Table of contents

INTRODUCTION ........................................................................................................................................... 4
OUR PURPOSE/VISION ................................................................................................................................. 4
OUR HISTORY ............................................................................................................................................... 4
WHAT WE DO ............................................................................................................................................ 4
ADMINNET COMMITTEE ........................................................................................................................... 5
FOREWORD BY THE PATRONS .................................................................................................................. 8
KEY ACHIEVEMENTS OF THE YEAR .........................................................................................................10
E' LIST .......................................................................................................................................................... 10
OVER 1,000 MEMBERS ............................................................................................................................. 10
INFORMATION SESSIONS ......................................................................................................................... 10
ADMINNET VC EVENT .............................................................................................................................. 11
END OF YEAR EVENT AND 13 YEAR ANNIVERSARY ...............................................................................12
OVERVIEW OF 2015 ....................................................................................................................................33
2015 INFORMATION SESSIONS .................................................................................................................33
PHOTOS FROM INFORMATION SESSIONS ..................................................................................................34
2015 NETWORKING OPPORTUNITIES .........................................................................................................53
2016 STRATEGY ..........................................................................................................................................54
STRATEGIC INFORMATION SESSION .................................................................................................54
COMMUNICATION IMPROVEMENTS ..........................................................................................................54
CALENDAR OF EVENTS 2016 ....................................................................................................................54
INFORMATION SESSIONS .........................................................................................................................54
SOCIAL NETWORKING SESSIONS ............................................................................................................54
COMMITTEE MEETINGS .............................................................................................................................55
SPECIAL EVENTS .......................................................................................................................................55
THANKS TO SUPPORTERS .......................................................................................................................56
SPECIAL ACKNOWLEDGEMENTS FOR SPONSORS AND SUPPORTERS .56
Introduction

Our Purpose/Vision

To support UNSW Australia’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

Committee members and volunteers at 2015 End of Year Event

Left to right:

Lynette McIntyre, Sussan Su (volunteer), Beverly Hurtado, Annabel Sutherland, Bronwen Smith, Vilia Co

Committee members / volunteers not in the photo:

Barbara Chmielewski Professional Patron, Professor Prem Ramburuth Academic Patron, Jack Crane, Roselle Nunes, Claudio Sissa, Iona Reid; Rohan Singh-Panwar (Volunteer), Stephanus (Steve) Goenawan (Volunteer photographer).
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:
Barbara Chmielewski Professional Patron, Professor Prem Ramburuth Academic Patron, Iona Reid; Janina Jancu, Claudio Sissa, Bronwen Smith, Swa Rath, Vilia Co, Grant Platt, Roselle Nunes.
Committee at 2013 End of Year Event

Left to right:
Annabel Sutherland, Tiffany O'Neill, Beverley 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 Chmielewski Professional Patron, Professor Prem Ramburuth Academic Patron,
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 a several Universities and this is the first time I have seen this initiative."
(Testimonial from a member verbally in 2014)
Foreword by the Patrons

It has been a great pleasure to continue to be the Patron of AdminNet in 2015. The work of AdminNet in building networks, knowledge sharing and fostering personal and professional development amongst administrative, technical and professional staff at UNSW has continued throughout 2015. AdminNet hosted a very successful event that enabled all Professional and Technical staff to directly interact with the President and Vice-Chancellor, demonstrating the value and importance of AdminNet as a group embedded within the UNSW community.

The work of Professional and Technical staff is central to UNSW’s continued success and essential to the delivery of UNSW’s strategic goals going forward. The AdminNet community can be proud of its achievements in 2015 and its executive should be congratulated on the wonderful work they have done! I have every belief that AdminNet will continue to maintain and, indeed, build on the success of 2015 in the years to come.

Prem Ramburuth
President, Academic Board

Academic Patron, AdminNet
I am very pleased to be writing this forward to the Annual Report after one year as the AdminNet professional staff patron. Wow! 2015 has gone so quickly with so much achieved at both an institutional level and by AdminNet. It was especially pleasing to see the new UNSW President and Vice-Chancellor Ian Jacobs addressing an AdminNet session this year – this was a real tribute to the hard work of Lynette McIntyre and the AdminNet Committee and an acknowledgement of the important role that professional staff play at UNSW.

I also had the opportunity this year to present on “Setting and Achieving Goals” at an AdminNet lunchtime session, along with BRIDG Deputy Directors Kate Carruthers and Sonia Powell. It was a great opportunity for us to share our experiences and knowledge and to meet and discuss some common issues with a range of staff from across the university.

I look forward to continuing to work with the AdminNet committee in 2016 and I continue to encourage all UNSW professional staff to consider attending an event, subscribing to the AdminNet email explode list and certainly attending the End of Year festivities – I very much enjoy participating in the prize draw and thank all of our generous sponsors and David Ward, Vice-President of HR who make this event possible and so enjoyable each year.

