



# Maatsuyker Island Volunteer Caretaker and Weather Observer Program Information Package

## Introduction

This package is designed to provide prospective applicants with information on the Maatsuyker Island Volunteer Caretaker Program (including paid weather observing duties). It covers placement periods of either Sept to Mar OR Mar to Sept 2015 – 17

3 Standard 6 month placements will be selected during this selection process (see application form for the dates of these 3 placements).

## About Maatsuyker Island

Maatsuyker Island is an island of around 180 hectares 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' works in partnership with PWS on many aspects of island management.

Access to the island has traditionally been only 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 in this remote area with limited facilities and where 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, 3 substantial ex-light keepers' houses, numerous smaller outbuildings including a meteorological observation office, communications towers, roads, tracks and a helipad.

## **Maatsuyker Island Volunteer Caretaker Program**

### **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 Parks and Wildlife Service including maintenance of grounds and buildings, plant and equipment, monitoring of all power and water systems on Island, basic land management work, and at the same time carry out weather observations for the Bureau of Meteorology for which they receive payment. Separate contracts are entered into for each of these two duties.

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

Participants are required to live on the island continuously for periods of 6 months. Due to the isolation and remoteness of Maatsuyker Island, and the safety implications, a minimum of two adults who can demonstrate they have spent time together in a remote setting, must be on the island. It is important that the people who are on Maatsuyker at the same time are able to work well together. Accordingly, submissions from people with an established relationship are much preferred. While most participants are couples we will consider Individuals applying together. (unfortunately children are unable to be considered.)

In addition to the period on the island, participants will be required to take part in a training program in Hobart of approximately 2 weeks before leaving for the island. This training is run jointly by the Parks and Wildlife Service and the Bureau of Meteorology.

All packing of food and personal items needs to be complete prior to the 2 weeks of training.

In order to maintain the principles and practice of Work Health and Safety, all persons selected for a caretakers position will be required to attend a medical and dental assessment prior to appointment, and have a current 1<sup>st</sup> Aid certificate, clearance from Dentist and a police check related to being responsible for significant cultural heritage site.

### **Maatsuyker Island Facilities and Services**

Volunteers will be provided with helicopter transport to the Island at the start of their placement, and from the Island on completion. Evacuations for emergency (eg 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 substantial well maintained brick house with four bedrooms, kitchen, living room, bathroom and storage with basic furniture suitable for up to eight people. 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. Space heating is limited to one small fan heater. There is no television or internet available on Maatsuyker Island, although it is possible to watch DVD's on the computer supplied or your own laptop.

Volunteers are responsible for providing their own food, clothing, entertainment, bedding and other personal items. The Parks and Wildlife Service will provide transport by helicopter for these items between Hobart and Maatsuyker Island. Transport space is limited to approximately 325 kg per person, (for 6 month stay).

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 be limited. Caretakers generally make their own arrangements for the preparation of food and other goods for resupply. Please note PWS is interested in people taking as many of the supplies as possible onto Maatsuyker in the beginning, so that the resupply can be primarily for fresh food and mail. In addition caretakers are able to utilize the vegetable garden 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 are provided for routine maintenance.

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

## **Submitting an Application**

In order to be considered for the Maatsuyker Island Volunteer Caretaker Program interested persons should submit an application addressing the selection criteria listed in the attached Statement of Duties.

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

Applications should be forwarded to: **(one application from each person)**

Pip Gowen  
Parks and Wildlife Service  
22 Main Street  
HUONVILLE TAS 7109

**By email:** [pip.gowen@parks.tas.gov.au](mailto:pip.gowen@parks.tas.gov.au)

To arrive by **5pm Monday 30 Mar 2015**

**Each application** should include a completed **Maatsuyker Island Volunteer Caretaker and Weather Observer – Application Summary Form**

**The Application 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 May 5 or 6 or 7 2015** (see timetable in information package).

Successful applicants will then be offered a block of time on the island for 6 months.

Unsuccessful applicants will be called and offered the option of feedback.

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

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

## Application Timetable

The following application timetable has been adopted for the selection of volunteer caretakers for **3 placement periods**

i.e. **1.** Sept 2015 to Mar 2016; **2.** Mar 2016 to Sept 2016; **3.** Sept 2016 to Mar 2017

Sat 7 Mar 2015	Advertisement appears in local newspapers/websites
Mon 30 Mar 2015	Applications close by 5pm @ <a href="mailto:pip.gowen@parks.tas.gov.au">pip.gowen@parks.tas.gov.au</a>
Fri 17 Apr 2015	Notification of short listing for interviews
5-6-7 May 2015	Interviews, PWS Regional Office – address TBA'd
19 – 20 May 2015	Successful applicants advised - (email from candidate accept)
Fri 22 May 2015	Unsuccessful applicants advised

- \* **Notes:** 1. Applicants are applying for 6 months on Maatsuyker Island  
2. Training/induction period required prior to this period on the island.

