



**CDNet Report to ACT Health**

**2013-2014**

In respect of the Letter of Offer between the Health Promotion Branch of ACT Health and the ACT Council of Social Service (ACTCOSS) auspicing the Community Development Network of the ACT & Region

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**February 2015**



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# 1 Introduction and overview

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This annual report covers the budget period July 1<sup>st</sup> 2013 to June 30<sup>th</sup> 2014 for funding received from the ACT Health Improvement Branch by the Community Development Network ACT & Region (CDNet). The ACT Council of Social Service (ACTCOSS) is the auspicing body, as CDNet is not incorporated.

## 1.1 Background

There have been two generations of the CDNet in Canberra, in the early 1990s, and between 2003 and 2014.<sup>1</sup> Both periods have involved the strong support and cooperation of the ACT Government's Health Promotion Unit (now Health Improvement Branch) and ACTCOSS.

The CDNet Working Group takes this opportunity to sincerely thank the Health Improvement Branch and ACTCOSS for their past and continuing support of the Network.

*Community Development Network – a potted history* covers the period 2003-14 and is available at [http://cdnet.org.au/images/stories/Community\\_Development\\_Network\\_a\\_potted\\_history.pdf](http://cdnet.org.au/images/stories/Community_Development_Network_a_potted_history.pdf). It provides a useful context for future funding arrangements.

## 1.2 CDNet Terms of Reference

The CDNet Working Group (see Section 3.3) is guided by the following Terms of Reference, which have been in operation since its inception in 2004.

The role and function of the Community Development Network (known as CDNet) is to:

- provide a support network for community development practitioners and those interested in community development principles and practices;
- share and disseminate information, and facilitate discussion and debate on current trends, good practice, activities and other information relevant to community development;
- provide information to government and non-government organisations and community groups on the role of community development in providing a sound foundation for healthy and sustainable communities; and
- provide opportunities for learning through seminars, workshops and conferences.

ACT Health funding will be utilised to provide services to support the CDNet. Specific outputs include:

- a Working Group to oversee and coordinate the activities of the CDNet;
- the employment of a secretariat position to support the CDNet Working Group;
- a minimum of four forums per year; and
- maintenance of the CDNet website, and distribution of emails to the CDNet.

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<sup>1</sup> Records are kept in the CDNet archives.

### 1.3 Summary of activities July 2013-June 2014

Output targets (set in 2010)	Output achievements	
	2013-2014	See section
1. Over 600 members on CDNet [in 2009], with increases of 100 per year	1803 to 2300 subscribers An increase of 27%	3.2.1
2. Between 50 – 100 emails a month	237 to 262 per month An increase of 11%	3.2.2
3. 2-4 forums per year	4 forums planned 3 forums implemented	3.4
4. 40 people attending each Forum	Average attendance: 25 16 (August 2013) 30 (May 2014) 31 (June 2014)	3.4
5. Forum feedback from participants.	Links provided at:	3.4

*I really actually truly love what CDNet does. I really really really do. It makes life so much easier for so many people. And what I love about it is just the simplicity of it. It really comes down to that simple information sharing to make sure that everyone feels included or is inclusive in things because they know what's going on. That's a very necessary and wonderful thing.*

New CDNet Working Group member (working in NSW)

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## 2 Funding arrangements past and present

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### *2004-2011 - Informal to formal Deed of Grant*

Between 2004 and 2007, ACT Health's Health Promotion Unit (HPU) provided \$5,000 (plus CPI) financial support per annum as well as secretariat support to the CDNet. For the first three years, there was an Agreement but no formal funding arrangement. In December 2007, due to restructuring at Health Promotion & Grants, the Manager of Community Development and Settings Team and the HPU secretariat regretted they were no longer able to be involved with the Working Group, but continued funding CDNet.

In March 9th 2010, a Deed of Grant formalised the funding arrangement between Health Promotion and CDNet through auspicing by ACTCOSS. A Service Funding Agreement was put in place to roll over for three years, which included the requirement to provide a short project report by September each year to describe how the funds have been used to deliver the outputs listed that were listed in Schedule 2 of the Deed of Grant (see 1.3).

### *2011-14 - Letters of Offer*

Underspensing in 2008-10 resulted in a smaller budget being requested in 2011-12.

ACT Health Promotion agreed to fund CDNet on a one-off basis for the 2012-13 financial year, and again in 2013-14.

The CDNet budget and Letter of Offer are shown in Attachment 1.

ACTCOSS will send the financial acquittal component for the report.

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## 3 CDNet Activities for 2013-14

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CDNet's funded activities cover:

1. The CDNet email list
2. The Working Group, including secretariat and email list administrator positions
3. Forums/workshops
4. CDNet's website.

### 3.1 Summary of activities compared with previous years

For comparison purposes, activity summaries from the previous two years are included.

Output targets (set in 2010)		Mid-2012	By Mid-2013	By Mid-2014
a) over 600 members [in 2009] on CDNet, with increases of 100 per year	<i>No. of people subscribed to CDNet email list</i>	1593	1803	2300
b) between 50 – 100 emails a month	<i>Average emails per month</i>	172	237	262
c) 2-4 forums per year in March, June, September and November	<i>No. of forums</i>	3 planned 2 implemented	4 planned 3 implemented	4 planned 3 implemented
d) 40 people attending each Forum	<i>Average nos attending forums</i>	Av: 25	Av: 39	Av: 25

### 3.2 CDNet email list

*"I live by CDNet. It's an absolutely fabulous resource...worth its weight in gold"*

Member of CDNet Working Group (26.6.12).

