



Maatsuyker Island Volunteer Caretaker and Weather Observer Program Information Package 2019 -2021

Introduction

This package is designed to provide prospective applicants with information on the Maatsuyker Island Volunteer Caretaker Program (including paid weather observing duties).

Placements of six months duration will be selected during this selection process and are available for the follow periods:

- March 2020 – September 2020
- September 2020 – March 2021
- March 2021 – Sept 2021
- September 2021- March 2022
- March 2022 – September 2022

About Maatsuyker Island

Maatsuyker Island around 180 hectares and located approximately 10 kilometres off the remote south west coast of Tasmania. The island has a rugged, steep and rocky coastline and, apart from the areas cleared for the lighthouse station, is covered by dense, scrubby vegetation. The weather is frequently cold, wet and very windy.

A lighthouse tower, light keepers' houses and outbuildings were built on the island in 1891 and operated until 1997 when the original light was decommissioned and replaced with an automatic beacon.

Apart from the heritage values of the light station, Maatsuyker Island has significant natural values primarily as a habitat for breeding seabirds and seals. It is also a site of importance to the Tasmanian Aboriginal community.

The Parks and Wildlife Service (PWS) manage Maatsuyker Island as part of the Southwest National Park and Tasmanian Wilderness World Heritage Area. A year round presence is maintained on the island through the Maatsuyker Island Volunteer Caretaker Program.

The **WILDCARE** group 'Friends of Maatsuyker Island' (FOMI) work in partnership with PWS on many aspects of island management.

Access to the island has traditionally been by boat, but today helicopters have almost totally taken over this role. All visitors, including PWS staff and volunteers, must be self-sufficient for the duration of their stay as this remote area has limited facilities and weather dictates much of the day-to-day activities including helicopter flights to and from the island.

Infrastructure on the island includes the original light tower, three substantial ex-light keepers' houses and numerous smaller outbuildings including a meteorological observation office, communications towers, roads, tracks and a helipad.

About the position

The Maatsuyker Island Volunteer Caretaker Program is designed to provide a year round presence in this remote location. Volunteers provide caretaking services for the PWS including maintenance of grounds and buildings, plant and equipment, monitoring of all power and water systems, basic land management work, and carry out weather observations for the Bureau of Meteorology (BOM) for which you receive payment. Separate contracts are entered into for each of these Agencies.

Further details of the position are provided in the attached Statement of Duties.

Participants are required to live on Maatsuyker Island continuously for a period of 6 months. Due to the isolation and remoteness of the island and associated safety implications, the program requires a minimum of two adults. Only applicants who can demonstrate that they can live and work together in a remote location will be accepted. Due to the remoteness of Maatsuyker Island, and associated safety, logistic, and resourcing implications, children are deemed unsuitable for this program.

Applicants **MUST** be available for a face to face interview in Hobart to be selected for a position on the 2-3rd September 2019.

In addition to the period on the island, participants will be required to take part in a training program in Hobart for approximately 2 weeks before leaving for the island. The PWS and BOM run this training jointly.

In order to maintain the principles and practice of Work Health and Safety, all persons selected for a caretaker's position will be required to attend a medical and dental assessment prior to their appointment.

Maatsuyker Island Facilities and Services

Volunteers will be provided with helicopter transport to and from the Island for their placement. Evacuations for emergency (e.g. medical) reasons will also be provided.

One of the ex-light keepers' houses (Q1) will be available for the sole use of volunteer caretakers. On rare occasions, other staff may share this house but casual visitors including PWS staff, contactors, Artists in Residence and other volunteers are normally accommodated in a second house (Q2) or (Q3).

Q1 is a brick house with four bedrooms, kitchen, living room, bathroom and storage with basic furniture. This includes beds, mattresses, table and chairs, refrigerator with a small freezer, gas stove and oven, microwave, basic cutlery, crockery, basic pots and pans, electric washing machine, VHF and HF radios and telephone. A small diesel heater is provided in the lounge area. Internet is available on Maatsuyker Island, however data is limited and service is not always guaranteed.

Volunteers are responsible for providing their own food, clothing, entertainment, bedding and other personal items. The PWS will provide transport by helicopter for these items between Hobart and Maatsuyker Island. **Transport space is limited to 325 kg per person (for 6 month stay).** All packing of food and personal items needs to be complete prior to the 2 weeks of training.

