

Attachments

Council Meeting

Monday 2 February 2026

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10.1

**Draft Bennettswood Reserve Master Plan
Endorsement for Round 2 Community Consultation**

Attachment 1

Draft Bennettswood Reserve Master Plan

Attachment 2

Draft Bennettswood Reserve Master Plan Report

10.1 – ATTACHMENT 1. Draft Bennettswood Reserve Master Plan



10.1 – ATTACHMENT 2. Draft Bennettswood Reserve Master Plan Report



BENNETTSWOOD RESERVE DRAFT MASTER PLAN

DRAFT VERSION REVISION K JANUARY 2026
PREPARED FOR CITY OF WHITEHORSE



AECOM

10.1 – ATTACHMENT 2. Draft Bennettswood Reserve Master Plan Report

Acknowledgement of Country

Whitehorse City Council acknowledges the Wurundjeri Woi-wurrung people of the Kulin Nation as the Traditional Owners of the land. We pay our respects to their Elders past, present and emerging. Wurundjeri connection to this land dates back more than 40,000 years, and evidence of this connection still exists today.

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All drone photography captured in elevation within Wurundjeri Walk, which abides by open space restrictions.

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Quality Information

Document Name	Rev	Prepared for	Prepared by	Date	Reviewed by
Bennettswood Reserve Draft Master Plan	A	Whitehorse City Council	AECOM Australia	6 December 2024	RR
Bennettswood Reserve Draft Master Plan	B	Whitehorse City Council	AECOM Australia	30 January 2025	RR
Bennettswood Reserve Draft Master Plan	C	Whitehorse City Council	AECOM Australia	11 April 2025	RR
Bennettswood Reserve Draft Master Plan	D	Whitehorse City Council	AECOM Australia	24 April 2025	SJ
Bennettswood Reserve Draft Master Plan	E	Whitehorse City Council	AECOM Australia	1 May 2025	SJ
Bennettswood Reserve Draft Master Plan	F	Whitehorse City Council	AECOM Australia	12 May 2025	SJ
Bennettswood Reserve Draft Master Plan	G	Whitehorse City Council	AECOM Australia	13 May 2025	SJ
Bennettswood Reserve Draft Master Plan	H	Whitehorse City Council	AECOM Australia	10 October 2025	RR
Bennettswood Reserve Draft Master Plan	I	Whitehorse City Council	AECOM Australia	25 November 2025	RR
Bennettswood Reserve Draft Master Plan	J	Whitehorse City Council	AECOM Australia	22 December 2025	RR
Bennettswood Reserve Draft Master Plan	K	Whitehorse City Council	AECOM Australia	16 January 2026	RR

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10.1 – ATTACHMENT 2. Draft Bennettswood Reserve Master Plan Report

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10.1 – ATTACHMENT 2. Draft Bennettswood Reserve Master Plan Report

BENNETTSWOOD RESERVE DRAFT MASTER PLAN

Executive summary

On behalf of Whitehorse City Council (WCC), AECOM Australia Pty Ltd (AECOM) has developed a draft Master Plan for Bennettswood Reserve.

The draft Master Plan identifies the vision, key design principles, and objectives for the precinct. The plan has been developed through extensive consultation and collaboration with a range of stakeholders including community groups, sport clubs, and government agencies.

Project context

The draft Master Plan offers an overview of the key features of Bennettswood Reserve. Detailed background information on the site's geographical, planning, heritage, and environmental context can be found within the Appendices, along with the Engagement Report.

Bennettswood Reserve is situated on the traditional land of the Wurrundjeri Woi-wurrung people of the Kulin Nation. Located in Burwood, to the east of Melbourne's Central Business District (CBD), within Whitehorse. The reserve features a large open grass area, the southern part of the site is primarily used for sport, while the northern section provides an off-leash dog walking area. Gardiners Creek and its trail run along the western edge of the reserve, offering a natural creek corridor amidst the urban landscape.

The draft Master Plan has taken into account one key interfacing project: the Suburban Rail Loop (SRL) Burwood station. This future station is expected to impact the local population and demographics, with an increase in housing density anticipated to make the community more dependent on public open spaces.

As participation in sport continues to grow within the City of Whitehorse, there is an increasing demand for modern, accessible, and well-equipped facilities to support both recreational and competitive activities. Many existing sports venues and amenities are reaching capacity, or no longer meet the needs of a diverse and expanding community. Upgraded facilities are essential to accommodate a wider range of sports, ensure accessibility for all user groups, and support the growing interest in women's and junior sports.

Bennettswood Reserve draft Master Plan

The Master Plan's key design principles include:

- Amenity
- Access and movement
- Environment
- People and culture

Key objectives and opportunities of the Master Plan have been identified through the guidance of these principles and have been informed by inputs from multiple professional disciplines, from WCC, key stakeholders, and the community.

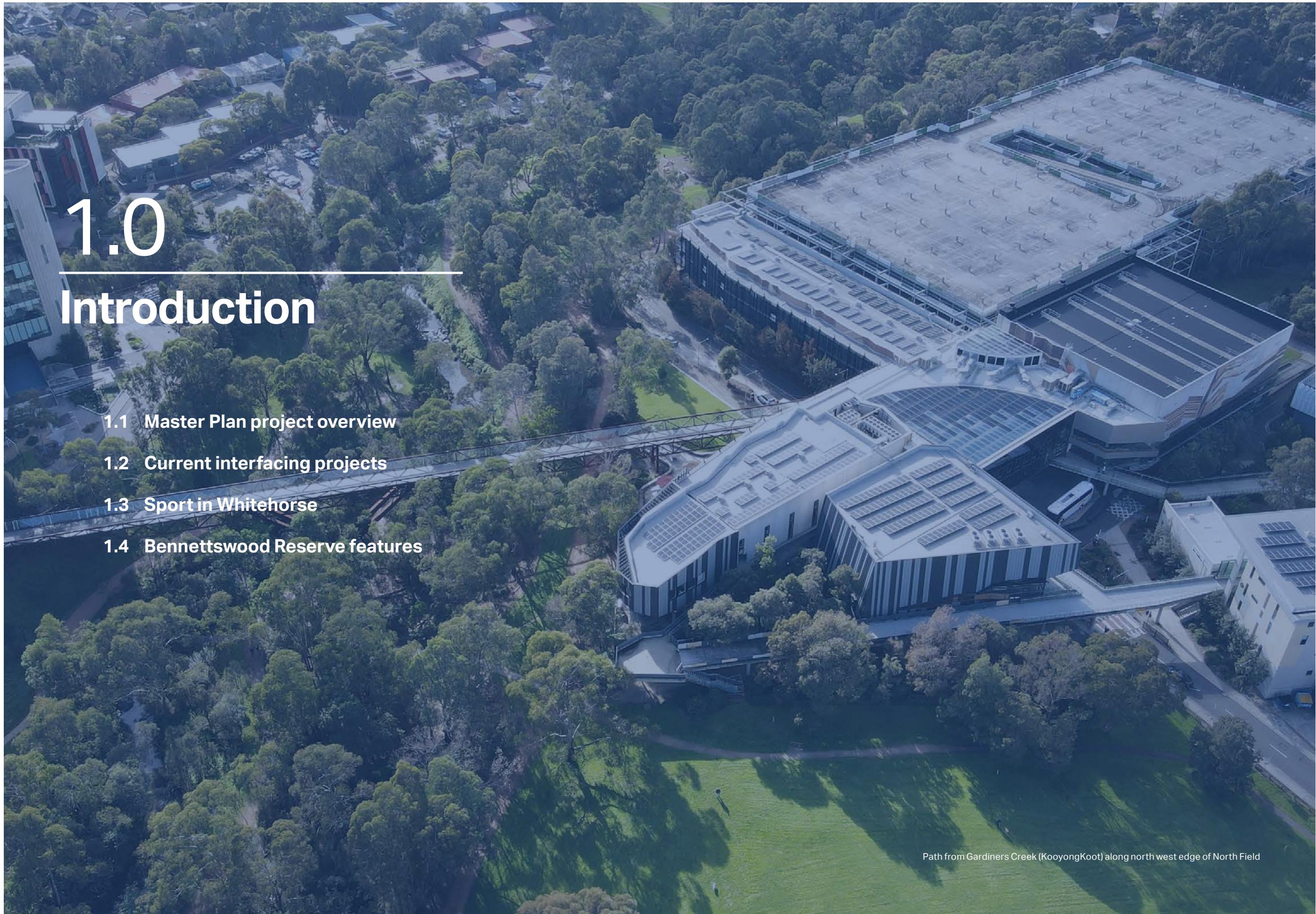
The Master Plan provides conceptual illustrations of a number of the identified opportunities. These opportunities present possible ways in which the Master Plan's key design principles and objectives may be delivered, subject to future funding, design development and approval.

Master Plan implementation

The Bennettswood Reserve draft Master Plan opportunities have been categorised into low, medium, and high priority. The viability of each opportunity is dependent upon adequate future funding. For some opportunities, funding may require future detailed design development and detailed costings.



Bennettswood Reserve aerial image towards Burwood Highway

10.1 – ATTACHMENT 2. Draft Bennettswood Reserve Master Plan Report

1.0 Introduction

- 1.1 Master Plan project overview**
- 1.2 Current interfacing projects**
- 1.3 Sport in Whitehorse**
- 1.4 Bennettswood Reserve features**

Path from Gardiners Creek (KooyongKoot) along north west edge of North Field

10.1 – ATTACHMENT 2. Draft Bennettswood Reserve Master Plan Report

BENNETTSWOOD RESERVE DRAFT MASTER PLAN

1.1 Master Plan project overview

Whitehorse City Council (WCC) has developed a draft Master Plan for Bennettswood Reserve which has been informed by comprehensive background research, analysis, and feedback gathered from community and stakeholder engagement (refer to Appendices for supporting documents). These inputs have shaped the Master Plan's vision, key principles, and objectives. The plan identifies specific opportunities for enhancements and new infrastructure, with the goal of providing a diverse range of recreational experiences for both the local and broader community.

Further community and stakeholder engagement and subsequent feedback will help to refine the final version of the Master Plan.

Purpose of the Master Plan

The draft Master Plan serves as a strategic framework for the long-term development and improvement of Bennettswood Reserve. It aims to guide decision making processes and to support the strategic planning and operations of the site. The plan recognises that the needs and expectations of visitors will evolve over time, and provides a flexible approach to implementation that adapts to these changes.

Some initiatives and projects proposed in the draft Master Plan may require further investigation and feasibility studies, depending on their scope, potential impact, and cost estimates. As an aspirational document, the draft Master Plan will rely on securing funding from various sources for its successful delivery.



Bennettswood Reserve Master Plan sketch

10.1 – ATTACHMENT 2. Draft Bennettswood Reserve Master Plan Report

BENNETTSWOOD RESERVE DRAFT MASTER PLAN

1.2 Current interfacing projects

The Master Plan aims to align with ongoing and projects in and around Bennettswood Reserve. This includes the concurrent Suburban Rail Loop (SRL) Burwood Station project.

SRL Burwood Station

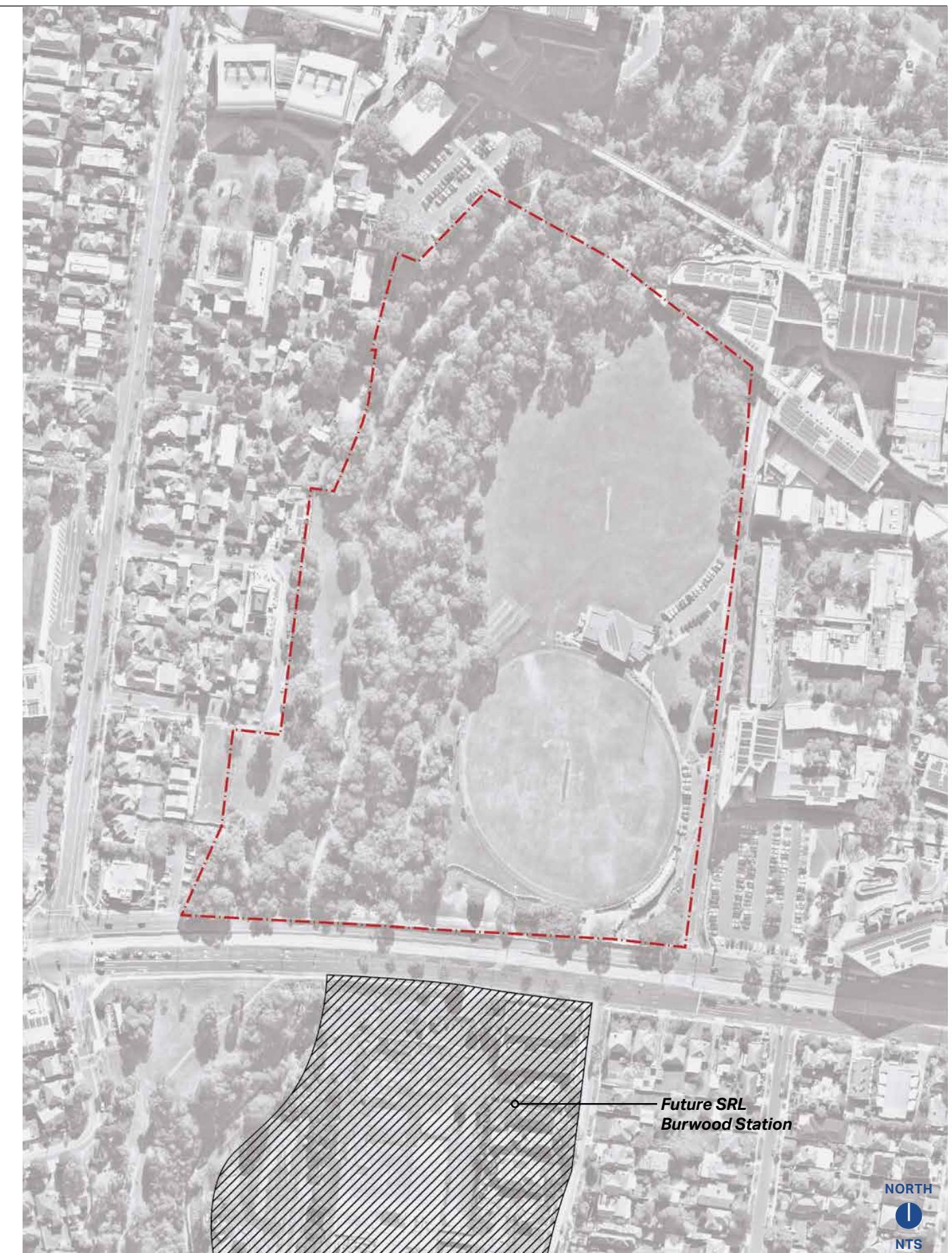
The SRL station in Burwood will provide a direct train link to Deakin University and connect Burwood locals to key destinations across Melbourne. This station is a critical part of the region's transformation over the next 20 to 30 years, supporting anticipated population growth and the development of Burwood into a vibrant urban hub. With new housing and infill development, the area will experience increased residential diversity and density, resulting in a community that will rely more on open spaces for respite, recreation, and environmental benefits.

As part of the project, SRL will contribute to the enhancement of parks, public spaces, and walking and cycling paths, including the Gardiners Creek Trail. The vision for the precinct has a focus on promoting active transport, making Bennettswood Reserve a vital transition point between the station and local destinations such as Deakin University, schools, and residential development.

Construction is already underway, with tunnelling set to begin in 2026, and trains expected to commence passenger services in 2035.

Key	
	Bennettswood Reserve Master Plan boundary
	Interfacing project

Interfacing projects



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BENNETTSWOOD RESERVE DRAFT MASTER PLAN

1.3 Sport in Whitehorse

Facilities

Sporting facilities in Whitehorse are facing increasing pressure as usage demand continues to grow. The city offers a well-distributed network of sports fields, reserves, and pavilions that support a range of activities, from team sports such as football, soccer and cricket to informal activities such as running or ball kicking practice. However, the heavy usage of these facilities is exceeding their capacity, creating challenges in maintaining safe and high-quality surfaces for play.

Many fields are showing signs of wear and tear, impacting both their condition and player safety. Additionally, some existing facilities do not fully support inclusivity and universality, with limited gender-neutral spaces, insufficient access for people with disabilities, and a lack of diverse options to meet the needs of emerging groups, such as women's and youth sports. This underscores the need for strategic planning and investment to upgrade and expand facilities to ensure they can accommodate the growing demand and provide safe, accessible spaces for all.

Participation

Sport participation in Whitehorse has been steadily increasing, particularly among youth and women, reflecting broader trends of greater inclusivity and community engagement in physical activity. The 2023/2024 summer season demonstrated the challenges posed by this growing demand, as six senior teams were forced to seek alternative locations in neighbouring municipalities due to the unavailability of grounds on Saturday afternoons. This not only disrupted team cohesion and local engagement but also added logistical burdens for clubs and athletes.

Additionally, the demand for grounds on Friday evenings is nearing full capacity, making scheduling and access increasingly difficult for all teams. The need for floodlit sports fields during the winter months is also high, with community usage estimated to exceed 112.2% of the turf industry's recommended levels for natural grass surfaces.

Team and player numbers have continued to rise in 2024 across all sports, particularly football (soccer), further highlighting the strain on existing facilities. As more people get involved in sports, it is crucial that the city's infrastructure evolves to support this growing participation and ensure access for everyone.



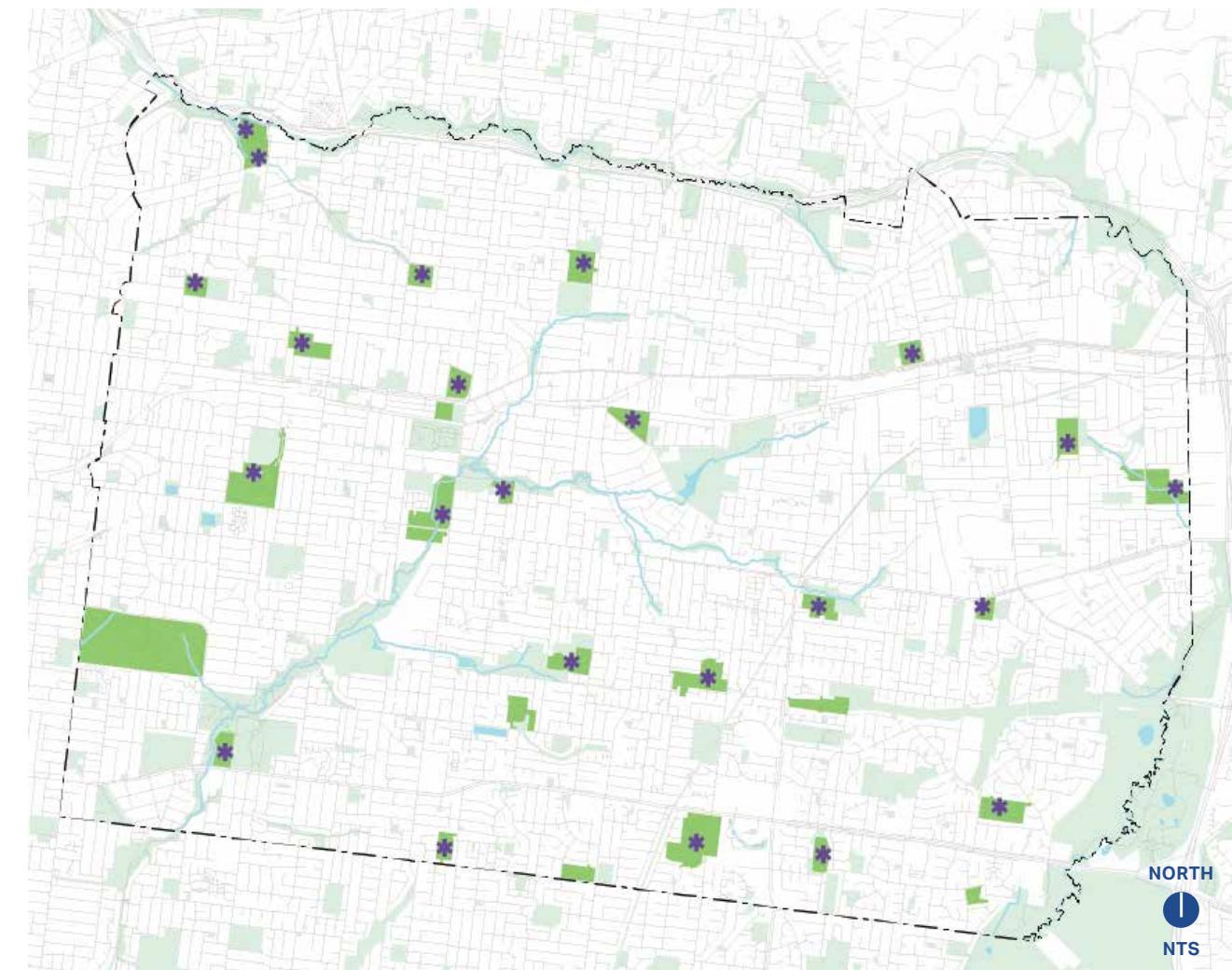
Wattle Park Amateurs Football game at Bennettswood Reserve
Source: Wattle Park Amateurs Football Club, 2024



Deakin Cricket Club at Bennettswood Reserve
Source: Deakin Cricket Club, 2024



2024 Whitehorse sport player numbers



Whitehorse City Council Sport Fields, Reserves, and Pavilions

Key

- Whitehorse municipality boundary
- Sports field or reserve
- * Pavilion
- Open space
- Watercourse or water body

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BENNETTSWOOD RESERVE DRAFT MASTER PLAN

1.4 Bennettswood Reserve features

Bennettswood Reserve is classified as a Municipal Open Space in the draft Whitehorse Open Space Strategy (2024). The precinct offers a range of recreational facilities and green spaces, making it an important resource for the local community.

Gardiners Creek (KooyongKoot) flows along the western boundary of the Reserve, with gravel paths on both sides forming part of the Gardiners Creek Trail which has been identified as a Strategic Cycling Corridor (SCC) and as a main trial within the City of Whitehorse's Easy Ride Routes. These trails provide pedestrian and cyclist connectivity to the north and south. The creek corridor encompasses these trails and is highly valued by the local community for its aesthetic appeal and ecological significance.

The natural bushland along the Gardiners Creek (KooyongKoot) transitions into a large open space to the east. To the north, a grass field is primarily used for off-leash dog walking, while the southern oval is equipped with facilities for cricket and Australian Rules football (AFL). The Reserve has hosted community sports since at least 1945.

The precinct is home to a mix of indigenous and native vegetation, with large canopy trees lining the creek. However, there is limited understorey planting throughout the site, and sparse canopy cover in the eastern open space, reducing available habitat for native fauna.

Key features of Bennettswood Reserve

1	Gardiners Creek (KooyongKoot)
2	Gardiners Creek Trail
3	North Field
4	Pedestrian bridge
5	Cricket nets
6	Bennettswood Reserve pavilion
7	North car park
8	Open space along creek corridor
9	South Oval
10	South car park



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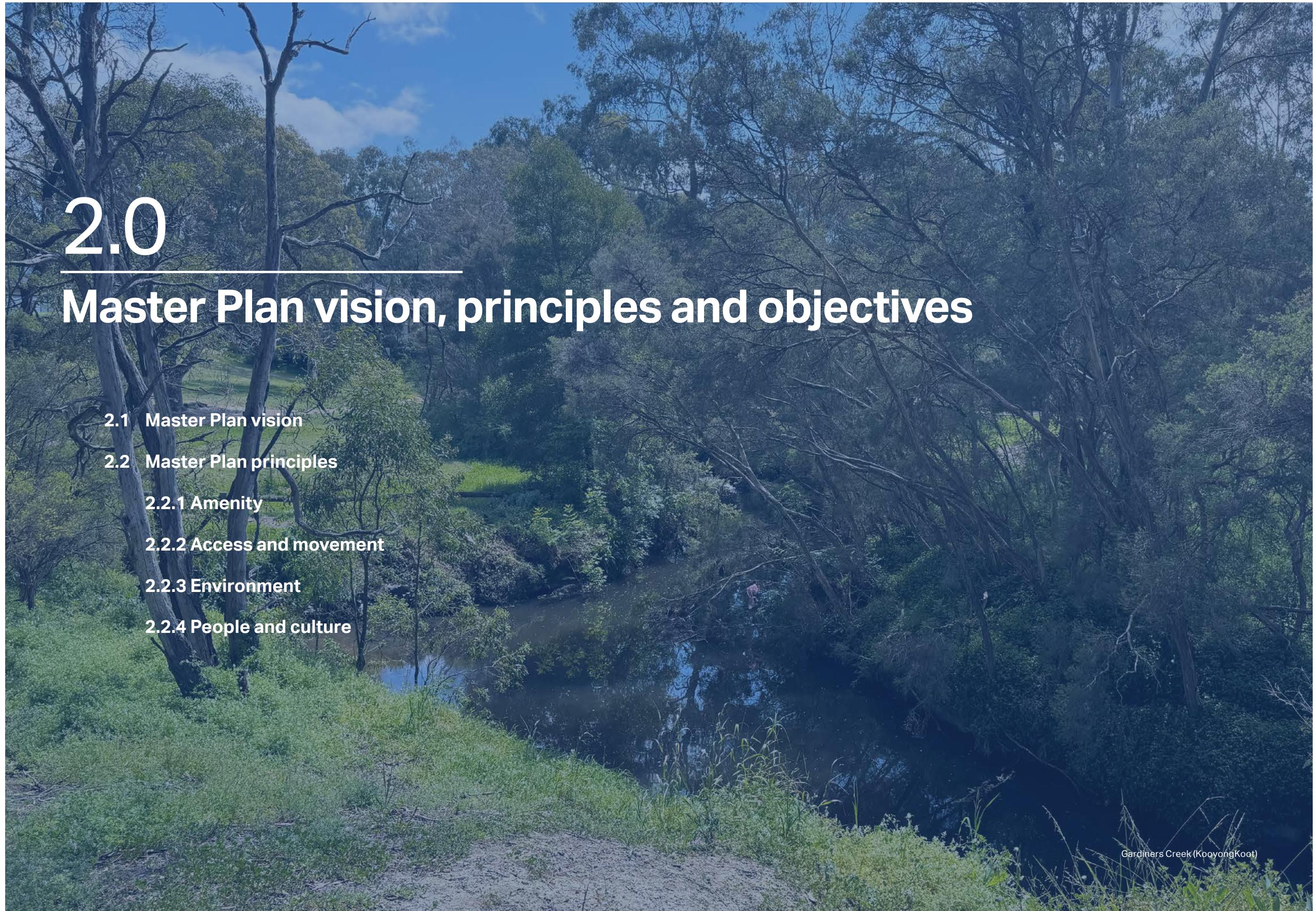
1.5 Bennettswood Reserve features

North of Deakin University's Carpark 6 on Holland Avenue is the Gardiners Creek picnic area. The area is nestled between the paths of Gardiners Creek Trail, with Gardiners Creek running north of the space. Picnic settings, a shelter, BBQ, and drinking fountain are located at the top of the embankment on a gravel surface. The picnic area is the gathering and start / finish point for Gardiners Creek Park Run.

Further north of Bennettswood Reserve is the Gardiners Creek Reserve Playground. This site is bordered by residential properties to the north and west, with a pedestrian path leading to Stott Street and Cadorna Street. Gardiners Creek and its associated trails run to the east and south of the site. The fenced play area includes a variety of play equipment, east of the playground is a picnic setting, bicycle hoops, and a drinking fountain. The site is an off-lead dog area, featuring a large open grass space to the south of the playground. New trees have been planted along the paths to increase canopy cover.



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2.0

Master Plan vision, principles and objectives

2.1 Master Plan vision

2.2 Master Plan principles

2.2.1 Amenity

2.2.2 Access and movement

2.2.3 Environment

2.2.4 People and culture

Gardiners Creek (KooyongKoot)

10.1 – ATTACHMENT 2. Draft Bennettswood Reserve Master Plan Report**BENNETTSWOOD RESERVE DRAFT MASTER PLAN****2.1 Master Plan vision**

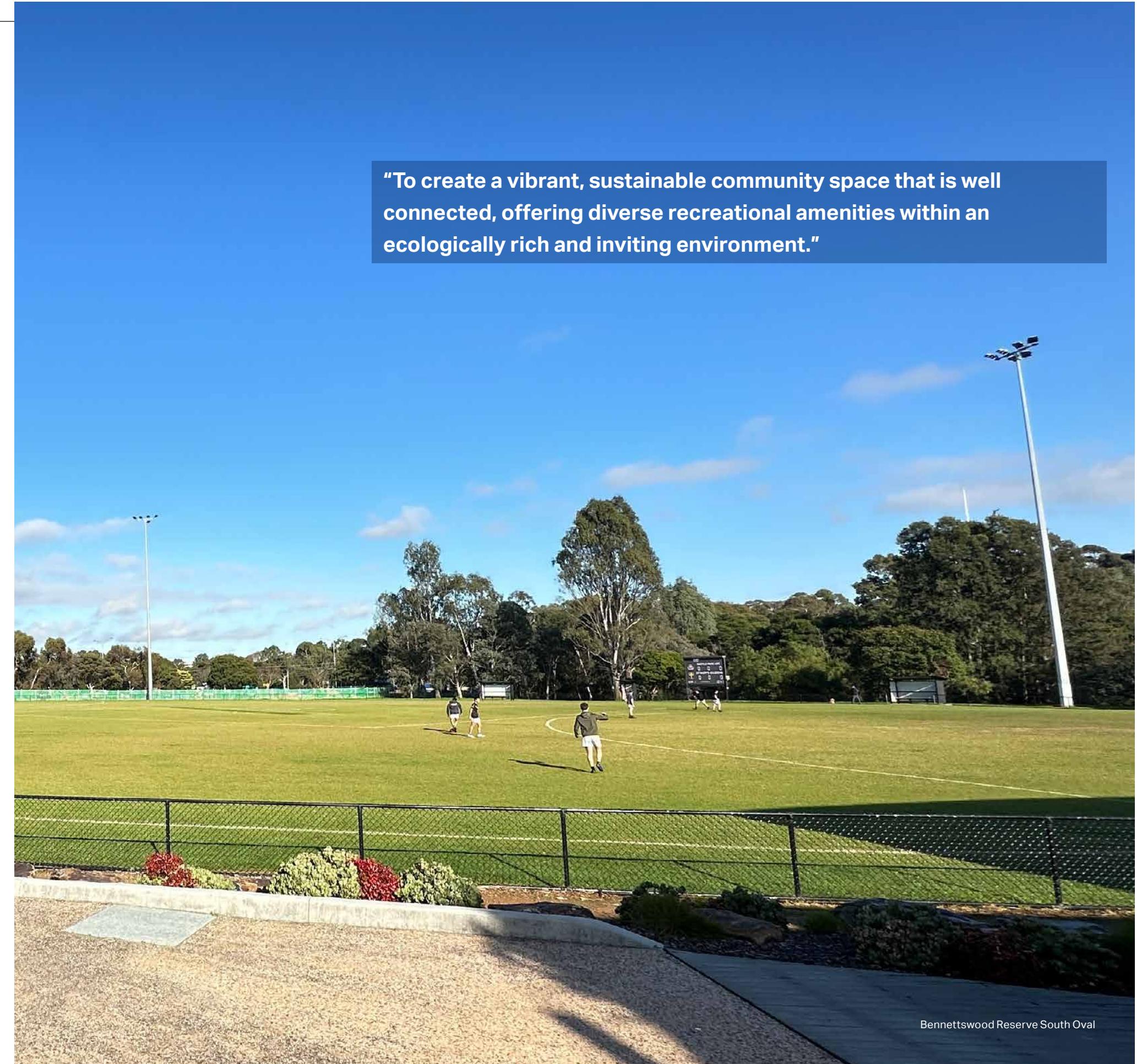
The vision statement of the Bennettswood Reserve Master Plan aims to:

'Create a vibrant, sustainable community space that is well connected, offering diverse recreational amenities within an ecologically rich and inviting environment.'

Alongside outlining the overarching vision, the Master Plan for Bennettswood Reserve will:

- Respect the cultural connection of the Wurundjeri Woi-wurrung people to Country by ensuring their cultural narratives are acknowledged and integrated into the identity of the Reserve.
- Create well-designed spaces that cater to a wide range of recreational, social, and cultural needs, fostering a sense of belonging and connection for all visitors.
- Implement sustainable practices to enhance ecological resilience, support biodiversity, and restore indigenous flora and fauna, safeguarding the long-term health of the Reserve's natural environment.
- Foster partnerships with organisations, sports communities, and local groups to ensure the Reserve meets the needs of all users while cultivating a shared sense of responsibility for its future.

"To create a vibrant, sustainable community space that is well connected, offering diverse recreational amenities within an ecologically rich and inviting environment."



Bennettswood Reserve South Oval

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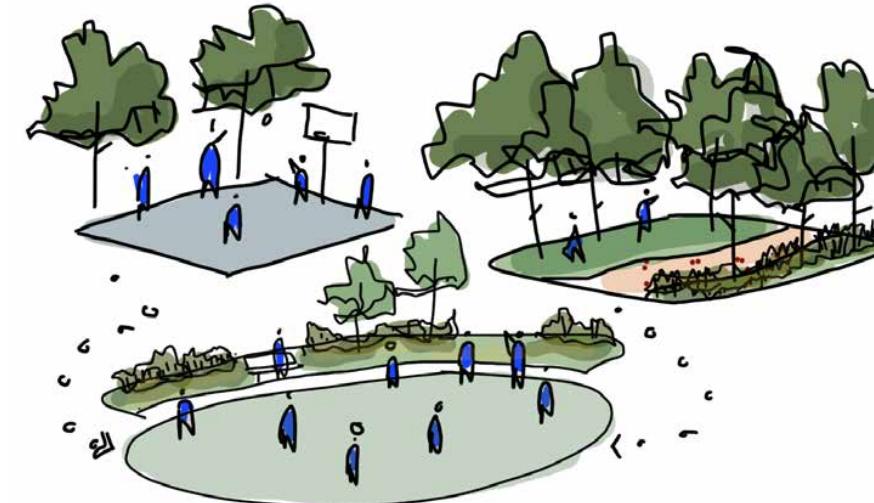
BENNETTSWOOD RESERVE DRAFT MASTER PLAN

2.2 Master Plan principles

The four key design principles that underpin the Bennettswood Reserve draft Master Plan will guide the future management and decision making for the site. These principles demand that any future changes to the park are to bring positive benefits and are consistent with the motivation and intent of the Master Plan.

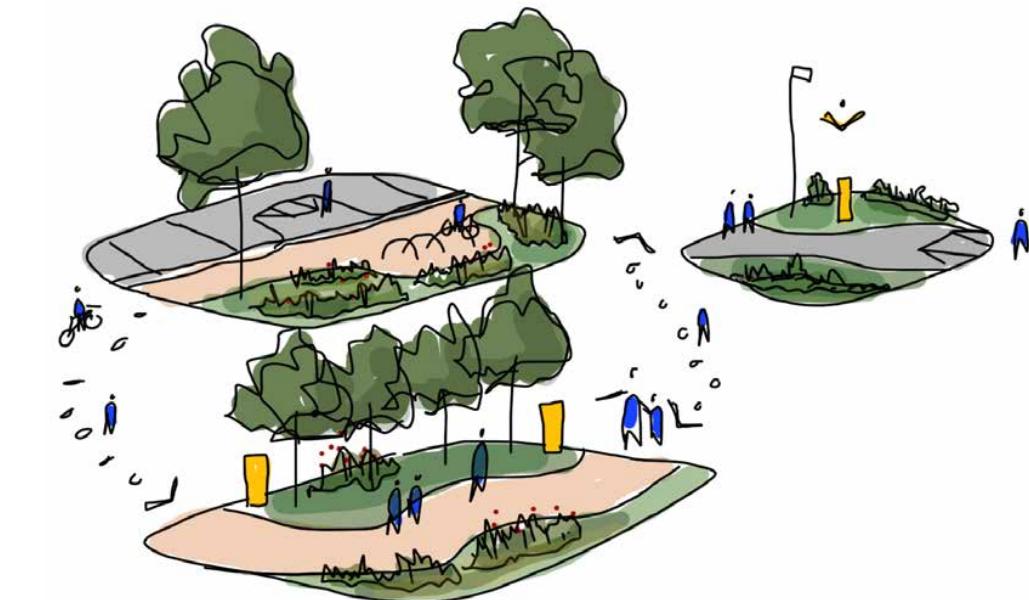
These principles include:

- Amenity
- Movement and access
- Environment
- People and culture



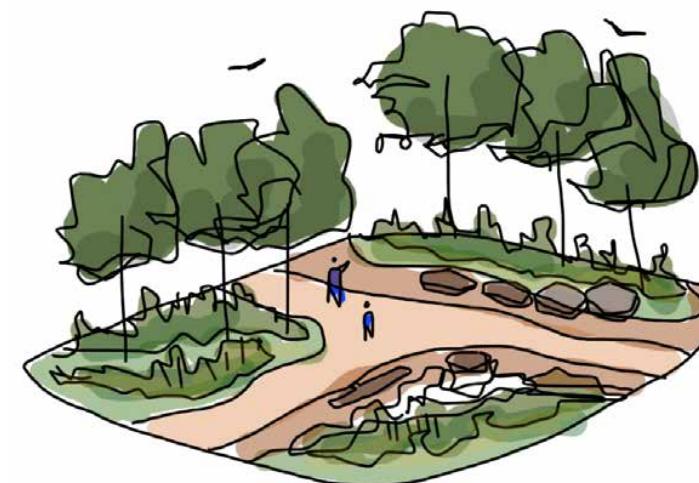
Amenity

Promote community health and well-being by providing a range of recreational opportunities for all ages and abilities, while meeting the needs of a growing, high-density population.



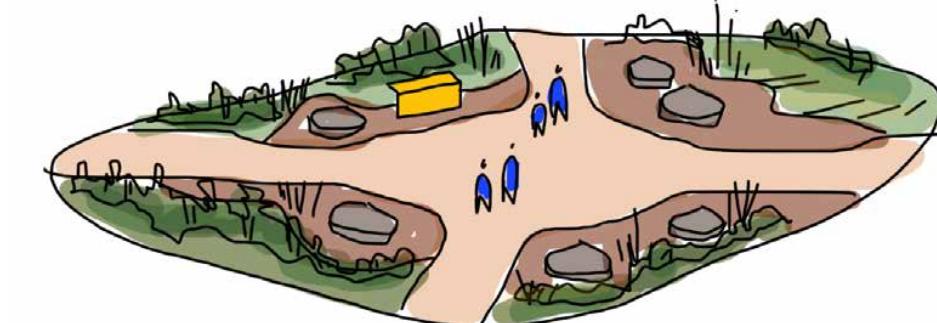
Movement and access

Provide a safe and accessible Reserve for all, enhancing connectivity within the site and facilitating efficient movement to key amenities and surrounding destinations.



Environment

Protect and enhance the Gardiners Creek (KooyongKoot) corridor, while improving landscape amenity throughout the Reserve, to create a resilient environment that supports biodiversity and promotes sustainability.



People and culture

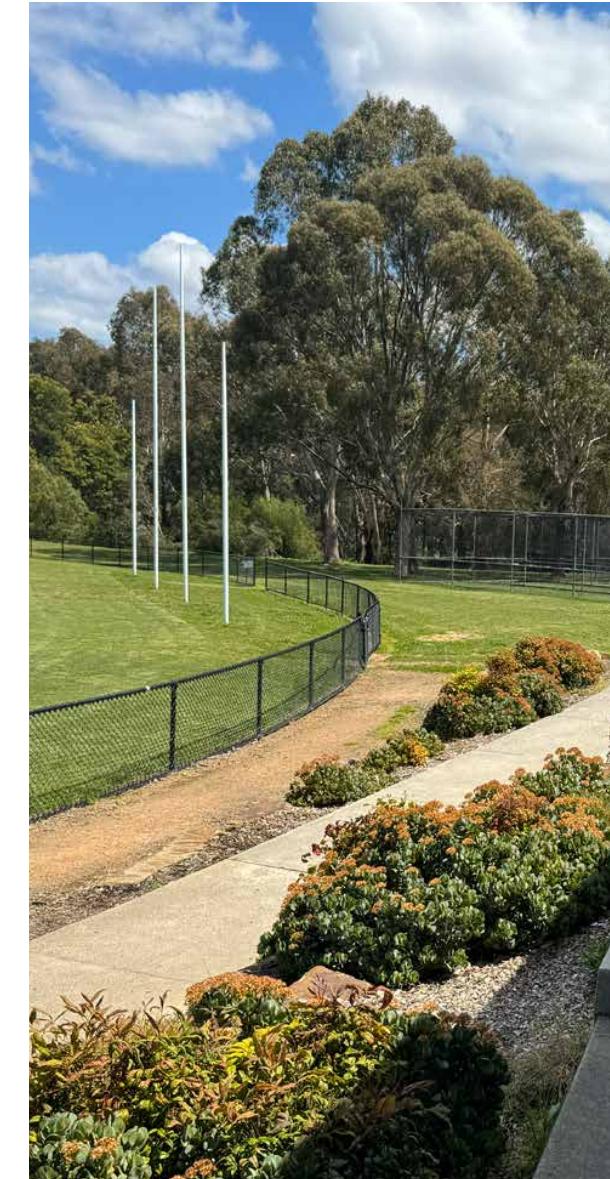
Provide meaningful experiences that respond to the evolving needs of the community, while honouring and acknowledging the cultural heritage of the site.

10.1 – ATTACHMENT 2. Draft Bennettswood Reserve Master Plan Report**BENNETTSWOOD RESERVE DRAFT MASTER PLAN****2.2.1 Amenity****Master Plan principle:**

Promote community health and well-being by providing a range of recreational opportunities for all ages and abilities, while meeting the needs of a growing, high-density population.

Key objectives to enhance amenity:

- Formalise the North Field to support a range of sports and recreational activities, providing necessary amenities for players and spectators.
- Develop a flexible multi-purpose court area that can accommodate various activities, providing a versatile space for users with a broad spectrum of abilities and interests.
- Integrate seating, shaded areas, and gathering spots to encourage relaxation, social interaction, and enjoyment of the natural surroundings.



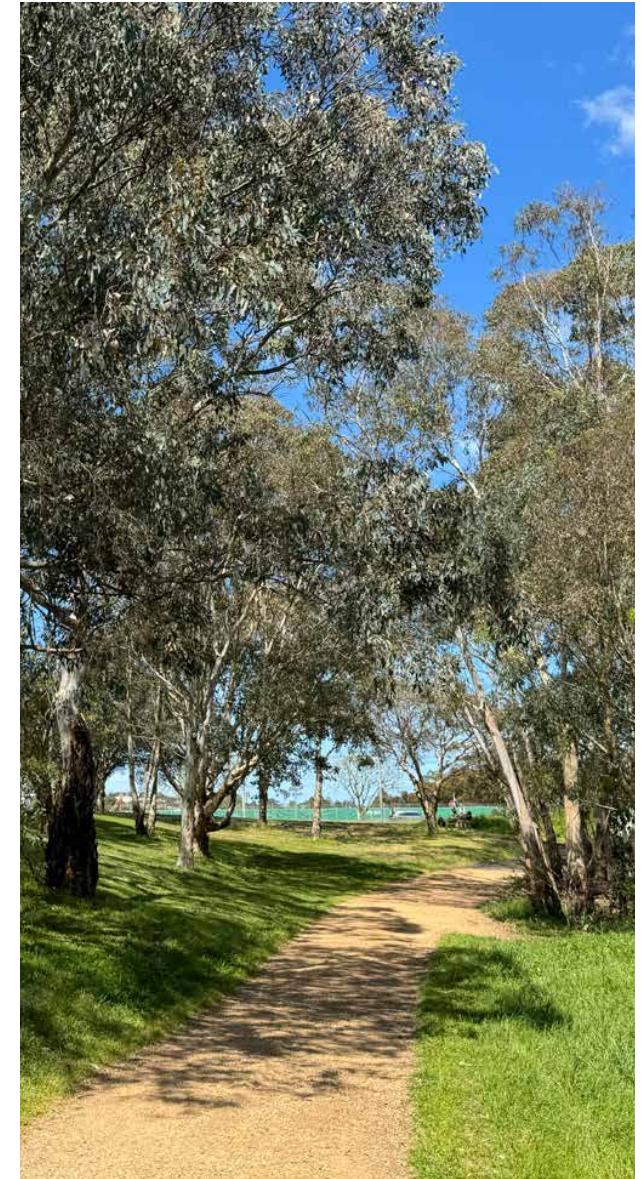
South oval AFL goal posts and cricket nets

2.2.2 Movement and access**Master Plan principle:**

Provide a safe and accessible Reserve for all, enhancing connectivity within the site and facilitating efficient movement to key amenities and surrounding destinations.

Key objectives to enhance movement and access:

- Establish clear, well-marked pathways and intuitive wayfinding systems to enhance navigation and ensure easy access throughout the Reserve.
- Improve connectivity between the creek corridor and open spaces, fostering seamless movement across the Reserve while enhancing the user experience.
- Ensure all paths and connections prioritise safety and universal access, providing a secure and welcoming environment for all visitors.
- Improve the layout and provision of parking spaces to ensure they are conveniently located and well integrated into the surrounding landscape.



Path between open space and creek corridor

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BENNETTSWOOD RESERVE DRAFT MASTER PLAN

2.2.3 Environment

Master Plan principle:

Protect and enhance the Gardiners Creek (KooyongKoot) corridor, while improving landscape amenity throughout the Reserve, to create a resilient environment that supports biodiversity and promotes sustainability.

Key objectives to enhance environment:

- Protect and improve the existing tree canopy cover from approximately 38% to 50%, recognising its vital role in providing shade and contributing to urban cooling.
- Foster a resilient and ecologically balanced landscape by incorporating a diverse range of vegetation that supports and attracts local wildlife.
- Develop green corridors to facilitate wildlife movement, enhancing connectivity and contributing to the overall ecological health of the area.
- Implement sustainable landscape practices, including water-sensitive urban design techniques, to improve both the visual appeal and environmental quality of the precinct.



