

Revision date: [May] 2020

Town Planning Team

Minimum of 3 people

The Town Planning team are responsible for planning, designing, and implementing the layout of Kiwiburn site for theme camps, art, and general camping. This requires you and your team to work together with the Event Management Team, Arts teams and artists, Theme Camps, Sound and other stakeholders within the Kiwiburn organization and community to develop a clear layout prior to the event to meet the needs of the community and key stakeholders prior to arriving on site.

The Town Planning team has a large responsibility, and so has the support of the stakeholders you work with to achieve a clear layout of the site that can be published online and in hardcopy format. The layout (including road names) must abide by the Kiwiburn community guidelines and seek to support a community that fosters the Ten Principles.

You are integral to ensuring that the event is able to run smoothly for all participants and external contractors, including medics, fire safety, and sanitary contractors.

Key Responsibilities

- Act in a manner fitting of a Kiwiburn member, as per the [Memorandum of Understanding](#).
- Maintain communication and information sharing according to Kiwiburn's [Organisational Structure](#).
- Find and train a 2IC in the running of the department
- Write an Afterburn report
- Update and maintain Asana and Google Documents as required, ensuring policy and process documents are kept up to date so that someone could run your department if you became unwell.
- Take part in a peer review before the summit each year.

Pre-Event: Festival Layout Design

- Check and maintain the Town Planning email address townplanning@kiwiburn.com once a week, for 3 months before the event.
- Create a base map with existing natural features and infrastructure (toilets, medics, ranger stations, site office, paddock boundaries etc.)
- Attend an onsite visit
- Coordinate with theme camps and art registrations to place camps and art in complementary and safely accessible zones, including Temple and Effigy build leads.
- Coordinate with Sound to ensure theme camps can act in compliance with sound controls that are stated in the resource consent agreement (positioning of camps with large sound systems).
- Coordinate with the Event Management Team and Traffic Team for road layouts that support optimal traffic flow
- Provide an opportunity for feedback from all stakeholders and be open to suggestions if safety or community guidelines issues are raised.

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- Produce a site map and legend that is legible in colour and greyscale for printing in the guidebook, Kiwiburn website, and printed on large scale maps for use onsite during the event by Rangers, Medics, Site Managers, and Event Managers
 - Be open to changes to the site map layout up to one week before the event for toilet, and art piece locations.
 - Submit a resource request list that adheres to the \$400NZD budget provided for Town Planning. Including resources needed to outline Theme Camps, roads, and art locations.

On-site: Mark out the Design

- Mark out the map layout on the ground including roads, theme camps, art installations, infrastructure, and car park area (This takes a number of days and requires a lot of walking)
- Design and install road signs at intersections
- Label theme camp and art areas clearly
- Work with traffic and gate volunteers to direct participants and theme camps arriving at the event.

Post Event: Onsite and After Burns

- Pack down the site layout, including collection of all road signs, and resources used to designate areas.
- Write an Afterburn report for submission to Kiwiburn organisation and the Council.

Performance objectives

- Map is clear for all participants and volunteers to read and easily understand
- Map is legible in colour and greyscale
- Map best supports theme camps and art installations to be accessible to all participants and stakeholders
- Road names and map design is inline with Kiwiburn community standards
- Clear communication where issues with map design and implementation occur
- Take part in performance development after the event
- Write an Afterburn report
- Update Asana are required
- Update documentation and Job Description as required

Working Relationships

Maybe in order of chain of command

- Infrastructure Facilitator
- Event Manager
- Event Management Team
- MPW
- Theme Camp Liaison
- Art Liaison
- Theme Camps and Artists
- Health and Safety
- Effigy and Temple leads
- Volunteers (Gate, Site Office, Traffic Team)

Who to contact for support

This role can bring its own challenges, on site you'll have direct access to Crew Support who are available before, during and after the event to have a chat (off-site you can contact them via email at crewsupport@kiwiburn.com). Additionally you can talk to the Infrastructure Facilitator or Event Manager if you ever want or need to.

Time Commitment

Must include times of year available and email answering availability

Pre-event:

- Theme camp / art feedback process and data arrangement 20 hours.
- Map generation: 20hours,
- Map iteration: 20hours
- Final map: 15 hours
- Event Management meetings 5 x 2hours
- 1 or 2 x site visits pre-event

On site:

- 5 days before the event - with a minimum of 3 people

Post-event:

- 1 day for pack up
- 2 x hours for Afterburn report
- 2 days to attend Summit

Necessary Qualities, Knowledge and Experience

- Knowledge of Kiwiburn site (onsite visit prior to mapping will be available)
- Design Skills
 - Urban design, town planning, architecture etc.
 - Mapping, drawing, design software
- Consultation and negotiation
- Surveying
- Fitness levels able to ensure making out of site
- Strong organisational skills and attention to detail
- Prior burn experience (attended Kiwiburn or another burn before)
- On-ground surveying skills - measuring and marking out site
- Communication and networking skills
- Project management skills
- Teamwork

Desirable Qualities, Knowledge and Experience

- Passion for the potential of town planning to influence and support a happy burn event

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- Permaculture design experience
 - Possibility mindset focusing on the big picture and systems thinking
 - Creative and visionary ability
 - Humour, Grit, Passion, Absurdity, Commitment and Audacity
 - Understanding of Te Tiriti o Waitangi (Treaty of Waitangi)
 - Please read these links for more information if you are unsure;
<https://waitangitribunal.govt.nz/publications-and-resources/school-resources/treaty-past-and-present/section-3/>
<https://waitangitribunal.govt.nz/treaty-of-waitangi/meaning-of-the-treaty/>
 - Strong working knowledge of Google Docs and Asana