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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
AdminNet Committee

New 2013 Committee elected September 2013

Left to right:

Lynette McIntyre, Barbara Messerle Patron, Adrianne Harris OSDS representative and committee member, Mathi Natarajan, Tiffany O'Neill, Annabel Sutherland, Beverly Hurtado

Committee members not in the photo:
Iona Reid; Janina Jancu, Claudio Sissa, Bronwen Smith, Swa Rath, Vilia Co, Grant Platt
New 2013 committee at End of Year Event

Left to right:
Annabel Sutherland, Tiffany O’Neill, Beverly Hurtado, Vilia Co, Grant Platt, David Ward
Human Resources Director, Claudio Sissa, Lynette McIntyre, Mathi Natarajan, Bronwen Smith

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

"Thank you for the effort that goes into keeping staff connected and informed!"
(Testimonial from a member in the 2012 AdminNet survey)

"This is a great initiative. I have worked at several Universities and this is the first time I have seen this initiative."
(Testimonial from a member verbally in 2014)
Foreword by the Patron

AdminNet is an important support network for staff at UNSW that provides opportunities to all Professional and Technical staff for their personal growth and development, and their career development. The Professional and Technical staff at UNSW are central to the success of the University at all levels. Professional and Technical staff provides 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 and Technical 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, Head of School Chemistry
I am delighted to be Patron of AdminNet, following the highly successful role undertaken by Professor Barbara Messerle. It is with admiration that I look at the great support network that AdminNet provides for Professional staff at UNSW, and the opportunities created for both their personal and professional growth and development. AdminNet has served to enhance the profile of Professional staff at UNSW and draws attention to the important and essential work Professional staff undertake in supporting and advancing the delivery of UNSW’s academic agenda. UNSW values the significant role played by Professional Staff, as well as the role played by AdminNet and its members in ensuring a well-established and supportive network which forms an important part of the UNSW community. I wish AdminNet every success in the continuation of its activities and in its future endeavours.

Professor Prem Ramburuth, President, Academic Board
I am delighted to be writing this forward to the Annual Report as the incoming AdminNet patron in this the 12th anniversary year of AdminNet.

AdminNet is an exemplar of how staff networks can be a powerful mechanism to inspire staff engagement, enthusiasm and collaboration as well as providing opportunities for staff from all levels and backgrounds to interact, share knowledge and access opportunities for both personal & career development.

AdminNet provides the opportunity for UNSW professional staff to strengthen working relationships across UNSW and although supported by UNSW HR, is managed by a committee of dedicated volunteers with a genuine commitment to UNSW’s professional staff development - to learn, share & grow.

I look forward to working with the AdminNet committee in 2015 and encourage all UNSW professional staff to consider attending an event, subscribing to the AdminNet email explode list or volunteering.

Barbara Chmielewski, Director, Business Reporting & Intelligence, & Data Governance (BRIDG) and Director, OneUNSW Program
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 2014, the number of staff using E’list was significant; 240 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)

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.

The Committee also considered the organisation of Strategic information sessions. 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 (2014) was held by AdminNet in partnership with TechNet, boasting 121 staff members in 2013. The Head of School Chemistry, Barbara Messerle and the Director, Business Reporting & Intelligence, & Data Governance (BRIDG) and Director, OneUNSW Program, Barbara Chmielewski 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”

“Thank you so much for today’s lunch event. It is always a well-attended fun event and a thankful rest from the office as this busy time of year. Thank you for all your efforts through the year with our team building / recycling / information sessions emails etc. I am super thrilled with my voucher (raffle prize) as well.”

“I would like to congratulate you and the Admin-net committee on such a successful end of year event.”

(Emails from members)
Overview of 2014

Overall, 2013 was an eventful year with 860 plus members subscribed to the network. 6 information sessions were conducted, which benefited 281 general staff. Through the E’list facility 240 emails were sent facilitating information sharing and exchange of ideas.

Business case for strategic information session was endorsed by OSDS.

Table 1 outlines the Information Sessions that were organised and facilitated by AdminNet in 2014.

