



MINUTES of

Bundarra Community Committee Meeting

Held 15 July 2026 at 6:10pm

Attachments: 1. Works report
2. Upcoming event list

Attendance at Meeting:

Committee Members:

Peter Gregory
Matthew Monk – Chair
Rebecca McLean
Angela Iskov
Jennifer Dezius
Lindsay Groth
Jeffrey Dezius

Councillors:

Cr Jen Philp – Secretary
Cr Leanne Doran
Cr Adam Blakester

Staff:

Steven Head – Acting Director Infrastructure & Development

Apologies:

Alison Baylis
Theresa Layton
John Layton
Rodney Hargrave
Toni Averay - General Manager
Mick Raby – Acting General Manager

Visitors and guests

Deb Cook
Andrea Robinson
Cr Steven Wright

AGENDA

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1. OPENING AND WELCOME

The meeting was opened at 6:13pm.

2. APOLOGIES BY COMMITTEE MEMBERS**3. CONFIRMATION OF MINUTES****4. ITEMS****4.1 Business arising****Business Arising From Previous Minutes**

BUSINESS ARISING FROM PREVIOUS MEETING		WHO	STATUS
4.1.1	Brightening Street lights. Talked to Essential Energy. There is a way forward that is more cost effective. Duplicate the existing the lights that will double the coverage, and its cheaper. On existing poles a second light will be added. Peter Gregory will work with Mick to select some trial lights to see how it goes. Placed an order with Essential energy. They need to assess the poles that we recommended. Hopefully next meeting we have more of an update. Action: Have got a quote, about \$6k, for around 4 lights to trial. Locations have been discussed.	DID	ONGOING
4.1.2	Tree planting - look at list for preferred species. Engage community on 'street tree planning' to get community involved. Garden Crew have made a suggestion for Chinese Pistachio trees. They are deciduous. Angela will talk to a local nursery to discuss options and pricing. Council will look at places to avoid planting them (15-20m from corners etc). Set up a flyer to let the community know we would like to plant more trees in the street, its up to residents to pay for the trees, or the BCC can look for grants to help cover some of the costs. Uralla tree group operates and may be looking for projects. Adam will talk to Armidale tree group. Council to do up a little fact sheet on the tree and the process to undertake more tree planning in Bundarra. Action: Amy Layton and Andrea Robinson are in garden committee. Black mountain nursery 2m tall are \$410 each, Local nursery can get them cheaper and in bulk, needs a min order of 100 trees. Could do an order in Feb, might be under \$50 per tree. Work for planting this time next year. Andrea to get prices to us for our grant applications. Armidale Tree group only do native trees so we cant work with them.	BCC, AI, DID	ONGOING
4.1.3	Peter Gregory to follow up on artist to see if they are still able to do community artwork. Ongoing. Lions has ordered some weatherboard and Hannah has a quote for the paint. Once weatherboard has been put up. Hannah will put a graffiti coat over it. Ready to go once we get the weatherboard put up – No new update. Action: Builder is injured, but once he is recovered weatherboard will go up. Artist has moved to Armidale, but looking at getting it printed not painted as it will be faster. Need to get map to the artist to finalise before printing. Peter will look at who might be able to print it.	PG	ONGOING

BUSINESS ARISING FROM PREVIOUS MEETING		WHO	STATUS
4.1.4	Caravan Park Update: Have found someone for the caretaker role. Some governance checks have been done, just to safeguard both parties. Should have something in place very soon. Look at ongoing strategies for new caretakers ongoing every 3 months, with the potential to extend (for example) and advertising early to get people interested in advance. Some governance checks are being completed. Looks reasonably promising. Council can execute when its ready to go. Moving power box and water, taken on notice, SH to look into. Action: Happy to report the caretaker has moved in and contract is signed. Have an ongoing arrangement. There was a list of things they are required to do, eg upkeep of showers, toilets, clean rubbish. She will send people to the general store for payment. Ruth (Pub) has some trucks coming through for people to use the showers, PG to organise a key for Ruth and SH to work out the fee for a shower. SH has asked dean about costs to move power box and water etc. Sapphire city electrical are coming out to move things.	DID	ONGOING
4.1.5	Signs at each end of town (blue signs) – Confirmed that they will be installed soon. Signs on outside of town, fuel, caravan, food symbols. Smaller directional signs for various things in town. Aim to have them in place before next meeting! Signs at each end of town for water restrictions are good. Action: There is a list of signs across the shire to be done over the coming weeks.	DID	ONGOING
4.1.6	Hall update– Look for grants. We can put potential evacuation centre on the Hall for grants to be able to get grants. Quote received – looking at grants, once there are grants available we can apply for them (now we know a price) and if there is a co-payment required the funds in the account for this committee may be used. See draft scope of works for the hall. This is now a bigger, long term project that we will look at grants for and see if we can combine various aspects into one grant to get the most out of things being completed. Action: Change to hall update not just air conditioning. Scope of works was sent to everyone for feedback, none received so will work with that scope of works.	DID	ONGOING
4.1.7	Tip Issue: Council brought up list of complaints since January and there are no logged calls about it being full. Residents need to call the council number at the time to have it logged so there is data to support this issue. If residents don't ring the customer service there is no complaint logged. Action: SH hasn't seen any requests come through or logged for tip issues. If someone logs a complaint they can ask for a CRM number. If you haven't heard any feedback from council don't be afraid to escalate it. SH to look at the layout of the tip and try to work out if there is anything that can be done to help the issues there.	DID	ONGOING

