



BRANCH MANAGERS
NSW/ACT - Tanya Cameron **VIC** - Digna Nichols **QLD** - Sharon James **TAS** - Natasha Stapleton **SA** - Caitriona Murtagh **WA** - Kyllie Whitehead **NT** - Katie Trevor



Allocation of Functions across Staff

FINANCE AND ADMIN

FINANCIAL MANAGEMENT

Accounting systems
Payroll services
Banking services
Financial audit compliance
Internal audit processes
Accounts receivable
Accounts payable
Budget and performance management reporting
Financial forecasting
Business planning
Tax compliance
BAS, GST, FBT, charity status
Statutory compliance,
Internal business processes
Investment portfolio
Employee and sub-contractor agreements
Project and grant funds compliance
Asset Management

GOVERNANCE

Company secretarial and statutory compliance
Board, agendas and minutes

HR MANAGEMENT

- Recruitment
- Performance Management
- Workplace culture
- Staff development/training and
- Work Health Safety compliance

ADMINISTRATION

Office leases
IT & hardware support liaison
Document register
Internal policies and procedures

CEO OFFICE

GOVERNANCE

Governance meetings calendar
Strategic Advisory Council;
- agendas
- meeting preparations
- travel and accommodation
Annual General Meeting;
- Notice to members
- agendas and minutes
- ASIC compliance

ADMINISTRATION

Reception
Office support and supplies
Register of AWA appointees to external organisations

MEMBERSHIP AND STATE BRANCHES

MEMBERSHIP

iMIS record maintenance
Membership data entry
Member engagement and retention
Membership categories
Individual and Corporate members
Value proposition and recruitment,
Renewal & subscriptions processes
Corporate sponsorship

STATE MANAGERS

Coordination of branch committees & state Young Water Professionals
Member engagement
State based recruitment & retention
Delivery of Branch programs;
- Branch conferences,
- Annual branch dinner
- Seminars
- Policy events
- Technical events
State stakeholder management

SPONSORSHIP

Securing support for;
- State & national events
- Domestic programs
- International programs
- Publications
- In-kind sponsorship
Managing our sponsors
Sponsorship liaison across all branches

ONLINE SERVICES

H2Oz - Jobs Board
E-commerce - shopping cart

ADVOCACY AND INDUSTRY DEVELOPMENT

ADVOCACY

Stakeholder Engagement
Government submissions
Media relations
National Policy Summit
State of the Water Sector Survey
Community Water Survey
Discussion Papers
Specialist Networks

INTERNATIONAL TRADE

Austrade and DFAT Projects
Overseas expos & conferences
IWA and IWA Australia Committee
International MoU's
International exchanges

INNOVATION

National Water Innovation Forum
Innovation Advisory Group
Innovation Incubator Program

PROFESSIONAL DEVELOPMENT

PD course design
Webinars
Online courses
CPD Points record management
NSW Pilot - Operators National Accreditation Scheme

INDUSTRY PROGRAMS/PARTNERSHIPS

AUST - NZ Biosolids Partnership
Water Industry Skills Taskforce
Bureau of Meteorology

EVENTS AND MARKETING

EVENTS

Ozwater Conference and Exhibition
IWA World Water Congress
Host Country Committee to World Water Congress
National Policy Summit
Innovation Forum
Specialist Network Events
NSW/ACT and NT events
National Awards Program
National Calendar of Events
Policies and procedures for AWA events

MARKETING

Brand and positioning
Style guide
Marketing plan
Event Sponsorship prospectus and contracts
Advertising and event sales
Promotional and business collateral
Image & design
Industry awards

COMMUNICATIONS

Online Comms for website
National Source newsletter
State based and Specialist Network newsletters
Media monitoring
Social media
Technical writing
Editing and proofing *Current Magazine* and *Water e-Journal*

INTERNAL COMMUNICATIONS

Staff and meetings, consistency of strategy and value proposition

DIGITAL PRODUCTS

Website style & functionality
Online directory
Online library