**AGENDA **

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| TITLE | | | IWA Technical Services Special Interest Group | | | | | | File: |
|  | | |  | |  | |  | |  | | | | | | |
| **Date** | | | 21 November 2024 | | **Time** | | 10am – 3pm | | Location: Novotel Geelong, Flinders Room | | | | | | |
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| **Meeting Objective:** | | | | | | | |  | |  | |  | |
| **Item No** | **Description** | | | | | | | **Allocated Time** | | **Action** | | **Who** | | |
| 1 | **Arrival for tea/ coffee** | | | | | | | **9.30 am** (30 mins) | |  | |  | | |
| 2 | **Acknowledgement of Country**  **Open & Welcome to the meeting**  **Confirm minutes from last meeting** | | | | | | | **10:00am** (10 mins) | |  | | Simon Hermans | | |
| 3 | IWA update & questions | | | | | | | **10.10am** (20 mins) | |  | | IWA Board member | | |
| 4 | Nominations for Co-Convenor (refer attached) | | | | | | | **10:30am** (30 mins) | | Discussion | | Simon Hermans | | |
| 5 | Brainstorming workshop to build agendas for 2025:   * March – virtual, 10am-12pm * July - virtual, 10am-12pm * November – in person, 10am-3pm | | | | | | | 11am (60mins) | | Workshop | | Simon Hermans | | |
| **LUNCH** | | | | | | | | **12pm** (60 mins) | |  | | |  | |
| 3 | Fostering collaborative aprternships workshop:   * How can we improve regional and remote supply chains? * How can we foster effective collaborative partnerships – start, stop, keep | | | | | | | 1.00pm (90mins) | | Workshop | | TBC – needs someone to volunteer to facilitate | | |
| **GENERAL BUSINESS** | | | | | | | | | | | | | | |
| 7 | **Around the Grounds** | | | | | | | 2.30pm (20mins) | | Discussion | | All | | |
| 8 | **Next Meeting Time & Place**  To be confirmed – virtual March 2025 | | | | | | | 2.50pm (5 mins) | |  | | Simon Hermans | | |
| 9 | **Reflections on meeting, Confirm record, Close meeting** | | | | | | | 2.55pm (5 mins) | | Discussion and close | | All | | |
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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) |