

**POLICY COMMITTEE MEETING
BATHURST REGIONAL COUNCIL**

27 March 2024

His Worship the Mayor & Councillors

**Notice of Policy Committee Meeting of Bathurst Regional Council –
Wednesday 3 April 2024**

I have to advise that a Policy Committee Meeting of Bathurst Regional Council will be held in the Council Chambers on Wednesday 3 April 2024 commencing at 6:00 PM.



D J Sherley
GENERAL MANAGER

BUSINESS AGENDA
POLICY COMMITTEE MEETING OF BATHURST REGIONAL COUNCIL
TO BE HELD ON Wednesday 3 April 2024

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1. PUBLIC FORUM

1.1. RECORDING OF COUNCIL MEETING - PUBLIC FORUM BANNER

Commence livestreaming of Council Meeting with Public Forum Banner.

N.B. Ensure microphones are muted on recording during Public Forum session.

2. MEETING COMMENCES

3. RECORDING OF MEETING

3.1. RECORDING OF MEETING - GENERAL MANAGER TO READ

Commence normal recording of Policy Meeting.

N.B. Ensure microphones are not muted on laptop.

Recording of Meeting – General Manager to read

This Council meeting is being recorded in accordance with Council's webcasting of Council's meetings policy. The recording will be archived and made available for viewing at any time on Council's YouTube channel for a maximum period of 12 months. All care is taken to maintain your privacy however if you are in attendance in the public gallery you should be aware that your presence may be recorded. Your continued attendance means that you agree to being recorded and also that you will abide by the Council's adopted Code of Meeting Practice.

The Chairperson or General Manager have the discretion to interrupt the recording of any meeting at any time should it be deemed necessary. This may occur in circumstances where commentary is considered to be misleading, defamatory or inappropriate to be published or where behaviour breaches Council's adopted Code of Meeting Practice.

4. PRAYER AND ACKNOWLEDGEMENT OF COUNTRY

Could all those who are able, please stand for the prayer and the acknowledgement.

3.01 Almighty God, give wisdom to those in authority and guide all peoples in the way of righteousness and peace, so that we may share with justice the resources of the earth, work together in trust and seek the common good. Amen

3.02 I would like to acknowledge that this meeting is being held on the traditional lands of the Wiradjuri people and recognise the strength, resilience and capacity of Aboriginal people in this land.

5. APOLOGIES

6. MINUTES

6.1. Confirmation of Minutes

File No: 07.00064

RECOMMENDATION:

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

REPORT:

The Minutes of the Policy Committee Meeting of Bathurst Regional Council held on 6 March 2024 are attached.

FINANCIAL IMPLICATIONS:

N/A

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. 060324 Policy Minutes Only [6.1.1 - 9 pages]

**MINUTES OF THE POLICY COMMITTEE MEETING
OF BATHURST REGIONAL COUNCIL
HELD ON 6 MARCH 2024**

1. PUBLIC FORUM

MINUTE

Stuart Pearson – Appointment of Staff - Asked if the General Manager appoints all staff below his level?

DCSF commented that as per the Local Government Act, the Councillors only appoint the General Manager. The General Manager may consult Councillors on staff appointments.

Vanessa Comiskey - Spoke to legal actions involving Council. Costs alleged to be greater than \$350k. Expressed concerns that Council has wasted this money which could have been used to fund the New Years Eve Event. When will Council be making its decisions in relation to New Years Eve?

MAYOR noted that he met with Bathurst Business chamber and should know in a few months.

Ms Comisky asked if Council paid for a Christmas Party?

MAYOR noted councillors had a zero cost party.

Ms Comisky asked why greater than \$50k for ID profile subscription?

DEPBS noted that it is not compulsory. It is high quality information on community characteristics. The public can use, the fees are for the data.

Ms Comisky noted that NDIS access is very difficult and that people are not to assume it's easy to access.

Jorgina Comiskey – Cultural Representations and NYE Party in the Park – Miss Comisky noted that she would like to see more cultural representation in the community, through our exhibitions. Asked that Council support the NYE Party in the Park in the future. Miss Comisky commented about the lack of cleanliness in some of the public amenities.

Russell Rogan – Condition of roads at White Rock – Noted that the roads at White Rock were damaged during the gas repair. Asked if there was funding to repair the roads?

DES noted that Council received some funding but not enough to cover all maintenance. Noted Council receives grant funding from state and federal government but nowhere near enough.

Mr Rogan asked if Council could fix some of the edges? Also asked about the proposed BARN project at Chifley Dam and if Council will be running sewer and water to them?

DCCS noted that existing systems will be used.

Mr Rogan referred to the junior cricket competition and commented that if Council proceeded with a SRV then junior sport will suffer.

Elaine West – Climate change and Go Kart Track - Thanked Council for taking Climate Change seriously. Discussed gas use in buildings. Noted that the Go Kart Track is not climate friendly. Asked if the track will be EV's only?

MAYOR noted no.

Ingrid Pearson – Gas usage, Winburndale Dam, Kings Parade and Machattie Park – Praised Council for discussion on gas usage. Asked how is Council planning to move away from Gas usage?

DEPBS noted that the recommendation is that gas is replaced with renewables.

Ms Pearson thanked Council for the tour of Winburndale Dam. Noted that it was brilliantly organised. Asked if the timber pipes will be replaced?

DES noted that funding was only for the Dam wall. Noted there is an existing program for replacing wood pipes and that Council has received funding to replace this pipeline. Most of these funds have been diverted to stormwater harvesting.

Ms Pearson asked about the cost to replace.

DES noted will be greater than \$15 million.

Ms Pearson thanked Council for Kings Parade and for the works underway on Machattie Park. Asked if there was an estimated completion date?

DES noted that Stage 1 is almost done (Russell Street Side). One tree needs to be investigated. Noted that Keppel Street side will take longer.

Stuart Driver – NYE, Senior Management contract renewals, SRV and Wattle Flat resident - Mr Driver encouraged Miss Comisky to approach Youth Council. Noted his hopes that the NYE fireworks discussions resolve the conflict of interest. Noted that Senior Management Contract Renewals should not extend beyond the term of next Council. Commented on the SRV and noted that he does not believe Council is operating effectively. For example, there have been multiple water main bursts near his home. Noted that this is inefficient. Raised matter regarding a 80-year-old resident at Wattle Flat needing advocacy to have road issue resolved, access to their property has been disrupted due to road works. Sought to have a meeting with DES to discuss this matter.

Bob Trimming – Disability advocate – Raised matter about Bathurst Bullet and noted he will wait for a response from the Mayor. Thanked DES for fixing the toilet doors in the Civic Centre and for the repairs to the footpaths. Thanked staff for their exceptional work

with the Winburndale Dam tour. Discussed Library budget and asked if there is money in the budget for toilets in the library?

DCCS noted that engineering has this on their list and it is planned.

DES noted that a grant has been received and will be used for another toilet block. The sewer fund will pay for this.

Mr Triming noted that the restaurant on William Street is still not accessible.

Sophie Wright – **Go Kart Track** – Thanked the Mayor for responding to her email about last week's meeting. Noted that the definition of 'Majority voting' has now been clarified. Ms Wright referred to the decision of the previous Council to provide a loan for the go-kart project.

MAYOR noted that he did not vote in favour of the decision on the Go Kart Track.

Ms Wright asked how the Go Kart Track went from national standards to international standards?

MAYOR noted that it is a combination of consultation with the community, Councillors and staff.

Ms Wright asked if it was the Go Kart Club that wanted the higher space track?

MAYOR noted that he didn't think so.

Ms Wright noted that the former Mayor, Mr Bourke appeared to be seeking to resolve the matter, at that time. Ms Wright noted that playing the blame game is not a good way forward.

Public Forum closed 6.42pm.

2. MEETING COMMENCES

MINUTE

Meeting commenced at 6.42pm.

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

3. RECORDING OF MEETING

4. PRAYER AND ACKNOWLEDGEMENT OF COUNTRY

A minutes silence was held in commemoration of the recent passing of Mr Stephen Jackson.

5. APOLOGIES

MINUTE

MOVED: Cr I North SECONDED: Cr K Burke

RESOLVED:

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

That the attendance via audio-visual link of Cr W Aubin be accepted.

6. MINUTES

6.1. Confirmation of Minutes

File No: 07.00064

MINUTE

RESOLUTION NUMBER: POL2024-1

MOVED: Cr K Burke SECONDED: Cr M Hogan

RESOLVED:

That the Minutes of the Policy Committee Meeting of Bathurst Regional Council held on 6 December 2023 be adopted.

7. DECLARATION OF INTEREST

NIL

8. MAYORAL MINUTE

NIL

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

**9.1.1. POLICY TO TRANSITION AWAY FROM GAS USE AT
COUNCIL FACILITIES**

File No: 13.00092

MINUTE

RESOLUTION NUMBER: POL2024-2

MOVED: Cr B Fry SECONDED: Cr I North

RESOLVED:

That Council:

- (a) consider the draft Transition away from gas use at Council Facilities Policy.
- (b) place the draft Policy on public exhibition for a period of 28 days.
- (c) if no submissions are received, adopt the draft Transition Away From Gas Use at Council Facilities Policy.
- (d) If submissions are received, provide a further report for Council's consideration.

10. GENERAL BUSINESS

MINUTE

Cr K Burke –

Aquatic Centre: What's the process around future planning around the Aquatic Centre?
Basic maintenance issues already occurring.

DES noted that a contractor maintains the facility. It is difficult to control mould. Noted that the water fund is under stress, there are no available funds for major upgrades.

Cr Burke asked if there are plans for long-term upgrades?

DES noted have put in for discussion on a 5-10 year plan.

Bats: What strategies are used to discourage bats?

DES noted that Council adopted a plan in 2018 but legislation limits actions when bats are pregnant. Council has looked into deterrents. Tree repair works are as a result of damage by the bats. Arborist is advising on long-term health of the park. Noted the tree planting on the river takes a long time to see results.

Raglan Park Upgrade: Noted the path is through drainage area.

DES noted the path goes through a drainage channel. Council is looking at alternatives, but they have limited budget from the grant.

Cr I North –

Medical Centre: Discussed medical centre and requested a report to be presented to the next meeting on the progress and provide timeframes. Commented on the car park situation and asked if this was a sticking point could the hospital upgrade be part of thinking. Council the budget be staged?

Victoria Park: asked about whether this park could be made available to assist in resolving the Bathurst Hospital car parking challenges?

Garthouse Road: Commented on the exceptional work done on the recent roadworks.

Lagoon Road: What are the plans for this road to be fixed, between O'Connell Plains Road and Chifley Dam Road?

DES noted that money is the issue. There is only a small amount of grant funding.

Cr G Hanger –

- Thanked the Mayor for the acknowledgement of Stephen Jackson. Cr Hanger's daughter was also in the car. Spoke of Mr Jackson's contribution to marathons, Parkruns, and community fun-runs. Acknowledged Mr Jackson's involvement with the World Cross Country Championships that were hosted in Bathurst and mentioned that Mr Jackson was involved in measuring the marathon track that was used in the 2000 Sydney Olympics.
- **MAYOR** offered his sympathies.

Cr M Hogan –

Homelessness and housing: Provided an update on the Homelessness and Housing sector, and sought a clarification of the difference between social and affordable housing.

DEPBS noted that in planning, social housing is the nature of the entity providing housing. Affordable housing is defined by the impact of income on individuals.

Cr Hogan asked if Council has looked at the provision of social housing in Bathurst? Noted that she has consulted with people who say they don't want social housing in 'clumps'.

DEPBS noted that Council does not have a specific policy to encourage or prescribe this type of development. There are risks in targets. Incentives may be required. The size of the lot/development is important. Housing diversity can make big impacts on affordability. This is also important for attracting people to Bathurst. There is scope for Council and the community to have that discussion.

Cr Hogan noted she would like to follow this up.

DEPBS noted he will take this on notice.

Cr B Fry -

Aquatic centre: Cr Fry asked if the transition to renewables is successful, could the pool be opened for longer hours?

DES noted that this is being investigated but heating is expensive no matter how it is done.

Cr Fry noted the seasonal fringes where it gets a bit cold.

DES noted Council's report looked at this, \$15k per week using gas. This is Council's decision to make.

General business closed 7.12pm

11. MEETING CLOSE

MINUTE

The Meeting closed at 7.12pm.

CHAIR:

7. DECLARATION OF INTEREST

Declaration of Interest

To assist the Councillors and committee members in their correct consideration of business before the meeting, please give consideration to Part 4 and Part 5 of the Council Code of Conduct, in relation to Declaration of Interest at meetings.

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

DIRECTOR ENVIRONMENTAL PLANNING AND BUILDING SERVICE'S REPORT

The following reports are presented for Council's consideration.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Neil Southorn', followed by a small dot.

Neil Southorn
DIRECTOR
ENVIRONMENTAL, PLANNING AND BUILDING SERVICES

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

File No: 20.00143

RECOMMENDATION:

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.

REPORT:

As part of Council’s governance procedures, a program to review all Council Policies has been implemented. Council adopted the Policy “Planning Instrument Amendments and Refund of Fees” at its meeting held 7 June 2017 (refer **attachment 1**).

Council has in place a range of planning instruments that from time to time require major review or amendment, instigated either by Council or by private property owners. These include:

- Local Environmental Plans (LEP)
- Development Control Plans (DCP)

The aim of the Policy is to establish the criteria upon which planning amendments will be classified in regard to the application fees payable (under Council’s Revenue Policy) and a method of calculation for fee refunds where amendments do not proceed.

A review of the Policy has identified that the Policy is still relevant. The review recommends the following key changes to the current Policy.

1. Simplify the Policy

The current policy outlines in detail the process to amend Council’s Local Environmental Plan (LEP) and/or Council’s Development Control Plan (DCP). The *Environmental Planning and Assessment Act 1979* establishes the way in which each planning instrument can be made and amended. In relation to the preparation of a Local Environmental Plan or an amendment to an LEP, the NSW Department of Planning’s *Local Environmental Plan Making Guideline* provides further guidance on the Planning Proposal process, being the process required to prepare or amend the LEP.

This information need not be repeated in Council’s policy and so has been deleted from

the revised draft Policy.

2. Removal of references to a Development Contribution Plan

The current policy applies to the preparation of a new or an amendment to an existing Development Contribution Plan. As the costs of preparing/amending a Development Contribution Plan can be recovered from the Plan itself it is considered that Council needs no longer include a fee for this service in its Revenue Policy and so does not need to include Development Contribution Plans within the revised draft Policy. The relevant change will be made to the 2024/25 Revenue Policy.

3. Classification of amendments to the LEP and/or DCP

The revised draft Policy seeks to simplify and clarify the way in which an amendment to the LEP and/or DCP may be classified in terms of the scale of fee that would be payable under Council's revenue policy.

The current policy classifies an LEP/DCP amendment as a minor or major amendment. The revised draft Policy proposes to classify an LEP/DCP amendment as either a minor, standard or major/complex amendment (refer to part 3.0 of the draft Policy).

The revised draft Policy provides that the Director Environmental Planning and Building Services will determine the classification category based on the matters included in part 3.0 of the revised draft Policy.

Revised LEP and DCP amendment fees based on this new categorisation are proposed to be introduced as part of the 2024/25 Revenue Policy.

4. Timing of Payments of Fees

Currently, Council takes one fee for an amendment to its LEP or DCP at the time the application to amend the LEP/DCP is formally lodged with Council. In most instances Council has already undertaken significant investigation into the proposal to amend the planning instrument and provided significant advice to the applicant.

The revised draft Policy therefore proposes that the fee be payable at two stages throughout the process:

- Stage 1 – At pre-lodgment – prior to Council undertaking any investigative work/providing any advice.
- Stage 2 – when a formal application to amend the plan has been made.

This approach is consistent with the approach taken by most other councils in NSW and will ensure that Council resources are being compensated at the time when those resources are being committed to assist applicants.

It is proposed that transitional arrangements also be put in place such that where Council has been in pre-lodgment with an applicant prior to the adoption of the revised draft policy the pre-lodgment fee will be payable upon lodgment of the relevant amendment application where Council's revenue policy, at that time, includes a pre-lodgment fee.

Note that the revised fees for LEP and DCP amendments are proposed to be introduced as part of the 2024/25 Revenue Policy.

5. New GIS/Mapping Fee

A major component of many LEP/DCP amendments is mapping which takes up considerable Council resources. The NSW Department of Planning has ceased providing GIS support to Councils for LEP mapping.

The revised draft Policy proposes the introduction of new GIS fee/s to offset the resources Council expends on mapping amendments to its LEP and DCP.

Note that the new GIS fee/s is proposed to be introduced as part of the 2024/25 Revenue Policy.

6. Refund of Fees

The way in which the refund of fees may be offered where an application to amend the LEP and/or DCP has been withdrawn by the applicant or rejected by Council at some point in the amendment process has been revised and updated to better align with the resources that have been committed by Council at that stage in the process. The pre-lodgment fee will be non-refundable once investigations by Council have commenced.

A copy of the revised draft Policy is provided at **attachment 2**. Public exhibition of the revised Policy is recommended.

FINANCIAL IMPLICATIONS:

N/A

BATHURST COMMUNITY STRATEGIC PLAN – OBJECTIVES AND STRATEGIES:

Objective 6: Community leadership and collaboration.

