



## **Resilient Lismore**

### **Community Advisory Group Terms of Reference**

Resilient Lismore (RL) is a registered charity and grassroots organisation that was first established in response to the 2017 floods in Lismore, NSW. It plays a vital role in community recovery and resilience by connecting residents with essential services, resources, and hands-on support. The organisation also focuses on disaster preparedness, recovery, and resilience, working to help local communities be better equipped to handle future crises. Through strong partnerships with groups and organisations across the Northern Rivers region, Resilient Lismore works to support recovery from the 2022 disaster whilst preparing for possible disasters yet to come.

The Charitable Aims of Resilient Lismore are:

1. To support community-led disaster preparedness, recovery and resilience;
2. To help Lismore and surrounding communities develop their capacity to prevent, prepare for, respond to, and recover from crises and disasters;
3. To build community resilience to prevent the impacts of poverty, disadvantage and suffering that result from natural disasters;
4. To mitigate the impacts of poverty, disadvantage and suffering that result from natural disasters through the mobilisation of spontaneous offers of help (volunteers, financial, material) in the recovery effort.

### **Vision, Purpose & Values**

Our Vision is: Prepared and thriving Communities

Our Purpose is: To lead community-based disaster preparedness, recovery and resilience in the Northern Rivers.

Our Values are:

- **Community Connection:** We are deeply embedded in community, ensuring our actions reflect community voices and advocate for their needs and interests.
- **Equity & Inclusion:** We are open to everyone, creating welcoming environments, and showing respect to all.
- **Collaboration & Trust:** We work closely with others, fostering strong, trust-based relationships and networks.
- **Care & Compassion:** Kindness and compassion are at the heart of our approach, guiding

us to work with care for others and for ourselves.

## **1. Purpose**

The Community Advisory Group (CAG) serves as a consultative body, advising Resilient Lismore on community needs, experiences, and aspirations. The CAG will contribute to strategic planning and decision-making by providing community insights and fostering meaningful engagement between the organisation and the broader community of Lismore and surrounds.

## **2. Group role and function**

- To advise the Board and the RL executive on community needs, trends, and gaps, ensuring inclusive and equitable disaster recovery support and resilience initiatives.
- To identify community issues and to suggest innovative solutions.
- To ensure that RL receives advice that helps it to have a positive impact in the community of Lismore and surrounds, and in other communities that it works in.
- To assist Resilient Lismore to develop priorities for service provision and project design and to provide feedback on existing or planned projects and activities.
- To act as a conduit between Resilient Lismore and local networks, fostering collaboration and mutual support.

## **3. General Membership**

- Members will be recruited via an external expression of interest (EOI) process at the beginning of each term and are appointed by the Board.
- The membership term will be for two years (24 months).
- Membership of the advisory group will comprise up to 15 community representatives who live within a 35 km radius of Lismore.
- Resilient Lismore strives for diversity in its Community Advisory Group and seeks representation of people who identify with any of the following:
  - Current residents of identified flood risk precincts
  - Residents with lived experience of the 2022 disaster
  - Long-term residents with significant local community knowledge and/or natural hazard risk awareness
  - Business owners
  - Aboriginal People
  - Culturally and Linguistically Diverse (CALD) People

- Living with disability
- Carers
- Young People aged 15-24
- People over 65
- Expertise and experience in Community Development and/or Community Engagement
- Expertise and experience in Not for Profit and Non-Government Organisational management
- Expertise and experience in Disaster Risk Reduction
- Expertise and experience in Disaster Recovery
- Resilient Lismore aims to have 60% of CAG members (9 people) with lived experience of being directly affected by the 2022 disaster.
- Members will be invited to attend two meetings each year for up to 3 hours.
- Members will receive a volunteer expense reimbursement as a voucher with the value of \$50.
- Other expenses can be considered in line with Resilient Lismore's expense reimbursement policy.
- Members will be provided with an induction to the organisation prior to attending their first meeting.
- Resilient Lismore reserves the right to not accept an EOI from any applicant and if it does will endeavour to explain its decision but is not required to disclose its reasons.

#### **4. Casual Vacancies**

- Any member who does not attend two consecutive meetings without a significant barrier preventing attendance will be considered to have resigned resulting in a casual vacancy.
- Any member who does not attend three consecutive meetings will be considered to have resigned resulting in a casual vacancy.
- Where Resilient Lismore is working with active, engaged and interested community members who meet criteria in item 3 above, the Executive Director or the President can directly invite them to fill casual vacancies of the CAG without a public EOI process.
- If three or more casual vacancies exist RL will run a public EOI process.

#### **5. Confidentiality and conflict of interest**

- Members must comply with Resilient Lismore's Code of Conduct and its policies and procedures, including conflict of interest and the management and treatment of confidential information.
- Matters for advisory group consideration may at times involve access to and consideration of contractual information, legal agreements, financial information, and other confidential information.

- All confidential information will be clearly identified as such and must be kept confidential.
- All members will be required to sign a confidentiality agreement upon appointment.
- Any breach of confidentiality will result in immediate removal from the CAG.

## **6. Meetings and secretariat**

- The Advisory Group will meet at least two times per calendar year.
- Meetings will be aligned with the schedule of the Board in order to inform Board decision making and will also be scheduled with consideration of key organisational timeframes.
- There may be occasions where RL will request out-of-session consideration of issues or questions.
- These additional or extraordinary meetings can be called with two weeks' notice, and no quorum is required.
- Non-attendance at an extraordinary meeting will not be considered as non-attendance in item 4 above.
- Meetings are generally face-to-face with videoconferencing facilities used for additional meetings or out of session work, videoconferencing will be provided by request, but this is not preferred.

## **7. Community Advisory Group intersection with RL Board**

- CAG meetings will be scheduled ahead of Board meetings
- CAG minutes will be reported to the Board at their meetings for consideration of feedback and advice provided
- The Board will nominate three members who may attend CAG meetings as observers with only two attending.