



**2018 Annual General Meeting  
AGENDA  
Online 11-12 September 2018**

The TEFMA Annual General Meeting will be held online on the 11<sup>th</sup> – 12<sup>th</sup> of September 2018. All Institutional Members to have logged in to view and accept papers by 7pm AEST 12<sup>th</sup> September 2018.

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**1 [Present and Apologies](#)**

## **2 Review Minutes of the Previous AGM – 2017**

The minutes of the TEFMA Annual General Meeting held on Tuesday, 18 September 2017 online.

### **1 Present and Apologies 2017 AGM (online)**

It is confirmed a quorum of Institutional Members logged in online to the AGM.

The Institutional Members present were:

<b>Institution</b>	<b>Representative</b>	<b>Proxy</b>
Ara Institute of Canterbury	Grant McPhail	
Charles Sturt University		Wayne Millar
Chisholm Institute of TAFE	Dermot O'Sullivan	
University of Queensland	Steven Dickson	
Eastern Institute of Technology	Victor Saywell	
Edith Cowan University	Maxine Plant	
Federation University	Keith Caldwell	
Flinders University		Shane Jennings
James Cook University	Hilary Kavanagh	
QUT	Geoff Dennis	
Swinburne University of Technology	Kirsten Jeffery	
The Education University of Hong Kong	Dominic Chu C.K.	
University of New England	Peter Andrew Eaton	
Unitec institute of technology	Glenn Huggard	
University of Canberra	Glenn Mowbray	
University of Newcastle	Brian Jones	
University of South Australia		Dominic Marafioti
University of Southern Queensland	David Povey	
University of Sydney		Steve Sullivan
University of Waikato	James Crawford	
UNSW	Jenny Denman	
University of Adelaide	Virginia Deegan	
Victoria University	Kevin McCarthy	

## **2. Minutes from the Previous 2016 Meeting**

The Minutes of the 2016 Annual General Meeting held in New Zealand in Sky City Auckland Convention Centre, New Zealand were accepted.

*Motion: That the previous AGM minutes be accepted.*

*Moved: Steve Sullivan*

*CARRIED: 19 Agreed, 4 Abstentions*

## **3. Business Arising from these Minutes (2016)**

There were no items arising from the minutes

#### **4 President's Report 2017**

Summary of Steve Sullivan's President's Report:

Steve reported that the year's accomplishments could not have been achieved without the dedication and commitment of the Board members who have delivered some significant results. They have selflessly given of their time to volunteer in giving back to the Higher Education sector which they are so passionate about.

Recognition was given to immediate past Presidents and Board members of recent years who were instrumental in laying the foundations for the successes achieved this year. Without their vision, what has been achieved in the year may not have been realised.

The key achievements during the past year included:

- The delivery and release of the new on-line benchmarking survey too lead by the Information Services Committee project team (chaired by Dominic Marafioti), Brian Fenn from Keystrokes, who has a long history and association with the benchmarking tool, and Australian Survey Research Group (ASR).
- Release of a new and contemporary logo and corporate branding
- Delivery of 2 workshops (Space Management and Critical Incident Workshop) with one to come in November (Grounds)
- Implementation of the Webinar Program which received very positive feedback.
- Conclusion of TEMC 2016 in New Zealand – a highly successful event with an engaging program and excellent attendance
- The planning of TEMC 2017 in Melbourne, projected to host a record breaking number of attendees.
- A rebranded *TEFMA Clever Campus Awards* encompassing 5 new awards for recognition of excellence in the sector.
- Commencement of the an Association Management Tool (website) project which is currently underway and lead by Dominic Marafioti and the Information Services Committee.

Steve's report noted that the success of the year was levelled at the entire Board. He acknowledged the support and contribution of the Executive Steph Forrest, Garry Bradley and Glenn Mowbray for their sage advice and counsel. And he recognised all committee members for their contribution to their relevant committees. Steve also acknowledged Victoria Chapman and Paula Leishman from Leishman Associates and also our Executive Consultant, Alison Fincher Johnson.

Steve noted was an honour and privilege to serve the membership with such a dedicated team.

*Motion: That the President's Report be accepted.*

*Moved: Steve Sullivan*

*CARRIED: 23 Agreed*

#### **6 Treasurer's Report 2017**

The Secretary Treasurer in 2016-2017 was Glenn Mowbray who prepared the following reports.

#### Summary of Glenn Mowbray's Treasurer's Report

The Association converted accounts to NAB Connect accounts during the financial year and maintains three accounts with a total cash balance of \$363,158.40 as at 30 June 2017:

- a working cash payment account;
- a Business cash Savings account; and
- a Visa Credit Card account.

The Association continued to maintain an accrual accounting system.

#### 5.2 Auditor

On June 30 2017, TEFMA auditors Escott Aston became a non-ongoing concern as they were no longer able to provide services. Garcia Group Advisors will audit the 2016/2017 financials and future auditor appointments will require endorsement by institutional members, preferably to also be engaged on a medium term agreement.

*Glenn recommended that the members note change to Auditor for 2016/2017 from prior endorsement*

#### 5.3 Budget 2016-2017

The report noted a major focus of anticipated expenditure was planned development of the Online Benchmark Survey Tool as well as the planned development of a new Website and correlated functions.

The report conveyed that the Association currently utilises an accrual accounting system, with **consideration to be tabled to change to cash accounting system** to aid in the visibility of liquidity and the continuity of the organisation as an ongoing concern. TEFMA's auditors are drafting the proposal to make this change and an associated change in accounting system (from MYOB to Xero).

The report confirmed that as per budget expectations, the Association saw a negative cash outcome for the Financial Year.

#### 5.4 TEFMA Financial Report 2016-2017

The Treasurer's report confirmed that the Association's financial outcome for the financial year was a deficit. The deficit was due primarily to the developments of the survey and new website, as well as the ongoing Exec Consultant contract fees. Member support for the TEFMA workshops, Annual Director's Forum and the TEMC surplus ensured that the Association achieved a surplus on each activity, which offset normal operating expenses of the Association.

The end of FY deficit result was funded from the Association's Accumulated Surplus.

The Association had zero major outstanding liabilities as at 30 June 2017.

*Motion: That the Treasurer's Report be accepted.*

*Moved: Steve Sullivan*

*CARRIED: 22 Agreed*

### 6 Secretary's Report 2017

## 6.1 Corporate Governance

The status of agreements currently maintained by TEFMA with others is as follows:

### CURRENT

1. Annual Directors and Officers Insurance
2. Executive Consultancy Services Agreement
3. Management and Administration agreement for Secretariat Services to the Board
4. Deed of Variation (via extension) with the Commonwealth of Australia, (Department of Education and Training), for the existing Agreement in relation to access to the TEFMA online data system and survey data.

