

1. Duty Statement

Assistant Volunteer Rangers work under the direction of the Volunteer Ranger(s) and will be trained by them as necessary. Duties may include the following:

1.1 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 daily meteorological observations at the meteorological station at the Homestead - relay data via computer to the Bureau of Meteorology (BoM).
- 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.

1.2 Equipment and maintenance:

- Maintain the research personnel/Assistant Ranger buildings in a clean and tidy state.
- Monitor and maintain if necessary the solar power system.
- Check and maintain fuel, oil and water for water pumping equipment.
- Maintain gas for cooking, heating and hot water.
- Check and clean camping area toilets and re-supply with toilet rolls as needed.
- 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's, bus and tractor (oil, water etc). Report any vehicle problems to the Ranger.

1.3 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.
- Ensure that you are familiar with UHF radio procedures for both vehicle based sets and portable radios.
- Inform the Ranger(s) of your intended daily movements on Gluepot so that they may locate you if necessary. Mark up your intended daily movements on the whiteboard in the Research Quarters Breezeway.
- Take direction from the Ranger(s) with regard to your daily tasks and movements. Never use dangerous tools such as a chainsaw on your own and do not use them at all without adequate training and approval from the Ranger(s).
- 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 a container of drinking water is carried in the 4WD's at all times – in case of breakdown or accident. Maintain the 1st Aid Kit in the 4WD's and ensure that adequate tools are in the vehicles at all times (jack, shovel etc).

1.4 Boundaries

- Check access gates when travelling near the boundaries of the Reserve.

1.5 Fire

- On high fire risk days and after thunderstorms check horizon for smoke (you may smell it before it can be seen) and inform the Ranger(s) and then Waikerie Country Fire Service if detected. Undertake FIRE WATCH procedures as directed by the Ranger(s).

1.6 Extra Activities

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.
- Remove feral grasses and weeds from around the house.
- Fill in bird Atlas sheets if you have been trained to Atlas, and have the necessary bird identification skills.
- 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, data management and other tasks on the Reserve computer system.
- Depending on abilities, design and produce materials for display in the Visitor Centre.
- If competent, undertake biodiversity surveys at 295 available sites on the Reserve.
- Assist with the annual monitoring of seven Malleefowl, grids.
- Undertake monitoring projects as directed by the Rangers or Management Committee.
- Liaise with the Feral Control Management Team.
- Monitor the "Judas Goat" Program via the computer and undertake electric fence inspections.
- Assist with fox baiting as per instructions from the Feral Control Management Team.
- Assist with the design, maintenance and installation of walking trails.
- Assist in a variety of building projects on the Reserve.
- Maintenance and cataloguing of the Reserve Library

NOTE: The above is by no means an exhaustive list of activities.

2. Funds and Services Available To Volunteer Assistant Rangers

2.1 Allowances

- Two 4WD vehicles and one SUV vehicle are provided for the Ranger's use on the Reserve and for trips to Waikerie. The Ranger will direct you to use the appropriate vehicle for the task at hand. 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, shared bathroom, kitchen/dining room, office and a Library and Science Centre. Assistant Rangers must provide their own bedding (blankets, sheets and pillow slips etc).
- All volunteers are covered by Birds Australia insurance for personal accidents.
- 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 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.

2.2 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.

2.3 Phone calls and internet

Gluepot Reserve will pay for all work-related calls and emails, but Assistant Volunteer Rangers must pay for their private calls.

There is Telstra only coverage in the general area around the Homestead complex, and it is suggested that you buy a Telstra SIM card for your mobile phone for both phone calls and data use. The "Gluepot Slow Wifi" service is also available for Assistant Rangers, who will need to obtain a password from the Ranger(s) – this service has a daily quota limit set up to prevent over-use, and Assistant Rangers may only use it for essential communications by email, etc.

Please see the final page for more details of phone and internet coverage and usage.

3. Safety

3.1 Volunteer Personal Record Form

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.

3.2 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.

4. Pre-Departure Information

4.1 Some Facts about Gluepot

- 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 1.5 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 each year, mostly bird watchers and conservationists, with these visits spread out over the year.
- During your stay there will usually be two Rangers in charge of the Reserve, but sometimes only one. There may also be other Assistant Rangers who come from all over the world.
- You will be working as part of a team supervised by the Volunteer Ranger(s).
- For more information visit www.gluepot.org, or email gluepot@gluepot.org.

4.2 Packing

Ensure that you have for the period of your appointment:

- Any personal medical supplies/treatment you may need (a Royal Flying Doctor emergency first aid kit is supplied at the Reserve).
- Notified the Gluepot Reserve Management Committee chair of any personal medical condition that you have that may affect your well being and safety at Gluepot.
- A valid tetanus booster or shot.
- If possible, a valid St John's Senior First Aid Certificate. This is not mandatory, as the Senior Ranger will be certificated.
- 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. Gaiters are also a good idea for walking in Spinifex country

- Your own binoculars, cameras, telescopes, and personal belongings etc.
- Your own linen (sheets, blankets, pillow slip, doona or sleeping bag).
- A compass or GPS 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.

4.3 Travelling To Gluepot Reserve

- The Riverland Fruit Fly Control Stations will insist that you surrender all fruit and most vegetables, 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 several good supermarkets and a variety of other shops, including banks.
- 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.
- 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. Refrigerators and a large freezer are available for your use.