Kookaburra along Gardiners Creek (KooyongKoot)

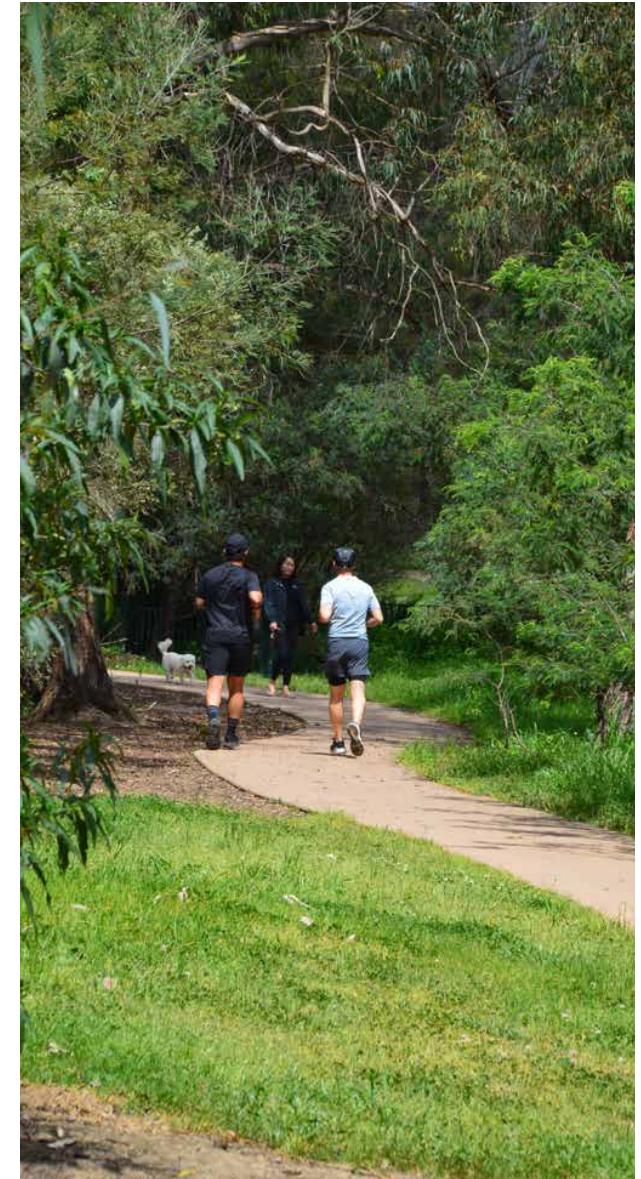
2.2.4 People and culture

Master Plan principle:

Provide meaningful experiences that meet the evolving needs of the community, while honouring and acknowledging the cultural heritage of the site.

Key objectives to enhance people and culture:

- Foster engagement and collaboration with Wurundjeri Woi-wurrung to deepen understanding of cultural connections to the site.
- Provide spaces and infrastructure that facilitate a wide range of community activities and gatherings, promoting social interaction and a strong sense of belonging.
- Actively involve the community in vegetation management and environmental activities, fostering a shared sense of responsibility and care for the Reserve's natural and cultural resources.
- Create opportunities for the community to learn about the site's key values, particularly cultural heritage and environmental.



Runners and dog walker along Gardiners Creek trail

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3.0

Bennettswood Reserve draft Master Plan

- 3.1 Bennettswood Reserve draft Master Plan**
- 3.2 Master Plan Opportunities**
- 3.3 Detail Area - Bennettswood Reserve Activity Space**



Gardiners Creek trail

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10.1 – ATTACHMENT 2. Draft Bennettswood Reserve Master Plan Report

BENNETTSWOOD RESERVE DRAFT MASTER PLAN

3.1 Bennettswood Reserve draft Master Plan

Legend

- Bennettswood Reserve Master Plan boundary
- New canopy trees
- Gravel path
- Concrete path
- Asphalt / car park
- Turf oval playing surface
- New understorey planting
- New feature planting
- Proposed new satellite pavilion
- Proposed multi-purpose courts with canopy
- Proposed activity space with fitness station
- Proposed community gathering area
- Proposed golf practice nets
- Proposed park node and social space
- Proposed cricket nets with space for futsal
- Potential pedestrian and cyclist crossing (by SRL)
- Interpretive signage location

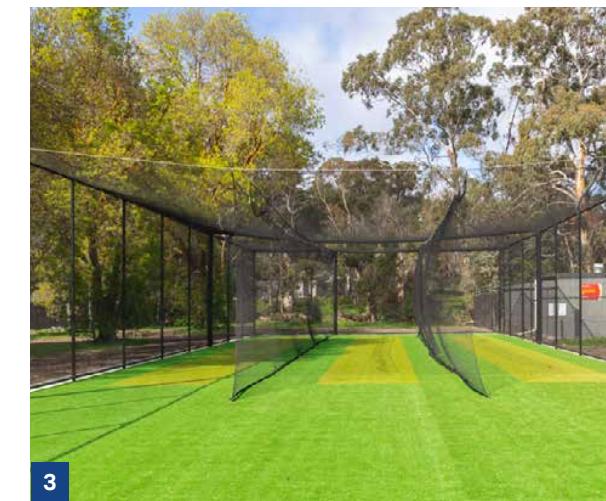


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1
Native dense planting - Jells Park
Source: Feral Walker Blogspot, 2016



2
Native understorey vegetation - Blackburn Lake
Source: Feral Walker Blogspot, 2020



3
Retractable nets to support football and cricket training and warm-up
Source: Global Turf, 2020



4
Golf practice nets
Source: David Golf, 2024



5
Water sensitive urban design planting - South Kensington Station
Source: Rail Network Alliance, 2023



6
Park node with picnic bench providing a social space
Source: TripAdvisor, 2017



7
Path and planting along sports field boundary - Subiaco East Oval
Source: UDLA, 2024



8
Gravel shared use path
Source: Pinterest, 2025

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3.2 Bennettswood Reserve draft Master Plan - additional sites



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Small seating node - Horscroft Place Pocket Park
Source: City of Kingston, 2022



Gravel path - Gardiners Creek Trail
Source: AECOM, 2025



Native understorey planting - Davy Lane Reserve
Source: AECOM, 2025



Playground seating - Garrong Park
Source: Merri-bek City Council



Informal log seating - Ontario natural playground
Source: Earthscape, 2015



Solar lighting - Strathdon House and Orchard Precinct
Source: AECOM, 2023



Leg stretch equipment
Source: NGF Play, 2025



Informal boulder seating - Curtin University Yarning Circle
Source: UDLA, 2020

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BENNETTSWOOD RESERVE DRAFT MASTER PLAN

3.3 Master Plan opportunities

The principles and objectives have guided the development of the Bennettswood Reserve Master Plan and its specific opportunities. Opportunities are captured under one of the four principles and can be identified on the Master Plan by coloured key tag coding.

Amenity

- A.1** Regrade and improve the drainage of North Field to provide a high-quality playing surface suitable for a range of sports and passive recreation. Provide new floodlights to North Field, cricket nets and activity nodes to maximise usage throughout playing seasons.
To be delivered with E4.
- A.2** Extend the pavilion to include two additional change rooms and spectator spaces, supporting the needs of the North Field.
- A.3** Install a fence along the southern boundary of the existing car park to create a barrier between the parking area and Holland Avenue, enhancing safety and privacy.
- A.4** Reorient the cricket nets to a north–south alignment and upgrade it to a six-lane configuration compliant with Cricket Australia standards. Incorporate retractable netting so the area can function as a flexible football and futsal training and warm-up space, while still accommodating seasonal cricket use.
- A.5** Develop two new multi-purpose courts with a canopy to provide a sheltered space for a variety of recreational activities.
- A.6** Designate an activity space incorporating interactive elements such as fitness equipment, table tennis tables, and seating to encourage informal recreation and social connection.
- A.7** Construct a satellite pavilion near the recreational facilities, providing a teaching space for educational and community programs.
To be delivered by Deakin University.
- A.8** Reprogram South Oval sports lights for on-demand use to activate the open space when not occupied by active recreation and encourage broader community use. Upgrade existing floodlight when deemed necessary for renewal.
- A.9** Create a new community gathering space with picnic tables and an open grass area to support social connection and provide opportunities for active play when the ovals are in use for organised sport.
- A.10** Install golf practice nets to create a safe, contained area for skill development without risk to others.

Movement and access

- M.1** Designate a gravel shared use path along the east side of Gardiners Creek to clearly identify the Gardiners Creek trail while providing improved active transport access to Reserve amenities and Deakin University. Shared use path to be illuminated from Burwood Highway to Glengarry Avenue car park utilising wildlife sensitive luminaries.
- M.2** Create a new accessible gravel pathway connecting Gardiners Creek Trail to the sports amenities, improving overall site connectivity.
- M.3** Create a continuous gravel path from Burwood Highway to the Bennettswood Reserve pavilion to provide clear and accessible access to amenities.
- M.4** Provide a new entrance point at Fletchers Parade North.
- M.5** Consolidate the Holland Avenue car park and provide a single access point to improve safety, circulation, and legibility. *To be delivered with E7.*



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BENNETTSWOOD RESERVE DRAFT MASTER PLAN

Environment

- E.1** Investigate the establishment of a conservation zone within the precinct to protect and restore local ecosystems and provide wildlife habitat.
- E.2** Enhance biodiversity by increasing understorey planting with native species to provide habitat and improve ecosystem health.
- E.3** Integrate landscaping to soften and blend infrastructure with the surrounding environment, improving aesthetics and creating more inviting spaces.
- E.4** Incorporate Water Sensitive Urban Design principles alongside the formalisation of the North Field to create a sustainable, multi-functional space that manages stormwater and reduces environmental impact. *To be delivered with A1.*
- E.5** Expand the tree canopy by planting native tree species in open spaces to enhance biodiversity, provide shade, and improve the local environment.
- E.6** Incorporate a raised open grass area to provide space for tree planting above the capping layer, enhancing green cover and supporting biodiversity.
- E.7** Implement WSUD principles in the car park area by incorporating permeable surfaces and bioswales to manage stormwater runoff while enhancing the overall sustainability of the precinct. *To be delivered with M5.*
- E.8** Continue monitoring the feasibility and assessing potential WSUD infrastructure solutions.

People and culture

- P.1** Create a park node with landscape furniture to support and encourage passive recreation and to foster social connections.
- P.2** Improve wayfinding through intuitive, consistent signage to enhance navigation and accessibility, ensuring users can easily identify key destinations and pathways across the site. Suggested locations include park entry from Burwood Highway, Fletcher Parade and the proposed new Activity Space.
- P.3** Incorporate Traditional Owner artwork such as interpretive sculpture, particularly along Gardiners Creek (KooyongKoot), to highlight and share its significance, enriching the site's connection to its history. *To be delivered with P4.*
- P.4** Install interpretative signage throughout the Reserve to provide interactive opportunities to learn about the site's heritage, ecology, and cultural significance. Suggested locations include northern and southern park entries from Gardiner's Creek Trail. *To be delivered with P3.*
- P.5** Install clear signage to restrict dogs from entering the South Oval and North Field during sports activities, ensuring safety and minimising disruptions during organised events.
- P.6** Ensure the ongoing maintenance and management of park assets in collaboration with relevant stakeholders and community groups.
- P.7** Explore partnerships with educational institutions, government authorities, and peak sport organisations to secure funding and identify grant opportunities for Reserve development and improvement. Monitor Memorandum of Understanding (MOU) with Deakin University.
- P.8** Incorporate public artwork into the space by collaborating with Deakin to find opportunities to display them.



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BENNETTSWOOD RESERVE DRAFT MASTER PLAN

Amenity

- A.11** Introduce formal and informal seating options, including a stage, benches, logs and boulders, to accommodate large group gatherings.
- A.12** Install solar lighting to enhance safety and enable the use of the picnic area for activities like Park Run during early morning hours in winter.
- A.13** Provide infrastructure to support active recreation, including stretching stations and drinking fountains.
- A.14** Develop new social and exercise facilities that cater for a wide range of ages, with a focus on the anticipated increase in adult users.

Movement and access

- M.6** Construct a new gravel path connection east of the Gardiners Creek Reserve playground to link with the main Gardiners Creek Trail.
- M.7** Upgrade the laneway connection from Cadorna Street to the playground entry to a concrete path. Concrete path to prevent erosion, and transit to gravel path within the Reserve.

Environment

- E.2** Enhance biodiversity by increasing understorey planting with native species to provide habitat and improve ecosystem health.



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3.4 Detail Area - Bennettswood Reserve Activity Space

Bennettswood Reserve Activity Space

The Bennettswood Reserve Activity Space has been designed to support the Master Plan's vision of revitalising the northern field by introducing a diverse mix of active and passive recreation opportunities. The design strengthens the park's role as a community destination, offering facilities that encourage year-round participation, social connection, and well-being.

At the heart of the proposal are two full-sized multi-purpose courts positioned beneath a shared canopy. This configuration consolidates court use while providing weather protection and extended playability throughout the seasons. The layout has been carefully considered to avoid impacting the significant existing trees to the east, maintaining the ecological integrity and established character of the site. A new row of trees along the eastern edge of the courts reinforces this green backdrop, creating a visually cohesive buffer that integrates the new infrastructure with the surrounding landscape. A pedestrian path running along the eastern side of the courts ensures convenient access, complemented by benches that offer comfortable resting points for players and spectators alike.

South of the courts, a new activity zone forms a lively central hub, featuring fitness equipment, picnic areas, and a table tennis facility to cater to a wide range of users and age groups. This area is designed to draw people into the park and foster informal recreation and social interaction. Layered tree planting and landscaped garden beds create a seamless spatial transition between the activity space and the broader park, enhancing visual cohesion while providing shade and visual amenity.

Legend

- Bennettswood Reserve Master Plan boundary
- New canopy trees
- Gravel path
- Concrete path
- Turf oval playing surface
- New understorey planting
- New feature planting
- Proposed multi-purpose courts with canopy
- Proposed activity space with fitness station

0 5 10 15 20 25m



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BENNETTSWOOD RESERVE DRAFT MASTER PLAN



1
Multipurpose covered outdoor court - Deakin University
Source: Deakin Active, 2024



2
Reserve interface with courts - Jells Park, Waverley Netball Centre
Source: Northvale Netball Club, 2024



3
Native trees lining perimeter of courts, Garvey Park
Source: Dream Courts, 2025



4
Seating along court perimeter - Monash University, Clayton Campus
Source: TCL, 2015



5
Outdoor gym - Monash University, Caulfield Campus
Source: Melbourne Playgrounds, 2025



6
Outdoor fitness equipment - Docklands Park
Source: Mala Studio, 2016



7
Outdoor activity space with integrated seating - UTS Alumni Green
Source: Aspect Studio, 2016



8
Courtyard picnic benches - Macquarie University
Source: Brett Boardman, 2021

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BENNETTSWOOD RESERVE DRAFT MASTER PLAN

3.5 Pavilion

The two future change rooms of the Bennettswood Reserve pavilion is a key opportunity to enhance facilities supporting organised sport on the North Field, with a focus on increasing participation in women's and youth competitions. The proposed two change rooms would be equipped with showers and toilets, dedicated store rooms, and the flexibility to expand interior floor space the to cater for different sporting codes.

Due to the site's geotechnical challenges as a former landfill, the construction of permanent infrastructure will require careful investigation and engineering solutions to manage potential ground movement and settlement risks. As an interim measure, the provision of portable or modular change room units is being considered. This approach would allow for flexible placement and reduce construction impacts, while still delivering essential amenities in the short term.

As a part of the proposed two change rooms, new exterior treatments proposes additional paved surfaces to provide connection and circulation around the pavilion. A viewing terrace and pair of elongated bench seats will enable spectator observation during sporting events.

An entry plaza, featuring a waiting area, seating and feature planting, will provide a sense of arrival when approaching the pavilion from the revised car park.

Modular facilities would support ongoing growth in participation and activation of the North Field until a long-term, permanent pavilion two future change rooms can be delivered.

Legend

	New canopy trees
	Decking
	Store and changeroom
	Amenities room
	Water tank
	Fence
	Gravel path
	Concrete path
	Asphalt / car park



10.1 – ATTACHMENT 2. Draft Bennettswood Reserve Master Plan Report**BENNETTSWOOD RESERVE DRAFT MASTER PLAN****3.6 Pavilion Palette**

Concrete blockwork exterior walls
Source: Open House



Steel columns
Source: AECOM



Corrugated iron roofing
Source: Sydney Roof



Bennettswood Pavilion trellis wall
Source: AECOM



Bennettswood Pavilion, exterior
Source: Kneeler Design Architects



Changeroom, Spencer Pavilion
Source: Fleetwood



Changeroom shower partitions
Source: Group GSA



Bennettswood Pavilion roller door
Source: AECOM

10.1 – ATTACHMENT 2. Draft Bennettswood Reserve Master Plan Report**BENNETTSWOOD RESERVE DRAFT MASTER PLAN****3.7 Material Palette**

The material palette for Bennettswood Reserve has been carefully selected to reflect a natural theme that complements the surrounding Gardiners Creek environment. The design prioritises a harmonious connection with the landscape, using materials that support both ecological sensitivity and user experience. Gravel paths feature throughout much of the reserve to maintain a soft, organic feel and minimise visual impact, while concrete surfaces are strategically applied to enhance accessibility to key amenities such as the pavilion, toilets, and sports facilities. At the pavilion canteen, a timber deck provides a warm and inviting interface, reinforcing the natural character of the reserve and offering a comfortable, functional space for community gathering and informal social interaction.



Gravel path
Source: AECOM



Concrete pavement
Source: Colorado Hardscapes



Lightly exposed aggregate concrete
Source: AECOM



Timber decking
Source: Site Office



Concrete terrace seating
Source: Concretum



Asphalt DDA Parking Space
Source: Area safe

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Table setting
Source: Draffin



Bench seat with back and arm rests
Source: Draffin



Bench seat with arm rests
Source: Draffin



Accessible barbecue
Source: AECOM



Curved stainless steel bike hoop
Source: Draffin



Solar powered path lighting, ngarrak nakorong wilam park
Source: AECOM



Accessible drinking fountain
Source: Botton + Gardiner



Bin enclosure
Source: DRAFFIN STREET FURNITURE

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BENNETTSWOOD RESERVE DRAFT MASTER PLAN

3.9 Planting Palette

Riparian restoration

The riparian restoration mix focuses on stabilising the creek bank, improving water quality, and restoring the natural ecology of the Gardiners Creek corridor. Composed of moisture-loving indigenous species, this palette helps filter runoff, reduce erosion, and provide crucial habitat for native fauna.

The planting mix aims to recreate a layered riparian vegetation structure with canopy trees, dense understorey, and ground-level sedges and rushes that thrive in periodically inundated soils.

Scientific name	Common name
Trees	
<i>Eucalyptus camaldulensis</i>	River Red Gum
<i>Melaleuca ericifolia</i>	Swamp Paperbark
<i>Acacia melanoxylon</i>	Blackwood
Shrubs	
<i>Leptospermum lanigerum</i>	Woolly Tea-tree
<i>Goodenia ovata</i>	Hop Goodenia
<i>Coprosma quadrifida</i>	Prickly Currant-bush
Groundcovers and grasses	
<i>Carex appressa</i>	Tall Sedge
<i>Juncus procerus</i>	Tall Rush
<i>Lomandra filiformis</i>	Wattle Mat-rush
<i>Poa labillardierei</i>	Common Tussock Grass

Key Plan



Gardiner Creek open space revegetation

This mix is designed to enhance biodiversity, visual appeal, and ecological function in the open spaces flanking the creek. Species are selected for their resilience, habitat value, and compatibility with existing conditions, including variable soil moisture and partial sun exposure.

The planting will reinforce the natural character of the reserve while improving connectivity for local wildlife, supporting pollinators, and minimising ongoing maintenance through the use of hardy native groundcovers and grasses.

Scientific name	Common name
Trees	
<i>Eucalyptus polyanthemos</i>	Red Box
<i>Allocasuarina littoralis</i>	Black She-oak
Shrubs	
<i>Bursaria spinosa</i>	Sweet Bursaria
<i>Dodonaea viscosa</i>	Sticky Hop Bush
<i>Olearia lirata</i>	Snowy Daisy-bush
Groundcovers and grasses	
<i>Chrysocephalum apiculatum</i>	Common Everlasting
<i>Dianella revoluta</i>	Spreading Flax Lily
<i>Themeda triandra</i>	Kangaroo Grass
<i>Viola hederacea</i>	Native Violet

Key Plan



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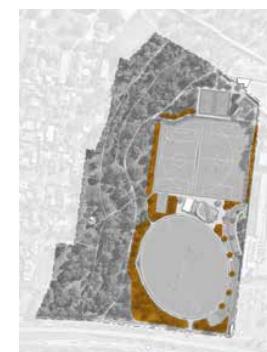
Oval perimeter feature planting

The oval perimeter planting provides structured, aesthetically engaging vegetation around the recreational oval, offering shade, wind protection, and seasonal interest. This mix uses taller feature trees paired with native shrubs and grasses to define space and soften the built environment.

The mix also functions as a transitional zone between active open space and passive areas, enhancing amenity while supporting local biodiversity and providing informal shelter and seating opportunities.

Scientific name	Common name
Trees	
<i>Eucalyptus viminalis</i>	Manna Gum
<i>Corymbia maculata</i>	Spotted Gum
Shrubs	
<i>Callistemon sieberi</i>	River Bottlebrush
<i>Hakea decurrens</i>	Bushy Needlewood
<i>Grevillea rosmarinifolia</i>	Rosemary Grevillea
Groundcovers and grasses	
<i>Lomandra longifolia</i>	Spiny-headed Mat-rush
<i>Myoporum parvifolium</i>	Creeping Boobialla
<i>Pelargonium australe</i>	Austral Stork's-bill

Key Plan



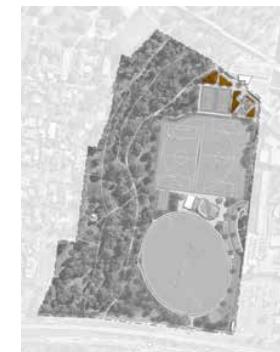
Bennettswood Reserve Activity Space feature planting

Designed for capped soil conditions where soil depth is limited, this planting mix incorporates tough, low-maintenance native species that tolerate dry, shallow substrates. It provides visual interest and softens hardscape edges around play areas and picnic spots, using compact forms, flowering groundcovers, and textural grasses.

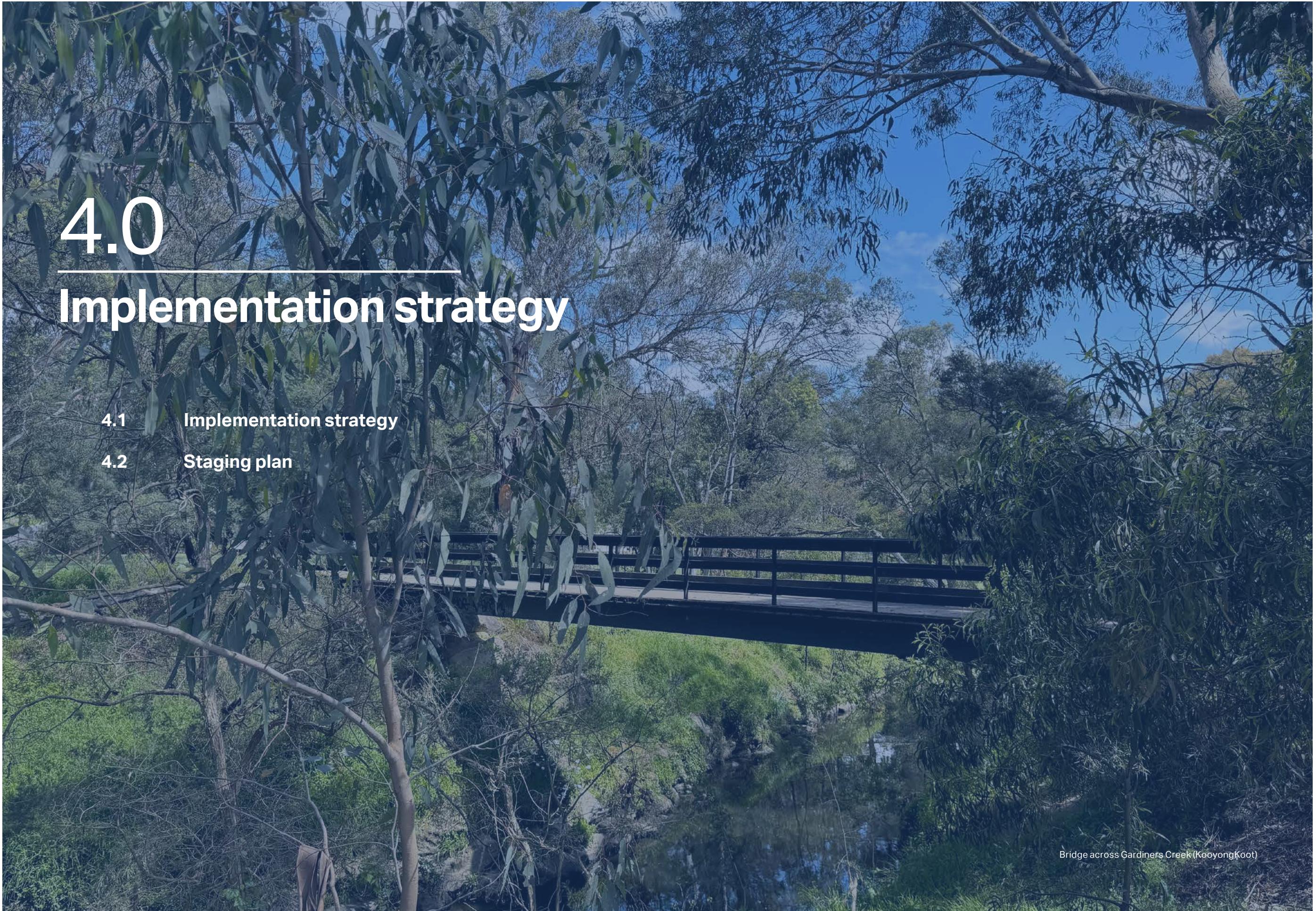
The palette supports ecological goals while ensuring safety, durability, and ease of maintenance in high-use areas.

Scientific name	Common name
Trees	
<i>Acacia implexa</i>	Lightwood
<i>Allocasuarina verticillata</i>	Drooping She-oak
<i>Eucalyptus leucoxylon</i>	Dwarf Yellow Gum
Shrubs	
<i>Westringia fruticosa</i>	Native Rosemary
<i>Correa glabra</i>	Rock Correa
<i>Grevillea lanigera</i>	Woolly Grevillea
Groundcovers and grasses	
<i>Dianella caerulea</i>	Blue Flax Lily
<i>Lomandra confertifolia</i>	Compact Mat-rush
<i>Carpobrotus rossii</i>	Native Pigface
<i>Eremophila glabra</i>	Emu Bush

Key Plan



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4.0

Implementation strategy

- 4.1 Implementation strategy**
- 4.2 Staging plan**

Bridge across Gardiners Creek (KooyongKoot)

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BENNETTSWOOD RESERVE DRAFT MASTER PLAN

4.1 Implementation strategy

The Bennettswood Reserve Master Plan's opportunities have been categorised into low, medium and high priority.

The viability and time frame of each opportunity is dependent upon adequate future funding. This funding may be subject to further design development and detailed costings of elements.

Amenity

High Priority

Regrade and improve the drainage of North Field to provide a high-quality playing surface suitable for a range of sports and passive recreation. Provide new floodlights to North Field, cricket nets and activity nodes to maximise usage throughout playing seasons. *To be delivered with E4.*

Develop two new multi-purpose courts with a canopy to provide a sheltered space for a variety of recreational activities.

Reprogram South Oval sports lights for on-demand use to activate the open space when not occupied by active recreation and encourage broader community use. Upgrade existing floodlight when deemed necessary for renewal.

Install solar lighting to enhance safety and enable the use of the picnic area for activities like Park Run during early morning hours in winter.

Medium Priority

Reorient the cricket nets to a north–south alignment and upgrade it to a six-lane configuration compliant with Cricket Australia standards. Incorporate retractable netting so the area can function as a flexible football and futsal training and warm-up space, while still accommodating seasonal cricket use.

Designate an activity space incorporating interactive elements such as fitness equipment, table tennis tables, and seating to encourage informal recreation and social connection.

Create a new community gathering space with picnic tables and an open grass area to support social connection and provide opportunities for active play when the ovals are in use for organised sport.

Install golf practice nets to create a safe, contained area for skill development without risk to others.

Introduce formal and informal seating options, including a stage, benches, logs and boulders, to accommodate large group gatherings.

Provide infrastructure to support active recreation, including stretching stations and drinking fountains.

Develop new social and exercise facilities that cater for a wide range of ages, with a focus on the anticipated increase in adult users.

Low Priority

A.2 Extend the pavilion to include two additional change rooms and spectator spaces, supporting the needs of the North Field.

A.3 Install a fence along the southern boundary of the existing car park to create a barrier between the parking area and Holland Avenue, enhancing safety and privacy.

A.7 Construct a satellite pavilion near the recreational facilities, providing a teaching space for educational and community programs. *To be delivered by Deakin University.*

Movement and access

High Priority

M.2 Create a new accessible pathway connecting Gardiners Creek Trail to the sports amenities, improving overall site connectivity.

M.4 Provide a new entrance point at Fletchers Parade North.

M.5 Consolidate the Holland Avenue car park and provide a single access point to improve safety, circulation, and legibility. *To be delivered with E7.*

Medium Priority

M.1 Designate a gravel shared use path along the east side of Gardiners Creek to clearly identify the Gardiners Creek trail while providing improved active transport access to Reserve amenities and Deakin University. Shared use path to be illuminated from Burwood Highway to Glengarry Avenue car park utilising wildlife sensitive luminaries.

M.6 Construct a new gravel path connection east of the Gardiners Creek Reserve playground to link with the main Gardiners Creek Trail.

M.7 Upgrade the laneway connection from Cadorna Street to the playground entry to a concrete path. Concrete path to prevent erosion, and transit to gravel path within the Reserve.

Low Priority

M.3 Create a continuous gravel path from Burwood Highway to the Bennettswood Reserve pavilion to provide clear and accessible access to amenities.

Environment

High Priority

E.2 Enhance biodiversity by increasing understorey planting with native species to provide habitat and improve ecosystem health.

E.3 Integrate landscaping to soften and blend infrastructure with the surrounding environment, improving aesthetics and creating more inviting spaces.

E.4 Incorporate Water Sensitive Urban Design principles alongside the formalisation of the North Field to create a sustainable, multi-functional space that manages stormwater and reduces environmental impact. *To be delivered with A1.*

E.7 Implement WSUD principles in the car park area by incorporating permeable surfaces and bioswales to manage stormwater runoff while enhancing the overall sustainability of the precinct. *To be delivered with M5.*

E.8 Continue monitoring the feasibility and assessing potential WSUD infrastructure solutions.

Medium Priority

E.5 Expand the tree canopy by planting native tree species in open spaces to enhance biodiversity, provide shade, and improve the local environment.

E.6 Incorporate a raised open grass area to provide space for tree planting above the capping layer, enhancing green cover and supporting biodiversity.

Low Priority

E.1 Investigate the establishment of a conservation zone within the precinct to protect and restore local ecosystems and provide wildlife habitat.

People and culture

High Priority

P.2 Improve wayfinding through intuitive, consistent signage to enhance navigation and accessibility, ensuring users can easily identify key destinations and pathways across the site. Suggested locations include park entry from Burwood Highway, Fletcher Parade and the proposed new Activity Space.

Medium Priority

P.1 Create a park node with landscape furniture to support and encourage passive recreation and to foster social connections.

P.5 Install clear signage to restrict dogs from entering the South Oval and North Field during sports activities, ensuring safety and minimising disruptions during organised events.

Low Priority

P.3 Incorporate Traditional Owner artwork such as interpretive sculpture, particularly along Gardiners Creek (KooyongKoot), to highlight and share its significance, enriching the site's connection to its history. *To be delivered with P4.*

P.4 Install interpretative signage throughout the Reserve to provide interactive opportunities to learn about the site's heritage, ecology, and cultural significance. Suggested locations include northern and southern park entries from Gardiner's Creek Trail. *To be delivered with P3.*

Ongoing Priority

P.6 Ensure the ongoing maintenance and management of park assets in collaboration with relevant stakeholders and community groups.

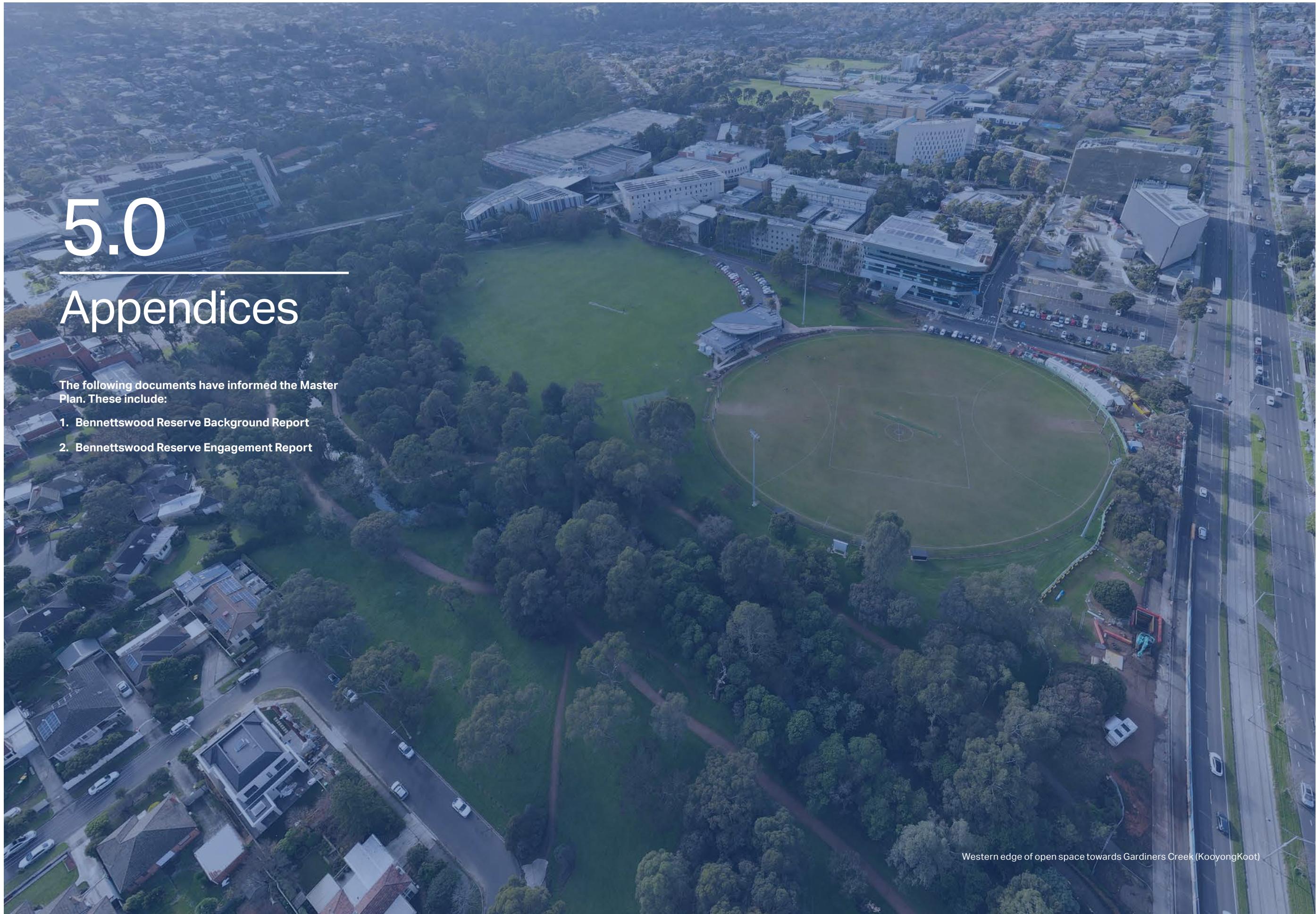
P.7 Explore partnerships with educational institutions, government authorities, and peak sport organisations to secure funding and identify grant opportunities for Reserve development and improvement.

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5.0

Appendices

The following documents have informed the Master Plan. These include:

1. Bennettswood Reserve Background Report
2. Bennettswood Reserve Engagement Report

Western edge of open space towards Gardiners Creek (KooyongKoot)

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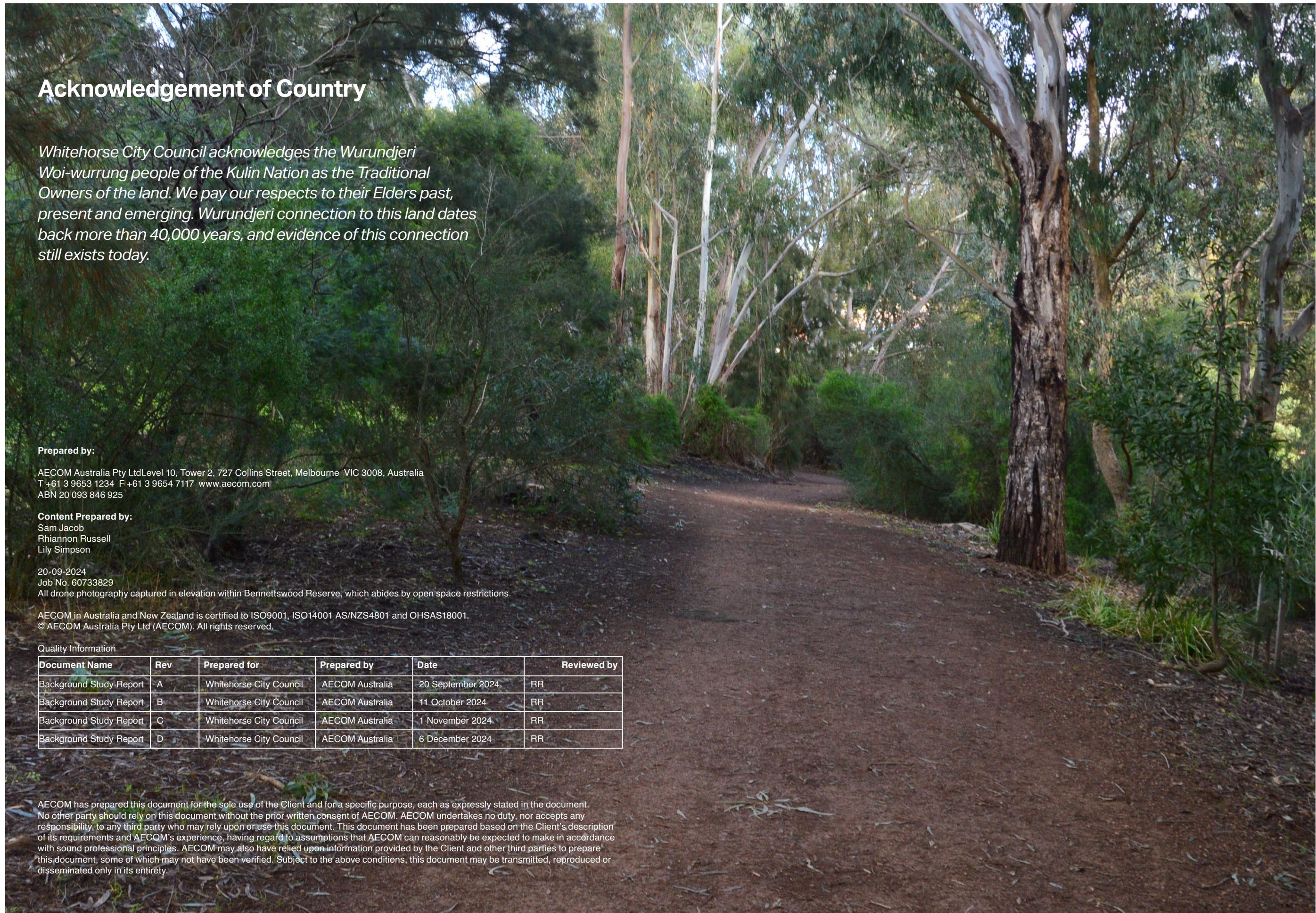


BENNETTSWOOD RESERVE BACKGROUND STUDY REPORT

REVISION C DECEMBER 2024
PREPARED FOR CITY OF WHITEHORSE



AECOM

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Acknowledgement of Country

Whitehorse City Council acknowledges the Wurundjeri Woi-wurrung people of the Kulin Nation as the Traditional Owners of the land. We pay our respects to their Elders past, present and emerging. Wurundjeri connection to this land dates back more than 40,000 years, and evidence of this connection still exists today.

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20-09-2024
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All drone photography captured in elevation within Bennettswood Reserve, which abides by open space restrictions.

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Quality Information

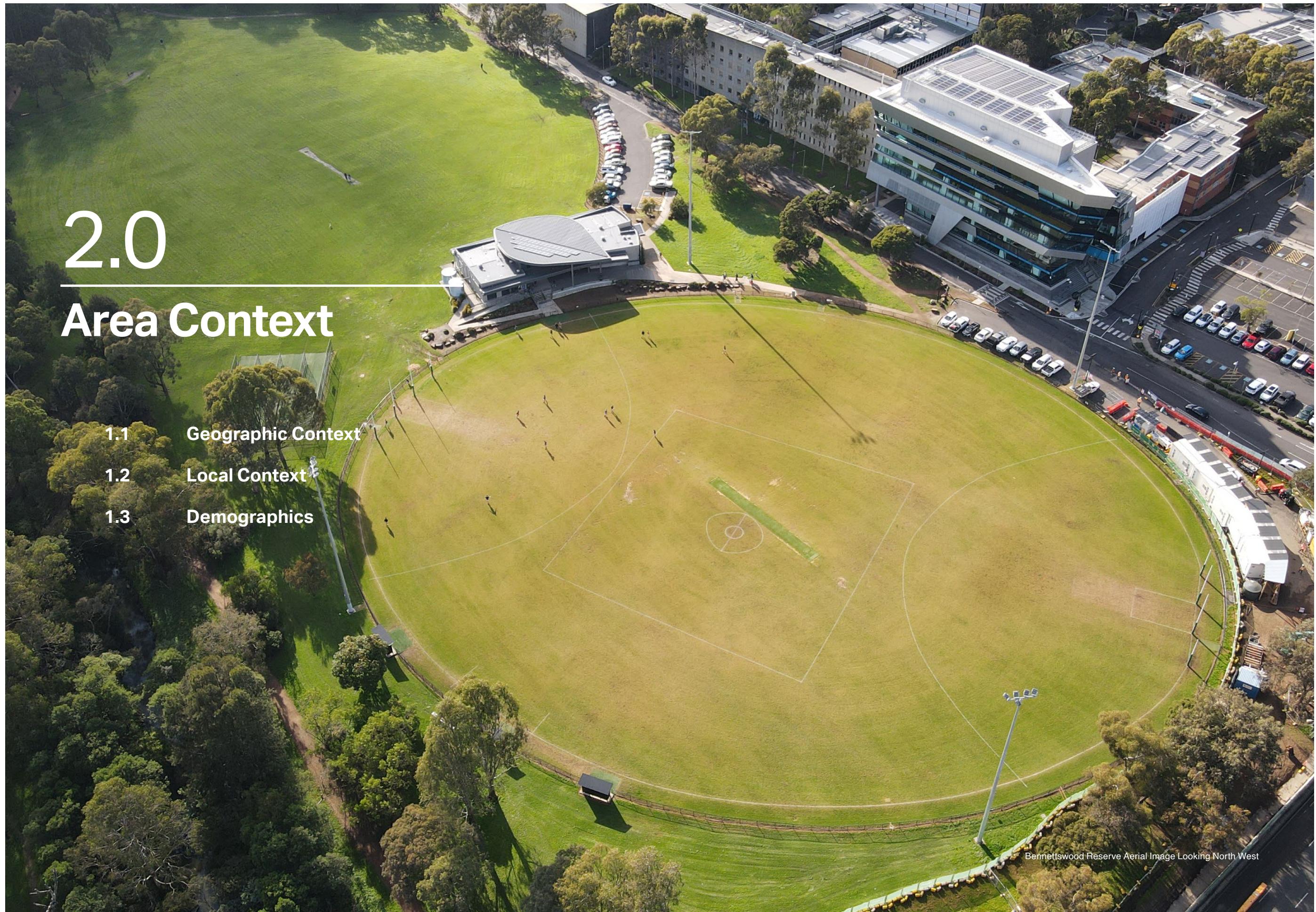
Document Name	Rev	Prepared for	Prepared by	Date	Reviewed by
Background Study Report	A	Whitehorse City Council	AECOM Australia	20 September 2024	RR
Background Study Report	B	Whitehorse City Council	AECOM Australia	11 October 2024	RR
Background Study Report	C	Whitehorse City Council	AECOM Australia	1 November 2024	RR
Background Study Report	D	Whitehorse City Council	AECOM Australia	6 December 2024	RR

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BENNETTSWOOD RESERVE BACKGROUND STUDY REPORT

2.1 Geographic Context

Bennettswood Reserve is located in Burwood, within the City of Whitehorse, approximately 12km east of Melbourne's Central Business District (CBD). The Reserve is bounded to the south by Burwood Highway. The surrounding public transport infrastructure that connects the site to the CBD includes:

- Tram Route 75 along Burwood Highway
- Lilydale and Belgrave rail lines to the north
- Alamein line to the west
- Glen Waverley line to the south

Additionally, the planned Suburban Rail Loop (SRL) will run underneath Bennettswood Reserve, with the future Burwood Station anticipated to be situated south of the site across Burwood Highway.

The Reserve is also connected to the Eastern Freeway (M3) to the north via Elgar Road and Station Street, linking Burwood with Melbourne's eastern suburbs and the CBD. To the south via Warrigal Road, the Monash Freeway (M1) provides a major route towards the south-eastern suburbs and beyond.

Bennettswood Reserve is in the package with three other sites that the City of Whitehorse is currently producing a Master Plan for in the 2024-25 financial year. It is located to the west of the Local Government Area (LGA), the other two sites referred to as Wurundjeri Walk and Strathdon Davy Community Precinct are located further east.

