Downer Community Association Committee Meeting
DRAFT MINUTES
Monday 3 November 2025- 7pm – 8.20pm

Present: Leon Arundell (acting chair), Amit Barkay, Jacqui Pinkava, Miles Boak. A quorum reached! Centre Manager -Amy Barthet,
Residents: Henrietta Flinn, Simon Scott, Kate Rule, Brooke Anderson

Apologies: John Godwin, Jane Teasey, Robyn Rennie, Sue Dyer

At the request of the Centre Manager, Item 4 Centre Report commenced the meeting.
Agenda Item 4- Centre Report- Amy Barthet

Amy advised that SpacetoCo, the booking service provider will be increasing their commission to 15%. For 16 months DCA was on an introductory deal of 7.5%. This will reduce our venue hire income noticeably.
The replacement stove (top and oven) has been delayed as advised by ACT Property Group.
Discussed the suggestion by an interested hirer that the DCA purchase a large portable projector screen and speakers as this equipment may make the centre a more attractive hiring option.
Committee noted this and no action proposed.
Advised that the screen doors contravene fire regulations and should be removed. If ventilation required, then open the windows.
No decision if the screen doors would be removed
A call for bookings for 2026 has been sent out to current tenants.
Gang Gang have provided the dates for their festival- 17-18 October 2026. They will be hiring the whole Centre.

ACTION: Amy to inform tenants that venue will unavailable on 17-18 OCTOBER 2026

Agenda Item 1: Minutes of Previous Meeting- 6 October
The minutes of the meeting were accepted. Loaded on DCA website.

Agenda Item 2: Action Items arising from previous meetings

Downer Primary School sign: Obtained quote of $10,000. Suggested to to get another quote from Sign World in Mitchell. Miles noted that we cannot expect any funding assistance from the Heritage Council, but DCA should seek co-funding from ???

DCA Insurance document: Miles to circulate relevant polices to Committee to see if they cover activites auspiced via a DCA grant.

See attached list of "continuous" action items. Red means they are still to do!

Agenda Item 3: Correspondence- Jacqui
7 Oct- I Nov 2025. Issues for discussion highlighted- see Agenda Item 7.

Incoming:
12 Oct Lauren Smith- inquiring if there are cameras around the centre.
SEEChange has on their side.
15 Oct- Koushik Gowda (resident)- provided copy of his submission. Forwarded by bcc to committee
15 Oct- Phillip Langworthy (resident on NB Service Road near Antill). Welcomes the re-zoning. Abridged version of his submission provided. Forwarded on to Committee.
16 Oct- Carys from Tom Emerson's office- expected arrival of our public toilet block- 2027!
Forwarded to Committee.
17 Oct- Eliza from TCCS Cmty Engagement- asking if we want to be kept in the toilet loop. I replied on 18 Oct- yes and asked to be consulted in design and location of toilet block.
19 Oct- auto acknowledgement from Terrplan@act.gov.au that the DCA DPA-09 submission received.
20 Oct- Sue Dyer- alerting to DA notification for AIE's Phillip Ave frontage. Due 7 Nov. Noted that issue with entry onto Phillip Ave/ Downer remains a "black spot".
20 Oct- Sue Dyer- noting that rezoning of racecourse/ Kamberra - consultation closing on 1 December.
21 Oct- NCA- Commonwealth Ave Bridge Renewal advice. Included this in E-Newsletter on 1 Nov. 25
26 Oct- Geoff Francis- copy of his submission on DPA-09.
27 Oct- Minister Cheyne office- response to our Swinden Street pathway letter of 12 Sept. Forwarded to Suzanne, Robyn, Sue Dyer and Miles and Tom Emerson.
28 Oct- Sue Dyer- copy of letter to City News penned by Simon Scott (who helped with the DCA submission).
31 Oct- Kate Rule (resident)- wanting more info about rezoning, expressing a wish to protect "my lovely community"- responded with link to our website and reiterating the 4 Nov deadline to express her views.
1 Nov- Simon Scott- thanks for proof that his City News article eventually published- better late than never!
2 Nov- Derrick Leong (Resident)- copy of his DPA-09 submission.
2 Nov- Kate Rule- will put in a submission and get neighbours to do likewise.

