

communication: n, imparting or exchange of information completed via the formal channels of published materials and also along the informal networks through discussion where someone who can listen is always available . . .

professional: a, belonging to a profession, following occupation as a means of livelihood; maintaining proper standard

Association for Tertiary Education Management Inc
ANNUAL REPORT 2006–2007



Your Partner in Developing Your Career

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This report covers the period 1 May 2006 to 30 April 2007.

I. INTRODUCTION

I am pleased to be able to present this Annual Report, which covers the period 1 May 2006 to 30 April 2007.

Kind regards,
Tom Gregg, President, ATEM Inc.

2. PRESIDENT'S REPORT

2.1 In early 2006 I commissioned a report from what became the ATEM 2010 Group early in 2006. This is the brief that I gave the group:

- 1. We have to move to the situation where each member of ATEM joins the Association, and clearly sees themselves as doing that. We have that situation already with Corporate Members, and we need to roll that out for all members. This means that members will pay ATEM Inc to join and remain members, and ATEM Inc will be seen as the Association.*
- 2. We have to have a structure to then strengthen the funding of Branches for their key work for ATEM of Professional Development and local representation, through a transparent and easily understood budgeting process, where the Association we all belong to funds the Branches for their agreed activities. The decisions on the budget will be one for Council to make each year on the recommendation of the Financial Management Advisory Committee and Executive.*
- 3. We have to review the Constitutions (ATEM and ATEM NZ) to give effect to these sorts of changes, and to structure ATEM to deal with this new way of looking at ATEM as a single and fully professional Association.*

IN ADDITION, and following those three key decisions and actions, the following will also have to be addressed:

- 4. We have to move rapidly now to have all the PD on offer listed on-line as being the business of the Association, and with the Branch(es) delivering each PD activity listed and able to be contacted on-line by members from anywhere at all in ATEM and elsewhere.*

5. We also have to give effect to the clarity we agreed was needed in having each PD activity also showing the number of PD points a member would earn by completing the activity towards their membership grading.

The Group met in November 2006 and February 2007. It made extensive recommendations to the Council Meeting in May 2007 which is outside the scope of this report. However, we can report that Council adopted all recommended reforms which will be reported in the next Annual Report.

2.2 There were two jointly badged AVCC/ATEM courses which were held in 2006 in Perth and Adelaide. They were well attended and highly successful. The changes that occurred as the AVCC became Universities Australia meant that there were no courses held in 2007. However, Branches have been asked for expressions of interest in courses for 2008.

2.3 The ATEM Foundation continues to grow with contributions coming in from the Victorian, Western Australian, New South Wales, South Australian, Tasmanian and ACT Branches and the Emeritus Chapter (The Ghosts). The bull markets of 2006-7 have raised the endowment to about \$100,000, an increase of 38%.

2.4 A very successful Tertiary Education Management Conference was held in Sydney in September 2006.

2.5 Continuing improvements to the ATEM website, including the introduction of many minor improvements and refinements to the Content Management System. Also the Victorian Branch funded an on-line registration and banking system for courses and conferences. This labour-saving facility will be rolled out to other Branches as requested.



Tom Gregg
President, ATEM Inc.

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2. 2006-2007 PRIORITIES

KNOWLEDGE IDENTIFICATION		
Priorities	Outcome	Benefit to ATEM Members
1. Develop a process so that members can routinely help identify knowledge important to their professional practice.	Now that the website has a search bar, it provides members with a huge array of material at their fingertips.	Ease of access to an information-rich source.
2. Continue discussions with appropriate groups to define standards and core competencies needed for TEM.	The discussions with UA and the NZ Ministry of Education are assisting with this program	Recognition of the members as being increasingly professional is being enhanced.

KNOWLEDGE CREATION		
Priorities	Outcome	Benefit to ATEM Members
3. Continue to develop the ATEM Scholarships and Grants program that is focused around creation of knowledge about TEM.	All scholarships and grants for 2006-07 were taken up except for the Maurie Blank Study Scholarship. This grant is being reviewed with a view to increasing the quantum of the grant in 2007-8.	The members' projects broaden their skills and sharpen their perceptions.
4. Work collaboratively with UA, NZVCC as key players, and with other like organisations on definitions and standards in TEM.	See 2 above	See 2 above
5. Establish links with universities and other organisations teaching and researching in TEM and provide funding for projects designated by ATEM as requiring development.	We maintained our overseas links with AUA, AACRAO, AAUA and ACHEA. No research projects were funded in 2006-7	ATEM's links with other professional organisations are growing in their reach, providing members with many useful contacts.