Key	
—	Project boundary
■	Reserves Undergoing Master Plan Process
—	LGA boundary
—	Freeway
—	Tram line
—	Train line and stations
—○—	Future SRL line and stations



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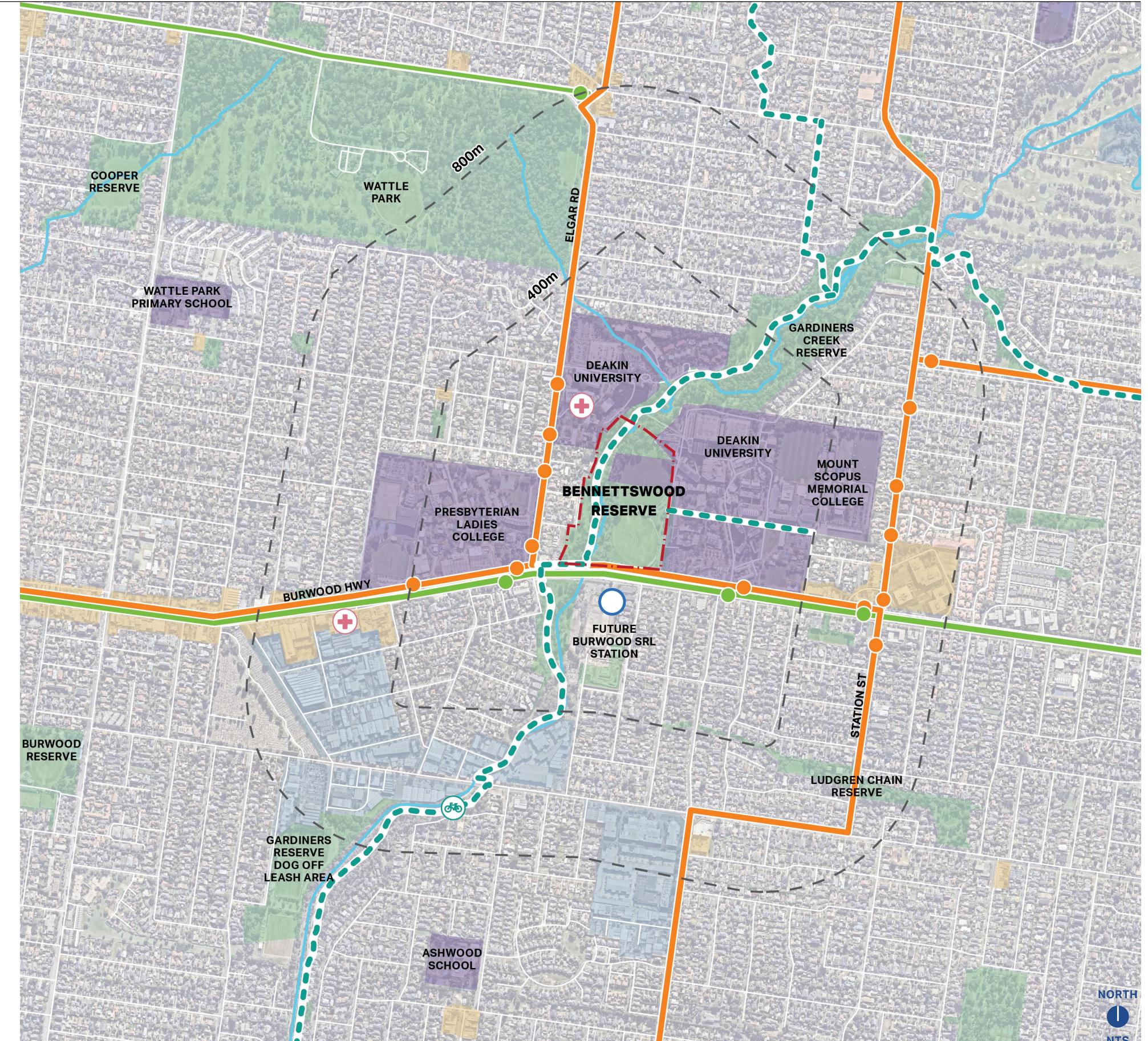
2.2 Local Context

Bennettswood Reserve, identified as Municipal Open Space in the Whitehorse Open Space Strategy 2007 and Draft White Horse Open Space Strategy 2024, is situated adjacent to Deakin University's Burwood Campus and associated student accommodation. The Morgan's Walk Bridge north of the Reserve connects the east and west campuses. Other nearby educational institutions include Mount Scopus Memorial College, Presbyterian Ladies College, Ashwood School, and Wattle Park Primary School.

Gardiners Creek (KooyongKoot) runs through the site along the western boundary. The Strategic Cycling Corridor (SCC) follows Gardiners Creek and extends through the Reserve, providing a key cycling route north to Blackburn Lakes and south to the Main Yarra Trail. Nearby parks and open spaces include Wattle Park, Gardiners Creek Reserve, the Gardiners Creek Reserve dog off-leash area, and Ludgren Chain Reserve. Bennettswood Reserve is the largest open space along Gardiners Creek in the municipality.

Public transport is well-serviced in the area: the 767 Box Hill bus service stops on the southern side of Bennettswood Reserve along Burwood Highway, and along Elgar Road to the west. Other bus services along Elgar Road include the 767 to Southland, 903 to Mordialloc, and 201 between Deakin University and Box Hill Station. Further east on Station Street, the 732 provides a connection to Upper Ferntree Gully. Tram Route 75 runs along the Burwood Highway, with the closest stops at Elgar Road/Burwood Highway and Deakin University/Burwood Highway.

Key	
—	Project Boundary
	Public Open Space
	Water Bodies and Course
	Education
	Commercial
	Industrial
+	Hospital and Healthcare
○	Future SRL Station
○	Strategic Cycling Corridor (SCC)
●	Bus Stop
●	Tram Stop

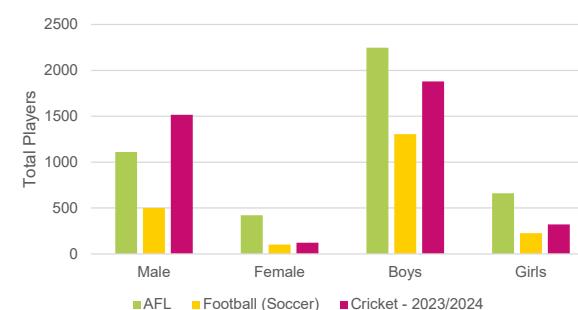


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BENNETTSWOOD RESERVE BACKGROUND STUDY REPORT

2.3 Sport Participation

Participation in sports in Whitehorse has seen a remarkable surge over the past decade, reflecting a broader trend of increased engagement in athletic activities. While traditionally dominated by male participation, there has been a notable rise in female sports and youth involvement. This growth indicates a positive shift towards inclusivity, as more girls and young athletes are embracing sports, contributing to a diverse sporting landscape.



Gender distribution of participation in Whitehorse sport

Despite this progress, the existing sports reserves and facilities in Whitehorse are struggling to keep up with the heightened demand. With usage at capacity, many of the grounds are experiencing overuse, leading to a deterioration in the quality of surfaces and limiting the availability for both training and competition. This situation is significantly impacting local sports clubs, which find it increasingly challenging to provide adequate programs and facilities for their athletes.

The 2023/2024 summer season highlighted these challenges, as six senior teams were forced to seek alternative locations in neighbouring municipalities due to the unavailability of grounds on Saturday afternoons. This not only disrupts team cohesion and local engagement but also places additional logistical burdens on clubs and athletes. Similarly, the demand for grounds on Friday evenings is also approaching full capacity, further complicating scheduling and access for all teams. Demand for floodlit sports fields in winter is high also, with community usage estimated at up to 112.2% of turf industry recommended levels for natural grass surfaces. Team and player numbers increased in 2024 across all sports, particularly football (soccer).

To ensure the continued growth and development of sports in Whitehorse, especially in promoting female and youth participation, there is a need for enhanced investment in sports facilities and infrastructure. Addressing these capacity issues will not only support current athletes but will also lay the foundation for future generations to engage in sports, fostering a healthier, more active community.

Total players 2024



AFL
4,436



Football (Soccer)
2,130



Cricket
3,834



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BENNETTSWOOD RESERVE BACKGROUND STUDY REPORT

2.4 Demographics

Demographic overview

Bennettswood Reserve is located within the City of Whitehorse LGA. The LGA encompasses an area of 65km² in Melbourne's middle-eastern suburbs. The Reserve is approximately 14km from Melbourne's CBD. Suburbs within the City of Whitehorse are Mount Albert, Mount Albert North, Box Hill, Box Hill North, Box Hill South, Blackburn, Blackburn North, Blackburn South, Nunawading, Mitcham, Vermont, Vermont South, Forest Hill, Burwood and Burwood East.

Population

The City of Whitehorse had an estimated resident population of 178,639 in 2023. The average household size is 2.53 with 62% of the population living in separate house dwellings and 27.7% living in medium density dwellings. The largest growth in dwellings types has been high density with a growth of 3,966. An additional 2,320 residents are forecast to be living in Burwood by 2036, an 18% increase. Forecast change is largely along Burwood Highway where high density development is anticipated to continue.



178,639
Resident population

The population of Whitehorse comprised of 51.6% females and 48.4% males in the 2021 Census. 521 individuals identified as Aboriginal or Torres Strait Islander.



51.6%
female



48.4%
male

Age

In 2021, the City of Whitehorse had a lower proportion of children (under 18) and a higher proportion of persons aged 60 years or older than Greater Melbourne. The median age was 39 years old.

Overall, 29.3% of the population were aged between 0 and 24, 46.9% were aged between 25 and 59, and 23.8% were aged 60 years and over.

Emerging Age Groups

The largest changes in age structure in the LGA between 2016 and 2011 were in the age groups:



- 35 to 39 (+1,752)
- 50 to 54 (+1,308)
- 0 to 4 (-1,035)
- 70 to 74 (+1,004)

Cultural diversity

41.5% of the population were born overseas and 13% (21,962) had a birthplace of China. 40.5% of people use a non-english language at home. The top language used at home was Mandarin (16.2%), followed by Cantonese, Greek, Vietnamese, Hindi, Sinhalese and Italian. In comparison to Greater Melbourne, the City of Whitehorse population speaking Mandarin at home was greater by 11.9%.

The largest changes in reported ancestries of the population in the LGA between 2011 and 2016 were:

- Chinese (+11,987)
- Australian (-3,685)
- Indian (+1,949)
- Irish (+1,047)

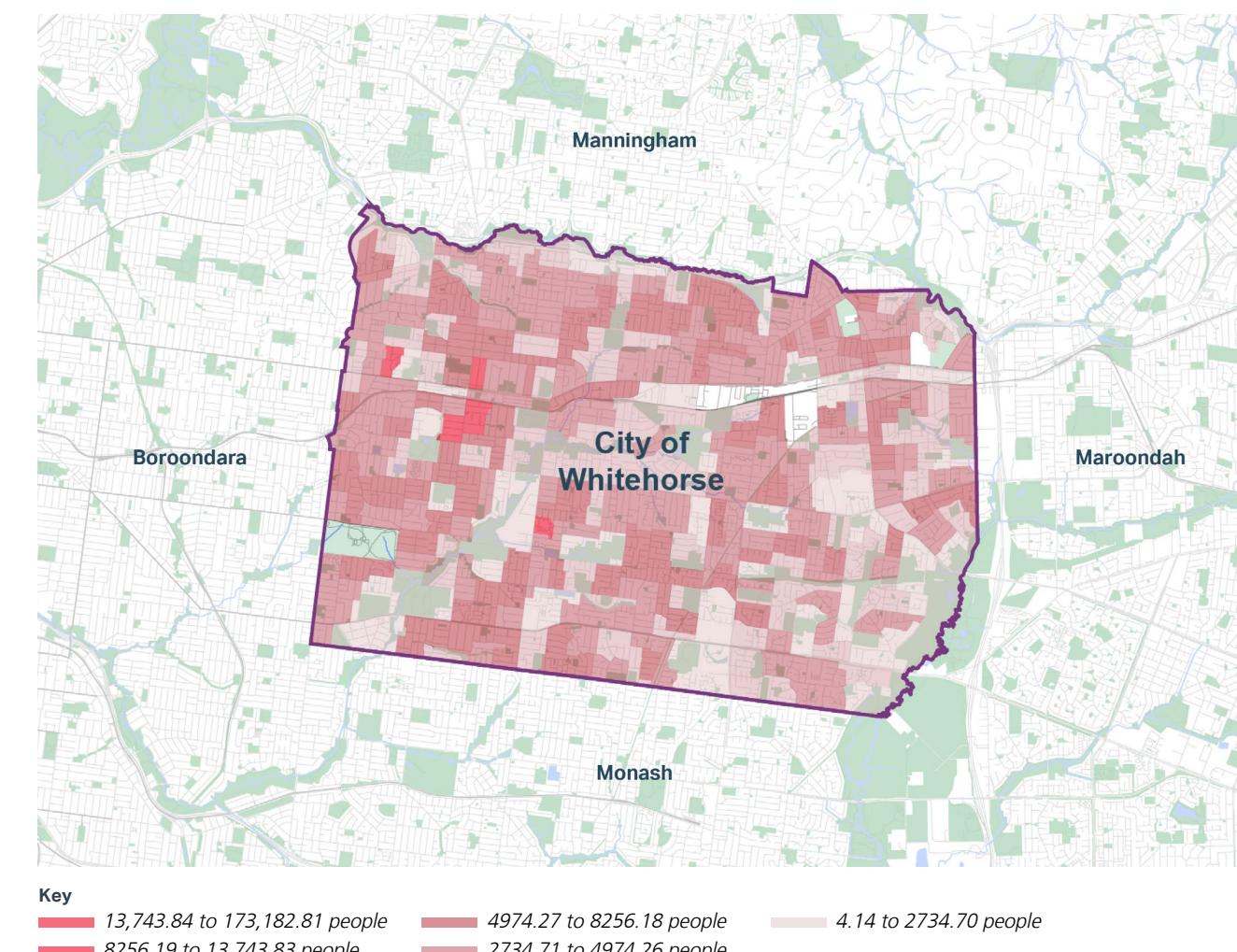
Health and well-being

In 2021, 9,374 (5.5%) people in the City of Whitehorse reported needing help in their daily lives due to disability. 29.7% of the population has a long-term health condition.



9,374 or 5.5%
People in Whitehorse
needing daily help

**All data obtained from Profile. ID and Australian Bureau of Statistics (ABS) Census Data.*



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BENNETTSWOOD RESERVE BACKGROUND STUDY REPORT

Burwood overview

As of 2021, Burwood has a population of 12,543 residents, reflecting an increase of 2,461 people (about 24%) since 2007. The area has a higher proportion of individuals aged 18 to 34, likely due to the presence of Deakin University, and a lower proportion of families with school-age children. The percentage of residents over 70 is consistent with the municipal average.

Housing trends show a shift towards medium and high-density living: in 2006, 72% of residents lived in separate houses, while by 2021, this figure dropped to 52%, with 34% in medium-density and 15% in high-density housing. The population is expected to grow by 18% to approximately 14,863 by 2036, driven by an aging population and fewer children under 11.

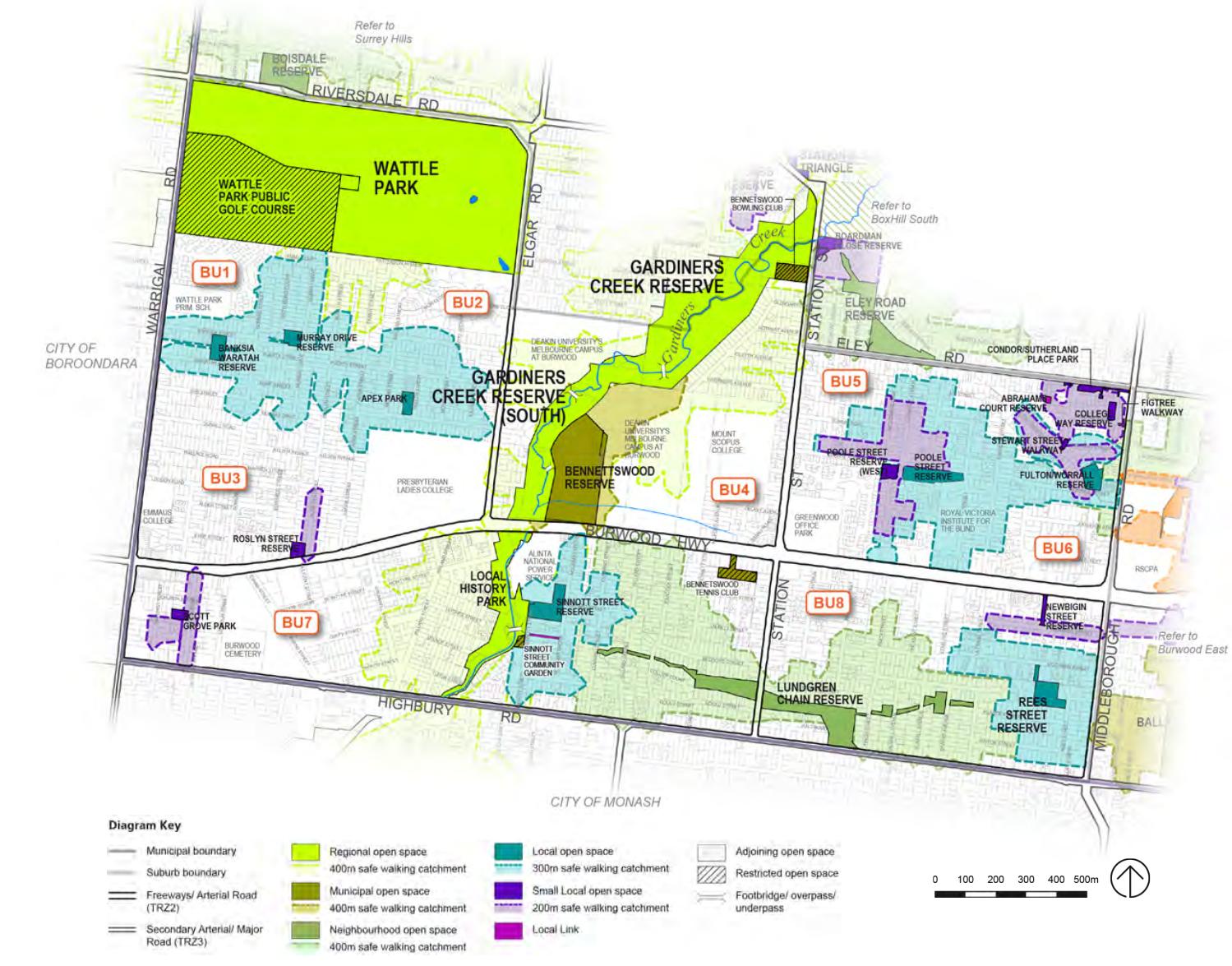


14,863
Burwood 2036
Population

This growth will heighten the demand for open spaces, particularly as urban densities increase and private outdoor areas decrease. Current facilities primarily cater to young children, indicating a need for more diverse amenities suitable for adults and varying open space types and sizes to accommodate the changing demographic.

The anticipated development of the Suburban Rail Loop (SRL) and a new train station near Burwood Highway may further influence population dynamics and urban density. As accessibility improves, more residents may be attracted to the area, amplifying existing trends and creating additional pressure on local infrastructure and services. This shift necessitates proactive urban planning to ensure that the evolving community's needs are met, including sustainable transport options, enhanced recreational facilities, and inclusive public spaces that cater to a wider age range and lifestyle preferences.

Addressing these challenges will be crucial to maintaining Burwood's appeal as a vibrant and liveable suburb.



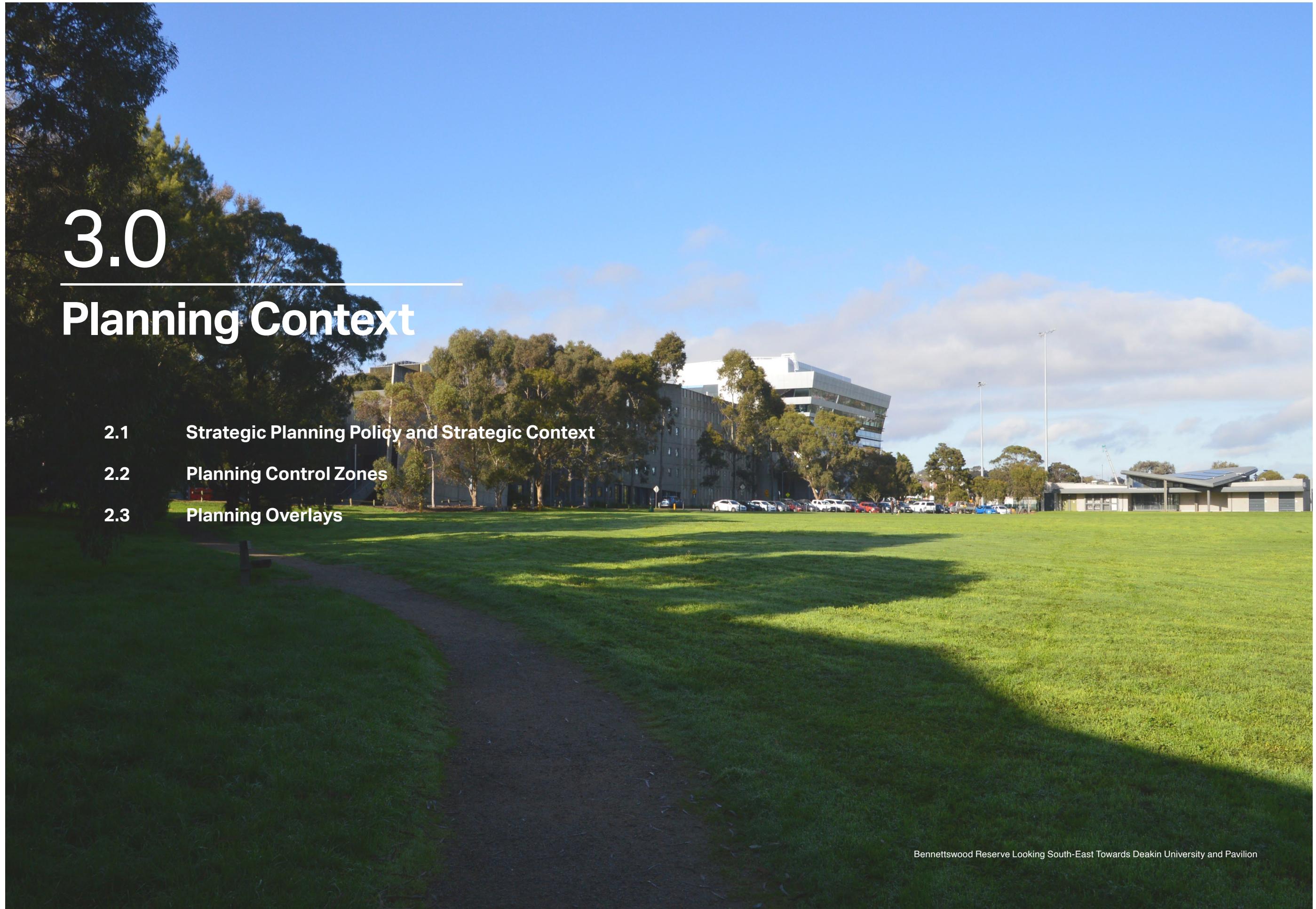
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3.0

Planning Context

- 2.1 Strategic Planning Policy and Strategic Context**
- 2.2 Planning Control Zones**
- 2.3 Planning Overlays**

Bennettswood Reserve Looking South-East Towards Deakin University and Pavilion



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BENNETTSWOOD RESERVE BACKGROUND STUDY REPORT

3.1 Strategic Planning Policy and Strategic Context

The Bennettswood Master Plan will be developed to align with the local policies of the Melbourne Planning Scheme, and high level strategic planning documents. Key information from these documents will be considered in the development of the Master Plan to ensure alignment with Council strategies and policies.

Whitehorse Arts and Culture Strategy

- Whitehorse has a rich history of arts and culture, stemming from the Australian Impressionist arts movement and its multi-cultural community.
- Focus on creating an environment where arts and culture can be supported, flourish and continue to evolve.
- The provision of infrastructure, services, and programs is important to support and enable participation in arts and culture. 19% of residents have participated in programs and classes at Council's neighbourhood or community centres.
- Community festivals and events have the highest attendance/participation rates in Whitehorse.
- Whitehorse has a shortfall for spaces that facilitate programs, classes, and meetings.
- Accessibility issues such as paths and lack of drop off facilities prevented people with disabilities or over 60s age groups participating in programs.
- Aim to continue to build links that support indigenous and multicultural heritage, and further development of interpretation and signage around the municipality.
- Resident feedback supports the continuing commission and installation of public and community artworks to improve and provide interest in public and open spaces.

Whitehorse Planning Scheme - Public Open Space Contribution

- Identifies the need for new developments to contribute to the provision of public open space.
- Public open space contributions from developers are a potential resource for the acquisition of land for public open space and the improvement of existing facilities.
- The western part of the municipality has more areas where some residents have to walk further to access local open space.
- Burwood has been identified as an area where developers are required to provide additional open space to meet population needs. Contributions are

to be imposed at the subdivision stage, where land can be transferred to or vested in Council.

Whitehorse Climate Response Plan 2023-2030

- Impacts from climate change are being felt across the Whitehorse community and are forecast to increase. Key impacts include:
 - Increased storm water runoff and flash flooding,
 - Increased damage to buildings and infrastructure, leading to higher maintenance costs,
 - More heat-related deaths, particularly among the elderly and other vulnerable members of the community,
 - Loss of biodiversity due to decreased habitat quality and availability, and
 - Interruptions to supply chains and food production.
- Council declared a climate emergency on 12 September 2022, highlighting the urgent need for adaptation, mitigation, and systemic actions. These include:
 - Encourage supply chain to reduce emissions, giving preference to procurement of carbon neutral products and services.
 - Ensure infrastructure is resilient to climate change impacts and will be able to service its community during extreme weather and other emergency events.
 - Reduce energy use, and aim for zero carbon electricity.
 - Walk, cycle, ride share or take public transport instead of driving.

Whitehorse Disability Action Plan 2022-2025

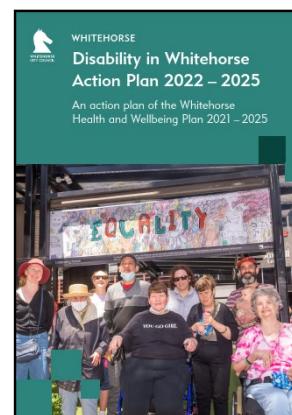
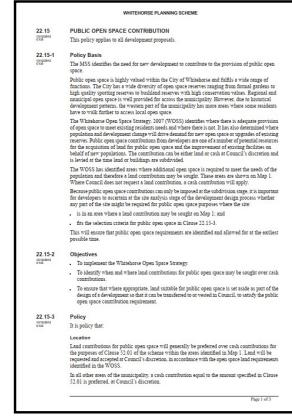
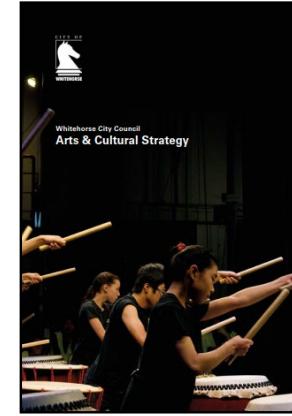
- People with disability continue to face multiple barriers to being included in all aspects of community life.
- A priority area for the Plan is to improve access to the built environment including footpaths, buildings, open spaces and play spaces. Actions under this priority include:
 - Increase the number of accessible car parks available in the municipality.
 - Increase accessibility of paths within parks and open spaces.
 - Increase the range of accessible equipment available in parks and play spaces.

- Advocate for increased availability of Changing Places facilities and accessible toilets in the municipality.

- The Plan focuses on fostering the inclusion and participation of people with disability in the community by removing barriers experienced by people with disability.
- Follow Universal Design Principles to provide equitable use, flexibility in use, simple and intuitive, perceptible information, tolerance for error, low physical effort, size and space appropriate or use, and cultural appropriateness.

Whitehorse Open Space Strategy 2024

- The Strategy provides an overall framework for the future provision, planning, design and management of the public open space network for the next 15 years.
- Identifies where there is adequate provision of open space to meet existing residents needs and where there is not. Highlighting where population will drive demand for new open space or upgrades of existing Reserves.
- Bennettswood Reserve is listed as a Municipal Open Space. The role of this space is to provide facilities that the Whitehorse community will travel to including organised sport and recreation activities.
- The strategy provides direction to improve the quality and diversity of facilities in open spaces that are within a safe and easy walk of everyone. It strives to protect and strengthen biodiversity values and to assist to mitigate urban heat island effect.
- With forecast change the existing gaps in open space in Burwood will be exacerbated.
- Open spaces provide the opportunity to introduce diversity in character and facilities to meet the needs of forecast population living and working in higher density environments with less private open space.
- Sinnott Street Reserve has been acquired as part of the SRL Project, Council will continue to advocate for a new local open space to be provided as a replacement.



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BENNETTSWOOD RESERVE BACKGROUND STUDY REPORT

Whitehorse Health and Wellbeing Plan 2021-2025

- Identifies the work council will do to improve the health and well-being of people in Whitehorse. This is shaped by social justice, inclusivity, and sustainability.
- Top 5 priorities for action by 2025:
 - Mental wellbeing
 - Physical activity
 - Social and neighbourhood connection
 - Social inclusion
 - Climate change mitigation
- Strategies to promote health and well-being include:
 - Creating built environments and programs that enable the community to be active.
 - Ensure public spaces, recreation and play spaces are safe and accessible to all.
 - Promote participation in structured and unstructured physical activity.
 - Encourage physical activity and social interactions in the community including walking a dog, cycling, running and walking.
 - Ensure the urban realm and open spaces are conducive to the needs of the local community and businesses.
 - Support and promote intergenerational, intercultural and interfaith activities.
 - Embed the stories of the Wurundjeri Woi Wurrung, new migrants, asylum seekers and international students within the narrative of Whitehorse.
 - Facilitate opportunities for people to socialise/meet with others in their neighbourhood.
 - Open up and diversify use of Council spaces and facilities for multi-use.

Whitehorse Sporting Facilities Guide

- Sporting trends have reshaped the landscape.
- There are limited opportunities to develop new facilities across Whitehorse, requiring a collaborative approach with the sporting fraternity to manage growth and participation.
- Opportunities include:
 - Upgrade sports fields to optimise their use
 - Increase floodlit training venues
 - Retrofit pavilions
 - Consider temporary facilities as required

- Support shared use of facilities
- Review programming opportunities including night competition, and
- Identify opportunities to gain access to school facilities.

Whitehorse Gender Equality Action Plan 2022-2026

- Whitehorse is actively promoting gender equality in the broader Whitehorse community. Whitehorse values all genders and takes steps to reduce all forms of gender discrimination.
- Whitehorse Cycling Strategy 2016**
 - Cycling for transport, sport or recreation plays an important role in supporting a healthy, vibrant, inclusive and diverse community.
 - Whitehorse is committed to providing a safe and enjoyable environment for all.
 - The Strategy aims to increase participation in cycling across the municipality.
 - Creating a connected network of attractive, safe and inviting low stress streets and paths.
 - Accessible to all.
 - Respects the needs of all users.
 - An existing off-road cycle route runs along Gardiners Creek.
 - Bennettswood Reserve is identified as a low stress island, however, it is poorly connected and surrounded by high stress barriers of Burwood Highway and Elgar Road.
 - A guiding principle of the Strategy is to link low stress islands with appropriate measures such as signalised crossing facilities.
 - Provide Easy Ride routes with appropriate treatments and wayfinding signage.

Whitehorse Integrated Transport Strategy 2011

- Whitehorse is committed to ensuring that its community, and those who travel through the municipality, have access to transport options that are sustainable, convenient, accessible, safe and enhance the liveability of the city.
- Key strategy goals for Whitehorse are:
 - Improve the links between transport modes for the efficient and convenient movement of people and goods
 - Increase the use of sustainable transport modes that promote healthy lifestyles, such as walking and cycling.

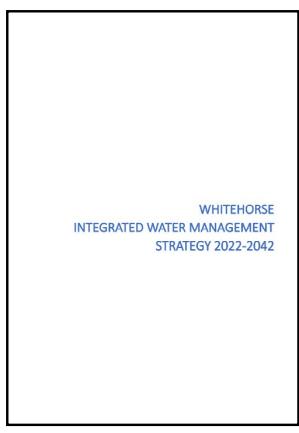
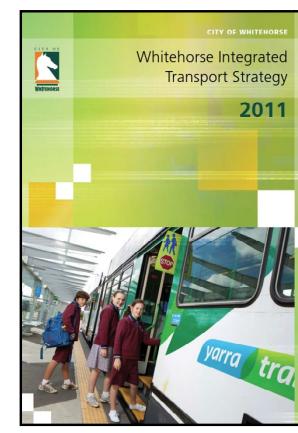
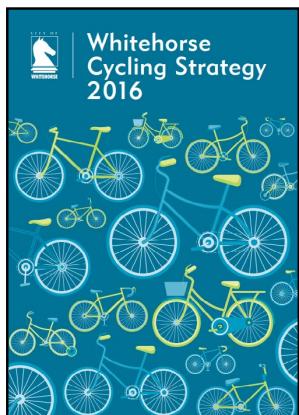
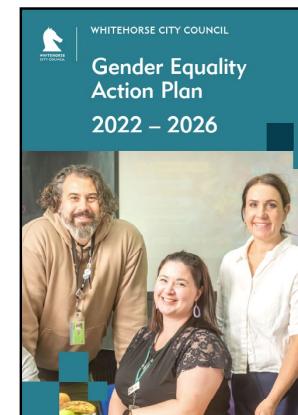
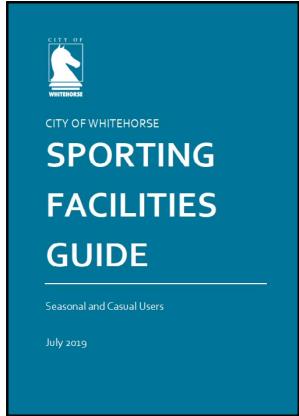
- Increase the safety of residents and commuters who travel within and through the municipality.
- Promote economic development and social connectedness within the community.

Whitehorse Integrated Water Management (IWM) Strategy 2022-2042

- Whitehorse is a resilient and thriving city, where water is valued as a precious resource and managed to support a healthy environment and prosperous communities.
- Acknowledgement that keeping some water in the landscape better supports green space, decreasing pollution resources.
 - Need to make the most of water sources like rainwater, stormwater and wastewater.
 - Need to reduce the negative impacts of stormwater and wastewater discharges on receiving waterways and bays.
- KooyongKoot (Gardiners Creek) is the largest catchment in Whitehorse. Seventy percent of the catchment is impervious generating significant stormwater flow.
- IWM opportunities include:
 - Water Sensitive Urban Design
 - Large-scale stormwater harvesting systems for parks, sports fields and Reserves
 - Targeted large-scale assets to improve waterway health and amenity
 - Gross Pollutant Traps (GTPs) to reduce discharge of litter to waterways
 - Point-source pollution investigation

Whitehorse Biodiversity Strategy

- Undertaking strategic vegetation management works that conserve and enhance biodiversity assets and urban habitat across community open space will provide the greatest single benefit to biodiversity within Whitehorse.
- Water management has been identified as of prime importance to biodiversity management. Riparian corridors provide opportunities for linkages across the municipality.
- Focus for management will be primarily on vegetation due to limited options available for fauna management in an urban context.



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BENNETTSWOOD RESERVE BACKGROUND STUDY REPORT

- Underlying principle to not only improve vegetation, but to assist in habitat management and provision for fauna species.
- Missing habitat components within much of suburbia include: large old trees, hollow bearing trees, forests and woodland with a grassy understorey and clumps of shrubs, coarse woody debris, riparian corridors shading streams and aquatic habitats, wetlands, and large patches and connecting corridors.

Whitehorse Urban Forest Municipal Wide Tree Study

- There is an urgency to put appropriate controls into place to protect natural features to avoid further loss of the City's environmental assets.
- Whitehorse is renowned for its lush gardens, bushy character and tree-dominated vistas.
- Trees are an integral aspect of character within Whitehorse and are highly valued.

Whitehorse Urban Forest Strategy Action Plan 2021-2031

- Trees and vegetation make the municipality a vibrant place to live, work and visit.
- The urban forest is an essential element across private and public land.
- The strategy aims to protect, enhance and connect Whitehorse's natural assets, including trees, shrubs, wildflowers, grasses, soil and water.
- Council has targets to:
 - Increase canopy cover to 27% by 2031, and 30% by 2050.
 - Improve connectivity for both biodiversity and active modes of transport along Gardiners Creek.
 - Plant a range of indigenous species including trees, shrubs, grasses and groundcovers to improve habitat and connectivity within public open space.
- Opportunity to provide a connection between Bennettswood Reserve and the wider Gardiners Creek Trail.

Whitehorse 2040 Community Vision

- Whitehorse is a resilient community where everyone belongs.
- The city is made up of active citizens who value their natural environment, history and diversity, embrace sustainability and innovation, are

dynamic, and learn, grow and thrive.

- A key priority of the community is for focus on understanding and celebrating First Nations Peoples, and removing barriers for access.
- Facilitate opportunities for the community to interact and immerse with natural and built environments.

Whitehorse Play Space Strategy 2011

- Play is vital for a child's social, emotional and physical development. These spaces provide not only play opportunities but are important social meeting places which contribute more broadly to community wellbeing.
- The Strategy considers the international trend away from a dependence on modular play equipment towards spaces which incorporate play in a more natural environment.
- The Whitehorse community highly value its environment and where there are significant areas of bushland and linear parks that enhance play opportunities.
- The Strategy identifies opportunities to improve the Whitehorse play space network:
 - A need for play spaces and associated facilities to be designed and maintained to encourage use by children of all abilities.
 - Co-location of junior and senior play spaces to facilitate improved supervision.
 - Opportunities for children to experience stimulating, fun and, where appropriate, risk-taking challenges.
 - Opportunities to encourage interaction with the natural environment.

Whitehorse Recreation Strategy 2015-2024

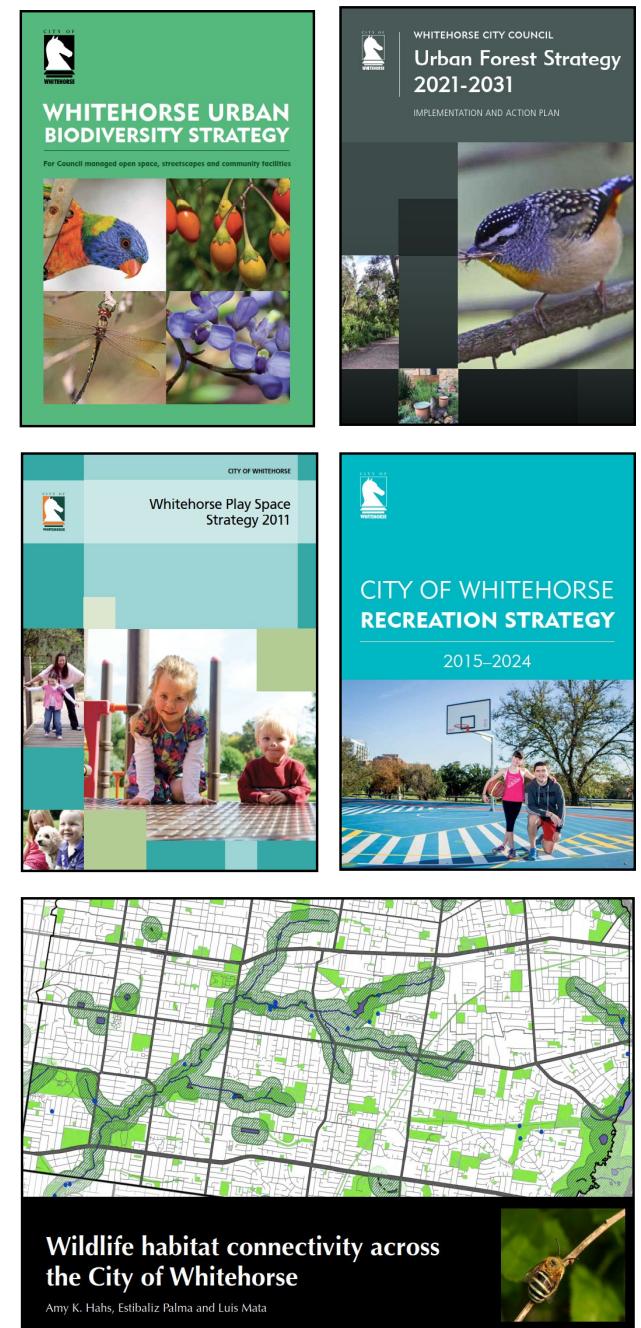
- Council is committed to the long-term planning for recreation and sport. This will ensure that facilities and services are provided in consideration of current needs, as well as emerging trends.
- Four themes emerged: active communities, effective information and communication, flexible community facilities, and deliverable partnerships.
- Council assets include more than 335 parks and Reserves, over 50 sports fields, over 150 community centres and buildings, 1300km of footpaths and trails, 170 play spaces and over 50 schools.
- Footpaths, roads and sport facilities play an

important role in encouraging people to be active.

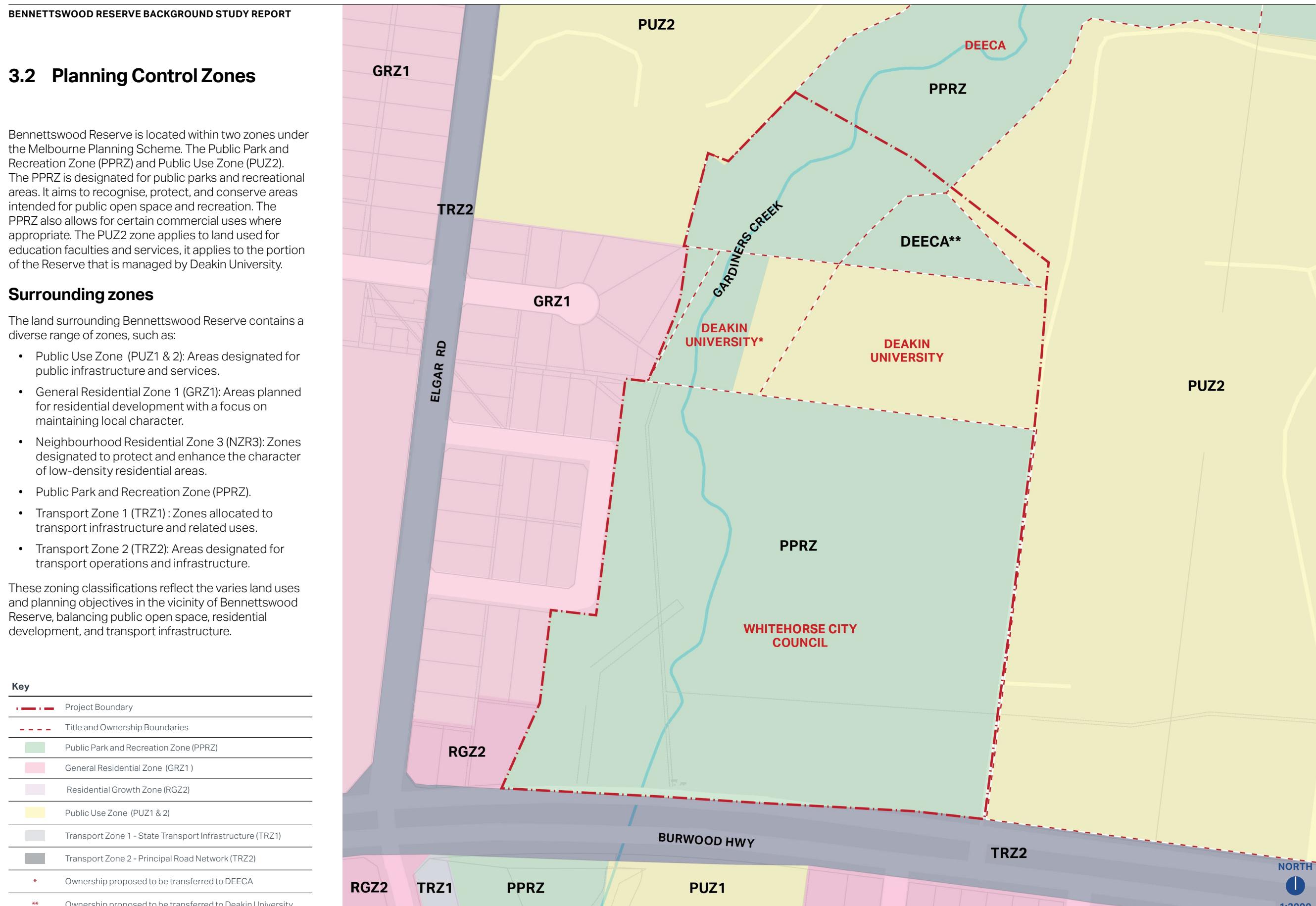
- There is also a requirement to support physical activities that do not require membership of a sporting club or have the constraints associated with playing team sport.
 - Support unstructured physical activities that assist residents to lead a healthy lifestyle through physical activity.
- Eight key principles to guide planning of recreation services and facilities:
 - Different needs
 - A range of opportunities
 - Addressing recreation and sport priorities
 - Integration and design of urban infrastructure
 - Universal design
 - Partnerships
 - Facilities
 - The natural environment

Wildlife habitat connectivity across the City of Whitehorse

- Lists species recorded in Whitehorse in taxonomic groups: amphibians, arachnids, birds, fungi, insects, mammals, other invertebrates, plants, and reptiles.
- Bennettswood Reserve had a low total species richness of 1-50 species (calculated across a 500m x 500m cell).
- Restoring the riparian habitat along Gardiners Creek is identified as a connectivity improvement to enhance habitat, particularly for the Spotted Pardalote (*Pardalotus punctatus*) and brown goshawk (*Accipiter fasciatus*).
 - Assist small birds living in Whitehorse that use native tree canopies for foraging.
 - Increase the density of trees on open green spaces.
 - Reduce night time lights, as the creek is a buffer for the Little Forest Bat (*Vespadelus vulturinus*).
 - Road crossing is suggested for the Common Blue-Tongued Lizard (*Tiliqua scincoides*) across Burwood Highway below Bennettswood Reserve.
 - Add ponds to support the Eastern Long-necked Turtle (*Chelodina longicollis*).
 - Plant *Acacia* sp. to support the Common Imperial Blue (*Jalmenus evagoras*).



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BENNETTSWOOD RESERVE BACKGROUND STUDY REPORT

3.3 Planning Overlays

Bennettswood Reserve is subject to the following overlays under the Melbourne Planning Scheme:

- Land Subject to Inundation Overlay (LSIO): this identifies areas prone to flooding. Its purpose is to manage and improve water quality and health while ensuring that land use and development do not significantly increase flood levels or exacerbate flooding issues.
- Special Controls Overlay (SCO): imposes specific controls on the land to address unique circumstances or issues not covered by other planning provisions. The overlay covers the alignment of the future SRL corridor that will run underneath the site.
- Design and Development Overlay (DDO3) : provides guidelines for the design and development of land to ensure that new developments are compatible with the surrounding area.

