

IWI MONITORING JOB DESCRIPTION

Job Title:

Cultural Monitor/Iwi Monitor

Reports to:

TIA Resource Management Unit (RMU) / TIA General Manager (GM)

Job Overview

Monitoring of Cultural and Environmental effects within the Tapuika Area of Interest specifically near culturally significant sites which come under threat of damage or destruction due to earth works or other such human related disturbance.

Communications

TIA RMU, TIA GM, TIA Staff, Archaeologist's, Site Developer and/or Representative, Other Cultural/Iwi Monitors, Various Contracted staff i.e. Project Manager, Work Site Foreman/Supervisor, Machine Operator.

Responsibilities and Duties

1. Receive project brief and location details from TIA RMU.
2. Arrive at work site on time, alcohol and drug free.
3. Sign in and out when entering and leaving work sites.
4. Meet with work site foreman/supervisor for site debrief and exchange contact details for future correspondence. (IF first time onsite complete site induction including site specific safety requirements.)
5. Ensure all work site required safety measures are adhered to at all times.
6. Work in a safe manner wearing the correct health and safety equipment (PPE) at all times.
7. Ensure to take morning tea and lunch breaks allocated by work site staff.
8. Do not leave the work site without first notifying the site supervisor.
9. Monitor earth works at a safe distance from any machinery keeping yourself within the vision of the machine operator.
10. In the event of a possible discovery make eye contact with the machine operator and hold your hand up to signal a halt, ensure the machine is at a safe distance or disabled before approaching for further investigation.
11. Upon confirmation of a discovery enact the "Cultural Monitor Discovery Protocol".
12. During and at the end of each work day complete a visual environmental assessment if necessary, discuss any concerns with the site foreman/supervisor, take photos and document it in the Cultural Monitor Diary.
13. Before leaving site for the day speak with the site foreman/supervisor regarding the following days' work requirements.
14. Fill out the Tapuika Cultural Monitor time sheet and get the site foreman/supervisor to sign.
15. Before leaving site ensure you sign out.

Skills and Knowledge

- Cultural Monitor Tikanga Training.
- Archaeological Cultural Monitor Training.
- A good understanding of the History of the area.
- A good understanding of Tapuika History.
- A good understanding of the Environment and the possible side effects of the proposed activities to the people, land, water, flora and fauna.
- Good communication.
- Honest and Reliable.
- Drug and Alcohol Free.

Timesheets and Administration

- Keep a good account of your start and finish times by filling out the Cultural Monitors timesheet and getting them signed by the work site foreman/supervisor.
- At the end of each work week period submit copies of your timesheets to the TIA RMU.

Tikanga / Cultural

- Ensure the correct procedure, custom and practices are adhered to in the event of a significant discovery.
- Do not alter, move, disturb or remove a discovery or any material from the site.
- Communications with the media or the public at large is prohibited.
- No eating or smoking near the site in the event of a discovery.
- (refer to "Cultural Monitor Discovery Protocol")