

**MINUTES OF THE POLICY COMMITTEE MEETING  
OF BATHURST REGIONAL COUNCIL  
HELD ON 3 APRIL 2024**

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# 1. PUBLIC FORUM

## MINUTE

**Elaine West** – Tree Preservation – Thanked Councillors Hogan and Burke for the motion for tree preservation. Discussed the presentation by Professor Pfautsch in February 2024 and requested the recommendations. Asked what recommendations is council considering implementing? Asked about Tree Cities of the World project? Asked if there will be any further communication with Professor Pfautsch?

**DEPBS** provided a response to Mrs West advising that discussions are ongoing with Professor Pfautsch.

**Ingrid Pearson** – Protection of Trees - Congratulated Council on the Protection of Trees Policy. Asked whether there is a tree coverage for the CBD, now and goal. Asked about specifics around tree standards for Mature Trees. Miss Pearson also asked about tree root barriers.

**DEPBS** provided a response.

**Vanessa Comiskey** - NYE Fireworks, Waste Management Centre tours and Changing Places upgrade – Mrs Comiskey requested an updated on the NYE Fireworks.

**MAYOR** provided a response.

Mrs Comiskey asked about the Waste Management Centre tours email that she sent previously.

**MAYOR** provided a response.

**DES** advised that tours have previously been held at the Water Filtration Plant and the Waster Water Treatment Plant however consideration could be given to holding a tour at the Waste Management Centre into the future due to current staff shortages.

Mrs Comiskey referred to Facebook post about the changing places upgrade.

**MAYOR** provided a response.

Mrs Comiskey asked if the Mayor was directly involved.

**MAYOR** provided a response about the consultation process including the Bathurst Access Committee.

Mrs Comiskey asked why no contact was made advising that the Council's position had changed. Ms Comiskey spoke to the upcoming elections.

**Bob Triming** - Disability Advocate - Thanked DES for laybacks out the fronts of the Post Office building. Spoke to Machattie Park and requested accessible ramps be installed whilst park is partially open. Spoke to meeting recently attended and his suggestion to State Government requesting that any grants for accessible projects needs to be checked to ensure compliance. Spoke to the Kath Knowles Pathway and requested a new pathway between the path and the roadway.

**Jorgina Comiskey** – Coffee with a Youth Councillor – Thanked Youth Councillors who attended. Spoke to the desire to join the Youth Council. Spoke to the difficulties in nominating due to the minimum age conditions in the terms of reference.

## **2. MEETING COMMENCES**

### **MINUTE**

Meeting commenced at 6:25pm.

**Present:** Cr W Aubin, Cr K Burke, Cr B Fry, Cr J Jennings, Cr G Hanger (TEAMS), Cr M Hogan, Cr I North, Cr R Taylor

## **3. RECORDING OF MEETING**

## **4. PRAYER AND ACKNOWLEDGEMENT OF COUNTRY**

## **5. APOLOGIES**

### **MINUTE**

**MOVED: Cr W Aubin SECONDED: Cr M Hogan**

### **RESOLVED:**

That the apology of Cr A Smith be accepted and leave of absence granted.

That the attendance via audio-visual link of Cr G Hanger be accepted.

## **6. MINUTES**

### **6.1. Confirmation of Minutes**

**File No: 07.00064**

#### **MINUTE**

**RESOLUTION NUMBER: POL2024-6**

**MOVED: Cr B Fry SECONDED: Cr K Burke**

#### **RESOLVED:**

That the Minutes of the Policy Committee Meeting of Bathurst Regional Council held on 6 March 2024 be adopted.

- Noted that Garthowen Lane was incorrectly named in the minutes.

