



MINUTES of

Bundarra Community Committee Meeting

Held 10 June 2026 at 6:10pm

- Attachments:
1. Works report
 2. Upcoming event list
 3. Never Bin A Battery Media Release
 4. Various flyers for upcoming events

Attendance at Meeting:

Committee Members:

Peter Gregory
Matthew Monk – Chair
Rebecca McLean
Angela Iskov
Rodney Hardgraves
John Layton

Councillors:

Cr Jen Philp – Secretary
Cr Leanne Doran
Cr Adam Blakester

Staff:

Mick Raby – Acting General Manager
Steven Head – Acting Director Infrastructure & Development

Apologies:

Alison Baylis
Jennifer Dezius
Theresa Layton
Lindsay Groth
Jeffrey Dezius
Toni Averay - General Manager

Visitors and guests

Kate Hannan
Carolyn McMullen
Deb Cook

AGENDA

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1. OPENING AND WELCOME

The meeting was opened at 6:14pm.

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. Action: Placed an order with Essential energy. They need to assess the poles that we recommended. Hopefully next meeting we have more of an update.	DID	ONGOING
4.1.2	Tree planting - look at list for preferred species. Engage community on 'street tree planning' to get community involved. Action: 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, it's 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 planting in Bundarra.	BCC, AI, DID, AB	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. Action: Ready to go once we get the weatherboard put up – No new update.	PG	ONGOING
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. Action: 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.	DID SH	ONGOING
4.1.5	Signs at each end of town – 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.	DID	ONGOING

BUSINESS ARISING FROM PREVIOUS MEETING	WHO	STATUS
Action: In progress.		
<p>4.1.6 Air conditioning for hall – 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..</p> <p>Action: 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.</p>	DID	ONGOING
<p>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.</p> <p>Action: If residents don't ring the customer service there is no complaint logged. Never Bin A Battery campaign started today. Discussion around the batteries in things like toothbrushes, headphones, rechargeable razors etc. Can there be a bin at the depot for batteries? Mick to look into. Jen to distribute flyers out on Friday.</p>	DID	ONGOING
<p>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.</p> <p>Action: 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.</p>	DID	ONGOING
<p>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.</p> <p>Action: Mick is happy to investigate the process. Need to find an organisation to auspice this so we can then apply for grants. Ongoing.</p>	DID	ONGOING

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.

Hall Scope of works – See attached.

ACTION: Look at the scope of works and comment before next meeting on if anything has been missed. Email Jen with feedback to bring to the next meeting.

4.3 General Business

- Just a farmer – coming on Sunday the 14th to Bundarra. CWA are catering for it. Looks like 80 people confirmed for Bundarra.
- Grace Munro lease – no real updates. There was a meeting, waiting for Grace Munro board to respond. There is pressure coming from the Pharmacy and the GP who wants to be here. Some concerns that these will fall through if not actioned soon.
- Concert at the hall! International singer/songwriter Patrick James is coming to the hall September 5th! He is really keen to come here! Can we remove the bars at the back of the hall? Can we have a working bee to clean it up before he come? Set one room up with the gym equipment, the other room set up the music things. Seated performance, he doesn't charge the hall to come here. \$45 a head, early bird \$35 and under 18 is \$20. We can advertise it and support this! Working bee before next meeting (15th July, 5pm)
- Water main on bridge, constantly leaking. Council tried to replace when TfNSW were doing bridge work. Its TfNSW bridge, council will try to raise it with them again.
- Telstra pits – Put back on the works list.
- Defib – waiting for grants, places aren't keen to put them in public places because they get stolen. Lions happy to pay for it, Angela to get a quote and talk to Peter and get one installed at the police station.
- Some flyers were handed out, there are more at the library, see attached.
- Agriculture day at the hall. Flyer attached.
- Library grand opening. Friday 26th of June 10:30am grand opening of library with computers. Morning tea. Posters/flyers around town, council to help promote this event.

ACTION: Working Bee at the hall before the next meeting to sort and organise the hall small rooms so they are a usable space.
Council to help advertise the Patrick James concert when we get flyers from the artist.
Council to raise the water main on bridge issue with TfNSW.
Put Telstra Pits back on works report.
Lions to organise Defib with Angela. Install at Police Station.
Council to promote the library opening.

5. MEETING CLOSED/NEXT MEETING

The meeting closed at: 7:55 pm

Next meeting to be held: Wednesday July 15th 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.
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.
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

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.
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.
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 to be considered by Council at the Ordinary Meeting of Tues 23 June 2026.
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.
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.
Search for Hall Upgrade Grants DC	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

PREVIOUSLY COMPLETED ITEMS

SCOPE OF WORKS

Bundarra School of Arts Hall – Modernisation and Upgrade

Introduction

The Bundarra School of Arts Hall is a long-standing and important community asset with over 100 years of continuous use. While the building has been maintained primarily through periodic aesthetic maintenance, it has not undergone significant renewal or modernisation. As a result, much of the original structure, building fabric and services no longer meet contemporary expectations for safety, accessibility, functionality or efficiency.

