**AGENDA**



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TITLE | IWA Human Resources Special Interest Group | | | File: |
|  |  |  |  |  | |
| **Date** | 18 july 2024 | **Time** | 1000-1315 | Location: Online | |

|  |  |  |
| --- | --- | --- |
| 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) |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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** (40 mins) | Discussion | Ian Mewburn | |
|  | **Morning Tea** | | | | **1055** (5 mins) |  |  | |
| 4 | **Legal update**  VGSO | | | | **1100** (30mins) | Presentation |  | |
| 5 | **Collaboration and Sharing – VPS Innovation Network Page** | | | | **1130** (30mins) | Discussion | Kate Montgomery | |
|  | **Lunch/ General Business** | | | | **1200-1300** (60mins) |  |  | |
| 6 | **Grab some lunch and join in the open discussion on recent wins/current challenges/ upcoming opportunities** | | | |  | 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 | |
|  | |  |  |  |  | | | |