

Preamble

Birdlife Australia Gluepot Reserve is an internationally important conservation reserve located 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.

1. Duty Statement

1.1 Liaison, supervision, banking 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 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.
- Collate and prepare banking on a regular basis, depending on the amount of Visitor fees and Sales, as described in the Rangers Manual. Bank monies in Waikerie on weekly visit, and deliver records to the Reserve Treasurer.

1.2 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 daily meteorological observations at 9.00am at the weather station situated at the Homestead - relay data via BOM Laptop to the Meteorological Bureau.
- Maintain bird-watering points around the homestead and Shearing Shed.
- Check and clean all five bird watering troughs- Please DO NOT drive the vehicle up to the troughs.

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1.3 Equipment and maintenance

- Carry out basic monitoring of the solar power system. Immediately report any problems to Gluepot Chairperson of the Management Committee.
- Check and maintain fuel, oil and water levels in the water pumping equipment.
- Maintain 240 volt generator set.
- Maintain the workshop 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 Chairperson of the Management Committee.
- Check camping areas regularly and liaise with campers and visitors.
- Maintain toilet rolls, lime and cleanliness 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 the red plastic tank on the gantry trailer has adequate fuel.

1.4. 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 Chairperson of the Management Committee. When you are on your own (single Ranger), contact the Chairperson of the Management Committee by email or text once a day (as per discussed arrangements).
- 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 over-nighting out on the Reserve. Ensure you and field volunteers/researchers are familiar with UHF radio procedures for both vehicle based sets and portable radios and with the use of Satellite phone operations for emergency use.
- Ensure that the Gluepot Working Alone Procedures are followed
- 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 whiteboard in the Breezeway.
- Ensure researchers and workers report and describe their intended activities to the Volunteer Ranger and mark up their movements on the whiteboard in the Breezeway. Casual visitors and campers will fill in a book at the Information Centre.
- Do not use chainsaw on your own and without required industry approved training.
- Familiarise yourself with the safety regimes in respect to fire, lost visitors, vehicle breakdown, accidents etc.
- Ensure that the UHF radio in the office is left switched on and in working order.
- 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 Kits in the 4WD's and ensure that adequate tools are in the vehicles at all times (jack, tyre changing equipment, shovel, etc).

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1.5 Boundaries

- Check access gates when travelling near the boundaries of the reserve.
- Weekly check of electric fences to ensure that they are functioning, and troubleshoot where necessary.

1.6 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 RANGER MANUAL * for details.
(* Rangers not to undertake fire suppression activities).
- 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.

1.7 Diary

- Maintain a daily diary of major events and tasks completed on the Reserve.

1.8 Other Duties

- Fill in, collect and enter the data from Water Point Data Sheets at the Bird Hides, and encourage others to do the same.
- Conduct fox baiting as per instructions from the Feral Animal Control Team.
- Undertake Visitor number data entry and other tasks on the Reserve computer system.
- Monitor emails and phone call and deal with them as appropriate.

1.9 Extra Activities for Volunteer Rangers

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

- Undertake mapping, weed control and other tasks as set out in the Weed Eradication Manual.
- Remove rubbish from around the Reserve and place in Sandy Dam dump. Recycle Ewaste to Waikerie Tip on Thursday afternoons or weekends.
- Trim foliage that overhangs tracks – please see documented procedure – normally this is done by an outside team.
- Remove weeds from around the homestead.
- Fill in bird Atlas sheets and encourage others to become Atlasers.
- Assist researchers and learn new techniques (e.g. bird banding).
- Before implement one's own ideas, check with the Chairperson of the Management Committee first.
- Depending on abilities, design and produce materials for display in the Information & Interpretative Centre.
- Assist with the monitoring of seven Malleefowl grids.
- Liaise with the Feral Animal Control Team.
- Assist with the design, installation and maintenance of walking trails.
- Undertake simple maintenance procedures on the Reserve tractor if experienced and qualified in the use of a tractor.

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- Assist in a variety of building projects on the Reserve.

NOTE: The above is not necessarily a complete list of activities.

2. Funds and services Available to Volunteer Rangers

2.1 Allowances

- A food allowance is paid monthly of \$110 per week per single person and \$150 per week per couple.
- 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 BirdLife 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.

2.2 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) in Waikerie.
- Any large expenses should only be incurred after consultation with the Chairperson of the Management Committee.

2.3 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.

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.

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3.2 Safety Equipment

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

- A compass or GPS (know how to use them)
- A whistle.
- A topographic map (know how to read maps).
- Water.
- Torch (extra batteries).
- Personal First aid kit
- 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 Assistant Rangers.
- 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 Chairperson of any personal medical condition that you have that may affect your well being and safety at Gluepot.
- A valid tetanus booster or shot.
- **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 Chairperson who will organise to have you attend a course prior to your arrival at Gluepot.
- 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 valuable 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.
- A changeover period (involving a couple of days to a week BEFORE your starting date) of familiarisation is helpful. Induction manuals have been prepared for incoming Rangers.
- Before arriving at Gluepot ensure that you have enough food for 1-2 weeks. The drive from Waikerie to Gluepot takes 1.5 hours along a dirt road. Remember to bring your personal items. Refrigerators and a large freezer are available for your use.