#### 3.2.1 Subscribers to the CDNet email list continues to grow

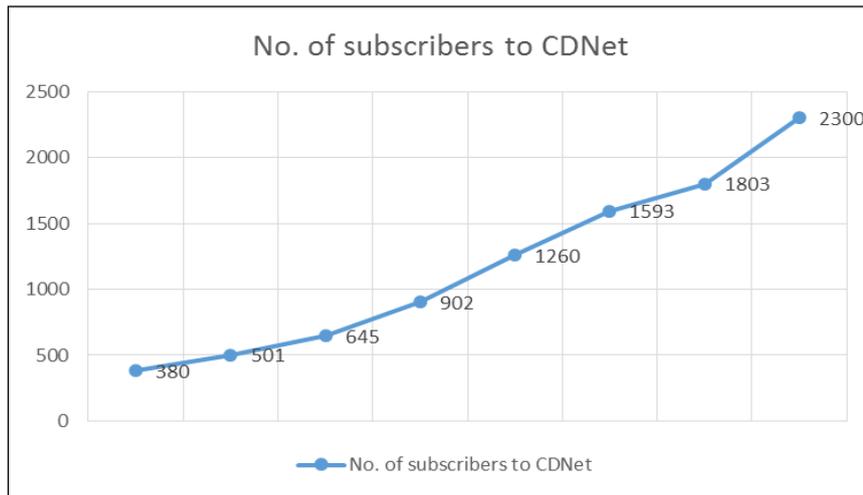
The CDNet email list has grown every year since annual reports began, as the table and figure below show. Some years, there were strong increases in membership of 40% (in 2010 and 2011) and plateaus in other years (such as 2012-13). In this financial year, there was an increase of 27% in the 12 months from August 2013 to 2300 subscribers in August 2014. These increases are shown in the table and figure below, and numbers continue to rise.<sup>2</sup>

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<sup>2</sup> By the end of January 2015, there were 2454 subscribers.

**Table 1: No. of subscribers to the CDNet email list Jan 2007 to August 2014**

	No. of email list subscribers	Annual % increase
January 2007	380	
August 2008	501	32%
May 2009	645	29%
August 2010	902	40%
August 2011	1260	40%
August 2012	1593	26%
August 2013	1803	13%
August 2014	2300	27%



**Figure 1: Numbers of subscribers to CDNet email list between 2007 and 2014**

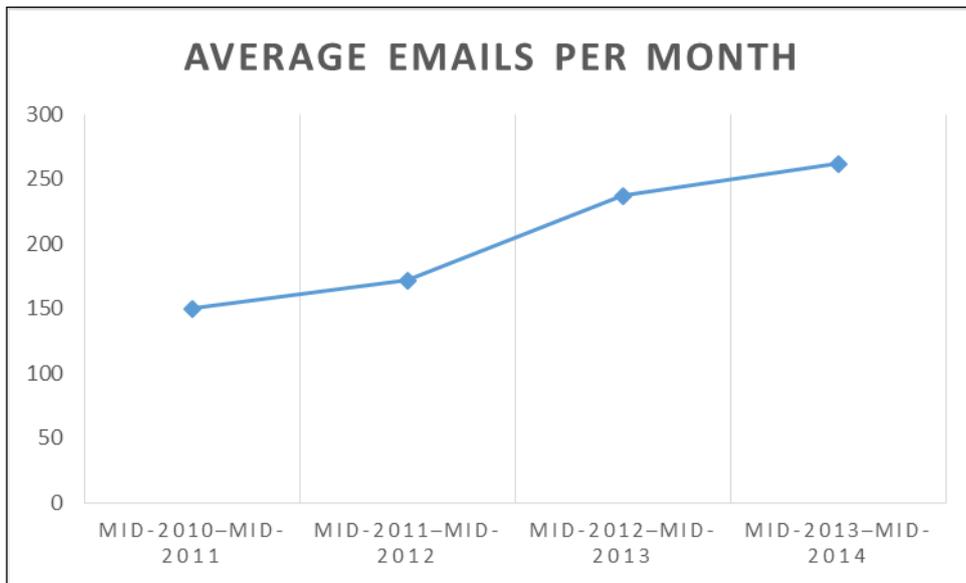
### 3.2.2 Average number of emails per month

On busy days, the email list can receive over 20 postings, with an average of 10 per working day.

The amount of ‘traffic’ on the email list continues to rise. Between mid-2012 to mid-2013 there was an average of 237 messages per month—a strong increase of 38% on the previous 12 months. From mid-2013 to mid-2014, the average was 262 per month, a smaller but further increase of 10.6%. The table and figure below show these increases.

**Table 2: Average no. of emails per month 2011-2104**

	Mid-2010–Mid-2011	Mid-2011–Mid-2012	Mid-2012–Mid-2013	Mid-2013–Mid-2014
<i>Average no. of emails per month</i>	150	172	237	262
<i>% increase of emails per year</i>		15%	38%	11%



**Figure 2: Average emails per month 2011-2014**

### 3.3 CDNet Working Group

The CDNet Working Group continues to have 12-14 active members, with an average of 6 attending each meeting.

At the start of each financial year, emails to the email list are sent out inviting new people to join the Working Group for one year. This usually results in 3-4 EOIs. And every year, one or two people ‘move on’—to other positions or organisations.

A few members who are rarely able to attend meetings are kept in the loop, along with personnel from the ACT Health Improvement Branch and Community Services Directorate, Citizens Advice Bureau’s CEO and ACTCOSS’ Deputy Director.

#### 3.3.1 *In-kind contributions by the CDNet Working Group*

It is worth noting that the Working Group members contribute their time voluntarily, both for bi-monthly meetings and organising forums. In addition, both paid positions (Secretariat and Email List Moderator and Administrator) regularly contribute extra voluntary hours as needed.

