Table of contents

INTRODUCTION .................................................................................................................. 4
  OUR PURPOSE/VISION ................................................................................................. 4
  OUR HISTORY ............................................................................................................... 4
  WHAT WE DO ............................................................................................................ 4
  ADMINNET COMMITTEE .......................................................................................... 5

FOREWORD BY THE PATRONS ..................................................................................... 10

KEY ACHIEVEMENTS OF THE YEAR .............................................................................. 12
  E’LIST ........................................................................................................................... 12
  OVER 1,300 MEMBERS ............................................................................................ 12
  EXCELLENCE IN ENVIRONMENTAL SUSTAINABILITY AWARD ...................... 12
  INFORMATION SESSIONS ........................................................................................ 14
  END OF YEAR EVENT AND 14 YEAR ANNIVERSARY ........................................... 15

OVERVIEW OF 2016 .......................................................................................................... 45
  2016 INFORMATION SESSIONS ............................................................................... 45
  PHOTOS FROM INFORMATION SESSIONS ............................................................ 47

2017 STRATEGY ............................................................................................................... 87
  STRATEGIC INFORMATION SESSION .................................................................. 87
  COMMUNICATION IMPROVEMENTS ...................................................................... 87

CALENDAR OF EVENTS 2017 ......................................................................................... 87
  INFORMATION SESSIONS ......................................................................................... 87
  SOCIAL NETWORKING SESSIONS ........................................................................... 87
  COMMITTEE MEETINGS ........................................................................................... 88
  SPECIAL EVENTS .................................................................................................... 88

THANKS TO SUPPORTERS ......................................................................................... 89
  SPECIAL ACKNOWLEDGEMENTS FOR SPONSORS AND SUPPORTERS ............. 89
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 1,315 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 2016 End of Year Event

Left to right:
Roselle Nunes, Lynette McIntyre, Luciana Nadalin, Sussan Su
Annabel Sutherland, Bronwen Smith

Committee members / volunteers not in the photo:
Barbara Chmielewski Professional Patron, Professor Prem Ramburuth Academic Patron, Beverly Hurtado, Vilia Co, Jack Crane, Iona Reid;
Committee members and volunteers with 2016 Excellence in Environmental Sustainability Award

Left to right:
Bronwen Smith, Vilia Co, Swa Rath, Lynette McIntyre, Sussan Su

Committee members not in the photo:
Barbara Chmielewski Professional Patron, Professor Prem Ramburuth Academic Patron, Annabel Sutherland, Beverly Hurtado, Jack Crane, Roselle Nunes
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, 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 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

AdminNet has done it once again under the leadership of Lynette McIntyre and a wonderful, dedicated team. It was impressive to see the ongoing services and communication provided to administrative and professional staff at UNSW and the facilitation of initiatives that have led to the winning of an award. I refer here to the Excellence in Environmental Sustainability at 2016 UNSW Staff Excellence Award for which AdminNet needs to be congratulated! Additionally, AdminNet continued its work in building networks, knowledge sharing and fostering personal and professional development amongst administrative, technical and professional staff at UNSW throughout 2016 with great impact.

It has been a pleasure to be the Patron of in 2016 and to be part of such an enthusiastic and dedicated team. As I step down from my three terms as President of the Academic Board and my role as Patron of AdminNet, I would like to thank Lynette and the team for the opportunity to be Patron, for the work they have done at UNSW, for the outstanding celebration of professional and administrative staff (as, for example, in the end of year celebration!). I wish AdminNet and its members all the best for the Festive Season and the New Year and continued success in your endeavours!

Prem Ramburuth
President, Academic Board
Academic Patron, AdminNet
2016 has been an amazing year for AdminNet and I am proud to be writing this forward as the Professional staff patron.

A few of the key AdminNet highlights for me for 2016 included:

(1) reaching more than 1300 members in October,

(2) the hosting of 8 events throughout the year including the customary End of Year function that I was very disappointed not to attend this year as I particularly enjoy being part of the prize draw,

(3) the AdminNet Committee winning one of the 2016 UNSW Staff Excellence Awards.

