

### Welcome Theme Camps

For the 2021 event we will be continuing the previous year's changes to restrictions in order to keep Kiwiburn compliant with our Resource Consent and a safe, inclusive event that can continue into the future.

We want to be as transparent as possible about this process so you understand why you are being asked to comply with the restrictions, and fully realise the impact it will have on Kiwiburn if these guidelines are not supported.

Theme Camps will have a WOF record where their safety performance is evaluated. Your warrant of fitness has four categories:

- Sound
- Incidents
- MOOP (matter out of place)
- Health, Safety & Well-being

These are the things we consider when looking at having your Theme Camp back at Kiwiburn in the future. The notes stay on your record for three years. If you accumulate a red strike or three consecutive orange strikes, we will approach you about an action plan, if you can not satisfy Kiwiburn that you can alleviate future incidents **you will not be permitted to register a Theme Camp in the future.**

#### Sound

There will be no sound check for amplified sound systems prior to 7am Wednesday 27 January. Our biggest challenge in obtaining our Resource Consent was negotiating the sound restrictions. After years of complaints from locals the Council understandably wants us to guarantee we will keep within the prescribed range.

This range varies based on the time of day:

**10am – 3am:** SPL not to exceed 48 Db A-weighted average over a five minute period at the boundary with neighbouring properties.

**3am – 10am:** SPL not to exceed 37 Db A-weighted average over a five minute period at the boundary with neighbouring properties and not to exceed 65Db A-weighted Max volume.

	<b>Quiet Time Begins</b>	<b>Quiet Time Ends</b>
<b>Anytime Before Event Begins</b>	No Amplified Sound	Weds 7am

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<b>Wed night/Thurs morn</b>	3am	10am
<b>Thurs night/Fri morn</b>	3am	10am
<b>Fri night/Sat morn</b>	3am	10am
<b>Saturday</b>	6pm	til Effigy burn
	3am	10am
<b>Sunday</b>	4pm	til Temple burn
	3am	No Sound from 7am

Kiwiburn will provide each sound camp with posters outlining key points e.g. hours of operation. These must be displayed clearly in the DJ booth / backstage area at all times.

Sound is monitored in two ways. There is a monitor placed on a neighbouring property that measures sound for the entirety of the event. We will also have hand held counters to monitor high risk periods and help identify which systems are breaching required levels.

To make sure we can do this we have developed a two part system.

### **Part one is a Sound Camp Sound Representatives**

During operation each camp must designate to the Site Manager one person over the age of 18 for each night of operation (can be a different person each night), who is the contact person responsible for the operation of the sound system. This person must remain around camp and act as liaison for sound related issues between their camp and Kiwiburn management. The Sound Representative is expected to be sober and locatable within 10 minutes of Site Management arriving to deal with a complaint.

Rosters must be provided to the Event Manager prior to the event.

Site Manager, Sound Team, and Event Manager will meet with Theme Camp Sound Representatives during the day on Wednesday prior to an event-wide sound check, starting with each large sound system separately to set approximate system levels, then measuring total noise levels of all camps continuously playing.

Sound pressure levels will be monitored in real time throughout the event. Testing these levels thoroughly on Wednesday night will allow us to optimise sound systems, with the aim of avoiding noise complaints later in the event. If required, the Sound Representative will be responsible for complying with any instructions issued by the duty Site Manager. This includes turning down/off the sound system if requested.

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## **Part two is a Zero Tolerance Policy**

During your sound camps induction you will work with a Kiwiburn sound representative to set your sound levels and position your systems to create as little impact as possible outside of the site. You will be responsible with maintaining the set levels and times.

There is not a lot of wiggle room here, if you are approached at any time and asked to turn down a sound system you must do so immediately! If you are being asked, it means we have already breached our levels and if the council pulls us up on it we will lose our resource consent and the ability to hold Kiwiburn in the Hunterville region. This is serious and not the time to discuss or argue. This needs to be responded to immediately, any delay that costs us our resource consent will result in a camp ban and your sound system may be turned off for the rest of the night. If there are multiple breaches and lack of compliance during the event, the Site Manager or Event Manager will turn off your sound system for the remainder of the event.

So, if you are approached, cooperate with the requests and everything will be fine!

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## **Strikes Policy**

Kiwiburn is committed to being a safe and inclusive event. We are aware however that certain incidents may occur, with some camps being more at risk of certain incidents than others due to the nature of their offerings on the Paddock. We want to emphasize that this policy is not intended to punish incidents, it is about how you as Theme Camps and we as an event respond to these incidents.

Examples of possible incidents that may occur at a camp include:

- Serving alcohol to a minor
- Serving alcohol to a dangerously intoxicated participant
- Serving or offering illegal substances
- Sexual harassment or assault
- Injury caused by a lapse in Health, Safety & Well-being procedures
- Lost minors
- Unauthorised fires
- Aggressive participant
- Breaching Kiwiburn's Sound Policy <http://kiwiburn.com/prepare/kiwiburn-sound-policy/>
- Unsafe construction or art work.

