



# **Blazing Swan Event Theme Camps Survival Guide 2023**

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# 1 Hello

Thank you for expressing an interest in bringing a Theme Camp to Blazing Swan!

Theme Camps are a major part of the Blazing Swan event. Your hard work, imagination and determination helps create a diverse and amazing experience for participants that Blazing Swan Inc. and its volunteers could not do alone.

Whether you're a new Theme Camp or returning from previous years, this Theme Camp Survival Guide provides you with important information. Every year there are updates, so we recommend that even if you've read it before, you take some time to read it again.

Theme Camps make fun, enjoyable experiences for our event participants. But they can be a lot of work for the people who build and run them. We urge you to prepare carefully, spread the workload, talk to experienced people, be tolerant and don't work yourself or others too hard. If you can't do what you hope to do in the time available and with the people available, you can always rethink what you hoped to do. Do what you can, and there's always next year to build on that. The very best Theme Camps have taken years to become as amazing as they are now.

Blazing Swan values spontaneity and radical expression, but we're also committed to communal effort and civic responsibility. The Shire of Kulin and the WA Government regulate our event so your Theme Camp must meet certain compliance requirements. The Theme Camp Support Team is here to make this as easy as possible for you.

The Theme Camp Survival Guide was completely rewritten for 2022 and updated for 2023, but it builds on the work of many Theme Camp Leads and Blazing Swan volunteers from years past. We hope you find it helpful!

## **While you're reading this guide, please note:**

When this guide says 'you', it mostly means the Theme Camp Lead. However this Guide is Important reading for anyone in your Theme Camp. You should also read the regular [Survival Guide](#) for all participants.

BSI = Blazing Swan Incorporated

Event Site = Jilakin Rock = Jilakin Rock City = the Playa

## 2 Theme Camp Starters

- (1) **Our [Decommodification Principle](#)** requires that your Theme Camp and its events must not visibly promote or advertise any commercial products or business. Similarly, you are not permitted to sell goods or services at Blazing Swan, or to gift merchandise to Blazers in a manner that promotes your business or the expectation of future business or reward. If your Theme Camp structures have been built out of second-hand material please cover up or disguise any brand names or logos on the recycled material.

Event Participants and Theme Camps at the Blazing Swan event should - in the spirit of the [Principle of Immediacy](#) - avoid any systematic promotion of events or entities outside of Blazing Swan - regardless of whether those events and entities are commercial or not. Events and entities outside Blazing Swan must not use the name 'Blazing Swan', or promote themselves on the basis of their association with the Blazing Swan event, except with prior permission of Blazing Swan Incorporated.

- (2) **Choosing a name** for your Theme Camp (or your artworks, events or activities). It is essential that the name not be a recognisable extension of any commercial entity or business. *This will be strictly enforced*, especially if members of your camp have links with the commercial entity or business. This is also of importance for Theme Camps that might want to gift alcohol because state law in WA would require you to obtain a liquor license if your gifting is seen to provide an incentive for attracting future business, sales or commercial reward – and Blazing Swan Inc. does not allow licensed premises at Jilakin Rock City.
- (3) **Your Crew** can be anything from 'just you' to over one hundred people. Make sure you have enough people in your crew to support your offering, and still have time and energy to experience the rest of the event. Discounted Theme Camps tickets will be available for your crew - but possibly only for your core crew who are actively involved in setting up, running, or packing down your Theme Camp. Even then, there might not be enough to go around. We encourage you to encourage your crew to sign up as Blazing Swan Volunteers so that they might be

able to access discounted Volunteer Tickets. Blazing Swan's website will have more information about [volunteering](#).

### 3 Registering your Theme Camp

- (1) **Start with an email** to [themecamps@blazingswan.com.au](mailto:themecamps@blazingswan.com.au) and the Theme Camp Support Team will send you an online registration form to fill in. This will include questions about your camp set up and plans, as well as a lot of information for you. You can add and change information on it anytime (although parts will be closed off as we pass interim deadlines along the way). The Theme Camp Support Team can see any changes you're making on the form, and can exchange messages with you inside the form.
- (2) **Is registration competitive?** We've never yet turned away a Theme Camp because we had too many and having more than one Theme Camp doing the same type of thing has never been a problem. If you have an interesting idea for a Theme Camp send us an email and we'll have a chat.
- (3) **Registration is provisional.** Once your Theme Camp is registered it's on the road to Blazing Swan, but there's checks to complete before you get there. The Theme Camp Support Team will do their best to help you. Even when you arrive at Blazing Swan there will be a last minute check to make sure all your safety features are in place. Once this is complete your Theme Camp will be cleared to open.
- (4) **Can we change what we've said we're doing, even our name?** Yes. When you register we'll ask about what you think you're going to be doing, but we fully expect you'll be changing your ideas and your plans over the next few months. That's why the registration form stays 'open' and you can make changes to it.
- (5) **When do registrations 'close'?** When you email your expression of interest to [themecamps@blazingswan.com.au](mailto:themecamps@blazingswan.com.au) you'll be advised the relevant dates, and how much information you need to know at each step of the process. You don't have to wait until the deadline to register though, even if you don't know everything about what you're doing yet - tell us what you know, and ask the team if you need any assistance - that's what they're there for. Again, that's why the registration form is flexible - add a bit now, add a bit later.



