MINUTES - ADMINNET MEETING
1-2PM, 4TH APRIL 2006, OSDS TRAINING RM

1. Attendance and Apologies

Attendees: Iona Reid, Tatjana Kroll, Julie Peeva, Ethelda Birtles, Neil Morris, Nicky Buttery, Cath Mannix, Julie Tippett, Maree Magafas (Minute-taker), Phyllis Heggie, Jennifer Till.

Apologies: Salome Apostolopoulos, Helen O’Shea, Lin Chin

2. Minutes from previous meeting and matters arising from minutes

Action:

- Minutes from April Meeting to be circulated by Iona Reid

3. Correspondence In and Out

No correspondence

4. Human Resources Representatives

Neil Morris recognised:

- AdminNet’s role as being a communicator to 1,000 general staff
- That all HR units are to be more involved with AdminNet
- That relevant issues that effect administrative staff are being identified and addressed
- That AdminNet & TechNet were mentioned in the AUQA report – comment made on the value of both networks
- The need to establish the position of the group, with a direct focus of what are we going to be at UNSW and how we will achieve these goals

Nicky Buttery discussed:

- The AdminNet survey and that AdminNet would facilitate key areas from the survey – HR, Finance & IT training
- Budget allocations and that all HR has been effected. No budget commitment was made and that the budget situation would be discussed later in the year when possible funds may be available.

Neil Morris committed to providing funds for the end of year BBQ.

Action:

- Priority list to be prepared by the AdminNet committee and submitted to HR for review

5. Budget Proposal

Iona prepared budget figures which will be discussed at the next meeting – comments/replies to be emailed to Iona by Wednesday 12th April.
6. **Survey**

Winner for survey to be determined at next meeting and visitor from Lifestyle Centre to come and draw the prize. Photo to be taken and posted on AdminNet website.

7. **Events**

Australian version of Administrative Professionals Day – Office Professionals Day – to be recognised on the 5th May. Juliet & Tatjana to meet with Cory from Roundtable to discuss possible sponsorship for this event.

**Action:**

- Email to communicate the outcome of the meeting

Julie suggested that staff from Secretariat – Ethics & Council representatives – run a session on the different committees at UNSW.

<table>
<thead>
<tr>
<th>Scheduled Date</th>
<th>Event</th>
<th>Responsibility</th>
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<tbody>
<tr>
<td>4th May</td>
<td>Branding</td>
<td>Iona</td>
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<tr>
<td>26th May</td>
<td>Superannuation</td>
<td>Maree</td>
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<td>2nd June</td>
<td>ATEM</td>
<td>Jennifer</td>
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<tr>
<td>28th June</td>
<td>Financial Services</td>
<td>Lynette (TBC)</td>
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<td>August</td>
<td>Computer &amp; IT</td>
<td>Iona</td>
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<td>13th September</td>
<td>Salary Sacrificing</td>
<td>TBC</td>
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<tr>
<td>19th October</td>
<td>NVision Reporting &amp; Interpreting</td>
<td>Lynette (TBC)</td>
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28th April is World Safety Day. UNSW to participate in this for the first time. Will be held at the Council Chamber, Chancellery Building with 300 people being invited. From 12-2pm there will be stands/stalls on the Library Lawn. TechNet will be having a stand and AdminNet could also set one up.

8. **IT**

To be discussed at next meeting

9. **Scholarships**

To be discussed at next meeting

10. **Other Business**

To be discussed at next meeting

11. **Date and Time of Next Meeting**

Tuesday 2nd May