

# Keeper (Resident Manager) on Quarantine Island/Kamau Taurua

## Job Description

This description describes the work undertaken by the Keeper (Resident Manager, hereafter referred to as 'Keeper'). There is 'essential work' and 'other work' which is agreed with the Council based on the skills and experiences of the individual appointed as Keeper.

### Context

The Quarantine Island/Kamau Taurua Community ('Community') is a well-established charity who has looked after the Island for more than 60 years (formerly as the St Martin Island Community). The Community owns the buildings on the Island and leases the area under and around them from the Department of Conservation (DOC). The Crown (NZ government) owns the Island and DOC administers it as a "Recreation Reserve". The Community Council has decided that the interests of the Community, and its care of the island, are best served by having a Keeper who is responsible for the day-to-day running/managing the Island on its behalf. Consequently, the Council agrees to support the Keeper in the various ways set out in this agreement.

The Keeper is the most public face of the Community, representing us as kaitiaki, managing the Island on a day-to-day basis and helping to achieve the Community's vision and goals: preserving and enhancing the ecology, heritage and spiritual/peaceful atmosphere on the Island, involving and educating the wider community, and welcoming visitors to this special place. This role includes networking with the wider community.

A good relationship between the QI/KT Council and Community and the Keeper is crucial to the health of the Community and can be expected to grow and change over time. The Keeper and all members of the Community have a responsibility for building this relationship in a manner that respects each other, our visitors and our shared values.

This description sets out the mutually agreed rights and responsibilities of the Keeper of Quarantine Island/Kamau Taurua, and the Quarantine Island/Kamau Taurua Community (Inc) Council, the governing body for the charity and incorporated society.

### DEFINITIONS

"Keeper" Keeper (Resident Manager) on Quarantine Island/Kamau Taurua

"The Community" The Quarantine Island/Kamau Taurua Community (inc), a registered charity and incorporated society

"The Island" Quarantine Island/ Kamau Taurua

"The Cottage" The accommodation provided by the Community for the Keeper/Resident Keeper

"The Lodge" The accommodation provided for visitors to the Island

"Council" The representatives of the Community responsible for governance for the charity and incorporated society, and also supporting and advising the Keeper.

"Management Committee" A subcommittee of the Council that includes the Keeper, with delegated authority to deal with operational/management matters.

## **THE ROLE AND REQUIREMENTS OF THE KEEPER**

The Keeper's main duties are on the Island, working to maintain the unique spiritual, physical and aesthetic character of the Island. This is described in The Quarantine Island/Kamau Taurua Community (Inc) Rules (Constitution), the Community's Statement of Management Intent and the Community Agreement for the Island with the Department of Conservation.

### **Welcome and care of visitors**

The Keeper is the face of the Community, and the most important task is to provide a welcoming and friendly presence on the Island.

All visitors are welcomed by the Keeper, this includes telling them about risks and hazards associated with the Island, explaining safety procedures, the ecological and cultural story of the island, the work of the community and any matters relating to use of the facilities or undertaking work activities.

The Keeper needs to be on the Island whenever visitors are staying, or take responsibility for arranging cover in agreement with the Council. Visitors are on the Island most weekends and often during the week. The Keeper will have one weekend off a month by agreement with the Council, during which time a volunteer will relieve.

The Keeper is required to maintain a current First Aid qualification, which is paid for by the Community.

### **Administration and accountability**

The Keeper is responsible for taking bookings for accommodation and facilitating external provision of boat transport, collecting money from visitors, issuing receipts and sending out invoices, or liaising with the Treasurer to do the same, as required. A summary accounting for all financial transactions is to be supplied to the Community Treasurer monthly.

The Keeper is required to attend meetings of both the Management Committee and the QI/KT Council and present a report on the events of the preceding month, including a Health and Safety report, and make recommendations on what work needs to be carried out on the Island. The Keeper is responsible for informing the QI/KT Council of any significant maintenance that needs to be carried out. An annual summary of Island life is provided by the Keeper for the AGM. A spreadsheet of visitor numbers and activities shall also be maintained online for grant/Charities reporting.

The Keeper is to ensure that all activities on the Island are in accordance with the Community's Statement of Management Intent, Management plans, Local and National Government documents which influence the activities on the island and the Health and Safety plans. An accident register (including near accidents) is to be maintained as part of this Health and Safety Plan.

### **Work around the Island**

The Keeper will be supported in their work by a Management Committee from the Council or appointed individuals. The work will be guided by the plan of work which is updated at regular meetings, with a running job list to be kept on Gogledocs.

The Keeper is responsible for training of Community members and other relievers in their role as Reliever to ensure effective cover during times when the Keeper is on leave. This is to include emergency procedures (e.g. where to turn off water and electricity), and a list of emergency contact phone numbers is to be kept at the Cottage.

#### Cleaning and caretaking

The Keeper is responsible for cleaning the Lodge and the toilet facilities before visitors arrive, and ensuring that visitors clean up adequately before they leave; as well as maintaining the Lodge and Cottage and their facilities and environment (mow lawns, clean jetty, trim track as required, and maintain the garden and shade house in a tidy condition.)

