

Planning and Consultation Committee Meeting

to be held at the Council Chamber, 32 Civic Drive, Greensborough
on Tuesday 10 March 2026 commencing at 7:00 PM.

Agenda

Carl Cowie
Chief Executive Officer

Thursday 5 March 2026

Distribution: Public

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Council Chamber Planning and Consultation Committee Meeting Seating Plan

Cr Kelly Joy
Edendale Ward

Cr Naomi Joiner
Bunjil Ward
(Mayor)

Cr Grant Brooker
Blue Lake Ward
(Chairperson Planning Matters)

Cr Peter Perkins
Ellis Ward

Cr Kim Cope
Sugarloaf Ward

Cr John Dumaresq
Wingrove Ward

Katia Croce
Manager
Governance and
Property

Blaga Naumoski
Director
Governance,
Communications
and Community
Safety

Cr Kate McKay
Swipers Gully Ward
(Deputy Mayor)
(Chairperson Consultation Matters)

Carl Cowie
Chief Executive
Officer

Nillumbik Shire Council

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Nillumbik Shire Council

Agenda of the Planning and Consultation Committee Meeting to be held Tuesday 10 March 2026 commencing at 7pm.

1. Welcome by the Chair

Members of the public are advised the meeting will be livestreamed and recorded and the livestream recording will be made publicly available on YouTube and Council's website.

2. Acknowledgement of Country

The Acknowledgement of Country to be read by the Chairperson

Nillumbik Shire Council respectfully acknowledges and recognises the Wurundjeri Woiwurrung as the Traditional Owner of the land on which Nillumbik is located. We pay tribute to all First Peoples living in the Nillumbik Shire, give respect to Elders past, present and emerging, and extend our respect to all First Peoples. We acknowledge that sovereignty was never ceded.

3. Apologies/Leave of Absence

Committee to note any apologies by Councillors not in attendance and or considers requests for any leave of absence submitted.

4. Declarations of conflict of interest

Committee members and Officers should note that any conflicts of interest should also be disclosed immediately before the relevant item.

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5. Confirmation of Minutes

COM.001/26 Confirmation of Minutes Planning and Consultation Committee Meeting held Tuesday 11 November 2025

Confirmation of the Minutes of the Planning and Consultation Committee Meeting held on Tuesday 11 November 2025.

Recommendation

That the Committee (acting under delegation from Council) confirms the Minutes of the Planning and Consultation Committee Meeting held on Tuesday 11 November 2025 (**Attachment 1**).

Attachments

- ⇒1. Minutes of the Planning and Consultation Committee Meeting held on Tuesday 11 November 2025.

5. Confirmation of Minutes

COM.001/26 Confirmation of Minutes Planning and Consultation Committee Meeting held Tuesday 11 November 2025

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6. Officers’ reports

PCC.001/26 Eltham Town Activity Centre Special Rate Levy 2026-2029 - Consideration of Submissions

Item: Consultation Matter

Distribution: Public

Manager: Frank Vassilacos, Director Planning, Environment and Strategy

Author: Tania Treasure, Economic Development & Tourism Lead

Previous Items: CM.151/25 - Eltham Town Activity Centre Special Rate Levy (2026 - 2029) - Council Meeting - 09 Dec 2025 7:00 PM

Summary

This report presents and considers submissions (**Attachment 1 and 2**) from Council’s notice for its Intention to Declare a Special Rate Levy (SRL) for the Eltham Town Activity Centre (2026-2029).

Following the receipt of a written request from the Eltham Chamber of Commerce and Industry (ECCI) to renew the SRL, Council at the Council Meeting on the 9 December 2025, commenced the statutory process and gave notice of it’s Intention to Declare a Special Rate Levy on the Eltham Town Activity Centre for the period of 1 July 2026 to 30 June 2029.

The proposed SRL will raise an annual value of \$143,000 for the term of the special rate, which will be provided to ECCI for the purpose of defraying marketing, promotion and other incidental expenses associated with the encouragement of commerce in the Eltham Town Activity Centre.

In response to Council’s notification 11 submissions were received – 10 in support and 1 objection. A summary of the submissions is provided in **Attachment 3**. The 10 supportive submissions all reinforced the benefits the SRL investment will provide to the Eltham town centre. The single objection did not provide any commentary.

Following this Committee meeting, Council will decide to declare, modify or abandon the proposed Eltham Town Activity Centre Special Rate Levy at its Council meeting on the 26 May 2026.

Recommendation

That the Committee (acting under delegation from Council):

1. Notes and considers the feedback provided by submitters in response to Council’s public notice of its Intention to Declare a Special Rate Levy on the Eltham Town Activity Centre.
2. Thanks the submitters for their comments of Council’s public notice of it’s Intention to Declare a Special Rate on the Eltham Town Activity Centre.
3. In accordance with section 223(c) of the *Local Government Act 1989*, Council consider the submissions received and matters raised in this Planning and Consultation Committee on the Eltham Town Activity Centre Special Rate at the Council Meeting on 26 May 2026.

