

## **DUTY STATEMENT FOR VOLUNTEER RANGERS**

(Please refer to the "RANGER MANUAL" for full details)

### **PREAMBLE**

Birds Australia Gluepot Reserve is an internationally important conservation reserve situated in the Murray Mallee, 64km north of Waikerie in the Riverland district of South Australia.

Volunteer Rangers assist with the management of the Reserve, and are responsible for the day to day running of Gluepot, working under the direction of the Reserve Chairman and Management Committee.

The Volunteer Ranger's work varies considerably from day to day and week to week, and requires a broad range of practical skills, flexibility, and well-developed interpersonal abilities. There is significant interaction with a wide range of people including other volunteers, visitors, researchers, neighbours and occasionally contractors.

Ideally, Rangers should be prepared to stay for two months or more and preference will be given to those who are comfortable in the bush, are able to communicate with the public and have a strong natural history interest.

### **DUTIES**

#### **1. Liaison, supervision and reporting:**

- When applicable, **supervise Assistant Rangers**, working together as a team.
- Liaise as necessary with volunteers and others undertaking development, maintenance, clean-up, survey or research work on Gluepot.
- Liaise effectively with visitors to the Reserve, where possible, meeting them on their arrival at the Reserve.
- Promote the importance of the biodiversity and conservation values of the Reserve to visitors.
- Maintain the Visitor Information and Interpretative Centre in a clean and tidy state at all times and ensure that visitor literature is always available and current.
- Ensure that Assistant Rangers and research personnel maintain the research buildings in a clean and tidy state.
- Prepare a written "Ranger Report" of activities undertaken for the bi-monthly Management Committee meeting - Rangers are encouraged to attend these meetings.

#### **2. 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 - email details to the CFS.
- Take twice-daily meteorological observations (9.00am and 3.00pm) at the weather station situated 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 watering troughs at: Whistler, Emu, Froggy, Grasswren and Old Gluepot tanks – do **NOT** drive the vehicle up to the trough.

## 2. Equipment and maintenance

- Carry out basic maintenance procedures on the solar power system. Immediately report any problems to John Vandeleur at Alternative Energy Engineering.
- Check and maintain fuel, oil and water levels in the water pumping equipment.
- Maintain 240 volt generator sets - portable and solar power.
- Maintain the equipment shed in a tidy state. Ensure all tools are cleaned and serviced and in working order.
- Make regular maintenance checks of the 4WD's (oil, water etc) and ensure that arrangements are made to have the vehicles serviced when they are due. Report any vehicle problems to the Chair of the Management Committee.
- Check camping areas regularly and liaise with campers.
- Maintain toilet rolls at toilets in camping grounds.
- Oversee general house maintenance and cleanliness.
- Maintain gas bottles for cooking, heating and hot water.
- Ensure that the Visitor Information Centre is clean. Maintain quantities of visitor maps, brochures, bird lists etc. in the Centre.
- Ensure that the Environmental Education Centre is cleaned prior to courses.
- Ensure bulk diesel tanks are maintained with at least one tank kept full at all times.

## 3. Communications and Safety

- Read and familiarise yourself with the contents of the Reserve "Occupational Health and Safety Manual".
- Talk at least weekly (phone or email) with the Chair of the Management Committee. When you are on your own (single Ranger), contact the Chair of the Management Committee by 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 you and 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.
- Ensure researchers and workers report and describe their intended activities to the Volunteer 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's comprehensive **OH&S Manual**
- Ensure that the base station VHF, HF and UHF radios are left switched on and are in working order. Familiarise yourself with the use of the Reserve's **EPIRB** units.
- Ensure that a container of drinking water is carried in the 4WD's at all times – in case of breakdown or accident. Maintain the 1<sup>st</sup> Aid Kit in the 4WD's and ensure that adequate tools are in the vehicles at all times (jack, shovel etc).

## 4. Boundaries

Check access gates when travelling to measure tank levels.

