



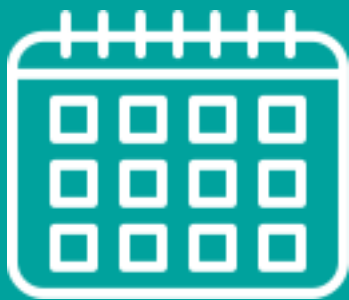
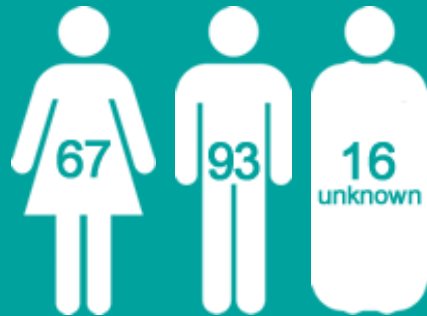
ANNUAL REPORT 2019–2020

SUPPORTING EFFECTIVE DECISION MAKING

Highlights

2019–2020 in numbers

Members
176



Events
9

Website



Page Views
35,566



Users
7,058

Account summary

2019–2020 at a glance



Revenue
\$43,337

Expenditure
\$49,044



**Cash in the
bank**
\$140,773



Members funds **Annual surplus**
\$125,129 **–\$5,707**



Table of contents

HIGHLIGHTS	2
ACCOUNT SUMMARY.....	3
PRESIDENT’S REPORT	6
TREASURER’S REPORT	8
ABOUT US	10
MEMBERS	25
EVENTS.....	29
SURVEYS.....	42
AAIR ONLINE	43
SOCIAL.....	45
FINANCIAL STATEMENTS	46
CORPORATE DIRECTORY	66

President's report



In 2019–2020, the AAIR Executive Committee comprised:

- Stuart Terry (Otago Polytechnic) – President
- Kathie Rabel – Immediate Past President
- Don Johnston (Southern Cross University) – Vice-President
- Pam Rayner* (Bond University) – Honorary Secretary
- Greg Jakob (Federation University) – Honorary Treasurer
- Lisa Bolton (The Social Research Centre)
- Andrew Bradshaw (Macquarie University)
- Lizzie Li (University of Adelaide) –newsletter editor
- Leone Nurbasari (Australian National University)
- Ewa Seidel* (Flinders University)
- Penny Szybiak (Charles Darwin University)

The year 2019 ended on a very strong note with the annual forum held from 11 to 13 November at Wrest Point, Hobart. The forum was superbly organised by Don Johnston, Greg Jakob and Andrew Bradshaw working with Leishman Associates. As a nod to the location the theme was fittingly, 'The Devil is in the Detail'. The strong programme was complimented by views of Hobart, the hills and ocean, and was well supported by attendees from Australia, New Zealand, Japan, Hawaii and the UK.

I would personally like to acknowledge the continued and ongoing support of our valued partners eXplorance, Altis Consulting, Cortell Australia, Social Research Centre, Watermark, Charles Darwin University, and the University of Tasmania. Their support enabled us to deliver another two outstanding events to provide not only professional learning opportunities, but networking opportunities with colleagues throughout the region and the Pacific.

SIG Forum 2019	Annual Forum 2019
Platinum sponsor Altis Consulting	Platinum sponsor – forum dinner eXplorance
Gold sponsor Cortell Australia	Silver sponsor – welcome reception Social Research Centre (QILT)
University supporter Charles Darwin University	Silver sponsor – delegate name badge Watermark
	Bronze Sponsor – refreshment break University of Tasmania
	Trade exhibitors Altis Consulting eXplorance QILT Watermark

There was movement on the executive committee during this financial year. On 4 September 2019, David Carroll from Monash University resigned from the committee. Eva Seidel* from Flinders University was subsequently co-opted to the committee. Her appointment officially commenced on 19 September 2019. Sadly, at the 2019 annual general meeting, the position of Honorary Secretary remained vacant; however, in February 2020 we warmly welcomed Pam Rayner* from Bond University to the role. Dr Lizzie Li has continued in the role of newsletter editor since January 2019, with Andrew Bradshaw serving as Editor in Chief.

Without a doubt, 2020 has been anything other than normal or business as usual. The COVID-19 pandemic we are experiencing is impacting every part of our lives both personally and professionally. The pandemic has created challenges for AAIR on many fronts, including the cancellation of the 2020 AAIR SIG Forum, but it has also opened up opportunities for us to connect in other ways. We know the AAIR SIG Forum is of great value to practitioners and specialists, and we were excited to be able to offer our series of online 'Conversations During COVID' throughout May, June, and July. The large numbers of people participating in the conversations showed there was a healthy appetite for the events. We wanted the conversations to provide opportunities for professional development, and to act as a vehicle to keep people connected with each other during these unusual times.

As an adaptable and nimble association, we are well positioned to move forward through this turbulent period. We end the year in good heart with a strong financial balance sheet. I would like to acknowledge the time, commitment, and support the executive committee has provided throughout the year to ensure AAIR continues to be the leading professional association for institutional researchers.



Stuart Terry

AAIR President

president@air.org.au

Treasurer's report



It is my pleasure to present AAIR's financial statement for the financial year ending 30 June 2020.

The financial statements for the Association continue to evolve in accordance with reporting standards. The 2019–20 Financial Statements now incorporate:

- Statement of cashflows
- Enhanced notes to the financial statements
- Comment on the impact of COVID-19 as a subsequent event to the financial statements.

New accounting standards have also been adopted with respect to revenue recognition, which requires the reporting of membership fees that are paid for a calendar year to be shown as six months deferred income at the end of the financial year. This has resulted in a current liability of \$10,660 and a one-off decrease in retained earnings brought forward of \$12,935.

The Association recorded an operating loss of (\$5,707) for the 2018–2019 financial year (2019 operating surplus \$32,852). Significant variations in the operating result year on year are:

- Revenue from operations of \$43,337 (2019: \$76,006) was lower due to the AAIR Annual Forum surplus being down \$30,389, and the AAIR SIG Forum being down from a surplus of \$2,523 in 2019 to a deficit of \$2,305 in 2020. This reflects holding the AAIR Annual Forum and AAIR SIG Forum events outside major metropolitan locations in Hobart and Darwin respectively.
- Operating expenditure of \$49,044 (2019: \$43,154), including the AAIR SIG Forum deficit, has not increased significantly.
- There was a one-off charge to expenditure in 2020 representing the write-off of accounts receivable of \$2,671, which were taken up prior to 2018 and now not considered recoverable.

AAIR continues to be in a strong financial position with \$125,129 in net assets as at 30 June 2020, and this includes \$140,773 in AAIR's bank accounts (2019: \$124,410). The Association now has current liabilities of \$15,935 (2019: \$15,027) relating to deferred membership income, audit fees, and minor GST liability.

The strong financial position of the Association will allow it to continue to support members with ongoing networking, information and events that will enable their ongoing professional development and support high quality institutional research. While COVID-19 shelved face-to-face forums and event activities, AAIR was able to provide online activities at little or no cost funded from our substantial reserves.

I would like to thank the AAIR Executive Committee for their support to me as Treasurer, and our Executive Officer, Liesha Northover, for her guidance and support in the day-to-day operations of the Association.

A handwritten signature in black ink, appearing to read 'Greg Jakob', with a stylized, cursive script.

Greg Jakob

AAIR Treasurer

treasurer@air.org.au

About us

The Australasian Association for Institutional Research (AAIR), established late in 1988, is a professional body comprising around 180 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
- 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 2019–2020 comprised the following:



Stuart

President
(Acting)



Don

Vice President
(Acting)



Pam

Honorary Secretary
(co-opted)



Greg

Honorary Treasurer



Kathie

Immediate Past President



Lisa

Ordinary Members (elected)



Andrew



Leone



Eva

Ordinary Members
(co-opted)



Penny

(elected)



Lizzie

Editor
(appointed)

Committee meetings held

2019

18 July

5 September

4 November

4 December

2020

30 January

12 March

23 April

11 June

Committee attendance at meetings

AAIR Executive Committee attendance 2019-2020										
Meeting dates	2019				2020					Total meetings attended /10
	18 Jul	5 Sep	4 Nov	4 Dec	30 Jan	20 Feb special meeting	12 Mar	24 Mar special meeting	23 Apr	18 Jun
Committee										
Lisa Bolton	0	1	1	0	1	1	1	1	1	1
Andrew Bradshaw	1	0	1	1	1	1	0	1	1	1
David Carroll	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Greg Jakob	0	1	1	1	1	1	1	1	1	1
Don Johnston	0	1	1	1	0	1	1	1	1	0
Leone Nurbasari	1	1	1	0	0	0	1	1	1	1
Kathie Rabel	1	1	1	1	1	1	1	1	1	0
Pam Rayner	N/A	N/A	N/A	N/A	N/A	N/A	1	1	1	1
Eva Seidel	N/A	N/A	1	1	0	1	1	0	1	1
Penny Szybiak	0	1	1	0	1	1	1	1	0	1
Stuart Terry	1	1	1	1	1	1	1	1	1	1
Invited										
Liesha Northover	1	1	1	1	1	1	1	1	1	1
Lizzie Li	0	1	1	1	1	N/A	1	0	1	1
Dick Audley	N/A	N/A	N/A	0	1	N/A	0	0	0	0
Total attendees per meeting	5	9	11	8	9	9	11	10	11	10

Note: N/A means that person was not a member of the committee at the time of that meeting, or were not required to be present.

