Thank you for expressing your interest in volunteering at your library.

We are seeking enthusiastic volunteers for various roles including Children’s Activity Assistants, and Musical Morning Tea Assistants, from March until November. We are also seeking volunteer Justices of the Peace to volunteer on a permanent or casual relief basis.

CONTACT DETAILS

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

How it works

1. Complete this form by selecting areas of interest
2. Hand to library staff or email to rydelibrary@ryde.nsw.gov.au
   Please call 9952 8352 if you have any questions or ask library staff.
3. Library staff will contact you regarding your application.

We will make every attempt to match volunteers with their area of interest and availability, however if the level of interest expressed in the Library Volunteer Program is high we may not be able to offer all applicants a volunteer role. Applications close Wednesday 1 Feb 2017.
Volunteer Roles

1. Children’s Activity Assistants

These roles involve helping to set up and pack up activities including moving furniture with other volunteers and/or staff. Other tasks include handing out craft at storytimes, helping children and their carers with craft, joining in with singing at rhymetimes, answering basic questions, and ensuring prams are clear of exits. Skills in languages other than English are desirable but are not essential.

As your full attention will be required, volunteers are unable to supervise children in their care while volunteering. Please note that while enthusiastic singing is helpful, tunefulness is strictly optional! All volunteers for these roles must have a clear Working with Children Check prior to commencement.

PLEASE TICK TIMES OF AVAILABILITY

□ Ryde Library Storytime Tuesdays 9:45 – 11:15am during school term only

□ Eastwood Library Storytime Tuesdays 10:30am – 12:15pm during school term only
□ Eastwood Library Storytime Fridays 9.45am – 11.15pm during school term only

□ West Ryde Library Rhymetime Mondays 9.45 – 11:15am during school term only
□ West Ryde Library Rhymetime Wednesdays 9.45 – 11:15am during school term only
□ West Ryde Library Rhymetime Fridays 9.45 – 11:15am during school term only

Children’s Activity Assistants are Child Related positions and applicants must register for and obtain a free Working With Children Check (volunteers). Engagement as a volunteer is subject to verification of Working With Children Check status. For more information go to the Office of the Children’s Guardian website and see the fact sheet attached to this application pack.
2. Justice of the Peace Service

The library offers a Justice of the Peace service to the local community. If you are a Justice of the Peace and have time to volunteer, we would love to hear from you.

NSW JP Registration Number ______________________________ (please provide)

PLEASE TICK TIMES OF AVAILABILITY

☐ Ryde Library Justice of the Peace – Mondays to Saturdays – anytime

Please specify ______________________________________

3. Event Assistants – Musical Morning Tea

This role involves helping to serve refreshments, and setting up and packing away refreshments, e.g. tea, coffee, biscuits. Volunteers also direct patrons, manage booking lists, and answer basic questions from patrons, e.g. directions to toilets, location of fiction, library opening hours, and details of upcoming events. Other tasks include moving furniture before and after events, e.g. chairs, tables and shelving, in compliance with Work Health and Safety Procedures.

PLEASE TICK IF INTERESTED IN THIS ROLE

☐ Ryde Library Musical Morning Tea – Event Assistants – 9.30am - 12noon on the second Monday of the month.

4. Please indicate languages in which you can communicate with reasonable fluency.

☐ English (required)  ☐ Italian
☐ Mandarin  ☐ Farsi
☐ Cantonese  ☐ Other –
☐ Korean  Please specify…………………………...
5. Why do you want to volunteer at City of Ryde Libraries?

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

6. What skills and experience do you have which would help you as a library volunteer?

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Referee: eg. Family doctor, solicitor, colleague (who are not related to you)

Name: ____________________________  PH: ____________________________

Mobile: ____________________________
What’s Next

We will let you know whether there are enough places for you to volunteer with us. Potential volunteers will then be asked to come and talk with us about their interest so we can make sure we match you with work you will love to do. We would like to thank you for your application; we do appreciate the interest you have shown in your library and community.

