MINUTES of

Bundarra Community Committee Meeting

Held 21 October 2026 at 6:00pm

Attachments:
1. Works report
2. Australia Day Award Nomination Form

Attendance at Meeting:

Committee Members:
Matthew Monk – Chair
Rebecca McLean
Rodney Hargraves
Peter Gregory
Alison Baylis
Angela Iskov
Jeffrey Dezius
John Layton

Councillors:
Cr Jen Philp – Secretary
Cr Adam Blakester

Staff:
Mick Raby – Deputy General Manager

Apologies:
Cr Leanne Doran
Lindsay Groth
Jennifer Dezius
Deb Cook

Visitors and guests
Bruce McLean

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AGENDA

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1. OPENING AND WELCOME

The meeting was opened at 6:10pm.

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. 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. Essential energy have been given the pole numbers, just waiting for them to do it. Action: Waiting on November Quartly Budget review for funding.	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. 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	BCC, AI, DID	ONGOING

BUSINESS ARISING FROM PREVIOUS MEETING	WHO	STATUS
discussions. This is ongoing, see attached information and images. Sort of on hold until it rains and there is more forecast. Then will let the community know whats happening and flyers will go out. Action: 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. 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. Ongoing, Peter is away, he will update when he is back. Pete has spoken to the artist, looks like the artist will start around early december. Still need to put the board up. Action: Nothing will happen until December. Have a chat to lady doing it, see if she has all the information to go on the map	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.Caretaker is working, that part is completed. Moving electrical things is ongoing. waiting on the electrician. They have to come and disconnect it. Will also do some electrical in the hall at the same time. Action: Everything is ready for the electrician when they come	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. There is a sign that's misspelt going out of town, it says 'kingston' not 'kingstown'. This is a TFNSW issue. Other signs have been ordered and there are some to be put around the shire. some signs are up, there are 3 more to go up! Entrance signs hopefully will be completed by the end of October. Check if the Kingston/kingstown sign has been reported. Action: Completed (except Kingston sign)	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. No grants quite yet, having a look at more for this. The IT guy can come out to have a look,	DID	ONGOING

BUSINESS ARISING FROM PREVIOUS MEETING		WHO	STATUS
	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 internt outages so that they are all logged, if things arent 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. Ongoing. Electrician coming to do a few upgrades, can we get them to also try to get the projector working, look at excess cables etc. One of the toilets at the back of the hall is blocked and is currently out of order. Action: Electrician is due to come out, same with plumber.		
4.1.7	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. Organised a carbon filter and a plumber to have a look at the pre school pod. Update next month for any further updates. Look at works report. Preschool getting their own plumber to have a look, will report back when their plumber has a look. Contractor has been organised to fix the problem at councils cost. School holidays coming up so good time to fix this issue. Action: Plumber should be here mid next week and do 2 jobs at pre school. Should be resolved.	DID	ONGOING
4.1.8	Sewerage treatment plant: Smell at nearby properties from the STP. Smell at STP still an issue since August 19th. Has been reported to council. MR to follow up whats happening with this and let Lindsay know so that she can keep record of whats happening. MR to let us know the cost of the airators and what the delays are for this. Whats the long term solution for this and a time frame? Can we contact the people who installed it and get their point of view for whats happening and why the ponds seem to not keep the organisms alive to help with the smell. Action: Council have done some investigations. All STP relase some odue, but its been accepted this one is more than expected. Ponds might need to be dredged. Further testing will need to be conducted including flushing lines to make the waste move faster and also testing of the 'bugs' in the pond to find out what might be killing them. This might take a while for this testing to determing a real solution that is long term.	DID	ONGOING
4.1.9	Update on Defib. Rotary are submitting a grant through FRRR for this. Police inspector has been contacted but unsure about the electrical side because it is a hard wired cabinet that needs to be intalled. MM to respond to make sure they have the right specifications for the heating of the cabinet	BCC	ONGOING

