

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

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

Accountant
Mafaro Mrewa

**Reception/
Admin Assistant**
Shadeh Loucas

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

Branch Managers
National Relationships Manager
Michael Seller
Database Officer
Michele Ritchie
Corporate Liaison
Natalija Gagic

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

Senior Event Manager
Katie Trevor
Senior Exhibition Manager
Steve Comey
Digital, Networks & Event Manager
Kiri Goschnick
Event Coordinator
Sharon Hoang

Graphic Designer
Neusha Sharifi
Digital Producer
Stefanie Moebus
Marketing Coordinator
Melania Berehovy

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