considers an alternate approach to be a focus on delivery of larger buildings within those zones that currently facilitate higher densities, and within which Whitehorse has successfully lead apartment style development outcomes.

The Residential Growth Zone (RGZ) currently encourages increased densities, and is located along major transport routes, which enable access to the services needed to support such increased densities. Supporting density within the RGZ, and extending this support to the Mixed Use Zone and within our activity centres would achieve the desired outcomes without compromising more sensitive and lower scale suburban character.

- 2. The erosion of valued character differentiation within residential areas and the prioritisation of apartment style built form over all other housing form regardless of location.**

10.8 – ATTACHMENT 1. Mid Rise Code Submission

Great planning outcomes for higher density residential development internationally finds the balance between liveability and density. Critical factors for successful outcomes have focused on location, scale and amenity. Mid-rise development, in the right locations – close to activity centres, open spaces and public transport; can deliver transformative outcomes for neighbourhoods and those living in them.

Unfortunately, as proposed, the mid-rise standards will not achieve these desired outcomes. Scattering apartment buildings throughout outer suburban areas is poor planning, improper in its consideration, ill-conceived and entirely unnecessary.

The proposed controls encourage substantial built form change to areas which have historically been designed to protect valued built form, landscape and environmental values, amenity and character outcomes.

No detail on density projections or built form modelling has been provided with this consultation which is a substantial concern given the extent of change and associated detriment through issues like shadowing and bulk which would be imposed on existing residents. The lack of detail on why this extent of change is required or where it would be accommodated reflects a “build at all costs” approach with no consideration of where this form of development should be located, and in doing so, will encourage larger buildings away from those areas where Plan for Victoria and recently introduced changes to planning schemes have sought to target (such as activity centres where there is walkable service access).

Only recently (March 2025), the State Government introduced the concept of the Housing Choice and Transport Zone (HCTZ), with the purpose of this zone to facilitate a diversity of housing at increased densities in locations around identified activity centres and other well-serviced locations with convenient access to jobs, public transport and services. This zone will facilitate apartment buildings of up to 6 storeys in height dependent on land size and site frontage. These provisions are part of a suite of zones intended to be imposed by the State Government as part of Activity Centre planning around designated train stations.

The proposed Mid-Rise Standards, in effect places less restriction on the development of apartments in residential zones than the HCTZ. As it is currently drafted, the Standards open all land for codified apartment buildings regardless of land size, and in areas that are well outside those areas likely to be covered by the HCTZ. This will result in a dysfunctional and confused set of planning controls that undermine any broader strategic drivers of facilitating higher densities where services currently exist. That said, even with a minimum lot size requirement, Council holds grave concerns for the outcomes associated with these draft Standards.

10.8 – ATTACHMENT 1. Mid Rise Code Submission

Council believes that the approach shown through the proposed Mid-Rise Standards is unnecessary as Whitehorse has shown it has capacity to achieve housing targets without these proposed changes to the GRZ and NRZ areas. Council argues that established housing targets have been developed based on quantitative and thorough research taking into account population forecasting, land supply, access to services and land character and constraints (such as areas of environmental protection through existing overlays).

From a local planning perspective, Councils across Victoria have spent decades developing appropriate controls to encourage different forms of housing in different areas. NRZ and GRZ areas are deliberately low scale and offer a different character and attractiveness to those areas zoned Residential Growth (RGZ) or Mixed Use Zone (MUZ). The successful application of the VPP residential zones is the hierarchy and guidance they have provided. No more do RGZ or C1Z areas warrant single dwellings within an activity centre, than the NRZ or GRZ areas warrant 6 storey apartment buildings.

Community and social cohesion are formed through ordered approaches to how land is used and developed and the options afforded to people to opt into a form of housing that meets their needs. Housing is a basic human right. There should also remain a right to access housing of the right type based on need. Significantly increasing numbers of apartments, potentially in poor locations, won't result in housing that is affordable or desirable. Building the right houses in the right locations will also serve to protect those characteristics of an area that people value. Equally, increasing the number of poorly conceived dwellings in inappropriate locations will unravel the characteristics that people value within those areas.

Alternate Approach

Council considers an alternate approach to be to pause the introduction of the Mid Rise Standards to allow a systematic understanding of the various planning reform changes which have already been introduced. The introduction of changes to the ResCode provisions earlier this year have not yet seen outcomes delivered on the ground. Coupled with Activity Centre Structure Planning and yet to be released housing target capacity tools, it is unknown as to whether there is a need to open up more sensitive and lower scale residential areas for higher densities. To this end, modelling for the delivery of housing capacity targets is also yet to be commenced.

Council considers pausing the introduction of the Mid Rise Standards would enable the effect of these other changes to be understood. Council would welcome a review of the effectiveness of these measures in the future to discuss how housing targets are being achieved through these tools.

10.8 – ATTACHMENT 1. Mid Rise Code Submission**3. The lack of transparency or consultation with Council(s) and the broader community and the loss of third-party appeal rights.**Consultation and Transparency

Councils have been given 6 weeks to review and provide comment on the draft Mid Rise Standards provisions. The extent of change and the significant impact the changes would have, warrants briefing of and explanation to Councillors at the very least. As iterated earlier, the absence of critical information on the application of the proposed changes to the zones and their current height restrictions makes the current round of consultation superficial against a full and proper understanding of the extent of change or its geographical limitations.

The proposed changes not only introduce codification of buildings up to 6 storeys, they remove ability for residents to object or appeal against deemed to comply applications. To then extend this codification standard into Neighbourhood Residential and Township Zones (noting Whitehorse does not have TZ) requires significant engagement with community, on these substantial shifts which are proposed to the base level protections which are currently afforded under the planning provisions.

It is unclear what further consultation is proposed with the public on these proposed changes but Council would expect that a genuine and extensive consultation would be undertaken with the public on what the introduction of such standards would mean.

To not extensively and transparently consult is inconsistent with the objectives of the *Planning and Environment Act 1987* (the Act), which seeks to establish clear procedures for amending planning schemes, with appropriate public participation in decision making.

Before the gazettal of any Planning Scheme amendment, transparent and meaningful broad public consultation should be undertaken in line with the objectives of the Act.

Exemption from third party appeal rights

Council reiterates its extreme concern with the proposed removal of third party appeal rights for buildings of 4-6 storeys in height. The ability to be involved in decision making on built form outcomes that will fundamentally change a street, a property, a land owners enjoyment of private and public space particularly at a local

10.8 – ATTACHMENT 1. Mid Rise Code Submission

level is a cornerstone of planning in Victoria. Removal of such rights compromises basic principles of transparency, engagement and governance.

Practically, the *Planning and Environment Act 1987* (the Act) includes key objectives that seek to:

- Ensure those affected by proposals receive appropriate notice; and
- Provide for an accessible process for decisions to be reviewed without unnecessary formality.

Removing third party appeal rights does not adhere to the objectives of the Act and fails to adequately consider or balance the needs of present and future Victorians. Council is deeply concerned with the programmed erosion of community voice and involvement in the planning approvals process.

Council remains opposed to the removal of third-party appeal rights.

Alternate approach

Council sees community engagement as an important element in the introduction of any planning scheme change, including the retention of 3rd party appeal rights.

Council does consider that an alternate approach to a rollout of the proposed Mid Rise Standards to be the adoption of a formalised engagement process through the State Government's Engage Victoria platform. This approach would apply a consistent engagement strategy to that undertaken for other significant changes to planning controls, giving interested communities an opportunity to understand and comment on the changes proposed.

4. The creation of planning controls at cross-purposes with other recently released reforms intended to encourage increased housing density.

Recent Planning Reform outcomes have been introduced to facilitate higher densities within and around activity centres, and to locate such dwellings within walking distance of services and infrastructure. The introduction of the Housing Choice and Transport Zone, the Precinct Zone and the Built Form Overlay have been the key controls created to facilitate higher density housing in the form of apartments, within activity centre precinct boundaries, and their periphery, but within walking distances to the services offered within the activity centres.

In this context, NRZ are historically established on the periphery of residential areas where people are reliant on cars in the absence of other transport options. Enabling higher density dwellings in areas that are substantially car dependent is substantially at odds with the other State Government reforms, such as activity centres or

10.8 – ATTACHMENT 1. Mid Rise Code Submission

Suburban Rail Loop precincts which are intended to bring densities into activity areas that are close to services.

The proposed Mid Rise Standards will facilitate new development at the detriment of the changes already made, and currently being considered, as there will be no distinction in controls across zones.

Alternate Approach

As has been identified earlier in this submission, Council advocates for an alternate approach to the delivery of increased housing through an initial pause in the rollout of the Mid Rise Standards.

The suite of changes introduced to the planning system have not yet had time to be realised on the ground, and as such the effectiveness of these changes are not yet clear. Council advocates for the opportunity to demonstrate how housing capacity targets can be achieved through the current ResCode changes, and activity centre work, without the need to introduce the changes envisioned through the Mid Rise Standards. This would enable the focus of Council's work to be delivery of the right form of housing in those areas currently supported within the planning scheme.

5. Codification of buildings of 4-6 storeys in height

Council refers to its submission dated September 2024 that outlined strong concerns about the removal of character considerations amongst other matters, resultant from the introduction of deemed-to-comply provisions at Clause 55. Council has very similar concerns with regard to the proposed Mid-Rise Standards, as those raised in that submission.

Overall, the draft provisions at a technical level are essentially the same as those introduced for Clause 55. Council maintains that the concerns raised in its submission on those provisions continue to be concerns with the draft Mid Rise Standards as they relate to poor built form outcomes, deletion of neighbourhood character considerations, and minimal and unclear landscape and tree canopy provisions.

To summarise these concerns, Council makes the following statements:

- The Standards assess methodology is a 'volume build' approach to built form that, coupled with the abolition of neighbourhood character policy assessment, removes any requirement for new buildings to consider, reflect or have respect to an area's unique built form and siting elements. Applying this to buildings of 4-6 storeys in height will magnify building prominence by allowing reduced front, side and rear setbacks and larger sheer wall heights. The prominence of such buildings in a current setting within Residential Growth Zones are

10.8 – ATTACHMENT 1. Mid Rise Code Submission

- otherwise softened through setbacks, design detail and space for landscaping through the ordinary consideration of building and neighbourhood context.
- The emerging evidence from applications lodged under Clause 55 code assess standards reflect poorly designed buildings which take advantage of a larger developable envelope which has seen the market opt to increase bedroom numbers providing larger dwellings at the expense of any notable increase in dwelling yield. Extending this outcome to 4-6 storey buildings which are 2-3 times higher and more prominent will decimate any design responsibility for ensuring a building can positively contribute to an area's character.
 - It remains unclear what modelling has been undertaken to demonstrate the impact of such changes on existing residential streets or provision of evidence of the need for such changes.

Council has extensive experience in managing outcomes for buildings of this height along main transport routes and within proximity to activity centres. The mechanism used to achieve a reasonable outcome has always been quality design detail and contextually appropriate response derived through architectural design merit and setbacks. Facilitating buildings up to 6 storeys in height without appropriate consideration of how a building interacts with its surrounds is likely to result in unreasonable amenity outcomes for residents and the local community.

Alternate Approach

Council considers an alternate approach to the codification of 4-6 storey buildings is to maintain neighbourhood character considerations for buildings of this height. Whilst some elements could be codified, application of a neighbourhood character lens would enable more appropriate built form to be delivered.

Council also considers that codification could include dwelling size triggers which would serve a broader housing diversity and scalability need currently not addressed within planning controls.

6. Other ConsiderationsOverall Roll Out of Regulatory Reforms

Council is concerned with the speed of which the regulatory reforms are being rolled out by the State Government. The release of the draft Mid-Rise Standards is a further example of introducing changes in response to an issue has not yet been clearly articulated. Specifically, contained within Action 1 of the Implementation of Plan for Victoria, the State Government has committed to implement housing targets. This work was to be undertaken in conjunction with Councils but is yet to commence. The Strategic work is necessary to frame what Councils housing targets are, and how these can be achieved within the context of their municipality. The roll-out of the

10.8 – ATTACHMENT 1. Mid Rise Code Submission

changes to planning controls to date have had no regard to the Strategic work expected to be undertaken by local councils, and are not targeted in the issue they are trying to address.

Council has significant concerns with a blanket approach to an increase in housing supply with no consideration for local planning policy that has been developed over many years. This is especially given the State Government has not yet commenced working with Councils to implement the actions in Plan for Victoria regarding implementation of the housing targets.

Interaction with existing strategic work

Whitehorse City Council introduced the Significant Landscape Overlay – Schedule 9 (SLO9) into the Planning Scheme through Amendment C219 on 21/12/2018.

The controls were aimed at protecting existing and established trees and preserving the landscape character of the municipality. The work was strategically supported by the *Municipal Wide Tree Study* and tested through Planning Panels Victoria prior to its gazettal within the Whitehorse Planning Scheme.

To date, the Overlay has successfully operated to either retain significant trees; replace removed trees; and / or manage buildings and works around trees, to both maintain the valued landscape character of the municipality and more broadly meet 30% canopy coverage target by 2050 set out in the Urban Forest Strategy. This same target has been reinforced through Planning Scheme Amendment VC283 (Clause 12.06) as released on 1 September 2025.

Since the introduction of SLO9, Council has extensive data to demonstrate residential development applications are integrating existing and new trees whilst delivering on applicant expectations. The data highlights that housing can be both facilitated and supplied whilst also protecting and managing onsite trees.

Given this State wide policy direction, it is unclear how or why the Department has a standard under the Mid-Rise Standards that a minimum 10% canopy coverage is an appropriate outcome. This is especially concerning when a majority of the urban canopy cover will be achieved within suburban areas largely zoned General Residential and Neighbourhood Residential. The outcomes sought under the Mid-Rise Standards are disappointingly in conflict to those sought by VC283.

Council strongly argues for greater landscaping protection through more robust standards under the Mid-Rise Standards, that reflect expectations of Council and community for suburban areas and a genuine ability to achieve greater tree canopy on private land.

10.8 – ATTACHMENT 1. Mid Rise Code Submission*Alternate approach*

As an alternate approach, Council would benefit from the opportunity of time to identify where housing capacity can be delivered within Whitehorse. This would be having regard to the effectiveness of the ResCode changes, understanding the yet to be released housing target tool, and managing housing outcomes within Whitehorse Activity Centres. Such an approach would require a hold on the release of the Mid Rise Standards and would enable thorough investigation of the effectiveness of other housing driver mechanisms, as well as assessment and demonstration of Council's ability to deliver appropriate housing within the context of other strategic controls such the the Significant Landscape Overlay (SLO9).