6. Consultation Matters

PCC.001/26 Eltham Town Activity Centre Special Rate Levy 2026-2029 - Consideration of Submissions

4. Resolves that Attachments 2 remain confidential on the grounds specified in the definition of confidential information in section 3(1)(f) of the *Local Government Act 2020*.

Attachments

- ⇒1. Redacted submissions received for the proposed Eltham Town Activity Centre SRL
2. Confidential - Submissions received for the proposed Eltham Town Activity Centre SRL - *CONFIDENTIAL*
- ⇒3. Redacted summary of submissions with Officer comments

Discussion

1. A Special Rate Levy (SRL) involves Council collecting an additional levy on rateable properties within a designated area. Special Rate Levies are used to promote town centres are at the request of a local trader’s association.
2. A SRL for the Eltham Town Activity Centre has been in place since 1 July 2016, the current SRL will expire on 30 June 2026. Eltham Chamber of Commerce and Industry (ECCI) have formally requested Council to renew the Special Rate Levy for another three years.
3. At the Council meeting on the 9 December 2025, Council supported ECCI’s request and resolved to commence the statutory process to renew the SRL, giving Notice of its Intention to Declare a Special Rate Levy for the Eltham Town Activity Centre for a three year period, commencing 1 July 2026, ending 30 June 2029.
4. The proposed SRL will raise an annual value of \$143,000 without any increases for each of the three years and will be used for defraying marketing, promotion and other incidental expenses associated with the encouragement of commerce in the Eltham Town Activity Centre.
5. Following the 9 December 2025 Council meeting as required by the *Local Government Act 1989*, a Public Notice of Council’s Intention to Declare a SRL on the Eltham Town Activity Centre was advertised in The Age and letters were sent to landlords and tenants who may incur the Levy within the proposed SRL boundary. The letters included:
 - A cover letter advising of Council’s intention to declare a SRL, the estimated first year Special Rate Levy value for the relevant property, and details on how to formally submit or object to the levy;
 - A copy of the Public Notice published in The Age on 11 December 2025;
 - A map showing the geographic boundary of the SRL and of affected properties within the Eltham Town Activity Centre; and
 - Frequently Asked Questions information sheet.

6. Consultation Matters

PCC.001/26 Eltham Town Activity Centre Special Rate Levy 2026-2029 - Consideration of Submissions

6. Details of the proposed SRL were also available via Councils Participate Nillumbik webpage and in the Customer Service area of the Shire offices in Greensborough.
7. The Public Notice period ended on 5pm, Wednesday 28 January 2026. Council has received a total of 11 submissions, ten (10) submissions in support, and one (1) submission in objection to the proposed Eltham Town Activity Centre SRL.
8. One submission in support was ECCI including their action plan for the proposed SRL. Four of the submissions in support relate to 2 properties within the proposed scheme. One submission was received after the formal Public Notice period had closed.
9. A summary of the submissions with officers' comments is available at **Attachment 3**. The submissions themselves are provided in **Attachments 1 (redacted) and 2 (confidential)**.
10. From the submissions received general themes of support for the proposed SRL include:
 - The ability to market and promote Eltham Town;
 - Increased awareness and visitation to Eltham Town;
 - Consistence digital presence through website and social media activity; and
 - Strong advocacy on behalf of businesses within the Eltham Town Activity Centre.
11. Officers comments for submitters in support outline that a proposed SRL provides ECCI with a pool of funds to deliver on the Action Plan to support the marketing and promotion of Eltham Town, encouraging commercial activity.
12. One (1) objection to the proposed SRL was received. No reason for the objection was provided by the objector, Officers are unable to provide a direct comment.

Related Council decisions

13. Previous Special Rate Levy declarations for Eltham Town Activity Centre have been made at the Council Meeting 21 June 2016. The current levy was declared at the Council Meeting on 23 March 2021.
14. Most recently, Council gave it's Intention to Declare a Special Rate Levy on the Eltham Town Activity for the period 1 July 2026 to 30 June 2029 at the Council Meeting on 9 December 2025.

Options

15. Following the Committee's consideration of submissions, in accordance with section 223(c) of the *Local Government Act 1989*, Council will be presented with the submissions to determine to declare, modify or abandon the proposed Eltham Town Activity Centre Special Rate Levy at its Council meeting on the 26 May 2026.

Council plans and policies

16. This report directly supports the achievement of the Council Plan 2025-2029 strategy:
 - Strengthen Nillumbik's local economy by supporting businesses, growing local industries, attracting investment, and promoting vibrant events.

