



CDNet Full Summary Report

July 2019 to June 2021

About this report: During 2020-21 financial year, there was— for the first time—no Deed of Grant/funding issued between the ACT Government’s Community Services Directorate (CSD) and the ACT Council of Social Service (ACTCOSS) – who auspice the Community Development Network of the ACT & Region (CDNet).

Instead, ACTCOSS supported CDNet using funds its unspent in 2019-20 (due to COVID).

A Deed of Grant for 2020-21 from CSD was received by ACTCOSS on 22 September 2021 and forwarded to CDNet on 1 October. This report pertains to CSD’s request in the Deed of Grant for a report to the Territory by 1 December 2021 the CDNet Summary Report Overview July 2020 to June 2021, to assist in a formal evaluation.

For the attention of:

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

A Summary Overview of this report has been sent to:

Jancye Winter, Senior Director, Industry Development
Strategic Policy, Community Services Directorate
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Australian Capital Territory Council of Social Service Inc (ACTCOSS)
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For further information, contact CDNet Secretariat: secretariat@cdnet.org.au

Executive Summary

This summary report from the Community Development Network of the ACT & Region (CDNet) covers the budget period 1 July 2020 to 30 June 2021. This report also refers, where relevant, to the previous financial year 2019-20, because both years were affected by COVID and uncertain funding. Occasionally, comparisons are made with the previous two years (2017-19) to allow reflection on more normal – pre-COVID and funded – years' activities.

Due to the COVID-19 pandemic, 2020-21 was a period of disruption to CDNet and community sector organisations. CSD provided no 2019-20 funding, with ACTCOSS accommodating the shortfall through existing budget. During the 2020-21 reporting period, CDNet adapted engagement through virtual online Steering Committee and Community of Practice meetings. These meetings were more valuable than ever as front-line community development workers built on the knowledge and practice from the 2020 ACT lockdown to share knowledge, and further modify service delivery and engagement with communities across the ACT. The impact of the pandemic similarly disrupted the holding of a second forum which was not viable within existing lockdown and resource constraints.

Key activities for the reporting period include:

- **2,100 subscribers** to CDNet's email list. Normal averages of **250 posts per month**/10 posts per working day dropped by 30% during COVID lockdown months, recovering to over 200 for the post-lockdown month of October 2021
- **6 bi-monthly steering committee meetings** held remotely
- **4 Community Development Community of Practice meetings** (formerly Peer Network)
- **March 2021 Forum**—*One year on: Stories of Community Connection in a time of COVID*; 48 people registered from 17 organisations plus 4 from ACT government and 2 from the ADF, and
- **Successful small grant (\$4,600) application** for *Stories of Community Connection and Resilience in a time of COVID – looking back and looking forward*: a project that will build on the forum above through interviews to capture community members' stories and experiences during the COVID-19 pandemic.

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1 Introduction

This summary report from the Community Development Network of the ACT & Region (CDNet) covers the period 1 July 2020 to 30 June 2021. It references the previous Deeds of Grant DG.2019.046 and DG 2021.075 for \$15,000 from the Community Services Directorate (CSD), auspiced through the ACT Council of Social Services (ACTCOSS).

CDNet) acknowledges with gratitude the ACT Government's Community Services Directorate (CSD) for continued funding up to 2019-20 and renewed in 2021-22, and the ACT Council of Social Services (ACTCOSS) for continued auspicing and support of CDNet's activities (as CDNet is not incorporated).

In 2020-21, CSD funding was not available. CDNet acknowledges with gratitude the ACT Council of Social Services (ACTCOSS) for continuing to auspice and provide financial support of CDNet's activities and staff during that period. (A CDNet Summary Report for July 2019-December 2020 was provided to ACTCOSS in March 2020.)

ACTCOSS has a Memorandum of Understanding (MOU) with CDNet as well as contracts and duty statements for the Administrator and Secretariat positions (**see Attachment 1**). CDNet's Terms of Reference are at **Attachment 1a**. Details of the Deed of Grant with CSD and signed performance report are held by ACTCOSS.

1.1 Overview of CDNet's key activities

- **CDNet's website** provides background information at: <https://www.cdnnet.org.au>.
 - The site includes annual summary reports provided to CSD (and before them, to ACT Health) - <https://www.cdnnet.org.au/resources/reports.html>.
 - A 'potted history' from 2004-2016 may be found here - https://www.cdnnet.org.au/CDNet_a_potted_history_2004_to_2016.pdf.
- **CDNet has three main activities:** the CDNet email list of over 2100 subscribers; 2 forums or workshops a year organised by the CDNet Steering Committee, and bi-monthly Community Development Peer Network/Community of Practice meetings co-hosted with ACTCOSS.
- **The CDNet email list** grew from 380 in January 2007 when records began, 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 – until COVID – consistently averaged 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.
- During lockdown months, the average emails posted per month dropped by about 30%, and has picked up to over 200 in the month of October 2021, with ≈10 posts per day on many days.
- **Forums and workshops** conducted by CDNet since 2004 is here: https://www.cdnnet.org.au/images/cdnnet/forums_and_workshops_2004-2020.pdf
- **CDNet has a voluntary Steering Committee** of 12-16 members, with a turn-around of 3-4 people per year. Minutes are available for its bi-monthly meetings from secretariat@cdnnet.org.au
- **There are two paid staff:** the email and website moderator and administrator (109 hours a year), and the secretariat (90 hours a year).