Conclusion

Council has significant concerns about the proposed Mid-Rise Standards, particularly in relation to the housing outcomes they would facilitate, the resultant degradation of suburban amenity and the overall weakening of important long held planning principles.

Council contends that the Mid-Rise Standards should not be applied to all residential zones, as this would reduce the amenity of suburban areas, encourage higher densities away from access to transport and services, and impede housing outcomes that may be achieved through strategic work already underway.

Council further contends that housing delivery can be achieved without needing to open up suburban low scale residential areas.

The loss of third party appeal rights and the absence of authentic community engagement is not supported, and Council continues to advocate for robust and extensive community engagement that is transparent, and clear. The platform of Engage Victoria is a useful tool to begin such engagement.

Council reiterates its commitment to the facilitation of higher densities in the right location to support Victoria's Housing Statement. The provision of the right form of housing in the right location has been a fundamental tenant of planning schemes, providing objectives to direct housing options whilst balancing protection of amenity, landscape, environment and character.

10.8 – ATTACHMENT 1. Mid Rise Code Submission

10.9 Procurement Policy 2025 - 2029

Attachment 1 Procurement Policy 2025-2029

10.9 – ATTACHMENT 1. Procurement Policy 2025-2029

Procurement Policy

2025 - 2029

1. BACKGROUND

Council is required under sections 108 and 109 of the Local Government Act 2020 (The Act) to prepare, adopt and comply with its procurement policy for purchasing goods, services and works that must include:

- Thresholds for Competitive Tender
- Criteria for evaluating value for money
- Approach to collaborating with councils and public bodies
- Conditions for purchasing without a public tender or Expression of Interest (EOI)
- Process for inviting a public tender or EOI
- Policy review to be conducted every 4-year term of the Council

A strategic Procurement Framework has been developed by the Eastern Regional Group (ERG) in consultation with the Northern Council Alliance (NCA). Council's Procurement Policy aligns with this framework and Local Government Best Practice Guidelines to promote consistent procurement governance. This will enable collaboration and the development of a coordinated approach to aggregate procurement and shared services in the future.

2. PURPOSE

This Procurement Policy outlines the framework for the City of Whitehorse (Council) to:

- Provide a procurement framework for the Council to achieve value for money in the procurement of goods, services and works
- Ensure procurement is ethical, transparent, and accountable to ratepayers and residents.
- Support the achievement of Council's strategic objectives as stated in the Council Plan and policies
- Support the Council's sustainability and social goals.
- Drive continuous improvement in the provision of services to the community
- Specify the thresholds and criteria for public tender or expression of interest purchases
- Use resources efficiently and effectively for the benefit of the community.

The Policy sets the strategic direction for procurement governance, to be followed alongside the Procurement Manual, which details mandatory processes and procedures. This Policy guides procurement activities throughout the pre-planning, sourcing, contract management, and close-out phases, excluding accounts payable processes.

What if we do not comply?

Council Officers must comply with this Policy. Non-compliance is a breach of the Local Government Act 2020 and may lead to disciplinary actions, including dismissal, or a breach

10.9 – ATTACHMENT 1. Procurement Policy 2025-2029

of the Council Code of Conduct. It may also affect contract validity and result in criminal or civil penalties for fraud, corruption, bribery, or violations of Australian Consumer Laws.

3. OBJECTIVES

The objectives of the Procurement Policy are to ensure Council meets its legislative obligations and provides a fair and transparent process that:

- Promotes open and fair competition and value for money.
- Establishes clear guidelines for consistency and control in procurement.
- Demonstrates accountability to ratepayers.
- Guides ethical behaviour in procurement.
- Follows best practices and considers sustainability (financial, social, economic, environmental).
- Maximises community benefits in procuring goods, services, and works.
- Encourages collaborative procurement and broadens competition, including new entrants to Local Government.
- Considers the social impact, including child safety and human rights.

To achieve these objectives, procurement and contract management must:

- Support the Council's strategies and goals.
- Take a long-term, strategic view of procurement needs, with regular reviews.
- Consider the full lifecycle of acquisitions, from concept to disposal.
- Identify, assess, and manage risks at every stage.
- Be conducted impartially, fairly, and ethically.
- Pursue continual improvement through innovation and technology.
- Support local businesses when possible.

4. SCOPE

This policy applies to all procurement activities undertaken by Council and is binding upon all Council Officers, Councillors, Contractors, Consultants and or third parties acting on behalf of Council to comply with the principles and framework set out in this policy.

The Policy covers the entire procurement process, from identifying a need to the delivery and completion of the contract, including management and closure. The Policy is enabled through the Procurement and Contract Management function but does not extend to related accounts payable processes.

The Council must comply with this Policy before purchasing and/or entering contracts for goods, services or works. The procurement function is centrally led for strategic, leadership, compliance, and policy purposes, while purchasing and contract management are decentralised. This Policy applies to all Council purchases, regardless of funding source.



10.9 – ATTACHMENT 1. Procurement Policy 2025-2029

5. TRAINING

All staff involved in procurement must complete mandatory Procurement training before undertaking any procurement activity on behalf of Council. Staff must have read and acknowledged the Council's Staff Code of Conduct.

6. POLICY

6.1 Value for Money

In applying the Value for Money principle, Council will:

Consider Whole-of-Life Costs, including planning, acquisition, operation, maintenance, and disposal.

Optimise Quality and Performance, ensuring goods, services, and works are fit for purpose, durable, and supported by service warranties where appropriate.

Support long-term financial sustainability, it is essential that Council ensures competitive tension through fair and open competition in all procurement activities

Deliver Broader Community Benefits, encouraging procurement outcomes that generate positive social, economic, and environmental impacts, including through support of local, social, Indigenous, and inclusive suppliers.

Champion Sustainable and Ethical Procurement, engaging suppliers who demonstrate compliance with fair, ethical, and socially responsible labour practices, and who meet legislative and regulatory obligations, including workplace safety and modern slavery to employees.

Minimise Environmental Impact, selecting products and services that reduce resource consumption, emissions, waste, and environmental degradation.

Support Innovation, encouraging new solutions, technologies, or delivery models that improve outcomes or efficiencies.

Promote Fair Competition and Efficiency, ensuring open, transparent procurement processes that support innovation and reduce duplication.

Enable Collaboration and Aggregation: leveraging shared services, panel arrangements, and approved purchasing schemes where appropriate.

6.2 Open & Fair Competition, Accountability, Probity & Transparency

Council procurement must be open, transparent, ethical and legally compliant. All staff and procurement participants must act with integrity, impartiality, and manage conflicts of interest



10.9 – ATTACHMENT 1. Procurement Policy 2025-2029

and/or perceived conflicts to build confidence in the outcome. Councillors must avoid conflicts of interest and not influence staff improperly.

Procurement staff (e.g. those drafting tenders, writing specifications, or evaluating bids) must declare any conflicts. Evaluation panel members must complete a Conflict-of-Interest declaration. Misconduct must be reported. Procurement decisions must be evidence-based, transparent, and auditable. Inducements, gifts, benefits, or hospitality from suppliers are strictly prohibited.

Staff must:

- adequately test the market in a consistent manner without any bias or perception of bias
- must treat all suppliers (and be seen to be treating) fairly and provide with the same access to information
- complete disclosable interests and confidentiality declarations before and during evaluations
- disclose conflicts before providing advice or reports
- refer conflict to Coordinator Procurement for review
- withdraw from any role of influence or decision-making role if directed.
- be responsible for the actions and decisions they take in relation to Procurement and for the resulting outcomes
- must ensure where a third-party agent is engaged to procure works, goods or services on behalf of Council, they are compliant with this Policy and relevant legislation including the Act

Council will publish information about contracts worth over \$500,000 (exclusive of GST) in the annual report. This is to enhance transparency and to align with Council's reporting obligations under the Local Government (Planning and Reporting) Regulations 2020.

Council will process all procurement activities over \$50,000 (exclusive of GST) through Council's on-line E Tender Portal. This is used to source suppliers and invite them to quote on work and to publish open tenders.

6.3 Disclosure of Information

Council will protect the confidentiality of information provided by suppliers, particularly regarding commercially sensitive material such as prices, discounts, rebates, profit, methodology, and intellectual property.

Councillors and Council staff must not discuss current or proposed procurement or tender processes with external parties. Discussions with potential suppliers during tender evaluations should only focus on clarifying their offerings.



10.9 – ATTACHMENT 1. Procurement Policy 2025-2029

6.4 Reporting Suspicious Activity

Council will protect individuals who provide information about suspected fraud, ensuring confidentiality and protection from harassment. Any suspected improper conduct, including bribery or irregular approaches from suppliers or individuals, will be investigated and reported per Council's policies and procedures.

The CEO must notify IBAC of any suspected corrupt conduct as required under the Independent Broad-based Anti-Corruption Commission Act 2011.

6.5 Governance

Council has delegated procurement powers, duties, and functions to the CEO to ensure processes that:

- Allow timely procurement of the diverse goods, works, and services needed by Council.
- Provide equal opportunity for contractors and suppliers to submit tenders and/or quotations.
- Encourage competition and collaboration.

6.6 Conduct of Suppliers

Council is committed to ethical, sustainable, and socially responsible procurement and expects its suppliers to uphold the same values. Suppliers must adhere to the Whitehorse Supplier Code of Conduct.

6.7 Responsible Financial Management

Responsible financial management will guide all procurement activities to ensure efficient and effective use of Council funds. To implement this principle:

- Funding availability within the approved budget must be confirmed before starting any procurement activity and managed according to the procurement policy.
- Delegated officers must not authorise expenditures beyond their approval limits.
- Funds should be spent efficiently, without compromising procurement principles.
- Council or their authorised delegate will consider the overall need for purchases across functions before approaching the market as part of the budget process.
- Where practical, smaller contracts for similar services will be consolidated.
- Contracts will not be split to avoid financial thresholds.
- Existing solutions within Council will be reused where possible, and major procurements will align with Council priorities and market conditions.
- Council will strive to achieve its objectives and maximise value for money.

6.8 Internal Controls and Compliance

All individuals involved in procurement must adhere to internal controls to ensure:



10.9 – ATTACHMENT 1. Procurement Policy 2025-2029

- Multiple people are responsible for each transaction.
- Transparency in the procurement process.
- A clear, documented audit trail for procurement functions.
- Necessary authorisations are obtained and recorded.

Compliance will be monitored by the Procurement and Controls and Compliance Teams. Minor issues will be addressed by leadership staff, while serious compliance issues will be reported to the Director of Corporate Services, the Audit and Risk Committee, and Council.

Where a procurement activity is complex, sensitive or subject to a high degree of public scrutiny, Council will increase the integrity of the procurement by engaging external probity advisors for certain values or under certain circumstances.

6.9 Procurement during Caretaker Period

In accordance with section 69 of The Act, Council must not make major procurement decisions during the caretaker period that could influence the outcome of an election or bind an incoming Council.

All procurement activities during the caretaker period must:

- Be assessed for political or commercial risk;
- Be clearly and appropriately documented; and
- Comply with all relevant probity principles and legislative requirements.

Further guidance will be provided by Council through caretaker period protocols and/or be referenced within Council's procurement manual or guidelines.

6.9 Risk Management

Appropriate risk management principles must be considered and applied at all stages of procurement to ensure continuity of supply of goods, services and works to Council.

Procurement activities will be properly planned and carried out in a manner that will protect and enhance Council's capability to prevent, withstand and recover from risks of personal injury, property damage, reputation, financial exposure and interruption to the supply of goods, services and works.

Council will minimise its risk exposure through the following measures:

Procurement Planning: allowing sufficient time for procurement preparation, market engagement, and internal approvals to reduce the risk of rushed or non-compliant processes and to integrate risk identification at the earliest planning stage to inform the procurement process

Standardised Contract Documentation: using Council approved templates that include legally reviewed terms and conditions to ensure consistency and reduce contractual



10.9 – ATTACHMENT 1. Procurement Policy 2025-2029

ambiguity.

Securities: requiring appropriate security deposits such as bank guarantees to protect against supplier non-performance or contract default.

Due diligence Checks: undertaking financial and reference checks on new and existing suppliers, with periodic reviews as needed to ensure ongoing capability and compliance.

Subject Matter Expert input: referring complex or technical specifications to qualified internal or external subject matter experts to ensure clarity, feasibility, and risk mitigation.

Contract Execution before Commencement: review and negotiate contract departures and non-standard contracts prior to the award of the contract with advice retained as evidence of review and approval of the terms and ensuring that all contracts are fully executed and documented before any goods are delivered, services commenced, or payments issued.

Standards and Compliance: incorporating relevant Australian Standards, legislative requirements, and industry best practices into specifications and contract terms.

Ongoing Contract Management: requiring contract managers to actively monitor contractor performance, deliverables, and compliance throughout the contract term, with issues documented and addressed promptly.

6.10 Goods and Services Tax (GST)

All monetary values stated in this policy exclude GST unless specifically stated otherwise.

When obtaining quotations and/or tenders the GST component must be clearly identified as a separate amount from the quoted/tendered price.

6.11 Procurement Thresholds and Methodology

Section 108 of the Act requires Councils to set public tender thresholds for when tenders or expressions of interest must be publicly invited. When applying procurement thresholds, the following must be adhered to:

- The purchase or contract total value includes estimated costs, contingencies, provisional sums, project management and any potential contract extensions over the contract term, including any end-of-life disposal costs.
- If multiple purchases are made from the same supplier over time, the cumulative value is based on the total expected spend, calculated over a three-year period.
- All verbal and written quotations, along with supporting procurement documentation, must be stored in Council's Corporate Records Management System.



10.9 – ATTACHMENT 1. Procurement Policy 2025-2029

The procurement methodology is based on the value threshold and/or the purchase risk. Council will invite tenders, proposals, quotes, and expressions of interest based on the thresholds outlined in the table below.

