



Terms of Reference

Australian Emergency Management Volunteer Forum

Mission

To provide a national voice for the volunteer emergency management sector.

Strategic priorities

- Represent the volunteer emergency management sector to Government, ensuring that volunteer aspects are included in the development of emergency management policy and decision making.
- Influence all hazard research projects to ensure that they include volunteer dimensions.
- Ensure that there is regular research into the state of the sector.
- Foster the further development at all levels of recognition programs for the volunteers and their employers.
- Identify, develop and promulgate programs for recruiting and retaining volunteers, particularly young volunteers.
- Promote diversity and social inclusion within the sector.
- Monitor legal issues which may inhibit the recruiting and retention of volunteers.
- Advocate for the standardisation of training and qualifications within and between jurisdictions.

Actions

- Report as required to the Australian and New Zealand Emergency management Committee on volunteer issues.
- Maintain Special Advisor status on the Community Action and Recovery Committee of the ANZEMC.
- Continue to encourage the establishment of State and Territory Volunteer Emergency Management committees.
- Act as a conduit for communication within and across the sector on volunteer emergency management issues.
- Foster partnerships within and across the sector and with the private sector.
- Advocate for the standardisation of training and qualifications throughout the sector.
- Act in accordance with the Emergency Management Volunteer Action Plan.
- Ensure that the Volunteer Leadership Program is well supported by all member organisations.
- Promote the National Emergency Management Knowledge Hub and the National Emergency Management Data base.

Membership

Membership was initially determined in 2002 at a meeting chaired by EMA, of the major volunteer emergency management organisations. It has evolved marginally over the years.

Applications for new membership will be considered and determined by the current members based on the following criteria:

1. They must be national in nature and Australia focused.
2. They must be an integral part of the formal emergency management structure.
3. They must be primarily volunteer in structure.
4. They must not be duplicating an existing capability.

The current membership of the AEMVF is based on the following structure:

1. A Chairperson will be elected by the members for a three year term and may be re-elected.
2. There will be a Deputy Chairperson elected as above.
3. There will be one representative from each member organisation who must be authorised by their National Peak Body to represent their whole organisation.
4. There will be one representative, preferably the Chair, of each State and Territory Emergency Sector Volunteer Committee.
5. There may be ex-officio members as decided by the existing members.
6. Observers and Subject Matter Experts may be invited to attend meetings at the discretion of the members.
7. Representatives of PM&C and other Federal Government Departments may be invited to attend meetings as appropriate.

Secretariat

The Secretariat will be provided by the Australian Institute of Disaster Resilience. (AIDR)

Meetings

The AEMVF will meet face-to-face twice per year and may hold Telephone or Skype conferences as required.

Website

The AEMVF website will be managed by the Secretariat and AEMVF members are encouraged to submit material which may be helpful to others. However, control of content will remain with the Chairperson or delegate.

Communication

The success or failure of the AEMVF as an effective advocate for the volunteer emergency sector will depend on the effectiveness of the communication between members and their State and Territory counterparts. Members must understand that they represent the whole of their organisation not just their parent State or Territory Branch.

This dictates that there must be formal contacts appointed by each member's State and Territory branch with whom the AEMVF member may communicate in order to send and receive information and decisions.

Administration

At the beginning of each calendar year the Chairperson and the Secretariat will decide on the meeting program and promulgate the dates and locations. Members may be requested to provide meeting venues.

The Secretariat will book travel and accommodation as appropriate.

Member organisations are requested to fund the cost of the attendance of their representative. However, the Secretariat will fund the cost of volunteer members who have no organisational financial support.

Review

These Terms of Reference will be reviewed every three years, or as required.