



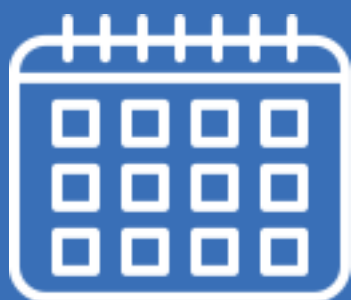
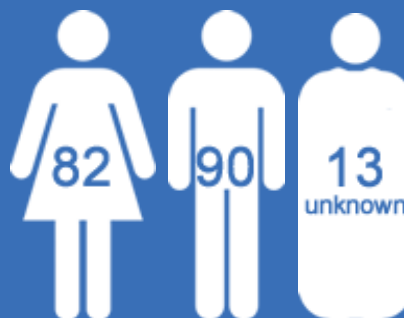
## ANNUAL REPORT 2017–2018

SUPPORTING EFFECTIVE DECISION MAKING

# Highlights

2017-2018 in numbers

**Members**  
**185**



**Events**  
**2**

Website



**Page Views**  
**43,002**



**Users**  
**5,558**

# Account summary

2017-2018 at a glance



**Income**  
**\$19,976**

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**Expenditure**  
**\$54,641**

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**Cash in the  
bank**  
**\$119,413**

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**GST collected**  
**\$2,092**

**GST paid**  
**\$2,292**

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West MacDonnell Ranges, Alice Springs, NT



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# President's report



In 2017–2018, the Executive Committee comprised:

- Kathie Rabel, President
- Don Johnston, Vice-President
- Andrea Jeffreys, Honorary Secretary
- David De Bellis, Honorary Treasurer
- Greg Jakob
- Stuart Terry
- Dave Marr
- Penny Szybiak
- Kerry Martin
- Louise Hargreaves

In addition to the committee members, we also had the newsletter editor, Tracy Creagh, on the team. She has done a wonderful job on the newsletter this year on her own, having previously shared the role with Monica Chen who went on parental leave late in 2017. Greg Jakob served as Editor in Chief providing quality control and oversight. The team, in conjunction with Liesha Northover, our Executive Officer, have again produced a high quality and readable newsletter which has been well received by readers.

The Committee continued its work on the development of [portfolios](#), including regular reports to the Executive Committee and attending bimonthly meetings of the portfolio leads with our Executive Officer to chart developments. AAIR has seven portfolios that different Executive Committee members are responsible for. You can read more about the established portfolios on page 14.

In my President's Update in October 2017, I reported on the finalised Strategy Map that Louise Hargreaves developed in conjunction with the Executive Committee (also available on page 19 of this report). Draft key performance indicators (KPIs) with actions, targets, budgets and responsibilities were further developed during the first part of 2018 and have now been finalised. The [Strategy Map and KPIs](#) are available on the AAIR website.

AAIR launched a new website on 4 July 2017, which continued to be an area for development during 2018. Through the efforts of Liesha Northover and Greg Jakob, it is now a stable site that provides a great deal of information for members and interested parties in a contemporary and professional manner. It includes an [online membership application](#) form with an integrated payment gateway. I would encourage you to have a look around particularly at the [jobs board](#), [events](#) and [resources](#) sections.

Events this year included the SIG (Special Interest Group) Forum held in Sydney, 26–27 July 2017, hosted by Macquarie University with the theme '*Creating connections and exploring possibilities*', and

the Annual Forum held in Alice Springs from 31 October to 2 November 2017 with the aptly titled theme *'The centre of Australia, centre of decision making'*. The 2017 AAIR Annual Forum was organised by a committee from Charles Darwin University. Both events were well-attended, with 79 delegates at the SIG Forum and 72 delegates at the Annual Forum.

Accounts of both events were written up by AAIR members and published in our monthly newsletter and on the website.

- Alex Sieniarski (Australian Catholic University) wrote a [synopsis of the SIG Forum](#); and
- Monica Chen (Australian Catholic University) and Tracy Creagh (Queensland University of Technology) wrote a [synopsis of the Annual Forum](#).

I would also like to acknowledge our partners and exhibitors for both events, as we cannot continue to deliver these meetings without their assistance. Our valued partners this year included:

<b>SIG Forum 2017</b>	<b>Annual Forum 2017</b>
<b>Platinum sponsor</b> Altis Consulting	<b>Platinum sponsor</b> eXplorance
<b>Gold sponsors</b> MIP NeoData Australia	
<b>Silver sponsors</b> eXplorance	<b>Silver sponsor – welcome reception</b> QILT
<b>Bronze sponsor</b> QILT	<b>Trade exhibitors</b> Social Research Centre
<b>Dinner sponsor</b> Cortell Australia	<b>Trade exhibitors</b> Altis Consulting eXplorance
<b>University supporter</b> Macquarie University	<b>University supporter</b> Charles Darwin University

The total number of financial members for AAIR as at 30 June 2018 was 185 (including life members, sponsors and retired members). The majority of AAIR members reside in Australia in New South Wales and Victoria, followed by Queensland, New Zealand and Western Australia.

I would like to thank the Executive Committee, the newsletter editors and our Executive Officer for all their enthusiasm and hard work this year. It has been a very busy and fruitful year. I would also like to thank all our members for their continued support and involvement in our organisation. As an organisation that relies heavily on volunteers, we are only as good as the people who have been involved. It never ceases to amaze me the effort and generosity of time that people give to AAIR. I will be formally stepping down as President at our Annual Forum in 2018. I have really enjoyed being able to help AAIR develop over the last couple of years and look forward to my involvement on the committee in the next year as immediate past president.



Kathie Rabel  
AAIR President  
[president@air.org.au](mailto:president@air.org.au)

# Treasurer's report



It is my pleasure to present AAIR's financial statement for the financial year ending 30 June 2018. AAIR has engaged the services of Mr Mark R Roach, Chartered Accountant, Port Adelaide to undertake the annual audit of the financial statements. These statements have been calculated on a cash basis.

AAIR continues to be in a strong position with approximately \$119K in net assets at 30 June 2018. This included approximately \$93K in AAIR's bank accounts.

The Association recorded a net current year loss of approximately \$35K in the 2017–2018 financial year. Two main factors contributed to the loss. The significant investment in the new website development continued through strong Executive Officer support. But particularly the unusual net loss from the 2017 Annual Forum in Alice Springs (approximately \$5K). The main forum in any year is typically AAIR's greatest source of income. The net loss from Alice Springs was not a complete surprise given its unique location, and making a loss on an event like this is balanced, in my opinion, by the benefit of offering a unique and diverse forum experience to the membership – consistent with 'giving back'. It is also noted that the registration numbers for this year's forum in Melbourne are extremely healthy and the inevitable net profit from this year's event will compensate for the temporary downturn in financial performance from 2018.

The increased reliance on the Association's Executive Officer on a fee for service basis continues. Consistent with my previous reports this level can continue to be supported financially. However, this largest single outlay (outside of the normal cost of running events) will always need to be managed. The Executive Officer outlay is considered justified, necessary, and extremely highly valued.

The Auditor continuously recommends an annual self-assessment of the Association's not-for-profit income tax exempt status. The Treasurer requests endorsement by the membership at the 2018 AGM for AAIR to continue as a self-assessed not-for-profit, income tax exempt, 'Scientific organisation'; that is, a 'not-for-profit society, association or club established for the encouragement of science'.

The 2018 SIG Forum event's profit of approximately \$7.6K is not reflected in these statements. Income streams continue to be highly intensified around the two main forums. This continues to be a financial risk, and the Association should continue to think strategically about the opportunity for other revenue streams.

As noted by the Auditor, AAIR continued the administration of the National Committee for the Australian Network of University Planners (ANUP) during the 2017–2018 financial year. The latter



provided funds in advance to facilitate this process. The balance of ANUP funds on hand at 30 June 2018 was \$5,426.