Portfolios



Portfolios

The [AAIR Executive Committee portfolios](#) continued to grow in 2019–2020. AAIR has seven portfolios, which 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 portfolios are managed using the cloud project management solution, [Asana](#).

Current portfolios include:

- Publications, communications and social media
- Professional development
- Special interest groups
- Sales, marketing and promotional materials
- Relationship management and development
- Membership and mailing lists
- Strategic planning

Portfolio reports

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 any other publications that AAIR may initiate from time to time. The portfolio leader is also responsible for overseeing the management of the AAIR social media platforms, including Facebook, Twitter, LinkedIn (company page, showcase pages, and the SIG LinkedIn groups). Also included in this portfolio is liaison with the AAIR Executive Officer regarding the ongoing management and maintenance of the AAIR website and its contents and associated resources, such as the AAIR domain name, website, and email hosting.

Portfolio Leader: Andrew Bradshaw

I would like to thank the AAIR Executive Committee (especially Kathie Rabel and Stuart Terry) and Liesha Northover (our Executive Officer) for their ongoing support on the committee and for their assistance in helping me transition in this new portfolio. It has been a massive challenge over the first half of 2020 due to the global pandemic, but hopefully over the last year you have seen AAIR introduce new ways for its members to stay connected to their professional association.

Over this past year, we have successfully launched a SIG LinkedIn group for each Special Interest Group (SIG) for our members. This is where we shall continue to share pieces of information, ask questions, and seek advice from fellow AAIR members. The chair of each SIG is the moderator for their group, so if you are a current financial member, please do not forget to join one or more of the SIG LinkedIn groups. Please be active in the groups once you join, as it will assist the chairs in the SIGs to understand what you would like to discuss when we get together at the AAIR SIG Forum, and

hopefully at future AAIR Forums once the pandemic has passed. We have also conducted several webinars in each of the SIGs in the first half of 2020, and replays for some of these are now available on the AAIR website. I would like to thank those members participating in such SIG webinars, and we hope to continue having government representatives in attendance, such as those recently held for government reporting, and load management and planning.

I hope you have all enjoyed the AAIR newsletter over the last year. I would like to give a massive thank you to Lizzie Li and Liesha for all their hard work in gathering the interesting stories each month and presenting them to you in our current newsletter format. Please make sure you take time to read the newsletter and provide us with feedback if you have any suggestions or would like anything else included.

Please feel free to reach out to other AAIR members via one or more of our LinkedIn groups. We would love to grow this community and make it a great place for our members to meet, chat and network. Hopefully we may see you at one of our forums (whether it be online or in person) soon, or drop me an email if you see other values or items of interest for the publications, communications and social media portfolio.

Thank you

Andrew Bradshaw

Professional development

The professional development portfolio leader is responsible for liaison and forward-planning around the AAIR Annual Forum and the AAIR SIG Forum, as well as any regional AAIR events, online webinars, other training opportunities, the AAIR fellowships, and other professional development opportunities. Responsibility also covers events listed on the events page on the AAIR website and ensuring that there are sufficient opportunities available for members.

Portfolio Leader: Penny Szybiak

The 2019–2020 financial year has been mixed for the professional development portfolio.

The AAIR Annual Forum—held in Tasmania in November 2019—was well attended and included a broad spread of both formal and informal professional development opportunities. One of the highlights from the forum included the opening address from Craig Barling, the Chief Strategy Officer from University of Tasmania, who shared with attendees the University's new approach to strategic planning and strategic performance measurement.

The emergence of COVID-19 in early 2020 saw most of AAIR's normal face-to-face regional opportunities and the mid-year SIG Forum cancelled; however, these were replaced by a series of 'Open AAIR' online discussion sessions. In total, AAIR hosted seven free online events from May through to the end of June on topics that included:

- Two load planning discussion sessions in which members shared their approaches to load planning during COVID times.
- A government reporting session, which included an update from the Department on TCSI.

- Two surveys and evaluations workshops covering COVID-specific considerations relating to QILT surveys.
- A surveys and evaluations workshop about integrating survey data into institutional evaluation and performance measurement, especially during COVID-19.
- A business intelligence and analytics session that covered development or maintenance mode, demand for data and analytics, machine learning, and efficiencies around BI and analytics given financial constraints.

All sessions were very well attended with an average of 64 people registered for each session. The formal and informal member feedback at the end of the events was extremely positive. Given the success of these sessions it is our plan to continue offering online professional development sessions of this nature, even once we are able to return to holding the regular face-to-face forums.

Denny Szybiak

Special Interest Groups

The special interest groups portfolio leader is responsible for managing and maintaining the AAIR SIGs, as well as ensuring that the SIG pages on the AAIR website are kept up to date. Liaison with the membership and mailing lists portfolio leader may be required regarding SIG related external communications to the membership and the dissemination of any information relevant to the AAIR readership.

Portfolio Leader: Don Johnston

AAIR operates four different Special Interest Groups (SIGs):

1. [Business Intelligence and Analytics](#)
2. [Load Management and Planning](#)
3. [Government Reporting](#)
4. [Surveys and Evaluation](#)

The first three SIGs listed above were included in the programs of both the AAIR [SIG Forum in Darwin](#) (hosted by Charles Darwin University) and the AAIR [Annual Forum in Hobart](#), while the Surveys and Evaluation SIG participated mainly at the AAIR Annual Forum.

There was continued high participation of representatives from the Department of Education and Training at both the AAIR SIG Forum and the AAIR Annual Forum, which was very welcomed. Their continued support undoubtedly provides AAIR members with an increased level of information as well as 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), which ran workshops and information sessions for survey managers.

At AAIR fora, the SIG sessions give delegates and members an ideal opportunity to learn from other practitioners in their respective fields, ask questions, network, and exchange existing and new ideas in these areas.

Continued support from our loyal platinum sponsors—Altis and Explorance—is also very welcomed, and their involvement and contribution to the AAIR events is deeply valued.

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

Don Johnston

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: Ewa Seidel



The sales, marketing and promotional materials portfolio has made good progress over the last financial year.

We have created a brand promotion strategy that sets a path for AAIR to begin focussing on customer awareness, value delivered, and loyalty to our association.

One of the significant activities that we've implemented to drive our new focus areas are our 'Conversations During COVID' open-AAIR discussion series. These free information sharing sessions were offered to the whole AAIR community—regardless of whether they were current members of the Association—so that AAIR could start to rebuild community awareness and deliver value. While securing and increasing our revenue as an association is important, we felt that it was more important to focus on delivering value, particularly in times of COVID-19.

Through the creation of the brand promotion strategy, it became apparent that the Executive Committee needed to re-evaluate the Association's purpose and overall strategy, which will become a focus in the latter part of 2020.

While there are many more things that need to be done, overall, I feel this portfolio has made useful progress for AAIR.

I thank the committee for their support with me picking up the sales, marketing and promotional materials portfolio.

Eva Seidel

Relationship management and development

The relationship management and development portfolio leader is responsible for managing liaison with partners, associates, and organisations with affiliations with AAIR. This portfolio leader will explore how AAIR manages, relates to, and works with its partners, and will develop a policy around sponsor liaison, including regular communication with sponsors.

Portfolio Leader: Stuart Terry

Maintaining and building relationships is at the heart of AAIR. In our work roles we have a specific focus on institutional research; however, as professionals we know our work is more than just numbers, it is how we use those numbers to support institutions to provide the best learning opportunities to their students. At AAIR, we also focus on providing our members with opportunities to learn, grow, and to be the best at what they do. We do that by engaging with our members and with others working with and in the higher education sector.

This year's focus has remained on developing ways to better engage with partners, sponsors and other association and professional groups working in similar fields.

To build our relationships with partners and sponsors, we have continued our one-on-one conversations to seek ways that we can best work together to benefit each other. AAIR greatly values the contribution of our partners, and as we move through these turbulent times, we will continue to look at how we build and maintain our strong and vibrant relationships.

Work continues on how to best elevate our standing and reach with government and sector representative groups in both Australian and New Zealand jurisdictions, as well as with other sector groups within the higher education sector.

Getting feedback data is a difficult challenge when we are all bombarded by an avalanche of surveys and popup quizzes in our inboxes or on our phones. Feedback and engagement with members is always a prime focus for AAIR. Thank you to everyone who took the time to give feedback in our AAIR biennial survey, it is listened to and it is valued. Feedback from the biennial survey, from 'Conversations during COVID' surveys, and feedback about the annual forum in Hobart, provided us with rich data to inform us of what we are doing well and where we need to give more attention.

Thank you to my colleagues on the AAIR executive committee who bring expertise and professionalism from across Australia and New Zealand to our association. Their support and

collegiality is extremely rewarding. A final big callout and thank you to the AAIR Executive Officer, Liesha Northover, who continues to be the glue that keeps AAIR running like a finetuned machine.

