**AGENDA**



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| TITLE | | | IWA Human Resources Special Interest Group | | | | | | File: |
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| **Date** | | | 21 March 2023 | | **Time** | | 1000-1315 | | Location: Online | | | | |
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| **Meeting Objective:** | | | | | | | |  | |  | |  |
| **Item No** | **Description** | | | | | | | **Allocated Time** | | **Action** | | **Who** | |
| 1 | **Acknowledgement of Country**  **Welcome**  **Quick around the room introductions for new members of the SIG.** | | | | | | | **1000** (15 mins) | | Introduction | | Kate Montgomery/  Ian Mewburn | |
| 2 | **SIG Review - Purpose, format, ongoing engagement** | | | | | | | **1015** (15 mins) | | Discussion | | Ian Mewburn | |
| 3 | **GEAP reporting debrief** | | | | | | | **1030** (25 mins) | | Discussion | | Kate Montgomery | |
|  | **Morning Tea** | | | | | | | **1055** (5 mins) | |  | |  | |
| 4 | **Legal update (guest presenter TBC)** | | | | | | | **1100** (30mins) | | Presentation | | TBC | |
| 5 | **Data and analytics - what are you reporting to where**  **Considering:**  Board, Board Committee, Exec, People Leaders, general availability | | | | | | | **1130** (30mins) | | Discussion | | Ian Mewburn | |
|  | **Lunch/ General Business** | | | | | | | **1200-1300** (60mins) | |  | |  | |
| 6 | **Grab some lunch and join in the open discussion on recent wins/current challenges** | | | | | | |  | | Discussion | | Kate Montgomery | |
| 7 | **Meeting review and planning for next meeting**  Meeting review questions:   * How could the meeting have been more inclusive * Which item could have been given more time * What change would make this a better use of our time   Planning:   * Topics * Virtual/in person | | | | | | | **1300** (15 mins) | | Discussion | | Kate Montgomery/ Ian Mewburn | |
| 8 | **Close – Wrap Up the day** | | | | | | | **1315** | | Close | | Kate Montgomery/ Ian Mewburn | |
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| 1. We start & finish on time 2. We all contribute – everyone is given the opportunity to voice their opinions 3. We use improvement tools that enhance meeting efficiency & effectiveness | 1. We actively listen to what others have to say, seeking first to understand, then to be understood 2. We follow up on actions we are assigned responsibility for & complete them on time | 1. We give & receive open & honest feedback in a constructive manner 2. We use data to make decisions (whenever possible) |