



DOWNER COMMUNITY ASSOCIATION 4 DECEMBER 2023 MEETING

PRESENT

Robyn Rennie, Amit Barkay, Jacqui Pinkava, Suzanne Pitson, Miles Boak, Robyn Sirr.

1. **APOLOGIES:** -Leon Arundell, John Godwin
ABSENT: Jane Teasey (Miles to make contact re membership)

Commenced 7.35pm, chaired by Robyn Rennie- 2023 Convenor. Concluded 9pm.

2. **DCA CORRESPONDENCE RECEIVED AND ISSUES RAISED-** Jacqui Pinkava
Corro of significance:

- 6 Nov- Amit Barkay- letter of DCA support for Gang Gang for grant for Music Festival in 2024
- 7 Nov- Amit- copy of remittance that \$800 paid to the Canberra Environment Centre.
- 13 Nov- TCCS Roads- Notice of works in Frencham Place- new parking arrangements- forwarded to committee and Gang Gang
- 14 Nov- EPSSD Planning- reminder of new Planning System- commences 27 Nov- links to resources and training session. Forwarded to committee 19
- 20 Nov- Sue Dyer responded to say it was all “underwhelming” and a lot more-less flattering.
- TCCS Community Engagement- Urban Forest ACT information session update
- 18 Nov- Zhiwen (Zoey) Zheng- PhD student ANU- role of Community Associations in working with government stakeholders to get projects done. Forwarded to Amit and Edwina Robertson. Edwin responded positively to being interviewed.
- 22 Nov- Miles Boak. Copy of letter sent to Minister Steel re parking changes at the Downer Shops. Seeking a meeting. Agenda item 10.
- 22 Nov- Aniko Carey- noting that she has invited all who have purchased in Downer in past 2 years to come along to BBQ.

OUTGOING

- Responses to 5 people who became members of DCA at the Party.
- 6 Nov- E-Bulletin re AGM and BBQ
- 14 Nov- another AGM and BBQ email, attaching the right forms (thanks Denys)
- 14 Nov to Robyn Sirr- asking her to circulate AGM/BBQ flyer at The Bradfield
- 14 Nov- to Kerry-Ann Hugo – flyer for Facebook post.
- 21 Nov- E-Bulletin to email list re AGM, BBQ and poisoning of birds/ pets alert (via Amit).
- 26 Nov- final E-Bulletin about AGM and BBQ attaching the draft 2022 Minutes.

3. MINUTES

- Minutes of 6 November 2023- approved and loaded on the website.

4. 2024 COMMITTEE OFFICE BEARERS

- Robyn welcomed Robyn Sirr to the Committee. John Godwin, a new member was unable to attend. Jane Teasey has also joined the committee.
- The Committee expressed thanks to Stephen Sedgwick for his many years of service as the Treasurer and for the past three years as both the Centre Liaison and Centre Co-ordinator.
- The 2024 office bearers are as follows:
 - Convenor- Robyn Rennie
 - Secretary- Robyn Sirr
 - Treasurer- Miles Boak
 - Public Officer- Jacqui Pinkava
- Other positions:
 - Communications (email, web)- Jacqui Pinkava
 - Centre Liaison- Amit Barkay

ACTIONS ARISING FROM COMMITTEE CHANGE

- **Treasurer Transition. Change signatories with banking authorities. Require two of three registered people to sign-off on expenditure- Treasurer and/or Convenor and/or Centre Liaison Officer.**
- **Remove Stephen Sedgwick from signatories of DCA Commonwealth Bank general account and ANZ investment account.**
- **New DCA mobile phone and number. Requires the Downer sign on building to be changed (Amit) and information on the website (Jacqui).**
- **Miles to meet with Stephen to obtain all assets- building keys, computer, phone, website domain/hosting details, email addresses (Downercentre@, Treasurer@), and do a handover of the Treasurer and Centre Liaison roles.**
- **Suzanne to draft letter regarding the return of assets prior to Miles meeting with Stephen.**
- **Amit to obtain client contact information from Stephen, make email contact with them and arrange to meet with particular clients on issues such as storage needs.**

REPORTS

5. ACTION ITEMS FROM NOVEMBER MEETING

- a. Suzanne reported that the email from Jenny Howard 18 Sept re: website development could not be found. BTW- a Jenny owns Webtree a website development company based in Mawson!
- b. Construction of cupboard in West Hall. Amit reported that while possible, it would have to be removable. This suggests that the internal fit-out of the building is now deemed "heritage" and possibly that other plans are being made about the lease of the building. Decision is to not do anything until the lease situation is resolved.

ACTION: Miles to pursue the lease renewal situation assisted by Suzanne. Note Miles away for 3 months in 2024!