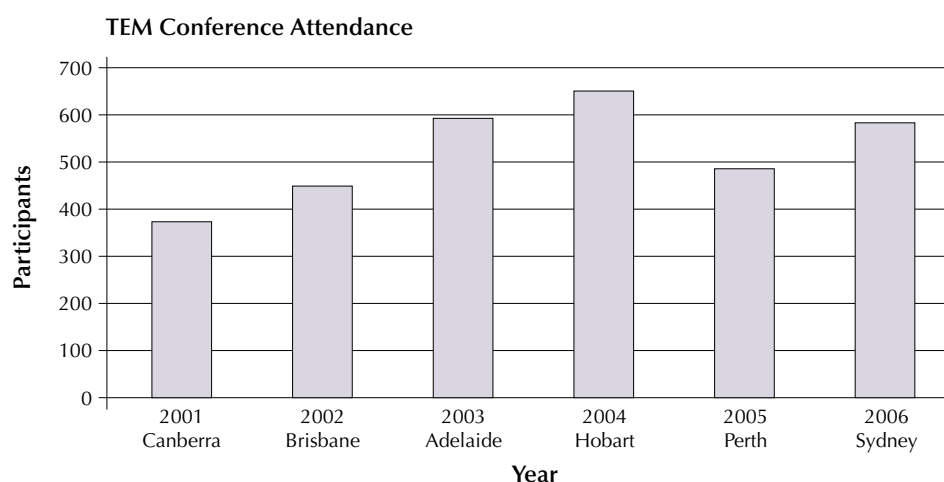
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KNOWLEDGE DISSEMINATION		
Priorities	Outcome	Benefit to ATEM Members
6. Continue and develop the use of a single PCO in the effective coordination of the key TEM Conference each year, including sponsorship.	Leishman Associates appointed as PCO for 2007, 2008, and 2009 TEM Conferences.	Experiences from one conference inform the next, improving the standard of conference organisation and controlling costs.
7. Maintain the archival record of TEM Conference Papers using the Pandora Archive of the National Library of Australia.	All papers from each Conference since 1999 are maintained in the Pandora Archive of the National Library	A convenient and searchable source of information for members
8. Assist the Branches in the details of TEM Conference organisation when requested.	The ATEM Secretariat and the PCO provide all organisers with the comprehensive ATEM Conference Manual	See 6 above
9. Develop links with like organisations internationally, and related organisations in Australasia.	See 5 above	See 5 above
10. Focus the <i>Journal of Higher Education Policy and Management</i> on the intellectual context for TEM, combined with practical application of that knowledge.	The Journal has published over 1 million words since inception in 1979. It is planned to digitise this database and provide access to it via the ATEM website.	Members will be able to search this immense source of knowledge about TEM.
11. Make <i>Good Practice Guides</i> available to members as a benefit of membership.	There are currently six editions of the <i>Good Practice Guides</i> available on sale from the ATEM Secretariat	Members can purchase the Guides and improve their knowledge of best practice.
12. Continue to develop and manage a web-based information resource on professional development activities across the organisation.	All ATEM courses are currently kept on the web and updated regularly	Members have a ready source of information about opportunities in professional development.
13. Make submissions to relevant working parties and inquiries in Australia and New Zealand as appropriate.	No submissions were made in 2006-7	–
14. Facilitate member interaction at education and training sessions, conferences and online forums.	ATEM offers a multitude of ways of interacting with colleagues, either face to face or over the web.	Allows exchange of best practice.
15. Develop and enhance the partnership now signed with UA to increase and strengthen that relationship through the joint provision of professional development opportunities for members.	Two courses were run successfully in Perth and Adelaide.	Through our partnership with UA, ATEM is bringing quality professional development to areas where access to these courses is often difficult.

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KNOWLEDGE APPLICATION		
Priorities	Outcome	Benefit to ATEM Members
16. Continue professional education and training programs (incorporating staff exchanges) operational in 2006 and further developed beyond that date.	There are a few expressions of interest in staff exchanges originating in Australia, and from overseas (chiefly from the UK).	Gives members a link to exploit when needed.
17. Closer linking of corporate membership through closer involvement in education and training programs.	The Corporate Members are invited to participate in all ATEM activities	Members of ATEM get an opportunity to interact with the institution's leadership.
18. Encourage members to raise their level of membership category through participation in education and training programs	Since 2006 we have approved the following applications: Fellow 36; Associate Fellow 28.	Members can now prove their professionalism and commitment to continuous education and training.
19. Promote the new membership levels to members as a means of obtaining recognition for excellence and service.	The new levels have been promoted through 'ATEM Matters' by listing names, through 'Weekend Update' and by Membership Coordinators.	See 18 above
20. Encourage members to participate in education and training activities, both as learners and teachers.	Many senior ATEM members are involved in course presentations	Members benefit from the experience of senior members.
21. Implement the updated ATEM Awards to reflect contributions by members to the development of the profession and improvements in professional practice.	The Awards have been successfully implemented	See 17 above

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The TEM Conference

The Hobart Conference of 2004 still holds the record for attendance since 2001. But the Sydney TEM Conference was also a great success, during which ATEM celebrated its 30th Anniversary.

Journal of Higher Education Policy and Management

The *Journal of Higher Education Policy and Management* continued to flourish under the direction of its two Joint Editors: Ian Dobson of Monash University and Angel Calderon of RMIT. The design of the journal adopted a greater compatibility with the ATEM Brand. The journal has now published more than one million words since it began in 1979. This archive is in the process of being digitised and will soon be accessible through the ATEM website.

ATEM Matters

Four editions of ATEM's popular electronic newsletter 'ATEM Matters' was published by Councillor at Large Chris Pepper. The newsletter has grown in importance. Content has been expanded and it now has a professional design. ATEM is gratified by the number of contributions coming in to the newsletter.

