

**CAPE BRUNY LIGHT STATION**

**VOLUNTEER CARETAKER AND WEATHER OBSERVER PROGRAM**

**December 2016 to May 2017**

**INFORMATION AND APPLICATION FORM**

**Introduction**

Following a series of mishaps and shipwrecks south of Bruny Island in 1835, Governor George Arthur agreed to erect a lighthouse to guide vessels past Bruny Island. When first lit in March 1838 Cape Bruny was Tasmania’s third lighthouse, and Australia’s fourth. It is now the second oldest lighthouse in the country and the longest continually staffed (158 years). The Cape Bruny light was lit for the last time on 6 August 1996 and replaced by a solar powered light nearby.

Along with most other Tasmanian light stations Cape Bruny was transferred from the Commonwealth Government to the state Government 1 May 1998. In December 2000 it was added to the South Bruny National Park. The lightstation was maintained by a Leasee Caretaker until 2011, when Parks and Wildlife Service Tasmania, established a Volunteer Caretaker and Weather Observer Program. This program now runs year round, in 2 monthly placement blocks. The Volunteer Caretakers live onsite. They provide a welcome and information to visitors and assist with the running and general maintenance of the site.

**Program Dates and Duration (November 2016 to May 2017)**

The program of 3 placements will commence on Thursday 8 December 2016 and conclude in first week of June 2017.

Volunteer Caretakers will be asked to cover a 2 month block, which will include both Parks and Wildlife Caretaker Roles and a separate agreement / contract with BOM to complete 2 weather observation each day at 9am and 3pm. The BOM provides a 2 day weather observation training session based in Hobart prior to volunteers commencing on site at Cape Bruny.

The placement is 2 months as it does take time to build up skills to provide accurate weather observations.

**Volunteer Caretaker Duties will include:**

* Carry out weather observations for the Bureau of metrology at 9am and 3pm daily.

A 2 day training session is provide in Hobart prior to start of volunteer placement

* Meet and greet as many visitors arriving at the Cape Bruny Lightstation precinct as possible
* Ensure the visitor infrastructure incl. public toilet on site is kept clean and serviceable. Also includes the museum, houses and workshops
* Report any malfunction or maintenance concerns to the Ranger as soon as possible
* Provide helpful and professional public face for PWS at Cape Bruny
* Work collaboratively with the commercial operator running lighthouse tours on site
* Provide visitor information regarding services and opportunities available at Cape Bruny, the South Bruny National Park, and Bruny Island as a whole
* Cut grass around the precinct as required to maintain a traditionally neat & tidy appearance
* Maintain the sites power and water supplies through checks of generator and solar systems, water tanks, ensuring any report of issues goes to Ranger as soon as is noticed
* Carry out minor maintenance of building infrastructure, signs and walking tracks as directed by the Ranger
* Maintain small vegetable garden to provide fresh vegetables for yourself and future CT’s
* Carry out litter pick up and coordinate the disposal of rubbish from site through the Rangers
* Monitor visitor numbers and impacts
* Maintain a daily diary noting interesting observations or events
* Liase with the Ranger on day to day operations
* Provide feedback on your departure to Ranger and the Volunteer Facilitator
* Conduct all duties and activities in accordance with the principles of the Tasmanian State Service Code of Conduct and the policies and procedures of the Department of Primary Industries, parks, Water and Environment.

**Volunteer Caretakers will not be required to:**

* Be involved in any law enforcement activities, or confront visitors over any such issues, unless there is an immediate risk to personal safety.

**The Parks and Wildlife Service will provide:**

* Accommodation at one of the ‘Lighthouse keepers Residences;’
* Onsite Induction and Safety Briefing
* Support by phone and in person as needed
* Emergency communications
* First aid kits
* Any Personal Protective Equipment (PPE) tools and equipment necessary for minor maintenance duties and
* Items of clothing to identify Volunteer Caretakers (VEST, hat and name badge).
* Voucher for one return ferry trip Kettering to Bruny Island.
* Consumables used in maintaining and cleaning visitor infrastructure
* Firewood as needed and water delivery to site if water tanks run low

**Volunteer Caretakers will be expected to provide:**

* All food and consumables for the duration of their placement (suggest fire starters)
* All bedding and linen (consider electric blanket or hot water bottles)
* All clothing apart from uniform items (see above)
* Sturdy work boots
* Old work clothing or overalls
* Own vehicle for transportation to Quarantine Station
* Volunteer Registration and emergency contact details

**Accommodation**

Volunteer Caretakers will be accommodated in the Lighthouse Keepers Residence. One of 2 Keepers houses on site

* well-appointed kitchen with all utensils, electric hot water, fridge, microwave and stove
* wood fired heater in kitchen/dining area
* 3 bedrooms, 1 with a double bed and one with two single beds
* another single bed in the room currently used as the BOM weather office
* bathroom with hot shower, hand basin and toilet
* electricity powered by solar with backup from generator
* telephone PWS landline on site OK for limited use and mobile option possible in places
* laundry with washing machine and basin
* parking close to the quarters

The Volunteer Caretakers will have sole occupancy of the Residence, except in an emergency situation where other PWS staff or Emergency Services may need space. On occasion PWS staff will visit site during your placement and when on site require access to the kitchen and other facilities.

**Qualifications and Selection Criteria**

Volunteer Caretakers will require and ability to live remotely in challenging conditions and to be comfortable being on this high visitation site with a significant number of visitors during the day. The evenings after sunset is a quieter time on site to enjoy the peace and the natural values of the site. This is a very people focused volunteering positions. You do need to like and appreciate the diversity of visitors coming to Cape Bruny.

Also important to have general knowledge of the area, communication skills and practical skills.