6. Consultation Matters

**PCC.001/26 Eltham Town Activity Centre Special Rate Levy 2026-2029 -
Consideration of Submissions**

17. This report directly supports the achievement of the Nillumbik Economic Development Strategy 2020 – 2030:
- Objective 1: Improve economic development practices and programs to assist local businesses;
 - Objective 2: Create vibrant activity centres and employment precincts in Eltham and Diamond Creek.

Access, Equity and Inclusion

18. Public Notice of Council's Intention to Declare a SRL on the Eltham Town Activity Centre has been communicated and made available in a number of ways to ensure those affected have a fair and equitable opportunity to provide their feedback on the proposed SRL. Notification has been made via print newspaper, direct letters, Council's website and a physical copy on display at Nillumbik Shire Council office in Greensborough.

Sustainability implications

19. Renewal of the proposed SRL will give ECCI the ability to continue to promote Eltham Town Activity Centre as an attractive place to shop, dine and visit. The awareness generated through promotional and business development activities supports existing businesses and highlights investment opportunities to attract new businesses to Eltham.

Community engagement

20. In developing their formal request to Council, ECCI engaged with businesses who will be affected by the proposed SRL through face-to-face discussions and digital surveys. The outcome of this consultation informed their formal request to Council to commence the statutory process for the new proposed Special Rate Levy.
21. Following Council's decision on the 9 December 2025 to resolve to give notice of its Intention to Declare of Special Rate Levy community engagement to inform those liable to pay the proposed Eltham Town Activity Centre SRL included:
- Public Notice in The Age newspaper;
 - Letters delivered through Australia Post to landlords and tenants;
 - Physical copy of the Public Notice on display at Nillumbik Shire Council office at 32 Civic Drive, Greensborough;
 - Displayed on Council's Public Notice webpage; and
 - Inclusion on Participate Nillumbik for notice and receiving of submissions.
22. Extension of the public notice period of 28 days to 49 days was provided for submitters, to account for the summer/Christmas holiday period.
23. Council have received a total of 11 submissions, 10 in support and 1 objection against the proposed SRL.

6. Consultation Matters

**PCC.001/26 Eltham Town Activity Centre Special Rate Levy 2026-2029 -
Consideration of Submissions**

Innovation and continuous improvement

24. The proposed SRL aims to support the continued economic development and commercial activities of Eltham Town Activity Centre. This support is carried out through initiatives such as improved website design, innovative social media and engaging events.

Collaboration

25. Officers have engaged with other Councils on the management of their Special Rates and Charge Scheme used for trader associations. Engagement has also taken place with Council's Rates and Valuations Unit.

Budget considerations

26. The proposed SRL is collected through Council's rate process. If the SRL were to proceed 100% of the funds collected are passed to ECCI for marketing and promotional activities for Eltham Town Activity Centre in accordance with their business plan.
27. Administrative costs will be incurred for the renewal of the proposed SRL if Council choose to Declare the SRL.
28. The estimated costs to Council for the entire statutory process is valued at \$20,000, incorporating mailing and advertising costs and Council officers' time. These costs are covered from the existing Economic Development and Tourism Unit's operational budget as allocated in the 2025/26 Annual Budget.

Relevant law

29. A Special Rate Levy may be declared by Council under section 163 of the *Local Government Act 1989*.
30. Section 223(b) of the *Local Government Act 1989*, requires Council to give public notice of its Intention to Declare a Special Rate Levy and provide an opportunity for submitters to be heard in person in support of their submission.

Regional, state and national plans and policies

31. Not applicable.

Conflicts of interest

32. All officers involved in the preparation of this report have made a declaration that they do not have a conflict of interest in the subject matter of this report.

6. Consultation Matters

**PCC.001/26 Eltham Town Activity Centre Special Rate Levy 2026-2029 -
Consideration of Submissions**

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6. Officers' reports

PCC.002/26 Jayson Avenue Special Charge Scheme, Eltham - Consideration of Submissions

Item: Consultation Matter

Distribution: Public

Manager: Derek Rotter, Chief Operating Officer

Author: Steven Blight, Manager Capital and Infrastructure

Summary

Council resolved on 9 December 2025 (CM.155/25) to give public notice of its intention to declare a special charge scheme for the sealing and upgrade of Jayson Avenue in Eltham.

Council's notice of its intention to declare was publicly advertised in *The Age* newspaper and on Council's website on 18 December 2025. A letter and notice of the declaration were sent to all property owners with a liability under the scheme. The closing date for submissions and/or objections was specified as 5 February 2026.

The public notice and letter sent to property owners indicated that submissions would be heard at the Planning and Consultation Committee meeting on 10 March 2026 and that declaration would be made at the Council Meeting on 28 April 2026.