Good Practice Guides

The Association continued to purchase the 'Good Practice Guides' produced by the Association of University Administrators (United Kingdom and Ireland). These are on-sold to members at the TEM Conference and to branches. Guides on sale at the time of writing include: "Milestones Along the Critical Path: project management in higher education", "Can I Quote You on That: a guide to working with the media", "Just A Minute: a guide for committee secretaries", "Supporting Research: from proposal to publication", "Managing Change: a guide for those working in higher education", "What is it you do again? A guide to departmental administration".

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4. ATEM WEBSITE

For the reporting period this year we have achieved the following visitation rates, compared to 2005-2006. It appears that demand has flattened, after increasing hugely in the preceding years.

2006-7	2005-6	% Gain (Loss)
238,760 visitor sessions	228,424 visitor sessions	4.5%
845,891 page views	938,258 page views	(10.9%)
4,457,142 hits	4,594,721 hits	(3.1%)

5. ALLIANCES

International

We continued our strategic alliances with our four overseas sister organisations as listed on our website: the Association of University Administrators (UK and Ireland) (AUA), the American Association of University Administrators (AAUA); the American Association of Collegiate Registrars and Admissions Officers (ACRAO); and the Association of Caribbean Higher Education Administrators (ACHEA).

Visits to and/or communications with other Associations, also listed on our website, continued and included:

- American Association of Community Colleges
- Committee of Scottish Higher Education Principals
- Committee of Vice-Chancellors and Principals (UK)
- International Association of Universities
- International Meeting of University Administrators
- Nordic Association of University Administrators

Local

ATEM has strong alliances with local organisations, especially with TEFMA and AAIR which join us in the TEM Conference. These alliances include:

- Association of Polytechnics of New Zealand
- Australian National Training Authority
- Australian Universities Quality Agency
- Australian Vice-Chancellors' Committee
- New Zealand Vice-Chancellors' Committee
- TAFE Directors Australia.

Links to each of these sister institutions can be found at this URL:

www.atem.org.au/activities_professional_links.cfm

6. ATEM AWARDS

ATEM makes a number of awards annually to assist members to further develop their professional practice, and to recognize their achievements in this area. ATEM Awards made in 2006-2007 were:

Honorary Fellow
– Tom Gregg, NZ Branch

President's Award
– Ion Wallace, SA Branch

Meritorious Service Award
– Joanne Austin, Vic Branch

Certificates of Appreciation
– Terrie Healy, Vic Branch
– Jacqueline Perdriau, Vic Branch

Peter Karmel International Travel Grant
– Prue Bedford, WA Branch

Maurie Blank Study Scholarship
– Not awarded in 2006-7

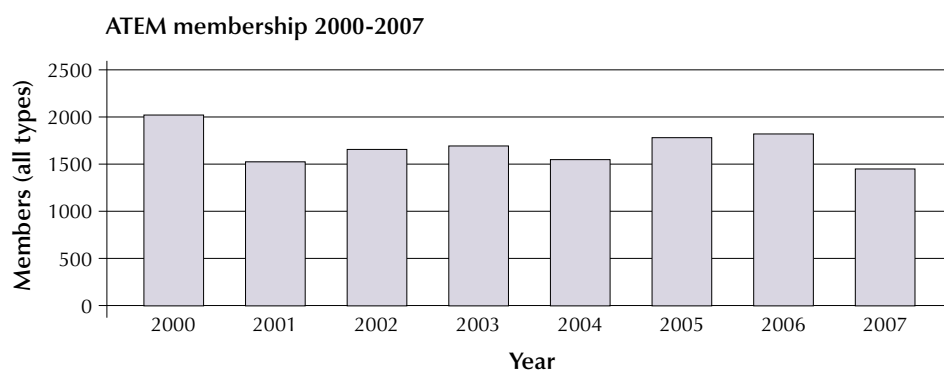
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7. MEMBERSHIP

All of our aims can only be achieved by growing an ever more involved and committed membership.

Membership Statistics

Membership statistics are a dynamic. Members leave the profession and come into it every day of the year. Below is a graph showing membership since 2000. The following table shows the membership as at 30 April 2006 compared to 30 April 2007.



Branch	Financial Members		Unfinancial Members		Corporate Members		Emeritus Members		Total	
	2007	2006	2007	2006	2007	2006	2007	2006	2007	2006
ACT	25	24	4	32	18	23	8	8	55	87
NSW	191	232	16	17	62	63	11	9	280	321
NT	10	10	6	29	10	5	0	0	26	44
NZ	188	188	9	72	72	88	4	4	273	352
Qld	129	105	19	21	37	33	9	7	194	166
SA	93	70	8	50	14	14	2	2	117	136
Tas	54	46	2	24	10	12	2	1	68	83
Vic	274	222	22	199	42	38	2	2	340	461
WA	60	73	5	56	30	34	3	2	98	165
Int	7	2	0	1	7	7	0	0	14	10
Total	1031	972	91	501	302	317	41	35	1465	1825

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The following members have risen to the level of Fellow and Associate Fellow:

Fellows

Cole, Margie	Jacob, Samantha	Russell, Cassandra
Crevald, Andrew	Knox, Bruce	Schulz, Lucy
Debowski, Shelda	Lietzow, Eva	Sharma, Raj
Draber, Phil	Long, Jeff	Smith, Kevin
Ferguson, Ginny	Mahney, Greg	Speechley, Bob
Fulljames, Terry	McCluskey, Ken	Szekeres, Judy
Gan, Audrey	McLain, Linda	Voyce, Neil
Gillette, Katy	McMaster, Maddy	Walker, Anne
Gregg, Tom	Nathan Judith	Wallace, Ion
Halls, Michael J	Pryzibilla, John	Wisneski, Bobbie
Heywood, Tony	Pryzibilla, Liz	Wohlmuther, Sue
Hughes, Alison	Reid, Maureen	Wood, Julie

Associate Fellows

Aspinall, Graham	Hall, Bob	O'Reilly, Jan
Bedford, Pru	Hodge, Toni	Pepper, Chris
Bleakley, Wayne	Koureas, Myrophora	Pickford, Giles
Bridger, Alison	Manahan, Anthony	Prasad, Gita
Brown, Tony	Markham, Brenda	Vicary, Adrian
Davis, Heather	McCallum, Bruce	Wheatland, Leisa
Diamond, Karin	McLean, Andrew	Whisker, David
Elliott, Deborah	Miller, Jo	Wright, Caleb
Haisman, Nicky	Noble, David	Yellowlees, Naomi

8. THE ATEM FOUNDATION

The ATEM Foundation is a vehicle for creating a permanent endowment for ATEM Grants and for Education and Training Programs.

The Foundation is growing well with a total of \$72,256 contributed by the following Branches and Chapters:

Victoria	\$50,000
WA	\$10,000
Emeritus Chapter	\$6,640
NSW	\$5,000
ACT	\$1,000
SA	\$1,000

Our income from investments so far has been \$4,312 and the equities held in the endowment have grown to a value of over \$100,000.

ATEM's long term future is looking good as the Foundation is going to be our cushion against the years of drought that happen from time to time.

The Foundation will endow the Maurie Blank Study Scholarship and the Peter Karmel International Travel Grant so that they can be offered in bad years regardless. The Foundation's future growth is tied to the size of ATEM. As with so many other things to do with money, we need to get bigger in order to get better.

The current Board of the ATEM Foundation is:

Richard Easther (Chair) (Tas)

Tom Gregg (NZ)

Neil Voyce (NZ)

Ian Marshman (Vic)

Peter Scardonni (Company Secretary) (ACT)

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9. THE EMERITUS CHAPTER (The ATEM Ghosts)

*Report from Colin Plowman,
Convenor of The Emeriti*

In hard dollar terms our support has been as follows:

Sponsor of the ATEM Conference Annual Dinner (2000-2002)	\$1,500.00
Commissioning of the Bust of our Founder, Maurie Blank (2003)	\$500.00
2003-2004 Annual Giving Program	\$2,200.00
2004-5 Annual Giving Program and Raffle	\$1,696.24
2005-6 Surplus from Ghosts' Lunch plus donations	\$1,700.00
2007 Donations	\$700.00
Six Year Total	\$8,2996.24

However, the "Ghosts" give much more support in the form of volunteer labour than they do in cash.

10. VISITS BY THE ATEM SECRETARIAT

The Secretariat aims to visit Branches whenever possible. During the reporting period

Giles Pickford attended:

- The Victorian Branch Conference in May 2006
- The North Queensland Chapter in July 2006
- The WA Branch Executive in February 2007

Peter Scardoni visited:

- The Victorian Branch Conference in May 2006
- The ACT Branch Annual General Meeting in August 2006
- The SA Branch in August 2006

In connection with the adoption of the single accounting system, Peter visited every Branch except New Zealand, Tasmania, and Western Australia.

Both Giles and Peter attended the 2006 TEM Conference in Sydney which gave them a chance to catch up with the NSW Branch.

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11. PROFESSIONAL DEVELOPMENT AND RELATED ACTIVITIES

Branches are responsible for the organisation and delivery of professional development activities to their members. These range from seminars,

workshops, conferences, meetings and short courses. Some Branches also provide financial assistance to members for professional development activities. Branches were busy during 2006-2007 and offered the following activities.

11.1 ACT BRANCH			
Name of Activity	Presenter	Duration	Number Attended
Indigenous Tertiary Education Participation	Barry Cameron	2 hrs	12

11.2 NEW SOUTH WALES BRANCH			
Date Name of Activity	Presenter	Duration	Number Attended
19 May 2006 Enhance Management Outcomes	Anna Bounds	All day	28
26 May 2006 Management of Change	Glenys Rich	All day	29
7 June 2006 Enhance Management Outcomes	Ray Cooksey	All day	19
24 November 2006 Legal Issues for University Administrators	Ruveni Kelleher, Minter Ellison	Half day	20
19 April 2007 Using NLP to Develop Emotional Intelligence	Kay Hemsall	All day	5

Member support activities

The Branch provided three scholarships to the TEM Conference in 2006. The recipients were:

- Paul Abela, Campion College
- Mark Kneen, University of New England
- Darlene Sebalj, University of Newcastle

Each scholarship had a maximum value of \$2000.

Institutional Coordinators and other major branch activities

Membership Coordinators' events organised at University of New South Wales:

2 June 2006: What is ATEM?

A lunchtime event for current and potential ATEM members.