## 4 Possible Roles in your Theme Camp

- (1) **Theme Camp Lead.** This person will sign off on the paperwork and be responsible for the entire Theme Camp, including its activities and crew. This is the person that the Theme Camp Support Team assumes will be the primary contact, and the person they'll assume is 'in charge'. This person can nominate someone else to be the primary contact for BSI, however.
- (2) **Theme Camp Co-Lead or Deputy Lead.** In the absence of the Lead, or at the Lead's direction, the Co-Lead or Deputy Lead could step into the shoes of the Theme Camp Lead.
- (3) **Theme Camp Speciality Lead.** Some Theme Camps are so large that they have Specialist Leads with distinct responsibilities such as Membership, Electrics and Kitchen, Secretary etc. If the Lead asks us to do so, the Theme Camp Support Team will communicate with a Specialist Lead when issues relating to that speciality come up.
- (4) **Theme Camp Competent Person(s).** If the Theme Camp Lead wants to share responsibility for some aspects of what the Theme Camp does (for example construction, first aid, etc.) then the Lead can nominate one or more Competent Person(s) and add their name(s) to some of the official documents that the Lead has to sign.

## 5 Theme Camp Placement

- (1) **When will it happen?** Before we can place your Theme Camp 'on the map' we need a map. The Theme Camp Support Team doesn't make the map, but we're just as keen as you are to see it as early as possible each year. We ask you a lot of questions about your preferences when you register - tell us as much as you can as early as you can on the registration form. Then we can hit the ground running when the map comes out.
- (2) **Are we organised into 'Zones'?** In recent years the event has had zones based on how much noise Theme Camps make - but we're prepared to mix it up a bit more in 2022/3 allowing quieter Theme Camps to move into the louder spaces - but not

the other way around! And a quiet Theme Camp that elects to move into a loud space can not complain about the noise when they get there.

- (3) **How much space do we get?** We'll calculate how much you need for your public areas by asking you to give us an accurate drawing of your public structures and spaces and how they are laid out (add some measurements!). Then we'll ask you about your crew's camping space requirements, and what sort of vehicles or accommodation (cars, campers, caravans, camper-trailers and tents) they are planning on bringing. Generally it works out to 12 square metres per person. Whether you will have that much space depends upon the final map and how many Theme Camps register this year.
- (4) **Do our crew have to camp with the Theme Camp?** That's up to your Theme Camp. A lot of Theme Camps do have their crew camp with them at their Theme Camp location, but a lot also send their crew to camp elsewhere, particularly if they are a loud Sound Camp. Please note that while we will find a place for your Theme Camp, we can't guarantee any particular spot for your crew if they are camping elsewhere.
- (5) **What if our Theme Camp doesn't have public space or structures.** We use other people's stages or take our show on the road. Will our Theme Camp be allocated a space? We won't give these 'Roaming' Theme Camps prime positions on street fronts, but we will allocate them a space somewhere. If you have rehearsal or workshop spaces we'll ensure you have access to onsite electricity for them.
- (6) **The ground can be shallow and rocky.** There are a lot of places across the site where it will be difficult to pitch tents. These areas, however, are perfect for camper-vans, caravans and camper-trailers. We'll try to let you know where the shallow ground is and work with you to achieve the ideal use of the space you've been allocated.
- (7) **We need trees!** Certainly tell us about this in your preferences on the registration form. Better still, tell us WHY. There's usually more people asking for trees than there are trees to 'go around'. There's a trade off here though. Trees take up space which leaves less room for your public spaces and crew camping. You'll generally get more elbow room (and especially room for caravans etc) in the more open areas.

## 6 Theme Camp Public Structures

- (1) **What's a public structure?** Any construction that the public goes INTO, or UNDER, or ALONGSIDE. It's all about identifying structures that could potentially injure the public if it caught fire or collapsed or toppled over. By this definition a bar or food stand that the public walks up to is a public structure. So also is a flagpole if it could topple over into a public area. We don't need to know much about structures in the private areas of your Theme Camp - but you should make sure they're also safe.
- (2) **Do I need an Engineers' Certificate?** The requirement is triggered if it's a public structure greater than 50sqm or taller than 3m. You need to be able to persuade the Kulin Shire Engineer that someone has done some serious thinking about this structure's safety. We pass on the information you give us to Kulin Shire, but it's up to you and the Shire to decide if you need a certificate, not BSI. If it is a structure you have purchased or hired or built to an established design it is usually possible to find some kind of documentation. If it is something you have built yourself that is entirely innovative you'll need to be very persuasive, or find an engineer to write a certificate for you. Sometimes it's just easier to stay under 50sqm.
- (3) **Ground anchors.** A tent or a roof is a sail that's waiting to take off in the delightful winds of Kulin. A 100kph wind will create more than a tonne of uplift force on a big stretch tent roof. That won't be distributed evenly across all the stakes holding that structure down, so you have to deal with a lot of force trying to pull some of your anchors out of the ground. Once one comes out, or one guy rope breaks, the rest can 'unzip' pretty quickly. You will need the best ground anchoring system you can manage. Blazing Swan may be able to assist you driving heavy stakes onsite, but you should book ahead if you think you'll need that assistance. For smaller structures and tents we recommend ground stakes **at least** 250mm long and 8-10mm diameter and running two guy ropes from each corner of your structure, with additional ropes and stakes spaced out along the length of long structures. You will need a sledgehammer and/or star picket driver as the ground out there can be rock hard.
- (4) **Practice putting it up.** Up to you, but yes! Jilakin Lake is the last place you want to discover that you don't have a 'necessary' part or tool. It's also (quite) likely to

be blowing a gale or raining or both and that's not the time to try to work out how your structure goes together. A practice run closer to home is also a great team-bonding exercise for Theme Camp crew. If you're truly enthusiastic, do it a couple of times with the same crew members who'll be doing it onsite. It's worth the effort.