Surrounding overlays

Additional overlays which interface with Bennettswood Reserve include:

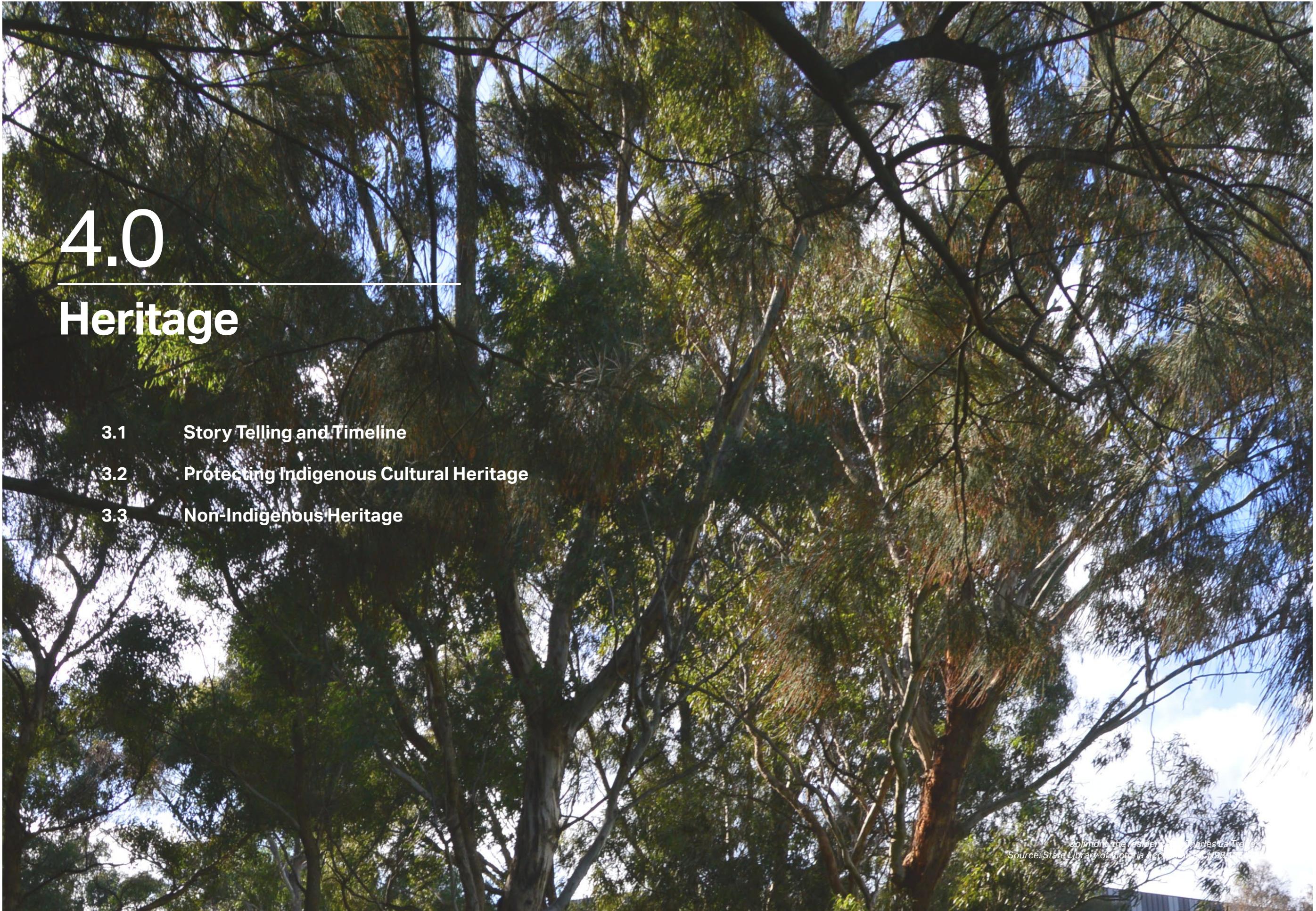
- Heritage Overlay (HO249): assigned to a portion of the Deakin University north campus. It aims to protect and conserve buildings or areas with historical value by regulating development.
- Significant Landscape Overlay (SLO): aims to protect and enhance landscapes, including important visual and environmental features. It regulates development to ensure that it does not detract from the visual amenity or ecological value of the landscape.

These overlays collectively aim to manage environmental impacts, guide development, and protect cultural heritage and significant landscapes in and around Bennettswood Reserve.

Key
— Project boundary
■ Heritage Overlay - HO
▨ Overlay - DDO
■ Land Subject to Inundation Overlay - LSIO
■ Significant Landscape Overlay - SLO
— Development Contributions Plan Overlay - DCPO
■ Specific Controls Overlay - SCO



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4.0

Heritage

- 3.1 Story Telling and Timeline**
- 3.2 Protecting Indigenous Cultural Heritage**
- 3.3 Non-Indigenous Heritage**

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BENNETTSWOOD RESERVE BACKGROUND STUDY REPORT

4.1 Story Telling and Timeline

Bennettswood Reserve and the adjacent Gardiners Creek (KooyongKoot) are integral parts of a significant cultural landscape, located on Wurundjeri Country. The Wurundjeri Woi-wurrung people's relationship with the land extends back thousands of years. The landscape and waterways are central to indigenous land management and cultural practices.

Following European settlement, in the late 1830s farms were established along Koonung Creek and Gardiners Creek. Following the discovery of gold in Warrandyte, land division and ownership grew in the Nunawading area. Many groups and individuals have played roles in the stewardship and development of Bennettswood Reserve. Recognising these contributions provides a fuller contextual understanding of the place.

The following timeline highlights a number of events that have influenced and shaped the region, activities of significance for First Nations People and milestones related to the Bennettswood Reserve.

65,000 BCE	The earliest proposed human habitation of continental Australia. For time immemorial the Wurundjeri Woi-wurrung people have cared for this Country. Gardiners Creek (KooyongKoot) was a significant waterway for First Nations people of the Kulin Nation. The area is integrated into their cultural landscape, with significant spiritual and practical connections to the waterways and surrounding environment.	1925	The local community begins advocating for the establishment of a public Reserve in Burwood to provide recreational space and preserve green areas amidst growing urban development.
1835	The first European settlers arrive in the Melbourne region.	1960s	The Reserve served as a disposal site for municipal waste, which had implications for the site's ecological and environmental conditions.
1845	George and William Bennett purchased a farm immediately east of Gardiners Creek, known as 'Bennetts' farm'.	1983	The closure of the landfill in 1983 marked the beginning of efforts to rehabilitate and restore the Reserve to its current state as a public park and recreational space.
1851	Gold discovery in Victoria led to rapid growth in Melbourne spurring development of many manufacturing industries and establishment of more farms to grow produce to feed the population.	1990s	Continued urban expansion in Burwood leads to further enhancements of the Reserve to provide a public open space, including landscaping and the creation of walking paths.
1860s	The area that is now Burwood began to be settled as part of the broader expansion of Melbourne's eastern suburbs under the name of Ballyshanassy. It was initially known for its agricultural land and open spaces.	1994	The City of Whitehorse was proclaimed following the amalgamation of the former cities of Box Hill and Nunawading.
1870s	The Burwood area began to see more residential development. By this time, it was becoming increasingly recognised as a desirable location for suburban living.	2000s	Bennettswood Reserve sees significant upgrades, including the development of new recreational facilities and improvements in accessibility.
1882	Camberwell to Lilydale railway line extension stimulated a wave of subdivision which characterised much of the municipality.	2018	Bennettswood Reserve sees significant upgrades, including the development of new recreational facilities and improvements in accessibility.
1883	Burwood was officially named, and the local area was formally recognised as a distinct suburb. The establishment of local infrastructure and services followed, supporting the growth of residential and commercial activities.	2024	The pavilion at Bennettswood Reserve was renovated in 2018. The renovation aimed to modernise the facility, improve amenities, and enhance its functionality for community use, including sports and recreational activities.
			Master Plan for Bennettswood Reserve under development to guide future improvements to enhance green spaces, provide additional recreational facilities, and improve accessibility and environmental sustainability. Community and stakeholder consultation carried out to ensure the plan reflects the needs and preferences of users.

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BENNETTSWOOD RESERVE BACKGROUND STUDY REPORT

4.2 Protecting Indigenous Cultural Heritage

Bennettswood Reserve holds cultural significance as part of the traditional lands of the Wurundjeri Woi-wurrung people, who have maintained a connection to this area for thousands of years. The Reserve's natural features, including Gardiners Creek (KooyongKoot), are deeply embedded in the cultural practices and stories of the Wurundjeri people.

The riverbanks and surrounding landscapes are part of a broader cultural heritage sensitivity overlay, recognising their role in traditional practices and stories. These areas are often associated with important Indigenous practices such as fishing, ceremonial activities, and travel routes. The Cultural Heritage Sensitivity Overlay ensures that any development or activity within these sensitive zones respects and preserves the heritage values, integrating traditional knowledge into land management practices. This overlay aims to protect these culturally significant landscapes from adverse impacts while fostering greater awareness and respect for the Wurundjeri Woi-wurrung's enduring connection to their ancestral lands.

Protecting this heritage involves recognising and respecting the spiritual and historical importance of these lands. Efforts to incorporate Indigenous perspectives into the Reserve's management and planning ensure that the cultural values and traditional knowledge of the Wurundjeri Woi-wurrung are honoured and preserved.

Key
Project Boundary
Areas of Cultural Heritage Sensitivity (200m offset from waterway)



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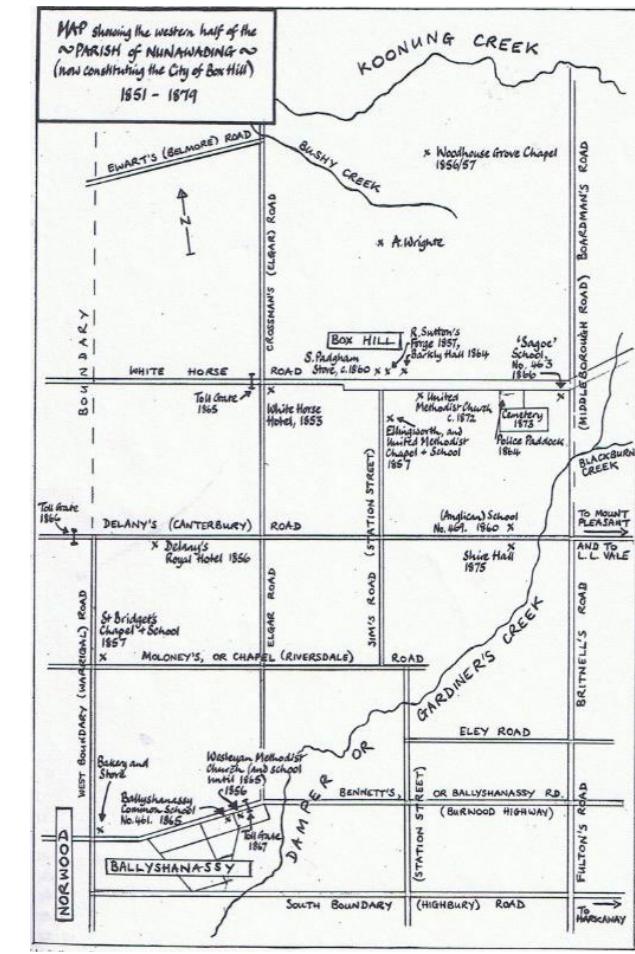
BENNETTSWOOD RESERVE BACKGROUND STUDY REPORT

4.3 Non-Indigenous Heritage

Bennettswood Reserve has a notable heritage, reflecting its development from a rural area into a significant community hub. The reserve was purchased as a farm by the Bennett family in 1845. The area experienced urban growth in the early 20th century, changing land use from farm land to residential. The site was used as a municipal waste landfill site until 1983 when it was remediated to provide green space and recreational facilities for the growing suburb of Burwood. As part of this development, the Reserve was equipped with various amenities, including sports fields, which became central to community life. From the 1990s the site was used for organised sport.

Throughout the mid-20th century, the Reserve's facilities were expanded to meet the needs of an increasingly active community. One key addition was the establishment of cricket facilities, which became home to the Deakin Cricket Club in 1997 and has been used by football groups. The club's use of the Reserve highlights the site's role in fostering local sports and social activities. The Reserve's sports fields have provided a venue for matches and training, contributing to the Reserve's status as a focal point for community recreation and engagement.

In recent decades, Bennettswood Reserve has continued to evolve, with significant updates such as the pavilion renovation in 2018. This renovation improved facilities to better support the needs of local sports teams, including the cricket club, and enhanced overall user experience. The Reserve also saw the addition of the Strategic Cycling Corridor, further modernising its infrastructure and ensuring it remains a central and versatile public space that serves the recreational needs of the Burwood community.



1870-1881 Ballyshanassy Township Map



1945 Aerial of Bennettswood Reserve



2000 View east along Burwood Highway



2019 Bennettswood Pavilion in Background of WPAFC match



2024 Aerial View of Bennettswood Reserve open space

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BENNETTSWOOD RESERVE BACKGROUND STUDY REPORT

5.1 Existing Conditions

Bennettswood Reserve is a well-established open space located in Burwood, providing a range of recreational facilities and green spaces for the local community. The Reserve encompasses various amenities including the South Oval, pavilion, walking paths along Gardiner's Creek, a bridge across the creek. The main sports facilities include a cricket pitch and nets, fenced southern oval with lights and Australian Rules Football goal posts, which cater to local club and community sports. The pavilion, renovated in 2018, serves as a central hub for these activities, offering modern facilities and improved amenities for users.

The Reserve features extensive open areas to the west and naturalistic creek environment to the east, providing ample space for casual recreation and relaxation. The walking paths and cycling routes along the Creek offer connectivity and promote active lifestyles. The park's layout is designed to accommodate both organised sports and informal recreational activities. The northern open space is predominantly used for off-leash dog walking. The surface undulates and is not suitable for sport, with holes causing safety concerns. A portion of the Reserve between the South Oval and Burwood Highway is currently being used as a lay-down site for SRL.



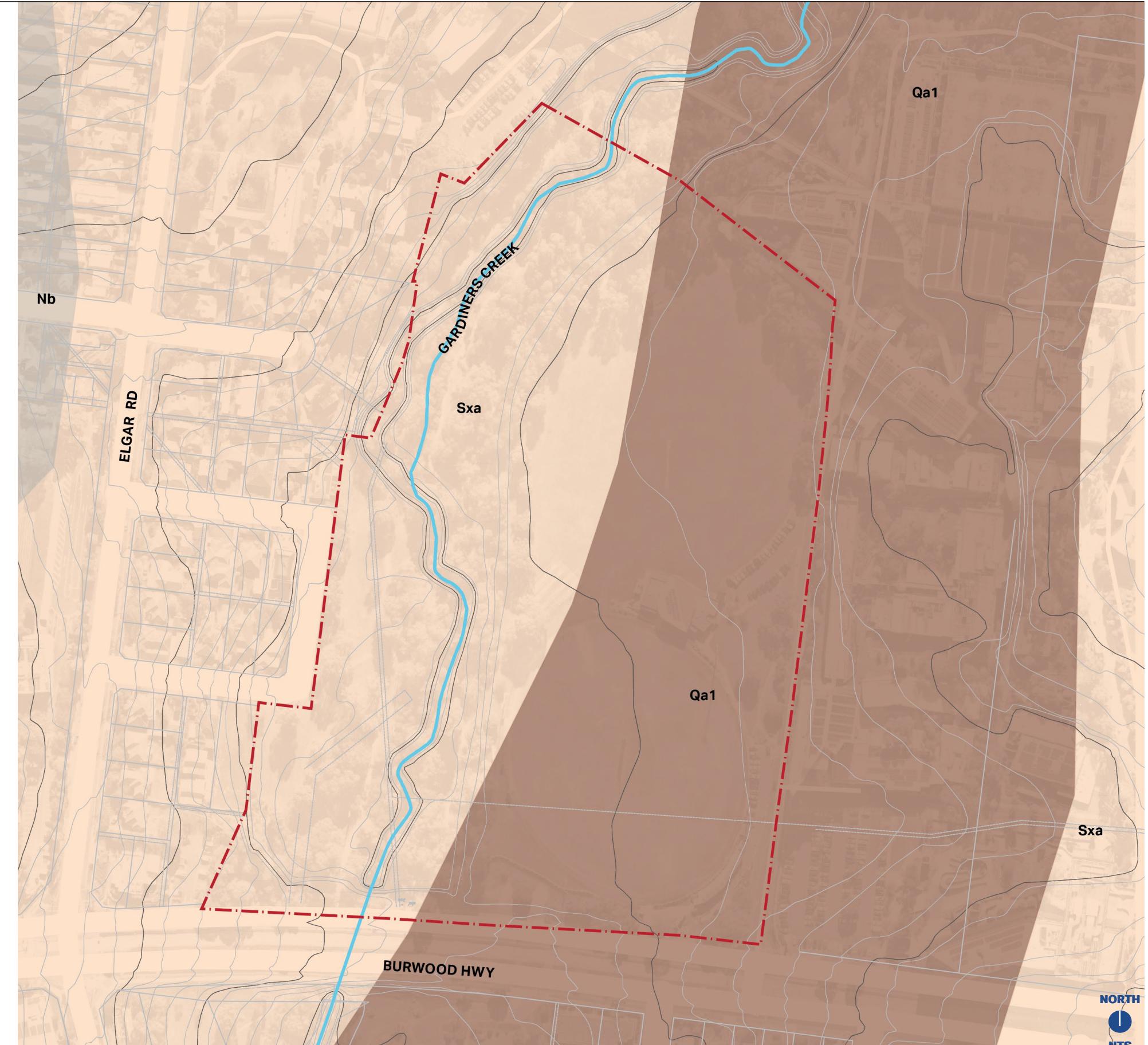
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BENNETTSWOOD RESERVE BACKGROUND STUDY REPORT

5.2 Topography and Geology

Bennettswood Reserve features a gently undulating topography typical of the Burwood area. The site is relatively flat to the east where the sports fields are located with a subtle fall towards the Creek. The proximity to Gardiners Creek introduces slight variations in elevation, with the Creek area exhibiting a minor slope towards the watercourse.

The geological composition of Bennettswood Reserve includes a mix of soil types and underlying rock formations. Along the creek areas and floodplains, including parts of Bennettswood Reserve near Gardiners Creek, the geology is dominated by alluvial sediments. These are deposits of soil and organic material carried by water flow, create fertile, well-drained soils that are conducive to vegetation growth. The alluvial deposits contribute to the area's characteristic gently sloping terrain. The Quaternary alluvium, which includes more recent sedimentary deposits, is present along the creek's floodplain. These sediments consist of silt, sand, and gravel deposited during recent geological periods. The alluvium plays a role in the hydrology of the area, influencing local drainage patterns. East of the Reserve, geology is influenced by volcanic basalt, which is a common feature in the broader Melbourne area. Basalt formations contribute to the stable ground conditions and support a range of vegetation. The basaltic soils are generally fertile, which supports the lush green landscapes and diverse plant life.



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BENNETTSWOOD RESERVE BACKGROUND STUDY REPORT

5.3 Ecology

Bennettswood Reserve features a range of vegetation that supports its varied recreational and natural areas. The central open spaces are turf, designed to accommodate active recreational uses. Surrounding these areas are a mix of native and non-native species. Indigenous plants, such as eucalypts and wattles, are prominent, reflecting the region's natural flora and providing habitat for local wildlife.

Bennettswood Reserve encompasses two Ecological Vegetation Classes (EVCs):

- EVC 83 – 'Plains Grassy Woodland': reflects the historic grassy woodlands of the region with a mix of native grasses and scattered trees,
- EVC 127 – 'Riparian Forest': characterises the riparian zones along Gardiners Creek, with diverse tree and shrub species adapted to wet conditions.

The mid and understorey vegetation is relatively sparse in most areas, allowing clear views through the greenery. However, near Gardiners Creek, there is a greater density of mid and understorey vegetation, reflecting the richer riparian environment. All existing and new plantings are composed of locally indigenous species, reinforcing the ecological integrity of the site. To support habitat creation, felled branches and trunks are left on-site, providing crucial resources for local wildlife, while organic mulch is spread throughout planting islands to promote soil health and plant growth. Steep slopes along the Creek corridor have heavy weed coverage. There are 19 trees of high and very high retention value that are predominantly Lemon Scented Gum, Yellow Box, River She - Oak, Spotted Gum and Manna Gum species.

Key	
	Project boundary
	Vehicle access
	Valley Healthy Forest
	Tree Canopy
	Dense Tree Canopy
	High Value Trees



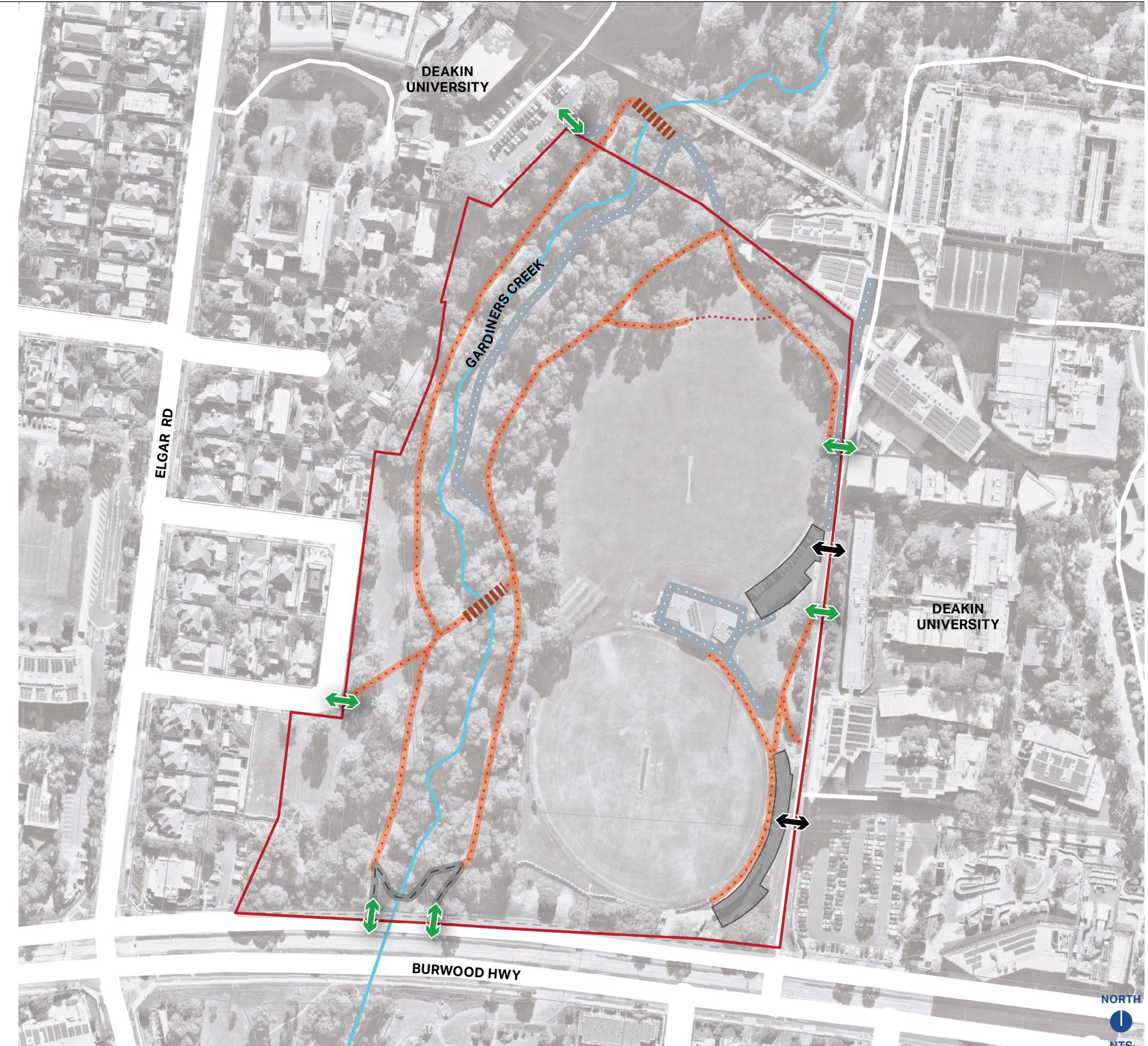
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BENNETTSWOOD RESERVE BACKGROUND STUDY REPORT

5.4 Access and Circulation

Bennettswood Reserve can be accessed by pedestrians, cyclists and vehicles. Vehicle access is along Holland Avenue, with two carparks located along the east boundary of the Reserve. A concrete path provides access to the sports fields and pavilion. A network of footpaths and trails connect to the Reserve, providing pedestrian and cyclist access from each direction. Access from the north, west, and south connect to the Gardiners Creek paths. These paths are generally informal, aligning with the Reserve's park-like character, and are well-maintained to support safe and enjoyable walking experiences. The east and west of the site are not well connected, with a grass embankment between the creek and ovals and no direct path.

There is a pedestrian bridge across Gardiners Creek, providing a safe crossing that links trails on both sides of the waterway.



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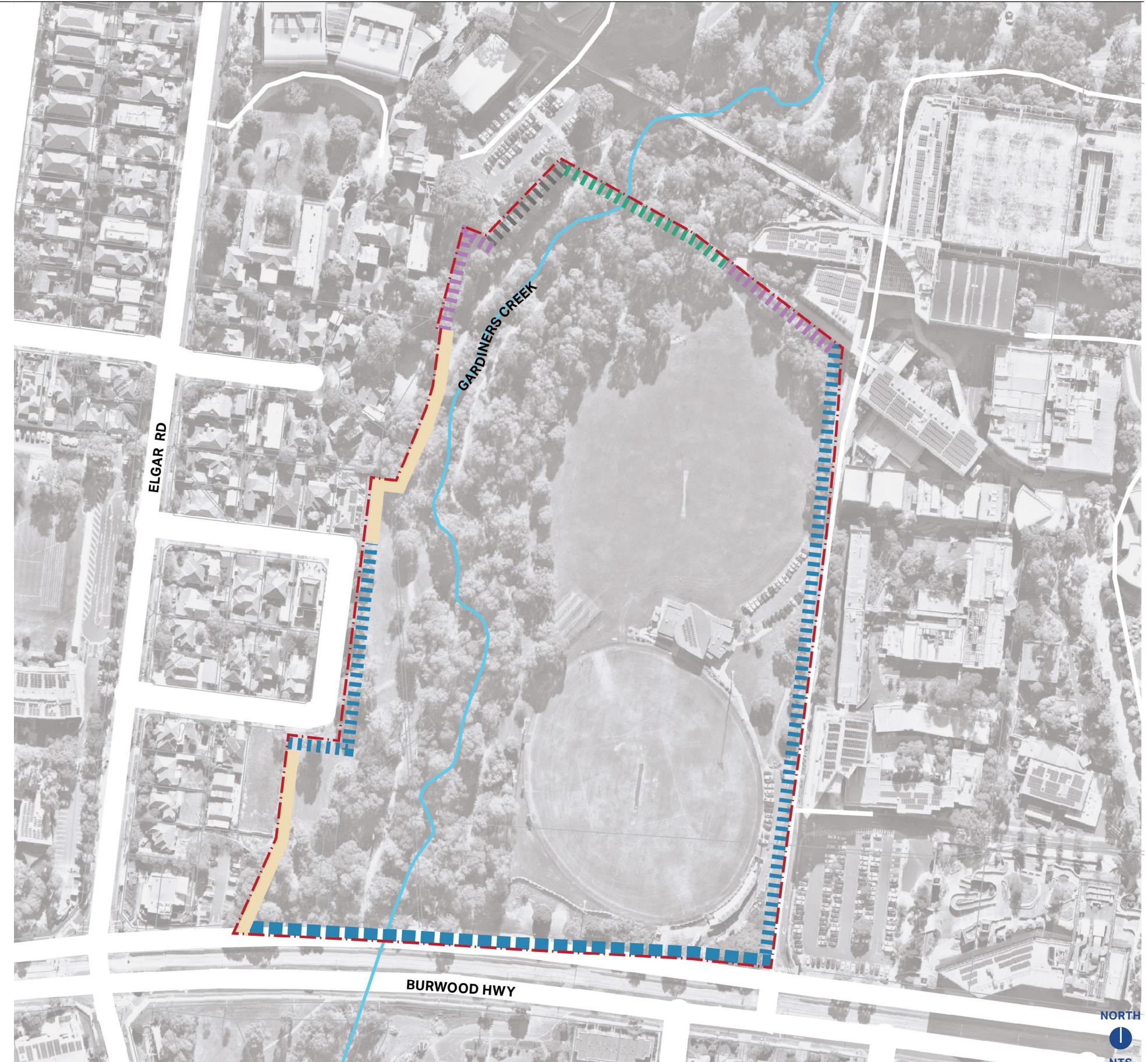
BENNETTSWOOD RESERVE BACKGROUND STUDY REPORT

5.5 Edge Conditions

The edge conditions of Bennettswood Reserve along Gardiners Creek exhibit distinct characteristics between closed and open areas.

In certain sections, particularly where residential properties bound the Reserve, the edges are more closed and enclosed. The denser plantings along these closed edges help to shield the creek, providing a natural buffer and contributing to the ecological richness of the riparian zone.

In contrast, other sections of the Reserve feature open edges with more exposed views. These areas are characterised by mown grass and more open landscapes, where the vegetation is less dense. The open edges allow for unobstructed views of the Reserve, enhancing passive surveillance. The contrast between these edge conditions helps to balance the Reserve's ecological functions with its recreational uses, promoting both habitat conservation and community engagement.



Key	
	Project boundary
	Open - Residential interface
	Open - Car park
	Open - Road interface
	Open - Highway interface
	Open - University building
	Open - Open space
	Closed - Residential interface

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BENNETTSWOOD RESERVE BACKGROUND STUDY REPORT

5.6 Existing Landscape Features

The landscape across the Reserve changes from a naturalistic creek line to open grass space with facilities for organised sport.



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1 View south of pavilion to oval



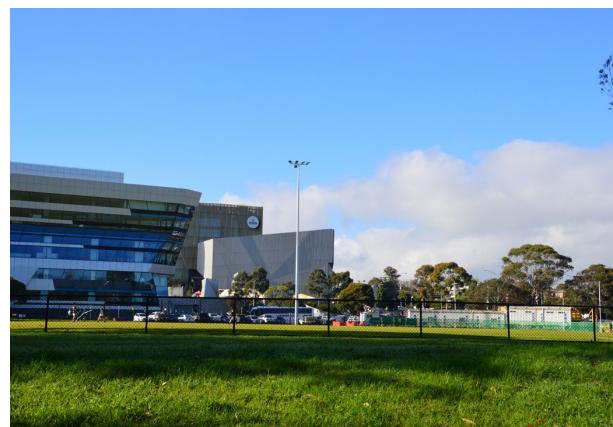
4 Pedestrian bridge across Gardiners Creek



7 Morgans Walk Bridge between Deakin campuses



10 Gardiners Creek path east of waterway



2 Looking east of south oval to Deakin University



5 Path north of the Reserve towards Morgans Walk



8 Western border of north oval



11 Gardiners Creek trail and embankment to oval



3 Looking east across north oval to Deakin University



6 Deakin University building north of the Reserve



9 View to pedestrian bridge over creek from south oval



12 Western edge of open space looking towards Creek

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The Reserve features a mix of materials that are recessive and respond to the natural environment. The elements create a familiar identity across the site with materials around the pavilion and sports oval reflecting the local site conditions and character.



Timber bollards



Concrete bench seat



Concrete steps with steel handrail



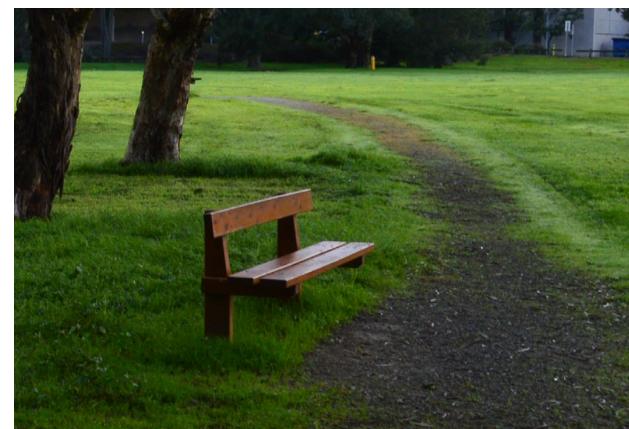
Lighting



Low timber fence



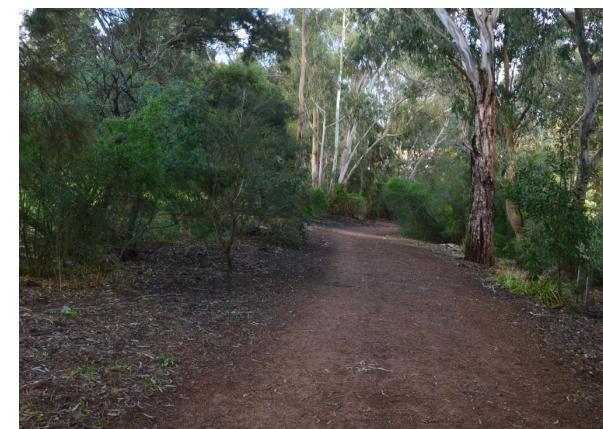
Compacted Gravel footpath and Black chain mesh fence to sports oval



Timber bench



Stainless steel bicycle hoop



Gravel paths



Timber decking at Pavilion



Bluestone paving

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BENNETTSWOOD RESERVE BACKGROUND STUDY REPORT

5.8 Site User Profile

In 2024, the Reserve was used by four different clubs for organised sport throughout the year. These include:

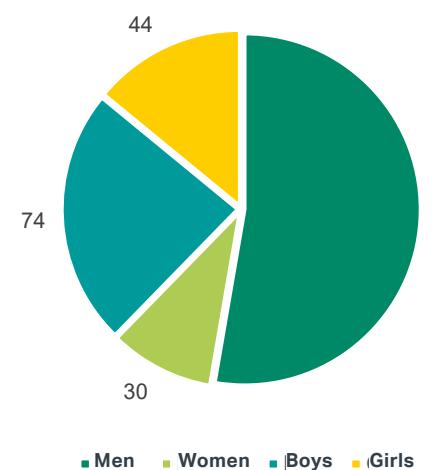
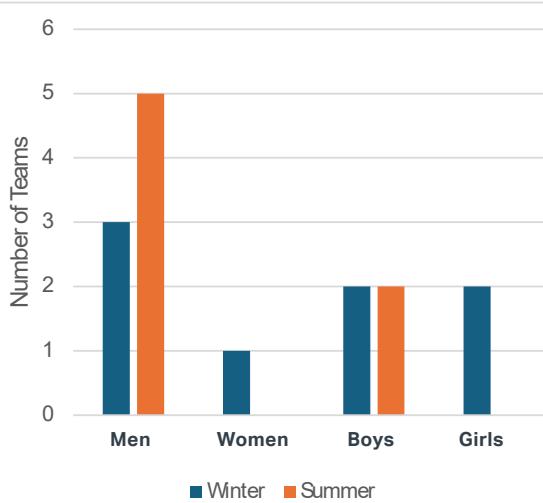
- Wattle Park Amateur Football Club
- Surrey Park Football Club*
- Deakin Cricket Club
- Mont Albert Cricket Club*

* Denotes club that uses the Reserve as a secondary venue for junior teams.

These clubs all use the South Oval for a mix of training sessions and competition matches. Football activities are predominantly scheduled over winter months, while cricket takes centre stage over summer.

Across all participating clubs, there are approximately 313 players actively using the Reserve for organised sport. Approximately 25% of these players are female or girls, reflecting the growing participation of women in sports and the commitment of local clubs to promote inclusivity and build their female participation.

There are a total of 15 teams that use the Reserve, which underscores the role that the South Oval plays in providing a crucial venue for both competitive and recreational sports in Whitehorse.



Deakin Cricket Club



Wattle Park Amateur Football Club Mens



Wattle Park Amateur Football Club Womens

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6.0

Consultation

5.1 Community Consultation

5.2 Stakeholder Consultation



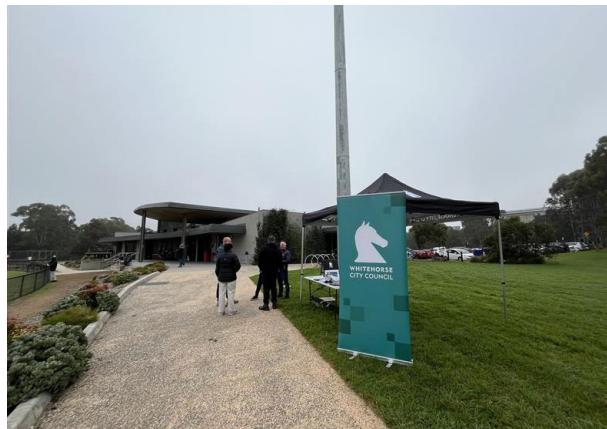
South Oval Looking West Towards Deakin University

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BENNETTSWOOD RESERVE BACKGROUND STUDY REPORT

6.1 Community Consultation Background Information

The 1st round of engagement occurred between the 12th of April and 26th of May. A community pop-up session was held at the Bennettswood Reserve Pavilion on the 4th of May, alongside the pop-up, was a survey online via YourSay for the Bennettswood Reserve Master Plan. There were two user group submissions from Deakin Cricket Club and KooyongKoot Alliance.



Description



Description

6.2 Respondent Profile

Respondent key findings

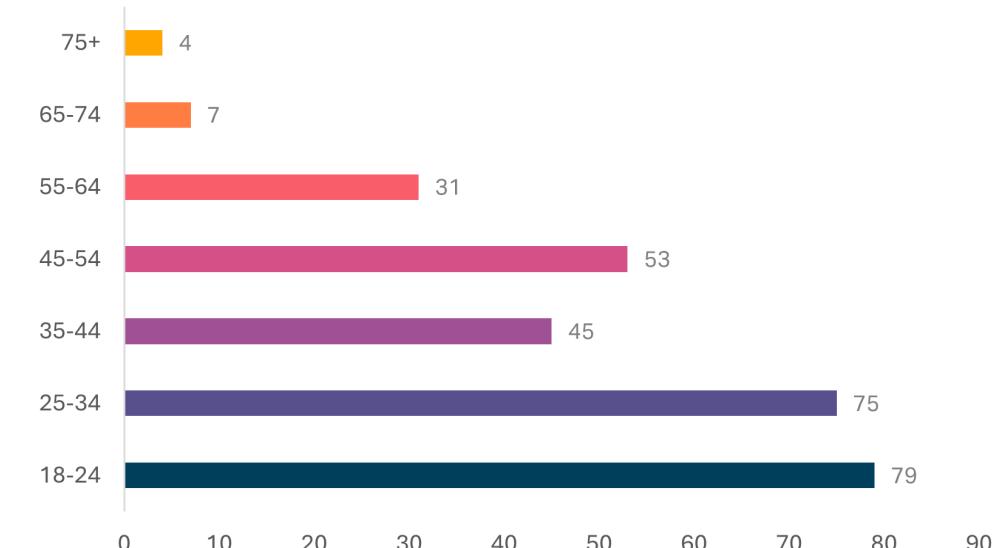
- Younger respondents between 18-34 made up the majority of responses (154 respondents). Only a small proportion of responses were from those between 65-75+ (11 responses)
- The ratio of gender had a majority of respondents (58%) being males, with the minority of responses from 37% females and 1% non-binary.
- 87 suburbs were reported in the catchment of respondents. Majority of respondents lived in Burwood (71 respondents), followed by Burwood East (22 respondents) and Box Hill (17 respondents).
- 45 respondents were from a non-english speaking background. The highest number of respondents speaking languages other than English at home were Mandarin (13 respondents) or Hindi (13 respondents).
- The Reserve users represent a diverse range of backgrounds, 198 being in born in Australia, 29 in India, 15 in China, 11 in United Kingdom and 10 in Sri Lanka.
- Of the 307 respondents, 7 described themselves as a person with a disability of impairment and 4 as being an Aboriginal or Torres Strait Islander person

Catchments of travel key findings

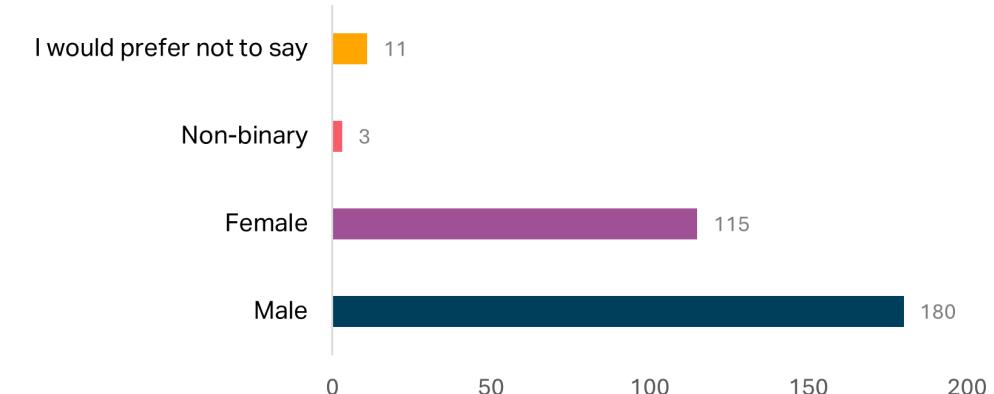
- Driving and walking to the Reserve were the top catchments of travel, 120 people drove, 118 people walked.
- 21% of respondents who drive to the park travelled more than 15km. 46% drove between 5-15km and 33% less than 5km
- Of those who walked to the Reserve, 33% walked 5 to 10 minutes (or up to 800m), 43% walked up to 5 minutes (or up to 400m) and 24% more than 10 minutes (or more than 1.2km)
- 22 respondents caught public transport to the Reserve with 50% travelling 5-15km
- Jog/running and cycling both had 16 respondents specifying that catchment of travel to the Reserve.

40% of respondents walked to the Reserve, 41% drove

Age



Gender



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BENNETTSWOOD RESERVE BACKGROUND STUDY REPORT

6.3 Current Use

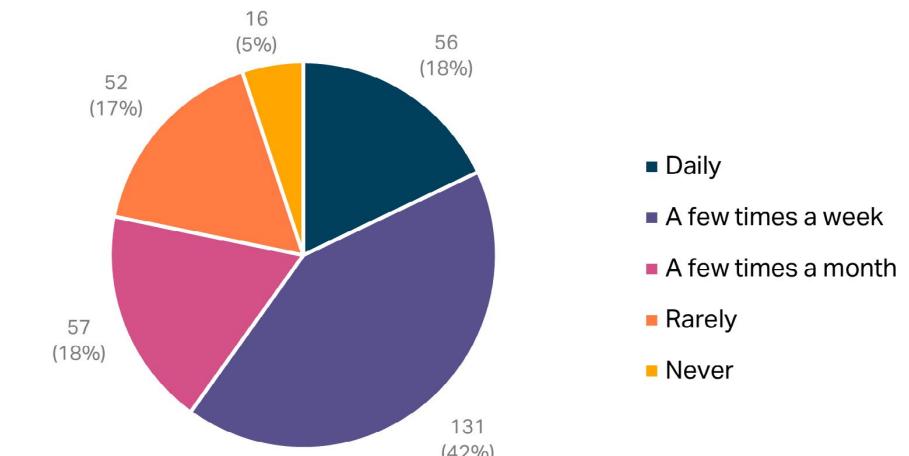
Current use key findings

- A large proportion of respondents (42%) specified that they use the Reserve a few times a week and 18% using the Reserve daily.
- Walking (164 responses) had the highest number of responses for the current park uses followed by enjoying nature and green spaces (130 responses) and sport (126 responses). Other top responses included jogging and running, meeting with friends and families and dog walking.
- 136 respondents reported spending an hour or two at the Reserve during a typical visit and 58 respondents specified to stay more than two hours. 101 respondents stayed at the Reserve for less than 30 minutes.
- Weekdays were a more popular time of use for the Reserve compared to weekends. Both weekday daytime (134 respondents) and weekend daytime (108 respondents) (between 9am and 5pm) were peak times of use.

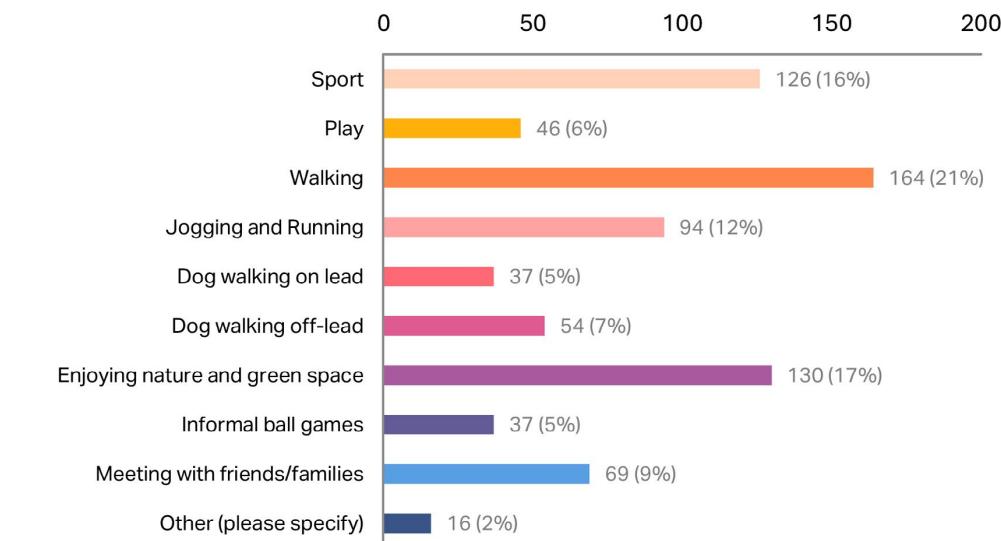
Top three current Reserve uses include walking, enjoying nature and green spaces and sport

A large proportion of users visited the Reserve multiple times per week

How often do you visit Bennettswood Reserve?



How do you use Bennettswood



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BENNETTSWOOD RESERVE BACKGROUND STUDY REPORT

6.4 Future Use

Other comments

- Dog off-leash area: A few respondents requested for the off-leash space to be kept with enhancement of safety through separation of pedestrians and cyclist nearby alongside dog related amenity (dog bags). (12 respondents)
- Sporting grounds and facilities: Calls for the northern oval to be upgraded in relation to levelling, ability to support multiple sports and winter suitability (33 respondents). Other suggestions included improvement of the cricket pitch, ability to use grass fields for multiple sports (cricket, rugby league/union and soccer), inclusion of running or athletics track, multi-purpose courts, upgrades to lighting, addition of squash centre. An overall desire expressed for ovals and courts to support multiple sporting functions, year round (61 respondents).
- Play and fitness space: A few respondents requested opportunities for children's play areas and public fitness equipment. (11 respondents)
- Increased biodiversity, planting and wildlife consideration: Requests to increase and celebrate overall vegetation and biodiversity whilst reducing loss of existing vegetation and considering wildlife habitat. (11 respondents)
- Access, amenity and equity: Calls for improved and increased access to toilets and change rooms, as well as more bins and BBQ areas in high use spaces. (14 respondents)

Q: What improvements would encourage you to visit Bennettswood Reserve more often? (other)

"Development of the North Oval into a proper oval. The South Oval has many teams training and playing on it, leading to congestion and overlap. The North Oval is currently unfit for any use - it is unfenced, uneven, not well maintained."

"Installing an outdoor gym will assist students and those residents with low incomes to do weight bearing exercise. A levelled walking bath will assist with reducing ankle injuries - yet raised above the flood areas near the pine trees. Expanding the sports facility building to include access for music ensembles. Improved lighting would assist in using the facilities at night time."

