**Expression of Interest (EOI)**

**Rural Community Reference Group**

Liverpool City Council is calling for Expressions of Interest (EOI) from residents of the Liverpool Rural District to join the Rural Community Reference Group as a Community Representative. The aim of this group is provide a mechanism for residents to communicate concerns and needs within the Rural District and in relation to the Badgerys Creek Aerotropolis.

Council invites representatives from the established community groups and individuals from the rural area of Liverpool to apply.

Applicants must:

* Be a resident of the Rural District; and
* Either represent an established Rural District community group – or demonstrate a capacity to communicate with, and represent, residents.

To be eligible, please complete the following form and return to:

**Emma Hart**

**HartE@liverpool.nsw.gov.au**

**Mail: Locked Bag 7064, Liverpool BC 1871**

**Section 1: Personal Details**

Name

Address

Phone Mobile

Email

How long have you lived in the Liverpool Rural District:

Providing the following information is optional, however they are important information to ensure the needs of all residents in the rural areas are represented.

Cultural Background Country of Birth

Language/s spoken

Age \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 2: Selection Criteria – Please complete these questions which will be considered by the Selection Panel when considering your EOI.**

What motivated you to join the Rural Community Reference Group?

Do you represent and community groups within the Rural District? If yes, please provide details.

What outcomes are you seeking to achieve from participating in the Rural Community Reference Group?

How will you contribute to the Rural Community Reference Group?

How will you improve communication between Council and the community?

Signature Date

All EOI’s must be signed and received by either mail or email by Close of Business (COB) 16 December 2018

**TERMS OF REFERENCE**

**1. Introduction**

The Rural Community Reference Group has been established for an initial period of 12 months to provide a mechanism for residents to communicate concerns and needs within the Rural District and in relation to Western Sydney Airport and Aerotropolis.

The Rural Community Reference Group will have no decision-making authority but will have a valuable role to help communication around matters of concern and importance to residents and to provide an opportunity for those issues to be raised with all levels of government.

The Rural Community Reference Group forms part of broader community and stakeholder engagement which is aimed at maintaining clear and transparent communication with the local community.

**2. Purpose**

The purpose of the Rural Community Reference Group is to:

* Improve communication between Council and the community in relation to the development of Western Sydney Airport and Aerotropolis;
* Create a forum for community members and stakeholders to provide feedback and raise matters of concern; and
* Share the outcomes of the reference group as widely as possible through the Rural District.

**3. Membership**

* The Rural Community Reference Group will comprise representatives of any established community groups, independent community representatives and representatives from Liverpool City Council, including the Chair.
* The number of community members may vary over time and will be assessed by the Chair to ensure that there is an appropriate and diverse representation of community members including gender, age and cultural diversity, and geographic spread.

**4. Function**

* To inform both Council and resident members of emerging issues and updates;
* To inform and update resident representatives on government decisions and planning in the Rural District;
* To consider opportunities to improve communication between Council and other government stakeholders and residents in the Rural District;
* To provide a forum for Rural District residents to develop an understanding of policy and strategic planning in the Rural District;
* To provide a forum in which Rural District residents can raise issues affecting the community; and
* Ensuring that any personal opinions expressed outside the Rural Community Reference Group are identified as such and not as being representative of, or made on behalf of, the Rural Community Reference Group.

**5. Meeting Protocols**

5.1 Frequency and duration of meetings:

* Meetings will be held quarterly from 6pm to 7.30pm. Meetings will be held in February, May, August, and November 2019;
* Meeting notes will be circulated to members quarterly; and
* Rural Community Reference Group members will be required to RSVP to meetings a minimum of 48 hours prior to the meeting.

5.2 Meeting locations

* Generally, the Rural Community Reference Group meetings will be held at Bringelly Community Centre; however, the Chair has the discretion to nominate an alternative location; and
* Any alternative location will be identified in the agenda and communicated to the members a minimum of 48 hours prior to the meeting.

5.3 Meeting agenda

* Agenda and minutes of the previous meeting will be distributed seven days prior to the meeting.

5.4 Meeting notes

* Meeting discussion points will be recorded as meeting notes;
* Meeting notes will be presented and approved by the Chair for distribution to Rural Community Reference Group for their information; and
* Meeting notes will circulated to members within four weeks of each meeting.

**6. Media**

Members of the Rural Community Reference Group must comply with the following:

* Members are not authorised to speak to or comment to the media about the matters discussed at the Rural Community Reference Group; and
* All media enquiries must be referred to the Liverpool City Council’s Communications team.