

NORTH KEPPEL ISLAND

ENVIRONMENTAL EDUCATION CENTRE

Volunteers Information and Reminders

The concept of the volunteer program is one of mutual benefit. There is no doubt that the program provides benefits to the Centre; however, we would like you to consider the many benefits that come your way as well. It is hoped that all volunteers will understand the concept of giving to the Centre and the concept that the time on the island can give those things that are not so material, however critical for our well-being, including emotional, physical and mental health.

Requirements to being a NKIEEC P & C volunteer:

1. Volunteers must be a registered P & C Member. (To complete an Application Form each year).
2. Ability to leave Friday or Saturday mornings on staff run and return Sunday evenings.
3. Ability to volunteer approximately 2 to 3 weekends per 6 months (roster)
4. All volunteers must have a Child Safety Blue Card – free to volunteers. (*Volunteer guests are required to obtain Blue Card if coming more than once per year*).
5. All volunteers and guests are to complete the Guest Register which is in the Volunteers Cabin (Green folder) on arrival.
6. Application to consume alcohol completed if required.
7. Volunteers required to complete annual training (half to full day required)
8. It is preferred that Volunteers hold a Deckhands Certificate – If you do not hold a Deckhands Certificate, you are only able to travel aboard Gundoo Spirit with a Volunteer/Staff member who holds a Deckhands Certificate.

Expectations of volunteers at NKIEEC:

There is an expectation that each volunteer supports approximately 4 hours per day.

The following tasks should be completed each weekend (approximate time given to undertake task):

1. General grounds clean up including garden beds (30 min to 1 hour).
Pick up fronds, coconuts - blue trailer is to be used and all taken to the area at greenhouse for mulching, Pandanus seeds and leaves to be placed in the carryall so they can be used to stabilize the dune areas.
- 2 Watering of shade house (30 min). This may be required twice a day in summer. A hand held hose to be used for other plants inside/outside and the propagation hut.
- 3 Interceptors draining and cleaning. Interceptors are to be emptied and cleaned each weekend and recorded in maintenance log. Information sheet and location map will be in folder (2.30 hours). Use hoses to direct the water from tank bases. (Kept in the trolley at the Volunteer's Cabin).
- 4 One volunteer to meet Gundoo Spirit Saturday morning at 9.00. If later arrival USO will call by 8.30.
- 5 Occasionally, a Volunteer may be asked to be the Deckhand aboard Gundoo Spirit, this would only be an occasion for the best operational interest of the Centre – could be other than a Saturday or Sunday.

ISSUED 15th March, 2017

Volunteers should be aware of, implement or support the following:

Culturally sensitive areas – Traditional Owners have some very sacred places on North Keppel Island. Please check with the Principal or Ian, so we don't breach protocols.

Volunteer Pantry Box

There is a storage box under the bench in the Volunteer's Cabin – it contains essential items for use by Volunteers - Olive oil, pepper, salt, sugar, Alfoil, Cling Wrap, paper towel, serviettes, tongs, wine glasses, mozzie coils.

National Park Status

There is a need to support the conditions of the lease - including recognition of the status of National Park. This includes fauna and flora protection. It is not appropriate to feed any animal - including curlews or possums. It is certainly not appropriate to remove any animal or plant from the island. This would be in breach of the Nature Conservation Act.

Biosecurity

We have recently upgraded our Biosecurity with QPWS.

Pests can easily hitch a ride with people. They can hide in luggage, camping equipment, supplies and even on your clothes and shoes. Make sure you don't carry pests next time you visit a Great Barrier Reef island.

Marine Park Zones (GBRMPA)

Volunteers need to be familiar with the "Green Zone" area - and there will be maps placed in the volunteer's folder to assist in this process. These maps identifies zones near the Centre which restrict significantly fishing activities. It would be a good idea to be familiar with these regulations – especially if a member of the public needs assistance with clarification of same. Fishing is permitted under conditions at Considine Beach and Maizie Bay.

Rubbish

The NKIEEC cleaner, other staff and students visiting the island are not responsible for picking up the rubbish of volunteers. This includes cigarette butts.

Cigarette butts harm our native wildlife, and can take up to 20 years to decompose. They are also unsightly and give a poor impression to students and visitors.

All volunteers are to remove their rubbish when departing the island -including cigarette butts. Volunteers should support recycling practices – please take recycling home and do not dispose in centre recycling bins.