The Working Group has representatives from a wide range of community organizations (see below). However, it would like to see more representatives from the Regional Community Services (who have come and gone in past years).

**Table 3: List of organisations & positions in CDNet Working Group 2013-14**

<b>ORGANISATION/POSITION</b>
ACT Council of Social Services Sector Development
ACT Mental Health Consumer Network, Executive Officer
Australian Institute of Sustainable Communities (University of Canberra); CDNet Secretariat
CIT Business Centre
CIT Solutions
Communities@Work, Community Development Leader
Communities@Work, Community Development Officer
Council on the Ageing ACT (COTA ACT), Policy Development Officer
Funny-Works (cartoonist, illustrator, facilitator)
Health Care Consumers
Queanbeyan City Council, Manager, Family Services & Community Development
The Smith Family, Team Leader ACT/Wagga/Goulburn
Yes She Can, Women's Radio Program Convenor/Presenter, Community Radio FM91.1

**Table 4: 'Friends of CDNet'**

<b>'Friends of CDNet Working Group'</b>
ACT Council of Social Services, Deputy Director
ACTCOSS, Director
Citizens Advice Bureau (Contact Canberra Community Information), CEO
Community Services Directorate, ACT Government
Health Improvement Branch, Population Health, Health Directorate, ACT Government.
Mental Health Foundation, Policy Manager
Queanbeyan Council, Community Development Officer

The CDNet WG has met 7 times throughout the 2013-14 period, approximately every 8 weeks. Full minutes are available for all meetings.

Our average attendance per meeting remains around 6-7, with 3-4 apologies). This is consistent with previous years' average attendance.

**Table 5: List of CDNet Working Group meeting dates and numbers attending**

<b>Date of CDNet meeting</b>	<b>No. attending</b>	<b>No. of apologies</b>
July 25 <sup>th</sup> 2013	6	2
September 6 <sup>th</sup> 2013	9	4
November 20 <sup>nd</sup> 2013 (Strategic Planning Meeting)	12	4
December 14 <sup>th</sup> 2013 (special meeting to discuss Strategic Plan)	6	
February 6 <sup>th</sup> 2014	6	3
April 9 <sup>th</sup> 2014	4	6
June 20 <sup>th</sup> 2014	5	4
<b>Average</b>	<b>7</b>	<b>3</b>

In addition, smaller working groups met throughout the year to plan forums and workshops (see section 3.4) and, this financial year, to further the Strategic Plan (see section 3.5).

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### **3.3.3 CDNet Secretariat position**

#### **Background to the position**

From 2004-2008, the funding organisation, ACT Health Promotion provided in-kind secretariat support to CDNet. After a year or two of minute-taking being rotated among the Working Group, it was agreed that there was a need for designated secretariat support. The secretariat role was created in 2009 (for 5 hours a month). The position was advertised on CDNet and interviews conducted. Sarah Pau filled the position originally, from mid-2009 to March 2010, after which Barbara Chevalier, a long term member of the Working Group, acted in the role.

The Working Group subsequently felt that the secretariat role would be best filled, if possible, by someone from the Working Group who understood the workings of the CDNet and had shown some previous commitment to it. Subsequently, Barbara has continued in the position, opening the opportunity for others to take up the role at the conclusion of each contract period. To date, no other members of the Working Group have expressed an interest in the position and so far, Barbara has been happy to continue in the role.

#### **The secretariat contract with ACTCOSS**

An annual contract for 70 hours per annum @ CSW 4.4 + 25% loading to:

- Organise 6 Working Group meetings a year (preparing, organising, attending, minutes, etc.)
- Support forum organisation (publicity, registrations, evaluation, catering payment, etc.)
- Organise budget & write annual report.

Over the years, 5 hours a month (60 per year) seems to be a relatively accurate estimation. An extra 10 hours are factored in for working on the budget and annual report. Nevertheless, extra voluntary hours are usually required. The Working Group is always supportive of the secretariat claiming extra hours if funds allow at the end of financial year.

### **3.3.4 CDNet email list administrator position**

#### **Background to the position**

The role of email list moderator was voluntary from 2004 to June 2012. In July 2011, the CDNet Working Group proposed that unspent funds be used, in part, to remunerate Karen Realph for her valued work administering and moderating the email list. Cheryl Hutchins from Health Promotion was positive about using the funds as the Working Group saw fit, including to pay Karen. She asked that a letter be sent outlining its plans for using the money. The June 27<sup>th</sup> 2011 meeting agreed to pay Karen for 2 hours a week (based on Karen's estimates) at MEA level 4.1 rate from 1<sup>st</sup> July 2011 for one year and then review. Based on discussions with Health Promotion's Tony Blattman and the Working Group, this position was renewed for 2012-13 and 2013-14, given its central importance to the community development sector in the ACT.

#### **Email administrator contract with ACTCOSS**

The email administrator contract is for 2 hours a week @ CSW 4.3 + 25% loading for moderation of CDNet email list and website content management, plus 5 hours per annum for website maintenance.

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Monitoring levels of advertising on CDNet continues, occasionally requiring the list administrator to send out emails reminding members that advertising events should be targeted to disadvantaged community members or to the general community development sector, to facilitate their work and professional development only. If the email is ignored, subsequent emails from that sender can be screened by the administrator before being posted. Additionally, the administrator deals with emails sent to incorrect addresses, many of which have to be retrieved from the Spam area of administration and responded to, so that the information can be distributed correctly.

