



CDNet Summary Report

July 2018 to June 2019

In respect of the Deed of Grant between the ACT Government's Community Services Directorate and the ACT Council of Social Service (ACTCOSS) auspicing the Community Development Network of the ACT & Region (CDNet) received in February 2019.

For the attention of:

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WESTON ACT 2611
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Steering Committee members of the Community Development Network of the ACT & Region.

It's been a pleasure ... working with CDNet ... Stepping into the community services sector from SA, I had no idea about the sector here. On my very first day I was told to join CDNet and it was invaluable to help me make connections and get established here.

Personal communication from Lauren Bradley, Community Development Officer, Woden Community Service
CDNet Steering Committee Member.

For further information, contact CDNet Secretariat: secretariat@cdnet.org.au

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Introduction

The Community Development Network of the ACT & Region (CDNet) acknowledges with gratitude the ACT Government's Community Services Directorate for continued funding in 2018-19, and ACTCOSS for continued auspicing and support of CDNet's activities. The ACT Council of Social Service is the auspicing body, as CDNet is not incorporated.

This summary report covers the budget period 1 July 2018 to 30 June 2019, with particular focus on the funded period 1 February to 30 June, following receipt of \$15,000 (excluding GST) in February 2019.

CDNet's website provides more background information at: <https://cdnet.org.au/index.php/reports>, including previous annual summary reports and surveys.

CDNet has been going since 2003: a 'potted history' up to 2016 may be found here: https://cdnet.org.au/images/Community_Development_Network_a_potted_history_2004_to_2016.pdf.

The CDNet email list grew from 380 in January 2007, climbing to over 2000 and sustained since 2014. The list has become a simple, indispensable communication tool for the community sector. The amount of 'traffic' on the email list consistently averages 250 a month. On busy days, the email list can receive as many as 20 postings, with an average of over 10 per working day.

CDNet has a voluntary Steering Committee of 12 members, with a turn-around of 3-4 people per year. There are two paid staff: the email and website moderator and administrator, and the secretariat.

ACTCOSS has a Memorandum of Understanding with CDNet as well as contracts and duty statements for the Administrator and Secretariat positions.

Section 1 carries the Deed of Grant particulars and signed performance report.

Section 2 carries the details behind the performance report.

This section provides a level of background and detail for CSD personnel who are less familiar with CDNet and aims to provide a comprehensive record for incoming CDNet Steering Committee members and future staff. Attachments provide further detail including CDNet's budget and Profit & Loss Statement.

Section 1 Deed of Grant Funding Requirements

Deed of grant particulars

Deed of Grant between:

AUSTRALIAN CAPITAL TERRITORY
AUSTRALIAN CAPITAL TERRITORY COUNCIL OF SOCIAL SERVICE INC
ABN 81 818 839 988
COMMUNITY DEVELOPMENT NETWORK CDNET
DG.2019.010

Prepared by

Service Funding Support
Community Services Directorate
Level 3, 11 Moore Street
CANBERRA ACT 2601

Version

February 2019

SCHEDULE 1 GRANT DETAILS

GRANT DETAILS Item 1.	Grant Period <i>See clauses 1.1 and 3</i>	From the date of execution of this Deed until 30 June 2019.
Item 2.	Grant <i>See clauses 1.1 and 2.1</i>	(1) Grant: is capped to an amount of \$15,000.00 (GST exclusive). (2) The Grant is payable as a lump sum. An Invoice may be rendered on or after the date of this Deed. (3) Except if otherwise stated in this Deed, the Grant is: (a) payable within 30 days of receipt by the Territory of an Invoice; and (b) inclusive of GST and all other taxes, duties and charges.
Item 3.	Reporting and Acquittal <i>See clause 7.1</i>	The Grantee will submit to the Territory an acquittal report as marked " Attachment A " and a performance report as marked " Attachment B ". Reports are to be signed by an authorised officer of the organisation outlining 1) the expenditure of the Grant received by the Grantee having been expended for the funded activity.; and 2) a quantitative data against the identified indicators outlined in Attachment B. The reports must be completed and submitted to the Territory by 30 days of 30 June 2019 ¹ .

¹ Timing of the survey and report were delayed due to CDNet's Secretariat's personal circumstances in June to early August. Communication with Jancye Winter on 9 July gained approval for these delays.

SCHEDULE 2 THE FUNDED ACTIVITY

- (1) The Grantee will provide an administrator to monitor the CDNet email list and website content management and website maintenance.
- (2) The CDNet will provide an email server, community development workshops and forums for the ACT community sector. The email server will enable community sector employees and volunteers to find out about:
 - (a) training opportunities;
 - (b) job opportunities; and
 - (c) sector networking activity.
- (3) The Grantee will report to the Territory a list of Subscribers including number of:
 - (a) subscribers during the date the Agreement was signed until 31 March 2019;
 - (b) subscribers between 1 April 2019 and 30 June 2019; and
 - (c) those unsubscribed at 30 June 2019.
- (4) The Grantee will report to the Territory on the average number of emails notifications during each month of the Agreement Period.
- (5) The Grantee will coordinate monthly / bi-annually / annually meetings / forums / workshops.
- (6) The Grantee will undertake a stakeholder survey of CDNet to redo the last review in 2014, to commence in March 2019 to inform ongoing funding.

ANNEXURE A FINANCIAL ACQUITTAL STATEMENT

(for the reporting period ending 30 June 2019)

Recipient: Australian Capital Territory of Social Service Inc

Name of Service: CDNet

For the period: February to June 2019 (the funded period)

I, _____, Executive Director of the Australian Capital Territory of Social Service Inc provide the following as evidence of acquittal of the Grant provided by the Territory

I HEREBY CERTIFY THAT:

Funding of **\$15,000 (excluding GST)** was expended during Period in accordance with the Funded Activity at Schedule 2 of the Deed of Grant.

