



# Guiding Principles

## Richmond Valley Community Resilience Network



### Acknowledgment of Country

Richmond Valley Community Resilience Network acknowledges the people of the Bundjalung Nation as the Traditional Owners of the land on which we live and work. We honour the First Nations people's culture and connection to land, sea and community. We pay our respect to Elders past, present and emerging. We would also like to recognise the strength, resilience, and culture that continues to inspire generations to come.

## 1. Purpose

The purpose of the Richmond Valley Community Resilience Network (CRN) is to strengthen community capacity to navigate disasters by increasing preparedness and resilience. The Network will enable community services to coordinate and collaborate in improving community prevention, preparedness, response and recovery across the Richmond Valley Local Government Area (LGA).

## 2. Role

The role of the CRN includes, but is not limited to the following functions:

- **Information Sharing and Advocacy:** The CRN provides a forum for agencies and the community to share information, address key recovery and preparedness issues, and identify gaps.
- **Recovery Coordination and Communication:** The CRN enhances communication between services and the community, improves referral pathways, and coordinates recovery activities among community organisations, businesses, rural networks, and local groups.
- **Preparedness and Engagement:** The CRN promotes community and business preparedness and engagement activities, encouraging participation in training and education for disaster resilience.
- **Education and Support:** Educate and support community stakeholders in advocating and sharing information with the Local Emergency Management Committee (LEMC) regarding the disaster management cycle (Prevention, Preparedness, Response, and Recovery).

## 3. Governance Model

The Richmond Valley CRN shall be jointly facilitated by Mid Richmond Neighbourhood Centre (Chair) and Richmond Valley Council (Council Secretariat).

The Chair will:

- Chair Richmond Valley CRN meetings, with support from the Council Secretariat,
- Coordinate advocacy on issues raised in the Richmond Valley CRN,
- Represent the Richmond Valley CRN on the Resilience and Recovery Committee (with support from the Council Secretariat), and
- Liaise with Council, LEMC, Local Emergency Management Officer (LEMO), Recovery Committee and emergency services as required.

The Council Secretariat will:

- Maintain a contact list of current CRN members,
- Liaise with the chair to create meeting agendas,
- Organise meetings, including sending out invitations and organising meeting spaces,
- Assist with chairing meetings as required,
- Represent the Richmond Valley CRN on the Resilience and Recovery Committee (alongside the CRN Chair),

- Share relevant resilience and recovery information with CRN members, and
- Provide and coordinate Council resources to support the Richmond Valley CRN functions.

### 4. Membership

Richmond Valley CRN members represent organisations that bring specialist knowledge and insights about the needs and characteristics of the local community, particularly client groups who are often those most vulnerable to the immediate and longer-term impacts of disaster events.

Membership of the Richmond Valley CRN is open to organisations who provide services or have an interest in supporting community preparedness and resilience within the Richmond Valley LGA

Member organisations could include Neighbourhood Centres, volunteer organisations, chambers of commerce, Aboriginal Land Councils, government departments, emergency response agencies and community resilience groups.

### 5. Meetings

The CRN will meet at least 6 times a year, this could include a pre-season briefing by local emergency services and/or LEMC to share relevant emergency planning and preparedness information. The CRN may also schedule meetings at other times to share information and updates on disaster resilience and recovery activities and learnings with members.

During a disaster event and recovery phases, the CRN may meet on an as required basis, either face-to-face or online, as determined by the CRN Chair or at the request of the Council, LEOCON, LEMC Chair or recovery committee.

### 6. Confidentiality

CRN members are responsible for ensuring that confidential information provided to them as members is kept confidential.

### 7. Conflict of Interest

CRN members must act with honesty and integrity, be open and transparent in dealings, and avoid conflicts of interest. Any actual or potential conflicts of interest must be reported if it is likely to have an impact on a discussion, feedback, recommendation or decision being made by the group.

### 8. Evaluation and Review

To ensure the CRN is fulfilling its role, it will undertake an annual assessment of its performance against the Guiding Principles and annual Action Plan.