**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  |
|  |  |  |  |  |
| **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)
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