4.4 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, bread-maker, large refrigerator, freezer etc. See attached list of house contents.
- A front-loading washing machine is provided for your use. There is also a Laundromat in Waikerie for any other washing needs and a second front-loading washing machine in the outside bathroom.
- Tools and gloves will be supplied for working on the Reserve.
- The Food Allowance is paid by direct deposit to your bank account at the beginning of your stay. 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, photocopier, document folder, laminator etc.
- There is now a dedicated Library and Science Centre building, with a range of reference books and periodicals.
- 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.
- Toilets are located in the camping ground and a bathroom comprising shower, hand basin and washing machine is situated next to the camping ground. Hot water is connected to the bathroom.
- Power is 240v supplied from the Reserve's Solar Power System.
- There is a large vegetable garden located next to the house and rangers are encouraged to grown vegetables. **NB.** Dam water permitting!!

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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 Chairperson:

Ian
Falkenberg
Chairperson
BirdLife Australia Gluepot Reserve
67 Peramangk Road
Nuriootpa South Australia 5355

Phone: **0428 842 873** International: +61 0 4288 42873

Email: hawknest2@bigpond.com

5 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 efficiently.

On the other hand, we hope that you will take time for yourself to enjoy the Reserve. 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 Rangers may not find 'appealing' but nevertheless 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 Assistant Rangers) then it may be worth your while making up a 'duty roster' of cleaning duties for them.

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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.gluepot.org and look under 'courses'.

Other Work:

Outside jobs like collecting wire, fencing, leaf litter, weed spraying, cleaning campgrounds and bird troughs, 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. There are also a number of data entry duties to a number of databases.

Use of Vehicles:

The Reserve has three 4WD vehicles, and a Kubota all terrain vehicle available for Ranger use, but the vehicles cannot be used for social trips (the Reserve also has a 12 seater bus). **NOTE:** The speed limit on the reserve is 40km per hour and on the neighboring properties 60km per hour. The open road (bitumen) speed limit is 100km per hour and in Waikerie, 50km per hour. 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.**

6. Internet and Phone Access at Gluepot Reserve

Rangers will need to monitor internet usage to ensure that we do not exceed our allowance each month, and may need to cut off all unessential internet access for periods of each month. There is free WiFi available in Waikerie.

Telstra 4G mobile phone coverage is available at the Gluepot homestead and library area. It is provide by a repeater with limited coverage.

Any unlocked Quad band phone should be able to use it with an Australian Telstra SIM card. Telstra at Gluepot requires a phone or modem with 850Mhz in order to function. They should check that their phone has this frequency before buying a SIM card.

7 Supplementary Information

7.1 House Contents

Please check with the outgoing Rangers for fully up-to-date information.

Master bedroom:

Queen-sized bed

Office-style writing desk with three drawers, Two chests of drawers (five drawer)

Two wardrobes with full-length hanging plus two drawers at the bottom; plastic hangers

One easy chair, Bedside tables and lamps

Extension phone point, one mirror

Reverse Cycle Air-conditioner (heating & cooling)

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Second bedroom:

One Queen size bed, couch/bed settee
Sewing Table and Sewing machine
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, Bread maker
Mixmaster and food blender
Various other electric appliances and cooking devices Electric WOK
Electric toaster and water jug
Table and 4 chairs
Ample cutlery, crockery, glasses, saucepans, cooking utensils, oven ware, implements, Large mouse-proof pantry and storage cupboards
Reverse Cycle Air-conditioner (heating & cooling)

Linen, etc:

Pillows, pillowcases, towels, tea towels and hand towels, sheets, blankets, doonas.
However, we suggest that you bring your own linen, blankets etc, particularly queen-sized bedding.

Bathroom:

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

Toilet

There is a separate toilet with a flush toilet.

Laundry

Front-loading washing machine, Stainless troughs
Ironing board and iron
Small domestic freezer (there is an enormous chest freezer in the Breezeway of the Research Quarters which Rangers can also use)
Vacuum cleaners
A variety of Esky's for transporting food from Waikerie, Storage shelves and cupboards

Lounge/dining room:

Reverse Cycle Air-conditioner (heating & cooling) Couch, armchairs (two recliners),
Coffee tables Sideboard, Dining table and four chairs TV screen and video/DVD unit
Copious videos, Small sound system

Library/Science Centre:

There is an extremely comprehensive reference library housed in a purpose-built building next to the Office covering birds, reptiles, mammals, amphibians, plants, some standard reference, and thousands of general non-fiction books.

Ceiling fans:

Are in all rooms.

Air-conditioning:

The house has reverse cycle air-conditioning units in the office, lounge/dining room, main bedroom and kitchen.

Ranger recreation area:

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