2 Snapshot of CDNet's outputs 2020 to June 2021

Key funded activities	Key outputs delivered	Links
<p>A Steering Committee to oversee and coordinate the activities of the CDNet supported by the employment of a secretariat position</p>	<p>The Steering Committee (SC) currently has 17 members and 7 'friends' or past members.</p> <ul style="list-style-type: none"> - The committee held six bi-monthly meetings between July 2020 to June 2021 - After COVID, and when no funding from CDNet eventuated, meetings were held by Zoom from March-October 2020 - In December 2020, the committee met with ACTCOSS to discuss future funding options. - SC meetings occurred in January, March, April and June 2021. 	<p>List of members at Attachment 2</p> <p>Agenda papers, minutes and updates are available for these meetings.</p>
<p>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>	<p>Website: CDNet upgraded its website with a Participation (Digital Communities) Grant of \$1400 received in Aug 2019</p> <p>No. of email subscribers:</p> <ul style="list-style-type: none"> - At 30 June 2020: 2101 - At 30 June 2021: 2158 	<p>Details in section 4</p> <p>Details in section 5</p>
<p>Organising two or more forums, seminars or workshops per year.</p>	<p>Community Development Peer Network (renamed Community of Practice [COP]) bi-monthly meetings.</p> <ul style="list-style-type: none"> - <i>None were held in 2020 due to COVID.</i> - In 2021, meetings resumed and were held in Feb, March, April, and July, before lockdown. 	<p>Agendas and notes for the CD COP meetings are available.</p> <p>Details in section 3.1</p>
	<ul style="list-style-type: none"> - A large forum on Co-Design Meets Placemaking organised for 1 April 2020 was cancelled due to COVID: 22 early bird tickets were refunded - Subsequent attempts to create online forums on a) Co-Design in May and b) Asset Based Community Development in June were abandoned due to high costs, the competing demands on the community sector due to COVID, and then lack of funding from CSD - In March 2021, CDNet hosted a forum: <i>One year on: Stories of Community Connection and Resilience in a time of COVID – inspiring stories of connection and resilience during the challenges we faced in 2020.</i> 	<p>A great deal was happening for CD workers from March 2020 on. CDNet's Aug 2020 Update has details of CDNet activities during this period.</p> <p>Details in section 3</p>
<p>Community Connections Grant</p>	<p>While funding was uncertain, in March, CDNet successfully applied for a small grant (\$4600) for a project titled: <i>Stories of Community Connection and Resilience in a time of COVID - looking back and looking forward.</i></p>	<p>Details in section 7.1</p>
<p>A survey of CDNet's email subscribers</p>	<p>Requested by CSD in 2018-19 Deed of Grant (received 20 February 2019)</p>	<p>Details in section 4</p>

3 CDNet activities: forums and workshops

CDNet has records of its forums and workshops from 2004-2021, here:

https://www.cdnet.org.au/images/cdnet/forums_and_workshops_2004-2020.pdf. **Attachment 6** has a record of forums 2018-2019 – before COVID-19 – to provide a sense of the kinds and numbers of forums and workshops CDNet produces in more normal times.

2020 – Impacted by COVID-19

April **Cancelled due to COVID:** A hands-on training workshop on applying *Co-Design principles to locally-led Placemaking* was fully planned, facilitated by CoDesign Studio to build on CDNet’s well-attended forum last year on the *Art of Place – Growing Communities through Placemaking*.

<https://www.eventbrite.com.au/e/cancelled-codesign-meets-placemaking-a-cdnet-training-workshop-1-april-tickets-95035081487#>

May A webinar based on the above was investigated, but it was costly, and COVID was in full swing.

June An online forum with the Jeder Institute (jeder.com.au/discoverables-not-deliverables), based on the ABCD Institute’s ‘Head, Hand, Heart’) was planned. This had to be postponed due to CDNet’s funding not being confirmed for 2019-20.

No bi-monthly Community Development Peer Network Meetings were held due to COVID.

In the context of COVID and a lack of confirmed funding until late 2020, CDNet opened a Zoom account and focused on having regular online meetings to support CD Workers in Canberra and Queanbeyan and to share what was happening in the community sector.

2021 Forums and workshops

March *One year on: Stories of Community Connection and Resilience in a time of COVID* – inspiring stories of connection and resilience during the challenges we faced in 2020.

<https://www.eventbrite.com.au/e/stories-of-community-connection-and-resilience-in-a-time-of-covid-tickets-142457713857>



MARCH 29 | 2 - 5 PM
THEO NOTARIS MULTICULTURAL CENTRE

One year on: Stories of Community Connection and Resilience in a time of COVID

CD.net
community development network

Registrations via Eventbrite

- Andrew Leigh MP
- Nick Tebbey, Neighbour Day Evaluation
- Canberra-based community development practitioners

Forum outcomes:

- 48 people registered, with a few not attending on the day. At least 7 organisations were represented, plus 4 ACT Government and 2 ADF staff. There were 509 page views on Eventbrite.
- The net sales were: \$694.34.
- The flyer and program are in the *CDNet Steering Committee Minutes 20 January 2021 and Update March 2021*.
- A short report and a draft summary of participants' feedback at the event is in *CDNet Steering Committee Minutes 7 April 2021 and Updates - Attachment 3*.