Kia Kaha

Stuart Terry

Membership and mailing lists

The membership and mailing lists portfolio leader is responsible for formalising the process for the way AAIR obtains and maintains its members and associated data, including, invoicing and general management of the membership database and mailing lists held by the Association.

Portfolio Leader: Leone Nurbasari

This year the membership and mailing lists portfolio supported the creation and distribution of the new AAIR biennial survey to members and newsletter subscribers. A summary of membership-related quantitative and qualitative feedback is compiled below.

The overall recommendation score for AAIR was a mean of 8 out of 10, with 69% of respondents scoring 8 or above.

When asked to rate AAIR services and benefits, the highest importance was identified as networking at a 98% importance rating, with satisfaction levels reported at 98%, and the newsletter rated 90% importance and 98% satisfaction.

At the time of the survey, 52% of respondents indicated satisfaction with the AAIR professional development (PD) webinars, noting that this represented 100% satisfaction of respondents who attended an AAIR webinar, given that the remaining 48% had not participated in one to that date. Satisfaction with SIG LinkedIn groups was reported at 56%, with 40% of respondents indicating they had not used the groups prior to the survey. It should be noted that subsequent to the AAIR biennial survey, the introduction of the Conversations During COVID series of open-AAIR discussions and networking sessions were well attended and well received by AAIR members and their institutional colleagues.

Some survey respondents had not used, nor knew about other services offered by the Association. Sixty-eight per cent of respondents had not used the [AAIR Soapbox](#), with 58% reporting they did not know about the Soapbox. To a lesser extent, 32% of respondents did not know about the PD webinars, and 28% did not know about the SIG LinkedIn groups.

When asked about membership structures in a multi-select item, 41% suggested they would like AAIR to introduce corporate membership, 34% liked the current membership option, and 22% indicated that they would like to see a student membership option.

Qualitative feedback collated from the open-ended questions in the survey is being used to prompt discussion and deliberation among AAIR committee members to support ongoing review and enhancement of member services and benefits.

In addition to the support offered to the AAIR biennial survey, the membership and mailing lists portfolio has continued to review possible options for an AAIR customer relationship management

system, giving consideration to setup and ongoing costs, ease of use, relevant communication, data privacy and event plugins, as well as user support. This review was conducted with the help of Kathie Rabel, the Immediate Past President, and Liesha Northover, the Executive Officer. A number of options are being explored.

This portfolio also supported committee discussion about different membership payment options, such as monthly subscription-based membership fees, which at this time were deemed to carry heavy administrative overheads. However, future considerations on the development of an AAIR mobile application linked to a membership CRM could facilitate new ways for users to subscribe and pay for subscription in the future, including the possibility of monthly membership subscription, as well as improving our communication and services to members.

Many thanks to my committee peers, AAIR members and survey respondents for your respective contributions to the Association and the portfolio this year.

Leone Nurbasari

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. This portfolio leader will regularly review the Association's strategic approach, facilitate strategic planning meetings as required, and prepare a plan for the way forward.

Portfolio Leader: Lisa Bolton

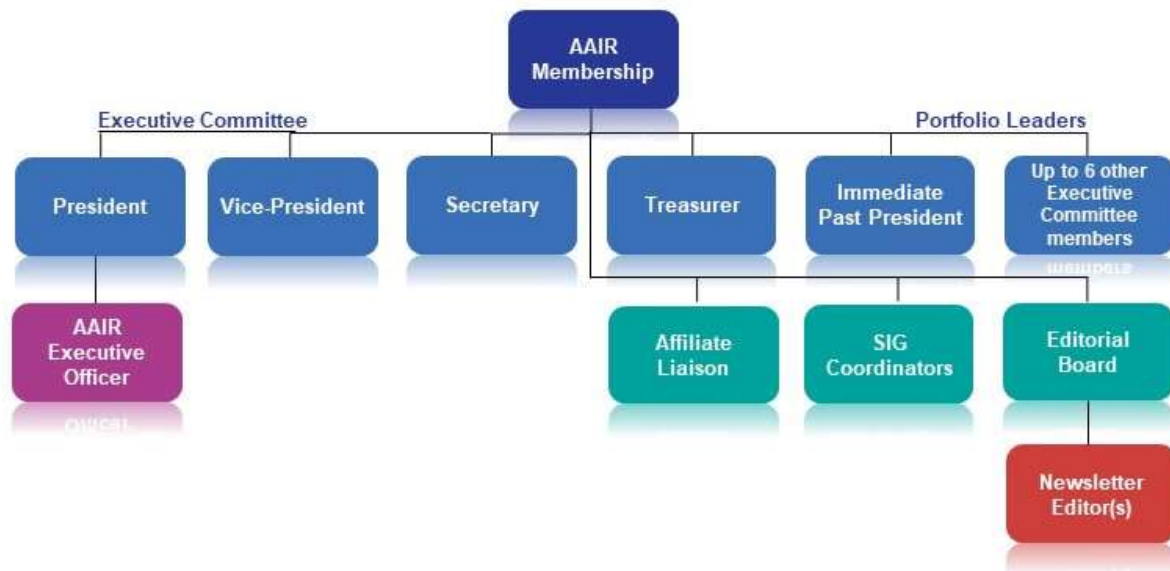
Work has commenced through the committee to revise the high-level vision, mission, and values of AAIR with an increased focus on supporting the needs of our members and providing them with a safe and collegiate space.

In a year of disruption—and considering member feedback and enthusiasm for some of the activities provided in 2020—it became clear that a change was needed to best reflect our evolution. A conversation around the future direction of the Association will be presented to members after the 2020 Annual General Meeting, giving members an opportunity to engage with their Association and voice their ideas. This will in turn assist the Executive Committee in working with members to develop a series of more detailed planning goals and to develop a program of related information sharing and other activities to support this focus as we move into the 2020–2021 financial year.

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



Organisational structure

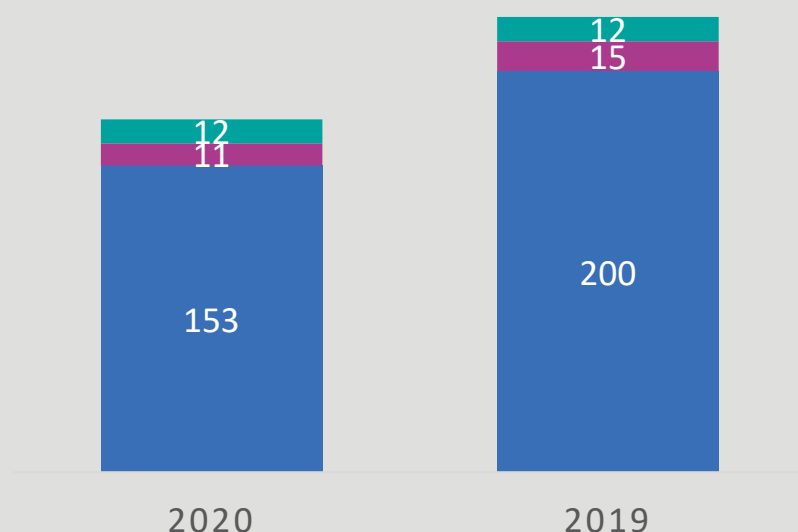


Members

Members by financial year

At the end of 30 June 2020, there were 176 members. Of this 176, there were 152 from Australia, 11 from New Zealand, and 13 from other countries.

■ Australia ■ New Zealand ■ Other



A breakdown of members by Australian state for the 2019–2020 financial year follows:

ACT	NSW	NT	QLD	SA	TAS	VIC	WA
10	51	4	22	7	3	46	10

Communications Output

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

	2020	2019
Positions vacant	30	39
Newsletters	11	11
Bulletins	14	2
Other	7	13

Organisations in the membership

Australia

Australasian Association for Institutional Research
Australian Catholic University
Australian Council for Educational Research
Australian National University
Bond University
Council of Australasian University Directors of
Information Technology
Charles Darwin University
Charles Sturt University
Consultants
CQUniversity Australia
Curtin University
Deakin University
Edith Cowan University
Federation University Australia
Flinders University
Hestu Consulting
Kaplan Australia and New Zealand
La Trobe University
Macquarie University
Monash University
N Mast Consulting
Queensland Tertiary Admissions Centre
Queensland University of Technology
Retired members
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
University of Adelaide
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

New Zealand

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

Other countries

Ritsumeikan University (Japan)
Teikyo University (Japan)
The Hong Kong Polytechnic University (Hong Kong)
Tohoku University (Japan)

AAIR partners

[Altis Consulting](#)
[Cortell Australia](#)
[eXplorance Inc. Canada](#)
[QILT](#)
[Tableau Software](#)
[The Social Research Centre Pty Ltd](#)
[Watermark](#)

Current at 30 June 2020.

Fellowships

AAIR has two prestigious fellowships it offers in recognition of two life members of the association – the **Raj Sharma Fellowship** and the **Zimmer Travel Fellowship**. As was reported last year, an extensive review of the level of support, intent and purpose of the fellowships was conducted by the Executive Committee. The fellowships were therefore not advertised, although they remained available to members should an interest be expressed. There were no applicants this year.