- (5) **What about little gazebos?** In life you get what you pay for. Blazing Swan supports 'sustainability' so we won't advise you to buy a cheap 3m x 3m gazebo and throw it away afterwards when it has bent out of shape. We won't recommend a cheap one in any case, because it might not just bend, but actually collapse or fly away and injure someone. If you do use a small gazebo we recommend putting in four star pickets and tying each leg and the roof to each star picket, along with the usual guy ropes and stakes.
- (6) **Safe Wind Ratings.** This isn't just about the wind speed that an engineer calculates would collapse your structure. It's actually the wind speed at which you think it would be prudent to close the facility and send your visitors home. You will be held to whatever number you nominate, so if you've said your public structure's safe wind rating is 80kph, you'll be expected to close it to the public when the wind reaches (or is expected to reach) 80kph. So far, so good, but gusts at Kulin routinely blow 15-20kph stronger than the steady wind. So if you're monitoring the wind speed (because you'll need to) listen out to the weather reports and BSI radio for the 'gusting speed'.

## 7 Theme Camp Safety - Details

- (1) **Safety Briefings.** Theme Camp Leads will give their crew a safety briefing when they come onto the site. This might be repeated every morning before the Theme Camp opens to the public. Theme Camps have in previous years developed briefings which you can borrow and modify. You'd be wise to document that these briefings were held and who in your crew received them. Theme Camp Leads will get their own safety briefing from BSI when they arrive onsite for the first time. You get a copy of this one to keep. Keep it in a safe place and make sure you are completely familiar with it. It has a lot more detail than the briefing you give to your crew.
- (2) **Severe Weather.** Your Theme Camp must submit a plan for coping with severe weather. Winds over 100kph, flash flooding, dust storms, hail, lightning,

temperatures up to 45 degrees and down to freezing. We're not kidding! This isn't just about having a plan so your structures don't blow or wash away, it's also about keeping your crew and visitors safe - some of whom might not be sensible (Drink more water! Stay warm! Wear a hat! Shelter under cover!). Heat and cold have a remarkable capacity to mess with people in ways that can sneak up on you. Theme Camps have in previous years developed plans which you can borrow and modify. Blazing Swan will require you to sign and lodge a copy of your Severe Weather Plan, but you should also put copies up around your Theme Camp and make sure your crew are familiar with it. For more information checkout the BoM:

<http://www.bom.gov.au/weather-services/severe-weather-knowledge-centre/>

(3) **First Aid.** Bring a serious first aid kit. Not just for your crew, but for visitors to your public spaces or structures. The kit should be somewhere that's obvious to your crew and you should check it every day to make sure the contents haven't run away. There's websites which talk about what should be in a good first aid kit, but we'd note that it's unwise to include painkillers or medicines. Having crew who are trained in First Aid and CPR is a plus. Keep a torch with your first aid kit, and ideally some emergency (foil) thermal blankets. Have instructions next to the First Aid kit about how to get in touch with the onsite medical clinic. Be aware that during the build period prior to the event there probably won't be onsite medical services. Remind your crew who have medical conditions or vulnerabilities to bring whatever medicines they need sufficient to last the week as the nearest chemist is over 75km away and probably shut. Bring some RAT kits and check with the Medical Crew what you should do if you test positive to COVID-19. If any of your crew have potentially life threatening conditions suggest they wear some kind of medic-alert bracelet, and let them know they can check in at the Medical Clinic when they arrive on site.

(4) **Your Theme Camp must have a UHF 80 Channel handheld radio with a minimum of 5 Watt power.** You need this for communicating with emergency services onsite and with BSI and other Theme Camps. You should know how to use it. You should also know BSI's protocols for communications and which channel is used for which services. Your Theme Camp's radio should stay on, fully charged and with someone at all times. If you can't afford a radio (there are bargains) there may be some available on loan or for hire from other Theme Camps - check around. If you are looking at purchasing we recommend waiting until the January sales as they'll likely be much cheaper then. And don't bother with the 1

Watt and 2 Watt versions - they don't have enough power to run reliably onsite.

- (5) **Bring Personal Protective Equipment.** Fluoro vests, torches and headlamps, hardhats (and eye protection) if you're into construction, good shoes or boots, rain jackets or ponchos, hearing protection and gloves. To some extent this is the responsibility of each of your crew, but it's good to have extras for people who've lost or forgotten theirs, or for members of the public you recruit in emergency situations. Rain ponchos and fluoro vests can be obtained at camping stores and Op Shops for less than a cup of coffee.
- (6) **Fire breaks and fire exits.** It is essential that fire access tracks no less than 6m wide are clear along the front, rear and side of your Theme Camp. You will maintain a minimum 1.5m between public structures and are wise to do the same in your crew camping area. You will maintain a minimum 6m distance between fire barrels and structures, and a 3m cleared area around the fire barrel itself. Structures will have the legally required number of unobstructed exits with illuminated emergency exit signs. All Theme Camps must provide a fire escape and exit diagram showing escape routes from structures AND through the campsite to the nearest safe location and the direction from there to the nearest official muster point, fire exits, the location of fire fighting equipment and the name and contact detail of the Theme Camp's designated Fire Warden.
- (7) **Fire extinguishers and fire blankets.** How many fire extinguishers you will need will depend upon the size of your public structures and what you're doing in your Theme Camp. We'll give you some advice during the registration process. Fire extinguishers might be available for loan or hire during the event. Note that extinguishers must be fully charged and not be expired (seek advice on the internet). We talk about your Theme Camp's requirements in terms of 9kg extinguishers, but two 5kg extinguishers make a good substitute as they are easier to carry around. Every Theme Camp kitchen (whether public or not) should have a fire blanket. Your Theme Camp crew should know how to use a fire extinguisher and fire blanket safely and effectively.
- (8) **Be safety savvy and think ahead.** Do some research on Occupational Health and Safety and share it with your Crew. Develop a Risk Plan for your Theme Camp (check out Wikipedia) and share that with your crew. How effectively you implement the steps here will go a long way towards making your Theme Camp a safer place for your crew and visitors. Every time you look at your Theme Camp, you should be thinking safety. Theme Camp Leads must make themselves

completely familiar with the ***Blazing Swan Event Risk Management Plan***. It is the key event safety document and Theme Camp Leads have been assigned roles in it. It also has all the key contacts you need in an emergency.

