



# **MINUTES of Bundarra School of Arts Hall and Community Consultative s355 Committee Meeting**

**held 11 June 2025 at 6:00pm**

## **Attachments:**

1. Uralla Shire Council Tree Management Policy
2. Updated TOR for consideration including name change
3. Works Report as at 11<sup>th</sup> June
4. Public Works agenda for Water Security session

## **Attendance at Meeting:**

### **Committee Members:**

Peter Gregory  
John Layton  
Jackie Stibbard  
Rebecca McLean  
Matthew Monk - Chair  
Angela Iskov  
Alison Bayliss  
Lindsay Groth  
Kylie Jarman

### **Councillors:**

Leanne Doran  
Jen Philp - Secretary  
Adam Blakester

### **Staff:**

Toni Averay - General Manager  
Mick Raby - Director Infrastructure & Development

### **Apologies:**

Jeffrey Dezius  
Rodney Hargrave  
Jennifer Dezius  
Theresa Layton  
Shannon Lee Johnson

### **Visitors and guests**

Ros Mason-Gaudern  
Deb Cook  
Carolyn McMullen

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## 1. OPENING AND WELCOME

The meeting was opened at 6:05pm

## 2. APOLOGIES BY COMMITTEE MEMBERS

Jeffrey Dezius  
Rodney Hargrave  
Jennifer Dezius  
Theresa Layton  
Shannon Lee Johnson

## 3. CONFIRMATION OF MINUTES

- The minutes of meeting held 14 MAY 2025 were confirmed with the addition of Adam Blakester amendments including.
- Add Kylie Jarman attended part of meeting
- Add dot point in TOR discussion
- Provide more detail about RTC funding
- Separate the funding discussion from the RTC funding
- David Counsell to investigate and write to Telstra re pits
- Distribute agenda and mins to wider community

### ACTION:

Jen to amend and send to Sylvia for distribution.

## 4. ITEMS:

### 4.1 Business Arising From Previous Minutes

- 4.1.1 Complete.
- 4.1.2 Peter Gregory didn't get email, check email address.
- 4.1.3 Complete – one camper still in park, but community happy for them to stay.
- 4.1.4 Matthew Monk asked local police to attend meeting, has been referred to Inverell inspector to attend.
- 4.1.5 Completed. Click button on website may not be working.
- 4.1.6 See later item.
- 4.1.7 Complete – See later item.
- 4.1.8 Grant application unlikely to work. Requires assessment by a consultant on the energy save potential of the batteries. Would also need a co-contribution from USC that is not in the current approved budget. Council is not able to apply as not the manager of the facility.
- 4.1.9 Complete - See later item.
- 4.1.10 CWA has a pram ramp, Preschool has a pram ramp. Council are working on updating the ramp at the 'bottom shop'. They have to do quite a bit of work to get the slope right. Ongoing.
- 4.1.11 David Counsell to talk to Telstra re pits.
- 4.1.12 Jen to pass on list provided by Peter Gregory to David Counsell.
- 4.1.13 Lights still not working. Committee members to contact Essential Energy to report.
- 4.1.14 Contacted Essential Energy, they require a consultant to do a report. It might just be as simple as changing the globes, Mick to follow up.

- 4.1.15 Bridge isn't quite finished yet, they have to do some redesign and come back to complete. Footbridge is completed. Ongoing.
- 4.1.16 Ongoing, committee to look at tree planning policy.
- 4.1.17 Mick will bring up at the next Bushfire management meeting.
- 4.1.18 Ongoing .
- 4.1.19 Distribute meeting minutes to broader community including Bundarra facebook page, school newsletter, club, pub, shop etc.
- 4.1.20 Completed.
- 4.1.21 See later item.

**ACTIONS:**

1. Jen to check Peter Gregory's email address for sending agenda/minutes.
2. Matthew Monk to email Inverell police inspector list of what we want to discuss at meeting.
3. Mick Raby to check EOI click button on website working.
4. Consider Squadron Energy sponsorship/grants for Grace Munro.
5. Mick to add Pram ramp at bottom shop to list of current works.
6. David Counsell to talk to Telstra Re pits.
7. Jen to forward list from Peter Gregory to David Counsell.
8. Committee members to contact essential energy to report lights not working.
9. Mick to follow up on brightening the street lights.
10. Keep bridge on the works list for updates.
11. Committee members to look at tree planning policy, Jen to attach to mins.
12. Mick to bring up at next bushfire management meeting .
13. Jen/Sylvia to distribute meeting minutes to wider Bundarra community including Facebook, School Newsletter, Pub, Club, Shop etc.

**4.2 Update EOI Form**

Completed and on Council website.

**4.3 Update Terms of Reference/Committee Name Change**

Change to 15 members.

Change to 'staff attendance and support as requires and approved'.

Make name 'Bundarra Community Committee'.

Update contact list in Appendix.

Fix related policies to update new adopted policies.

**ACTIONS:**

Jen to amend TOR as above for committee approval at next meeting.

**4.4 Events Calendar**

We need a list of events, council can then support and advertise these through various channels.

With an idea of what events there are, we can plan grants and sponsorship for these events.

**ACTIONS:**

1. Jen to send out email asking for what events people know about.
2. Committee to help collate with what events they know to make a comprehensive calendar.

**4.5 Keys for Hall**

Kylie Jarman has 2 sets (including master set), Matthew Monk has a set, Jen Philp has a set, John Layton has a set and there is a set at the Bundarra Council Depot. Completed.