Thank You to the AdminNet Committee for the hard work, enthusiasm and commitment. Thank You to the sponsors who contribute throughout the year and in particular those that provide a host of amazing prizes for the End of Year event.

AdminNet is an important network for professional staff at UNSW, not only providing professional development opportunities, but networking, mentoring and support to members and I continue to encourage all professional staff to participate in some way - subscribe to the AdminNet email explode list, attend an event or join the Committee!

I am looking forward to an even more successful AdminNet year in 2017

**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; 606 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)

Many thanks to you, for all your dedication, energy and very hard work in making and maintaining the admin-net. It is a wonderful means for bringing staff together, to share and learn.

Over 1,300 members

During 2016 the membership list now exceeds 1,300 members. We would like to thank our members for promoting our network and encouraging their colleagues to join.

"Congratulations Lynette! Thank you for your great efforts to achieve this milestone (> 1,300 members)"

"Well done Lynette. YOU who deserve a BIG CHEER from us all. You make a difference in AdminNet world!"

"Thank you! You guys are awesome!"

Excellence in Environmental Sustainability Award.

AdminNet won an award for Excellence in Environmental Sustainability at the 2016 UNSW Australia Staff Excellent Awards.

Thank you to our members, committee and patrons for their contribution to the award.

Thank you for using the AdminNet email to share with our members.
Thank you for encouraging your colleagues to join AdminNet.

A plaque (like below) has been presented to Annabel Sutherland, Beverly Hurtado, Bronwen Smith, Claudio Sissa, Jack Crane, Luciana Nadalin, Roselle Nunes, Swa Rath, Sussan Su and Vilia Co

"The hard working team of volunteers on the AdminNet Committee have made a significant contribution to the sustainable culture at UNSW over the years. They help UNSW reuse and re-task all manner of items which would otherwise find their way into landfill."

"Congratulations. Very much deserved. Enjoy"

"Congratulations to you and your team for doing such an amazing job. You deserve the staff excellence award."

"Congrats Lynette. Well done to you and the Admin net team"

"Congrats Lynette and thanks for all your hard work with Admin net."

"Congratulations Lynette!!! Well done for all your good connective work!"

"Congratulations Lynette! This is really nice, well done!!! I thoroughly enjoyed the activities organised by the AdminNet."

"Well done Lynette! An award of excellence for a mighty big job and a huge commitment throughout the year."

"Congratulations Lynette. It is a really great community"

"So happy for the win - such a great resource for unsw - definitely deserves a win ;) congrats"

"Huge congrats, Lynette. So well deserved."
"Your years of hard work is being recognised, well done!"

"I agree, well deserved, a valuable contribution not only to UNSW but for our staff community."

"Congratulations to all the AdminNet Volunteers team on this well-deserved award !!!!!"

"Congratulations, the Award is well deserved."

"Well done Lynette. Congratulations and prosperous years ahead for Adminnet"

"Congratulations to you and your team – you do a great job."

"Congrats. Well deserved. You’ve gone a great job throughout the years & made enormous contribution to the university community."

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 2016 were:

- Excel (small group). Presenters Claudio Sissa and Benjamin Li.
- Tax Tools. Presenter Anne Harvey.
- Digital Media. Presenter Mark Foster.
- Relationship Building. Presenter Stephen Gray.
- Excel Power Pivot. Presenter Chong Eng Tay.
- Excel What’s new in 2016. Presenter Janz Reinecke

AdminNet Committee would like to thank all the presenters for preparing and sharing information with our members.
End of Year Event and 14 Year Anniversary

A very successful end of year celebration (2016) and 14 year anniversary was held by AdminNet in partnership with TechNet, boasting 197 staff members in 2016. The Senior Manager of Occupational Health and Safety Mr Adam Janssen was the distinguished guest. 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.

