



Institute for Land,
Water and Society
Charles Sturt University

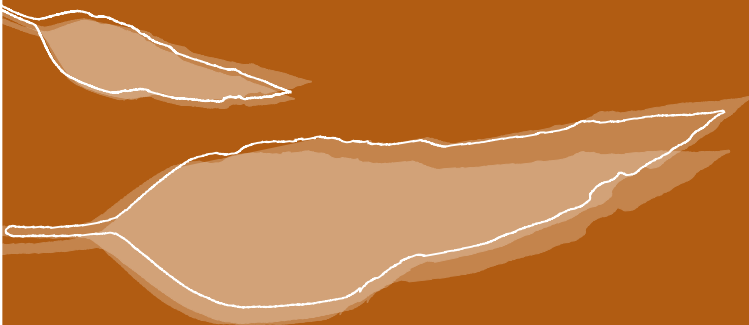


research for a sustainable future



Institute for Land, Water and Society

TOOL KIT
2020



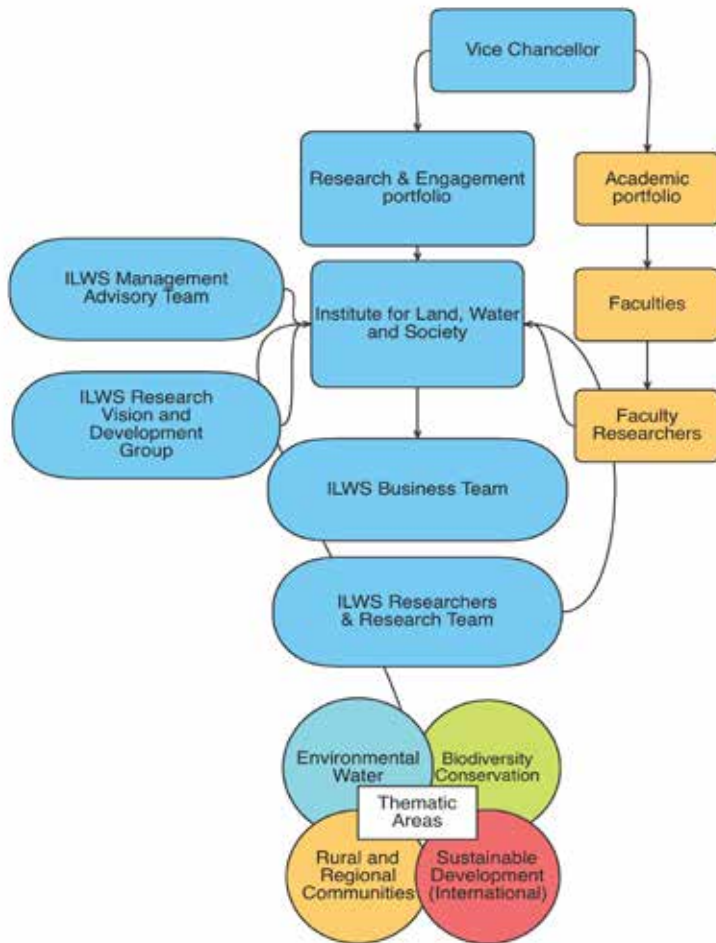
Our Mission

“To undertake internationally recognised integrated environmental, social and economic research for rural and regional areas.”

Our Objectives

- *To maintain and enhance our profile as an internationally recognised provider of integrated quality research that enhances environmental, social and economic conditions in rural and regional areas, in Australia and overseas*
- *To sustain our position as a recognised and leading Research Centre in areas relevant to our communities with an annual research income of \$4M by 2020*
- *To remain a preferred provider for research that integrates environmental, social and economic disciplines with pure and applied research that influences and informs our community of interest, the professions, government and others*
- *To continue to be recognised for our unique ability to bring environmental, social and economic disciplines together to address issues relating to communities and landscapes*

Organisational Chart



Generic Contact

Email ilws@csu.edu.au
Phone 02 6051 9992

Business Team

Insitute Director (Acting)

Dr Andrew Hall

Phone 02 6051 9718

Email ahall@csu.edu.au



Business Manager (Acting)

Kris Gibbs

Phone 02 6051 9992

Email kgibbs@csu.edu.au



Communications Coordinator

Margrit Beemster

Phone 02 60 519 653

Email mbeemster@csu.edu.au

(Monday to Thursday)



Social Media and Website Coordinator

Simone Engdahl

Phone 02 6051 9790

Email sengdahl@csu.edu.au

(Wednesday and Thursday)



Administration Assistant

Debra Noy

Phone 02 6051 9829

Email dnoy@csu.edu.au



Who to go to for assistance with?