What happens if one of our Theme Camp crew is careless and someone gets hurt. Who is responsible? They're your Crew. Did you train them in how to do things safely? Did you give them clear instructions about what NOT to do? Did you have rules about certain things (like not operating the rocket launch system while under the influence of alcohol)? Did you keep a written record of that training and those safety rules? These would all be good things to do for their own sake, but they also show that you did your job as Theme Camp Lead.

- (9) **Ambulance travel.** Remind your Crew that they may be required to pay if they are evacuated by Ambulance. Crowdfunding your dramatic exit from the event is always possible but check in with St John to see what your options are if you don't already have cover with them.

## 8 Theme Camp Build Period

- (1) **Permission to come onto site early.** Your Theme Camp is permitted to come onsite from the Saturday prior to the Blaze event in order to set up structures and make other preparations. Every person coming onsite prior to event opening will require an Early Entry Pass issued by BSI in that person's name on the recommendation of the Theme Camp Lead. You should only recommend people who are required to assist with construction, although it is understandable if the partners of such people also request an Early Access Pass. Every one of your crew coming on site must immediately receive a safety briefing from you (or, if you're not on site - your delegated on-site lead), and every member of the crew involved in construction will be required to wear PPE and be required to adhere to the instructions in the briefing. Children under 18 are not permitted on site during the build period.
- (2) **Limited onsite services prior to event opening.** Do not count on power being available, although there will be an attempt to have it available. Bring battery powered tools - there'll usually be a generator somewhere you can recharge them. There are no onsite specialised medical services, so you will be relying on first aid and St. John Ambulance. There can be no parties or performances because this is not permitted by the Kulin Shire. There will not be a bulk ice

service, although ice is available at the Kulin Hotel.

- (3) **During the build period the entire site is a construction site.** BSI and other Theme Camps will be undertaking construction activities up until the event opening at noon on the Wednesday prior to Easter. Even if your Theme Camp is fully built, you and your crew will still be subject to the risks that come with being in a construction site. Consequently they should continue to wear appropriate safety gear, as they have during the course of your Theme Camp's construction - especially hi-vis safety vests when they are moving around the site. If you've finished your build early you'll certainly find other Theme Camps grateful for some extra help.
- (4) **Keeping secrets - effigy and temple.** You and all members of your crew are asked not to broadcast pictures or discuss on social media the design of the effigy and temple. Keep the surprise for everyone who arrives at the event opening.
- (5) **The build period can be stressful.** The event opening deadline and the working conditions beforehand may result in people suffering from heat stress or tiredness. As Theme Camp Lead you should be prepared to direct people to take time off duty, and particularly watch out for those who volunteer to take on extra work. Working at night can be very hazardous if you do not have good lights, and the same applies if it is raining or very hot or cold. Your crew's safety is much more important than opening on time. If you are falling behind, other Theme Camps will be happy to help, or consider bringing extra members of your crew up from Perth, or delaying your opening a bit. If your intended plan becomes impossible, make a new plan and go with that.
- (6) **Communication during the build period.** There will almost certainly be last minute arrangements regarding tickets and logistics that have to be sorted out (urgently) between BSI and your Theme Camp Lead, and between your crew onsite and your crew at your home base. Telstra has reasonably good coverage during this build period, although the signal can become weaker when the crowds arrive later. If you don't have a Telstra phone among your crew you might consider a cheap prepaid phone. As far as we are aware Telstra is the only carrier that will function at Jilakin Rock.



## 9 Theme Camp Preparation

- (1) **Food and water.** This is entirely up to your Theme Camp. Some Theme Camps leave this up to each crew member. Go with what best suits everybody. If you are going for a centralised food order, IGA in Kulin can with adequate prior notice order in just about anything in any quantity you need. If you have alcohol requirements the Kulin community owned hotel would be thrilled to help, again with prior notice. Some Theme Camps bring their water up from Perth in bulk. If your Theme Camp has a service which involves large quantities of water (such as Black Lagoon) you could discuss your options with BSI. Remember that all your grey water must be taken off site by you at the end of the event and disposed of at your hometown.
  
- (2) **Ice.** The supply of 'at cost' ice pre-purchased and issued to Theme Camps on a daily basis has been a feature of the Blazing Swan event for many years. More information on this service will be announced closer to the event. Note that while BSI negotiates a huge discount on the actual price of ice by purchasing in bulk, they also incur a huge expense in bringing it out and storing it at the event site.
  
- (3) **Theme Camp Decoration.** Every year Blazing Swan picks an Event Theme. Check it out. Every Theme Camp has its own style, but it is particularly impressive when Theme Camps make an effort to incorporate the Event Theme in their decoration. Just beware of your decoration's potential to create MOOP (matter out of place) and do not bring any seed bearing dried or live plants onsite. It's also a great idea to include decorative elements that highlight the 11 Principles or the 5 Core Values. If decoration is attached to walls or overhead make sure it is doubly and separately secured for safety's sake, and make sure that your decoration has not created a fire or trip hazard. Note that lasers are strictly regulated onsite and you will need approval from BSI for any you intend to bring with you. Hand held lasers of any type are absolutely banned by BSI.
  