### EXPIRED / NO AGREEMENT

5. Contractor Agreement for development of the online benchmark survey has expired on completion of project. Should variation to the survey be required, it is recommended that this be done utilising same expert advice for development of initial agreement.
6. Whilst TEFMA's accountants were endorsed at the last AGM to audit the financial statements, they no longer exist as a going concern. An interim has been arranged for 2016/2017 reports, however development of a clear scope of services and approach to market will improve accounting and audit outcomes
7. An unsigned MOU (expiring February 2020) is retained for TEFMA's partnership with Keystrokes. Revision is underway to delineate between this MOU's objectives with regard to the new benchmark software (developed independently) to formalise contractual arrangements and to clarify associated future financial commitments.
8. A new licence and / or operating agreement is required for ongoing management of the newly developed TEFMA website and CRM.
9. Independent sample institution Benchmark survey audits have been historically managed via an annual work order. A revised agreement to align with revision to benchmarking survey will be developed for future agreements
10. With ATEM as partner, TEFMA and Leishman Associates Pty Ltd have agreed to terms for a revision to the Management and Administration Agreement for TEMC 2016-2019. Whilst it is unsigned, work is commencing on the scope for TEMC management for 2020 and beyond

### Recommendation

*Motion: That the Secretary's Report be accepted.*

*Moved: Steve Sullivan*

*CARRIED: 22 Agreed*

## 7 Auditor's Report 2017

It was reported that due to the unanticipated closure of Escott Aston Chartered Accountants, Audited Statements of TEFMA's accounts were delayed but were made available prior to the AGM.

## 8. 2017-2018 Budget

## 8.1 Budget Estimates

The report outlined that the Association's budget for the current financial year (2017-2018).

*Motion: That the Draft 2017-2018 Budget be accepted.*

*Moved: Steve Sullivan*

*CARRIED: 22 Agreed*

## 9 Committee

## Reports

### 9.1 Education Committee Report 2017

The 2016/2017 Education Committee members comprised of:

- Wayne Millar                      Chair - Charles Sturt University
- Chris Hewison                  Deputy Chair - RMIT
- Chris Stevens                  Co-opted member - Lincoln University

Summary of Wayne Millar's Report:

The report stated that the Education Services Committee established a working group to determine what a structured professional development program for TEFMA would consist of and how that can be linked to an appropriate member's recognition framework. In addition, the ESC is working with the Members Services Committee and the Executive Officer on the creation of an integrated approach to improve the Awards and Scholarship Programs and determining how that will align to the new member's recognition framework.

TEMC 2017, *"Eureka: Revolutionary Ideas"*, will be held at the Crown Casino in Melbourne, Australia from the 18<sup>th</sup> to the 20<sup>th</sup> September, 2017

The 2018 TEM Conference, which is to be hosted by TEFMA, will be held at the Crown Hotel in Perth. The TEFMA representatives on the LOC are Rocio Bona (CU), Kerry Devine (ECU) and Robyn Fallon (JCU).

Future locations for the TEMC are: 2019 Adelaide, and potentially 2020 Brisbane and 2021 Hobart.

Wayne recognised the contribution of (Local Organising Committees) LOCs to the 2017 Workshop program:

- a) *"Space Leadership and the Digital Frontier"* Workshop: 9<sup>th</sup> & 10<sup>th</sup> May 2017  
Hosted at the Rydges Hotel, Brisbane.  
102 delegates
- b) *"Critical Incident Management"* Workshop: 18<sup>th</sup> & 19<sup>th</sup> July, 2017  
Hosted at The University of South Australia.  
88 Delegates
- c) *"Grounds Management"* Workshop: 14<sup>th</sup> & 15<sup>th</sup> November, 2017

Hosted at University of Sydney  
TBC 90 delegates

Wayne's report focused on the implementation of the successful 2017 Webinar Series which has had some 340 viewers across 5 webinars hosted to date. The feedback has been very positive and the webinars will continue into the future.

Members to note that the scholarship program was reviewed in 2017 to better differentiate between the three scholarships.

*Scholarship winners announced at the Annual Awards Dinner*

Travel Scholarship: Vicki White, Monash University

Conference Scholarship: Zac Carson, University of Newcastle

See item 9 for the Maurie Pawsey Scholarship winner.

*Motion:*

*That the Education Committee Report be accepted.*

*Moved: Wayne Millar*

*Seconded: Dominic Marafioti*

*CARRIED: 23 Agreed*

## **9.2 Information Services Committee Report 2017**

The 2016/2017 Information Services Committee consisted of Dominic Marafioti (Chair) and Garry Bradley (Deputy Chair).

Below is a summary of Dominic Marafioti's report

The key areas of focus for the Information Services Committee (ISC) were the delivery of the TEFMA Online Benchmark Survey & Reporting Tools, update of the TEFMA Space Guidelines and the replacement of the TEFMA Website. Working with the TEFMA Executive Consultant, Secretariat, contractors and specific members TEFMA is well progressed in delivering value for the membership.

The development of the benchmark survey and reporting tool went very well and the new Online Collection tool was used for the first-time in 2017 to collect the 2016 data. The Reporting tool was released in early August following some additional validation checks to ensure all data had been transferred and calculated correctly.

Thanks to the project control group for their efforts in delivering this project, particularly Brian Fenn (QUT) and Andrew Lewis (UNSW)

Independent audits of three survey respondents are currently being undertaken by Aqunta consulting to ensure that the data presented is as accurate and reliable as possible. With this round of audits, all respondents to the survey over the years have now been audited.

An editorial panel was established to overhaul the Space Planning Guidelines using the guidance from the Space Benchmarking Review Workshop Group report, which included recommendations to update, enhance and simplify space reporting for TEFMA members and the thoughts of the membership via a consultation phase. A working draft of the new TEFMA SPG including the overall structure and some developed sections has been sent to the editorial panel for review.

Dominic's report stated that the current TEFMA website is outdated in content, functionality, communication style and graphic presentation. A working party developed a Website Re-Development Project, Request for Proposal which was released and responded to by developers of association specific web solutions. At the conclusion of this process ASPEDIA a Web Design, Internet Marketing and Digital Agency based in Brisbane has been engaged to provide a member management solution to fully integrate, automate and report our associations data.

As part of the website rebrand, the TEFMA Logo has been updated to a more contemporary style and corporate colours. The new logo design allows it to be scaled to sit equally and with clarity with our partner logos when presenting events and is scalable to work across our digital and print media.

*Motion: That the Membership Services Committee Report be accepted.*

*Moved: Dominic Marafioti*

*CARRIED: 23 Agreed*

### **9.3 Membership Committee Report 2017**

The composition of the Membership Committee in 2016 – 2017 consisted of:

Iona Beaully, Chair

Brian Jones, Deputy Chair

The overall institutional TEFMA membership increased slightly over the past year. The main non-renewals were those in the TAFE sector.

Institutional Members down 3 to 77  
Associate Members Up 236 to 1237  
Affiliate Members: 6  
Affiliate Associates Down 1 to 11  
Business Partners Down 1 to 62  
Business Partner Associates remains at 70  
Emeritus Members 9  
Honorary Members 3  
Individual Members 1  
**Total 1,476 (from 1,240)**

2017 saw the rebranding of the TEFMA Awards to the TEFMA Clever Campus Awards. These awards were held at Eureka 89 on Monday 18<sup>th</sup> September 2017.

*The results of the awards were:*

Institution of the Year Award: Australian Catholic University

Practitioner of the Year Award: Jye West, Australian Catholic University

Emerging Professional Award: Erin Shillington, Victoria University of Wellington

Innovation Award: Flinders University

Continuous Improvement Award, Deakin University

*Motion: That the Membership Services Committee Report be accepted.*

*Moved: Iona Beaully*

*CARRIED: 23 Agreed*

### **9 Maurie Pawsey/ Schneider Electric Scholarship 2017**

The winner of the Maurie Pawsey/Schneider Electric Scholarship was Kathryn Robertson, from University of the Sunshine Coast, this was announced at the TEFMA Awards Dinner.

