



MINUTES of

Bundarra School of Arts Hall and Community Consultative s355 Committee Meeting

held 16 July 2025 at 6:00pm

Attachments:

1. Updated TOR for adoption by Council including name change
2. Works Report as at 16 July 2025
3. Defib location list from Angela Iskov

Attendance at Meeting:

Committee Members:

Peter Gregory
John Layton
Matthew Monk - Chair
Alison Bayliss
Lindsay Groth
Jeffrey Dezius
Rodney Hargrave
Jennifer Dezius
Theresa Layton

Councillors:

Jen Philp - Secretary
Adam Blakester

Staff:

Toni Averay - General Manager (left at 7:55pm)
Mick Raby - Director Infrastructure & Development

Apologies:

Angela Iskov
Jackie Stibbard
Kylie Jarman
Rebecca McLean
Shannon Lee Johnson
Councillor Leanne Doran

Visitors and guests

Inspector Blake Keeting – Inverell Police (left at 7:20pm)
Councillor David Mailler
Ros Mason-Gaudern
Deb Cook
Kate Hannan

AGENDA

| | | |
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1. OPENING AND WELCOME

The meeting was opened at 6:05pm

2. APOLOGIES BY COMMITTEE MEMBERS

Angela Iskov
Jackie Stibbard
Kylie Jarman
Rebecca McLean
Shannon Lee Johnson
Cr Leanne Doran

3. CONFIRMATION OF MINUTES

The minutes of meeting held 11 June 2025 were confirmed.

ACTION:

Jen to send to ESO for distribution.

4. ITEMS:

4.1 Business Arising From Previous Minutes

| Actions Arising from Previous Meeting: | Who | Status |
|--|------------|----------------------|
| 1. Previous Minutes - Jen to amend and send to Sylvia for distribution | JP/ ESO | Completed 13/6/25 |
| 2. Jen to check Peter Gregory's email address for sending agenda/minutes | ESO | Completed 16/6/25 |
| 3. Matthew Monk to email Inverell police inspector list of what we want to discuss at meeting. | MM | Completed |
| 4. Mick Raby to check EOI click button on website working | DID | Complete |
| 5. Consider Squadron Energy sponsorship/grants for Grace Munro | | Ongoing |
| 6. Mick to add Pram ramp at bottom shop to list of current works | DID | Complete |
| 7. David Counsell to talk to Telstra Re pits | MCI | Complete |
| 8. Jen to forward list from Peter Gregory to David Counsell | JP | Completed 16/6/25 |
| 9. Committee members to contact essential energy to report lights not working | BCC | Complete |
| 10. Mick to follow up on brightening the streetlights | DID | Ongoing |
| 11. Keep bridge on the works list for updates | | Complete |
| 12. Committee members to look at tree planning policy, Jen to attach to mins. | BCC | Ongoing |

| Actions Arising from Previous Meeting: | Who | Status |
|---|------------|----------------------|
| 13. Mick to bring up at next bushfire management meeting. | DID | Ongoing |
| 14. Jen/ESO to distribute meeting minutes to wider Bundarra community including Facebook, School Newsletter, Pub, Club, Shop etc | JP/ ESO | Completed |
| 15. Jen to amend TOR as above for committee approval at next meeting | JP | Completed 13/6/25 |
| 16. Jen to send out email asking for what events people know about | JP | Completed 13/6/25 |
| 17. Committee to help collate with what events they know to make a comprehensive calendar | BCC | Ongoing |
| 18. Peter Gregory to follow up on artist to see if they are still able to do artwork | PG | Ongoing |
| 19. Kylie Jarman to get quotes for new Perspex for the noticeboards at the shop | KJ | Ongoing |
| 20. Talk to Chris Clark (visitor information center) to get information out to Bundarra about the area | GM | Ongoing |
| 21. Update website and social media regarding the committee and upcoming information for it | ESO | Completed 30/5/25 |
| 22. Put information out to Bundarra facebook page, school newsletter, council website, noticeboards and Bundarra businesses | JP/ES O | Ongoing |
| 23. Put contact details for Matthew and Jen on noticeboards | ESO | Complete |
| 24. Kylie Jarman to work with Dean Wiley to get appropriate list completed | KJ/ AM | Ongoing |
| 25. John Layton to contact owners of gym equipment to see what they want to do with it. | JL | Ongoing |
| 26. New sign at Emu Creek to outline how to donate when camping | DID | Ongoing |
| 27. Investigate how donations can be used in Bundarra | GM | Completed |
| 28. Council staff to look into signs to put at each end of town to indicate what services are in Bundarra | DID | Ongoing |
| 29. Angela Iskov to create a list/map of where they are located in Bundarra | AI | Ongoing |
| 30. Bec McLean to ask Jamie for a quote to run a training session for the community | BMc | Ongoing |
| 31. Rubbish on nature strip - Mick to get the Ranger to talk to the owners to have removed | DID | Ongoing |
| 32. Reverse Cycle Air Conditioning in Hall - talk to council and get a quote to see if it would be viable. Also look for grant funding to help with this. | DID | Ongoing |