Presenters: Kay Hemsall (President NSW Branch) and Prue Bedford (Vice-President NSW Branch), Georgina Barratt-See (ATEM member speaking on her experiences with ATEM in particular the Career Development Program), Cath Mannix (Head, Organisation and Staff Development Services)

Attendance: 9

24 April 2007: AdminNet and ATEM

Administrative Professionals Week lunch

Presenters: Julie Tippett (Organisation and Staff Development Services), Taye Morris (Careers and Employment), Georgina Barratt-See (AdminNet), Jennifer Till (Vice-President NSW Branch)

Attendance: 45

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11.3 NORTHERN TERRITORY BRANCH				
Date	Name of Activity	Presenter	Duration	Number Attended
6-7 June 2006	Copyright Council Training Programs	Australian Copyright Council	2 days	16

11.4 NEW ZEALAND BRANCH				
Date	Name of Activity	Presenter	Duration	Number Attended
2005 Branch Conference – Bay of Plenty Polytechnic		Various	3 days	87
Canterbury/Westland/Marlborough Region: ATEM information session (inc intro of new Branch President)		Ali Hughes	1.5 hours	20
Otago/Southland Region: ATEM information session (inc intro of new Branch President)		Ali Hughes	1.5 hours	15
Out with Equity, In with Diversity?		Lorraine Evening, Manager – Equal Educational Opportunities	Half day	41
Disadvantaged Learners and the new funding reforms. Panel Presentation and Discussion		Louise Wall; Equity Policy Advisor, AUT University Lee Cooper; SSG Manager, University of Auckland	Half day	41

Member support activities

Jan Hausman (Bay of Plenty Polytechnic) received both registration award for NZ Branch Conference and travel award for TEM Conference in Sydney.
 Paper title: "Students (Re) Definition of Success on a Program of Study."

Elizabeth Reinecke (Wintec) received travel award for TEM Conference in Sydney.
 Paper title: "Beyond Academic Quality."

Deborah Elliott (Christchurch Polytechnic Institute of Technology) received travel award to attend TEM Conference in Sydney.
 Paper title: "Internal Audit as a Tool for Improvement."

Institutional Coordinators and other major branch activities

- New President Ali Hughes elected July 2006
- Vice President Terry Fulljames elected July 2006
- New regional co-ordinators appointed to Otago/Southland region and Manawatu/Taranaki/East Coast regions
- Survey of all members was undertaken in late 2006 to determine PD requirements
- PD program has been developed based on these results – program commenced in May 2007
- Currently work with AUA (in UK) to develop AUA Study Tour for New Zealand in October 2007

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11.5 QUEENSLAND BRANCH				
Date	Name of Activity	Presenter	Duration	Number Attended
	Contract Issues for Non Lawyers	Tanya Kearsley	1 day	25
	Cross Cultural Issues for Non Lawyers	Jiri Martinek	1 day	16
	Presentation Skills	June Dunleavy	1 day	9
	Branch Conference	Various	1 day	62
	Project Management	Dott Hall	1 day	13
	Emotional Intelligence at Work	Joe Howman	1 day	13
	Leading Teams	Joe Howman	1 day	15
	Towards Middle Management	Darryl Krook, Eve Ash	3 days	51
	Finding Your Voice: Getting Published	Gavin Moodie	1 day	43
	Introduction to Negotiation	Leonie Elphinstone	1 day	9
	Customer Service Workshop	Stephen Holmes	1 day	12
	Committee Skills	Ian Wright	1 day	16
	Building Positive Relationships at Work	Neva Banks	1 day	8
	Personal Development for Women	Michelle Moynihan	1 day	16
	Expanding Your Influence	Hilary Langford	1 day	23
	Self & Time Management	Jon Morgan	1 day	15
	One Day Personal Development for Women	Michelle Moynihan	1 day	13
	Developing & Managing Successful Events	Ingrid Larkin	1 day	40
	Introduction to Budgeting & Accounting	Wendy James	1 day	17

Member support activities

We provided 5 people from remote Universities free places on Towards Middle Management last year – value \$2,550

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11.6 SOUTH AUSTRALIAN BRANCH				
Date	Name of Activity	Presenter	Duration	Number Attended
7 June 2006	Students as Consumers	Andi Sebastian (private consultant in diversity management)	1 day	64
8–9 June 2006	Student Service Centres – Innovation and Excellence	Sue Vardon (CEO, Dept Families and Communities), Robyn Reilly (private consultant)	2 days	70
21 June 2006	Carnegie Mellon Mix And Mingle	Brenda Peyser, (Exec Director, Carnegie Mellon University, Adelaide)	3 hrs	35
26 July 2006	2006 Branch Conference	Prof Simon Marginson (Melb), Dr Karen Nelson (QUT), Ian Argle (AHEIA), Catherine Logue (Training for Learning Co)	1 day	86
7–9 August 2006	AVCC HEO5 – HEO7 Professional Dev Program	John Mullarvey, (AVCC)	3 days	43
20 September 2006	Post VSU – What now?	Prof Ian Chubb, (ANU)	2 hrs	25
13 February 2007	Launch of ATEMSA 2007 PD Program	Judy Szekeres, ATEMSA President	2 hrs	30
8 March 2007	University Management – a contradiction in terms?	Prof Mark Israel, Kym Teh, Barbara Fergusson (all Flinders Uni)	1 hr	60
22 May 2007	2007 Branch Conference	Gavin Moodie, (Griffith), Susan McPhee (McPheeAndrewartha Consultants), Rh Hon Paul Caica (SA Minister, Employment, Training and Further Education)	1 day	82

Member support activities

SA Branch Awards

1. Paula Williams, Disability Liaison Officer at Flinders University awarded **John Emery Study Scholarship** of \$1200. Support for studies towards the Grad Dip in Social Sciences (Counselling Studies) at Uni SA
2. Vickie Armstrong, Faculty Services Officer, Flinders University, awarded a **Travel Grant** of \$825 to support attendance at the 2006 TEM Conference in Sydney.