### **10 Certificates of Appreciation 2017**

Members are to note the following awards made throughout the year:



## Certificates of Appreciation:

### *TEMC 2017 Melbourne*

Colin Reiter	University of Melbourne
Kain Jarvis	Swinburne University

### *TEFMA Space Management Workshop, Brisbane, May 2017*

Barbara Robinson	University of Queensland
Jenny Wemyss	Griffith University
Emily Banks	Queensland University of Technology

### *TEFMA Critical Incident Workshop, Adelaide, July 2017*

Damian Lawson	University of South Australia
Mick Papps	Flinders University
Mark Kennedy	University of Adelaide
Justin Faggotter	University of South Australia

### *Overall Contribution to TEFMA*

Colin Reiter	University of Melbourne
Robyn Fallon	James Cook University, Graham Arndt Curtin University
Trevor Gerdson	University of Newcastle

### *Overall Contribution to the TEFMA Benchmarking Project*

Brian Fenn	Queensland University of Technology
Andrew Lewis	UNSW Australia

## **11 2018 AGM and Conference**

Members to note that the 2018 AGM will be held online. The 2018 TEMC conference is being held at Crown Conference Centre Perth from 9-13 September 2018

## **12 General Business**

## **13 Elections**

2017 TEFMA Annual Election results were:

Directors:

Rocio Bona, Curtin University  
Chris Stevens, Lincoln University

TEFMA Vice-President:

Wayne Millar, Charles Sturt University

Congratulations to all elected members.

## **13 Handover of Office**

The Outgoing President, Steve Sullivan formally handed the Gavel of Office to the Incoming President, Steph Forrest at the TEFMA Annual Awards Dinner. Steve welcomed Steph to the President's role and thanked the Board and Association for an enjoyable term as President and as Board member.

### **INCOMING TEFMA BOARD 2017/2018**

<b>President</b>	Steph Forrest	Victoria University of Wellington
<b>President-Elect</b>	Garry Bradley	Deakin University
<b>Vice-President</b>	Wayne Millar	Charles Sturt University
<b>Secretary/Treasurer</b>	Glenn Mowbray	The University of Canberra

**Directors**

Iona Beaully  
Chris Hewison  
Brian Jones  
Rocio Bona  
Chris Stevens

University of the Sunshine Coast  
RMIT University  
University of Newcastle  
Curtin University  
Lincoln University

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Steve Sullivan, President

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Glenn Mowbray, Secretary/Treasurer

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Date

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Date

### **3 Business Arising from these Minutes**

On behalf of the TEFMA Board I am delighted to present the 2017-18 President's Report.

It has been a pleasure to have led such a dedicated and committed Board over the past year.

I have especially appreciated the support and collegiality of the Board Executive comprised of Garry Bradley, Deakin University (President-Elect); Wayne Millar, CSU (Vice President); and Glenn Mowbray, University of Canberra (Secretary/Treasurer).

We have worked closely together on a number of key initiatives, including a comprehensive review of the secretariat, management and administrative support structure required to ensure TEFMA achieves its strategic outcomes going forward.

The resignation earlier in the year of our Executive Consultant, Alison Fincher-Johnson - alongside the impending expiry of our contract with Leishman Associates for secretariat, administration and events services - created an opportunity to enable the Executive to reflect carefully on the operational structure needed to lead and support an exciting period of expansion. The outcome of the support structure review and recommendations will be presented to the rest of the Board at the 9 September Board meeting.

On behalf of the Board I wish to sincerely thank Alison Fincher-Johnson and Leishman Associates, especially Victoria Chapman and Bree Blackwell, who have made extremely valuable contributions to TEFMA over recent years.

Additionally, all Board members have all worked tirelessly within their Committee roles to bring the various programmes and initiatives to our members. I want to thank these Board colleagues for their dedication and enthusiasm - Brian Jones, Newcastle University; Chris Hewison, RMIT; Chris Stevens, Lincoln University; Dominic Mariafoti, UniSA; Iona Beaully, USQ; and Rocio Bona, Curtin University. It is important to note that the Board roles demand a huge commitment not only from the individuals but also their institutions, and their time is given freely over and above their "day jobs".

It was very pleasing to note increased interest in Board roles at this year's election. Glenn Mowbray was elected as the incoming Vice President, so will relinquish his Secretary/Treasurer role to take up the new position at the Incoming Board meeting on 13<sup>th</sup> September 2018 in Perth. We were also delighted that Chris Hewison and Iona Beaully were re-elected to the Board for second terms as they have both made a major contribution during their first two-year term.

The constitution also allows for the President to co-opt two additional Board members, so in order to ensure appropriate capacity and smooth transitioning, I was able to co-opt Mhairi Donohoe from University of Melbourne and Hilary Kavanagh from James Cook University on to the Board. Hilary has expressed interest in the Secretary/Treasurer role being vacated by Glenn, and this will be formally endorsed at the Incoming Board.

### **TEFMA Strategic Plan**

The Board has been making steady and positive progress against the deliverables outlined in the current Strategic Plan which set the direction for TEFMA from 2015 to 2018.

During the June Planning Day in Melbourne, we conducted a review of our strategic direction to develop a new three-year Strategic Plan to ensure a seamless transition to the current President-Elect, Garry Bradley from Deakin University. The new Strategic Plan will be further developed over the next couple of months by the new Board under Garry's leadership.

### **Online Benchmark Survey**

A major success over the past year has been the launch of the new web-based tool for the collection of TEFMA benchmarking data and reporting. The tool is now into its second year and has received good feedback to date; the survey and reporting tool will be reviewed by the Information Services Committee prior to the opening of the 2018 data collection early in 2019.

Under the stewardship of Brian Fenn, who has recently retired from QUT, TEFMA benchmarking has gathered sector metrics for more than 20 years. This data enables our members to monitor and compare their respective institutions' estate performance to ensure efficient and effective management.

The Board wishes to acknowledge Brian Fenn for his tireless work managing the benchmarking data, not only for the past decades, but also his expertise and generous support of the project to transition to the new web-based tool.

### **TEFMA Association Management Tool**

It has been a long time coming, but we now have this new website – a significant strategic milestone!

This new website is perhaps better described as an association management tool. It will be a key enabler for many other future planned initiatives as its functionality will allow proactive and effective engagement with our membership to share best practice and leading ideas. Thank you to Dominic Mariafoti for leading this project on behalf of the Board.

### **TEMC**

One of the main professional development events in the annual calendar is the flagship Tertiary Education Management Conference (TEMC) delivered in partnership with the Association of Tertiary Education Managers (ATEM).

TEMC 2017 – themed “EUREKA – Revolutionary Ideas” - was hosted in Melbourne and attracted a record 920 delegates. The comprehensive program included presentations from Professor Glyn Davis, Vice Chancellor and Principal of the University of Melbourne; Dr Jason Fox, Author and Leadership Adviser; Dr Jenny Gray, Chief Executive Officer of Zoos Victoria; Todd Sampson, award-winning documentary-maker & television presenter; Alex Hanlon, Executive Director of Learning Resources at the University of Canterbury; and Paul Roberts, leading international campus planner from Turnberry Consulting.

TEMC 2018, “A World of Opportunity” being hosted in Perth, has 740 delegates registered, with numbers set to increase. We look forward to hearing from keynotes and speakers and attending the social functions which always offer a fantastic opportunity to catch up with members from TEFMA and ATEM. Sincere thanks to Rocio Bona, TEFMA convenor, and the other representatives on the LOC, Garry Bradley, Kerry Devine and Kelly Whyte.