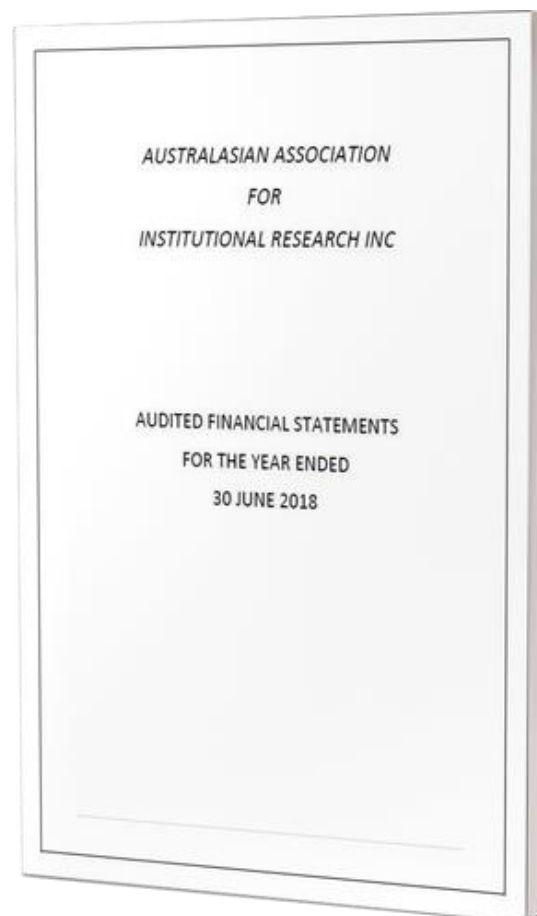
I would like to sincerely thank the Executive Committee for its support during 2017–2018. Particularly Andrea Jeffreys and Liesha Northover for their help in managing the accounts and other operational aspects of finance.

For now, this brings an end to my ‘treasured’ formal relationship with AAIR. I’m off to do other things outside of higher education. I can’t express in words how much my involvement in the AAIR family has meant to me over the years. Back from my first AAIR Annual Forum in Rockhampton in 2000, to more recently where I’ve had the pleasure to serve as Treasurer for a couple of terms. I’ll particularly value the friendships and relationships with colleagues, and the forums were always such fun (and please keep it that way).

I would like to say a special thank you to a few individuals: Wendy Marchment for introducing me to AAIR; Dave Marr and Kathie Rabel for their recent presidency and support; Jeff Holmes, the previous treasurer, for his help in transitioning; Liesha Northover for all the great AAIR work behind the scenes; Andrea Jeffreys for helping with bank transaction approvals and for being a great Secretary; and, anticipating the result of elections, Greg Jakob for agreeing to take over the treasurer reigns (I’ll be around to help Greg during the transition). Finally, a big thank you to all the ‘AAIRies’ that have befriended, helped and supported me along the way – you know who you are. Au revoir!



David De Bellis  
AAIR Treasurer  
[treasurer@air.org.au](mailto:treasurer@air.org.au)



# About us

The Australasian Association for Institutional Research (AAIR), established late in 1988, is a professional body comprising around 200 members. AAIR is incorporated within Australia as a non-profit organisation. It is affiliated with the Association for Institutional Research (AIR), which originated in the United States of America some thirty years ago, and which now commands a membership in excess of 4,400!

AAIR is the professional association for institutional research practitioners in higher education and other institutions in Australasia. 'Institutional research' is viewed as a range of activities involving the collection, analysis and interpretation of information descriptive of an institution and its activities, including its students and staff, programs, management and operations. The findings of such 'institutional research' assist institutional leaders (in both academic and administrative domains) by informing their planning and decision-making.

Established in late 1988, AAIR continues to draw members mainly from Australia and New Zealand, with further members from South Africa, the South Pacific region, Europe, the Middle East, Southeast Asia, USA, and the African continent. Members contribute to planning, decision making, policy formulation and analysis concerned with the management of tertiary education.

The broad aim of AAIR is to benefit, assist and advance research which leads to the improved understanding, planning and operation of tertiary education institutions within Australasia. AAIR has the following principal objectives:

- to raise the level of professional competence and practice in the fields of tertiary education institutional research, planning and analysis in the Australasian region
- to enhance inter-institutional cooperation in the undertaking of comparative institutional research projects
- to assist the professional development of members by:
  - organising an annual conference (the AAIR forum)
  - developing and fostering cooperative links with the AIR and European AIR
  - encouraging regional meetings of members to augment the annual Forum

## Mission

**TO ADVANCE INSTITUTIONAL EFFECTIVENESS IN TERTIARY EDUCATION**

# Vision

TO BE THE PROFESSIONAL ASSOCIATION THAT HAS THE GREATEST INFLUENCE ON  
TERTIARY EDUCATION PLANNING AND EVIDENCE-BASED DECISION MAKING IN AUSTRALASIA



## Values

AAIR has a commitment to:

- contribute and share;
- innovation;
- inclusiveness and diversity;
- professionalism; and
- enjoyment and friendliness





# *Value Proposition*

**AAIR IS THE ONLY DEDICATED, PROFESSIONAL ASSOCIATION FOR INSTITUTIONAL RESEARCHERS IN AUSTRALASIA. AAIR OFFERS TERTIARY EDUCATION PROFESSIONALS A UNIQUE FORUM TO DEVELOP SKILLS, SHARE KNOWLEDGE AND ADVANCE IDEAS TO SUPPORT EFFECTIVE DECISION MAKING. AAIR PROMOTES DATA-INFORMED DECISION MAKING THROUGH REGULAR COMMUNICATIONS, SPECIAL INTEREST GROUPS, ANNUAL FORA AND REGIONAL EVENTS. BECOMING AN AAIR MEMBER WILL KEEP YOU UP-TO-DATE ON CURRENT AND EMERGING ISSUES AND HELP BUILD YOUR PERSONAL AND PROFESSIONAL NETWORKS.**

# Executive Committee

Members of the executive committee in 2017–2018 comprised the following:



*Kathie*  
President



*Don*  
Vice President



*Andrea*  
Honorary Secretary



*David*  
Honorary Treasurer



*Greg*  
Ordinary Members (elected)



*Stuart*



*Dave*



*Penny*

Ordinary Members (appointed)



*Kerry*

Ordinary Members (co-opted)



*Louise*

Committee  
meetings held

2017

20 July

31 August

12 October

7 December

2018

1 February

15 March

26 April

7 June

## Portfolios

The [AAIR Executive Committee portfolios](#) continued to grow in 2017–2018. The various AAIR Portfolios are allocated to Executive Committee members on an annual basis based on interest and expertise.

The management of portfolios is reviewed at each subsequent Executive Committee meeting that coincides with the Annual Forum in any given year.

The AAIR Executive Officer established a system for the management of the portfolios using the cloud project management solution [Asana](#).

During the financial year 2017–2018, the website portfolio was merged into the publications, communications and social media portfolio.

Current portfolios include:

- Publications, communications and social media
- Professional development
- SIG liaison (with chairs)
- Sales, marketing and promotional materials
- Relationship management and development
- Membership and mailing lists
- Strategic planning

### Portfolio reports

A reporting schedule was established, and reports are presented by portfolio leaders at Executive Committee meetings. Brief portfolio reports are provided to the AAIR Secretary at least one week prior to each Executive Committee teleconference.

### ***Publications, communications and social media***

THE PUBLICATIONS, COMMUNICATIONS AND SOCIAL MEDIA PORTFOLIO LEADER IS RESPONSIBLE FOR OVERSEEING THE PRODUCTION OF FORUM PROCEEDINGS, ANNUAL REPORTS, NEWSLETTERS, BULLETINS, THE BLOG AND AAIR SOCIAL MEDIA PAGES. AAIR CURRENTLY HAS THREE SOCIAL MEDIA PAGES: FACEBOOK, TWITTER, LINKEDIN (INCLUDING A COMPANY PAGE AND TWO SHOWCASE PAGES FOR DATA WAREHOUSING, BUSINESS INTELLIGENCE & ANALYTICS SIG AND THE LOAD MANAGEMENT SIG), AND FLICKR. PUBLICATIONS INCLUDE PROCEEDINGS PUBLICATIONS FROM THE AAIR ANNUAL FORUM (WHEN AVAILABLE), THE UPCOMING INITIATION OF A MORE FORMALISED ANNUAL REPORT TO BE PRESENTED TO AAIR MEMBERS AT EACH AGM, AND ANY OTHER PUBLICATIONS THAT AAIR MAY INITIATE FROM TIME TO TIME. ALSO INCLUDED IN THIS PORTFOLIO IS LIAISON WITH THE AAIR EXECUTIVE OFFICER REGARDING THE ONGOING MAINTENANCE OF THE WEBSITE AND ITS CONTENT, AS WELL AS THE REGISTRATION AND MANAGEMENT OF THE AAIR DOMAIN NAME, AND WEBSITE AND EMAIL HOSTING.