Value of Purchase (Excluding GST)	Minimum Selection Method	Comments
Up to \$9,999	<ul style="list-style-type: none"> Best Offer Where possible, staff must seek a quote from a local supplier 	Purchase Order
\$10,000 to \$49,999	<ul style="list-style-type: none"> At least three written quotes are to be invited from suppliers who are considered able to meet the requirements. Where possible, staff must seek a quote from a local supplier Where only one quote is received from those invited, Value for Money must be demonstrated. 	Purchase Order must be in place and Value for Money. Exemption from three quotes must be approved by Manager Finance on the advice of the Coordinator Procurement
\$50,000 to \$299,999.99	<ul style="list-style-type: none"> Undertake a formal Request for Quote process within Council's E-Tendering Portal. At least three compliant written quotes are to be received from suppliers who are considered able to meet the requirements. Where possible, staff must seek a quote from a local supplier Where less than three quotes are received from those invited, Value for Money must be demonstrated. Address any risk issues including OH&S 	A Procurement Plan and Contract is mandatory.
\$300,000 and over	<p>A public tender process is required for goods, services or works where once-off or on-going cumulative spend over the life of the contract is expected to exceed \$300,000.</p> <p>Address any risk issues including OH&S.</p>	

6.12 Market Testing

Market research and testing should be conducted at least 12 months before the contract end or extension. This research aims to identify potential benefits, including cost savings, risk reduction, innovation, or improved sustainable outcomes.

6.13 Strategic Procurement

Council's procurement processes will be based on Strategic Procurement practice including:



10.9 – ATTACHMENT 1. Procurement Policy 2025-2029

- Early planning will include consideration of aggregation opportunities; access to suppliers under existing contracts; and an analysis of alternative contract models and risk considerations.
- Effective and open working relationships with suppliers and managing existing suppliers via performance measurements is necessary to realise benefits negotiated through contracts
- Supply market development to diversify suppliers competing for new work
- Investigation of opportunities for business partnering ventures to gain further opportunities for service delivery and shared servicing

6.14 Local Economic Benefits

Council will use procurement to support local businesses and employers in the City of Whitehorse and surrounding areas. While value for money remains a key objective, priority will also be given to supporting local businesses and creating employment opportunities. This includes:

- Increasing purchases from businesses in the Whitehorse municipality.
- Supporting local suppliers and subcontractors.
- Promoting local employment.
- Supporting local production and manufacturing.

6.15 Collaborative Procurement

The Act identifies collaborative procurement as a key objective for local governments.

Council must consider opportunities for collaborative contracts, potentially across different service or goods categories, and to assess the timing of existing contracts.

Where practical, Council will collaborate with other councils to take advantage of economies of scale, explore service design best practice, reduce risk, shared service opportunities, drive innovation with suppliers and deliver opportunities to the community. Opportunities to collaborate must be identified within the Procurement Plan.

6.16 Cumulative Spend incl Tender/Quotation and Contract Splitting Prohibited

Council must ensure compliance with procurement obligations when cumulative payments to a single or multiple suppliers for similar goods, services or works meet or exceed the thresholds set in this Policy.

The total likely cumulative value of procurement activities or categories with multiple suppliers must be considered during the planning phase. Cumulative spend is calculated over three years, and Council should proactively identify opportunities for aggregation.

The contract length and value must be determined in good faith, considering Council's needs and the scope of the goods, services or works to be procured. Purchases or orders must not



10.9 – ATTACHMENT 1. Procurement Policy 2025-2029

be split to fall below an individual's authority level or applicable threshold. Intentional measures to avoid procurement thresholds, such as contract splitting or multiple orders with a single supplier are considered a breach of this Policy.

6.17 Procurement Options

Procurement options include:

- Direct purchase (using Corporate credit card; Purchase card) or utilising existing supplier contracts
- Approved purchasing schemes or use of Panel contract (including panels established by councils in the eastern region and Victoria)
- Select invited tender
- Open or Public tender
- Collaborative or joint procurement (through Aggregators or with one or more other council)
- Victorian State Government contracts (e.g. State Purchase Contracts, Whole-of-Government contracts or Construction Supplier Register (CSR))
- Under an exemption outlined in this Policy

6.18 Evaluation Criteria and Value for Money

When evaluating a procurement proposal, value for money is the primary evaluation objective, considering both cost and non-cost factors (not necessarily the lowest cost). This includes:

Financial

- A cost weighting for evaluation should be between 40% to 80%. If the weighting is set below 50%, a sound business reason must be provided. This should also consider whole of life cost, considering long-term costs beyond the initial purchase.

Capability

- A cost weighting for capability should be at a minimum 20% and ensure the goods, service and/or works are fit for purpose.
- Quality of the goods, service and/or works.
- Service and support offered.
- Ability to meet timelines
- Demonstrate available and adequate resources to undertake the services and/or works described in the specification

Credibility

- Sustainable and ethical procurement (e.g. environmental, social, indigenous, child safety, gender equality)
- Local content
- Previous experience and referee endorsement

The evaluation criteria for tenders will be approved through the Procurement Plan.



10.9 – ATTACHMENT 1. Procurement Policy 2025-2029**6.19 Late and Non-conforming Submissions**

- As a rule, and in the spirit of transparency Council will not accept any late responses for quotations/ tenders or expressions of interest under any circumstances unless otherwise stated in the conditions of quote/tender/expression of interest.
- Non-conforming submissions will be determined in accordance with the conditions of quote/tender/expression of interest.

6.20 Exemptions from following the Procurement Process

Council Officers seeking an exemption from quotation and/or tendering requirements must complete a Procurement Plan, Exemption Form and Conflict of Interest Declaration, which must be endorsed by the Coordinator Procurement and approved by the Manager Finance. This does not negate the requirement for a contract which will still apply for all activity valued over \$50,000.

Exemptions include:

Exemption Description	Explanation, limitations, responsibilities and approvals
1. A contract or purchase made because of genuine emergency or disaster	<p>An emergency is defined as:</p> <ul style="list-style-type: none"> • A state disaster declared under the Emergency Management Act 1986 or by the Premier. • A local/regional disaster declared by the CEO, activating Council's Business Continuity or Emergency Management Plan. • Urgent circumstances posing a risk to public health and/or safety. • A Council or CEO resolution to enter a contract due to a declared emergency or disaster. • The failure of a key service provider (e.g., Waste Collection Service). • Significant damage to a municipal building. • Major business disruptions, such as a large IT failure affecting services to the community
2. A contract made with, or a purchase from a contract made by, another government entity, government-owned entity or other approved third party	<p>The following are exempt from the procurement process:</p> <ul style="list-style-type: none"> • Engagements with government entities (Federal, State, Local, or government-owned) where contracts comply with the Act. • Contracts or arrangements established by other government entities, local authorities, or group purchasing schemes (e.g., MAV, Local Buy, Procurement Australia, Regional Waste Management Group), provided these followed a public tender process. <p>With prior approval from Procurement and/or ELT, and demonstration of Value for Money, the following panels are also exempt:</p> <ul style="list-style-type: none"> • Construction Supplier Register • Department of Treasury and Finance Consultants Panel



10.9 – ATTACHMENT 1. Procurement Policy 2025-2029

	<ul style="list-style-type: none"> • Marketing Services Register • E-services Panel (Technology Marketplace)
3. Professional and other Services unsuitable for tendering	<p>The following procurements are exempt from the procurement process:</p> <ul style="list-style-type: none"> • Issuance of Insurances (excluding Insurance Brokerage Services) • Payments with statutory/legislative obligations (e.g., ATO, fire levy) • WorkCover and injury management-related expenditure • Non-contestable elements and services and works from utility and service owners (e.g., water, electricity, gas, telecommunications, ISPs) • Procurement of works of art from a specific nominated artist (Note: Commissioning of Art Works is not exempt) • Procurement of performing arts (including artists or shows in drama, music, dance)
4. Proven Monopoly Market	<p>Procurement from a monopoly or sole supplier, where exclusive rights or ownership exist, is exempt from procurement thresholds, allowing for direct negotiations. This applies to:</p> <ul style="list-style-type: none"> • Statutory compulsory insurance schemes (e.g., WorkCover, Motor Vehicle Third Party) • Statutory authorities or services (e.g., water, telecommunications) • Utilities (e.g., Powercor) • Transport services (e.g., Yarra Trams) • Proprietary software and related maintenance • Asset-specific maintenance performed solely by one supplier • Continuous sole supplier exemptions (multi-year services across projects) • Services restricted by patents, IP, or third-party ownership • Situations where alternate providers are not feasible due to budget constraints (e.g., IT upgrades, fleet parts) • Sole suppliers after exhausting alternatives and considering scope adjustments • Technical requirements for system integration or access to specific IP • Software license renewals with necessary system integration
5. Adverse effect on Value for Money or public interest	<ul style="list-style-type: none"> • Council may determine that due to the nature of the procurement / or existing contract arrangement and the characteristics of the market, a public tender process could result in lesser value for money or have an adverse impact on the public interest.
6. Novated Contracts	<ul style="list-style-type: none"> • Where the initial contract was entered into in compliance with this Policy and due diligence has been undertaken in respect to the new party.



10.9 – ATTACHMENT 1. Procurement Policy 2025-2029**6.21 Accessing Existing Council and External Panel Contracts**

Under an existing externally approved Tendering Agent or Victorian Government Contract, such as Procurement Australia, Municipal Association of Victoria (MAV), or Victorian State contracts (all of which have been market-tested), staff are required to:

- Prepare a project brief and obtain a minimum of three quotes from suitable panel members or arrangements.
- Evaluate the quotes received.
- Follow the process outlined by the Tendering Agent.

For internal Council Panel Contracts, a minimum of two quotes is required unless only one capable supplier exists on the panel. Multiple quotes are encouraged where a competitive situation can be created, ensuring an improved value-for-money outcome. The rules of engagement from the panel contracts must be determined prior to the tender being published in the market.

When accessing Victorian Government supplier registers, procurement thresholds must still be followed. However, suppliers can be selected directly from the register, or a single quote obtained if a sole provider exists.

For amounts above \$50,000, two evaluation members are required. For amounts above \$300,000, three evaluation members are required.

6.22 Exemption from raising a Purchase Order

The following expenditure types are exempt from the requirement to raise a purchase order:

- Transactions of the following types:
 - Staff salaries or wages
 - Taxation / Superannuation / WorkCover / Payroll deductions
 - Investments / Term deposits
 - Payments to statutory authorities, including legislatively required audits (e.g., VAGO, Ombudsman)
 - Couriers
 - Utilities / Phone
 - Half-cost fencing
 - Subscription and membership renewals
 - Warranty renewals
 - Conferences, seminars, and travel arrangements
 - Councillors and Mayoral allowances
 - Grants
 - Fees paid to committee members
 - Property and lease arrangements, bank fees, and other transactional charges facilitated via pre-authorised direct deposits
 - Fire service levies
 - Sundry refunds and refunds of bonds and customer council rates



10.9 – ATTACHMENT 1. Procurement Policy 2025-2029

6.23 Delegations of Authority

Delegations define the limitations within which Council Staff are authorised to commit Council expenditure for the procurement of goods, services or works. Via the **CEO Instrument of Delegation** designated Council Staff are able to undertake specific purchasing, quotation, tender and contractual processes under delegation. This ensures that procurement activities are conducted efficiently and timely, while also maintaining transparency and integrity.

The Council and the CEO have delegated responsibilities for the expenditure of funds related to the procurement of goods, services and works, including the acceptance of quotations and tenders, as well as contract management activities. Council will maintain a documented scheme of **procurement delegations**, which will clearly identify the staff members who have been delegated the authority to make procurement commitments concerning goods, services, and works.

NOTE:

- No staff member outside those listed under this policy have the authority to sign any contract, agreement, lease, memorandum of understanding or other legally binding document that commits a financial payment or benefit to any third party.
- Staff must obtain prior approval for any expenditure involving staff reimbursements.
- To process approved transactions, the Manager of Finance has unlimited delegation in the ERP system
- Procurement of goods, services, or works exceeding \$1,000,000 requires Council approval at a Council Meeting. However, high-risk or high-sensitivity procurements under \$1,000,000 (as determined by the CEO) also require Council approval.
- The CEO may approve additional delegations to officers as needed for operational purposes, but these must not exceed the CEO's authority.
- Procurement authority may be transferred to an authorised officer by the Procurement Team upon written request from the delegated officer (e.g., during leave or unavailability).
- Council may increase the CEO's Delegation Approval Limit by resolution for specific contractual arrangements, provided:
 - The increase is within the approved budget.
 - An established governance framework is in place.

The procurement of all goods, services, and works, as well as the refund or reimbursement of funds (including cash refunds, bank guarantees, bonds, etc.), must be approved by the delegated officers in accordance with the following levels:



10.9 – ATTACHMENT 1. Procurement Policy 2025-2029

Council Officer	Approval Limit (Excluding GST)	Staff Reimbursements (Excluding GST)
Council	Unlimited	N/A
CEO	\$1,000,000	\$2,000
Director / Exec Manager	\$500,000	\$1,000
Manager	\$300,000	\$500
Coordinator	\$50,000	\$200

*Note staff reimbursements are for incidental business-related costs, are subject to prior approval and are only an option when staff do not have access to a purchase order or credit card.

6.24 Contract Variations / Extensions and Renewals

To continually improve its outcomes, Council will evaluate and seek to improve on all aspects of procurement and contract management, in accord with procurement processes and the policy.

Contract Variations must include a clear understanding of what the change to scope or additional elements are and must be formalised between Council and the contractor. Should the value of the contract increase because of the variation causing the cumulative cost to exceed the original contract approval it must be re-approved by the relevant financial delegate.

Staff must not use allocated contingency funds, fee allowances or unspent project management costs for variations to contract scope. These funds are for emergency unforeseen expenditure and contracted fees allowable under the scope of the initial contract.

Contract extensions must include an assessment of the following:

- Provides strategic enhancements during the current contract lifecycle including:
- Innovation to the existing service.
- Alternative or improvements to the existing service.
- Added services to the contract.

Contract renewals are to be subject to a strategic assessment prior to the contract end (generally 6-12 months prior to end date depending on the complexity) including:

- Market assessment of suppliers and service delivery models.
- Contract synergies across City of Whitehorse services.
- Strategic assessment of the service model and specification.
- Review of contract structure and pricing approach.
- Defines the future strategic direction.
- Identifies service risk review including transition.