#### **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:**

- 1. Peter Gregory to follow up on artist to see if they are still able to do artwork.**
- 2. Kylie Jarman to get quotes for new Perspex for the noticeboards at the shop.**

#### **4.7 Council Update**

See Attachment 3

New water cart for Bundarra was approved at last council meeting.

Water security, public works doing a presentation on this soon. See attachment 4

Draft housing strategy, updated version is going to council this month. The biggest change that applies to Bundarra is a rural settlement strategy.

#### **4.8 General Business**

##### **4.8.1 Grant application - [Strengthening Rural Communities — Small & Vital | FRRR](#)**

Dean has completed and signed off, for variety of things with the library including training for computer use, part share of Uralla librarian and computer, printer and internet for Bundarra residents to use. Hope to hear after the 24/06/25. There are more grants in the future if this is unsuccessful

##### **4.8.2 Advertising and information for community -Committee role and contacts**

Let the community know what this committee is, who is on it, what they do and when meetings are. Proposed noticeboard near general store, see above for actions regarding this.

#### **ACTIONS:**

- 1. Talk to Chris Clark (visitor information center) to get information out to Bundarra about the area.**
- 2. Update website and social media regarding the committee and upcoming information for it.**
- 3. Put information out to Bundarra facebook page, school newsletter, council website, noticeboards and Bundarra businesses.**
- 4. Put contact details for Matthew and Jen on noticeboards.**

##### **4.8.3 Caravan park needs/update**

Council staff working on a site plan, signage, numbered sites, keys, booking system, etc for the town caravan park.

#### **ACTIONS:**

**Kylie Jarman to work with Dean Wiley to get appropriate list completed**

##### **4.8.4 Bundarra Hall of Arts**

Kylie has booking system. New fees and charges will start in the new financial year. Need to advertise the hall as a facility for the community. Use council channels to advertise.

Front room, can be set up an office for committee to use and make better use of the facility. There is some gym equipment there, need to work out who owns what.

**ACTIONS:**

**John Layton to contact owners of gym equipment to see what they want to do with it.**

**5. LATE ITEM/S**

**5.1 QR Code For Emu Creek Camping**

Discussion around best way to get donations from campers at Emu creek camp. New sign needed to help explain donation and where to donate. Discussion around how to quarantine funding from Emu Creek to be used in Bundarra.

**ACTIONS:**

**New sign at Emu Creek to outline how to donate when camping.  
Investigate how donations can be used in Bundarra.**

**5.2 Signs Around Town**

Discussion around a sign at each end of town, indicating camping, toilets, food fuel etc. Rotary entrance sign project is ongoing, but wont have this information on it.

**ACTIONS:**

**Council staff to look into signs to put at each end of town to indicate what services are in Bundarra.**

**5.3 Defibrillators For Bundarra**

Committee highlighted the importance for a Defib map for Bundarra to identify where they are located throughout the community, and hours of accessibility. Angela is happy to train residents how to use them, mostly they 'talk' people through it. Local resident Jamie (?) does accredited training. Discussion around weather it was worth having one at the Hall for use too.

**ACTIONS:**

- 1. Angela Iskov to create a list/map of where they are located in Bundarra**
- 2. Bec McLean to ask Jamie for a quote to run a training session for the community.**

**5.4 Nature Strip Near Garage**

Notified of many cars and 'rubbish' on the nature strip near the garage.

**ACTIONS:**

**Mick to get the Ranger to talk to the owners to have these removed.**

**5.5 Reverse Cycle Air Conditioning For Hall**

Brief discussion around the cold night and if there could be better heating/cooling in the Hall.

**ACTIONS:**

**Talk to council and get a quote to see if it would be viable. Also look for grant funding to help with this.**

**6. NEW ACTIONS ARISING FROM THESE MINUTES**

New actions from this meeting:	WHO	STATUS
Previous Minutes - Jen to amend and send to Sylvia for distribution	JP/ESO	Completed 13/6/25
Jen to check Peter Gregory's email address for sending agenda/minutes	ESO	Completed 16/6/25
Matthew Monk to email Inverell police inspector list of what we want to discuss at meeting.	MM	
Mick Raby to check EOI click button on website working	DID	
Consider Squadron Energy sponsorship/grants for Grace Munro		
Mick to add Pram ramp at bottom shop to list of current works	DID	
David Counsell to talk to Telstra Re pits	MCI	
Jen to forward list from Peter Gregory to David Counsell	JP	Completed 16/6/25
Committee members to contact essential energy to report lights not working	BCC	
Mick to follow up on brightening the streetlights	DID	
Keep bridge on the works list for updates		
Committee members to look at tree planning policy, Jen to attach to mins.	BCC	
Mick to bring up at next bushfire management meeting.	DID	
Jen/Sylvia to distribute meeting minutes to wider Bundarra community including Facebook, School Newsletter, Pub, Club, Shop etc	JP/ESO	
Jen to amend TOR as above for committee approval at next meeting	JP	Completed 13/6/25
Jen to send out email asking for what events people know about	JP	Completed 13/6/25
Committee to help collate with what events they know to make a comprehensive calendar	BCC	
Peter Gregory to follow up on artist to see if they are still able to do artwork	PG	
Kylie Jarman to get quotes for new Perspex for the noticeboards at the shop	KJ	
Talk to Chris Clark (visitor information center) to get information out to Bundarra about the area	GM	
Update website and social media regarding the committee and upcoming information for it	ESO	Completed 30/5/25
Put information out to Bundarra facebook page, school newsletter, council website, noticeboards and Bundarra businesses	JP/ESO	
Put contact details for Matthew and Jen on noticeboards	ESO	
Kylie Jarman to work with Dean Wiley to get appropriate list completed	KJ/AM	
John Layton to contact owners of gym equipment to see what they want to do with it.	JL	
New sign at Emu Creek to outline how to donate when camping	DID	
Investigate how donations can be used in Bundarra	GM	
Council staff to look into signs to put at each end of town to indicate what services are in Bundarra	DID	
Angela Iskov to create a list/map of where they are located in Bundarra	AI	