"Equipments/activities for active recreation such as parkfit equipments, anything that's low maintenance and don't break easily."

"Playground for children. The next closest playground is a long walk through gardeners creek, often too far for little ones. A small fenced playground in the corner of the unfenced Reserve would be great. It would be great to keep the rest of the oval off lead. There are few places where you can have children on play equipment and dogs running off leash at the same time."

Park safety key findings

- 79% of respondents said they felt safe in the Reserve, 20% of respondents felt somewhat safe and 1% did not feel safe.
- Majority of responses to improve safety within the Reserve were to provide more lighting (38 respondents). Other suggestions for improving safety were to increase surveillance (10 respondents) and the request to separate dogs off-lead from cyclists and pedestrians

Q: Do you have any suggestions to improve the sense of safety in the Reserve?

"There needs to be lighting along the track side of the unfenced oval. It feels unsafe early in the morning and late at night when it is dark. Small garden lights charged by solar dotted along the track would be very comforting and help me walk before work in winter."

"More lighting along paths."

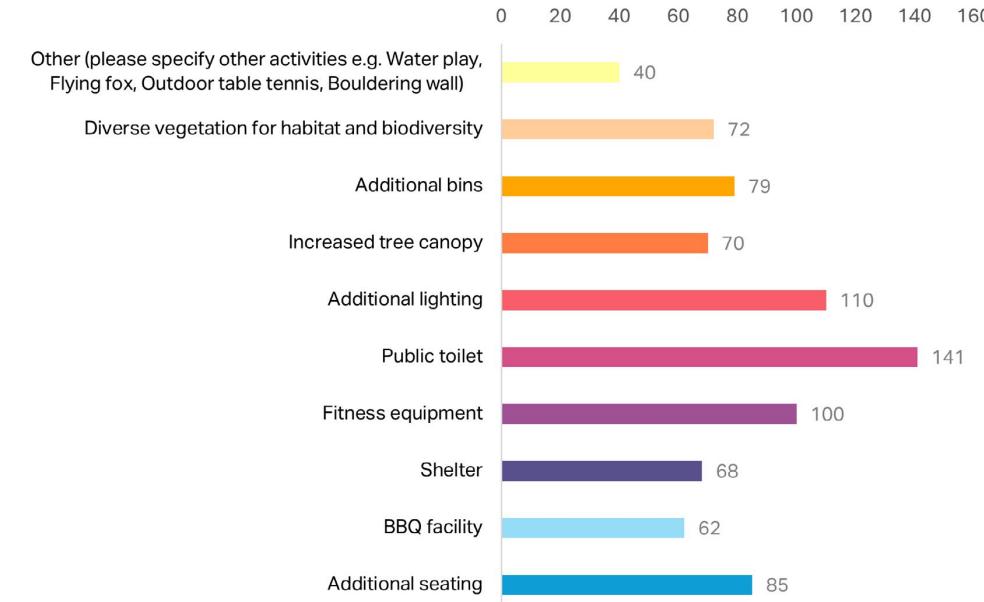
"More lighting, more signage."

"I feel safe during daytime, but at night it is pretty dark. So additional lighting would be beneficial."

"Dogs off-leash are the major safety risk. Off-lead areas should be fenced. Unfenced areas should be on-lead. Dogs are often off-lead and not under effective control by owners."

"Off-lead dogs are a persistent threat to cyclists and walkers."

What improvements would encourage you to visit Bennettswood Reserve more



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BENNETTSWOOD RESERVE BACKGROUND STUDY REPORT

6.5 Stakeholder Consultation

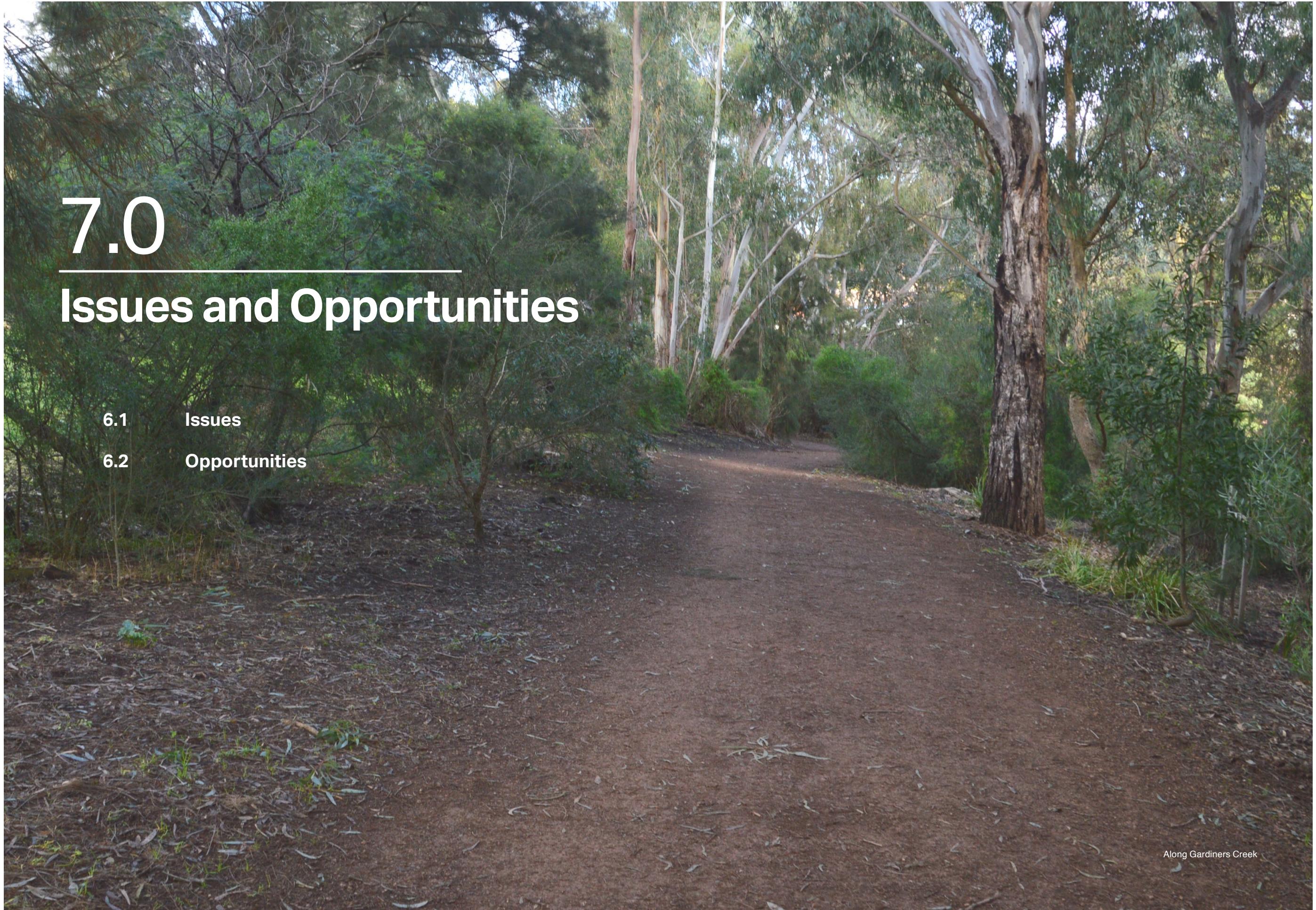
Engagement sessions were held with key stakeholders in August and September 2024. The following groups were invited to participate:

- Peak Sporting Bodies
 - AFL Victoria
 - Football Victoria
 - Cricket Victoria
 - Box Hill Reporter District Cricket Association
- Local Sports Clubs
 - Surrey Park Football Club
 - Box Hill Cricket Club
 - Wattle Park Amateur Football Club
 - Deakin Cricket Club
- Land Managers
 - Deakin University
 - DEECA
- Community Groups
 - Friends of Gardiners Creek
 - KooyongKoot Alliance
 - Gardiners Creek Park Run
 - Presbyterian Ladies' College
- Traditional Owners

A summary of findings is provided in the following table.

Issues	Opportunities	Future Aspirations
<ul style="list-style-type: none"> • Current access to male and female change rooms. • Maintenance of surrounds is infrequent and in poor condition. <ul style="list-style-type: none"> - Ground is unsafe on south oval with potholes. North oval is not safe and no lighting. - Gradual loss of public open space from over access to areas it is important to keep some areas with reduced use. - Current park run loops around creek and is unable to use the Reserve as it is unsafe for the course (vision impaired users, parents with prams and small children). • Safety issues with dog and runner collisions. <ul style="list-style-type: none"> - Dog use causing the need to clean up before use on sporting fields. - Game scheduling and oval availability is limited with the use of one oval. • Deakin is the no.1 sports science school in the world, but the sports facilities don't match this. <ul style="list-style-type: none"> - Cricket nets aren't accessible or at a high standard for use. • How to get enough funding to deliver. • South area lacking trees, there is a need to establish connected biodiversity areas to encourage a diverse range of species. • Implications of foot traffic from the future Suburban Rail Loop travelling north on the environment. • Conflict between pedestrians and cyclists, with requirement of concrete paths. Paths mean greater carbon, loss of narrow riparian areas, bigger impact on biodiversity. • Need to minimise storm water run off. • Context changing - SRL. 	<ul style="list-style-type: none"> • Ability to invest in sport between Deakin and Presbyterian Ladies' College. <ul style="list-style-type: none"> - Great universities build lifelong memories and stories, can be pursued through physical activity. - Forming partnerships with sporting clubs and others to collectively use land. • Increased facilities for females equating to higher participation. • Players from Deakin would benefit from new nets. • Provision of sports and activities other than cricket and football in the Reserve, informal activities such as open kicking, frisbee, futsal and rollerblading. <ul style="list-style-type: none"> - Public basketball and netball facilities. - Space for free play use and no formal programming. - Levelling out of surface would allow for a wider breadth of users. • Economic benefits and ability to have licensed operators to support clubs on weekends. <ul style="list-style-type: none"> - Possible functional canteen. - Investment in high quality toilets and facilities able to be used in events. - Space for launch events. • Potential to imbed imagery from Traditional Owners into multipurpose court. <ul style="list-style-type: none"> - First Nations links to nature. • After hours use and incorporation of lighting that turns off at set times (9pm, reduce light spill into neighbouring properties). <ul style="list-style-type: none"> - Lighting BBQ shelter to facilitate activities for events/ socialising. • Finding the balance between providing sporting facilities and ecosystem. <ul style="list-style-type: none"> - Infill planting. - Path/Wayfinding with information about planting and animals. • Incorporate insights into multicultural perspectives to ensure communities feel respected. • Need for fenced dog off-leash area to prevent disruptions to biodiversity and cyclists. 	<ul style="list-style-type: none"> • Accessibility is important for everyone, in terms of gutters, gates and paths alongside the level of opportunities for free play. • Sport fields being able to cater for multiple sports and surfaces being able to withstand the use. • Concern for lighting impacts on fauna, no lighting to be along the creek. • There is a need for sport amenities as the community is largely derived from sport, but also a need for passive recreation. • Need to manage with other users of the park including dogs off-leash, need room for all users. • Less paths and lighting to provide greener reprieve with the outcome of a light touch approach and allow for forest bathing. • Can be a fully inclusive site. <ul style="list-style-type: none"> - Within the suite of all the Reserves, there are 6-7 that will be high quality public realm - exceed minimum standards, particularly around accessibility (disabled, prams, elderly). • Safety, universality, accessibility, inclusiveness, wider arm rests, also facilitate elderly use. Consideration of feeding parents, mobile charging station, swing chair. • Self-determination needs to push the boundaries. • Consideration of rationale ie. building sports facilities, but not providing accessible paths through natural environment. • Biodiversity - understorey, Woody Meadows - lower maintenance once established - passively irrigated, robust plants, coppice every 3 years. • Connectivity to Gardiners Ck; provide interest when looking between different sections of the reserve. • Where are people arriving from; biodiversity corridors, is there a logical link to surrounding sites - greenway to Wattle Park/shops?

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Along Gardiners Creek

7.0

Issues and Opportunities

6.1 Issues

6.2 Opportunities

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BENNETTSWOOD RESERVE BACKGROUND STUDY REPORT

7.1 Issues

Amenity

- 1 The North Oval's surface is in poor condition, making it unsuitable for sports activities.
- 2 Limited lighting hampers use of the North Oval and creek corridor during evening hours.
- 3 The pavilion is inadequately sized to serve the needs of both sports ovals, lacking sufficient facilities to support female participation.
- 4 Poor passive surveillance throughout the Reserve compromises safety, potentially deterring users during dusk and after sunset.

Access and Movement

- 1 The paths fail to meet DDA standards, making them difficult for individuals with mobility or visual impairments, as well as parents with prams.
- 2 Inadequate car parking at Bennettswood Reserve can hinder access for visitors.

Environment

- 1 Limited connectivity to Gardiners Creek impacts the Reserve's integration with the surrounding natural area.
- 2 A lack of trees and understorey vegetation reduces the site's biodiversity and ecological benefits.
- 3 The site's history as a landfill raises potential contamination and environmental challenges.
- 4 Increased foot traffic from future developments like the SRL may pose additional environmental challenges.

People and Culture

- 1 There is a lack of representation of First Nations perspectives and cultural elements.
- 2 Conflicts arise among pedestrians, cyclists, organised sports, and dogs.
- 3 Dog owners are not cleaning up after their pets, leaving this responsibility to sports organisers.



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BENNETTSWOOD RESERVE BACKGROUND STUDY REPORT

7.2 Opportunities

Amenity

- 1 Formalise the northern oval to provide a safe playing surface for a diversity of organised sports and passive recreation.
- 2 Expand the pavilion's capacity to serve the North Oval and provide facilities to support women and youth sport.
- 3 Install appropriate lighting to the North Oval and activity spaces to improve usability during evening hours while minimising environmental impact.
- 4 Enhance visibility and surveillance throughout the park.
- 5 Develop inviting public spaces that support various passive and active recreational activities.

Access and Movement

- 1 Ensure pathways and amenities are accessible to all users, including those with disabilities and families with prams.
- 2 Increase parking capacity to accommodate growing visitor numbers and enhance overall access to the Reserve.
- 3 Design intuitive pathways with clear signage to improve wayfinding.
- 4 Provide educational materials about the site's history and local flora and fauna.
- 5 Separate pedestrians and cyclists to enhance safety and promote active transport.

Environment

- 1 Enhance connections to Gardiners Creek through improved pathways and ecological restoration, fostering seamless integration with the surrounding environment.
- 2 Conduct environmental assessments to identify and address potential contamination issues, ensuring the Reserve supports biodiversity and ecological health.
- 3 Implement sustainable design practices, including infill planting and minimising hard surfaces, to create biodiversity corridors that enhance natural habitats.
- 4 Designate specific areas to have reduced access and focus on environmental restoration.
- 5 Reimagine the Gardiners Creek interface with the Reserve's open space.

People and Culture

- 1 Further celebrate First Nations' cultural values through consultation on design opportunities.
- 2 Explore partnerships with local businesses and educational institutions to secure investment and identify grant opportunities.



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Bennettswood Reserve Master Plan

Stakeholder Engagement Report

December 2024



Aerial image of Bennettswood Reserve looking east

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1 Project overview

Whitehorse City Council commissioned the Bennettswood Reserve Master Plan in 2024 as part of a broader strategic commitment during the 2023/24 Financial year to enhance its open space management by preparing 10 open space Master Plans.

AECOM was appointed in June 2024 to undertake the Master Plan study.

The Master Plan will set the vision and direction for the reserve to meet the needs of Whitehorse's changing and growing community. As Burwood develops to accommodate around 44,500 residents and 24,000 jobs, Bennettswood Reserve will provide essential active and passive open space benefits to this high-density area.

Bennettswood Reserve is a municipal open space that is managed by the City of Whitehorse, with a portion of land owned by Deakin University and a section designated as Crown Land. The reserve spans approximately 4.8 hectares. It is bounded by Gardiners creek to the west and Deakin University to the east. The Master Plan will cover the reserve and adjacent section of Gardiners Creek.

The reserve has been a community sports hub since 1945, featuring two ovals: the North Oval used for informal recreation and a dog off-lease area, and the South Oval equipped for cricket and football. The pavilion was redeveloped in 2018 and serves local cricket and football clubs but would require expansion if the North Oval is formalised for future use.

As a former landfill site listed on the Victoria Landfill Register, development must be cognizant of contamination and environmental challenges. The proposed Suburban Rail Loop, Burwood Station will be located opposite the reserve, with a shared use overpass spanning across Burwood Highway between the station and reserve to connect to Gardiners Creek Trail and Deakin University.

This Stakeholder Engagement Report will collate all data collected during the study from meetings, interviews, and workshops conducted with reserve user groups, residents, the broader Whitehorse community, and council staff. The stakeholder engagement will be undertaken during two different phases of the project:

1 st Round Engagement	Information gathering, assessment of the existing conditions, understanding of project requirements.
2 nd Round Engagement	Key stakeholder requirements and input.

This report collates information from the 1st Round Engagement that occurred between April and May, and the 2nd Round Engagement that occurred between August and October 2024. The information collected from community and stakeholders during this phase of the project will help inform the development of the draft Master Plan for Bennettswood Reserve.

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1.1 Round 1 Engagement: Community



Photos from the Community Pop-up Session at Bennettswood Reserve Pavilion

Community engagement participation

- Online community survey via Council's 'Have Your Say' page (245 responses) (14 April 2024 – 2 June 2024)
- Community Pop-up Session 1 (Bennettswood Reserve Pavilion) (04 May 2024)

User Group Submissions

- Deakin Cricket Club
- KooyongKoot Alliance

1.2 Round 2 Engagement: Key stakeholders

Stakeholder engagement participants

Peaks Sports Body

- Football Victoria
- Cricket Victoria
- Australian Football League Victoria
- Box Hill Reporter District Cricket Association

Traditional Owner Group

- Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation

Existing Sports Clubs

- Surrey Park Football Club
- Wattle Park Amateur Football Club

Existing Community Groups

- Friends of Gardiners Creek
- KooyongKoot Alliance
- Gardiners Creek Park Run

Landowners and Authorities

- Deakin University
- Whitehorse City Council Major Infrastructure Projects
- Whitehorse City Council Disability and Reconciliation
- Department of Energy, Environment and Climate Action (DEECA)
- Melbourne Water

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2 Summary of key findings

2.1 Community engagement

- There is a high frequency of use of Bennettswood Reserve with weekend daytime (9am-5pm), and weekday daytime (9am-5pm) reported as the peak periods for visitors.
- Most visitors either drive to the reserve, (41%) or walk (41%).
- A large proportion of visitors (21%) use Bennettswood Reserve for walking, while (17%) of users enjoy the nature and green space and (16%) use the reserve for sport. Out of those who use the reserve for dog-walking (7%) of users walk dogs off-lead and (5%) of users walk dogs on-lead.
- Most visitors typically stay in Bennettswood Reserve for 'an hour or two' during a typical visit (46%), followed by 'less than 30 minutes' (34%).
- A significant majority of visitors (79%) expressed feeling safe, and (20%) feeling somewhat safe in the reserve.
- The top five most liked features of the reserve in order of preference are:
 - The walking path
 - The south oval
 - The pavilion
 - North oval (unfenced)
 - Quality and amenity of the landscape
- The top five improvements cited by visitors that would encourage them to use the reserve more frequently in order of preference are:
 - Public toilet
 - Additional sports facilities
 - Additional lighting
 - Fitness equipment
 - Pathways

2.2 User group submissions

- The Bennettswood Reserve Pavilion and southern oval are used by the Deakin Cricket Club.
- Require additional change rooms in the pavilion and the north oval to be re-surfaced to facilitate female and children's cricket.

2.3 Stakeholder engagement

- Participation in sport is high with a need for improved facilities, as existing are at capacity and need significant upgrades. Focus on supporting female players, including better changerooms and lighting.
- Key issues identified:
 - Limited biodiversity
 - Conflicts between pedestrians, cyclists and dogs off-leash
 - Accessibility and connectivity across the site
 - Safety
- There is a need to preserve and enhance natural spaces and habitat, balancing sport facilities with ecological preservation.

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- The Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation (WWWCHAC) emphasise the importance of integrating cultural heritage into local reserves by enhancing signage for cultural education fostering connections to Country and local Indigenous language.
- Deakin University highlights the mismatch between its status as a leading sports science institution and the quality of its sports facilities, emphasising the need for safer surfaces, better lighting, and more inclusive access for a diverse student population.
- Future developments should focus on creating vibrant, multi-use spaces that support both active and passive recreation.
- Key opportunities identified:
 - Opportunity to formalise the northern oval to provide a high-quality facility in collaboration with peak sport bodies and Deakin University.
 - Improve connectivity between open spaces while considering the impact of upcoming infrastructure changes from the Suburban Rail Loop.
 - Opportunity for educational initiatives to promote awareness of local flora and fauna.

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3 Community engagement

The 1st round of engagement focused on community and comprised of two processes:

1. Online community survey.
2. Community pop-up session on site.

Table 1 shows the timeline and components of the community engagement.

Table 1 Schedule of Community Engagement

Date	Engagement Type
14 April 2024 – 2 June 2024	Online community survey (245 responses)
4 May 2024	Community pop-up session at Bennettswood Reserve

The survey was available on the City of Whitehorse's 'Your Say' website, and community awareness of the survey and the pop-up session was achieved through a combination of the following:

- Letterbox drops to residents.
- Signage installed at the reserve.
- Social media posts during the survey period.

As shown in Table 2 social media posts reach almost 3000 people, with approximately 9% of people (268) clicking onto the link to the Your Say page.

Table 2 Social media advertising results

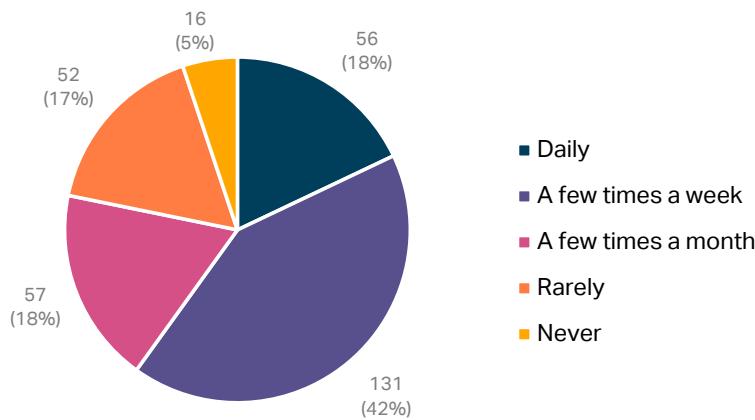
Results	Reach	Impressions
268 link clicks	2,993	9,805

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3.1 Online community survey results

Q1. How often do you visit Bennettswood Reserve?

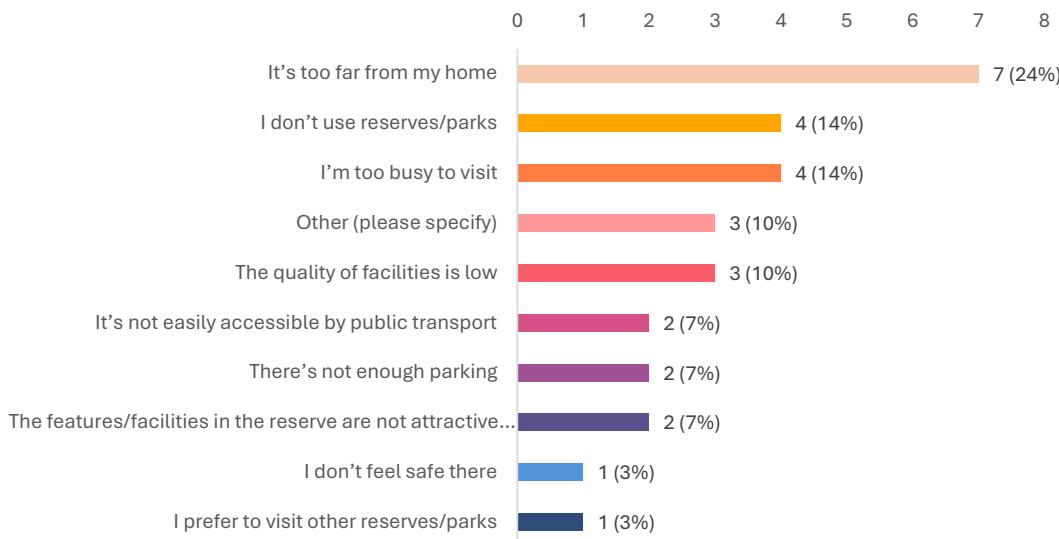
Many of the respondents visit Bennettswood Reserve a few times a week (42%), followed equally by daily visitors (18%) and those who visit a few times a month (18%).



Q2. Are there reasons you don't use the reserve?

(Multiple responses allowed)

Of those who visit Bennettswood Reserve, the most common reason that people don't use the reserve is that it's too far from home (7 respondents), that they are too busy (4 respondents), or that they don't use reserves (4 respondents).



Three participants selected other reasons for not using the reserve that included:

1. It was not accessible.
2. It's just a couple of ovals and not very interesting.
3. Have never heard of it.

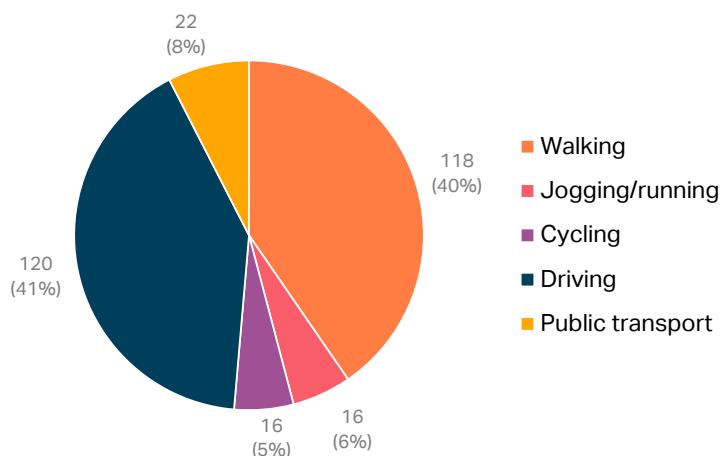
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Q3. Do you have any further comments on why you don't use the reserve?

1. The space needs to be activated for physical activity.
2. It's for sports and off leash dog walking and I don't do either.
3. I didn't have interest in being there.

Q4. What is the main method of travel you use to get to Bennettswood Reserve?

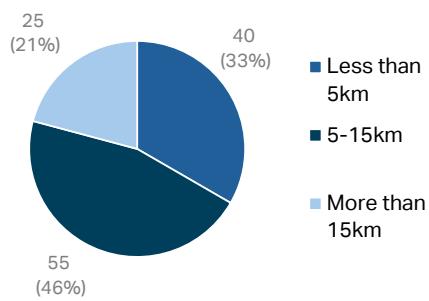
Most respondents drive (41%) or walk to the reserve (40%).



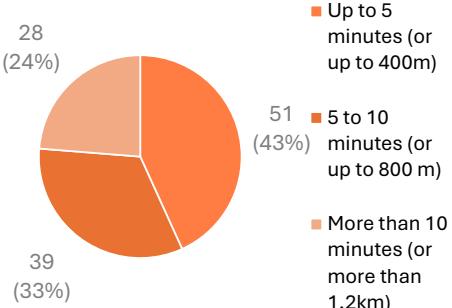
Catchments of Travel

The below graphs show the travel catchment of visitors to Bennettswood Reserve by mode of travel.

Drive (120 responses)

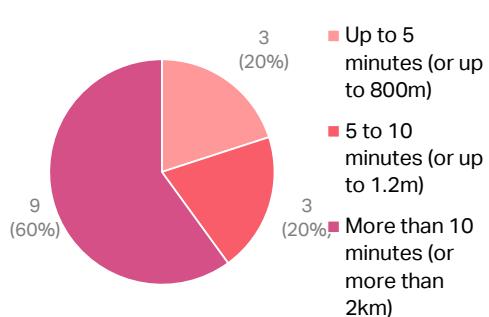


Walk (118 responses)

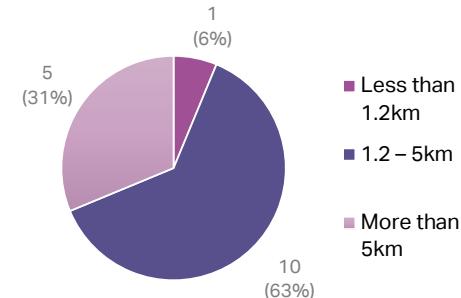


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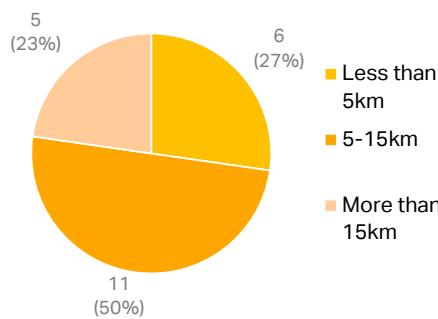
Jog/Run (16 responses)



Cycle (16 responses)

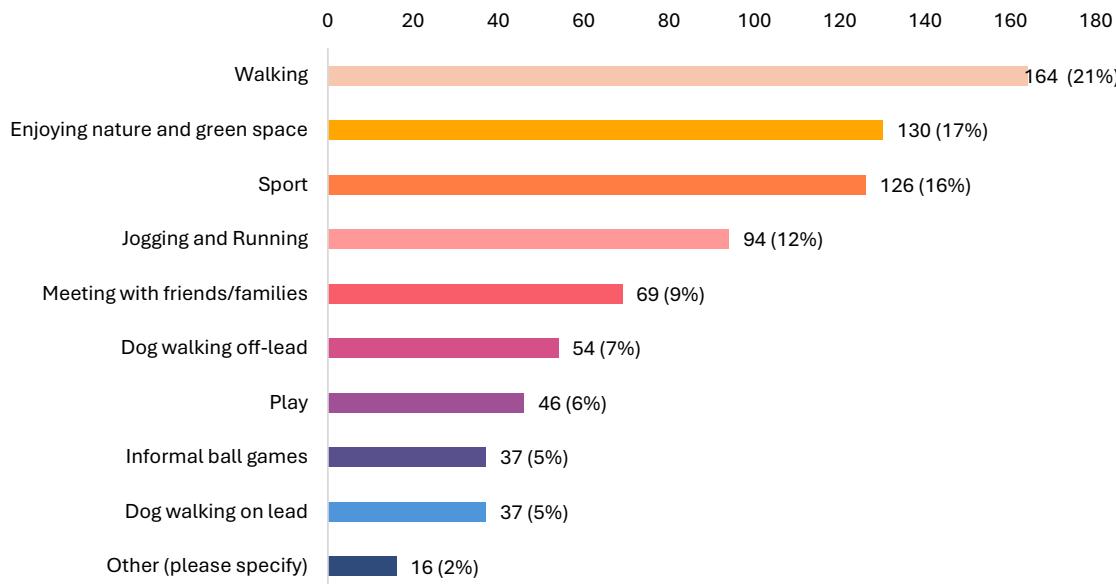


Public Transport (22 responses)



Q5. (a) How do you use Bennettswood Reserve?

A large portion of park visitors (21%) use Bennettswood Reserve for walking. (17%) of users come to enjoy nature and green space, followed closely by those who use the reserve for sport (16%). Out of those who use the reserve for dog-walking, 54 respondents (7%) of users walk dogs off-lead and 37 respondents (5%) of users walk dogs on-lead.



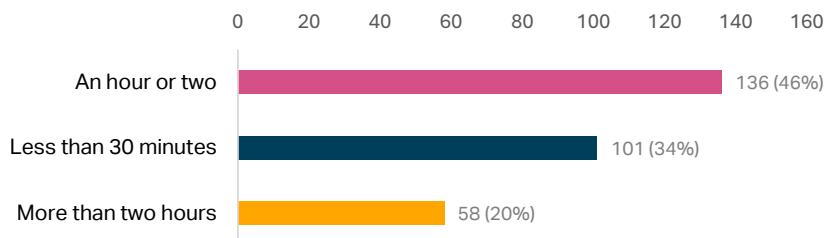
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'Other' Responses

No. responses	Comments
3	Meetings at the pavilion
3	Using the space during lunch breaks
4	Cycling
3	Pass through the reserve
2	Soccer
1	University building Evacuation Assembly Area

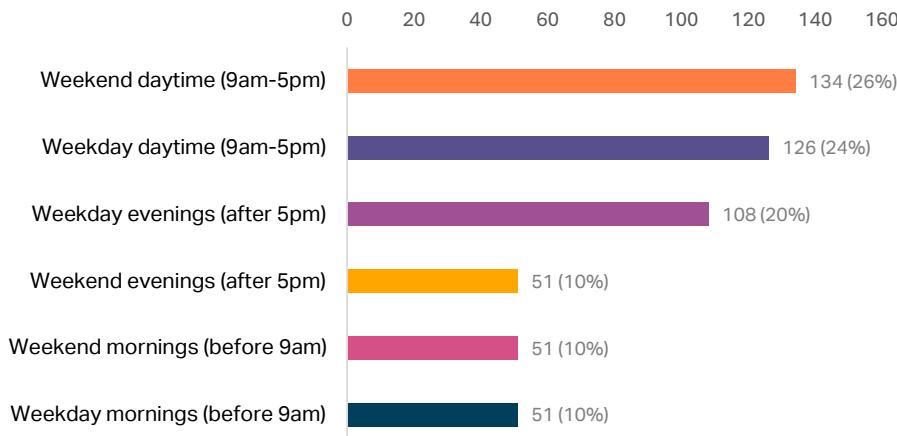
Q6. How long do you typically stay?

Most of the respondents (46%) stay in Bennettswood Reserve for 'an hour or two' during a typical visit, followed by 'less than 30 minutes' (34%).



Q7. When do you typically use the reserve?

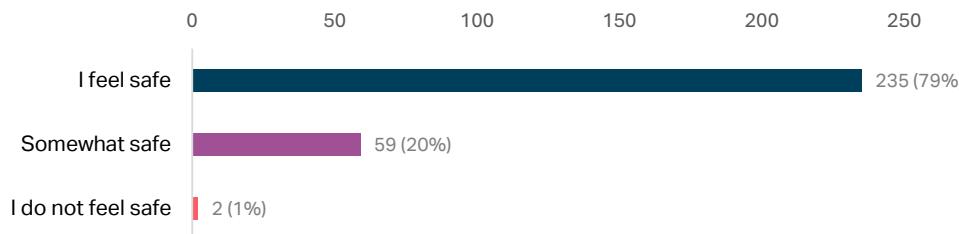
Weekend daytime (9am-5pm) and weekday daytime (9am-5pm) are the peak periods, closely followed by weekday evenings after 5pm for visitors accessing Bennettswood Reserve.



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Q8. (a) Do you feel safe in the reserve?

Most of the respondents (79%) expressed feeling safe in the reserve, and 59 individuals (20%) stated feeling 'somewhat safe,' with a minority (1%) reported feeling unsafe. 40



Q8. (b) Do you have any suggestions to improve the sense of safety in the reserve?

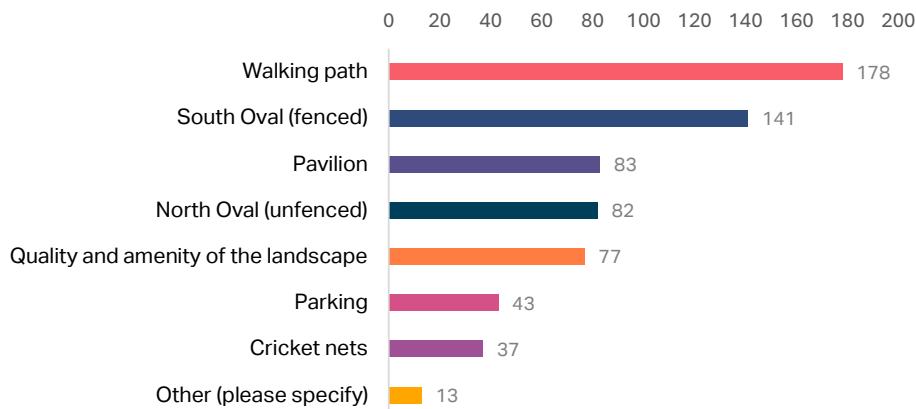
An example of passive surveillance and additional lighting was provided to prompt responses.

No. responses	Comments
38	More lighting
10	Surveillance
1	Separation of cyclists and walkers
2	Separation of off-lead dogs to cyclists and walkers
1	More signage
3	Dog off-lead only in a fenced off area
3	Improve oval surfaces to remove trip hazards
2	Clearer paths
1	Relocate homeless person
3	Development of northern oval to a sport facility
1	Clear shrubs

Q9. Which of the current facilities/features in the reserve do you like the most?

(multiple responses accepted)

The most liked feature of the reserve is the walking path (178 responses), followed by the South Oval (141 responses), and the Pavilion (83 responses).



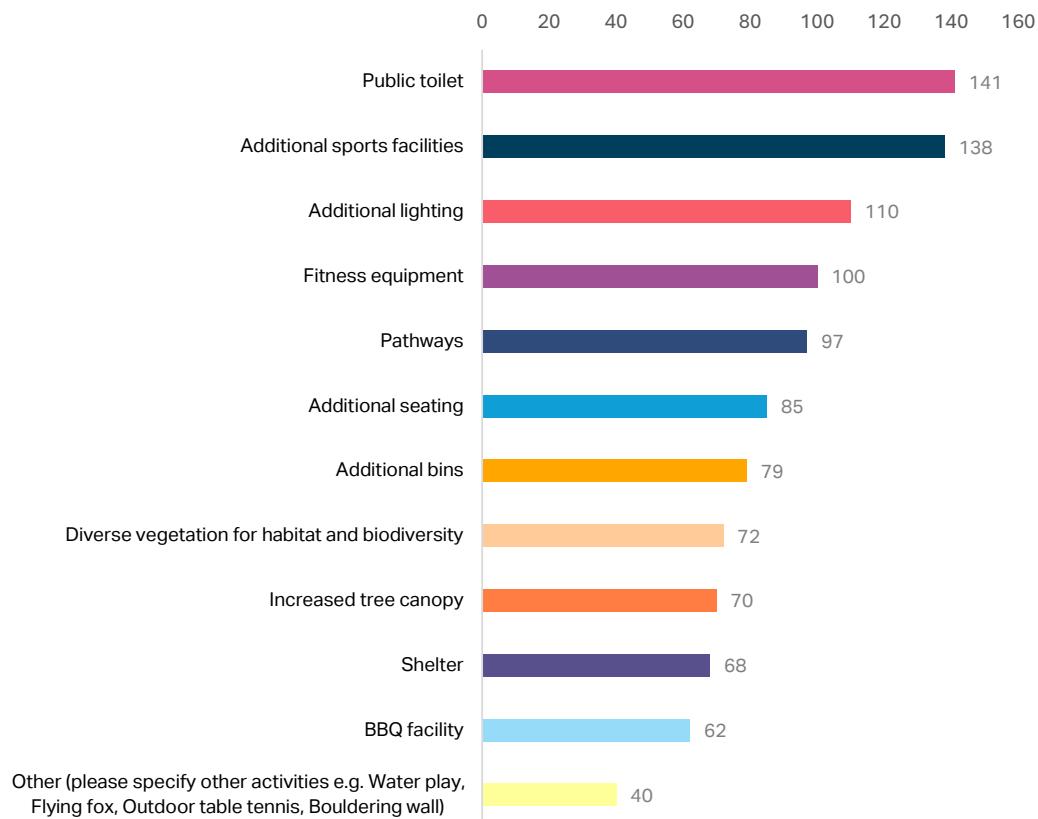
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Other comments on features liked in the reserve included:

- Ecological aspects; trees, vegetation, and bird life (4 responses)
- Active sport use (2 responses)
- Amenities; public toilets, drinking tap (2 responses)
- Clean and not hilly (1 response)
- Location (2 responses)
- Dog off-lead walking (1 response)
- Nothing (1 response)

Q10. What improvements would encourage you to visit Bennettswood Reserve more often?

The top five improvements that would encourage more frequent visits to Bennettswood Reserve include a public toilet (141 responses), additional sports facilities (138 responses), additional lighting (110 responses), fitness equipment (100 responses), pathways (97 responses).



'Other' Responses

No. responses	Comments
11	Playground amenities (water play, flying fox)
2	Walking loop
1	Table tennis
15	North oval improvements (soccer field)

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No. responses	Comments
3	Multipurpose courts (basketball, netball)
1	Running track
1	Bouldering wall
2	Additional parking
1	Shared use path along Holland Ave
2	Nature reserve
1	Separated dog areas
1	Squash court
1	Natural turf surface not artificial
1	Golf chipping and putting area
2	Outdoor gym
1	Community use space
1	Informal fun activities for students between classes
1	Indoor pool
2	Improved drainage

Q11. Do you have any other comments?

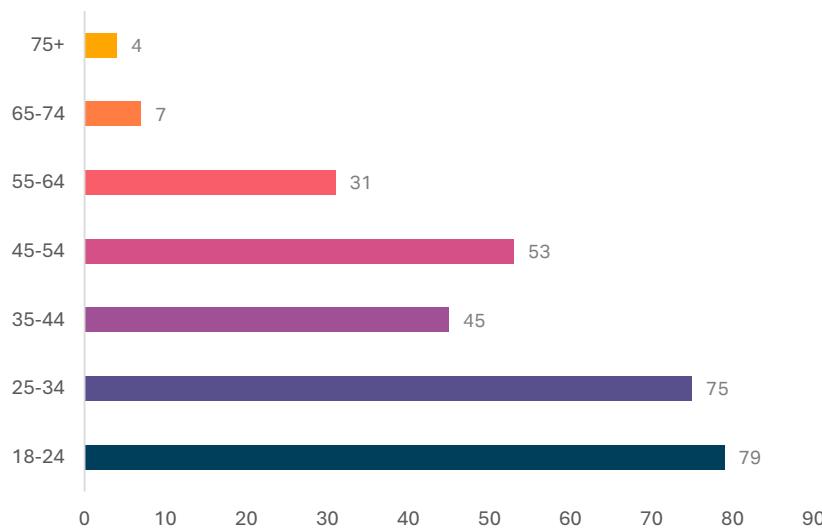
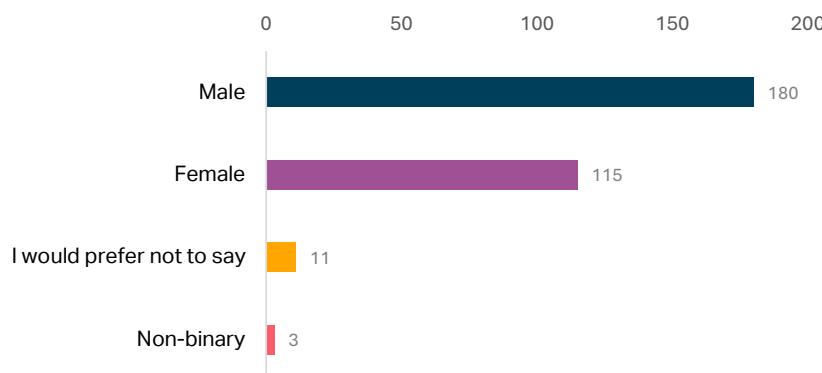
Number of comments	General comment description
12	Dog off-leash area <ul style="list-style-type: none"> • Keeping an off-leash space • Fence dog off-leash area for safety and separation (cyclist, pedestrian separation from dogs) • Dog amenity (dog bags)
61	Sporting Grounds and Facilities - Support: <ul style="list-style-type: none"> • Improved cricket pitch • Northern oval upgrades i.e. leveling, ability to support multiple sports, be more play friendly and winter suitable • Grass field upgraded to able to be use for multiple sports – cricket, rugby league/union and soccer • Oval redeveloped with a surface suitable for all year round use to support activities and functions of soccer, hockey • Introduction of running/ athletics track • Multipurpose basketball/other courts • Upgraded ovals with lighting • Facilities and grounds to support local schools use, especially in winter • Multi-sports area including bouldering wall • South Oval developed for football and cricket • Addition of a Squash centre • Sport facilities to increase physical activity Sporting Grounds and Facilities - Objection: <ul style="list-style-type: none"> • Refrain from additional lighting to minimise disruption of nocturnal animals
11	Play and fitness space – Support: <ul style="list-style-type: none"> • Scattered children's play opportunities • Inclusive play area • Children's play to encourage curiosity • Public fitness equipment

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Number of comments	General comment description
4	<ul style="list-style-type: none"> Increased community activity / facilities
1	<ul style="list-style-type: none"> Community music capabilities inside shelters or pavilions to cater for multicultural communities
2	<ul style="list-style-type: none"> Playground
3	Shelter – Support:
2	<ul style="list-style-type: none"> Shade and shelter additions
1	<ul style="list-style-type: none"> Shelters integrating Solar PV
8	Retain in current natural state / leave as is
7	<ul style="list-style-type: none"> Leave as is
1	<ul style="list-style-type: none"> Retain open space
3	Current state – Objection:
2	<ul style="list-style-type: none"> Upkeep, maintenance and rubbish removal improvement
1	<ul style="list-style-type: none"> Space is not currently inviting
3	Path enhancement – Support:
2	<ul style="list-style-type: none"> Additional paths and connections upgrades (to and from carpark, Deakin University, Gardiners Creek Trail)
1	<ul style="list-style-type: none"> Maintain mountain bike trails
1	<ul style="list-style-type: none"> Pathed path near creek
14	Access, Amenity and Equity:
4	<ul style="list-style-type: none"> Toilet access
1	<ul style="list-style-type: none"> Toilet access already suitable
5	<ul style="list-style-type: none"> Changerooms and public toilets increased
2	<ul style="list-style-type: none"> Bin additions
1	<ul style="list-style-type: none"> BBQ additions closer to high use area
1	<ul style="list-style-type: none"> Equity of access to grounds and facilities for all
3	Car parking and Café – Suggestion:
1	<ul style="list-style-type: none"> Carparking improved
2	<ul style="list-style-type: none"> Introduction of cafe
2	Enhancement and improvement of Signage and Wayfinding
11	Increased biodiversity, planting, wildlife consideration:
1	<ul style="list-style-type: none"> Limit building development, celebrate nature
1	<ul style="list-style-type: none"> Tawny frogmouth habitat consideration
9	<ul style="list-style-type: none"> Increased vegetation and minimised loss of existing vegetation, increased biodiversity
1	Traditional Owner recognition and acknowledgement
1	Concern for decisions already being made by council regardless of community consultation

10.1 – ATTACHMENT 2. Draft Bennettswood Reserve Master Plan Report**Respondent Profile**

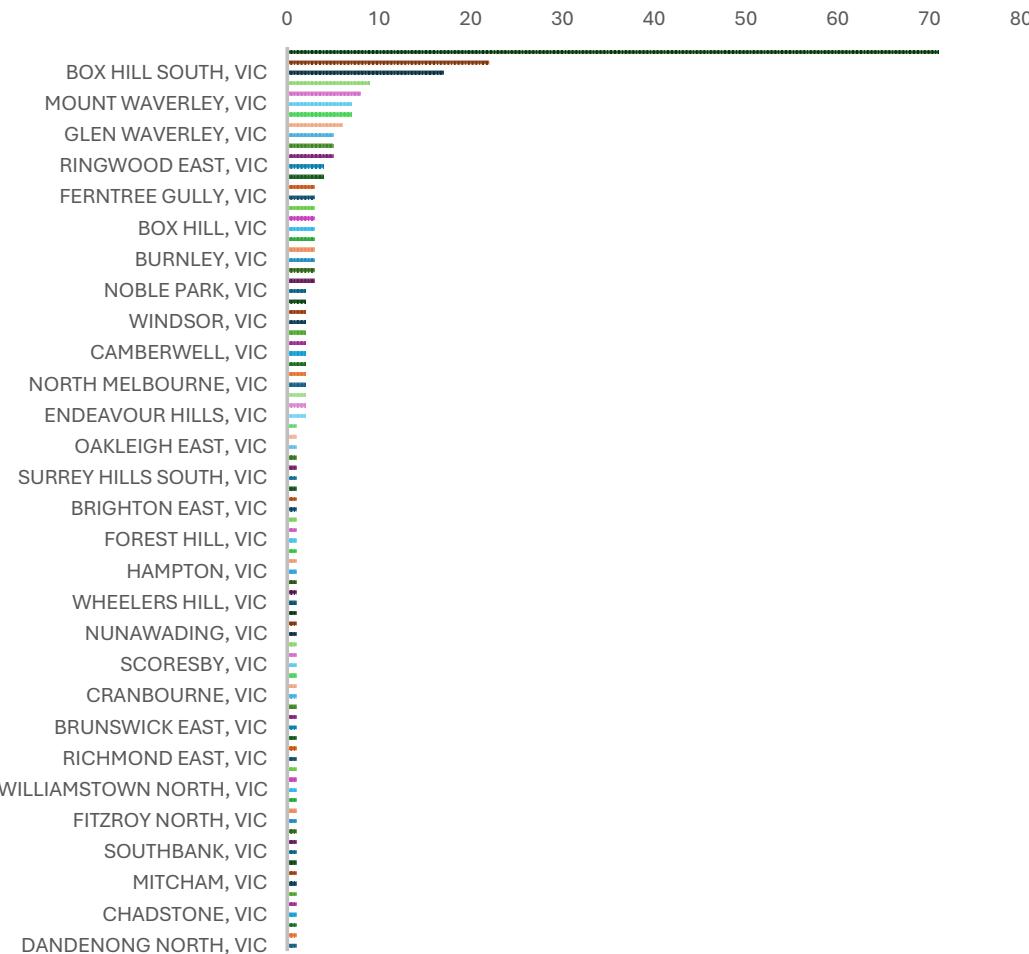
58% of respondents were Male; 37% Female; 1% Non-Binary. A majority of respondents were aged 18-24 (27%), followed closely by (25-34) (26%).