Summary of how the Grant was used to meet the Funding Purpose

Income (*Outline the activities the Grant was spent on and the Outcomes for the Organisation's users from that use of the Grant. Attach a separate page if preferred*)

The grant was spent on the following:

- Salaries and wages for Administrator and Secretariat: \$11,609
- Training and events: \$927
- Administration costs: \$1373
- Total operating expenses: \$13,696
- Unspent funds to be carried forward: \$1446²

(See Section 2 of this Report and **Attachments 2, 3 and 3B** for details, and Performance Report below for Outputs and Outcomes)

Signature of Delegate

Position

Print Name of Delegate

Date

Please return this completed form by email to CSDServiceFundingSupport@act.gov.au or post to:

Service Funding Support (SFS)
Community Services Directorate,
GPO Box 158, CANBERRA ACT 2601

² An underspend of \$1446 was due to the delay in receiving funds till February 2019. At CDNet's Steering Committee's request, Susan Helyar (ACTCOSS' Director) requested these funds be used after 30 June 2019. This request was approved by CSD's Jancye Winter by email on 14 June 2019. Copies of these emails are at **Attachment 3B**.

ANNEXURE B PERFORMANCE REPORT

(for the reporting period ending 30 June 2019)

Outcome	Performance Indicator	Number	Notes/Comments
CDNet	Total number of Subscribers: (a) Number of subscribers between the date the Agreement was signed until 31 March 2019; (b) Number of subscribers between 1 April 2019 and 30 June 2019; and (c) those unsubscribed at 30 June 2019	(a) – 1972 subscribers at 1 Feb 2019 – 2011 subscribers at 31 March 2019 (b) – 2044 subscribers at 30 June 2019 (c) – 202 ² unsubscribed between 1 Feb and 30 Jun 2019 ³	– Subscribed from 1 Feb to 31 March: 87 – Subscribed from 1 April to 30 June: 127 – 214 total additional subscribers between 1 Feb and 30 Jun 2019
	Average number of emails notifications during each month of the Agreement Period.	Average 274 per month	Monthly averages for last seven years are around 250 emails a month
	Number of meetings/forums/workshops held	– Three Steering Committee Meetings – Three Community development Peer Network Meetings – One Forum The Art of Place 8 May – (plus six additional working group planning meetings for forum)	– 11 Feb; 11 April & 30 May (5 for whole financial year July 2018 to June 2019) – 14 Feb; 11 Apr; 13 Jun (six for whole financial year) – Over 40 attended (31 of the 33 registered), plus several speakers & Steering Committee organisers.

NOTE: CDNet continued its operations (email list moderation, Steering Committee meetings and forum planning) between 1 July 2018 and when funding arrived in February 2019. Staff were paid by ACTCOSS who were reimbursed when CSD funding arrived.

³ This included 38 from four organisations who changed email addresses; not all had re-subscribed at June 2019

Section 2 CDNet Report on 2018-19 Financial Year in detail

1 Snapshot of CDNet activities in 2017-18 financial year

1.1 CDNet Terms of Reference

The Community Development Network of the ACT & Region (known as CDNet) is a support network of community development workers and those interested in community development principles and practices. Our purpose is to:

1. Facilitate the sharing of information on current trends, good practice and activities relevant to community development through an email distribution list;
2. Provide information on the role of community development to ensure a sound foundation for healthy and sustainable communities; and
3. Provide opportunities for discussion and learning through seminars, workshops and conferences.

CDNet receives core annual funding from the ACT government for the following key activities:

- 1 A Steering Committee to oversee and coordinate the activities of the CDNet, supported by the employment of a secretariat position;
- 2 Maintenance of the CDNet website and distribution of emails to the CDNet, supported by the employment of an administrative position to manage the website and moderate the email list, and
- 3 Organising two forums, seminars or workshops per year.

1.2 Key outputs delivered (in brief)

Key funded activities	Key outputs delivered
A Steering Committee to oversee and coordinate the activities of the CDNet supported by the employment of a secretariat position	<ul style="list-style-type: none"> - The Steering Committee (SC) currently has 12 active members and 9 'Friends' or ex-members. - The committee met bi-monthly five times from July 2018 to June 2019. In-kind contributions by the committee are estimated at around 200 voluntary hours a year (approximately \$10,000)
Maintenance of the CDNet website and distribution of emails to the CDNet supported by the employment of an administrative position to manage the website and moderate the email list	<p>No. of email subscribers:</p> <ul style="list-style-type: none"> - At 24 June 2018: 2082 (compared with 2067 at 30 June 2017) - At 1 February 2019 (when funding was received): 1972 - At 30 June 2019: 2044 <p>Website:</p> <ul style="list-style-type: none"> - A 2018-19 Participation (Digital Communities) Grant of \$1400 (GST exclusive) has been secured (received Aug 2019) to upgrade the website <p>Facebook page:</p> <ul style="list-style-type: none"> - Needs publicising more. Currently 84 likes. 140 reached on last post.
Organising two or more forums, seminars or workshops per year.	<ul style="list-style-type: none"> - 6 Community Development Peer Network meetings - One large forum on the Art of Place: Growing Communities through Placemaking Forum, 8 May 2019

1.3 Forum and workshop descriptions in brief

The Community Development Peer Network - bi-monthly meetings

A collaboration between ACTCOSS and CDNet, this network provides a regular opportunity to meet, network, and share ideas on resources, practice and tools for people working within a community development framework in the ACT.

