INTRODUCTION

The Administration Network (AdminNet) Committee held its inaugural meeting on 14 March 2003 followed by its launch in October 2003. AdminNet is run by volunteer administrative staff, and participation is open to general and administrative staff working in the practical application of administration; this includes all administrative staff employed by or affiliated with UNSW.

The objectives of AdminNet are to provide a means of communication for the administrative staff at UNSW, to facilitate resource sharing and to improve the profile, professional standing and development of administrative staff within the University.

ACHIEVEMENTS IN 2004

1. Demonstrated commitment to the development of skills, competencies and careers of general staff within the UNSW community

a) Development of skills

AdminNet's commitment to the development of skills was two-fold:

Committee Members
The Committee comprised of the following office bearer positions for which no previous experience was necessary: Chairperson, Deputy Chairperson, Secretary, Treasurer, IT Officer and Marketing Officer. Each office bearer was elected for 2 years. This time frame offered a great opportunity to gain and/or improve skills in e.g. chairing meetings, minute writing, financial and budget matters, web design, events management, OHS etc. Monthly Committee meetings and monthly lunch-time seminars guaranteed the application of those skills on a continuous basis and, thus, provided a fantastic opportunity for the development of those skills.
At its meeting on 7 December 2004 all office bearer positions with the exception of Secretary were newly appointed, hence, five administrative staff will develop new skills over the next two years in those positions.

Other Members
At times, special projects required the formation of sub-committees. Participation in such sub-committees was open to any member of AdminNet who wished to gain skills in the subject of the given project.

AdminNet offered an email explode list comprising all members of this network as well as a bulletin board. Members could either circulate questions on any topic to the explode list or post them on the bulletin board and be rewarded by numerous replies with helpful information. This proved to be a great way to improve skills and share resources.

b) Development of competencies

AdminNet held monthly lunch-time seminars on a range of topics which were of importance to administrative staff and which are transferable to any administrative position within UNSW. Past seminars covered security on campus, services by the Green Office and Publishing & Printing, graduation ceremonies, IT and email policies as well as the new DEST/HERI regulations. These seminars offered administrative staff a means of self-directed learning enhancing their competencies in understanding the University’s overall systems and to build on during their career and life.

c) Development of careers

AdminNet developed careers of administrative staff in two ways: firstly, by actively enhancing the development of skills and competencies as describes in a) and b) assisting them to achieve confidence to apply for positions which request those skills and competencies. Secondly, AdminNet provided the only network open to all administrative staff at UNSW through which members got to know each other across campus finding out about career possibilities in other areas of UNSW. AdminNet supported this form of networking with 2 annual events: a luncheon on Administrative Professionals Day and a combined Christmas Party with TechNet.
2. Provision of opportunities for staff development through a range of innovative activities

Over the last two years, AdminNet has been the only current forum at UNSW which enhanced the get together and networking of its administrative staff. This as such has been an innovative activity.

It further promoted the networking between administrative staff and UNSW services, such as Publishing & Printing, Facilities, Human Resources etc through lunch-time seminars. By attending these seminars, administrative staff got a good overview of the services within UNSW's structure and relevant contacts.

AdminNet started undertakings to "look outside the square" and to network with administrative people outside UNSW, in particular ATEM (Association for Tertiary Education Management) which is the Australia and New Zealand organisation for University Administrators with the aim of building cross-institutional networks and seminars.

The activities of AdminNet have been transparent, seminars and events with relevant links as well as the minutes were placed on the website for everyone to look at. Members and also non-members who did not wish to get actively involved could gain from the services of this network.

3. Contribution to the enhancement of lifelong learning of staff in the context of the organisational goals of the University

AdminNet is being run by committed volunteers and every administrative staff member can opt to become part of it and contribute as much or as little as they wish. Certain projects were being dealt with by sub-committees and requests for a helping hand were distributed via AdminNet's email explode list. These projects related to marketing, advertising, events management, website design etc. This provided a fun way to learn new skills in small groups.