## 5. 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 RANGER MANUAL for details.
- Check and maintain fire management and fire-fighting equipment.
- Check when fire extinguishers are due for service.
- Be thoroughly conversant with the reporting procedures in the event of fire on the Reserve – **See Rangers Manual and OH&S Manual.**

## 6. Diary

- Maintain a **daily** diary of major events and tasks completed on the Reserve.
- Maintain the 4WD log books.

## EXTRA ACTIVITIES FOR VOLUNTEER RANGERS

Extra activities may be undertaken according to the availability of time and the Volunteer Ranger's interests.

- Undertake mapping and other tasks as set out in the Weed Eradication Management Program.
- Remove rubbish from around the Reserve and place in Sandy Dam dump.
- Clear and roll up wire around dams. Save the wooden posts for campsite bollards etc. and the steel posts for signs. The wire can be placed in the Sandy Dam dump.
- Roll up wire along fence lines, returning the posts and droppers to the homestead storage site. Fences alongside tracks should be tackled before fences distant from tracks.
- Trim foliage that overhangs tracks – consult with the Chair of the Management Committee regarding clearance methods – normally this is done by the Cadell Team.
- 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).
- Implement one's own ideas - but do check any proposed major changes with the Chair of the Management Committee first.
- 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 50 available sites on the Reserve.
- Assist with the monitoring of seven Malleefowl grids.
- Liase with the Feral Control Management Team.
- Conduct fox baiting as per instructions from the Feral Control Management Team.
- Monitor the "Judas Goat" Program via the computer and electric fence inspections.
- Assist with the design, installation and maintenance of walking trails.
- Undertake simple maintenance procedures on the Reserve tractor.
- 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 VOLUNTEER RANGERS

### 1. Allowances

- A food allowance is paid monthly of \$75 per week per single person and \$110 per week per couple.
- Two 4WD vehicles are available for the Ranger's use on the Reserve and for trips to Waikerie. Fuel and other expenses incurred for this vehicle on Gluepot business will be covered by the Reserve. This does not include travel to and from Gluepot to your home.
- Free accommodation - the fully equipped Homestead is for the use of Rangers.
- All volunteers are covered by Birds Australia insurance policy for personal accidents.  
**PLEASE NOTE:** The Birds Australia Insurance Policy covers volunteers on Gluepot 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.

### 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 all receipts and forward these to Belinda Kuchel (Reserve Treasurer) at Noble Chartered Accountants in Waikerie.
- Any large expenses should only be incurred after consultation with the Chair of the Management Committee.

### 3. Phone calls and Email use

Gluepot Reserve will pay for all work-related calls and emails, but Volunteer Rangers must pay for their private calls. See 'Email Use' at the end of this information.

#### **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 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 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 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.
- 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. At least one Ranger must have a current St John First Aid Certificate. If you do not have this or your certification needs updating, contact the Reserve Chairman who will organise to have you attend a course prior to your arrival at Gluepot.
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. Check the Met. Bureau Website for full details of Gluepot's past weather data.
6. Your own binoculars, cameras, telescopes, and personal belongings etc.
7. Your own linen (sheets, blankets, pillow slip, doona or sleeping bag ).

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 excellent 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. A changeover period (involving a couple of days to a week) of familiarisation is helpful. Induction manuals have been prepared for incoming Rangers.
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.

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

- The Volunteer Ranger's house has a fully equipped kitchen with a modern gas stove, pots, pans, cutlery, cake tins, crockery, scales, Mixmaster, Microwave oven, breadmaker, large refrigerator, freezer etc. See attached list of house contents.
  - A twin-tub washing machine is provided for your use. There is also a Laundromat in Waikerie for any other washing needs and a second twin tub in the outside bathroom.
  - Tools and gloves will be supplied for working on the Reserve.
  - The Food Allowance is paid by cheque at the beginning of each month. Waikerie has only Bank of South Australia and ANZ branches – contact Gluepot Treasurer, Belinda Kuchel.
  - Large 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.
1. The **Management Camping Ground** is located immediately next to the Homestead and is available for use by Assistant Rangers and other volunteers. Camping can be via tent or caravan – not provided.
  2. 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.
  3. A twin-tub washing machine is located in the Volunteers bathroom. There is also a Laundromat in Waikerie.
  4. The Homestead and Research Quarters each have a standard Telstra telephone connected and 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.

