CDNet Summary Report Overview

July 2017 to June 2018

In respect of the Letter of Offer between the Contracts and Grants Unit, Community Services Directorate and the ACT Council of Social Service (ACTCOSS) auspicing the Community Development Network of the ACT & Region

For the attention of:

Jancye Winter Senior Manager, Community Services Industry Relationship & Reform Email: Jancye.Winter@act.gov.au
Susan Helyar, Director, ACT Council of Social Services susan.helyar@actcoss.org.au
Steering Committee members of the Community Development Network of the ACT & Region.

December 2017

> *'When I first moved to ACT CDNet was an absolute lifeline to jobs and opportunities and I'd love to contribute to others getting the same value out of it that I did.'*
>
> New steering group member, Rob Woolley,
> Just Better Care Canberra, General Manager, Canberra/South East NSW
> (September 2017)

The full Summary Report for 2017-18 will be available to the above interested parties in September 2018.
For further information, contact CDNet Secretariat: secretariat@cdnet.org.au

Contents

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:

2   A Steering Committee to oversee and coordinate the activities of the CDNet, supported by the employment of a secretariat position;
3   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
4   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	- The Steering Committee (SC) currently has 12 active members. - Three new members joined in September 2017 following an invitation for expressions of interest in joining the SC in August. - Three people moved on to other work in the second half of 2017. - The committee met bi-monthly six times from July 2017 to June 2018. 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	- At 24 June 2018, there were 2082 email subscribers (compared with 2067 at 30 June 2017) - The website is under-used and funding of $10,000 is being explored to upgrade it in 2018-19.
Organising two or more forums, seminars or workshops per year.	- 2 facilitated workshops on developing storytelling skills in community workers - 2 forums planned and implemented - 6 Community Development Peer Network meetings

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.

Storytelling Project - March-June 2018
Two workshops to develop storytelling skills facilitated by TEDX presenters to the CD Peer Network; Engaging four ACU Master of Social Work Student to develop stories of community development

Asset Based Community Development Masterclass by Cormac Russell & Peter Kenyon - 3 May 2018
A collaboration between ACTCOSS, Communities@Work and CDNet to bring leading experts in ABCD (a strengths-based approach) to Canberra. Over 80 people attended.

Celebrating the Hidden Strengths of Community Development: Stories of Collaboration and Impact – 25 June 2018
Over 50 people registered and 15 on the waiting list. 40 people attended.

2   CDNet activities for 2017-18 financial year in more detail

2.1   Outputs in more detail

Output targets (set in 2010)	Output achievements
	June 2017 to June 2018
1. Increases of 100 email subscribers per year	(Due to glitches encountered during a change of list-server in May 2017, a number of subscribers were lost.) • By 30 June 2017, there were 2067 email list subscribers • At 24 June 2018, there were 2082.
2. Between 50 – 100 emails a month	• Average number of emails per month is 230, similar to previous years.
3. 2 or more forums per year	• In July-August, quotes to engage an Indigenous facilitator to run a forum proved too expensive. Experience finds there is little potential for putting on a forum in the last three months of the year with Steering Committee members and the community sector busy with Mental Health Week, annual reporting and end of year activities building up. • Instead, the September and December meetings focused on planning for the first half of 2018, especially to tap into new members' interests and ideas • Two forums were delivered, in May and June 2018 • Six bi-monthly Community Development Peer Network meetings were held – a collaboration between CDNet and ACTCOSS
4. 40 people attending each Forum	• Community Development Peer Network bi-monthly meetings – on average 20 attended each • Asset Based Community Development workshop (May 2018) – over 80 people attended • Celebrating the Hidden Strengths of Community Development: Stories of Collaboration and Impact (June 2018) – 50 registrations plus waiting list

2.2   CDNet email list

2.2.1 Subscribers

- No. of subscribed at 24 June: **2082**
- **578** subscribed during the year
- **546** unsubscribed (this includes four organisations with approximately 10 members each which were unsubscribed due to changing ISPs and/or organisation names/email addresses.

2.2.2 Emails per month/week

- Total emails July 2017-May 2018: **2531**
- Average no. of emails per month: **230**
- Average no of emails per working week (not including Xmas week): **50**

See the table below for monthly numbers.

Table 1: No. of emails per month July 2017-May 2018

July	200
Aug	235
Sept	256
Oct	311
Nov	311
Dec	117
Jan	178
Feb	203
Mar	211
Apr	261
May	248

Comparison with previous years

The amount of 'traffic' on the email list has consistently been about 50 emails a week, which continued this financial year. The table and figure below show monthly averages for the last seven years.