Portfolio Leader: Greg Jakob

Our focus this year was to consolidate our publications, communications and social media around what mattered most to our members. Significant effort has gone into making the new AAIR website contemporary in its form and function. We now have a platform for engaging members online with many the benefits available in one place for connecting, networking and information/event sourcing.



In addition, we have focused on the Newsletter, which is the most valued item of our members after fora and other events. With great effort from our newsletter editor(s) and the Executive Officer, we have been refining and sharpening the AAIR Newsletter to incorporate as much value-added information about the sector and institutional research that is effective for members to read and digest. We have even sought feedback on various matters of interest, which has provided some real-time connection with members.

We are now focusing on social media platforms to get information to members in an immediate and engaging way. LinkedIn will provide a key platform for deeper discussion on key topics that will allow members to engage with each other throughout the year outside of events. We have also switched on a new online platform for purchasing books highlighted in the newsletter. I would encourage members to take up this low-cost option to stay up to date.

I would like to thank our editors Tracy Creagh and Monica Chen, as well as Liesha Northover, our Executive Officer, who continue to produce an outstanding and readable newsletter which is highly valued by readers.

### ***Professional development***

THE PROFESSIONAL DEVELOPMENT PORTFOLIO LEADER WILL BE RESPONSIBLE FOR LIAISON AND FORWARD PLANNING AROUND THE AAIR ANNUAL FORUM AND AAIR SIG FORUM, AS WELL AS ANY REGIONAL AAIR EVENTS, TRAINING OPPORTUNITIES, AAIR FELLOWSHIPS, AND OTHER PROFESSIONAL DEVELOPMENT OPPORTUNITIES. RESPONSIBILITY WILL ALSO COVER EVENTS LISTED ON THE EVENTS PAGE OF THE AAIR WEBSITE, AND ENSURING THAT THERE IS SUFFICIENT OPPORTUNITIES AVAILABLE.

Portfolio Leader: Penny Szybiak

The key performance indicators for professional development in 2018 were to:

- strengthen our distinctive position in the higher education sector built on high quality fora and SIGs;
- elevate our standing and reach by engaging with Government and sector representative groups; and
- develop fora/SIG presenter and chair kits.

The following activities undertaken during early 2018 aligned to these key performance indicators:

- Strengthen our distinctive position in the higher education sector built on high quality fora and SIGs:
  - The formation of a new relationship with Tableau was established in 2018, and discussions are underway about how this partnership can deliver new professional development opportunities for AAIR members through fora and SIGs in 2019 and beyond.
  - Regional networking opportunities continued to be explored as additional opportunities for members above the existing fora and SIGs. The portfolio leader is working with the AAIR Executive Committee and members towards possible events in 2019.
  - Online practice sharing opportunities, via webinars, is also being explored as a means of providing members with professional development opportunities outside of the fora and SIGs. A schedule of regular webinars is in development for 2019.

- Elevate our standing and reach by engaging with Government and sector representative groups:
  - The portfolio leader represents AAIR at meetings of the Australian Network of University Planners (ANUP) twice per year. This group include originally included director-level representation from all Australian universities, and now includes a range of New Zealand universities and Australian non-university higher education providers. Through this relationship in 2017–2018, the benefits of AAIR membership and events have been communicated to leaders across the sector. This activity will continue in 2019.
- Develop fora/SIG presenter and chair kits:
  - An updated chairperson’s kit has been developed and provided to the fora event managers for 2018.
  - Example presenter’s kits have been collated from similar organisations, and development of an AAIR specific presenter’s kit is in development for members in 2019.
  - A hosting kit is also in development, which will explain the commitment requirements and anticipated benefits for universities who contribute to the hosting of AAIR fora and SIGs. This will be available to members in 2019.

### *SIG liaison (with chairs)*

INITIAL RESPONSIBILITIES OF THE SIG LIAISON PORTFOLIO LEADER ARE TO FORMALISE THE SPECIAL INTEREST GROUPS (SIGs). AAIR CURRENTLY HAS FOUR SIGs; SOME WITH A CHAIR, AND SOME WITHOUT. ALL AAIR SIGs SHOULD HAVE AN OFFICIAL CHAIR AND THE SIG PAGES ON THE WEBSITE SHOULD PROMOTE INFORMATION RELEVANT TO THE AAIR READERSHIP. IT IS THE RESPONSIBILITY OF THE SIG CHAIR TO SUPPLY CONTENT TO THE AAIR EXECUTIVE OFFICER TO POST AS NEEDED. LIAISON WITH THE MEMBERSHIP AND MAILING LISTS PORTFOLIO LEADER MAY BE REQUIRED REGARDING MAIL OUTS TO THE SIG MAILING LISTS.

Portfolio Leader: Don Johnston

The various Special Interest Groups (SIG) continued to operate at both the AAIR SIG Forum in Sydney (hosted by Macquarie University) and the AAIR Annual Forum in Alice Springs (hosted by Charles Darwin University). However, through consultation and feedback from the Surveys and Evaluation SIG, it was felt the way forward was to concentrate the efforts of this SIG at the Annual Forums instead of at the SIG Forums. The Data Warehousing, Business Intelligence and Analytics SIG, Load Management SIG and Government Reporting SIG continued to run sessions at both Forums.

Continued high participation of representatives from the Department of Education and Training occurred at both the SIG Forum and Annual Forum, which was very welcome. Their continued support undoubtedly provides AAIR members with an increased level of information, as well an opportunity to seek clarification and provide feedback on various matters such as new developments within the sector. This level of support was matched by the Social Research Centre (SRC) running workshops and information sessions for survey managers.

This gives delegates and members and ideal opportunity to learn from other practitioners in their respective fields, ask questions, network and exchange existing and new ideas in these areas.

The AAIR SIG Forums have always been well attended, and the support and leadership of the respective SIG chairs is very much appreciated.

### ***Sales, marketing and promotional materials***

THE SALES, MARKETING AND PROMOTIONAL MATERIALS PORTFOLIO LEADER IS RESPONSIBLE FOR ALL SALES AND MARKETING OPPORTUNITIES AAIR ENGAGES IN, AS WELL AS PROMOTIONAL MATERIALS THAT ARE DISTRIBUTED FROM TIME TO TIME AS GIVEAWAYS AT AAIR FORA AND/OR AAIR SPONSORED EVENTS. THIS PORTFOLIO COULD ALSO INCLUDE IMPLEMENTING A PAID ADVERTISING POLICY AND A PAID JOB LISTING SYSTEM IN THE FUTURE.

Portfolio Leader: Dave Marr

The key objective of the sales, marketing and promotional materials portfolio is to 'maintain and expand revenue opportunities to ensure the long-term viability of AAIR'. To this end, the current action associated with this objective is 'to develop a brand promotion strategy'. Advances were made during the reporting period towards the development of a Marketing Strategy, which is expected to be completed by the end of 2018. Unfortunately, little activity occurred with respect to this portfolio for a large part of the reporting period due to changes with the Executive Committee membership. This portfolio therefore only met once during the reporting period on 15 June 2018.

In the AAIR Strategic Plan, the associated KPIs are to: (1) increase annual total revenue; and (2) diversify revenue through sponsorship and advertising. The relevance and measurement of these KPIs was reviewed during the one meeting, and changes were subsequently made to the reporting template. An itemised list of revenue and expenses related to marketing was compiled. A further list of all promotional activities was also compiled. Satchel inserts for the 2018 Annual Forum were also researched and discussed.

Agreement was reached to sponsor a scholarship for an early career researcher – academic, to attend the 27th National Vocational Education and Training Research Conference 'No Frills' from 15 to 17 August 2018 in Sydney.