August – October 2021 – COVID lockdown

No workshops were planned given no news of funding was received until late September 2021.

3.1 CD Peer Network/Community of Practice meetings

These bi-monthly capacity-building meetings are collaboratively run by ACTCOSS and CDNet: see

<https://www.actcoss.org.au/services-resources/networks-working-groups/act-community-development-community-practice>

Four workshops were run in 2021 - in February, March, April, and July 2021.

(Ryan Joseph left ACTCOSS in July 2021, so COP meetings were put on hold until his position was filled. The second COVID lockdown also intervened in planning further COP workshops.)

4 CDNet email subscriber survey findings in a nutshell

CDNet has conducted three surveys of its email subscribers—in 2008, 2014, and in 2019.

The feedback is very similar between the 2014 and 2019 surveys, which is that subscribers value CDNet as a *worthwhile, valuable, useful resource and service*.

For the full 2019 survey report and previous surveys (2014 and 2008), see:

<https://www.cdnet.org.au/resources/surveys.html>

The Executive summary for the 2019 survey is here:

https://www.cdnet.org.au/cdnet/Executive_Summary_CDNet_Email_Subscriber_Survey_2019.pdf

Comparing the 2019 and 2014 surveys found overwhelming similarities in the findings, in particular:

- In 2019, 106 people responded (5% of all email subscribers) - 70% of respondents had been subscribers for over 3 years
- In 2014, 154 subscribers responded (7%) – over 50% had used the email list for more than 3 years
- What subscribers like, value or find useful had the same themes: being informed being the most useful, followed by events, jobs and training as well as generally keeping up to date and knowing what is going on

- What subscribers post about themes are also identical: events were most frequently posted about, followed by training or courses, job vacancies and programs
- Overall, the same percentage (70%) of respondents in both survey periods reported that the email list saved them time
- While overall fewer respondents in 2019 (39%) felt that CDNet saved them money than in 2014 (60%), the difference probably reflects the differences in the question-and-answer options
- There were three major themes among suggestions for improvement made by 22% of respondents: subscriber education, email list functionality and improvements to formatting – similar to broad themes in 2014 with far fewer comments about the number of unsubscribe messages that go the wider email list.

The CDNet Steering Committee reviewed the survey findings, noting that the survey was complimentary, that CDNet is appreciated, and suggestions were about 'small niggly things'. Actions by CDNet to address issues raised in the survey included:

- Adding further tips to the website's 'How to post' section for increasing effectiveness of emails, such as shorter emails, stripping out excess information and flattening pdf attachments
- Sending the survey report to the CDNet email list
- Creating a series of emails that address some of the key suggestions for improvement and explaining where some suggestions cannot be addressed, for example, an email list capable of carrying branding and other visuals would cost a great deal more as well as result in bigger individual emails and thus digest lists.

There are many wonderful quotes in the feedback. Just to give a flavour, the following quotes capture the value of the CDNet list to subscribers and its simplicity:

- *It is so important to have one central system for accessing this information.*
 - *Don't get too fancy. It's easy to be seduced with tech improvements but the reality is the CDNet works and has done so for a very long time, let's not muck round with it.*
 - *Would create a HUGE hole without such a service.*
 - *It's a great way to keep across everything that is going on. It's the most helpful distribution list I'm on.*
- CDNet subscribers and email usage

5 CDNet numbers of subscribers and emails

Data behind the following figures are at **Attachment 3**.

The figure below shows the number of email subscribers at 30 June each year since June 2017; the number of subscribers has remained at around 2100, including during the COVID period (2020-21).

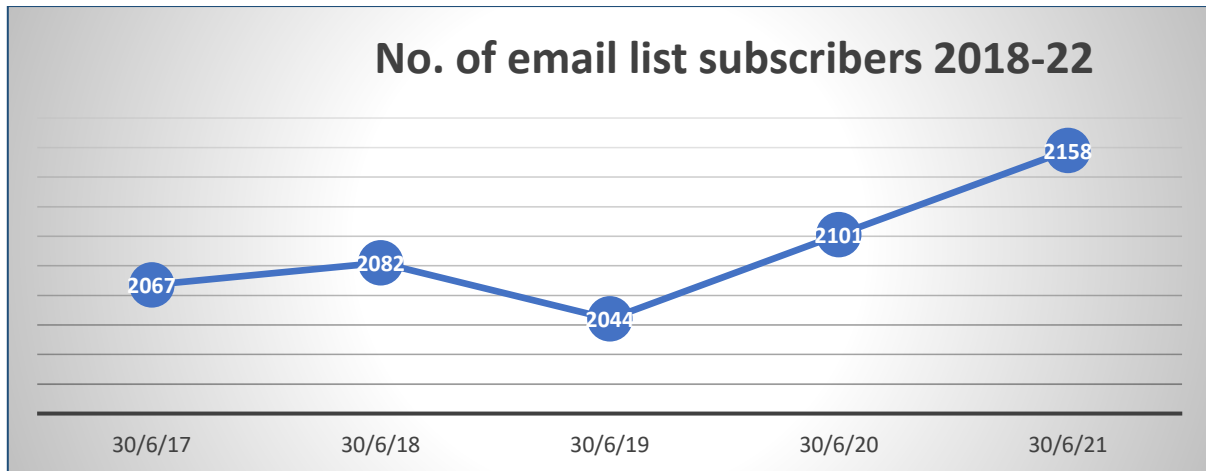


Figure 1: No. of subscribers to the CDNet email list Jan 2017 to June 2020

Prior to COVID, the amount of 'traffic' on the email list consistently averaged about 50 emails per working week, with consistent seasonal variations in summer as shown in the figure below (2017-18 to Oct 2021).