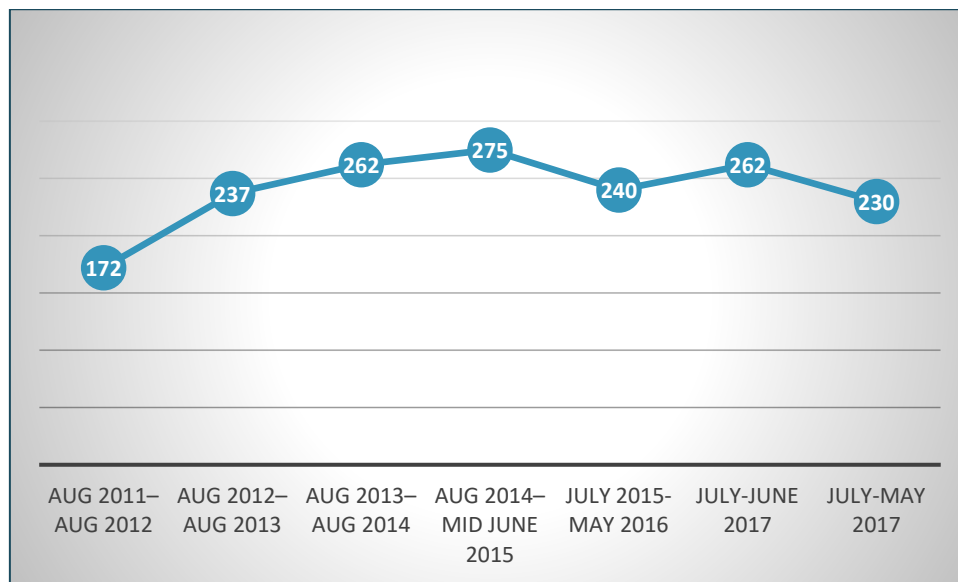| AUG 2011– AUG 2012	AUG 2012– AUG 2013	AUG 2013– AUG 2014	AUG 2014– MID JUNE 2015	JULY 2015- MAY 2016	JULY-JUNE 2017	JULY-MAY 2017
172	237	262	275	240	262	230

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

2.3   Budget

The budget for 2017-18 is at **Attachment 1**, and the most recent Profit and Loss Statement (13 June 2018) is at **Attachment 1B**.

An underspend of about $230 is anticipated after the 25 June forum costs and wages have been paid out.

Full details of expenditure will be provided after ACTCOSS' audit later this year.

2.4   CDNet Steering Committee

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 2** 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, as it did this year.

The CDNet Steering Committee met six times during the 2017-18 financial period, usually every 8 weeks.

Attendance per meeting has varied from 5 to 10, averaging 7 per meeting with 5 to 7 'active members' sending apologies. This is consistent with previous years' averages.

Table 2: Steering Committee attendance at CDNet bi-monthly meetings

Meeting dates July 2017-June 2018	Attended	Apologies
July 12	7	5
September 13	9	7
November 8	10	7
February 20	6	7
April 19	7	5
June 21	5	5
Average	**7**	**6**

In addition, **smaller working groups** met throughout the year to plan forums and workshops.

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 organised 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
• 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

July meeting
- Feedback on CDNet workshop in June 2017 – Building Personal and Professional Resilience
- Possibility of a workshop with a focus on Indigenous clients

September meeting
- Indigenous facilitator quotes too expensive
- Exploring possibility of ABCD or Placemaking forums
- Health Care Consumers Association idea for a forum.

November meeting
- CD Peer Network evaluation
- Main discussion of meeting – the theme of story telling
  - To develop a resource of Community Development Stories by engaging ACU social work students doing their community group work assignment – CDNet Steering Committee will pitch the idea to the ACU subject convenor early in 2018.
  - To run a workshop for community workers to develop their skills in telling their/their clients' stories powerfully, whether in written or presentation form.

February meeting
- Community Development Storytelling Project – update and planning
- Asset Based Community Development workshop (3 May) – planning
- Scoping website upgrade and quotes

April meeting
- Budget 2017-18 and 2018—19 updates
- Community Development Storytelling project – Workshop 2 and June Forum plans
- Asset Based Community Development workshop (3 May) – planning

June meeting
- Update on 25 June forum
- Budget 2017-18 update and decide how to spend unspent funds of approximately $230
- Wrapping up 2017-18: achievements and reflections
- Researching grants for website upgrade

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

Beginning in June 2015, CDNet and ACTCOSS' Capability Development team trialled Community Development Peer Network bi-monthly meetings. The aim was to provide a more focused format in which community development workers could regularly meet to nut out issues of importance to them.

