



**SA Country Fire Service**  
 "Creating a safer community"

**Barossa CFS Group Meeting**

<b>Agenda</b>		
<b>Date:</b> 9 <sup>th</sup> January 2012	<b>Time:</b> 19:30 Hrs	<b>Location:</b> Group Base
<b>Proposed Items</b>		
	<b>What</b>	<b>Who</b>
1	Welcome / Apologies	Group Officer
2	Safety Briefing	Group Officer
3	OHS&W Issues	Group Officer
4	Disclosure of Interests	
5	Confirmation of Previous Meeting Minutes	Group Officer
6	Business Arising from Minutes	Group Officer
7	Correspondence	Group Officer
8	Group Reports 8.1 Group Officer 8.2 Dept Group Officers 8.3 Finance Coordinator 8.4 Communication Coordinator 8.5 Training Coordinator 8.6 Equipment Coordinator 8.7 Logistics Coordinator 8.8 Family Support Coordinator 8.9 Occupation Health And Safety Officer 8.10 CFSVA Rep 8.11 Cadet Coordinator 8.12 Vehicle & Equipment	
9	Brigade Reports	
10	General Business	
11	Any Further Business	
12	Next Meeting: 19 <sup>th</sup> March 2012	
13	Meeting Closed	Group Officer
<b>Code of Meeting Conduct</b> 1. We start on time and finish on time 2. We all participate and contribute – everyone is given opportunity to voice their opinions 3. We use improvement tools that enhance efficiency and effectiveness 4. We actively listen to what others have to say, seeking first to understand, then to be understood 5. We follow up on the actions we are assigned responsibility for and complete them on time 6. We give and receive open and honest feedback in a constructive manner 7. We use data to make decisions wherever possible 8. We strive to continually improve our meeting process and build time into each agenda for reflection		