In situations like the above we expect you to follow Kiwiburn's incident reporting procedure. Please note incidents must be reported to Kiwiburn officials. You do not have the right to refuse Site Managers, Consent Guardians, Rangers etc access to your camp.

## **INCIDENT REPORTING PROCEDURES**

### **Evacuation**

*An outward facing emergency is managed by the Event Manager.*

### **Emergency**

*Someone is in immediate danger or has been injured.*

Step 1. Immediately send a runner to the Medics station if the injured person cannot be moved, or if they are mobile, assist them to the Medics station.

Step 2. Immediately send someone to find a Ranger or other Kiwiburn representative with a radio to contact Medics and Site Management, and provide a clear description of the location of the emergency and a brief description of the situation.

**Emergency =** someone is in immediate danger

Step 1. Immediately find someone with a radio to contact Site Management and give a clear description of the location of the emergency, a brief description of the situation and what is required eg. Security.

These incidents need to be reported to the Site Manager on duty, though Medics may be a priority. Find any person with a radio. Describe the situation and ask that they call Medics / Site Manager. This will go out over the radio and the correct people will attend to assist you.

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## **Serious complaints or high risk situations**

- *Someone is reporting a serious incident but is no longer in immediate danger, you are observing a situation ie intoxicated or aggressive participant that could escalate quickly.* Grab the nearest roving Ranger team and explain the situation. Rangers can help control a situation and call for the correct type of back up. In some situations the people involved in the incident may request a specific service. For most of these incidents a Site Manager will be involved and in contact with Rangers.
- Site Managers: decisions need to be made, security or medic etc called in
- Rangers: de escalation and getting the right help to the right place
- Sanctuary: mental health and intoxication
- Deep Space: Intoxication
- Consent Guardians: sexual assault
- Sound monitors: maintaining our correct sound levels

## **Minor Incident**

*People arguing, intoxicated participants can't find their camp, lost wallet, stubbed toe, damaged artwork.*

All these kinds of situations can be dealt with by a roving Ranger team who can assist to help you deal with the problem and record basic info to see if there is anything Kiwiburn can do to make sure this does not happen in the future.

Based on this structure there is a traffic light system of strikes as part of your Theme Camp WOF. If you accumulate a red strike or three consecutive orange strikes we will approach you about an action plan. If you cannot satisfy Kiwiburn that you can alleviate future incidents you may be banned.

For incidents that occur in your camp you may incur a:

- Green strike = an incident happened, but it was minor, it was quickly and correctly dealt with and the camp members were honest and helpful in resolving the issue.
- Orange strike = an incident happened, it was quite serious but the issue was resolved. The camp reported the incident and took responsibility for making sure this does not happen again in the future even if initial response was lacklustre.
- Red strike = an incident occurred that was caused directly by the camp's negligence. Camp was uncooperative or refused to take responsibility for the incident.

## **MOOP (matter out of place)**

Kiwiburn is a [Leave No Trace](#) event. This means that your camp will be required to bring everything you need and then to take it away again at the end of the event. This is part of the civic responsibility and radical self reliance. There is no one to come and clean up after you so we try to create the smallest impact possible on our site.

MOOP or matter out of place is everything from, rubbish, discarded costumes, broken art works to you guessed it, poop.

At the end of the event you are required to remove every trace of your camp from the site.

Please have a plan in place for how this will be done (preferably considering recycling or repurposing options and not dumping your trash in the nearest locals rubbish bin).

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You need to do a final MOOP sweep before you leave the site because Theme Camp areas will be checked for MOOP.

If you leave rubbish or other matter out of place on your camping site you may incur a strike that would influence your future placements so it pays to go in with a plan and educate your camp members about the principles.

### **Health, Safety & Well-being**

As a Theme Camp you are inviting our community into your space. It is your responsibility to make sure that space is safe. This covers everything from ensuring art work is safe, your shade structures are secure, intoxicants are not left unattended, lodging a plan with the Theme Camps team if you wish to host high risk activities such as aerials, fire or feature sexually explicit content. The Theme Camps team may respond with questions on your event, including how you plan to respond to certain incidents. They may also decide your structure needs to be checked during set up and will organise a time with you to do so.

It is important that you invest in the safety of all the participants of Kiwiburn. We are not trying to restrict your radical self expression, merely to ensure that Kiwiburn continues to be an inclusive, all ages event. Please comply with any requests for all info Kiwiburn asks for and respect any decisions that are made in order to keep participants safe. These are not done lightly.

Thank you for reading all the way to the end, we hope that this has shed some light on the things we need your assistance with in order to keep Kiwiburn safe and compliant with its resource consent. We hope that you also have an understanding of the things we find unacceptable and how we record these events to try to create a safe space and high quality Theme Camps everyone can enjoy. If you have any questions please feel free to email [themecamps@kiwiburn.com](mailto:themecamps@kiwiburn.com).

### **Theme camp WOF**

Name					
Year	Sound	Incidents	MOOP	HSW	Notes
2020					
2021					
2022					