| Actions Arising from Previous Meeting: | Who | Status |
|---|-----------|-----------|
| 33. Peter Gregory to distribute newsletter hard copies to all businesses in Bundarra. | PG | Ongoing |
| 34. Mick/Toni to add committee members to email newsletter list. | MR/ GM | Completed |

- 4.1.1 Complete.
- 4.1.2 Complete.
- 4.1.3 Complete.
- 4.1.4 Complete. – There are 2 links, one works one doesn't.
- 4.1.5 Ongoing MM to look into.
- 4.1.6 Ongoing - There is a water valve on the main, need to cut out and move valve. Job is ongoing. Light pole now in road, need Essential Energy on site.
- 4.1.7 Completed. – Keep on list, waiting for response from Telstra.
- 4.1.8 Complete.
- 4.1.9 Complete.
- 4.1.10 Can be upgraded, in process of getting quote from Essential Energy. Will need community consultation on how bright and where. Ongoing.
- 4.1.11 Completed – Transport NSW have completed their part.
- 4.1.12 Ongoing – look at list for preferred species. Try to get consistency for trees along streets in Bundarra. Engage community on 'street tree planning' to get community involved.
- 4.1.13 Ongoing – hasn't been a meeting since.
- 4.1.14 Complete. Next time get hard copies in local businesses
- 4.1.15 Complete.
- 4.1.16 Ongoing. No response. Send email to organisations to ask what dates they have for events, put on Bundarra Facebook page.
- 4.1.17 MM to call organisations to get event dates.
- 4.1.18 Ongoing.
- 4.1.19 Ongoing.
- 4.1.20 Ongoing. Need to update link to Bundarra website on the Uralla council website. Update the Bundarra section of 'tourism' on the Uralla council page. Get pamphlet and distribute to places in Bundarra. MM to talk to Chris Clark.
- 4.1.21 Complete.
- 4.1.22 Ongoing. What information and where? Need to trickle information.
- 4.1.23 Completed.
- 4.1.24 We have a map of where sites will be, sign for sites (site map), map at the shop for Kylie to direct to what site.
- 4.1.25 Tidying up scheduled for this weekend. Get an inventory of what and who has what there.
- 4.1.26 Ongoing, sign ordered.
- 4.1.27 Issues with amount of spending on camping spots is more than whats brought in from income. Donations/camping fees are small amounts, this is hard to isolate in accounts and would end up costing more in administration costs.
- 4.1.28 Mick looked into, often they are put in by other organisations, like Rotary or a business chamber. Usually comes through a community request, then traffic committee, Committee to put a proposal together and bring to next meeting.
- 4.1.29 Ongoing – See later (defib).
- 4.1.30 Ongoing – Ruth also has a contact.
- 4.1.31 Ongoing, one car gone, but replaced with another.
- 4.1.32 Mick to get Quote.

- 4.1.33 Ongoing – PG to get hard copies.
- 4.1.34 Completed.