- (4) **Publicising and coordinating your activities.** During the registration process you will be invited to tell us about the events you're planning for the Blaze Event. These will be published in a WTF Guide for event participants. You can also promote these on social media if you like - but you should ensure that the activity is clearly identified as something run by your Theme Camp and not something

run or co-sponsored by BSI. It is always helpful to announce if your activities are 'themed' so participants can plan their outfits and accessories. We intend to take submissions for the WTF Guide (at least for the electronic version) up until very close to the event opening, but there will be chalkboards onsite where you can advertise events as well.

There are lots of opportunities for coordination among Theme Camps which can make a great participant experience even better. In addition to the BSI Effigy and Temple burns (Saturday and Sunday evening) there are usually two big 'parades'. Theme Camps have in the past worked together to share events or facilities or to have one Theme Camp's event flow into another's. Theme Camps with clothing boutiques or body paint have helped people get ready for big events. Several Theme Camps have portable PA's and even stages and can come and add something extra to your event at your own Theme Camp.

- (5) **Crew Readiness.** Apart from the Safety Briefing, you should ensure that your crew read the Blazing Swan Survival Guide. Details in there are updated around December each year. Ask your more experienced Theme Camp crew to help new recruits who are first timers at the Blaze event. If some of your crew are bringing children, make sure they read up on children issues at Blazing Swan.
  
- (6) **Discounted Theme Camp crew tickets.** BSI will offer discounted Theme Camp tickets up to a certain number per Theme Camp. The calculation of how many will be offered to each Theme Camp is complicated, but includes consideration of how many discounted tickets there are available in total, how many Theme Camps there are, whether their crew have access to other discounted volunteers tickets, and the minimum crew requirements of each Theme Camp in order to setup and operate. Because of the need to calculate all of this, BSI may ask you to provide a list of the names and roles of your crew. It is vital that each Theme Camp be reliably in contact with their crew and BSI during the final weeks prior to the event, as there may be very urgent issues relating to tickets that have to be resolved. Generally speaking if a discounted ticket becomes available due to a crew member cancelling, the ticket will be offered to people in the same Theme Camp who haven't received a discount ticket or to the person who will replace the person who cancelled. Thereafter it might be offered to other Theme Camps.
  
- (7) **Accessibility for your crew and Theme Camp visitors.** Disability laws and standards require you - as a person offering a public facility or public event - make every possible effort to provide access to people with mobility or other

disabilities. You cannot avoid the requirement simply by flagging your facility or event as 'Not suitable for people with disabilities'. If you create a public facility or activity you are obliged by state law to do whatever possible to make it accessible to people with disabilities. BSI may be able to assist with advice, and disability organisations have useful information on the internet.

- (8) **Children living in, or visiting, your Theme Camp.** It is apparent from discussion in previous years with the WA Government that Theme Camp Leads and Crew are not exempt from the requirement to have 'Working With Children' certificates. This requirement is clear in the case where children are visiting your Theme Camp to use a facility or participate in an activity that has been identified as 'for' (or possibly even 'suitable for') children. But it's not clear in that case whether every member of the Theme Camp Crew must have the Certificate, or only those Crew involved in managing the facility or activity. The Theme Camp Lead might wish to because of their position of responsibility for the whole Theme Camp regardless of their direct involvement with the children

The law also puts an obligation on people whose, "usual duties of ... work involve, or are likely to involve, contact with a child in connection with an overnight camp, regardless of the type of accommodation or how many children are involved". By some accounts all Crew are considered as volunteer workers with the Theme Camp. Or is it just those Crew with assigned duties at any particular time? We don't know - you will have to seek your own information. Again, though, the Theme Camp Lead might be obliged to have a Working With Children certificate on the basis of their position of authority within such a Theme Camp.

Note that the presence of a child's guardian makes no difference in the case of these examples. Check out the ['Working With Children' Western Australian website](#). Note that rules in different States can be slightly different. If you need more information contact the Working with Children agency via their website.

While we're talking children - make sure you know the 'Lost Child' procedure. The entire event shuts down when it's triggered, and every Theme Camp becomes involved even if it's not a child from your Theme Camp. The procedure will be in your safety briefing when you arrive on site.

## 10 Theme Camp Transport and Vehicles

- (1) **Hiring vehicles.** Get in early, as this is the Easter weekend. If you are hiring trucks check the terms and conditions for damage - particularly windshield damage. Existing chips etc can shatter when subjected to Kulin's extremely cold nights (covering with an old blanket helps). You may be able to negotiate extra insurance from your regular vehicle insurer. If you hire a vehicle to take a load up to Kulin make sure you have a vehicle ready to take your load away at the end of the Event!
- (2) **BSI assistance with cargo uplift and return.** BSI usually offers Theme Camps a free upload and return of one IBC/Pallet equivalent. Check the internet to see what an IBC looks like. Pick up will be at ONE location in Perth and drop-off onsite will usually be the weekend prior to Easter. Don't pack anything dangerous or fragile. It's a good way to get heavy gear up to site as there is generally no weight limit. The size limit is strictly applied but if you require special transport assistance you can talk with BSI. Be warned that loads might be dropped off onsite in the rain or sun and left for a couple of days.
- (3) **Label your gear.** Even if you know what's yours and what belongs to other people, it's possible that someone else might end up packing up your Theme Camp later on. Encourage your crew to label all their gear. Encourage them to put some contact details on their phone - ideally a label. Lost and found property is a big workload for BSI every year and you can make it a lot easier for them - and improve your chances of getting your own lost gear back again. Within your Theme Camp you should make an arrangement for managing lost and found items and coordinate that activity with BSI's onsite lost and found office.
- (4) **Check your vehicles and trailers before you travel.** Because it is Easter you may have trouble booking your vehicle in if it needs a service. The trip to Kulin and back is potentially more hazardous than anything you will encounter onsite. Check your tyres, brakes, lights etc. People sometimes get good results reaching out on social media for assistance with checking their vehicles prior to travel. You don't want to be the Theme Camp with one of its crew reporting an axle failure halfway between Perth and Kulin - especially if they're bringing up your vital equipment! Do not overload your vehicle or trailer. Load trailers toward the front (nearest the vehicle) in order to avoid catastrophic fishtailing. Secure your

loads - WA has massively increased police surveillance of loose loads and penalties.

