

Terms of Reference

After the flood: a strategy for long-term recovery

Implementation Working Groups

Context:

The National Recovery and Resilience Agency (the Agency) provides strategic leadership and coordination of the Australian Government's efforts to deliver a longer-term plan for recovery and resilience in the flood-affected regions. This includes ensuring the government's efforts complement existing recovery arrangements, as well as providing advice on how to tailor policies and programs to support the communities affected by the flood event.

With extensive consultation with communities affected by the flood event, the Agency developed the *2019 Queensland Monsoon Trough After the flood: a strategy for long-term recovery* (the Strategy). The Strategy has identified five strategic priority areas to guide investment to achieve the resilient future that individuals, communities and businesses in the region want.

The supporting focus areas and actions identified in the strategy reflect the areas that need to be addressed if the regions are to make a full recovery from the 2019 flood event and reduce the impacts of any future events. This will take time, but the strategy provides the framework and tools to support an aspirational vision for this path to future prosperity.

The success of the strategy relies on its effective implementation. All stakeholders have a role to play in supporting the affected regions to recover and the Agency is committed to helping empower local people to actively participate in this process. The Agency has identified relevant stakeholders to work together to support implementation of the strategy under two Implementation Working Groups (IWGs)—one for the north-east and one for the north-west. The IWGs, through the Chair, will brief the Agency's Advisory Board—which assists the Agency's Coordinator-General to provide national leadership and a whole of government approach to support farmers and regional communities as they respond to and recover from disasters including the 2019 flood event.

Role of each Implementation Working Group:

The Implementation Working Groups will enable communities and governments to use local knowledge and expertise to assist in identifying concrete actions and facilitate information sharing to support the regions they represent. It is important that local voices remain central to the development of implementation plans in line with the Agency's locally led, locally understood, locally implemented approach.

Responsibilities:

The Implementation Working Groups will:

- Develop an implementation approach to support the implementation of the strategy for both the north-east and north-west Queensland regions impacted by the 2019 flood event.
- Work collaboratively to identify potential actions, identify and enlist individual, business and government support as appropriate, communicate and encourage community participation.
- Inform the Agency of real-time changes in the regions impacted by the 2019 flood event to ensure activities identified in the implementation approach remains relevant to supporting the recovery and resilience of the communities.

- Provide advice about any current and future measures to support the ongoing recovery of the affected regions, and the implementation approach.
- Provide advice on issues associated with implementation of the strategy and updates on the status of funding to ensure the most effective long-term response and recovery for flood affected areas.
- Through the Agency, respond to requests for information concerning the implementation plans as required.

Appointments, Membership and Governance:

The Implementation Working Groups will comprise a mix of government, non-government, community and industry and local expertise and experience.

The Agency under direction of the Coordinator-General will appoint standing members to each of the Implementation Working Groups.

To ensure diverse community representation, up to three members of the community will be invited to participate in each of the Implementation Working Groups. This will bring a breadth of experience and perspectives to the unique challenges and needs of these regions. It is intended that the community positions in each Implementation Working Group would be offered as either one or two year terms.

Members are expected to undertake consultation with relevant stakeholders outside of Implementation Working Group meetings to help inform the work of the Implementation Working Groups.

Each member of the Group will be required to sign the Agency's Terms of Engagement for the Implementation Working Groups.

A list of members is provided at Appendix 1.

Chair:

Executive Manager of Policy and Programs, National Recovery and Resilience Agency (or nominee where the incumbent is unable to attend) will Chair each meeting of the Implementation Working Groups.

Deputy Chair:

The Deputy Chair will be agreed by the members for a one year term.

Proxies:

Appropriate proxies for members may be nominated (if agreed by the Chair or their nominee) to attend when required.

Standing observers:

Representatives from selected agencies, industry or non-government entities may be invited to observe on an ongoing basis where it is deemed to be relevant. Standing observers would be invited to attend meetings and receive meeting materials but would not have authority to propose recommendations or resolutions.