New actions from this meeting:	WHO	STATUS
Bec McLean to ask Jamie for a quote to run a training session for the community	BMc	
Rubbish on nature strip - Mick to get the Ranger to talk to the owners to have removed	DID	
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	
Peter Gregory to distribute newsletter hard copies to all businesses in Bundarra.	PG	
Mick/Toni to add committee members to email newsletter list.	MR/GM	

## 7. ONGOING ACTIONS FROM PREVIOUS MINUTES

Ongoing Actions:	Who	Status
Add Ken and Deb to 16 April 2025 meeting as attendees	ESO	Complete 15/5/25
Circulate the confirmed meeting mins to all Bundarra contacts	ESO	Ongoing
Toni to follow up caravan park overstayer	GM	Emailed Ranger 16/5/25
Matthew Monk to talk to Dean (local police officer) and invite to meeting to discuss options to make streets safer	MM	Ongoing
Look at EOI and update as required, particularly around 'resident' changing to what interest you have in the area eg, business, reside etc	ESO	Complete 15/5/25
Start to make amendments to the TOR in the future to bring to council for adoption. Put on next Agenda for discussion	BCC	Complete 11/6/25
Find out who has keys for Hall, and who needs keys. Kylie, Matt and a spare set at the Bundarra Depot maybe?	BCC	Complete 11/6/25
Council consider grant application for battery and solar panels at Grace Munro	GM	Emailed AM & A/DCC - 16/5/25
Put RTC funding on agenda for next meeting	JP	Complete 11/6/25
Recommend to council that the 'preschool' ramp done first, then if there is any funding left over outside the CWA/Library building	ESO	Complete Council Report – 27/5/2025
Committee can write a letter to Telstra to get them to fix their pits	BCC	Ongoing
Get a list of what pits need to be looked at. Peter Gregory to get a list of pits	PG	Complete

Ongoing Actions:	Who	Status
		11/6/25
Jenny Dezius to see if lights still not working on bridge and contact Essential Energy	JD	Ongoing
Council to look into options with essential energy for better lighting in main street	DID	Ongoing
Council to get an update from TfNSW regarding work on the bridge and distribute to Bundarra contacts	DID	Complete 11/6/25
Committee to look at Street Tree Policy, identify what they would like	BCC	Ongoing
Identify where is a fire hazard outside of town, work with RFS to best mitigate these areas	BCC	Ongoing
Council to prioritise privet at Grace Munro and Preschool in a WAP	DID	Ongoing
Advertise the meeting agenda through Council channels (website, facebook, etc) and through local contacts. Minutes at local places once accepted	ESO BCC	Ongoing
Meeting minutes are on Council website even before confirmation at next meeting	ESO	Complete 19/5/2025
Make Bundarra events calendar	BCC	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: 8:07pm

Next meeting to be held: 6:00pm - 16 July 2025



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# **Tree Management Policy for Council-managed Land**

## **2023**

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Version 1.0

## Document Control

Document History		Tree Management Policy for Council-managed Land
Document ID: UINT/21/13767		
Version	Date Amended	Details/Comments
0.1	15 February 2022	First draft by EMC
0.2	22 March 2022	Review of Draft by MDP
0.3	24 March 2022	Amended following review by MDP
0.4	25 March 2022	2 <sup>nd</sup> review by MDP
0.5	11 April 2022	Review by DID
0.6	20 April 2022	Reviewed by GM and recommended for out of session review
0.7	7 February 2023	Councillor workshop
0.8	28 February 2023	Draft for public exhibition – Resolution number: 17.02/23
0.9	22 November 2023	Reviewed by Councillor Bruce McMullen
1.0	22 November 2023	Amended by Manager Environment & Waste
1.0	February 2024	Adopted by Council

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## **1. Introduction**

Uralla Shire is fortunate to be home to a diverse array of flora and fauna. These ecological assets are an intrinsic part of our regional environment, attracting visitors and new residents to the Shire.

Council is committed to the protection and enhancement of trees in the Shire area.

The Council views trees as an intergenerational resource that is essential to the health and well-being of our community. They have a historical element within our streetscapes and are intrinsically linked to the character of our rural/urban environment.

Trees, especially indigenous species, can also provide biodiversity value to an area and support a range of local fauna species. They also play a vital ecological role by providing habitat, moderating temperature extremes, storing carbon and improving air quality. Scientific research supports the view that the establishment of trees and vegetation is a cost-effective means to deliver environmental services.

The management of Uralla Shire's trees and bushland is an explicit role in Council operations, involving consideration of urban infrastructure, aesthetic qualities, and historic neighbourhood characteristics. The management of urban vegetation often involves consultation between staff and the community for the delivery of services.