**Please indicate in your application which of the 6 month periods you are available.**

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

**Pip Gowen**

Parks and Wildlife Service, Huonville  
mob: 0427 648 463  
Email: [pip.gowen@parks.tas.gov.au](mailto:pip.gowen@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**

# 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

1. Parks and Wildlife Service, Southern Region
2. Bureau of Meteorology, Tas/Antarctic region

## Location

Maatsuyker Island

## Employment Conditions

6 months, PWS Volunteer Caretaker, BOM Weather Observer. Weather observations are currently taken each day at 6am, 9am and 3pm. Volunteers enter into a separate contract with BOM for that aspect of the placement.

## Supervisors

1. PWS Manager of Maatsuyker Island
2. PWS Regional Volunteer Facilitator (South)
3. Regional Observations Manager (BOM)

## Position Objectives

1. 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.
2. Weather Observer: To conduct accurate and timely weather observations and provide reports on these observations to the Bureau of Meteorology.

## **Major Duties**

### **Volunteer Caretaker**

1. 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.
2. 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)
3. 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.
4. 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.
5. Maintain an acceptable record of tasks carried out on Maatsuyker Island as instructed.
6. Operate and maintain departmental vehicles and plant and machinery in accordance with departmental policies.
7. Assist and advise visitors as instructed.
8. Assist PWS staff with other duties as requested.
9. Assist Artists in Residence (if on island) as requested.
10. Perform all duties in accordance with any departmental work health and safety guidelines, and in accordance with your level of competency.
11. Maintain 2 way communication with PWS to ensure the ongoing management of site and the volunteer/weather observation programs.

### **Weather Observer**

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

### **Direction / Supervision Received**

Caretakers/weather observers work unsupervised on Maatsuyker Island under guidelines provided by the Parks and Wildlife Service and Bureau of Meteorology. Training for this

position includes a 3 day PWS induction program and 3 day BOM training program, in Hobart before departing for the island. Then a one week training program with PWS staff on the island.

**Knowledge and skills (selection criteria):**  
**(In your application: address each criterion separately)**

1. Demonstrated experience living and working for extended periods approx (4-6 months) in a remote, isolated, and climatically challenging location with limited outside support.
2. 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).
3. Demonstrated ability carry out land management and maintenance works. Knowledge and skills in small motor maintenance/servicing and trouble shooting, diesel generator routine servicing and fault finding and building maintenance would be an advantage.
4. Knowledge of the principles of managing land for the conservation of natural and cultural values, in relation to Maatsuyker Island, including a knowledge of the Burra Charter and knowledge of Biosecurity requirements.
5. 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 of time.
6. Background or interest in meteorology, or relevant maritime or aviation experience and an understanding of the significance of the Meteorological Observation Program.
7. 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.
8. Capacity to operate VHF/HF radio equipment or ability to quickly acquire this skill.
9. 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**

**(add copies of 1-3 to your application if available) – scanned copies acceptable**

1. Marine Radio Operators Certificate of Proficiency
2. First Aid Certificate (Apply First Aid) Remote Area 1st Aid useful
3. Drivers license
4. Physically and mentally fit, capable of carrying out strenuous and ongoing work in a remote and physically challenging environment.

**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.**

## **Work Environment**

The Department of Primary Industry Parks Water and Environment (DPIPWE) is committed to high standards of performance in relation to Work Health and Safety and Diversity Management. All employees (including volunteers) are expected to maintaining safe working conditions and practice. The department is a smoke-free environment.

The working environment in the Department of Primary Industry Parks Water and Environment is governed by:

### **State Service Principles**

The State Service Principles (the Principles) are contained in section 7(1) of the *State Service Act 2000*. Section 8 of the Act requires Heads of Agency to uphold, promote and comply with the Principles and section 9(13) of the Act requires employees to behave at all times in a way that upholds the Principles.

The Principles are a core element of the State Service and represent the minimum responsibilities of officers and employees. Employees should familiarise themselves with the Principles and must work to ensure the Principles are embedded into the culture of the Agency and that the Principles are applied to all Agency decision-making and activities.

### **Code of Conduct**

The State Service Code of Conduct (the Code) is contained in section 9 of the *State Service Act 2000*. It complements the State Service Principles and requires employees and officers to act appropriately in the course of their duties and to maintain the confidence of the community in the activities of the State Service. The Secretary of the Department of Primary Industry Parks Water and Environment has legislative authority to investigate an allegation of a breach of the Code and to impose a sanction where a breach has been determined.

The *State Service Act 2000* and the Commissioner's Directions can be found on the State Service Commissioner's web site at <http://www.osscc.tas.gov.au>.

The Department's values, as expressed through its strategic planning process and Leadership Charter, also describe the expected behaviors' of employees and managers within the workplace.

**See next page for Application**



# **Maatsuyker Island Volunteer Caretaker and Weather Observer Program**

## **Application**

**(One for each applicant)**

**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 approx 2 weeks depending on other PWS or BOM constraints)

First standard 6 month period, mid Sept 2015 to mid March 2016

Second standard 6 month period, mid March 2016 to mid Sept 2016

Third standard 6 month period, mid Sept 2016 to mid March 2017

**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** \_\_\_\_\_