

Volunteer Policy



Overview

1. The purpose of this document is to outline CDT's policy on volunteers and on volunteers' roles and responsibilities.
2. Canberra Dance Theatre (CDT) recognises the contribution of volunteers to CDT's role as a community dance organisation. Benefits of volunteering at CDT includes opportunities for deeper engagement with the diverse community of CDT's staff and students, developing and maintaining a range of administrative and other skills, and providing a meaningful contribution to CDT's future.

Volunteering conditions

3. Consistent with the *Fair Work Act 2009*, CDT volunteers are not remunerated for their contributions. Potential volunteers should consult the [Fair Work Ombudsman's unpaid work fact sheet](#) when considering a volunteering role at CDT.
 - a. Volunteers are eligible for reimbursement of reasonable out-of-pocket expenses consistent with the CDT financial procedures. CDT does not reimburse travel costs for volunteers to attend CDT for volunteering tasks (for example, parking fees or public transport costs between home and the studio).
4. Volunteers are to be financial members of CDT for the purposes of insurance.
5. CDT volunteers work in a range of roles, including assisting the CDT Board, assisting with dance performances and events, undertaking improvements to the CDT facilities and providing administrative support for dance classes. Volunteers will be briefed on their specific tasks prior to commencement. Volunteers engaged on a regular basis may be asked to sign an agreement with CDT, to clearly detail the role and its specific conditions.
6. Volunteers who work with vulnerable people are required to hold a current Australian Capital Territory (ACT) working with vulnerable people (WWVP) registration and provide evidence of current WWVP registration to CDT, consistent with CDT's Working with Vulnerable People Policy.
 - a. a. Volunteers working indirectly with vulnerable people (for example, administration assistant volunteers in the office taking class bookings and payments) are not required to hold current WWVP registration.

CDT's commitments to volunteers

7. CDT commits to provide volunteers with:
 - A safe, respectful and supportive environment.
 - Training required to perform their duties.
 - Copies of relevant CDT policy, procedures and administrative documents needed to conduct volunteer duties.
 - A manager point of contact for their role, for administration matters such as being unable to attend a volunteering task due to illness, and as a point of contact to provide feedback.

Volunteers' commitment to CDT

8. CDT expects that volunteers will:
 - Support CDT's aims and objectives.
 - Comply with CDT's Code of Conduct, policies and procedures, and follow reasonable directions from CDT staff who are managing volunteer roles.
 - Engage with staff and students in a positive and helpful manner.
 - Be punctual and reliable.
 - Use any property or equipment safely and only for purpose of the role, and return it upon finishing the volunteer role.
 - Protect the privacy of personal information that may be handled.
 - Ensure you are not under the influence of alcohol or drugs when volunteering.

Administration assistants

9. In recognition of their vital role, CDT offers complimentary dance cards to voluntary administration assistants at a rate determined by the Board. Administration assistants are awarded one 10-class dance card after earning 10 class credits.
 - a. A single admin session entitles the volunteer to half (0.5) a class credit. This may take the form of admin for one class, or two classes when the administration assistants are in the office for the end of the first class and the beginning of the second class.
 - b. Once an administration assistant earns 10 class credits, they may request a complimentary dance card, subject to verification of attendance.
 - c. Class credits given to administration assistants expire six months from the date of issue.
 - d. Administration assistants are not to award themselves complimentary dance cards. Complimentary dance cards and credits are subject to regular audit.