Firewood

The NKIEEC has special permission for a small cooking fire. Should volunteers wish to have a small cooking fire, then please collect firewood from the appropriate area. This is from the woodpile at the campfire site on the flat, only take enough for the night.

Cleaning up

NKIEEC staff are not employed to clean up after volunteers. Please ensure that cabins are left clean on departure - including sweeping/mopping of shower/bathroom area. Shelves and cupboards need to be cleaned when necessary. (Geckos make a big mess).

Soiled tea towels and table cloths etc. need to be put in the laundry for washing.

Alcohol Consumption

Consumption of alcohol is permitted under the conditions set out in the "Application to Consume Alcohol on Government Premises" form.

For volunteers, it is expected that no alcohol/containers are visible when loading, or unloading vessels, and should be placed in an esky or similar container. Glass containers should be avoided, and at no time should alcohol consumption interfere with any NKIEEC staff member or group staying at the island, nor operations of the Centre or the volunteer themselves. Alcohol consumption should not be excessive.

There is no consumption of alcohol permitted in view of students of the Centre.

Volunteers bring guests

From time to time, volunteers have requested guests accompany them on rostered weekends who are not immediate family. This should be kept to a minimum. Guests must be signed in on the Guest register on arrival.

ISSUED 15th March, 2017

Guests are to have approval before coming -

Volunteers require training by Principal or delegate, and any guests who have not received this training must be the responsibility of the sponsor volunteer. As there are significant safety considerations, it is important that any volunteers who wish to bring any others accept responsibility for them, and provide training in areas of WPH&S and normal operations. This does not mean that the guest has received sanctioned training from the Principal or delegate - and as such is not considered to be a volunteer for future visits.

Any volunteer wishing to bring a guest must first obtain permission from the Principal or delegate for each weekend.

Access to Centre staff accommodation

From time to time, there may be a need for volunteers or visitors to access Centre staff accommodation. This will only be supported in extreme situations.

Permission to access any staff members' accommodation must be gained from the Principal as well as the staff member involved for each weekend that access is requested.

Access to A cabins

The volunteer cabin contains one double bed and two single beds and cooking facilities. This is to be the primary residence for volunteers. If volunteer numbers are greater than this, Cabin 6 or Cabin 4 may be utilised. Toilet and shower facilities to be used are A4. (Staff toilets and showers are to be used if there are visiting Residents staying in the Cabins).

Storage of personal volunteer equipment at Centre.

The Centre cannot be held accountable for any personal equipment that volunteers may wish to leave behind for future visits. Please do not store equipment at the Centre.

Public Holidays/School holidays.

Centre staff is very appreciative of those occasions this year that volunteers have been able to look after the Centre during long weekends and public holidays. With this has also come the need to vary boat trip times. Many thanks to all involved for their flexibility - and we look forward to continuing this initiative. To be supportive of cost minimisations and environmental impacts volunteers may be required to vary their duration of stay.

First Aid – General First Aid equipment is available in the cupboard in the First Aid Room in the Administration Cabin.

In an Emergency - Access to the Royal Flying Doctor's (RFDS) kit is by the key in the glass container in the admin cabin First Aid room. This should only be used in an emergency. The phone number for the RFDS is 1300697337. You **MUST** gain a doctors permission before use of anything in the kit and complete the booklet in RFD kit. Ask the Doctor for TCR Number.

Communication Process

Each six month NKIEEC will send out a roster where volunteers indicate weekend preferences. A new roster is then sent out.

USO will call the volunteers on either Sunday or Monday night of the week you are rostered on to confirm your attendance.

If a volunteer cannot make their weekend, the volunteer should try and swap a weekend with another volunteer first, then contact the Centre to arrange an alternate volunteer.

Volunteers and staff have suggested that there be regular communications for volunteers with information about events, training updates, events of note, and changes to procedures, humorous anecdotes etc. – and possibly future representation for volunteers. Should any volunteers have any thoughts on this, please contact Principal.

Our website is updated regularly www.nkieec.eq.edu.au Also, check us out on Facebook.

Staff Contacts: Principal (Roger) 0400793426
Unit Support Officer (Ian) 0419767981
Relief USO (Graham) 0457526853
Boating Officer (Graeme) 0409764874

North Keppel Island Environmental Education Centre
PO Box 314 Emu Park Qld 4710
Email admin@nkieec.eq.edu.au Phone: 07 49392510