- | | |
|--------------|--|
| Strategy 6.4 | Meet legislative and compliance requirements. |
| Strategy 6.6 | Manage our money and our assets to be sustainable now and into the future. |
| Strategy 6.8 | Implement opportunities for organisational improvement. |

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. Planning instrument amendments and refund of fees Policy [8.1.1.1 - 8 pages]
2. Draft Planning instrument amendments and refund of fees Policy [8.1.1.2 - 5 pages]

POLICY:	PLANNING INSTRUMENT AMENDMENTS AND REFUND OF FEES
DATE ADOPTED:	Director Environmental, Planning & Building Services Report #1 Policy 7 June 2017 Council 21 June 2017 Minute Book No. 12531
ORIGINAL ADOPTION:	Director Environmental, Planning & Building Services Report #1 Policy 7 June 2017 Council 21 June 2017 Minute Book No. 12531
FILE REFERENCE:	
OBJECTIVE:	To establish the criteria upon which planning instrument amendments will be classified in regards to the application fees payable and a method of calculation for fee refunds where amendments do not proceed.

TERMINOLOGY

Planning instrument

The collective name for a Local Environmental Plan (LEP), Development Control Plan (DCP) or a Section 94 Plan. These documents are formally adopted by Council, made under the relevant planning legislation and are used to manage the use and development of land.

Local Environmental Plan

A Local Environmental Plan (LEP) is prepared by Council to guide planning decisions for the local government area and is principally made up of a written instrument and associated maps. Through zoning and development standards, it allows Council to supervise the ways in which land is used.

Planning proposal

The preparation of a planning proposal is the first step in making an amendment to the existing Local Environmental Plan (LEP). A planning proposal is a document that explains the intended effect of, and justification for, the proposed amendment. Council must prepare and submit a planning proposal to the Department of Planning and Environment for consideration to amend the LEP.

Development Control Plan

A Development Control Plan (DCP) is prepared by Council to provide detailed planning and design guidelines to support the planning controls of the Local Environmental Plan. The DCP needs to be considered in preparing a Development Application. It comprises a written document together with supporting maps and diagrams. DCPs are made by Council in consultation with the community. A DCP will support and supplement (but cannot override or replace) the provisions in an LEP. While DCPs do not have the

same level of statutory weight as an LEP, they are an important consideration in the development assessment and approval process.

Bathurst Regional Planning Instrument Amendment Request Form

This form contains the applicant's details and acknowledges their responsibility to pay for Council's costs involved in the assessment and administration of the Planning Instrument amendment process, including any studies or reports and the like, necessary for the preparation or review of the amendment, or where required, as part of the Gateway Determination.

Gateway Determination

A Gateway Determination is issued by the Minister for Planning (or delegate). This is a State Government decision point for planning proposals before significant resources are committed to carrying out investigative research, preparatory work and community consultation. The LEP Review Panel will make a recommendation to the Minister (or delegate) as to whether there is merit in the proposal proceeding before deciding to give a Gateway Determination.

1 A PLANNING PROPOSAL TO AMEND THE LEP

Applicants are encouraged to have a pre-lodgement meeting with Council staff prior to submitting the planning proposal for assessment.

On receipt of a planning proposal, Council staff will take one of the following courses of action:

- a) Undertake an initial assessment of the planning proposal but determine, upon undertaking an initial review of the information received, that the application is unlikely to be supported due to inconsistencies with established planning strategies, presence of significant threatened species, constraints etc. If this is the case the applicant will firstly be invited to withdraw the application or alternatively the matter will be determined by Council if refusal is recommended.
- b) Undertake an initial assessment and seek additional information from the applicant. At this point the applicant will be requested to submit further information or modify their planning proposal before it is reported to Council.
- c) Undertake an initial assessment and confirm that the information is sufficient to report to Council.

What is a planning proposal?

A planning proposal is a document that explains the intended effect of a proposed local environmental plan (LEP) and sets out the justification for making that plan. The preparation of a planning proposal is the first step in preparing an LEP or an amendment to an LEP. Throughout the course of preparing the proposed LEP, the planning proposal may evolve, particularly when the proposal is large or complex.

What information is required to be submitted with a planning proposal?

Planning proposals are prepared in accordance with s55 of the *Environmental Planning and Assessment Act, 1979* ('the Act'). Planning proposals are prepared in accordance with the Department of Planning and Environment's document '*A Guide to Preparing Planning Proposals*'- October 2012 and '*Guide to Preparing Local Environmental Plans – April 2013*'.

Matters to be addressed include:

- Objectives or Intended Outcomes
- Explanation of provisions
- Justification for the proposal
- Community Consultation to be undertaken
- Project Timeline

A Bathurst Regional Planning Instrument Amendment Request Form must be completed when the planning proposal is lodged at Council. A copy of the form is available [online](#).

Delegation of Plan Making Functions

Many LEPs are delegated to Council in accordance with conditions stipulated in the Gateway Determination. Plan making delegations only operate in respect of a draft LEP where a written Authorisation to Exercise Delegation has been requested. In most instances Council will request delegations for making the plan from the Department of Planning and Environment.

Payment of Fees

The appropriate fee is payable at the commencement of the process. Application fees are cumulative for each instrument being amended and may be refunded in accordance with **Section 4** below if an application is withdrawn by the applicant or does not meet certain milestones.

NOTE: Fees and charges are payable in accordance with the rates specified in Council's annual Revenue Policy. These rates are subject to annual review.

In addition to the application fee(s), the applicant will be required to pay for any studies, specialist advice or consultant studies, as required during the planning proposal process. This may also involve verification of technical studies provided by the applicant if they are deficient and/or require, in the opinion of Council, a peer review. Should the applicant fail to pay the required fees in accordance with this procedure, staff will notify the applicant and no further work will be undertaken until the outstanding amount is paid.

On line tracking of planning proposals

The process for tracking the status of a planning proposal and draft LEP through the plan making stages is done by the Department of Planning and Environment's [online LEP tracking system](#). This information will be logged onto the tracking system once a Gateway Determination has been issued. Applicants are able to log onto the tracking system to check the status of a plan.

Applications where Council is not the Relevant Planning Authority (RPA)

For most planning proposals, Council will be the RPA responsible for processing planning proposals. However, in some instances the Minister may direct the Director-General to be the RPA. In such instances Council may still, depending on what tasks are required, require payment for Council staff assisting the RPA in the process.

Advertising

All planning proposals will be advertised in accordance with the conditions of the Gateway Determination, *Environmental Planning and Assessment Act, 1979* and Council's internal procedures. Where a DCP and/or Section 94 Contribution Plan amendment is also required, these will generally be advertised concurrently with the planning proposal, where appropriate.

Classification of an amendment in terms of fees payable or refundable

1. Minor Planning Proposal:

A minor planning proposal is a proposal determined by Council's Director, Environmental Planning and Building Services to have low impact and low yield. A low level of assessment, consultation and coordination is required. No additional studies are required. A minor amendment to an accompanying DCP or Section 94 Plan may be required.

Council considers that a minor amendment will have a limited impact on the local area and will not have a significant increase in the developable capacity of the land. Minor LEP amendments may include adjusting zone boundaries which respond to site constraints, adjusting the curtilage of a Heritage Item, or minor amendments which do not require support of technical reports.

2. Major Planning Proposal:

A major planning proposal is a proposal determined by Council's Director, Environmental Planning and Building Services to be a locally significant and complex application including site specific amendments to the LEP which will increase the developable capacity of the land. A high level of assessment, consultation or coordination is required. Detailed consultation and/or negotiation with Government Agencies is required. The application may require justification through the provision of technical reports and/or detailed justification against an adopted Strategy of Council.

Note: *Where it is unclear on whether a proposal falls into this category, the Director Environmental, Planning and Building Services will make the final decision on whether the Minor LEP category applies.*

2 AN AMENDMENT TO A DEVELOPMENT CONTROL PLAN

Applicants are encouraged to have a pre-lodgement meeting with Council staff prior to submitting the Development Control Plan amendment for assessment.

On receipt of an application, Council staff will take one of the following courses of action:

- a) Undertake an initial assessment of the application but determine, upon undertaking an initial review of the information received, that the application is unlikely to be supported due to inconsistencies with established planning strategies, presence of significant threatened species, constraints etc. If this is the case the applicant will firstly be invited to withdraw the application or alternatively the matter will be determined by Council if refusal is recommended.
- b) Undertake an initial assessment and seek additional information from the applicant. At this point the applicant will be requested to submit further information or modify their

- planning proposal before it is reported to Council.
- c) Undertake an initial assessment and confirm that the information is sufficient to report to Council.

What information is required to be submitted with a Development Control Plan amendment?

The amendment is to be accompanied by a statement that addresses the following matters:

- Objectives or Intended Outcomes of the amendment
- Explanation of provisions
- Justification for the proposal
- Community Consultation that has been undertaken
- Project Timeline

A Bathurst Regional Planning Instrument Amendment Request Form must be completed when the amendment is lodged at Council. A copy of the form is available [online](#).

Payment of Fees

The appropriate fee is payable at the commencement of the process. Application fees are cumulative for each instrument being amended and may be refunded in accordance with **Section 4** below if an application is withdrawn by the applicant or does not meet certain milestones.

NOTE: Fees and charges are payable in accordance with the rates specified in Council's annual Revenue Policy. These rates are subject to annual review.

In addition to the application fee(s), the applicant will pay for any studies, specialist advice, consultant studies as required as deemed appropriate. This may also involve verification of technical studies provided by the applicant if they are deficient and/or require, in the opinion of Council, a peer review.

Should the applicant fail to pay the required fees in accordance with this procedure, staff will notify the applicant and no further work will be undertaken until the outstanding amount is paid.

Advertising

All Development Control Plan Amendments will be advertised in accordance with the *Environmental Planning and Assessment Act, 1979*. Where a Planning Proposal and/or Section 94 Contribution Plan amendment is required, these will generally be advertised and exhibited concurrently, where appropriate.

Classification of an amendment in terms of fees payable or refundable

1. Minor Development Control Plan Amendments:

A minor development control plan amendment is a proposal determined by Council's Director, Environmental Planning and Building Services to have low impact and low yield. A low level of assessment, consultation and coordination is required. No additional studies are required.

Council considers that a minor amendment will have a limited impact to the local area and will not have a significant increase in the developable capacity of the land. Minor DCP amendments may include adjusting zone boundaries which respond to accompanying minor LEP amendment, or minor amendments which do not require support of technical reports.

2. Major Development Control Plan Amendments:

A major development control plan amendment is a proposal determined by Council's Director, Environmental Planning and Building Services to be a locally significant and complex application including site specific amendments to the DCP which will increase the developable capacity of the land. A high level of assessment, consultation or coordination is required. Detailed consultation and/or negotiation with Government Agencies is required. The application requires justification through the provision of technical reports and/or detailed justification against an adopted Strategy of Council.

Examples: Development of a new DCP map, development of specific controls for the development area, development of specific DCP chapter.

Note: *Where it is unclear on whether a proposal falls into this category, the Director Environmental, Planning and Building Services will make the final decision on whether the Minor DCP category applies.*

3 AN AMENDMENT TO A SECTION 94 PLAN

Applicants are encouraged to have a pre-lodgement meeting with Council staff prior to submitting the Section 94 Plan amendment for assessment.

On receipt of an application, Council staff will take one of the following courses of action:

- a) Undertake an initial assessment of the application but determine, upon undertaking an initial review of the information received, that the application is unlikely to be supported due to inconsistencies with established planning strategies, presence of significant threatened species, constraints etc. If this is the case the applicant will firstly be invited to withdraw the application or alternatively the matter will be determined by Council if refusal is recommended.
- b) Undertake an initial assessment and seek additional information from the applicant. At this point the applicant will be requested to submit further information or modify their planning proposal before it is reported to Council.
- c) Undertake an initial assessment and confirm that the information is sufficient to report to Council.

What information is required to be submitted with a Section 94 Plan amendment?

The amendment is to be accompanied by a statement that addresses the following matters:

- Objectives or Intended Outcomes of the amendment
- Explanation of provisions
- Justification for the proposal
- Detailed schedule of works including estimated cost
- Community Consultation that has been undertaken
- Project Timeline

A Bathurst Regional Planning Instrument Amendment Request Form must be completed when the amendment is lodged at Council. A copy of the form is available [online](#).

Payment of Fees

The appropriate fee is payable at the commencement of the process. Application fees are cumulative for each instrument being amended and may be refunded in accordance with **Section 4** below if an application is withdrawn by the applicant or does not meet certain milestones.

NOTE: Fees and charges are payable in accordance with the rates specified in Council's annual Revenue Policy. These rates are subject to annual review.

In addition to application fee(s), the applicant will pay for any studies, specialist advice, consultant studies as required as deemed appropriate. This may also involve verification of technical studies provided by the applicant if they are deficient, and/or require, in the opinion of Council, a peer review.

Should the applicant fail to pay the required fees in accordance with this procedure, staff will notify the applicant and no further work will be undertaken until the outstanding amount is paid.

Advertising

All Section 94 Plan Amendments will be advertised in accordance with the *Environmental Planning and Assessment Act, 1979*. Where a Planning Proposal and/or Development Control Plan amendment is also required, these will generally be advertised and exhibited concurrently, where appropriate.

4 REFUND OF APPLICATION FEES

If an application is withdrawn or does not meet certain milestones, the applicant may be eligible for a part refund of fees in accordance with this Policy. Applications for a refund of fees must be in writing. Upon receipt of such an application, Council will determine the refund in accordance with the criteria shown in the tables below.

Planning Proposal (Amendment to a Local Environmental Plan)	
Milestone	Percentage refund
Commencement of the Planning Proposal has not been supported either by delegation or Council resolution prior to the matter being referred to the Gateway.	50% refund of fees
Planning Proposal <u>withdrawn prior to</u> public exhibition commencing.	25% refund of fees
Planning Proposal <u>withdrawn after</u> public exhibition commencing.	0% refund of fees

Amendment to a Development Control Plan	
Milestone	Percentage refund
Commencement of the DCP Amendment has not been supported either by delegation or Council resolution.	50% refund of fees
DCP Amendment is <u>withdrawn prior to</u> public exhibition commencing.	25% refund of fees
DCP Amendment is <u>withdrawn after</u> public exhibition commencing.	0% refund of fees

Amendment to a Section 94 Contributions Plan	
Milestone	Percentage refund
Commencement of the Section 94 Plan Amendment has not been supported either by delegation or Council resolution commencing.	50% refund of fees

Attachment 8.1.1.1

DCP Amendment is <u>withdrawn prior</u> to public exhibition commencing.	25% refund of fees
DCP Amendment is <u>withdrawn after</u> public exhibition commencing.	0% refund of fees

POLICY:	PLANNING INSTRUMENT AMENDMENTS AND REFUND OF FEES
DATE ADOPTED:	
ORIGINAL ADOPTION:	
FILE REFERENCE:	20.00143
OBJECTIVE:	To establish the criteria upon which planning instrument amendments will be classified in regard to the application fees payable and a method of calculation for fee refunds where amendments do not proceed.

1. BACKGROUND

Council has in place a range of planning instruments that from time to time require major review or amendment, instigated either by Council or by private property owners. These include:

- Local Environmental Plans (LEP)
- Development Control Plans (DCP)

The *Environmental Planning and Assessment Act 1979* establishes the way in which each planning instrument can be made and amended.

In relation to the preparation of a Local Environmental Plan or an amendment to an LEP, the Department of Planning's *Local Environmental Plan Making Guideline* provides further guidance on the Planning Proposal process, being the process required to prepare or amend the LEP.

Applications to amend the LEP are lodged through the NSW Planning Portal.

Applications to amend the DCP are made directly to Council.

Fees and charges for applications to amend (or create new) Planning Instruments are payable in accordance with the rates specified in Council's annual Revenue Policy. These rates are subject to annual review.

2. OBJECTIVES OF THIS POLICY

This policy applies to applications to prepare new or amend existing Planning Instruments for the Bathurst Regional Local Government Area including:

1. Local Environmental Plans, and
2. Development Control plans.

The objectives of this Policy are to:

1. Establish the criteria by which Council will classify an application to prepare a new or amend an existing planning instrument for the purposes of determining the application fee payable.

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2. Establish the timing of when payment of fees is to be made.
3. Establish the method of calculation for fee refunds where applications for amendments are either withdrawn by the applicant or not supported by Council.

3. CLASSIFICATION OF AMENDMENTS TO COUNCIL'S PLANNING INSTRUMENTS

Amendments to Council's Planning Instruments will be classified into one of three categories (see table below).

The Director Environmental, Planning & Building Services will determine which classification category will apply to a proposed amendment. The matters that the Director will consider are outlined in the table below and include (but are not limited to):

1. The level of assessment, consultation and coordination that is likely to be required.
2. The level of additional studies and supporting documentation required to support the application for the amendment.
3. The size and scale of the proposal.
4. The level of community interest in the proposal (or expected level of interest).
5. The extent to which the proposal might impact the wider community.
6. The extent to which the proposal might represent a change in the Council's current policy/planning controls.
7. The extent to which Council may need to engage the work of other professionals to assist in the preparation and/or assessment of the proposal.