“Lynette and Admin Net team worked really hard for this end of year event. Job very well done.”

"Thank you for organising another great event and for all the work behind the scenes. Thank you for bringing all admin staff together to share a smile, a talk or just a meal together. I take this opportunity to wish AdminNet prosperous years ahead and great networking among wonderful people that are the soul of UNSW.”

"As an AdminNet Member, I would just like to thank you and the UNSWAdminNet Committee on a wonderful lunch today. It was lots of fun and an enjoyable break from busy schedules at this time of year. The food was great, it was nice to catch up with friends and mingle with colleagues, I liked the stalls and of course freebies and thank you for the lucky door prize!”

"Thanks very much for running this, cannot be successful without your contribution, and my horner to help."

"Thank you very much Lynette for your excellent leadership skills. You made the event very successful!"

"Thankyou AdminNet committee for organising such a great party and for organising sooooooo many sponsors!! Amazing! Well done"

"The Adminet end of the year party was awesome! Thank you for organising such beautiful, fun and delicious event."

"Congratulations for organising such a wonderful party that we all enjoyed tremendously. It’s amazing that you and the Committee sought so many prizes and sponsorships to make the party a great success."

"I wanted to thank you and your team for the fabulous AdminNet annual lunch. I know that a lot of hours must have gone into organising the event including sourcing all those presents! It is an event that many staff members look forward to every year and it’s fantastic seeing familiar faces in a relaxed environment and knowing that the end of another busy year is nearing."

(Emails from members)
Sussan Su, Adam Janssen (TechNet) and Lynette McIntyre (Chair).
AdminNet / Technet End of Year Event – 16th November
Photographs by Roselle Nunes and Sussan Su.
Overview of 2016

Overall, 2016 was an eventful year with 1315 members subscribed to the network. 9 information sessions were conducted, which benefited 677 professional and technical staff. Through the E’list facility 606 emails were sent facilitating information sharing and exchange of ideas.

Table 1 outlines the Information Sessions that were organised and facilitated by AdminNet in 2016.

2016 Information Sessions
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
Types Of Skills

- Technical
- Soft skills
  - Communication
  - Relationship building
- Outside of work
  - Hobbies
  - Interests
  - Sport (participating / spectator)
How To Gain New Skills - Magazines

- Lessons learnt form Coco Chanel
  - Don’t be ashamed of needing or accepting money to pay your debts
  - Work with what you’ve got and buy yourself
  - Turn any flaws you have into your biggest assets
  - Never stop learning
  - Delegate where you can
  - Stay fit and active
  - Be inspired by nature
  - Network at every chance
  - Be generous
  - Always persevere
“Thank you another AdminNet course (Learning New Skills). Hopefully it will give me some inspiration as to figuring out what on earth I’m doing with my life!”
Excel (small group) – 17th February
– Photographs by Lynette McIntyre.
"Thanks so much for facilitating the excel course yesterday, it was very useful."
Excel (small group) – 24th February
– Photographs by Lynette McIntyre.
Many thanks for running the excel workshop today. It was very informative and much appreciated that you give up your time to help others."

"Thank you for your individual time and effort to deliver the Excel training session today, it was very much appreciated. I look forward to the next session!"
Tax Tools 10th March – Photographs by Sussan Su and Lynette McIntyre.
Digital Media in a Low Budget Environment 5th April– Photographs by Beverly Hurtado and Lynette McIntyre.
Small Group Excel part 1, June 2016 (wait listed)
– Photographs by Lynette McIntyre.
Small Group Excel part 2, July 2016 (wait listed)
– Photographs by Lynette McIntyre.
Successful relationships (with ourselves and with others) are built on:

- Authenticity
- Common goals and desires
- Open-mindedness
Relationship Building, August 2016
– Photographs by Lynette McIntyre.
“I found I could really relate to this lecture and it was as Stephen said, not a lecture about the mechanics of relationship building. Stephen’s approach was as much an adventure in exploring and defining yourself. An ‘authentic’ self and a relationship with self. This starting point then is the constant that allows us to relate sincerely to others. It really does seem the place to start, to ‘know thyself’. The lecture wasn’t a ‘follow these steps’ lecture but aimed at provoking thought. Lastly, I was impressed he didn’t have many slides. The information was more important than the slideshow.”