On 19 October 2004 AdminNet visited the Museum of Human Disease and Hall of Health, a division of the Department of Pathology in the School of Medical Sciences. The attendees were provided with an insight in the cause and progress of diseases, but also how such a museum is run from an administrative point of view. This event successfully provided lifelong learning of staff both professionally and generally.
2004 CALANDER OF EVENTS

1. Committee Meetings
   #11 - 10 February
   #12 - 9 March
   #13 - 13 April
   #14 - 11 May
   #15 - 8 June
   #16 - 13 July
   #17 - 10 August
   #18 - 14 September
   #19 - 12 October
   #20 - 9 November
   #21 - 7 December

2. Lunchtime Seminars & Networking Events
   Security - 30 March
   Administrative Professional Day - 21 April
   Green Office - 25 May
   Publishing & Printing - 22 June
   Graduations - 31 August
   IT/Email Policies - 28 September
   Hall of Health site visit - 19 October
   DEST/HERI - 16 November
   Combined Christmas Party with TechNet - 30 November 2004

WEBSITE

http://www.adminnet.unsw.edu.au/

AIMS FOR 2005

AdminNet has many future projects in mind to meet its objectives:
• to hold monthly Committee meetings including AdminNet's second anniversary celebration in March;
• to present monthly lunchtime seminars on ???????????????????????
• to create a database of personnel/skills, equipment, resources and facilities;
• to expand AdminNet's website with the expectation of developing a web-based learning environment (improve the bulletin board);
• to initiate a mentoring system for new administrative staff;
• to identify development and on-going learning requests from administrative staff by distributing annual questionnaires and their evaluation;
• to co-ordinate site visits (inter and intra University);
• to liaise with similar groups in other institutions enhancing cross-institutional network activities, in particular with ATEM (Association for Tertiary Education Management, http://www.atem.org.au); in keeping with the University's focus on bringing in external funding, AdminNet intends to apply for funding from ATEM. The initial application will be for $1,000 to hold informal social events for administrative staff to provide a networking opportunity after work hours. Further funding opportunities are available through links with this international organization;
• to initiate and fund an AdminNet sponsorship scheme to a UNSW administrative staff member towards their ongoing education/learning.

AdminNet sees its future in addressing administrative staff development issues as a complement to the UNSW strategy.

CONCLUSION AND BUDGET PROPOSAL FOR 2005

UNSW's administrative staff is keen to learn and develop their skills. They have expressed this by their increasing participation in AdminNet's activities. Since its foundation in 2003, AdminNet has now 347 members, 180 attended the Administrative Professionals Day celebration, 187 attended our lunch-time seminars and 180 attended the Christmas BBQ (note: this figure includes members of TechNet).

The AdminNet Committee believes that AdminNet is worthy to again be supported financially by Staff Development in 2005. In 2004 AdminNet's funds were in the amount of $5,000. Due to the generous sponsorship by Roundtable – who catered for events in March, November and December free of charge – and Publishing & Printing – who provided AdminNet's note pads free of charge –
this amount was sufficient to finance all other activities throughout the year. If AdminNet, however, would have had to pay for those expenditures, some of the activities would not have been possible due to the lack of funds.

With past experience in mind, growing member numbers and the ambition to realise the aims for 2005, the AdminNet Committee applies herewith for funding in the amount of $7,000.

**TABLE OF ACTIVITIES FOR 2005**

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<thead>
<tr>
<th>Activities</th>
<th>Estimated Costs in $</th>
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<tbody>
<tr>
<td>1. Catering for lunchtime session on topic</td>
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<td>10. Catering for Christmas Function</td>
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<td>11. Sponsorship</td>
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<td>12. Stationery supplies</td>
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Tatjana Kroll, Treasurer
Signed on behalf of AdminNet Committee

1 February 2005