This policy establishes the principles by which Council will manage the trees across the Shire. It seeks to maintain and improve trees and vegetation for social, recreational, environmental, ecological, scientific and economic benefits, while balancing these values with Council's duty of care obligations for the prevention of property damage or injury to persons.

The policy provides a framework for vegetation management including, but not limited to, maintaining, planting replacing and where necessary removing trees and other vegetation.

## **2. Purpose**

- This policy is intended to provide guidance and direction for planting, protection, management and maintenance of trees located on streets, roads, reserves and public open spaces managed by Uralla Shire Council.
- The policy will provide a basis for informed decision making, documentation and standardised processes to ensure consistency in the management of the trees on Council managed land.

## **3. Scope**

The Policy applies to all trees on Council's operational land, nature strips, land managed through the Public Reserve and Crown Reserve system for which an individual management plan does not apply, Council-managed parks and gardens, sporting grounds, car parks, memorial parks, and cemeteries.

The policy does not extend to trees and vegetation on private land.

## **4. Policy Objectives**

- a) To preserve the historical and ecological values of the trees in land areas managed by Council to the benefit of the health and wellbeing of the Uralla Shire community.
- b) Maintain best-practice tree management and maintenance standards.
- c) Maintain the amenity and attractiveness of the streetscapes in our towns and villages.
- d) Increase public awareness regarding the best practice of tree management and encourage the public to cooperate with Council in its care and maintenance.
- e) Ensure that vegetation on public land is maintained to minimise the chances of damage or injury to persons and/or property.
- f) Enhance Uralla Shire Council's reputation within the community as a steward and manager of trees.

## **5. Link to Community Strategic Plan**

This policy has the following link to the Council's Community Strategic Plan 2022-2031:

- Strategy 3.1 - To preserve, protect and renew our beautiful natural environment
- Strategy 3.2 - Maintain a healthy balance between development and the environment

## **6. Tree Management**

The management and maintenance standards of Council's tree assets shall be guided by the following principles:

### **6.1 Tree Planting**

- Council will proactively undertake tree planting on road reserves, streets, open spaces and other Council-managed lands by seeking to:
  - Maintain and enhance the local biodiversity.
  - Enhance the appearance of the built environment.
  - Provide planting which requires minimum maintenance.
  - Ensure planting is selected which considers Council's long term maintenance obligations.
  - Ensure planting near property does not increase the bushfire threat.
- Where practical, Council shall replace trees after they have died or been removed.
- Tree planting shall be scheduled to allow for optimum seasonal conditions that are conducive to the long-term survival of trees.
- Residents shall be required to first seek and obtain permission from Council before planting trees and shrubs within Council-managed open space environments and roadsides.
- Individual tree requests by residents must be fully assessed by the Manager Environment for suitability before approval by the Council.
- Unauthorised plantings on Council owned or managed land may be removed due to safety, amenity, maintenance or infrastructure impacts concerns and the expense of the removal being the responsibility of the planter.

## **6.2 Tree Protection**

- Uralla Shire Council will give priority to the protection of trees in all aspects of the Council's development, construction, temporary works and all other activities that may affect tree health.
- Protection of Council managed trees is to be considered during civil works or maintenance activities that can affect trees.
- Retaining of trees will be a key consideration in applications for new developments or in implementation of new projects.
- Costs associated with private works that impact on trees will be borne by the person/s undertaking the works.
- Council shall endeavour to protect and control all visible/known weeds, pests and diseases that pose a threat to the tree health.
- Inspections of council-owned and managed tree sites shall be undertaken routinely and logged, with frequency based on the risk level of each site.
- Customer requests that identify any trees posing an immediate risk to public safety will be actioned as soon as reasonably possible.

## **6.3 Tree Pruning**

Once a street tree is established, pruning is the major ongoing maintenance required to manage risk to the public and maintain tree health:

- Council shall be responsible for pruning all trees as required that are located on Council managed land.
- Council will undertake street and park tree pruning to improve tree health, structure and to provide nominal clearances for pathways, roads, buildings and other essential infrastructure.
- Residents are not permitted to prune or remove Council trees. The Council will investigate unauthorised tree pruning and may pursue enforcement action in a form of penalties for non-compliance.

## **6.4 Tree removal and replacement**

- Council may approve the removal of dead, dying or potentially dangerous trees to ensure public safety, to protect property and infrastructure, or to facilitate approved development and infrastructure improvements. Dead trees that may not be deemed dangerous yet providing habitat in hollows for wildlife may not approved for removal.
- Council may remove unauthorised plantings, at the expense of the person/s who planted them without permission.
- Residents may submit a request for a tree to be considered for removal due to safety or other concerns. A written request must be submitted to Council for a tree within Council-owned land or outside the resident's property to be considered for removal.
- It is an offence for a person to cut, saw, poison or remove any tree or shrub on any land under the care, control and management of the Council.

## **7. Related Policy Material**

**Uralla Shire Open Space Strategy 2018:** The strategy provides an extensive analysis of the Shire's green networks, pedestrian accessibility and shade amenity provisions to determine where opportunities lie to support and bolster the overall network.

**Uralla Shire Roadside Vegetation Management Policy 2013:** The Policy provide the framework for Council management of vegetation on rural road corridors.