I also want to personally thank the AdminNet committee - a group of dedicated volunteers with a genuine commitment to the development of the professional staff of UNSW.

I look forward to 2016 and another productive year for AdminNet.

Barbara Chmielewski, Director, Business Reporting & Intelligence, & Data Governance (BRIDG) and Director, OneUNSW Program

Professional Patron
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 2015, the number of staff using E’list was significant; 484 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)

Over 1,000 members

During 2015 the membership list now exceeds 1,000 members. We would like to thank our members for promoting our network and encouraging their colleagues to join.

Information sessions

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 information sessions run in 2015 were:

- VC Event. Presenters included Professor Ian Jacobs, Professor Prem Ramburuth, Dr Emma Bowen and Stephen Gray. (For more information please see below.)
- Setting and Achieving Goals. Presenters Barbara Chmielewski, Kate Carruthers and Sonia Powell.
- Brief Overview of BGT, Dual Purpose Travel, Entertainment and Information on Finance Website. Presenter Anne Harvey.
- Stress Management. Presenter Violet Hueston.

AdminNet Committee would like to thank all the presenters for preparing and sharing information with our members.
AdminNet VC Event

President and Vice Chancellor Ian Jacobs addressed a forum for UNSW professional and technical staff on Wednesday 15 July. This event, organised by UNSW’s AdminNet Chair (Lynette McIntyre) and committee members was attended by over 400 professional and technical staff.

The event was chaired by AdminNet’s academic patron and president of Academic Board, Professor Prem Ramburuth.

Forum attendees heard Professor Jacobs speak to the valuable contributions Professional staff will make to the university’s efforts to achieve the ambitious goals set out in the emerging 2015-2025 strategic plan. Professor Jacobs emphasised to the forum that he sees equality between academic and professional staff in terms of an ethos of belonging and sense of commitment to the UNSW community. He iterated that his vision is for professional staff to know that UNSW is a supportive environment for them in which to develop their careers and professional practice.

Questions that followed his address indicated an enthusiasm among professional staff for this vision whilst acknowledging that at present, challenges and impediments remain in place.

Prior to Professor Jacobs’s address, Dr Emma Bowen, General Manager of the Faculty of Engineering spoke to the management and administrative implications of rapid growth that UNSW has seen in recent years in terms of both staff and student numbers. She mentioned also an evolution for professional staff from a ‘support’ function in the past to that of being experts and professionals very much at the forefront of running the business.

The forum concluded with closing remarks by Stephen Gray, Manager of the ARC Centre of Excellence for Climate System Science who encouraged the audience to capitalise on the existing goodwill between academic and professional staff to embrace the symbiotic nature of the working relationship; in so doing, all members of the UNSW staff community may be valued and able to contribute to the University’s success.

AdminNet is trail blazing other Universities with this type of event. It is the largest event held by AdminNet.
End of Year Event and 13 Year Anniversary

A very successful end of year celebration (2015) and 13 year anniversary was held by AdminNet in partnership with TechNet, boasting 167 staff members in 2015. The president of the Academic Board, Prem Ramburuth 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.

AdminNet committee would like to thank our sponsors for their generous donations and we encourage our members to support our sponsors.

Thanks for pulling together a successful event. A lot of work went into making it happen.

A big thank you to you and your committee for the well organised AdminNet celebration. It was a fun lunch with great food/company and prizes.

Just a little note to say congratulations on all the hard work in getting the sponsorships for this event! A lot of phone calls are involved in that sort of thing, well done!

(Emails from members)
Lynette McIntyre (Chair), Barbara Chmielewski (Professional Patron), Prem Ramburuth (Academic Patron) and Stephen Gray.
AdminNet / Technet End of Year Event – 18th November
Photographs by Stephanus (Steve) Goenawan.
Overview of 2015

Overall, 2015 was an eventful year with 1074 members subscribed to the network. 5 information sessions were conducted, which benefited 757 professional and technical staff. Through the E’list facility 484 emails were sent facilitating information sharing and exchange of ideas.

Table 1 outlines the Information Sessions that were organised and facilitated by AdminNet in 2015.

2015 Information Sessions

<table>
<thead>
<tr>
<th>Date</th>
<th>Subject</th>
<th>Attendee Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 July</td>
<td>VC Event</td>
<td>490 attendees (47 waitlist)</td>
</tr>
<tr>
<td>27 August</td>
<td>Managing My Personal Budget</td>
<td>40 attendees</td>
</tr>
<tr>
<td>23 September</td>
<td>Setting and Achieving Goals</td>
<td>78 attendees</td>
</tr>
<tr>
<td>13 October</td>
<td>Taxation Overview</td>
<td>78 attendees</td>
</tr>
<tr>
<td>4 November</td>
<td>Stress Management</td>
<td>71 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

Professor Ian Jacobs
President and Vice-Chancellor
UNSW Australia

Contribution of Professional Staff to the UNSW 2015-2025 Strategic Plan

AdminNite 15 July 2015
VC Event – 15th July – Photographs by Jack Crane and Beverly Hurtado.