The Art of Place: Growing Communities through Placemaking Forum – May 2019

A cross-border collaboration with Queanbeyan Palerang Regional Council, ACTCOSS, Northside Community Service and Communities@Work.

2 CDNet activities for 2018-19 financial year in more detail

2.1 Outputs in more detail

Output targets (set in 2010)	Output achievements	For details, see
	June 2018 to June 2019	
1. Increases of 100 email subscribers per year	(At 30 June 2017, there were 2067 email list subscribers) <ul style="list-style-type: none"> At 24 June 2018, there were 2082 At 30 June 2019, there were 2044. Between 1 February and 30 June 2019: <ul style="list-style-type: none"> 202 people unsubscribed, and 214 subscribed 	See section 2.2.1
2. Between 50 – 100 emails a month	<ul style="list-style-type: none"> Average number of emails per month is 252, similar to previous years. 	
3. 2 or more forums per year	<ul style="list-style-type: none"> Six bi-monthly Community Development Peer Network meetings were held – a collaboration between CDNet and ACTCOSS Only one forum held (see below) due to late arrival of funding in February 2019 	See section 2.5
4. 40 people attending each Forum	<ul style="list-style-type: none"> Community Development Peer Network bi-monthly meetings – on average 15 attended each The Art of Place: Growing Communities through Placemaking Forum, 8 May 2019 –over 40 people attended, comprising 31 of 33 registered, plus guest speakers and Steering Committee organisers 	See section 2.6

2.2 CDNet email list, website and social media

2.2.1 Email Subscribers

No. of email subscribers:

- At 24 June 2018: 2082 (compared with 2067 at 30 June 2017)
- At 1 February 2019 (when funding was received): 1972
- At 31 March 2019: 2011
- At 30 June 2019: 2044

Between 1 February and 30 June 2019:

- 202 people unsubscribed⁴, and
- 214 subscribed

The amount of ‘traffic’ on the email list has remained consistent with previous years – at about 250 emails per month, 50 a week and 11-12 per working day (often up to 20 in one day).

Monthly email numbers for FY July 2018-June 2019 (funded period shaded) are shown in the table below, with comparison monthly numbers for the previous financial year.

No. of emails per month July 2018-June 2019 compared with previous financial year

	2018-19 Monthly totals	2017-18 Monthly totals
July	207	200
Aug	237	235
Sept	243	256
Oct	283	311
Nov	218	311
Dec	125	117
Jan	208	178
Feb	258	203
Mar	299	211
Apr	299	261
May	288	248
June	228	228
Total emails	2893	2759

Average number of emails per month, per week and per working day are in the next table.

Average number of emails per month, per week and per working day

	July-June 2019	July 2017-June 2018
Total emails	2893	2759
Av per month*	252	240
Av per week**	58	55
Av per working day	12	11

Note: *Divided by 11.5 months to allow for 2 week break over Xmas period.

**Divided by 50 weeks

The figures for the funded period only (Feb-Jun 2019) are in the next table:

⁴ This included 38 from four organisations who changed email addresses; not all had re-subscribed at June 2019

Months of funded period	No. of emails per month	
Feb	258	
Mar	299	
Apr	299	
May	288	
June	228	
Total emails in funded period	1372	
Average per month	274	
Average per week	65	21 weeks
	105	working days in 21 weeks
Average per working day	13	

Comparison with previous years

The table and figure below show monthly averages for the last seven years.

Aug 2012- Aug 2013	Aug 2013- Aug 2014	Aug 2014- mid Jun 2015	Jul 2015- May 2016	Jul 2016- Apr 2017	Jul 2017- May 2018	Jul 2018- Jun 2019
237	262	275	240	316	220	252

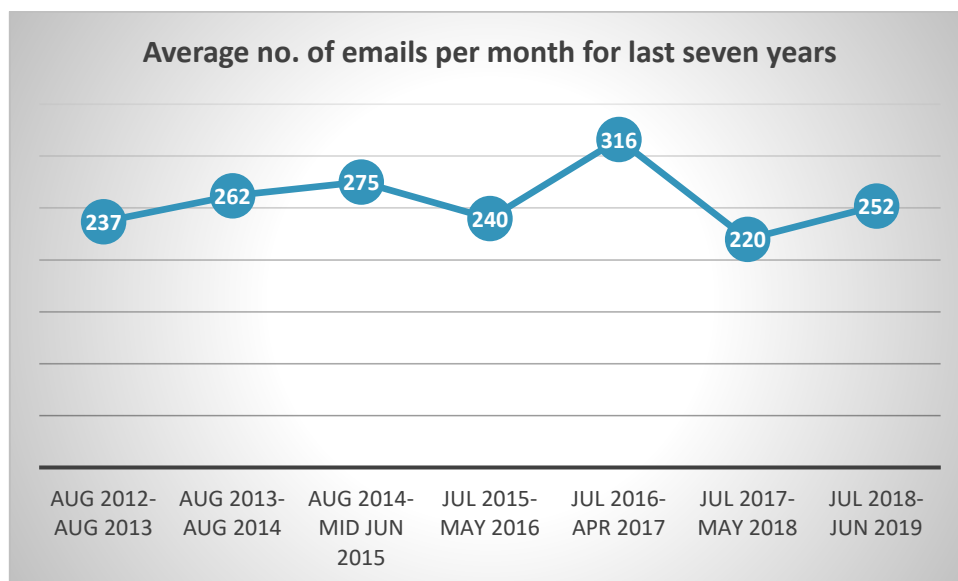


Figure 1: Average number of emails per month for last 7 years

2.2.2 Website

Website:

- A 2018-19 Participation (Digital Communities) Grant of \$1400 (GST exclusive) was applied for in April 2019 to upgrade the website. This was successful and received in August 2019.