***National Parks and Wildlife Act 1974*** - protected fauna and plants.

***New South Wales Heritage Act 1977*** - sites under conservation and orders, relics.

***Threatened Species Conservation Act 1995*** – endangered ecological communities, critical habitat, endangered and vulnerable species, key threatening processes, recovery plans.

***Rural Fires Act 1997*** - authorised removal of fire hazards.

***Noxious Weeds Act 1993*** - clearing of noxious weeds.

## 8. Definitions

<b>Council Tree Asset</b>	Any tree planted or self-sown within a road reserve, open space area or roadside within the Uralla Shire local government area. Referred to as tree or trees in this Policy.
<b>Amenity</b>	That which gives pleasure by being aesthetically attractive, affording comfort, sustaining life and health or creating a sense of well-being.
<b>Biodiversity</b>	The variety of all life forms: plants, animals, microorganisms, their genes; and the terrestrial, marine and freshwater ecosystems of which they are apart.
<b>Dead</b>	A tree that is no longer capable of performing any of the following processes: <ul style="list-style-type: none"><li>a) Photosynthesis via its foliage crown (as indicated by the presence of moist, green or other coloured leaves);</li><li>b) Osmosis (the ability of the roots system to take up water);</li><li>c) Turgidity (the ability of the plant to hold moisture in its cells);</li><li>d) Epicormic shoots (the production of new shoots as a response to stress, generated from buds under the bark or from a lignotuber – at ground or underground stem).</li></ul>
<b>Dying</b>	A tree that is exhibiting any of the following symptoms: <ul style="list-style-type: none"><li>a) Permanent leaf loss in both deciduous and evergreen plants;</li><li>b) Permanent wilting (the loss of turgidity which is marked by drying out of stems, leaves and roots);</li><li>c) Shedding of the epidermis (bark dries out and peels off to the beginning of the sapwood).</li></ul>
<b>Habitat</b>	Trees and other vegetation that have the potential of hosting or supplying food for nesting birds, arboreal marsupials and/or bats. Trees are also capable of supplying habitat in order to support the growth of locally indigenous or endemic epiphytic plants. 'Habitat' trees include dead trees.
<b>Native species</b>	Species which occur naturally within the Uralla Shire landscape.
<b>Nature strip</b>	A piece of publically owned land between the boundary of private property and the road/street.
<b>Urban forest</b>	The collection of trees, shrubs, groundcovers and wetlands on public, private and institutional land within a defined urban area.



DRAFT

**Draft**  
**Terms of Reference (TOR)**  
**Bundarra Community Committee**  
**2025**

## INFORMATION ABOUT THIS DOCUMENT

<b>Date Adopted by Council</b>	28 June 2022	<b>Resolution No.</b>	30.06/22
<b>Document Owner</b>	Director – Infrastructure & Development		
<b>Document Development Officers</b>	Manager Governance; Project Support Officer		
<b>Review Timeframe</b>	Three (3) months following each general local government election		
<b>Last Review Date:</b>	June 2022	<b>Next Scheduled Review Date</b>	December 2025

### Document History

Doc No.	Date Amended	Details
<b>1</b>	January 2022	Draft prepared
<b>2</b>	March 2022	Draft amended
<b>3</b>	June 2022	Adopted by Council
<b>4</b>	June 2025	Draft prepared

<b>Related Legislation</b>	Local Government Act 1993 (NSW) Local Government (General) Regulation 2021 (NSW)
<b>Related Policies</b>	Uralla Shire Council Code of Conduct Uralla Shire Council Code of Meeting Practice Uralla Shire Council Hire of Council Facilities, Plant, and Equipment Policy Uralla Shire Council Sponsorship Policy Uralla Shire Council Hire of Council Facilities, Plant, and Equipment Policy Procurement Policy 2020 Disposal of Assets Policy 2021 Enterprise Risk Management Framework Policy 2020 Workplace Health & Safety Policy 2019
<b>Related Procedures/ Protocols, Statements, documents</b>	Section 355 Committee Handbook 2022 Application for Venue Hire – Event on Public Land

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## **1. Establishment**

- 1.1 The Bundarra 355 Community Committee (hereafter “the Committee”) is established under section 355(b) of the *Local Government Act 1993* (NSW) pursuant to Council resolution 10.11/16 made 22 November 2016.

## **2. Purpose**

- 2.1 The Committee is established for the purpose of:
- 2.1.1 Providing advice to and working with Council for the benefit of Bundarra and the surrounding community on various community issues and projects.
  - 2.1.2 Managing the Bundarra School of Arts Hall; and

## **3. Term of Committee**

- 3.1 The Committee shall operate from the date Council adopts these Terms of Reference and will conclude three months after the date of the next Council election, unless terminated earlier in accordance with these Terms of Reference.

## **4. Functions and Duties**

- 4.1 The functions of the Committee are to:
- 4.1.1 Provide advice to Council about matters of community interest or concern within Bundarra and the surrounding area
  - 4.1.2 Work with Council as appropriate to apply for funding opportunities for Bundarra and the surrounding area, and funding for Council owned facilities.
  - 4.1.3 Manage the hire of the Bundarra School of Arts Hall while maintaining the Bundarra School of Arts Hall in a clean and tidy condition,
- 4.2 It is the duty of the Committee to:
- 4.2.1 Collaborate with the Council on community matters
  - 4.2.2 Notify Council of any major/external items of repair or maintenance required to the Bundarra School of Arts Hall; and
  - 4.2.3 Transfer hall hire proceeds to the Council as per the agreed procedure from time to time.

