

## **DUTY STATEMENT FOR ASSISTANT VOLUNTEER RANGERS**

(Assistant Volunteer Rangers work under the direction of the Volunteer Ranger(s) and duties may include the following:)

### **1. Water supply and weather readings:**

- Monitor and maintain water levels in the tanks at the Homestead – rain and dam water.
- Monitor and record water levels in dams and dam water tanks monthly.
- Take twice-daily meteorological observations at the meteorological station at the Homestead - relay data via computer to the Meteorological Bureau.
- Maintain bird-watering points around the house and Shearing Shed.
- Check and clean the five bird water troughs and hides at: Whistler, Emu, Froggy, Grasswren and Old Gluepot tanks – do **NOT** drive the vehicle up to the trough.

### **2. Equipment and maintenance:**

- Maintain the research personnel/Assistant Ranger buildings in a clean and tidy state.
- Carry out maintenance procedures on solar power system – mainly fill and clean batteries and change angle of panels four times per year.
- Check and maintain fuel, oil and water for water pumping equipment.
- Maintain gas for cooking, heating and hot water.
- Check camping areas regularly and liaise with campers.
- Maintain toilet rolls at toilets in camping grounds.
- Maintain 240 volt generator sets - portable and solar power.
- Maintain the equipment shed in a tidy state. Ensure all tools are cleaned, serviced and in working order.
- Ensure that the Visitor Information & Interpretative Centre is clean. Maintain quantities of visitor maps, brochures, bird lists etc. in the Information area. Keep "Visitor Information Board" updated.
- Make regular maintenance checks of the 4WD and tractor (oil, water etc) and ensure that arrangements are made to have the vehicles serviced when due. Report any vehicle problems to the Chair of the Management Committee.
- Ensure bulk diesel fuel tanks are maintained at suitable levels.

### **3. Communications and Safety**

- When the Rangers are absent, talk at least weekly with the Chairman of the Management Committee and report any concerns. When you are on your own (single Assistant Ranger), contact the Secretary of the Management Committee by telephone or email once a day.
- Maintain regular contact with researchers and be aware of their movements and field locations. Liaise with research personnel regarding radio schedules for those that may be overnighing out on the Reserve. Ensure field volunteers/researchers are familiar with UHF radio procedures for both vehicle based sets and portable radios.
- Inform researchers of your intended daily movements on Gluepot so that they may locate you if necessary. Mark up your intended daily movements on the map on the lounge room wall or the board in the Research Kitchen.
- Ensure researchers and workers report and describe their intended activities to the Volunteer/Assistant Ranger. Casual visitors and campers will fill in a book at the Information Centre.
- Never use dangerous tools such as a chainsaw on your own and without adequate training.

- Familiarise yourself with the safety regimes in respect to fire, lost visitors, vehicle breakdown, accidents etc. Familiarise yourself with the Reserve **OH&S Manual**.
- Ensure that the base station UHF radio is left switched on and is in working order.
- Ensure that a container of drinking water is carried in the 4WD at all times – in case of breakdown or accident. Maintain the 1<sup>st</sup> Aid Kit in the 4WD and ensure that adequate tools are in the vehicle at all times (jack, shovel etc).

## 6. Boundaries

- Check access gates when travelling to measure tank levels. Report any stray sheep to Parcoola Station.

## 6. Fire

- On high fire risk days and after thunderstorms check horizon for smoke (you may smell it before it can be seen) and inform Waikerie Country Fire Service if detected. Undertake FIRE WATCH procedures – check the **RANGER MANUAL** for details.

## 6. Diary

- When the Ranger is absent, maintain a daily diary of major events and tasks completed on the Reserve.
- Maintain the 4WD log book.

## EXTRA ACTIVITIES FOR ASSISTANT VOLUNTEER RANGERS

Extra activities may be undertaken according to the availability of time, the Assistant Rangers interests and the work plan prepared by the Volunteer Rangers.