BUSINESS ARISING FROM PREVIOUS MEETING	WHO	STATUS
Action: Rotary have paid for the heated cabinet, Lions will purchase the defib machine. Position it at the Hall, get the electrician to get wiring for the cabinet sorted when they come next week.Angela to ask a few questions of the company who are providing it.		
4.1.10 Look into liquor licence for the hall. Jen to look into a licence for the hall and see what the options are. Action: It is do-able, but is it needed? If we get an event we can trial it and see. Jen to look at BYO options.	JP	ONGOING
4.1.11 Weed issue near the School, Tiger Pear. Let council know and get the weeds worker onto it. Action: At the school its been sorted, but there are some other places where it is, particularly along the river. Let the Lands department know so they can deal with it.	DID	ONGOING
4.1.12 Grace Munro, Grace Munro wants to change a few things in the lease, council will keep in negotiations. Action: GM board have signed the lease. GM have issed a sub lease this afternoon to the pharmacy. The GP has a MOU with GM. Hoping to have it finalised early next week. GP will be a satelite service, but will discuss expectations on Monday 2:00pm at Grace Munro. Email through any questions you have before Sunday and we can get answers from the meeting.	DID	ONGOING
4.1.13 People staying at Emu crossing camp ground, 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. Action: As it's a free camp there isnt a time limit. Only an issue if they create problems or camp taking up public places.	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

4.3 General Business

- Discussion around Australia Day awards. Nomination form attached, there are many categories to nominate for. Think about who in Bundarra can be nominated and nominate!
- Uralla Christmas Street Fair, Beth (Uralla Business Chamber) has asked if there is any Bundarra groups that want to be included please let her know.
- Speed signage and speed limits. Speed is governed by Transport for NSW. You can go online and fill out a request to start the process of them assessing the request. Discussion around signage between Invergowrie and Bundarra.
- Talk around water licence and irrigation issues. Mick to get some clarification.

Conclusion of meeting.

5. MEETING CLOSED/NEXT MEETING

The meeting closed at: 7:50 pm

Next meeting to be held: Wednesday 18th November at 6:00pm.

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Bundarra Works Update as at 21 October 2026

Works Update Since Last Report			
Location	**Works Description**	**Status at Last Report**	**Status Now**
Sewer **MJR**	Council to investigate the pre-school sewerage pump. Look at a residential pump not a commercial pump.	More recent investigation with a smoke machine has confirmed two sources of odour leakage. Neither involves the pressure system directly. A) breakage in the existing sewer feed line under the building which allows odour from the collection tank to flow back up the original feed line and to escape under the building. B) The washing point at the back of the building utilises a one way valve rather that the more usual 'U' bend to stop odours coming back through the 'plug hole' in the washing point. The one way valve is full of dirt and grass and locked in the open position. Council has requested intervention (at its cost). The washpoint issue would appear to be one for the school to resolve.	Arranging attendance by plumber to execute the required work.
Sewer **MMcL**	Odour issues at central pump station when Showground is heavily utilised.	Ongoing monitoring and request immediate reports from community at the time of occurrence. Staff will review with the preschool operations of pod. 11/8 – Staff have purchased a carbon filter and are in process of engaging a plumber to do an inspection. 09/09 Refer Peter Gregory	Sewer pump station has been bypassed since June 2026. It cannot be the source of odours. Possibly the showground itself?

Bundarra Works Update as at 21 October 2026

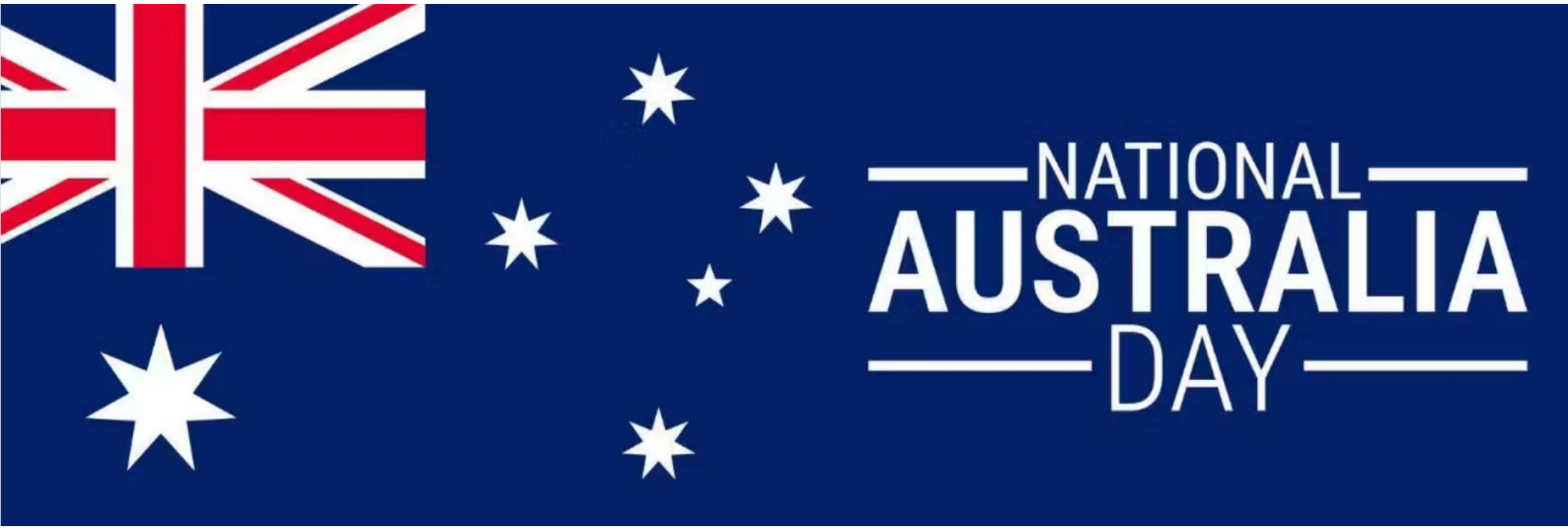
Works Update Since Last Report			
Location	**Works Description**	**Status at Last Report**	**Status Now**
Street Lighting **DW**	As a trial for effect - duplicate the existing the lights (per EE advice) on selected existing poles. Peter Gregory will work with Mick to select trial poles. (PG/DW)	Order 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. It will be identified for consideration in the September Quarter Review when it is reported to Council but currently no budget has been identified due to the cost.	No change. Awaiting QBRS report in November 2026
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.	Complete – Remove from current list?
Caravan Park Caretaker **DW**	Council will proceed with the process. Draft an agreement and execute. (DW)	Work still in progress. MoU executed. Caretaker shifted onto site 11 and started duties Monday 13th. Electrical organised for new power outlet. Action now complete.	Complete – Remove from current list?