2014 Information Sessions

<table>
<thead>
<tr>
<th>Date</th>
<th>Session</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>14th May</td>
<td>Managing My Budget</td>
<td>34</td>
</tr>
<tr>
<td>1st July</td>
<td>Excel</td>
<td>73</td>
</tr>
<tr>
<td>30th July</td>
<td>Networking</td>
<td>32</td>
</tr>
<tr>
<td>20th August</td>
<td>Preparing My Budget</td>
<td>55</td>
</tr>
<tr>
<td>16th September</td>
<td>Finance Update</td>
<td>50</td>
</tr>
<tr>
<td>7th November</td>
<td>Penel Relationship Building / Networking</td>
<td>37</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
Lunch time session – Managing my Budget 14th May 2014 – Photographs by Beverly Hurtado.

“Thank you for the Managing My Budget workshop today. It was really useful. In particular the private calumo reports and the creating scope for multiple project reports”

"Thank you so much for your wonderful info session today (Managing My Budget). It is amazing how we can always learn something new even when we think we already have a decent handle on some things. Thanks for your time."

"This is a great initiative!" (Managing My Budget information session)

"Some Finance Officers feel very benefited to learn lots of tips which have not been taught in any other financial training e.g. creating a scope for running multiple project reports. I have also noticed that you are very creative to make Calumo project reports more friendly"

"Thank you very much for your excellent handling of the Preparing my Budget training yesterday. It is an excellent initiative from AdminNet"

(Emails from members)
Lunch time session – Excel 1st July 2014
Lunch Time Session – Networking 30th July 2014 Photographs by Bronwen Smith
Lunch Time Session – Preparing my Budget 20th August 2014 Photographs by Beverly Hurtado
What is relationship building / networking

Relationship building / networking is all about sharing stories, experience and knowledge among colleagues – Stephen Gray
"Thank you for organising the panel information session today. It was well worth the walk down to lower campus"

"I attended the networking forum that was organised last Friday, thank you for organising such an informative event. I loved the difference in the panel members and what they individually brought to the group."
2014 Networking Opportunities

- **27th March**: BYO lunch, 10 attendees

- **15th April**: BYO lunch, 9 attendees

- **20th June**: Drinks after work, 7 attendees

- **15th July**: BYO lunch, 5 attendees

- **14th August**: BYO lunch, 6 attendees

- **12th September**: Drinks after work, 7 attendees

- **7th October**: BYO lunch, 6 attendees
2014 Strategy

To improve the profile and professional standing of AdminNet, the following areas will be focused during 2014.

Strategic information session

It was noticed the trend in communication by central UNSW units is progressively changing as compared to previous years. The Committee gives 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 2015.

Calendar of Events 2014

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 has relaunched regular information sessions.

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.

Social Networking Sessions

The committee has instigated regular social networking opportunities in 2014 to facilitate members being able to connecting to build relationships and enhance networking capabilities. These include BYO (bring your own) lunches and drinks after work as well as our largest event which is the end of year event.
Committee Meetings

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>February</td>
<td>11/2/2014</td>
</tr>
<tr>
<td>March</td>
<td>12/3/2014</td>
</tr>
<tr>
<td>April</td>
<td>10/4/2014</td>
</tr>
<tr>
<td>May</td>
<td>7/5/2014</td>
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<tr>
<td>June</td>
<td>10/6/2014</td>
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<tr>
<td>July</td>
<td>9/7/2014</td>
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<tr>
<td>August</td>
<td>5/8/2014</td>
</tr>
<tr>
<td>September</td>
<td>3/9/2014</td>
</tr>
<tr>
<td>October</td>
<td>7/10/2014</td>
</tr>
</tbody>
</table>

“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

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>19th November 2014</td>
<td>12 Year Anniversary and Year End Event – Joint event with TechNet</td>
</tr>
</tbody>
</table>
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>ATEM</th>
<th>Gastronomy</th>
<th>Musiq Entertainment (photobooth)</th>
<th>Cos</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medibank</td>
<td>JG’s Cafe</td>
<td>UNSW Social Club</td>
<td>Coco Cubana</td>
<td>UNSW Pharmacy</td>
</tr>
<tr>
<td>Fitness UNSW FITsocial</td>
<td>IGA</td>
<td>Guzman y Gomez</td>
<td>People and Culture</td>
<td>UNSW Facilities Management</td>
</tr>
<tr>
<td>P3 Print Post Plus</td>
<td>YMCA</td>
<td>UNSW Book Shop</td>
<td>UNSW Faculty of Science</td>
<td>UNSW Sustainability</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>UNSW Faculty of Engineering</td>
<td>UNSW Staff Club</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>UNSW Art and Design</td>
<td>UNSW Service Desk</td>
</tr>
</tbody>
</table>

We acknowledge all the supporters who supported us throughout the year.