The format has proved useful and popular. 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.

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.

2.5.1   Peer Network bi-monthly meeting summaries

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.

August meeting – 21 attended
- Speaker: Australian Breastfeeding Association
- Discussion: Engaging CALD communities
- Speaker: Health Care Consumers' Association
- Networking, sharing and support

October meeting – 8 attended
- Discussion: What should go into a Community Service Sector Orientation Resource
- Speaker: Transition Streets/SEE Change

November meeting – 7 attended
- Gunghalin SEE Change Group Transition Street
- Peer Network Evaluation (will be included in final summary report for 2017-18).

March meeting– 21 registered
- Storytelling Workshop #1 Outline
- http://cdnet.org.au/images/Story_Telling_Workshop_No1_Lesley_Harris_March_2018.pdf

May meeting – 20 registered
- Storytelling Workshop #2
- See **Attachment 3B** for workshop outline

CD Peer Network evaluation in brief:

Based on evaluative discussions at Peer Network meetings and between ACTCOSS and CDNet facilitators:

What works well? A recurring theme was the value of a peer support space. People value being connected and inspired. The interest for 2018 was that support space to continue, as challenges change quarter to quarter. Conversations are free-flowing. There are usually 2-3 new people at every meeting – either new to the ACT or the community sector.

What does not work so well? Getting speakers can be difficult. There is expertise in the group. So, a change will be to balance support and sharing with guest speakers by having every second meeting be a workshop.

2.6 Forums and workshops

Full forum descriptions will be more detailed in the annual summary report due in September.

Evaluations for the two larger forums are in the pipeline at the time of writing.

Storytelling Project - March-June 2018
See **Attachment 3** for project outline.

Asset Based Community Development Masterclass by Cormac Russell & Peter Kenyon - 3 May 2018

Over 80 people attended. The event was well-received. See **Attachment 4** for forum outline. Draft evaluation report is currently with the facilitators.

Celebrating the Hidden Strengths of Community Development: Stories of Collaboration and Impact – 25 June 2018
40 people attended, and the event went well. See **Attachment 5** for forum outline. Short online evaluation survey to occur in the following days.

Attachment 1: CDNet 2017-18 budget

EXPENSE ITEM	Total/annum		Outputs
1. WAGES	@$46.55 Per hour.[1]	Estimated 2.4% increase[2]	
Administrator position 109 hours per year	$5,073.95		2 hours a week for moderation of CDNet email list and website content management. Plus 5 hours for website maintenance
	$0		Accrued super of 9.5% (every month that more than $450 is earned) - no months usually do
	$81.18		Long Service Leave of 1.6% - of all gross wages
	$50.74		Workers Comp of 1% - of all gross wages.
Total Administrator Wages	**$5,205.87**	**$5,330.81**	
Secretariat position 90 hours per year	$4,189.50		60 hours per year (5 hours per month) to organise 6 Working Group meetings a year (preparing, organising, attending, minutes, etc. Plus 10 hours to organise budget & write annual report Plus 20 hours per year for forum organisation (publicity, registrations, evaluation, catering & payments, etc.)
	$0		Accrued super of 9.5% (every month that more than $450 is earned) - no months usually do
	$67.03		Long Service Leave of 1.6% - of all gross wages
	$41.90		Workers Comp of 1% - of all gross wages.
Total Secretariat Wages	**$4,298.43**	**$4401.59**	
Total wages	**$9,504.30**	**$9,732.40**	
2. ADMINISTRATION			
Net Registry website host	$119.40		$9.95 per month x 12
Gnu Mailman list server	$102.96		$8.58 per month x 12 for 'pro list'
ACTCOSS admin costs	$675		ACTCOSS auspicing fee and for processing of time sheets, invoices, etc.
Total administration costs	**$897.36**	**$897.36**	
3. FORUMS/WORKSHOPS	**$2,500**	**$2,500**	2 forums @ $500-$1500 each, for venues, catering and materials; occasionally for speakers' fees
Proposed total CDNet budget (GST not included)	**$12,901.66**	**$13,129.76**	**$13,000 plus GST received from CSD.**

---

[1] SCHADS Level 6.3 casual rate (2016 pay rates)
[2] 2017 rates of pay were estimated, as not known until 1 July 2017