Adelaide will host the 2019 TEMC and we know they will put on a great event. The 2019 theme is “Distilling Ideas, Transforming the Future: Identifying the Key Ingredients to Success” and will be launched during this year's conference.

I would like to thank all involved in past, current and future TEMCs – the Local Organising Committees put in a huge amount of effort and do a fantastic job in delivering unique and innovative programs year after year.

We encourage members to attend this prestigious annual event which is supported by our many Business Partners including major sponsor, Programmed.

On behalf of TEFMA, I wish to acknowledge all sponsors and exhibitors who support TEMC events; please consider engaging with them during the conference.

### **Workshops & Webinars**

TEFMA's key objective is to deliver real value to our members through opportunities to share best practice and provide professional development opportunities.

In 2017, the Education Committee, chaired by Wayne Millar, implemented an extended workshop program, from one workshop per year to three, and introduced a regular webinar series.

The two-day workshops present targeted and quality professional development opportunities in various specialist areas. The affordability of these “mini conferences” is due in no small part to the support of our Business Partner members, sponsors and exhibitors. The workshops enable members to learn, share ideas and network with their colleagues and are typically attracting around 80 – 120 delegates.

Over the past 12 months we have delivered three very successful two-day workshops:

- In Sydney in November, Sydney University hosted the 2017 Grounds Maintenance: A Green Campus workshop. This workshop attracted 70 attendees and was generously supported by Green Options, Arbor Safe, Cell-O-Park and Trees Impact Group.
- The Strategic Asset Management workshop attracted 92 delegates and was hosted by University of Tasmania in Hobart in February. Again, this workshop was generously supported by our business partners, DCWC SAFM, Archibus, SPM Assets and AECOM.
- The first TEFMA Real Estate Management Workshop: Leasing, Legal and Retail Management Trends was hosted by RMIT in the Kaleide Theatre on 19-20 June 2018. 82 delegates joined to discuss key issues in retail and real estate and the event was supported by CellOPark, Brain and Poulter, Ecoglo and Vendy.

The Learning Environments Workshop will be held on 26 and 27 November at Victoria University of Wellington, Wellington, New Zealand. Co-hosted with CAUDIT, the program will explore the latest trends in both physical and digital learning environments as pedagogy and student experiences evolve and change.

The webinar series has also proven to be extremely popular, typically attracting an average of 60+ viewers, with topics explored covering a broad and diverse range including asset management, carbon management plans, building automation and space management and utilisation.

These webinar sessions are recorded and can be viewed on this website at any time.

All of the workshop and webinar planning, logistics and programs are brought to our members due to the voluntary commitment of members of the Local Organising Committees (LOCs) and the event management services of Leishman Associates. I would like to thank all the individuals involved in the respective LOCs and Leishman for these workshops.

The workload delivering this increased program is significant and I want to especially thank Wayne Millar who has continued to Chair this Committee in 2018 despite taking on the Vice President role - he has been instrumental in maintaining the momentum!

### **TEFMA Directors Forum**

This year's Directors' Forum program built on the discussions at last year's forum held in Adelaide. There were two interactive panel sessions related to the changing physical environment and members presented on the following topics:

- “Macroplanning and Expansion of a Campus - Large Projects & New Campuses”; and
- “The Vertical Campus- Moving to the City”

Delegates heard updates from Universities Australia and Universities New Zealand as well as presentations on securing capital funding and the changing landscape of university planning.

Thank you to Multiplex for their ongoing support of the event as the platinum sponsor and to all members who attended.

### **Scholarships and Awards**

The TEFMA Clever Campus Awards play an important role in recognising member achievements and providing scholarship opportunities to members. Award winners will be celebrated at the TEFMA Awards

Dinner on the 10<sup>th</sup> of September. We look forward to an enjoyable evening hosted by MC, Peter Rowsthorn.

BGIS is the major sponsor for the evening and is also hosting an exclusive back of house tour at the dinner venue, Perth Stadium. Thank you to BGIS their support and for all reviewers and sponsors involved in the Awards program.

## **Business Partners**

Another focus of delivering member value is to enhance and strengthen the relationship between the Board and our institutional members with our Business Partners, sponsors and exhibitors who support our association and the various events. These business partner members have rich industry knowledge and resources to share with us. To foster the relationships and knowledge transfer between the institutions and these generous corporate supporters, we have now established a program of Business Partner Networking Events that align with our Board meetings and workshops.

## **Conclusion**

As the outgoing President of the Association, I wish to take this opportunity to thank my institution, Victoria University of Wellington, for the time, travel and financial commitment it has generously invested in me to enable me to undertake my Board member and Executive roles over the past five years.

It has been professionally and personally rewarding serving on the TEFMA Board led by inspirational Past Presidents: Brian Yearwood, Peter McGeorge, Colin Reiter and Steve Sullivan.

I feel privileged to have had the opportunity to work alongside them and all of the other Board members throughout my term and appreciate the strong and enduring friendships I have made.

Without exception, all of the Board members with whom I have served have been passionate, driven and dedicated to giving back to the tertiary education sector and delivering member value.

I also feel privileged that in my Board Executive roles I have had the opportunity to travel to South Africa, USA and the UK, to foster and enhance the important relationships with the members and Boards of our international strategic partner organisations, HEFMA, APPA and AUDE.

I am heartened to see an incoming Board with such diverse talents and experience and I am confident the Board and Association will flourish under Garry's stewardship as the next President. I wish them all continued success for the years ahead.

Lastly, I also encourage you and your colleagues to get involved in TEFMA and make use of the resources and events that not only TEFMA itself provides, but also the international networks and experiences that it gives access to.

## **Recommendation**

That the President's Report be accepted.

Steph Forrest

**Pr**

**esident**

## **5 Treasurer's Report**

### ***5.1 Financial Governance***

The Association continued banking with NAB, maintains the following NAB Connect accounts during the financial year with a total cash balance of \$337,310.47 as at 30 June 2018 (and a \$60,000 term deposit which expired on 5 July 2018):

- a working cash payment account;
- a Business cash Savings account; and
- a Visa Credit Card account.

The Association continued to maintain an accrual accounting system however has been transitioning toward cash accounting during the term. During the reporting period, TEFMA has altered its governance over the cash accounting management of workshop events to improve transparency and has been detailed in the Notes to the Financial Statements.

### ***5.2 Auditor***

Garcia Group Advisors were appointed to audit the 2017/2018 financials, following on from the prior year appointment. A three (3) year agreement was reached during the period to expire post the audit of the 2019/2020 financial year, noting that annual appointment paperwork is required.

### ***5.3 Budget 2017-2018***

The income and expenditure for the Association is based on an annual budget which is set at the first meeting in the new financial year. There are three committee budgets established – Membership, Education and Information Services – as well as an administrative budget for Board Services.

This past year, the Board set a budget with a forecast deficit of \$55,940.75 (ex GST). This deficit followed the completion of the new Online Benchmark Survey Tool, and the new Association Management Tool (new TEFMA Website) from the prior year, and looked to carry parallel management of former and new software and processes to ensure data integrity was managed. The budget year anticipated a new retail survey pilot as well as the inclusion of a third workshop to be held annually each November. Finally, the pending expiration of the Secretariat and Executive Consultant agreements during the term were considered a potential risk pending future direction to be recommended and implemented by the Board.

