



Baw Baw Shire Council

Action and Agreement Record

Date:	Start Time:	Finish Time:	Location:
Meeting Purpose:			
Attendees:			
Chair:			
Apologies:			
Code of operation:	<ul style="list-style-type: none"> We start on time and finish on time We all participate and contribute - everyone is given opportunity to voice their opinions We use improvement tools that enhance meeting efficiency and effectiveness We actively listen to what others have to say, seeking first to understand, then to be understood 	<ul style="list-style-type: none"> We follow-up on actions we are assigned responsibility for and complete them on time We give and receive open and honest feedback in a constructive manner We use data to make decisions (whenever possible) We strive to continually improve our meeting process and build time into each agenda for reflection 	
Our cultural commitments:	<p>We will strive to be:</p> <ul style="list-style-type: none"> Optimistic about our organisation's future and our ability to deliver quality services and projects to benefit our community. Pragmatic by resolving issues and making the best possible use of our time, effort and resources. 	<ul style="list-style-type: none"> Respectful of ourselves, our Council and of the diverse views and perspectives of our community. Supportive by valuing our team members, empowering them to be successful in their roles and investing in their growth and development. Authentic by undertaking our work in an open, honest and transparent manner. 	

Agenda				
No	Item	Discussion points	Who	Time Allotment
1.				
2.				

Actions and Agreements				
Meeting	Action	Who	When	Status