## **7. DECLARATION OF INTEREST**

#### **MINUTE**

**RESOLUTION NUMBER: POL2024-7**

**RESOLVED: NIL**

## **8. RECEIVE AND DEAL WITH GENERAL MANAGER'S AND DIRECTORS' REPORTS**

### **8.1.1. POLICY REVIEW - PLANNING INSTRUMENT AMENDMENTS AND REFUND OF FEES**

**File No: 20.00143**

#### **MINUTE**

**RESOLUTION NUMBER: POL2024-8**

**MOVED: Cr K Burke SECONDED: Cr M Hogan**

#### **RESOLVED:**

That Council:

- (a) place the draft revised "Planning Instrument Amendments and Refund of Fees" Policy on public exhibition for a period of 28 days.
- (b) if no submissions are received, adopt the draft Planning Instrument Amendments and Refund of Fees Policy.
- (c) if submissions are received, provide a further report for Council's consideration.

**8.2.1. COUNCIL POLICY REVIEW - POLICIES REVIEWED WITH NO OR MINIMAL CHANGES IDENTIFIED**

**File No: 11.00006**

**RECOMMENDATION:**

That Council:

- (a) adopt the following Policies as amended:
- i) Records and Information Management Policy
  - ii) Sister City Agreement – Friendship Relationship with Zhang Jia Kou of Hebei Province China
  - iii) Staff Designated persons disclosing interests
- 

**REPORT:**

As part of Council's governance procedures, a program to review all Council policies every two years has been implemented.

**Policies with no or minimal changes**

The following Council Policies have recently been reviewed. As part of the review, it was identified there were no/or minimal changes to be made, and therefore the policies are not required to be placed on public display.

The 'Records and Information Management' Policy is provided at **attachment 1**.

The 'Sister City Agreement – Friendship Relationship with Zhang Jia Kou of Hebei Province China' policy is provided at **attachment 2**.

The 'Staff – Designated persons disclosing interests' policy is provided at **attachment 3**.

<b>Policy Reviewed</b>	<b>Action</b>	<b>New Renewal Date</b>
Records and Information Management Policy	Underwent changes with new policy information, updated the objective and changed the policy name, previously known as 'Records Management'. Approved by ELT. New policy items: <ul style="list-style-type: none"><li>- Introduction,</li><li>- Policy objectives,</li><li>- Policy scope,</li><li>- Recordkeeping principles,</li></ul>	March 2026

	<ul style="list-style-type: none"> <li>- Creation and capture,</li> <li>- Access to council records,</li> <li>- Records security,</li> <li>- Disposal and destruction of records,</li> <li>- Value of records as a corporate asset,</li> <li>- Policy implementation,</li> <li>- Compliance and breaches,</li> <li>- Procedures,</li> <li>- Document control.</li> </ul> <p>Removed:</p> <ul style="list-style-type: none"> <li>- Definitions</li> </ul> <p>Updated:</p> <ul style="list-style-type: none"> <li>- Policy responsibilities</li> </ul>	
Sister City Agreement – Friendship Relationship with Zhang Jia Kou of Hebei Province China	No changes	March 2026
Staff – Designated persons disclosing interests	<p>No Changes</p> <p>NOTE – “Designated persons” include:</p> <ul style="list-style-type: none"> <li>- the General Manager</li> <li>- senior staff, and</li> <li>- staff, delegates of Council or members of committees who the Council identify as exercising functions that could give rise to a conflict of interest.</li> </ul>	March 2026

## FINANCIAL IMPLICATIONS:

Nil

## BATHURST COMMUNITY STRATEGIC PLAN – OBJECTIVES AND STRATEGIES:

### Objective 6: Community leadership and collaboration.

Strategy 6.4 Meet legislative and compliance requirements.

## COMMUNITY ENGAGEMENT:

01 **Inform** - to provide the public with balanced and objective information to help them understand the problem, alternatives, opportunities and/or solutions.