Attachment 1B: ACTCOSS Profit & Loss Statement at 13 June 2018

Created: 13/06/2018 1:34 PM

ACT Council of Social Service
1/6 Gritten Street
Weston ACT 2611

Job Profit & Loss Statement

1/07/2017 To 13/06/2018

ABN: 81 818 839 988

Account Name	Selected Period
DN **CDN**	
Income	
Government Funding	$13,000.00
Funds from 2016/17	$2,625.47
Registration Fees (C)	$516.09
Total Income	$16,141.56
Expense	
Wages & Salaries	$9,073.30
Superannuation	$337.45
Long Service Leave	$135.93
External Labour/Consultants	$1,212.90
Venue Hire & Catering	$129.14
Administration Costs	$792.00
Total Expense	$11,680.72
Net Profit/(Loss)	$4,460.84

Attachment 2: CDNet Steering Committee members 2017-18

Current members

	NAME	ORGANISATION/POSITION
1.	Dalane Drexler	ACT Mental Health Consumer Network, Executive Officer
2.	Samantha Quimby	ACTCOSS Sector Development, Capability Manager
3.	Barbara Chevalier	CDNet secretariat; Australian Institute of Sustainable Communities (UC)
4.	Karen Hammond	CIT Solutions, CDNet email moderator, website administrator
5.	Karen Jesson	Communities@Work, Emerging Communities, Community Engagement Officer
6.	Andrew Hore	Funny-Works (cartoonist, illustrator, facilitator)
7.	Yelin Hung	Health Care Consumers' Association, Multicultural Liaison Officer
8.	Rob Woolley	Just Better Care Canberra (now Vivere Canberra and the Coast), General Manager, Canberra/South East NSW
9.	Kyla Harvey	Queanbeyan and Palarang Regional Council, Community Development Officer
10.	Lauren Anderson	Queanbeyan and Palarang Regional Council, Community Development Officer
11.	Patricia Jones	SHFPACT, Manager Education & Health Promotion
12.	Lauren Bradley	Woden Community Service, *Community Development Coordinator*

Friends of the CDNet Steering Committee (ex-members/interested others)

13.	Ryan Joseph	ACTCOSS, Capability Development Officer
14.	Chaylee Brikius	CANTEEN Programs Officer
15.	Holly Catt	Community Development Officer, Community Health Support Unit
16.	Chris Bowman	Previously HCCA
17.	Geraldine Manser	Previously Queanbeyan and Palarang Regional Council
18.	Olga Srbovski	The Smith Family, Team Leader ACT/Wagga/Goulburn

Attachment 3: CDNet Community Development Storytelling Project

In the first half of 2018, the CDNet Steering Committee focused on a project that aimed to raise awareness of and celebrate community-driven work being done by community workers and community champions. The project comprised three processes:

- Two skills development workshops for community workers and champions, and
- Engaging Australian Catholic University (ACU) Master of Social Work Students to interview CD workers with the aim of developing a resource* that demonstrates and celebrates community development stories.
- Culminating in a larger CDNet forum in June.

Activities included:

- Engaging two highly skilled Canberra community story-tellers (who recently presented Ted talks) to facilitate two story-telling workshops with the CD Peer Network:
  - The first on the principles of storytelling on 22 March https://cd-peer-network-22-march-2018.eventbrite.com.au was facilitated by Lesley Harris, of Capital Giving (http://capitalgiving.org/)
  - The second on 10 May built on from the who, what, and why of Workshop 1 to get some insight into the "how" was facilitated by Mel Greenhalgh, a youth and community worker of 21 years. It provided an opportunity for people to try out their storytelling and gain feedback and advice https://cd-peer-network-10-may-2018.eventbrite.com.au
- Supporting four ACU to create stories that celebrate community development in the region as their community work group assignment, and
- A combined ACTCOSS/CDNet Forum on 25 June: **Community Development – Celebrating its Hidden Strengths: Stories of Collaboration and Impact**
  - https://www.eventbrite.com.au/e/community-development-celebrating-its-hidden-strengths-stories-of-collaboration-impact
  - (See Attachment X for outline of forum.)

*Based on two previous resources created for ACTCOSS:
- Stories of Home (April 2016)
http://www.actcoss.org.au/sites/default/files/public/publications/2016-stories-of-home.pdf
- Stories of Transition (November 2017)
http://www.actcoss.org.au/publications/advocacy-publications/stories-transition

Attachment 3B: Storytelling workshop outlines

Workshop #1 PowerPoint here:
http://cdnet.org.au/images/Story_Telling_Workshop_No1_Lesley_Harris_March_2018.pdf

Workshop #2: Storytelling Workshop #2 Outline:

Facilitator: Melanie Greenhalgh

Date: Thursday 10 May 2018, 9.30-11.30

Objective:
For Community Development workers to develop knowledge and awareness of how to tell stories for impact within the ACT community.