10.9 – ATTACHMENT 1. Procurement Policy 2025-2029**7. DEFINITIONS AND ABBREVIATIONS**

Term	Definition
the Act	<u>Local Government Act 2020</u>
Best Value	Best value in procurement is about selecting the supply of goods, services and works considering both cost and non-cost factors including: <ul style="list-style-type: none"> • contribution to the advancement of Council's priorities • non-cost factors such as fitness for purpose, quality, service and support; and • cost-related factors including whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of the goods, services or works.
Chief Executive Officer ('CEO')	The highest ranked officer responsible for managing the whole organisation
Collaborative Procurement Arrangement	Council actively pursues collaborative opportunities with other Councils or government agency to purchase like services to achieve best value by leveraging combined economies of scale.
Collaborative Procurement	The centralisation of the procurement of goods, services or works which are repetitive and common to multiple organisations, or that are highly complex and benefit from specialisation
Commercial in Confidence	Information that, if released, may prejudice the business dealings or commercial interests of Council or another party, e.g. prices, discounts, rebates, profits, methodologies and process information, etc.
Competition and Consumer Act 2010 (CCA)	The CCA protects businesses and their customers from unfair trading practices. The CCA aims to prevent businesses from engaging in practices that lessen competition, such as anticompetitive agreements, misuse of market power, and mergers that would substantially lessen competition.
Competitive Neutrality Policy Victoria	Competitive neutrality is a principle that ensures government businesses compete with private sector businesses on a fair and equal footing, preventing public sector businesses from unfairly benefiting from their government ownership. The Victorian Government's Competitive Neutrality Policy is to ensure that significant government businesses compete fairly in the market
Conditions of contract	The contractual terms that define the obligations and rights of the parties involved in the contract and form the basis of the contract awarded to the successful respondent.
Confidentiality agreement	A written legal document that is proof and record of the obligations agreed to between the parties; to protect the commercial interests of the council and/or the supplier. Often used interchangeably with the deed of confidentiality.
Conflict of interest	In Victorian local government the law provides that a council officer holding a delegation or advising council, or a delegated committee has a conflict of interest which they must disclose in writing when they have a general or material interest of the type specified in the legislation.



10.9 – ATTACHMENT 1. Procurement Policy 2025-2029

Conflict of interest declaration	A declaration signed by staff, councillors and consultants involved with an RFx process to indicate they do not have a conflict of interest.
Consultant	A particular type of contractor engaged to provide recommendations, specialist or professional advice to assist decision-making. A consultant is usually engaged by way of a short term or temporary contract, is normally expected to work without direct supervision, to exercise their own judgement, conduct complex research or investigations and provide advice or recommendations. A consultant may include specialist professional services and be an individual or an organisation.
Contract	A legally binding agreement (including deeds and purchase orders) between parties. While an agreement does not need to be in writing it is generally documented in some way, such as an exchange of letters or emails. A contract requires the parties to obey the terms in the contract and perform their contract duties as stated. Failure to do so may result in legal consequences, such as a damages award
Contract Management	The process that ensures all parties to a contract fully meet their respective obligations as efficiently and effectively as possible, in order to deliver the contract objectives and provide Value for Money.
Contract Manager	A Council Officers member or approved person with delegated authority to manage a legally binding agreement between Whitehorse City Council and a Contractor.
Contractor	A company or individual selected to supply goods, provide services, perform works or consult for Whitehorse City Council. To these guidelines, "Contractor" shall be listed as "Supplier," "Service Provider" or "Consultant" depending on the type of purchase.
Contract Variation	An addition or alteration to the goods and/or services under a contract that is within the general scope of the original contract. A contract variation can be documented between the parties with a letter or a deed of variation. It may also require a quotation from the contractor if there are financial implications. This needs to be agreed to by both parties.
Council	Whitehorse City Council, being a body corporate constituted as a municipal Council under the <i>Local Government Act 2020</i> .
Councillors	Council's elected representatives (the Mayor, Deputy Mayor and Councillors) or Administrator(s) appointed to act in this capacity.
Council Officers	Includes all Council officers, temporary employees, contractors, volunteers and consultants while engaged by Council.
CSR - Construction Supplier Register	A pre-qualification scheme for building and construction industry consultants and contractors for government bodies (including councils) to engage when undertaking construction projects. The CSR is available on the Department of Treasury and Finance website.
Deed of Confidentiality	See confidentiality agreement.
Delegate	A person authorised by the Council or Chief Executive Officer to make a general, or specified decisions constrained only by the instrument of delegation. Specifically, delegates commit and incur expenditure. The delegate is responsible for actions arising from their use of such power.
Delegation	A power handed down by the Council or Chief Executive Officer in an instrument to enable a delegate to act on Council's behalf.
Direct Purchasing	A buyer who does not conduct any competitive process in the procurement of a good or service and selects/purchases the goods or services instantly



10.9 – ATTACHMENT 1. Procurement Policy 2025-2029

	without any evaluation or selection process e.g. Purchase Card, use of Panel /aggregator etc. in accordance with policy
Due diligence	The process of reviewing and analysing in detail the capacity of a responding organisation to meet future contract performance requirements. This may include a detailed assessment of the organisation's financial stability, legal risk, technical capacity and infrastructure.
e-Procurement	e-Procurement is integral to the overall development of procurement processes and involves the use of an electronic system/s to acquire and pay for supplies, services` and works. At Whitehorse City Council this is orders raised on ERP System, however, could involve other systems such as on-line stationery ordering or on-line travel management.
Eastern Region Group of Councils (ERG)	The ERG comprises of 6 Councils including the metropolitan Councils of Knox, Whitehorse, Maroondah, Manningham, Monash, and Yarra Ranges. It is made up of CEOs, Mayors and Deputy Mayors from these organisations with a rotating chair.
Eastern Regional Procurement Network (ERPN)	The ERPN comprises of 7 Councils including the metropolitan Councils of Knox, Whitehorse, Boroondara, Maroondah, Manningham, Monash, and Yarra Ranges. It is made up of procurement professionals from these organisations with a rotating chair.
Emergency	<p>A sudden or unexpected occurrence requiring immediate action, such as:</p> <ul style="list-style-type: none"> - the occurrence of a natural disaster such as flooding, bushfire or pandemic which may require the immediate procurement of goods/services/works to provide relief. - the occurrence of an event such as flooding or fire at a council property which may require the immediate procurement of goods, services or works to ensure business continuity. - the unforeseen cessation of trading of a core service provider due to bankruptcy and a need to appoint a replacement service provider on the grounds of public safety; or - any other situation which is liable to constitute a risk to life or property. <p>A situation that becomes urgent because of insufficient planning or tight project timeframes does not constitute an Emergency under this Policy or when a procurement is made in Oracle.</p>
Enterprise Resource Planning ("ERP")	ERP is a software system that integrates and manages core business processes, such as finance, human resources, and purchasing. ERP systems provide a centralised platform to streamline operations, improve data accuracy, and enhance decision-making across an organisation.
Evaluation criteria	The criteria used to evaluate the compliance and/or relative ranking of RFx submissions. All evaluation criteria must be clearly stated in the RFx documentation.
Executive Leadership Team (ELT)	Senior Executive comprising Chief Executive Officer, Directors and nominated Executive Managers.
Expression of Interest (EOI)	An invitation for persons/companies to submit an EOI for the provision of the goods and/or services set out in the overview of requirements contained in the document. This Invitation is not an offer or a contract. This can be used to confine the number of invited tenderers for an RFT where there is expected to be significant cost or effort and only potential winners are to be invited, to pre-qualify tenderers where significant interest is expected, or even to gather information on what is available in the market before conducting a tender.



10.9 – ATTACHMENT 1. Procurement Policy 2025-2029

General conditions of contract	Contractual terms which define the obligations and rights of the parties involved in the contract and form the basis of the contract awarded to the successful respondent/supplier.
The Independent Broad-based Anti-Corruption Commission (IBAC)	IBAC is Victoria's agency responsible for preventing and exposing public sector corruption and police misconduct. Their jurisdiction covers state and local government, police, parliament and the judiciary.
Indigenous Business	As per Supply Nation's definition, an Indigenous Business is one that is at least 50% owned by an Aboriginal or Torres Strait Islands person(s).
Late tender	An RFx or RFt submission received after the specified closing time and date.
Life-Cycle Cost	An evaluation that determines the cost of acquisition, operation, maintenance, and disposal of items.
Local Business	A commercial business with an operational premise that is physically located primarily within Whitehorse Municipality or has its supply chain (material or labour) within the municipality, then broadening to the municipal borders of the 7 Eastern Regional Councils. Local content' includes but is not limited to: <ul style="list-style-type: none"> Enterprises that source locally based manufacturers for materials / infrastructure / equipment / vehicles. Enterprises that employ residents. Enterprises that provide evidence of broad-based local solutions to maximise economic development for Whitehorse; and Businesses demonstrating cooperative enterprises with social & economical outcomes for local community.
Local Government Victoria ('LGV')	LGV provides policy advice, oversees legislation and collaborates with councils to support responsive and accountable local government services.
Monopoly market conditions	When goods, services or works can be supplied only by a particular business and there is no reasonable alternative or substitute for one of the following reasons: <ul style="list-style-type: none"> the requirement is for works of art. to protect patents, copyrights or other exclusive rights, or proprietary information (e.g. Melbourne Water-owned assets, licenses or subscriptions); or due to an absence of competition for technical reasons.
National Competition Policy (NCP)	The NCP impacts on Council's procurement processes. In brief, NCP extends the Australian Consumer Law to Councils and introduces Competitive Neutrality Policy.
Negotiation	The bargaining process between two or more parties. Each party has its own viewpoints and objectives but seeks to reach an overall satisfactory arrangement.
Northern Councils Alliance (NCA)	The NCA comprises of 7 Councils including Banyule, Darebin, Hume, Mitchell Shire, Merri-bek, Nillumbik Shire and Whittlesea.
Panel or Standing Offer	Panel contract (panel arrangement or standing offer) is a contractual arrangement established with at least two suppliers for the anticipated provision of goods or services, as and when required over a specified period of time. The panel contract contains standard terms and conditions under which panel members will provide the goods or services
Preferred respondent	Respondent who at the conclusion of the evaluation period has been selected to enter contract negotiations for the contract with the principal.
Principles	The fundamental norms, rules, or values that represent what is desirable and of value to a council and its community. Principles are more basic than policy, process or procedures, and should govern all three.



10.9 – ATTACHMENT 1. Procurement Policy 2025-2029

Probity	In the context of a procurement process probity denotes a defensible process which can withstand internal and external scrutiny – one which achieves both accountability and transparency, providing tenderers with fair and equitable treatment both real and perceived.
Probity Advisor	A probity advisor participates in providing advice on probity issues which may arise, together with advice on strategies to overcome potential problems.
Probity Auditor	A probity auditor's role is more generally confined to reviewing all processes and documentation throughout the tender process and reporting to council or the CEO after the end of the process.
Procure to Pay	Procure to Pay is the process of seeking/requesting tenders/quotations or expressions of interest, requisitioning, purchasing, receiving, paying for and accounting for goods and Services.
Procurement	<p>Procurement is the process of acquiring goods, services and works, beginning when a need has been identified and resulting in the award of a contract. It includes planning, design, standards determination, specification writing, preparation of request for quotation/tender documentation, selection of suppliers, financing, contract administration, disposals, and other related functions. It also includes the organisational and governance frameworks that underpin the procurement function.</p> <p>Procurement does not include:</p> <ul style="list-style-type: none"> • grants issued by Council (whether in the form of a contract, conditional gift or deed). • investments or divestments. • land or property sales. • loans. • developer contributions or works performed by developers, insurance. • engagement of employees. • payments made in line with statutory/legislative requirements; and • property purchases and leases.
Procurement and Contract Management System (P&CMS)	Council's online Procurement and Contract Management System (P&CMS) which prescribes the processes, templates and guidelines for all stages of the end-to-end procurement and contract management lifecycle.
Procurement Plan (PP)	Refers to a detailed plan for a proposed RFx process. It outlines the procurement strategy for contracts and draws a strategic connection between the higher-level project planning and implementation through procurement. The PP must be completed and authorised by the appropriate delegate prior to going to market.
Project Control Group ("PCG")	The PCG is a group established to oversee, facilitate and monitor the development of a Capital Project from inception to practical completion. The PCG communicates with and directs the Project Manager through the planning, design, construction and inception.
Purchase Order	A short form of contract, which is an official document used to authorise and record the purchase of goods, services or works by a buyer. It is the prime reference confirming the contractual situation between the buyer and supplier.
Request for Proposal (RFP) / Request for Information (RFI)	An RFP is sent to the supplier market, designed to capture commercial information and pricing. It Council to assess the suitability and evaluate responses against a set of pre-defined requirements or to gather information on what is available in the market prior to finalising specifications for a tender.



10.9 – ATTACHMENT 1. Procurement Policy 2025-2029

Request for Quote ("RFQ")	An RFQ, or Request for Quote is a direct invitation to suppliers, asking them to send offers – it is subject to thresholds set within the procurement policy framework.
Request for Tender ("RFT")	An RFT, or Request for Tender, is a formal open invitation to suppliers, asking them to send offers in a structured format – it is subject to thresholds and the LG Act.
Requisition Approver	A Council Officers member or approved person with delegated authority to approve the procurement of goods, services or works on behalf of Whitehorse City Council.
Requisitioning Officer	A Council Officers member or approved person assigned to procure goods, services or works on behalf of Whitehorse City Council.
RFx	Includes both Request for Quote (RFQ) and Request for Tender (RFT) processes
RFx Conditions	Rules governing the content and provisions of submissions and the conduct of the RFx process.
Schedule of Rates Contract	A standing offer arrangement based on a Schedule of Rates contract that sets out rates for goods and services which are available for the term of the agreement but without a commitment to purchase a specified value or quantity of goods or services.
Small to medium enterprises	Actively trading business with less than two hundred full-time equivalent employees (ABS).
Social enterprise	Social Enterprises are certified by Social Traders and are: <ul style="list-style-type: none"> - led by an economic, social, cultural, or environmental mission consistent with a public or community benefit. - derive a substantial portion of their income from trade; and reinvest most of their profit/surplus in the fulfilment of their mission.
Social Procurement	Social procurement uses procurement processes and purchasing power to generate positive social outcomes in addition to the delivery of efficient goods, services and works.
Specification	A document that specifies the design requirements, work objectives, technical attributes, deliverables, performance criteria/indicators, indexation/options and payment information for an engagement/contract.
Subject Matter Expert ("SME")	A subject matter expert, or SME, is the person who possesses a deep understanding of a particular subject.
Sustainability	Activities that meet the needs of the present without compromising the ability of future generations to meet their needs.
Sustainable Procurement	Involves decision making that has the most positive environmental, social and economic impacts possible across the entire lifecycle of goods, services and works. The United Nations Environment Programme defines sustainable procurement as a "process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves Value for Money on a whole of life basis in terms of generating benefits not only the organisation, but also to society and the economy whilst minimising damage to the environment." Social procurement is when organisations use their buying power to generate social value beyond the value of the goods, services or works being procured.
Tender briefing	A forum held at a Council site/s where a Council representative(s) briefs prospective respondents regarding an RFx process and responds to questions raised.
Tender Process	The process of inviting parties from either a select list or via public advertisement to submit an offer by tender followed by evaluation of submissions and selection of a successful bidder in accordance with pre-determined evaluation criteria.



