Annual Report

AdminNet – UNSW Administrative Network
Learn Share & Grow
LEARN

SHARE

GROW

COMPILED BY LYNETTE MCINTYRE
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Introduction

Our Purpose/Vision

To support the University of New South Wales’s strategic intent by:
Providing a means of communication and networking, facilitating resource and knowledge sharing, fostering personal as well as professional growth and enhancing the profile of professional staff within the University.

Our History

AdminNet was inaugurated on 14th March 2003. It is run by a volunteer committee of Professional staff across UNSW and is supported by Organisation & Staff Development Services.

AdminNet has gradually expanded its activities and built a platform to assist professional staff; with over 680 members it is one of the largest staff networks within UNSW.

Members value AdminNet as a trusted source of information and networking, on which staff rely on to reach the wider UNSW community.

What We Do

- Develop; facilitate and review information sessions which assist to improve the knowledge of staff
- Provide networking opportunities within and outside UNSW
- Facilitate communication, resource sharing and exchange of ideas within the AdminNet community
Left to right:
Janina Jancu, Claudio Sissa, Mathi Natarajan, Lynette McIntyre

Committee members not in the photo:
Iona Reid; Adrianne Harris OSDS representative and committee member; Barbara Messerle, Patron.

“Thank you for the effort that goes into keeping staff connected and informed!”

(Testimonial from a member in the 2012 AdminNet survey)
Foreword by the Patron

AdminNet is an important support network for staff at UNSW that provides opportunities to all Professional staff for their personal growth and development, and their career development. The Professional staffs at UNSW are central to the success of the University at all levels. Professional staffs provide support for research as well as teaching, and ensure that the administrative services work effectively at UNSW. UNSW values this contribution, and supports the recognition of the contributions by Professional staff. The contributions of the AdminNet committee members are a key part of this, and the enthusiasm of the members of the network underlines the importance of the network at the University.

Professor Barbara A Messerle
Key Achievements of the Year

E’ list

Communication through E’list is the most cost and time effective professional support AdminNet provides. The List facilitates communication, resource sharing, knowledge and skills transfer among staff members. Email queries generally receive a positive response within 24 hours. In the year 2012, the number of staff using E’list was significant; 135 emails were sent using the E’list facility and AdminNet Committee received enormous positive feedback. Typical emails include requests for information, advice on UNSW policy and procedure changes and offer of reusable goods (such as office furniture and consumables) which reduces cost and promotes an eco friendly working environment.

“A big thanks to Admin Net for being a great resource for professional staff.”

(Testimonial from a member in the 2012 AdminNet survey)

Career Development Working Partner with OSDS

AdminNet representatives participated in the Career Development working group conducted by HR to give feedback and ideas from the staff perspective to HR. This working party is assisting to develop the typical career paths of professional and technical staff.

Business case approved for strategic information session

A need was felt by the committee to redefine the existing lunchtime information sessions in light of the recent communication trend in the Central division. Discussion was held among the AdminNet committee about the two potential types of information sessions the Committee could offer:
1. The existing lunch time information sessions which focus mainly on hands on knowledge
2. New strategic information sessions relevant to the broader UNSW community.

By having two types of information sessions a wide range of UNSW Staff can benefit and this will also augment to the profile of AdminNet. The trend in communication by central UNSW units is progressively changing as compared to previous years. Individual departments in Central are focussing more on communication and reaching out to the staff at different Faculties and Divisions regarding policy and procedure changes. As a result of this attendance for some lunch time information sessions has reduced as the need for information being satisfied by the direct units. Therefore, the Committee decided to give careful consideration to the selection and organizing of lunch time information session topics to ensure that the sessions focus on the provision of practical tips and information to UNSW Professional Staff.

The Committee also considered the organisation of Strategic information sessions that are organized jointly with Organisation and Staff Development Services. The possible topics for pilot information were discussed and pilot the Strategic information session on a trial basis.
End of Year Event

A very successful end of year celebration (2012) was held by AdminNet in partnership with TechNet, boasting 100 plus staff members in 2012. The Deputy Director of Human Resources, Nicky Buttery; AdminNet patron Barbara Messerle, Head of School of Chemistry and the Deputy Director of Facilities, Jenny Denman were the distinguished guests. The End of Year event is mainly a networking event for the staff and an opportunity for UNSW to thank Professional & Technical Staff for their contribution.

