



WWAF VOLUNTEER POLICY

1. All WWAF volunteers will be asked to agree to the Volunteer Policy, at the bottom of the Registration Form indicating that they agree to everything within this document.
2. This statement of policy is intended to cover both volunteers and other persons working in a non-paid capacity, e.g. work placement / work experience students.
3. WWAF recognises and values the vital and distinctive role that volunteers play within the organisation.
4. We seek to develop good practice on volunteering, in order that the rewards of volunteering are maximised for both parties, in that:
 - Volunteers are given every opportunity to enjoy job satisfaction; have access to training opportunities; use existing skills and develop new ones; feel a sense of ownership towards their work and the organisation; and contribute effectively to the community served by WWAF.
 - WWAF is able to make the most of the skills, knowledge, experience and time given by volunteers to enable it better to meet its aims and objectives.
5. All volunteers and staff members are bound by the *Privacy Act 1988*(Cth) and are therefore legally obligated not to disclose any private information about staff, volunteers, guests, performers or anyone else that they might encounter while volunteering.
6. All volunteers will receive an induction pack, which will include a copy of WWAF's Strategic Plan, the Volunteer Code of Conduct & OH&S information.
7. After each festival cycle, there will be a review meeting giving both volunteers and WWAF the opportunity to discuss what is working well and where improvements might be made.
8. Training will be made available to all volunteers in relation to the areas of work they are involved in. This will include at least one in-house training session, and, where appropriate, outside training courses such as First Aid and Responsible Service of Alcohol courses.
9. WWAF will treat its volunteers as fairly and equally as its paid staff and value their contribution.
10. Volunteers will receive the following benefits:
 - A complimentary ticket to one festival event (in addition to those on which they volunteer to work)
 - An invitation to a post-festival "thank you" function
 - An early-bird ticket-buying opportunity to the WWAF launch concert
 - The opportunity to provide confidential feedback to festival staff
 - Social contact with staff, other volunteers and a wide variety of world-class artists, authors and musicians
10. In accordance with the *Equal Opportunity Act 2010*, volunteer placements will be open to individuals irrespective of race, gender, disability, sexuality, age or marital status.
11. The volunteering relationship is not intended to be a legally binding contract or an employment relationship and may be cancelled at any time at the discretion of either party. It will usually come to an end when a volunteer is no longer able to offer a commitment to WWAF.
12. Volunteers will be entitled to travel and out of pocket expenses with prior agreement but may not receive payment for any other reason. Volunteers will be expected to complete an expenses form for re-imbusement of monies.

13. In the course of their duties, volunteers will be covered by WWAF's Volunteers Liability Insurance. Volunteers' personal belongings are not covered by WWAF's insurance.

14. The WWAF will be run in a COVID safe environment, including, requiring all volunteers to be triple vaccinated to protect not only themselves but the public who are attending. Each communal area will be cleaned twice a day – over lunch and at the end of the day – and all volunteers will be required to wear a mask when around a large group or coming in contact with a large number of people.