ACTIONS:

1. Consider Squadron Energy sponsorship/grants for Grace Munro. (4.1.5)
2. There is a water valve on the main, need to cut out and move valve. Job is ongoing. Light pole now in road, need Essential Energy on site. Leave on action list as job is ongoing. (4.1.6)
3. Brightening Street lights, getting quote from Essential Energy. (4.1.10)
4. Tree planting - look at list for preferred species. Engage community on 'street tree planning' to get community involved. (4.1.12)
5. Hazard reduction burns around Bundarra Mick to bring up at next bushfire management meeting. (4.1.13)
6. Local events - Send email to organisations to ask what dates they have for events, put on Bundarra Facebook page. (4.1.16)
7. Events - MM to call organisations to get event dates. (4.1.17)
8. Peter Gregory to follow up on artist to see if they are still able to do community artwork. (4.1.18)
9. Kylie Jarman to get quotes for new Perspex for the noticeboards at the shop. (4.1.19)
10. Update link to Bundarra website on the Uralla council website. Update the Bundarra section of 'tourism' on the Uralla council page. Get pamphlet and distribute to places in Bundarra. MM to talk to Chris Clark. (4.1.20)
11. Information for community - What information and where? Need to trickle information. (4.1.22)
12. Continue working on caravan park layout and upgrades. (4.1.24)
13. JL to tidy up and make inventory of who owns what equipment. (4.1.25)
14. Emu creek sign ordered, leave on list for when completed. (4.1.26)
15. Signs at each end of town - Committee to put a proposal together and bring to next meeting. (4.1.28)
16. Community first aid/cpr – leave on list, wait for responses from community college. (4.1.30)
17. Cars on verge of street – ranger to visit again. (4.1.31)
18. Air conditioning for hall – Mick to get quote (4.1.32)
19. Hard copies of minutes, news letter etc to places around Bundarra PG to get and deliver. (4.1.33)

4.2 Update from Inspector Blake Keeting – Inverell Police.

Replaced O'Brien as of March this year. Head of all sector stations (small towns). Sits at Inverell, but manages Bundarra. Would like an officer in Bundarra, but when incidents come in often the officer here will get called to other areas if something comes in. Community concerned that when no officer is here, they don't turn up for over an hour. Sunday- Thursday night only 3 staff on. Issues around filling positions (no one applying). Not short staffed as far as sectors concerned. Response, cant roster for emergencies, but they try to roster crime patterns.

Local police have to earn community respect back from past experiences. Local magistrate in Inverell is good.

Defib, can put it to finance, but it will fall back to committee. No cameras at station. Happy for us to progress if we want a 24hr one located at the local station.

Discussion around average speed in town and what Council have identified, 77km/hr from the Northern end coming into town. Asked if Highway Patrol can have a presence to help enforce speed limits. Blake will pass on to Highway Patrol team. Mick can bring up at Traffic Committee meeting.

Neighbourhood watch – seems to be lost now due to being abused in the past and people not trusting strangers into their homes.

Discussion around areas of concern, decided just a presence would be enough of a deterrent.

ACTIONS:

No Actions, just discussion.

4.4 Update Terms Of Reference - Committee Name Change

Committee are happy with TOR and the name change.

ACTIONS:

Present to Council to adopt.

4.5 Events Calendar

No response to email sent earlier.

ACTIONS:

MM to take on and chat to everyone to get input from organisations.

4.6 RTC Funding

Look at the events calendar when its done to see what we might be able to use some of this funding for. Discussion around noticeboard at the shop and a local doing some artwork/map for the area.

ACTIONS:

Kylie Jarman to get quotes for new Perspex for the noticeboards at the shop.

4.7 Council Update

See Attachment 1

USC team pulling together a works report for 12 months, Mick will get all the Bundarra related works, and present to committee hopefully next meeting.

Strategic update

6 months since election has been very busy, things like community strategic plan, housing strategy, mapping out priorities for council over the next 4 years. Long Term Financial plan just approved, so capital works that are forecast are taking shape. Future updates will include renewable energy plans. There will be a large investment in the shire, will have some challenges but there will be some legacy projects that can benefit the area. There will be more information to inform the community of developments on the renewable energy zone. Grace Munro update – lease being negotiated and council asset management plan will be developed for this building too.

4.8 General Business

4.7.1 Caravan park update

Discussed earlier, KJ working with DW on a map of the Caravan Park, identifying powered sites and booking system to match sites.

4.7.2 Bundarra Hall of Arts

Get an update from KJ to bring to next meeting

Mick to get an update on booking and charging systems used at Uralla Courthouse.