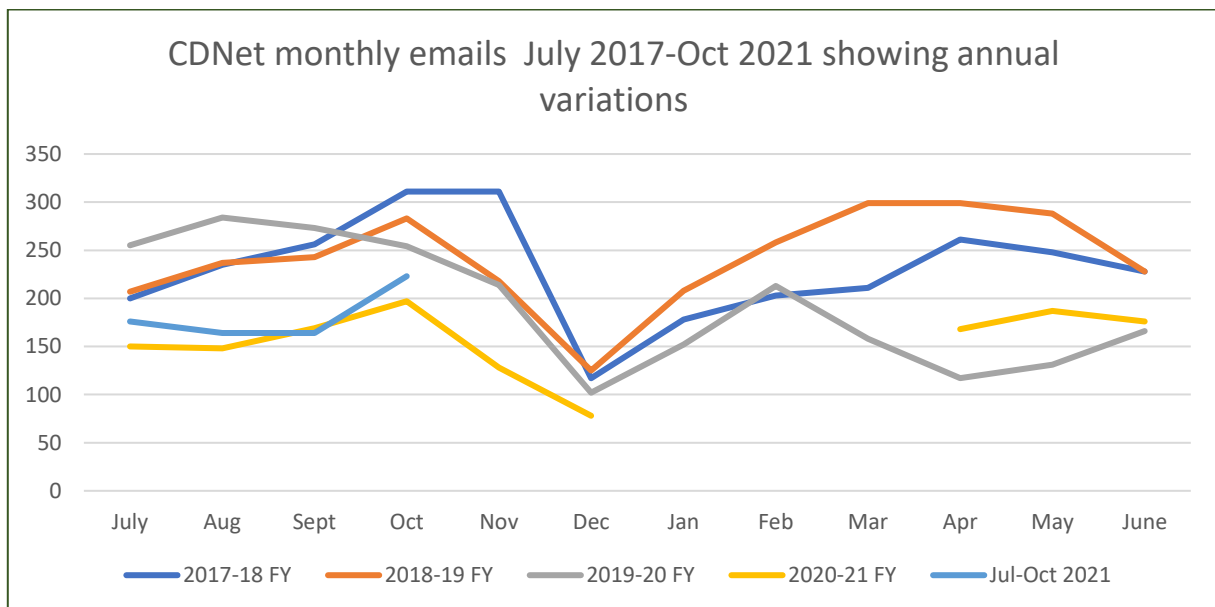


Figure 2: Annual monthly pattern of emails 2017-2021

Note: Unfortunately, email numbers for Jan-March 2021 were lost during a program update.*

5.1 The impact of COVID?

In March 2020 when COVID first hit, the average number of emails fell quite sharply, by up to 50% in March-May 2020, then began picking up again from June 2020. While email traffic has picked up, the average per month remains about 30% lower than the pre-COVID averages.

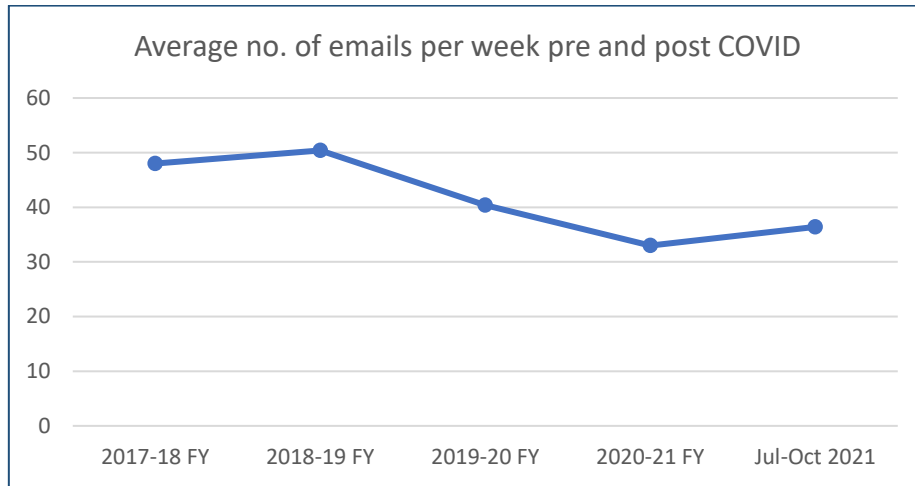
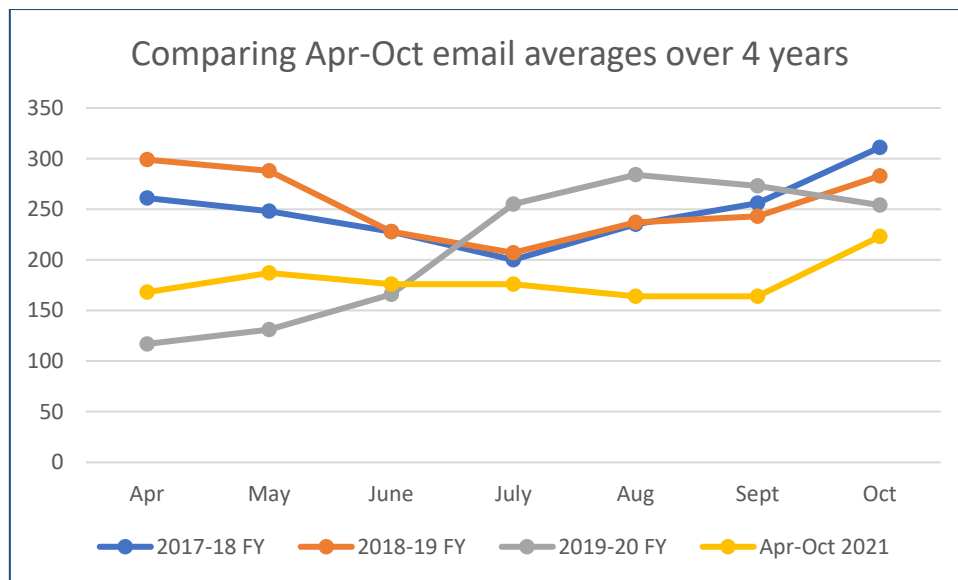


Figure 3: Average number of monthly emails pre-and post-COVID

*Looking at the comparative monthly email numbers we do have for the four years (that is Apr-Oct), we see that email traffic picked up in July-Oct 2020 but remained about 30% lower in Apr-Oct 2020-21 than the pre-COVID years. Nevertheless, in October 2021, after the second lockdown (Aug-Oct), the number of emails were picking up again.



And it is probably fair to say that CDNet's email list greatly aided communication within the Canberra community sector and between government and the community during COVID.

6 Budget and expenditure

Attachment 4 has the Profit and Loss Statement v Budget provided by ACTCOSS for the 2020-21 financial year.

Attachment 5 has the Profit and Loss Statement v Budget to the end of December 2020.

6.1 Community Connections Grant

CDNet received a small grant (\$4600) for a project titled: *Stories of Community Connection and Resilience in a time of COVID - looking back and looking forward*. The project aims to capture community members' stories and experiences during the COVID-19 pandemic. The project will build on the CDNet forum above on 29 March 2021 *One year on: Stories of Community Connection and Resilience in a time of COVID*.

We have until 30 June 2022 to implement the project.

CDNet has been instrumental in helping me form relationships with others in the sector, increase my sector knowledge and help me feel connected to the broader Community Development community in Canberra. As a CD Officer who is not from the area and has not studied in Canberra it is easy to feel a little lost and isolated when started out, especially if your organisation does not have a large or dedicated CD team. CDNet also has the potential to support consistent professional development, messaging and collaborative work across the ACT and provides a dedicated space (physically or online) for us to share knowledge and skills. This helps prevent repetition and promotes best practice across our various workplaces.

I believe CDNet is a unique and invaluable Network that Canberra should be very proud of.

Personal communication from Chantelle Bazerghi, Community Development Officer, Capital Regional Community Services, CDNet Steering Committee Member

16 February 2021

Attachment 1: Memorandum of Understanding (MOU) between ACTCOSS and CDNet for 2020-21 financial year

1. Background

The Community Development Network of the ACT & Region (CDNet) consists of a Steering Committee (SC) and 2 paid positions. The CDNet SC Terms of Reference is at **Attachment 1a**. CDNet is an unincorporated organisation and up until this financial year has been supported with funding from the ACT Government and auspiced by ACTCOSS since 2004. However, for the 2020-21 financial year, due to no funding provision from the ACT Government, ACTCOSS (the Funder) will fund CDNet.

2. Agreement

This agreement describes the auspicing arrangements between ACTCOSS (the auspisor) and CDNet (the auspicee). The agreement is contingent on the commencement and term of CDNet's funded activities.

2.1. Obligations

ACTCOSS will:

- a) Fund and administer funds for CDNet as outlined in section 3 of this agreement; and
- b) Auspice CDNet's employment of 2 paid positions (role descriptions as at **Attachment 1b and 1c**), to ensure compliance with all employee rights and entitlements and meet governance requirements in relation to human resources (eg. payroll, coverage for workers' compensation, and associated insurance).
- c) Designate a contact person to provide financial updates, for signing timesheets and other administrative duties.

CDNet will:

- d) Operate according to the direction agreed by the SC and consistently with ACTCOSS office policies and procedures.
- e) Apply for and secure funding and provide an annual summary report to the Funder and ACTCOSS as required, to be finalised following ACTCOSS' audit report.

3. The Funding

3.1. Financial Administration

The funding reflects CDNet's approved budget proposal (the budget for 2020-21 is at **Attachment 5**).

The Funding for CDNet will be a distinct cost centre in the ACTCOSS financial management system. All invoices or reimbursement are processed in accordance with the general requirements for this system. Records, including original receipts or invoices will be provided by CDNet and kept in the ACTCOSS filing system.