CLASSIFICATION OF AMENDMENTS TO COUNCILS PLANNING INSTRUMENTS AND DEVELOPER CONTRIBUTION PLANS		
Minor Amendment (Requires a low level of assessment, consultation, and coordination)	Standard Amendment (Requires a standard level of assessment, consultation, and coordination)	Major / Complex Amendment (Requires a high level of assessment, consultation, and coordination)
No detailed studies or supporting documentation is required to support the proposal.	One or two detailed studies or supporting documentation is required to support the proposal.	Will require justification through multiple technical studies and detailed supporting documentation.
Will have nil to minimal impact on the immediate neighbourhood area and will not be locally or regionally significant.	Will have a low to moderate impact only on the immediate neighbourhood area.	Will be locally, and possibly regionally, significant. (Will increase the developable capacity of land).
Involves an amendment to only one planning instrument.	May involve minor amendments to more than one planning instrument.	May involve amendments to other planning instruments including the preparation of major amendments or the preparation of new planning instruments.
Amendments are consistent with Council's strategic documents and the Local Strategic Planning Statement, Ministerial Directions and State Government Policies, Plans and Strategies.	Amendments are consistent with Council's strategic documents and the Local Strategic Planning Statement, Ministerial Directions and State Government Policies, Plans and Strategies.	Amendments may seek a variation to Council's strategic documents and the Local Strategic Planning Statement, Ministerial Directions and State Government Policies, Plans and Strategies.

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CLASSIFICATION OF AMENDMENTS TO COUNCILS PLANNING INSTRUMENTS AND DEVELOPER CONTRIBUTION PLANS		
Minor Amendment (Requires a low level of assessment, consultation, and coordination)	Standard Amendment (Requires a standard level of assessment, consultation, and coordination)	Major / Complex Amendment (Requires a high level of assessment, consultation, and coordination)
Council does not need to engage the work of other professionals.	Council may need to engage the work of one or two other professionals.	Council may need to engage the work of many other professionals.
<u>Amendment Examples:</u> <ul style="list-style-type: none"> • Correction of administrative errors. • Minor housekeeping amendment. • LEP Amendments consistent with section 3.22 "Expedited amendments of environmental planning instruments" of the EP&A Act. • Consequential, transitional or other minor DCP, amendments. 	<u>Amendment Examples:</u> <ul style="list-style-type: none"> • Adjusting zone, heritage item, land use management area boundaries. • Minor updated mapping – 1 or 2 LEP mapping layers, or an amendment to existing DCP map. • New heritage item/s. • Changes to zoning, landuse permissibility, or altering development standards for lands in the immediate neighbourhood area. • Creating an additional permitted use. • Classification or reclassification of public land. • Multiple housekeeping amendments. • Changes to zoning, development standards that do not increase demand for local, regional or state infrastructure and do not require new infrastructure funding. 	<u>Amendment Examples:</u> <ul style="list-style-type: none"> • Rezoning for new urban release areas involving LEP and DCP amendments. • Major updated mapping – multiple LEP maps, and new DCP map. • Creation/removal of heritage conservation area and/or multiple heritage items. • Changes to zoning, land use permissibility, or altering development standards, for lands that will be locally or regionally significant. • Creating multiple additional permitted uses. • Changes to zoning, development standards that would increase demand for local, regional or state infrastructure and may require new infrastructure funding.

4. TIMING OF PAYMENTS

The relevant application fee will generally be payable at two stages throughout the process.

Stage 1 Pre-Lodgement Fee

The Pre-lodgement Fee is to be paid at one of the following points (whichever occurs sooner):

- Upon receipt of a Proposal Brief/letter to Council, or
- Upon arrangement of a pre-lodgement meeting, or
- Prior to the commencement of any investigative work by Council (e.g. any research and investigations), or

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- d. Prior to the preparation/issue of any significant pre-lodgement advice/work by Council, or
- e. Upon submission of any draft studies, strategies, reports, assessments, masterplan, plans, Development Contributions Plan amendment, servicing strategies, models, demographic analysis, population projections and associated documentation, or
- f. Any other circumstance as deemed appropriate by Council's Director Environmental, Planning and Building Services.

The pre-lodgement fee shall be payable regardless of the outcomes of any advice provided by Council, including advice that indicates that the application to amend the planning instrument might not be supported.

Transitional Arrangements

Where Council has been in pre-lodgement with an applicant prior to the adoption of this policy (**insert date**), the pre-lodgement fee will be payable upon lodgement of the relevant amendment application where Council's revenue policy, at that time, includes a pre-lodgement fee.

Stage 2 – Amendment Application Assessment and GIS Fees

The amendment application assessment fee is to be paid upon receipt of the application with Council or, in the case of an LEP amendment, upon lodgement of a Planning Proposal in the NSW Planning Portal.

The Geographical Information System (GIS) fee is payable upon receipt of the application with Council or, in the case of an LEP amendment, upon lodgement of a Planning Proposal in the NSW Planning Portal. The GIS fee is payable for:

1. In the case of an LEP amendment, each layer of mapping and for each mapping grid that is proposed to be created or amended.
2. In the case of a DCP amendment, for each DCP map that is proposed to be created or amended.

In addition to the GIS fee, the applicant will pay the full costs of any external GIS fees that may be incurred by Council, for example where Council is unable to provide internal GIS services for mapping.

In addition to the Amendment Application Assessment and GIS Fees payable, the applicant will pay the full cost for any required studies, specialist advice and consultant studies as deemed appropriate. This may also involve verification of technical studies provided by the applicant if they are deficient and/or require, in the opinion of Council, a peer review.

Total Fees payable

In all instances the total fees payable for each new plan/amendment to a plan include the pre-lodgement fee + the assessment application fee + the GIS fee (where applicable) regardless of the timing of payment as outlined above.

All fees are cumulative for all amendments to planning instruments. For example where an LEP and a DCP amendment are required the pre-lodgement fee and the application assessment application and GIS fee (where applicable) are payable for each plan proposed to be amended.

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Should the applicant fail to pay the required fees in accordance with this policy, staff will notify the applicant and no further work will be undertaken until the outstanding amount is paid.

5. REFUND OF APPLICATION FEES

If an application is withdrawn or does not meet certain milestones, the applicant may be eligible for a part refund of fees in accordance with this Policy. Applications for a refund of fees must be in writing. Upon receipt of such an application, Council will determine the refund in accordance with the criteria shown in the table below.

REFUND OF APPLICATION FEES		
Fee	Milestone	Percentage Refund
Pre-lodgement Fee	Pre-lodgement work/investigations have commenced by Council.	Non-refundable.
Application Assessment Fee	Lodgement and assessment have commenced. Application has been withdrawn by the applicant or rejected by Council <u>prior</u> to public exhibition.	40%
	Application has been withdrawn by the applicant or rejected by Council <u>post</u> public exhibition.	10%
	The application has been adopted by Council.	Non-refundable.
GIS Fee	Application has been withdrawn by the applicant or rejected by Council prior to the commencement of preparation of draft maps to enable public exhibition.	100%
	Application has been withdrawn by the applicant or rejected by Council <u>prior</u> to public exhibition.	40%
	Application has been withdrawn by the applicant or rejected by Council <u>post</u> public exhibition.	10%.
	The application has been adopted by Council.	Non-refundable.

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DIRECTOR CORPORATE SERVICES & FINANCE'S REPORT

The following reports are presented for Council's consideration.

Yours faithfully

A handwritten signature in black ink, appearing to read 'A Jones', enclosed within a large, loopy oval shape.

A Jones
**DIRECTOR
CORPORATE SERVICES AND FINANCE**

**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**.

Policy Reviewed	Action	New Renewal
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		Date
Records and Information Management Policy	<p>Underwent changes with new policy information, updated the objective and changed the policy name, previously known as 'Records Management'. Approved by ELT.</p> <p>New policy items:</p> <ul style="list-style-type: none"> - Introduction, - Policy objectives, - Policy scope, - Recordkeeping principles, - Creation and capture, - Access to council records, - Records security, - Disposal and destruction of records, - Value of records as a corporate asset, - Policy implementation, - Compliance and breaches, - Procedures, - Document control. <p>Removed:</p> <ul style="list-style-type: none"> - Definitions <p>Updated:</p> <ul style="list-style-type: none"> - Policy responsibilities 	March 2026
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"> - the General Manager - senior staff, and - staff, delegates of Council or members of committees who the Council identify as exercising functions that could give rise to a conflict of interest. 	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]

POLICY:	RECORDS AND INFORMATION MANAGEMENT
DATE ADOPTED:	Director Corporate Services & Finance's Report #xxx Council xxx Resolution No. xxx Director Corporate Services & Finance's Report #8.2.5 Council 18 August 2021 Resolution No. ORD2021/293 Council 15 September 2021 Resolution No. ORD2021/312 Director Corporate Services & Finance's Report #1 Policy 5 December 2012 Council 6 February 2013 Minute Book No. 11477
ORIGINAL ADOPTION:	Director Corporate Services & Finance's Report #1 Policy 6 April 2005, Council 20 April 2005 Minute Book No. 9518
FILE REFERENCE:	03.00038, 11.00039
OBJECTIVE:	The Policy establishes the governance framework for the creation, capture, control, use, maintenance, and disposal of records within Bathurst Regional Council.

1.0 Introduction

An information and recordkeeping program is fundamental to the Council's commitment to transparency and accountability. It enables Council to account for decisions and actions by providing essential evidence in the form of records and ensures trust and collaboration across all Council's business processes.

Council strives to deliver a high-quality recordkeeping service independent of the technology being used or the medium the record is in. This policy seeks to ensure that Council's information and records, wherever possible, are managed digitally.

1.1 Policy Objectives

The objectives of this policy are to:

- Ensure Council information and records remain accurate, current, and accessible.
- Support our ongoing business activity and customer services.
- Meet legislative requirements and community expectations to manage records efficiently and effectively.
- Store records cost effectively and when no longer required disposed of them in accordance with approved disposal authorities.
- Ensure that records of longer-term value are identified and protected for historical and other research.
- Provide the framework for Council's information management guidelines and procedural material and clearly identifies the responsibilities and accountabilities for recordkeeping.

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- Maintain digital and other technology dependent records in an accessible format for as long as they are required.
- Comply with applicable State and Commonwealth legislation and International Standards.

1.2 Policy Scope

This policy applies to:

- a) Providing the overarching framework for all corporate recordkeeping policies, practices, and procedures.
- b) Councillors and staff at Council and the information and records they deal with
- c) Anyone performing work on Council's behalf including casuals, volunteers, contractors, and consultants.
- d) Any information or corporate record in any format, created, received, or maintained by Council.
- e) Management of Council's records, in all formats and maintained on different media including hardcopy and electronic, created or received by Council in support of its business, activities and transactions.

2.0 Recordkeeping principles

2.1 Digital Records Management

Council has a legal obligation to manage its records and must be able to account for its actions and expenditure of resources. Information is a key Council asset and needs to be managed well to realise its value.

Digital management of records enables Council to make the best use of new technologies and innovative ways of doing business. It enables Council to implement information reforms more efficiently and effectively.

2.2 Creation and capture

Records are created every time someone in Council writes an email, drafts a brief, writes a report or records minutes, adds data to a spreadsheet or takes a photo. This information is created as part of a specific business process and needs to be managed so that it can be searched, shared, reused, and repurposed, increasing its value to Council. Records need to contain specific information to make them complete, accurate and reliable.

The information needs to reflect:

- What happened, the order of events.
- What was decided or recommended.
- What advice or instruction was given.
- When it happened and who was involved.

2.3 Access to Council Records

Council requires open access to information and records unless the record itself requires protection. Protecting our information and records is governed by:

- Council's Access to Information Policy
- Access to Information Guidelines for Local Government
- Privacy and Personal Information Protection Act 1998
- Government Information (Public Access) Act (GIPPA) 2009.

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Many Council records are public documents and must be managed to provide easy access by our community.

2.4 Records Security

Records should be stored within approved recordkeeping systems to prevent unauthorized access, destruction, alteration, or removal. Council's approved recordkeeping systems have a full audit log, have security, and are managed and monitored.

Council records must be stored only in Council's official recordkeeping systems – for example Content Manager, Authority and Customer Response Management System

All staff must ensure they lock their computer prior to leaving their desk to ensure information and records are secure.

2.5 Disposal and Destruction of Records

General staff cannot destroy or dispose of Council records. Only Records staff may destroy or dispose of Council records following strict procedures and with the final approval of the General Manager.

Records can only be destroyed in accordance with:

- The General Disposal Authorities
- Council specific Disposal Authorities. Alternatively, State Records must be transferred to State Archives for permanent retention.

Council records must be protected, maintained and accessible for their total retention period and must be disposed of in accordance with the State Records Act 1998 and Council's disposal procedures.

Information and records, which staff deem as ephemeral, may be destroyed using a procedure called 'Normal Administrative Practice (NAP)'. This practice usually occurs because the records are duplicated, unimportant or for short-term use only. General staff do not have permission to delete information and records under NAP and all items deleted under NAP are undertaken by approved officers only.

2.6 Value of Records as a corporate asset

The records of are an essential resource for information as they:

- Are a vital asset which Council can use to make future decisions.
- Are crucial to continuous improvement, providing a baseline for change.
- Are the major component of the Council's corporate memory and knowledge and provide evidence of business transactions and decisions.
- Exist for a variety of administrative, functional, historical, and legal reasons.
- Support policy formulation and consistent and equitable decision making.
- Facilitate the effective performance of activities through an organisation.
- Provide continuity in the event of a disaster.
- Provide protection and support in litigation including the management of risks associated with the existence of or lack of evidence of organisational activity.
- Protect the interests of the organisation and the rights of employees, clients, and present and future stakeholders.

3.0 Policy implementation

3.1 Policy responsibilities

General Manager

- Responsible for ensuring Council's compliance with the regulations and requirements of relevant legislation and standards.

Manager Corporate Governance

- Accountable to the General Manager for the implementation of the Information and Records Strategy to ensure continued management of all Council records.

Records Team

- Responsible for the protection, safe custody, and management of all records, ensuring continued accessibility. Ensures the Information and Records Training and Education Program targets skills to support compliance with the Information & Records Management Strategy. Ensures that no records are destroyed except as authorised by the Retention and Disposal Schedule or Normal Administrative Practice (NAP).

Directors/Managers

- Ensure that records which are created and managed within their section comply with this Policy and any procedures are registered only in the approved recordkeeping systems and that staff attend the Information and Records Training and Education Program as required.
- Managers are responsible for ensuring that effective recordkeeping practices within their department are performed in accordance with this policy. That their staff create and keep records as an integral part of their work, and in accordance with established policies, procedures, and standards and not within network, group or personal drives or using USBs. That information about Bathurst Regional Council recordkeeping policies, systems and procedures are communicated throughout their department.
- Ensure staff utilize Content Manager to capture official records and staff attend or request training associated with Content Manager and/or recordkeeping.
- The Records Team Leader manages the Information and Records Training and Education Program which sits under this policy.
- Council no longer supports the creation of hard copy records. All information and records must be created or captured electronically as per Council business processes.

All staff/Councillors

All Council staff must:

- Comply with this Records and Information Management Policy and its supporting procedures issued from time to time.
- Keep full and accurate records of Council business in the approved recordkeeping systems and not within network, group or personal drives or using USBs.
- Ensure by default open access to all records unless that record needs protection.
- Not dispose of or destroy any records.
- Maintain confidentiality of records,

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Contractors and Volunteers

- Manage records that they create on behalf of Council according to this policy and its supporting procedures.
- Supply their appointed Council contact copies of records they create on behalf of Council for registering in the recordkeeping system.
- Maintain confidentiality of records,

3.2 Compliance and Breaches

- The Manager Corporate Governance is responsible for making and administering arrangements for the monitoring of the Records and Information Management Policy.
- Reports of noncompliance and breaches in policy will be reported to the respective Director. Sustained breaches, or breaches where in the opinion of Manager Corporate Governance are significant, will be directed to the General Manager.
- Council's Records Section must comply with relevant legislation and approved standards and procedures.
- The Records Team Leader is responsible for implementation of the Records and Information Management Strategy and the business owner of the recordkeeping system.
- Each Manager is accountable for the effective management of information and records and the effective implementation of the Records and Information Management Strategy across their business unit.
- All staff are responsible for the capture, maintenance and security of records related to their business transactions.
- All staff are responsible for ensuring continued and appropriate access to Council's information and records.

4 Document control

4.1 Review

This policy will be reviewed every two years or when changes to legislation occur.

POLICY:	SISTER CITY AGREEMENT – FRIENDSHIP RELATIONSHIP WITH ZHANG JIA KOU OF HEBEI PROVINCE CHINA
DATE ADOPTED:	Director Corporate Services & Finance's Report #xxx Council xxx Resolution No. xxx Director Corporate Services & Finance's Report #1 Policy 5 December 2012 Council 6 February 2013 Minute Book No. 11477
ORIGINAL ADOPTION:	Director Corporate Services Report #1 Policy 1 December 2004, Council 8 December 2004 Minute Book No. 9416 (former BCC Policy)
FILE REFERENCE:	23.00011
OBJECTIVE:	To foster the development of friendly relations and co- operation between the two communities.

That the basis of the relationship be to enhance mutual understanding of friendship of the cities and to develop exchanges in the fields of economy, trade science, technology, culture and education to promote mutual prosperity in both cities.



Letter of Intent for Establishment of Friendship City Relationship

Between the City of Zhang Jia Kou of Hebei province of the People's Republic of China and Bathurst City Council of Australia, through friendly consultations, sign this Letter of Intent.

1. In accordance with the basic principles of Sino Australia Communiqué on the Establishments of Diplomatic Relations, we agree to explore the possibility of a future relationship.
2. If a relationship is established, it is agreed that the basis of the relationship is to enhance mutual understanding of friendship of the Cities and to develop exchanges in the fields of economy, trade, science, technology, culture and education to promote mutual prosperity in both Cities.
3. It is agreed that all discussions towards any future relationship shall occur on the basis of friendship, equality and mutual benefit.
4. There will be cooperation between the Cities through the Foreign Affairs Office of Zhang Jia Kou Municipal People's Government and the Bathurst City Council.

This Letter of Intention is signed at Bathurst City Council on the Thirty-first Day of March 1999 in duplicate in the English and Chinese languages.