"Please pass on my thanks to the committee for another fine job done this year. I especially appreciate the sustainable coffee mug I won in the raffle. I am sure many staff appreciated such a great gift idea"

(Email from a member)
Overview of 2012

Overall, 2012 was an eventful year with 680 plus members subscribed to the network. 3 information sessions were conducted, which benefited 139 general staff. Through the E'list facility 135 emails were sent facilitating information sharing and exchange of ideas.

AdminNet representatives participated in the Career Development working group conducted by HR to give feedback and ideas from the staff perspective to HR.

Business case for strategic information session was endorsed by OSDS.
Table 1 outlines the Information Sessions that were organised and facilitated by AdminNet in 2012.

2012 Information Sessions

<table>
<thead>
<tr>
<th>Date</th>
<th>Session</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>5th June</td>
<td>Where Does My Day Go</td>
<td>22 attendees</td>
</tr>
<tr>
<td>11th September</td>
<td>Excel 1</td>
<td>57 attendees (71 waitlisted)</td>
</tr>
<tr>
<td>18th October</td>
<td>Excel 1</td>
<td>60 attendees</td>
</tr>
</tbody>
</table>

*I believe the sessions are helpful and have become crucial due to the rate of change in systems and procedures*

(Testimonial from a member in the 2012 AdminNet survey)
Photos from Information Sessions

Excel 1 held 18th October
2013 Strategy

To improve the profile and professional standing of AdminNet, the following areas will be focused during 2013.

Re-election of Committee

The committee will be re-elected in 2013 with new staff in the roles of Chair, IT Officer, Secretary and general committee members. We look forward to new people joining the committee with fresh ideas and enthusiasm.

AdminNet is operated by committee staff who volunteer to do the committee work during their lunch break or after office hours. By creating specific committee positions the workload will be shared and it will also provide opportunities for other AdminNet members to participate in the committee to serve the wider UNSW community and enhance their skills.

Strategic information session

It was noticed the trend in communication by central UNSW units is progressively changing as compared to previous years. Individual departments in Central are focusing more on communication and reaching out to the staff at different Faculties and Divisions regarding policy and procedure changes. As a result of this attendance for some lunch time information sessions has reduced as the need for information being satisfied by the direct units. Therefore, the Committee decided to give careful consideration to the selection and organizing of lunch time information session topics to ensure that the sessions focus on the provision of practical tips and information to UNSW Professional Staff.

Communication Improvements

Continuous improvements will be carried out to the website. Lunch time information sessions and special events will also continue in the year 2013.
Calendar of Events 2013

AdminNet will continue to hold information sessions, committee meetings and special events as in previous years. The calendar for 2013 is presented below:

Information Sessions

The committee discussed about the effectiveness of information sessions as the recent trend in communication by central UNSW units has changed and this in turn has altered the need for monthly lunch time information session. Hence there is no set timetable for lunchtime sessions in 2013. The Committee decided to give careful consideration to the selection and organizing of lunch time information session topics to ensure that the sessions focus on the provision of practical tips and information to UNSW Professional Staff. In every committee meeting the latest topics and improvements will be discussed in order to understand the need for a lunch time session. Also the strategic information session which will cover wider audience will be launched as a trial in 2013.

Committee Meetings

| February 13/2/2013 | March 13/3/2013 | April 16/4/2013 |
| May 8/5/2013 | June 13/6/13 | July 11/7/13 |
| August 15/8/2013 | September (AGM) 4/9/2013 | September 25/9/2013 |

"Yes, I wasn’t aware there was a proper admin net committee with monthly meetings."
Testimonial from a member in the 2012 AdminNet survey

Special Events

- Year End Event – Joint event with TechNet

November 2013
Thanks to Supporters

AdminNet recognises and thanks all the supporters and volunteers for their efforts. AdminNet works to bring the general staff together for their continuous professional development. Members take back skills to their roles, which mutually benefits the staff and UNSW. We are grateful for the support that enables us to continue the journey.

AdminNet wishes to acknowledge and thank the following institutions and companies for their generous support

**Special Acknowledgements for Sponsors and Supporters**

<table>
<thead>
<tr>
<th>AdminNet members &amp; Committee members</th>
<th>Organisation and Staff Development Services</th>
<th>UNSW Facilities Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>P3 Print Post Plus</td>
<td>UNSW Sport &amp; Recreation</td>
<td>UNSW Book Shop</td>
</tr>
<tr>
<td>UNSW Faculty of Science</td>
<td>UNSW Strategic Procurement &amp; Finance Shared services</td>
<td>UNSW Sustainability</td>
</tr>
</tbody>
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*We acknowledge all the supporters who supported us throughout the year.*