Outgoing:
General replies to incoming listed above.
7 Oct- E-Bulletin- noting the flyer posted to Downer residents (not sure if it was all of Downer). Provided a link to the flyer and noting submissions due 4 November and where to get information on the DCA website.
19 Oct- to Terrplan.act.gov.au- DCA's DPA-09 submission
1 Nov- E-Bulletin- reminder of DPA-09 submission deadline, BBQ and AGM 17 Nov, toilets, Commonwealth Bridge, response on Swinden St path etc.

Lots of corro on my personal email about DCA website upgrade and DPA-09 submission.

Agenda item 5: Treasurer's Report- Miles Boak

Miles provided an income and expenditure report for period 1 July to 31 October. For the month of October $5,814 received in income through venue hire. As noted in the Centre Report, this is likely to decrease due to higher commission to the venue booking provider. Expenditure for October was $3,153. Rates and utilities and wages (centre coord and cleaner) being the major expenses. Total money in two accounts is $109,688.
If the DCA is awarded a 5 year contact renewal (December?) it intends to install solar panels and a battery. See Other Business.

Agenda item 6. NCCC Report- Leon Arundell

Leon provided a report via email to the Committee. Nothing immediately relevant to Downer to report

Agenda Item 7- Other Business, ie. issues, or issues arising from correspondence

- DPA-09 Submission

The DCA submission was emailed to terrplan@act.gov.au on 19 October and loaded on the DCA website.
The residents that attended the meeting (Scott, Kate and Brooke) noted a concern in the DCA submission as submitted to do with the DCA agreeing to RZ3 for the west sides of Blacket, Atherton and Banfield (page 8) of the submission.
This appears to have been a proof -reading error and should have read-
Agree to RZ3 for Northbourne Avenue (service road), but RZ2 for the other streets.

ACTION: **Miles** to get all committee approval to make correction, especially Convenor (signator) and chief drafter (Suzanne). Note: Addendum/ supplement to DCA submission email by Mile Boak at 4pm on 4 Nov.

- AGM- Monday 17 November.

Miles reported that he has provided the Auditor Graham Lindner with all the financial documents. The auditor undertook to have the reports to Miles within 10 days of the AGM. Graham Lindner agreed to be the DCA auditor for 2026. This will be a resolution at the AGM.
Jacqui has sent out AGM notice of meeting, agenda and draft of 2024 AGM minutes- almost 14 days notice to DCA members on 4 November

ACTION: Robyn to prepare Convenor's Report.

- BBQ preparations

Amit has volunteered to set up the BBQ. Will cater for up to 50. Four of the Kurrajong representatives have rsvped to attend possibly with families for the BBQ.

ACTION: Amit- to purchase food and drink for BBQ. **Other committee** members to help on the night- setting up, sausage sizzling, clearing up etc.

- Solar Panels

Amit sought a quote for PVC panels and battery from SolarHub. $30,000 for a 9 Kwh system that would likely pay for itself in 7-8 years time.
Committee suggested that another quote be sought and that we would not consider proceeding until the 5 year lease on the centre was in place.
Noted hurdles of having to deal with ACT Property and the Heritage Council.

ACTION: Decision to proceed once lease is confirmed. Lease decision expected in December 2025. Item for February 2026 meeting

- Response to Tara Cheyne letter re Swinden pathway

Committee had no appetite to engage any further.

- Goodwin path connection to Centre

While a new wider cement path has been laid as part of the Goodwin development, there is no connection to the Centre, just dust or mud. Jacqui to check out notes on meetings with Goodwin and submission. If there is proof that Goodwin intended to make good a connection to the Centre, then she will contact Erik Boddeus, Executive Manager Retirement Living.

Next Meeting- AGM Monday 17 November 2025.

Leon Arundell
Ag. Convenor

Date:

Jacqui Pinkava
fill-in Secretary

Date: