Community Development Network of the ACT & Region (CDNet) Summary Report July 2020 to June 2021

For the attention of:

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Steering Committee members of the Community Development Network of the ACT & Region (CDNet)	

Executive Summary

This summary report from CDNet covers the period 1 July 2020 to 30 June 2021, as requested in CSD's Deed of Grant DG 2021.075. CSD provided no 2020-21 funding, with ACTCOSS—CDNet's auspicing body— accommodating the shortfall through existing budget. This report therefore references CSD's previous Deed of Grant DG.2019.046 for $15,000 and refers, where relevant, to the 2019-20 financial year, because both periods were affected by COVID and uncertain funding.

Due to the COVID-19 pandemic, 2020-21 was a period of disruption to CDNet and community sector organisations. 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.

A full version of this report contains the data behind this summary**,** including some 2017-19 data to allow comparisons with pre-COVID and fully funded years' activities:
https://www.cdnet.org.au/images/cdnet/CDNet_Summary_Report_2019-21.pdf

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

CDNet Terms of Reference

The Community Development Network of the ACT & Region (CDNet) is a support network of community development workers and those interested in community development principles and practices. CDNet serves the wider community sector through its email list of over 2000 subscribers and workshops.

The Terms of Reference for CDNet outline the network's purpose 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.

Funding is provided for the following activities as outlined in the Deeds of Grant:
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

Schedule 2: The Funded Activity Deed of Grant DG.2019.046

(1) The Recipient will provide an administrator to monitor the CDNet email list and website content Inanagement and website maintenance,

(2) The CDNet will provide an email server, community development workshops and fotums 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;
   (c) sector networking activity; and
   (d) community programs, projects and events.

(3) The Recipient will report to the Territory a list of Subscribers including number of:
   (a) subscribers between 1 July 2019 and 30 June 2020; and
   (b) those unsubscribed at 30 June 2020.

(4) The Recipient will report to the Territory on the average number of emails notifications during each month of the Agreement Period.

(5) The Recipient will coordinate monthly / bi-annually / annual meetings / forums / workshops.

(6) The Recipient will report to the Territory by 1 December 2019 the CDNet Summary Report Overview July 2018-June 2019

(7) The Territory reserves the right to review the CDNet grant in the second half of 201900 [sic]. This review may include several methodologies including a survey to subscribers.

Snapshot of CDNet's outputs to June 2021

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 17 members and 7 'friends' or past members. - 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. **List of members, agenda papers and minutes** are available on request.
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	**Website:** CDNet upgraded its website with a Participation (Digital Communities) Grant of $1400 received in Aug 2019 **No. of email subscribers:** - At 30 June 2020: 2101 - At 30 June 2021: 2158
Organising two or more forums, seminars, or workshops per year.	**Community Development Peer Network** (renamed Community of Practice [COP]) meetings are normally held bi-monthly. - *None were held in 2020 due to COVID.* - In 2021, meetings resumed and were held in Feb, March, April, and July, before lockdown. Agendas and notes for the CD COP meetings are available.
	A large forum on Co-Design Meets Placemaking organised for 1 April 2020 was cancelled due to COVID: 22 early bird tickets were refunded https://www.eventbrite.com.au/e/cancelled-codesign-meets-placemaking-a-cdnet-training-workshop-1-april-tickets-95035081487 Subsequent attempts to create alternative online forums on a) Co-Design and b) Asset Based Community Development later in 2020 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: *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
Community Connections Grant	While funding was uncertain, in March 2021, CDNet successfully applied for a small grant ($4600) for a project titled: *Stories of Community Connection and Resilience in a time of COVID - looking back and looking forward.*
A survey of CDNet's email subscribers	Requested by CSD in 2018-19 Deed of Grant (received 20 Feb 2019) Executive_Summary_CDNet_Email_Subscriber_Survey_2019.pdf

Overview of CDNet's key activities

- **CDNet's website** provides background information at: https://www.cdnet.org.au.
  - The site includes annual summary reports provided to CSD (and before them, to ACT Health) - https://www.cdnet.org.au/resources/reports.html.
  - A 'potted history' from 2004-2016 may be found here - https://www.cdnet.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.cdnet.org.au/images/cdnet/forums_and_workshops_2004-2020.pdf
- **CDNet has a voluntary Steering Committee** of 12-20 members (17 in 2020-21), with a turn-around of 3-4 people per year. Minutes are available for its bi-monthly meetings from secretariat@cdnet.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).

CDNet email subscriber surveys

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

In 2018-19, CSD requested as one of CDNet's current funding requirements to 'Undertake a stakeholder survey of CDNet to redo the last review in 2014 to inform ongoing funding'. The survey was sent out in July 2019 and received 106 responses The 2019 survey report compares the 2014 and 2019 survey findings which were very similar; main themes were 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

Budget and expenditure 2020-21

- **Attachment 1** has the CDNet 2020-2021 Budget
- **Attachment 2** has the CDNet 2020-21 Profit & Loss Statement at 30 June 2021.

While unfunded during 2020-21, CDNet applied to the Community Connections Grants Round 2 in March 2021 and received in June a small grant – CCGR2068 for $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 CDNet's forum on 29 March 2021 *One year on: Stories of Community Connection and Resilience in a time of COVID.* The project must be completed by 30 June 2022.

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 Administratation/ 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

CDNet Budget

Attachment 2: CDNet 2020-21 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
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
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**