During the 2019–2020 financial year, these discussions continued and, after consultation with both Raj Sharma and Bruce Zimmer regarding the suggested changes, the revamped fellowships were approved by the AAIR Executive Committee. A summary of the approved changes are:

- The value of the fellowships was increased from \$2,500 to \$3,000. While modest, it does represent a 20% increase in value for applicants.
- Successful applicants can now use an AAIR fellowship in conjunction with another award or grant provided that full costs are not covered by either award.
- The membership criterion was modified to be more inclusive and to define eligibility to apply.
- The timeframe was updated to allow for ‘out of time’ applications and for applications to be considered on a case-by-case basis if the fellowships are not awarded in any given year.
- Reinforcement of the criterion to act as a mentor for future fellowship applicants, and the addition of the criterion to present a report on their experiences while on the fellowship at the AAIR SIG Forum or AAIR Annual Forum following the completion of the fellowship.
- Revision of the website information to reflect the agreed changes and to allow for online applications.
- The Raj Sharma fellowship was amended to include professional development as part of the intent.
- The Zimmer Travel Fellowship was amended to provide for attendance at an event hosted by similar organisations rather than limiting it to AAIR affiliates.

It is planned to advertise the revamped fellowships and bring it to the attention of members once it is again possible to travel freely both domestically and internationally.

AAIR continues to be able to offer members the chance to obtain the Affiliated Organization Travel Grant through AAIR’s affiliation with the Association for Institution of Research (AIR) in the USA. The grant is usually offered to the winner of the Best Presenter Award at an AAIR Forum in any given year. There is an online application process via the AIR website, but only eligible applicants are able to apply under the endorsement of the AAIR Executive Committee.

For more information about the AAIR Fellowships, please visit <https://aair.org.au/membership/fellowships/>.



Events

AAIR hosts an annual forum and a SIG forum in each financial year. This year's SIG forum was held in Darwin, and the annual forum was held in Hobart. During the financial year 2019–2020, AAIR also hosted seven Conversations During COVID webinars. In the order of occurrence, the events are reported on below.



AAIR SIG forum 2019

3–5 July 2019

Darwin, NT

The 14th AAIR SIG Forum was held at Charles Darwin University Waterfront Campus, Darwin from 3–5 July 2019.

The forum was attended by 43 delegates. The event was held over two days, which included up to two concurrent sessions, one keynote speaker, a panel session and four interactive practice sharing Q&A sessions.

Social functions consisted of casual welcome drinks prior to the beginning of the forum, and a forum dinner on the evening of the first day. The welcome drinks were held at The Rooftop, level 5 of the CDU Waterfront campus and the forum dinner at Wharf One Food & Wine waterfront restaurant, a short distance away.

Theme

Finding the eye of the storm in cyclonic winds of change

Subthemes

With the main SIG 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

Conference organising committee

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

Sponsors

AAIR partner (platinum sponsor)



University supporter



AAIR partner (gold sponsor)



Abstract submissions

The call for abstracts deadline for submission was set for 10 May 2019; however, an extension was made to 17 May 2019. An online abstract submission zone was developed for all abstracts to be

uploaded electronically for the review process. All committee members were sent the abstract document for review, and they were able to accept or reject each abstract based on its merit.

Ten abstracts were received through the call for abstracts process. Once the reviewers had made their decision on which papers were accepted and rejected, Leishman Associates sent an email to each author with their result. After the program was completed, each accepted presenter was sent the 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.

Keynote speakers



The Honourable Paul Henderson AO
Chancellor, Charles Darwin University



Professor Simon Maddocks
Vice- Chancellor and President, Charles Darwin University
(Spoken by Penny Szybiak, in place of Simon Maddocks)

Panel discussion

Performance based funding – Weathering the storm

Panellists

- Penny Szybiak, Charles Darwin University (Panel Chair)
- Andrew Bradshaw, Macquarie University
- Kerry Martin, University of Sunshine Coast
- Peter May, University of New England
- Kathie Rabel, Victoria University of Wellington

Chairpersons

The roles of chairperson were filled by volunteers attending the forum, as well as from the forum organising committee. Thank you to the following people for filling one of the many chairperson roles.

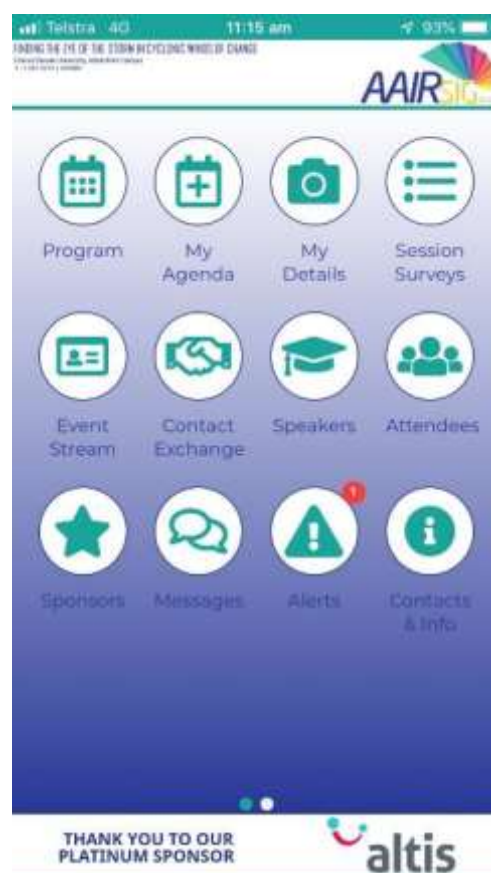
- Penny Szybiak, Charles Darwin University
- Peter Hopwood, Altis Consulting
- Andrew Bradshaw, Macquarie University
- David Cawthorne, Charles Darwin University
- Lester D'Souza, Australian Catholic University
- Rhianna Harker, Charles Darwin University
- Ritika Maheshwari, University of Technology Sydney
- Joshua Lee, University of Sydney
- Brenden Russell FCPA, Cortell Australia
- Elisa Tchung, Charles Darwin University
- Ann Hogan, Victoria University
- Ali Rana, Deakin University
- Steven Wojnarowski, CAUDIT
- Kathie Rabel, Victoria University of Wellington
- Peter May, University of New England

Registration numbers

There were 43 total registrants for the 2019 AAIR SIG Forum, which included full and day registrants for delegates, speakers and sponsors/exhibitors. While the numbers were low for this event, it was suspected that the late advertising of the event, coupled with the regional location, may have resulted in the lower registrations.

Donation

AAIR donated \$200 in lieu of speaker gifts to the NO MORE Campaign <<https://www.nomore.org.au/>>.



Prize winners

Using the AAIR SIG mobile app, individual session surveys were sent to all attendees. This involved a series of questions that assisted Leishman Associates to calculate the Forums' top speakers. Two awards were presented at the close of the forum.

Best Presenter Award

Grace Corpuz & Erin Greenaway

Grace Corpuz & Erin Greenaway, Western Sydney University, [*Riding the storm in institutional feedback surveys: A structured approach to evaluating reliability.*](#)



Best New Presenter

Michelle Mcdevitt

Michelle Devitt, Queensland Tertiary Admissions Centre (QTAC), [Calling all storm chasers](#).



Conversations During COVID

AAIR hosted 7 Conversations During COVID as part of our open-AAIR discussion series to discuss matters of concern to members and the industry. These sessions were offered free to members and non-members alike, as this was seen as critical given the global crisis. There was a fairly even spread of both across the registrations. The conversations hosted by AAIR were:

1. Load Planning #1: *How is your university addressing load management during these times?* was held on 7 May 2020. There were 63 registrants.
2. QILT/SES #1: *How is your university addressing QILT during these times?* was held on 21 May 2020. There were 63 registrants.
3. Load Planning #2: *How is your university addressing load management during these times?* was held on 26 May 2020. There were 53 registrants.
4. QILT/SES #2: *How is your university addressing QILT during these times?* was held on 28 May 2020. There were 72 registrants.
5. Business Intelligence and Analytics: *How is your university addressing BI & analytics during these times?* was held on 19 June 2020. There were 52 registrants.
6. Surveys and Evaluation: *How do we integrate survey data into institutional evaluation and performance indicators, particularly during COVID-19?* was held on 19 June 2020. There were 55 registrants.
7. Government reporting: *Update on TCSI reporting and the new timelines for transitioning from HEPCAT to TCSI* was held on 30 June 2020. There were 91 registrants.

As a result of feedback, we will be continuing this series and looking at how we can offer a wider range of events in the future.

Conversations During COVID







AAIR forum 2019

11–13 November 2019

Hobart, Tas.

Theme: Institutional research: The devil is in the detail

The 30th Annual Australasian Association for Institutional Research Annual Forum was held at Wrest Point, Hobart from 11–13 November 2019.

The Forum was attended by 117 delegates and was held over 3 days, which included 12 concurrent sessions, 2 keynote presentations, a pre-Forum workshop and special interest groups.

Social functions consisted of the welcome reception at The Rooftop at Wrest Point, and the Forum Dinner held at the Showroom at Wrest Point.