Ms Yang Gui Zhen
Vice Mayor of Zhang Jia Kou Municipal Government

Cr Ian Macintosh
Mayor of Bathurst

POLICY:	STAFF – DESIGNATED PERSONS DISCLOSING INTERESTS
DATE ADOPTED:	Director Corporate Services & Finance's Report #xxx Council xxx Resolution No. xxx Director Corporate Services & Finance Report #8.3.5 Council 17 November 2021 Resolution No: ORD2021-407 Council 2 February 2022 Resolution No: ORD2022-18 Director Corporate Services & Finance's Report #1 Policy 6 July 2016 Council 20 July 2016 Minute Book No 12315
ORIGINAL ADOPTION:	Director Corporate Services Report #1 Policy 1 December 2004, Council 8 December 2004 Minute Book No. 9416 (former BCC Policy)
FILE REFERENCE:	11.00002
OBJECTIVE:	To nominate designated persons who must submit written returns of interest in accordance with Council's Adopted Code of Conduct

Section 440 and section 440AAA of the Local Government Act 1993 require Councils to adopt a model code of conduct applicable to councillors, members of staff of councils and delegates of council.

Section 180 of the Local Government (General) Regulation 2021 prescribes the model code of conduct to be adopted by Councils.

Part 4 of Council's Adopted Code of Conduct requires "designated persons" to prepare and submit written returns of interest.

In accordance with clause 4.8 of the Adopted Code of Conduct the following persons are "designated persons":

General Manager
Director Corporate Services & Finance
Director Engineering Services
Director Cultural & Community Services
Director Environmental, Planning & Building Services

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Manager Corporate Governance
Manager Corporate Communications
Manager Human Resources
Manager Financial Services
Manager Information Services
Purchasing Compliance Officer
Property Management Coordinator
Manager Works
Manager Technical Services
Manager Water & Waste
Manager Recreation
Manager Development Assessment
Manager Strategic Planning
Manager Environment
Manager Community Services
Manager Museums Unit
Manager Library Services
Art Gallery Director
Manager Bathurst Memorial Entertainment Centre
Manager Tourism and Visitors Services
Museum Coordinator National Motor Racing Museum
Manager Economic Development

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.

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:

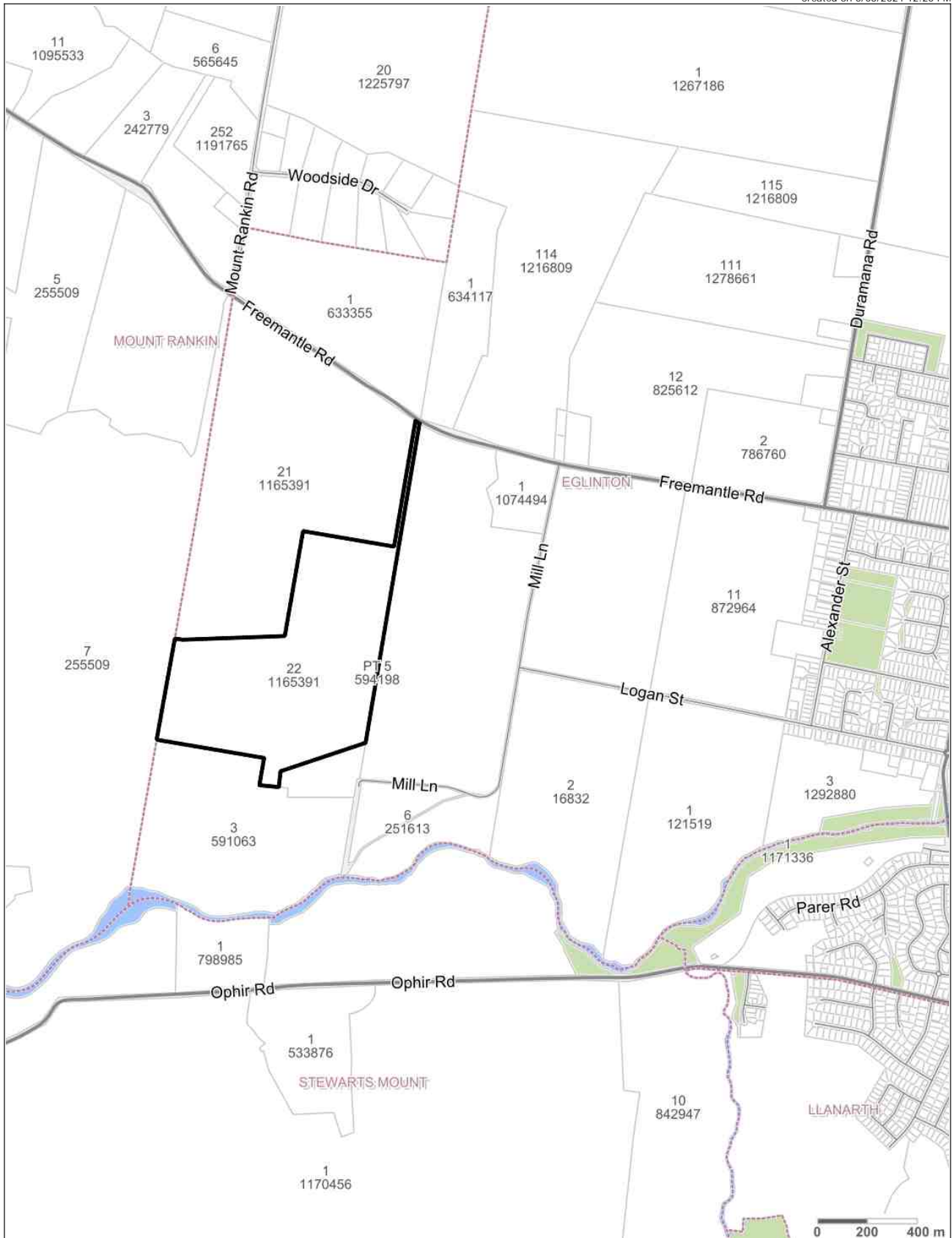
02 **Consult** - to obtain public feedback on alternatives and/or decisions

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]

Attachment 9.1.1

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Bathurst Regional Council
 PMB 17
 158 Russell Street
 BATHURST NSW 2795
 Telephone: 02 6333 6111
 Fax: 02 6331 7211
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Important Notice!

This map is not a precise survey document. Accurate locations can only be determined by a survey on the ground. This information has been prepared for Council's internal purposes and for no other purpose. No statement is made about the accuracy or suitability of the information for use for any purpose (whether the purpose has been notified to Council or not). While every care is taken to ensure the accuracy of this data, neither the Bathurst Regional Council nor the LPI makes any representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damage) and costs which you might incur as a result of the data being inaccurate or incomplete in any way and for any reason.
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Drawn By: Daniel Dwyer

Date: 5/03/2024

Projection: GDA94 / MGA zone 55

Map Scale: 1:20000 @ A4

DA 2023/205



BATHURST REGIONAL COUNCIL

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Drawn By: Daniel Dwyer

Date: 5/03/2024

Projection: GDA94 / MGA zone 55

Map Scale: 1:20000 @ A4

DA 2023/205

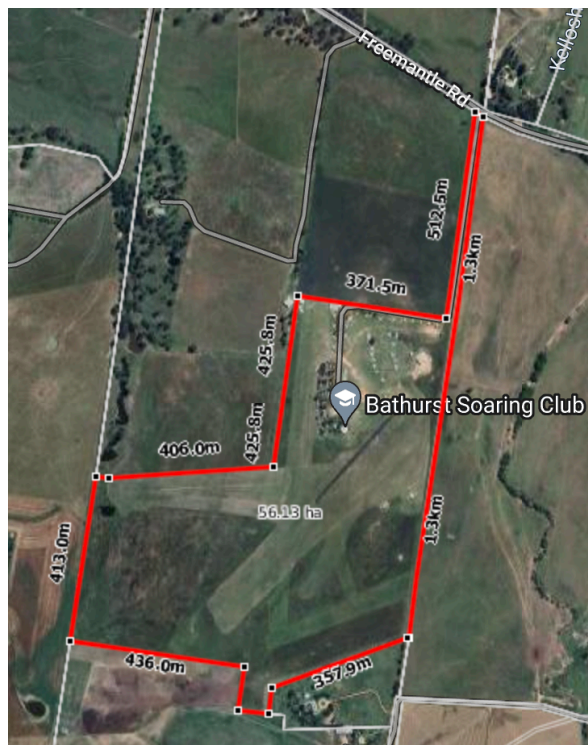
Statement of Environmental Effects
167 Freemantle Road, Eglinton
Bathurst Soaring Club Incorporated

Statement of Environmental Effects

Accompanying a Development Application for

Expanding Primitive Caravan Site
at
Bathurst Soaring Club Incorporated
167 Freemantle Road, Eglinton
Lot 22 in DP1165391 & Lot 5 DP594198

11 March, 2023



ABN 46 603 925 372

MOBILE 0488 57 4048

michaelbegg1@gmail.com

1

**Statement of Environmental Effects
Bathurst Soaring Club Incorporated**

CONTENTS

1. INTRODUCTION
2. SITE DESCRIPTION AND ANALYSIS
3. DETAILS OF PROPOSAL
4. CLAUSE 4.15 - MATTERS FOR CONSIDERATION
5. 5 OTHER CONSIDERATIONS
6. CONCLUSION

GENERAL LOCATION OF PROPOSED ADDITIONAL CARAVANS



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**Statement of Environmental Effects
167 Freemantle Road, Eglinton
Bathurst Soaring Club Incorporated**

Introduction

This statement of environmental effects has been prepared by Michael Begg on behalf of Bathurst Soaring Club Incorporated to accompany a development application for 167 Freemantle Road, Eglinton. The application is being lodged by Michael Begg, pursuant to Clause 4.12 of the Environmental Planning and Assessment Act 1979.

The proposal has been designed to achieve the relevant provisions of Bathurst LEP2014, and Clause 4.15 of the Environmental Planning and Assessment Act 1979 (as amended).

It is proposed to

- Rearrange the 40 existing caravans located on the land into a grid pattern.
- Install 20 additional caravans on the Northern side of the existing caravan sites, to provide additional accommodation for use in association with the existing gliding club.
- The proposed development will result in a total of 60 caravans being located on the land.
- The existing caravans located on the land are largely self-sustained. None of the existing caravans have plumbed connections to the onsite water supply or septic system. Many of the existing caravans have their own solar energy system and few need to connect into the powered sites available.

**Statement of Environmental Effects
Bathurst Soaring Club Incorporated**

2. Site description and analysis

2.1 Location and property description

The land is mostly cleared land once used for grazing. The land is gently sloping with access along a gravel formed driveway about 600 metres long leading south of Freemantle Road.

The property is located about 2 kilometres west of the Eglinton residential area and about eight kilometres from the Bathurst shopping precinct.

The property contains about 56.49ha in total.

The primitive caravan park contains about 1.1ha.

2.3 Surrounding development

Adjoining lots are larger rural and primary production properties of comparable land.

The lot adjoining to the south is an intensive agriculture feedlot for cattle just north of the Macquarie River.



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Statement of Environmental Effects
167 Freemantle Road, Eglinton
Bathurst Soaring Club Incorporated

Site Plan



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Statement of Environmental Effects Bathurst Soaring Club Incorporated

1. The plan above shows;
 - a) The location, boundary dimensions, site area and North point of the land.
 - b) Existing vegetation and trees on the land.
 - c) The location and uses of existing buildings/structures on the land.
 - d) The location of any proposed buildings, structures and works in relation to the land's boundaries and adjoining development.
 - e) The location of all existing and proposed onsite effluent management systems and disposal areas.
 - f) The location of any current and past potentially contaminating activities.
 - g) Proposed parking arrangements, entry and exit points for vehicles, and provision for movement of vehicles within the site (including dimensions where appropriate).
 - h) Proposed methods of draining the land.

There will be no additional buildings constructed.

There will be no additional surface water drainage issues. The land is very gently sloping.

The only remotely possible contamination risk would come from the existing fuel bowser located about 100 meters to the east of the caravan sites.

Vehicles will continue to enter the site along the existing driveway.

The geotechnical report is submitted with this statement.

**Statement of Environmental Effects
167 Freemantle Road, Eglinton
Bathurst Soaring Club Incorporated**

3. Details of Proposal

3.1 Proposed works

Minimal works are required. The existing gravel driveway is in good order. Water from roof run off and an existing bore and power are available and on-site.

The proposal is to allow a further 20 caravans to be allowed on site with minimal works required as the land is very gently sloping.

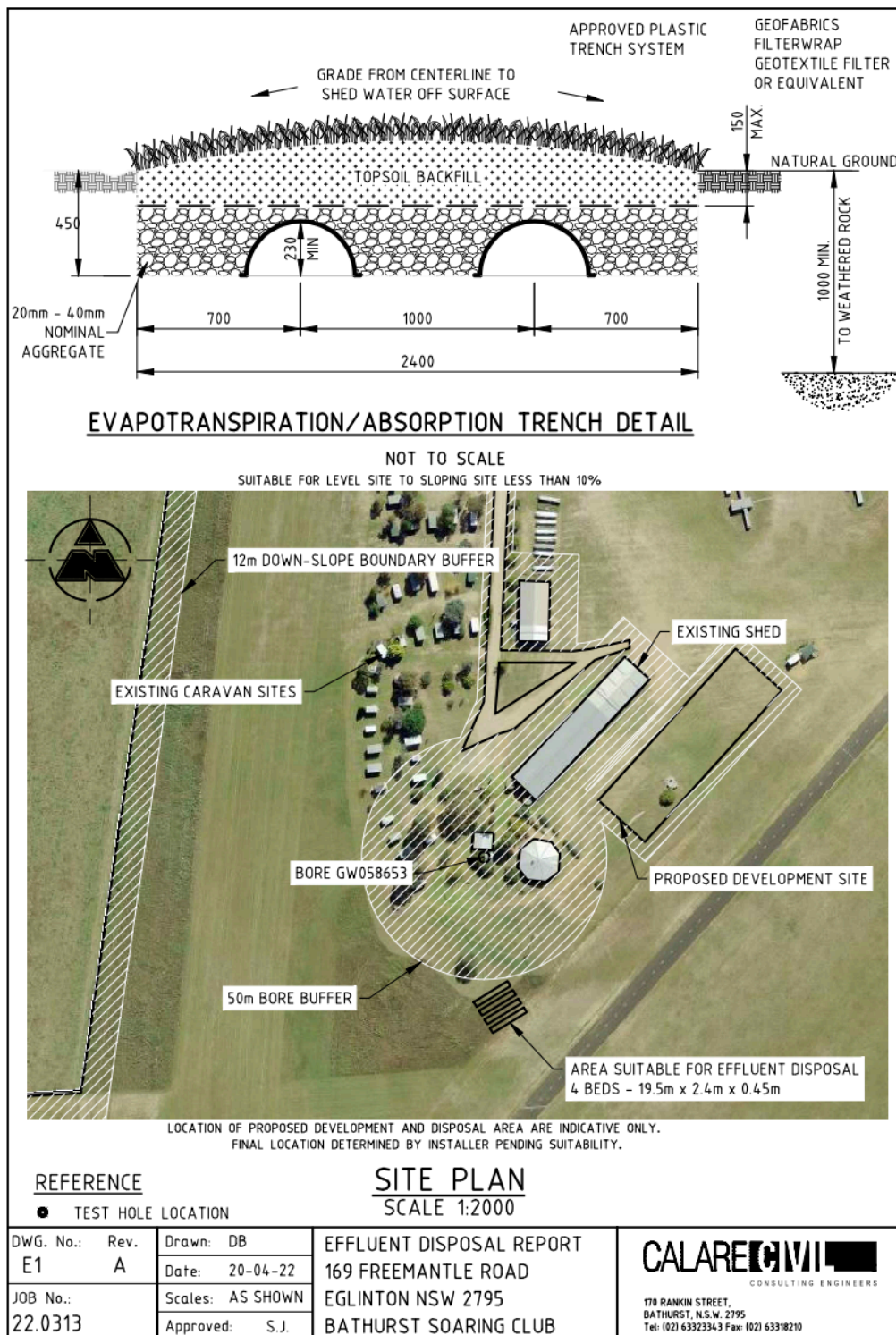
A geotechnical report has been provided and minimal excavation works will be undertaken to upgrade the septic tank and absorption trenches.



The existing 40 and extra 20 caravans will be located within the yellow shaded area.

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**Statement of Environmental Effects
Bathurst Soaring Club Incorporated**



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**Statement of Environmental Effects
167 Freemantle Road, Eglinton
Bathurst Soaring Club Incorporated**

4 Clause 4.15 -Matters for consideration

The following provides an assessment of the proposal against the provisions of Clause 4.15 of the Environmental Planning and Assessment Act (as amended).

- 1. the provisions of:**
- 2. (i) any environmental planning instrument**

State Environmental Planning Policies

Local Environmental Plan

(ii) any proposed instrument that is or has been the subject of public consultation under this Act and that has been notified to the consent authority (unless the Planning Secretary has notified the consent authority that the making of the proposed instrument has been deferred indefinitely or has not been approved), and

(iii) any development control plan

Complies

(iiia) any planning agreement that has been entered into under section 93F, or any draft planning agreement that a developer has offered to enter into under section 93F

Not applicable

(iv) the regulations (to the extent that they prescribe matters for the purposes of this paragraph)

Not applicable

(v) any coastal zone management plan (within the meaning of the Coastal Protection Act 1979), that apply to the land to which the development application relates,

Not applicable

**Statement of Environmental Effects
Bathurst Soaring Club Incorporated**

- 2. the likely impacts of the development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality,**

No negative impacts are likely to both the built and natural environment. The land has been cleared for farming in the past.