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11.7 TASMANIAN BRANCH			
Name of Activity	Presenter	Duration	Number Attended
Professional Development Workshop: "How to design, structure and deliver an effective presentation"	Neil Trivett, Centre for the Advancement of Learning and Teaching, UTAS, and Jeff Hockley, Graduations, UTAS.	Full day & follow-up session of 2 hours.	16
Farewell for departing UTAS Chancellor	Angela Boyes, Branch President	1.5 hours	28
Cocktail party networking event	Angela Boyes, Branch President	1.5 hours	28
Lunch seminar: "International Office: What Does the Future Hold?"	Paul Rigby, Director, International Office	1 hour	30
Welcoming the new UTAS Chancellor	Richard Easter, Branch Vice-President	1.5 hours	12
Professional Development Workshop: "Developing Influencing and Negotiation Skills"	Developing Potential	Full day	19
Networking event: Christmas lunches	Angela Boyes, Branch President	1.5 hours	28
Lunch seminar: "China Calling" (held on Launceston and Hobart campuses of UTAS)	Lifang (Julie) You, Foreign Affairs Officer, Zhejiang University of Technology	1 hour	89
Professional Development Workshop: "Advanced Skills for Administrators"	Developing Potential	2 days	11
Lunch seminar: "Gen Y and Y we nd 2 no a bt abt thm"	Assoc Prof Natalie Jackson, UTAS School of Sociology and Social Work	1 hour	39

Member support activities

The Tasmania branch offered both TEM conference attendance bursaries and professional development scholarships up to \$1000. There were two successful applicants: one receiving funding assistance to attend the 2006 TEM conference, and a second receiving a scholarship to attend a professional development workshop.

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11.8 VICTORIAN BRANCH			
Date Name of Activity	Presenter	Duration	Number Attended
3 May 2006 Leading and managing cultural diversity	Tom Verghese	9am-1pm	8
8 May 2006 Setting and Maintaining Priorities	Proteus	9am -5pm	16
17 May 2006 Women as Leaders	Julie Warnock	9am-5pm	25
5 June 2006 Project Management	Proteus	9am-5pm	20
6-9 June 2006 Middle Managers Program	Julie Warnock plus University Practitioners	3 days	20
9 June 2006 How to succeed as a first-time manager (include chairing meetings)	Proteus	9am-5pm	21
27 June 2006 Taking Control of Change Management	Proteus	9am-5pm	17
5 July 2006 Dealing with Difficult People including angry and upset customers	June Dunlevey	9am-5pm	25
7 July 2006 Committee Servicing 2	Trudi Larder	9am-1pm	24
13 July 2006 Emotional Intelligence	Julie Warnock	9am-5pm	26
27 July 2006 Diplomacy, Influencing & Persuasion	Jacque Wise	9am-5pm	19
27 July 2006 Events Management	Joel Martin	9am-5pm	24
28 July 2006 Committee Servicing 2	Trudi Larder	9am-1pm	27
28 July 2006 Using Asian Names	Fiona Price	9am-2.30pm	24
2 August 2006 Leading and managing generational diversity	Tom Verghese	9am-1pm	22
4 August 2006 Coaching	Barbara Cox	9am-5pm	16
11 August 2006 Put it in Writing – Report/Business Writing	Trudi Larder	9am-1pm	24
15 August 2006 Writing for the Web	Reece Lamshed	9am-1pm	23

Continued over

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11.8 VICTORIAN BRANCH (Continued)				
Date	Name of Activity	Presenter	Duration	Number Attended
18th August 2006	Minute Taking 1	Trudi Larder	9am-1pm	25
29 August 2006	MBTI (introduction)	Maddy McMaster	1.30pm-5pm	24
13 September 2006	Effective Negotiation Skills	Adam Le Good	9am-5pm	19
18 September 2006	Using Asian names	Fiona Price	9am-5pm	25
15 September 2006	EMarketing	Jenni Austin Nick Mead	9am-1pm	21
22 September 2006	Marketing for non-marketers	Joel Martin	9am-5pm	20
2 October 2006	Stress Management	Julie Warnock	9am-5pm	23
3 October 2006	Leading from within the University (4 Workshops) Workshop 1	Peter Rennie	9am-5pm	13
11 October 2006	Writing for the Web	Reece Lamshed	9am-1pm	13
26 October 2006	Policy Writing	Mark Hatwell Kai Jensen	9am-5pm	23
13 November 2006	Women as Leaders	Julie Warnock	9am-5pm	26
14 November 2006	Events Management	Joel Martin	9am-5pm	25
20 November 2006	Emotional Intelligence	Julie Warnock	9am-5pm	24
20 November 2006	Minute Taking 1	Trudi Larder	9am-1pm	24
22 November 2006	Resume Writing and Interview Skills	Dianne Rachinger, Careers Consultant	9am-1pm	12
28 November 2006	Stress and Humour	Patricia Cameron Hill Shayne Yates	1.30-4.30pm	65
5 December 2006	Policy Writing	Mark Hatwell Kai Jensen	9am-5pm	23
2 March 2007	Skills and Techniques for Conducting Difficult Discussions and Meetings	Julie Warnock (held in Ballarat)	9am-5pm	19
13 March 2007	Women as Leaders	Julie Warnock	9am-5pm	25