CDNet SC will designate signatories for expenditure and must authorise all expenditure with two nominated signatories. Records of the nominated signatures are to be kept on file at ACTCOSS. Spending over budget to be approved also by ACTCOSS CEO.

Reports on CDNet finances will be provided as requested by either party within the timeframe specified at the time of the request.

3.2. Employment

The two paid positions (as outlined in Attachment 1b and 1c)) are reliant on funding received. If funding is discontinued or not available the employee may be terminated under the notice provisions of the Multi Enterprise Agreement (MEA).

The paid positions will be employed through ACTCOSS on a casual basis at Level 6.3 under the MEA for the hours outlined in CDNet's budget.

ACTCOSS will provide employment contracts for the term of ACT Government funding for the hours specified by the CDNet SC.

CDNet staff will provide ACTCOSS with hours worked as required.

4. Term of Agreement

The term of this Agreement is from date of signing until 30 June 2021. The agreement will be reviewed annually. There will be no ongoing work if funding ceases and hence this agreement will be ceased.

5. Confidentiality

Both parties agree to not divulge private information about the other organisation that may be shared during the course of implementing this agreement.

6. Successors

Each signatory to this MOU has the authority to enter into this agreement, and each signature represents a binding commitment by the participating organisation to act in accordance with the roles, responsibilities, and expectations outlined in this agreement.

Signed

Date

on behalf of ACTCOSS

name:

position:

on behalf of CDNET

name:

position:

Attachment 1a: CDNet's Terms of Reference

The CDNet Steering Committee reviewed and updated its Terms of Reference at its 28th April 2014 Meeting.

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:

- A Steering Committee to oversee and coordinate the activities of the CDNet, supported by the employment of a secretariat position;
- 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
- Organising two or more forums, seminars or workshops per year.

Attachment 1b: Role Description – Community Development Secretariat Position

Duty Statement

Preamble

It is anticipated that the secretariat position will work approximately 90 hours per annum on the following tasks:

- 60 hours per annum (5 hours per month) to organise 6 Working Group meetings
- 20 hours per annum to organise and evaluate forums
- 10 hours per annum to prepare budget & annual report, and to apply for funding

The person is expected to work largely from home on a home computer, with access to ACTCOSS photocopying and computer access as arranged and designated by ACTCOSS as needed.

The person will:

1. **Be the first point of contact and referral for the CDNet in general and with ACTCOSS and the funding body**
2. **Support the CDNet Steering Committee by:**
 - Attending CDNet Steering Committee meetings (every two months); preparing necessary papers and draft agendas; taking and distributing minutes to the Steering Committee in a timely manner; keeping the Steering Committee contact list up-to-date, and
 - Consulting and liaising with the Steering Committee, as the decision-making body of the CDNet. This can be done by email between meetings

- 3. Proactively engage with the wider CDNet via the email list to:**
 - Send out timely announcements about scheduled CDNet forums/workshops, and
 - Encourage people from the Network to participate in the Steering Committee
- 4. Support the organisation of forum/workshop by:**
 - being the contact point for registration for forums/workshops
- 5. Undertake other duties as mutually agreed**
- 6. Coordinate the CDNet budget and funding**
 - In consultation with the Steering Committee and funding body
- 7. Write an annual summary report for the funding body and ACTCOSS**

Selection Criteria

Essential

- Good organisational skills
- Good communication skills, including written and oral
- Knowledge of basic email protocols, word processing and spreadsheets

Desirable

- Knowledge of, or experience in, the community sector, preferably in the ACT and surrounding region
- Understanding of community development principles and practices

Attachment 1c: Role Description – Community Development Network List Administrator Position

Duty Statement

Preamble

It is understood that the list administrator position will work for 104 hours per annum (2 hours each week), with an additional 5 hours allocated for website maintenance.

In addition, this position may be called upon to assist the secretariat position when that person is not available.

This position will:

1. Administer the day-to-day operations of the mail list – ensuring prompt responses to queries with appropriate and accurate content.
2. Support the CDNet Steering Committee by attending CDNet Steering Committee meetings (every two months), providing up to date information on the mail list and website.
3. Continuous updating of the website ensuring accurate information is advertised, in particular reports from forums and upcoming meetings.
4. Assist the secretariat with accurate figures and other information required for the end of year report to the funding body.
5. Keep a record of hours worked.

Selection Criteria

Essential

- Good communication skills, including written and oral
- Knowledge of IT in relation to setting up and maintenance of website and the mail list
- Knowledge of basic email protocols, word processing and spreadsheets
- Knowledge of, or experience in, the community sector, preferably in the ACT and surrounding region
- Good organisational skills

