**Secondary Impact Assessment Project – A Framework for Local Government**

**Project Reference Group - Expressions of Interest**

**Background**

* Endorsed by the State Municipal Emergency Management Enhancement Group (MEMEG)
* Working concurrently with EMV’s Victorian Impact Assessment Project - EM-IMPACT
* Hosted by Manningham Council

Local government is responsible for the coordination of relief and recovery after an emergency at the municipal level, including Secondary Impact Assessment (SIA). However, currently there are various SIA guidelines and procedures that exist across the Victorian local government sector.

The need to formally consolidate and develop a state wide approach for Victorian local government to coordinate Secondary Impact Assessment has been recognised and recently endorsed by the State MEMEG.

The purpose of the Secondary Impact Project is to develop an overarching framework that outlines the coordination and delivery of Secondary Impact Assessment across the Victorian local government sector.

**The purpose of the Project Reference Group is to:**

* Be a repository of expertise that the project can draw from, at a particular stage or throughout a project.
* Engage and consult within members own departments and agencies to provide advice and represent a collective approach to the project.
* Provide an active and positive contribution to the project.
* Look for collaborative solutions.
* Form SME working groups as needed.

**Project Reference Group members will have the responsibility to:**

* Attend regular monthly meetings.
* Read required documents and relevant information in preparation for meetings.
* Provide constructive input and represent views of respective collaborations, region, organisation or agency.

**Term of Project Reference Group**

The Project Reference Group will run until November 2019 unless otherwise specified by the SIA Project Control Group, through the Project Coordinator.

**Membership**

Membership will be sourced from:

* Metropolitan, regional and rural councils (no more than one representative from each collaboration or region).
* EMV
* EHO Association
* Victorian Municipal Building Surveyors Group
* DHHS

Members will also be selected on their relevant knowledge and experience in Secondary Impact Assessment as well as their availability to perform the role. It is important that the PRG members have authority to give advice, feedback and make decisions on behalf of the group, agency or collaboration they are representing.

**Process**

EOI’s to close on Friday the 7th of December.

Applicants are invited to submit an expression of interest to amelia.thamrin@manningham.vic.gov.au

Please also use the above email address to request a copy of the Terms of Reference.