2.2.3 Social media

Facebook page:

- The page needs publicising more. It currently has 84 likes, with 140 reached on last post.

2.3 Budget

CDNet's budget (estimated and actual) for 2018-19 is at **Attachment 2**, and the most recent Profit and Loss Statement (30 June 2019) is at **Attachment 3**.

An underspend of \$1446 was due to the delay in receiving funds till February 2019. At CDNet's Steering Committee's request, Susan Helyar (ACTCOSS' Director) requested these funds be used after 30 June 2019. This request was approved by CSD's Jancye Winter by email on 14 June 2019. Copies of these emails are at **Attachment 3B**.

At CDNet's Steering Committee Meeting on 22 August, the decision was made to use the \$1446 underspend from 2018-19 to supplement the small Community Infrastructure Grant of \$1400 with \$1000 extra estimated needed to complete the upgrading of the website, plus \$400 to cover any extra staffing hours required by the administrator to complete the website development work.

2.4 CDNet Steering Committee and staff

CDNet's Steering Committee oversees and coordinates the activities of the CDNet. It has representatives from a wide range of community organisations. It maintains 12--15 active members per year (12 at present – see **Attachment 4** for details). Some have been in the Steering Committee for several years; every year, 2-3 people 'move on' to other positions or organisations. At the start of each financial year, emails are sent to CDNet inviting new people to join the Steering Committee for one year. This usually results in 3-4 EOIs.

The CDNet Steering Committee met five times during the 2018-19 financial period, usually every 8 weeks. One meeting in October was cancelled due to the number of apologies and the fact that funding had still not been received. Agenda items were held over till the following (December) meeting.

Attendance per meeting has varied from 5 to 9, averaging 7 per meeting with 4 to 7 'active members' sending apologies. This is consistent with previous years' averages.

Steering Committee attendance at CDNet bi-monthly meetings

Meeting dates July 2018-June 2019	Attended	Apologies
Aug 2	8	4
Oct 18 – meeting cancelled due to number of apologies and no funding yet received. Items held over until December meeting	(4 could attend)	7
Dec 13	8	5
Feb 11	9	5
April 11	6	5
May 30	5	6
Average	7	5

In addition, a **smaller working group** met six times between February and May to plan the Art of Place forum.

Estimated in-kind contributions by the CDNet Steering Committee

It is worth noting that the Steering Committee members contribute their time **voluntarily**, for bi-monthly meetings. In addition, time to organise forums requires extra volunteer hours. Each financial year, up to 200 person-hours are volunteered by CDNet Steering Committee members.

See the table below for reasoning.

CDNet Steering Committee voluntary activities	Person hours
Average of 7 people attending 1.5-hour meetings (plus travel) 6 times a year	75 hours
<ul style="list-style-type: none"> • Forums – planned and run by small working groups: includes promotion, registration, preparation, setting up, manning forum, cleaning up, paying invoices, collating evaluation • CD Peer Network meetings – organising • Extra hours by secretariat and admin person. 	125 or so hours
Total in-kind person hours contributed:	Up to 200 hours
@ \$50 per hour	\$10,000 in kind contribution per year.

2.4.1 Steering Committee Meetings – summary key agenda items

Full minutes of these meetings are available on request from secretariat@cdnet.org.au

August 2 meeting

- Health Literacy Forum proposal
- Discussion of funding not yet received – CDNet staff elected not to be paid until funding received.
- Forum ideas for Feb/March: Community Development and Homelessness, and something similar to the June 2018 forum with ACTCOSS and government in May/June
- Potential grants for website upgrade noted.

October 18 meeting - cancelled

December 13 meeting

- CSD confirmed budget to fund CDNet for 2018/19
- New schedule of work for funded activity agreed to
- Forum ideas discussed, with a cross-border Placemaking Forum being most favoured, as several projects are running in parallel. Queanbeyan Palerang Regional Council have a Placemaking Team.

February 11 meeting

- Funding received in February from CSD for 2018/19
- Placemaking Forum in May ideas discussed, with a working group to plan further
- Power to the People Masterclasses Conference 15 & 16 August in Canberra
<https://bankofideas.com.au/events/power-to-the-people-conference/masterclasses/Canberra/Aug2019>

April 11 meeting

- Meeting agreed to ACTCOSS administration fee increased from \$675 to \$1000, plus 9% admin fee
- Budget for 2019/20 updated accordingly
- Email subscriber survey requested by funding body to be actioned after May forum
- The Art of Place: Growing Communities through Placemaking Forum 8 May – final planning
- CDNet email admin/moderator is applying for Smartygrant for website upgrade

May 30 meeting

- Reporting requirements to CSD as per Schedule 2
- Design survey to subscribers requested under Schedule 2
- Debrief/evaluate 8 May Placemaking Forum
- After May Forum, \$1605 from the grant remaining for forums in 2019
- Plans for further placemaking skills development

2.4.2 CDNet Secretariat position

This position has an annual contract for 90 hours per annum @ MEA 6.3 + 25% loading to:

- Organise 5-6 Steering Committee meetings a year (preparing, organising, attending, minutes, etc.) - average 5 hours per month (60 hours per annum)
- Support forum organisation (publicity, registrations, evaluation, catering payment, etc.) – 15 hours
- Organise the budget & write an annual summary report – 15 hours.

2.4.3 CDNet email list administrator position

The email administrator contract is for 2 hours a week @ MEA 6.3 + 25% loading for moderation of CDNet email list and website content management, plus 5 hours per annum for website maintenance.