10.9 – ATTACHMENT 1. Procurement Policy 2025-2029

Thresholds	The value above which a procurement, unless exempt, is subject to the mandatory procurement procedures.
Total Contract Sum	The potential total value of the contract including: <ul style="list-style-type: none"> costs for the full term of the contract, including any options for either party to extend the contract. applicable goods and services tax (GST). anticipated contingency allowances or variations; and all other known, anticipated and foreseeable costs (this should include provisional items and project management fees).
Value for Money	Value for Money in procurement is about selecting the supply of goods, services and works considering both cost and non- cost factors including: <ul style="list-style-type: none"> Contribution to the advancement of Council's priorities. Non-cost factors such as fit for purpose, quality, service and support; Cost-related factors including whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of the goods, services or works.
Whitehorse City Council ("Council")	The entire Whitehorse City Council organisation, including Councillors and Council Officers.

8. RELATED POLICIES & LEGISLATION

Council's procurement activities are carried out to the professional standards required by best practice and in compliance with the following relevant policies and legislation, including any subsequent amendments:

- Local Government Act 2020 (Vic)
- Local Government (Planning and Reporting) Regulations 2020
- Victorian State Government's "Competitive Neutrality Policy" dated September 2012
- Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Occupational Health and Safety Act 2004
- Modern Slavery Act 2018 (Cth)
- Gender Equality Act 2021
- Fair Work Act 2009
- Environment Protection Act 2017
- Emergency Management Act 2013
- Privacy and Data Protection Act 2014;
- Public Records Act 1973;
- Goods Act 1958
- National Competition Policy.
- Competition and Consumer Act 2010 (Cth).
- Employee Conduct Policy.
- Councillor Code of Conduct.
- Working with Children Act 2005 and Working with Children Regulation 2016
- Risk Management Plan
- Risk Management Framework
- Project Risk Management Plan
- Municipal Emergency Management Plan (MEMP)
- Supplier Code of Conduct
- Corporate Credit Card Policy
- Performance Management Policy
- Fraud and Corruption Policy



10.9 – ATTACHMENT 1. Procurement Policy 2025-2029

- Councillor Gift Policy
- Staff Expenses Policy
- Child Wellbeing and Safety Policy
- Building & Construction Industry Security of Payment Act 2002;
- Local Government (Governance and Integrity) Regulations 2020;
- Local Government (Planning and Reporting) Regulations 2020; and
- Other relevant Australian Standards or legislation.

9. SUPPORTING PROCEDURES AND GUIDELINES

- Procurement Operations Manual
- Procurement and Contract Management System (P&CMS)
- Victorian Local Government Best Practice Guidelines 2024.
- Complaints Policy
- LGA 2020 - Confidential Information



10.11 Statutory Planning Report August 2025

Attachment 1 Ministerial Permits

Attachment 2 Open VCAT Planning Permit Applications

Attachment 3 Planning Permit Delegated Decisions

Attachment 4 Planning Permit Application Lodgements

10.11 – ATTACHMENT 1. Ministerial Permits



Ministerial Permit Register - August 2025

Planning Permits under Minister Delegation

Report Summary

A list of planning permits under Minister Delegation based off the Ministerial Planning Register for applications within Whitehorse City Council

Application number	Address	Description	Decision	Decision Date
PA2403077-1	161 Central Road Nunawading VIC 3131	S72 Amendment: amend conditions of the permit (deletion of Condition 22 c.).	TBD	
PA2503664	42 JACKSON AVENUE MONT ALBERT NORTH VIC 3129	Buildings and works associated with native vegetation removal in a Public Park and Recreation Zone under Whitehorse Planning Scheme.	TBD	
PA2101392	141-169 Burwood Highway Burwood VIC 3125	Presbyterian Ladies College -Partial demolition, and construction of buildings and works for a new sports and aquatic centre associated with an existing education centre, removal of trees, removal of native vegetation, alter access to a road in a	Permit	20/06/22
PA2201594	1065 WHITEHORSE ROAD BOX HILL VIC 3128	Our Lady of Sion College - Buildings and works, tree removal, relocation of a vehicle access to an area affected by a Transport Zone 2, waive parking numbers, display business identification signage	Permit	10/10/22
PA2302282	51 Centre Road Vermont VIC 3133	St Jame primary School - New administration building for primary school	Permit	21/12/23
PA2101392-2	141-169 Burwood Highway Burwood VIC 3125	s72 Amendment: amendment to the endorsed plans (to change the number of underground storage tanks).	Permit	13/02/24
PA2302656	175 Burwood Highway, BURWOOD VIC 3125	To remove up to 60sqm of native vegetation to gain access to an existing sewer manhole.	Permit	19/03/24
PA2101392-3	141-169 Burwood Highway Burwood VIC 3125	s72 Amendment: to amend the wording of Condition 22 to read as follows: "No part of the advertising signs shall be internally or externally illuminated other than as shown on the endorsed plans."	Permit	24/07/24
PA2403047	Valda Wetlands Reserve Mont Albert North VIC 3129	Native vegetation removal within the Valda Wetlands but outside the existing statutory approval boundaries is required to facilitate access to the designated construction site to carry out construction works for the NELP Eastern Freeway Upgrades –	Permit	20/09/24
PA2402910	487-503 Springvale Road Vermont South VIC 3133	Emmaus College - Buildings and works in association with an existing secondary school.	Permit	24/12/24
PA2403077	161 Central Road Nunawading VIC 3131	Development of replacement Early Learning Centre (enabling additional 33 students), demolition of existing dwelling, portable classroom and car parking area, removal of vegetation including native vegetation, construction of new car park, entry gate	Permit	04/02/25
PA2403056	69 CARRINGTON ROAD BOX HILL VIC 3128	53.22 Multi-level, mixed-use development at No. 69 Carrington Road, Box Hill. The proposal comprises a fourteen (14) storey mixed-use (office and retail) building and associated services and facilities, including a two-level basement car park located	Permit	28/02/25
PA2403360	17-23 STEVENS ROAD VERMONT VIC 3133	Introduction of a new use (Secondary School) and the development of a new Specialist Education Building at 17-23 Stevens Road, Vermont, to establish Emmaus College's new Year 9 Campus.	Permit	06/05/25
PA2503677	161 Central Road Nunawading VIC 3131	Nunawading Christian College - Buildings and Works associated with a section 2 use (Secondary School).	Permit	08/07/25
PA2403360-1	17-23 STEVENS ROAD VERMONT VIC 3133	S72 Amendment: to amend Condition 12 Car Park Management Plan. The original Traffic Management Report allowed for 51 informal parking spaces on the asphalt basketball courts for parent pick up and drop off during peak times. The Planning Permit had	Permit	28/08/25

10.11 – ATTACHMENT 1. Ministerial Permits

Ministerial Permit Register - August 2025

Planning Permits under Minister Delegation Big Build

**Report Summary**

A list of planning permits under Minister Delegation based off the Ministerial Planning Register - Big Build for applications within Whitehorse City Council

Application Number	Address	Description	Date
VPP2101434	408-410 Burwood Highway, Vermont	Development of a 5 storey building comprising 34 apartments with a basement car park.	17/12/21

Ministerial Permit Register

Planning Permits under Minister Delegation State Projects

Report Summary

A list of planning permits under Minister Delegation based off the Ministerial Planning Register - Stat Projects for applications within Whitehorse City Council

Project	Municipality	Description	Decision
Suburban Rail Loop East (Cheltenham to Box Hill) Initial Works	Bayside, Kingston, Whitehorse	Initial works include activities that are comparable in scope and scale to routine infrastructure renewal and maintenance, and are vital to prepare for major construction of Suburban Rail Loop.	15/08/21

10.11 – ATTACHMENT 1. Ministerial Permits

Referrals and Determinations - August 2025


Under Clause 52.20 - Government Funded Housing Development

Report Summary

A list of referrals and determinations under Clause 52.20 within Whitehorse City Council

Application number	Address	Description	Date Received
PA/170/2023	26-32 McDowall Street, MITCHAM VIC 3132	Big Build Victoria - Four Storey Apartment Building	06/11/24

10.11 – ATTACHMENT 2. Open VCAT Planning Permit Applications

<div>  <h2>Planning Applications at VCAT - August 2025</h2> </div>								
Report Summary A list of planning permits currently at VCAT	Application_Number	Ward	VCAT_Ref	Address	Description	Decision	Decision_Date	Status
	WH/2021/367/A	Terrara	P302/2025	10 Katupna Court VERMONT SOUTH VIC 3133	Amend the permit and plans to WH/2021/376 to include a new dwelling adjacent to an existing dwelling on a lot	Delegate Refusal - S72 Amendment	13/03/2025	Not Heard
	WH/2016/222/C	Sparks	P1095/2024	105 Carrington Road BOX HILL VIC 3128	Amendment of plans and permit (issued for Construction of a three storey building above basement comprising eleven dwellings and including associated buildings and works within four metres of trees protected under the Significant Landscape Overlay- Schedule 9)	Delegate Refusal - S72 Amendment	11/09/2024	Not Heard
	WH/2024/377	Lake	P950/2024	108 Lake Road BLACKBURN VIC 3130	Buildings and works in the Significant Landscape Overlay - Schedule 2	Delegate Refusal Issued	12/07/2024	Not Heard
	WH/2024/845	Cootamundra	P398/2025	13 Railway Road BLACKBURN VIC 3130	32.09-2 Use of the Land as a Rooming house	Delegate Refusal Issued	10/04/2025	Not Heard
	WH/2024/676	Cootamundra	P78/2025	17 Peter Avenue BLACKBURN NORTH VIC 3130	Buildings and works for alterations and additions to an existing dwelling, construction of a second dwelling and removal of trees in the SLO9	Failure - Not Supported	19/05/2025	Not Heard
	WH/2025/372	Sparks	P726/2025	2 Surrey Street BOX HILL SOUTH VIC 3128	Removal of one tree	Delegate Refusal Issued	23/06/2025	Not Heard
	WH/2024/952	Terrara	P362/2025	22 Carrington Court BURWOOD EAST VIC 3151	Removal of one (1) tree in the Significant Landscape Overlay, Schedule 9	Delegate Refusal Issued	25/02/2025	Not Heard
	WH/2024/795	Lake	P432/2025	29 Alandale Road BLACKBURN VIC 3130	To remove two (2) trees	Delegate Refusal Issued	12/03/2025	Not Heard
	WH/2024/249	Terrara	P258/2025	440 Burwood Highway VERMONT SOUTH VIC 3133	Construction of an apartment building and removal of trees	Council NOD Issued	24/02/2025	Not Heard
	WH/2025/191	Elgar	P660/2025	5 Willow Street BOX HILL NORTH VIC 3129	Removal of protected trees in the Significant Landscape Overlay, Schedule 9	Delegate Refusal Issued	30/05/2025	Not Heard
	WH/2024/844	Eley	P173/2025	7/10-40 Burwood Highway BURWOOD EAST VIC 3151	Display of an electronic major promotion sky sign	Delegate Refusal Issued	30/06/2025	Not Heard
	WH/2024/905	Lake	P576/2025	87 Railway Road BLACKBURN VIC 3130	Construction and Display of an electronic Major Promotion Sky Sign	Delegate Refusal Issued	26/05/2025	Not Heard
	WH/2014/1261/A	Cootamundra	P336/2025	96 Whitehorse Road BLACKBURN VIC 3130	Construction of a 5 storey mixed use building (apartments, child care centre and food and drink premises) with basement, buildings and works within 4 metres of protected SLO9 trees, alteration of access to a road in a transport zone category 2, a reduction in car parking spaces and vegetation removal	Delegate Refusal - S72 Amendment	03/04/2025	Not Heard

10.11 – ATTACHMENT 3.Planning Permit Delegated Decisions

Planning Permit Delegated Decisions August 2025

Report Summary - A list of planning permit decisions issued under Whitehorse City Council Delegation in the month prior.

Note - The description for Permit Amendments does not reflect the amendment changes.