Privacy and Personal Information Protection Act, 1998

Personal information collected from you is held and used by Council under the provisions of the Privacy and Personal Information Protection Act 1998. The supply of information is voluntary, however if you cannot provide, or do not wish to provide the information sought, Council may be unable to process your application or request, or consider your submission. Please note that the exchange of information between the public and Council, may be accessed by others and could be made publicly available under the Government Information Public Access Act 2009 (GIPA Act). If you require further information please contact Council’s Customer Service Centre on 9952 8222.
The Working With Children Check applies to volunteers as well as paid workers. If you are over 18 and you volunteer in child-related work, you need a Working With Children Check (unless you qualify for an exemption – see information below).

For the purposes of a Working With Children Check, a volunteer is someone who does not receive payment for their work. If you receive any payment for your work (e.g. a stipend or per diem payment), you must apply for a Working With Children Check for paid workers. Reimbursement for out of pocket expenses does not constitute payment.

What is child-related work?

Only child-related workers are required to have a Working With Children Check. If you are not sure whether your work is child-related, refer to the FACT SHEET: What is child-related work? available on the Working With Children Check fact sheets and resources web page. Alternatively take our short, online quiz, Do you need a Check?

Non child-related work

Part 2 of the Child Protection (Working with Children) Regulation 2013 sets out specific examples of work that is NOT child-related:

- work as a student in the course of a student clinical placement in a hospital or other health service is not child-related work
- work as a referee, umpire, linesperson or otherwise as a sporting official or a groundsperson is not child-related work, if the work does not ordinarily involve contact with children for extended periods without other adults being present
- providing food or equipment at or for a sporting, cultural or other entertainment venue or providing a venue is not child-related work
- work in providing respite care or other support services primarily for children with a disability is child-related work; however, the work is not child-related work if the work does not ordinarily involve contact with children for extended periods without other adults being present.

Exemptions

Parents or close relatives of a child who volunteer:

- in activities for the child’s school, early education service or other educational institution OR
- with a team, program or other activity in which their child usually participates or is a team member
• are exempt, provided the work is not part of a formal mentoring program and does not involve intimate personal care of children with a disability).

For a list of all exemptions, see the FACT SHEET: Exemptions.

When to apply

All volunteers (including new volunteers) will be phased in to the new Check over the next five years, according to their industry sector. To find out when you will need to apply for the new Check, find your industry sector on the FACT SHEET: Phase in schedule.

How to apply

To apply for a Working With Children Check, you must first fill in an online application form, and then present proof of your identity at a NSW Motor Registry, RMS agency, or Service NSW office (not your local Council). Find a location at www.service.nsw.gov.au/service-centre. The application process is explained in detail in the FACT SHEET: How to apply. Please allow up to four weeks for your results. See FACT SHEET: When will I receive my results?

What type work will the volunteer Check cover?

A volunteer Working With Children Check is free but it only covers unpaid work. Other child-related workers who are not required to pay a fee for a Working With Children Check include:

- students over 18 on a professional placement
- potential adoptive parents
- authorised carers
- adults who reside in the home of an authorised carer
- a home-based education and care service provider.
- a family day care service provider

If you perform any paid child-related work, you MUST apply for a Check for paid workers – even if the paid work is only for a few days. From your first day of paid, child-related work, you will have 30 days to upgrade your volunteer Check to a Check for paid workers.

How to upgrade your volunteer Check to a paid worker Check

You only need ONE Working With Children Check. If you volunteer and have a paid role working with children, the Check for paid workers will cover you for both. A Working With Children Check for paid workers costs $80 for a five year clearance. The upgrade process is explained in detail in the FACT SHEET: Changing from a volunteer to a paid worker.

Disclaimer: The material provided in this Fact Sheet is for guidance only. Every effort has been made to ensure that the information is accurate, current and not misleading. However, this cannot always be guaranteed and no warranty is given that the information is free from error or omission. Users should exercise their own skill and care with respect to the use of the material. The information is also not a substitute for independent legal or other professional advice and users should obtain appropriate professional advice relevant to their particular circumstances.

The Office of the Children’s Guardian does not guarantee, and accepts no legal liability whatsoever for any act done, omission made, loss, damage, cost or inconvenience arising from, connected to, or as a consequence of, using or relying on the material contained in this Fact Sheet.