- Undertake mapping and other tasks as set out in the Weed Eradication Management Program.
  - Clear and roll up wire around old fence lines. Save the wooden posts for campsite bollards etc. and the steel posts for signs. The wire can be placed in the Sandy Dam dump.
  - Trim foliage that overhangs tracks – consult with the Volunteer Ranger regarding clearance methods – normally this is done by the Cadell work party.
  - Remove feral grasses and weeds from around the house.
  - Fill in nest record cards and encourage others to do likewise.
  - Fill in bird Atlas sheets and encourage others to become Atlasers.
  - Assist researchers and learn new techniques (e.g. bird banding).
  - Work on your own research projects if applicable. Consult with the Chairman of the Management Committee prior to undertaking research.
  - Undertake data entry and other tasks on the Reserve computer system.
  - Depending on abilities, design and produce materials for display in the Information & Interpretative Centre.
  - If competent, undertake biodiversity surveys at 200 available sites on the Reserve.
  - Assist with the installation and monitoring of seven Malleefowl, grids.
  - Undertake monitoring projects as directed by the Rangers or Management Committee.
  - Liase with the Feral Control Management Team.
  - Monitor the “Judas Goat” Program via the computer and electric fence inspections.
  - Assist with fox baiting as per instructions from the Feral Control Management Team.
  - Assist with the design and installation of walking trails.
  - Assist in a variety of building projects on the Reserve.
  - Maintenance of the Reserve Library
- **NOTE: The above is by no means an exhaustive list of activities.**

## FUNDS AND SERVICES AVAILABLE TO THE ASSISTANT VOLUNTEER RANGERS

### 1. Allowances

- Two 4WD vehicles are provided for the **Ranger's** use on the Reserve and for trips to Waikerie. Fuel and other vehicle expenses incurred in the use of private vehicles used on Reserve business will be reimbursed - approval must be obtained prior to use, from the Ranger in Charge.
- Free accommodation is provided which includes a bedroom, bathroom, kitchen/dining room and office. Assistant Rangers must provide their own bedding (blankets, sheets and pillow slips etc).
- All volunteers are covered by Birds Australia insurance for personal accidents.  
**PLEASE NOTE:** The Birds Australia Insurance Policy covers volunteers from 18 - 80 years of age. If you are below age 18 or above age 80, we suggest that you consider taking out your own personal cover prior to arriving at the Reserve.
- Unfortunately, the Reserve cannot afford to pay Assistant Rangers a food allowance, so all living expenses must be borne by Assistant Rangers.

### 2. Reimbursement

- Gluepot Reserve maintains accounts with a number of businesses in Waikerie and the Riverland (fuel, gas, hardware etc) and purchases for the Reserve should utilise these accounts. Items not covered by accounts will be purchased from a cash float provided or paid for by the Ranger and reimbursed by the Management Committee – in both cases, please keep receipts.
- Any large expenses should only be incurred after consultation with the Volunteer Ranger or Chair of the Management Committee.

### 3. Phone calls

Gluepot Reserve will pay for all work-related calls and emails, but Assistant Volunteer Rangers must pay for their private calls. Consider the use of phone cards.

#### **PLEASE NOTE:**

For safety reasons, you will be requested to complete a "**Volunteer Personal Record Form**" on your arrival at Gluepot Reserve. This information is required if you should become ill, have an accident or become lost on the Reserve.

You will be asked to provide all the contact details for a Primary and Secondary contact person and to detail your allergies, medications taken and any special medical conditions. Please ensure that you arrive at Gluepot with all these details.

#### **SAFETY EQUIPMENT:**

Volunteers working on Gluepot Reserve are required to bring with them, the following safety equipment:

- A compass or GPS
- A whistle - the more piercing the sound, the better.
- A small mirror.
- A water bottle.
- A box of matches.
- A small day back-pack to carry this gear.

You will be asked to carry this equipment with you (along with a Reserve map, which will be given to you on your arrival at Gluepot and a warm jacket) at any time you leave a made track and are working or walking in the mallee.

**It is very easy to become lost in the mallee and the provision of the above equipment is for your safety.**

## Pre-arrival information for Assistant Volunteer Rangers

### Some facts about Gluepot Reserve:

- Gluepot is located in the semi arid mallee region of South Australia, 64 km due north of the River Murray. In size, the Reserve covers 546 sq km (54,000 hectares). The nearest town is Waikerie, which is 11/2 hours drive away. You may have heard about Australia's 'Outback' and it can be said that Gluepot is in this area. As such it can be considered to be in a 'remote' region, something you may not be used to if you come from a large city and are used to having a large number of people around you!
- The Reserve receives a few thousand visitors a year, mostly bird watchers and conservationists, and these visits are spread out over the year. During your stay, there may be one or possibly two Rangers in charge of the Reserve and you may also have other Assistant Rangers with you. These come from all over the world.
- Unfortunately Gluepot Reserve is not in a financial position to pay Assistant Rangers a food allowance, and therefore you will need to be self sufficient in regard to food although the Reserve provides your accommodation at no cost. During your period at Gluepot, you will be working as part of a team supervised by the Volunteer Ranger(s).
- For further information, visit the Gluepot website at: [www.riverland.net.au/gluepot](http://www.riverland.net.au/gluepot). If you would like to know about the weather conditions you are likely to experience during your stay on Gluepot, please visit the Bureau of Meteorology website and look up Gluepot: [www.bom.gov.au](http://www.bom.gov.au)