There are visible signs that portions of the building require structural attention, with particular concern identified in the kitchen area, where the condition of footings and supporting elements indicate movement and deterioration. These issues highlight the need for a comprehensive condition assessment and remedial works to ensure the long-term stability and safe occupation of the facility.

This project is entirely dependent on the successful securing of grant funding. No works beyond preliminary planning will proceed unless external funding is obtained. The scope outlined in this document is intended to clearly define the works proposed should funding become available.

The overall goal of the project is to sensitively upgrade and future-proof the Bundarra School of Arts Hall so it can continue to serve the community as a safe, functional, accessible and versatile facility into the 21st century, while respecting and retaining the building's historic character.

In addition to its role as a community hall, the building may be required for use as a local evacuation or emergency relief centre during natural disasters or emergency events. The proposed upgrades will improve the building's suitability for this purpose by enhancing safety, accessibility, reliability of services and occupant comfort, thereby strengthening community resilience and emergency preparedness.

The works focus on addressing long-standing structural and fabric issues, upgrading essential building services, improving accessibility and user comfort, and ensuring the hall remains fit for ongoing community use, gatherings and emergency response functions for decades to come.

1. Project Objectives

The objectives of this future project are to:

- Preserve the historic character and fabric of the Bundarra School of Arts Hall
- Address age-related deterioration and latent building defects
- Bring the building into reasonable alignment with current building, safety, and access expectations
- Improve functionality, comfort, energy efficiency, and adaptability for modern community use
- Ensure the building is sustainable and fit for long-term community ownership

2. Preliminary Investigations

Prior to construction, the following investigations and reports are required:

2.1 Building Condition Assessment

- Full structural inspection of timber stumps, bearers, joists, wall framing, roof structure
- Assessment of timber decay, termite damage, moisture ingress
- Roof and gutter condition survey

2.2 Heritage Review

- Desktop heritage assessment to determine statutory or local heritage status
- Identification of significant elements (façade, hall volume, roof form, joinery, stage, details)
- Guidance on which elements must be retained, restored or may be adapted

2.3 Hazardous Materials Assessment

- Asbestos inspection (wall linings, eaves, flooring, roofing, adhesives)
- Lead-based paint testing
- Management or removal strategy as require

3. Structural and Building Fabric Works

3.1 Substructure and Framing

- Repair or replacement of deteriorated timber stumps, bearers and joists
- Localised re-levelling of floors where required
- Treatment and protection against termites and moisture

3.2 External Envelope

- Roof repairs or replacement (retain original profile where possible)
- Upgrade gutters and downpipes to current standards
- Repair or replace deteriorated weatherboards and external trims
- Improve weatherproofing while maintaining original appearance

3.3 Internal Fabric

- Repair or replacement of damaged internal wall and ceiling linings
- Retention and restoration of original features (timber floors, stage, details) where feasible
- Installation of durable, sympathetic finishes suitable for public use

4. Services Upgrade

4.1 Electrical

- Full electrical rewire to current Australian Standards
- New compliant switchboard
- LED lighting upgrade, suitable for hall, stage and ancillary spaces
- Emergency and exit lighting
- Provision for audiovisual and future technology

4.2 Fire and Life Safety

- Fire detection and alarm systems as required
- Emergency exits and signage upgrades
- Fire separation improvements where possible without heritage loss
- Consultation with fire engineer / certifier

4.3 Plumbing and Drainage

- Upgrade or replacement of aged plumbing infrastructure
- New or upgraded amenities if existing facilities are inadequate
- Provision for accessible toilet facilities (see Section 5)

4.4 Heating, Cooling and Ventilation

- Introduce efficient, low-impact heating and cooling systems
- Improve natural ventilation where possible
- Address condensation and internal comfort

5. Accessibility Upgrades

- Accessible path of travel into the building
- Entrance ramp or threshold treatment where feasible
- Accessible toilet facilities (new or upgraded)
- Improved internal circulation and clearances where practical

Note: Upgrades to be reasonable and proportionate, recognising heritage and structural constraints while addressing different internal floor levels.

6. Acoustic and Amenity Improvements

- Acoustic treatment to support performances, meetings and events
- Reduction of external noise intrusion
- Thermal insulation to walls and ceilings (where possible without damaging heritage fabric)
- Improved lighting quality for multi-use activities

7. Sustainability and Energy Efficiency

- Insulation upgrades
- Efficient lighting and appliances
- Solar readiness (roof capacity assessment, future provision)
- Water efficiency fittings
- Durable materials to reduce long-term maintenance costs

8. Contents and Internal Fit-Out Upgrade

As part of the broader upgrade works, the project includes the review, upgrade and replacement of internal contents and fittings to support safe, functional and contemporary use.