The Parks and Wildlife Service will also provide one resupply helicopter visit at approximately 3 months in (i.e. one resupply in the standard 6 month stay), often to coincide with scheduled or unplanned maintenance. **Space on the resupply flight will also be limited.** Caretakers generally make their own arrangements for the preparation of food and other goods for resupply. Please note PWS prefer people take as many of the supplies as possible onto Maatsuyker in the beginning, so that the resupply can be primarily for fresh food and mail. **There is a productive vegetable garden maintained by the caretakers for fresh food.**

Electricity is supplied by a generating system incorporating solar and back up diesel. The high cost of transport dictates that gas and diesel consumption on the island be kept to a minimum.

Basic tools and spare parts and induction are provided for routine maintenance tasks.

(Note: All houses have asbestos roofing and some buildings have asbestos walls. All drinking water is filtered and asbestos presents minimal hazard to visitors)

Department's Role

The **Department of Primary Industries, Parks, Water and Environment** (DPIPWE) is responsible for the sustainable management and protection of Tasmania's natural and cultural assets for the benefit of Tasmanian communities and the economy. The Department's activities guide and support the use and management of Tasmania's land and water resources and protect its natural and cultural environment. The Department is also responsible for delivering the services that support primary industry development and the protection of the State's relative disease and pest-free status.

Under Tasmania's emergency management arrangements DPIPWE is the management authority (lead agency) for various aspects of the management of biosecurity emergencies

(includes exotic animal, plant and marine disease and pest emergencies), environmental emergencies (includes marine pollution spills), fire in national parks and other reserves, floods from dam failure and sea inundation from storm surge. In regard to those types of emergency prevention, preparedness and response activities are core business of this agency and potentially may involve all staff in some way.

The Department's website at www.dpipwe.tas.gov.au provides more information.

Work Environment/Responsibilities

Volunteers may be granted access to Departmental resources, for example e-mail and internet facilities. Such resources must be used in accordance with Departmental Policy.

Access to such resources is not guaranteed at all times.

The Code of Conduct, which is defined in the Tasmanian *State Service Act 2000*, defines the conduct and behaviour of everyone working in the Tasmanian State Service. Whilst volunteers are not employees under the Tasmanian *State Service Act 2000* they are required, as a condition of accepting voluntary work with the Department, to comply with the requirements of the Code of Conduct. Failure to comply with the Code of Conduct could result in termination of the volunteer arrangement.

Information relating to the State Service Code of Conduct can be found in Section 9 of the Tasmanian *State Service Act 2000* at:

http://www.thelaw.tas.gov.au/tocview/index.w3p;cond=;doc_id=85%2B%2B2000%2BAT%40EN%2B20141105130000;hison=;prompt=;rec=;term=

Work Health and Safety

The Department of Primary Industries, Parks, Water and Environment (DPIPWE) is providing a safe and healthy environment for all persons in the workplace where:

- Safety is a right, not an option
- Everyone including employees, volunteers, contractors, clients and visitors has a responsibility for safety; their own and the safety of others
- Our target is for zero injuries

Health and safety at work is our highest priority The Department will:

- Develop and implement our work health and safety (WHS) management system to meet the requirements of Australian and New Zealand standard: AS/NZS 4801: 2001, Occupational health and safety management systems – Specification with guidance for use.
- Develop and implement our WHS plans to address the DPIPWE WHS Policy
- Identify, assess and control higher risk activities to an acceptable level
- Provide induction and training to enable all workers to work safely
- Consult with all workers including; employees, volunteers and contractors about decisions that may affect their health and safety
- Provide adequate human and financial resources to support WHS requirements

- Regularly review our system against measurable objectives and targets to ensure continuous improvement in WHS
- Ensure effective communication about WHS matters occurs with all stakeholders including employees and unions

While at work, all workers, including employees, volunteers and contractors, will:

- Take all reasonable care to ensure good health and safety practices are implemented at all times
- Identify and support measures to eliminate or minimise unsafe conditions including reporting all accidents, incidents and hazards
- Assume personal responsibility for their own safety and for others by always operating in a safe and appropriate manner

We expect visitors, when in the workplace to:

- Assume personal responsibility for their own safety by always acting in a safe and appropriate manner
- Comply with any reasonable direction to follow a safety policy, procedure or instructions given by management or an employee

We will comply with the Work Health and Safety Act 2012, associated regulations and Codes of Practice.