Cootamundra

Address	Application No	Application Type	Description	Decision	Decision_Date
38 Myrtle Grove BLACKBURN VIC 3130	WH/2025/521	VicSmart - General Application	Vicsmart application for buildings and works (construction of front fence) within the HO208 and SLO2	Delegate Permit Issued	1/08/2025
1 Sheila Street BLACKBURN NORTH VIC 3130	WH/2025/548	VicSmart - Tree	Removal of one tree	Delegate Permit Issued	1/08/2025
5 Frankcom Street BLACKBURN VIC 3130	WH/2025/470	Subdivision	Eight (8) lot subdivision	Delegate Permit Issued	4/08/2025
2/64 Whitehorse Road BLACKBURN VIC 3130	WH/2025/144	Special Building Overlay	To construct a building or to construct or carry out works to extend the dwelling	Delegate Permit Issued	5/08/2025
2 Wirreanda Court BLACKBURN VIC 3130	WH/2020/821/A	Permit Amendment	To amend the plans for permit WH/2020/821 allowing the construction of two (2) dwellings on a lot, tree removal and buildings and works within four (4) metres of trees protected under the significant landscape overlay 2	Delegate Approval - S72 Amendment	5/08/2025
28 Cootamundra Crescent BLACKBURN VIC 3130	WH/2025/590	VicSmart - Subdivision	Two lot subdivision	Delegate Permit Issued	14/08/2025
3 Derby Street BLACKBURN VIC 3130	WH/2025/499	VicSmart - General Application	Front fence within the Special Building Overlay and the Significant Landscape Overlay - Schedule 9	Delegate Permit Issued	19/08/2025
1 Boongarry Avenue BLACKBURN VIC 3130	WH/2025/607	VicSmart - Tree	removal of one tree	Delegate Permit Issued	21/08/2025
5 Service Road BLACKBURN VIC 3130	WH/2025/531	Subdivision	Three lot Subdivision	Delegate Permit Issued	22/08/2025
117-125 Canterbury Road BLACKBURN VIC 3130	WH/2025/496	Business	To construct and carry out works and install signage relating to the Woolworths Direct to Boot service at the site.	Delegate Permit Issued	27/08/2025

10.11 – ATTACHMENT 3.Planning Permit Delegated Decisions

17 Athol Court
BLACKBURN VIC 3130

WH/2025/606

VicSmart - Tree

Removal of one tree

Delegate Permit
Issued

29/08/2025

10.11 – ATTACHMENT 3.Planning Permit Delegated Decisions

Eley	Address	Application No	Application Type	Description	Decision	Decision_Date
	18 Chamberlin Court BLACKBURN SOUTH VIC 3130	WH/2025/541	VicSmart - Tree	Removal of one tree protected under the Significant Landscape Overlay, Schedule 9	Delegate Permit Issued	1/08/2025
	19 Hone Avenue BLACKBURN SOUTH VIC 3130	WH/2025/547	VicSmart - General Application	Removal of one tree	Delegate Permit Issued	1/08/2025
	102 Middleborough Road BLACKBURN SOUTH VIC 3130	WH/2025/461	Advertising Sign	Signage (Internally illuminated signage exceeding 1.5 square metres and Business Identification Sign exceeding 8 square metres)	Application Lapsed	11/08/2025
	Shop G 29/172-210 Burwood Highway BURWOOD EAST VIC 3151	WH/2025/505	Advertising Sign	The development and display of internally illuminated business identification signs	Delegate Permit Issued	12/08/2025
	9 Narmara Street BURWOOD EAST VIC 3151	WH/2025/509	VicSmart - General Application	Buildings and works associated with a front fence within the Significant Landscape Overlay Schedule 9	Delegate Permit Issued	15/08/2025
	50 Edinburgh Road BLACKBURN SOUTH VIC 3130	WH/2025/595	VicSmart - Subdivision	2 Lot Subdivision	Delegate Permit Issued	19/08/2025
	96 Orchard Grove BLACKBURN SOUTH VIC 3130	WH/2025/586	VicSmart - General Application	Construction of a front fence within an Overlay.	Delegate Permit Issued	19/08/2025
	21 Dorothy Street BURWOOD EAST VIC 3151	WH/2025/601	VicSmart - Tree	Removal of one tree	Delegate Refusal Issued	25/08/2025
	6 Agnew Street BLACKBURN SOUTH VIC 3130	WH/2025/378	Multiple Dwellings	Construction of two (2) double storey dwellings including buildings and works within 4 metres of protected SLO9 trees	Delegate Permit Issued	29/08/2025

10.11 – ATTACHMENT 3.Planning Permit Delegated Decisions

Elgar	Address	Application No	Application Type	Description	Decision	Decision_Date
	81 Clyde Street BOX HILL NORTH VIC 3129	WH/2025/518	VicSmart - Tree	Removal of one tree	Delegate Refusal Issued	1/08/2025
	12 Toogoods Rise BOX HILL NORTH VIC 3129	WH/2024/949	Special Landscape Area	Buildings and works for a front fence associated with a dwelling within 4 metres of protected trees	Delegate Permit Issued	7/08/2025
	10 Rowern Court BOX HILL NORTH VIC 3129	WH/2023/491/A	VicSmart Permit Amendment	To amend the plans to planning permit WH/2023/491 to construct a building and carry out works (first floor extension) to the existing building	Delegate Approval - S72 Amendment	13/08/2025
	10 Wattle Street BOX HILL NORTH VIC 3129	WH/2025/309	Multiple Dwellings	Construction of two (2) double storey dwellings including buildings and works within the SBO and within 4 metres of protected SLO9 trees	Delegate Permit Issued	15/08/2025
	35 Belgravia Avenue MONT ALBERT NORTH VIC 3129	WH/2025/513	Subdivision	2 Lot Subdivision	Delegate Permit Issued	19/08/2025
	19 Packham Street BOX HILL NORTH VIC 3129	WH/2025/585	VicSmart - Tree	Removal of one tree	Delegate Permit Issued	20/08/2025
	10 Winfield Road BALWYN NORTH VIC 3104	WH/2025/478	VicSmart - General Application	Construction of front fence within 4 metres of protected trees in the Significant Landscape Overlay, Schedule 9	Application Lapsed	21/08/2025
	1 Phillip Avenue BOX HILL NORTH VIC 3129	WH/2025/227	Special Landscape Area	To construct a building (dwelling) and construct and carry out works within four (4) metres of vegetation and to remove trees	Delegate Permit Issued	21/08/2025
	3 Alberta Avenue BOX HILL NORTH VIC 3129	WH/2025/618	VicSmart - Tree	Removal of one (1) tree protected under the SLO9	Delegate Permit Issued	29/08/2025

10.11 – ATTACHMENT 3.Planning Permit Delegated Decisions

Kingsley	Address	Application No	Application Type	Description	Decision	Decision_Date
	46 Victoria Crescent MONT ALBERT VIC 3127	WH/2025/553	Subdivision	Two lot subdivision	Delegate Permit Issued	4/08/2025
	1 Wellesley Street MONT ALBERT VIC 3127	WH/2023/947/A	Permit Amendment	Construction of two (2) double storey dwellings, buildings and works within 4 metres of protected SLO9 trees and vegetation removal	Delegate Approval - S72 Amendment	5/08/2025
	11 High Street MONT ALBERT VIC 3127	WH/2024/900	Heritage	Proposed double story extension to existing house under the heritage and significant landscape overlays	Delegate NOD Issued	5/08/2025
	3 Lightfoot Street MONT ALBERT VIC 3127	WH/2024/684	Special Landscape Area	Construction of a new double storey dwelling, pergolas and fencing, tree removal, and buildings and works within 4 metres of trees.	Delegate NOD Issued	12/08/2025
	5 Balmoral Crescent SURREY HILLS VIC 3127	WH/2025/482	VicSmart - General Application	Removal of one tree	Delegate Permit Issued	14/08/2025
	35 Bundoran Parade MONT ALBERT NORTH VIC 3129	WH/2025/511	VicSmart - General Application	Proposed 1.8m high Brick fence and 1.8m high timber paling fence	Delegate Permit Issued	21/08/2025
	24 Trafalgar Street MONT ALBERT VIC 3127	WH/2025/353	Heritage	Demolish or remove a building (Dwelling).	Application Lapsed	26/08/2025

10.11 – ATTACHMENT 3.Planning Permit Delegated Decisions

3A High Street MONT ALBERT VIC 3127	WH/2025/313	Special Landscape Area	Demolition of the existing dwelling and fencing, construction of a new dwelling and fencing, removal of trees and construction within 4 metres of trees	Delegate Permit Issued	27/08/2025
			A planning permit is required based on the following provisions of the Whitehorse Planning Scheme:		
			A planning permit is required for the removal of trees that are protected pursuant to the requirements of Clause 42.03 (Significant Landscape Overlay – Schedule 9).		
			A planning permit is required to construct within 4 metres of trees that are protected pursuant to the requirements of Clause 42.03 (Significant Landscape Overlay – Schedule 9).		
			A planning permit for the demolition of the existing dwelling and fencing pursuant to the requirements of Clause 43.01 (Heritage Overlay – Schedule 102).		
			A planning permit for the construction of a new dwelling and fencing pursuant to the requirements of Clause 43.01 (Heritage Overlay – Schedule 102).		
3/59 Park Road SURREY HILLS VIC 3127	WH/2025/74	Single Dwelling < 300m2 or 500m2	Extension of one (1) dwelling on a lot less than 300sqm and on common property including buildings and works within 4 metres of trees and tree removal under the Significant Landscape Overlay - Schedule 9	Delegate NOD Issued	28/08/2025
18 Albany Crescent SURREY HILLS VIC 3127	WH/2024/579	Heritage	Buildings and works in HO122 for a dwelling extension, front fence and removal of trees.	Delegate NOD Issued	28/08/2025
34 Mitchell Road MONT ALBERT NORTH VIC 3129	WH/2025/387	Multiple Dwellings	Construction of two double storey dwellings including buildings and works within 4 metres of protected SLO9 trees	Delegate Permit Issued	28/08/2025

10.11 – ATTACHMENT 3.Planning Permit Delegated Decisions

Lake	Address	Application No	Application Type	Description	Decision	Decision_Date
	11 Clifton Street BLACKBURN VIC 3130	WH/2024/814	Special Landscape Area	Buildings and works associated with a single dwelling pursuant to the Significant Landscape Overlay, Schedule 2	Delegate NOD Issued	4/08/2025
	2 McKinnon Street BLACKBURN VIC 3130	WH/2025/477	VicSmart - General Application	Buildings and works associated with a front fence within the Significant Landscape Overlay Schedule 2	Delegate Permit Issued	8/08/2025
	107 Blackburn Road BLACKBURN VIC 3130	WH/2025/519	VicSmart - General Application	Buildings and works in the Significant Landscape Overlay, Schedule 2	Delegate Permit Issued	15/08/2025
	2 Mark Place NUNAWADING VIC 3131	WH/2025/579	VicSmart - Tree	Removal of one (1) tree protected under the Significant Landscape Overlay, Schedule 9	Delegate Permit Issued	19/08/2025
	8 Clarke Street BLACKBURN VIC 3130	WH/2025/573	VicSmart - Tree	Vegetation removal within the Significant Landscape Overlay Schedule 4	Delegate Permit Issued	20/08/2025
	1 Busana Way NUNAWADING VIC 3131	WH/2025/65	Special Landscape Area	Removal of protected vegetation under the Significant Landscape Overlay, Schedule 9	Delegate Refusal Issued	21/08/2025
	288 Whitehorse Road NUNAWADING VIC 3131	WH/2024/318/B	Permit Amendment	Amendments to Permit WH/2024/318 to allow for external alterations and additions to the building, and a new business identification sign.	Delegate Approval - S72 Amendment	22/08/2025
	5 Langtree Court BLACKBURN VIC 3130	WH/2025/137	Single Dwelling < 300m2 or 500m2	Buildings and works within four (4) metres of protected trees in the Significant Landscape Overlay, Schedule 9	Delegate Permit Issued	25/08/2025
	5-35 Central Road BLACKBURN VIC 3130	WH/2025/291	Public Open Space	Use of the land for an education centre	Delegate Refusal Issued	28/08/2025

10.11 – ATTACHMENT 3.Planning Permit Delegated Decisions

Mahoneys	Address	Application No	Application Type	Description	Decision	Decision_Date
	321-345 Burwood Highway FOREST HILL VIC 3131	WH/2025/560	VicSmart - Tree	Removal of one (1) tree protected under the Significant Landscape Overlay, Schedule 9.	Delegate Permit Issued	19/08/2025
	14 Quentin Street FOREST HILL VIC 3131	WH/2025/349	Multiple Dwellings	Construction of two double storey dwellings, buildings and works within 4 metres of protected SLO9 trees and vegetation removal	Delegate Permit Issued	22/08/2025
	14A Bennett Street FOREST HILL VIC 3131	WH/2020/604/A	Permit Amendment	Amendment to the endorsed plans to include a proposed 9 sqm lightweight portable shed storage in the backyard	Delegate Approval - S72 Amendment	22/08/2025
	29 Bindy Street BLACKBURN SOUTH VIC 3130	WH/2025/613	VicSmart - Subdivision	Two lot subdivision	Delegate Permit Issued	22/08/2025
	23 Deanswood Road FOREST HILL VIC 3131	WH/2025/589	VicSmart - Tree	Removal of one (1) tree within the Significant Landscape Overlay - Schedule 2	Delegate Permit Issued	27/08/2025
	3 Ballantyne Street BURWOOD EAST VIC 3151	WH/2025/15	Special Landscape Area	Buildings and works associated with a single dwelling located within 4 metres of trees protected under the SLO9	Delegate Permit Issued	27/08/2025
	1 Parkmore Road FOREST HILL VIC 3131	WH/2025/562	VicSmart - Tree	Removal of one tree	Delegate Permit Issued	27/08/2025

10.11 – ATTACHMENT 3.Planning Permit Delegated Decisions

Simpson	Address	Application No	Application Type	Description	Decision	Decision_Date
	45 Somers Street MITCHAM VIC 3132	WH/2025/410	Special Landscape Area	Removal of three trees in Significant Landscape Overlay - Schedule 6	Delegate Permit Issued	1/08/2025
	7 Amboina Avenue MITCHAM VIC 3132	WH/2025/510	VicSmart - Tree	To remove one (1) tree	Delegate Permit Issued	1/08/2025
	574-578 Canterbury Road VERMONT VIC 3133	WH/2025/385	VicSmart - General Application	To increase the building height of the existing warehouse at the rear to match the existing office building height at the front	Delegate Permit Issued	13/08/2025
	2 Garden Avenue MITCHAM VIC 3132	WH/2025/602	VicSmart - Subdivision	Two lot subdivision	Delegate Permit Issued	19/08/2025
	3 Rupert Street MITCHAM VIC 3132	WH/2014/910/A	Permit Amendment	Construction of a deck and verandah	Delegate Approval - S72 Amendment	20/08/2025
	24 Halls Parade MITCHAM VIC 3132	WH/2025/612	VicSmart - Subdivision	Two lot subdivision	Delegate Permit Issued	22/08/2025
	44 Percy Street MITCHAM VIC 3132	WH/2025/603	VicSmart - Tree	Removal of one (1) tree protected under the SLO9	Delegate Permit Issued	27/08/2025
	30 Morack Road VERMONT VIC 3133	WH/2025/246	Multiple Dwellings	Construction of five (5) double storey dwellings, buildings and works within 4 metres of protected trees and a reduction in the statutory car parking requirements	Delegate NOD Issued	28/08/2025

