

SAMPLE AGREEMENT:

Activation and use of Volunteering Queensland's EV CREW Service

Please contact Volunteering Queensland to discuss and negotiate the content of this agreement further.

This Agreement outlines the agreed roles and responsibilities of Volunteering Queensland and [Name of Local Government] in the activation and use of Emergency Volunteering – Community Response to Extreme Weather (EV CREW).

EV CREW Service Activations

Under existing Disaster Management Arrangements for Queensland, EV CREW provides the primary avenue for the registration and referral of volunteers in a disaster management setting by the Queensland Government. If necessary, EV CREW may also be used by Local Government.

Volunteering Queensland's EV CREW service links people who wish to assist in times of disaster, with recognised organisations supporting communities in an organised and coordinated way during and after disaster events. Volunteering Queensland facilitates this through:

- Activating and utilising its EV CREW system as the central coordinating point for incoming requests from organisations that are seeking volunteers, as well as from individuals and group pledging their time and assistance.
- Acting as an information provider and a gateway to easily disseminate accurate, timely and consistent information and messaging about the event, what type of assistance may be / is needed, when it may be / is needed, progress updates, the types of assistance needed, and locations of where assistance may be / is needed.
- Being the reliable go-to point for clear, timely, up to date communication related to Spontaneous Volunteering for the general public, for registered and potential emergency volunteers, for community organisations, and for other emergency and disaster organisations.
- Connecting offers to help from individuals, groups and corporates with requests for volunteer assistance from community organisations seeking volunteers.
- Working closely with community organisations across the course of their volunteer operations.

Volunteering Queensland obligations

Volunteering Queensland will, subject to resource constraints, commit in good faith to the following:

- Supporting requests received from [Name of Local Government] or their nominated organisation for volunteer help.
- Connecting offers from volunteers to specific activity requests from [Name of Local Government] or their nominated organisation for volunteer assistance.
- Providing support and guidance in the use and management of Spontaneous Volunteers to [Name of Local Government] and their nominated organisation.
- Providing relevant and appropriate information to the volunteer/s about volunteering opportunities.
- Providing reports on active volunteers to more effectively track volunteer participation and attendance.
- Providing information to [Name of Local Government] on the numbers of confirmed EV CREW volunteers activated in the local government region.
- Provision of feedback reports to [Name of Local Government] and relevant disaster management organisations.
- Undertaking an annual update of EV CREW registered volunteers in preparedness for the Queensland disaster season.

Volunteering Queensland is not responsible for:

- Checking or validating the information given to Volunteering Queensland by a prospective EV CREW volunteer about the volunteer's attributes and skills.
- Deciding if a prospective EV CREW volunteer has the appropriate attributes and skills or is a fit and proper person to be engaged in work by [Name of Local Government] or their nominated agency.
- Managing volunteers.
- Providing Public Liability Insurance and Personal Accident Insurance for volunteer workers.
- Providing payment of any kind to any volunteer.
- Ensuring the health, safety, welfare and protection of a volunteer.
- Specific screening requirements for volunteers that may be associated with some roles.

[Name of Local Government] obligations

[Name of Local Government] will, subject to resource constraints, commit in good faith to the following:

- Involve Volunteering Queensland in disaster planning including an invitation to participate in the Local Disaster Management Group (LDMG) and other appropriate committees and working groups.
- Plan for, and facilitate appropriate arrangements with support agencies and service providers to enable safe and efficient Spontaneous Volunteer operations including provision of transport, PPE, communication equipment, and catering for volunteers.
- Assess the need for and use of Spontaneous Volunteers and the formal activation of Volunteering Queensland.
- Provide early advice on activation to Volunteering Queensland to enable the deployment of trained staff / volunteers to provide on the ground advice and guidance in the management of Spontaneous Volunteers.
- Manage the communication strategy for the [Name of Local Government] regarding the volunteer response.
- Provide notification of the activation of their nominated organisation for managing Spontaneous Volunteers and the authority for the organisation to act on [Name of Local Government]'s behalf for the use of EV CREW.

Costs

- Volunteering Queensland will seek formal activation of its activities through Queensland Government in supporting [Name of Local Government] and will invoice the Queensland Government directly for allowable extraordinary expenses incurred, if formally recognised.
- [Name of Local Government] and Volunteering Queensland will negotiate any costs associated with operations that fall outside of State activated activities. Associated costs will be subject to the scale of [Name of Local Government]'s requirement for the EV CREW service and the nature of the support provided to the affected community.

Signed for and on behalf of [Name of Local Government],
 being duly authorised by the organisation to do so:

Signed for and on behalf of Volunteering Queensland Inc.,
 being duly authorised by the organisation to do so:

Local Government Representative	
Name:	(please print)
Position:	(please print)
Signature:	
Date:	

Volunteering Queensland Representative	
Name:	(please print)
Position:	Chief Executive Officer (please print)
Signature:	
Date:	