Council has not received any written submissions in support or in objection of the declaration.

Recommendation

That the Committee (acting under delegation from Council):

1. Notes that Council had not received any submissions or objections to the intention to declare a special charge scheme for Jayson Avenue in Eltham prior to the specified closing date.
2. Considers the views of any person that registers to speak at the Planning and Consultation Committee meeting on 10 March 2026.
3. Requests that a further report be presented at the Council Meeting on 28 April 2026 to consider the declaration of the Jayson Avenue Special Charge Scheme.

Attachments

- ⇒1. Scheme Area - Jayson Avenue SCS

6. Consultation Matters

PCC.002/26 Jayson Avenue Special Charge Scheme, Eltham - Consideration of Submissions

Discussion

1. The properties affected by the Jayson Avenue Special Charge Scheme are shown in **Attachment 1**.
2. The total estimated cost of the scheme is \$389,000. Council is liable for the contribution of the Crown Land (Hohnes Hill Reserve) at 560 Main Road, which is estimated at \$68,376.21. The remaining amount of \$320,623.79 is levied between eight properties in accordance with the apportionment principles in Council's Special Rate and Special Charge Policy and Guidelines (June 2024).
3. Consultation with property owners during the investigation and development of the design for sealing Jayson Avenue has included an initial and formal questionnaires, two information sessions and two task group meetings.
4. The results of the formal questionnaire demonstrated that 62.5% (5 of 8 property owners) were in favour to proceed with the Jayson Avenue Special Charge Scheme.
5. Council resolved its intention to declare the Jayson Avenue Special Charge Scheme, Eltham on 9 December 2025 (CM.155/25).
6. Council's notice of its intention to declare a scheme was publicly advertised in *The Age* newspaper and on Council's website on 18 December 2025. A letter and notice of the declaration were sent to all property owners with a liability under the scheme.
7. The public notice and letter sent to the property owners outlined the rights of any person to make a submission in accordance with Section 223 of the Act, and the rights of persons liable to pay the special charge to make an objection in accordance with Section 163B of the Act.
8. The closing date for submissions and/or objections was specified as 5 February 2026. Council did not receive any submissions either in support or in objection to the declaration.
9. The public notice and letter sent to property owners indicated that submissions would be heard at the Planning and Consultation Committee meeting on 10 March 2026 and that declaration would be made at the Council Meeting on 28 April 2026.

Related Council decisions

10. Council resolved on 25 March 2025 (CM.023/25), to proceed with development of a Special Charge Scheme for the sealing of Jayson Avenue, Eltham.
11. Council resolved on 9 December 2025 (CM.155/25) to give public notice of its intention to declare a special charge scheme for the sealing and upgrade of Jayson Avenue, Eltham.

Options

12. This report recommends that any in person submissions are heard and considered and a decision regarding the declaration of the Jayson Avenue Special Charge Scheme be referred to the Council Meeting on 28 April 2026.

6. Consultation Matters

PCC.002/26 Jayson Avenue Special Charge Scheme, Eltham - Consideration of Submissions

Council plans and policies

13. This report directly supports the achievement of the Council Plan 2025-2029 strategy:
- Improve local road infrastructure to meet community needs while respecting neighbourhood character.
14. The special charge scheme is consistent with the policies and objectives of the Nillumbik Planning Scheme, including the protection of neighbourhood character and environment.

Access, Equity and Inclusion

15. The project scope is limited to road and drainage improvements.

Sustainability implications

16. Construction of the works will make use of recycled materials where appropriate and include environmental management practices.
17. The project includes drainage improvements to minimise the risk of flooding to local properties in the event of heavy rainfall.

Community engagement

18. Consultation was carried out in accordance with Council's Special Rate and Special Charge Policy and Guidelines (June 2024).

Innovation and continuous improvement

19. Not applicable

Collaboration

20. Not applicable

Budget considerations

21. All internal costs associated with the scheme's investigation and design are accounted within existing operational budgets.
22. Council is liable for \$68,376.21 of the total cost of the Scheme, which represents the Council contribution for the Crown Land at 560 Main Road.

Relevant law

23. The 'Special Charge Scheme' and 'Rights of Submission' legislation under Parts 8 and 11 of the *Local Government Act 1989* (the Act).

Regional, state and national plans and policies

24. Not applicable.

Conflicts of interest

25. All officers involved in the preparation of this report have made a declaration that they do not have a conflict of interest in the subject matter for this report.

6. Consultation Matters

PCC.002/26 Jayson Avenue Special Charge Scheme, Eltham - Consideration of Submissions

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- 7. Supplementary and urgent business**
- 8. Confidential reports**
- 9. Close of Meeting**