



# ADVISORY GROUPS

## TERMS OF REFERENCE

### 1. Introduction

Lismore City Council's approach to community engagement is built upon a spectrum developed by the International Association for Public Participation (IAP2). IAP2 is an internationally recognised platform used to provide guidance to the public service, not-for-profit sector, private industry and communities.

IAP2 identifies five different levels of engagement reflecting five levels of influence. Collaboration is the fourth level of influence, requiring us to partner with the public in each aspect of the decision, including the development of alternatives and the identification of a preferred solution. We achieve this through the use of stakeholder advisory groups.

The role of the advisory groups is to provide advice to Council that is strategic, impartial and based on experience, to improve the lives of people living, working, playing in and visiting the Lismore local government area.

We commit to looking to our advisory groups for advice and innovation in formulating solutions, and to incorporate advice and recommendations into the decision-making process to the maximum extent possible.

### 2. Representatives

At the first Council meeting following an election, new councillor representatives will be appointed for the term. Representatives are appointed by resolution of Council.

Six months following a Council election, all community representative positions within advisory groups will be declared vacant and an expression of interest process will be undertaken to select the representatives for the following term.

If a vacancy occurs, Council may refer to previous expression of interest applications to select a suitable replacement or leave the position vacant. Council may conduct a new expression of interest process when there are at least three vacancies. Vacancies occurring within six months prior to a council election will not be filled.

Advisory groups may be dissolved by resolution of Council. This will result in all representative positions being terminated. Individual representatives may be replaced by resolution of Council if absent from three consecutive meetings or if they resign.

### 3. Structure

#### Aboriginal Advisory Group (AAG)

- At least two councillors - one Chairperson and one Deputy Chairperson
- One representative from Ngulingah Local Aboriginal Land Council
- A maximum of eight community representatives

#### Disability Inclusion Advisory Group (DIAG)

- At least two councillors - one Chairperson and one Deputy Chairperson
- A maximum of eight community representatives

#### Koala Advisory Group (KAG)

- At least two councillors - one Chairperson and one Deputy Chairperson
- One representative from Friends of the Koala
- A maximum of eight community representatives

#### Lismore Villages Advisory Group (LVAG)

- At least two councillors - one Chairperson and one Deputy Chairperson
- Two community representatives from Rural South
- Two community representatives from Clunes - Bexhill & District
- Two community representatives from Richmond Hill - Lindendale & District
- Two community representatives from Nimbin & District
- Two community representatives from Modanville - Dunoon & District
- Two community representatives from Rural North West

The Lismore Villages Advisory Group village area boundaries appear in Appendix A.

#### Sister City Advisory Group (SCAG)

- At least two councillors - one Chairperson and one Deputy Chairperson
- A maximum of eight community representatives

### **4. Meetings**

Advisory groups will meet at least three times each year at Council's corporate office. Audio Visual Link access will be made available if required. The date and time of the initial meeting will be determined by Council. Subsequent meeting dates and times will be determined by advisory group representatives.

The duration of advisory group meetings will be a maximum of two hours.

The agenda for each advisory group meeting will include up to six items for discussion plus an item for general business. The agenda will be provided to representatives prior to each meeting. Notes of the discussion will be taken by the Chairperson and shared with other councillors at the next Council briefing. Voting is not required.

Representatives must adhere to Lismore City Council's Code of Conduct for Committee Members, Delegates of Council and Council Advisers.

Visitors and guests are welcome to attend advisory group meetings as observers.

### **5. Limitations**

Advisory groups are unable to direct council officers or commit Council to any expenditure or specific course of action.

Representatives are not authorised to speak publicly or issue media releases on behalf of advisory groups.