"It was a wonderful event (VC Event), congratulations to you and the AdminNet committee for organising!"

(Emails from members)
"Thanks so much for the presentation the other day (Managing my Personal Budget to Achieve Financial Goals). Really interesting stuff."
Agenda

The personal perspective
Barbara Cmielewski
Director, Australian Reporting & Intelligence & Data Governance (ARID)
Director, DataFest Program
Advisory Professor, School of Information Technologies

Goal setting in an operational deadline driven environment
Sonia Powell
Director, WRG; Computer Science

Achieving realistic goals when establishing new business processes
Kate Cantriers
Deputy Director, WRG; Business Analytics & Data Science
Adjunct Senior Lecturer, School of Computer Science & Engineering
Tips & Tricks

Barbara Chmielewski
- Write up a plan with a timeline – revise it, revise it a 100 times
- Multiple methods of keeping on track – email reminders, daily to do lists, calendar time
- Re-prioritisation – every day – revised every morning & every afternoon

Sonia Powell
- Uphold standards, but keep things moving even if they are not perfect.
- Grow your team members’ capacity by consulting them, delegating to them, and cross-training them.
- Prioritise: know which deadlines and meetings are flexible, and which are not.

Kate Carruthers
- Block out time - make appointments with yourself to get things done, work out when your most productive time is & protect it to valuable work.
- Find a way to track tasks that works for you and your team.
- Accept that you can’t do it all – prioritise ruthlessly, learn to say ‘no’
Setting and Achieving Goals 23rd September 2015
– Photographs by Bronwen Smith and Annabel Sutherland.
Our nervous system
**Prana Square**

*can't hold breath*

*much longer*

---

**Guided Meditation 2**

*The Waterfall*

**COME ON INNER PEACE**

*I DON'T HAVE ALL DAY*
2015 Networking Opportunities

- **6 February**
  - Drinks After Work
  - 8 attendees

- **27 February**
  - BYO Breakfast
  - 4 attendees

- **20 March**
  - Drinks after work
  - 4 attendees

- **30 April**
  - BYO lunch
  - 8 attendees

- **29 September**
  - BYO lunch
  - 10 attendees
2016 Strategy

To improve the profile and professional standing of AdminNet, the following areas will be focused during 2016.

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 with professional or personal interests and value.

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 2016

AdminNet will continue to hold information sessions, committee meetings and special events as in previous years. The calendar for 2016 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 is continuing regular social networking opportunities in 2016 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>February</th>
<th>March</th>
<th>April</th>
</tr>
</thead>
<tbody>
<tr>
<td>May</td>
<td>June</td>
<td>July</td>
</tr>
<tr>
<td>5/5/2015</td>
<td>9/6/2015</td>
<td>15/7/2015</td>
</tr>
<tr>
<td>August</td>
<td>September</td>
<td>October</td>
</tr>
<tr>
<td>November</td>
<td>11/11/2015</td>
<td></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

16 November 2016

- 14 Year Anniversary and Year End Event – Joint event with TechNet
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>Academic Board</th>
<th>BRIDG</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources</td>
<td>Musiq Entertainment (photobooth)</td>
<td>Cos</td>
<td>Medibank</td>
<td>JG’s Cafe</td>
</tr>
<tr>
<td>UNSW Social Club</td>
<td>Coco Cubana</td>
<td>UNSW Pharmacy</td>
<td>IGA</td>
<td>Guzman y Gomez</td>
</tr>
<tr>
<td>People and Culture</td>
<td>UNSW Facilities Management</td>
<td>UNSW Book Shop</td>
<td>UNSW Faculty of Science</td>
<td>UNSW Sustainability</td>
</tr>
<tr>
<td>UNSW Faculty of Engineering</td>
<td>UNSW Service Desk</td>
<td>Stockmarket</td>
<td>Australian Turf Club</td>
<td>F45 Training</td>
</tr>
<tr>
<td>Oasis Skin Body &amp; Hair</td>
<td>Kensington Physiotherapy</td>
<td>The White House</td>
<td>Vital Massage</td>
<td>Pampered &amp; Spoint and Jamberry Nails</td>
</tr>
<tr>
<td>Laz’s Poolside Cafe</td>
<td>Southern Wok</td>
<td>Laksa Delight</td>
<td>Gradueat</td>
<td>UNSW Merchandise</td>
</tr>
<tr>
<td></td>
<td>Just Bliss Square Dance Club</td>
<td></td>
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</tr>
</tbody>
</table>
We acknowledge all the supporters who supported us throughout the year.