**AGENDA**



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| TITLE  | IWA Human Resources Special Interest Group | File:  |
|  |  |  |  |  |
| **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)
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