Desirable

- Understanding of community development principles and practices

DRAFT

Attachment 2: CDNet Steering Committee members 2019-21

	NAME	ORGANISATION/POSITION	EMAIL
1.	Ryan Joseph	ACT Council of Social Services, Capability Development Officer	ryan.joseph@actcoss.org.au
2.	Chantelle Bazerghi	Capital Regional Community Services, Community Development Officer	chantelle.bazerghi@crs.com.au
3.	Tracy Tervoort	Capital Regional Community Services, Community Engagement Coordinator	tracy.tervoort@crs.com.au
4.	Anna Cirocco	CatholicCare Canberra & Goulburn, Toolangi Social Impact Program Support Manager, Homelessness, Family & Youth Outreach Services	Anna.Cirocco@catholiccare.cg.org.au
5.	Karen Hammond	CDNet email moderator, website administrator	admin@cdnet.org.au
6.	Barbara Chevalier	CDNet Secretariat ACT Shelter Admin and Membership Engagement Officer	secretariat@cdnet.org.au ; admin@actshelter.net.au
7.	Karen Jesson	Communities@Work, Community Development Manager	karen.jesson@commsatwork.org
8.	Andrew Hore	Funny-Works (cartoonist, illustrator, facilitator)	funnyworksoz@gmail.com
9.	Yelin Hung	Health Care Consumers' Association, Multicultural Liaison Officer	yelinhung@hcca.org.au
10.	Kyla Harvey	Meridian (was AIDS Action Council)	Kyla.Harvey@meridianact.org.au
11.	Sharon Alles	Meridian (was AIDS Action Council)	sharon.Alles@meridianact.org.au
12.	Clinton Beale	Northside Community Service, Community Development Project Officer	Clinton.Beale@northside.asn.au
13.	Kylie Wilson	Northside Community Service, Community Development and Engagement Manager	Kylieann.Wilson@northside.asn.au
14.	Karlya Parnell	Red Cross, Coordinator, Community Engagement	kparnell@redcross.org.au
15.	Kara Mackay	Woden Community Service, Molonglo Valley Community Development Officer	Kara.Mackay@wcs.org.au
16.	Emily McNamara	Woden Community Service, Community Development Officer	Emily.McNamara@wcs.org.au
17.	Casey Armstrong	Woden Community Service, Manager of Community Development & Engagement	Casey.Armstrong@wcs.org.au

Friends/previous members of the CDNet Steering Committee (BCC)

Dalane Drexler	ACT Mental Health Consumer Network, Executive Officer	executive@actmhc.org.au
Lauren Bradley	AIVL (Australian Injecting and Illicit Drug Users League)	
Michael Malone	Communities@Work	michael.malone@commsatwork.org
Holly Catt	Community Development Officer, Community Health Support Unit	holly.catt@act.gov.au
Romney Kelly	Community Services #1	Romney.kelly@communityservices1.org
Rebekah De Jongh	Queanbeyan Palerang Regional Council	Rebekah.Dejongh@qprc.nsw.gov.au
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Attachment 3: CDNet subscribers and average numbers of emails

No. of subscribers to the CDNet email list June 2017 to June 2020

CDNet has data going back to 2007. The CDNet email list grew every year between 2007-2017.¹ Since June 2017, the number of subscribers has remained at around 2100, including during the COVID period (2020-21).

Table 1: No. of CDNet email list subscribers 2017-2021 financial years

	No. of email list subscribers	Annual % increase
30/6/17	2067	
30/6/18	2082	1%
30/6/19	2044	-2%
30/6/20	2101	3%
30/6/21	2158	3%

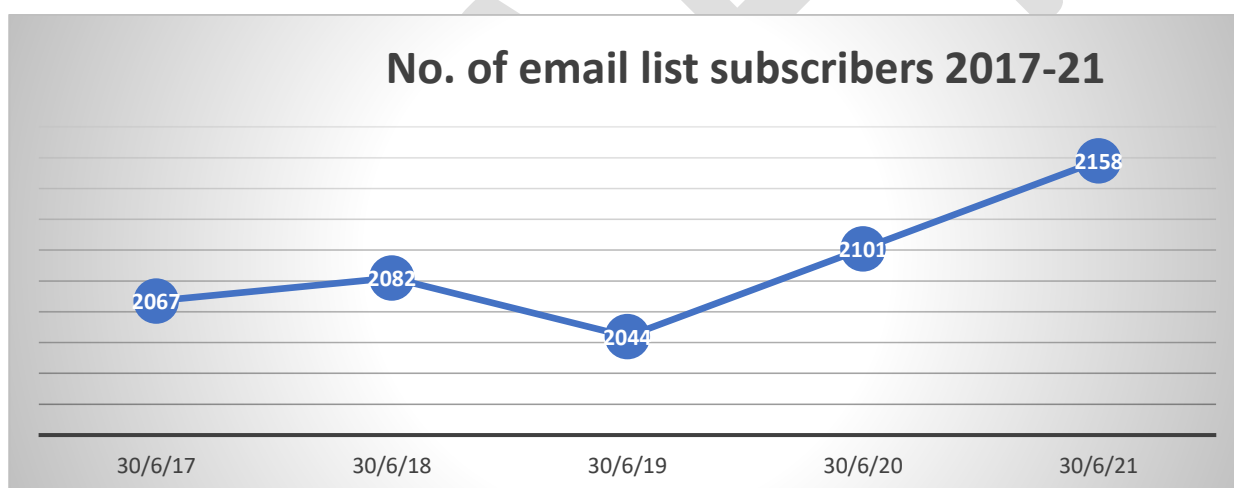


Figure 4: No. of subscribers to the CDNet email list June 2017 to June 2021

¹ This trend continued until May 2017 when the number of subscribers reached 3250. When CDNet needed to change list server due to CASE closing doors, a number of glitches in the change-over (not CASE's fault) caused about 1000 frustrated subscribers to unsubscribe. Conversely, 2000 did not unsubscribe. The loss of 1000 subscribers in May 2017 did not result in a great reduction in no. of emails per month