- 3. The suitability of the site for the development,**

The site complies with council zoning and development controls. The property has an existing house and several sheds and other structures.

- 4. any submissions made in accordance with this Act or the regulations,**

Consideration will be given to any submissions made as a result of Council's consultation and notification processes.

- 5. the public interest.**

The club is a not for profit organisation and provides recreation for a broad range of people from various socio economic groups, gender, ethnicity and people with mental and physical challenges.

5.0 Other considerations

5.1 Visual Impacts

The land is already cleared from historical farming activity. The land is to be rehabilitated through additional tree plantings which will enhance the visual appeal.

5.2 Open Space

Some land will be rehabilitated enhancing the visual appeal.

5.3 Overshadowing and Privacy

There is no impact from overshadowing.

5.4 Noise

No impact from noise.

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**Statement of Environmental Effects
167 Freemantle Road, Eglinton
Bathurst Soaring Club Incorporated**

5.5 Erosion Control Measures

There will be no ground works and no possible erosion.

5.6 Economic and Social Impacts

The creation of an additional 20 caravan sites will allow more members to stay at the club over the year and therefore bring more income to the Bathurst community.

5.7 Environmental Benefits

At present the land was previously agricultural land.

Over the years many trees have been planted on the gliding club land particularly around the existing caravans. With additional caravans more trees will be planted to provide relief from the summer sun which will benefit birds and other wildlife as well as enhance the environment.

5.8 Disabled Access

The land is ideally suited for providing disabled access to caravans and the clubhouse.

5.9 Security, Site Facilities and Safety

There are no issues.

5.10 Waste Management

The land is within the Bathurst area with waste collection facilities available and the council operated waste disposal facility within 5 km of the site. Apart from waste from food preparation there will be no waste leaving the site.

Please refer to the attached EDI from Calare Civil regarding effluent disposal.

5.11 Building Code of Australia

Not applicable.

5.12 Traffic

Any additional traffic will be insignificant.

5.13 Stormwater/flooding

**Statement of Environmental Effects
Bathurst Soaring Club Incorporated**

Not applicable.

5.14 etc.

No adverse impacts.

6.0 Conclusion

It is considered the development meets the requirements of 4.15(1) of the Environmental Planning and Assessment Act 1979 and should be approved. The proposed development will not detract from the amenity of the locality and it is considered the proposal fits in with council's vision.

A handwritten signature in black ink, appearing to read 'MB', with a long horizontal stroke extending to the right.

Michael Begg
11 March, 2023



20220313
20 April, 2022

Bathurst Soaring Club
Po Box 1682
BATHURST NSW 2795

Attention: Paul Knight

Dear Paul

RE: Effluent Disposal Investigation - 169 Freemantle Road Eglinton NSW 2795

INTRODUCTION

At your request we have carried out a Geotechnical investigation for the above project. The objectives of this work were to i) identify the subsoils generally underlying the area, and assess subsoil reactivity, ii) Design a method of on-site effluent disposal for the site in accordance with the following Current Recommended Practice (CRP) documents:

- AS/NZS 1547:2012 On-site Domestic Wastewater Management (Standards Australia 2012)
- On-site Sewage Management for Single Households (Office of Local Government 1998)
- Designing & Installing On-Site Wastewater Systems (Sydney Catchment Authority 2019)
- The New South Wales Feedlot Manual (NSW DPI / Agriculture 1998)
- Septic Tank and Collection Well Accreditation Guideline (NSW Health 2001)

LOCATION

The site is located on a large rural lot off Freemantle Road, west of Eglinton. The lot is approximately 55.75ha in size, and the proposed dwelling site is not near any permanent surface waters.

SUBSURFACE CONDITIONS

One soil-observation pit was dug at the site using an excavator. The site stratigraphy at the proposed disposal site as revealed by the soil pit comprised typically of the following:

0mm-400mm: Light brown, moist, silty sand, with common fine gravels, moderately structured
 400mm-800mm: Light brown orange, wet, silty clay, with many fine to medium gravels, moderately structured
 800mm-1000mm: Light grey brown, wet, silty clay, with abundant fine to medium gravels, moderately structured
 EOP 1000mm

Groundwater was not encountered during the fieldwork.

Calare Civil Pty Ltd

ABN 41 050 057 933
170 Rankin Street
Bathurst NSW 2795

Tel: 02 6332 3343
Fax: 02 6331 8210
Email: bathurst@calare-civil.com.au
Web: www.calare-civil.com.au

\\SERVER\Projects\2022\20220313\Effluent\20220313-L01-DB.docx

EXISTING SYSTEM ASSESSMENT

We have assessed the system and determine it is typical of an absorption trench system used to dispose of primary treated effluent.

Our investigation reveals:

- The development comprises 40 caravan sites with twenty proposed additional caravan sites;
- The dwelling is supplied by tank and bore water;
- The septic tank is approximately 4000 litres;
- The existing disposal method is absorption trenches of undetermined dimensions;

We determine the existing system is functioning adequately with no signs of surface saturation or waterlogging of soil at the disposal site. The existing septic tank is of adequate size for the proposed twenty additional caravan sites with a design flow of 1550.5 L/day.



Image 1: Existing septic tank at proposed development site



Image 2: Absorption trenches at proposed development site

RECOMMENDED WORKS

We advise the following works be completed for the system to comply with current standards:

- The septic tank be pumped out if not done so in the last 3-5 years.



Image 3: Subsoil investigation at the proposed development site

DISPOSAL OF EFFLUENT

General

For the subject development, on-site disposal of primary treated effluent from a septic tank using conventional absorption beds is considered appropriate. Neutral effects on groundwater are predicted due to moderate percolation rates and large buffer zones.

Restrictive Site and Soil Features

In accordance with OSMSH the most limiting site or soil feature determines the capability of the subject site for land application of effluent, or the modifications to the site required to allow land application.

Relevant sections of the CRP documents have been reviewed with respect to the subject site and reveal that the limiting feature for absorption disposal is **soil permeability, imposing minor limitation**.

Potential restrictive site & soil features located relative to the proposed disposal site are:

- Proposed developments approximately 84m NE. Minor limitation.
- No intermittent waterway within 500m of site. Minor limitation.
- Closest Bore GW058653 approximately 51m N. Minor limitation.
- Closest property boundary approximately 162m W. Minor limitation.
- Moderately structured Category 4 Clay Loam soil. Minor limitation.

The following buffer distances should be adhered to:

- 6m from building or property boundary at higher elevation
- 12m from building or property boundary at lower elevation
- 40m from intermittent water course or dam
- 100m from permanent surface waters (eg rivers)

Design Effluent Flow

The following disposal area has been designed to facilitate the existing Caravan Park. The design flow rate has therefore been determined in accordance with the following parameters:

The existing caravan park comprises of 40 sites with a proposed development of 20 additional caravan sites and is to be supplied by tank water.

Potential Bedrooms	Reticulated/Bore Water	Tank Water
1-2 potential bedrooms	600 L/d	400 L/d
3 potential bedrooms	900 L/d	600 L/d
4 potential bedrooms	1200 L/d	800 L/d
More than 4 potential bedrooms	1200 + 150 L/d per additional bedroom	800 + 100 L/d per additional bedroom

In accordance with recommendations of Water NSW, the design effluent generation for non-habitable developments will reference 'Septic Tank and Collection Well Accreditation Guideline', (NSW Health, 2001).

TYPE OF PREMISES	WASTES	DAILY FLOW Litres/Person/Day	CALCULATION OF DAILY FLOW RATE	REMARKS
Caravan Park	WC, urinal, basin shower, kitchen	59	2 x No. of Sites x 59	Estimate 2 persons/site/day

With reference to Annexure 3 of the above document, the facility will be designed for the design flow rate specified under Commercial Installations as listed below:

- Caravan Park: **59 L/day/person when considering the existing facilities mentioned below.** The client has indicated that there are a maximum of 20 caravan sites for use at any given time and it is estimated there will be a maximum of 2 persons per site.

$$Q_{d,caravan} = 2 \text{ persons} \times 20 \text{ sites} \times 59 \text{ L/person/day} = 2360 \text{ L/day (average daily flow for Caravan Park)}$$

Information provided by the client indicates that maximum occupancy occurs primarily on holidays and weekends, and an occupancy rate of 10% during the remaining days of the week, the total average daily flow is therefore calculated as per below:

$$\text{Total Peak Flow } Q_{d \text{ Total}} = 2360 \text{ L/day (Friday- Sunday)}$$

$$\text{Total Off-peak Flow } Q_{d \text{ Total}} = 0.1 \times 4720 = 472 \text{ L/day (Monday-Thursday)}$$

$$\begin{aligned} \text{Septic Volume} &= Q_{d, \text{total}} - 2360\text{L} + 1550\text{L} \\ &= 3910\text{L} \\ &= \text{Adopt } 4000\text{L septic} \end{aligned}$$

Soil Properties

The methods used to determine absorptive characteristics of site soils in this study were:

- 1) Visual/tactile assessment of site soil profile
- 2) Assessment of soil landscape sheets.

In accordance with Table L1, we have identified the underlying soils as Category 3 (Loam). Taking into account visual and tactile assessment of soils, in conjunction with documented soil landscape data, we conclude that on site disposal of effluent at the development is possible using conventional absorption beds. We have adopted an indicative permeability (k_{sat}) of 3.0m/d with an associated Design Loading Rate (DLR) of 8 mm/d.

Sizing of Bed

In accordance with AS/NZS 1547:2012 (Appendix Q), the disposal area required is calculated using a water balance analysis. Rainfall and evaporation data from local gauging stations is used in the calculations.

The spreadsheets below summarise calculations. It can be seen that a design disposal area of **185.8m²** is required, with a maximum effluent depth of **309mm**.

Month	E mm	ET mm	R mm	Rr mm	DLR/mth mm	Disposal Rate mm	Effluent Applied per month (L)	Size of area m2
January	210.80	158	69.60	52	372	478	48065.5	101
February	159.60	120	55.60	42	336	414	43414	105
March	139.50	105	50.70	38	372	439	48065.5	110
April	87.00	65	43.30	32	360	393	46515	118
May	52.70	40	43.30	32	372	379	48065.5	127
June	33.00	25	44.10	33	360	352	46515	132
July	37.20	28	49.30	37	372	363	48065.5	132
August	55.80	42	50.00	38	372	376	48065.5	128
September	84.00	63	46.30	35	360	388	46515	120
October	127.10	95	60.60	45	372	422	48065.5	114
November	162.00	122	57.40	43	360	438	46515	106
December	201.50	151	63.40	48	372	476	48065.5	101

DEPTH OF STORED EFFLUENT
DLR 12 mm/d

Month	First trial m2	Application Rate	Disposal Rate	AR-DR (mm)	Increase in depth of stored effluent	Depth of effluent for month	Increase in depth of effluent	Design depth per mth (mm)
December	185.77							
January		394	478	-84	-280	0	-280	0
February		356	414	-58	-194	0	-194	0
March		394	439	-45	-149	0	-149	0
April		381	393	-12	-39	0	-39	0
May		394	379	15	49	0	49	49
June		381	352	29	98	49	98	147
July		394	363	31	103	147	103	250
August		394	376	17	58	250	58	309
September		381	388	-7	-24	309	-24	285
October		394	422	-28	-94	285	-94	191
November		381	438	-57	-191	191	-191	0
December		394	476	-82	-273	0	-273	0

From AS1547:2012, the total required bed length is calculated as follows:

$$L = A_e/B_e$$

Where $A_e = 185.8\text{m}^2$ (required area)

$B_e = 2.4\text{m}$ (wetted base of 2.4m wide bed)

n.b. a nominal depth of bed of 0.45m is adopted from 0.309m + 0.05m freeboard, rounded up to 0.45m.

Then: $L = 185.8/2.4$

$$= 77.4\text{m (say 77.5m)}$$

In summary, for the dwelling, adopt **4 beds each 19.5m long x 2.4m wide x 0.45m deep**, adjacent to each other and 2.0m spacing between the beds side wall to side wall (see attached sketch).

With reference to AS/NZ 1547:2012 section L6, individual bed lengths should be limited to around 20m. A longer bed is possible if the installer can guarantee a level bottom over the entire length.

Effluent delivery to all beds should be even via a distribution box or similar and preferably delivered into the centre of the beds through the top of the self-supporting arches (see attached sketch).

The septic tank shall be a minimum 4720 + 1550 = 6270L. Make and model of septic tank is to be selected by installer and must be NSW Health approved (a full list of approved tanks is available on the NSW Health website). Final location of septic tank is to be determined by the installer with consideration given to the drainage plan of the house and site limitations to ensure all plumbing meets the required minimum grades specified in AS3500.2.

A collection well of 6000L (or 2 x 3000L) is required to store effluent during periods of peak usage. The effluent is to be pumped from the collection well to the disposal area at a maximum rate of 1550.5 L/day. The collection well should be fitted with an alarm to notify staff in the event of pump failure.

If site conditions (ie slope restrictions) are greater than 10% then a 1200mm wide bed can be utilised ensuring that the same Required Area (A_e) is achieved (i.e. halving the width will double the required length of the bed) or regrade the site to achieve the required grade of 10%.

PREPARATION AND MAINTENANCE OF DISPOSAL AREAS

General

We note that the bed should not be constructed in an area subject to stormwater run-off or ground water concentrations. The upstream flow of stormwater run-off should be diverted from the disposal area. The disposal area is to be stock and vehicle free.

Excavation Techniques

The following excavation techniques recommended in AS1547:2012 shall be observed so as to minimize the risk of damage to the soil.

- Plan to excavate only when the weather is fine.
- During wet seasons or when construction cannot be delayed until the weather becomes fine, smeared soil surfaces may be raked to reinstate a more natural soil surface, taking care to use fine tines and only at the surface.

In particular for absorption beds:

- If rain is forecast then cover any open beds, to protect them from rain damage.
- Excavate perpendicular to the line of fall or parallel to the contour of sloping ground.
- Ensure that the inverts are horizontal.

Disposal Site Cover

It is recommended that a fescue/fescue blend (Temperate and Mediterranean blend varieties) or similar be planted on the disposal area, which has year-round active growth, enhancing nutrient uptake (Ref. NSW Feedlot Manual 1998, NSW Department of Agriculture). Other recommended species providing similar data include Ryegrass. Also small trees with non-intrusive root systems planted below the disposal area will improve transpiration and uptake of nutrients (plants suitable for growing in wet soils can be recommended by local nurseries)

Further Considerations

The implementation of wastewater and nutrient reduction initiatives such as the following will further improve the performance of the system:

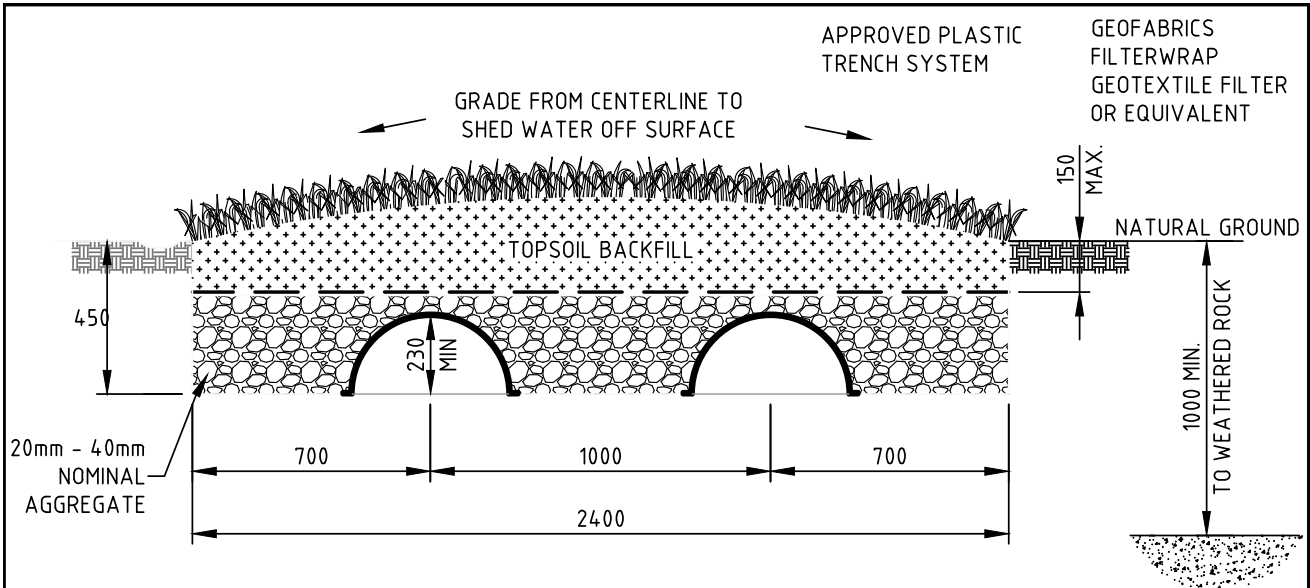
- Use of low phosphate/low SAR detergents, and low quantities where practicable.
- Water saving shower heads, taps and appliances.
- Consideration of 3/4.5 litre dual flush toilets.
- Avoid placing fats, oils or food waste into the system.
- Reducing peak hydraulic loading by reducing shower time and washing laundry over several days as opposed to completing multiple cycles in one day

We trust that this information meets your requirements. Please do not hesitate to contact the undersigned should you require any further information.