Sub-themes

The theme for the 30th Australasian Association for Institutional Research was *Institutional research: The devil is in the detail*. Each presenter was asked to choose from the following sub-themes:

- The evolving role of the institutional researcher
- Justifying the value of higher education and research
- Evidence-based strategic planning and implementation
- Benchmarking for continuous quality improvement
- Informing learning and teaching through evaluation and surveys
- Realising benefits – the role of institutional research in enterprise and transformation projects
- Compliance and government reporting reform
- Business intelligence, analytics, visualisation and modelling – the foundations of IR

Conference organising committee

Below is a list of the Local Organising Committee:

- Don Johnston, Southern Cross University
- Greg Jakob, Federation University Australia
- Andrew Bradshaw, Macquarie University

AAIR Partners

Platinum Sponsor
Forum Dinner



2019 Platinum Sponsor

Silver Sponsor
Welcome Reception



2019 Silver Sponsor

Bronze Sponsor
Refreshment Break



2019 Bronze Sponsor

Silver Sponsor
Delegate Name Badge



2019 Silver Sponsor

Abstracts submissions

The call for abstracts document was advertised online and developed by the committee and Leishman Associates. The deadline for submissions was set for 30 July 2019; however, an extension was made to 9 August 2019. Leishman Associates sent reminder emails about the closing date and facilitated these submissions.

Leishman Associates set up an online abstract submission zone, for all abstracts to be uploaded electronically for the review process. All committee members were sent the abstract document for review via the review portal, and they were able to accept or reject each abstract based on its merit.

Through the call for abstracts, there were 41 abstracts submitted. Once the reviewers had made their decision on which papers were accepted and rejected, Leishman Associates sent an email to each author with their results. After the program was complete, each accepted presenter was sent the 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.

Authors could select one of the following presentation types; Oral Presentation (40 minutes plus 5 minutes for Q&A) or Workshop Presentation (80 minutes).

Pre-forum workshop and SIGs

A day dedicated to pre-forum workshops and special interest groups was held on Monday 11 November 2019. This consisted of a two QILT workshops and two special interest group workshops.

The two special interest group workshop topics were:

1. Government Reporting / Load Management and Planning Update on the Re-allocation of Designated and Non-Designated CSP student load along with further updates on TCSI from the Department of Education and Training
2. Business Intelligence and Analytics

Keynote speakers

Angel Calderon was our keynote speaker this year. Angel's keynote topic was: 'What is after the boom? Future directions for Australian higher education Implications for institutional research and planning'. Craig Barling gave the opening address.



Angel Calderon

Principal Advisor Planning and
Institutional Research at RMIT
University, Australia



Craig Barling

Chief Strategy & Marketing
Officer, University of Tasmania

Registration numbers

There were 117 total registrants for the 2019 Australasian Association for Institutional Research Forum, which included complimentary, full and day registrants for delegates, speakers and sponsors/exhibitors. Altogether 50 unique organisations were represented from across Australia, New Zealand, Japan, Chile and the United States of America.

Prize winners

Best presenter: Shane Compton, The Social Research Centre, *Using loss framing to optimise response in the context of the Graduate Outcomes Survey – an experimental trial.*

Best new presenter(s): Gimwah Sng & Shane Smith, The Social Research Centre, *Graduate employment destination – exploring the relationships between study area, occupation and industry of employment.*

Institutional Research Award: Daniel McNamara, Robert Williamson and Leone Nurbasari, The Australia National University (from 2018's paper submission).

Donation

AAIR donated \$250.00 in lieu of speaker gifts to SPEAKUP! Stay ChatTY.

Founder Mitch McPherson shared his video at the Forum and showed his thanks by visiting the committee to gratefully accept the donation.

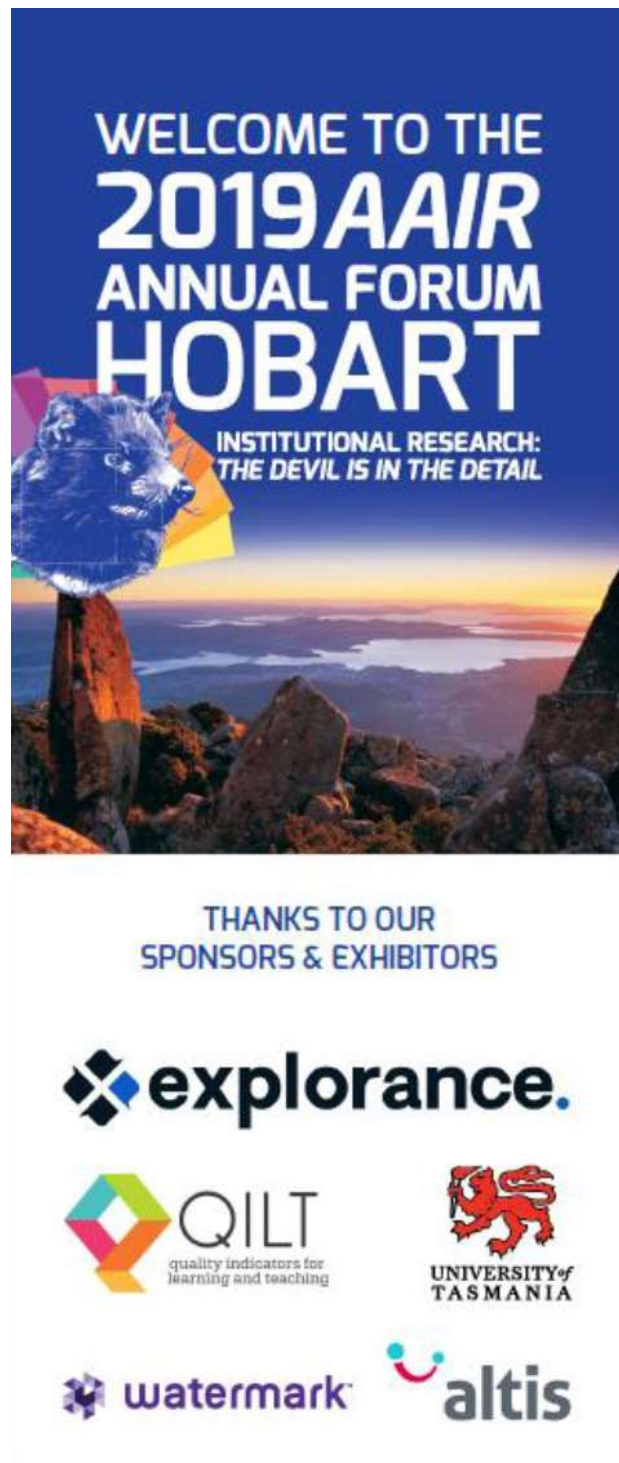


Annual General Meeting

The AAIR Annual General Meeting was held on Tuesday 12 November at 10:30 am and was attended by 75 delegates. This consisted of 59 AAIR members and 16 non-members of AAIR.

No special resolutions were presented to the membership.

One nomination for life member for Kathie Rabel was presented to the membership and approved.



Surveys

Eight surveys were circulated in 2019–2020:



1. **Inaugural Biennial Survey**

Developed in conjunction with [eXplorance](#) using their platform, [blue](#). Circulated through MailChimp between 5 February and 3 March 2020, and initially sent to 966 AAIR subscribers. Fifty-six responses were received.

2. **Conversations during COVID** (seven conversations were held during the reporting period)
Circulated through the newsletter via MailChimp on dates immediately following those online events.



Photo by [rawpixel](#) on U

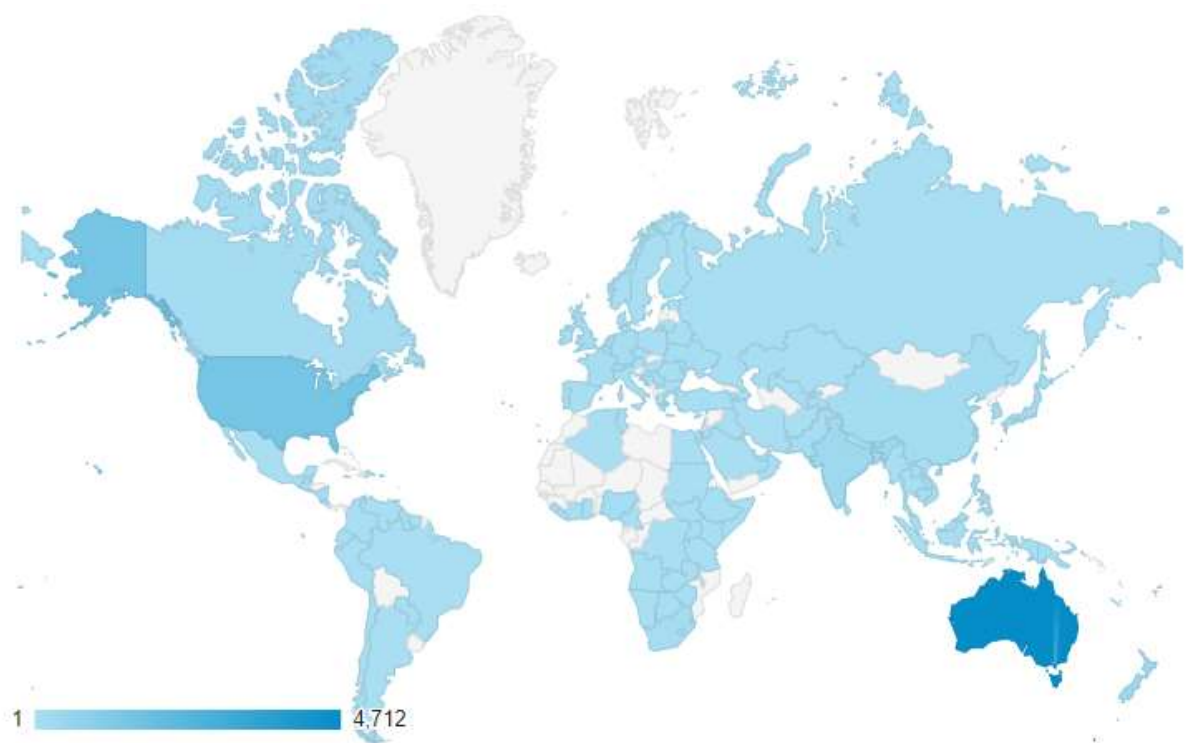
AAIR online

Website visitors

During the financial year 2019–2020, there were 9,534 sessions, which is a decrease of 2,902 from the previous reporting year.