2.5 The Community Development Peer Network

Since 2015, CDNet and ACTCOSS' Capability Development team have collaborated to run Community Development Peer Network bi-monthly meetings. Meetings occur on the odd months to CDNet Steering Committee meetings. They always include an ACTCOSS update and a time for networking, sharing and support time.

The CD Peer Network aims to promote and support the practices and principles of community development and provides a forum to:

- Learn from the experience of others
- Share information, resources, tools and practices
- Develop connections with like-minded individuals and organisations.

There are 20 regular attendees, with 2-3 new people attending most meetings. Some are new to the ACT, or to the community sector or have an interest in connecting with the community.

Over the six meetings between July 2018 and June 2019, a total of 88 people attended the Peer Network meetings – an average of 15 per meeting.

Number of attendees at the Community Development Peer Network Meetings

CD Peer Network Meetings	Nos attending
5 July 2018	5
6 September 2018	20
11 December 2018	11
14 February 2019	14
11 April 2019	19
13 June 2019	19
Total	88

Meeting agendas for 2018-19 with topics and discussions are in [Attachment 5](#).

2.6 Forums and workshops

The Art of Place – Growing Communities through Placemaking 8 May 2019

This cross-border collaboration forum was held on 8 May 2019. It took a considerable amount of planning, with ACTCOSS, Communities at Work, Northside Community Service and Queanbeyan and Palerang Regional Council's Placemaking Team.

Six planning meetings resulted in a highly successful and engaging forum held in Queanbeyan and attracted 33 registration (12 from NSW) plus speakers and members of the CDNet Steering Committee organisers.

- See flyer:
http://cdnet.org.au/images/Growing_Communities_through_Placemaking_Forum_Flyer.pdf
- The event was facilitated by Susan Helyar, ACTCOSS Director.
- At least 31 of the 33 who booked attended, plus some extras, plus speakers and planning group
- Income from registration: \$622
- The link to resources from Art of Place forum: <http://cdnet.org.au/index.php/forums>
- Or click directly on the links in red below for the three components there:
 - [An Overview](#)- by Gaby Tagliapetri
 - [Placemaking Resources](#)- also from Gaby
 - [Group Brainstorm on 5 Placemaking Themes](#)- the notes and photos of the brainstorms
- Thank you emails were sent to Susan Helyar and the guest speakers with a photo and message:
- The Forum schedule is at **Attachment 6**.

Evaluation

Unfortunately, only four people responded to the evaluation survey sent out to participants.

Q1. Use ONE word/phrase to sum up your thoughts on the forum.

- Enjoyable
- Useful for making contacts and hearing what is happening
- Interesting
- Inspiring

Q2. What was the most useful part of the morning?

- Brain storming with others, going over common issues, exploring solutions
- Hearing the from others
- Hearing from the different project officers about the support programs they provide to the community
- Listening to presenters and workshopping

Q3. What was the least useful part of the morning?

- I am not sure there was a lot of exactly what place making is, and how you do it, though this could be inferred from the stories to some extent.
- Some of the place making activities in the high SES communities eg New Acton precinct
- Nil
- n/a

Q4. Is there any feedback you can provide for improvement?

- Having guest speakers made the event interesting.
- Some more tips on how one might go about this in one's own context.
- The idea gathering is good- can you send out a summary of the comments from the sheets
- Maybe a shared list of attendees (from those who give permission)

2.7 Stakeholder (email subscriber) survey

A survey to over 2000 CDNet email subscribers was sent out in early July.

https://www.surveymonkey.co.uk/r/CDNet_survey_2019

106 people responded with considerable qualitative feedback. Survey results are being analysed and summarised at the time of writing this report.

In the meantime, raw data can be seen here: <https://www.surveymonkey.com/results/SM-5NWRST27/>

A report on the survey findings will be completed by September 2019 and shared with CSD, ACTCOSS, CDNet email subscribers and CDNet's Steering Committee for discussion.
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Attachment 1: Email re Deed of Grant received 20 February 2019

From: CSD, Service Funding Support <CSDServiceFundingSupport@act.gov.au>
Sent: Wednesday, February 20, 2019 1:24:30 PM
To: Susan Helyar
Cc: Sabellico, Anne Maree
Subject: Deed of Grant - CDNet

UNCLASSIFIED For-Official-Use-Only

Good afternoon Ms Helyar

Please find attached a final Deed of Grant to provide an administrator to monitor the CDNet email list and website content management and website maintenance, between the Australian Capital Territory represented by the Community Services Directorate and Australian Capital Territory Council of Social Service Inc.

Should you wish to accept the Deed of Grant, please signed and return a fully signed Deed of Grant to Service Funding Support by email CSDServiceFundingSupport@act.gov.au

Kind Regards

Malcome Mitchell
Phone 02 6207 1618
Manager | Service Funding Support - Community Relations and Funding Support
Inclusion and Participation | Community Services Directorate
Level 3, 11 Moore Street Canberra 2601 | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

Attachment 2: CDNet 2018-19 budget – estimated and adjusted for increased expenses