This policy applies to all business operations and functions.

John Whittington – SECRETARY. 28 November 2016

In accordance with Section 28 of the WHS Act, while at work a volunteer as a worker must:

- take reasonable care for their own health and safety and
- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons and
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the Department to allow DPIPWE to comply with the Act and
- co-operate with any reasonable policy or procedure of the Departments relating to health or safety at the workplace that has been notified to workers.

Volunteers will be required to complete the DPIPWE Volunteer Registration and Medical Disclosure Form. All volunteer activity will be subjected to a Job Risk Analysis in accordance with approved Departmental procedures.

Safety should always be kept foremost in mind both for volunteers themselves and the safety of the group. None of the reserve management or monitoring activities undertaken on Macquarie Island are warrant taking on risks which might result in injury. Indeed, the worst possible outcome for the conservation of the island's natural values would be for a volunteer to become injured resulting the cancellation or curtailment of field operations.

Insurance

Volunteers will be covered by the Tasmanian Risk Management Fund (TRMF) Personal Accident Insurance Cover while undertaking approved Departmental activities. Volunteers should assess whether additional insurance is required based on their personal circumstances.

Cover

The TRMF provides no-fault personal accident cover to inner-Budget agencies such as the DPIWE for people who are not covered under the *Workers Rehabilitation and Compensation Act 1988* where that person (or category of persons) has been afforded cover by the TRMF prior to the incident giving rise to the claim and they:

- suffer or aggravate an injury which arises out of, and in the course of, their assistance to the government; or
- contract a disease (as defined in the *Workers Rehabilitation and Compensation Act 1988* or the *Asbestos-Related Diseases (Occupational Exposure) Compensation Act 2011*) for which their assistance to the government was the major contributor.

A risk assessment of volunteer tasks should be undertaken to ensure that the proposed activity is appropriate, and that the volunteer has the ability/capacity to undertake the tasks in a safe manner.

Exclusions

Personal accident cover is not provided in circumstances where workers' compensation would not apply to an employee in the same circumstances. This includes:

- where an injury occurs on routine journeys between an employee's residence and workplace;
- where an injury is intentionally self-inflicted;
- where an injury results from an act of gross misconduct (unless the injury results in the worker's death, or serious or permanent incapacity);
- for a disease or illness, of the mind, resulting from:
- reasonable action taken by the employer in a reasonable manner regarding transfers, demotions, discipline, counselling or cessation of employment;
- a decision of an employer, based on reasonable grounds, not to award or provide a promotion, transfer or benefit;
- reasonable administrative action taken in a reasonable manner in connection with an employee's employment;
- the failure of the employer to take action as above, if there are reasonable grounds not to do so; or
- reasonable action taken by an employer under the *Workers Rehabilitation and Compensation Act 1988*, affecting an employee.

In addition, the TRMF will not respond in circumstances where a person:

- acts outside the scope of the activities authorised by the agency, or contrary to its instructions; or

- is affected by alcohol or certain other drugs at the time of the incident; or
- is involved in a motor vehicle accident (this is covered by the Motor Accident Insurance Board); or
- the personal injury occurs during time off – even if this has been sanctioned by a relevant officer or authorised representative.

Further information can be found in the Department of Treasury and Finance *Policy and Disclosure Document of the Tasmanian Risk management Fund* (version 2.5 August 2018).

Direction/Supervision received

Volunteers will be primarily supervised by the Maatsuyker Island Ranger based at the Huonville PWS office. Volunteers will work on Maatsuyker Island as Caretakers for the PWS and paid Observers for the BOM.

The BOM will provide specialist technical support for weather observation duties.

Volunteer Induction

Volunteers will be given an induction program that will include the following elements:

- Organisation context, role and purpose relevant to Division;
- Divisional volunteer procedure overview and key policy points;
- Departmental WHS policy, hazard reporting and incident accident reporting;
- Volunteer Activity Statement review;
- Guidelines on use of Departmental resources, email, internet as appropriate;
- Use of vehicles, plant, tools and equipment as appropriate;
- Remote and isolated working requirements as appropriate;
- Departmental key contacts, nominated supervisor and volunteer coordinator as appropriate;
- Specific task orientation as appropriate including relevant job safety analysis review; and
- Other relevant information e.g. policy on out of pocket expenses if applicable etc.