Countries

Visitors to the AAIR website have come from most countries around the world, with 4,712 sessions originating in Australia (out of a total number of sessions from all countries of 9,534), which is 1,312 less than during the financial year 2018–2019. This figure is followed by visitors from the United States with 1,450 visitors, 349 from India, 327 from New Zealand, and 194 from South Korea. This is out of a total of visitors from 135 countries around the world.



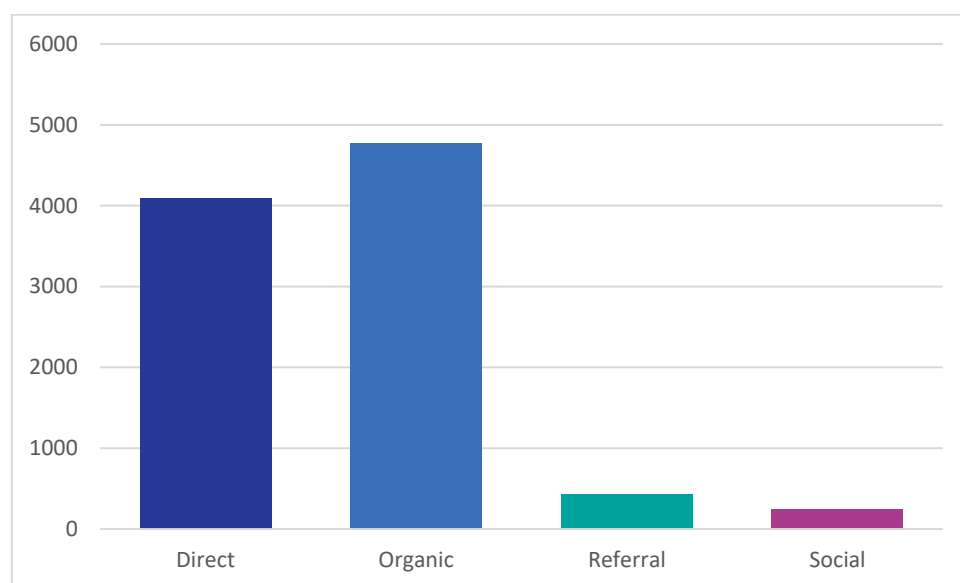
Devices

Out of the total of 9,534 separate sessions on the AAIR website, 7,799 were made using a desktop computer, 1,544 were made using a mobile phone, and 191 were made on a tablet.

The preferred operating systems used by mobile visitors to the AAIR website in the financial year 2019–2020 were android with 878 visits, and iOS with 797 visits.

Acquisition overview

The majority of AAIR's website traffic has historically come from direct traffic; however, during this financial year the majority of traffic to the site has come from organic traffic for the second year in a row.



The AAIR website had 35,566 pageviews this financial year, which is 10,757 fewer than in the previous financial year, with the majority of visitors coming to the following pages:

- Homepage
- Events
- JIR
- higher education jobs
- IR job roles > business-intelligence-manager
- What is institutional research

The average time spent on the AAIR website in one session was one minute and 35 seconds, which is comparable to the previous year.

The [AAIR website is harvested by the National Library of Australia](#) to preserve the history of the association. A snapshot of the AAIR website was taken on 1 July 2019.

Social

Follows
78



Followers
361

Connections
252



Financial statements





Australasian Association for Institutional Research Inc.

ABN 85 802 804 296

Financial Statements for the year ended 30 June 2020

AUSTRALASIAN ASSOCIATION FOR INSTITUTIONAL RESEARCH INC.

ABN 85 802 804 296

Contents

For the year ended 30 June 2020

Financial statements	Page
Committee Members' Report	1–2
Financial Statements	
Statement of Profit or Loss and Other Comprehensive Income	3
Statement of Financial Position	4
Statement of Changes in Equity	5
Statement of Cash Flows	6
Notes to the Financial Statements	7–14
Committee Members' Declaration	15
Independent Auditor's Report	16–17

Committee Members' Report
For the year ended 30 June 2020

The committee members present their report, together with the financial statements, on the Australasian Association for Institutional Research Inc. ('the AAIR') for the year ended 30 June 2020.

Executive Committee members

The following persons were committee members of the association during the whole of the financial year and up to the date of this report, unless otherwise stated:

Stuart Terry, President
Don Johnston, Vice-President
Kathie Rabel, Immediate Past President
Pam Rayner, Honorary Secretary (co-opted early 2020)
Greg Jakob, Honorary Treasurer
Lisa Bolton
Andrew Bradshaw
David Carroll (resigned late 2019)
Leone Nurbasari
Lizzie Li (newsletter editor)
Eva Seidel, (co-opted late 2019)
Penny Szybiak

Objectives

The objectives of the association are to:

- advance institutional effectiveness in tertiary education
- raise the level of professional competence in both qualitative and quantitative analysis within the fields of tertiary education planning, policy analysis and institutional research within the Australasian region
- enhance inter-institutional and international cooperation in the promotion, conduct and dissemination of comparative institutional research
- facilitate the professional development of members.

Strategy for achieving the objectives

The association achieves its objectives by:

- organising annual conferences (the AAIR Annual Forum and the AAIR SIG Forum)
- developing and fostering cooperative links with the Association for Institutional Research (USA), the European Association for Institutional Research, and similar organisations elsewhere in the world
- encouraging and organising regional and special interest group meetings of members
- publishing professional publications, such as AAIR forum proceedings
- circulating a regular newsletter to inform members of current developments.

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.

Performance measures

The association measures its performance through biennial member survey feedback and evaluation of events and forums by participating members.

Operating results

The results for the association after providing for income tax amounted to a deficit of \$5,707 (2019: surplus of \$32,852).

Committee Members' Report
For the year ended 30 June 2020

Significant changes in the state of affairs

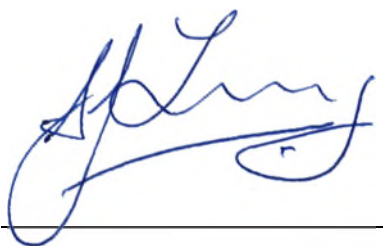
There were no significant changes in the state of affairs of the association during the financial year.

Matters subsequent to the end of the financial year

The impact of the Coronavirus (COVID-19) pandemic is ongoing, and while it has been financially positive for the association up to 30 June 2020, it is not practicable to estimate the potential impact—positive or negative—after the reporting date. The situation is rapidly developing and is dependent on measures imposed by the Australian Government and other countries, such as maintaining social distancing requirements, quarantine, travel restrictions and any economic stimulus that may be provided.

No other matter or circumstance has arisen since 30 June 2020 that has significantly affected, or may significantly affect the association's operations, the results of those operations, or the association's state of affairs in future financial years.

On behalf of the Executive Committee members



Stuart Terry
President



Greg Jakob
Honorary Treasurer

Signed on the 22nd day of February 2021

AUSTRALASIAN ASSOCIATION FOR INSTITUTIONAL RESEARCH INC.

ABN 85 802 804 296

Statement of Profit or Loss and Other Comprehensive Income For the year ended 30 June 2020

	Note	2020 \$	2019 \$(Restated)
Revenue	2.1	43,337	76,006
Expenses			
Operating expenditure	3.1	49,044	43,154
(Deficit)/surplus before income tax		(5,707)	32,852
Income tax expense		-	-
(Deficit)/surplus for the year after income tax		(5,707)	32,852
Other comprehensive income for the year, net of tax		-	-
Total comprehensive income for the year		(5,707)	32,852

AUSTRALASIAN ASSOCIATION FOR INSTITUTIONAL RESEARCH INC.

ABN 85 802 804 296

Statement of Financial Position

As at 30 June 2020

	Note	2020 \$	2019 \$(Restated)
ASSETS			
Current Assets			
Cash and cash equivalents	5.1	141,064	124,372
Trade and other receivables	4.1	-	21,491
Total Current Assets		141,064	145,863
Non-Current Assets			
		-	-
Total Non-Current Assets		-	-
TOTAL ASSETS		141,064	145,863
LIABILITIES			
Current Liabilities			
Trade and other payables	4.2	6,900	2,092
Contract liabilities	4.3	9,035	12,935
Total Current Liabilities		15,935	15,027
Non-Current Liabilities			
		-	-
Total Non-Current Liabilities		-	-
TOTAL LIABILITIES		15,935	15,027
NET ASSETS		125,129	130,836
EQUITY			
Retained surplus	6.1	125,129	130,836
TOTAL EQUITY		125,129	130,836

AUSTRALASIAN ASSOCIATION FOR INSTITUTIONAL RESEARCH INC.