Bundarra Works Update as at 21 October 2026

Works Update Since Last Report			
Location	**Works Description**	**Status at Last Report**	**Status Now**
Water Treatment **MR**	Replace with Bundarra Water Restrictions Monthly Report until return to normal. (MR)	Staff advise that water levels have improved significantly and a return to Level 1 restrictions is imminently anticipated.	Level 1 Restrictions apply
Extend Culvert **DC**	Extend culvert to create safe pedestrian access on southern entrance to town.	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. Given that the installation works will need to be funded from Council's maintenance budget installation of the box culver is not anticipated to occur until late 2026/27. This is to allow staff to monitor whether there are other higher priority repairs needed to Council's road network that require prioritised funding.	Project now formally scheduled for February 2027 (unless an opportunity opens up beforehand)
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)	Bike path Complete. Play equipment complete by end of June. All works now complete, except seat	Refer Peter Gregory
Baldersleigh Road **DC**	Renewal of Drainage Culverts along 20 kms of the road	Still awaiting delivery of pipes and culverts. Supply delays for drainage pipes, delivery	Culverts received last week. Physical work to begin following current heavy patching with zipper.

Bundarra Works Update as at 21 October 2026

Works Update Since Last Report			
Location	**Works Description**	**Status at Last Report**	**Status Now**
		now not expected until the end of August.	
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.	Ongoing – refer to **Hall Scope of Works** Scope of Works projects - priority setting to July meeting. Works priority to focus on structural elements.	No current opportunities identified at this stage.
Corner of Georges creek Road and Thunderbolts Way Bundara 2359 – **Telstra Ref: INC43493514** Corner of Burnett and Thunderbolts way 2359 - **Telstra Ref: INC43493694** Corner of Oliver and Bombelli street 2359 - **Telstra Ref: INC43493718** top of hilltop lane - **Telstra Ref: INC43493772** Corner of Tomline and Bendemeer Street - **Telstra Ref: INC43493802**	Damaged Telstra Pits – reported to Telstra	Telstra to attend between 3-4pm on Thursday 13 August 2026	As at this report Telstra have fixed some locations but not others. Process continues
Footpath Lighting	Lack of lighting on TfNSW footpath	Quotation now received which exceeded the original Essential Energy estimate.	Search for appropriate additional budget is underway.
Sewer Treatment Plant	Odour complaint	Discussion and plan	First mention



Nominations for Local Hero now OPEN

Nominate your Local Hero for an Australia Day Award

These awards shine a spotlight on those who make a real difference—whether through remarkable contributions in 2026 or through years of dedicated service to our community. Let's honour the everyday heroes who help make Uralla Shire a better place to live, work, and grow.

Your nomination could be the recognition they truly deserve!

Closing date 16 November

Nominate on line here
or
Fill in the form attached.

Nominations open for Local Heroes 2027



Each year, the Uralla Shire Council proudly invites residents to nominate outstanding individuals for the Australia Day Awards.