TEFMA's accountants, Delante, have implemented the Xero accounting system to improve visibility of monthly income and expense detail, ensuring liquidity of the Association throughout each year and in line with income, events and other expenditure. This change has improved the Associations ability to prepare Business Activity Statements and audit transparency.

### ***5.4 TEFMA Financial Report 2017-2018***

The Association's financial outcome for the financial year was positive with accounts currently under audit. The receipt of workshop income from the prior period and the mutual termination of the Executive Consultancy agreement early, the Association saw a positive cash outcome for the Financial Year compared with budget expectations.

Continuing member support for the TEFMA workshops, Annual Director's Forum and the TEMC surplus ensured that the Association achieved approximate income expected to budget, suggesting the Associations continued efforts to deliver member value remain valid for the market.

The Association had zero major outstanding liabilities as at 30 June 2018.

The Association's audited Balance Sheet and Income and Expenditure Statement for the year ended 30 June 2018 is forthcoming.

## Recommendation

*That the Treasurer's Report be accepted.*

Glenn Mowbray

**Treasurer/Secretary**

## Secretary's Report

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### **6.1 Corporate Governance**

The status of agreements currently maintained by TEFMA with others is as follows:

#### **CURRENT**

1. Annual Directors and Officers Insurance (due for renewal in September 2018);
2. Management and Administration agreement for Secretariat Services to the Board has been mutually agreed to be extended at least until February 2019 pending decisions at 2018 Incoming Board meeting;
3. Three-year Agreement with Delante Accountants for monthly accounting, Xero management, Business Activity and Financial Statement development, expiring October 2020; and
4. Deed of Variation (via extension) with the Commonwealth of Australia, (Department of Education and Training), for the existing Agreement in relation to access to the TEFMA online data system and survey data. The Agreement (Deed) requires TEFMA to supply data for Table A Australian universities for the calendar years 2017, 2018 and 2019 as well as historical data (due for renewal by 30.06.2020).

#### **EXPIRED / NO AGREEMENT**

1. Executive Consultancy Services Agreement expired early with mutual consent. Future direction to be determined at the 2018 Incoming Board meeting;
2. Contractor Agreement for development of the online benchmark survey has expired on completion of project. Medium term operational agreement to be developed;
3. An unsigned MOU (expiring February 2020) is retained for TEFMA's partnership with Keystrokes. Revision is ongoing to delineate between this MOU's objectives with regard to the new benchmark software (developed independently) to formalise contractual arrangements and to clarify associated future financial commitments.
4. A new licence and / or operating agreement is required for ongoing management of the newly developed TEFMA website and CRM.
5. Independent sample institution Benchmark survey audits have been historically managed via an annual work order. A revised agreement to align with revision to benchmarking survey will be developed for future agreements
6. With ATEM as partner, TEFMA and Leishman Associates Pty Ltd have agreed to terms for a revision to the Management and Administration Agreement for TEMC 2016-2019. Whilst it is unsigned, a paper has been prepared to consider the future of TEFMA's annual conference for 2020 and beyond

## Recommendation

*That the Secretary's Report be accepted.*



## **7 Auditor's Report – 2018 AGM**

### **7.1 Audited Financial Statements**

Audited Statements of TEFMA's accounts are pending and are being completed by Garcia Group Advisors. Audited Financial Statements for the period 1 July 2017 to 30 June 2018 will be made available electronically for the AGM.

#### **Recommendation**

*That the Annual Financial Statements prepared by Garcia Group Advisors be accepted on completion.*

Glenn Mowbray

***Treasurer/Secretary***

## **8 Committee**

## **Reports**

### **8.1 Education Committee Report**

The 2017/2018 Education Committee members comprised of:

- Wayne Millar Chair - Charles Sturt University (Deputy from September 2017 – July 2018)
- Chris Stevens Deputy Chair - Lincoln University (Chair from September 2017 – July 2018)
- Rocio Bono Curtin University (Chair, Perth TEMC LOC 2018)

The primary responsibilities of the Education Committee are:

- TEM Conferences
- Workshops
- Webinars
- Directors' Forum
- Scholarships
- Professional Development Program

The focus of the Education Services Committee (ESC) in this term has been to identify a sound delivery platform for the TEFMA Goals of; Engagement, Professionalism and Knowledge, as stated in the TEFMA Strategic Plan 2015-2018.

#### **8.1.1 TEM Conferences**

##### **2018 TEMC Steering Committee**

Garry Bradley and Wayne Millar are the TEFMA representatives on the TEMC Steering Committee, with Wayne being the 2017/18 Chair.

##### **2018 TEM Conference – Perth**

TEMC 2018 will be held at the Crown Perth, from 9<sup>th</sup> – 12<sup>th</sup> September 2018 and will be structured around the theme *A World of Opportunities*". The Local Organising Committee (LOC) TEFMA representatives are Rocio Bona (Chair), Garry Bradley and Kerry Devine. Registration numbers are above expectations at 740 and the take-up of sponsorship is very strong at the time of writing.

The LOC is to be congratulated for delivering an innovative and engaging program in what was expected to be a challenging financial environment.

### **Future TEM Conferences**

The 2019 TEM Conference, which is to be hosted by ATEM, will be held at the Adelaide Convention Centre. The TEFMA LOC representatives include Dominic Marafioti (Uni SA), Kendra Backstrom (University of Adelaide), Juan Smith (Flinders).

Prospective future locations for the TEMC are Brisbane in 2020 and Hobart in 2021 which are yet to be confirmed.

### **8.1.2 Workshops**

#### **2019 Workshop Calendar**

The 2018 Workshop Program continued the format commenced in 2017 and contains a three workshops. The Education Services Committee saw this as an opportunity to drive member engagement, add value for business partners and increase TEFMA revenue.

TEFMA wishes to thank all member institutions including the University of Tasmania, The University of Sydney, RMIT University and Deakin who have hosted events and workshops over the past year and put forward staff to sit on LOC.

#### **TEFMA Grounds Workshop**

The TEFMA Grounds Workshop was hosted by the University of Sydney on the 14<sup>th</sup> and 15<sup>th</sup> of November 2017 and attracted 70 delegates. The event included several grounds tours and the program had many engaging speakers. The event generated a profit of \$4,179 ex GST on revenue of \$30,168.

#### **Strategic Asset Management Workshop**

The Strategic Asset Management Workshop was hosted by the University of Tasmania in Hobart from 21-22 February. It was well managed and a great success. 92 delegates attended and it generated a profit of \$40,681 ex GST on revenue of \$84,500.

#### **Real Estate Management Workshop**

The Real Estate Management Workshop was held at RMIT Melbourne 19—20 June 2018 and attracted 82 delegates; TEFMA aims to continue to support and facilitate further engagement with the real estate and leasing group. The event was deemed a huge success and made a profit of \$13,528 ex GST on revenue of \$49,518.

#### **Future Learning Environments Workshop**

Planning with the LOC is underway for the workshop to be held at Victoria University in Wellington on 26<sup>th</sup> and 27<sup>th</sup> of November. TEFMA is pleased to announce that CAUDIT will co-host the event with TEFMA and the program will encourage collaboration between both groups.