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11.8 VICTORIAN BRANCH (Continued)				
Date	Name of Activity	Presenter	Duration	Number Attended
19 March 2007	'Coaching – a manager's key role'	Jen Scantlebury	9am-5pm	23
23 March 2007	Minute Taking	Trudi Larder	9am-1pm	26
30 March 2007	Business Planning	Jen Scantlebury	9am-5pm	12
2 April 2007	Using Asian Names	Fiona Price	9am-5pm	24
2 April 2007	Marketing for non-marketers	Joel Martin	9am -5pm	20
11 April 2007	Dealing with Difficult People including angry and upset customers	June Dunleavy	9am-5pm	12
11 April 2007	Introduction to Tertiary Education Administration	Various	8.30am-4.30pm	25
13 April 2007	Minute Taking	Trudi Larder	9am-1pm	22
13 April 2007	Managing Up	Proteus Anne Butterworth	9am-4pm	25
19 April 2007	Emotional Intelligence	Julie Warnock	9am-5pm	23
20 April 2007	Policy Development in Universities	Mark Hatwell / Kai Jensen	9am-5pm	25
23 April 2007	Strategic Planning	Proteus Neil Hogan	9am-4pm	21
23 April 2007	Customer Service Across Cultures	Fiona Price	9am-5pm	25
24 April 2007	Leading from Within the University 4 Workshops – Workshop	Peter Rennie	9.30am-4.30pm	11
27 April 2007	'Working With' Leadership Practices for the Knowledge Era	Heather Davis	1.30pm-4 pm	11

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Member Support Activities

- Provided cost of registration to the TEM Conference in Sydney to 1 Executive Member
- Provided 1 x Career Development Scholarship to the value of \$1500
- Provided 1 x TEM Conference Scholarship to the value of \$2,00
- Provided 1 x International Conference Scholarship to the value of \$5,000
- Provided 1 x registration to an international conference to the value of \$3,300.

Institutional Coordinators and other major branch activities

- Ran a Branch Conference on 5 May 2006. Very well attended with 127 attendees
- Ran 3 breakfast seminars – all were well attended – 14 June, 6 September, 29 November.

11.9 WESTERN AUSTRALIAN BRANCH

Date Name of Activity	Presenter	Duration	Number Attended
25 May 2006 Breakfast Seminar – Work Choices or Work Challenges? Is your university ready?	Ms Judy Siddins and Ms Michaelia Cash, Freehills Legal	1.5 hours	36
23 June 2006 ATEM WA Winter solstice welcome – meet the President and committee	NA	2 hours	15
29 June 2006 Breakfast Seminar – Quality assurance for off-shore delivery of Australian VET qualifications	Ms Marianne Harris, Swan TAFE	1.5 hours	27
13 July 2006 Breakfast Seminar – Planned changes to years 11 & 12 schooling	Ms Lois Joll, WA Dept of Education & Training	1.5 hours	14
8 August 2006 Afternoon Workshop – Sharing knowledge in higher education settings: challenges and strategies	Professor Shelda Debowski, University of WA	2 hours	8
12 September 2006 Afternoon Workshop – The 12 tenets of projects	Mr Michael Jones, Murdoch University	2 hours	21
10 October 2006 Afternoon Workshop – Delivering FISH – the highly successful customer service philosophy of the Seattle fish markets	Ms Roslyn Paul, Swan TAFE	2 hours	17
14 November 2006 Afternoon Workshop – Creating a warmer climate for women in higher education	Emeritus Professor Lesley Parker, Ms Amanda Willis, Ms Linley Lord, Ms Barbara Groombridge, Curtin University of Technology	2 hours	17

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11.9 WESTERN AUSTRALIAN BRANCH (Continued)				
Date	Name of Activity	Presenter	Duration	Number Attended
30 November 2006	Breakfast Seminar – Attracting and retaining staff	Mr Raymond Bernstein, Edith Cowan University	1.5 hours	20
27 February 2007	Breakfast Seminar – Where did all the grievances go? Who is going to which court and why?	Ms Judy Siddins and Ms Michaelia Cash, Freehills Legal	1.5 hours	18
29 March 2007	Breakfast Seminar – An alternative view of leadership	Mr Troy Hendrickson, Curtin University of Technology	1.5 hours	66

Member support activities

Best Practice Study Grant

This Grant is available to individuals involved in tertiary education management to explore best practice in relation to a relevant issue or program across tertiary education institutions. One grant of up to \$3000 is available on a competitive basis each year. Recipients are required to provide a written report clearly stating their findings, and to make a presentation at an ATEM (WA) seminar and at Western Australian tertiary education institutions by invitation. No grant was awarded during the period of this report.