5. 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 a Ranger, 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 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 Rangers may not find 'appealing' but never the less must be done, are as follows.

**Research Quarters (kitchen & dining room and bedrooms):** You are asked to ensure that volunteers using these facilities keep them in a reasonable and tidy state. If there are a number of volunteers using the facilities for a period of time (such as our overseas Assistant Rangers) then it may be worth your while making up a 'duty roster' of cleaning duties for them.

**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 Rangers and 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, Rangers and 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.**

## **E. For 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:

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, volunteers 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 current Ranger(s) 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.

**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. We ask that Rangers keep track of other volunteer usage (generally the overseas Assistant Rangers) to ensure that large amounts of data are not being sent/received.

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 Rangers 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.

**Supplement to Ranger Information supplied to incoming rangers.  
(The following is a description of the house contents. Please check with the  
outgoing Rangers for fully up-to-date information – new things are always  
being added!)**

**Master bedroom:**

Queen-sized bed  
Office-style writing desk with three drawers; swivel chair  
Two chests of drawers (five drawer)  
Two wardrobes with full-length hanging plus two drawers at the bottom; plastic hangers  
Two easy chairs  
Laundry basket  
Bedside tables and lamps  
Extension phone  
One Mirror  
Reverse Cycle Air-conditioner (heating & cooling)

**Second bedroom:**

One Queen size bed  
Couch/bed settee  
Lowboy  
Two bedside tables and lamps  
Chairs  
One wardrobe with shelves

**Kitchen:**

Capacious Westinghouse refrigerator  
Gas stove, griller, oven. The griller is an excellent toaster.  
“Sharp” microwave oven  
Kambrook rice cooker  
Breville bread maker  
Mixmaster and food blender  
Electric WOK  
Electric toaster and water jug  
Table and 4 chairs  
Ample cutlery, crockery, glasses, saucepans, cooking utensils, oven ware, implements  
Large pantry and storage cupboard

**Linen, etc:**

Pillows, pillowcases, towels, tea towels and hand towels, some sheets, two blankets, one single bed doona. However, we suggest that you bring your own linen, blankets etc, particularly queen-sized bedding.

**Bathroom:**

Shower, basin, bath, small wall cabinet with mirror.

### **Toilet**

There is a separate toilet with a new flush toilet installed.

### **Laundry**

Hitachi twin-tub washing machine  
Stainless troughs  
Ironing board and iron  
Very Large chest freezer  
Vacuum cleaner – professional model  
A variety of Esky's for transporting food from Waikerie  
Storage shelves and cupboards

### **Lounge/dining room:**

Gas heater – reverse cycle airconditioning is now used.  
Couch  
Four armchairs (one recliner)  
Coffee table  
Sideboard  
Dining table and six chairs  
Rangers work station with phone/fax  
Chest of drawers with small TV screen and video/DVD unit  
Copious videos

### **Library:**

There is a very comprehensive library covering birds, reptiles, mammals, amphibians, plants, some standard reference, and a great deal of general non-fiction and fiction.

### **Ceiling fans:**

Are in all rooms.

### **Airconditioning:**

The house has reverse cycle airconditioning units in the office, lounge/dining room and main bedroom.

### **Ranger recreation area:**

There is an outside patio area with a glass topped table and numerous chairs, recliner lounge and a small electric BBQ. Wonderful for breakfasts, lunches or dinners! A shade cloth roof is provided over the entire area.

### **Sun proofing:**

The north, east and west walls of the house are protected from summer sun by shade cloth panels that are very effective in reducing heat on the walls.

**We recommend:** That you bring your own sound system (radios, CD and DVD player).

August 2010

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