Submitting an Application

In order to be considered for the Maatsuyker Island Volunteer Caretaker Program interested persons must meet the following conditions:

- Pass a medical (including dental) examination demonstrating a high level of physical fitness;
- Demonstrate an established relationship with a dual applicant;
- Be Australian citizens or permanent residents of Australia;
- Obtain essential qualifications - radio licence and first aid certificate;
- Drivers licence;
- Complete a Police Check Clearance; and
- Attend a face to face interview in Hobart on the 2-3rd September 2019.

If you are able to tick these boxes then an application addressing the Selection Criteria listed in the attached Statement of Duties can be submitted.

Note: each person of the couple must complete a separate application.

Applications should be forwarded to:

Each application should include a Statement Addressing the Selection Criteria and a completed **Maatsuyker Island Volunteer Caretaker and Weather Observer – Application Summary Form**

The Application Summary Form is included in this package at end of document.

Applicants will be assessed according to how well they have addressed the selection criteria and may be invited to an **interview in Hobart** on the 2-3rd September 2019.

Successful applicants will then be offered a placement on the island for 6 months.

Unsuccessful applicants will not be contacted or provided feedback.

All updates and correspondence will be provided by emailing: maatrecruit@parks.tas.gov.au

Participation in the program will then further depend on the applicants:

1. Obtaining essential qualifications (radio licence, first aid certificate and, drivers licence)
2. Passing medical and dental examinations and a police check; and
3. Successful completion of the induction program in Hobart.

Placement Timetable

The following placement periods are available:

- March 2020 – September 2020
- September 2020 – March 2021
- March 2021 – Sept 2021
- September 2021- March 2022
- March 2022 – September 2022

Any enquiries relating to this application process should be directed to:

Maatsuyker Island Caretaker Program
Parks and Wildlife Service
22 Main Street
HUONVILLE TAS 7109

By email: maatrecruit@parks.tas.gov.au

Attachments (incl. in this document)

1. Maatsuyker Island Volunteer Caretaker and Weather Observer **Statement of Duties**
2. Maatsuyker Island Volunteer Caretaker and Weather Observer: **Application Form**

Maatsuyker Island Volunteer Caretaker and Weather Observer Program Statement of Duties

Job Title

1. Maatsuyker Island Volunteer Caretaker
2. Maatsuyker Island Weather Observer

Employing Divisions

Parks and Wildlife Service (PWS), Southern Region

Bureau of Meteorology (BOM), Tasmania/Antarctic Region

Location

Maatsuyker Island

Employment Conditions

Six months, PWS Volunteer Caretaker, BOM Weather Observer.

Weather observations are currently taken each day at 6am and 9am.

Volunteers enter into a separate contract with BOM for that aspect of the placement.

Supervisor/s

PWS - Ranger in Charge for Maatsuyker Island

BOM - Regional Observations Manager

Position Objectives

Volunteer Caretaker: To assist in the protection and conservation of the natural and cultural heritage values of Maatsuyker Island. Provide assistance to visitors to the Island and Parks and Wildlife Service staff as required.

Weather Observer: To conduct accurate and timely weather observations and provide reports on these observations to the Bureau of Meteorology.

Major Duties

Volunteer Caretaker

- Carry out basic land management duties such as on ground works e.g. mowing/brush cutting, clearing of drains, maintain roads, painting, fire prevention tasks as instructed.
- Implement cyclic maintenance programs to conserve buildings and structures as instructed. (e.g. wiping of all walls in the buildings to clear mould and opening of all windows regularly, weather permitting, to minimize mould growth)
- Monitor and report on any perceived threats to natural and cultural values, and report on the condition of items of natural or cultural value as requested.
- Assist with the maintenance of management facilities, equipment and buildings including: firefighting equipment; communication systems; diesel generators and associated electrical, fuel and water systems; helicopter pad; workshop, tools and equipment; roads and tracks between buildings as instructed. Complete detailed inventories for resupply.
- Maintain an acceptable record of tasks carried out on Maatsuyker Island as instructed.
- Operate and maintain departmental vehicles, plant and machinery in accordance with departmental policies.
- Assist and advise visitors as instructed.
- Assist PWS staff with other duties as requested.
- Assist Artists in Residence (if on island) as requested.
- Perform all duties in accordance with any departmental work health and safety guidelines, and in accordance with your level of competency.
- Maintain 2-way communication with PWS to ensure the ongoing management of site and the volunteer/weather observation programs.