### **3.3.5 CDNet website**

The current CDNet website was launched in April 2010 (<http://www.cdnet.org.au/home>). Thanks to the ongoing and highly valued support given to CDNet by CASE (Computing Assistance Support and Education (see below)—together with Karen Realph's work—CDNet has developed its website considerably, with further enhancements under consideration to ease access of information.

The CDNet website had a series of breaches from early May until August 2013. CASE diagnosed that Joomla 1.5 had been out of date for some time and several security flaws had been identified by hackers. CDNet's Working Group quickly agreed to the website being updated in August 2013.

### **3.3.6 Ongoing support for CDNet by CASE**

CASE is a non-profit organisation formed to assist Australian community organisations in making better use of information technology (<http://www.case.org.au/>). From the outset, CASE has enabled CDNet to create its email and website functions.

CDNet pays CASE \$180 per year to cover technical support and web hosting. Technical support covers updating to the software program Joomla, which the web site is built in and support to the administrator if required for specific email technical issues. CASE also hosts the CDNet domain, which exists on their server in the Weston community hub alongside other community groups like ACTCOSS.

## **3.4 CDNet Forums July 2013-June 2014**

For context, **Attachment 2** provides a list of forums run by CDNet over the past decade.

The CDNet Working Group planned four and ran three forums/workshops between July 2013 and June 2014.

1. Hoarding and Squalor Forum (planned but not implemented)
2. Research skills for community workers workshop—August 2013
3. NDIS Community Sector Forum—May 2014
4. Self-Care Workshop for Community Workers—June 2014

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## ***Planned Hoarding and Squalor Forum***

This forum was planned first for October 2013 and then February 2014 in partnership with the Canberra Living Conditions Sector Development Group, one of whose members was on the CDNet Working Group.

The aim was to engage mental health services to focus on clinical aspects of 'hoarding disorder', with high profile guest speakers and a panel. Other organisations to be involved included Partners in Recovery<sup>3</sup>, Northside and Woden Community Services, and organisations involved in mental health training in the ACT.

However, by February, the Canberra Living Conditions Sector Development Group informed the CDNet Working Group that, regrettably, it was *"unable to proceed with this planning at the present time"*.

## ***Workshop 1: Research skills for Community Workers Workshop August 2<sup>nd</sup> 2013 (free workshop)***

### **Workshop Outline**

**Part 1:** A hands-on demonstration of how to use Google Scholar in an advanced way to search for articles and be more effective in searching for literature, for example: resources which are freely available on the Web such as Google Scholar, the National Library's TROVE service, and Directory of Open Access Journals etc.

**Part 2:** Follow-up small group discussion with access to computers.

### **Workshop facilitators**

- Professor Barbara Pamphilon from the Faculty of Education, University of Canberra, who has a long career in teaching and research in community development
- Judy Currier, Librarian at UC.

The workshop was attended by 16 people and an online evaluation survey completed by 7 participants. The feedback was positive and may be viewed at: <https://www.surveymonkey.net/results/SM-VHGHFY7/>

This workshop was easy to arrange with University of Canberra (UC) academic and library staff offering their expertise and the venue at no cost, as part of UC's capacity building commitment to the community. CDNet handled the promotion, registration and catering.

This was the second time the workshop was run (it had been successfully run in July 2012). It can be run as a regular capacity builder for community sector workers that CDNet can host in the University's Winter Break.

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<sup>3</sup> <http://www.actml.com.au/programs/mental-health/partners-in-recovery>

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## **Workshop 2: NDIS Community Sector Forum May 15th**

### **Forum outline**

The forum aimed to address the following questions:

1. What are the implications of the NDIS for our practice as community sector workers?
2. What are the opportunities and challenges for community-based organisation under the NDIS, and how might things change or stay the same?
3. How might we forge partnerships to build our personal and professional capacities?

**Donna Law** - Woden Community Service CSR Program manager and supporting parent shared experiences and perceptions within the workplace as a manager and as a mum of a young person with a disability.

### **Community Sector panel discussion and Q&A**

- Mental Health Coordinating Council - Lessons learned in the Hunter Region
- The MHCC Hunter region has developed 'Communities of Practice'. This along with Hunter learnings will be shared
- Stephen Fox - National Disability Service Stephen will give an overview of NDIS terminology and guide participants through the NDIS website

**Organisational panel discussion and Q&A** including Alice Tibbits - NDIA ACT

30 people attended this interactive forum, costing \$25 per person. One speaker was sick on the day and pulled out at short notice. The venue, Theo Notaris' function room, was fine. The forum was quite well received (13 people completed the online evaluation). The evaluation may be viewed at: <https://www.surveymonkey.net/results/SM-FXPT3FD8/>.

Suggestions for improvements were that because speakers took too long to get back to the organising group, this delayed publicity for the forum. Thus starting planning earlier and sending out an early flyer with general information would get around this problem.

## **Workshop 3: Self-Care Workshop for Community Workers June 12**

### **Workshop outline**

A peer group learning workshop that aimed to:

- Identify key strategies for self-care and positive change
- Identify ways to introduce and maintain resilience in everyday life

Amanda Horne<sup>4</sup> facilitated the workshop for 31 people. Charging \$20 a person enabled CDNet to adequately cover costs. 21 evaluations were collected on the day.<sup>5</sup> Feedback from the small working group which organised the event was:

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<sup>4</sup> [www.amandahorne.com.au](http://www.amandahorne.com.au)

<sup>5</sup> Full evaluation report is available on request from [secretariat@cdnet.org.au](mailto:secretariat@cdnet.org.au)

- *Everyone thought Amanda was ‘fantastic’ and valued the knowledge they gained from her. People were really inspired. The workshop was seen as timely, given so much change happening in the sector.*
- *‘My Resilience Plan’ was realistic and tangible. Amanda offered organisations free coaching, which a few have followed up.*

Suggestions for improvements by the small working group were:

- Promote to and engaged managers more
- Publicity could include public libraries, community notice boards and students
- The Bowling Club was free, but quite noisy – they would not use it again.