Yours faithfully,
CALARE CIVIL PTY LTD



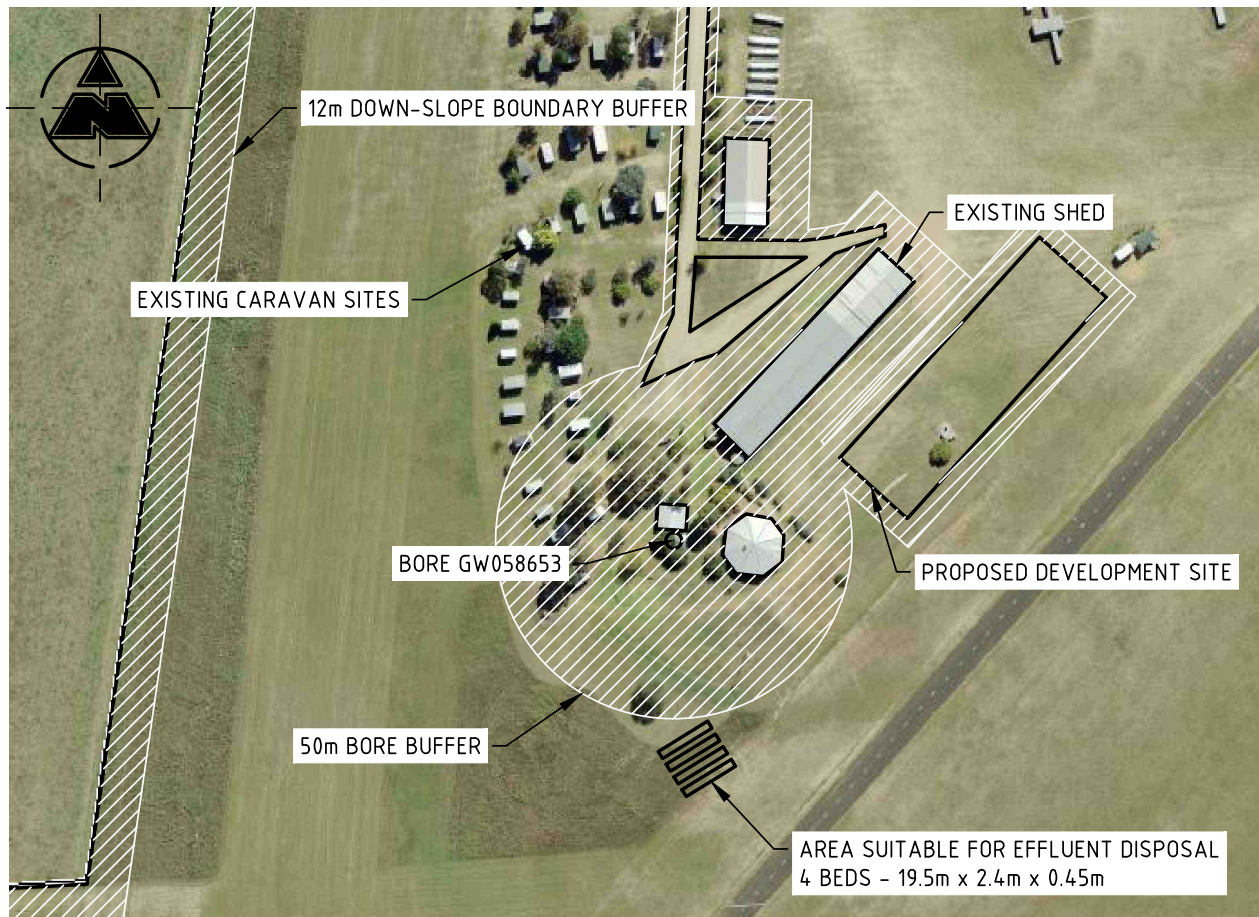
Sean Johnson
BE MIEAust.



EVAPOTRANSPIRATION/ABSORPTION TRENCH DETAIL

NOT TO SCALE

SUITABLE FOR LEVEL SITE TO SLOPING SITE LESS THAN 10%



LOCATION OF PROPOSED DEVELOPMENT AND DISPOSAL AREA ARE INDICATIVE ONLY.
FINAL LOCATION DETERMINED BY INSTALLER PENDING SUITABILITY.

REFERENCE

• TEST HOLE LOCATION

SITE PLAN SCALE 1:2000

DWG. No.: E1	Rev.: A	Drawn: DB Date: 20-04-22	EFFLUENT DISPOSAL REPORT 169 FREEMANTLE ROAD EGLINTON NSW 2795 BATHURST SOARING CLUB	CALAREMI CONSULTING ENGINEERS 170 RANKIN STREET, BATHURST, N.S.W. 2795 Tel: (02) 63323343 Fax: (02) 63318210
JOB No.: 22.0313		Scales: AS SHOWN		
		Approved: S.J.		



Important Notice!

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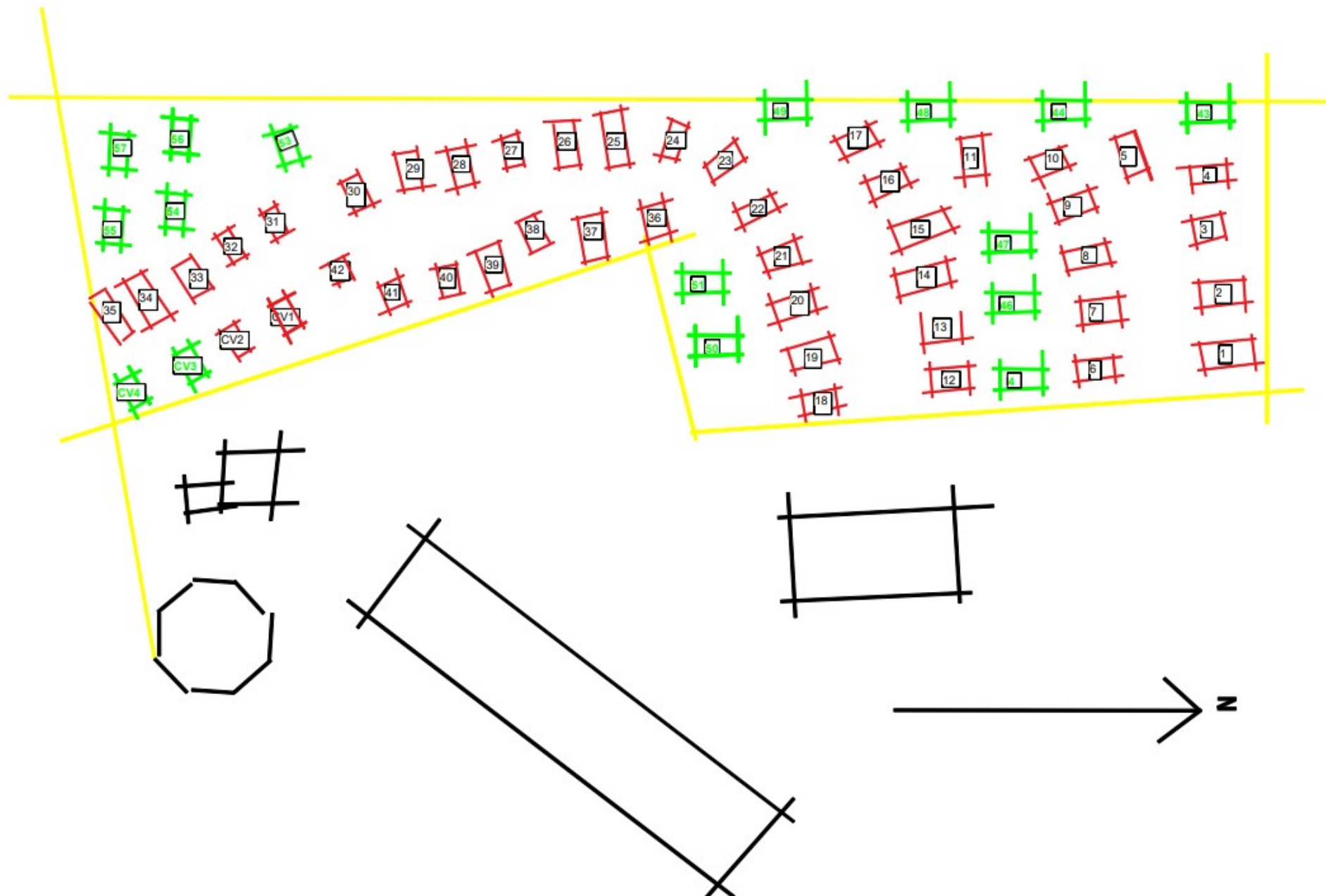


Drawn By:

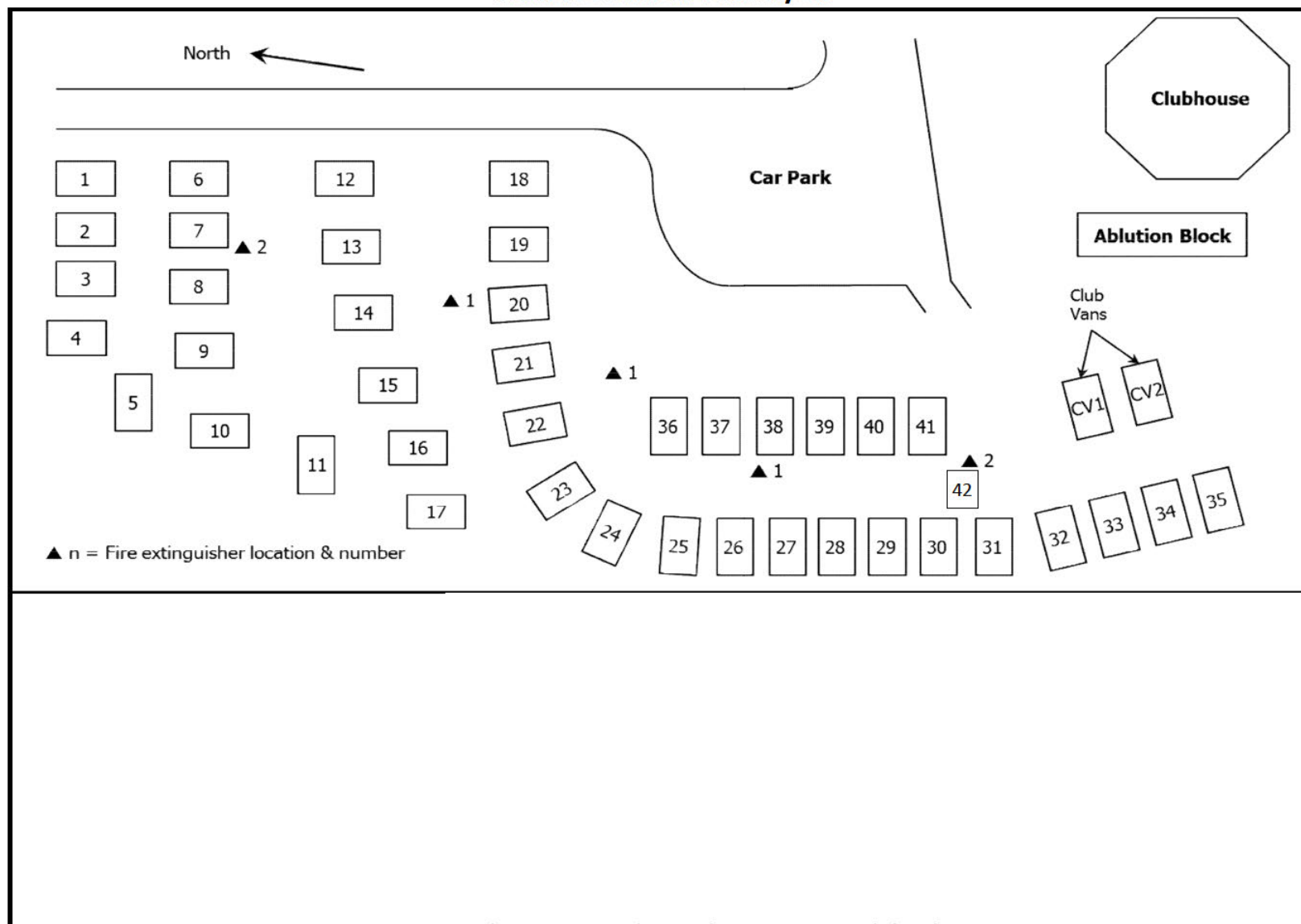
Date: 12/07/2023

Projection: GDA94 / MGA zone 55

Scale: **1:2000 @ A3**



Bathurst Soaring Club Primitive Caravan Park Layout





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Drawn By:

Date: 12/07/2023

Projection: GDA94 / MGA zone 55

Scale: **1:2000 @ A3**



Bathurst Regional Council
 PMB 17
 158 Russell Street
 BATHURST NSW 2795
 Telephone: 02 6333 6111
 Fax: 02 6331 7211
 Email: council@bathurst.nsw.gov.au

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Drawn By: Daniel Dwyer

Date: 28/02/2024

Projection: GDA94 / MGA zone 55

Map Scale: 1:15000 @ A4

**Dwellings within 1
 kilometre radius of
 subject site boundary
 (exc. access handle)**

From: Graham Russell <mgruss2@gmail.com>
Sent: Monday, September 18, 2023 6:08 PM
To: Warren Aubin <Warren.Aubin@bathurstregionalcouncil.onmicrosoft.com>; Kirralee Burke <kirralee.burke@bathurst.nsw.gov.au>; Ben Fry <Ben.Fry@bathurst.nsw.gov.au>; Graeme Hanger OAM <Graeme.Hanger@bathurst.nsw.gov.au>; Margaret Hogan <Margaret.Hogan@bathurst.nsw.gov.au>; Jess Jennings <Jess.Jennings@bathurst.nsw.gov.au>; Ian North <Ian.North@bathurst.nsw.gov.au>; Andrew Smith <Andrew.Smith@bathurst.nsw.gov.au>; Robert Taylor <Robert.Taylor@bathurst.nsw.gov.au>
Subject: Development Application 2023/205

CAUTION: This email originated from outside BRC. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good Afternoon Councillors

We wanted to alert you to the above mentioned development application which has been lodged by the Bathurst Soaring Club, seeking to create twenty additional caravan sites at Pipers Airfield.

As an initial observation, we would suggest that the forty places currently approved (note that diagrams accompanying the application show 44 places, actually existing), already exceed what might be regarded as a reasonable provision, especially since there are excellent, properly serviced camping grounds and caravan parks nearby.

That said, approvals exist and it is obvious that the application has been comprehensively researched as to environmental matters. However given the long history of concerns expressed by nearby residents about the club's operations (noise disturbance, aircraft movements, flight paths) as well as serious safety concerns such as broken tow ropes, crash landings on field (one fatal) and on adjoining properties, we believe there are broader issues which need to be taken into account.

Residents have always acknowledged the clubs existence and right to operate gliding activity and have only sought to ensure minimal disturbance and safety. As Bathurst expands towards the West, residential areas which were once far away are now within a short distance of runways and we believe that any development which could potentially lead to increased activity should be carefully considered.

The application to add twenty extra caravan places, in fact amounts to an increase of fifty percent. A very large increase, which could not only lead to increased aircraft movements and also mean that as many as 120 people or more might be in residence at any one time. We note that the applicant claims that no more than twenty sites would be occupied at the one time and the environmental studies are predicated on this. We find this highly unlikely but if so, it needs to be clearly laid out as a condition with a requirement for auditable records to be kept. Further, although it is inferred that the additional sites would be for the use of members only, this should be another clear condition should the development be approved.

According to plans submitted, many of the proposed new places would be inserted between existing sites. This seems to us to raise hygiene issues due to close proximity, as well as fire safety concerns to caravaners and aircraft fuelling and storage facilities. Not forgetting potential fire risk to farmland and residences to the East, South and West. We would also comment that there are significant discrepancies between statements in the application as to layout of sites and the accompanying diagrams.

We also wonder about the adequacy of existing shower and toilet facilities for the increased occupancy, extensions to which do not seem to have been included in the application.

We also have concerns about the visual impact from surrounding properties. The rather idealised depiction of the development, in submitted diagrams, as an ordered and well laid out caravan park, is a far cry from the reality of the existing motley collection of assorted old vans, many of which appear to be of timber construction. We would suggest planting of evergreen screenings be a condition of any approval. We also wonder if the proposal has been assessed in terms of fire.

Given the number of important issues which underly this application, we believe the matter should be brought before Council to ensure that the development is determined in the public interest.

We would also urge that the application be seen in the broader context, as an opportunity for a review of club operations. This might take the form of a reference group established by Council with nominees of the club and representatives of the community that would develop comprehensive operational guidelines to ensure minimisation of the impact of gliding activity on the local amenity in today's environment.

We look forward to your support and interest in this matter.

Sincerely
Merylyn & Graham Russell

Tarkeeth Murray Grey & Angus
'Osborne'
257 Freemantle Rd
Eglington NSW 2795
6337 1198, 0488 371 198

Sent from my iPhone

GRAHAM & MERYLYN RUSSELL

21 September 2023

0488 371 198
mgruss@bigpond.com

'Osborne'
257 Freemantle Rd
Eglinton NSW 2795

Objection to Proposed Development of Additional Caravan Sites at Piper's Airfield (Development Application 2023/205)

General Context

Our property is one of a group of some twenty residences located in close proximity to Piper's Airfield, the base of the Bathurst Soaring Club. We are continually and severely impacted by aircraft noise and dangerous associated incidents. These include heavy aircraft parts and broken tow ropes falling on adjoining properties, fences pulled down by trailing towing hooks and crash landings both on field as well as nearby (one catastrophic and fatal).