The ESC would like to recognise the contribution of the following members to the 2017-18 Workshop program:

“Grounds Management” Workshop: 14th & 15th November, 2017

##### **Hosted at University of Sydney**

The LOC members were Mark Moeller (UoS), Mark Spence (UoW), Mark Clark (UNSW), Gary Mack (Massey), Wayne Millar (CSU), Emma Harrison (Leishman).]

##### **d) “Asset Management” Workshop: 20-21 February, 2018**

The LOC members were Matt Smith (UTAS), Dave Povey (USQ), Wayne Millar (CSU), Chris Stevens (Lincoln) Emma Harrison (Leishman), Victoria Chapman (Leishman)

##### **e) “Retail Management” Workshop: 19-20 June 2018**

The LOC members were Steve Tropoulous (UNSW), Effie Arvanitopoulos (UNSW), Mathew Savage (UQ), Simon Minos (La Trobe), Ian Hancock (RMIT), Lynda Norrish (Monash), Marguerite Langford (QUT), Tom Cook (Monash), Victoria Chapman (Leishman), Emma Harrison (Leishman) with a special thanks to Chris Hewison (RMIT).

### 2019 Workshop Calendar

The following workshops are in the early stages of planning with details yet to be confirmed. The ESC will determine if running a 4th Workshop in the calendar is achievable in 2019 and sustainable in the longer term:

- a) Campus Services Contracting Workshop - Sunshine Coast \*TBC
- b) Smarter Data Workshop - Canberra
- c) Learning Environments Workshop – Student Study and Living - Melbourne TBC
- d) Grounds Management Workshop (\*Conceptual 4th Workshop TBC)

### 2020 Workshop Calendar

The following 'conceptual' workshop themes have been established for the 2020 calendar with planning yet to commence:

- e) Environmental Sustainability (Wollongong TBC)
- f) Strategic Asset Management (TBC) Consider a BIM workshop or part of a workshop
- g) Learning Environments (TBC)
- h) (\*Conceptual 4th Workshop TBC)

### 8.1.3 Webinar Program

The webinar program has continued in 2018, with four webinars being held to date and additional webinars scheduled for the remainder of the year.

A major factor in enabling the calendar to be populated was the strategy to transition presentations from TEMC and workshops into the Webinar program to reach out to members who could not attend TEFMA events. Other significant factors were the support of the Boards' committee members who contributed topics from their institutions as well as exposing the great work that is being done within the committee structure and the strong participation of several TEFMA Business Partners.

The following table outlines some of the key statistics associated with the Webinar Program and highlights the level of engagement and quality delivered.

2018 WEBINAR PROGRAM SUMMARY TO END OF AUGUST 2018					
Webinar Theme/Title	Reg	Log ins	Add shared logins	Total viewers	Webinar Average Rating*
Maurie Pawsey – Nicole Eaton	95	66	14	80	4.60
Building Automation – Steve Mitsch	86	53	4	57	4.21
Asset Management – Emmett Mackle	94	55	7	71	4.30
USC's Carbon Management Plan – Dennis Frost & Barbara Albert	77	46	2	50	4.15
*Score is out of 5					

#### 8.1.4 Directors' Forum

The TEFMA Directors' Forum was held on the 18<sup>th</sup> of June, 2018 at the Deakin Downtown campus. Lead by the TEFMA Executive, it consisted of several key presentations and focused on the topics of funding solutions, university planning and updates on the Australian and New Zealand tertiary sectors. Members shared case studies on projects including major campus expansions, relocations and going vertical.

#### 8.1.5 Scholarships

Three scholarships are on offer in 2018 and the award winners will be announced on the 10<sup>th</sup> September during the TEFMA Awards Dinners:

- Maurie Pawsey Scholarship
- Conference Scholarship
- Travel Scholarship

#### 8.1.6 Developing a New Vision for a Continuing Professional Development Program (PDP)

During 2017/18 a working party was established to review TEFMA's educational offering and to develop a vision for the future. The working party consisted of Wayne Millar (Chair), Chris Hewison, Iona Beaully, Trevor Gerdson, Glenn Mowbray, Chris Stevens and Alison Fincher-Johnson and concluded with a number of recommendations that will be pursued in 2019.

As an example one recommendation was to award professional development points to members who attend TEFMA workshops. The concept is that the points would accumulate and at some point be converted into some form of member recognition. The details still need to be worked through, however the new ESC will plan and implement this new process in 2019 and look to make the allocation of PDP points retrospective for members who have attended workshops in 2018.

More information about TEFMA's new approach to professional development for its members will be provided through the new TEFMA Association Tool.

#### **Recommendation**

*That the Education Committee Report be accepted.*

Wayne Millar

**Chair, Education Committee**

### 8.2 Information Services Committee Report

The Information Services Committee consists of Brian Jones (Chair); Garry Bradley (Deputy Chair), Dominic Marafioti (Member and Website Lead). The key areas focused on in 2017-18 have been the delivery of the TEFMA Website and the ongoing collection and reporting for the TEFMA Benchmark Report.

#### 8.2.1 TEFMA Online Benchmark Survey

TEFMA has worked with Australian Survey Research (ASR) for the second year running to collect and report on benchmark data. For the 2017 data (collected in 2018), the collection tool and reports were once again validated by Brian Fenn of Keystrokes who has dedicated over 20 years to TEFMA benchmarking.

The 2017 data will be available through the online reporting tool and the usual downloadable reports will also be available to participating members. Non-participants and business partners will receive the Business Partner Benchmark Report which is an abridged version of the benchmark report showing

sector averages across Australia, NZ and Hong Kong.

Following the release of the 2017 survey data, a full review of the survey will be conducted to address user feedback and possible improvements. The Project Control Group (PCG) believe that having user feedback from two years' survey activity will provide a useful basis for this review.

The TEFMA Benchmark PCG meet regularly throughout the year, and members were: Brian Fenn, Andrew Lewis (UNSW), Dominic Marafioti (UniSA), Brian Jones (Uni Newcastle), Victoria Chapman (TEFMA Secretariat/Leishman Associates). I would like to thank members of the PCG as well as ASR for their involvement this year.

### **8.2.2 TEFMA Benchmark Survey**

As noted above the Collection and reporting is now via the new online tools.

The intention of the TEFMA Benchmark is to assist member institutions to understand sector benchmarks and trends to assist with the management of their facilities. TEFMA is contracted to provide a selection of capital asset management (CAMS) data to the Australian Federal Government for their annual CAMS review of universities.

Fifty-seven (57) members completed the 2016 TEFMA Survey, a small decrease on the 2016 participation rate of 58.

As all respondents to the survey over the years have now been audited, a review of the structure of future institutional audits will be undertaken by the Information Services Committee. This year, the benchmark audit will focus on auditing the accuracy of the online survey tool data set and ASR software platform.

#### **8.2.2.1 TEFMA Real Estate and Retail Survey**

Following a request from a Victorian Leasing Managers Group, the PCG considered and discussed the options to expand the survey tool to include Retail information. It was decided that a pilot survey be developed to test the viability of the retail survey ahead of expansion of the benchmark survey. A draft retail survey template was by Brian Fenn and a pilot survey was circulated to and completed by a working party made up of institutional representatives.

The outcome of the pilot survey will determine the next steps in terms of implementation to the wider TEFMA community. TEFMA wishes to thank all involved in the process to date.