### 3.5 CDNet’s first Strategic Plan (2014-16)

In November 2013, the CDNet Working Group invited past and present members to create a strategic plan for the next three years. 12 members attended the meeting, facilitated by Wendy Prowse, Deputy Director of ACTCOSS. (The Strategic Plan is at **Attachment 3**.) In December 2013, the Working Group held a special meeting was to consolidate the ideas discussed at the Strategic Planning meeting on November 20th. To begin the process of discussion, the items were rated for importance from 1 (not important) to 5 (very important) by 7 Working Group members. (See **Attachment 4** for ideas in rank order.) During the first half of 2014, the following actions arising from these priorities were worked on by a small working party:

**Table 6: Highest ranked Strategic Plan items for 2014—actions to date**

Rank order		Av. ranking	Actions
1	Engage with Government to discuss the merits of continued funding, preferably for 3 years with commensurate funding to achieve the objectives in this strategic plan	4.7	<i>Funding secured for 2014-15, for the first time shared between ACT Health and Community Services Directorates</i>
2	Develop a stakeholder engagement strategy for 2014 identifying organisations / personnel and the purpose for building the relationship eg funding, partnership to deliver service, building capacity, future proofing etc	4.6	<i>Survey created: 154 responses received (7% of email membership) Analysis and summary completed February 2015</i>
3	Review the capacity and capability of the electronic distribution list to ensure that it is robust and provide recommendations as to the future proofing that will be required for the next 1-3 years.	4.4	<i>Review survey suggestions above Discuss options, costs, etc. with CASE</i>
4	Investigate the opportunity to increase resources via paid and volunteer services so that the goals for 2014 can be achieved	4	<i>Working Group members are busy. Volunteers from Volunteering ACT or Uni students? What will they do? Who will supervise?</i>
5	Increase the communication / linkages between CD Net and Interagency Meetings	3.9	<i>There are lots of Interagency meetings E-calendar?</i>
5	Increase CDNet presence in social media	3.9	<i>Facebook page created but not much used</i>
6	Develop a partnership engagement strategy (which will include links to the CDNet website)	3.6	<i>A Reference or Advisory Group of key people. Wide representation. ‘Sector leaders’ to ‘drive’ the way CDNet operates. Biannual meetings. A formal letter has been drafted.</i>

In addition, the following items pertaining to strategic areas of systems, infrastructure organisational structure were worked on:

<b>8</b>	Policies and procedures are developed to ensure high integrity and increased capability so that CDNet can support the Community Sector and continue to be seen as a necessity for organisations (NFP & Govt) to communicate across the region so that they are able to achieve their own objectives	<b>3.3</b>	<ul style="list-style-type: none"> <li>- <i>Position descriptions for CDNet Administrator &amp; Secretariat</i></li> <li>- <i>Procedure manual for both positions</i></li> <li>- <i>Guidelines around forums/workshops</i></li> </ul>
<b>11</b>	Develop a Standard Operating Procedure manual outlining all key activities and tasks undertaken by staff	<b>2.9</b>	<ul style="list-style-type: none"> <li>- <i>Key information for flyers including logos</i></li> <li>- <i>Public liability – are we covered by ACTCOSS?</i></li> </ul>

### Strategic actions not yet acted on

<b>6</b>	Investigate the requirements to future proof the email distribution list and website	<b>3.6</b>
<b>6</b>	As part of the organisational review structure - undertake a business continuity plan and risk management plan	<b>3.6</b>
<b>7</b>	Review/amend Strategic Plan	<b>3.4</b>
<b>7</b>	Review the current organisational structure and ensure it has the capacity and support mechanisms to achieve its goals	<b>3.4</b>
<b>7</b>	Continue to celebrate the diversity, skills and local knowledge that is provided by members of the CDNet working group	<b>3.4</b>
<b>7</b>	Provide a thorough induction to new members of the working group so that they are able to fully engage in all conversations and participate in the activities to achieve the strategic objectives of CDNet.	<b>3.4</b>
<b>8</b>	Continue to build upon the current culture of collaboration , strong work ethic and accountability	<b>3.3</b>
<b>9</b>	Provide learning and development opportunities for people to gain a greater understanding of what Community Development is	<b>3.1</b>
<b>9</b>	Develop a program logic for the activities being delivered to measure the short term outcomes achieved by CDNet over a 12 month period	<b>3.1</b>
<b>10</b>	Investigate the ability for the CDNet website to offer blogs and other relevant forms of sharing information	<b>3</b>
<b>11</b>	Undertake a membership profiling exercise to assist with stakeholder engagement, value proposition statement for new members and new initiatives	<b>2.9</b>
<b>11</b>	Review position descriptions and align with appropriate pay scale	<b>2.7</b>
<b>12</b>	Identify professional development requirements for staff	<b>2.3</b>

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## 4 The next 18 months

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### *1. Planning a Regional Community Development Conference –in March 2016*

In partnership with other key organisations such as Regional Community Services, ACTCOSS, universities and CIT. Communities@Work's new Community Development team will be a key partnership.

### *2. Forums planned for 2015*

- ABS Workshop—How to access useful ABS data—Thursday 19 February 2015
- How to engage multicultural communities forum
- Research and evaluation methodologies in community development workshop
- Ideas for further potential forum and workshop (see **Attachment 5**), some of which can be addressed in the Regional Community Development Conference.

