

Revision date: November 2021

Site Safety Facilitator

The Site Safety Facilitator is responsible for ensuring that Kiwiburn operates a safe and compliant environment to maximise the physical safety of all onsite personnel – covering participants, volunteers, contractors, external service providers, and visitors. This has two main elements:

1. General H&S – Health & Safety team
2. Fire - FAST (Fire Arts & Safety Team) and Perimeter team who cover any fire and related activities in relation to both Arts and general camping

The General Health and Safety component includes developing and maintaining the necessary Health & Safety Policies, Plans, and Procedures and ensuring all parties are aware of, trained in, and adhere to, all the onsite health and safety requirements for Kiwiburn events. This involves working with the Event Delivery, Theme Camps, and Arts teams to ensure H&S plans are prepared by participants and that checking and auditing of those plans occurs onsite.

The Fire/FAST component includes ensuring all activities incorporating fire, flame, gas, fuels, pyrotechnics, explosives, etc are undertaken in a safe manner and includes both artistic (fire and flame effects, gas lines, fire arts/spinning) as well as general camping elements (fire pits/braziers, cooking, BBQs, LPG and fuel storage etc). It requires liaison with FENZ to develop the Safety and Burn Plans for the two major burns (Effigy and Temple) and any other burns/bonfires – this includes the recruitment and training of Perimeter teams.

As Site Safety directly impacts a large number of Departments and Teams, the Site Safety Facilitator will maintain strong cross-team communication not only amongst the Team Leads and Teams within the Site Safety department but also between them and all other affected Facilitators/Departments and their respective Teams.

The Site Safety Facilitator is an active member of the Kiwiburn Executive Committee (ExCom), a role involving being part of strategic and crucial decision making for Kiwiburn, and being a voice for your Team Leads and community. Year round this role includes team management, project management, and seeking opportunities for continual improvement. Onsite, the Facilitator – or their 2iC or other representative – will be part of the Event Delivery Team and be on the Paddock to continue the facilitation process when their teams arrive to commence set up and event activities.

The Site Safety Facilitator is responsible for ensuring that the Team Leads for the Site Safety Department, including Health and Safety, Fire Arts Safety Team (FAST), Fire/FENZ are able to successfully achieve their operational goals for the Kiwiburn event each year.

Key Responsibilities

- Act in a manner fitting of an ExCom member, as per the ExCom [Memorandum of Understanding](#).
- Maintain sitesafetyfacilitator@kiwiburn.com and associated department email addresses.
- Participate in ExCom online discussion groups and attend online meetings monthly.
- Maintain communication and information sharing according to Kiwiburn's [Organisational Structure](#).
- Provide leadership and strategic direction for the Site Safety teams.

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- Consult with Team Leads on larger organisational issues and key decisions prior to making changes, and keep teams informed of any key decisions that affect them.
 - Ensure all Team Lead roles are filled and support them in those roles and help them achieve their goals
 - Assist with the on-boarding of new Team Leads in conjunction with Volunteer Coordinator (email, welcome pack, face to face or phone queries).
 - Manage department and team spending, including developing and working within budgets.
 - Train a 2iC in the running of the department.
 - Write an Afterburn document and collate your team's Afterburn reports in a timely fashion.
 - Prepare an annual review of hazards, risks, incidents along with recommendations for corrective actions and improvements to minimise hazards, risks, and harm going forward
 - Create relevant job manuals or documentation, and keep Asana tasks updated so someone could run your department in your absence

Performance Objectives

- Ensured the physical safety of all site attendees by maintaining and enforcing Health and Safety Policies, Plans, and Procedures that are, as far as is reasonably practical, in accordance with any relevant legislation (even if only deemed to be applicable but not a legal requirement), any other central and local government directives, resource consent conditions, and any agreed Kiwiburn service levels.
- Site Safety Teams' onsite and year round needs were met and they were able to achieve their operational requirements for the Kiwiburn event
- Ensured teams met deadlines and key deliverables
- Monthly check ins were held with all Team Leads
- Collaborated and engaged with the Kiwiburn organising team, correspondence was responded to and assigned tasks were completed in a timely manner, and meetings and forums were attended so as not to delay or impede the activities of the rest of the organisation
- Site Safety section of annual Afterburn report provided by due date
- Annual review of risks, hazards, incidents relating to the Kiwiburn event and recommendations for ongoing harm/risk reduction presented to ExCom at the Summit
- Asana tasks updated to reflect current operations
- Documentation and Job Description maintained to reflect current operations.

Working Relationships

- ExCom members (colleagues)
- Site Safety Facilitator 2iC (responsible for)
- Team Leads of the Site Safety department (responsible for)
 - Health & Safety
 - FAST
 - Perimeter
 - FENZ - Fire and Emergency NZ (external 3rd party)
- Wellbeing Department (mental wellbeing and physical safety services are complementary)
- Arts Department (Theme Camps and Artworks and Structures are safe)
- Infrastructure Department (onsite operations of MPW/set up crews occur in a safe manner)
- Event Delivery Team (onsite activities of all participants occur in a safe manner)
- Site Managers (in liaison, monitor and support all persons on site)
- Participants (Responsible for their physical health and safety while onsite)

Who to contact for support

This can be a challenging role. As an ExCom member you can approach the Chair and other ExCom members for general help and guidance, or a specific Team Lead for technical help. Any issues which arise can also be raised in ExCom meetings, and more volunteers can be assigned to your department by the Crew Facilitator as required if the workload demands it.

You are also able to reach out to Crew Assistance (crewassistance@kiwiburn.com) anytime, as you need. When you sign on you will also be assigned a lovely human within this team that will be your point of contact for support.

Time Commitment

- **Year round:** 2 - 5 hours per week (including monthly online ExCom meeting).
- **September to January:** 5 - 10 hours per week.
- **On site:** 4-5 days prior to the Event, directly, or via your 2iC or other representative, be part of the onsite Event Delivery Team supporting your Team Leads throughout the course of the pre-build and the Event. [Note – in addition a designated H&S representative will need to be appointed to be on site from the commencement of the set up period in early January, this can be an appointee from within the Build Crew]
- **Post Event:** 2 - 5 hours per week, and one (or two) weekend(s) for ExCom Summit.

Necessary Qualities, Knowledge and Experience

- Knowledge of current H&S legislation and Risk Management frameworks.
- Familiarity with the various Kiwiburn teams and their functions.
- Regular access to a computer and internet.
- Able to work collaboratively in a team with integrity and respect.
- Strong communication skills, especially in an online environment.
- Time management – work planning and ability to stick to deadlines.
- Flexibility and adaptability in a potentially fast changing environment.
- Comfortable learning/using software.

Desirable Qualities, Knowledge and Experience

- Prior leadership position within the Kiwiburn organisation preferred (but determined on a case by case basis.)
- Experience as a Team Lead on one or more of the teams you will be facilitating.
- Existing relationship/s with Team Leads.
- Previous experience managing a team of people with different workloads and priorities.
- Project management experience.
- Working knowledge of Google Docs and Workspace, Slack and project management software e.g. Asana (we can provide training/mentoring for these)
- Understanding of Te Tiriti o Waitangi (Treaty of Waitangi) - Please read these links for more information if you are unsure;
 - [The signing of the Treaty of Waitangi](#)
 - [Meaning of the Treaty](#)