### ***Relationship management and development***

THE RELATIONSHIP MANAGEMENT AND DEVELOPMENT PORTFOLIO LEADER WILL MANAGE ALL LIAISON WITH PARTNERS OF AAIR. THE LEADER WILL EXPLORE HOW AAIR MANAGES, RELATES TO, AND WORKS WITH ITS PARTNERS. THE LEADER WILL DEVELOP A POLICY AROUND SPONSOR LIAISON, INCLUDING REGULAR COMMUNICATION WITH SPONSORS. MARKETING OF THE ASSOCIATION INCLUDES MANAGING LIAISON WITH OTHER AAIR PARTNERS, ASSOCIATES AND ORGANISATIONS WITH AFFILIATIONS WITH AAIR.

Portfolio Leader: Stuart Terry

The key performance indicators for the relationship management and development portfolio for 2017–2018 were focused on engagement and satisfaction by partners/sponsors and members with the events held over the financial year.

The range of data and information currently available was reviewed, any gaps in understanding and knowledge were identified, and ways to fill those gaps are being further explored. One of the areas for focus has been on developing ways to better engage with partners and sponsors using a systematic approach to gather ongoing feedback to ensure AAIR and the partners/sponsors relationships are effective and meaningful for all stakeholders.

Feedback and engagement with members is always a prime focus for AAIR, and currently we seek formal feedback at the end of events such as the SIG Forum and the Annual Forum.



To ensure members and partners/sponsors voices are being heard at the right time and in the right way, the questions and approaches to seeking feedback have been reviewed and realigned during this period.

The feedback from the members' questionnaire has been updated and aligned Executive Committee priorities around reinforcing AAIRs distinctive position in the higher education sector across our geographical reach.

To deepen the relationship with partners and sponsors, a more personalised one-on-one approach has been developed to gauge the effectiveness and value gained from the ongoing relationship. AAIR greatly values the contribution of its partners, and it is hoped that a more personalised approach will be developed moving forward to ensure those relationships remain strong and vibrant.

Work continues to support presenters and chairs of sessions at events and fora by reviewing, streamlining and updating presenter and chair information. Additional work continues on how to best elevate our standing and reach with government and sector representative groups in Australia and New Zealand jurisdictions.

A highlight this year has been facilitating Dr Christine Keller, Executive Director of the Association for Institutional Research (AIR) USA, to be an opening speaker at the 2018 AAIR Forum. This is a rare opportunity for members and institutional researchers in this part of the world to connect and hear about the global issues impacting on institutional research.

Thank you to the members of the AAIR Executive Committee who bring a wide range of expertise and professionalism from across Australia and New Zealand. The support and collegiality is extremely rewarding. A final big call out and thank you to the AAIR Executive Officer Liesha Northover who is the glue that keeps AAIR running like a fine-tuned machine.

### ***Membership and mailing lists***

THE MEMBERSHIP AND MAILING LISTS PORTFOLIO LEADER WILL FORMALISE THE PROCESS FOR THE WAY AAIR OBTAINS AND MAINTAINS ITS MEMBERS AND ASSOCIATED DATA, INCLUDING, INVOICING, GENERAL MANAGEMENT, ETC.

Portfolio Leader: Kerry Martin

The key performance indicator for the membership and mailing lists portfolio for 2017–2018 was focused on enhancing engagement with members.

A focus during the year, was to ensure that all membership lists were current and financial members were accurately identified (and advised), aligning with a change to the membership period relating to attendance at the Special Interest Group (SIG) forum.

Development of a promotion flyer articulating the benefits of membership was completed, and with the support of the Australian Network of University Planners (ANUP), information was provided to all directors at the May ANUP meeting and via email to share with their staff to promote the value of AAIR membership and its upcoming events. Additionally, the portfolio leader provided this information to staff in Tertiary Admissions Centres.

There has been ongoing discussion around the manual work required to update the mailing and membership lists with no integration between systems (e.g. MailChimp). Investigation of potential solutions and the associated costing models are ongoing.

### *Strategic planning*

THE STRATEGIC PLANNING PORTFOLIO LEADER IS RESPONSIBLE FOR ALL MATTERS PERTAINING TO THE CURRENT STANDING AND FUTURE DIRECTION OF THE ASSOCIATION; SPECIFICALLY, THE STRATEGIC DIRECTION AND HOW TO OPERATIONALISE IT. THE LEADER WILL CONDUCT A REVIEW OF ALL REPORTS FROM PREVIOUS STRATEGIC PLANNING MEETINGS, AND PREPARE A PLAN FOR THE WAY FORWARD.

Portfolio Leader: Louise Hargreaves

Changes to AAIR's Strategy Map were endorsed by the Executive Committee on 12 October 2017. The Strategy Map describes how AAIR creates value by building on the themes of member satisfaction, financial sustainability, internal processes and people, and learning and growth. The map provides the foundation for the development of strategies that will best serve AAIR's membership.

# AAIR STRATEGY MAP



## VISION

Be the professional association that has the greatest influence on tertiary education and evidence-based decision making

## MISSION

To advance institutional effectiveness in tertiary education

### PERSPECTIVE: MEMBER SATISFACTION

To achieve our vision, what key outcomes do we need to deliver for our membership?

#### OBJECTIVES:

<b>Member Satisfaction:</b> Deliver high quality Fora, SIGS, networking and professional development opportunities	<b>Innovation:</b> Enhance and support engagement with the membership	<b>Operational Excellence:</b> Raise AAIR's profile as institutional research decision makers of the future
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### PERSPECTIVE: FINANCIAL

To achieve our vision, what financial objectives must we accomplish?

#### OBJECTIVES:

<b>Member Satisfaction:</b> Provide value for money services to members	<b>Innovation:</b> Maintain and expand revenue opportunities to ensure the long term viability of AAIR	<b>Operational Excellence:</b> Control costs and invest in targeted developments
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### PERSPECTIVE: INTERNAL PROCESSES

What are the internal processes we should focus on to deliver high quality member services?

#### OBJECTIVES:

<b>Member Satisfaction:</b> Develop a better understanding of membership needs to build stronger relationships	<b>Innovation:</b> Develop a proactive planning approach to delivery of services	<b>Operational Excellence:</b> Enhance services through better use of technology and social media
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### PERSPECTIVE: PEOPLE LEARNING & GROWTH

How will we improve, skill and motivate our leadership team and committee

#### OBJECTIVES:

<b>Member Satisfaction:</b> <b>Human Capital:</b> Build our organisation's leadership skills and provide support to our volunteers	<b>Innovation:</b> <b>Information Capital:</b> Strengthen our information systems competencies and capabilities	<b>Operational Excellence:</b> <b>Organisational Capital:</b> Enhance our operational portfolio capabilities
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What we need to accomplish

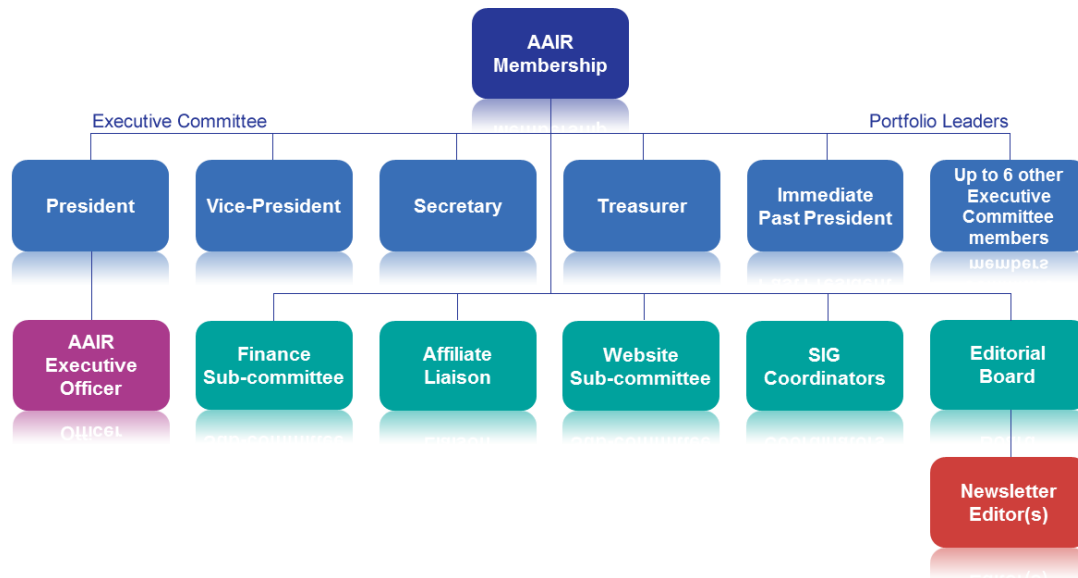
How we plan to accomplish it

KPIs play a major role in the measurement of progress towards AAIR's goals outlined in the Strategy Map. AAIR's Strategic Planning KPIs were well progressed by the end of the financial year.