- (5) **Budget time to travel to Kulin.** You will probably leave Perth several hours (if not a day) later than you originally intended. You should avoid driving towards Kulin in the early morning or driving back to Perth in the late afternoon as the sun will be blinding. Avoid driving at night if you can. The Kulin-Perth road is narrow and you could encounter kangaroos at any time. In severe weather there will be trees and debris on the road. Check your route before travelling - you might be out of range of mobile services. Road shoulders are narrow so if you are stopping pull completely off the road. Remember that it's Easter and although it is unlikely you will encounter traffic jams you will meet many first time country road travellers and very likely police alcohol and drug testing/check stops. Take your time, take rest stops and stay alert.
  
- (6) **Arriving on site prior to the event opening.** During the build period you can arrive onsite anytime. Between the pre-Easter Saturday and the event opening at noon on Wednesday you will be required to stop at the Site Gate and show your Early Entry Passes. No pass = No entry. Drive through the event site extremely carefully during this period. It is recommended using your emergency flashers (turn them off and use your indicators normally just before turning). Minimise your vehicle movement onsite during the build period and keep to the 8kph speed limit.
  
- (7) **Arriving on site after the event opening.** There is no priority lane for Theme Camps at the Event Gate. Be prepared to show your Theme Camp Parking Pass (supplied by your Theme Camp Lead) at both the Event Gate and any Traffic Control points within the Event site. This Parking Pass will allow you to bring your vehicle into the restricted Theme Camp zone. Your crew should leave the Parking Pass on their dashboards. The Theme Camp Lead will be given Parking Passes to distribute to owners of vehicles that arrived earlier, so that they can place them on their dashboards as well.

If your Theme Camp crew arrives without a Parking Pass they will be required to park at one of the Traffic Control points and walk up to your Theme Camp to obtain a Parking Pass from the Theme Camp Lead. If the Theme Camp crew arrives late at night (currently set at 10pm) they will be required to park at one of the Traffic Control points and bring the vehicle in the next morning. If the vehicle arrives between 7pm and 10pm (these times might change) they will be

permitted to enter the site but only with a 'walker' from the Theme Camp who knows where they are going walking in front of the vehicle.

- (8) **Car Parking.** Never park on any road or access way - your vehicle may be removed. Park across slopes and use wheel chocks. Never park in front of a tent. Arrange your vehicles so that people most likely to leave early can do so. Once parked you are not allowed to move a vehicle (unless it is an approved art car or mutant vehicle) during the event except to leave the site and this should be prearranged with BSI. Car parking areas will be designated for Theme Camps, allowing them to maximise space within their Theme Camps for accommodation. Campervanners etc from your Theme Camp are welcome to 'live' in these designated parking areas (it might be quieter). Make an absolutely foolproof arrangement for keeping your car keys safe onsite. This applies especially to hired vehicles! If you lose your keys don't forget to check your garbage!

## 11 Theme Camps Onsite - Power

- (1) **BSI will endeavour to supply power to Theme Camps with public facilities or spaces or workshops supporting public activities.** The amount of power allocated to a Theme Camp is based on how much is available at that Theme Camp's location, and the requirements of the Theme Camp. Note that power is being provided to Theme Camps to support their public activities, so if power has to be rationed among Theme Camps their public activity requirements will be given first priority, followed by shared crew facility requirements, followed by individual crew requirements.
- (2) **How and where to plug in.** Power is usually provided at a rate of two outlets per Theme Camp. This makes for a total of 4800 Watts in most cases. These outlets will be within 20-40 metres of your Theme Camp. Note that specialised extension cords will be required to handle the longer distances, and that it is better to run two extension cords back to your Theme Camp from two of BSI's outlets rather than throw the entire load onto one extension cable. These long cables should be carefully covered or buried and signposted for everyone's attention. Joins in cables must be waterproof. A Residual Current Device (RCD) must be in place between the power outlet and your power cables and equipment. RCD's are available in 10Amp and 15Amp versions. These might be available for hire or loan from other Theme Camps.'

- (3) **How much power will we need?** This involved adding up the wattage of all of your electrical equipment that you expect to be 'on' at any one time. Do not exceed the rated capacity of the cables or distribution boxes between your devices and each BSI outlet (usually 2400 Watts on each outlet and the cables and boxes downstream from that). If you need help designing or checking your power system ask around as many Theme Camps have qualified electricians among their crew.
- (4) **We have super-heavy power requirements.** If you have 15Amp devices or massive power requirements check in with the Theme Camp Support Team.
- (5) **Keeping our power requirements low.** If you are using a solar and battery system congratulations. BSI started providing onsite power in order to encourage people not to use small generators, but there was no intention to discourage people from being self-sufficient. In all circumstances you can make a huge difference in your power requirements by switching to LED lighting.
- (6) **Can we use our own generators?** Yes. But BSI approval is required. You will be asked about this during the registration process.
- (7) **Test & Tagging electrical equipment.** It is a requirement that cables, distribution boxes and electrical devices that are located in publicly accessible areas in your Theme Camp are 'Test & Tagged'. It would be wise for you to include cables, boards and devices in any shared kitchens or other facilities in your Theme Camp even if they aren't accessible to the public. Test & Tagging involves a qualified person testing these items and attaching a sticker. These stickers are only valid in our circumstances for three months. Test & Tagging is usually offered as a service by BSI on one or two days several weeks prior to the event. You will be notified when this is happening and how to book in. Country based Theme Camps who can not access BSI's city based Test & Tag service should contact the Theme Camp Support Team.