TEM Conference Grants

Two grants of \$2,000 each are available each year to assist financial members of ATEM (WA) to attend the TEM Conference. One Grant will be awarded to a first-time ATEM member and one to an existing member. Recipients are required to provide a written report following their attendance at the Conference, and to make a presentation at an ATEM (WA) seminar. The Grants will be awarded for the first time for the 2007 TEM Conference.

Institutional Coordinators and other major branch activities

- The TEM Conference Grants (see above) were introduced in March 2007.
- The WA Branch made a contribution of \$10,000 to the ATEM Foundation to support its work in improving the professional education and training of staff involved in tertiary education management in Australia and New Zealand.
- In association with the AVCC, the WA Branch conducted a highly successful three-day course in September 2006 entitled *Challenges for universities and individuals*. Its aim was to accelerate participants' understanding of higher education and to assist them to formulate strategies for personal leadership and organisational effectiveness. The course was attended by forty staff members at HEW Levels 5 to 7. It represented an effective collaboration among the AVCC, ATEM and the WA public universities.

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12. FINANCIAL STATEMENTS

Council's Audited Financial Statements are attached.

13. THE ATEM COUNCIL 2006-2007

At 30 April 2007, the ATEM Council comprised:

Executive:

Tom Gregg	President
Richard Easterh	Vice President
Lucy Schulz	Vice-President
Toni Hodge	Association Secretary
Neil Voyce	Association Treasurer
Chris Pepper	Councillor at Large
Maree Conway	Councillor at Large

Non-Executive (Ex Officio)

Members – Branch Presidents:

Steve Langley	ACT
Kay Hempsall	New South Wales
Scott Snyder	Northern Territory
Ali Hughes	New Zealand
John Swinton	Queensland
Judy Szekeres	South Australia
Angela Boyes	Tasmania
Joanne Austin	Victoria
Linda McLain	Western Australia

14. ENQUIRIES

For enquiries about ATEM, please contact the Association Secretariat or visit the Association website: www.atem.edu.au

ATEM SECRETARIAT

Giles Pickford 0411 186 199

Peter Scardoni 0411 498 462

PO Box 6050, O'Connor,
ACT 2602, Australia

Telephone + 61 2 6125 5300

Facsimile + 61 2 6125 5262

Email: atem1@bigpond.com

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BALANCE SHEET – Council funds (Not yet audited)

30-Apr-06		30-Apr-07
	EQUITY	
36,510	Members Funds	34,038
	CURRENT ASSETS	
56,255	Cheque Account	35,994
242	Undeposited funds	121
	Share purchases	88,458
5,390	Computing Equipment	5,390
	Recoverable Expenses	
12,500	Perth Conference Income Receivable	12,500
1,956	Prepaid Expenses Council	2,600
2,062	Prepaid Conference Expenses	3,364
-10,740	Branch Funds owing to Council	4,227
1,100	Seed funding Sydney Conference	
945	Qld Survey	
69,710	TOTAL ASSETS	152,654
	CURRENT LIABILITIES	
	GST owing to Journal	91
25,000	Loan from Tasmania	25,000
	Pooled investment fund	88,779
5,000	Brochures	5,000
100	GST Clearing	-254
3,100	Branch GST Suspense	
33,200	TOTAL LIABILITIES	118,616
36,510	NET ASSETS	34,038

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OPERATING STATEMENT – Council funds (Not yet audited)

30-Apr-06		30-Apr-07
	REVENUE	
89,247	Council Contributions	106,865
41,650	Corporate Membership	56,950
12,500	Conference and Professional Development	13,140
	International Members Subs	700
255	Good Practice Guides	-765
	Donation Development Fund	10,000
291	Advertising	200
385	Sundry Income	142
	Interest	278
144,470	TOTAL REVENUE	187,368
	EXPENSES	
11,630	Journal	21,070
4,000	Journal Editorial Honorium	3,500
49,993	Secretariat	
	Secretariat Expenses	54,000
	Conference Names Renewals	798
	Equipment	132
9,392	Fellowships/Scholarships	8,959
11,218	Council/Executive Meeting Expenses	20,946
9,800	Branch Share of Corporate Memberships	13,400
3,759	Annual Conference Expenses	5,927
	Patron/Affiliates	4,830
	Membership Recruitment	1,650
2,712	Badges	1,180
	Printing/Stationery/Postage/Telephone	4,362
	Internet Site/Web Hosting	19,336
	Website Development and Maintenance	24,527
3,804	Bank Charges	5,729

Continued over

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OPERATING STATEMENT – Council funds (Continued)

1,375	Interest on loan	1,375
489	Good Practices Guide	
3,900	Tax Advice	2,200
378	Stamp Duty	119
9,738	Accounting System	10,836
5,804	Insurance	4,656
432	Audit	432
1,184	Sundry Expenses	392
150,124	TOTAL EXPENSES	189,840
-5,654	Surplus (Deficit) of Revenue over Expenses	2,472
42,164	Members Funds as at 30 April 2006	36,510
36,510		34,038