### **A. Before leaving home you should ensure that you have for the period of your appointment:**

1. Any personal medical supplies/treatment you may need (a Royal Flying Doctor emergency first aid kit is supplied at the Reserve).
2. Notify the chair of the Gluepot Reserve Management Committee of any personal medical condition that you may have that may affect your well being and safety at the Reserve.
3. A valid tetanus booster or shot.
4. If possible, a valid St Johns Senior First Aid Certificate. This is not mandatory, as the Senior Ranger will be certificated.
5. Suitable clothing and footwear for the seasonal conditions you may experience at Gluepot. Winter temperatures can vary from just below 0 °C during frosty mornings to 16 °C during the day. Summer temperatures can vary from 20 °C overnight to 47 °C during the day. Hats, sunglasses, sunscreen and water bottles are necessary during the hotter months (November-April). Jumpers, coats, thermal underwear, thick socks and woollen hat may be necessary in the cooler months – particularly at night. Sturdy boots for walking and working are recommended and slip-on sandals etc are a good idea for inside use since boots carry dirt, mud and prickles into the buildings.
6. Your own binoculars, cameras, telescopes, and personal belongings etc.
7. Your own linen (sheets, blankets, pillow slip, doona or sleeping bag ).
8. Wherever possible, bring a compass for your use while on the Reserve. It is easy to become disorientated or lost when walking in mallee. A GPS unit is always a handy item.

## **B. Travelling to Gluepot Reserve**

1. The Riverland Fruit Fly Control Stations will insist that you surrender all fruit and most vegetables and so you need to buy your fruit and vegetable needs at a Riverland town. The closest to the Reserve is Waikerie. Tinned fruit and all other foods can be carried into the Riverland (Waikerie has a number of good, supermarkets and a wide variety of other shops, including banks).
2. Before arriving at Gluepot contact the current Volunteer Ranger(s) so that they can prepare for your arrival. Remember that South Australia is ½ an hour behind the eastern States and 1½ hours ahead of Western Australia.
3. Before arriving at Gluepot ensure that you have enough food for 1-2 weeks. The drive from Waikerie to Gluepot takes 1¼ hours along a dirt road. Remember to bring your personal items such as toiletries. New electric refrigerators and a freezer are available for your use.

## **C. At Gluepot Reserve - Accommodation**

1. The **Homestead** is for the use of the Volunteer ('senior') Rangers. The following accommodation is provided free, for Assistant Volunteer Rangers:
  - A bedroom in the Research Quarters (includes the 5 double bedroom Palmer Block and three bedrooms near the kitchen breezeway. You will need to provide your own sheets/blankets/sleeping bag and linen (including pillow slips). Each room contains two beds, mattresses, pillows, desk, chairs, sets of drawers, bedside drawers, wardrobe and fan.
  - A kitchen/dining room. The kitchen is modern, fully equipped and includes a microwave oven, full size refrigerators, gas stove, bread maker, rice cooker etc and is fully equipped with all utensils etc. A large modern freezer is located in the laundry of the Homestead.
  - Bathroom – shower, hand basin and washing machine. A large barbecue is located in the breezeway.
  - Office. Attached to the homestead, the office includes computer terminals, herbarium, photocopier, library etc.
  - The Homestead and research quarters both contain an extensive and expanding library – several thousand books.
2. The **Management Camping Ground** is located immediately next to the Homestead and is available for use by Assistant Rangers. Camping can be via tent or caravan – not provided.
3. Toilets are located in the camping ground and a bathroom comprising shower, hand basin and washing machine is situated next to the camping ground. "On demand" hot water is connected to the bathroom.
4. A twin-tub washing machine is located in the Volunteers bathroom. There is also a Laundromat in Waikerie.
5. Tools and gloves will be supplied for working on the Reserve.
6. The Homestead and Research Quarters each have a standard Telstra telephone connected and Assistant Volunteer Rangers are charged for private calls at cost. Email access is available via Telstra Bigpond satellite connection – Please refer to 'Internet Protocol' on the last page of this document.
7. Power is 240v supplied from the Reserve's Solar Power System – the largest stand-alone system in the Riverland.