BUSINESS ARISING FROM PREVIOUS MEETING		WHO	STATUS
4.1.8	Sewerage Smell, still smells. New aerator was installed and is trialling. There has been a few reports in the last month regarding sewer smells. Inspecting the Sewerage Treatment Plant on a daily basis. No odour coming from there in the last month. But still getting complaints of the smell. Some more investigations need to be completed because the smell seems to be around town. With water restrictions less waste going into the pods which means they aren't pumping out as much, causing issues. Spread the word – if you can smell sewer call customer service asap so we can get a staff member there straight away to investigate. MR to contact Lindsay next week to discuss these issues. Michael McLennan happy to take calls directly on this so that he can attend immediately. No calls taken from customer service in the last month. The pods in town are not a sealed unit, so will have smells attached to them, community awareness around this may help.	DID	ONGOING
	Action: The way to fix the pod at the pre school was to fill sinks on a Monday, but with water restrictions, but now running this water through is making the water bill huge. There is no way to get to the pod to change it. Talks about filling the unit with concrete to reduce the volume needed. SH to look into where that was up to. Councillors to look at this when we look at in kind and sponsorship for various community orgs.		
4.1.9	Look at structured grant application process and team for Bundarra. There is a process that could potentially work, council can run the accounting and set up a new account for this committee. Mick is happy to investigate the process. Need to find an organisation to auspice this so we can then apply for grants. Ongoing.	DID	ONGOING
	Action: Talk to lions initially to help out as they are local, PG will talk to Lions and we can discuss if this is an option, then if not we can move onto other orgs to talk to.		

GM = General Manager

DID = Director Infrastructure & Development

MCI = Manager Civil Infrastructure

AM = Asset Manager

ESO = Executive Support Officer

BCC = Bundarra Community Committee

4.2 Council Update

- Works report - see attached.
- Moved back to level 2 restrictions in Bundarra. Possibility level 3 will be soon, there has been no run off lately.
- Hall Scope of works, update if anyone has suggestions. No suggestions.
- Draft Growth Management Strategy on public exhibition. SH went through what this looks like for Bundarra, there is a survey if people want to do it to help council understand what the community would like. Submissions are open until July 23rd.
- Grant program from TFNSW relating to streetscapes. Council are looking at some of the issues around footpaths, streetlighting and tree planting to work out what might be of benefit to Bundarra. Resounding support from the committee to move forward with an application and put everything we have been discussing through this meeting.

- Transport survey is currently out, it seems to be quite Uralla town centric not for the greater shire. Attach the link to the mins so Bundarra residents can have an input. Get a large map that this committee can work on to highlight where we would like things and what areas need footpaths, lights, roads fixing etc.

4.3 General Business

- Defib, Lions were looking at getting the machine but quote says that a cabinet is an extra \$1000. Angela is getting a quote to send to Lions and Rotary to see who might fund it.
- Entrance signage update, just waiting for everything to be 'built'. No real ETA. Up to the 'happening' stage.
- SW – Thanks for having him, he is very glad to be able to attend.
- Update on concert in the Hall, Patrick James, 107 tickets are sold. Angela to check with SH how many people are allowed in the Hall for fire safety.
- The footbridge (lone pine bridge) has no lighting. At night there is no lighting on the walkway and it's a safety issue. Council to contact TFNSW to request lighting on the bridge.
- Projector, how do we get it working? SH to get IT here to work out how to get it working
- Pharmacy and Doctor, not progressing well with Grace Munro. SH to talk to council staff to get some support.