AAIR's Value Proposition Statement was drafted and approved by the Executive Committee and is available on page 12 of this report.

For more information about the portfolios, visit [Portfolios](#) on our website.

# Organisational structure

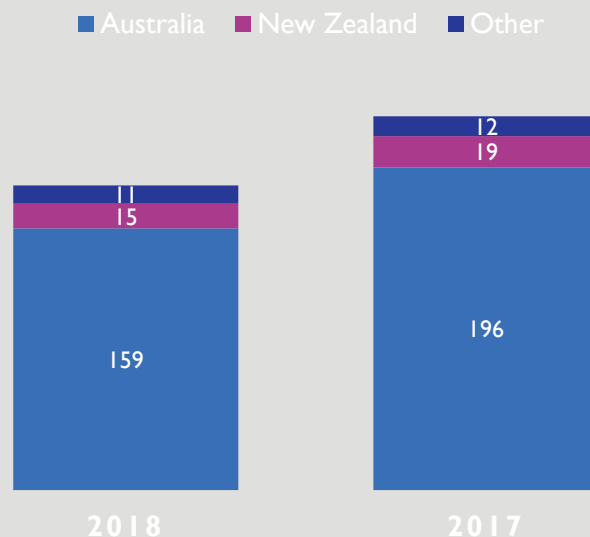




# Members

## Members by calendar year

Member details in 2017 were reported by calendar year and not financial year. At the end of 30 June 2017, there were 194 members; however, 227 are reported below. Member details in 2018 were calculated as at 30 June 2018 as per the financial reporting year; therefore, this period records a total of 185 members.



## Communications Output

The total number of email communications sent to our members over the previous two reporting periods are:

	2018	2017
Positions vacant	40	60
Newsletters	11	11
Bulletins	7	8
Other	8	9

# Organisations in the membership

## Australia

Alphacrucis College  
Asia Pacific International College  
Australasian Association for Institutional Research  
Australian Catholic University  
Australian College of Theology  
Australian Council for Educational Research  
Australian National University  
Bond University  
CAUDIT  
Charles Darwin University  
Charles Sturt University  
CQUniversity Australia  
Curtin University  
Deakin University  
Edith Cowan University  
Federation University Australia  
Flinders University  
Griffith University  
Helen Lawrance Consulting Pty Ltd  
Hestu Consulting  
International College of Management Sydney  
Kaplan  
La Trobe University  
Macquarie University  
Monash University  
Murdoch University  
Queensland University of Technology  
RMIT University  
Sharp Words Consulting, Editing & Writing Services  
Southern Cross University  
Swinburne University of Technology  
The University of Melbourne  
The University of Newcastle  
The University of Notre Dame Australia  
The University of Queensland  
The University of Sydney  
The University of Western Australia  
University of Canberra  
University of New England

University of Southern Queensland  
University of Tasmania  
University of Technology Sydney  
University of the Sunshine Coast  
University of Wollongong  
UNSW Australia  
Victoria University  
Western Sydney University  
William Angliss Institute

## New Zealand

Ara Institute of Canterbury  
Auckland University of Technology  
Massey University  
Otago Polytechnic  
The University of Auckland  
University of Otago  
Victoria University of Wellington  
Wellington Institute of Technology & Whitireia  
Community Polytechnic

## Other countries

Abu Dhabi University (UAE)  
The Hong Kong Polytechnic University (Hong Kong)  
Ritsumeikan Asia Pacific University (Japan)  
Ritsumeikan University (Japan)  
Tohoku University (Japan)  
The University of the South Pacific (Fiji)

## AAIR partners

[Altis Consulting](#)  
[Cortell Australia](#)  
[eXplorance Inc. Canada](#)  
[MIP Aust Pty Ltd](#)  
[NeoData Australia](#)  
[QILT](#)  
[The Social Research Centre Pty Ltd](#)

Current at 30 June 2018.

# Fellowships

AAIR has two fellowships that it offers to successful applicants:

1. Raj Sharma Fellowship  
For academic or career advancement in the pursuit of institutional research.
2. Zimmer Travel Fellowship  
To assist attendance at an event held by an AAIR affiliate by covering associated travel costs.

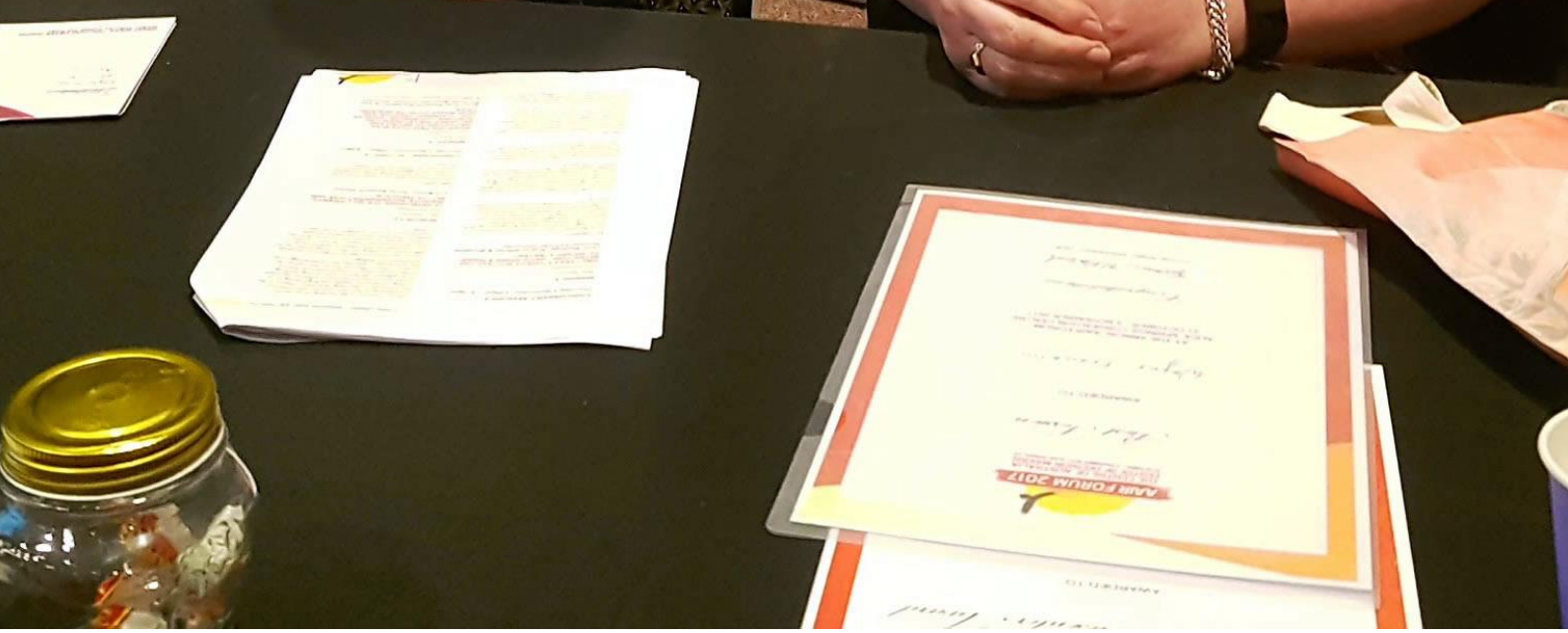
During the financial year 2017–2018, the Executive Committee engaged in discussions about the fellowships and it was decided that no call for applications for either of the AAIR fellowships would transpire during this reporting period.