## **5. Membership**

- 5.1 Membership of the Committee shall consist of a minimum of four (4) and a maximum of 15 members of the public.
- 5.2 Two (2) non-voting councillor representatives shall be appointed by Council to the Committee.

- 5.3 Council shall aim to appoint members to the Committee from diverse backgrounds and representatives from different facets of the community.
- 5.4 Council shall aim to have First Nations People and their views represented on the committee.
- 5.5 Committee membership is on a 4 yearly basis (for the term of the Council). Following a general election of councillors, the existing Committee membership continues until such time as the Council appoints new Committee members.
- 5.6 A person remains a Committee member for the duration of the Committee term until:
  - 5.6.1 That person ceasing to be a member upon:
    - 5.6.1.1 Delivering, either in writing (letter or email), a resignation to the Committee Secretary or a meeting of the Committee,
    - 5.6.1.2 Being absent from three (3) consecutive meetings of the Committee without leave of absence from the Committee, or
    - 5.6.1.3 Receiving written notification from Council that the person's membership with the Committee has been terminated.
  - 5.6.2 Death
- 5.7 A Committee member who is an Office Bearer to the Committee may resign from the position and remain a member of the Committee.
- 5.8 Casual vacancies shall be filled in accordance with clause 6.2.

## **6. Appointment of Members and Office Bearers**

### **6.1 Appointment of Members**

- 6.1.1 Committee members shall be approved by the Committee and appointed by Council.

### **6.2 Vacancies**

- 6.2.1 The Committee Secretary should promptly advise Council of any casual vacancy.
- 6.2.2 The filling of any vacancy shall be approved by the Committee and appointed by the Council. Nominations and appointments to vacancies must be from the same sector or representative body as the vacant position.
- 6.2.3 A casual vacancy may be filled through a review of earlier expressions of interest or a call for new expressions of interest to invite nominations from the public.
- 6.2.4 Interested persons may nominate for a vacant position any time, regardless of whether expressions of interest have been called. Nominations shall be presented to Council for appointment.

**6.3 Leave of Absence**

- 6.3.1 Any member absent for 3 or more consecutive meetings without apology or leave of absence from the Committee shall have their position declared vacant and clause 6.2.1 shall be invoked.

**6.4 Removing Members**

- 6.4.1 The Council may at any time remove a member of the Committee but shall observe the principles of natural justice.

**6.5 Committee Chairperson**

- 6.5.1 At the first meeting of the Committee's term the Committee shall elect one of its members as Chairperson. The method of election shall be decided by the Committee.

**6.6 Committee Secretary**

- 6.6.1 At the first meeting of the Committee's term the Committee shall elect one of its members as Secretary. The method of election shall be decided by the Committee.

**6.7 Treasurer**

- 6.7.1 At the first meeting of the Committee's term the Committee shall elect one of its members as Treasurer. The method of election shall be decided by the Committee.

**6.8 Bookings Officer**

- 6.8.1 At the first meeting of the Committee's term the Committee shall elect one of its members as Bookings Officer. The method of election shall be decided by the Committee.

**7. Roles and Responsibilities**

**7.1 The role of a Committee member is to:**

- 7.1.1 Participate in the deliberations of the Committee, with regard to the policy and business which is before it,
- 7.1.2 Be mindful of the objectives and policies of the Council as they relate to the business of the Committee,
- 7.1.3 Be aware of the Council resources, budget and strategic plan, and the need for efficiency and effectiveness in the activities for which the Committee has been established,
- 7.1.4 Be informed on issues before the Committee, to prepare adequately for meetings and seek additional information if required,
- 7.1.5 Be mindful of the potential for a conflict of interest to occur through participation on the Committee and to declare such interests as and when they arise,
- 7.1.6 Observe confidentiality when it is required.

- 7.2 Councillor representatives to the Committee shall facilitate communication between the Committee and Council by:
  - 7.2.1 Presenting relevant minutes of the Council to the Committee,
  - 7.2.2 Reporting on the Committee's activities to the Council from time to time and
  - 7.2.3 Referring any matters requiring clarification by the Committee to the General Manager, Mayor or to the Council by way of a Councillor Delegates Report or Notice of Motion.
- 7.3 The Committee Treasurer is responsible for:
  - 7.3.1 Receiving monies on behalf of the Committee and maintaining accurate records of the receipt of such monies,
  - 7.3.2 Ensuring the proper keeping of the books and accounts of the Committee, which shall be kept as directed by the General Manager and made available to the Council when required for that purpose by the General Manager,
  - 7.3.3 Providing to Council copies of quotes for procurement as required by Council's Procurement Policy,
  - 7.3.4 Organising through Council the payment of accounts and other expenses approved by the Committee on behalf of the Committee,
  - 7.3.5 All monies received by the Committee are deposited, within seven (7) days of receipt (or as soon as practical) into the bank account specified by Uralla Shire Council.

## **8. Meetings**

### **8.1 Meeting Frequency**

- 8.1.1 Meetings of the Committee will generally be held on a bi-monthly basis, with a minimum of six (6) meetings held per annum.