We have raised concerns with Council and other authorities as well as the club on many occasions about these matters but noisy ancient tug aircraft continue to fly quite unnecessarily, over nearby houses at low altitudes throughout weekends and often during the week as well.

Whilst we recognise that the activity is longstanding and has approval to operate, apart from our own concerns, we believe that as development moves Westward on both sides of the Macquarie River and new dwellings are now being erected only a short distance from runways and under flight paths, this location has become increasingly inappropriate for aircraft movement and gliding activity.

At the very least, this activity should be contained and not given opportunity to grow.

We therefore object to the proposed development believing it to not be in the public interest. Our grounds for this objection are as follows:

Visual

Plans and diagrams accompanying the application portray a well ordered arrangement of caravan sites. This is misleading and far from the existing reality of a motley collection of unsightly and dilapidated old vans (some little better than shacks), which are clearly visible from nearby properties, at least four of which are of heritage significance (Osborne, Westbourne, Strath and Abercrombie House) and open to general view from the North, South and West.

Environmental issues

There are discrepancies between the submitted drawings and accompanying statements:

The Statement of Environmental Effects (p 3 and elsewhere) refers to 40 existing sites but the diagram of the present layout with names of those occupying, shows 44 allocated. It is also stated that the 20 new sites will be located on the Northern side of the area rather than inserted among those existing, as shown in the aerial map of the development.

We note there will be 60 vans on site should the application be approved (this represents an increase of 50% over existing), which means that up to 120 people could be using the facilities at the one time. However the Effluent Disposal Investigation (p 4), states

“The client has indicated that there are a maximum of 20 caravan sites for use at any given time and...a maximum of 2 persons per site.”

We find this claim extremely unlikely in practical terms and difficult to accept at face value but if this restriction is not the case or strictly applied, the design submitted for septic absorption trenches (which is based on this assertion, i.e. that there will only ever be 20 sites occupied at once) would be vastly inadequate. It would also bring into question the adequacy of existing ablution facilities, extensions to which have not been included in this application

Purpose of the development

It is not made clear from the various application papers, that the provision of extra sites (or those existing for that matter) would be solely for the use of and accessible only to members and not available for letting. Opening the facilities to the public would be most undesirable and introduce an additional range of safety, noise and environmental concerns. Moreover there are plentiful, properly serviced caravan and camping facilities already available in Bathurst.

Fire safety

We find the various diagrams of the proposal, confusing and contradictory and there are no dimensions of sites and spacing in between, provided. From the various plans and photos provided, the sites appear to be in close proximity and quite heavily vegetated and some of the existing vans seem to be constructed of older flammable materials.

This raises concerns about fire safety.

The caravan site is close to grazing and cropping on properties to the West as well as on the Club's own land, just to the South and we believe there is a very real risk of fire and a potential rapid spread to surrounding properties, not forgetting Club facilities and an aviation fuel storage tank located within 100 meters (Statement of Environmental Effects, p 6)

The diagram, “Primitive Caravan Park Layout” shows some provision by way of hydrants but no evidence has been provided as to whether these would be adequate in the event of fire. Town water is not available for example, so how would water be pumped and is the supply adequate?

As it stands the application lacks evidence that a formal fire safety assessment has been carried out.

The following actions arise from the objections outlined above

- the need to clarify the location and actual number of sites currently occupied and proposed
- the club be required to provide a copy of its policy in relation to the stated limit of 20 sites to be in use at any one time and show evidence via its booking systems and have records of occupancy available for inspection at all times. In the event that the stated occupancy projections are revised and design of effluent disposal needs to be reassessed, existing toilet and bathing facilities should also be inspected for compliance
- the club be required to state clearly (and adhere to, auditable through its booking system) that the caravan and camping facilities are for the use of and restricted to, members only.
- diagrams be reworked to show full and accurate details of all dimensions in the works proposed
- the club be required to arrange a full fire safety audit of its proposal to develop the caravan site including implications for other club facilities and surrounding properties.

We would be very happy to discuss this matter further at any time

Yours faithfully

Graham & Merylyn Russell

(by email)

2023/205/95

RECEIVED

21 SEP 2023

BATHURST REGIONAL COUNCIL

The Planning Department
Bathurst Regional Council

The Willows
332 Ophir Road
Stewarts Mount
19/09/2023

Re: DA #2023/205

Dear Sir

We wish to lodge an objection to the proposed development.

According to the lodged DA at Pipers Airfield the additional accommodation will grow by 50% to 60 sites. Unfortunately due to our residential location being south of the main runway this expansion will mean increased flights leading to an increase in noise, pollution and further disruption to privacy as the planes regularly fly low over our house. We have three small children who do not like playing in the garden when the planes are operating.

Will the BRC be permitting this airfield to continue to expand in what was considered a quite rural area? Many of the members of the Bathurst Soaring Club are not residents in the area and this airfield is being used as a convenience to them and have no local community connections. Surely these people cannot be unaware of the negative impact additional flights will have on people who actually reside in the area? These tug planes are particularly noisy and keep circling around above this area often for hours on end which become very annoying.

Regards

Amelia and James Stewart

Catherine (Cate) Stewart

Owner: Lot 6, 259 Fremantle Road Mt Rankin NSW 2795

21 September 2023

ATTN: Mr D J Dwyer, Bathurst Regional Council

Via email: council@bathurst.nsw.gov.au

RE: Development Application No 2023/205

Proposed Development: Creation of 20 additional caravan sites at existing aerodrome primitive site -
Bathurst Soaring Club - Eglinton

I am writing to express my objection to the proposal by Bathurst Soaring Club Incorporated to create an additional 20 caravan sites at its current primitive site.

(1) As a landowner in close proximity to the Aerodrome I believe that this proposal will have a negative impact on both adjacent landholders and local community in respect of views, privacy, noise, health and safety resulting from the physical presence of additional caravans and associated increased activity at the aerodrome and on the access road/s.

The club is already "one of the largest gliding clubs in Australia" (<https://bathurstgliding.com.au/>) and it is not clear how any further expansion would be appropriate or necessary, given, for example: (a) the limited water and sanitation infrastructure; (b) the limited regulatory regime applicable to private aerodromes; and (c) the availability of a range of nearby existing accommodation in Bathurst.

The application to add twenty (20) extra caravan sites, amounts to a **50% increase** in caravan sites on a minimal-sized caravan park (1.1ha). This will lead to increased site density and use, including increased aerodrome car and aircraft movements, so will have noise and visual impacts.

(2) Additional detail regarding the proposal and anticipated occupancy, occupants (members only?), occupancy duration and aerodrome usage (for glider flights) is required to properly assess the proposal given the limited and/or cursory information provided, in particular in the Statement of Environmental Effects document submitted by the applicant Soaring Club. For example, the bald statement "No impact from noise." on its face seems unsubstantiated given the proposed 50% increase in caravan sites and presumably accompanying increase in aerodrome usage from motor vehicles and gliders. The residents of the adjacent local community enjoy a peaceful environment and the addition of 20 caravans plus additional air traffic and air pollution, will be a significant intrusion, not to mention increase potential safety issues relating to road/access and air space usage. I note also the potential health impacts from the use of leaded fuel in aviation (<https://doi.org/10.1093/pnasnexus/pgac285>).

(3) I suggest that consideration of the application needs to take into account the broader context of the club's operations given any increase in use of the aerodrome and therefore its gliding activity will impact of the local amenity and safety of the ever-expanding Bathurst community.

Best wishes

Catherine (Cate) Stewart

Owner, Lot 6, 259 Fremantle Road Mt Rankin NSW 2795

2023/205/016

RECEIVED

21 SEP 2023

BATHURST REGIONAL COUNCIL

The General Manager
Bathurst Regional Council

Mount Pleasant
296 Ophir Road
Stewarts Mount
20/09/2023

Re: DA #2023/205

Dear Sir

We wish to lodge an objection to the proposed development.

The additional accommodation sites will increase the existing sites (40) by 50% and would mean that flying operations would be significantly increased. This would exacerbate the existing serious noise pollution problems and public safety issues. Noise pollution is created by the tug planes operating over our property and surrounding properties. Public safety issues have arisen as a result of a number of incidents.

What is the Master Plan for this site? There should be a thorough site inspection and an assessment of the facilities and services by the BRC to check for compliance with health, safety, fire and environmental requirements. Why when it is projected that only 20 sites of the 40 will be occupied at any one time is it necessary for an additional 20 sites? This is a commercial venture not just for the members as the website offers the general public flights and training. We question whether the area of land is sufficient for the flight operations. If the area is adequate why is it necessary for planes and gliders to repeatedly fly at low levels over our property.

BRC is promoting and developing housing subdivisions at Eglinton, a very short distance from this site. Although leaded fuel in Australian motor vehicles was banned in January 2002 light planes are still able to use leaded fuel. BRC would be aware of research showing the danger to residents of housing developments in areas in close proximity to airfields. Lead is a neurotoxin with no safe level, with young children especially at risk. (See New Scientist 10/01/2023). Expanding flying activity at the site would be detrimental to future housing and may impose a liability on the BRC.

We live at 296 Ophir Road between the Macquarie River and the Ophir Road near the southern end of the main runway. We are exposed to high levels of noise pollution from the tug planes which have no mufflers. Repeated requests to the club not to fly over our house are ignored. Noise levels taken beside our house have reached 85 to 90 decibels. Repeated exposure to levels greater than 70 decibels can lead to permanent hearing damage. The noise generated by these planes is disturbing, annoying and disrupts ~~our~~ normal outdoor activity.

The General Manager

Date

Page 2

In November 2020 the canopy of a glider detached and crashed on to our property. We have included two emails in relation to this incident. You will note that the pilot had been “complacent” about safety checks. What was not mentioned in the report was that the crash site was approximately two kilometers from the Bathurst CBD. This incident has made us very aware of the risks imposed on us. Recreational or private airfields are not subject to the regulations and scrutiny of general aviation fields.

Gliding may be seen as a private activity but it is conducted in public spaces and must be subject to strict accountability.

It is only fair and reasonable for us to be able to live quietly and enjoy the rural surroundings without the imposition of noise pollution and personal safety concerns in our home.

Sincerely,

Peter and Helen Stewart

From: Bathurst Soaring Club <club@bathurstsoaring.org.au>
Subject: Copy of: Noise pollution and air safety issues related to Piper's Airfield
Date: 30 January 2022 1:45 pm
To: p.stewart@bigpond.com

This is a copy of the following message you sent to President via Bathurst Soaring Club

This is an enquiry email via <https://www.bathurstsoaring.org.au/> from:
Peter Stewart <p.stewart@bigpond.com>

Dear Sir

Despite many requests from us over the years, pilots continue to fly at low levels over our house and garden: Mt Pleasant, 296 Ophir Road, Bathurst (south of the Macquarie River & on the northern side of the Ophir Road). This house was built by the Stewart family in 1832 and the family have lived here ever since. We wish to continue the quiet enjoyment of our home and surroundings in this rural environment. Noise from the Soaring Club tug planes disturbs and disrupts our way of life with increased frequency. This is neither fair nor reasonable. Your website states that the Club offers 'the surreal feeling of a silent flight across a beautiful Bathurst countryside'. This offer is at our expense because we bear the burden of the noise your tug planes generate.

In late 2020, a canopy from a glider operating from Piper's Airfield fell on our land. Given this was a serious breach of public safety, we expected to be, but were not, contacted as part of the ensuing investigation. Would you please send me a copy of the investigation report into this incident.

Yours faithfully, P.H.A. Stewart

From: charles durham charles.durham@bathurst.com.au
 Subject: Incident report
 Date: 2 February 2022 9:06 am
 To: Peter Stewart p.stewart@bathurst.com.au

Good day Mr Stewart

As mentioned in my last email to you, here is the incident report for the incident where a glider canopy landed on your property. All incident reports can be found in the "Gliding Australia Magazine" where they are published under the sub heading of "occurrences". This can be found on the "gliding Australia" website. All of these reports are reviewed by the GFA and they are responsible in conjunction with the club in question for any remedial action needed for the people involved.

Best wished

Charles Durham

21-Nov-2020 NSWGA

Doors/Canopies

SZD-48-1 Jantar Std 2

During aerotow launch the glider climbed through sharp and relatively severe turbulence. At about 2000ft AGL the pilot released from tow, at which point the glider's canopy departed, missing the airframe entirely. The pilot observed the canopy tumbling towards the ground and then joined circuit and landed without further incident.

The pilot reported the glider was being flown for the first time with the seat back one notch further forward to allow reach of a newly installed instrument (LX100). When the canopy was put onto the glider the pilot found his head was touching the canopy. The pilot readjusted the seating to move it down and forward to allow adequate clearance. The pre take-off checks were then resumed and take-off initiated.

The pilot believes he locked the canopy when it was placed on the glider and thought it curious that the canopy stayed in place during the turbulence in the early part of the launch. The pilot suspects that either the locking mechanism was disturbed when he adjusted the seating position, or it may have gradually unlocked in the turbulence.

The pilot stated that he did not recommence his pre take-off check after it was interrupted, so he could not state with certainty that the canopy was secured prior to launch. In hindsight, the pilot suspects his past incident free experience had led him to become complacent regarding his 'checks' when flying solo, and was perhaps combined with reduced currency due the COVID-19 pandemic.

21 September 2023

Attn Mr D J Dwyer
Bathurst Regional Council
Via email: council@bathurst.nsw.gov.au

Development Application No 2023/205

Proposed Development : Creation of 20 additional caravan sites at existing primitive aerodrome site - Bathurst Soaring Club - Eglinton

Dear Bathurst Regional Council,

I am writing to express my objection to the proposal by Bathurst Soaring Club Incorporated to create an additional 20 caravan sites at its primitive site. I note that this development application has not been made public for privacy reasons. It would seem contrary to public interest to not make this application public given the likely impact, as set out below, on the local community.

As a local land owner in close proximity to the Aerodrome I believe that this proposal will have a negative impact directly on my quiet enjoyment of my land holding as well as on the adjacent local community in respect of views, privacy, noise, health and safety resulting from the physical presence of additional caravans and the intended increase of activity (personal and commercial) at the aerodrome and on the access road that the caravans will facilitate.

Given the fact that the club is already "one of the largest gliding clubs in Australia" (source <https://bathurstgliding.com.au/>) it is not clear how any further expansion would be appropriate - particularly given the limited water and sanitation infrastructure and the limited regulatory regime applicable to private aerodromes.

I note that Bathurst has a vast range of accommodation options already available (<https://www.bathurstregion.com.au/where-to-stay/#/map>), so the increase to the limited primitive site which already houses 40 caravans seems unnecessary given the existing facilities and available accommodation locally.

****Views****

The 50% proposed increase in caravan sites will have a visual impact on the landscape and will be visible particularly to residents further up Fremantle Road. The residents of the adjacent local community enjoy their views of the surrounding countryside and the addition of 20 caravans will be an intrusion on their visual amenity. If approved, the planting of evergreen screenings should be a condition of any approval.

****Noise****

The proposed caravan sites will increase the level of noise in the area. This is because there will be more people and vehicles coming and going from the caravan sites. In addition there will likely be an increase in air traffic which has a material impact on a wide radius of local residents, including those at Eglinton and across the river. The residents of the adjacent local community enjoy a peaceful environment and the addition of 20 caravans, a 50% increase, plus additional air traffic and air pollution, will be a significant intrusion on their peace and quiet.

This increase could mean that as many as 120 people or more might be in residence at any one time. I note that the applicant claims that no more than twenty sites would be occupied at the one time and the environmental studies are predicated on this. It seems highly unlikely but if so, it needs to be clearly laid out as a condition with a requirement for auditable records to be kept. Further, although it is inferred that the additional sites would be for the use of members only, this should be another clear condition should the development be approved.

****Safety****

The proposed caravan sites will increase the level of traffic in the area. This is because there will be more people and vehicles coming and going from the caravan sites. This will increase wear and tear on the road and the risk of accidents and injuries. The residents of the adjacent local community are concerned about the safety of their children and other vulnerable road users. The addition of 20 caravans will be a significant intrusion on the safety of the local community.

In addition its likely air traffic will increase. As previously mentioned private aerodromes have a limited regulatory regime applied and there has been an historic track record of incidents at the club (including a death in 2008 and injury in 2012). Furthermore the use of leaded fuel for aeronautics has been linked to health impacts for residents living near airports. (<https://www.newscientist.com/article/2353962-children-living-near-airport-found-to-have-raised-lead-levels-in-blood/>)

****Physical presence of additional caravans and the intended increase of activity (personal and commercial) that the caravans will facilitate****

The proposed caravan sites are also likely to increase the level of commercial activity at the aerodrome and therefor the volume of air traffic. This is because the caravan sites will be used by people who are visiting the Club to participate in soaring activities. The increased level of commercial activity is likely to have a negative impact on the local community as noted above.

Conclusion

I urge you to reject the proposal by Bathurst Soaring Club Incorporated to create an additional 20 caravan sites at its private aerodrome. This proposal will have a negative impact on the adjacent local community in respect of views, privacy, noise, safety resulting from the physical presence of additional caravans and the intended increase of activity (personal and commercial) that the caravans will facilitate.

I would also urge that the application be made public and be seen in the broader context, as an opportunity for a review of club operations. This might take the form of a reference group established by Council with nominees of the club and representatives of the community that would develop comprehensive operational guidelines to ensure minimisation of the impact of gliding activity on the local amenity in today's environment.