### *3. Survey to CDNet email list*

154 subscribers completed the survey in October/November 2014. This represents 7% of the 2300 on the mailing list at the time. The survey report will inform Working Group discussions in the first half of 2015, guiding potential improvements to the email list and website.

### *4. Strategic Plan update*

Continued work on progressing the three-year Strategic Plan in its second year.

## Attachment 1: CDNet 2013-14 budget & Letter of Offer

This budget allows for the CDNet email list to continue to be moderated, and secretariat support for 6 CDNet Working Group meetings a year and 2 large or 3-4 small forums/workshops in the year.

	EXPENSE ITEM	Total/ annum	Outputs
<b>Administration</b> of CDNet email list, website, secretariat support for working group and forums, finances, IT support	Wages (Administrator position)	\$3726	2 hours a week for moderation of CDNet email list and website content management Plus 5 hours for website maintenance @ CSW 4.3 = \$27.36/hour + 25% loading
	Wages (Secretariat position)	\$2447	60 hours per annum (5 hours per month) to: <ul style="list-style-type: none"> <li>Organise 6 Working Group meetings a year (preparing, organising, attending, minutes, etc.</li> <li>Support forum organisation (publicity, registrations, evaluation catering payment, etc.)</li> </ul> Plus 10 hours to organise budget & write annual report @ CSW 4.4 = \$27.96/hour + 25% loading
	IT support & infrastructure	\$360	Payment to CASE <sup>6</sup> for upkeep of the website mainly, server administration and domain name, email list high backend maintenance
	ACTCOSS admin costs	\$675	ACTCOSS auspicing fee and for processing of time sheets, invoices, etc.
<b>Total Administration costs</b>		<b>\$7208</b>	
<b>Forums</b>		<b>\$2500</b>	2-4 Forums @ \$500-\$1500 each, for venues, catering and materials; occasionally for speakers' fees including travelling expenses
Subtotal		<b>\$9708</b>	
Plus GST		<b>\$979.80</b>	
<b>Total budget</b>		<b>\$10,678.80</b>	Invoiced by ACTCOSS 17/6/13 & received from ACT Health Promotion Branch.

<sup>6</sup> Computing Assistance Support & Education Inc (CASE) is a non-profit organisation formed to assist Australian community organisations in making better use of information technology [www.case.org.au/](http://www.case.org.au/)

File No:

Mr Barbara Chevalier, Secretariat  
Community Development Network of the ACT & Region (CDNet)  
[secretariat@cdnet.org.au](mailto:secretariat@cdnet.org.au)

Dear Ms Chevalier

**LETTER OF OFFER**

I write to confirm funding arrangements for CDNet in 2013-14. As previously advised by email 5 June 2013 we are able to provide funding as follows:

<b>Purpose</b>	<b>Amount</b>	<b>Total</b>
2013-14 moderation of the CDNet email list, including CDNet Working Group meetings and forums/ workshops, as per the proposal provided to ACT Health on 15 April 2013.	\$9708.00	<b>\$9,708 (ex. GST)</b>

I note that under existing arrangements the ACT Council of Social Service (ACTCOSS) auspices funding arrangements on behalf of CDNet. I would be grateful if you could please complete the attached acceptance form signed by the appropriate officeholder at ACTCOSS. Please return a signed scanned copy to: [tony.blattman@act.gov.au](mailto:tony.blattman@act.gov.au)

Yours sincerely



Tony Blattman  
Manager, ACT Health Promotion Grants Program  
4 October 2012

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## Attachment 2: CDNet Forums (2004-2014)

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### 2004

- May *National Community Development Conference: Wrestling Wicked Problems* (attended by 400 people)
- July *Community Development in the ACT – how can community development contribute to the achievement of the social plan?* (a combined Health Promotion/CD forum)
- August *Asset Based Community Development workshop* (Facilitator: Jodie Kretzman)
- November *For Love or Money – the Status of Community Development in the ACT & Region*

### 2005

- June *Community Development Evaluation* (Paul Bullen and Barbara Pamphilon)
- July *Wellbeing – A common thread linking community development and health promotion* (a combined Health Promotion/CD forum)
- September *Capacity Building for Sustainability Leadership*
- November *Charlie Pahlman Spring Networking Forum & Picnic*

### 2006

- April *CDNet Expo: Canberra Flavoured Community Development*
- May *Connecting with the ACT Government* (a combined Health Promotion/CD forum)
- July *Strengthening Mental Health & Wellbeing in Our Community* (a combined Health Promotion/CD forum)
- November *Playful Participation Symposium: CD and the Arts and Heritage*

### 2007

- May *Inclusion Conference 07 - CDNet contributed \$2000 in sponsorship*
- June *Sustainable Consumption: Working with communities around climate change*
- September *Active Citizenship*
- November *Engaging Emerging Cultural Groups*

### 2008

- August *Storying: A Powerful Tool for Community Development*
- July - Sep *Mapping the Community Development sector*

48 individuals from 38 organisations responded to an online survey to provide a snapshot of who is working in community development (paid or voluntary), what community development projects are being conducted (funded or unfunded), and where the funding comes from. *Snapshot of Community Development in the ACT and Region: Report on a community development mapping project*, by Sue Hoffmann, December 2008, is available online at [www.cdnet.org.au/surveys](http://www.cdnet.org.au/surveys) )

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*September*      *Community Development Mapping Project Workshop at ACTCOSS Conference on Sector Development, September 4-5th 2008*

**2009**

*May*              *Evidence Based Evaluation*

*November*      *Reflective Practice forum*

**2010**

*April*             *Launch of New CDNet website & email*

*August*          *Results Based Accountability Workshop #1*

*November*      *A collaboration between CD Net & Sustainability Network at the Belconnen Future Footprints Festival.*

CDNet initiated coordination and funding of a shared stall, recognising that staffing stalls with volunteers at community fetes and festivals is quite a drain on small organisations' willing pool of volunteers. Groups represented at the stall included the Canberra Environment Centre, SEE-Change, Permablitz, Climate XChange, Healthy Soils Australia, Eco-footprint Solutions, Climate Action Canberra, Slow Food, Canberra Organic Growers Society, Conservation Council, the Sustainability Network and CDNet. The stall fostered greater awareness of the vibrant diversity that exists in the sustainability movement in Canberra.