ABN 85 802 804 296

Statement of Changes in Equity For the year ended 30 June 2020

	Retained surplus \$
2020	
Balance as at 1 July 2019	130,836
(Deficit) for the year	(5,707)
Balance at 30 June 2020	125,129
2019	
Balance as at 1 July 2018	108,644
Prior period restatement	(10,660)
Surplus for the year	32,852
Balance at 30 June 2019	130,836

AUSTRALASIAN ASSOCIATION FOR INSTITUTIONAL RESEARCH INC.

ABN 85 802 804 296

Statement of Cash Flows

For the year ended 30 June 2020

	Note	2020 \$	2019 \$ (Restated)
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from customers (inclusive of GST)		60,758	82,748
Payments to suppliers (inclusive of GST)		(44,236)	(52,064)
Interest received		170	349
Net cash provided by operating activities	6.2	16,692	31,033
Net increase in cash and cash equivalents held		16,692	31,033
Cash and cash equivalents at beginning of financial year		124,372	93,339
Cash and cash equivalents at end of financial year	5.1	141,064	124,372

Notes to the Financial Statements
For the year ended 30 June 2020

Note 1 Summary of Significant Accounting Policies

The following is a summary of the material accounting policies adopted by Australasian Association for Institutional Research Inc. ("the AAIR") in the preparation of the financial statements. These policies have been consistently applied to all the years presented, unless otherwise stated.

New or amended Accounting Standards and Interpretations adopted

The association has adopted all of the new or amended Accounting Standards and Interpretations issued by the Australian Accounting Standards Board ('AASB') that are mandatory for the current reporting period.

Any new or amended Accounting Standards or Interpretations that are not yet mandatory have not been early adopted.

The following Accounting Standards and Interpretations are most relevant to the association and have been adopted from 1 July 2019:

AASB 15 Revenue from Contracts with Customers

The standard provides a single comprehensive model for revenue recognition. The core principle of the standard is that an entity shall recognise revenue to depict the transfer of promised goods or services to customers at an amount that reflects the consideration to which the entity expects to be entitled in exchange for those goods or services.

The standard introduced a new contract-based revenue recognition model with a measurement approach that is based on an allocation of the transaction price. This is described further in the accounting policies below.

Credit risk is presented separately as an expense rather than adjusted against revenue.

Contracts with customers are presented in an entity's statement of financial position as a contract liability, a contract asset, or a receivable, depending on the relationship between the entity's performance and the customer's payment.

AASB 16 Leases

The standard replaces AASB 117 'Leases' and for lessees eliminates the classifications of operating leases and finance leases. Except for short-term leases and leases of low-value assets, right-of-use assets and corresponding lease liabilities are recognised in the statement of financial position. Straight-line operating lease expense recognition is replaced with a depreciation charge for the right-of-use assets (included in operating costs) and an interest expense on the recognised lease liabilities (included in finance costs). In the earlier periods of the lease, the expenses associated with the lease under AASB 16 will be higher when compared to lease expenses under AASB 117.

For classification within the statement of cash flows, the interest portion is disclosed in operating activities and the principal portion of the lease payments are separately disclosed in financing activities.

For lessor accounting, the standard does not substantially change how a lessor accounts for leases.

AASB 1058 Income of Not-for-Profit Entities

The standard replaces AASB 1004 *Contributions* in respect to income recognition requirements for not-for-profit entities.

The timing of income recognition under AASB 1058 is dependent upon whether the transaction gives rise to a liability or other performance obligation at the time of receipt. Income under the standard is recognised where:

- an asset is received in a transaction, such as by way of grant, bequest or donation;
- there has either been no consideration transferred; or
- the consideration paid is significantly less than the asset's fair value; and
- where the intention is to principally enable the entity to further its objectives.

Notes to the Financial Statements
For the year ended 30 June 2020

Note 1 Summary of Significant Accounting Policies (cont.)

Impact of adoption

AASB 15, AASB 16 and AASB 1058 were adopted using the modified retrospective approach and as such comparatives have not been restated. There was no impact on opening retained profits as at 1 July 2019.

While AASB 15 and AASB 1058 do result in changes in revenue recognition policies, the association does not have any leases, therefore AASB 16 has no impact on the financial statements.

Basis of preparation

In the Executive Committees' opinion, the association is not a reporting entity because there are no users dependent on general purpose financial statements.

These are special purpose financial statements that have been prepared for the purposes of complying with the *Associations Incorporation Reform Act 2012 (Vic)* and associated regulations. The committees have determined that the accounting policies adopted are appropriate to meet the needs of the members of AAIR.

Historical cost convention

The financial statements have been prepared under the historical cost convention.

Critical accounting estimates

The preparation of the financial statements requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the association's accounting policies. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements, are disclosed in the related notes to the financial statements.

a) Association details

The registered office and principal place of business of the AAIR is:

Australasian Association for Institutional Research Inc.
Suite 204, 585 Little Collins Street
Melbourne Vic 3000

b) Current and non-current classification

Assets and liabilities are presented in the statement of financial position based on current and non-current classification.

An asset is classified as current when: it is either expected to be realised or intended to be sold or consumed in the association's normal operating cycle; it is held primarily for the purpose of trading; it is expected to be realised within 12 months after the reporting period; or the asset is cash or cash equivalent unless restricted from being exchanged or used to settle a liability for at least 12 months after the reporting period. All other assets are classified as non-current.

A liability is classified as current when: it is either expected to be settled in the association's normal operating cycle; it is held primarily for the purpose of trading; it is due to be settled within 12 months after the reporting period; or there is no unconditional right to defer the settlement of the liability for at least 12 months after the reporting period. All other liabilities are classified as non-current.

Deferred tax assets and liabilities are always classified as non-current.

c) Income tax

No income tax is payable as AAIR is an exempt organisation under paragraph 50 of the *Income Tax Assessment Act 1997*, as amended.

Notes to the Financial Statements

For the year ended 30 June 2020

Note 1 Summary of Significant Accounting Policies (cont.)

d) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of associated GST, unless the GST incurred is not recoverable from the Australian Taxation Office (ATO). In this case it is recognised as part of the cost of the acquisition of the asset or as part of the expense.

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 in other receivables or other payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to the ATO, are presented as operating cash flows.

Notes to the Financial Statements
For the year ended 30 June 2020

Note 2 Funding the Delivery of Our Services

The AAIR's overall objective is to provide services to members that:

- advance institutional effectiveness in tertiary education;
- raise the level of professional competence in both qualitative and quantitative analysis within the fields of tertiary education planning, policy analysis and institutional research within the Australasian region; and
- enhance inter-institutional and international cooperation in the promotion, conduct and dissemination of comparative institutional research; and facilitate the professional development of members.

To enable the AAIR to fulfil its objective it receives income mainly membership fees, and the conduct of forum events for members.

	2020 \$	2019 \$(Restated)
Note 2.1: Revenue and other income		
<i>Revenue from contracts with customers</i>		
Membership	23,762	23,217
Annual forum	19,405	49,794
SIG forum	-	2,523
	43,167	75,534
<i>Other revenue</i>		
Bank interest	170	349
Other income	-	123
	170	472
Total revenue and other income	43,337	76,006

Revenue recognition

Revenue from contracts with customers

Revenue is recognised at an amount that reflects the consideration to which the association is expected to be entitled in exchange for transferring goods or services to a customer. For each contract with a customer, the association: identifies the contract with a customer; identifies the performance obligations in the contract; determines the transaction price which takes into account estimates of variable consideration and the time value of money; allocates the transaction price to the separate performance obligations on the basis of the relative stand-alone selling price of each distinct good or service to be delivered; and recognises revenue when or as each performance obligation is satisfied in a manner that depicts the transfer to the customer of the goods or services promised.

Membership revenue

The membership revenue stream provides members services offered by AAIR during the membership period. Revenue is recognised as the members are provided these services. Under AASB 15, this happens over time as members pay in advance of receipt of this service. The consideration received in advance of providing these services is recognised as a contract liability. The transaction price is determined with reference to the contract price as stated in the membership form.

Forums

The association provides a float to a contracted event management company (the Company) to enable the Company to undertake activities necessary to undertake the AAIR SIG Forum (usually in July) and the AAIR Annual Forum (usually in November), respectively. The association recognises revenue from these forums net of expenses incurred following completion of the events and acquittals by the association. As at 30 June 2020, the association is not aware of any events that would prevent the amounts floated for the conduct of these forums being returned following completion of the events and acquittal of funds advanced, received and expended by the association in the conduct of those events.

Notes to the Financial Statements
For the year ended 30 June 2020

Note 2.1: Revenue and other income (continued)

Interest

Interest revenue is recognised using the effective interest method, which for floating rate financial assets is the rate inherent in the instrument.