		Estimated	Actual	Actual	Actual	Diff from original budget
		Original proposed budget 2018-19	1 Jul 2018 – 30 Nov 2018 (12wks)	1 Dec 2018 – 30 Jun 2019 (14 wks)	Actual 2018-19 totals	
1. WAGES	Rate of pay (MEA)	\$50.79⁵	\$52.57	\$54.28		
	Hours		48.00	56.00	104 hours	
Administrator position 109 hours per year	2 hours a week for moderation of CDNet email list and website content management.	\$5,536.11	\$2,523.36	\$3,039.68		
	Plus 5 hours for website maintenance			\$271.40	5 hours	
	Total Administrator Gross Wages				\$5,834.44	\$298.33
	Accrued super of 9.5% (every month that more than \$450 is earned) - no months usually do	\$0			\$150.00	\$150.00
	Long Service Leave of 1.2% - of all gross wages	\$66.43			\$70.01	\$3.58
	Workers Comp of 1% - of all gross wages.	\$55.36			\$58.34	\$2.98
	Total Administrator on-costs				\$278.35	\$156.57
	Total Administrator Costs	\$5,536.11			\$6,112.80	\$576.69
Secretariat position 90 hours per year	60 hours per year (5 hours per month) to organise 6 Working Group meetings a year (preparing, organising, attending, minutes, etc.	\$4,571.10	23.5 hours	36.5 hours		
			\$1,235.40	\$1,981.22		
	Plus 20 hours per year for forum organisation (publicity, registrations,			\$1,085.60		

⁵ SCHADS Level 6.3 casual rate (based)

	evaluation, catering & payments, etc.) and survey					
	Plus 10 hours to organise budget & write annual report		\$262.85	\$271.40		
	Total Gross Wages		\$1,498.25	\$3,338.22	\$4,836.47	\$265.37
	Accrued super of 9.5% (every month that more than \$450 is earned) - occasionally this occurs	\$100.00			\$150.00	\$50.00
	Long Service Leave of 1.2% - of all gross wages	\$57.32			\$58.04	\$0.72
	Workers Comp of 1% - of all gross wages.	\$47.76			\$48.36	\$0.60
	Total Secretariat on-costs				\$256.40	\$51.32
	Total Secretariat Costs	\$4,776.18			\$5,092.87	\$316.69
Total staff costs		\$10,312.29			\$11,205.66	\$893.37
2. ADMINISTRATION						
Domain renewal		\$142.95			\$41.95	
Net Registry website host		\$99.87		\$0.00	\$99.87	
ACTCOSS admin costs	ACTCOSS auspicating fee and for processing of time sheets, invoices, etc.	\$675.00	\$1,000		\$1,000.00	
Total administration costs		\$917.82			\$1,141.82	\$224
3. FORUMS/WORKSHOPS	2-3 forums @ \$500-\$1500 each, for venues, catering and materials; occasionally for speakers' fees	\$3,000			\$1,179	
Total CDNet budget		Proposed			Actual	
	(GST not included)	\$14,230			\$13,969	
Received from CSD March 2019	GST not included				\$15,000	

Attachment 3: ACTCOSS Profit & Loss Statement at 30 June 2019

Profit and Loss v Budget		
Community Development Network (CDNet)		
For the year ended 30 June 2019		
	Account	30-Jun-19
Trading Income		
	Funding and grants	
	Funding from 2017-18	415
	Government funding 2018-19	15,000
	Total Funding and grants	15,415
	Total Income	15,415
Operating Expenses		
	Salaries & Wages	
	Superannuation	683
	Long Service Leave	25
	Wages and Salaries	10,901
	Total Salaries & Wages	11,609
	Training and event costs	
	Facilitators	0
	Catering	655
	Venue Hire	273
	Total Training and event costs	927
	Administration costs	
	ICT / Technology	373
	Administration fees	1,000
	Total Administration costs	1,373
	Entertainment - lunches and gifts	59
	Total Operating Expenses	13,969
	Net Profit to be carried forward	1,446

Attachment 3B Request and approval to roll over underspend

From: **Winter, Jancye** <Jancye.Winter@act.gov.au>
Date: Fri, Jun 14, 2019 at 12:59 PM
Subject: RESPONSE: CDNet
To: Susan Helyar <susan.helyar@actcoss.org.au>
Cc: Samantha Quimby <samantha.quimby@actcoss.org.au>, Chavalier, Barbara <secretariat@cdnet.org.au>, Mitchell, Malcome <Malcome.Mitchell@act.gov.au>

UNCLASSIFIED

Hi Susan,

I am happy to approve your request and note the CDNet underspend for 2018-19 and that these funds will be utilised in 2019-20 to assist with Forum costs.

I am also pleased to advise funding for CDNet for 2019-20 was formally approved yesterday and I will be sending through the draft Deed of Grant next week for consideration.

Regards

Jancye Winter
Senior Director, Industry Development
Strategic Policy
Community Services Directorate | **ACT Government** |
6207 0038
Email: Jancye.Winter@act.gov.au

From: Susan Helyar <susan.helyar@actcoss.org.au>
Sent: Friday, 14 June 2019 8:46 AM
To: Winter, Jancye <Jancye.Winter@act.gov.au>
Cc: Samantha Quimby <samantha.quimby@actcoss.org.au>; Chavalier, Barbara <secretariat@cdnet.org.au>
Subject: CDNet

Hi Jancye

As you know CDNet has a delay in receiving their funds in 2018-9 so there was less time to spend the grant than is usual. CDNet underspend for 2018-19 is expected to be about \$1600. Those funds can be used in 2019-20 to contribute to Forum costs.

I would like to request permission to roll these funds over to 2019-20.