*December*      *Results Based Accountability Workshop #2*

This workshop was designed to build on the RBA Workshop #1 to get participants thinking in an effective way about guiding community organisations to plan, implement and measure their activities to build stronger communities.

**2012**

*March*            *Flourishing Me, Flourishing Communities: Building strength and wellbeing: a half day capacity building workshop for community workers facilitated by Amanda Horne*

*July*              *Research skills for Community Workers Workshop (University of Canberra)*

**2013**

*March*            *Community Sector Forum: A snapshot of the ACT Community Sector and current issues in 2013.*

*June*             *Building a mentally healthy workforce: promoting self care. A learning and networking opportunity for community sector workers.*

**2014**

*May*              *NDIS Community Sector Forum, with speakers and panel.*

*June*             *Self-care Workshop for community sector workers, facilitated by Amanda Horne.*

## Attachment 3: CDNet Strategic Plan 2014-16

The following plan was created in December 2013.

<b>1. ASPIRATIONS: Mission, Vision, Goals - Purpose and Direction</b>
<b>Mission</b>
<ul style="list-style-type: none"> <li>To provide an accessible communication medium and professional development opportunities for Community Sector organisations and workers so that they can be supported to work collaboratively to meet the needs of vulnerable people living in Canberra and the surrounding region.</li> </ul>
<b>Vision</b>
<ul style="list-style-type: none"> <li>CDNET is seen as an essential resource for those working in the Community Sector and those wishing to engage with the disadvantaged in Canberra and the surrounding region.</li> </ul>
<b>Strategic Goals</b>
<ul style="list-style-type: none"> <li>To be acknowledged as an essential service that supports the Community Sector</li> <li>To provide professional development opportunities that lead to innovative practice</li> <li>To be the knowledge hub of activities, programs and services that are available for vulnerable Canberrans and Community Sector workers.</li> </ul>
<b>2. STRATEGY: Actions &amp; Programs / Events to fulfil overarching goals</b>
<b>YEAR 1 - 2014</b>
<ul style="list-style-type: none"> <li>Review the capacity and capability of the electronic distribution list to ensure that it is robust and provide recommendations as to the future proofing that will be required for the next 1-3 years.</li> <li>Investigate the ability for the CDNet website to offer blogs and other relevant forms of sharing information</li> <li>Develop a partnership engagement strategy (which will include links to the CDNet website)</li> <li>Provide learning and development opportunities for people to gain a greater understanding of what Community Development is</li> <li>Increase the communication / linkages between CD Net and Interagency Meetings</li> </ul>
<b>YEAR 2 - 2015</b>
<ul style="list-style-type: none"> <li>Develop a business and marketing plan to promote CDNet to the wider community</li> <li>Develop a comprehensive stakeholder engagement strategy with activities aligned to new business eg quarterly newsletter, informing Government of key community development initiatives and challenges that align with the Human Services Blueprint and Canberra Social Plan</li> <li>Establish a "Bank of Ideas" which will provide the community sector with the opportunity to...?? foster greater collaboration, enhance service delivery</li> </ul>
<b>YEAR 3 - 2016</b>
<b>3. ORGANISATIONAL SKILLS / HUMAN RESOURCES: Capability, Performance measurement, planning, resource management, external relationship building</b>
<b>YEAR 1 - 2014</b>

<ul style="list-style-type: none"> <li>• Develop a program logic for the activities being delivered to measure the short term outcomes achieved by CDNet over a 12 month period</li> <li>• Investigate the opportunity to increase resources via paid and volunteer services so that the goals for 2014 can be achieved</li> <li>• Develop a stakeholder engagement strategy for 2014 identifying organisations / personnel and the purpose for building the relationship eg funding, partnership to deliver service, building capacity, future proofing etc</li> <li>• identify professional development requirements for staff</li> </ul>
<b>YEAR 2 - 2015</b>
<b>YEAR 3 - 2016</b>
<b>4. SYSTEMS AND INFRASTRUCTURE: Planning, Decision Making, Knowledge Management, Administrative systems, Physical and Technological assets to support the organisation</b>
<b>YEAR 1. - 2014</b>
<ul style="list-style-type: none"> <li>• Develop a Standard Operating Procedure manual outlining all key activities and tasks undertaken by staff</li> <li>• Investigate the requirements to future proof the email distribution list and website</li> <li>• Investigate the opportunity to include social media on the website</li> <li>• Undertake a membership profiling exercise to assist with stakeholder engagement, value proposition statement for new members and new initiatives</li> </ul>
<b>YEAR 2.- 2015</b>
<b>YEAR 3. - 2016</b>
<b>5. ORGANISATIONAL STRUCTURE: Governance, organisational design, individual job descriptions</b>
<b>YEAR 1 -2014</b>
<ul style="list-style-type: none"> <li>• Engage with Government to discuss the merits of continued funding, preferably for 3 years with commensurate funding to achieve the objectives in this strategic plan</li> <li>• Review the current organisational structure and ensure it has the capacity and support mechanisms to achieve its goals</li> <li>• As part of the organisational review structure - undertake a business continuity plan and risk management plan</li> <li>• Review position descriptions and align with appropriate pay scale</li> <li>• Policies and procedures are developed to ensure high integrity and increased capability so that CDNet can support the Community Sector and continue to be seen as a necessity for organisations (NFP &amp; Govt) to communicate across the region so that they are able to achieve their own objectives</li> </ul>
<b>YEAR 2 -2015</b>
<b>YEAR 3 - 2016</b>
<b>6. CULTURE: The glue that binds the organisation together, including shared value and practices, appetite towards performance</b>
<b>YEAR 1. -2014</b>