4.4 Gluepot Reserve Accommodation

4.4.1 The Homestead

The Homestead is for the use of the Volunteer Rangers. The following accommodation is provided free, for Assistant Volunteer Rangers:

- A bedroom in the Research Quarters (includes the new 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, bed lights, mattresses, pillows, desk, chairs, sets of drawers, bedside drawers wardrobe and ceiling fan.
- An air-conditioned kitchen/dining room. The kitchen is modern, fully equipped and includes a microwave oven, large refrigerators, gas stove, bread maker, rice cooker etc and is fully equipped with all utensils etc. A large freezer is located in the Breezeway nearby. There is also a large barbecue in the breezeway.
- Bathroom – shower, hand basin and washing machine.
- Office. Attached to the Homestead, the office includes computer terminals, photocopier, equipment and manuals, etc.
- Library: there is a Library and Science Centre with a computer terminal for the Library catalogue system, air-conditioning, overhead fans, a comprehensive library and a large table and chairs. There is also a selection of fiction and other books in the Research Quarters.

4.4.2 Management Camping Ground

This campground is located immediately next to the Homestead and is available for use by Assistant Rangers. Camping can be via tent or caravan (not provided).

4.4.3 Facilities

- Toilets are located in the camping ground and a bathroom comprising shower, hand basin and washing machine is situated near to the camping ground. "On demand" hot water is connected to the bathroom.
- An automatic washing machine is located in the Volunteers bathroom. There is also a Laundromat in Waikerie.
- Tools and gloves will be supplied for working on the Reserve.
- The Homestead and Research Quarters each have a standard Telstra landline telephone connected and Assistant Volunteer Rangers are charged for private calls at cost.
- Power is 240v supplied from the Reserve's Solar Power System – the largest stand-alone system in the Riverland.

4.5 Weather:

To obtain weather details for Gluepot Reserve, go to 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.

4.6 Contact Details

Address:

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

Phone (Rangers): (08) 8892 8600 (International: +61-8 8892 8600)
Email: gluepot@gluepot.org
Website www.gluepot.org

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

The Gluepot Chairman:

Duncan MacKenzie
Chairman
BirdLife 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

5 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 always 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, sweep 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, particularly benchtops and stovetop, 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. They should be dried and put away immediately. 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.gluepot.org 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.

Holidays:

If you intend to take a holiday to see other parts of Australia, this must be done either **before** arriving at Gluepot or **after** your final departure from Gluepot, **not** during your internship period at Gluepot. **Your Training Period Assessment forms will only contain the dates that you were actually at the Reserve.**

Use of Vehicles:

The Reserve has two 4WD and one SUV 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.

Notes:

- 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.
- All drivers of Reserve vehicles **must** hold and produce a **current driver's licence**.

6. 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, you **must** provide us with the following information.

- Name of Airline: The airline bringing you into Adelaide
- Flight Number:
- Departure point: As arrivals from interstate and overseas arrive at different parts of the airport, we need to know which city in Australia you are coming from or if DIRECT from overseas, the overseas city.
- Time of arrival at Adelaide Airport:
- Date of arrival at Adelaide Airport:
- Your sex: Male or Female and your age
- And please provide a **photograph** with your CV.

Note: On several occasions students arriving directly into Adelaide Airport from overseas have not allowed for the time difference, and have provided us with a date that was a day earlier than their arrival date.

Bus Details:

We suggest that when you have confirmed all your flight details, arrival date and time 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
Website Address: www.premierstateliner.com.au

During week days, 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.

Note: Overseas students **do not** obtain a 'student discount' when purchasing their bus ticket; discounts apply only to South Australian students. The present cost of a ticket is A\$37.20 one way.

7. Internet and Phone Access at Gluepot Reserve

Very limited WiFi is available at Gluepot, and is provided as a courtesy only. If overused it may be turned off by the Rangers.

If you require more or faster internet then Telstra 4G mobile coverage is now available at the Gluepot Homestead area. It is provided by a small repeater with very limited coverage.

Any unlocked Quad band phone should be able to use it with an Australian [Telstra](http://www.telstra.com) SIM card. Telstra at Gluepot requires a phone or modem with 850Mhz in order to function. Please check that your phone has this frequency before buying a SIM card. SIM cards and cheap Telstra phones are available at the post office in Waikerie.

Warning! Before you start please turn off automatic updates on your smart phone or laptop or you may consume huge quantities of data very quickly.

To obtain internet/phone access using Telstra :

- Purchase a Telstra Pre-Paid Sim Starter Kit at any Australian Post Office – including Waikerie. Cost is \$2.00 or you can buy a \$30 starter kit. They are often on sale for half price.
- To charge the SIM card, purchase a Telstra pre-paid voucher at any Australian Post Office.
- Then visit: www.telstra.com to download the free Telstra 24x7TM App to your phone or modem and register yourself.
- There are many different prepaid options. If only data is required then a [Datapass](http://www.telstra.com) plan at \$50 for 5Gb for 12 months is best value.
- If you also wish to make phone calls then Simplicity with a data pack is the cheapest.
- See whirlpool.net.au/wiki/telstraprepaid for current information and hints and tips to maximize value



NOTE: If you are not using the above method of accessing the internet, access on the Reserve system is extremely limited due to the cost and the limited amount of data that is available.

You can however, have internet access in Waikerie at the library or through free Riverland WiFi that is available throughout Waikerie.

To register at the library you will need to show your passport and quote the following address: 4 Edinburgh Avenue, Stonyfell, SA 5066