4.7.3 Defib discussion

Angela has done an audit of defibs in Bundarra. (See attachment 3) There is also one at the showground.

Make a map of where they are, advertise where they are and who to contact, and make sure the community knows about it. (MM to make map)

Look at putting one at the police station, investigate if it needs a 'heated' box, what grants might be available. Look at ongoing costs and what they might be able to do to help as well.

Uralla shire business chamber can support ongoing needs for this too.

MR to talk to ACEN to see if they can support the purchase.

- 4.7.4 CWA requests. Look at a pedestrian crossing, on main street, south end, near the nature park. Not Council's responsibility, but council can help advocate with traffic committee to enquire. (MR to head, MM to write letter to council)

Ramp, if there were funds left over after ramps, can there be a handrail installed on hall front steps.

- 4.7.5 More soft fall in park. PG to handle.

- 4.7.6 Rubbish Tip, update. Hasn't been open Mondays, only Thursday, Friday, Sunday. MR to take on notice and follow up.

ACTIONS:

1. Get an update from KJ on hall bookings to bring to next meeting
2. Mick to get an update on booking and charging systems used at Uralla Courthouse.
3. Make a map of where defibs are, advertise where they are and who to contact, and make sure the community knows about it. (MM to make map)
4. MR to talk to ACEN to see if they can support the purchase of a 24hr defib for Bundarra.
5. Investigate pedestrian crossing on south end of main street. Advocate with traffic committee.
6. Investigate funding for handrail on front steps of hall.
7. More soft fall needed in park. PG to handle.
8. Mick to look at opening times and days for tip, it hasn't been open on Mondays.

5 LATE ITEM/S

6 NEW ACTIONS ARISING FROM THESE MINUTES

| New actions from this meeting: | WHO | STATUS |
|--|------------|--------|
| Jen to send confirmed minutes to Sylvia for distribution. | JP/ ESO | |
| Consider Squadron Energy sponsorship/grants for Grace Munro | BCC | |
| There is a water valve on the main, need to cut out and move valve. Job is ongoing. Light pole now in road, need Essential Energy on site. Leave on action list as job is ongoing. (4.1.6) | DID | |
| Brightening Street lights, getting quote from Essential Energy. (4.1.10) | DID | |
| Tree planting - look at list for preferred species. Engage community on 'street tree planning' to get community involved. (4.1.12) | BCC | |
| Hazard reduction burns around Bundarra. Mick to bring up at next bushfire management meeting. (4.1.13) | DID | |
| Local events - Send email to organisations to ask what dates they have for events, put on Bundarra Facebook page. (4.1.16) | MM | |

| New actions from this meeting: | WHO | STATUS |
|--|-----------|--------|
| Events - MM to call organisations to get event dates. (4.1.17) | MM | |
| Peter Gregory to follow up on artist to see if they are still able to do community artwork. (4.1.18) | PG | |
| Kylie Jarman to get quotes for new Perspex for the noticeboards at the shop (4.1.19) | KJ | |
| Update link to Bundarra website on the Uralla council website. Update the Bundarra section of 'tourism' on the Uralla council page. Get pamphlet and distribute to places in Bundarra. MM to talk to Chris Clark. (4.1.20) | ESO | |
| Information for community - What information and where? Need to trickle information. (4.1.22) | MM/ JP | |
| Continue working on caravan park layout and upgrades. (4.1.24) | KJ | |
| JL to tidy up and make inventory of who owns what equipment. (4.1.25) | JL | |
| Emu creek sign ordered, leave on list for when completed. (4.1.26) | DID | |
| Signs at each end of town - Committee to put a proposal together and bring to next meeting. (4.1.28) | MM | |
| Community first aid/cpr – leave on list, wait for responses from community college (4.1.30) | JP | |
| Cars on verge of street – ranger to visit again. (4.1.31) | DID | |
| Air conditioning for hall – Mick to get quote (4.1.32) | DID | |
| Hard copies of minutes, news letter etc to places around Bundarra - PG to get and deliver. (4.1.33) | PG | |
| Present TOR and name change to Council to adopt. (4.3) | ESO | |
| MM to take on events and chat to everyone to get input from organisations. (4.4) | MM | |
| Kylie Jarman to get quotes for new Perspex for the noticeboards at the shop. (4.5) | KJ | |
| Get an update from KJ on hall bookings to bring to next meeting (4.7.2) | KJ | |
| Mick to get an update on booking and charging systems used at Uralla Courthouse (4.7.2) | DID | |
| Make a map of where defibs are, advertise where they are and who to contact, and make sure the community knows about it. (MM to make map) (4.7.3) | MM | |
| MR to talk to ACEN to see if they can support the purchase of a 24hr defib for Bundarra. (4.7.3) | DID | |
| Investigate pedestrian crossing on south end of main street. Advocate with traffic committee. (4.7.4) | DID | |
| Investigate funding for handrail on front steps of hall (4.7.4) | DID | |
| More soft fall needed in park. PG to handle. (4.7.5) | PG | |
| Mick to look at opening times and days for tip, it hasn't been open on Mondays. (4.7.6) | DID | |