## 12 Theme Camps Onsite - Fire

- (1) **Theme Camps may apply to have a fire barrel.** Theme Camps may apply during the registration process and be approved - subject to conditions - to have a fire barrel. It must be located at least 6m from any structure. Other conditions will be made known to you and there will be a final inspection onsite before you can

use the barrel. You may be directed to local contractors supplying firewood to the event. On no account take wood from the surrounding nature reserves. You must have someone competent supervising the fire at all times, and must extinguish it if directed by any officer of BSI or by any other authorised person. Approval to use the fire barrel is dependent upon weather/fire conditions. Having a fire that has not been approved, or operating an approved fire in a manner contrary to instructions may result in eviction from the event.

- (2) **Gas fired stoves.** These must be supervised while in use, and set up in such a way that they can not 'tip over'. They must not be used inside tents or within 3 metres of any flammable object at ground level - or within 6m of any overhanging object. You should have a fire extinguisher and a fire blanket nearby.
  
- (3) **Follow rules and obey directions.** BSI officials, the Fire Brigade and Shire Officials must be obeyed in all fire matters. If you have a concern about what you are being told, comply first and follow it up later. Permissions to have fires might be more restrictive onsite than in the general community due to higher risk factors, and even within the site there may be different levels of permission depending upon prevailing weather conditions. Total Fire Bans require not only that fires are extinguished, but also that use of machinery that might cause sparks is banned. Smokers should always take care, and use a tin or jar to dispose of butts. All fires onsite are prohibited unless they have gained a Burn Permit from the BSI. This includes ground fires, burn pits, campfires, personal burn barrels and the burning of any other art piece or structure without prior approval. If any of these fires are found onsite they will be immediately extinguished and the people responsible for lighting them, or for allowing them to continue to burn, may be ejected from the event.
  
- (4) **Pyrotechnics, flame effects, tiki torches and flame performances.** All of these require pre-approval which can take some time, so do let us know what you're planning as early as possible. If there is inadequate time to assess your proposal it will likely be rejected. Unauthorised use or deployment of these effects may jeopardise your, your crew and your Theme Camp's continuing presence at the event.



## 13 Theme Camps Onsite - Activities and Attitudes

- (1) **Serving (gifting) alcohol to the public.** Theme Camps must ensure that nobody visiting or staying in their Theme Camp who is underage is served or consumes alcohol. Under 18's will be issued special wristbands (most likely white) to aid in identification. Be aware of the possibility that wristbands could have been swapped or modified. Theme Camps should ensure that drinking water is also available whenever alcohol is being gifted. Be aware of the possibility of drink 'spiking' or adulteration. Take every step possible to prevent it and have plans in place in the event that it is suspected to have occurred. Theme Camps should be very aware that they may be held criminally responsible for the consequences of gifting alcohol to someone who is apparently intoxicated or under 18. Blazing Swan Inc. requires anyone involved in gifting alcohol to the public from any Theme Camp to have a Responsible Service of Alcohol qualification.
  
- (2) **Serving (gifting) food to the public.** Theme Camps who are gifting food to our community have a responsibility to ensure food is handled and served in a safe manner. Also, make sure you know exactly what is in your food so that if someone with a food allergy visits your Theme Camp you can let them know. If your crew needs training in food safety, we can refer you to free food safety training that has been developed by qualified and experienced Environmental Health experts.
  
- (3) **Sound Camps.** All Theme Camps (but especially those with big PA systems) must manage noise in accordance with BSI Theme Camp zonings, the BSI sound guidelines and the need to keep on good terms with your near and far neighbours. Watch this space for more details, but we aren't proposing anything much different than in previous years. We may offer some small 'food' and 'play' Theme Camps the option of locating up in Sound Camp Alley if they wish to do so, but that will be on the basis that they can't complain about the noise! At this stage we don't have information about any possible COVID restrictions which tend to affect the big Sound Camps the most. We'll let you know if we hear anything. Sound Camps will need a Crowd Control Plan.
  
- (4) **Photography and Videography.** If you have a Theme Camp that specifically does not want photography or video happening within your camp you can make this clear to visitors with clear signage. Conversely, if your Theme Camp is involved in any kind of photo or video recording you should make sure this is communicated

to anyone entering your Theme Camp so they can choose to enter (and be part of it) or not.

- (5) **Leave No Trace (LNT).** It's not just about not leaving a mess behind after your Theme Camp goes home. It's a commitment to using sustainable and recyclable products in your Theme Camp, to reducing your Theme Camp's carbon footprint, and sharing and borrowing equipment and facilities. And yes, it's also about not leaving a mess behind, and perhaps about leaving things better than you found them. You'll be asked to prepare a Leave No Trace plan for your Theme Camp and sign and commit to it. Theme Camps have in previous years developed LNT plans which you can borrow and modify.
- (6) **Consent and Wellbeing.** These aren't just things that concern Blazing Swan. Everybody, including Theme Camps, has a role in promoting Consent and wellbeing. Theme Camps can put in place policies and procedures to monitor consent and wellbeing among their crew and visitors to their Theme Camps.