### **8.2 Notice of meetings**

- 8.2.1 Committee members will be provided notice of the meeting at least five (5) days before the date of the meeting and the business proposed to be considered at the meeting.
- 8.2.2 Invitations to be sent to Bundarra and surrounding area community groups (Attachment A) at least five (5) days before the date of the meeting and the business proposed to be considered at the meeting.
- 8.2.3 Notice of meetings shall be advertised on council website at least 5 days before the meeting

### **8.3 Minutes**

- 8.3.1 Committee meeting minutes will be supplied to each Committee member and Council within fourteen (14) days after the Committee meeting.

#### **8.4 Meeting Procedure**

- 8.4.1 The Uralla Shire Council Code of Meeting Practice shall guide the meeting procedures of the Committee.
- 8.4.2 Committee meetings are exempt from webcast requirements as described in clause 5.19 of the Code of Meeting Practice.

#### **8.5 Presiding Member**

- 8.5.1 The Chairperson shall preside at all Committee meetings at which they are present.
- 8.5.2 In the absence of the Chairperson at a meeting or in the event of a conflict of interest in which the Chairperson has excused themselves from the discussion, the Committee shall elect a temporary Chairperson.

#### **8.6 Quorum**

- 8.6.1 The quorum required for a meeting to commence will be a majority of current voting members (half the number of current members plus one). A Committee meeting will be adjourned and rescheduled if there is no quorum present within 15 minutes.

#### **8.7 Voting**

- 8.7.1 A question arising for decision at a meeting of the Committee will be decided by a majority of the votes cast by the members present at the meeting and entitled to vote on the question.
- 8.7.2 A voting members of the Committee present at any meeting shall have one (1) vote on any matter.
- 8.7.3 In the event of an equality of votes, the Chairperson shall have the casting vote.

#### **8.8 Public Access**

- 8.8.1 Meetings of the Committee shall be open to the public, except any item on the agenda closed under s10A of the *Local Government Act 1993 (NSW)*.
- 8.8.2 Committee business agendas and minutes shall be published to the Council website.

### **9. Code of Conduct and Conflict of Interest**

- 9.1 The Uralla Shire Council Code of Conduct applies to all Committee members.
- 9.2 Committee members and councillor representatives are to declare conflicts of interest when any such interest arises.
- 9.3 Declarations of conflict of interest shall be recorded in the minutes and committee members shall abstain from voting on any matter relating to the declared conflict of interest.

### **10. Reporting**

- 10.1 The Committee shall report to Council through the provision of its Minutes.

## **11. Delegated Authority**

- 11.1 Council delegates to the Committee under section 377 of the *Local Government Act 1993* (NSW) the authority to:
  - 11.1.1 Elect committee member(s) to exercise the function of a booking officer for the use of the Bundarra School of Arts Hall in accordance with Council's Hire of Council Facilities, Plant, and Equipment Policy, Application for Venue Hire, and any other relevant procedures.
  - 11.1.2 To authorise expenditure of the Committee's funds within approved budget for the purposes of general maintenance of the Bundarra School of Arts Hall.
  - 11.1.3 To carry out routine inspections of the Bundarra School of Arts Hall.
- 11.2 The determination of fees and charges is subject to the approval of the Council in accordance with Section 377 of the *Local Government Act 1993* (NSW). Accordingly, the Committee is not authorised to change, waive or discount fees without the prior consent of Council.
- 11.3 No powers or functions may be delegated by the Committee to any other person or committee unless set out within these Terms of Reference.

## **12. Financial Management**

- 12.1 The Committee is subject to the same standards of financial accountability as Council. All funds and assets held by the Committee belong to Council. The Committee is responsible for the care and control of these funds.
- 12.2 The Committee must not, at any time, incur any expenditure in excess of the amount held in the Committee's credit in the reserve held in the Committee's name at Council.
- 12.3 In any event, no expenses of any member of the Committee or the Committee shall be paid unless in accordance with a budget determined through resolution of the Committee.

## **13. Correspondence**

- 13.1 The Committee is not permitted to issue official correspondence to government officials or government departments.
- 13.2 All official correspondence must be signed by the Mayor or General Manager.

## **14. Media Liaison**

- 14.1 All media requests received must be referred to the Mayor or General Manager, who may delegate media liaison to the Committee Chair.
- 14.2 Committee members are not permitted to speak to the media on any Council matters in their capacity as a Committee member without prior approval from the General Manager.

## **15. Operational Support**

15.1 Uralla Shire Council will support the Committee through the provision of:

15.1.1 A meeting place (the Bundarra School of Arts Hall),

15.1.2 Staff support as required and

15.1.3 Insurance coverage for volunteers.

## **16. Alteration of Terms of Reference and Committee Dissolution**

16.1 These Terms of Reference may only be altered by Council resolution.

16.2 The Council may, at any time and either at its own initiative or upon request of the Committee, alter, delete, or add provisions to these Terms of Reference.

16.3 The Council may, by resolution, terminate the term of the Committee at its discretion.

16.4 In such event that the Council terminates the Committee term, the Council will provide formal notice to the Committee in writing including the reason for the termination.

## **17. Interpretation**

17.1 Any ambiguity or difficulty in interpretation of these Terms of Reference shall be referred to the Council for direction.

## **18. Dispute Resolution**

18.1 Where the Committee is unable to reach a determination on any issue, the Committee must refer that issue to the Chairperson for determination.

18.2 Where the Committee resolves that it is dissatisfied with the resolution of that dispute by the Chairperson it may, by notice in writing, request the Mayor or General Manager review the issue.