7 ONGOING ACTIONS FROM PREVIOUS MINUTES

| Ongoing Actions: | Who | Status |
|--|-----|---------|
| 1. Committee can write a letter to Telstra to get them to fix their pits | BCC | Ongoing |
| 2. Council to look into options with essential energy for better lighting in main street | DID | Ongoing |

| Ongoing Actions: | Who | Status |
|---|------------|---------|
| 3. Committee to look at Street Tree Policy, identify what they would like | BCC | Ongoing |
| 4. Identify where is a fire hazard outside of town, work with RFS to best mitigate these areas | BCC | Ongoing |
| 5. Council to prioritise privet at Grace Munro and Preschool in a WAP | DID | Ongoing |
| 6. Advertise the meeting agenda through Council channels (website, facebook, etc) and through local contacts. Minutes at local places once accepted | ESO BCC | Ongoing |
| 7. Make Bundarra events calendar | BCC | Ongoing |
| 8. Consider Squadron Energy sponsorship/grants for Grace Munro | | Ongoing |
| 9. Mick to follow up on brightening the streetlights | DID | Ongoing |
| 10. Committee members to look at tree planning policy, Jen to attach to mins. | BCC | Ongoing |
| 11. Mick to bring up at next bushfire management meeting. | DID | Ongoing |
| 12. Committee to help collate with what events they know to make a comprehensive calendar | BCC | Ongoing |
| 13. Peter Gregory to follow up on artist to see if they are still able to do artwork | PG | Ongoing |
| 14. Kylie Jarman to get quotes for new Perspex for the noticeboards at the shop | KJ | Ongoing |
| 15. Talk to Chris Clark (visitor information center) to get information out to Bundarra about the area | GM | Ongoing |
| 16. Put information out to Bundarra facebook page, school newsletter, council website, noticeboards and Bundarra businesses | JP/ ESO | Ongoing |
| 17. Kylie Jarman to work with Dean Wiley to get appropriate list completed | KJ/ AM | Ongoing |
| 18. John Layton to contact owners of gym equipment to see what they want to do with it. | JL | Ongoing |
| 19. New sign at Emu Creek to outline how to donate when camping | DID | Ongoing |
| 20. Council staff to look into signs to put at each end of town to indicate what services are in Bundarra | DID | Ongoing |
| 21. Angela Iskov to create a list/map of where they are located in Bundarra | AI | Ongoing |
| 22. Bec McLean to ask Jamie for a quote to run a training session for the community | BMc | Ongoing |
| 23. Rubbish on nature strip - Mick to get the Ranger to talk to the owners to have removed | DID | Ongoing |

| Ongoing Actions: | Who | Status |
|---|-----|---------|
| 24. Reverse Cycle Air Conditioning in Hall - talk to council and get a quote to see if it would be viable. Also look for grant funding to help with this. | DID | Ongoing |
| 25. Peter Gregory to distribute newsletter hard copies to all businesses in Bundarra. | PG | Ongoing |

GM = General Manager
DID = Director Infrastructure & Development
MCI = Manager Civil Infrastructure
AM = Asset Manager
ESO = Executive Support Officer
BCC = Bundarra Community Committee

8 MEETING CLOSED/NEXT MEETING

The meeting closed at: 8:21pm

Next meeting to be held: 6:00pm - 13 August 2025