

**CEO**  
Jonathan McKeown

**PA**  
Natalie Kelly

**CORPORATE SERVICES**  
Lisa Murtagh

**GOVERNANCE AND ADMIN**  
Elizabeth McGregor

**MEMBERSHIP AND STATE BRANCHES**  
Marcel Svatos

**ADVOCACY AND INDUSTRY DEVELOPMENT**  
TBA

**EVENTS AND MARKETING**  
Kirsty Blades

**STATE MANAGERS**  
NSW/ACT - Rebecca Hage VIC - Gail Reardon QLD - Sharon James TAS - Natasha Stapleton SA - Kerrie Akkermans WA - Siobhan Jennings NT - Katie Trevor

**Management Accountant**  
William Wilt  
**Accountant**  
Mafaro Mrewa

**Human Resources**  
Justine Williamson  
Tara O'Shea  
(Part-time HR Consultants)

**State Managers**  
**National Relationships Manager**  
Michael Seller  
**Membership Services Officer**  
Jineen Basheer  
**Corporate Liaison**  
Natalija Gagic

**International Manager**  
Paul Smith  
**International Projects Officer**  
Robbie Goedecke  
**International Co-ordinator**  
An Nguyen  
**Project Manager, ANZ Biosolids Partnership**  
Nicola Helme

**Senior Event Manager**  
Katie Trevor  
**Senior Exhibition Manager**  
Steve Comey  
**Event Manager**  
Kiri Goschnick  
**Event Coordinator**  
Sharon Hoang

**Graphic Designer**  
Neusha Sharifi  
**Digital Producer**  
Stefanie Moebus  
**Marketing Coordinator**  
Melania Berehovoy

# Allocation of Functions across Staff

## CORPORATE SERVICES

### 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 AND ADMIN

### GOVERNANCE

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

### HR MANAGEMENT

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

### ADMINISTRATION

Office leases  
 IT & hardware support liaison  
 Reception  
 Office support and supplies  
 Document register  
 Register of AWA appointees to external organisations  
 Internal policies and procedures

### ONLINE SERVICES

H2Oz - Jobs Board  
 E-commerce - shopping cart  
 Online bookshop

## 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

## 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