Other revenue

Other revenue is recognised when it is received or when the right to receive payment is established.

Note 3 The Cost of Delivering Our Services

This section provides an account of the expenses incurred by the AAIR in delivering its services. In Note 2, the funds that enable the provision of services were disclosed and in this note the cost associated with provision of services are recorded.

	2020 \$	2019 \$ (Restated)
Note 3.1: Breakdown of operating expenditure		
Accounting fees	3,500	2,824
Advertising	-	1,175
Office expenses	2,391	2,295
SIG forum	2,405	-
Other forum/conference (trading costs)	5,798	6,047
Subcontractors	31,682	30,235
Write-offs	2,671	-
Other	597	578
Total operating expenditure	49,044	43,154

Notes to the Financial Statements
For the year ended 30 June 2020

Note 4 Other Assets and Liabilities

This section sets out those assets and liabilities that arose from the AAIR's operations.

- 4.1: Trade and other receivables
- 4.2: Trade and other payables
- 4.3: Contract liabilities

	2020 \$	2019 \$(Restated)
Note 4.1: Trade and other receivables		
<i>Current</i>		
Forum/SIG Event Floats	-	18,820
Trade receivables	-	2,671
Total trade and other receivables	<u>-</u>	<u>21,491</u>

Receivables recognition

Trade and other receivables are recognised at amortised cost, less any allowance for expected credit losses. Floats are provided to event organiser to seed fund Forum/SIG events. Floats are returned with surplus funds at the end of event activity. Trade receivables are generally due for settlement within 30 days.

Note 4.2: Trade and other payables

<i>Current</i>		
Accrued expenses	6,585	2,000
Credit card	290	37
GST payable	25	55
Total trade and other payables	<u>6,900</u>	<u>2,092</u>

Payables recognition

Trade and other payables represent the liabilities for goods and services received by the association that remain unpaid at the end of the reporting period. Due to their short-term nature they are measured at amortised cost and are not discounted. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

Note 4.3: Contract liabilities

<i>Current</i>		
Membership income received in advance	9,035	12,935
Total contract liabilities	<u>9,035</u>	<u>12,935</u>

Contract liabilities recognition

Contract liabilities represent the association's obligation to transfer services to members for the remainder of the membership period.

Notes to the Financial Statements
For the year ended 30 June 2020

Note 5 How We Finance Our Operations

This section provides information on the sources of finance utilised by the AAIR during its operations, along with other information related to financing activities of the AAIR.

This section includes disclosures of balances that are financial instruments.

- 5.1: Cash and cash equivalents
- 5.2: Commitments for expenditure

	2020 \$	2019 \$ (Restated)
Note 5.1: Cash and cash equivalents		
<i>Current</i>		
Cash at bank	140,968	124,327
Paypal account	96	45
Total cash and cash equivalents	141,064	124,372

Cash and cash equivalents recognition

Cash and cash equivalents include cash at bank and a PayPal account that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Note 5.2: Commitments for expenditure

The association does not have any commitments for future expenditure arising from contracts.

Notes to the Financial Statements
For the year ended 30 June 2020

Note 6 Other Disclosures

This section includes additional material disclosures required by accounting standards or otherwise, for the understanding of this financial report.

- 6.1: Equity
- 6.2: Reconciliation of surplus to net cash flows from operations
- 6.3: Events occurring after reporting date
- 6.4: Contingent assets and contingent liabilities
- 6.5: New Accounting Standards and Interpretations not yet mandatory or early adopted

	2020 \$	2019 \$ (Restated)
Note 6.1: Equity		
<i>Retained earnings</i>		
Retained surplus at the beginning of the financial year	130,836	108,644
Prior period restatement	-	(10,660)
(Deficit)/surplus after income tax expense for the year	(5,707)	32,852
Retained surplus at the end of the financial year	<u>125,129</u>	<u>130,836</u>
Note 6.2: Reconciliation of surplus to net cash flows from operations		
(Deficit)/surplus for the year	(5,707)	32,852
Cash flows excluded from surplus attributable to operating activities		
Changes in assets and liabilities:		
- decrease in trade and other receivables	21,491	4,816
- Increase/(decrease) in trade and other payables	4,808	(8,910)
- (decrease)/increase in contract liabilities	(3,900)	2,275
Cash flow from operations	<u>16,692</u>	<u>31,033</u>

Note 6.3: Events occurring after the reporting date

The impact of the Coronavirus (COVID-19) pandemic is ongoing for the association up to 30 June 2020, it is not practicable to estimate the potential impact, positive or negative, after the reporting date. The situation is rapidly developing and is dependent on measures imposed by the Australian Government, such as maintaining social distancing requirements, quarantine, travel restrictions and any economic stimulus that may be provided.

No other matter or circumstance has arisen since 30 June 2020 that has significantly affected, or may significantly affect the incorporated association's operations, the results of those operations, or the association's state of affairs in future financial years.

Note 6.4: Contingent assets and contingent liabilities

There are no known contingent assets or contingent liabilities for AAIR as at 30 June 2020 (2019: NIL).

Note 6.5: New Accounting Standards and Interpretations not yet mandatory or early adopted

The AASB has issued new and amended Accounting Standards and Interpretations that have mandatory application dates for future reporting periods. The AAIR has decided not to early adopt any of the new and amended pronouncements.

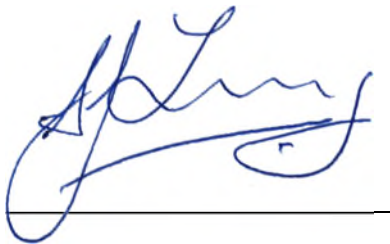
Committee Members' Declaration

For the year ended 30 June 2020


In the committee members' opinion:

- the association is not a reporting entity because there are no users dependent on general purpose financial statements. Accordingly, as described in note 1 to the financial statements, the attached special purpose financial statements have been prepared for the purposes of complying with the *Associations Incorporation Reform Act 2012 (Vic)* and associated regulations;
- the attached financial statements and notes comply with the Accounting Standards as described in note 1 to the financial statements;
- the attached financial statements and notes give a true and fair view of the incorporated association's financial position as at 30 June 2020 and of its performance for the financial year ended on that date; and
- there are reasonable grounds to believe that the incorporated association will be able to pay its debts as and when they become due and payable.

On behalf of the Executive Committee members



Stuart Terry
President



Greg Jakob
Honorary Treasurer

Signed on the 22nd day of February 2021

RSM Australia Pty Ltd

12 Anderson Street West, Ballarat VIC 3350

PO Box 685 Ballarat VIC 3353

T +61(0) 3 5330 5800

F +61(0) 3 5330 5890

www.rsm.com.au

INDEPENDENT AUDITOR'S REPORT

To the Members of Australasian Association for Institutional Research Inc.

Opinion

We have audited the financial report of Australasian Association for Institutional Research Inc., which comprises the statement of financial position as at 30 June 2020, the statement of profit or loss and other comprehensive income, the statement of changes in equity and the statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the Committee's Report.

In our opinion, the accompanying financial report presents fairly, in all material respects the financial position of Australasian Association for Institutional Research Inc. as at 30 June 2020, and its performance and cash flows for the year then ended in accordance with the *Associations Incorporation Reform Act 2012 (Vic)* and the accounting policies described in Note 1 to the financial statements.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of Australasian Association for Institutional Research Inc. in accordance with the auditor independence requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist Australasian Association for Institutional Research Inc. to meet the requirements of the *Associations Incorporation Reform Act 2012 (Vic)*. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of Management and Those Charged with Governance for the Financial Report

Management is responsible for the preparation and fair presentation of the financial report in accordance with the financial reporting requirements of the applicable legislation and for such internal control as management determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

THE POWER OF BEING UNDERSTOOD

AUDIT | TAX | CONSULTING

RSM Australia Pty Ltd is a member of the RSM network and trades as RSM. RSM is the trading name used by the members of the RSM network. Each member of the RSM network is an independent accounting and consulting firm which practices in its own right. The RSM network is not itself a separate legal entity in any jurisdiction.

RSM Australia Pty Ltd ACN 009 321377 atf Birdanco Practice Trust ABN 65 319 382 479 trading as RSM

Liability limited by a scheme approved under Professional Standards Legislation

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

A further description of our responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website at: http://www.auasb.gov.au/auditors_responsibilities/ar4.pdf. This description forms part of our auditor's report.

RSM

RSM AUSTRALIA PTY LTD



JOHN FINDLAY

Director

Ballarat, Victoria

Dated this 22nd day of February 2021

Corporate directory

Association

Australasian Association for Institutional Research Inc.

Suite 204, 585 Little Collins Street

Melbourne VIC 3000

www.aair.org.au

Secretariat management

Liesha Northover

Corporate Hippie

PO Box 2131

Belgrave VIC 3160

www.corporatehippie.com.au

External auditor

Mr Richard Ainio

Crowe Australasia (an affiliate of Findex)

Level 2, 909 Sturt Street

Ballarat VIC 3350

www.crowe.com/au

Professional conference organiser

Leishman Associates

227 Collins Street

Hobart TAS 7000

www.leishman-associates.com.au

AAIR.ORG.AU