7. Contact details:

**The Gluepot Reserve address is:**

Birds Australia Gluepot Reserve,  
PO Box 345, WAIKERIE SA 5330

Phone/Fax (Rangers): **(08) 8892 8600 (International: 61-8 8892 8600)**

Email: **gluepotreserve@bigpond.com**

Website: [www.riverland.net.au/gluepot](http://www.riverland.net.au/gluepot)

Assistant Rangers and research personnel can be contacted on: **(08) 8892 8613 (International: 61-8 8892 8613)**

**The Gluepot Chairman's details are as follows:**

Duncan MacKenzie

Chairman

Birds Australia Gluepot Reserve

4 Edinburgh Avenue

STONYFELL South Australia 5066

Phone: (08) 8332 1204 International: 61-8 8332 1204

Fax: (08) 8364 5527 International: 61-8 8364 5527

Email: dmackenzie@iname.com

**D. What is Expected of You!**

We want your stay at Gluepot Reserve to be both enjoyable and a great learning experience. As an Assistant Ranger, you will be working under the direction of the Ranger(s) and you will be part of a team that has to-date, made Gluepot one of the leading conservation reserves in the world.

As well as taking part in many new and exciting experiences, you are also expected to assist in many of the mundane and at times, boring tasks that are necessary to ensure that the Reserve runs smoothly and efficiently.

On the other hand, we hope that you will take time for yourself to enjoy the Reserve and if applicable, work on your project. If you are not enjoying yourself at Gluepot, you should not be there!

Some of the duties undertaken by Assistant Rangers are given at the beginning of the Duty Statement above - and it should be noted that it is not a comprehensive list! Some of the duties that Assistant Rangers may not find 'appealing' but never the less must be done, are as follows.

**Bedroom:** You are expected to maintain your bedroom in a clean and tidy state. On departing Gluepot, you will be asked to clean, dust, vacuum and mop the floor.

**Bathroom:** You are expected to maintain the bathroom you use (which includes shower recess, hand basin and toilet) in a clean state. This means sweeping and mopping the floors and dusting/vacuuming. All cleaning materials are supplied by the Reserve.

**Kitchen/Dining Room:** This area should be kept clean at all times and requires regular sweeping and mopping of floors, dusting (tops of refrigerators and cupboards) and at longer intervals, cleaning the windows and applying a coat of polish to the floor.

It is very important that dishes are washed up after every meal and are **NOT** left in the sink during the day. Dishes **MUST** be washed with hot water and dish washing detergent (supplied) and not just rinsed under cold water. Clean the tables after each meal.

All food should be kept in the pantry cupboards supplied, and not left out in the open.

It is important to remember that there will often be other people using the kitchen/dining room area (researchers, volunteers and management personnel), and it is not fair to them, if you leave the room in a dirty state. They are also expected to assist with the cleaning of these amenities. If more than one Assistant Ranger is 'in residence' then the Ranger will make up a duty roster for all cleaning duties – bathrooms and kitchen/dining room.

#### **Visitor Centre:**

The Visitor Centre is a key aspect of the Reserve and Rangers and Assistant Rangers are expected to keep the building clean and ensure that there are adequate supplies of brochures, maps etc.

#### **Education Centre:**

The large classroom and kitchen/dining room of the Education Centre is for the use of the approximately 14, two day courses that are run throughout the year. The Centre needs to be cleaned and dusted prior to each use. It should be noted that Assistant Rangers can attend these courses, **at no cost**. If you would like to know which courses are being run while you are at Gluepot go to the website: [www.riverland.net.au/gluepot](http://www.riverland.net.au/gluepot) and look under 'courses'.

#### **Other Work:**

Outside jobs like collecting wire, fencing, leaf litter, weed spraying, tree care etc can be considered boring and mundane, but must be done. On the other hand, Assistant Rangers have the opportunity (depending on the time of year) to go out bird banding, Atlassing birds, biodiversity surveys for mammals and reptiles, bat trapping, fox baiting, assisting on research projects etc. You may also have the opportunity to assist on building projects and other interesting maintenance programs.