## **ATTACHMENTS:**

1. Records and Information Management Policy Updated March 2024 (1) [8.2.1.1 - 5 pages]
2. Sister city agreement Friendship relationship with Zhang Jia kou [8.2.1.2 - 3 pages]
3. Staff Designated Persons Disclosing Interests REVIEWED MARCH 2024 [8.2.1.3 - 2 pages]

## **MINUTE**

**RESOLUTION NUMBER: POL2024-9**

**MOVED: Cr W Aubin SECONDED: Cr K Burke**

## **RESOLVED:**

That Council:

- (a) adopt the following Policies as amended:
  - i) Records and Information Management Policy
  - ii) Sister City Agreement – Friendship Relationship with Zhang Jia Kou of Hebei Province China
  - iii) Staff Designated persons disclosing interests



## 9. SUBMISSION HEARING - DEVELOPMENT APPLICATION SUBMISSIONS

### 9.1. DEVELOPMENT APPLICATION NO. 2023/205 - 20 ADDITIONAL CARAVAN SITES AT BATHURST SOARING CLUB, 167 FREEMANTLE ROAD, EGLINTON. APPLICANT: BATHURST SOARING CLUB INC. OWNER: BATHURST SOARING CLUB INC.

**File No:** 2023/205

#### RECOMMENDATION:

That the information be noted.

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#### PURPOSE OF SUBMISSION HEARING:

The purpose of the Submission Hearing is to provide:

- (a) a further opportunity for those who lodged a submission to have their concerns heard;
- (b) the applicant an opportunity to respond to those concerns; and
- (c) Councillors an opportunity to understand the issues raised in public submissions and the applicant's response.

The meeting is not to resolve concerns or make a determination.

#### REPORT:

##### Site

Council has received a Development Application (DA) for twenty (20) additional caravan sites at the Bathurst Soaring Club site (Pipers Airfield) at 167 Freemantle Road, Eglinton, described as Lot 22, DP 1165391.

A location plan and aerial photos is provided at **Attachment 1**.

#### Summary of Attachments

Attachment No.	Description
1.	Location plan and aerial
2.	Statement of Environmental Effects
3.	Effluent disposal investigation
4.	Site plans
5.	Map of rural dwelling within 1 kilometer radius
6.	Submissions
7.	Applicant's response to submissions

## Proposed development

The Development Application seeks approval for the general reconfiguration of the forty (40) existing caravan sites on the property and approval for an additional twenty (20) caravan sites. This will bring the total number of caravan sites on the property to sixty (60).

See the following attachments:

- Statement of Environmental Effect that outlines the proposal at **Attachment 2**.
- Effluent Disposal Investigation at **Attachment 3**.
- Site plans at **Attachment 4**.

The subject site currently contains an airstrip, numerous hangars, numerous sheds, a clubhouse, an amenities building and forty caravan sites. The caravan sites are made available to members of the Soaring Club to utilize when accessing the Club. The caravan sites are not available to members of the public; i.e. it does not operate as a designated camping area.

Adjoining and surrounding properties contain rural dwellings and rural outbuildings and are predominantly used for primary production purposes. See map identifying rural dwellings within 1 kilometer of the subject property boundary (excluding the access handle) at **Attachment 5**.

The subject site has been home to the Bathurst Soaring Club (“Glider Club”) since 1975.

The Bathurst Soaring Club currently has a fleet of 7 gliders, 2 tug planes and approximately 50 private gliders.

It is important to note that gliding in Australia is self-administered meaning that regulation of activities is the responsibility of the Gliding Federation of Australia Incorporated rather than being under the direct regulation of the Civil Aviation Safety Authority (CASA).

## Community Participation Plan

The proposal was notified to all directly adjoining properties between 11 September 2023 and 21 September 2023. During the notification period a total of six (6) submissions were received (**Attachment 6**).

It is noted that one submission received from an adjacent property owner has been redacted at that person’s specific request.

## Issues raised

Issues raised in the submissions are summarised as follows:

- Noise pollution
- Air pollution
- Public safety including objects falling from aircraft
- Need for site masterplan
- Effluent disposal
- Potential for caravans to open to the general public
- Fire safety

- Privacy
- Potential for intensification of activities

The Applicant's response to the above issues is provided at **Attachment 7**.

### **CONCLUSION:**

The Development Application will be reported to a future Ordinary Meeting of Council for determination.

### **FINANCIAL IMPLICATIONS:**

Nil.