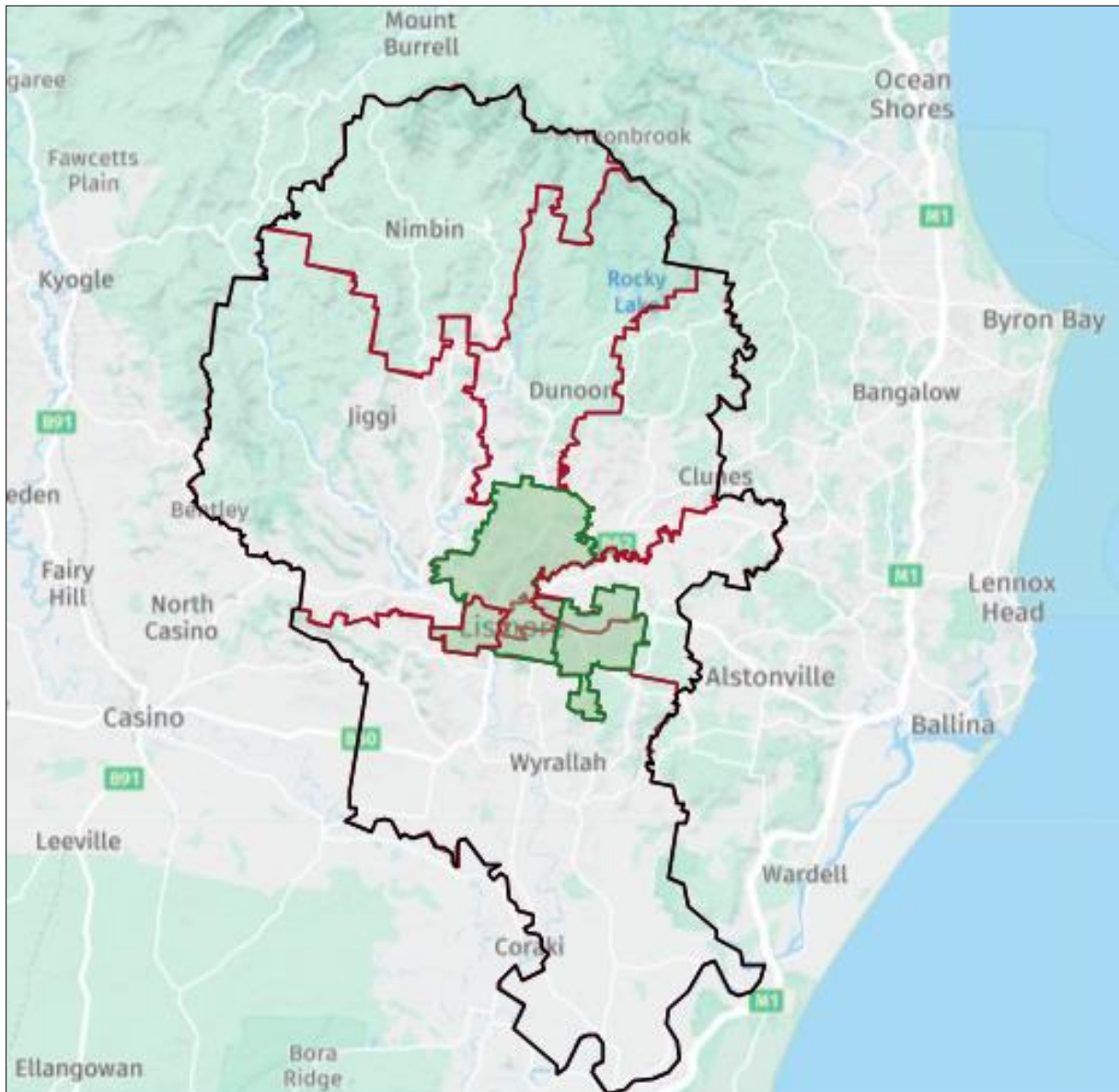
### **6. Review of Terms of Reference**

The Advisory Groups Terms of Reference will be reviewed by Council at least once each council term. Advisory groups can recommend changes to the Terms of Reference for consideration by Council.

## APPENDIX A

### Lismore Villages Advisory Group (LVAG) Village Area Boundaries

- Rural South (eg: Wyrallah, Tuckurimba)
- Clunes - Bexhill & District
- Richmond Hill - Lindendale & District
- Nimbin & District
- Modanville - Dunoon & District
- Rural North West (eg: Leycester, Jiggi)



Compiled and presented in profile.id by .id (informed decisions)