10.11 – ATTACHMENT 3.Planning Permit Delegated Decisions

Sparks	Address	Application No	Application Type	Description	Decision	Decision_Date
	40 Graham Place BOX HILL VIC 3128	WH/2024/1020	Multiple Dwellings	Clause 32.08-7 - construction two of more dwellings on a lot. Clause 42.03 – Buildings and works, and tree removal.	Delegate Permit Issued	4/08/2025
	29 Haig Street BOX HILL SOUTH VIC 3128	WH/2025/538	VicSmart - Tree	Removal of one (1) tree under the Significant Landscape Overlay - Schedule 9	Delegate Permit Issued	5/08/2025
	14-16 Prospect Street BOX HILL VIC 3128	WH/2025/429	Advertising Sign	signage for Buxton Box Hill	Delegate Permit Issued	13/08/2025
	7 Wavell Street BOX HILL VIC 3128	WH/2025/237	Special Building Overlay	Buildings and works within 4 metres of trees under the Significant Landscape Overlay - Schedule 9 and the Special Building Overlay	Delegate NOD Issued	20/08/2025
	Ground 880 Canterbury Road BOX HILL SOUTH VIC 3128	WH/2023/833/A	Permit Amendment	To amend to plans for flood light additions to the existing signage	Application Lapsed	22/08/2025
	78 Foch Street BOX HILL SOUTH VIC 3128	WH/2025/609	VicSmart - Subdivision	Two lot subdivision	Delegate Permit Issued	22/08/2025

10.11 – ATTACHMENT 3.Planning Permit Delegated Decisions

Terrara	Address	Application No	Application Type	Description	Decision	Decision_Date
	13 Regal Court VERMONT SOUTH VIC 3133	WH/2025/526	VicSmart - Tree	To remove a tree	Delegate Permit Issued	1/08/2025
	53 Barossa Avenue VERMONT SOUTH VIC 3133	WH/2025/58	Subdivision	Variation of Covenant	Delegate Refusal Issued	8/08/2025
	7 George Road VERMONT SOUTH VIC 3133	WH/2025/580	VicSmart - Tree	Removal of one tree	Delegate Permit Issued	19/08/2025
	6 Ngumby Court VERMONT SOUTH VIC 3133	WH/2025/273	Special Landscape Area	Buildings and works and vegetation removal within the Significant Landscape Overlay Schedule 9	Delegate Permit Issued	25/08/2025

10.11 – ATTACHMENT 3.Planning Permit Delegated Decisions

Walker	Address	Application No	Application Type	Description	Decision	Decision_Date
	23 Quarry Road MITCHAM VIC 3132	WH/2025/335	Single Dwelling < 300m2 or 500m2	Construction of a new driveway and front fence within 4 metres of a protected tree	Delegate Permit Issued	1/08/2025
	21 Rooks Road MITCHAM VIC 3132	WH/2024/382	Change of Use	Use of land for a dance studio and associated buildings and works	Delegate Permit Issued	5/08/2025
	15 Agra Street MITCHAM VIC 3132	WH/2025/407	VicSmart - Tree	Removal of one (1) tree protected under SLO3	Delegate Permit Issued	8/08/2025
	209 Springvale Road NUNAWADING VIC 3131	WH/2001/12321/E	Permit Amendment	Amendment to Planning Permit WH/2001/12321 issued for "To develop the land for the purpose of constructing a single storey dwelling at the rear of the existing dwelling"	Delegate Approval - S72 Amendment	11/08/2025
	38 Lucknow Street MITCHAM VIC 3132	WH/2025/443	VicSmart - General Application	Construction of buildings and works, associated with a freestanding roller door, within 4 meters of protected trees	Delegate Permit Issued	14/08/2025
	36/41-49 Norcal Road NUNAWADING VIC 3131	WH/1997/9263/A	Permit Amendment	Amendment to Application for NUN/9263 to Permit WH1997/9263/A to allow use of office (expanded to ground floor), retrospective business signage and reduction to the required car parking rate	Delegate Approval - S72 Amendment	15/08/2025
	1/49 Burnett Street MITCHAM VIC 3132	WH/2025/575	VicSmart - General Application	To construct a building and to construct and carry out works (deck) within four (4) metres of vegetation	Delegate Permit Issued	19/08/2025
	87 Quarry Road MITCHAM VIC 3132	WH/2025/320	Special Landscape Area	Extension of existing dwelling	Delegate Permit Issued	25/08/2025
	27 Harrison Street MITCHAM VIC 3132	WH/2025/627	Subdivision	Two lot subdivision	Delegate Permit Issued	28/08/2025
	2/23 Shady Grove NUNAWADING VIC 3131	WH/2024/780	Single Dwelling < 300m2 or 500m2	Construction of one (1) dwelling on a lot less than 300sqm including buildings and works within 4 metres of trees and tree removal under the Significant Landscape Overlay - Schedule 9	Delegate NOD Issued	29/08/2025

10.11 – ATTACHMENT 3. Planning Permit Delegated Decisions

Wattle	Address	Application No	Application Type	Description	Decision	Decision_Date
	3/16 Newbiggin Street BURWOOD VIC 3125	WH/2025/405	Special Landscape Area	Extension of a dwelling on a lot less than 300sqm within the General Residential Zone Schedule 3	Delegate Permit Issued	1/08/2025
	28 Wridgway Avenue BURWOOD VIC 3125	WH/2024/1026	Multiple Dwellings	Development of 3 new double-storey dwellings on the south side of the property	Delegate Permit Issued	4/08/2025
	58 Roslyn Street BURWOOD VIC 3125	WH/2025/458	VicSmart - General Application	Construction of a front fence within 4 meters of trees protected under the SLO9	Delegate Permit Issued	8/08/2025
	10 Murray Drive BURWOOD VIC 3125	WH/2025/552	VicSmart - Tree	To remove one (1) tree	Delegate Permit Issued	8/08/2025
	84 Parer Street BURWOOD VIC 3125	WH/2024/1006	Special Landscape Area	Buildings and works associated with a single dwelling within 4 metres of trees protected under the Significant Landscape Overlay, Schedule 9	Delegate Permit Issued	15/08/2025
	3/17 Edwards Street BURWOOD VIC 3125	WH/1994/905328	Permit Amendment	Amendment to Planning Permit WH/1994/905328 (issued for the Construction of one new unit and alterations to the existing dwelling to provide three (3) dwellings) for a dwelling addition.	Delegate Approval - S72 Amendment	19/08/2025
	47 Gillard Street BURWOOD VIC 3125	WH/2025/543	Subdivision	Three lot subdivision	Delegate Permit Issued	25/08/2025
	53 Cadorna Street BOX HILL SOUTH VIC 3128	WH/2025/630	VicSmart - Subdivision	Two lot subdivision	Delegate Permit Issued	25/08/2025
	12 Banksia Street BURWOOD VIC 3125	WH/2025/596	VicSmart - Tree	Removal of one tree protected under the SLO9	Delegate Permit Issued	27/08/2025
	154 Station Street BOX HILL SOUTH VIC 3128	WH/2025/460	Advertising Sign	Display of business identification signage and removal of vegetation	Delegate Permit Issued	27/08/2025
	11 Peacock Street BURWOOD VIC 3125	WH/2024/797	Multiple Dwellings	Construction of three (3) double storey dwellings including buildings and works within 4 metres of protected SLO9 trees	Delegate NOD Issued	28/08/2025
	45 Stott Street BOX HILL SOUTH VIC 3128	WH/2008/364/A	Permit Amendment	Amendment to Planning Permit WH/2008/364/A (Allowing Construction of a new double storey dwelling to the rear of the existing dwelling) to proposed addition of decking and verandah	Delegate Approval - S72 Amendment	28/08/2025

10.11 – ATTACHMENT 3.Planning Permit Delegated Decisions

41-51 Burwood Highway BURWOOD VIC 3125	WH/2017/711/C	Permit Amendment	Use of the land for an Indoor recreation facility, the display of business identification signage and alteration of access to a road in a Road Zone Category 1	Delegate NOD - S72 Amendment	29/08/2025
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10.11 – ATTACHMENT 4.Planning Permit Application Lodgements

Planning Permit Lodgements

Report Summary - A list of planning permit applications lodged within Whitehorse City Council received last month.

Note - The description for Permit Amendments does not reflect the amendment changes.

Cootamundra

Address	Application No	Application Type	Description	Lodged Date
66-104 Springfield Road BLACKBURN VIC 3130	WH/2025/563	Advertising Sign	Construct and display a double sided electronic promotion sign on an existing bus shelter	1/08/2025
21 Virgillia Street BLACKBURN NORTH VIC 3130	WH/2010/840/A	Permit Amendment	Amend the permit WH/2010/840 to include a new carport partially located outside the building envelope prescribed on the title	5/08/2025
52 Williams Road BLACKBURN VIC 3130	WH/2025/570	Multiple Dwellings	Construction of six (6) double storey dwellings and buildings & works within 4m of vegetation under SLO9	5/08/2025
38 Blackburn Road BLACKBURN VIC 3130	WH/2025/582	Subdivision	Three lot subdivision	8/08/2025
28 Cootamundra Crescent BLACKBURN VIC 3130	WH/2025/590	VicSmart - Subdivision	Two lot subdivision	11/08/2025
31 Fuchsia Street BLACKBURN VIC 3130	WH/2019/1019/B	Permit Amendment	Amend Permit WH/2019/1019/A.	12/08/2025
17 Athol Court BLACKBURN VIC 3130	WH/2025/606	VicSmart - Tree	Removal of one tree	16/08/2025
1 Boongarry Avenue BLACKBURN VIC 3130	WH/2025/607	VicSmart - Tree	removal of one tree	17/08/2025
68 Koonung Road BLACKBURN NORTH VIC 3130	WH/2025/611	VicSmart - General Application	Replacement of existing front fence	18/08/2025
41-43 Stanley Grove BLACKBURN VIC 3130	WH/2025/614	Single Dwelling < 300m2 or 500m2	Significant Landscape Overlay and Special Building Overlay	18/08/2025
568 Middleborough Road BLACKBURN NORTH VIC 3130	WH/2025/622	Special Landscape Area	Alteration of access to a road in a Transport Zone Category 2	19/08/2025
31 Katrina Street BLACKBURN NORTH VIC 3130	WH/2025/621	VicSmart - General Application	Construction of new front fence within 4 metres from a council tree	19/08/2025

10.11 – ATTACHMENT 4. Planning Permit Application Lodgements

5 Conrad Court BLACKBURN NORTH VIC 3130	WH/2025/625	Advertising Sign	Construct and display a double sided electronic promotion sign on the bus shelter	19/08/2025
14 Baldwin Road BLACKBURN VIC 3130	WH/2025/637	Multiple Dwellings	Construction of four dwellings - clause 32.09-7	21/08/2025
7 Linum Street BLACKBURN VIC 3130	WH/2025/663	VicSmart - Tree	Removal of vegetation within the Significant Landscape Overlay - Schedule 1	31/08/2025

10.11 – ATTACHMENT 4.Planning Permit Application Lodgements

Eley	Address	Application No	Application Type	Description	Lodged Date
	96 Orchard Grove BLACKBURN SOUTH VIC 3130	WH/2025/586	VicSmart - General Application	Construction of a front fence within an Overlay.	10/08/2025
	50 Edinburgh Road BLACKBURN SOUTH VIC 3130	WH/2025/595	VicSmart - Subdivision	2 Lot Subdivision	12/08/2025
	21 Dorothy Street BURWOOD EAST VIC 3151	WH/2025/601	VicSmart - Tree	Removal of one tree	13/08/2025
	236 Blackburn Road BLACKBURN SOUTH VIC 3130	WH/2019/604/A	Permit Amendment	Construction of two double storey dwellings and associated tree removal	18/08/2025
	23 Canora Street BLACKBURN SOUTH VIC 3130	WH/2025/648	Special Landscape Area	Vegetation removal and works within 4 metres of vegetation	26/08/2025
	23 Dorothy Street BURWOOD EAST VIC 3151	WH/2025/652	Multiple Dwellings	Proposed three townhouses	27/08/2025
	14 Bonview Crescent BURWOOD EAST VIC 3151	WH/2025/656	Subdivision	Two lot subdivision	28/08/2025

10.11 – ATTACHMENT 4.Planning Permit Application Lodgements

Elgar	Address	Application No	Application Type	Description	Lodged Date
	489 Middleborough Road BOX HILL NORTH VIC 3129	WH/2025/581	Multiple Dwellings	Construction of five attached double and triple storey dwellings	8/08/2025
	19 Packham Street BOX HILL NORTH VIC 3129	WH/2025/585	VicSmart - Tree	Removal of one tree	9/08/2025
	5 Ronald Street BOX HILL NORTH VIC 3129	WH/2025/616	Special Landscape Area	Tree removal and buildings and works, associated with a single dwelling, within 4 meters of trees protected under the SLO9	18/08/2025
	2A-2B Milne Road MONT ALBERT NORTH VIC 3129	WH/2025/619	Change of Use	Change of Use	18/08/2025
	3 Alberta Avenue BOX HILL NORTH VIC 3129	WH/2025/618	VicSmart - Tree	Removal of one (1) tree protected under the SLO9	18/08/2025
	2 Eram Road BOX HILL NORTH VIC 3129	WH/2025/624	Advertising Sign	Construct and display a double sided electronic promotion sign on the bus shelter	19/08/2025
	1/27 Shannon Street BOX HILL NORTH VIC 3129	WH/2025/634	VicSmart - General Application	To construct and carry out works for a front fence within four (4) metres of vegetation	20/08/2025
	5 Lexton Road BOX HILL NORTH VIC 3129	WH/2025/636	VicSmart - General Application	Construction of a 1.8m high brick front fence around the property	21/08/2025
	2/76 McKean Street BOX HILL NORTH VIC 3129	WH/2025/635	Special Landscape Area	Extension to an existing dwelling	21/08/2025
	35 Packham Street BOX HILL NORTH VIC 3129	WH/2025/639	VicSmart - General Application	The construction of a front fence within 4 metres of a protected tree in the Significant Landscape Overlay, Schedule 9	22/08/2025
	140 Dorking Road BOX HILL NORTH VIC 3129	WH/2025/645	VicSmart - Tree	Removal of one tree on SLO9 overlay	25/08/2025
	39 Aspinall Road BOX HILL NORTH VIC 3129	WH/2025/647	VicSmart - General Application	Buildings and works (front fence) within 4 metres of a tree protected under the SLO9	26/08/2025
	26 Karen Street BOX HILL NORTH VIC 3129	WH/2025/659	VicSmart - Subdivision	Two lot subdivision	28/08/2025

