

Community Hubs Reference Group Meeting Minutes			
Date	Wednesday 11 February		
Time	5.30pm for a 5.45pm start		
Venue	Community Room 7, Springvale Community Hub		
Chair	Gaye Guest		
Attendees	Gaye Guest, Mary D'Silva, Vinh Quang Luong, Sandy Watkins, Charmaine Young, Zarha Haydar Big, Chenfei Bian, Leah Anderson, Lisa McKenna, Library Services Senior Coordinator, Library Partnerships and Engagement Coordinator, Community Hubs Development Lead, Community Hubs Development Officer		
Apologies	Coordinator Cultural and Community Hubs, Coordinator Experiences and Partnerships, Team Leader Cultural and Community Development, June Fletcher		
#	ITEM	Action	Action By
1.	Welcome & Acknowledgement of Country <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 pay our respects and acknowledge all Aboriginal and Torres Strait Islander peoples, and their Elders present here today, in acknowledging their journey."</i>	Chair	
2.	Apologies Apologies noted.	Council officers	
3.	Conflicts of Interest No conflicts of interest in relation to the agenda.	All	
4.	Getting-to-know-you activity Attendees shared the story of their names.	All	
5.	Minutes were accepted as a true reflection of the meeting 19/11/2025.	Council officers	Moved: Vinh Seconded: Charmaine
6.	Revisit Draft Terms of Reference: Council officers outlined the purpose of the Terms of Reference (ToR). Members discussed the ToR and clarified the differences between the Community Hubs Reference Group and the previous Advisory Committee. The group cast a provisional vote to use the ToR in draft state.	Council officers	Moved: Sandy Seconded: Leah

7.	<p>What's On at Community Hubs: Council officers shared the programs and activities currently happening at the Hubs, including Springvale Community Hub (SCH), Keysborough Community Hub KCH, Jan Wilson Community Centre and Paddy O'Donoghue.</p>	Council officers	
8.	<p>What's On at Libraries: Council officers provided an overview of current programs and activities across Greater Dandenong Libraries.</p> <p>Printed copies of the Library <i>What's On</i> brochure are available at all library branches, and it is also accessible online. Officers encouraged members to request a copy from library staff if they cannot locate one. What's On in the Libraries Booklet Greater Dandenong Libraries</p> <p>All programs and services are free. Registrations for booked programs open four weeks in advance.</p> <p>Officers also shared updates on programming at Keysborough Community Hub.</p> <ul style="list-style-type: none"> • The library is trialling programs because it is a new site. • A 'bite-sized series' is being offered to introduce KCH users to programs available at other branches and to gauge interest. • Baby Bounce and Toddler Time growing in popularity. • Libraries After Dark continues to rotate across the three branches on Thursday evenings. This initiative aims to foster social connection and reduce isolation. <p>Members were encouraged to check 'What's On' or sign up for the Library eNews to stay across key programs, events and dates throughout the year: Subscribe to the Library eNewsletter Greater Dandenong Libraries</p>	Council officers	
9.	<p>Bookable: Council officers provided a walkthrough of the Bookable system. Individuals and community groups can use Bookable to view available venues across the City of Greater Dandenong, noting that each venue has different opening hours, facilities, and hire rates.</p>	Council officers	

	<p>Users can contact the Bookings team to discuss their needs and arrange a tour of a venue. City of Greater Dandenong Bookable</p> <p>Bookable also includes the <i>What's On</i> event listings. By registering with a Bookable account, users can log-in and avoid re-entering their details for each booking. They can browse and select activities of interest. Some activities are fee-based, while others are free. The system also indicates when registrations are open.</p> <p>Library Tech Assist is available to help community members create an account and navigate the system if required. Booking Officers can also support this</p>		
<p>10.</p>	<p>Discussion:</p> <ul style="list-style-type: none"> • Toy Swap Members discussed the potential for a Toy Swap event, noting challenges related to limited on-site storage. Interest was sought for forming a sub-working group to progress this idea. • Programming for Young People Discussion highlighted strong youth engagement within Hub spaces, particularly among students using the facilities for study. • Empowering Women Program Members discussed a proposed Empowering Women program submitted by a facilitator. • Bi-lingual Resources Members explored the need for bilingual oral resources to raise awareness of Library programs and the <i>What's On</i> calendar, ensuring accessibility for diverse community groups. • Council Information Resources Members discussed additional Council materials that could help residents discover local activities. Questions were raised about the availability of Social Connections for Seniors and Information for New Residents resources. 	<p>Actions:</p> <p>Gaye and Leah to form sub-working group to create guidelines/standards for Toy Swap.</p> <p>Council officers to organise a meeting to discuss creating bi-lingual resources. Council officers to follow up council information resources.</p>	
<p>11.</p>	<p>Agenda items for next meeting:</p> <p>Programs and services for young people</p>	<p>Council officers to invite Youth and Family Services to present at next meeting.</p>	

12.	Next meeting: Wednesday 13 May 2026, 5.45pm at Keysborough Community Hub Chairperson: Leah		
Meeting Closed 7.50pm			