	Business team member
Access to ILWS funding support and ILWS schemes management	Kris Gibbs
The development of major initiatives including business case, brokering and coordinating business proposals, contracts and subcontracts	Kris Gibbs
Research funding proposals, including budget advice	Kris Gibbs
Project management support for all projects administered by ILWS (NTS/ BAF, HR, procurement, acquittal, travel)	Kris Gibbs, Debra Noy
General administrative support, including international travel	Kris Gibbs, Debra Noy
Membership management (members, adjuncts, HDR students)	Acting Director, Kris Gibbs
Access to ILWS branding including logos, PowerPoint and publication templates	Simone Engdahl, Kris Gibbs
ISBN numbers for ILWS reports and ILWS report covers	Simone Engdahl, Kris Gibbs
Promotion and organisation of Institute events/activities	Margrit Beemster, Kris Gibbs, Simone Engdahl
Publicity and promotion of research activities and findings, awards, achievements, publications, engagement activities via:	
<ul style="list-style-type: none"> • ILWS Connections newsletter, ILWS Biennial report 	Margrit Beemster
<ul style="list-style-type: none"> • ILWS Social media i.e. Facebook, Twitter 	Simone Engdahl
<ul style="list-style-type: none"> • ILWS web pages and updates • (including member profile pages and project summary pages) 	Simone Engdahl, Margrit Beemster

	Business team member
• Liaison with CSU Media	Margrit Beemster
• ILWS Updates (internal email-newsletter)	Simone Engdahl, Kris Gibbs
For ILWS promotional material such as ILWS banner, brochure, advertisements, logo for clothing	Margrit Beemster, Simone Engdahl, Kris Gibbs
Coordination with Research Office and researchers re. recording of publications in Pure	Simone Engdahl, Kris Gibbs
Mentoring or capacity development by experienced researchers with targeted mentoring programs	Director, Associate Director

Resources & Useful links

ILWS Specific	
Web pages	http://www.csu.edu.au/research/ilws
Research Strategy	http://www.csu.edu.au/research/ilws/home/about/ILWS-Research-Strategic-Plan-Final-November-2016-external.pdf
Membership policy	http://www.csu.edu.au/research/ilws/home/for-members/membership-information/Member-ship-Policy.pdf
Templates for report covers, Power Point presentations	http://www.csu.edu.au/research/ilws/home/for-members/templates
Funding for members	http://www.csu.edu.au/research/ilws/home/for-members/funding
HDR Scholarships	http://www.csu.edu.au/research/ilws/home/ilws-scholarships
Processes	http://www.csu.edu.au/research/ilws/home/for-members/business-bits
CSU generic	
Travel enquiries	https://finance.csu.edu.au/services/travel

Entering publications	https://www.csu.edu.au/research/performance/cro/submit
Fieldwork and laboratory requirement	http://www.csu.edu.au/division/hr/health-safety-wellbeing/risk-management
Flexible working hours for professional general/staff	https://policy.csu.edu.au/view.current.php?id=00029 http://www.csu.edu.au/division/hr/salary-and-conditions/flexible-working-hours
Enterprise Agreement	https://www.csu.edu.au/_data/assets/pdf_file/0008/149831/enterprise-agreement.pdf
Human Resources Fact Sheets	http://www.csu.edu.au/division/hr/fact-sheets
Media tips including CSU Media Brief Document	http://www.csu.edu.au/research/ilws/home/for-members/social-media-tips

What we expect of our members

All Full and Associate members must:

- Submit research grant applications through ILWS and ensure that the Director and Business Manager are aware of all impending applications
- Manage their research income through ILWS
- Be willing to work in teams as and when appropriate

All Full, Associate and HDR members must:

- Have research interests that align with at least one of the Institute's Research Themes i.e. Biodiversity Conservation; Environmental Water; Rural and Regional Communities; and Sustainable Development (International) as presented in the ILWS Strategic Plan
- Attribute research publications, entered through Research Master, to both the Institute and School (where applicable)
- Promote their affiliation with the Institute through the use of the ILWS brand i.e. logo, templates
- Be responsive to requests for information from ILWS staff

It is expected that all ILWS members will acknowledge their affiliation with the Institute when dealing with the media including CSU Media. Additionally, members may be asked to be involved in:

- Major events or activities such as national panels, conferences, reviews
- Management activities within ILWS
- Mentoring of less experienced researchers, supervision of HDR students



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