### **8.2.3 TEFMA Website**

A big achievement in 2018 has been the launch of the new TEFMA website, or Association Management Tool. The site went live in April after a significant amount of work from the working party which was composed of the Information Services Committee, the TEFMA Executive Consultant and the Secretariat. Following a request for proposal and review panel, Aspedia, a web design and internet marketing and digital agency was engaged to provide a member management solution.

The solution provides a front-end website, eCommerce system, member portal, member database, CRM and financial reporting. It offers improved member communications, news, events, special interest groups and an updated resource library which will host historic information from the old site. As part of the website refresh, the new more contemporary TEFMA logo was incorporated into the design.

I wish to thank Board member Dominic Marafioti for his dedication to the website project and seeing through the delivery.

### **Recommendation**

*That the Information Services Committee Report be accepted.*

Brian Jones  
Chair Information Services Committee

### 8.3 Membership Committee Report

The composition of the Membership Committee in 2017 – 2018 consisted of:

Iona Beaully, Chair

Chris Hewison Deputy Chair

#### 8.3.1 Membership Statistics

##### *Institutional Members*

	Institution	Member				Institution	Member	
	<b>ACT</b>					<b>WA</b>		
1	Canberra Institute of Technology	Ivan Radic			39	Curtin University of Technology	Rocio Bona	
2	The Australian National	Silvia Mansell			40	Edith Cowan University	Maxine Plant	
3	University of Canberra	John Owens			41	Murdoch University	Mark Aurisch	
	<b>NSW</b>				42	University of Notre Dame	Carol Hoad	
4	Australian Catholic University	Michael Tracey			43	University of Western Australia	Trevor Humphreys	
5	Charles Sturt University	Stephen Butt				<b>NZ</b>		
6	Macquarie University	Mark Broomfield			44	Ara Institute of Canterbury	Grant McPhail	
7	National Institute of Dramatic Art	Stephen Irons	NF		45	Auckland University of	Tony Lanigan	
8	Southern Cross University	Robyn Barlow			46	Eastern Institute of Technology	Victor Saywell	
9	The University of Sydney	Greg Robinson			47	Lincoln University	Chris Stevens	
10	University of New England	Peter Eaton			48	Manukau Institute of Technology	Steve Simpson	
11	University of New South Wales	Jenny Denman			49	Massey University	Murray Foreman	
12	University of Newcastle	Brian Jones			50	Otago Polytechnic	Jonathan Duncan	
13	University of Technology Sydney	Glen Rabbitt			51	Te Wananga o Aotearoa	Bruce Nunns	
14	University of Wollongong	Kathleen Packer			52	The Open Polytechnic of New	Shaun Ransley	
15	Western Sydney University	Bill Parasiris			53	The University of Auckland	Peter Fehl	
	<b>NT</b>				54	Unitec Institute of Technology	Glenn Huggard	
16	Charles Darwin University	Bill McGuinness			55	University of Canterbury	Alex Hanlon	
	<b>QLD</b>				57	University of Otago	Barry Mackay	
17	Bond University	Glen Horner			58	University of Waikato	Eion Hall	
18	Central Queensland University	Ronald Tollasepp			59	Victoria University of Wellington	Stephen Costley	
19	Griffith University	Nicola Collier-Jackson			60	Toi-Ohomai Institute of Technology	Julia Hawthorn	
20	James Cook University	Hilary Kavanagh			61	Waikato Institute of Technology (Wintec)	Jeff Lukin	
21	Queensland University of Technology	Geoff Dennis				<b>Hong Kong</b>		
22	The University of Queensland	Steve Dickson			62	City University of Hong Kong	K.Y. Chan	NF
23	University of Southern	Dave Povey			63	Hong Kong Baptist University	L C Lam	
24	University of the Sunshine Coast	Iona Beaully			64	The Education University of	Anthony Chan	
	<b>SA</b>				65	Hong Kong Polytechnic	Keith Chan	
25	Flinders University	David Banks			66	Hong Kong University of Science	John Maguire	
26	The University of Adelaide	Virginia Deegan			67	The Chinese University of Hong	Joan Lai Ho Chun	
27	University of South Australia	Phil Clatworthy			68	The University of Hong Kong	K L Tam	
	<b>TAS</b>				69	Vocational Training Council	Colin Soon Yee	
28	University of Tasmania	Jacinta Young				<b>Fiji</b>		
	<b>VIC</b>				70	Fiji National University	Shalendra	
29	Chisholm Institute	Dermot O'Sullivan				<b>Philippines</b>		
30	Deakin University	Kevin Murphy						
31	Federation University Australia	Keith Caldwell			71	De La Salle-College of Saint	Ma Luisa Valdez	
32	La Trobe University	Simon Barnes						
33	Monash University	Bradley						
34	RMIT University	Chris Hewison						
35	Swinburne University of	Kirsten Jeffery						
36	The University of Melbourne	Alexandra Lawlor						
37	Trinity College	Scott Fennell						
38	Victoria University	Kevin McCarthy						

## Business Partner Membership

No	ORGANISATION	Name	No	ORGANISATION	Name
	<b>ACT</b>			<b>VIC</b>	
1	Xact Project Consultants	Bruce Henry	29	A.G. Coombs Group Pty Ltd	Bryon Price
	<b>NSW</b>		30	AECOM	Shu-Hsin Soong
2	AB Mandal Pty Ltd	Peter Horn	31	Airmaster Australia Pty. Ltd.	Arthur Vergopoulos
3	Arcadis	Neil Gall	32	Architectus	Pheris Edelis
4	Archibus Solution Centers -	Kymble Reid	33	Arup Pty Ltd	Finola Reid
5	<i>Beyond FM</i>	<i>Tony Stack</i>	34	Ashton Raggatt McDougall	Tony Allen
6	Brain & Poulter Pty Ltd	Suzee Brain	35	Aurecon Australasia	Katie Kandelaars
7	Brookfield Integrated Controls	Sue Leak	36	Baldasso Cortese	Devkrishna Mistry
8	BSA	Barry Versperman	37	Billard Leece Partnership	Tara Veldman
9	Campus Living Villages	Justine Cooper	38	DesignInc Limited	Christon Batey-Smith
10	Capital Insight	Robert Hickson	39	Donald Cant Watts Corke	Glenn B Corke
11	CIM Environment Group	Tom Ray	40	GHD Pty Ltd	Grellan Symes
12	Covaris	Peter Milankovski	41	Hayball	David Tweedie
13	Cushman & Wakefield	Michael Brown	42	John Wardle Pty Ltd Architects	John Wardle
14	HDR	Graeme Spencer	43	Jones Lang LaSalle	Tas Emmanouilidis
15	JJ Coleman Plumbing Pty Ltd	John James	44	Lehr Consultants International	Yogesh Raju
16	MBMpl Pty Ltd	David Pearson	45	Lyons	Carey Lyon
17	Root Projects	Gregory Hanna	46	MA Security	Angela Schmidt
18	Serco Australia Pty Ltd	Garry Brown	47	MGS Architects	Rob McGauran
19	SPM Assets	Russell Caird	48	MazeMap	Robert Cox
20	Unibank	Glinda Major	49	Multiplex	Graham Cottam
21	Ventia Pty Ltd	Warren Martin	50	Northquest	Guy Barnes
22	Woods Bagot Pty Ltd	Georgia Singleton	51	Programmed	Nathan D'coutho
	<b>QLD</b>		52	Quayclean Australia	Katrina Monaghan
23	HASELL Ltd	Mark Roehrs	53	Slattery Australia Pty Ltd	Sarah Slattery
24	Turner & Townsend	Robin Sweasey	54	Spotless Services Australia Ltd	Michael Leggett
	<b>SA</b>		55	Wilde and Woollard	Paul Dowling
25	ISS Facility Services			<b>WA</b>	
26	Mosaic Space	John Pryzibilla	56	Delron Cleaning Pty Ltd	Rochelle Connelly
27	Schneider-Electric Buildings	Glen Scott	57	Hames Sharley	James Edwards
28	Swanbury Penglase	Andrew Phillips	58	IBMS Pty Ltd	Amanda Campbell
			59	Integrated Facility Management	Craig Walker
			60	Taylor Robinson	Leigh Robinson
				<b>NZ</b>	
			61	Energy & Technical Services	Geoff Bennett
			62	Jasmax	Michelle Goodall
			63	Opus International Consultants	Stuart Wheeler