Yours sincerely,

Response to objections to caravan park DA

Introduction

The Bathurst Soaring Club (the club) is a not-for-profit sporting club that was founded in 1968 when 3 separate gliding clubs, that had been operating in the Bathurst area for several years prior, amalgamated. In 1974 the club commenced operations at "Pipers' Field", so the club has been operating at its present site for coming up to 50 years. The club's property was sold to the club by Roger Piper, who was a long-standing resident of the Eglinton area and aviation enthusiast. Roger's family were the original owners of a property known at the time as "Westbourne" encompassing much of the land to the west of Eglinton including the land currently occupied by "Pipers Field". The site of "Pipers Field" was used by Roger Piper as an airstrip for a number of years before the club set up gliding operations.

The club has grown over the years, and although a large and growing number of our members are local, born and bred in Bathurst, many more are from outside of the area. These members frequently come to Bathurst for a few days or more at a time and fly at the club. We have always had accommodation on site and as our membership grows, we are looking to improve our facilities to accommodate this membership. We are forecasting that there will be a greater need for onsite accommodation in the coming years due to a slowly growing membership and the fact that for many of our members paying hundreds of dollars for accommodation in town is not sustainable. We wish to gain approval for 20 new caravan sites so that our accommodation needs are met for the foreseeable future. Our club intends to regulate these caravan sites both existing and future to ensure they are not improperly used. We are also happy to comply with any safety requirements Bathurst Regional Council (BRC) deems necessary. Our club pays rates to BRC and our members spend quite a lot of money in local business when they visit, primarily for food, drink, petrol or eating out in town. Our club further supports the local economy by engaging local businesses and tradesmen during the ongoing running of our club.

I will refrain from going into any more detail about the purpose of the new van sites as this can be better done when I reply directly to concerns raised by local residents below. I believe this is also better addressed in the DA and in meetings previously held between myself and Council. Having said that, I welcome any questions BRC or anyone else may have.

We have received the below objections raised by four local residents to our DA. I am unaware how many residents BRC have informed about our DA, but I assume it is a lot more than four. In what follows, I have quoted directly from the four objection letters and replied to them individually. I hope I have addressed all the matters raised but again welcome any further questions or discussion. You will note that many of the points made by the four residents are about operational matters and in my view have no relevance to the caravan park DA. I believe that they are also somewhat outside the scope of BRC's jurisdiction and best raised with other regulatory bodies. I will however address these points as best I can just the same. In addition to addressing any and all

matters raised, the club is happy to provide any safety or policy documentation relating to the caravan park to BRC on request.

Response to Catherine Stewart

"The club is already "one of the largest gliding clubs in Australia" (<https://bathurstgliding.com.au/>) and it is not clear how any further expansion would be appropriate or necessary, given, for example: (a) the limited water and sanitation infrastructure; (b) the limited regulatory regime applicable to private aerodromes; and (c) the availability of a range of nearby existing accommodation in Bathurst."

(a) It is unclear what is the basis of the claim that the club has limited water and sanitation infrastructure. The club has always had good water security even in drought and our ablutions facilities are more than adequate for the number of people on the premises at any given time. As stated in the DA, we will regulate and control the number of people using the caravan park on any given day. Overall, while use of the caravan park will increase over the years with the extra members, daily capacity will be dictated by the limits of onsite amenities. I would suggest that any question about the suitability of the sanitation facilities be directed towards the Geotechnical Engineer whose advice the club is following with regards to upgrades.

(b) In my view the regulatory regime applicable to private aerodromes is not relevant to onsite accommodation. Nevertheless, I would like to point out that the regulatory regime of this private airfield is quite extensive. Our flying operation is subject to scrutiny and oversight by the Gliding Federation of Australia (GFA) and the Civil Aviation Safety Authority (CASA).

(c) There is a lot of accommodation in Bathurst, however many of our members are middle-working class people and paying hundreds of dollars for accommodation is not sustainable for them. Also, a much loved benefit of our club and part of the reason for its popularity, is that members can and do socialise in our wonderful clubhouse before and after flying. Their ability to do this is largely because members are able to stay on site.

(2) Additional detail regarding the proposal and anticipated occupancy, occupants (members only?), occupancy duration and aerodrome usage (for glider flights) is required to properly assess the proposal given the limited and/or cursory information provided, in particular in the Statement of Environmental Effects document submitted by the applicant Soaring Club. For example, the bald statement "No impact from noise." on its face seems unsubstantiated given the proposed 50% increase in caravan sites and presumably accompanying increase in aerodrome usage from motor vehicles and gliders. The residents of the adjacent local community enjoy a peaceful environment and the addition of 20 caravans plus additional air traffic and air pollution, will be a significant intrusion, not to mention increase potential safety issues relating to road/access and air space usage. I note also the potential health impacts from the use of leaded fuel in aviation (<https://doi.org/10.1093/pnasnexus/pgac285>).

The proposed 20 new caravan sites will not be allocated immediately, but rather, they will be released progressively over several years. I cannot emphasise enough the incorrectness of the suggestion that 50% more van sites implies 50% more aircraft movements. As previously stated, the caravan park will be regulated and although the average activity in the airfield will continue to slowly increase it would be nothing like a 50% increase. We do not foresee a sudden large increase in membership or activity level as a result of an increase in the caravan park size. The fact is that only a minority of members have caravans on site at present, but more would like to do so, so that they can stay on site in their own van when they are in Bathurst for flying. On any day we expect that the airfield will be no busier than our current typical busy day. I note that the club's activities are not the only source of noise in the local environment, as the tractors or heavy machinery operated by almost all the surrounding residents (sometimes in the middle of the night), noise from livestock, noise from vehicles on surrounding roads, including the Mitchell Highway, noise from aircraft and helicopters flying to and from Raglan and Bathurst Hospital and noise from motor racing activities just to mention a few sources, all of which we can clearly hear from our club, also contribute.

Because we do not anticipate a sudden large increase in membership or activity level, I do not see any safety issues with airspace and road access beyond those that have already existed for many years.

There are no pollution or health impacts from leaded fuel from our activities as asserted, as the club changed over to unleaded fuels in our two planes more than ten years ago.

It has been suggested to the club by council that we adopt a "fly Neighbourly plan" on our website like those in place at busy airports like Archerfield in Queensland". On close inspection Archerfield field do not have any policies in place that we have not had ourselves for years however our committee notes the merits of displaying this on our website. This is something we will continue to research and consider implementing ourselves.

Response to Peter and Helen Stewart

What is the Master Plan for this site? There should be a thorough site inspection and an assessment of the facilities and services by the BRC to check for compliance with health, safety, fire and environmental requirements. Why when it is projected that only 20 sites of the 40 will be occupied at any one time is it necessary for an additional 20 sites? This is a commercial venture not just for the members as the website offers the general public flights and training. We question whether the area of land is sufficient for the flight operations. If the area is adequate why is it necessary for planes and gliders to repeatedly fly at low levels over our property.

The reason that more sites are necessary when only twenty are occupied at any one time is that we have a membership of over 130 flying members with about 60% of these members not being local. Every caravan site would be occupied by a different club member or in some case syndicate of two or three members. Out of the 60 sites a maximum of twenty **could** be occupied at once, but a different 20 each weekend. Our records would indicate 10-15 each weekend would be more typical. Our membership is growing slowly, and we are

flying more than we used to, but our expansion has been exaggerated greatly in Peter and Helen's letter of objection.

Peter and Helen make the statement "this is a commercial venture". This is not correct; the club is a not-for-profit community organisation like any other incorporated association under legislation that the NSW Government set up for that purpose. It is true that we do offer "air experience flights" and flight training on our website, as do most not-for-profit gliding clubs. This is the way in which gliding clubs (and general aviation) sustain or grow their membership, by introducing new people to the sport. The caravan sites are for use by members only, not the public.

The site of Pipers Field is suitable for flying operations. Under Australian law we are permitted to fly over the Stewart's property. However, in response to past noise complaints, whenever operations and conditions allow, the pilots of our tow planes are taught to fly in patterns that avoid as much as possible overflying nearby properties, including the Stewart's. This is something we are not required to do, we do this for the benefit of local residents.

Furthermore, the Stewart family hold such a large amount of land, that it is not only unavoidable for our aircraft to fly over the Stewart property, but the majority of aircraft flying between Bathurst and Orange airport also fly over the Stewart property, often at the same altitudes we do.

It should be noted that all operations we conduct around the Stewart property are **legal**.

BRC is promoting and developing housing subdivisions at Eglinton, a very short distance from this site. Although leaded fuel in Australian motor vehicles was banned in January 2002 light planes are still able to use leaded fuel. BRC would be aware of research showing the danger to residents of housing developments in areas in close proximity to airfields. Lead is a neurotoxin with no safe level, with young children especially at risk. (See New Scientist 10/01/2023). Expanding flying activity at the site would be detrimental to future housing and may impose a liability on the BRC.

This is an operational matter and not relevant to the club's development application. However, I will respond all the same.

As stated previously there are no pollution or health impacts from leaded fuel as the club changed over to unleaded fuels in our two planes more than ten years ago.

We live at 296 Ophir Road between the Macquarie River and the Ophir Road near the southern end of the main runway. We are exposed to high levels of noise pollution from the tug planes which have no mufflers. Repeated requests to the club not to fly over our house are ignored. Noise levels taken beside our house have reached 85 to 90 decibels. Repeated exposure to levels greater than 70 decibels can lead to permanent hearing damage. The noise generated by these planes is disturbing, annoying and disrupts normal outdoor activity.

We constantly get accused of operating tow planes with “no mufflers”. This is not correct in general. On perhaps two occasions in the last year we have needed to cross-hire a tow plane from Raglan that does not have a muffler and it is noticeably noisier than our two tow planes. This was in unusual circumstances when both of our towplanes were unserviceable. The PA-25 Piper Pawnee aircraft owned and normally operated by the club are and always have been fitted with mufflers. This can be verified by the Licenced Aircraft Maintenance Engineer (LAME) who performs all the maintenance on our tow planes externally in a commercial workshop. If greater evidence is required then BRC are welcome to visit Pipers Field any time to visually inspect the aircraft for the presence of mufflers.

We do not fly directly over Peter and Helen’s house as a rule as a) it is unnecessary and b) we wish to be as good neighbours as we can be, within the limits of what we need to do as part of our operations. However as stated above it is impossible not to fly over their land. Also as previously noted, that if we were to fly over their house, we would be within our rights to do so. We choose not to for the above reasons.

In November 2020 the canopy of a glider detached and crashed on to our property. We have included two emails in relation to this incident. You will note that the pilot had been “complacent” about safety checks. What was not mentioned in the report was that the crash site was approximately two kilometers from the Bathurst CBD. This incident has made us very aware of the risks imposed on us. Recreational or private airfields are not subject to the regulations and scrutiny of general aviation fields.

The incident referred to above was reported through the proper channels and the incident report can be viewed online on either the CASA or GFA website. I think that using the description ‘crash’ for this incident is for dramatic effect, implying that an aircraft crashed on their property. This is incorrect. The aircraft in question did lose its canopy over the Stewarts property, however the pilot returned the aircraft to Pipers Field and landed safely. This incident was properly investigated and reported on to both CASA and the GFA. The incident report can be provided on request.

We appreciate the cooperation of the Stewart family and the friendliness expressed by them at the time when they returned the canopy to the pilot.

The statement that private aviation fields are not subject to the same regulations and scrutiny as general aviation is also incorrect. Gliding is a part of general aviation as our aircraft carry Australian registration and we are just as much under the jurisdiction of CASA as other general aviation.

Response to Graham and Merylyn

Our property is one of a group of some twenty residences located in close proximity to Piper’s Airfield, the base of the Bathurst Soaring Club. We are continually and severely impacted by aircraft noise and dangerous associated incidents. These include heavy aircraft parts and broken tow ropes falling on adjoining properties, fences pulled down by trailing towing hooks and crash landings both on field as well as nearby (one catastrophic and fatal).

This seems to be referring to operational matters and not relevant to onsite accommodation.

References to crash landings? Heavy aircraft parts landing on associated property? Without reference to specific incidents, I cannot comment. We often receive complaints regarding tow ropes dropped on properties, however whilst it is possible for this to happen, it is a relatively rare occurrence that is part of the required safety design of the towplane and glider combination, just like a pressure vessel must have a safety valve. When it has happened we have notified the landowner and offered to look for the rope. It is true that there has been one fatal accident in the club's 55-year history. This was properly investigated by both NSW police and the Australian Transport Safety Bureau (ATSB). These incident reports along with the coroner's report can be accessed online by the public.

As you can imagine, this accident was very distressing to the club and its members, and was taken very seriously indeed.

Plans and diagrams accompanying the application portray a well-ordered arrangement of caravan sites. This is misleading and far from the existing reality of a motley collection of unsightly and dilapidated old vans (some little better than shacks), which are clearly visible from nearby properties, at least four of which are of heritage significance (Osborne, Westbourne, Strath and Abercrombie House) and open to general view from the North, South and West

The club has submitted plans to council with the location of existing van sites and those new sites proposed. These plans are accurate, and we expect BRC to conduct a site inspection to confirm this. Our caravan park is not visible from the road and neighbours on adjoining properties would need binoculars to view our caravan sites in the detail they claim.

We note there will be 60 vans on site should the application be approved (this represents an increase of 50% over existing), which means that up to 120 people could be using the facilities at the one time. However, the Effluent Disposal Investigation (p 4), states "The client has indicated that there are a maximum of 20 caravan sites for use at any given time and...a maximum of 2 persons per site." We find this claim extremely unlikely in practical terms and difficult to accept at face value but if this restriction is not the case or strictly applied, the design submitted for septic absorption trenches (which is based on this assertion, i.e. that there will only ever be 20 sites occupied at once) would be vastly inadequate. It would also bring into question the adequacy of existing ablution facilities, extensions to which have not been included in this application

Caravan sites at Pipers Field are regulated by the committee. I do not see how it would be possible for all 60 sites to be occupied at once when the committee will not permit more than 20 sites to be occupied at once. This has been made clear in the DA and the assertion that it would be considered "unlikely in practical terms" is unfounded, as it is based on a lack of understanding of how the club operates.

So long as the club abides by policies that are in place the ablutions would be more than adequate as indicated by Geotechnical Engineers. Again, I think the suggestion that the design submitted would be vastly inadequate is based on a lack of understanding of how the club operates. Sadly, these local residents have seldom, if ever, visited Pipers Field and are clearly unfamiliar with our operations, the existing infrastructure or lay out of the site.

It is not made clear from the various application papers, that the provision of extra sites (or those existing for that matter) would be solely for the use of and accessible only to members and not available for letting. Opening the facilities to the public would be most undesirable and introduce an additional range of safety, noise and environmental concerns. Moreover, there are plentiful, properly serviced caravan and camping facilities already available in Bathurst

Caravan sites on Pipers Field are only available for use by members. Letting of sites to non-members is not permitted by the club, or BRC for that matter. To quote Graham and Merylyn, “Opening the facilities to the public would be most undesirable and introduce an additional range of safety, noise and environmental concerns” This is why the club does not wish to do this.

It is true that there is a significant amount of accommodation available in Bathurst and this is often used by one time visitors to the club, however off site accommodation can cost hundreds of dollars per night and is not sustainable for members who visit regularly and are already spending considerable amounts of money in Bathurst on other services.

This raises concerns about fire safety. The caravan site is close to grazing and cropping on properties to the West as well as on the Club’s own land, just to the South and we believe there is a very real risk of fire and a potential rapid spread to surrounding properties, not forgetting Club facilities and an aviation fuel storage tank located within 100 meters (Statement of Environmental Effects).

The club takes fire safety very seriously, especially given that we stand to lose close to one million dollars’ worth of assets in the event of a fire. We have considerable firefighting equipment on site and members invest literally hundreds of hours per year in hazard reduction, especially in summer. In addition to this we have all our fire extinguishers audited and serviced by professionals and maintain a good relationship with the Eglinton Rural Fire Service. We have extensive documentation regarding club and operational safety that includes fire safety. Separation between vans for fire safety as dictated by BRC has always been adhered to. I would also like to mention that several club members are in fact professional fire fighters and often advise the club on policy relating to fire safety.

Amelia and James Stewart

Will the BRC be permitting this airfield to continue to expand in what was considered a quite rural area? Many of the members of the Bathurst Soaring Club are not residents in the area and this airfield is being used as a convenience to them and have no local community connections. Surely these people cannot be unaware of the negative impact additional flights will have on people who actually reside in the area? These tug planes are particularly noisy and keep circling around above this area often for hours on end which become very annoying.

Amelia and James make mention that this was considered a “quite rural area”. Are they referring to a time prior to 1974? (almost 50 years ago)

It is true that most members of the club are not local, hence the requirement for more on site accommodation. However, it would be remiss of me not to point out that a large number of other club members are not only locals but were born and bred in Bathurst and have strong local and community connections. I would also like to mention that one of our most well-known founding members Roger Piper (in honour of whom Pipers Field is named) actually sold the land to the club in the first place. Our club would not exist in its present form if it were not for residents, some of whom lived much closer to the field than any of those who have voiced objection to the DA. All members of the Stewart family would be aware of this as the Pipers and Stewarts were neighbours for generations.

With some notable exceptions our club has always had good relations with many residents and the community at large. This can be made evident by our long association with the Eglinton country Fair.

Our tug planes are a necessary part of our flying operation and have been operating at Pipers Field since 1974. As previously stated, we are permitted to fly our aircraft over the houses of local residents. We do however use our best endeavours to avoid doing this in powered aircraft. This is something we do not have to do; we choose to do it to reduce the impact of aircraft noise.

10. GENERAL BUSINESS

11. MEETING CLOSE