Thanks for your consideration of this
Cheers Susan
Susan Helyar | Executive Director
ACT Council of Social Service Inc. (ACTCOSS)
p 02 6202 7200 | m 0448 791 987
e director@actcoss.org.au
a 1/6 Gritten St, Weston ACT 2611

Attachment 4: CDNet Steering Committee members 2018-19

Current members

	NAME	ORGANISATION/POSITION
1.	Dalane Drexler	ACT Mental Health Consumer Network, Executive Officer
2.	Samantha Quimby	ACTCOSS Sector Development, Capability Manager
3.	Karen Hammond	CDNet email moderator, website administrator
4.	Barbara Chevalier	CDNet secretariat; ACT Shelter
5.	Linda O'Connell	Communities@Work, Community Development Officer
6.	Karen Jesson	Communities@Work, Emerging Communities, Community Engagement Officer
7.	Andrew Hore	Funny-Works (cartoonist, illustrator, facilitator)
8.	Yelin Hung	Health Care Consumers' Association, Multicultural Liaison Officer
9.	Karlya Parnell	Northside Community Service, Community Development Coordinator
10.	Kyla Harvey	Queanbeyan and Palerang Regional Council, Community Development Officer
11.	Evonne Jones	Queanbeyan and Palerang Regional Council, Community Development Officer
12.	Casey Armstrong	Woden Community Service, Community Development Coordinator

Friends/previous members of the CDNet Steering Committee/keep in loop/cc or bcc

13.	Chris Bowman	Retired
14.	Geraldine Manser	Retired
15.	Lauren Andersen	Ex Queanbeyan Palerang Regional Council Community Development Officer
16.	Ryan Joseph	ACTCOSS, Capability Development Officer
17.	Lauren Bradley	AIVL (Australian Injecting and Illicit Drug Users League)
18.	Chaylee Brikius	CANTEEN Programs Officer
19.	Holly Catt	Community Development Officer, Community Health Support Unit
20.	Patricia Jones	SHFPACT, Manager Education & Health Promotion
21.	Olga Srbovski	The Smith Family, Team Leader ACT/Wagga/Goulburn

People to keep in the loop/bcc in some emails

	NAME	ORGANISATION/POSITION
Regular bcc	Jancye Winter	Senior Director, Industry Development, Strategic Policy, Community Services Directorate
Occasional bcc	Anne-Maree Sabellico	Community Services Directorate, ACT Government
	Susan Helyar	ACTCOSS, Director

Attachment 5: Community Development Peer Network Meeting Agendas July 2018 – June 2019

ACTCOSS Meeting Room
Weston Community Hub, 1/6 Gritten Street, Weston 2611

(The first meeting of the financial year is missing (5 July 2018) - it seems to have not been migrated to ACTCOSS' new cloud filing system which was happening around that time.)

6 September 2018

- 9.30am** Welcome, Introductions & Acknowledgement of Land
- ACTCOSS Update
 - Leading Social Change Hub
 - Raise the Rate Campaign
 - Stories of Chance
 - ACTCOSS Awards
 - CDNet Update
- 9.45am** Environment, Planning, and Sustainable Development (EPSDD): Sharing & Q&A (30mins)
- 10.15am** BREAK for morning tea (15 mins)
- 10.30am** Discussion: Health Literacy (Healthcare Consumers' Association) (25 mins)
- 10.55am** Peer Networking, Sharing & Support (25 mins)
- 11.20am** Wrap up, setting next meeting dates and venue (10 mins)
- 11.30am** Close

11 December 2018

- 9.30am** Welcome, Introductions & Acknowledgement of Land
ACTCOSS Update
L&D Calendar Jan-Jun 2018
Peer Network Dates 2019
ACTCOSS Awards Recipients 2018
ACTCOSS Annual Report FY2017-2018
Affordable Housing Win for ACT
CDNet Update
- 9.50am** Peer Networking, Sharing & Support (20 mins)
- 10.10am** BREAK for morning tea (20 mins)
- 10.30am** Discussion: Peer Network Evaluation & Brief Discussion for 2019 (20 mins)
- 10.50am** Wrap up, setting next meeting dates and venue (5 mins)
- 11am** Close

14 February 2019

- 9.30am** Welcome, Introductions & Acknowledgement of Land
ACTCOSS Update
CDNet Update
Peer Networking, Sharing & Support
- 10.15am** BREAK for morning tea
- 10.30am** Discussion: "Placemaking": meaning, relevance, approaches
- 11.20am** Wrap up, setting next meeting dates and venue
- 11.30am** Close

11 April 2019

- 9.30am** Welcome, Introductions & Acknowledgement of Land
CDNet Update – “The Art of Placemaking” 8 May 2019 Event
- 9.45am** Guest: Caitlin McMullin
Approaches to involvement of/collaboration between citizens, Not For Profits and Government in municipal services including community development and planning
Caitlin will provide some examples from her research in Canada
- 10.15am** BREAK for morning tea
- 10.30am** ACTCOSS Update: “Placemaking” dialogue with ACT Government
Craig Wallace, ACTCOSS Policy and Advocacy Manager
- ACT Planning Strategy
 - Urban Renewal
 - Transport
- 11.00am** Networking / Work Sharing / Questions for the room
- 11.20am** Wrap up, setting next meeting dates and venue
- 11.30am** Close

13 June 2019

- 9.30am** Welcome, Introductions & Acknowledgement of Land
-CDNet Update – 8 May Forum feedback
-ACTCOSS Update
- 9.45am** Guest: Professor Peter Radoll
Dean, Office of Aboriginal & Torres Strait Islander Strategy & Leadership (OATSIL), Director, University of Canberra, Ngunnawal Garden / Educative Space Launch Sharing
- 10.15am** BREAK for morning tea
- 10.30am** Guest: Nicola Lambert, Artist, *Sullivan’s Trail Project Sharing*
- 11.00am** Networking / Work Sharing / Questions for the room
- 11.20am** Wrap up, setting next meeting dates and venue
- 11.30am** Close

Attachment 6: CD Net Forum The Art of Place: Growing Communities through Placemaking

Wed 8 May 9:30am to 12:30pm – Royal Queanbeyan Hotel.