Age**Gender**

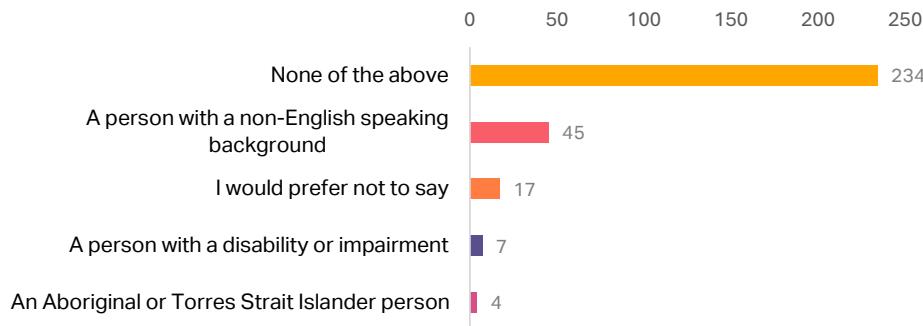
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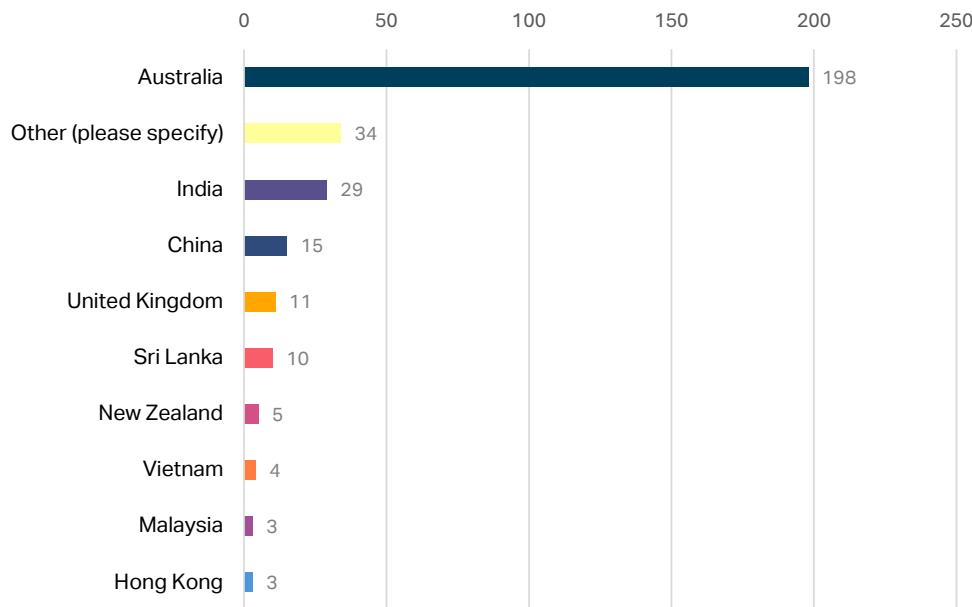
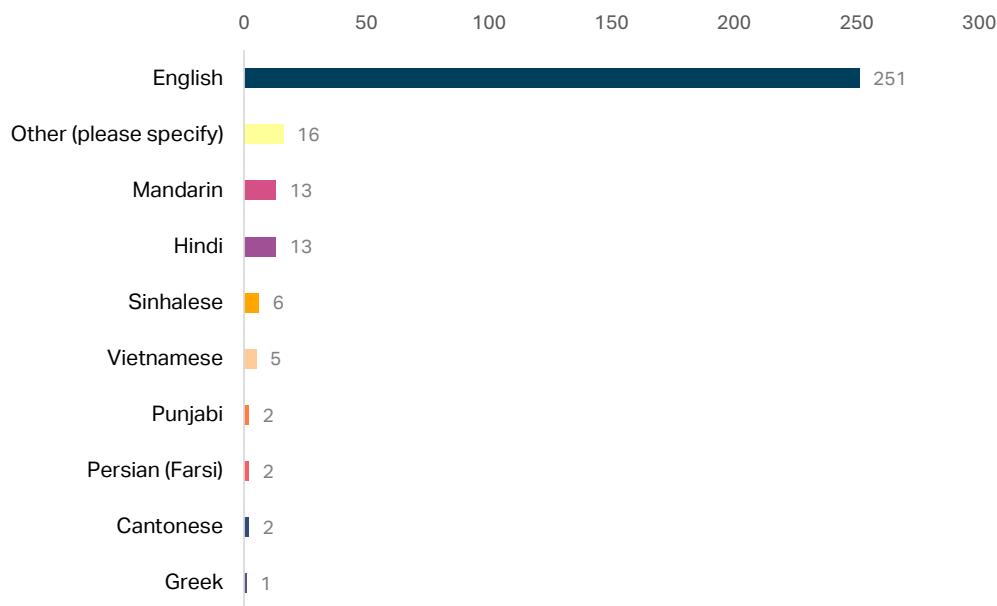
Place of Residence

The reserve accommodates a wide catchment with 87 suburbs reported. A majority of respondents live in Burwood (71), followed by Burwood East (22), Box Hill (17), Surrey Hills (9), Vermont South (8), Ashwood (7), Mount Waverly (7), Glen Iris (6). All other suburbs reported had a total of 5 or less respondents.



What describes you?



10.1 – ATTACHMENT 2. Draft Bennettswood Reserve Master Plan Report**Where were you born?****What is the main language you speak at home?**

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3.2 Community pop-up sessions

To supplement the online community survey, a Community Pop-Up session was held in Bennettswood Reserve Pavilion. The aim of the session was to provide information on the Master Plan process, discuss opportunities to improve the reserve, and to encourage residents to complete the Online Community Survey via Your Say.

3.3 User group submissions

In addition to completing the online community survey, residents/ groups could also make a written submission to Council. Two user groups submitted to Council.

Stakeholder Group	Notes
Deakin Cricket Club	<p><u>Background</u> Club was formed in 1975 and has been based at Bennettswood Reserve since 1997. Membership has increased with the upgraded facilities, seeing the introduction of a women's team in 2024.</p> <p><u>Facility Use</u> The club plays and trains at Bennettswood Reserve.</p> <p><u>Issues/Opportunities from Club</u></p> <ul style="list-style-type: none"> • A second oval would reduce away games, improve player retention, and help to accommodate women's and children's cricket. • Safety risk from current overgrown grass • Cricket nets and run-up surface are inadequate for expected population surge. Modern, safe cricket nets required to protect players and public. • Require more room and changing facilities for female players.
KooyongKoot Alliance	<p><u>Background</u> A group of over twenty Friends Groups working in the Gardiners Creek catchment.</p> <p><u>Issues/Opportunities from Group</u></p> <ul style="list-style-type: none"> • Align with shared vision and regional collaboration structure for Gardiners Creek corridor/catchment. • Concern over tree and vegetation retention with oval and path development. • Reserve as part of a natural habitat and native corridor for wildlife and birds. • Understanding management between ownership and future plans.

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4 Stakeholder engagement

The 2nd round of engagement comprised of a series of meetings with key stakeholders. A set presentation was established for the site to cover:

- Project background
- Engagement process
- Master plan scope
- Stakeholder feedback: an open discussion to understand relationship with the site, issues and opportunities, and future aspirations
- Next steps

Table 3 shows the type of engagement and participants.

Table 3 Schedule of Stakeholder Engagement

Engagement Type	Participants
Peak Sport Bodies	<ul style="list-style-type: none"> • Football Victoria • Cricket Victoria • Australian Football League • Box Hill Reporter District Cricket Association (league)
Traditional Owner Engagement and Co-design	<ul style="list-style-type: none"> • Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation
Sports Clubs	<ul style="list-style-type: none"> • Deakin Cricket Club (Main tenant)* • Box Hill Cricket Club (Use on weekends only)* • Surrey Park Junior Football Club (Co-main tenant) • Wattle Park Amateur Football Club (Co-main tenant)
General Stakeholder	<ul style="list-style-type: none"> • Presbyterian Ladies College* • Gardiners Creek Parkrun • KooyongKoot Alliance • Friends of Gardiners Creek
Landowner / Authority	<ul style="list-style-type: none"> • Deakin University • Whitehorse City Council Major Transport Projects • Whitehorse City Council Disability and Reconciliation • Department of Energy, Environment, and Climate Action (DEECA) • Melbourne Water

*Invitations to participate in an engagement session was extended to all groups listed in Table 3.

Asterix indicates that engagement has not occurred with the stakeholder group.

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4.1 Peak sport bodies

The purpose of the sessions with peak sport bodies was to understand the requirements for each sport, future aspirations, and identify any competing interests. The sessions covered three sites that WCC are preparing master plans for: Bennettswood Reserve, Strathdon Davy Community Precinct, and Wurundjeri Walk.

A total of four sessions were held, one for each stakeholder group. Findings from these sessions are provided in Table 4.

Table 4 Peak Sport Body Feedback

Stakeholder Group	Notes
Football Victoria 22 nd August 2024 Attendees: Leandro Mercaldi	<p><u>Sport Overview</u></p> <ul style="list-style-type: none"> Over previous 10 years participation in football has doubled. Growth experienced across all age groups with pressure on clubs to expand. Currently undertaking an audit of grounds to generate data for Football Australia (Ballyshannassy, RHS Sparks, Mahoneys and Wembley Park). <p><u>Issues</u></p> <ul style="list-style-type: none"> Concerns for female participation: quality of changerooms, inadequate lighting and parking especially for night training. Poor drainage impacts play. Cricket pitch to be provided outside of football pitches. <p><u>Opportunities</u></p> <ul style="list-style-type: none"> Encourage synthetic or hybrid surface to prevent weather impacting play and increase lifespan of pitches. Inclusion of smaller and potential indoor pitches to provide for different age and ability groups. Provision of multipurpose courts that can be used for futsal/other sports. Grants for sport facilities available through Football Victoria. <p><u>Future Aspirations</u></p> <ul style="list-style-type: none"> Safeguarding and child safety need to be a priority. Provision of 2 changerooms per field, minimum age group requiring a changeroom is U14s. Football Victoria encourages Councils to have at least two synthetic/hybrid pitches within their municipality to accommodate participation rates. Master Plans need to help contribute to retention within sport. <p><u>Strategic Objectives</u></p> <ul style="list-style-type: none"> Goal to reach equity in female participation. Achieve 50:50 gender participation by 2027. Each LGA to have 2 synthetic or hybrid pitches.
Cricket Victoria 30 th August 2024 Attendees: Clinton Kennon <i>(Customer experience)</i> , Sharon Lynas (Cricket	<p><u>Sport Overview</u></p> <ul style="list-style-type: none"> Some suburbs in Whitehorse have participation over state average of 4.9%; Box Hill – 6.9%, Nunawading 5.8%. Municipality participation is projected to grow to 5.7% over the next 5-7 years. Fair Access Roadmap will have an impact of facilities and requirements.

10.1 – ATTACHMENT 2. Draft Bennettswood Reserve Master Plan Report

Stakeholder Group	Notes
<p><i>Manager for NO's Metro</i>, Callum Dean</p>	<p><u>Issues</u></p> <ul style="list-style-type: none"> Whitehorse facilities are at capacity across all age groups. Not enough sporting facilities currently available (toilets, changerooms), particularly for grounds where 3rds, 4ths and juniors play. Local clubs are forced to play far from their club bases (Laburnum, Vermont and Vermont South). Deakin to introduce first women's team, which will have to compete with men's team for facilities. Pitch direction is important as sun impacts play. Playgrounds and active spaces need the correct buffer zones/nets for protection. <p><u>Opportunities</u></p> <ul style="list-style-type: none"> Partnership with council to support funding facilities, looking to fund projects that align with objectives. Cricket Victoria offers infrastructure grants for minor – pitches and nets and major – ground and pavilion upgrades. Work with dog owners to understand when use of areas is prioritised for sport and when appropriate for dog walking. Mont Albert Cricket Club as a precedent where club has built a positive relationship with the community. <p><u>Future Aspirations</u></p> <ul style="list-style-type: none"> Open to smaller sizes, junior participation is needed. <p><u>Strategic Objectives</u></p> <ul style="list-style-type: none"> Grow women's game and juniors 5-12 age groups. Design factors to allow participation across junior and female, facilities fall short at secondary grounds – change rooms, parking, and lighting.
<p>AFL Victoria 11th September 2024</p> <p>Attendees: Shane Joules, Beau Tran</p>	<p><u>Sport Overview</u></p> <ul style="list-style-type: none"> Bennettswood Reserve is used by Wattle Park Amateur Football Club who have grown by 30% since COVID. Aspirational approach to have 1 million members by 2033. Breaking New Ground initiative available to partner with AFL to support the provision of football amenities. Looking at targeting schools to provide afterhours use to take pressure of ovals over weekends. High demand in area for AFL. Bennettswood Reserve is used by Wattle Park FC, with approximately 157 registered players. Introduction of girls has strengthened numbers at Vermont, Mitcham and East Burwood clubs. <p><u>Issues</u></p> <ul style="list-style-type: none"> Whitehorse clubs are held back due to capacity of sites. Pavilion location would ideally be central to two ovals and provide undercover viewing. Emergency service access to all facilities is vital. <p><u>Opportunities</u></p> <ul style="list-style-type: none"> Upgraded northern oval would help accommodate club growth.

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Stakeholder Group	Notes
	<ul style="list-style-type: none"> Engagement with Deakin University to ensure facilities are fit for purpose and welcoming for all wanting to participate and can be utilised for teaching. Storage facilities for Auskick's unfixed equipment. For Bennettswood, the formalisation of the second oval is crucial to support numbers of participation in the area and provide an open space area for people that live on campus. Access points, paths, ability to circulate to each oval would support grassroots developments. Shelters, benches and gathering points to share experience. <p><u>Future Aspirations</u></p> <ul style="list-style-type: none"> Programs targeting younger audiences such as Auskick and juniors (5-17 years). Facilities that attract and retain users to hit the AFL 2033 target. For a multipurpose flexible perspective, changeroom and storeroom spaces are crucial. Gain AFL access to ovals for 15-20 hours per week to achieve the base target to supply their plan's participation. <p><u>Strategic Objectives</u></p> <ul style="list-style-type: none"> AFL facilities are fit for purpose and welcoming for anyone to participate. Sites need to feel safe, be well lit, and accessible.
Box Hill Reporter District Cricket Association (BHRDCA) 12 th September 2024 Attendees: Steve Flemming (<i>Admin Manager</i>), Peter Rosenthal (<i>President</i>), Lachlan Harty (<i>District Manager BHRDCA</i>)	<p><u>Sport Overview</u></p> <ul style="list-style-type: none"> BHRDCA has 28 participating clubs, 16 are based in Whitehorse. All clubs have similar guiding principles in growing their game and making their club viable. Clubs are spread across all age groups; female participation has plateaued with introductions predominately at young ages. Increase expected in under 7s and 9s, that use non-competitive fields (up to 4 teams playing on one oval at a time). Critical need to have overflow grounds in the municipality. <p><u>Issues</u></p> <ul style="list-style-type: none"> Grounds at capacity on Friday night and Saturday afternoon. Mirrabooka main oval does not comply with size requirements for senior participation. Grounds need to provide for women's participation, new policies prioritising clubs with participation across all groups. Landlocked sites, need to provide infrastructure for increased residential growth. Dog users will continue to use ovals even if separate facilities are provided. Cricket nets are not up to standard. Lack of lighting limit's ability to introduce T20 as a midweek twilight tournament. <p><u>Opportunities</u></p> <ul style="list-style-type: none"> Fair Access Policy will bring pavilion upgrades for all use groups to address participation hindrance. Electronic scoreboards - future proof for amenities without impacting any other infrastructure.

10.1 – ATTACHMENT 2. Draft Bennettswood Reserve Master Plan Report

Stakeholder Group	Notes
	<ul style="list-style-type: none"> Provide spaces to accommodate growth outside just infrastructure. <p><u>Future Aspirations</u></p> <ul style="list-style-type: none"> Sports facilities to all have flexibility for use by other codes and school groups.

4.2 Traditional Owner and codesign opportunities

The purpose of engagement with Traditional Owners was to identify themes and design opportunities that can be integrated into the Master Plans for deeper cultural engagement and relevance.

One session was held with feedback provided in Table 5.

Table 5 Traditional Owner and Codesign Opportunities Feedback

Stakeholder Group	Notes
Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation (WWCHAC) 17 th October 2024 Attendees: Aunty Gail, Aunty Julianne, Anthony Huber Maureen D'Arcy (WCC Disability and Reconciliation)	<p><u>All Reserves</u></p> <ul style="list-style-type: none"> Opportunity to engage with a local Wurundjeri artist to provide sculptural elements. Example: Lewis Wandin. <p><u>Bennettswood Reserve</u></p> <ul style="list-style-type: none"> Incorporate signage to identify site specific cultural heritage. Understand if there are specific cultural connections to KooyongKoot through the Whitehorse municipality.

4.3 Existing sports clubs

The purpose of engagement with sports clubs was to understand how existing sports groups and clubs are using the sites, key challenges that they face, and opportunities or future aspirations that they have for the site.

One session was held with participation from two sports clubs, feedback is provided in Table 6.

Table 6 Sports Club Feedback

Stakeholder Group	Notes
Surrey Park Football Club 21 st August 2024 Luke Henderson (Secretary and coach of under 12s)	<p><u>Membership</u></p> <ul style="list-style-type: none"> 300 juniors, 200 seniors in the football club. Women's teams are growing. <p><u>Facility Use</u></p> <ul style="list-style-type: none"> Secondary training ground and games venue. Use facilities heavily during pre-season, use Surrey Park during season. <p><u>Issues</u></p>

10.1 – ATTACHMENT 2. Draft Bennettswood Reserve Master Plan Report

Stakeholder Group	Notes
	<ul style="list-style-type: none"> Poor changeroom facilities for females limit use of site for female programs that the club is looking to grow. Maintenance of surrounds is infrequent. Areas of unsafe surface on south oval with potholes limit use of space. Dog use causing the need to clean up before club can use sporting fields. Game scheduling and oval availability is limited with the use of one oval. Need Bennettswood Reserve to help with scheduling. <p><u>Opportunities</u></p> <ul style="list-style-type: none"> Ability to invest in sport between Deakin and Presbyterian Ladies' College to provide a high-quality open space. Basketball and netball upgrades that are public would be welcomed as there are limited facilities in the area. People watching or performing are there for 2-hour blocks, possible functional canteen. Oval or surrounding space would be used by locals if facilities were able to support passive recreation activities. <p><u>Future Aspirations</u></p> <ul style="list-style-type: none"> Increased facilities for females equating to higher participation, as women's AFL appears to be an emerging sport. <p><u>Other Comments</u></p> <ul style="list-style-type: none"> Carparking currently works but with formalisation of second oval it may need to be increased. Excellent greenspace with natural connection to Gardiners Creek. Club invested in indigenous jumpers in 2023 to understand connection to First Nations culture, with graphics to represent Gardiner's Creek as its central point surrounded by schools that service the club. Netball club utilise facilities at Surrey Park, have not been approached to partner. Wattle Park Basketball Club (55 teams) have no home base.
Box Hill Cricket Club 21 st August 2024 James Box	<p><u>Facility Use</u></p> <ul style="list-style-type: none"> Club have used facilities previously but not recently (past 5-10 years) Located at Springvale Park, potential to relocate to grounds in future with anticipated development of home ground. <p><u>Issues</u></p> <ul style="list-style-type: none"> Accessibility and standard of cricket nets is not at a high standard for use. Surrounding area is not in good condition and unmaintained, north oval is a paddock. When south oval is in use, the park is unavailable for use with the north oval being occupied by dogs. <p><u>Opportunities</u></p> <ul style="list-style-type: none"> Players from Deakin would benefit from new cricket nets. Provide spaces for training, running, kicking a football.

10.1 – ATTACHMENT 2. Draft Bennettswood Reserve Master Plan Report

4.4 Existing community groups

The purpose of this engagement was to understand how community groups are using the sites, key challenges that they face, and opportunities or future aspirations that they have for the site.

One session was held with participation from three community groups, feedback is provided in Table 7.

Table 7 Existing Community Group Feedback

Stakeholder Group	Notes
Friends of Gardiners Creek 26 th August 2024 Graham Scott	<p><u>Issues</u></p> <ul style="list-style-type: none"> Area south of the oval is lacking trees, there is a need to establish connected biodiversity areas to encourage a diverse range of species. Site is currently dominated by Common Myna birds. Additional lighting is a key concern for fauna. Implications of foot traffic from the future Suburban Rail Loop travelling north on the environment. <p><u>Opportunities</u></p> <ul style="list-style-type: none"> Improve habitat for migratory birds that are currently using the site and encourage a wider diversity of local species. Provide sport amenities and passive recreation opportunities to support the creation of a community. More infill planting to improve bushy character. <p><u>Future Aspirations</u></p> <ul style="list-style-type: none"> Concern for lighting impacts on fauna, no lighting to be along the creek. There is a need for sport amenities as the community is largely derived from sport, but also a need for passive recreation. Group currently infilling and making space more a more natural bush environment. <p><u>Other Comments</u></p>
KooyongKoot Alliance 26 th August 2024 Graham Ross	<p><u>Membership</u></p> <ul style="list-style-type: none"> Comprised of 22 friends' groups that work on strategic plan for the whole of the creek <p><u>Issues</u></p> <ul style="list-style-type: none"> Conflict between pedestrians and cyclists. Cyclists require concrete paths, having a bigger impact on biodiversity - greater carbon impact, loss of narrow riparian areas. Need to minimise storm water runoff into the creek by 30% to reach its natural flow. Gradual loss of public open space from over access to areas. Artificial turf would have a big impact on environment and biodiversity. Dogs don't mix with biodiversity or cyclists. <p><u>Opportunities</u></p> <ul style="list-style-type: none"> Look at Gardiners Creek as a whole biodiversity corridor (from Yarra River up to Blackburn Lake). Finding the balance between providing sporting facilities and ecosystem. Maintain some areas with reduced use/slightly harder to get to (less paths and lighting) to provide greener reprieve with the outcome of a light touch approach and allow for forest bathing.

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Stakeholder Group	Notes
	<ul style="list-style-type: none"> Space for launch events. Need for fenced dog off-leash area to prevent disruptions to biodiversity and cyclists. Education/wayfinding with information about planting and animals (native Rakali, Blue-tongued Lizard). Infill planting with more canopy, understorey, and grasses. Provide First Nations links to nature. Move off-leash dogs to one part of the reserve and the rest is on-leash. <p><u>Future Aspirations</u></p> <ul style="list-style-type: none"> Zero increase of flow into the creek, with all water reused and stormwater management techniques implemented. <p><u>Other Comments</u></p> <ul style="list-style-type: none"> Currently revegetating the site next to Kilsyth Avenue by filling in between trees around a small wetland. Have 17,000 plants over next 2 years with a grant from state government and support from local community groups.
Gardiners Creek Park Run 26 th August 2024 Carissa (Event Director)	<p><u>Membership</u></p> <ul style="list-style-type: none"> Up to 500 people at weekly park run event (greater use in summer). <p><u>Facility Use</u></p> <ul style="list-style-type: none"> Using once per week for roughly an hour, take up whole path during that hour. Park Run course loops around the creek, with start and end point in open space near the BBQ and multi-storey car park. <p><u>Issues</u></p> <ul style="list-style-type: none"> Running course is unable to use the reserve as the surface is unsafe. Suitable surfaces for all are not currently present (vision impaired users, parents with prams and small children). Safety issues with dog and runner collisions. <p><u>Opportunities</u></p> <ul style="list-style-type: none"> Provide lighting to BBQ shelter to facilitate activities for events/socialising, currently use torches. Manage programming with other users of the park including dogs off-leash, need room for all users.

4.5 Landowners and Authorities

The purpose of engagement with landowners and authorities was to understand how the sites are being used, key challenges that they face, and opportunities or future aspirations that they have for the site.

Stakeholder Group	Notes
Deakin University 23 rd August 2024 Andrew Crowley (Senior Manager of Sport and Recreation), Yvonne Yip (Director of Planning and Property),	<p><u>Facility Use</u></p> <ul style="list-style-type: none"> Student use of site is currently low. Thousands of students live on campus with potential to use facilities. <p><u>Issues</u></p> <ul style="list-style-type: none"> Deakin is the no.1 sports science school in the world, but the sports facilities don't match this. Safety of surface and lighting.

10.1 – ATTACHMENT 2. Draft Bennettswood Reserve Master Plan Report

Stakeholder Group	Notes
Sung Wei Tan (<i>PM in Design & Construction</i>)	<ul style="list-style-type: none"> • Perceived safety, 50-60% of university community is female under 22 years. • How to get enough funding to deliver. • Students would use the space if it was flat, would enhance student experience. <p><u>Opportunities</u></p> <ul style="list-style-type: none"> • Potential to imbed imagery from TO into multipurpose court as it won't be used for elite sport. • Improve accessibility for everyone, in terms of gutters, gates and paths alongside the level of opportunities for free play with no formal programming. • Levelling out of surface would allow for a wider breadth of users. • Provision of sports and activities other than cricket and football in the reserve, possibility to design for informal activities such as open kicking, frisbee, futsal and rollerblading. • Forming partnerships with sporting clubs and others to collectively use land. • After hours use and incorporation of lighting that turns off at set times (e.g. 9pm to reduce light spill into neighbouring properties). • Become a key transition link to future SRL station/precinct. <p><u>Future Aspirations</u></p> <ul style="list-style-type: none"> • Create a central vibrant and active space that leads into the field for use by the university. • Sport fields being able to cater for multiple sports and surfaces being able to withstand the use – non-traditional sports like ultimate frisbee and touch. Teams can use the space to prepare for Uni Nationals. • Provide facilities to support education programs and provide a connection between education, research, community, and wellbeing. • Great universities build lifelong memories and stories this can be pursued through sport and physical activity. • Protection of environmental systems, and balance with open space. <p><u>Strategic Objectives</u></p> <ul style="list-style-type: none"> • University Charter focuses on community engagement and education – partnerships with Netball Victoria and Geelong Football Club. • Upgrades to Reserve can help university to meet several strategic directions. • Opportunities for future partnerships if facilities are available programs can establish at Deakin. • Increase connections to the community through exercise sport programs and opportunities for student placements. <p><u>Other Comments</u></p> <ul style="list-style-type: none"> • Majority of users don't require elite level facilities, although there are programs with elite athletes needing facilities. • The Waurn Ponds Deakin sporting facilities are an elite sport precinct that is accessible, an aspirational model. • Deakin have undertaken provisional heritage testing, a CHMP or cultural heritage permit are not required for the site.

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Stakeholder Group	Notes
WCC Major Transport Projects 13 th September 2024 Attendees: Leigh Morris, Leah McGuiness	<u>Issues</u> <ul style="list-style-type: none"> Significant future influx in use from the population SRL will bring to the area, need for active and passive recreation facilities. Impact of infrastructure and lighting on wildlife vs safety. Creek paths in Monash/Boorondara to the south are lit. SRL pedestrian bridge will encroach into south of Bennettswood Reserve. Need to consider pedestrian safety from sport activities. Need to resolve cycling access and route through the reserve: on the east or west of the creek. SRL scope will provide a small amount of local open space around the station. <u>Opportunities</u> <ul style="list-style-type: none"> Naturalisation of the creek through SRL Precinct Structure planning works. Provide legible and safe active transport routes. Incorporate water harvesting from the wider precinct, to create a water sensitive site using recycled water (harvesting from SRL to irrigate ovals). <u>Other Comments</u> <ul style="list-style-type: none"> Limited opportunities to create new recreational spaces within the two Whitehorse SRL precincts (Box Hill and Burwood). An option to advocate to offset to other facilities.
DEECA 6 th September 2024 Fran Horsley (<i>Open Space Planner</i>)	<u>Issues</u> <ul style="list-style-type: none"> Safety, universality, accessibility, inclusiveness. Poor connectivity between Gardiners Creek and open space, lack of views between and inviting aspects. Lack of passive surveillance. Context will significantly change with future SRL station. Understand objective: boldly recreate the site and maximise use or improve qualities that are there. Need to rationalise scope and trade-offs e.g. providing sports facilities vs. accessible paths through natural environment. Inability to host events due to lack of infrastructure. <u>Opportunities</u> <ul style="list-style-type: none"> Increase infrastructure for communities other than sports groups. Create a fully inclusive site, use wider arm rests to facilitate use by elderly and mothers. Consideration of feeding parents, mobile charging station, swinging chair. Create biodiversity corridors / a logical link to surrounding sites such as Wattle Park and local shops. Improve biodiversity through lower maintenance practices such as Woody Meadows planting - passively irrigated, robust plants, coppice every 3 years. Incorporate insights into multicultural perspectives to ensure local communities feel respected. Provide economic benefits and ability to have licensed operators to support clubs on weekends.

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Stakeholder Group	Notes
	<ul style="list-style-type: none"> Invest in high quality toilets and facilities able to be used for events. Provide spaces that support education and facilitate outdoor classes and recreation. Focus on climate change mitigation, particularly integrated water management. <p><u>Other Comments</u></p> <ul style="list-style-type: none"> Ensure input has been sought from all user groups: disability, multicultural, age, gender. Consider XYX Lab principles around safety and user perceptions, and Open Space for Everyone Strategy.
WCC Disability and Reconciliation 30 th August 2024 Attendees: Maureen D'Arcy	<p><u>Issues</u></p> <ul style="list-style-type: none"> Need to protect Gardiners Creek corridor due to existing relationship with Wurundjeri. Need for pathways to be accessible, flat/hard surfaces to achieve DDA compliance along Gardiners Creek (2.5m to facilitate circulation). <p><u>Opportunities</u></p> <ul style="list-style-type: none"> Gardiners Creek to provide a pathway to the Yarra. Passive amenities to be provided at a distance from shared use path. Connection between elements is important. Consider how grounds can be used by people with a disability, e.g. blind cricket.
Melbourne Water 18 th October 2024 Attendees: Rebecca Penrose (Waterways and Land Officer, Lower Birrarung Team), Dan Green (Senior Asset Planner)	<p><u>Opportunities</u></p> <ul style="list-style-type: none"> Consider Healthy Water Ways Strategy, opportunities to secure funding through Melbourne Water initiatives. Water harvesting opportunities, including infiltration and irrigation to stop flow into waterways and key risks of flooding/climate change. Collaborate with Melbourne Water to integrate strategies into oval development and sitewide initiatives. Pathway planning, consider peoples connection to waterways and placement of paths. Set back of DDA paths/hard surfaces from waterway.

10.3 Sale of Land - Part Former Laneway Adjacent to 25 Bentley Street, Surrey Hills

Attachment 1 Community Feedback Received

10.3 – ATTACHMENT 1. Community Feedback Received

Community Feedback Received

Proposed Sale of Land – Part Former Laneway Adjacent to 25 Bentley Street

Submitter	Comment	Officer Response
1	Fully support the sale	
2	<p>As the land is not considered as a requirement now or in the future for access, then selling the land to one of the adjacent property owners seems suitable.</p> <p>The only concern is that it's already fenced into someone property, this would mean that if the fence is moved due to the other property acquiring it, then the fence move may have to be paid for in full by the landowner.</p>	<p>As outlined in Council's Discontinuance of Roads Policy, Council holds discretion over the way in which its former roads will be allocated for sale to adjacent properties, considering land occupation, each properties level of interest in purchasing and the location of services such as drains.</p> <p>In this particular case, Council intends to sell the land to the owner of the adjacent property at 25 Bentley Street, where it is currently enveloped within the fenceline.</p> <p>The subject land constitutes half the width of the former laneway, with the other half previously sold to and incorporated into the properties on the northern side.</p>
3	Sell it at proper cost...given they have had the cheek to assume ownership by fencing they should pay real value	<p>In line with the provisions of Council's Discontinuance of Roads Policy, the land would be sold at full market value, for a price as determined by a registered independent property valuer (\$75,000.00 plus GST)</p>
4	I think it's a good idea, but I can't see the laneway on Google maps street view. Are the occupants of 25 using it already?	The subject land is currently occupied by (fenced in to) the adjacent property at 25 Bentley Street. It does not have the

10.3 – ATTACHMENT 1. Community Feedback Received

	<p>I'm very keen to know the price of the laneway. not just the information given here.</p>	<p>appearance of a laneway so is therefore not distinguishable as a laneway on Google Maps Street View.</p> <p>The land was valued at \$75,000 + GST and is intended to be sold for that price accordingly.</p>
5	Makes sense to sell.	
6	<p>As a ratepayer, I must admit that I'm a bit concerned that 75m² of Council land appears to have been allowed to be incorporated into the property at 25 Bentley Street Surrey Hills gratis.</p> <p>Was that included in the advertised '802m²' area advertised during its sale for \$2.35M October last year?</p> <p>Was the purchaser aware of this 'easement'?</p> <p>It's obvious that Council would have no practical use for the strip of land, so I'm happy for it to be sold to the owner of No. 25 (or offered to No. 23) at a fair-market-value.</p> <p>However, if the owner of No. 25 were unwilling to pay the determined amount, what options would Council have for restitution?</p> <p>What does Council propose if it's decided that a sale won't take place?</p>	<p>Throughout the municipality there are numerous current or former (discontinued) laneways that have become unused over time, with various sections coming to be occupied by adjacent properties without the authorisation of Council.</p> <p>Whether or not the current owner of the property had been aware of the Council owned portion fenced into their property upon purchase is outside of Council's knowledge or control. Council is listed as the Registered Proprietor of the land on title and is taking steps to rectify the unauthorised occupation by investigating its sale accordingly.</p> <p>Council is has engaged in a process to identify unauthorised occupations of its former laneways and will undertake procedures to sell the land where appropriate.</p> <p>The sale price of such land will be at full market value at a price determined by a registered independent property valuer.</p> <p>If Council elected to not sell the land, it could take steps to reclaim</p>

10.3 – ATTACHMENT 1. Community Feedback Received

		the land or investigate alternate options such as leasing the land to the occupier in line with provisions of Council's Discontinuance of Roads Policy.
7	<p>Way more unused council land should be sold and the money used to reduce rates for ratepayers.</p> <p>So many unused play areas around as well as the large area running parallel to Burwood highway in that at one stage was going to be a freeway? Healesville freeway.</p> <p>Already enough underused overfunded parks and not enough housing spaces.</p>	<p>Whitehorse City Council periodically reviews its landholdings and will consider progressing the disposal of a road, right of way, or reserve if it is deemed not reasonably required for municipal or community use and its disposal could lead to a more beneficial use of the land.</p> <p>Land which is, or was formerly a road, may be considered not reasonably required by Council if it does not provide for regular, ongoing vehicular access, does not serve drainage purposes, or does not hold any particular strategic value.</p> <p>The Healesville Freeway Reserve is almost entirely Crown Land under the management and control of the Department of Energy, Environment and Climate Action (DEECA), and so is not Council's land to sell.</p>
8	We are ok with this.	

10.4 Delegation under the Planning and Environment Act 1987

Attachment 1 s6A Instrument of Delegation under the Planning and Environment Act 1987

Attachment 2 Update to s6 Preamble - marked up

Attachment 3 s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

10.4 – ATTACHMENT 1. s6A Instrument of Delegation under the Planning and Environment Act 1987



WHITEHORSE
CITY COUNCIL

**S6A Instrument of Delegation
Under the Planning and Environment Act 1987**

10.4 – ATTACHMENT 1. s6A Instrument of Delegation under the Planning and Environment Act 1987

Preamble

Instrument of Delegation

In exercise of the powers conferred by the *Planning and Environment Act 1987* (Act), the legislation referred to in the attached Schedule, and in accordance with section 188 of the Act, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. declares that:
 - 2.1 this Instrument of Delegation is authorised by resolutions of Council passed on ##date ##add "and ##date"; and
 - 2.2 the delegation:
 - 2.2.1 comes into force immediately when the common seal of Council is affixed to this Instrument of Delegation or, where the Chief Executive Officer of Council is authorised under resolution, the Chief Executive Officer executes the Instrument of Delegation;
 - 2.2.2 remains in force until varied or revoked;
 - 2.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and
 - 2.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts;
 - 2.3 the delegate must not determine the issue, take the action or do the act or thing:
 - 2.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
 - 2.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategyadopted by Council;
 - 2.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
 - 2.3.4 if the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee; and
 - 2.4 acknowledges that this delegation only affects the current S6 Instrument of Delegation to members of Council staff to the extent that the provisions in the Schedule are marked as 'amended' or 'repealed' as appropriate.

SIMON MCMILLAN

Chief Executive Officer
Whitehorse City Council

Date

In the presence of

Witness

10.4 – ATTACHMENT 1. s6A Instrument of Delegation under the Planning and Environment Act 1987

Whitehorse City Council

S6A Instrument of Delegation under the Planning and Environment Act 1987

Delegation Sources

- Planning and Environment Act 1987

Positions Groups

Group	Positions
All Planning Group	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Planning Enforcement Officer, Planning Officer, Strategic Planner, Team Leader Statutory Planning, Senior Strategic Planner, Team Leader Statutory Planning Enforcement, Principal Planner, Manager City Planning & Development, Director City Development, Coordinator City Planning and Development Administration, Subdivision Officer, Team Leader Trees Team
Planning Officers Group	Senior Planner, Team Leader Statutory Planning, Principal Planner, Urban Planner

10.4 – ATTACHMENT 1. s6A Instrument of Delegation under the Planning and Environment Act 1987

Whitehorse City Council

S6A Instrument of Delegation under the Planning and Environment Act 1987

S6A Instrument of Delegation under the Planning and Environment Act 1987

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	Manager City Planning & Development, Director City Development	This provision has been repealed, as of 25 November 2025, and should not be exercised. Refer to section 231 for treatment of amendments on foot before the repeal of this section.
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	Manager City Planning & Development, Director City Development	This provision has been repealed, as of 25 November 2025, and should not be exercised. Refer to section 231 for treatment of amendments on foot before the repeal of this section.
s 8A(5)	Function of receiving notice of the Minister's decision	Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	This provision has been repealed, as of 25 November 2025, and should not be exercised. Refer to section 231 for treatment of amendments on foot before the repeal of this section.
s 8A(7)	Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	This provision has been repealed, as of 25 November 2025, and should not be exercised. Refer to section 231 for treatment of amendments on foot before the repeal of this section.
s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	Not delegated	This provision has been repealed, as of 25 November 2025, and should not be exercised. Refer to section 231 for treatment of amendments on foot before the repeal of this section.

10.4 – ATTACHMENT 1. s6A Instrument of Delegation under the Planning and Environment Act 1987

Whitehorse City Council

S6A Instrument of Delegation under the Planning and Environment Act 1987

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
16B	Duty (upon receiving a request to prepare an amendment to the planning scheme) to decide: - to apply to the Minister for authorisation to prepare the amendment, with or without changes, under section 16F, or - to refuse the request. Note: see also sections 16A, 16D, 16E and 16K.	Manager City Planning & Development, Director City Development	
16C(1)	Duty to give written notice of its decision under section 16B to the person who made the request within 10 business days of making the decision. Note: The notice must contain prescribed information, and reasons if it is a refusal.	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development	
16C(4)	Duty to give a copy of the request and the notice under subsection 16C(1) to the Minister.	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development	
16F	Power to apply to the Minister for authorisation to prepare an amendment to the State standard provisions or the local provisions of a planning scheme in force in the municipal district. Note: see also sections 16G and 16K.	Manager City Planning & Development, Director City Development	
16F	Power to prepare an amendment to the planning scheme where the Minister has authorised Council to do so under section 16F	Manager City Planning & Development, Director City Development	

10.4 – ATTACHMENT 1. s6A Instrument of Delegation under the Planning and Environment Act 1987

Whitehorse City Council

S6A Instrument of Delegation under the Planning and Environment Act 1987

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
16H	Power to prepare an amendment specified in an application without the Minister's authorisation if no response received after 10 business days Note: see also section 16K.	Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	Does not apply in relation to an application for the preparation of an amendment that will apply to land to which a Suburban Rail Loop planning area declaration applies.
16I	Power to apply to the Minister for authorisation to prepare an amendment to any part of the State standard provisions and local provisions of a planning scheme applying to an area adjoining its municipal district.	Not delegated	
16I	Power to prepare amendment to the planning scheme applying to an area adjoining Council's municipal district where the Minister has authorised Council to do so under section 16I. Note: see also sections 16D, 16G and 16J.	Not delegated	
23A(2)	Power to: - change the amendment in the manner requested; - not change the amendment in the manner requested; or - abandon the amendment or part of the amendment.	Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	Where Council is the planning authority. After considering a submission which requests a change to a 'low-impact' amendment (as described in section 16N).
28(1)	Duty to notify the Minister if abandoning an amendment, with a copy of any submission considered, and a statement of reasons for the decision.	Coordinator Strategic Planning, Chief Executive Officer, Manager City Planning & Development, Director City Development	Note: the power to make a decision to abandon an amendment cannot be delegated

10.4 – ATTACHMENT 1. s6A Instrument of Delegation under the Planning and Environment Act 1987

Whitehorse City Council

S6A Instrument of Delegation under the Planning and Environment Act 1987

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
28C	Duty to comply with directions of the Minister after abandoning the amendment with respect to: - providing relevant documentation; and - providing assistance with steps to be taken for the amendment.	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	
48A	Power to notify an applicant that the application is incomplete Note: The notice must set out any required fees or information, the date for payment or production, and the effect of non-compliance set out in section 48B(1).	Assistant Manager Statutory Planning, Team Leader Statutory Planning, Manager City Planning & Development	Where Council is the responsible authority
48C	Power to refund a fee paid for an application which is void and of no effect under section 48B(1)	Assistant Manager Statutory Planning, Manager City Planning & Development	Where Council is the responsible authority
96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	Coordinator Strategic Planning, Chief Executive Officer, Manager City Planning & Development, Director City Development	The request to prepare the amendment must be made under section 16A. Delegate must not agree to consider the application for the permit concurrently with the preparation of the proposed amendment unless it has made a decision under section 16B(a) to apply to the Minister for authorisation to prepare the amendment, with or without changes, under section 16F.
96Z	Duty to keep levy certificates and levy exemption certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate	Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Planning Officers Group, All Planning Group	

10.4 – ATTACHMENT 1. s6A Instrument of Delegation under the Planning and Environment Act 1987

Whitehorse City Council

S6A Instrument of Delegation under the Planning and Environment Act 1987

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
158F	Power to make submissions in response to a directions panel	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Team Leader Statutory Planning, Senior Strategic Planner, Chief Executive Officer, Manager City Planning & Development, Director City Development	

10.4 – ATTACHMENT 2. Update to s6 Preamble - marked up**Preamble****Instrument of Sub-Delegation**

In exercise of the powers conferred by the legislation referred to in the attached Schedule, the Council:

1. Delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. Declares that:
 - 2.1 This Instrument of Delegation is authorised by resolution passed on 9 September 2025;
 - 2.2 The delegation:
 - 2.2.1 comes into force immediately upon the Instrument of Delegation being signed by the Chief Executive Officer;
 - 2.2.2 remains in force until varied or revoked;
 - 2.2.3 revokes the previous Instrument of Delegation signed on 28 March 2024;
 - 2.2.4 is subject to any conditions and limitations set out in sub-paragraph 2.3 and 2.4, and the Schedule; and
 - 2.2.5 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.3 The delegate must not determine the issue, take the action or do the act or thing:
 - 2.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
 - 2.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a policy or strategy adopted by Council;
 - 2.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
 - 2.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.
3. Declares that the powers delegated under sections 61(1), 73, 84(1) and 96G(1) of the Planning and Environment Act 1987, must not be exercised in relation to:
 - 3.1 any application 'called in' by a Councillor, whereby a Councillor advises that the planning application must be reported to Council for determination;
 - 3.2 any major development proposal or any other application where considered to be warranted by the delegate;
 - 3.3 an application where it is considered by the delegate to be significant non-compliance with the relevant Council Policy, the Whitehorse Planning Scheme and/or any incorporated document to the planning scheme;
 - 3.4 an application for a single dwelling, dwelling addition, multiple dwellings, accommodation, or non-residential use and/or development within a residential zone where there are 12 or more objector properties, other than a 'deemed to comply' application;
 - 3.5 an application for non-residential use and/or development outside a residential zone where there are 20 or more objector properties.
Any decision must be dual signed by the responsible officer and delegate and must be in accordance with the delegation policy.
4. The provisions of 3.1-3.5 inclusive do not apply to an application which falls within a 'deemed to

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10.4 – ATTACHMENT 2. Update to s6 Preamble - marked up

comply' or similar provision under the Whitehorse Planning Scheme where approval is mandatory.

any decision must be dual signed by the responsible officer and delegate and must be in accordance with the delegation policy.