#### **Use of Vehicles:**

The Reserve has two 4WD vehicles and Assistant Rangers can use these on the Reserve at the **discretion of the Ranger** – a vehicle **must not** be used without **prior permission** of the Ranger. In addition, Assistant Rangers may visit Waikerie to purchase food supplies, but the vehicles cannot be used for social trips. **NOTE:** The speed limit on the reserve is 40km per hour and on the neighbouring properties 60km per hour. The open road (bitumen) speed limit is 100km per hour and in Waikerie, 50km per hour. Assistant Rangers seen exceeding speed limits may have their driving privileges revoked. It is expected that Rangers and Assistant Rangers will keep these vehicles in a clean condition. **NOTE: All drivers of Reserve vehicles must hold a current drivers licence.**

### **For Assistant Rangers arriving from overseas:**

You will generally arrive at Adelaide Airport, which is close to the City of Adelaide. You will usually be picked up by us at the airport and taken to the Adelaide Bus Station, where you will catch a bus to Waikerie, in the Riverland.

To enable us to pick you up at the correct time and date, please provide us with the following information. PLEASE NOTE: That on several occasions, students arriving directly into Adelaide Airport from overseas, have not allowed for the time difference, and provided us with a date that was a day earlier than their arrival date. You MUST provide us with the following details – due to name mix-ups, we also need to know if you are a male or female and your age:

1. Name of Airline:
2. Flight Number:
3. Arriving from what destination:
4. Time of arrival at Adelaide Airport:
5. Date of arrival at Adelaide Airport:
6. Your sex: Male or Female and your age
8. And please provide a **photograph** with your CV.

### **Bus Details:**

We suggest that when you have confirmed all your flight details and arrival time and date, that you then book – via the internet – a seat on the Adelaide to Waikerie bus. The details are as follows:

Email Address: [reservations@premierstateliner.com.au](mailto:reservations@premierstateliner.com.au)  
Website Address: [www.premierstateliner.com.au](http://www.premierstateliner.com.au)

The bus leaves Adelaide at 12.15 pm and arrives in Waikerie at 2.55 pm. You will be met by the Rangers and taken to the supermarket to do your shopping, prior to departing for Gluepot – Gluepot is 1 hour from Waikerie. You will need to purchase food for at least a week.

**Please note** that overseas students do not obtain a 'student discount' when purchasing their bus ticket. The present cost of a ticket is A\$37.20 one way.

### **Weather:**

To obtain weather details for Gluepot Reserve, go to [www.bom.gov.au/weather/sa/](http://www.bom.gov.au/weather/sa/) then click on **All latest South Australian Weather Observations**, then go to **Daily Observations for South Australia**, then go to **E-K** and you will find Gluepot weather details for the past 6 months.

### **INTERNET PROTOCOL AS AT FEBRUARY 2010**

Gluepot Reserve has a very low download/upload capacity (1 Gb per month). If we exceed this, then we are charged 26 cents per megabyte, and this quickly costs the Reserve a lot of money.

Monthly usage will be tracked to exact date and time, and excessive downloads or uploads will show up, and internet privileges may be revoked.

If you really want to upload photos of Gluepot to show friends and family, you can do this by booking time at the Waikerie library on the weekly visit (the library's internet is much faster than Gluepot's and uploading only takes a few minutes). Waikerie Library Phone: 8541 3448.

As from February 2010, we will have a three month trial period of browsing the internet, which will include access to Facebook and email, under the following conditions:

1. **NO** uploading of photos
2. **NO** downloading music, video or photos (this includes **NO** browsing of sites such as Youtube)
3. **NO** browsing of explicit material, which commonly leads to viruses and spam
4. Unlimited text emails via your email site, but with **NO** photo inclusions, or other large file attachments.
5. Facebook access maximum twice per week only, using the site primarily for messaging, with a small amount of browsing of other people's photo albums.

If, during the course of the month, usage is fast approaching the 1Gb limit, the Rangers have the right to reduce internet access to text email only for the remainder of the month.

Gluepot supports Volunteers and Assistant Rangers maintaining contact with friends and family, which is why Facebook and email has been included in the Internet Policy. However, we are in a remote region and the internet speed/usage limit will never be equivalent to a city connection, and we must work together within those limits.

**August 2010**

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