Learning Outcomes:
At the end of this session participants will be able to:
- Identify the key elements of their story.
- Identify and use tools and strategies to build their story with meaning.
- Outline the importance of emotional investment from an audience that leads to action.
- Identify resources to assist the development of future practice.
-

Outline:
Participants do not have to have completed the initial Storytelling workshop; there is no required prior learning required Participants are asked to come with an idea that they would like to work on and reflect on:
- Why is this story important?
- Who is the intended audience (there can be more than one)?
- What do I want to achieve by sharing this story?

Activities

Activities
Welcome and introduction of facilitator
Learning Outcomes of Session
Planting the Story
Brainstorm, mini lecture and group sharing
Growing the Story
Information, demonstration and practical activity
Pruning the Story
Information, demonstration and practical activity
BREAK
Telling the Story
Information and demonstration
Building the Story
Activity
Excitometer
Conclusion and Evaluation

Resource Sheets:
1. Power of Language
2. TED and TEDx talks about storytelling
3. Websites and information about different types of story telling
4. Community Development, strengths-based approach checklist

Attachment 4: Asset Based Community Development Masterclass with Cormac Russell & Peter Kenyon

Communities@Work in partnership with the ACT Council of Social Service (ACTCOSS) and the Community Development Network of the ACT & Region (CDNet) presented this workshop to Canberra on 3 May. The facilitators are leading experts in Asset Based Community Development (ABCD), a strengths-based approach that identifies and utilises the assets and skills that already exist within a community. This workshop was designed for community enthusiasts, community builders, and civic leaders who want to discover more about ABCD philosophies and methodologies, and their potential and application.

Workshop Information

Through exciting stories, exercises and lots of humour, this Workshop focused on:

- An in depth understanding of the philosophy, value and practice of ABCD.
- Shifting the development mindset from needs and deficiencies to assets and capacities.
- Highlighting, mapping, connecting and celebrating the diverse range of community assets and harnessing the connected assets for action that enhances places and strengthens caring communities.
- Encouraging community members to make the shift from being consumers, customers and clients of services and programs, to co-producers and citizens.
- Tailoring to your audience - communicating and applying ABCD in various sectors, communities and agencies.
- Facilitation and training approaches and skills related to ABCD including gaming, art of hosting and storytelling.
- In depth awareness of ABCD tools, resources and key stories.

About the facilitators

Cormac Russell

Director of ABCD Europe, Managing Director of Nurture Development and a Faculty Member of the ABCD Institute at Northwestern University, Chicago. Cormac has trained communities, agencies, non-governmental organisations and governments in ABCD and other strength-based approaches in Kenya, Southern Sudan, South Africa, the UK, Ireland, the Netherlands, Sweden, Belgium, Singapore, Canada and Australia. Cormac and his team at Nurture Development are currently supporting the development of ABCD demonstration sites across the UK.

Peter Kenyon

Peter is a social capitalist and community enthusiast. Over the last three decades he has worked with over 1600 communities throughout Australia, New Zealand, North America, Africa and the Middle East, seeking to facilitate fresh and creative ways that stimulate community and economic renewal. He is motivated by the desire to create caring, inclusive, connected and enterprising communities and local economies. Peter is convinced that one cannot develop communities from the top down or from the outside in. It requires communities to build from the inside out, and for their members to invest themselves, ideas, assets and resources in the process. Peter created the Bank of I.D.E.A.S. (Initiatives for the Development of Enterprising Action and Strategies) in 1991 to promote such a paradigm shift and assist with the necessary facilitation, ideas and skills. Peter's consulting project work has resulted in assignments in 59 countries and all states of Australia.

Attachment 5: Celebrating the Hidden Strengths of Community Development: Stories of Collaboration and Impact

Monday 25 June 2018
2.00-4.00pm
Forestry Room
Pavilion Hotel
242 Northbourne Ave, Canberra 2602

Welcome, Acknowledgement of Land, background to the Forum,

Facilitator: Susan Helyar, Director, ACTCOSS

Story Sharing:

- Sandra Lloyd, Global Sisters, formally Companion House

- Mark Ransome, RecLink

BREAK

Panel Discussion

- Lauren Bradley, Community Development Practitioner

- Barbara Chevalier, Community Development/Research/Evaluation Practitioner

- Frank Duggan, Community Services Directorate

- Anne Moroney, Environment, Planning and Sustainable Development Directorate