Weather Observer

- Use and maintain meteorological equipment.
- Determine visibility, weather phenomena, sea and swell conditions. (3 times every day)
- Identify cloud types, amounts and heights
- Maintain accurate records and encode and transmit data via a personal computer interfacing with an automatic weather station (training will be provided).
- Provide accurate and timely daily reports. (6am and 9am)

Direction / Supervision Received

Caretakers/weather observers work unsupervised on Maatsuyker Island under guidelines provided by the PWS and BOM. Training for this position includes an induction program and training program, in Hobart before departing for the island (approximately 2 weeks). Then a one week training program with PWS staff on the island.

Knowledge and skills (selection criteria):

(In your application: address each criterion separately)

- Demonstrated experience living and working for extended periods in a remote, isolated and climatically challenging locations with limited outside support.
- Demonstrated broad range of practical skills (not necessarily trade level skills) appropriate to the range of tasks required on Maatsuyker Island. (see statement of duties).
- Demonstrated ability carry out land management and maintenance works. Knowledge and skills in small motor maintenance/servicing and troubleshooting, diesel generator routine servicing and fault finding and building maintenance would be an advantage.
- Knowledge of the principles of managing land for the conservation of natural and cultural values, in relation to Maatsuyker Island.
- Demonstrated high level of motivation, with the ability to adapt to challenging new situations and maintain productivity and motivation under difficult circumstances i.e. physical and mental fitness to maintain a healthy attitude with one other person for extended periods.
- Background or interest in meteorology, or relevant maritime or aviation experience and an understanding of the significance of the Meteorological Observation Program.
- Demonstrated experience in managing Work Health and Safety in a remote setting and in responding/managing incidents in a remote setting. Knowledge of search and rescue operations and fire management.
- Capacity to operate VHF/HF radio equipment or ability to quickly acquire this skill.
- A basic understanding of desktop computing programs and their operation sufficient to manage day to day works reporting and weather observations.

Essential Qualification and Requirements

Applicants MUST:

- Pass a medical (including dental) examination demonstrating a high level of physical fitness;
- Demonstrate an established relationship with a dual applicant;
- Be Australian citizens or permanent residents of Australia;
- Obtain essential qualifications - radio licence and first aid certificate;
- Drivers licence;
- Complete a Police Check Clearance; and
- Attend a face to face interview in Hobart on the 2-3rd September 2019.

Copies of essential qualifications and requirements to be provided with application.

*Note: Training for First Aid and Radio Operators certificates can be undertaken after selection and before departing for Maatsuyker Island.

All volunteers must pass a medical and dental examination for placement to be confirmed. Do not include medical information with your original application.

See next page for Application

Maatsuyker Island Volunteer Caretaker and Weather Observer Program

Application Summary Form (One for each applicant)

Name:

Please tick, if you meet the following conditions.

- Pass a medical (including dental) examination demonstrating a high level of physical fitness;
- Demonstrate an established relationship with a dual applicant;
- Be an Australian citizens or permanent residents of Australia;
- Obtain essential qualifications - radio licence and first aid certificate;
- Drivers licence;
- Complete a Police Check Clearance; and
- Attend a face to face interview in Hobart on the 2-3rd September 2019.

Each applicant (person) must complete this form and attach it to a THEIR OWN SEPARATE application addressing the position's selection criteria detailed in the Statement of Duties (Do NOT submit one response to selection criteria for both people)

Full Name: _____

Postal address: _____

_____ Postcode _____

Phone Numbers: _____ (home) _____ (work)

_____ (mobile) Date of Birth: _____

Email: _____

Preferred period on Maatsuyker Island

(the date of starting and finishing placement may vary by 2 weeks depending on other PWS or BOM constraints) or weather.

- March 2020 – September 2020
- September 2020 – March 2021
- March 2021 – Sept 2021
- September 2021- March 2022
- March 2022 – September 2022

Please provide details of two referees who are able to comment on your knowledge and skills in relation to the selection criteria

(Referee 1) Name _____

Organisation/Position _____

Phone (s) _____ Email _____

(Referee 2) Name _____

Organisation/Position _____

Phone(s) _____ Email _____

Signature _____ Date _____