- See flyer: http://cdnet.org.au/images/Growing_Communities_through_Placemaking_Forum_Flyer.pdf

Time	Activity	Person responsible	Comments/Resources
8:45am – 9:30am	Registration	Linda O'Connell Karen Jesson	Other people on hand as needed Materials: List of registrants (BC), name labels, pens
9:30am – 9:40am (10 mins)	Welcome <input type="checkbox"/> Purpose for the day <input type="checkbox"/> Agenda <input type="checkbox"/> Think of themes <input type="checkbox"/> Welcome Tina, Gaby and Tracey	Susan Helyer, Director, ACT Council of Social Services	<ul style="list-style-type: none"> - Tina Brown, Ngunnawal Elder and Aboriginal Community Liaison Project Officer, QPRC Community Development team - Gaby Tagliapietra, Placemaking Officer, QPRC - Tracey Lamont, Place Management Coordinator, QPRC
9:40am – 9:45am (5 mins)	Welcome to Country	Tina Brown	
9:45am – 10:15am (30 mins)	Introduction to Placemaking Theory and Practices What's happening in the Queanbeyan Palerang area	Gaby Tagliapietra / Tracey Lamont	<ul style="list-style-type: none"> - Microphone - Three chairs at the front - Water for speakers - Time keeper - Photo on powerpoint as backdrop
10:15am – 10:55am (3 x 10 mins each, 10 mins buffer, 40 mins total)	Story Telling (Introduce each person first) 1. TBC – Aboriginal Connection to place 2. Lavanna Neal , City Place Manager, City Renewal Authority: ANU Pop Up Project 3. Michael Simkin , Case Manager, Community Inclusion Program, St Vincent de Paul Canberra/Goulburn: Oaks Estate	Karlya Parnell (mention to listen out for themes)	<ul style="list-style-type: none"> - Microphone - Three chairs at the front - Water for speakers - Time keeper Photo on powerpoint as backdrop
10:55am – 11:00am (5 mins)	Theme choices	Susan Helyer	<ul style="list-style-type: none"> - Butchers paper - Pens - Post-it notes - Bluetak

	Susan to feedback some thoughts on key themes, have the audience suggest others, and decide on 5 topics to be taken forward to the break out group		
11:00am – 11:15am (15 mins)	Morning Tea break People to make a coffee/tea and move to their first break out session to sip, people can eat whilst chatting.	All	All to help with setting up the room for five breakout groups, writing themes on butchers paper, markers, post it notes etc.
11:15am – 11:55am (3 x 10 mins each, 10 min buffer/ moving time, 40 mins total)	Breakout Sessions World Café style – Participants choose a table to start with, stay for 10 mins to discuss, then move to a different table with different people (ie they don't move as a group). This occurs until a person has been to three tables total.	Sam Quimby (Chief Timekeeper)	Facilitators (one per table, stay in place for the duration, take notes and encourage conversation): <ol style="list-style-type: none"> 1. Sam Quimby 2. Barbara Chevalier 3. Kyla Harvey 4. Lauren Anderson 5. Karlya Parnell Listeners - Key people appointed as 'listeners' who are asked to actively listen and feedback any key themes that they hear throughout the discussions (they move to different tables each time). <ol style="list-style-type: none"> 1. Casey Armstrong 2. Lisa Navarro-Bustos 3. Ryan Joseph 4. Linda O'Connell 5. Karen Jesson
11:55am – 12:05pm (5 x 2 mins each)	Feedback from Breakout sessions Overview of key points discussed in each breakout group	Facilitator of each theme	Time to be kept strictly.
12:05pm – 12:30pm	Final Q&A Speakers to answer questions from the group/Susan, based on key observations, consistent challenges etc as arisen in the discussions	Facilitated by Susan Helyer (Gaby/Tracey, Lavanna, Michael, TBC)	Four chairs at the front
	Next Steps Wrap and inspiration for the future!	Susan Helyer	Evaluation?

About the Workshop

What brings people to a space? What is it about a space that fosters a sense of community?

Join us for a workshop to explore the concept of placemaking and what it means for developing communities through a connection to place.

We will kick off the day by hearing stories from four trailblazers about how they are using the principles in their work in very different contexts around the ACT and surrounds. These practitioners will discuss how they have shaped the culture of a community through the careful consideration of how 'place' is used to facilitate a particular function. We will then use this inspiration to discuss the realities and particulars in smaller groups and share insights and experience amongst peers.

The workshop will benefit anyone who is interested in building a sense of belonging and a safe place for community including business, government, community champions and community sector professionals.

Gaby Tagliapietra

Placemaking Officer

Queanbeyan-Palerang Regional Council (QPRC)

Gaby is part of the Placemaking Team that sits within the QPRC Business & Innovation unit. The team works across the organisation, and alongside the community to shape and co-create public spaces which capture the essence and identity of our communities and strengthen and promote citizen participation and wellbeing.

Lavanna Neal

City Place Manager

Dionysus, for City Renewal Authority <http://dionysus.events/>

Lavanna will unwrap the importance of layers within public spaces, and how/why the curated activity needs to mesh with the incidental and organic uses of the space. Using examples from NewActon's programme of events & curated places, as well as the ANU Pop-Up Village, Lavanna will chat about why a place needs to give permission to be a bit naughty, and when that permission is given, the result is a far richer & more interesting place.

Michael Simpkin

Case Manager in the Community Inclusion Program

St Vincent de Paul Society - Canberra/Goulburn