### Emeritus Members:

Maurie Pawsey	University of Melbourne	1991
William Humble	University of Queensland	1992
Ted Dews	James Cook University	1993
Don Long	Macquarie University	1995
Lloyd Cushway	University of Adelaide	1996
Denis Stephenson	Latrobe University	2004
Alan McGregor	Murdoch University	2005
Sam Ragusa	Griffith University	2007
Joe Hollander	Massey University	2009
Andrew Frowd	QUT University	2016

### Honorary Members:

1	Russell Candy	University of Western Australia	2005
2	Maurice Matthewson	University of Auckland	2005
3	Pam Esdaile	University of Sydney	2013
4	Alan Egan	University of Queensland	2017

### Affiliate Members:



AFFILIATE MEMBERS		
	Organisation	Representative
1	Department of Education	TBC
2	NSW Department of Education	Anthony Perrau
4	TAFE NSW	Gwendy Arnot
5	Sydney Catholic Schools	Jenny Doyle
6	CSIRO	Miriam Hughes-Reeve

#### Individual Members

1	Gene Robinson	Formerly CQU
2	Tanya Taudevin	Part time architect

### 8.3.1 Membership Statistics

The overall institutional TEFMA membership has increased slightly over the past year. The main non-renewals were those from Hong Kong/Macau and in the TAFE/Polytechnic sector.

Institutional Members down 5 to 72  
Associate Members Up 25 to 1262  
Affiliate Members: 5  
Affiliate Associates Up 1 to 12  
Business Partners Up 1 to 63  
Business Partner Associates up 12 to 82  
Emeritus Members 9  
Honorary Members 4  
Individual Members 2  
**Total 1,511 (from 1,476)**

The table below shows membership statistics since 2011

TEFMA MEMBERSHIP	2011 - 2012	2012- 2013	2013- 2014	2014- 2015	2015- 2016	2016- 2017	2017- 2018
Institutional Members	92	97	99	80	80	77	72
Associate Members	936	979	998	970	1001	1237	1262
Affiliate Members	9	8	7	7	6	6	5
Affiliate Associates	23	21	17	19	12	11	12
Business Partners	82	74	64	65	63	62	63
Business Partner Associates	63	82	72	72	70	70	82
Emeritus Members	9	9	9	9	9	9	9
Honorary Members	2	2	2	3	3	3	4
Individual Members	2	2	1	0	0	1	2
<b>Total</b>	<b>1218</b>	<b>1273</b>	<b>1269</b>	<b>1225</b>	<b>1240</b>	<b>1476</b>	<b>1511</b>
Increase in numbers	72	55	4	44	15	236	35
% increase	5.91%	4.32%	0.32%	3.59%	1.21%	15.99%	2.32%

### 8.3.2 TEFMA Fee Structure 2019-20

The proposed membership dues in 2019-2020 are set to increase from 15-20% across membership categories. This will ensure that the Association can continue to achieve deliverables outlined in the TEFMA Strategic Plan while remaining sustainable.



The 2018-19 Fee structure for Institutional Members was revised and is now a more straight forward structure (previously there were 4 categories). There are now two categories (across Australia, New Zealand and International)

0 – 15,000 EFTSL

15, 000+ EFTSL

**Recommendation:**

That the proposed future fees be noted.

**8.3.3 TEFMA Clever Campus Awards Dinner**

The 2018 TEFMA Clever Campus Awards Dinner is being held on Monday 10<sup>th</sup> September 2018 at Optus Stadium. Award winners will be announced on the night and TEFMA thanks sponsor BGIS for their support of the evening.

**Recommendation**

*That the Membership Services Committee Report be accepted.*

Iona Beaully

**Chair, Membership Committee**

**9 Maurie Pawsey/ Schneider Electric Scholarship**

The winner of the Maurie Pawsey/Schneider Electric Scholarship will be announced at the TEFMA Awards Dinner.

**10 Certificates of Appreciation**

*TEMC 2018, Perth*

Kerry Devine, Edith Cowan University

Kelly Whyte, University of Western Australia

*TEFMA Grounds Management Workshop, Sydney, November 2017*

Mark Clark, UNSW Australia

Mark Moeller, University of Sydney

Mark Spence, University of Wollongong

Gary Mack, Massey University

*TEFMA Asset Management Workshop, Hobart, February 2018*

Dave Povey, University of Southern Queensland

Matt Smith, University of Tasmania

*TEFMA Real Estate and Leasing Workshop, Melbourne, June 2018*

Effie Arvanitopoulos, UNSW Australia

Tom Cook, Monash University

Zoe Grist, RMIT University

Ian Hancock, RMIT University

Marguerite Langford, QUT University

Simon Minos, La Trobe University

Lynda Norrish, Monash University

Mathew Savage, University of Queensland

Steve Tropoulous, UNSW Australia

#### *Overall Contribution to TEFMA*

Past President: Steve Sullivan, University of Sydney

#### *Emeritus and Honorary Members*

To be announced at the Awards Dinner

### **11 2019 AGM and Conference**

The 2019 AGM will be held online. The 2019 TEMC conference is being held at Adelaide Convention Centre, South Australia from 29 September – 2 October 2019.

### **12 General Business**

### **13 Elections**

2018 TEFMA Annual Election results:

Directors:

Iona Beaulieu, University of the Sunshine Coast

Chris Hewison, RMIT University

TEFMA Vice-President:

Glenn Mowbray, University of Canberra

Congratulations to all elected members.

### **13 Handover of Office**

The Outgoing President, Steph Forrest will formally hand the Gavel of Office to the Incoming President, Garry Bradley.

#### **INCOMING TEFMA BOARD 2018/2019**

<b>President</b>	Garry Bradley	Deakin University
<b>President-Elect</b>	Wayne Millar	Charles Sturt University
<b>Vice-President</b>	Glenn Mowbray	The University of Canberra
<b>Secretary/Treasurer*</b>		
<b>Directors</b>	Iona Beaulieu	University of the Sunshine Coast
	Chris Hewison	RMIT University
	Brian Jones	University of Newcastle
	Rocio Bona	Curtin University
	Chris Stevens	Lincoln University
	Dominic Marafioti	Co-Opted Director
	Hilary Kavanagh**	James Cook University
	Mhairi Donohoe**	University of Sydney

\* Acting Treasurer role to be endorsed at the Incoming TEFMA Board meeting.

\*\* Co-Opted Directors endorsed by 17-18 Board with intention of incoming president to co-opt at the Incoming 2018-19 Board meeting.