

Revision date: January 2024

## Traffic Team - STMS A

The Traffic Team - STMS A's primary responsibility is the supervision of Kiwiburn's Temporary Traffic Management Plan (TMP) before, during, and after the event

The STMS-A's other responsibility is to supporting the Traffic Team Lead with the actual development of the event's TMP and getting it filed with, and approved by, the Rangitikei District Council each year.

The STMS-A role may be held concurrently with the Traffic Team Lead role. Similarly the STMS-A role may be shared by several volunteers with the necessary qualifications. .

### Key Responsibilities.

- Ensure the approved Traffic Management Plan (TMP) is implemented and adhered to throughout the duration of the Kiwiburn event
- Ensure the safety of Kiwiburn's participants and members of the public in accordance with the TMP
- 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](#).
- Keep team members informed of any key decisions that affect them.
- Participate in an online discussion group with the Traffic Team prior to the event.
- Team management where applicable
- Contribute to the writing of the Traffic Dept section of the Afterburn report

### Performance objectives

- The Event's Traffic Management Plan is produced and filed with Rangitikei District Council in accordance with specified deadlines
- The event runs under Kiwiburn's Temporary Traffic Plan without any injury to persons, vehicles, or property
- The TMP operates in support of Gate and Ticketing processing of Kiwiburn's participants in an efficient and safe manner
- A schedule of materials needed in support of the TMP including signs, cones, swag, umbrellas, light wands etc is prepared and are ordered
- Assistance is provided with the training of any Traffic Team members onsite
- A contribution is made to the writing of the Afterburn report
- Asana is updated as required
- Any Kiwiburn related STMS A documentation, including the Job Description, is kept up to date.

### Working Relationships

- Traffic Team Lead
- Services Facilitator
- Traffic Team including other STMS-A and Traffic Coordinator qualified members
- Services' other various Team Leads - Greeters, Gate/Ticketing, Parking
- Participants

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- Rangitikei District Council Traffic Dept
  - Manawatu Events Equipment Trust
  - Neighbours adjoining, or affected by, the TMP zone

### **Who to contact for support**

This role can bring its own challenges, you can talk to your Team Lead or Facilitator (Services) in the first instance, plus 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](mailto:crewsupport@kiwiburn.com)). Additionally you have access to the entire Event Delivery Team if you ever want, or need, to discuss matters.

### **Time Commitment**

- Must be onsite one to two days prior to Opening Day for set up
- Be on duty (either rostered on or on call) for the duration of the event (Wednesday to Monday)
  - This will require you to be sober and available to meet when necessary any other rostered STMS and Site Managers, and to monitor and amend the Traffic Management Plan
- Must be onsite for the final day (Monday) to support exodus process
- Must be responsive via email Sep-Feb
- Approx 30min to 1 hr per week Sep-Feb

### **Necessary Qualities, Knowledge and Experience**

- Knowledge and understanding of Temporary Traffic Management requirements
- Hold a current STMS-A certification
- Leadership and team motivation
- Organising and scheduling skills
- Computer literate

### **Desirable Qualities, Knowledge and Experience**

- Knowledge of Kiwiburn working structure
- Working knowledge of Google Docs and Asana