Other attendees:

Observers from other government agencies, and non-government entities, may be invited to attend or present to the groups as appropriate. Attendance is at the discretion of the Chair or their nominee.

Quorum:

A quorum for each Implementation Working Group meetings will include:

- the Chair (or nominated representative), and;
- not less than five members.

Meeting frequency:

- Each Implementation Working Group will meet quarterly, or otherwise as required, in the region or via videoconference/teleconference (particularly in recognition of any physical distancing requirements that may be in place). The location and venue for meetings will rotate through each region.
- A joint meeting of the two Implementation Working Groups may be convened annually.

Secretariat:

The Agency will be responsible for convening meetings, providing secretariat support (including preparing and distributing meeting papers), and payment of members where required.

Payments:

Non-Government Members (excluding Standing Observers) will be paid in accordance with the Remuneration Tribunal determination for Part-Time Public Office Holders (<https://www.remtribunal.gov.au/offices/part-time-offices>) for their participation in the Implementation Working Groups.

Conflicts of interest:

It is recognised and anticipated that conflicts of interest may arise from time to time. Any conflicts of interest that may exist will be required to be declared by members of the Implementation Working Group. All members will be required to sign confidentiality agreements. The Chair may request individual members remove themselves from meetings or parts of meetings where a conflict of interest may (or may be perceived) to arise.

Public information:

Activities (including meetings) of the Implementation Working Groups may be covered by the media and/or featured in National Recovery and Resilience Agency publications and social media. A National Recovery and Resilience Agency website page containing information about the Implementation Working Groups will be established. The following information will be made publically available:

- Names and representation of members,
- Terms of reference for the Implementation Working Groups, and;
- Dates and locations of meetings.

Other information (such as meeting records) may be published as required.

Appendix 1 – List of Members

Position	North East	North West
Chair	Executive Manager, Policy and Programs National Recovery and Resilience Agency	Executive Manager, Policy and Programs National Recovery and Resilience Agency
Deputy Chair	To be selected from members below for a 1-year term	To be selected from members below for a 1-year term
Member	Community representative #1 Allan Milan Appointment for two year term	Community representative # 1 Patrick Hick Appointment for two year term
Member	Community representative #2 Sandra Elton Appointment for one year term	Community representative #2 To be appointed Appointment for one year term
Member	Community representative #3 To be appointed Appointment for one year term	Community representative #3 To be appointed Appointment for one year term
Member	Colleen Watkins North Queensland Primary Health Network	Sandy Gillies Western Queensland Primary Health Network
Member	Natalie Hughes Rural Financial Counselling Service NQ	David Arnold Rural Financial Counselling Service NQ
Member	Scott Crawford NQ Dry Tropics NRM	Geoff Penton Southern Gulf NRM
Member	Nikki Hoffman AgForce	Vol Norris AgForce
Member	Joe Moro Queensland Farmers' Federation	[This line has been intentionally left blank]
Member	[This line has been intentionally left blank]	Catherine Robson MITEZ
Member	Mary Brown Townsville and North West Regional Development Australia	Greg Campbell Townsville and North West Regional Development Australia
Member	Marie-Claude Brown North Queensland Regional Organisation of Councils	Greg Hoffman (Deputy Chair) North West Queensland Regional Organisation of Councils
Member	Jo Killick Queensland Reconstruction Authority	Jo Killick Queensland Reconstruction Authority
Member	Executive Director, Resilience Programs, National Recovery and Resilience Agency	Executive Director, Resilience Programs, National Recovery and Resilience Agency
Member	Director, Flood Policy National Recovery and Resilience Agency	Director, Flood Policy National Recovery and Resilience Agency
Standing Observer	Adam West, Regional Director QLD Department of Agriculture and Fisheries	David Phelps QLD Department of Agriculture and Fisheries
Standing Observer	[This line has been intentionally left blank]	Nigel Tomkins Meat and Livestock Australia