- c. Centre Coordinator paid position. Amit reported that the person (Amy) is keen but it is dependent on being accepted into university.

ACTION: Amit to report at February meeting on Centre Coord status.

- d. Review of rates of pay. Committee was in agreement to pay current award wages. Amit has been in touch with the cleaner to inform her of the new rates of pay. The cleaner currently cleans on a Sunday but may be available to work during the week at a cheaper rate.

6. CENTRE LIAISON- Amit Barkay

- Storage - Amit advised that the plan is to finally sort out the storage situation after the DCA AGM- but not straight after!!

ACTION: Amit to email clients regarding DCA planned clearing of accumulated items and rationalisation of storage space.

- Handrails affixed to the toilet cubicles. This cannot be done as the partitions are not structurally sound enough to support rails. NFA.
- Jacqui noted issues such as the flyscreen doors don't close easily, key lock on West Hall door difficult to open. Amit noted that the flyscreen doors are not fire compliant and actually need to be removed.
- Garden woodchips spilling onto walkway and into West Hall. Possibly an issue of a blocked gutters.
- Committee agreed to purchase cordless vacuum cleaners for each hall up to a value of \$250 per unit.
- As part of the transition process- DCA requires a new mobile phone number.

ACTION: Amit to sort out key lock problem. Miles to sort out a temporary barrier in the garden bed. New cordless vacuum cleaners to be purchased and affixed to wall in both halls. Amit to sort out new DCA Centre phone number and advise Jacqui so website etc can be updated.

TREASURERS REPORT- Miles Boak

- Jacqui noted that the July report has errors so new report needed, no reports for August, October and November. As part of transition, Miles to ask Stephen for these reports as lack of reports will become an issue for the 2024 audit.
- Signatories for DCA accounts to be updated.
- Current account balance in all three accounts (working, special projects and term deposit) is unknown.
- Special Projects is a separate bank account. The Committee agreed to this account becoming the holding account for grant monies that DCA is auspiced to manage on behalf of others. Present balance to be transferred into the DCA Working Account.
- Currently grant monies on behalf of other groups is kept in the working account. Agreed at May meeting for this to be a separate line item. This has to be done.

ACTION: Treasurer to transfer say \$18,000 from Special Projects account into Working Account. Then set up a separate line item on the Income and Expenditure Report to show grant monies that DCA auspice on behalf of others which will be held in the Special Projects bank account.

ACTION: Miles and Robyn to go to Commonwealth Bank to record signatures.

ACTION: Amit to be reimbursed \$713.66 for BBQ expenses for AGM. Miles to talk to Stephen to expedite this.

7. SEEChange- EV CHARGING ARRANGEMENTS- Amit

- Met with ACTEW and discovered that Downer Centre has been identified as a location for an EV charging station. The EV charging station will be ACTEW controlled and nothing to do with SEEChange. Expect that charging station will be installed in first quarter of 2024.

ACTION: Amit to inform SEEChange of this arrangement and suggest SEEChange liaise with the ACT Government on its operation.

8. NCCC MEETING REPORT- Leon Arundell (an apology)

- Emailed the NCCC 2022-23 financial report on 13 Nov.
- NCCC AGM was on 15 November. No report received.

9. MATTERS ARISING FROM CORRESPONDENCE.

- Parking Changes at Downer Shops. On 13Nov DCA was advised by TCCS Roads of installation of parking signage around the shop precinct. On 22 November, Miles wrote to the Transport Minister Chris Steel to voice concerns expressed by DCA (on behalf of our clients) and the commercial tenants- the VET, Crankys and Gang Gang and to request a meeting to discuss these concerns. The roadside on the commercial side is actually part of the commercial lease.
- Miles noted that the gate to the dirt carpark at the oval is now open and that parking is being policed.

ACTION: Miles and Amit to pursue a meeting with Minister Steele. A list of DCA and commercial tenant requirements to be drawn up. Eg. Loading zones, drop/off bays for commercial tenants, 4 hour parking for DCA clients/hall users. Need for raised pedestrian crossing from Square to oval.

10. PROJECTS AND ISSUES FOR 2024:

- Parking around shops
- Employ a Centre Coordinator
- Gang Gang Music Festival (possibly in October)
- Pathways to light rail improvement (Andrew Young, resident interested)

OTHER BUSINESS

- Signing of previous Minutes- AGM 2022, August, September, October, November.

NEXT DCA MEETING

7.30pm Monday 5 February 2024.

Note do not meet in January.

Robyn Rennie- DCA Convenor

Jacqui Pinkava- ex-Secretary

Miles Boak
DCA Treasurer