10.11 – ATTACHMENT 4. Planning Permit Application Lodgements

Kingsley	Address	Application No	Application Type	Description	Lodged Date
	408 Belmore Road MONT ALBERT NORTH VIC 3129	WH/2025/610	Special Landscape Area	To remove two (2) trees	12/08/2025
	7 Park Road SURREY HILLS VIC 3127	WH/2025/605	Business	Rooming House Development	15/08/2025
	689-693 Whitehorse Road MONT ALBERT VIC 3127	WH/2025/654	Other	facade painting and new sign	27/08/2025
	3 Grace Court MONT ALBERT VIC 3127	WH/2025/658	VicSmart - Tree	Vegetation removal within the Significant Landscape Overlay Schedule 9	28/08/2025

10.11 – ATTACHMENT 4.Planning Permit Application Lodgements

Lake	Address	Application No	Application Type	Description	Lodged Date
	12 Diana Drive BLACKBURN NORTH VIC 3130	WH/2024/135/B	Permit Amendment	WH/2024/135 - amendment to front setback and left hand side boundary setback	4/08/2025
	G 3/160 Whitehorse Road BLACKBURN VIC 3130	WH/2025/566	Business	Construct a Vergola	4/08/2025
	136 Junction Road NUNAWADING VIC 3131	WH/2025/574	Single Dwelling < 300m2 or 500m2	Removal of two (2) protected trees	6/08/2025
	8 Clarke Street BLACKBURN VIC 3130	WH/2025/573	VicSmart - Tree	Vegetation removal within the Significant Landscape Overlay Schedule 4	6/08/2025
	248 Springfield Road NUNAWADING VIC 3131	WH/2025/577	VicSmart - General Application	Construction of a front fence within 4 metres of protected vegetation in the Significant Landscape Overlay, Schedule 9	7/08/2025
	2 Mark Place NUNAWADING VIC 3131	WH/2025/579	VicSmart - Tree	Removal of one (1) tree protected under the Significant Landscape Overlay, Schedule 9	7/08/2025
	4 Gerald Street BLACKBURN VIC 3130	WH/2025/583	VicSmart - Tree	Removal of one (1) tree protected under the SLO2	8/08/2025
	1 Wakefield Street NUNAWADING VIC 3131	WH/2025/592	Multiple Dwellings	CONSTRUCTION OF DWELLING TO REAR OF EXISTING	12/08/2025
	9/231-239 Canterbury Road BLACKBURN VIC 3130	WH/2025/615	VicSmart - General Application	To construct a building or construct or carry out works for a verandah	18/08/2025
	13 Morloc Street FOREST HILL VIC 3131	WH/2021/982/A	Permit Amendment	Construction of two double storey dwellings on a lot, tree removal and buildings and works within four (4) metres of trees protected under the Significant Landscape Overlay 9	19/08/2025
	95 Surrey Road BLACKBURN NORTH VIC 3130	WH/2025/628	Multi Dwelling and Use	Construction of six double storey dwellings, alteration to access to a Road Category 1, removal of vegetation in the Significant Landscape Overlay Schedule 9	20/08/2025
	336-338 Whitehorse Road NUNAWADING VIC 3131	WH/2025/641	Advertising Sign	Signage	22/08/2025
	32 Lake Road BLACKBURN VIC 3130	WH/2025/644	VicSmart - General Application	Construction of a front fence within 4 meters of trees protected under the SLO2	25/08/2025
	7 Florence Street BLACKBURN VIC 3130	WH/2025/650	Special Landscape Area	SLO2 - Removal of Vegetation for the Construction of a Single Dwelling	26/08/2025
	96 Railway Road BLACKBURN VIC 3130	WH/2025/651	Subdivision	To subdivide Lot 2 on SP36260T into Lots 2A, 2B and common property No.2	27/08/2025

10.11 – ATTACHMENT 4.Planning Permit Application Lodgements



10.11 – ATTACHMENT 4.Planning Permit Application Lodgements

Mahoneys	Address	Application No	Application Type	Description	Lodged Date
	32 Panorama Drive FOREST HILL VIC 3131	WH/2025/564	Multiple Dwellings	Construction of two double storey dwellings, removal of protected trees and buildings and works within 4 metres of protected trees in the SLO9	1/08/2025
	5 Fisher Street FOREST HILL VIC 3131	WH/2025/565	Special Landscape Area	Tree lopping and building works within 4 metres of trees in SLO6 overlay	3/08/2025
	23 Deanswood Road FOREST HILL VIC 3131	WH/2025/589	VicSmart - Tree	Removal of one (1) tree within the Significant Landscape Overlay - Schedule 2	10/08/2025
	30 Redland Drive VERMONT VIC 3133	WH/2025/598	Industrial	Buildings and works for warehouse development and reduction of standard car parking requirements	12/08/2025
	9 Finlayson Street FOREST HILL VIC 3131	WH/2025/599	Multiple Dwellings	Construction of two or more dwellings on a lot, buildings and works within 4 metres of SLO9 protected trees	13/08/2025
	29 Bindy Street BLACKBURN SOUTH VIC 3130	WH/2025/613	VicSmart - Subdivision	Two lot subdivision	18/08/2025
	11 Bristow Drive FOREST HILL VIC 3131	WH/2025/633	VicSmart - Tree	Removal of one tree	20/08/2025
	38 Barter Crescent FOREST HILL VIC 3131	WH/2025/662	VicSmart - Tree	Removal of one tree	29/08/2025

10.11 – ATTACHMENT 4.Planning Permit Application Lodgements

Simpson	Address	Application No	Application Type	Description	Lodged Date
	7 Amboina Avenue MITCHAM VIC 3132	WH/2025/569	VicSmart - General Application	To build a new front fence	4/08/2025
	1 Karwitha Street VERMONT VIC 3133	WH/2025/578	VicSmart - Tree	Removal of one (1) tree within the Significant Landscape Overlay - Schedule 9	7/08/2025
	2 Garden Avenue MITCHAM VIC 3132	WH/2025/602	VicSmart - Subdivision	Two lot subdivision	14/08/2025
	44 Percy Street MITCHAM VIC 3132	WH/2025/603	VicSmart - Tree	Removal of one (1) tree protected under the SLO9	15/08/2025
	666 Whitehorse Road MITCHAM VIC 3132	WH/2025/608	Business	Buildings and works in the Commercial 2 Zone (C2Z) and Heritage Overlay (HO279)	18/08/2025
	13 Karwitha Street VERMONT VIC 3133	WH/2025/620	Vegetation Protection Overlay	Buildings and works, associated with a single dwelling, within 4 meters of trees protected under the SLO9	18/08/2025
	24 Halls Parade MITCHAM VIC 3132	WH/2025/612	VicSmart - Subdivision	Two lot subdivision	18/08/2025
	24 The Mews VERMONT VIC 3133	WH/2025/617	VicSmart - Tree	Removal of one (1) tree in the Significant Landscape Overlay, Schedule 8	18/08/2025
	586 Whitehorse Road MITCHAM VIC 3132	WH/2022/231/B	Permit Amendment	WH/2022/231/A	19/08/2025
	48 Glenburnie Road MITCHAM VIC 3132	WH/2018/45/E	VicSmart Permit Amendment	Construction of more than two dwellings on a lot in the Neighbourhood Residential Zone (Schedule 1), demolition of outbuildings in the Heritage Overlay (Schedule 296), construction of dwellings and associated works in the Heritage Overlay (Schedule 296), and removal of vegetation in the Significant Landscape Overlay (Schedule 7) and under Clause 52.17 of the Whitehorse Planning Scheme	26/08/2025
	4 Ian Crescent MITCHAM VIC 3132	WH/2025/660	Special Landscape Area	Vegetation removal associated with the construction of a replacement dwelling, new pool and new front fence	28/08/2025
	21 Culwell Avenue MITCHAM VIC 3132	WH/2025/657	Subdivision	Two lot subdivision	28/08/2025

10.11 – ATTACHMENT 4.Planning Permit Application Lodgements

Sparks	Address	Application No	Application Type	Description	Lodged Date
	13 Bedford Street BOX HILL VIC 3128	WH/2025/584	Multiple Dwellings	multi unit development	8/08/2025
	29 Haig Street BOX HILL SOUTH VIC 3128	WH/2025/538/A	VicSmart Permit Amendment	Removal of one (1) tree under the Significant Landscape Overlay - Schedule 9	13/08/2025
	25 Howard Street BOX HILL VIC 3128	WH/2025/600	Multiple Dwellings	Buildings and works for construction of two or more dwellings on the land	13/08/2025
	78 Foch Street BOX HILL SOUTH VIC 3128	WH/2025/609	VicSmart - Subdivision	Two lot subdivision	18/08/2025
	99 Albion Road BOX HILL VIC 3128	WH/2025/413/A	VicSmart Permit Amendment	Amendment to planning permit WH/2025/413 issued for "Construct a front fence in Schedule 9"	18/08/2025
	4 Hannaslea Street BOX HILL VIC 3128	WH/2025/623	Single Dwelling < 300m2 or 500m2	Proposed Alterations and Additions to an Existing Residence in a Heritage Overlay	19/08/2025
	22 Kingswood Rise BOX HILL SOUTH VIC 3128	WH/2025/626	Advertising Sign	Construct and display a double sided electronic promotion sign on the bus shelter	19/08/2025
	8 Watts Street BOX HILL VIC 3128	WH/2025/640	VicSmart - General Application	Use of land for a restricted recreational facility (Pilates studio) and associated buildings and works	22/08/2025
	824 Whitehorse Road BOX HILL VIC 3128	WH/2025/646	VicSmart - General Application	Change of use to restaurant and proposed shopfront signage	25/08/2025
	8 Wavell Street BOX HILL VIC 3128	WH/2025/653	VicSmart - General Application	To construct a building and to construct and carry out works for a front fence within four (4) metres of vegetation	27/08/2025
	35 Birdwood Street BOX HILL SOUTH VIC 3128	WH/2025/661	Multiple Dwellings	3-UNIT DEVELOPMENT CONSTRUCTION OF 3 NEW DWELLINGS	29/08/2025

10.11 – ATTACHMENT 4.Planning Permit Application Lodgements

Terrara	Address	Application No	Application Type	Description	Lodged Date
	28 East Road VERMONT SOUTH VIC 3133	WH/2025/571	Multiple Dwellings	Construction of two (2) double storey dwellings including tree removal and buildings and works within 4 metres of trees within the Significant Landscape Overlay - Schedule 9	5/08/2025
	7 George Road VERMONT SOUTH VIC 3133	WH/2025/580	VicSmart - Tree	Removal of one tree	8/08/2025
	4 Hartland Road VERMONT SOUTH VIC 3133	WH/2025/638	Multiple Dwellings	Construction of two dwellings on a lot within the Neighbourhood Residential Zone Schedule 5 and buildings and works and vegetation removal within the Significant Landscape Overlay Schedule 9	21/08/2025
	225 Hawthorn Road VERMONT SOUTH VIC 3133	WH/2025/643	VicSmart - Tree	Removal of vegetation within the Significant Landscape Overlay - Schedule 9	24/08/2025

10.11 – ATTACHMENT 4.Planning Permit Application Lodgements

Walker	Address	Application No	Application Type	Description	Lodged Date
	BLD 3 G 1/630 Mitcham Road MITCHAM VIC 3132	WH/2025/567	Change of Use	Use of land for a Restricted Recreation Facility	4/08/2025
	1 Britannia Mall MITCHAM VIC 3132	WH/2025/572	Other	Development and display of signage in Section 2 including buildings and works within the Commercial 1 Zone and Design and Development Overlay - Schedule 5 and the reduction in car parking	6/08/2025
	1/49 Burnett Street MITCHAM VIC 3132	WH/2025/575	VicSmart - General Application	To construct a building and to construct and carry out works (deck) within four (4) metres of vegetation	6/08/2025
	1/49 Burnett Street MITCHAM VIC 3132	WH/2025/576	VicSmart - General Application	Construct a front fence within four (4) metres of vegetation	6/08/2025
	41 Quarry Road MITCHAM VIC 3132	WH/2025/587	VicSmart - Tree	Vegetation removal within the Significant Landscape Overlay Schedule 6	10/08/2025
	8/197 Springvale Road NUNAWADING VIC 3131	WH/2025/594	Advertising Sign	Business Advertising	12/08/2025
	27 Harrison Street MITCHAM VIC 3132	WH/2025/627	Subdivision	Two lot subdivision	19/08/2025
	33-35 O'Shannessy Street NUNAWADING VIC 3131	WH/2025/631	Subdivision	four lot subdivision	20/08/2025
	18 Meerut Street MITCHAM VIC 3132	WH/2025/632	Special Landscape Area	Buildings and works for the construction of a single dwelling in the Significant Landscape Overlay, Schedule 3	20/08/2025
	1 Britannia Mall MITCHAM VIC 3132	WH/2025/649	Advertising Sign	Development and display of signage in Section 2	26/08/2025
	3 Highland Avenue MITCHAM VIC 3132	WH/2025/655	VicSmart - General Application	Significant Landscape Overlay – Schedule 6 (SLO6)	28/08/2025

10.11 – ATTACHMENT 4. Planning Permit Application Lodgements

Wattle	Address	Application No	Application Type	Description	Lodged Date
	359 Warrigal Road BURWOOD VIC 3125	WH/2025/568	Multiple Dwellings	Proposed storage shed	4/08/2025
	11 Glengarry Avenue BURWOOD VIC 3125	WH/2025/588	VicSmart - Tree	Removal of one (1) tree in the Significant Landscape Overlay, Schedule 9	10/08/2025
	9 Timor Close BURWOOD VIC 3125	WH/2025/591	Single Dwelling < 300m2 or 500m2	The extension of one dwelling and buildings and works within 4 metres of protected trees	11/08/2025
	19 Bronte Avenue BURWOOD VIC 3125	WH/2025/593	Multiple Dwellings	Duplex townhouse development	12/08/2025
	12 Banksia Street BURWOOD VIC 3125	WH/2025/596	VicSmart - Tree	Removal of one tree protected under the SLO9	12/08/2025
	74 Eley Road BURWOOD VIC 3125	WH/2025/604	Multiple Dwellings	Three unit development construction of three new dwellings	15/08/2025
	53 Cadorna Street BOX HILL SOUTH VIC 3128	WH/2025/630	VicSmart - Subdivision	Two lot subdivision	20/08/2025
	3 Summit Road BURWOOD VIC 3125	WH/2025/629	Multiple Dwellings	2 units development	20/08/2025
	3 Thomas Street BOX HILL SOUTH VIC 3128	WH/2025/642	Single Dwelling < 300m2 or 500m2	Buildings and works within 4m of vegetation	23/08/2025