### Animals

The Keeper is responsible for overall care of the animals on the Island, ensuring adequate water and feed is available, and checking the condition of the sheep daily; and the management of pasture and fencing. The Keeper will arrange a shearer for the spring shearing, and docking as required. Any further work is dependent upon the skills and experiences of the person appointed.

### Water collection and storage

The Keeper is responsible for the efficient collection and storage of water on the Island; gutters on the Lodge and cottage are to be kept clear and water pumped to storage from the collection tank when it is full. Any further work is dependent upon the skills and experiences of the person appointed.

### Education and activities with volunteers

The Keeper is to assist volunteer workers on the Island, including Community Working Bees, by identifying work to be done and providing suitable equipment where available. This can include: ecological work such as releasing trees, watering, gathering and potting up seedlings, or building work, or cleaning.

The Keeper will be responsible for the facilitation of hands-on educational programmes based on the Island's ecology, sustainability and heritage offered to visiting groups. Any further work is dependent upon the skills and experiences of the person appointed.

There is the opportunity for the role to develop according to the particular interests and skills of the individual appointed. The Council may approve of the Keeper applying for grant funding to support a project the Keeper is interested in pursuing which fits within the scope of work undertaken by the community and is in addition to the 20 hours of work per week.

### Building repairs and maintenance

The Keeper is responsible for notifying the council of issues with the building and will work with contractors/volunteers to keep the buildings in a state fit for use. Any further work is dependent upon the skills and experiences of the person appointed.

Any additional tasks will be discussed and agreed between the Keeper and Council/Management Committee.

### **Paid Hours and Facilities**

The Keeper will work 40 hours per fortnight. The Community will provide the Keeper accommodation without charge in the Cottage, and will meet the costs of reasonable electricity, phone and internet expenses.

### **Professional Development**

The Council will support the Keeper to undertake Professional Development activities, such as a courses or training aimed at improving the quality of the Keeper's contribution to the work of the Community. The financial contribution to PD is at the discretion of the Council,

### **Annual Leave**

Updated 8/3/2020

The Keeper is entitled to take four weeks paid leave each year

### **Emergency or sick leave**

The Council will take all possible steps to arrange cover in emergencies, or if the Keeper is sick.

### **Additional employment**

The Keeper may undertake additional employment as long as this does not affect the performance of the Keeper's duties. Additional employment could be for the Community or another employer.

## **THE ROLE AND REQUIREMENTS OF THE QI/KT COMMUNITY COUNCIL**

The Council of the Community has the key responsibility of ensuring the wellbeing of the Community and the Island. To this end, the Community seeks to be a good employer and work to accepted best practice in both the voluntary and paid employment sectors. An example of best practice in the voluntary sector is provided by the Dunedin Volunteer Centre.

The Keeper is the key public face of the Community, which also makes them one of the Community's greatest assets. The Community therefore needs to be proactive in supporting the endeavours of the Keeper and providing active leadership in its key areas of Community focus, currently listed as: Heritage, Sustainable Operations, Environment, Education, Finance and Community.

When Community members are visiting, working or staying on the Island, they bring their own food and refreshments, or a contribution to a shared meal if this has been prearranged.

Community shared meals/cooking/accommodation will be in the Lodge unless the Keeper offers the use of the Cottage. The Community will respect the privacy of the Keeper's living space on the Island. Use of the Cottage facilities e.g. the guest room for the hosting of relieving Keepers, guests, interns or longer term volunteers will be by mutual agreement with the Keeper.

The Community will assist the Keeper in their work on the Island by providing effective administrative support, guidance from the Council, and a system of delegated authority (to sub-committees and individuals) covering the major aspects of the Community's work. The Keeper will participate in this activity as a full member of the Community and Council. The Council is responsible for managing a timely and effective communication system for all members, to avoid routine enquiries about community activities being directed to the Keeper.

Previous Keepers have offered to mentor Keepers with their role. They are available by phone or email.

The Council will pay for the Keeper to attend a suitable First Aid course and keep this qualification up-to-date. The Community will pay for the ongoing expenses of a cellphone for the Keeper as it is a safety requirement that the Keeper carry a cellphone and also to expedite effective communication for bookings etc. The Keeper will check in with a designated person at a suitable time daily.

The Keeper will take four weeks leave each year and will work with the Council to arrange appropriate cover while away. The Keeper will also be supported to have one weekend a month off the Island (whether or not groups are there). The Council will be responsible for arranging and supervising the cover on the Island at these times and will ensure that people undertaking this cover perform to the high standards expected of the Keeper in all matters including welcoming visitors, cleaning and other matters of day-to-day Island management. Those rostered on are accountable to the Council and if they need to change their time the Council makes sure someone is here to cover that weekend.

The general maintenance of the Cottage, Lodge and other buildings is the overall responsibility of the Community. The Keeper should perform routine maintenance if they have the relevant skills or arrange volunteers or trades

people as required. Approved expenditure by the Keeper on community projects or matters will be reimbursed within one week of a claim being approved by the Council or the Treasurer.

The Keeper's boat is passed on from one Keeper to the next for the nominal cost of \$2.00. The Council is responsible for payments related to the upkeep of the mooring, boat, fuel and motor maintenance. The Council will ensure that training will be provided as required to ensure safe boat handling by the Keeper and others operating the boat. Although koha may be given to the Community, no fares may be charged for the carriage of passengers in this boat.