5. MEETING CLOSED/NEXT MEETING

The meeting closed at: 7:57 pm

Next meeting to be held: Wednesday August 12th at 6:00pm (working bee starting at 5pm)

Works Update Since Last Report			
Location	Works Description	Status at Last Report	Status Now
Sewer MMcL	Council to investigate the pre-school sewerage pump. Look at a residential pump not a commercial pump.	Investigation by Sewer team to create sump within current structure.	Timed for School Holidays.
Sewer MMcL	Odour issues at central pump station when Showground is heavily utilised.	(Discuss next steps) because all obvious potential system sources checked with no odour detected at either sewer treatment plant or pump station (which has been bypassed in any case) and may not be the source of the issue.	Ongoing monitoring and request immediate reports from community at the time of occurrence. Staff will review with the preschool operations of pod.
Street Lighting DW	As a trial for effect - duplicate the existing the lights (per EE advice) on selected existing poles. Peter Gregory will work with Mick to select trial poles. (PG/DW)	Pole no's: 268,269,271,272 have been advised to Essential Energy for confirmation quotation. Now awaiting quotation. Propose that if quotation is in line with the expected \$650/\$850 range we will execute forthwith.	Order issued. Awaiting confirmatory site visit by EE prior to installation of new lights. Order to quote was issued – Essential Energy has attended site, supply and installation quote now received – double the indicated budget of \$3k. Now \$6k – looking for budget. Suggestion to include this project as part of a broader safety grant application to TfNSW.
Visitor Signage DC	Committee to confirm amenity symbols – Petrol; Caravan; Food; Dump Point. Council will negotiate the approval process and report back. (DC)	Confirmed 'Fuel; caravan; food; toilets' symbols. (and: directional signs for Emu and Lions Parks and directional signs for toilets and dump point). Approvals received. Work to proceed as soon as practicable.	Organised. Pending installation. Signs will be ordered and installed under maintenance budgets in priority with other signage installations in the area. Subject to staff availability, signs to be installed before end August.

Bundarra Works Update as at 15 July 2026

Works Update Since Last Report			
Location	Works Description	Status at Last Report	Status Now
Caravan Park Caretaker DW	Council will proceed with the process. Draft an agreement and execute. (DW)	Agreement has been drafted and is undergoing final governance and legal approvals before execution.	Work still in progress. MoU executed. Caretaker shifted onto site 11 and started duties Monday 13 th . Electrical organised for new power outlet.
Water Treatment MR	Replace with Bundarra Water Restrictions Monthly Report until return to normal. (MR)	If no 'productive' rainfall this weekend, we will likely be moving to Level 3 Restrictions	Currently Level 2 and holding, with rain predicted next 72 hours. If water levels don't improve, Level 3 restrictions may need to be considered.
Extend Culvert DC	Extend culvert to create safe pedestrian access on southern entrance to town.	Draft 26/27 Budget is currently on exhibition. Has been set on the assumption of a positive SRV outcome (expected late May/early June)	Budget approved by Council at the Ordinary Meeting of Tues 23 June 2026. Box culvert components have been delivered to depot from an order placed earlier in the year. Installation will be funded out of maintenance and planned for later in the year when ground conditions dry out in the drain.
Multipurpose Facility DW	COMPLETE Almost Shade sail (complete), exercise equipment perimeter path, kids bike path, kids play equipment (2 x teeter rides) and fence work (DW)	Not Complete – awaiting reimbursement of earlier element of the same grant in order to create the required cash flow.	Bike path Complete. Play equipment complete by end of June. All works now complete, except repositioning all seats.
Baldersleigh Road DC	Renewal of Drainage Culverts along 20 kms of the road	To be complete before 30 June 26.	Still awaiting delivery of pipes and culverts. Supply delays for drainage pipes, delivery now not expected until the end of August.

Bundarra Works Update as at 15 July 2026

Works Update Since Last Report			
Location	Works Description	Status at Last Report	Status Now
Search for Hall Upgrade Grants 355 and/or DW	The Hall's role as an evac/safer place can be used to support a Grant application.	No grant opportunities identified yet. Will retain this on the list as a reminder to all parties.	Ongoing – refer to Hall Scope of Works Scope of Works projects - priority setting to July meeting. Works priority to focus on structural elements.



Bundarra

Upcoming Events

25 July

Agriculture and Environment Day

1 August

CWA 100 Year Celebration Lunch

5 September

Patrick James Concert at the Hall

26 September

CWA Spring Markets

5 October (long weekend)

Bundarra Races

Friday Night Calcutta

Saturday Races

Sunday Golf Day