AAIR also has an affiliation with the Association for Institution of Research (AIR) in USA. AIR offer a travel scholarship (the AIR Affiliated Organization Travel Grant, otherwise known as the AO Travel Grant) to one successful AAIR recipient per year, usually the winner of the Best Presenter Award at an AAIR Forum in any given year. This travel scholarship is transferrable, and in early 2018 the scholarship was transferred from the awarded recipient, Wayne Franklin of Charles Darwin University for winning best session at the 2017 AAIR Annual Forum for his paper, *Streamlining data processes at CDU – tools and techniques used for our unit survey*.

As Wayne was unable to attend the AIR Forum in Orlando Florida from 29 May to 1 June 2018, the travel fund was transferred to Lisa Bolton\* of the Social Research Centre.

\* Note that Lisa Bolton did not claim the fund despite the AIR sponsorship being remitted, and options for resolution will be explored at the next committee meeting in consultation with Lisa at the request of the outgoing Treasurer.







# Events

AAIR hosts an annual forum and a SIG forum in each financial year. In the order of occurrence, the events are reported on below.

## AAIR SIG forum 2017

26–27 July 2017

Sydney, NSW

*Theme: Creating connections & exploring possibilities*

### Subthemes

With the main forum theme in mind, authors were required to choose from one of the following perspectives to focus their abstract on:

- Business intelligence and analytics
- Data warehousing
- Government reporting
- Load management
- Surveys and evaluation

### Conference organising committee

- Craig Napier, University of Sydney (chair)
- Andrew Bradshaw, Macquarie University
- David De Bellis, past SIG Forum chair, Flinders University
- Don Johnston, Southern Cross University
- Rob Aitken, University of Newcastle
- Zanne Van Wyk, University of Newcastle
- Susan Gibson, University of Technology Sydney
- Lisa Bolton, The Social Research Centre

### AAIR Partners



2017 Platinum Sponsor



2017 Gold Sponsor



Partnering Success - Delivering Quality

2017 Gold Sponsor



2017 Silver Sponsor



2017 Bronze Sponsor



2017 Dinner Sponsor

## University supporter



2017 University Supporter

## Abstract submissions

The call for abstracts document was advertised online and developed by the organising committee and Victoria Chapman from Leishman Associates.

Leishman Associates set up an online abstract submission zone, for all abstracts to be uploaded electronically for the review process. Organising committee members Don Johnston and Zanne Van Wyk were sent the abstracts for review and acceptances or rejections could be lodged through the abstract submission zone for each abstract based on its merit.

Through the call for abstracts there were 23 abstracts submitted.

## Keynote speakers

The keynote speaker on day 1 of the SIG Forum was Monica Ikladios from Toyota Australia. Her presentation was entitled, 'Driving in the Digital Age'.

The keynote speaker on day 2 of the SIG Forum was Peter O'Donnell from Monash University. His presentation was entitled, 'Big Data Analytics and its Transforming University Business'.

## Donation

AAIR donated \$500 in lieu of speaker gifts to the Centre for Motor Neuron Disease Research, Macquarie University.

The Centre for Motor Neuron Disease Research houses Australia's largest clinical and research program in this field as well as related disorders. The Centre conducts laboratory research to gain a greater understanding of the molecular origins of motor neuron disease (MND). They also develop new treatments that are used in clinical trials to evaluate their effectiveness.

## Prize winners

*Best presenter:* Dr Richard Price, Flinders University, *Trends in learning analytics research: A report on the major themes from Lak16 and Lak17*

*Best new presenter:* Mark Lang, University of Newcastle, *Square, arch or circle? Insights gained by taking a different view of international admissions data*

## Registration numbers

There were 79 registrants in total for the 2017 AAIR SIG Forum, which included complimentary, full and partial registrants for delegates, speakers and sponsors/exhibitors. Altogether 39 unique organisations were represented from across Australia, New Zealand and Hong Kong, of which 32 were from the higher education sector.

## AAIR forum 2017

31 October – 2 November 2017

Alice Springs, NT

*Theme: The centre of Australia, centre of decision making*

### Sub-themes

Through the submission process authors were requested to address one or more of the sub-themes:

- Benchmarking for continuous quality improvement
- Informing learning and teaching through evaluation and surveys
- Closing the loop – putting evidence into practice
- Influencing change through information and evaluation
- Modelling the implications of change
- Looking forward, looking back, new horizons
- Compliance and Government reporting
- Planning, policy and positioning
- Business intelligence and analytics

### Conference organising committee

- Don Johnston, Southern Cross University (chair)
- Penny Szybiak, Charles Darwin University
- Rhianna Harker, Charles Darwin University

### AAIR Partners



2017 Platinum Sponsor



2017 Silver Sponsor - Welcome Reception

### University supporter



2017 University Supporter

### Prize winners

*Best new presenter(s):* Bo Liu & Annie Rose Smedley, The Australian National University, *Survey of survey managers*

*Best session:* Wayne Franklin, Charles Darwin University, *Streamlining data processes at CDU – tools and techniques used for our unit survey*

### Abstracts submissions

Leishman Associates set up an online portal where all abstracts were submitted electronically by authors in preparation for the review process. Each abstract was allocated two reviewers who were able to view these abstracts online. The Committee were given access to all abstracts submitted and they were able to accept or reject through this portal.

Once the reviewers had made their decision on who was accepted and rejected, Leishman Associates sent an email to each author with their results. Once the program was complete, each accepted presenter was sent their date and time of their presentation. This included all information on how

long the presentation was scheduled for, audio visual requirements, terms and conditions of presenting and registration requirements.

The call for abstracts resulted in 26 abstracts for oral presentations being submitted through the portal. The final number of abstracts presented as oral presentations at the Forum was 20.

Authors were also invited to submit a full paper for review, however none chose to do so.





### Pre-forum workshops and SIGs

A day dedicated to pre-forum workshops and special interest groups was held on Tuesday 31 October 2017. This consisted a QILT workshop and four special interest groups and was attended by approximately 50 delegates.

The post forum survey shows that the majority of attendees' satisfaction level with these sessions was good to very good.

### Keynote speaker

Adrian Miller, Pro Vice Chancellor Indigenous Leadership at Charles Darwin University, was this year's keynote speaker delivering an address entitled, 'A Brief Exploration of the Key Issues for Indigenous Research'.

### Invited speaker

Sarah Brown, CEO of Western Desert Nganampa Walytja Palyantjaku Tjutaku Aboriginal Corporation (WDNWPT) was invited to deliver an address on the final day of the forum. Sarah provided valuable insight into Indigenous health support with her presentation, 'The Purple House Story: Disrupting the Health System'. The Purple House also provided a pop-up shop on the day, giving delegates the opportunity to purchase bush balm products and help support The Purple House Wellbeing Program.

AAIR donated \$500 to The Purple House in lieu of speaker gifts.

### Panel session

'Shifting Gears: Moving from an Activity to Outcome Focused Evaluation and Reporting Model for Equity Target Groups Engagement in Higher Education' was the topic of a panel session chaired by AAIR President, Kathie Rabel. The Panel consisted of Associate Professor Hon Luamanuvao Winnie Laban QSO, Associate Professor James Smith, Charles Darwin University, Assistance Vice-Chancellor (Pasifika), Victoria University of Wellington, Jessica Procak, Charles Darwin University & Shane Motlap, Charles Darwin University.





## Annual General Meeting

### Special resolutions

Three special resolutions for amendments to AAIR rules were presented to the membership:

1. That the members of AAIR approve the merging of the categories of membership of honorary life member and life member so that AAIR only has one life member category. All current honorary life members will thereby become life members.
2. That the members of AAIR approve the change to the requirements of becoming a retired member of AAIR, reducing the number of years of membership required prior to applying for retired membership, and allowing the Committee to approve applications for retired membership at its discretion.
3. Upon the passing of resolutions 1 and 2 above, that the members of AAIR approve all updates in its Rules as described in the tracked changes document circulated to the membership at least 21 days prior to this AGM.