See over for Selection Criteria to respond to

**SELECTION CRITERIA**

**Volunteer Caretakers will be selected according to how well they meet the following selection criteria:**

* Ability to live and work in a semi-remote location, with limited ‘home comforts’ for 2 months

Including in difficult weather conditions ie windy with potential of changing temperatures

* Ability to communicate well with a broad range of visitors and large number of visitors expected at Cape Bruny
* Knowledge of, or the ability to rapidly acquire knowledge of, the cultural and natural history of the South Bruny National Park and heritage of Lighthouse Station
* Practical skills appropriate to undertake routine maintenance tasks
* Ability to take direction from Ranger and yet be flexible if their work schedule means plans need to change

* First aid qualifications or medical knowledge highly desirable for at least one member of each team.

**Site Induction and Volunteer Change over**

The Parks and Wildlife Service will conduct a induction and safety briefing for caretakers on site on the Thursday of commencing the placement. All Caretakers are required to attend this induction. Site induction will be conducted by appropriate PWS staff member

**Occupational Health and Safety**

The provision of a safe working environment and safe working procedures is mandatory for all works carried out by PWS. The Volunteer program at Cape Bruny will be carried out according to all current safe-working guidelines. Volunteers will be made familiar with these procedures during the Induction and will be expected to adhere to them.

**Conditions of Engagement in Volunteer Program**

All people volunteering with Parks and Wildlife Service are required to conduct their duties in accordance with the State Service principles and Code of Conduct. Agency expectations will be explained at the Induction.

**How to Apply**

If you are interested in taking part in the Volunteer Caretaker Program, complete the Application Form included with this information package. Please be aware that completion of the application form does not guarantee a place on the program.

**Closing Date**

Applications for the initial placements in the Program will **close on Wednesday 21 September 2016.**

**Selection - notification**

All applications will be considered. Applicants will be notified if they have been successful by Monday 5th September 2016. Please be aware that there continues to be a very high interest in volunteering at Cape Bruny. My apologies in advance as there is not enough places for what I know to be the interest.

**Department of Primary Industries Parks Water and Environment**

**South Bruny National Park - Cape Bruny Lightstation**

**Summer Volunteer Caretaker Program 2016/17**

**APPLICATION FORM**

Each person or couple applying must complete an Application Form

Couples please include comments from each of you in the Selection Criteria

**VOLUNTEER 1**

Surname Given Name/s

Age last birthday Preferred name

Residential address Postcode

Postal Address (Only if different)

Phone: Home Work Mobile

Email:

WILDCARE 2015/16 membership number:

**VOLUNTEER 2**

Surname Given Name/s

Age last birthday Preferred name

Residential address Postcode

Postal Address (Only if different)

Phone: Home Work Mobile

Email:

WILDCARE 2015/16 membership number:

**EMERGENCY CONTACT DETAILS**

Name Relationship to person

Address

Phone(s)

**PREFERRED SESSION(S) IN 2 month BLOCKS**

Please number 1 – 3 in order of preference or stipulate a specific session (s) that you are available for.

**Date Start Date Finish Preference 1 - 3**

8 December ‘16 2 February ‘17

2 February ’17 6 April ‘17

6 April ’17 1 June ‘17

**REFEREES**

Please provide the details of two people who could comment on your suitability to undertake the type of volunteer activity requested.

Name Contact Details

Name Contact Details

**PLEASE ADDRESS EACH OF THE FOLLOWING SELECTION CRITERIA**

1. Provide a brief outline of why you would enjoy living in a semi-remote location and any experience you have of a similar nature.

2. Provide evidence of your ability to communicate with the broad range of visitors expected at Cape Bruny and a little on how you will manage the rather large task of meetings and greeting a significant number of visitors each day.

3. Please tell us what it is you enjoy / know about the cultural and natural heritage of the

Both the Cape Bruny Lightstation and the South Bruny National Park

4. Describe what practical skills you would be able to apply on site. (Include details of any current trade tickets.) This might include, education, filming, interpretation, etc.

5. Demonstrate ability to work in a team situation with other volunteers.

**LEVEL 2/SENIOR FIRST AID CERTIFICATE**

(Desirable but not required)

Do you hold a current First Aid Certificate? YES/NO Expiry Date

If yes, please attach a copy of your current Workplace level 2 First Aid Certificate or equivalent with this application.

**MEDICAL DISCLOSURE**

The Department of Primary Industries, Parks, Water and Environment values the safety and well-being of employees, volunteers and others with whom we have a relationship in our places of work. We aim to minimise the risk of injury and ill-health by providing safe workplaces. We aim to send everyone home safely.

To assist the Department in this regard, applicants selected for the program will be asked to provide information giving details of any medical condition that may impact on their capacity to undertake the duties expected or affect the safety of others. This form must be completed before commencing duties and taken with you to the induction session at the Station. You will not be asked to complete this form if you are unsuccessful in your application.

**DISCLAIMER**

The Department’s Personal Information protection policy ensures management of personal information is in accordance with the Personal Information Protection Act (2004).

Do you consent to the Department using your personal information for the purposes for which it has been provided and for summarised general reporting on volunteering activities?

 Yes No (please circle)

By completing this form I agree to be available for an induction session at Cape Bruny on the day of commencing the placement or at another time arranged.

The Information provided is correct to the best of my knowledge:

Signed 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FORWARD COMPLETED APPLICATION by email TO:**

Parks and Wildlife Service Regional Volunteer Facilitator (South) Pip Gowen

E: pip.gowen@parks.tas.gov.au **NB** I will be on leave until Thursday 22 September

**CLOSING DATE:** Wednesday 21 September 2016.Thank you for your interest.

All applications will be acknowledged and applicants advised of the outcome of their application by Friday 30 September 2016 thus providing 2 months notice for the initial caretaker(s).