



MINUTES of

Bundarra Community Committee Meeting

Held 12 August 2026 at 6:00pm

Attachments: 1. Works report
2. Upcoming event list

Attendance at Meeting:

Committee Members:

Matthew Monk – Chair
Rebecca McLean
Jennifer Dezius
Rodney Hardgraves

Councillors:

Cr Jen Philp – Secretary
Cr Leanne Doran

Staff:

Steven Head – Acting Director Infrastructure & Development

Apologies:

Alison Baylis
Jeffrey Dezius
Peter Gregory
Angela Iskov
Lindsay Groth
Cr Adam Blakester
Cr Kath Arnold
Mick Raby – Acting General Manager
Theresa Layton
John Layton
Toni Averay - General Manager

Visitors and guests

Deb Cook
Andrea Robinson
Bruce McLean
Carolyn McMullen
Blake Dyer – Group Manager Community Services

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. Have got a quote, about \$6k, for around 4 lights to trial. Locations have been discussed. Lighting on bridge, council request lighting on bridge. Action: See if council might be able to get some funding to get the process underway. Looking at some grants that moght cover it. Lighting on bridge passed onto TFNSW to get them to do the lights on the footpath, no response from TFNSW as yet. While talking to TFNSW, can we get them to fix the sign that says 'kingston' not 'kingstown'	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. 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. Action: There is quite a lot of 'chatter' in the community, about this, a flyer will be distributed with information to the community once things are locked in. Community members are invited to these meetings to be part of the discussions. This is ongoing, see attached information and images.	BCC, AI, DID	ONGOING

BUSINESS ARISING FROM PREVIOUS MEETING	WHO	STATUS
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. 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. Action: Ongoing, Peter is away, he will update when he is back.	PG	ONGOING
4.1.4 Caravan Park Update: SH has asked Dean about costs to move power box and water etc. Sapphire city electrical are coming out to move things. Action: Caretaker is working, that part is completed. Moving electrical things is ongoing.	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. There is a list of signs across the shire to be done over the coming weeks. Action: there is a sign that's misspelt going out of town, it says 'kingston' not 'kinstown'. This is a TFNSW issue. Other signs have been ordered and there are some to be put around the shire.	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. 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. Action: No grants quite yet, having a look at more for this. The IT guy can come out to have a look, but will try to get it grouped with other jobs that might be needed. Library has had some internet issues, they could look at that too. Can the community report any internet outages so that they are all logged, if things aren't reported they are not aware of it. Can everyone please have a look at the scope of works for the hall and give a list of priorities.	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. 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	DID	ONGOING

BUSINESS ARISING FROM PREVIOUS MEETING		WHO	STATUS
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. Action: Some bins have been moved, it makes it work better. Seems that the bins are getting emptied more regularly and working better. There are quite a lot of positivies. Still need to keep it on the list and look at any further improvements.			
4.1.8	Sewerage Smell. The pods in town are not a sealed unit, so will have smells attached to them, community awareness around this may help. 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. Action: organised a carbon filter and a plumber to have a look at the pre school pod. Update next month for any further updates.	DID	ONGOING
	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. 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. Action: Refer people to either rotary or Lions to help with grants in the Bundarra area. This item is completed.	DID	COMPLETED

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

- See attachment.
- Water levels moved from 2 to 1!
- Some works are happening but priorities mean some things look like they are forgotten, they arent there are just some other things that need to be done more urgently! There are some road issues that need to be addressed first, then things like culverts, signs etc will be done.
- Telstra/telstra pits. Have locations of all broken pits across Bundarra. There are 6 pits, but the person that came to look was only 'issued' 1 to look at.
- SH thanks us for our hospitality over the last few months, he has enjoyed coming to these meetings and meeting everyone.

4.3 General Business

- Upcoming events. some Resin workshops coming up, they are nearly booked out. Pottery Workshop this weekend. Will add to events list when get information.
- Entrance signage project, Cr Doran has seen some of the signs, they are looking good. Should be fully done by the end of october.
- TCS, last time TCS came to Bundarra was 18th June, for a small bus trip, no newsletter for the last 2 months. Seeking clarification for the community on what services are offered, who provides these, how are they paid for, how to book etc. Blake to talk to Matthew to get clarification. (Blake came to the meeting at this time). Had a chat at the team meeting today, looking at getting a car for Bundarra but need some volunteers based in Bundarra onboard. Looking at the most economical way to get transport options in Bundarra, also looking at other services that can be provided as well. We need a way to get information to the community to let them know of services and then we can discuss the demand of how much is needed in Bundarra. Ideas around a survey or a drop in session in Bundarra to help residents to understand the various systems. Will aim for end of September to have some sort of session to help the community. General overview was discussed around different services and how they work. Committee to spread the word to residents to get some people who need support to utilise TCS to make it viable to get these services out here.
- Grace Munro, Grace Munro wants to change a few things in the lease, council will keep in negotiations.
- Rates, some residents have asked about concession rebates, the amount is the same from 2019, it's a directive from services Australia, a set rate, not made by USC. As we can't change it locally, it will need to go to our state member to push for change. The other side is once this 'rebate' is applied, council just loses this money, the state government don't reimburse USC for this lost revenue.
- People staying at Emu Crossing campground, some staying longer and worried its 'over staying'. Look at compliance on what is the set time for staying there and what might have to happen.
- Defib at police station, Al is looking to apply for a grant.
- Hall issues, looking at capacity, event coming soon and just had a fire compliance check done. Need to move chairs away from emergency exits asap.
- There were some 'spam' emails from someone impersonating Matthew. Just be weary.

5. MEETING CLOSED/NEXT MEETING

The meeting closed at: 7:40 pm

Next meeting to be held: Wednesday September 9th at 6:00pm.