## 14 Theme Camps Packdown and Post Event

- (1) **The event closes at noon on Tuesday.** Theme Camps are expected to be fully packed ready to leave no later than Thursday. From Wednesday onwards the entire site is effectively a construction site and the precautions that applied then apply here again. Parties are not permitted after Tuesday noon.
- (2) **Packdown activities.** This includes packing up rubbish and grey water for the return to your home. Previously mentioned cautions relating to vehicle and load safety apply. This is especially true of load safety as it usually seems you're taking back more than you brought up. You will be advised if there is a bulk rubbish collection run by the Kulin Shire - but if they're not doing that, do NOT leave your rubbish in Kulin. You must run a MOOP check across your Theme Camp site once the tents and structures are packed up. This involves removing everything down to the last cigarette butt. Pay special attention to tent pegs. Most of this ground is actually cropped with barley at other times of year, and metal pegs and pieces of rope etc aren't appreciated.
- (3) **Packdown crew.** You might start losing crew on Monday if they have work commitments on the Tuesday following Easter. You should have already worked out who among your crew will be available Tuesday through to Thursday to do

the packdown. Although packdown is easier than construction it is still stressful, potentially dangerous, and tiring - especially after a week (sometimes two) of hard work. Some Theme Camps have actually brought in fresh crew from Perth etc on the Wednesday following the event, although it's best to check with BSI to see how this could work. This is also the time when you could help your neighbours if you have space capacity. Be careful when working with other crew though - they are likely to be more tired and stressed than you are.

- (4) **Homeward bound.** All the cautions about driving up to Kulin apply here again. It will likely be a double demerit period still, and there will still be a large number of police and returning holiday-makers on the roads. Your drivers might be tired after one, two and sometimes three weeks on site. Don't leave unless they're feeling refreshed. Don't on any account dump your rubbish or grey water in Kulin (or Corrigin or Brookton or anywhere other than home). If you find things that aren't yours when you unpack, contact the Blazing Swan Lost and Found facebook page that will be set up just after the event.
- (5) **Recombobulation, fundraising and recruiting.** BSI will organise a get together following the event, which is a good chance to catch up with everybody in your own crew, and with other Theme Camps. Although you and your Crew might be exhausted at this stage (and catching up with things at home) the period following the annual Blazing Swan event is a good time for Theme Camps to recruit new crew members and to organize fundraisers. Avoid using the words 'Blazing Swan' in your events names though, or any suggestion that Blazing Swan is co-sponsoring them (unless it really is).
- (6) **Start planning for next year.** Although it seems a long time away, when you're coming away from the event you'll have a clear memory and impression of those things you'd like to better next time. You'll also have seen how other Theme Camps did things and might have picked up a few ideas. This is a good time to follow through on those ideas.
- (7) **BSI Membership and volunteering.** BSI [accepts members](#) at any time of year. Members have voting rights and considerable potential influence over the direction the Association takes. BSI is also interested in people applying to [volunteer](#) with them.

## 15 Links and Info for Theme Camps

- (1) **The Blazing Swan Theme Camp Support Team.** The team this year is Major and Vetch. Thanks to all the previous members of this team over the years.
  
- (2) **Stay in touch.** Email any questions to the team at [themecamps@blazingswan.com.au](mailto:themecamps@blazingswan.com.au) We'll share a contact phone number shortly, and we'll have a special phone number onsite when we get to event time. This year the Theme Camp Support Team will correspond with ONE PERSON WITH ONE EMAIL ADDRESS from your Theme Camp. This will be the 'Theme Camp Primary Contact'. You can ask us to change who this person is, depending upon their availability. We'll talk more about this as we progress through the year. We'll also keep a record of every email and conversation between BSI and your Theme Camp, and will make this available to you if you need to see what's been happening. This is particularly useful if you have someone new stepping into the Theme Camp Lead role. We'll be offering Zoom online meetings for Theme Camps to get together with us (and each other) as we get closer to the event.
  
- (3) **Other places to look for information.**  
Facebook Group for Theme Camp Leads:  
<https://www.facebook.com/groups/BlazingSwanThemeCampLeads/>  
Facebook Group for Theme Camp crew and Leads:  
<https://www.facebook.com/groups/ThemeCampHubBlazingSwan/>  
Blazing Swan Website: <https://blazingswan.com.au/>
  
- (4) **Other Theme Camps.** We'll be posting a list of links to all the other Theme Camps as soon as the registrations start coming in. We encourage all Theme Camps to talk with each other as there is a huge amount of experience that can be shared.
  
- (5) **Suggestions and Corrections to the Theme Camp Survival Guide.** If there's anything here that you believe is incorrect, or needs clarification, or if there is anything missing please contact us at [themecamps@blazingswan.com.au](mailto:themecamps@blazingswan.com.au). We'll be moving on to updating the regular Survival Guide very shortly. The regular Survival Guide has quite a different focus to the Theme Camp Survival Guide, and you and your crew should check it out.

**Note:** This Guide has been prepared using the information available at the time it was written and is presented on a best endeavours basis. The information contained in this Guide may change at any time and might not be correct in all details. Theme Camps should independently check how they stand in relation to State Government legislation and other regulations and standards that might be relevant to their operation at the Blazing Swan event. Blazing Swan Incorporated will not be liable for any anticipated or incurred or consequential costs, damages or losses suffered by Theme Camps consequent upon their approval to participate in the Blazing Swan 2023 event, or upon that approval being withdrawn or withheld, or upon their use of any information in this guide or upon following any advice in this guide either actual or inferred. While Blazing Swan Incorporated will make best endeavours to keep Theme Camps informed about the likelihood of the Blazing Swan 2023 event being cancelled or curtailed it will not be possible to guarantee that Theme Camps will receive any prior warning of any such cancellation or curtailment of the event.

### Document control

|                   |                            |
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