



Meeting/subject	Willow Grove Community Reference Group meeting #1
Date/Time	Monday 22 November 2021, 5:00 PM – 7:00 PM
Location	Business Western Sydney – 4 Parramatta Square

Item	Points of discussion	Speaker
1.	Welcome to country	
2.	Introductions	All
3.	Housekeeping, safety, conflicts of interest	Kylie Cochrane
4.	Project overview	Tony McCabe
5.	Terms of Reference - draft for discussion	All
6.	Code of Conduct - draft for revision and agreement	All
7.	Overview of engagement approach - for discussion and feedback	Taryn Woods
8.	Feedback on the meeting and nomination process	All
9.	Agenda and date for next meeting	All