

Revision date: November 2024

Burn Perimeter Lead

The Burn Perimeter Lead supervises the Burn Perimeter Team, to ensure members of the community are safe during the burning of large art pieces on the paddock.

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](#).
- Train a 2IC in the running of the team.

Before the event

- Attend online Burn Plan Team meetings.
- Recruit volunteers for the Burn Perimeter Team, and schedule shifts.
- Review perimeter manuals and update as required.
- Keep Asana tasks updated.

During the event

- Attend Burn Plan team meetings, to discuss the delivery of our burn plans. During these meetings, they will gather relevant details to be relayed to the Burn Perimeter Team, and identify potential risks to the Burn Perimeter Team and the community.
- Train Burn Perimeter Team members on how to safely perform their roles, while also passing on any relevant information from the Burn Plan team.
- Ensure the perimeter is roped off and supervised, before work begins to prepare the art piece for combustion.
- Direct placement of Burn Perimeter Team members, and ensure they have appropriate equipment as needed.
- Coordinate with the Burn Plan Team for safe execution of the burn plan.
(FENZ team lead has final say in if/when a burn can commence, and when the burn perimeter can be dropped or contracted)

After the event

- Complete an Afterburn report on behalf of the Burn Perimeter Team.

Performance objectives

- Recruit volunteers and schedule onsite shifts
- Train volunteers onsite
- Attend preburn meetings and trainings
- Work with Fire Chief to call and supervise the burn
- Write an Afterburn report
- Update the Burn Perimeter manuals if required
- Update Asana tasks as required

Time Commitment

- **Before the event**
 - February - August: Less than 1 hour per week, to respond to Slack and email
 - August - January: ~2 hours per week, to attend meetings and respond to volunteers
- **During the event:** 8 - 9 hours across Saturday and Sunday for meetings, training, and the burns.
(The Burn Perimeter Lead must remain sober and responsible on these days, until the perimeter shifts are over)
- **After the event:** ~1 hour to complete the Afterburn report

Necessary Qualities, Knowledge and Experience

- Experience as a perimeter volunteer (can be at a different event).
- Regular access to a computer and internet.
- Strong communication skills, especially in an online environment.
- Flexibility and adaptability in a potentially fast changing environment.
- Proven experience in high pressure situations.
- Familiarity with the various Kiwiburn teams and their functions.

Desirable Qualities, Knowledge and Experience

- Experience working with fire, burnable art or emergency services.
- Volunteer management or training experience.
- Working knowledge of Google Docs.
- Understanding of [Te Tiriti o Waitangi](#) (Treaty of Waitangi).

Working Relationships

- Site Safety Facilitator ExCom member (senior)
- Site Safety and FAST team leads and members (colleagues)
- Burn Plan Team members (colleagues)
 - Event Delivery Team
 - Site Managers
 - Burnable Arts Liaison/Team
 - Effigy and Temple Leads
 - Fire (FENZ)
 - FAST
 - Fire Performance
 - Rangers
 - Medics
- Burn Perimeter volunteers (responsible for)

Who to contact for support

Main point of contact is the Site Safety Facilitator. You can also approach the ExCom/Event Delivery Team for general help and guidance, or a specific Team Lead for technical help. You're also able to reach out to Crew Assistance during the year or Crew Support when on site anytime, as you need.