5. A decision to refuse a permit application must only be exercised by Director City Development, Manager City Planning & Development, Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Statutory Planning, Principal Planner, except any application "called in" by a Councillor.

Statutory Planning Consultation Forum

A planning consultation forum must be convened for:

- an application for non-residential use and/or development where there are 20 or more objector properties other than for a 'deemed to comply' application; or
- an application for residential use and/or development where there are 5 (five) or more objector properties;

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SIMON MCMILLAN

Chief Executive Officer
Whitehorse City Council

Date

In the presence of

Witness

**10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff
(Includes Updated Preamble)**



WHITEHORSE
CITY COUNCIL

**S6 Instrument of Delegation
Members of Council Staff**

**10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff
(Includes Updated Preamble)****Preamble****Instrument of Sub-Delegation**

In exercise of the powers conferred by the legislation referred to in the attached Schedule, the Council:

1. Delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. Declares that:
 - 2.1 This Instrument of Delegation is authorised by resolution passed on 9 September 2025 and
 - 2.2 The delegation:
 - 2.2.1 comes into force immediately upon the Instrument of Delegation being signed by the Chief Executive Officer;
 - 2.2.2 remains in force until varied or revoked;
 - 2.2.3 revokes the previous Instrument of Delegation signed on 28 March 2024;
 - 2.2.4 is subject to any conditions and limitations set out in sub-paragraph 2.3 and 2.4, and the Schedule; and
 - 2.2.5 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.3 The delegate must not determine the issue, take the action or do the act or thing:
 - 2.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
 - 2.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a policy or strategy adopted by Council;
 - 2.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
 - 2.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.
 3. Declares that the powers delegated under sections 61(1), 73, 84(1) and 96G(1) of the Planning and Environment Act 1987 must not be exercised in relation to:
 - 3.1. any application 'called in' by a Councillor, whereby a Councillor advises that the planning application must be reported to Council for determination;
 - 3.2. any major development proposal or any other application where considered to be warranted by the delegate;
 - 3.3. an application where it is considered by the delegate to be significant non-compliance with the relevant Council Policy, the Whitehorse Planning Scheme and/or any incorporated document to the planning scheme;
 - 3.4. an application for a single dwelling, dwelling addition, multiple dwellings, accommodation, or non-residential use and/or development within a residential zone where there are 12 or more objector properties;;
 - 3.5. an application for non-residential use and/or development outside a residential zone where there are 20 or more objector properties.
4. Any decision must be dual signed by the responsible officer and delegate and must be in accordance with the delegation policy.
4. The provisions of 3.1-3.5 inclusive do not apply to an application which falls within a 'deemed to comply' or similar provision under the Whitehorse Planning Scheme where approval is mandatory.

**10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff
(Includes Updated Preamble)**

5. A decision to refuse a permit application must only be exercised by Director City Development, Manager City Planning & Development, Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Statutory Planning, Principal Planner, except any application "called in" by a Councillor.

SIMON MCMILLAN

**Chief Executive Officer
Whitehorse City Council**

Date

In the presence of

Witness

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Delegation Sources

- Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024
- Domestic Animals Act 1994
- Food Act 1984
- Heritage Act 2017
- Local Government Act 1989
- Planning and Environment Act 1987
- Road Management Act 2004
- Planning and Environment Regulations 2015
- Planning and Environment (Fees) Regulations 2016
- Road Management (General) Regulations 2016
- Road Management (Works and Infrastructure) Regulations 2015

Positions Groups

Group	Positions
All Planning Group	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Planning Enforcement Officer, Planning Officer, Strategic Planner, Team Leader Statutory Planning, Senior Strategic Planner, Team Leader Statutory Planning Enforcement, Principal Planner Manager City Planning & Development, Director City Development, Coordinator City Planning and Development Administration, Subdivision Officer, Team Leader Trees Team
Planning Officers Group	Senior Planner, Team Leader Statutory Planning, Principal Planner, Urban Planner

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

S6 Instrument of Delegation - Members of Staff

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 14(1)	Function of receiving notice of transfer of ownership.	Not delegated	Not applicable at Whitehorse City Council

Domestic Animals Act 1994			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 41A(1)	Power to declare a dog to be a menacing dog	Manager Community Safety	Council may delegate this power to a Council authorised officer

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	Environmental Health Officer, Coordinator Environmental Health	If s 19(1) applies
s 19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	Environmental Health Officer, Coordinator Environmental Health	If s 19(1) applies
s 19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	Chief Executive Officer	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s 19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, (ia) displayed at any point of sale, (ib) be published on the food business's Internet site and (ii) inform the public by notice in a published	Chief Executive Officer	If s 19(1) applies

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	newspaper, on the Internet site or otherwise		
s 19(6)(a)	Duty to revoke any order under section 19 if satisfied that an order has been complied with	Environmental Health Officer, Coordinator Environmental Health	If s 19(1) applies
s 19(6)(b)	Duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	Environmental Health Officer, Coordinator Environmental Health	If s 19(1) applies
s 19AA(4)(c)	Power to direct, in an order made under s 19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	Not delegated	Note: the power to direct the matters under s 19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution Only in relation to temporary food premises or mobile food premises
s 19AA(7)	Duty to revoke order issued under s 19AA and give written notice of revocation, if satisfied that that order has been complied with	Not delegated	Where Council is the registration authority
s 19CB(4)(b)	Power to request copy of records	Coordinator Environmental Health	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	Coordinator Environmental Health	Where Council is the registration authority
s 19EA(3)	Function of receiving copy of revised food safety program	Environmental Health Officer, Coordinator Environmental Health, Environmental Health Administration Officer	Where Council is the registration authority
s 19FA(1)	Power to direct a proprietor of a food premises to revise the	Environmental Health Officer,	Where Council is the registration

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	food safety program for the premises or comply with any requirements specified in the food safety program	Coordinator Environmental Health	authority Subject to s 19FA(2), which requires a time limit for compliance to be specified
s 19FA(3)(a)	Power to refuse to approve an application for registration or renewal of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	Manager Health & Family Services, Coordinator Environmental Health	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 19FA(3)(b)	Power to revoke a registration granted in respect of premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	Manager Health & Family Services, Coordinator Environmental Health	Where Council is the registration authority
s 19FA(3)(c)	Power to suspend the registration of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	Manager Health & Family Services, Coordinator Environmental Health	Where Council is the registration authority
s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant.	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s 19IA(2)	Duty to give written notice to the proprietor of the premises	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			Note: Not required if Council has taken other appropriate action in relation to deficiencies (see s 19IA(3))
s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s 19N(2)	Function of receiving notice from the auditor	Environmental Health Officer, Coordinator Environmental Health, Environmental Health Administration Officer	Where Council is the registration authority
s 19NA(1)	Power to request food safety audit reports	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	Not delegated	
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	Not delegated	Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39.
s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s 19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
	Power to register or renew the registration of a food premises	Environmental Health Officer, Coordinator Environmental Health, Environmental Health Administration Officer	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 36A	Power to accept an application for registration or notification using online portal	Environmental Health Officer, Coordinator Environmental Health, Environmental Health Administration Officer	Where Council is the registration authority
s 36B	Duty to pay the charge for use of online portal	Environmental Health Officer, Coordinator Environmental Health, Environmental Health Administration Officer	Where Council is the registration authority
s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s 38AB(4)	Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1)	Not delegated	Where Council is the registration authority
s 38A(4)	Power to request a copy of a completed food safety program	Environmental Health Officer,	Where Council is the registration

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	template	Coordinator Environmental Health	authority
s 38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s 38D(1)	Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s 38D(3)	Power to request copies of any audit reports	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s 38E(2)	Power to register the food premises on a conditional basis	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority not exceeding the prescribed time limit defined under s 38E(5)
s 38E(4)	Duty to register the food premises when conditions are satisfied	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s 38G(1)	Power to require notification of change of the food safety program type used for the food premises	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s 38G(2)	Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises	Environmental Health Officer, Coordinator Environmental Health, Environmental Health Administration Officer	Where Council is the registration authority
s 38G(4)	Power to require the proprietor of the food premises to comply with any requirement of the Act	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s 39(2)	Duty to carry out an inspection of the premises during the period of registration before the registration of the food premises is renewed	Environmental Health Officer, Coordinator Environmental Health, Environmental Health Technical Officer	
s 39A	Power to register, or renew the registration of a food premises despite minor defects	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority Only if satisfied of matters in s 39A(2)(a)-(c)
s 39A (6)	Duty to comply with a direction of the Secretary	Environmental Health Officer, Coordinator Environmental Health, Environmental Health Technical Officer	
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	Environmental Health Officer, Coordinator Environmental Health, Environmental Health Administration Officer	Where Council is the registration authority

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the Public Health and Wellbeing Act 2008	Chief Executive Officer	Only if absolutely necessary
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	Coordinator Environmental Health	Where Council is the registration authority
s 40D(1)	Power to suspend or revoke the registration of food premises	Manager Health & Family Services	Where Council is the registration authority
s 40E	Duty to comply with direction of the Secretary	Environmental Health Officer, Coordinator Environmental Health, Environmental Health Technical Officer	
s 40F	Power to cancel registration of food premises	Coordinator Environmental Health	Where Council is the registration authority
s 43	Duty to maintain records of registration	Environmental Health Officer, Coordinator Environmental Health, Environmental Health Administration Officer, Environmental Health Technical Officer	Where Council is the registration authority
s 43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering or renewing	Environmental Health Officer,	Where Council is the registration

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Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	registration of a component of a food business	Coordinator Environmental Health	authority
s 43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 45AC	Power to bring proceedings	Environmental Health Officer, Coordinator Environmental Health	
s 46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority

Heritage Act 2017			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 116	Power to sub-delegate Executive Director's functions, duties or powers	Director City Development	Must first obtain Executive Director's written consent Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation

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Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Local Government Act 1989			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 185L(4)	Power to declare and levy a cladding rectification charge	Chief Executive Officer	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	Manager City Planning & Development, Director City Development	If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 4H	Duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements	Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 4I(2)	Duty to make and copy of the Victorian Planning Provisions and other documents available in accordance with public availability requirements	All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	Manager City Planning & Development, Director City Development	
s 8A(3)	Power to apply to Minister to prepare an amendment to	Manager City Planning & Development,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	the planning scheme	Director City Development	
s 8A(5)	Function of receiving notice of the Minister's decision	Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 8A(7)	Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	Not delegated	
s 12(3)	Power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 12B(1)	Duty to review planning scheme	Manager City Planning & Development, Director City Development	
s 12B(2)	Duty to review planning scheme at direction of Minister	Manager City Planning & Development, Director City Development	
s.12B(5)	duty to report findings of review of planning scheme to	Manager City Planning & Development,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Minister without delay	Director City Development	
s 14	Duties of a Responsible Authority as set out in s 14(a) to (d)	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 17(1)	Duty of giving copy amendment to the planning scheme	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 17(2)	Duty of giving copy s 173 agreement	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 18	Duty to make amendment etc. available in accordance with public availability requirements	Assistant Manager Statutory Planning, Coordinator Strategic Planning,	Until the proposed amendment is approved or lapsed

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S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme	Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Chief Executive Officer, Manager City Planning & Development, Director City Development	May give notice to the Minister. May give notice to a public authority or a Council.
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.
s 20(1)	Power to apply to Minister for exemption from the requirements of s 19	Chief Executive Officer, Manager City Planning & Development, Director City Development	Where Council is a planning authority
s 21(2)	Duty to make submissions available in accordance with public availability requirements	Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	Until the end of 2 months after the amendment comes into operation or lapses
s 21A(4)	Duty to publish notice	Coordinator Strategic Planning, Manager City Planning & Development, Director City Development	

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S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 22(1)	Duty to consider all submissions received before the date specified in the notice	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Chief Executive Officer, Manager City Planning & Development, Director City Development, Development Contributions Officer	Except submissions which request a change to the items in s 22(5)(a) and (b)
s 22(2)	Power to consider a late submission Duty to consider a late submission, if directed by the Minister	Assistant Manager Statutory Planning, Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	Coordinator Strategic Planning, Manager City Planning & Development, Director City Development	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner,	Only applicable for the development contributions officer in matters that require the development contributions officer

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S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer, Development Contributions Administration Officer	
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer, Development Contributions Administration Officer	During the inspection period
s 27(2)	Power to apply for exemption if panel's report not received	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Chief Executive Officer, Manager City Planning & Development, Director City Development,	

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S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Development Contributions Officer	
s 28(1)	Duty to notify the Minister if abandoning an amendment	Chief Executive Officer, Director City Development	Note: the power to make a decision to abandon an amendment cannot be delegated
s 28(2)	Duty to publish notice of the decision on Internet site	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 30(4)(a)	Duty to say if amendment has lapsed	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Chief Executive Officer, Manager City Planning & Development, Director City Development, Development Contributions Officer	

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S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 30(4)(b)	Duty to provide information in writing upon request	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Chief Executive Officer, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 32(2)	Duty to give more notice if required	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Chief Executive Officer, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 33(1)	Duty to give more notice of changes to an amendment	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Chief Executive Officer, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 36(2)	Duty to give notice of approval of amendment	Assistant Manager Statutory Planning,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Chief Executive Officer, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 38(5)	Duty to give notice of revocation of an amendment	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Chief Executive Officer, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	Only applicable for the development contributions officer in matters that require the development contributions officer
s 40(1)	Function of lodging copy of approved amendment	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	

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S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 41(2)	Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in s 197B of the Act after the inspection period ends	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer, Development Contributions Administration Officer	
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	

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S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GV(7)	Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	Not applicable	
s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB (2)	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development	
s 46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Director City Development	
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development	
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development	
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	Manager City Planning & Development, Director City Development	
s 46Q(1)	Duty to keep proper accounts of levies paid	Manager City Planning & Development, Director City Development	
s 46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development	
s 46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc	Manager City Planning & Development, Director City Development	
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	Manager City Planning & Development, Director City Development	Only applies when levy is paid to Council as a 'development agency'
s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council	Chief Executive Officer, Manager City Planning & Development,	Must be done within six months of the end of the period required by the development

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s 46Q(4)(a)	Director City Development	contributions plan and with the consent of, and in the manner approved by, the Minister
s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	Manager City Planning & Development, Director City Development	Must be done in accordance with Part 3
s46Q(4)(e)	Duty to expend that amount on other works etc.	Manager City Planning & Development, Director City Development	With the consent of, and in the manner approved by, the Minister
s 46QC	Power to recover any amount of levy payable under Part 3B	Manager City Planning & Development, Director City Development	
s 46QD	Duty to prepare report and give a report to the Minister	Director City Development	Where Council is a collecting agency or development agency
s 46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Enviros Strategy Plan) and any documents lodged with it available in accordance with the public availability requirements, during the inspection period	Not delegated	
s 46V(4)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Enviros Strategy Plan) and any documents lodged with it available in accordance with s 197B of the Act and on payment of the prescribe fee, after the inspection period	Not delegated	
s 46V(5)	Duty to keep a copy of the approved strategy plan incorporating all amendments to it	Not delegated	
s 46V(6)	Duty to make a copy of the approved strategy plan incorporating all amendments to it available in	Not delegated	

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S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	accordance with the public available requirements		
s 46Y	Duty to carry out works in conformity with the approved strategy plan	Not delegated	
s 47	Power to decide that an application for a planning permit does not comply with that Act	Assistant Manager Statutory Planning, Team Leader Statutory Planning, Principal Planner, Manager City Planning & Development, Director City Development	
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 50(4)	Duty to amend application	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 50(5)	Power to refuse to amend application	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 50(6)	Duty to make note of amendment to application in register	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	
s 50A(1)	Power to make amendment to application	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 50A(4)	Duty to note amendment to application in register	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning,	The Subdivision Officer is authorised to exercise this for subdivision applications only

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only. In case of a decision not to give notice of an application, this delegation must only be exercised by the Director City Development, Manager City Planning and Development, Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Strategic Planning and Principal Planner.
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer,	The Subdivision Officer is authorised to exercise this for subdivision applications only

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning Officers Group	
s 52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s.52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 52(3)	Power to give any further notice of an application where appropriate	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development,	The Subdivision Officer is authorised to exercise this for subdivision applications only

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Director City Development, Subdivision Officer, Planning Officers Group	
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Senior Planner, Team Leader Statutory Planning, Principal Planner, Manager City Planning & Development, Director City Development	
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Senior Planner, Team Leader Statutory Planning, Principal Planner, Manager City Planning & Development, Director City Development	
s 54(1)	Power to require the applicant to provide more information	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 54(1B)	Duty to specify the lapse date for an application	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only. A decision to refuse to extend time in response to any request pursuant to Section 54A(1) must only be exercised by the Director City Development, Manager City Planning and Development, Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Strategic Planning and Principal Planner.
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority	Assistant Manager Statutory Planning, City Planning and Development	The Subdivision Officer is authorised to exercise this for subdivision applications only

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S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	specified in the planning scheme	Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning,	

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Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Manager City Planning & Development, Director City Development, Planning Officers Group	
s 57A(5)	Power to refuse to amend application	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 57A(6)	Duty to note amendments to application in register	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 57B(1)	Duty to determine whether and to whom notice should be given	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 57C(1)	Duty to give copy of amended application to referral authority	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 58	Duty to consider every application for a permit	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 58A	Power to request advice from the Planning Application Committee	Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 60	Duty to consider certain matters	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 60(1A)	Duty to consider certain matters	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 60(1B)	Duty to consider number of objectors in considering	Assistant Manager Statutory Planning,	The Subdivision Officer is authorised to

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Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	whether use or development may have significant social effect	Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	exercise this for subdivision applications only
s 61(1)	Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Senior Planner, Team Leader Statutory Planning, Principal Planner, Manager City Planning & Development, Director City Development, Subdivision Officer	<p>The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i></p> <p>Decisions must be consistent with point 3 of the Preamble in this instrument.</p> <p>The Subdivision Officer is authorised to exercise this for subdivision applications only.</p> <p>The decision must be dual signed by the responsible officer and delegate and must be in accordance with the delegation policy.</p>
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Statutory Planning, Principal Planner, Manager City Planning & Development, Director City Development	
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Statutory Planning, Principal Planner,	

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Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Manager City Planning & Development, Director City Development	
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Statutory Planning, Principal Planner	
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Statutory Planning, Principal Planner	
s 62(1)	Duty to include certain conditions in deciding to grant a permit	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 62(2)	Power to include other conditions	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

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S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	This provision applies also to a decision to grant an amendment to a permit - see s 75 The Subdivision Officer is authorised to exercise this for subdivision applications only.
s 64(3)	Duty not to issue a permit until after the specified period	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	This provision applies also to a decision to grant an amendment to a permit - see s 75 The Subdivision Officer is authorised to exercise this for subdivision applications only.
s 64(5)	Duty to give each objector a copy of an exempt decision	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	This provision applies also to a decision to grant an amendment to a permit - see s 75 The Subdivision Officer is authorised to exercise this for subdivision applications only.
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until	Assistant Manager Statutory Planning, Coordinator Strategic Planning,	This provision applies also to a decision to

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S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	grant an amendment to a permit - see s 75A The Subdivision Officer is authorised to exercise this for subdivision applications only.
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority The Subdivision Officer is authorised to exercise this for subdivision applications only.
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	Assistant Manager Statutory Planning, City Planning and Development	If the recommending referral authority

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Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit The Subdivision Officer is authorised to exercise this for subdivision applications only.
s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit The Subdivision Officer is authorised to exercise this for subdivision applications only.
s 69(1)	Function of receiving application for extension of time of permit	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 69(1A)	Function of receiving application for extension of time to complete development	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development,	The Subdivision Officer is authorised to exercise this for subdivision applications only

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Director City Development, Subdivision Officer, Planning Officers Group	
s 69(2)	Power to extend time	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Senior Planner, Team Leader Statutory Planning, Principal Planner, Manager City Planning & Development, Director City Development, Subdivision Officer	<p>The Subdivision Officer is authorised to exercise this for subdivision applications only.</p> <p>The power to refuse to extend time must only be exercised by Director City Development, Manager City Planning & Development, Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Statutory Planning and Principal Planner.</p> <p>The decision must be dual signed by the responsible officer and delegate and must be in accordance with the delegation policy.</p>
s 70	Duty to make copy permit available for inspection in accordance with the public availability requirements	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 71(1)	Power to correct certain mistakes	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Statutory Planning, Principal Planner, Manager City Planning & Development, Director City Development	The decision must be dual signed by the responsible officer and delegate and must be in accordance with the delegation policy.

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Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 71(2)	Duty to note corrections in register	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	Note – "Register" means a register of Applications pursuant to s 49 of the Act.
s 73	Power to decide to grant amendment subject to conditions	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Senior Planner, Team Leader Statutory Planning, Principal Planner, Manager City Planning & Development, Director City Development, Subdivision Officer	Decisions must be consistent with point 3 of the Preamble in this instrument. The decision must be dual signed by the responsible officer and delegate and be in accordance with Delegation Policy. The Subdivision Officer is authorised to exercise this for subdivision applications only.
s 74	Duty to issue amended permit to applicant if no objectors	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only

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Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority The Subdivision Officer is authorised to exercise this for subdivision applications only.
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit The Subdivision Officer is authorised to exercise this for subdivision applications only.
s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development,	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not

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S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Subdivision Officer, Planning Officers Group	recommend a condition be included on the amended permit The Subdivision Officer is authorised to exercise this for subdivision applications only.
s 76D	Duty to comply with direction of Minister to issue amended permit	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 83	Function of being respondent to an appeal	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 83B	Duty to give or publish notice of application for review	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	Decisions must be consistent with point 3 of the Preamble in this instrument. In addition, the decision to refuse in this instance can be exercised over all applications despite the exemptions in

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S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			<p>condition 3.4, with the exception of any application "called in" by a Councillor.</p> <p>This does not apply if there is insufficient time for the matter to be reported to Council whereby the decision will be discussed with the ward Councillors prior to it being made,</p> <p>The decision must be dual signed by the responsible officer and delegate and must be in accordance with the delegation policy.</p> <p>The Subdivision Officer is authorised to exercise this for subdivision applications only.</p>
s 84(2)	Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 84(3)	Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 84(6)	Duty to issue permit on receipt of advice within 3 business days	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer,	The Subdivision Officer is authorised to exercise this for subdivision applications only

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S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning Officers Group	
s 84AB	Power to agree to confining a review by the Tribunal	Assistant Manager Statutory Planning, Team Leader Statutory Planning, Manager City Planning & Development, Director City Development	
s 86	Duty to issue a permit at order of Tribunal within 3 business days	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	Manager City Planning & Development, Director City Development	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 91(2)	Duty to comply with the directions of VCAT	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer,	The Subdivision Officer is authorised to exercise this for subdivision applications only

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning Officers Group	
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 93(2)	Duty to give notice of VCAT order to stop development	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Planning Enforcement Officer, Manager City Planning & Development, Director City Development, Subdivision Officer, Liaison Officer Construction Management Plans, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 95(3)	Function of referring certain applications to the Minister	Assistant Manager Statutory Planning, Team Leader Statutory Planning, Chief Executive Officer, Manager City Planning & Development, Director City Development, Subdivision Officer	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 95(4)	Duty to comply with an order or direction	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 96(1)	Duty to obtain a permit from the Minister to use and	Manager City Planning & Development,	

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S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	develop its land	Director City Development	
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	Chief Executive Officer	
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	Coordinator Strategic Planning, Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development	
s 96F	Duty to consider the panel's report under s 96E	Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development	
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>)	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development	<p>Decisions must be consistent with point 3 of the Preamble in this instrument.</p> <p>In addition:</p> <ul style="list-style-type: none"> a) in deciding an amendment, the Delegate must not exercise his or her delegation without first conferring with his or her immediate superior; and b) the decision to refuse in this instance can be exercised over all applications despite the exemptions above, with the exception of any application

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			"called in" by a Councillor. This does not apply if there is insufficient time for the matter to be reported to Council whereby the decision will be discussed with the Ward Councillors prior to it being made.
s 96H(3)	Power to give notice in compliance with Minister's direction	Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development	
s 96J	Duty to issue permit as directed by the Minister	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 96Z	Duty to keep levy certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate	Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Planning Officers Group, All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only

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S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 97C	Power to request Minister to decide the application	Not delegated	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	Planning Officers Group, All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	Planning Officers Group, All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 97G(6)	Duty to make a copy of permits issued under s 97F available in accordance with the public availability requirements	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 97MH	Duty to provide information or assistance to the Planning Application Committee	Planning Officers Group, All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	Manager City Planning & Development, Director City Development	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Statutory Planning,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Principal Planner, Manager City Planning & Development, Director City Development	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Statutory Planning, Principal Planner, Manager City Planning & Development, Director City Development	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Statutory Planning, Chief Executive Officer, Principal Planner, Manager City Planning & Development, Director City Development	
s 97Q(4)	Duty to comply with directions of VCAT	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Statutory Planning, Chief Executive Officer, Principal Planner, Manager City Planning & Development, Director City Development	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	

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Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	Chief Executive Officer, Director City Development	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	Chief Executive Officer, Planning Officers Group, All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 101	Function of receiving claim for expenses in conjunction with claim	Planning Officers Group, All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 103	Power to reject a claim for compensation in certain circumstances	Chief Executive Officer, Director City Development	
s.107(1)	Function of receiving claim for compensation	Planning Officers Group, All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 107(3)	Power to agree to extend time for making claim	Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 114(1)	Power to apply to the VCAT for an enforcement order	Assistant Manager Statutory Planning, Chief Executive Officer, Team Leader Statutory Planning Enforcement, Manager City Planning & Development, Director City Development	Ward Councillor to be advised of the decision.
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Planning Enforcement Officer,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Team Leader Statutory Planning Enforcement, Manager City Planning & Development, Director City Development, Liaison Officer Construction Management Plans, Planning Officers Group	
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	Assistant Manager Statutory Planning, Chief Executive Officer, Team Leader Statutory Planning Enforcement, Manager City Planning & Development, Director City Development	
s 123(1)	Power to carry out work required by enforcement order and recover costs	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Statutory Planning Enforcement, Manager City Planning & Development, Director City Development	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	Chief Executive Officer	Except Crown Land
s 129	Function of recovering penalties	Assistant Manager Statutory Planning, Planning Enforcement Officer, Team Leader Statutory Planning Enforcement, Manager City Planning & Development, Director City Development, Liaison Officer Construction Management Plans	
s 130(5)	Power to allow person served with an infringement notice	Assistant Manager Statutory Planning,	

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	further time	Planning Enforcement Officer, Team Leader Statutory Planning Enforcement, Manager City Planning & Development, Director City Development, Liaison Officer Construction Management Plans	
s 149A(1)	Power to refer a matter to the VCAT for determination	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 149B	Power to apply to the Tribunal for a declaration.	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 156	Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B)power to ask for contribution under s 156(3) and power to abandon amendment or part of it under s 156(4)	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development	Where Council is the relevant planning authority
s 171(2)(f)	Power to carry out studies and commission reports	Assistant Manager Statutory Planning,	

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Chief Executive Officer, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 171(2)(g)	Power to grant and reserve easements	Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 173(1)	Power to enter into agreement covering matters set out in s 174	Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	Chief Executive Officer, Manager City Planning & Development, Director City Development	Where Council is the relevant responsible authority
	Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Planning Enforcement Officer, Chief Executive Officer, Team Leader Statutory Planning Enforcement, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
	Power to give consent on behalf of Council, where an agreement made under s 173 of the Planning and	Assistant Manager Statutory Planning, Coordinator Strategic Planning,	

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Environment Act 1987 requires that something may not be done without the consent of Council or Responsible Authority	Planning Enforcement Officer, Chief Executive Officer, Team Leader Statutory Planning Enforcement, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 177(2)	Power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 178	power to amend a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 178A(1)	Function of receiving application to amend or end an agreement	Chief Executive Officer, Development Contributions Officer, All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only. Only applicable for the development contributions officer in matters that require the development contributions officer.
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Development Contributions Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only. Only applicable for the development contributions officer in matters that require the development contributions officer.

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Development Contributions Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only. Only applicable for the development contributions officer in matters that require the development contributions officer.
s 178A(5)	Power to propose to amend or end an agreement	Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 178C(4)	Function of determining how to give notice under s 178C(2)	Assistant Manager Statutory Planning, Coordinator Strategic Planning,	

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Manager City Planning & Development, Director City Development, Planning Officers Group	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
s.178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	Assistant Manager Statutory Planning, Team Leader Statutory Planning, Chief Executive Officer, Manager City Planning & Development, Director City Development	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	Assistant Manager Statutory Planning, Team Leader Statutory Planning, Chief Executive Officer, Manager City Planning & Development, Director City Development	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(c)	Power to refuse to amend or end the agreement	Assistant Manager Statutory Planning, Team Leader Statutory Planning, Chief Executive Officer, Manager City Planning & Development, Director City Development	If no objections are made under s 178D Must consider matters in s 178B
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	Assistant Manager Statutory Planning, Team Leader Statutory Planning, Chief Executive Officer, Manager City Planning & Development, Director City Development	After considering objections, submissions and matters in s 178B

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	Assistant Manager Statutory Planning, Team Leader Statutory Planning, Chief Executive Officer, Manager City Planning & Development, Director City Development	After considering objections, submissions and matters in s 178B
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	Assistant Manager Statutory Planning, Team Leader Statutory Planning, Chief Executive Officer, Manager City Planning & Development, Director City Development	After considering objections, submissions and matters in s.178B
s 178E(3)(d)	Power to refuse to amend or end the agreement	Assistant Manager Statutory Planning, Team Leader Statutory Planning, Chief Executive Officer, Manager City Planning & Development, Director City Development	After considering objections, submissions and matters in s 178B
s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 178F(4)	Duty not to proceed to amend or end an agreement	Assistant Manager Statutory Planning,	

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	under s 178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Statutory Planning, Manager City Planning & Development, Director City Development	
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 179(2)	Duty to make copy of each agreement available in accordance with the public availability requirements	All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 181	Duty to apply to the Registrar of Titles to record the agreement	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development,	

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning Officers Group	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 182	Power to enforce an agreement	Assistant Manager Statutory Planning, Planning Enforcement Officer, Team Leader Statutory Planning Enforcement, Manager City Planning & Development, Director City Development, Liaison Officer Construction Management Plans, Planning Officers Group	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	Chief Executive Officer, Manager City Planning & Development, Director City Development	

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 184F(2)	Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 184G(2)	Duty to comply with a direction of the Tribunal	All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 184G(3)	Duty to give notice as directed by the Tribunal	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 185B(1)	Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 198(1)	Function to receive application for planning certificate	Not delegated	
s 199(1)	Duty to give planning certificate to applicant	Not delegated	

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 201(1)	Function of receiving application for declaration of underlying zoning	Chief Executive Officer, Director City Development, Planning Officers Group	
s 201(3)	Duty to make declaration	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Senior Strategic Planner, Manager City Planning & Development, Director City Development	
	Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Planning Enforcement Officer, Senior Strategic Planner, Team Leader Statutory Planning Enforcement, Manager City Planning & Development, Director City Development, Subdivision Officer, Liaison Officer Construction Management Plans, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
	Power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Liaison Officer Construction Management Plans, Planning Officers Group	

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Liaison Officer Construction Management Plans, Planning Officers Group	
	Power to give written authorisation in accordance with a provision of a planning scheme	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Planning Enforcement Officer, Team Leader Statutory Planning Enforcement, Manager City Planning & Development, Director City Development, Team Leader Trees Team, Senior Arborist, Planning Arborist, Planning Officers Group	
	Power to decide, in relation to any planning scheme or permit, that a specified thing may be altered or modified with Council's consent	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Planning Enforcement Officer, Team Leader Statutory Planning, Team Leader Statutory Planning Enforcement, Manager City Planning & Development, Director City Development, Subdivision Officer, Liaison Officer Construction Management Plans, Planning Officers Group	
	Power to decide, in relation to any planning scheme or	Assistant Manager Statutory Planning,	

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	permit, that a specified thing may be done subject to Council's prior consent or must not be done without Council's prior consent	Coordinator Strategic Planning, Planning Enforcement Officer, Team Leader Statutory Planning, Team Leader Statutory Planning Enforcement, Manager City Planning & Development, Director City Development, Subdivision Officer, Liaison Officer Construction Management Plans, Planning Officers Group	
	Power to decide, in relation to any planning scheme or permit, that a specified thing is required to be approved and or endorsed by Council	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Planning Enforcement Officer, Team Leader Statutory Planning, Team Leader Statutory Planning Enforcement, Manager City Planning & Development, Director City Development, Subdivision Officer, Liaison Officer Construction Management Plans, Planning Officers Group	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	Manager Engineering, Manager Project Delivery & Assets, Manager City Services, Director City Development,	Obtain consent in circumstances specified in s 11(2)

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Director Infrastructure	
s 11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette	Not delegated	
s 11(9)(b)	Duty to advise Registrar	Coordinator Governance	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	Manager Engineering, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure	Subject to s 11(10A)
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	Geospatial Lead	Where Council is the coordinating road authority
s 12(2)(b)	Function of providing consent to the Head, Transport for Victoria for the discontinuance of a road or part of a road	Manager Engineering, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure	Where Council is the coordinating road authority
s 12(10)	Duty to notify of decision made	Geospatial Lead	Duty of coordinating road authority where it is the discontinuing body Does not apply where an exemption is specified by the regulations or given by the Minister
s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	Not delegated	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate
s 14(4)	Function of receiving notice from the Head, Transport for	Manager Engineering,	

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Victoria	Manager Project Delivery & Assets, Manager City Services	
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	Not delegated	
s 15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	Not delegated	
s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	Not delegated	
s 15(2)	Duty to include details of arrangement in public roads register	Manager Engineering, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure	
s 16(7)	Power to enter into an arrangement under s 15	Not delegated	
s 16(8)	Duty to enter details of determination in public roads register	Manager Engineering, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure	Where Council is the coordinating road authority
s 17(2)	Duty to register public road in public roads register	Manager Engineering, Manager Project Delivery & Assets,	Where Council is the coordinating road authority

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Manager City Services, Director City Development, Director Infrastructure, Development Contributions Officer	
s 17(3)	Power to decide that a road is reasonably required for general public use	Manager Engineering, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure	Where Council is the coordinating road authority
s 17(3)	Duty to register a road reasonably required for general public use in public roads register	Manager Engineering, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure	Where Council is the coordinating road authority
s 17(4)	Power to decide that a road is no longer reasonably required for general public use	Manager Engineering, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure	Where Council is the coordinating road authority
s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	Manager Engineering, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure	Where Council is the coordinating road authority
s 18(1)	Power to designate ancillary area	Manager Engineering, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure	Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2)

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 18(3)	Duty to record designation in public roads register	Manager Engineering, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure	Where Council is the coordinating road authority
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	Manager Engineering, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure	
s 19(4)	Duty to specify details of discontinuance in public roads register	Manager Engineering, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure	Where Council is the coordinating road authority
s 19(5)	Duty to ensure public roads register is available for public inspection	Manager Engineering, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure	
s 21	Function of replying to request for information or advice	Not delegated	Obtain consent in circumstances specified in s 11(2)
s 22(2)	Function of commenting on proposed direction	Not delegated	
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report.	Manager Engineering, Manager Project Delivery & Assets, Manager Finance, Manager City Services, Director City Development, Director Corporate Services,	

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Director Infrastructure	
s 22(5)	Duty to give effect to a direction under s 22	Manager Engineering, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure	
s 40(1)	Duty to inspect, maintain and repair a public road.	Manager Engineering, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	Manager Engineering, Manager City Services, Director City Development, Director Infrastructure	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	Manager Engineering, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure	
s 42(1)	Power to declare a public road as a controlled access road	Not delegated	Power of coordinating road authority and sch 2 also applies
s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	Not delegated	Power of coordinating road authority and sch 2 also applies
s 42A(3)	Duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified	Not delegated	Where Council is the coordinating road authority

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			If road is a municipal road or part thereof
s 42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	Not delegated	Where Council is the coordinating road authority If road is a municipal road or part thereof and where road is to be specified a freight road
s 48EA	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	Manager Engineering, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure	Where Council is the responsible road authority, infrastructure manager or works manager
s 48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under s 48M	Manager Engineering, Manager Project Delivery & Assets, Manager City Services	
s 49	Power to develop and publish a road management plan	Manager Engineering, Manager City Services	
s 51	Power to determine standards by incorporating the standards in a road management plan	Manager City Services	
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	Chief Executive Officer	
s 54(2)	Duty to give notice of proposal to make a road management plan	Manager City Services	
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	Chief Executive Officer	

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 54(6)	Power to amend road management plan	Manager City Services	
s 54(7)	Duty to incorporate the amendments into the road management plan	Manager Engineering, Manager Project Delivery & Assets, Manager City Services	
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	Chief Executive Officer	
s 63(1)	Power to consent to conduct of works on road	Manager Engineering, Manager Project Delivery & Assets, Civil Works Inspector, Coordinator Engineering Works, Coordinator Engineering Approvals, Manager City Services, Director City Development, Director Infrastructure	Where Council is the coordinating road authority
s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	Manager Engineering, Manager Project Delivery & Assets, Civil Works Inspector, Coordinator Engineering Works, Coordinator Engineering Approvals, Manager City Services, Director City Development, Director Infrastructure	Where Council is the infrastructure manager
s 64(1)	Duty to comply with cl 13 of sch 7	Manager Engineering, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure	Where Council is the infrastructure manager or works manager

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 66(1)	Power to consent to structure etc	Manager Engineering, Manager Project Delivery & Assets, Manager Community Safety, Manager City Services, Director City Development, Director Corporate Services, Director Infrastructure	Where Council is the coordinating road authority
s 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	Manager Community Safety	Where Council is the coordinating road authority
s 67(3)	Power to request information	Community Laws Officer, Manager Engineering, Manager Project Delivery & Assets, Coordinator Parking Services, Coordinator Community Laws, Team Leader Parking Services, Parking Services Officer, Manager Community Safety, Manager City Services, Director City Development, Director Corporate Services, Director Infrastructure, Team Leader Community Laws	Where Council is the coordinating road authority
s 68(2)	Power to request information	Community Laws Officer, Manager Engineering, Manager Project Delivery & Assets, Coordinator Parking Services, Coordinator Community Laws, Team Leader Parking Services, Parking Services Officer, Manager Community Safety, Manager City Services,	Where Council is the coordinating road authority

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Director City Development, Director Corporate Services, Director Infrastructure, Team Leader Community Laws	
s 71(3)	Power to appoint an authorised officer	Not delegated	
s 72	Duty to issue an identity card to each authorised officer	Not delegated	
s 85	Function of receiving report from authorised officer	Manager Engineering, Manager Project Delivery & Assets, Manager Community Safety, Manager City Services	
s 86	Duty to keep register re s 85 matters	Manager Community Safety	
s 87(1)	Function of receiving complaints	Chief Executive Officer	
s 87(2)	Duty to investigate complaint and provide report	Community Laws Officer, Manager Engineering, Manager Project Delivery & Assets, Coordinator Parking Services, Coordinator Community Laws, Team Leader Parking Services, Parking Services Officer, Manager Community Safety, Manager City Services, Director City Development, Director Corporate Services, Director Infrastructure, Team Leader Community Laws	
s 96	Power to authorise a person for the purpose of instituting legal proceedings	Director City Development, Director Infrastructure	
s 112(2)	Power to recover damages in court	Community Laws Officer, Coordinator Community Laws,	

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Community Laws Officer (Proactive), Manager Community Safety, Team Leader Community Laws	
s 116	Power to cause or carry out inspection	Community Laws Officer, Manager Engineering, Manager Project Delivery & Assets, Coordinator Parking Services, Coordinator Community Laws, Team Leader Parking Services, Parking Services Officer, Manager Community Safety, Manager City Services, Director City Development, Director Infrastructure, Team Leader Community Laws	
s 119(2)	Function of consulting with the Head, Transport for Victoria	Chief Executive Officer	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	Manager Engineering, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure	
s 120(2)	Duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in s 120(1)	Manager Engineering, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure	
s 121(1)	Power to enter into an agreement in respect of works	Manager Engineering, Manager Project Delivery & Assets, Manager City Services,	

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Director City Development, Director Infrastructure	
s 122(1)	Power to charge and recover fees	Manager Engineering, Manager Community Safety	
s 123(1)	Power to charge for any service	Manager Engineering, Manager Community Safety	
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	Manager Engineering, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure	
sch 2 cl 3(1)	Duty to make policy about controlled access roads	Not delegated	
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	Not delegated	
sch 2 cl 4	Function of receiving details of proposal from the Head, Transport for Victoria	Chief Executive Officer	
sch 2 cl 5	Duty to publish notice of declaration	Not delegated	
sch 7 cl 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	Manager Engineering, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure	Where Council is the infrastructure manager or works manager
sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on	Manager Engineering, Manager Project Delivery & Assets, Manager City Services, Director City Development,	Where Council is the infrastructure manager or works manager

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	a road or road reserve of any road	Director Infrastructure	
sch 7 cl 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	Manager Engineering, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure
sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	Manager Engineering, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure	Where Council is the infrastructure manager or works manager
sch 7 cl 10(2)	Where Sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	Manager Engineering, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure	Where Council is the infrastructure manager or works manager
sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	Manager Engineering, Manager Project Delivery & Assets, Coordinator Engineering Approvals, Manager Community Safety, Manager City Services, Director City Development, Director Infrastructure	Where Council is the coordinating road authority
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	Manager Engineering, Manager Project Delivery & Assets, Coordinator Engineering Approvals,	Where Council is the coordinating road authority

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Manager Community Safety, Manager City Services, Director City Development, Director Infrastructure	
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	Manager Engineering, Manager Project Delivery & Assets, Coordinator Engineering Works, Coordinator Engineering Approvals, Manager Community Safety, Manager City Services, Director City Development, Director Infrastructure	Where Council is the coordinating road authority
sch 7 cl 12(5)	Power to recover costs	Manager Engineering, Manager Project Delivery & Assets, Coordinator Engineering Approvals, Manager Community Safety, Manager City Services, Director City Development, Director Corporate Services, Director Infrastructure	Where Council is the coordinating road authority
sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7 cl 13(2)	Manager Engineering, Manager Project Delivery & Assets, Coordinator Engineering Works, Manager City Services, Director City Development, Director Infrastructure	Where Council is the works manager
sch 7 cl 13(2)	Power to vary notice period	Manager Engineering, Manager Project Delivery & Assets, Coordinator Engineering Works, Manager City Services, Director City Development,	Where Council is the coordinating road authority

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Director Infrastructure	
sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)	Manager Engineering, Manager Project Delivery & Assets, Coordinator Engineering Works, Manager City Services, Director City Development, Director Infrastructure	Where Council is the infrastructure manager
sch 7 cl 16(1)	Power to consent to proposed works	Manager Engineering, Manager Project Delivery & Assets, Civil Works Inspector, Coordinator Engineering Approvals, Manager City Services, Director City Development, Director Infrastructure	Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult	Manager Engineering, Manager Project Delivery & Assets, Manager City Services	Where Council is the coordinating road authority, responsible authority or infrastructure manager
sch 7 cl 16(5)	Power to consent to proposed works	Manager Engineering, Manager Project Delivery & Assets, Coordinator Engineering Approvals, Manager City Services	Where Council is the coordinating road authority
sch 7 cl 16(6)	Power to set reasonable conditions on consent	Manager Engineering, Manager Project Delivery & Assets, Coordinator Engineering Approvals, Manager City Services	Where Council is the coordinating road authority
sch 7 cl 16(8)	Power to include consents and conditions	Manager Engineering, Manager Project Delivery & Assets, Coordinator Engineering Approvals, Manager City Services	Where Council is the coordinating road authority

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	Manager Engineering, Manager Project Delivery & Assets, Civil Works Inspector, Coordinator Engineering Approvals, Manager City Services, Director City Development, Director Infrastructure	Where Council is the coordinating road authority
sch 7 cl18(1)	Power to enter into an agreement	Manager Engineering, Manager Project Delivery & Assets, Civil Works Inspector, Coordinator Engineering Approvals, Manager City Services, Director City Development, Director Infrastructure	Where Council is the coordinating road authority
sch7 cl 19(1)	Power to give notice requiring rectification of works	Manager Engineering, Manager Project Delivery & Assets, Civil Works Inspector, Coordinator Engineering Approvals, Manager City Services, Director City Development, Director Infrastructure	Where Council is the coordinating road authority
sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	Manager Engineering, Manager Project Delivery & Assets, Coordinator Engineering Approvals, Manager City Services	Where Council is the coordinating road authority
sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	Manager Engineering, Manager Project Delivery & Assets, Civil Works Inspector, Coordinator Engineering Approvals, Manager City Services, Director City Development,	Where Council is the coordinating road authority

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Director Infrastructure	
sch 7A cl 2	Power to cause street lights to be installed on roads	Manager Engineering, Manager Project Delivery & Assets, Coordinator Engineering Approvals, Manager City Services, Director City Development, Director Infrastructure	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
sch 7 cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	Manager Engineering, Manager Project Delivery & Assets, Coordinator Engineering Approvals, Manager City Services, Director City Development, Director Infrastructure	Where Council is the responsible road authority
sch 7A cl 3(1)(e)	Duty to pay installation and operation costs of street lighting - where road is a service road on an arterial road and adjacent areas	Manager Engineering, Manager Project Delivery & Assets, Coordinator Engineering Approvals, Manager City Services, Director City Development, Director Infrastructure	Where Council is the responsible road authority
sch 7A cl (3)(1)(f)	Duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with cls 3(2) and 4	Manager Engineering, Manager Project Delivery & Assets, Coordinator Engineering Approvals, Manager City Services, Director City Development, Director Infrastructure	Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r.6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	Development Contributions Officer, All Planning Group	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority. The Subdivision Officer is authorised to exercise this for subdivision applications only
r.21	power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
r.25(a)	Duty to make copy of matter considered under section 60(1A)(g) in accordance with the public availability requirements	Development Contributions Officer, All Planning Group	Where Council is the responsible authority The Subdivision Officer is authorised to exercise this for subdivision applications only.
r.25(b)	Function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available in accordance with the public availability requirements	Development Contributions Officer, All Planning Group	Where Council is not the responsible authority but the relevant land is within Council's municipal district The Subdivision Officer is authorised to exercise this for subdivision applications only.
r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	Development Contributions Officer, All Planning Group	Where Council is not the planning authority, and the amendment affects land within Council's municipal district; or

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			Where the amendment will amend the planning scheme to designate Council as an acquiring authority. The Subdivision Officer is authorised to exercise this for subdivision applications only.