The contents upgrade will include, but is not limited to:

- Replacement of worn, damaged or unsuitable furniture, including tables, seating and storage
- Provision of durable, flexible and stackable furniture suitable for multiple community uses
- Upgrade or replacement of kitchen contents and fixed fittings to support safe food preparation and public use
- Installation of secure storage for equipment and supplies
- Upgrade of internal fixtures such as noticeboards, signage and fittings to improve usability and wayfinding
- Provision of basic equipment and furnishings necessary to support use of the hall as an emergency evacuation or relief centre, including communications, flexible seating layouts and clear internal spaces
- Removal and disposal of obsolete or unsafe contents

All contents and fittings are to be:

- Fit for purpose, durable and low-maintenance
- Appropriate to the scale and character of the historic building
- Selected to maximise adaptability for community events, meetings and emergency use

Final selection and quantities of contents will be determined subject to funding availability, detailed design outcomes and operational requirements.

9. External Works

- Improved drainage around the building perimeter
- Minor landscape works to improve access and usability
- External lighting for safety and night use
- Discreet signage acknowledging heritage values

10. Compliance and Certification

All works are to:

- Comply with the Building Code of Australia (as applicable to existing buildings)
- Meet relevant Australian Standards
- Be certified by appropriately qualified professionals
- Be delivered with as-built documentation and asset data for Council records

11. Staging

Given funding and disruption constraints, works may be staged:

- Stage 1: Investigations, hazards, structure, roof
- Stage 2: Services (electrical, plumbing, fire)
- Stage3: Accessibility and amenities
- Stage 4: Internal finishes, acoustics, comfort
- Stage 5: External works and future-proofing

12. Outcome

On completion, the Bundarra School of Arts Hall will:

- Remain recognisably historic in character
- Be safe, usable and compliant for public occupation
- Support a wide range of contemporary community activities
- Have a renewed service life measured in decades, not years

Conclusion

The proposed upgrade of the Bundarra School of Arts Hall represents a critical investment in the preservation, safety and future usability of a valued community asset. Subject to the successful securing of grant funding, the works outlined will address identified structural concerns, modernise ageing infrastructure, and improve accessibility, functionality and resilience. The project will ensure the hall remains a safe, adaptable and sustainable facility capable of supporting everyday community use as well as emergency and evacuation functions, while retaining its historic character for future generations.



Bundarra

Upcoming Events

14 June

'Just A Farmer' feature film presentation

26 June

Library Grand Opening

25 July

Agriculture and Environment Day

1 August

CWA 100 Year Celebration Lunch

26 September

CWA Spring Markets

5 October (long weekend)

Bundarra Races

Friday Night Calcutta

Saturday Races

Sunday Golf Day



BUNDARRA LIBRARY GRAND OPENING



FRIDAY
26TH JUNE
2026

Morning tea
included!

10:30 AM!

Tour our new computer
bank and free wifi facilities

Agriculture & Environment Day



25 July 2026



9am for morning tea
Speakers start at 9.30am - 3pm



School of Arts Hall, Bundarra



\$ 20 p/p for Lunch



Celebrating sustainable farming and environmental stewardship

Join us for an inspiring day exploring the connection between agriculture, environmental sustainability and health with expert insights and practical knowledge. We will also be covering CWA topics of study for 2026.

Bringing soils to life:
Kim Deans Agroecologist

Local Issues: Brendan Moylan, Shadow Minister for Agriculture and Shadow Minister for Prevention of Regional Crime

Designing Resilient & Regenerative Landscapes: Dr Jane Pickard

Escaped Garden Plants:

Andrew Scott, Uralla Shire Council Biosecurity Officer

Regenerative Agriculture on our Farm:
Johanes Meier, Danthonia Farm

Natural Farming & Nutrition:

Alison & Steve, Evergrow Componics Farm



Wattle Seed Inspired Lunch

- Chicken & Wattleseed Curry
- Vegetarian Curry
- Beef Hot Pot
- Served with Rice & Wattleseed Bread
- Apple Crumble for dessert

Tea, Coffee and treats - Gold Coin Donation
Gluten Free and special needs let us know

RSVP Essential by 17th July

Contact : Andrea Robinson
CWA Gwydir Group A&E Officer
Ph. 0451 857 216
E: imagesbyandrea@gmail.com



Bundarra CWA

100 Year

CELEBRATION LUNCH



12 noon

Sat 1st August 2026

Bundarra Sport & Rec Club

\$30 pp

RSVP by the 22nd of July

Carolyn McMullen

0412 279 109



BUNDARRA CWA SPRING MARKETS

Saturday, September 26th
9am-2pm



at Bundarra CWA Rooms
4 Court St, Bundarra

For more info or to book a stall please call or txt
Nea Roberts 0413921470