These awards shine a spotlight on those who make a real difference—whether through remarkable contributions in 2026 or through years of dedicated service to our community.
Let's honour the everyday heroes who help make Uralla Shire a better place to live, work, and grow.

Your nomination could be the recognition they truly deserve!

Remember you can nominate any past entries as long as they have not been winners

CATEGORIES INCLUDE:

Citizen of the Year (21 or over)
Senior Citizen of the Year (70 or over)
Young Citizen of the Year (Under 21)
Junior Sports Person of the Year (under 21)
Sports Person of the Year (21 or over)
Sporting Team of the Year (age open)
Volunteer of the Year (age open)
Community Group of the Year (age open)
Event of the Year (age open)

The above categories are awarded to person/s who have contributed significantly to the Shire of Uralla having demonstrated activities that have led to the betterment/benefit of the Uralla Shire Community.

CATEGORIES FOR SELECTION

All nominees aged 21 years and over will be considered for the Citizen of the Year award.

All nominees aged under 21 years and younger will be considered for the Young Citizen of the Year Award.

It is at the discretion of the judging panel to consider nominees for any of the award categories not necessarily the category they were nominated for.

CLOSING DATE:

Nominations for the Awards close on Monday 16 NOVEMBER 2027. Nominations postmarked 16 NOVEMBER 2027 will be accepted.

ASSISTANCE: If you need assistance submitting a nomination, or have any questions, please contact council at (02) 6778 6303 o

HOW TO PREPARE THE NOMINATION

Selection Criteria: The nominee will be assessed against the below criteria:

- Demonstrated contribution to the Penrith community
- A role model for the community
- Activities align with our core values of:

Can do attitude – a focus on getting the right things done.
Harmony – valuing relationships actively promoting collaboration and partnering to achieve more.
Lifestyle – setting a new benchmark for a balanced, healthy and respectful lifestyle.
Openness – embracing new ideas, new people to do things differently for our communities' benefit.
Invention – looking for new and better ways of delivering services and community activities for greater participation and diversity.
Transformation – driving real change in our Shire for the betterment/benefit of our communities.

ELIGIBILITY CHECKLIST

Eligible nominations:

- Australian Permanent Resident or Australian Citizen
- Nominees must reside, work or have made a significant contribution to Uralla Shire community.

Ineligible nominations: •

- Sitting local, state and federal politicians
- Self-nominees
- Awards will not be granted posthumously.

THE AWARD PROCESS

Council calls on individuals, groups, and organisations to nominate worthy recipients for the Local Hero Awards. A selection panel of Uralla Shire Council chooses the recipients in each of the categories. Award recipients will be recognised at a formal event in January.

Submit your nomination:

Nomination can be submitted by hardcopy paper form, online form.
Web: Uralla.nsw.gov.au/Awards
Email: council@uralla.nsw.gov.au
Mail: Local Hero Awards
PO Box 106
Uralla NSW 2358

NOMINATION FORM

Please fill out this form in BLOCK LETTERS, Please provide as much detail as possible:

- ☐ **Citizen of the Year**
- ☐ **Young Citizen of the Year**
- ☐ **Sports of the Year**
- ☐ **Volunteer of the Year**
- ☐ **Event of the Year**
- ☐ **Senior Citizen of the Year**
- ☐ **Junior Sports of the Year**
- ☐ **Sporting Team of the Year**
- ☐ **Community Group of the Year**

Nominee (the person you are nominating)

Title (Mr, Mrs, Ms etc) First Name Surname

Address Position/Organisation

Suburb/Village State

Tel (M) Tel (H) Email

Date of Birth

Has the nominee previously received an award from Uralla Shire Council ☐ Yes ☐ No

Are they an Australian Citizen ☐ Yes ☐ No

Do they live in the Uralla Shire Local Government Area (LGA) ☐ Yes ☐ No

NOMINATOR (your details)

Title (Mr, Mrs, Ms etc) First Name Surname

Address Position/Organisation

Suburb/Village State

Tel (M) Tel (H) Email

REFEREE (optional)

Title (Mr, Mrs, Ms etc) First Name Surname

Address Position/Organisation

Suburb/Village State

Tel (M) Tel (H) Email

The nominator or referee may be contacted for more information. Please note that by completing this form you authorise the nomination details to be used for future promotional purposes.

NOMINATION FORM

Tell us about your nominee. **Nominee** (the person you are nominating)

We want to know why your nominee is an inspirational role model, and how they've demonstrated excellence in their field, or in service to the community. **Please write at least 100 words in this section on what their outstanding contributions/service to the community are**. If you need more space, please write on a separate piece of paper and attach it.