



MINUTES of

Bundarra Community Committee Meeting

Held 9 September 2026 at 6:10pm

Attachments: 1. Works report
2. Upcoming event list

Attendance at Meeting:

Committee Members:

Matthew Monk – Chair
Rebecca McLean
Jennifer Dezius
Rodney Hardgraves
Peter Gregory
Alison Baylis
Lindsay Groth
Angela Iskov

Councillors:

Cr Jen Philp – Secretary
Cr Leanne Doran

Staff:

Apologies:

Jeffrey Dezius
Theresa Layton
John Layton
Cr Adam Blakester
Mick Raby – Acting General Manager

Visitors and guests

Deb Cook

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. While talking to TFNSW, can we get them to fix the sign that says 'kingston' not 'kingstown'. Action Essential energy have been given the pole numbers, just waiting for them to do it.	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 discussions. This is ongoing, see attached information and images. Action: Sort of on hole until it rains and there is more forecast. Then will let the community know whats happening and flyers will go out	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. Ongoing, Peter is away, he will update when he is back. Action: Pete has spoken to the artist, looks like the artist will start around early december. Still need to put the board up.	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. Action: waiting on the electrician. They have to come and disconnect it. Will also do some electrical in the hall at the same time.	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. Action: 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.	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, 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. Action: 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.	DID	ONGOING

BUSINESS ARISING FROM PREVIOUS MEETING	WHO	STATUS
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 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. 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 positives. Still need to keep it on the list and look at any further improvements. Action: Move to works report for bigger ongoing upgrades. Skips working much better, this part of it is completed.	DID	COMPLETED
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. Organised a carbon filter and a plumber to have a look at the pre school pod. Update next month for any further updates. Action: 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.	DID	ONGOING
4.1.9 Sewerage treatment plant: Smell at nearby properties from the STP.		
Action: 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.		

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

- Telstra pits
- Lighting on footpath of the Bridge, need an update.

4.3 General Business

- 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.
- Patrick James concert was great. There were many comments on a great venue. Will look at getting more of these events to come.
- Look into liquor licence for the hall. Jen to look into a licence for the hall and see what the options are.
- Water and pool discussion, can Bundarra get a swimming pool. Discussion around ongoing costs and if its viable etc.
- Weed issue near the School, Tiger Pear. Let council know and get the weeds worker onto it.
- 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 cant 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 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.
- Defib at police station, AI 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 October 21st at 6:00pm.

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.	Investigation by Sewer team to create sump within current structure.	More recent investigation with a smoke machine has conformed 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 than 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.
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.	Refer Peter Gregory
Street Lighting DW	As a trial for effect - duplicate the existing the lights (per EE advice) on selected existing poles. Peter Gregory will work	Order issued. Awaiting confirmatory site visit by EE prior to installation of new lights. Order to quote was issued – Essential Energy	Refer Peter Gregory

Bundarra Works Update as at 09 September 2026

Works Update Since Last Report

Location	Works Description	Status at Last Report	Status Now
	with Mick to select trial poles. (PG/DW)	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.	
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.	Installation under way.
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.	Now that the new system is in place Council is open to feedback on the new operating model.
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.	No Change – still at L1

Bundarra Works Update as at 09 September 2026

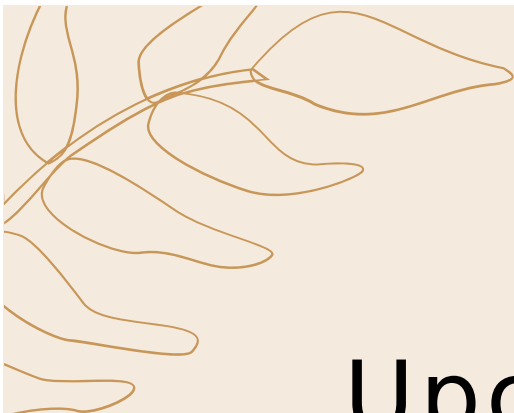
Works Update Since Last Report

Location	Works Description	Status at Last Report	Status Now
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 culvert 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 repositioning all seats.	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 now not expected until the end of August.	Deliver now expected in September.
Search for Hall Upgrade Grants	The Hall's role as an evac/safer place can be	Ongoing – refer to Hall Scope of Works	No Change

Bundarra Works Update as at 09 September 2026

Works Update Since Last Report

Location	Works Description	Status at Last Report	Status Now
355 and/or DW	used to support a Grant application.	Scope of Works projects - priority setting to July meeting. Works priority to focus on structural elements.	
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.



Bundarra

Upcoming Events

18 September
Resin Workshop

26 September
CWA Spring Markets

5 October (long weekend)

Bundarra Races

Friday Night Calcutta

Saturday Races

Sunday Golf Day

