

EA Special Interest Group Meeting
Thursday, 20 March 2025
10.00am – 1.00pm
Online via MS Teams



Convenor: Julie Douglas (Greater Western Water)
 Deputy Convenor: Roslyn Shipton (Yarra Valley Water)

AGENDA

SIG Purpose:

The Executive Assistants' SIG exists to provide a forum for sharing information, networking and professional development in the Victorian water industry.

9.00-9.45am	Plenary Session
10.00am	<p>Welcome and Acknowledgement of Country</p> <p>Attendee introductions and Check-in question</p> <p>Confirmation of Minutes of previous meeting</p> <p>IWA Strategic Review – draft Findings and Outcomes Summary Report (for noting)</p>
10.30am	<p>Relationship between neuropsychology and mental health – Tim D’ath – Divisional Manager Safe and Well, Yarra Valley Water</p> <p>This session will focus on the relationship between neuropsychology and mental health, exploring concepts such as the biological basis of our stress responses, the effects of stress on our brains, the relationship of lifestyle factors and inflammation, and some practical strategies for better managing our stress responses.</p>
11.30am	10 min break
11.40am	<p>Proof of Concept presentation: Implementing a SharePoint site structure based on Business Functions in the Risk and Resilience Section - Mandy Irving, Team Leader, Record Management and May Martinez Pena, Specialist, Digital Information, Greater Western Water</p> <p>Project Overview: This project aims to transform how Greater Western Water’s Risk and Resilience Section use SharePoint. Instead of following the traditional organisational structure (i.e. by group, section or teams), May and Mandy will share how they’re implementing a functional structure that better reflects how work is organised.</p>
12.10pm	<p>Discussion: the Benefits and the dangers of AI and what does responsible use of AI look like – Michael Wenn, Team Leader, Enterprise Security and DevSecOps, Greater Western Water</p> <p>GWW has AI rules embedded in our Electronics and Internet communications policy and standards. Michael will talk to the benefits and the dangers of AI and what/how does responsible use of AI look like.</p>
12.40pm	<p>General Business</p> <p>Next meeting any agenda items for July 2025 online meeting or November in person?</p>
12.45pm	Close

Next meeting: Thursday, 24 July 2025
 Location: online via MS Teams