The President moved to pass a resolution to amend the rules of AAIR, a summary of the key changes in addition to that outlined above include:

- That the number of life members be increased from ten to twenty.
- Other editorial changes as deemed necessary or appropriate.

There was discussion following concerns pertaining to the proposed changes, specifically:

- The category of life membership was established in recognition of the significant work done by members of AAIR at the time and merging the two categories as proposed and increasing the number of life members may dilute the significance of life members.
- The financial implications to AAIR of increasing the number of life members given the exemptions provided to such members.
- Some confusion around the proposed changes as reflected on the proxy form.

The President explained that the changes proposed had been discussed at length by the Executive Committee and had been established with a view to futureproofing AAIR.

Following further discussion, members present voted in favour of the amendments to the rules noting the objections raised by two life members to increase the number of life members to twenty.

#### Life members

Two Life Memberships were awarded to for rendering long, outstanding, meritorious and exceptional service as a member to AAIR in achieving its aims:

- **David Marr**, Immediate Past President, AAIR
- **Dean Ward**, Edith Cowan University

#### Official launch of the AAIR website

Liesha Northover gave an overview of the new AAIR website, noting:

- enhancements to the membership and payments functionality;
- addition of a database of expertise; and
- inclusion of a jobs board for members to advertise institutional research vacancies.







# Surveys

Two surveys were circulated in 2017–2018:

1. **Jobs Board Survey**

Circulated through MailChimp on 28 September 2017 to 905 recipients. Seventy-six responses were received.

2. **Quick Access Links**

Circulated as a vote via the March 2017 Newsletter email through MailChimp on 16 March 2018 to 944 recipients. Fourteen votes were registered.



# AAIR online

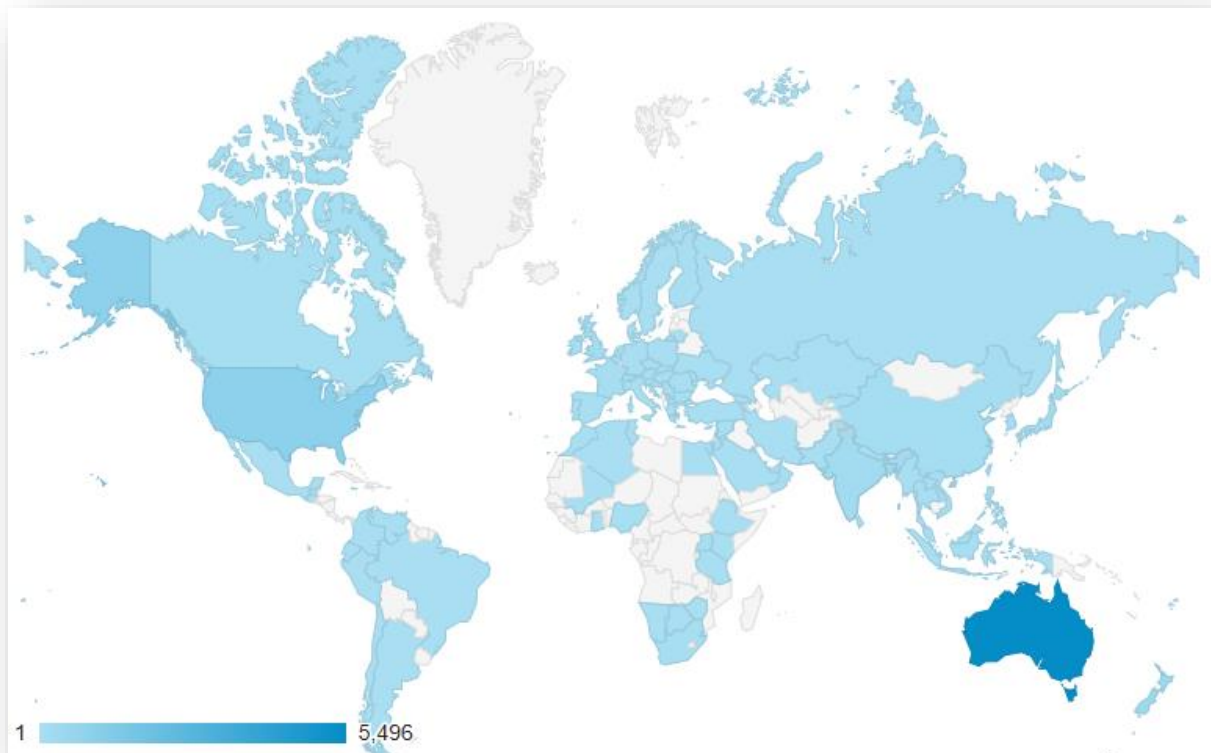
During the financial year 2017–2018, AAIR launched its new website (on 4 July 2017).

The AAIR website is harvested by the National Library of Australia to preserve the history of the association; however, the AAIR website was not during this reporting period.

## Website visitors

### Countries

Visitors to the AAIR website have come from most countries around the world, with 5,496 coming from Australia (out of a total of visitors from all countries of 8,874), which is 743 more than during the financial year 2016–2017. This figure is followed by visitors from the United States with 927 visitors, 346 from New Zealand, and 237 from India as the countries from which AAIR received the greatest number of visitors.



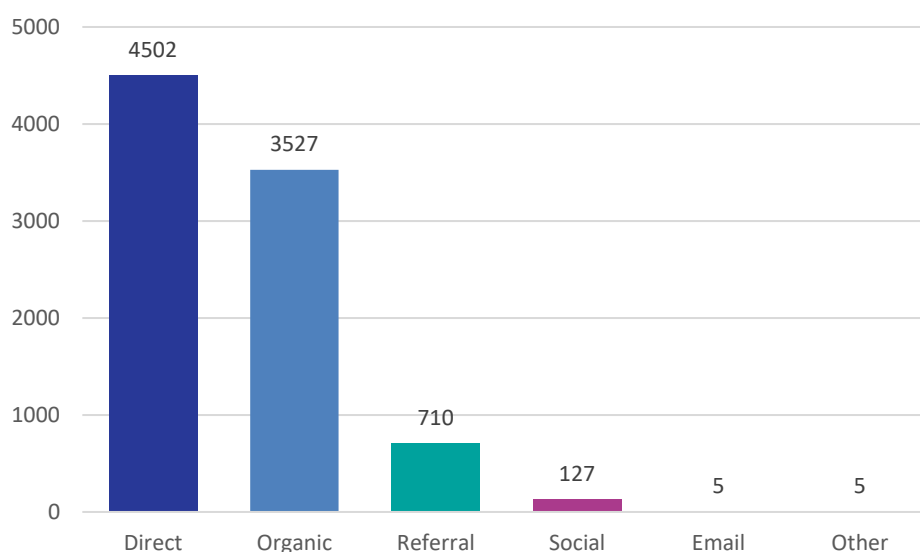
## Devices

Out of the total of 8,874 separate sessions on the AAIR website, 7,660 were made using a desktop computer, 921 were made using a mobile phone, and 293 were made on a tablet.

The preferred operating systems used by mobile visitors to the AAIR website in the financial year 2017–2018 were iOS with 686 visits, and android with 441.

## Acquisition overview

The majority of AAIR's website traffic comes from direct traffic. The number of searches coming from email and other sources currently acquires the least number of visitors.



The AAIR website had 43,002 pageviews in the financial year 2017–2018, with the majority of visitors coming to the homepage, the events page and the higher education jobs page.



The average time spent on the AAIR website was two minutes and 53 seconds.

## Journal of Institutional Research

The most popular article in the former *Journal of Institutional Research* was 'Utilising Benchmarking to Inform Decision-Making at the Institutional Level: A Research-Informed Process' (Volume 18 no. 1) by Sarah Booth, with 42 pageviews.

This article was published in issue 18 number 1, which was released in February 2013.

# *Social*

**Likes**

**64**



**facebook**



**twitter**

**Followers**

**271**



**LinkedIn**

**Connections**

**173**



# Financial statements

## Introduction

### Principal activities

The principal activities of the association during the financial year were to raise the level of professional competence in institutional research through its many professional development and scholarly activities.