“I was greatly inspired by AdminNet's recent talk about relationship building by Stephen Gray - Stephen’s wholistic perspective resonated and was really refreshing, it was a great presentation, thank you for organising that.”
Thanks for being the person driving and coordinating these sessions. It would not have happened without you taking the lead.
What’s new in Excel 2016

- “Tell me what you want to do…”
- Flash Fill
- Get & Transform (Power Query)
- Forecast
- Powerpivot
- Quick Analysis
- New Charts
- New formulas
- Tips & Techniques – pivot table (formatting and slicer demo)
Excel What’s New in 2016, September 2016
– Photographs by Lynette McIntyre.

“Thanks Lynette and Janz for the presentation (Excel - What’s new in 2016). It’s very helpful and informative!”
2017 Strategy

To improve the profile and professional standing of AdminNet, the following areas will be focused during 2017.

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 2017.

Calendar of events 2017

AdminNet will continue to hold information sessions, committee meetings and special events as in previous years. The calendar for 2017 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 2017 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>
</thead>
<tbody>
<tr>
<td>March</td>
<td>7/3/2017</td>
</tr>
<tr>
<td>May</td>
<td>18/5/2017</td>
</tr>
<tr>
<td>June</td>
<td>15/6/2017</td>
</tr>
<tr>
<td>July</td>
<td>19/7/2017</td>
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<tr>
<td>August</td>
<td>30/8/2017</td>
</tr>
<tr>
<td>September</td>
<td>19/9/2017</td>
</tr>
<tr>
<td>October</td>
<td>5/10/2017</td>
</tr>
<tr>
<td>November</td>
<td>2/11/2017</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

- 15 November 2017
  - 15 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 / Packed Lunch</th>
<th>Academic Board</th>
<th>BRIDG</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources</td>
<td>Telstra</td>
<td>Stockmarket</td>
<td>Australian Turf Club</td>
<td>UNSW Optometry Clinic</td>
</tr>
<tr>
<td>Jax Tyres</td>
<td>JG's Cafe</td>
<td>COS</td>
<td>Caffe Brioso (Library Coffee Cart)</td>
<td>Kensington Physiotherapy</td>
</tr>
<tr>
<td>The White House</td>
<td>IGA</td>
<td>Q Lounge &amp; Downstairs Quad Food Shops</td>
<td>UNSW Pharmacy</td>
<td>Laksa Delight</td>
</tr>
<tr>
<td>Gradueat</td>
<td>Coffee on Campus</td>
<td>Brumby's Bakery</td>
<td>Croquembouche Patisserie</td>
<td>UNSW Venues and Events</td>
</tr>
<tr>
<td>Sydney FC Club</td>
<td>Laz's Poolside Cafe</td>
<td>Guzman Y Gomez</td>
<td>UNSW Book Shop</td>
<td>Southern Wok</td>
</tr>
<tr>
<td>Coco Cubana</td>
<td>Max Brenner</td>
<td>Subway</td>
<td>UNSW Merchandise</td>
<td>Boost</td>
</tr>
<tr>
<td>MySkye Creations</td>
<td>People and Culture</td>
<td>UNSW Facilities Management</td>
<td>UNSW Faculty of Science</td>
<td>UNSW Sustainability</td>
</tr>
<tr>
<td>UNSW Fitness &amp; Aquatic Centre</td>
<td>ANZ</td>
<td>UNSW Service Desk</td>
<td>Just Bliss Square Dance Club</td>
<td></td>
</tr>
</tbody>
</table>
We acknowledge all the supporters who supported us throughout the year.