Number of emails per year/month/week

Table 2: Average no. of emails per month 2017-2021

	Jul 2017 -Jun 2018	Jul 2018-Jun 2019	Jul 2019-Jun 2020 (COVID)	Jul 2020-Jun 2021
<i>Average no. of emails per month</i>	240	252	166	165
<i>% increase/ decrease from previous financial year</i>	-2%	5%	-34%	same

Table 3: Record of CDNet emails July 2017 to June 2021

Month	2017-18 FY	2018-19 FY	2019-20 FY	2020-21 FY	Jul-Oct 2021
July	200	207	255	150	176
Aug	235	237	284	148	164
Sept	256	243	273	169	164
Oct	311	283	254	197	223
Nov	311	218	214	128	
Dec	117	125	102	78	
Jan	178	208	152	Data lost due to program update	
Feb	203	258	213		
Mar	211	299	158		
Apr	261	299	117	168	
May	248	288	131	187	
June	228	228	166	176	
Total emails	2759	2893	2319	1401	727
Av pm	240	252	202	165	182
Divided by 11.5 months²				Divided by 8.5 months	Divided by 4 months

² Divided by 11.5 months to allow for public holidays and Xmas standdown time

CDNet Budget 2020/21

Account	Full Year Budget	Jul - Sep Budget	Oct - Dec Budget	Jan - Mar Budget	Apr - Jun Budget	Notes
Trading Income						
Funding and grants						
Government funding	0	0	0	0	0	
ACTCOSS	11,000	2,750	2,750	2,750	2,750	
ACT MHCA	2,000	0	0	2,000	0	6
Funding carried forward	1,169	292	292	292	292	
Total Funding and grants						
Prior years revenue carried forward	3,213	0	0	0	3,213	1
Total Income	17,382	3,042	3,042	5,042	6,255	
Operating Expenses						
Salaries & Wages						
Superannuation	600	150	150	150	150	
Long Service Leave	140	35	35	35	35	2
Wages and Salaries	11,647	2,912	2,912	2,912	2,912	3
Workers Compensation	188	47	47	47	47	
Total Salaries & Wages	12,575	3,144	3,144	3,144	3,144	
Training and events	731			731		4
Administration costs	0	0	0	0	0	5
ICT / Technology	863	216	216	216	216	
Total Operating Expenses	14,169	3,360	3,360	4,091	3,360	
Net Profit	3,213	(317)	(317)	952	2,896	

Notes:

- (1) Revenue carried forward may not be spent in 2020/2021 financial year, hence predicted profit for FY
- (2) LSL 1.2% gross wages
- (3) Rate of pay Level 6.3 58.53, 199 hrs work assumed. (109hrs Administration/ 90hrs Secretariat)
- (4) Forums most likely to take place in March
- (5) ACTCOSS agreed to waive Admin Costs
- (6) Contingent on conducting a Mental Health focused forum

Attachment 5: CDNet 2020-21 budget Profit & Loss Statement at 30 June 2021

Profit and Loss v Budget – CDNet Provided by ACTCOSS As at 23 June 2021											
Account	Full Year Budget	June YTD Actual (as of 23 June)	June YTD ETF	Jul - Sep Actual	Jul - Sep Budget	Oct - Dec Actual	Oct - Dec Budget	Jan - Mar Actual	Jan - Mar Budget	Apr - Jun Actual	Apr - Jun Budget
Trading Income											
Funding and grants											
Government funding	0	0	0	0	0	0	0	0	0	0	0
ACTCOSS	11,000	11,000	11,000	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750
ACT MHCA	2,000	0	0	0	0	0	0	0	2,000	0	0
Funding carried forward	1,169	1,169	1,169	292	292	292	292	292	292	293	292
Total Funding and grants											
Registration Fees	0	630	630							630	0
Prior years revenue carried forward	3,213	3,213	3,213	0	0	0	0	0	0	3,213	3,213
Total Income	17,382	16,012	16,012	3,042	3,042	3,042	3,042	3,042	5,042	6,886	6,255
Operating Expenses											
Salaries & Wages											
Superannuation	1,106	963	1,023	186	277	212	277	321	277	244	277
Long Service Leave	140	122	140	21	35	29	35	41	35	31	35
Wages and Salaries	11,647	10,397	11,027	2,052	2,912	2,391	2,912	3,385	2,912	2,570	2,912
Workers Compensation	188	188	188	0	47	0	47	0	47	188	47
Total Salaries & Wages	13,081	11,670	12,378	2,259	3,270	2,632	3,270	3,747	3,270	3,033	3,270
Training and events	731	191	191	0	0	0	0	191	731	0	0
Administration costs	0	0	0	0	0	0	0	0	0	0	0
ICT / Technology	863	621	621	50	216	0	216	199	216	372	216
Travel - Local	0	15	15	0	0	0	0	15	0	0	0
Total Operating Expenses	14,675	12,497	13,205	2,309	3,486	2,632	3,486	4,152	4,217	3,405	3,486
Net Profit	2,707	3,515	2,807	733	(444)	410	(444)	(1,110)	825	3,481	2,769
Adjusted for removal of MHCA income	707	3,515	2,807	733	(444)	410	(444)	(1,110)	(1,175)	3,481	2,769