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- |   |
|---|
| <ul style="list-style-type: none"><li>• Continue to build upon the current culture of collaboration , strong work ethic and accountability</li><li>• Continue to celebrate the diversity, skills and local knowledge that is provided by members of the CDNet working group</li><li>• Provide a thorough induction to new members of the working group so that they are able to fully engage in all conversations and participate in the activities to achieve the strategic objectives of CDNet.</li></ul> |
| <b>YEAR 2 - 2015</b>  |
|   |
| <b>YEAR 3 - 2016</b>  |
|   |

## Attachment 4: Strategic Plan items for 2014 in rank order

The items were rated for importance from 1 (not important) to 5 (very important) by 7 Working Group members.

Rank order	Strategic Plan items	Av. ranking
1	Engage with Government to discuss the merits of continued funding, preferably for 3 years with commensurate funding to achieve the objectives in this strategic plan	4.7
2	Develop a stakeholder engagement strategy for 2014 identifying organisations / personnel and the purpose for building the relationship eg funding, partnership to deliver service, building capacity, future proofing etc	4.6
3	Review the capacity and capability of the electronic distribution list to ensure that it is robust and provide recommendations as to the future proofing that will be required for the next 1-3 years.	4.4
4	Investigate the opportunity to increase resources via paid and volunteer services so that the goals for 2014 can be achieved	4
5	Increase the communication / linkages between CD Net and Interagency Meetings	3.9
5	Increase CDNet presence in social media	3.9
6	Develop a partnership engagement strategy (which will include links to the CDNet website)	3.6
6	Investigate the requirements to future proof the email distribution list and website	3.6
6	As part of the organisational review structure - undertake a business continuity plan and risk management plan	3.6
7	Review/amend Strategic Plan	3.4
7	Review the current organisational structure and ensure it has the capacity and support mechanisms to achieve its goals	3.4
7	Continue to celebrate the diversity, skills and local knowledge that is provided by members of the CDNet working group	3.4
7	Provide a thorough induction to new members of the working group so that they are able to fully engage in all conversations and participate in the activities to achieve the strategic objectives of CDNet.	3.4
8	Policies and procedures are developed to ensure high integrity and increased capability so that CDNet can support the Community Sector and continue to be seen as a necessity for organisations (NFP & Govt) to communicate across the region so that they are able to achieve their own objectives	3.3
8	Continue to build upon the current culture of collaboration , strong work ethic and accountability	3.3
9	Provide learning and development opportunities for people to gain a greater understanding of what Community Development is	3.1
9	Develop a program logic for the activities being delivered to measure the short term outcomes achieved by CDNet over a 12 month period	3.1
10	Investigate the ability for the CDNet website to offer blogs and other relevant forms of sharing information	3
11	Develop a Standard Operating Procedure manual outlining all key activities and tasks undertaken by staff	2.9
11	Undertake a membership profiling exercise to assist with stakeholder engagement, value proposition statement for new members and new initiatives	2.9
12	Review position descriptions and align with appropriate pay scale	2.7
13	Identify professional development requirements for staff	2.3

## Attachment 5: Ideas for forums/workshops

The items were rated for importance from 1 (not important) to 5 (very important) by 9 Working Group members.

Forum ideas in brief	Av rating
1. How to engage multicultural communities?*	3.6
2. Consumer Voice: how do organisations include their consumers' voices?	3.6
3. How and what do we evaluate in contemporary CD practice? Is measurement everything?	3.3
4. What is social enterprise and what part does CD play in it?	3.0
5. A lot of changes in the sector due to changes to funding at the end of 2014 will result in a huge turnover of roles in the ACT.	2.9
6. A CDNet forum networking opportunity event	2.8
7. In the last 10 years since the first national CD conference in Canberra, have we solved the 'wicked problems' discussed at that conference - do we need a second follow up national conference?	2.8
8. Peer support/self-care workshop	2.7
9. Australian Bureau of Statistics to provide an educational and statistical information and training session for community and service providers	2.7
10. Accessing sources of funding: corporate grants or partners, who to approach and how, communication barriers between corporate and community sector.	2.4
11. A review of the NDIS after one year	2.3
12. What is the place of 'wellbeing' in contemporary CD? Is it a well thought out inclusive strategy in CD practice or just rhetoric?	2.3
13. Are community developers a dying breed? How do traditional approaches to CD fair in the face of increasing government push back in 'developing' communities?	2.1
14. Do the social determinants of health fundamentally inform the thinking, practice and outcomes of CD workers?	1.9
15. What is the role of CD in the push towards promoting public service mutuals as a third way of delivering public services (social, health, welfare etc).	1.7
16. Do men's sheds really work? What is the state of men's health and wellbeing in the ACT?	1.1
17. Is the neglect of youth based services and access to services in general the ticking bomb in Canberra? - a needs assessment of the Gungahlin community (a Communities@Work study)	1.0
18. Commentaries on the Canberra Social Plan - where are we at and are we any better for it?	