18.3 Should the Committee be dissatisfied with the decision by the Mayor or General Manager it may, by notice in writing to the Mayor or General Manager, request that the matter be referred to Council for determination of the dispute by resolution of Council, whose determination of the dispute shall be final and binding upon the Committee.

## Attachment A – Community Groups; Bundarra and surrounding area

Bundarra Campdraft and Rodeo	PO Box 11 BUNDARRA NSW 2359 6723 7492
Bundarra Community Health Centre at Grace Munro	2 Thunderbolts Way BUNDARRA NSW 2359 6723 7601
Bundarra CWA	CWA Rooms 4 Court Street BUNDARRA NSW 2359 <a href="mailto:cwabundarra@gmail.com">cwabundarra@gmail.com</a> 0429 008 263
Bundarra Jockey Club	9 Court Street BUNDARRA NSW 2359 67237145
Bundarra Preschool Kindergarten Association	<a href="mailto:admin@bundarrapreschool.com.au">admin@bundarrapreschool.com.au</a> 28 Tomline Street BUNDARRA NSW 2359 0418 216 016
Bundarra Men's Shed	1 Bombelli Street BUNDARRA NSW 2359 Bundarrapclub2359@gmail.com 0441 624 952
Bundarra Pony Club	Permanently closed PO Box 6 BUNDARRA NSW 2359 bundyrlfc@gmail.com
Bundarra Residents Association	17 Thunderbolts Way BUNDARRA NSW 2359
Bundarra Rugby League Football Club	
Bundarra Show Society	
Bundarra Showground Land Manager	
Bundarra Sport and Rec Fishing Club	
Crown Land Manager; Court House & Bottle Museum	
Grace Munro Auxiliary	
Lions Club of Bundarra	1 Souter Street BUNDARRA NSW 2359 6723 7146
Rural Fire Brigade	
Saint Mary's Anglican Church	
St Mary's Catholic Church	PO BOX 7 BUNDARRA NSW 2359 6722 1103

## Bundarra Works Update as at 11 June 2025

Location	Works Description	Status at Last Report	Status Now
<b>Barraba Road</b>	Recently graded ready for increased traffic around School Holidays and Easter	Complete	
<b>Court Street</b>	Preschool signage has now been upgraded to improve awareness of the presence of children.	Complete	
<b>Town</b>	Stormwater system condition assessment and identification of repair and renewal requirements.	Complete	
<b>Barraba Road</b>	Grant application for is still pending awaiting assessment by NSW Government under the Safer Local Roads Improvement Plan (SLRIP) Grant	Underway	
<b>Bundarra - northern approach</b>	<ol style="list-style-type: none"> <li>1. We have lengthened the arms on the street lights in the area to improve light onto the road.</li> <li>2. Road count data demonstrates an average speed of 77km in the 50 zone.</li> <li>3. We are compiling supportive business case for 'reassurance speed signs' for the 50km/h town entry.</li> </ol>	Underway	
<b>Sewer Treatment Plant</b>	Seeking quotations for the lease of an aeration plant to test the effect of aeration on odour outbreaks.	Underway - but trialling will need to align with the historical timing of the issue (early Spring 2025)	
<b>Water Treatment Plant and Reticulation System</b>	<p>Testing is underway to identify potential cause/s of reported poor water quality:</p> <ol style="list-style-type: none"> <li>1. Poor water treatment process?</li> <li>2. Poor reticulation mains?</li> </ol> <p>Poor household plumbing?</p>	Ongoing – 3 tests of treatment and retic system since last meeting with no failures identified. Will continue. Testing.	Ongoing

Location	Works Description	Status at Last Report	Status Now
<b>Multipurpose Area</b>	Gathering quotes for permanent lighting to BBQ Area to replace stolen solar lighting.	Underway	
<b>Town</b>	Further work on pram ramps near Oliver St are planned.	May/June 2025	
<b>Laura Creek</b>	Commencement of drainage culvert improvement works are planned to use a grant under the Restart NSW Fund	June/July 2025	
<b>Bundarra Works Depot</b>	New amenity block to be constructed.	July/August 2025	
<b>Bakers Creek</b>	A construction design to improve the problem road alignment issues will be produced whilst we await future grant opportunities	Future	
<b>Barraba Road</b>	Council will have a dozer winning some gravel for future grading work – the addition of extra gravel will increase the longevity and performance after each future maintenance grading effort	Future	
<b>Multipurpose Facility</b>	Shade sail (complete), exercise equipment perimeter path, kids bike path, kids play equipment (2 x teeter rides) and fence work	Awaiting SCCF Grant final approval	
<b>Emu Crossing</b>	Public amenity refurbishment	Awaiting SCCF Grant final approval	
<b>Court Street</b>	Public amenity refurbishment	Awaiting SCCF Grant final approval	

# Agenda - Uralla Shire Council IWCM Strategy - PRG Workshop 1 (18 June 2025)

1 – Introduction, Purpose and Outcomes	09:00	8 – Next Steps of IWCM	14:45
2 – Population Growth and Development	09:15	9 – End of Workshop	15:00
3 – Water Supply Scheme: Uralla	09:45		
4 – Water Supply Scheme: Bundarra	11:15		
Lunch Break	12:00		
5 – Sewerage Scheme: Uralla	12:45		
6 – Asset & Financial Performance	13:45		
7 – Levels of Service	14:00		