### Significant changes

No significant change in the nature of these activities occurred during the year.

### Operating result

The profit/ (loss) for the year amounted to a loss of \$34,665 (2017 – loss \$11,072).

# Profit and loss statement

INCOME	2018	2017
	\$	\$
Membership	9,378	6,342
Annual Forum	(5,324)	32,120
Bank interest	493	895
SIG Forum	11,502	16,451
Subsidies/grants received	1,256	1,263
Other income	2,671	786
	<b>19,976</b>	<b>57,857</b>
EXPENDITURE		
Accounting fees	1,110	1,065
Computer expenses	0	11,164
Committee expenses	4,335	443
Fellowship expenses	0	4,003
Office expenses	461	503
Subcontractors	40,753	42,561
Trading costs (forum expenses)	4,329	5,105
	<b>54,641</b>	<b>68,929</b>
Current year surplus / (loss) before income tax	<b>(34,665)</b>	<b>(11,072)</b>
Income tax expense	-	-
Net current year surplus (deficit) after income tax	<b>(34,665)</b>	<b>(11,072)</b>
RETAINED SURPLUS AT THE BEGINNING OF THE FINANCIAL YEAR	<b>153,137</b>	<b>164,209</b>
Movement in ANUP prepaid account	941	
RETAINED SURPLUS AT THE END OF THE FINANCIAL YEAR	<b>119,413</b>	<b>153,137</b>

# Statement of assets and liabilities

<u>CURRENT ASSETS</u>	<u>Note</u>	<u>2018</u>	<u>2017</u>
		\$	\$
Cash and cash equivalents	2	93,339	132,441
Goods and services tax	3	200	817
Float		34,405	31,405
Accounts receivable		2,671	-
<b>TOTAL CURRENT ASSETS</b>		<b>130,615</b>	<b>164,663</b>
<b>TOTAL ASSETS</b>		<b>130,615</b>	<b>164,663</b>
<u>CURRENT LIABILITIES</u>			
Trade and other payables		5,776	7,042
Goods and services tax	3	-	-
Liability – Australian Network of University Planners	4	5,426	4,486
<b>TOTAL CURRENT LIABILITIES</b>		<b>11,202</b>	<b>11,528</b>
<u>NON-CURRENT LIABILITIES</u>			
Other liabilities		-	-
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>-</b>	<b>-</b>
<b>TOTAL LIABILITIES</b>		<b>-</b>	<b>-</b>
<b>NET ASSETS</b>		<b>119,413</b>	<b>153,137</b>
<b>MEMBER'S FUNDS</b>		<b>119,413</b>	<b>153,137</b>
Retained surplus/member's funds			
<b>TOTAL MEMBER'S FUNDS</b>		<b>119,413</b>	<b>153,137</b>

# Notes to the financial statements

## NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

These financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the *Associations Incorporation Act 1981 (Vic)*. The committee has determined that the association is not a reporting entity.

The financial statements have been prepared on an accruals basis and are based on historic costs and do not take into account changing money values or, except where specifically stated, current valuations of con-current assets.

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of these financial statements.

- AASB 1031 – *Materiality*
- AASB 110 – *Events after the reporting period*

### 1. Income Tax

No income tax is payable as the Australasian Association for Institutional Research Inc. is an exempt organisation under paragraph 50 of the *Income Tax Assessment Act 1997*.

### 2. Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, and other short-term highly liquid investments with original maturities of three months or less.

### 3. Revenue and Other Income

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

Interest revenue is recognised using the effective interest method, which for floating rate financial assets is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

Donation income is recognised when the entity obtains control over the funds, which is generally at the time of receipt.

All revenue is stated net of the amount of goods and services tax (GST).

If conditions are attached to the grant that must be satisfied before the association is eligible to receive the contribution, recognition of the grant as revenue will be deferred until those conditions are satisfied.



#### 4. Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the statement of financial position.

#### 5. Accounts Payable and Other Payables

Accounts payable and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the association during the reporting period that remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

Apart from the accounting policies noted above, no other accounting policies or standards have been adopted in the preparation of these financial statements.

### NOTE 2: CASH AND CASH EQUIVALENTS

	2018	2017
	\$	\$
Cash at bank – Online Saver Account	90,296	115,984
Cash at bank – Business Classic Account	3,043	16,457
<b>Total cash and cash equivalents</b>	<b>93,339</b>	<b>132,441</b>

### NOTE 3: GST ACCOUNTS

GST collected	2,092	1,739
GST paid	(2,292)	(2,556)
	<b>(200)</b>	<b>(817)</b>

### Note 4: AUSTRALIAN NETWORK OF UNIVERSITY PLANNERS

During the year AAIR undertook the administration of the National Committee for the Australian Network of University Planners (ANUP). The latter provided funds in advance to facilitate this process. The balance of funds on hand at 30 June 2018 was \$5,426.06 (2017 – \$4,484.73).


# Statement by members of the Committee

The committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the committee the financial report as set out on pages 2 to 5:

1. Presents at true and fair view of the financial position of the Australasian Association for Institutional Research Inc. as at 30 June 2018 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that the Australasian Association for Institutional Research Inc. will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the committee and is signed for and on behalf of the committee by:

President   
.....

Treasurer   
.....

*Dated this 12 day of November 2018*

# Auditor's letter

**Mark R Roach**

*Chartered Accountant  
PO Box 2059, Pt Adelaide SA 5015*

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## **Independent auditor's report for the Australasian Association for Institutional Research Inc.**

**To the members of the Australasian Association for Institutional Research Inc.**

### ***Report on the financial report***

I have audited the accompanying financial report, being a special purpose financial report, of the Australasian Association for Institutional Research Inc., which comprises the committee's report, the statement of assets and liabilities as at 30 June 2018, the statement of income and expenditure for the year then ended, notes comprising a summary of significant accounting policies, other explanatory notes and the statements by members of the committee.

### ***Committee's responsibility***

The committee of Australasian Association for Institutional Research Inc is responsible for the preparation of the financial report, and has determined that the basis of preparation described in Note 1 is appropriate to meet the requirements of the Associations Incorporation Act 1981 (Vic) and is appropriate to meet the needs of the members. The committee's responsibility also includes such internal controls as the committee determines is necessary to enable preparation of a financial report that is free from material misstatement, whether due to fraud or error.

### ***Auditor's responsibility***

My responsibility is to express an opinion on the financial report based on my audit. No opinion is expressed as to whether the accounting policies used, as described in Note 1, are appropriate to meet the needs of the members. I conducted my audit in accordance with Australian auditing standards. These auditing standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by [those charged with governance], as well as evaluating the overall presentation of the financial report.

The financial report has been prepared for distribution to members for the purpose of fulfilling the financial reporting responsibilities under the constitution. I disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

**Mark R Roach**

*Chartered Accountant  
PO Box 2059, Pt Adelaide SA 5015*


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***Independence***

In conducting my audit, I have complied with the independence requirements of the Australian professional accounting bodies.

***Auditor's opinion***

In my opinion, the financial report presents fairly, in all material respects, the financial position of the Australasian Association for Institutional Research Inc. as of 30 June 2018 and of its financial performance and its cash flows for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements, and the requirements of the Association Incorporation Act 1981 (Vic).



**Mark R Roach B.A (Acct'g), C.A., Grad Dip Applied Fin & Invest, F.Fin, CTA.  
Chartered Accountant**

Dated this 31 day of October 2018



# Corporate directory

## Association

Australasian Association for Institutional Research Inc.

Suite 204, 585 Little Collins Street

Melbourne VIC 3000

## Bank

ANZ Northland Branch

Shop 22 Northland Shopping Centre

Northland Centre VIC 3072

and

ANZ Queen Street Mall Branch

146 Queen Street

Brisbane QLD 4000

## External auditor

Mark Roach

Chartered Accountant

PO Box 2059

Port Adelaide SA 5015

## Professional conference organiser

Leishman Associates

227 Collins Street

Hobart TAS 7000

## Association website

[www.aair.org.au](http://www.aair.org.au)

AAIR.ORG.AU

