

## Community Hubs Reference Group Meeting Minutes

<b>Date</b>	Wednesday 19 November 2025		
<b>Time</b>	5.30pm – 7pm		
<b>Venue</b>	Keysborough Community Hub, 10 Villiers Road, Keysborough		
<b>Chair</b>	Natalie Aarons		
<b>Attendees</b>	Mary D'Silva (MD), Gaye Guest (GG), Sarita Kulkarni (SK), Vinh Quang Luong (VQL), Charmaine Young (CY), Zarha Haydar Big (ZHB), Coordinator Experiences and Partnerships, Coordinator Cultural and Community Hubs, Acting Team Leader Programming and Cultural Development, Community Hubs Development Lead, Community Hubs Development Officer		
<b>Apologies</b>	June Fletcher, Sandy Watkins, Rajackal Senthil Vel		
#	ITEM	Action	Action By
1.	<b>Welcome - Acknowledgement of Country</b> <i>"We acknowledge the Traditional Custodians of this land, the Bunurong People, and pay respects to their Elders past and present.  We recognise and respect their continuing connections to climate, Culture, Country and waters and we also pay our respects and acknowledge all Aboriginal and Torres Strait Islander peoples, and their Elders present here today, in acknowledging their journey."</i>		
2.	<b>Apologies</b> Apologies noted.		
3.	<b>Conflicts of Interest</b> No conflicts of interest in relation to the agenda.		
4.	<b>Introduction - Council Staff</b> Council officers provided a brief overview of their roles and responsibilities.		
5.	<b>Getting to know you Activity</b> Group members and Council officers learned more about each other, including what they had in common.		
6.	<b>Group Purpose</b> The purpose of the group was outlined as follows: <ul style="list-style-type: none"> <li>• Provide advice and identify community needs.</li> <li>• Explore activation opportunities for Hubs.</li> <li>• Celebrate and promote Hub activities through members' networks.</li> <li>• Share partnership opportunities for programming and activation.</li> <li>• Provide feedback on policies and strategies</li> </ul>		

<p>7.</p>	<p><b>Terms of Reference Discussion</b></p> <p>An overview was provided of community engagement with Springvale and Keysborough Community Hubs, noting the transition from the Springvale Advisory Group to the current Hubs Reference Group. This group aims to maintain a strong community voice through a less formal structure with flexible membership and attendance, closely meeting community needs.</p> <p>A group member raised questions about hire rates as a barrier for some groups. Council is developing a Community Facility Access and Use Policy to clarify fees and charges and support fee reductions or waivers. This policy will soon be open for consultation, and the Reference Group will be invited to contribute.</p> <p>A member requested clarification on the distinction between a Hub and other facilities. Council is currently working on a new Community Hub Framework and this will be considered based on community feedback.</p> <p>The group discussed possible meeting days and times, agreeing that meetings will be held on Wednesdays at 5:30 pm, beginning with informal networking and commencing at 5:45 pm to accommodate those commuting from work.</p> <p>Meetings will alternate between the two hubs, with a preference for face-to-face sessions to strengthen connections. Topic-based focus groups may meet online or in person as required.</p> <p>The group agreed to maintain informal decision-making where possible. Voting will be reserved for significant topics, possible disagreements, or interest-based decisions.</p> <p>Minutes will not require Council endorsement. They will be noted by Council, distributed to members, and published on the website.</p> <p>The Terms of Reference will be reviewed in 12 months to ensure flexibility and alignment with group needs. Following discussion, members agreed to postpone voting on endorsing the Terms of Reference to a future meeting.</p>	<p>Council officers to share meeting dates with members and on website.</p>	<p>Community Development Officer</p>
<p>8.</p>	<p><b>Chairperson Model</b></p> <p>The group discussed the Chairperson role and agreed to adopt a rotating chair model. The Chair will change each meeting, with the previous Chair supporting the incoming Chair as Deputy Chair.</p> <p>It was confirmed that the February meeting will be chaired by Gaye Guest.</p>		

<p><b>9.</b></p>	<p><b>e-Newsletter</b> The group discussed the current e-Newsletter structure. Previously, there was one newsletter for Springvale; now there are separate newsletters for each hub. Members recommended consolidating into a single, unified newsletter covering both hubs and other Greater Dandenong community spaces. The newsletter will have a general, inclusive name to allow broader content sharing.</p> <p>It was proposed that the newsletter include links to event flyers and hub activities, as flyers remain a popular method for sharing information within the community. Accessibility considerations were discussed, including options for translating content via Council's website and the newsletter.</p> <p>Motion to adopt a unified newsletter format was moved by CY and seconded by MD.</p>		
<p><b>10.</b></p>	<p><b>KCH Survey Results</b> Data collected from community consultation was presented. The discussion focused on current engagement with Keysborough Community Hub, preferred activities, and desired access times. Clarification is required regarding community use and hire arrangements for activities and programs. The forthcoming Community Facility Access and Use Policy will provide guidance on these matters. In the interim, community groups are encouraged to liaise with the Hubs Team to explore collaboration and partnership opportunities.</p>		
<p><b>11.</b></p>	<p><b>Next meeting – Agenda Items</b> Members agreed to bring ideas to the next meeting to explore potential partnerships and programs for the hubs. It was suggested that this remain an open agenda item for all meetings and include consideration of initiatives from other councils that may be transferable to Greater Dandenong. The group supported trialling focus or working groups, with subcommittee meetings between reference group sessions to maintain the momentum.</p> <p>Communication between meetings will occur via email. Members will be asked to provide consent for sharing email contacts within the group.</p> <p>A suggestion was made to begin brainstorming senior-focused programming, given the demographic and existing connections of members. Ideas can be shared with staff via the Community Hubs email: <a href="mailto:communityhubs@cgd.vic.gov.au">communityhubs@cgd.vic.gov.au</a>.</p>	<p>Council officers to send out call for consent to share emails.</p>	<p>Community Development Officer</p>

12.	<b>Meeting Dates for 2026.</b> Below is the schedule of meetings for 2026, along with their locations:	Council officers to share 2026 meeting dates with members and on website.	Community Development Officer										
	<table><tr><th>Date</th><th>Location</th></tr><tr><td>Wednesday 11 February, 5:45pm</td><td>Springvale Community Hub</td></tr><tr><td>Wednesday 13 May, 5:45pm</td><td>Keysborough Community Hub</td></tr><tr><td>Wednesday 12 August, 5:45pm</td><td>Springvale Community Hub</td></tr><tr><td>Wednesday 11 November, 5:45pm</td><td>Keysborough Community Hub</td></tr></table>			Date	Location	Wednesday 11 February, 5:45pm	Springvale Community Hub	Wednesday 13 May, 5:45pm	Keysborough Community Hub	Wednesday 12 August, 5:45pm	Springvale Community Hub	Wednesday 11 November, 5:45pm	Keysborough Community Hub
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13.	<b>Next Meeting</b>  Wednesday 11 February, 5:45pm at Springvale Community Hub.												
Meeting closed at 7.30pm with a tour of Keysborough Community Hub													