Planning and Environment (Fees) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	Coordinator Strategic Planning, Manager City Planning & Development, Director City Development	
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development	
r 21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r 19 or 20	All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 8(1)	Duty to conduct reviews of road management plan	Chief Executive Officer	

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 9(2)	Duty to produce written report of review of road management plan and make report available	Manager Engineering, Manager Project Delivery & Assets, Manager City Services	
r 9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	Not delegated	Where Council is the coordinating road authority
r.10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act	Not delegated	
r 13(1)	Duty to publish notice of amendments to road management plan	Not delegated	where Council is the coordinating road authority
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	Not delegated	
r 16(3)	Power to issue permit	Manager Engineering, Coordinator Engineering Approvals, Manager Community Safety, Director City Development	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	Manager Engineering, Manager Project Delivery & Assets, Coordinator Engineering Approvals, Manager City Services, Director City Development, Director Infrastructure	Where Council is the coordinating road authority
r 23(2)	Power to make submission to Tribunal	Manager Engineering, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure	Where Council is the coordinating road authority

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	Not delegated	Where Council is the coordinating road authority
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	Community Laws Officer, Coordinator Parking Services, Coordinator Community Safety Support, Coordinator Community Laws, Parking Services Officer, Manager Community Safety, Manager City Services	Where Council is the responsible road authority
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	Coordinator Parking Services, Coordinator Community Safety Support, Coordinator Community Laws, Manager Community Safety	Where Council is the responsible road authority
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	Coordinator Parking Services, Coordinator Community Safety Support, Coordinator Community Laws, Manager Community Safety, Team Leader Community Laws	

Road Management (Works and Infrastructure) Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 15	Power to exempt a person from requirement under cl 13(1) of sch 7 of the Act to give notice as to the completion of those works	Manager Engineering, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure	Where Council is the coordinating road authority and where consent given under s 63(1) of the Act
r 22(2)	Power to waive whole or part of fee in certain	Manager Engineering,	Where Council is the coordinating road

10.4 – ATTACHMENT 3. s6 Instrument of Delegation - Members of Council Staff (Includes Updated Preamble)

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Road Management (Works and Infrastructure) Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	circumstances	Manager Project Delivery & Assets, Coordinator Engineering Approvals, Manager City Services, Director City Development, Director Infrastructure	authority

10.5

Statutory Planning Report November 2025

Attachment 1 Councillor Reporting Lodgements - November

Attachment 2 Councillor Reporting Delegated Decisions - November

Attachment 3 Councillor Reporting VCAT - November

Attachment 4 Councillor Reporting Ministerial Permits - November

10.5 – ATTACHMENT 1. Councillor Reporting Lodgements - November

Planning Permit Lodgements					Total Lodged
Report Summary - A list of planning permit applications lodged within Whitehorse City Council received last month.					99
Note - The description for Permit Amendments does not reflect the amendment changes.					
Cootamundra	12				
Address	Application No	Application Type	Description	Lodged Date	
17 Merle Street BLACKBURN NORTH VIC 3130	WH/2025/856	VicSmart - Tree	Removal of one tree protected under the SLO9 and Clause 52.37	03-Nov-25	
67 Koonung Road BLACKBURN NORTH VIC 3130	WH/2025/862	Subdivision	Three lot subdivision	05-Nov-25	
448 Middleborough Road BLACKBURN VIC 3130	WH/2025/866	VicSmart - General Application	Buildings and works for a covered deck and paving within 4 metres of protected trees	06-Nov-25	
10 Stanley Grove BLACKBURN VIC 3130	WH/2025/884	Multiple Dwellings	Construction of three (3) double storey dwellings and tree removal	09-Nov-25	
28 Stanley Grove BLACKBURN VIC 3130	WH/2025/895	VicSmart - General Application	Removal of one tree	17-Nov-25	
15 Ronley Street BLACKBURN VIC 3130	WH/2025/897	VicSmart - Tree	The removal of one (1) protected canopy tree pursuant to Clause 42.03 (Significant Landscape Overlay – Schedule 2) and Clause 52.37 (Canopy Trees)	18-Nov-25	
8 Furness Street BLACKBURN VIC 3130	WH/2025/912	Special Building Overlay	Construction of new residential dwelling in Significant Landscape Overlay - Schedule 2 and Special Building Overlay	21-Nov-25	
143 Springfield Road BLACKBURN NORTH VIC 3130	WH/2023/827/A	Permit Amendment	Amend the existing permit for the 'construction of two (2) double storey dwellings, buildings and works within 4 metres of protected trees and tree removal'	25-Nov-25	
33 Whitehorse Road BLACKBURN VIC 3130	WH/2025/921	Subdivision	Seven (7) lot subdivision	25-Nov-25	
8 Southey Street BLACKBURN NORTH VIC 3130	WH/2025/933	VicSmart - Tree	Removal of a tree	27-Nov-25	
82 Katrina Street BLACKBURN NORTH VIC 3130	WH/2025/931	VicSmart - Tree	Removal of one tree	27-Nov-25	
62-62A Laburnum Street BLACKBURN VIC 3130	WH/2025/937	Special Landscape Area	Removal of four trees associated with a new dwelling	28-Nov-25	

10.5 – ATTACHMENT 1. Councillor Reporting Lodgements - November

Eley	9	Address	Application No	Application Type	Description	Lodged Date
		9 Glenice Avenue BLACKBURN SOUTH VIC 3130	WH/2025/911	VicSmart - Tree	Removal of one tree	03-Nov-25
		2 Trent Court BURWOOD EAST VIC 3151	WH/2025/867	Multiple Dwellings	The extension to an existing dwelling and the construction of a second dwelling, buildings and works within 4 metres of protected trees, and the removal of a protected boundary canopy tree	06-Nov-25
		272 Middleborough Road BLACKBURN SOUTH VIC 3130	WH/2025/870	Multiple Dwellings	The construction of two dwellings on behalf of Aboriginal Housing Victoria	07-Nov-25
		Shop G 27-28/172-210 Burwood Highway BURWOOD EAST VIC 3151	WH/2025/873	Advertising Sign	Development and display of signage in Section 2 including buildings and works within the Commercial 1 Zone and Design and Development Overlay - Schedule 4	07-Nov-25
		15 Rishon Avenue BLACKBURN SOUTH VIC 3130	WH/2025/878	VicSmart - General Application	Buildings and works for a front fence within 4 metres of protected trees	11-Nov-25
		9 Glenice Avenue BLACKBURN SOUTH VIC 3130	WH/2025/262/A	Permit Amendment	Amendment to Planning Permit WH/2025/262	24-Nov-25
		18 Grange Road BLACKBURN SOUTH VIC 3130	WH/2025/924	VicSmart - General Application	Retrospective buildings and works associated with a front fence within 4 metres of trees protected under the SLO9.	26-Nov-25
		270 Middleborough Road BLACKBURN SOUTH VIC 3130	WH/2025/935	Multiple Dwellings	Residential development three units	28-Nov-25
		11 Dundee Street BLACKBURN SOUTH VIC 3130	WH/2025/938	VicSmart - Tree	Removal of one tree in the SLO9	29-Nov-25

10.5 – ATTACHMENT 1. Councillor Reporting Lodgements - November

Elgar	14	Address	Application No	Application Type	Description	Lodged Date
		71 Margaret Street BOX HILL NORTH VIC 3129	WH/2025/864	Special Landscape Area	Removal of vegetation within the Significant Landscape Overlay - Schedule 9	05-Nov-25
		46 Lexton Road BOX HILL NORTH VIC 3129	WH/2025/286/A	Permit Amendment	Development and use of the land for a warehouse (store), generally in accordance with the submitted plans and supporting information	05-Nov-25
		30 Orchard Crescent MONT ALBERT NORTH VIC 3129	WH/2025/869	VicSmart - General Application	To construct a front fence within four (4) meters of vegetation	06-Nov-25
		43 Harrison Street BOX HILL NORTH VIC 3129	WH/2025/868	VicSmart - Tree	Removal of one canopy tree in the SLO9 and Clause 52.37	06-Nov-25
		15 Luther Street BOX HILL NORTH VIC 3129	WH/2025/872	Subdivision	Proposed application to remove part of the Drainage and Sewerage Easement affecting the Title. An additional purpose is to vary the section of Drainage and Sewerage Easement remaining, by extending the Easement to intersect with the western title boundary.	07-Nov-25
		10 Bell Street BOX HILL NORTH VIC 3129	WH/2018/941/A	Permit Amendment	Application to Amend a Planning Permit Under Section 72 of the Planning and Environment Act 1987 for Planning Permit No: WH/2018/941 (refer to attachments).	07-Nov-25
		4/58 Belgravia Avenue MONT ALBERT NORTH VIC 3129	WH/2025/874	VicSmart - General Application	Building a verandah higher than 3m at the backyard of property	08-Nov-25
		9 Inglis Street BOX HILL NORTH VIC 3129	WH/2025/886	VicSmart - General Application	Buildings and works within 4 metres of trees under the Significant Landscape Overlay - Schedule 9	09-Nov-25
		435 Belmore Road MONT ALBERT NORTH VIC 3129	WH/2025/888	Multiple Dwellings	Construct of two (2) dwellings , removal of protected trees, buildings and works in the SLO9, and removal of an easement	13-Nov-25
		39 Packham Street BOX HILL NORTH VIC 3129	WH/2017/586/A	Permit Amendment	Amendment to the permit WH/2017/586 for changes to the buildings and removal of protected tree	17-Nov-25
		80 Severn Street BOX HILL NORTH VIC 3129	WH/2025/906	Multiple Dwellings	Construction of seven (7) dwellings on a lot, buildings and works within 4 metres of protected SLO9 trees and vegetation removal	19-Nov-25
		33 Twyford Street BOX HILL NORTH VIC 3129	WH/2025/909	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	20-Nov-25
		43 Karen Street BOX HILL NORTH VIC 3129	WH/2025/910	VicSmart - Tree	The removal of one (1) protected canopy tree pursuant to Clause 42.03 and Clause 52.37	20-Nov-25

10.5 – ATTACHMENT 1. Councillor Reporting Lodgements - November

Elgar	14	Address	Application No	Application Type	Description	Lodged Date
		4 Horfield Avenue BOX HILL NORTH VIC 3129	WH/2025/859	Multiple Dwellings	Construction of six double storey dwellings including buildings and works within 4 metres of protected trees	20-Nov-25

10.5 – ATTACHMENT 1. Councillor Reporting Lodgements - November

Kingsley	8	Address	Application No	Application Type	Description	Lodged Date
		15 Evelina Street MONT ALBERT NORTH VIC 3129	WH/2025/863	Special Landscape Area	Removal of multiple trees protected under the SLO9 and Clause 52.37	05-Nov-25
		15 Florence Road SURREY HILLS VIC 3127	WH/2025/306/A	Permit Amendment	To amend the plans to permit WH/2025/306 which allows to construct a building and construct and carry out works for a dwelling extension within four (4) metres of vegetation	07-Nov-25
		25 High Street MONT ALBERT VIC 3127	WH/2025/871	Heritage	Addition to an existing home in a Heritage Overlay	07-Nov-25
		58 Boisdale Street SURREY HILLS VIC 3127	WH/2025/896	VicSmart - Tree	Removal one tree	17-Nov-25
		20 Beresford Street MONT ALBERT VIC 3127	WH/2025/893	Special Landscape Area	Trees Removal	17-Nov-25
		35 Kenmare Street MONT ALBERT NORTH VIC 3129	WH/2023/269/B	Permit Amendment	The amendment seeks full demolition of the existing dwelling, as well as design changes and internal reconfiguration of the proposed dwelling.	21-Nov-25
		9 Sherwood Road SURREY HILLS VIC 3127	WH/2025/928	Single Dwelling < 300m ² or 500m ²	Removal of eight (8) trees protected under the SLO9 and Clause 52.37	27-Nov-25
		6 Beatty Street MONT ALBERT VIC 3127	WH/2025/929	Multiple Dwellings	Subdivision and construction of 2 dwellings and removal of 2 trees under SL09	27-Nov-25

10.5 – ATTACHMENT 1. Councillor Reporting Lodgements - November

Lake	12	Address	Application No	Application Type	Description	Lodged Date
		1/190-192 Whitehorse Road BLACKBURN VIC 3130	WH/2025/865	Change of Use	Change of use for Tenancy 2 to industry, buildings and works and the construction and display of a business identification sign	06-Nov-25
		34 The Ridge BLACKBURN VIC 3130	WH/2025/876	VicSmart - Tree	removal of one tree	10-Nov-25
		13 Kett Street NUNAWADING VIC 3131	WH/2025/879	VicSmart - General Application	Proposed second dwelling behind an existing dwelling. 32.09-7	11-Nov-25
		1 Lagoon Court BLACKBURN VIC 3130	WH/2025/885	VicSmart - Tree	To remove one (1) tree	12-Nov-25
		29 Luckie Street NUNAWADING VIC 3131	WH/2019/1031/B	Permit Amendment	Amendment to Planning Permit WH/2019/1031	14-Nov-25
		G 3/160 Whitehorse Road BLACKBURN VIC 3130	WH/2025/903	VicSmart - General Application	Buildings and works associated with the construction of a pergola	19-Nov-25
		50 Luckie Street NUNAWADING VIC 3131	WH/2025/902	VicSmart - Tree	Removal of protected trees under Clause 52.37	19-Nov-25
		1 Lynne Court NUNAWADING VIC 3131	WH/2025/901	VicSmart - Two Dwellings	To construct a second dwelling on a lot (behind an existing dwelling) and to carry out works within four (4) metres of vegetation	19-Nov-25
		225 Canterbury Road BLACKBURN VIC 3130	WH/2025/907	Other	Construction of a second dwelling (not vicsmart) & subdivision of the allotment into 2 lots.	19-Nov-25
		161 Central Road NUNAWADING VIC 3131	WH/2025/908	Other	To construct a building and works associated with a Section 2 use under Clause 32.09-10 (NRZ1). To construct a building and works under ESO1. To remove a native tree under ESO1 as shown in Table 1. To construct a building and works under SLO5. To remove a tree under SLO5 as shown in Table 1. To remove canopy trees under Clause 52.37 as shown in Table 1. To construct buildings and works under Clause 63.05.	20-Nov-25
		22 Goodwin Street BLACKBURN VIC 3130	WH/2025/917	VicSmart - General Application	Buildings and works to construct a carport within 4 meters of a protected tree	23-Nov-25
		12 Norris Court BLACKBURN VIC 3130	WH/2022/1042/B	VicSmart Permit Amendment	Removal of one (1) tree	26-Nov-25

10.5 – ATTACHMENT 1. Councillor Reporting Lodgements - November

Mahoneys	9	Address	Application No	Application Type	Description	Lodged Date
		10 Course Close FOREST HILL VIC 3131	WH/2025/860	Special Landscape Area	To remove trees, to lop trees, to construct a building (dwelling) and carry out works within four (4) meters of vegetation	04-Nov-25
		66 Robinlee Avenue BURWOOD EAST VIC 3151	WH/2025/892	Special Landscape Area	To formally convert the existing rear dependent person's unit as a second, independent dwelling.	14-Nov-25
		5 Lexington Street VERMONT VIC 3133	WH/2025/899	Special Landscape Area	Removal of multiple trees protected under the SLO9 and Clause 52.37	18-Nov-25
		42 Lee Ann Street FOREST HILL VIC 3131	WH/2025/905	VicSmart - Tree	Removal of one (1) protected tree under Clause 52.37	19-Nov-25
		24 Raleigh Street BLACKBURN SOUTH VIC 3130	WH/2025/915	VicSmart - Tree	Remove a tree	21-Nov-25
		68 Betula Avenue VERMONT VIC 3133	WH/2025/916	VicSmart - Tree	Removal of one (1) tree protected under the SLO9 and Clause 52.37	22-Nov-25
		236 Canterbury Road FOREST HILL VIC 3131	WH/2025/918	VicSmart - General Application	Install a blind on my carport	24-Nov-25
		4 Gidgee Court FOREST HILL VIC 3131	WH/2025/932	VicSmart - Tree	The removal of one (1) protected boundary canopy tree pursuant to Clause 42.03 and Clause 52.37	27-Nov-25
		53 Menin Road FOREST HILL VIC 3131	WH/2025/936	VicSmart - Tree	To remove one (1) tree	28-Nov-25

10.5 – ATTACHMENT 1. Councillor Reporting Lodgements - November

Riversdale	1	Address	Application No	Application Type	Description	Lodged Date
		78 Middleborough Road BURWOOD EAST VIC 3151	WH/2016/1206/C	Permit Amendment	Buildings and works to construct a retail centre, use of a childcare centre and restricted recreation facility (gymnasium), and alteration of access to a road in a Road Zone Category 1.	21-Nov-25

10.5 – ATTACHMENT 1. Councillor Reporting Lodgements - November

Simpson	8	Address	Application No	Application Type	Description	Lodged Date
		7 Amboina Avenue MITCHAM VIC 3132	WH/2025/858	VicSmart - General Application	Front Fence	03-Nov-25
		7 Boronia Road VERMONT VIC 3133	WH/2022/379/B	VicSmart Permit Amendment	The construction of dwellings, the removal of trees and buildings and works within 4 metres of vegetation and alteration of access to a transport zone category 2	09-Nov-25
		8 Good Governs Street MITCHAM VIC 3132	WH/2025/887	Special Landscape Area	To remove two (2) trees (being a Eucalyptus microcarpa and a Eucalyptus robusta species)	09-Nov-25
		6 Monomeeth Drive MITCHAM VIC 3132	WH/2025/875	VicSmart - General Application	Buildings and Works, End of trip facility and lunchroom	10-Nov-25
		10 Hopetoun Street MITCHAM VIC 3132	WH/2025/882	VicSmart - Tree	The removal of one (1) protected tree in the Significant Landscape Overlay - Schedule 9	12-Nov-25
		507 Mitcham Road MITCHAM VIC 3132	WH/2021/703/B	Permit Amendment	Amendment to replace previous permeable areas with concrete and introduce a 2m ² raingarden	12-Nov-25
		9/636 Whitehorse Road MITCHAM VIC 3132	WH/2025/913	Change of Use	Change of use development. Change of use from a warehouse to a gym.	21-Nov-25
		714 Whitehorse Road MITCHAM VIC 3132	WH/2025/920	Multiple Dwellings	To construct three dwellings on a lot and to remove trees	21-Nov-25

10.5 – ATTACHMENT 1. Councillor Reporting Lodgements - November

Sparks	10	Address	Application No	Application Type	Description	Lodged Date
		9 Bishop Street BOX HILL VIC 3128	WH/2018/62/B	Permit Amendment	Construction of two (2) triple storey dwellings, removal of and buildings and works within 4 metres of protected trees	07-Nov-25
		1A Simpsons Road BOX HILL VIC 3128	WH/2025/877	Single Dwelling < 300m2 or 500m2	Planning permit for building a verandah in the common property under lease	10-Nov-25
		1191 Riversdale Road BOX HILL SOUTH VIC 3128	WH/2025/883	VicSmart - General Application	Front fence in the SLO9	12-Nov-25
		44 Graham Place BOX HILL VIC 3128	WH/2025/889	VicSmart - Subdivision	Two (2) lot subdivision	13-Nov-25
		53-59 Bishop Street BOX HILL VIC 3128	WH/2025/900	VicSmart - General Application	Front fence in the SLO9	18-Nov-25
		35 Piedmont Street BOX HILL SOUTH VIC 3128	WH/2025/904	VicSmart - Subdivision	2 Lot Subdivision	18-Nov-25
		376 Station Street BOX HILL SOUTH VIC 3128	WH/2025/930	Multiple Dwellings	Construction of three (3) double storey dwellings and create/alter access to a TRZ2	27-Nov-25
		47 Foch Street BOX HILL SOUTH VIC 3128	WH/2025/927	Multiple Dwellings	Construction of three single-storey dwelling, removal of vegetation in significant landscape overlay	27-Nov-25
		519 Station Street BOX HILL VIC 3128	WH/2016/1196/G	Permit Amendment	Development and use of the land for the construction of buildings and works, comprising retail premises, office, medical centre, childcare centre, a reduction in the requirements for car parking and alteration of access to a road in a Road Zone Category 1.	27-Nov-25
		58 Margaret Street BOX HILL VIC 3128	WH/2025/880	Multiple Dwellings	Construction of two attached double storey dwellings and associated tree removal and buildings and works within 4 metres of protected trees	27-Nov-25

10.5 – ATTACHMENT 1. Councillor Reporting Lodgements - November

Terrara	5	Address	Application No	Application Type	Description	Lodged Date
		33 Great Western Drive VERMONT SOUTH VIC 3133	WH/2025/890	Multiple Dwellings	Construction of three dwellings	14-Nov-25
		1 Gelea Crescent VERMONT SOUTH VIC 3133	WH/2025/919	Multiple Dwellings	To construct two (2) dwellings on a lot, remove trees, construct a front fence and construct and carry out works within 4 metres of vegetation	24-Nov-25
		3 George Road VERMONT SOUTH VIC 3133	WH/2025/922	VicSmart - Tree	Removal of one tree in the SLO9	26-Nov-25
		17 Torwood Drive VERMONT SOUTH VIC 3133	WH/2025/925	VicSmart - General Application	Development: Construction of a \$1.5meter high front fence in a Residential Zone. Planning Trigger: The proposed height of \$1.5m exceeds the maximum allowable height (typically \$1.2m) for a front fence. This development is required on the grounds of exceptional child (autism) safety (at the terminal point of a T-intersection).and welfare.	26-Nov-25
		38 Mullens Road VERMONT SOUTH VIC 3133	WH/2025/926	VicSmart - General Application	New Double storey dwelling in SBO area	27-Nov-25

10.5 – ATTACHMENT 1. Councillor Reporting Lodgements - November

Walker	5	Address	Application No	Application Type	Description	Lodged Date
		3 Carter Avenue NUNAWADING VIC 3131	WH/2025/861	VicSmart - Tree	Removal of one (1) tree protected under the SLO9 and Clause 52.37	05-Nov-25
		3/6 Redland Drive MITCHAM VIC 3132	WH/2025/881	Change of Use	Use the land for the purpose of leisure and recreation (indoor recreational facility).	12-Nov-25
		45 Ormond Avenue MITCHAM VIC 3132	WH/2025/891	Multiple Dwellings	Dual Occupancy	14-Nov-25
		1A/50 Rooks Road NUNAWADING VIC 3131	WH/2025/894	Industrial	Buildings and works associated with alterations to an existing warehouse located within the Industrial 3 Zone	17-Nov-25
		43 Owen Street MITCHAM VIC 3132	WH/2025/934	Single Dwelling < 300m2 or 500m2	(Retrospective) buildings and works for paving around a swimming pool within 4 metres of a protected tree	27-Nov-25

10.5 – ATTACHMENT 1. Councillor Reporting Lodgements - November

Wattle	6	Address	Application No	Application Type	Description	Lodged Date
		33 Begonia Street BOX HILL SOUTH VIC 3128	WH/2023/757/A	Permit Amendment	Buildings and works associated with a dwelling within the Significant Landscape Overlay Schedule 9 and Specific Controls Overlay Schedule 15	10-Nov-25
		18 Eley Road BURWOOD VIC 3125	WH/2025/296/A	Permit Amendment	Amendment to Planning Permit WH/2025/269	12-Nov-25
		28 Loudon Road BURWOOD VIC 3125	WH/2017/449/B	VicSmart Permit Amendment	Amendment to Planning Permit WH/2017/449/B (issued for construction of four dwellings, comprising two triple storey dwellings facing Alder Street and two double storey dwellings facing Loudon Road, and associated tree removal and buildings and works within 4 metres of protected trees) to construct a front fence within 4 metres of protected trees	12-Nov-25
		18 McCubbin Street BURWOOD VIC 3125	WH/2025/898	Subdivision	Four (4) lot subdivision with Common Property & Owners Corporation.	17-Nov-25
		40 Somers Street BURWOOD VIC 3125	WH/2025/914	VicSmart - General Application	Brick pillars and extending fence	21-Nov-25
		40 Somers Street BURWOOD VIC 3125	WH/2025/799/A	VicSmart Permit Amendment	Reduction in proposed fence height	26-Nov-25

10.5 – ATTACHMENT 2. Councillor Reporting Delegated Decisions - November

Planning Permit Delegated Decisions November 2025

Total Decided
69

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	10	Address	Application No	Application Type	Description	Decision	Decision_Date
		113 Koonung Road BLACKBURN NORTH VIC 3130	WH/2013/964/B	Permit Amendment	Amendment to Planning Permit WH/2013/964 issued for "Construction of two single storey dwellings"	Delegate Approval - S72 Amendment	11/3/2025
		94 Surrey Road BLACKBURN NORTH VIC 3130	WH/2021/434/A	Permit Amendment	Amendment to WH/2021/434 issued for "Construction of two double storey dwellings, removal of and buildings and works within 4m of protected trees (SLO9)"	Delegate Approval - S72 Amendment	11/11/2025
		29 Whitehorse Road BLACKBURN VIC 3130	WH/2025/724	Special Landscape Area	Buildings and works (retaining wall) within 4 metres of trees protected under the SLO9	Delegate Permit Issued	11/13/2025
		51 Williams Road BLACKBURN VIC 3130	WH/2025/817	VicSmart - Tree	Removal of one tree	Delegate Permit Issued	11/13/2025
		11 Vine Street BLACKBURN VIC 3130	WH/2025/826	VicSmart - Tree	Removal of one (1) tree protected under the SLO9 and Clause 52.37	Delegate Permit Issued	11/14/2025
		448 Middleborough Road BLACKBURN VIC 3130	WH/2025/866	VicSmart - General Application	Buildings and works for a covered deck and paving within 4 metres of protected trees	Delegate Permit Issued	11/19/2025
		67 Koonung Road BLACKBURN NORTH VIC 3130	WH/2025/862	Subdivision	Three lot subdivision	Delegate Permit Issued	11/19/2025
		38 The Avenue BLACKBURN VIC 3130	WH/2025/235	Special Landscape Area	The removal of vegetation and buildings and works associated with a new dwelling in the Significant Landscape Overlay, Schedule 2	Delegate Refusal Issued	11/20/2025
		15 Ronley Street BLACKBURN VIC 3130	WH/2025/897	VicSmart - Tree	The removal of one (1) protected canopy tree pursuant to Clause 42.03 (Significant Landscape Overlay – Schedule 2) and Clause 52.37 (Canopy Trees)	Delegate Permit Issued	11/27/2025

10.5 – ATTACHMENT 2. Councillor Reporting Delegated Decisions - November

Cootamundra

10

Address	Application No	Application Type	Description	Decision	Decision_Date
28 Stanley Grove BLACKBURN VIC 3130	WH/2025/895	VicSmart - General Application	Removal of one tree	Delegate Permit Issued	11/28/2025

10.5 – ATTACHMENT 2. Councillor Reporting Delegated Decisions - November

Eley	2	Address	Application No	Application Type	Description	Decision	Decision_Date
		1 Brazeel Street BLACKBURN SOUTH VIC 3130	WH/2025/801	VicSmart - Tree	Removal of one (1) tree protected under the SLO9 and Clause 52.37	Delegate Refusal Issued	11/24/2025
		66 Holland Road BLACKBURN SOUTH VIC 3130	WH/2025/842	Subdivision	Removal of 2.44m wide Drainage and Sewerage Easement E-1 along the northern boundary.	Delegate NOD Issued	11/28/2025

10.5 – ATTACHMENT 2. Councillor Reporting Delegated Decisions - November

Elgar	6	Address	Application No	Application Type	Description	Decision	Decision_Date
		3 Chessell Street MONT ALBERT NORTH VIC 3129	WH/2025/332	Special Landscape Area	Buildings and works associated with a single dwelling in the Significant Landscape Overlay, Schedule 9	Delegate Permit Issued	11/6/2025
		46 Lexton Road BOX HILL NORTH VIC 3129	WH/2025/286/A	Permit Amendment	Development and use of the land for a warehouse (store), generally in accordance with the submitted plans and supporting information	Delegate Approval - S72 Amendment	11/11/2025
		5 Morley Crescent BOX HILL NORTH VIC 3129	WH/2025/808	VicSmart - General Application	Construction of front fence	Delegate Permit Issued	11/17/2025
		43 Harrison Street BOX HILL NORTH VIC 3129	WH/2025/868	VicSmart - Tree	Removal of one canopy tree in the SLO9 and Clause 52.37	Delegate Permit Issued	11/24/2025
		755 Station Street BOX HILL VIC 3128	WH/2025/691	Advertising Sign	Development and display of signage in Section 2 including buildings and works within the Commercial 1 Zone and Design and Development Overlay - Schedule 4	Delegate Permit Issued	11/27/2025
		45 Valda Avenue MONT ALBERT NORTH VIC 3129	WH/2025/395	Special Landscape Area	Buildings and works associated with a single dwelling within the Special Building Overlay and within 4 meters of trees protected under the SLO9	Delegate NOD Issued	11/21/2025

10.5 – ATTACHMENT 2. Councillor Reporting Delegated Decisions - November

Kingsley	6					
	Address	Application No	Application Type	Description	Decision	Decision_Date
	86-88 Broughton Road SURREY HILLS VIC 3127	WH/2025/713	Subdivision	Four Lot subdivision	Delegate Permit Issued	11/3/2025
	13 Evelina Street MONT ALBERT NORTH VIC 3129	WH/2022/636/A	Permit Amendment	Amendment to WH/2022/636 issued for "Construction of three (3) double storey dwellings, tree removal and buildings and works within 4 metres of protected trees"	Delegate Approval - S72 Amendment	11/6/2025
	382 Mont Albert Road MONT ALBERT VIC 3127	WH/2024/855	Multiple Dwellings	To construct two (2) double storey dwellings on a lot and to construct a building and construct and carry out works within four (4) metres of vegetation	Delegate NOD Issued	11/21/2025
	731-733 Whitehorse Road MONT ALBERT VIC 3127	WH/2025/348	Advertising Sign	Business identification signs, including internally illuminated signs	Delegate Permit Issued	11/26/2025
	10 Balmoral Crescent SURREY HILLS VIC 3127	WH/2024/994	Heritage	Removal of vegetation in the Significant Landscape Overlay, Demolition of existing dwelling and buildings and works associated with a new dwelling in the Heritage Overlay and Significant Landscape Overlay	Delegate NOD Issued	11/13/2025
	408 Belmore Road MONT ALBERT NORTH VIC 3129	WH/2025/610	Special Landscape Area	To remove two (2) trees	Delegate NOD Issued	11/28/2025

10.5 – ATTACHMENT 2. Councillor Reporting Delegated Decisions - November

Lake	7	Address	Application No	Application Type	Description	Decision	Decision_Date
		34 Clifton Street BLACKBURN VIC 3130	WH/2024/103/A	Permit Amendment	To undertake buildings and works (double storey dwelling) and carry out works within four (4) metres of vegetation	Delegate Approval - S72 Amendment	11/7/2025
		33 Rialton Avenue BLACKBURN NORTH VIC 3130	WH/2025/853	VicSmart - Tree	To remove one (1) tree	Delegate Permit Issued	11/13/2025
		1 Lagoon Court BLACKBURN VIC 3130	WH/2025/885	VicSmart - Tree	To remove one (1) tree	Delegate Permit Issued	11/14/2025
		25 Nielsen Avenue NUNAWADING VIC 3131	WH/2025/705	Special Landscape Area	Removal of vegetation within the Significant Landscape Overlay - Schedule 9	Delegate Permit Issued	11/18/2025
		117 Central Road BLACKBURN VIC 3130	WH/2025/803	VicSmart - General Application	Buildings and works to construct a front fence within 4 metres of protected trees	Delegate Permit Issued	11/19/2025
		1 Luckie Street NUNAWADING VIC 3131	WH/2025/845	Subdivision	Three Lot Subdivision	Delegate Permit Issued	11/25/2025
		50 Luckie Street NUNAWADING VIC 3131	WH/2025/902	VicSmart - Tree	Removal of protected trees under Clause 52.37	Delegate Permit Issued	11/27/2025

10.5 – ATTACHMENT 2. Councillor Reporting Delegated Decisions - November

Mahoneys	2	Address	Application No	Application Type	Description	Decision	Decision_Date
		1/2 Grevillea Court FOREST HILL VIC 3131	WH/2025/678	VicSmart - General Application	Install a fence at the front of my property	Delegate Permit Issued	11/3/2025
		24 Raleigh Street BLACKBURN SOUTH VIC 3130	WH/2025/915	VicSmart - Tree	Remove a tree	Delegate Permit Issued	11/24/2025

10.5 – ATTACHMENT 2. Councillor Reporting Delegated Decisions - November

Simpson	5	Address	Application No	Application Type	Description	Decision	Decision_Date
		44 Holyrood Drive VERMONT VIC 3133	WH/2025/839	VicSmart - Tree	Removal of one tree protected under the SLO9 and Clause 52.37	Delegate Permit Issued	11/7/2025
		6 Monomeeth Drive MITCHAM VIC 3132	WH/2025/875	VicSmart - General Application	Buildings and Works, End of trip facility and lunchroom	Delegate Permit Issued	11/14/2025
		7 Boronia Road VERMONT VIC 3133	WH/2022/379/B	VicSmart Permit Amendment	The construction of dwellings, the removal of trees and buildings and works within 4 metres of vegetation and alteration of access to a transport zone category 2	Delegate Approval - S72 Amendment	11/14/2025
		6 Tarrangower Avenue MITCHAM VIC 3132	WH/2025/48	Multiple Dwellings	Development of the land for four new dwellings including associated buildings and works in the Significant Landscape Overlay - Schedule 9.	Delegate Permit Issued	11/18/2025
		10 Hopetoun Street MITCHAM VIC 3132	WH/2025/882	VicSmart - Tree	The removal of one (1) protected tree in the Significant Landscape Overlay - Schedule 9	Delegate Refusal Issued	11/26/2025

10.5 – ATTACHMENT 2. Councillor Reporting Delegated Decisions - November

Sparks	13	Address	Application No	Application Type	Description	Decision	Decision_Date
		519 Station Street BOX HILL VIC 3128	WH/2025/409	Other	The development and display of electronic, illuminated and non-illuminated business identification signage including Buildings and works within the Mixed Use Zone	Delegate Permit Issued	11/7/2025
		32 Victoria Street BOX HILL VIC 3128	WH/2025/738	Subdivision	Three lot subdivision	Delegate Permit Issued	11/10/2025
		9-11 Rose Street BOX HILL VIC 3128	WH/2025/831	VicSmart - Tree	Tree removal	Delegate Permit Issued	11/11/2025
		519 Station Street BOX HILL VIC 3128	WH/2025/354	Advertising Sign	Display of internally illuminated, business identification signage and construction of buildings and works associated with the facade of a bank tenancy	Delegate Permit Issued	11/13/2025
		49 Beaver Street BOX HILL SOUTH VIC 3128	WH/2025/749	VicSmart - Tree	Removal of one tree	Delegate Permit Issued	11/17/2025
		44 Graham Place BOX HILL VIC 3128	WH/2025/889	VicSmart - Subdivision	Two (2) lot subdivision	Delegate Permit Issued	11/18/2025
		519 Station Street BOX HILL VIC 3128	WH/2025/324	Other	Display of three (3) internally illuminated, business identification signs, two (2) electronic signs, and carrying out of buildings and works	Delegate Permit Issued	11/19/2025
		10 Wavell Street BOX HILL VIC 3128	WH/2025/833	VicSmart - General Application	Construction of a front fence in the SLO9	Delegate Permit Issued	11/21/2025
		56-60 Bishop Street BOX HILL VIC 3128	WH/2025/735	Special Landscape Area	Rebuild the existing retaining Wall within 4 metres of a tree	Delegate Permit Issued	11/24/2025
		35 Piedmont Street BOX HILL SOUTH VIC 3128	WH/2025/904	VicSmart - Subdivision	2 Lot Subdivision	Delegate Permit Issued	11/24/2025
		7B Hill Street BOX HILL SOUTH VIC 3128	WH/2025/720	VicSmart - General Application	Construct a 1.2m high front fence within 4m of the existing street tree within Significant Landscape Overlay - Schedule 9	Delegate Permit Issued	11/27/2025

10.5 – ATTACHMENT 2. Councillor Reporting Delegated Decisions - November

Sparks	13	Address	Application No	Application Type	Description	Decision	Decision_Date
		10 Edinburgh Street BOX HILL SOUTH VIC 3128	WH/2025/487	Special Landscape Area	To construct a building (dwelling and front fence) and construct and carry out works within four (4) metres of vegetation	Delegate NOD Issued	11/12/2025
		16 Foch Street BOX HILL SOUTH VIC 3128	WH/2025/745	Special Landscape Area	Buildings and works within 4 metres of protected trees in the Significant Landscape Overlay - Schedule 9	Delegate NOD Issued	11/21/2025

10.5 – ATTACHMENT 2. Councillor Reporting Delegated Decisions - November

Terrara	1	Address	Application No	Application Type	Description	Decision	Decision_Date
		32 Vogue Avenue VERMONT SOUTH VIC 3133	WH/2025/49	Special Landscape Area	The removal of protected trees and buildings and works within 4 metres of protected trees in the Significant Landscape Overlay - Schedule 9	Delegate Permit Issued	11/20/2025

10.5 – ATTACHMENT 2. Councillor Reporting Delegated Decisions - November

Walker	9	Address	Application No	Application Type	Description	Decision	Decision Date
		13 Agra Street MITCHAM VIC 3132	WH/2025/444	Special Landscape Area	Tree removal including buildings and works under the Significant Landscape Overlay - Schedule 3	Delegate Permit Issued	11/3/2025
		2 Harrison Street MITCHAM VIC 3132	WH/2025/804	Subdivision	Four (4) lot subdivision	Delegate Permit Issued	11/14/2025
		22 Haines Street MITCHAM VIC 3132	WH/2025/841	VicSmart - General Application	Buildings and works (front fence) within 4 metres of a protected SLO9 tree	Delegate Permit Issued	11/17/2025
		3 Carter Avenue NUNAWADING VIC 3131	WH/2025/861	VicSmart - Tree	Removal of one (1) tree protected under the SLO9 and Clause 52.37	Delegate Permit Issued	11/17/2025
		20 Nicholson Street NUNAWADING VIC 3131	WH/2025/837	VicSmart - Tree	Removal of one (1) tree under the Significant Landscape Overlay - Schedule 9	Delegate Permit Issued	11/18/2025
		20 Efron Street NUNAWADING VIC 3131	WH/2025/21	Multiple Dwellings	Construction of two (2) dwellings to the rear of existing dwellings, and removal of a tree and buildings and works within 4 metres of trees protected under SLO9	Delegate Permit Issued	11/18/2025
		468 Mitcham Road MITCHAM VIC 3132	WH/2025/820	VicSmart - General Application	Buildings and works associated with an existing dwelling within a Heritage Overlay to allow construction of 2 roof windows	Delegate Permit Issued	11/20/2025
		476 Mitcham Road MITCHAM VIC 3132	WH/2013/285/A	VicSmart Permit Amendment	Amendment of Planning Permit WH/2013/285 for removal of one tree	Delegate Approval - S72 Amendment	11/24/2025
		53 Norcal Road NUNAWADING VIC 3131	WH/2020/1323/A	Permit Amendment	Amendment to Use of the land for warehouse and office, buildings and works for the construction of 6 buildings (warehouse and office), 1x pylon sign (non-illuminated) & 11x business identification signs (externally flood-lit), vegetation removal, and reduction to the car parking rate.	Delegate Approval - S72 Amendment	11/25/2025

10.5 – ATTACHMENT 2. Councillor Reporting Delegated Decisions - November

Wattle	8	Address	Application No	Application Type	Description	Decision	Decision_Date
		40 Somers Street BURWOOD VIC 3125	WH/2025/799	VicSmart - General Application	Extension to existing fence, construction of new pedestrian and vehicular gate, construction of temporary garden shed.	Delegate Permit Issued	11/6/2025
		17 Clarice Road BOX HILL SOUTH VIC 3128	WH/2025/169	Industrial	The development and use of the site for a Restricted recreation facility	Delegate Refusal Issued	11/11/2025
		313 Middleborough Road BOX HILL SOUTH VIC 3128	WH/2013/774/F	Permit Amendment	Use and development of the land for restricted retail premises, food and drink premises, office (real estate agency) and convenience shop; creation of access to a road in a Road Zone, Category 1, display of advertising signage (including internally illuminated major promotion pylon sign and floodlit signs), reduction of car parking and waiver of loading and unloading facilities for the food and drink premises and convenience shop	Delegate Approval - S72 Amendment	11/12/2025
		43 Hamel Street BOX HILL SOUTH VIC 3128	WH/2025/852	VicSmart - Tree	The removal of one (1) protected canopy tree pursuant to Clause 42.03 and 52.37	Delegate Permit Issued	11/14/2025
		46 McCubbin Street BURWOOD VIC 3125	WH/2024/667	Multiple Dwellings	Construction of two attached double storey dwellings and associated tree removal and buildings and works within 4 metres of protected trees	Delegate Permit Issued	11/21/2025
		121 Burwood Highway BURWOOD VIC 3125	WH/2024/970	Change of Use	Use of the land for a Place of Assembly and construction and display of illuminated sign and non-illuminated pylon sign	Council Refusal Issued	11/24/2025
		14 Cumming Street BURWOOD VIC 3125	WH/2018/128/C	VicSmart Permit Amendment	Construction of Two (2) Double Storey Dwellings, buildings and works within 4 metres of protected trees and vegetation removal	Delegate Approval - S72 Amendment	11/27/2025
		36 Begonia Street BOX HILL SOUTH VIC 3128	WH/2025/512	Special Landscape Area	Building and Works (a new dwelling) in Schedule 9 of Significant Landscape Overlay	Delegate NOD Issued	11/6/2025

10.5 – ATTACHMENT 3. Councillor Reporting VCAT - November

Planning Applications at VCAT - November 2025								6
Report Summary A list of planning permits currently at VCAT	Application_Number	Ward	VCAT Ref	Address	Description	Decision	Decision_Date	Status
	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	Waiting Decision
	WH/2025/235	Cootamundra	P1054/2025	38 The Avenue BLACKBURN VIC 3130	The removal of vegetation and buildings and works associated with a new dwelling in the Significant Landscape Overlay, Schedule 2	Delegate Refusal Issued	20/11/2025	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/2024/855	Kingsley	P1057/2025	382 Mont Albert Road MONT ALBERT VIC 3127	To construct two (2) double storey dwellings on a lot and to construct a building and construct and carry out works within four (4) metres of vegetation	Delegate NOD Issued	21/11/2025	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	Waiting Decision
	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

10.5 – ATTACHMENT 4. Councillor Reporting Ministerial Permits - November



Ministerial Permit Register - November 2025 0

Planning Permits under Minister Delegation

Report Summary	Application number	Address	Description	Decision	Decision Date
<p>A list of planning permits under Minister Delegation based off the Ministerial Planning Register for applications within Whitehorse City Council</p>					

Referrals and Determinations - November 2025 0

Under Clause 52.20
Government Funded Housing Development

Report Summary	Application number	Address	Description	Date Received
<p>A list of referrals and determinations under Clause 52.20 within Whitehorse City Council</p>				

10.5 – ATTACHMENT 4. Councillor Reporting Ministerial Permits - November



Ministerial Permit Register - November 2025

0

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

Ministerial Permit Register - November 2025

0

Planning Permits under Minister Delegation
State Projects

Report Summary

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

Project

Municipality

Description

Decision

10.6

Records of Informal Meetings of Councillors

Attachment 1 Pre Council Meeting Briefing - 8 December 2025

Attachment 2 Councillor Briefing - 15 December 2025

Attachment 3 Strategy Meeting - 19 January 2026

10.6 – ATTACHMENT 1. Pre Council Meeting Briefing - 8 December 2025

Pre Council Meeting Briefing – 8 December 2025 – 6.30pm – 6.40pm		
Matter/s Discussed:	Councillors Present	Officers Present
• 8 December 2025 Council Meeting Agenda	Cr Kirsten Langford Mayor Cr Kieran Simpson Deputy Mayor Cr Peter Allan Cr Blair Barker Cr Prue Cutts Cr Andrew Davenport Cr Daniel Griffiths Cr Jarrod Gunn Cr Jason Martin Cr Ben Stennett Cr Hayley Weller	S McMillan S White L Letic J Green V Ferlaino A Ghastine S Candelier A Wintle
Others Present: N/A		
Disclosures of Conflict of Interest: Nil		
Councillor /Officer attendance following disclosure: Nil		

10.6 – ATTACHMENT 2. Councillor Briefing - 15 December 2025

Councillor Briefing – 15 December 2025 – 5.30pm –9.04pm		
Matter/s Discussed:	Councillors Present	Officers Present
• Council Plan	Cr Kirsten Langford Mayor	S McMillan
• New Councillor Budget Requests	Cr Kieran Simpson Deputy Mayor Cr Peter Allan Cr Blair Barker Cr Prue Cutts Cr Andrew Davenport Cr Daniel Griffiths Cr Jarrod Gunn Cr Jason Martin Cr Ben Stennett Cr Hayley Weller	L Letic S Cann J Green S White V Ferlaino Z Quinn S Candeland C Clarke L Morris F Nolan C Bolitho
• Brickworks update		
Others Present:		
Disclosures of Conflict of Interest: Item 38 Neighbourhood House, Cr Gunn and Cr Griffith left the room prior to the discussion at 6.46pm and returned 6.53pm.		
Councillor /Officer attendance following disclosure: Nil		

10.6 – ATTACHMENT 3. Strategy Meeting - 19 January 2026

Strategy Meeting – 19 January 2026 – 6.30pm – 9.40pm		
Matter/s Discussed:	Councillors Present	Officers Present
• Neighbourhood and Community Houses Review	Cr Kirsten Langford Mayor	S McMillan
• Leisure Strategy – Optimised In-House Management Model – Aqualink	Cr Kieran Simpson Deputy Mayor Cr Peter Allan Cr Blair Barker Cr Prue Cutts Cr Andrew Davenport Cr Daniel Griffiths Cr Jarrod Gunn Cr Jason Martin Cr Ben Stennett Cr Hayley Weller	S Cann S Sullivan I Kostopoulos S White L Morris S Candeland Z Quinn S Rinaldi T Gledhill D Fotinatos
Others Present: N/A		
Disclosures of Conflict of Interest: Item 3.1 Neighbourhood and Community Houses, Cr Gunn & Cr Griffiths attended from 8.10pm.		
Councillor /Officer attendance following disclosure: Nil		