

## **CONTRACT SCHEDULE**

<b><u>POSITION:</u></b>	<b>TE KAITAREHU</b>
<b><u>CONTRACT PERIOD:</u></b>	The contract period will commence on 1 October 2020 for an initial period of 21 months expiring on 30 June 2022.
<b><u>RESPONSIBLE TO:</u></b>	<b>THE CHAIRMAN, NGATI RONGOMAI IWI TRUST or such other person as delegated by the Trust.</b>
<b><u>FUNCTIONAL RELATIONSHIPS WITH:</u></b>	<b>THE TRUSTEES and ITS SECRETARY (Murray Patchell) and ACCOUNTANTS (Deloitte)</b>
<b><u>PURPOSE OF POSITION:</u></b>	To provide effective organisation and management of the Trust's property and facilities operated as the Okataina Outdoor Centre as agreed with the Trust.
<b><u>DUTIES &amp; RESPONSIBILITIES:</u></b>	<ol style="list-style-type: none"><li>1. To arrange bookings, ensure all booking documentation is complete through the website, ensure accommodation charges are invoiced (through Deloitte) and paid. The contractor will assist with marketing and promoting the facility to grow the business and revenue.</li><li>2. To receive groups and allocate to accommodation, ensure that facilities are open for their use, adequately provisioned and left clean, tidy and secure after departure.</li><li>3. Te Kaitarehu will work with Deloitte to follow up any outstanding payments from customers and ensure these are banked to the credit of the Trusts bank account.</li><li>4. Te Kaitarehu will keep the Centre Grounds clean and tidy and undertake minor maintenance and improvements to the property as agreed with the Trust. Te Kaitarehu will arrange the purchase of all consumables and delivery (including fuel) within levels authorised by the Trustees. Any major expenditure, repairs or upgrades must be approved by the Trustees.</li><li>5. Te Kaitarehu will ensure that the provisions of the Health and Safety Act Work Act 2015 or any Government guidelines are met at all times for all persons engaged on the property.</li><li>6. The Trust acknowledges that Te Kaitarehu can have use of the cottage on the property with an appropriate rental allowance included. The Trust will pay an agreed amount for internet charges. Te Kaitarehu will be responsible for their own electricity charges used in the cottage.</li><li>7. Te Kaitarehu will attend to the regular mowing of all lawns at the camp and the Trust will provide a suitable ride-on mower/tractor for that purpose. Te Kaitarehu will operate all equipment in a safe and careful manner to minimise risks to safety and maintenance.</li><li>8. Te Kaitarehu will administer any other conditions as laid down by the Trust or variations to their agreement as may be agreed.</li></ol>

9. Te Kaitarehu will be responsible for site security at all times and will order any unauthorised person to leave the property and will call in the Police at the earliest opportunity in the event of difficulties or if Te Kaitarehu suspects any suspicious activity is occurring on the property.
10. Te Kaitarehu will provide written operational reports as required by the Trustees and submit any issues to the Trustees in writing.
11. The agreed remuneration for Te Kaitarehu will be:
  1. The use of the 2 bedroom cottage with an estimated taxable value of [TBA] per week.
  2. An allowance of [TBA] per week for Internet charges.
  3. A payment of [TBA] per month paid monthly.
  4. A bonus of 20% of any gross income received by the Centre above \$[REDACTED] p.a. to be paid annually.
12. The estimated time commitment of this role is an average of 20 hours per week. Te Kaitarehu is authorised to undertake other work from the site or off site provided key responsibilities to this Contract are met. The Contractor will be responsible for their own electricity and travel costs.

**ILLNESS:**

In the event of Te Kaitarehu being temporarily unable to perform their duties in terms of their contract through illness, incapacity or other personal reason, then Te Kaitarehu shall either:

- i. Engage other personnel acceptable to the Trustees to undertake their duties at their own cost; or
- ii. Advise the Trustees that they cannot perform their duties and request the Trustees engage another Kaitiaki of the Trustees choice.

**RENEWAL OF CONTRACT**

This contract can be renewed by agreement of both parties.

**TERMINATION OF CONTRACT:**

This contract may be terminated by giving two months' notice of termination in writing by either party or as otherwise provided in the Agreement.

**CONFIDENTIALITY:**

Information gained in the course of undertaking work for the Trust in relation to Trust activities must be treated as confidential between Te Kaitarehu and the Trust and such confidentiality extends after termination of the Contract as well.