### **BATHURST COMMUNITY STRATEGIC PLAN – OBJECTIVES AND STRATEGIES:**

#### **Objective 4: Sustainable and balanced growth.**

Strategy 4.6 Plan for, assess and regulate development activity.

### **COMMUNITY ENGAGEMENT:**

02 **Consult** - to obtain public feedback on alternatives and/or decisions

### **ATTACHMENTS:**

1. Location & Aerial [9.1.1 - 2 pages]
2. Statement of Environmental Effects [9.1.2 - 12 pages]
3. Effluent disposal investigation [9.1.3 - 8 pages]
4. Site Plans [9.1.4 - 4 pages]
5. Rural dwelling within 1 km radius [9.1.5 - 1 page]
6. Submissions (1 redacted) [9.1.6 - 13 pages]
7. Applicant's Response to Submissions [9.1.7 - 8 pages]

### **MINUTE**

**RESOLUTION NUMBER: POL2024-10**

**MOVED: Cr I North SECONDED: Cr K Burke**

#### **RESOLVED:**

That the information be noted.

**David Nelson** – 'Osborne' adjoins the subject property – Spoke to the submission made by Mr and Mrs Smith and noted that his concerns are similar to those of Mr and Mrs Smith. Spoke to the inconsistency of information between the plans and the statement of environmental effects.

Noted that only 4 caravans currently have solar and suggests that should not be classified as a primitive campground.

Spoke to the Calare Civil report and the 50m buffer, noted that the rubble drains are within the buffer.

Noted that there have been additions to the existing hangers without Council consent and cited aerial photos. Noted that DA conditions to the hangers do not allow accommodation and appears to be inconsistent.

Spoke to the safety concerns associated with the airfield and should be addressed.

**Bill Mackie** - Neighbour – Noted that he has lived there for over 35 years. Spoke to the concerns raised by other objectors and support those objections.

Spoke to the use of runway 21 and other runways for emergency use only. Spoke to the concerns for the neighbouring properties.

Spoke to the interruptions to Bathurst Airport operations from the expansion of the Pipers Airfield.

Spoke to the rebuttal from the Gliding Club that the participants do not contribute to the Bathurst economy.

## 10. GENERAL BUSINESS

### MINUTE

**Cr Hogan** – Drought Management Plan - Requested update on the Drought Management Plan.

**DES** provided a response that discussions with Department of Planning have been completed. Spoke that up to 25% funding may be available. Spoke to the scope of works including stream assessments.

**Cr Taylor** – Machattie Park - Asked about timing for the additional works to the trees in Machattie Park.

**DES** advised there is no budget for works this financial year. Will go for consideration into the 2024/25 budget.

**Cr Burke** – Aquatic Centre and Mowing - Spoke to the closure of the pool for the season. Asked about pool operations and contract with Belgravia.

**DES** noted the contractor pays for electricity, gas and staff. Noted they make income by way of gate takings. Appointed by Council by tender.

Cr Burke asked what is the cost of the Aquatic Centre to Council.

**DES** advised approximately \$1Million.

Cr Burke asked whether old memorial pool was operated by Council or Contractor?

**DES** advised that Council ran the old pool and Aquatic Centre is contracted.

Cr Burke asked whether there is a better way of managing the community asset.

**DES** advised that opportunity to raise fees as part of the budget. Advised that there is an opportunity to revisit the arrangements once the Aquatic Centre Tender is due.

Cr Burke asked about mowing in front of the ceremony and infants section and the timing around it.

**DES** provided a response that mowing crews are under significant pressure.

**Cr Fry** – Sutter Street Roundabout – Asked about the previous actions for Sutter and Bradwardine Roundabout.

**DES** spoke o the history and advised that it currently complies with the standards. Blackspot funding was previously applied for, but the roundabout complied and would need to be reassessed.

Cr Fry asked whether signals could be considered and whether funding could be sought.

**DES** advised that TFNSW can approve the signals and would need to be reassessed.

## **11. MEETING CLOSE**

### **MINUTE**

The Meeting closed at 6:56pm.

### **CHAIR:**

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