

## 2017 BURNING SEED THEME CAMP MEMORANDUM OF UNDERSTANDING

This memorandum of understanding (**MOU**) is between \_\_\_\_\_, (the  
(theme camp name)

**Theme Camp**) and Red Earth City Pty Ltd (**REC**).

This **MOU** is made in relation to the **Theme Camp**'s participation at Burning Seed (the **Event**) in September / October 2017. The aim of this document is to emphasise the importance of Theme Camps complying with the **Event**'s policies, managing risk and creating a safe space at the **Event**.

### Statement of Understanding

#### 1. LEAVE NO TRACE

1.1. The **Theme Camp** has read the Leave No Trace Agreement listed in SCHEDULE 1 and specifically it will:

- a) At the end of the event, remove all materials from the **Theme Camp**'s placement area that were brought onto the Site by the **Theme Camp** or other attendees of the festival.
- b) At the end of the event, return the **Theme Camp**'s placement area to the same condition as the area was in before the event, to an extent that is reasonably practical.
- c) Promote the principle of Leave No Trace and the information provided in SCHEDULE 1 to the members of the **Theme Camp**.

#### 2. SAFETY AND RISK MANAGEMENT

2.1. The **Theme Camp** will prepare a safe work method statement (SWMS) in accordance with the guidelines presented in SCHEDULE 2 that covers all activities the **Theme Camp** will undertake at the **Event** (including but not limited to the construction of temporary structures, performances, use of electrical equipment, activities involving fire or flames and the use of vehicles).

2.2. The **Theme Camp** must ensure the safe construction, installation and monitoring of any infrastructure brought onto the **Event** site by the **Theme Camp** during the **Event**.

2.3. The **Theme Camp** must ensure the safe conduct and monitoring of any performance provided by the **Theme Camp** during the **Event**.

2.4. The **Theme Camp** will comply with health and safety policies and procedures that apply to the **Event** and the **Event** site.

2.5. The **Theme Camp** will ensure that every volunteer, employee, contractor, agent, or invitee of the **Theme Camp**, acts in accordance with and at all times complies with:

- d) All relevant and applicable Commonwealth and State work health and safety legislation;
- e) All policies and procedures regarding health and safety (WHS), including but not limited to site rules and evacuation procedures;

- f) Any applicable safety program including Fire Safety Management regulations and safe work methods statements; and
  - g) The **Festival's** requirements as per the Risk Management Plan it is implementing.
- 2.6. A representative of the **Theme Camp** must partake in a site check-in upon arrival to the **Event** and prior to initiating set up of any infrastructure related to the **Theme Camp**. The **Theme Camp** must follow any directives given regarding specific site regulations and remain under the direction of on-site staff as appointed by the **Event**.
- 2.7. The **Theme Camp** must immediately inform the **Event** or appointed Staff (including but not limited to Fire Art Response Team (FART), Rangers, Mutant Vehicle Team (ReDMV) and the Department of Infrastructure) of any hazards, incidents or accidents it becomes aware of at the **Event** site and the **Theme Camp** will provide the **Event** with such assistance as may be necessary to conduct any incident or accident investigation.
3. OTHER ACTIVITIES
- 3.1. The service of alcohol to event participants by the **Theme Camp** will be conducted in general accordance with New South Wales Responsible Service of Alcohol regulations.
  - 3.2. The **Theme Camp** will not engage in any activity using open flames without prior approval from the Fire Art Response Team (FART) and in accordance with any regulation set by FART.
  - 3.3. The **Theme Camp** will not engage in the use of a Mutant Vehicle without prior approval from the Mutant Vehicle Team (ReDMV) and in accordance with any regulation set by ReDMV.
4. EQUIPMENT
- 4.1. The **Theme Camp** is responsible for their own equipment and any items brought to the Event.

**This document is s statement of understanding and is not intended to create binding or legal obligations on either party.**

**SIGNED** for and on behalf of the **Theme Camp**

\_\_\_\_\_  
Name:

Title:

Date:

\_\_\_\_\_  
**Witness**

Name:

**SIGNED** for and on behalf of the **REC**



\_\_\_\_\_  
Name: Nicholas Woodford

Title: Theme Camp Team Lead

Date: 13-June-2017



\_\_\_\_\_  
**Witness**

Name: Aidan McCarthy

## **SCHEDULE 1 - LEAVE NO TRACE**

### **We Love Red Earth City!**

We know you love the Burning Seed site in the Matong State Forest as much as we do. That's why we want you to steward and care for the earth, its plant and animal residents, and to live the Burning Man Principle of LEAVE NO TRACE (LNT).

All Theme Camps are responsible for educating members on LNT expectations and practices. This agreement must be signed by a Theme Camp representative on the understanding that you will educate your camp mates on how to reduce MOOP (Matter Out Of Place) This doesn't just refer to rubbish, but also things that just shouldn't be where they are – such as fuel canisters in the sun or food hanging in trees. You also need to empower them with the know how to minimise their environmental impact and leave a clear site on departure.

The person who signs this agreement will be the first person contacted if there is an issue with MOOP at your Theme Camp.

### **Your Aim**

Your aim is to leave your Theme Camp site in the same (if not better) condition as when you arrived to set up.

At the end of the event, when your camp has finished packing down, get in touch with the MOOP Ambassador at Centre Camp who will radio to the MOOP Tracers who will come to conduct a preliminary (not final) MOOP check. Your MOOP Hawk will point out anything glaring that you might have missed. This ensures that when we do a MOOP Sweep after the event site is empty we know that you have done all you can to Leave No Trace.

During post event MOOP Sweeps we collect data for the MOOP Map.

### **The MOOP Map?**

Yes, the MOOP Map. The MOOP Map will be published to the community in the months following the event. It will be made by the MOOP Tracers, who will perform detailed grid sweeps of the wider event area after everyone has left the Burning Seed site.

Any camp areas that contain either too much MOOP or significant site impact (such as a hot fire place or compost pit) will be given **YELLOW** or **RED** status.

If your site contains more than a tea cup's worth of MOOP but less than an ice cream container's worth, you will be given **YELLOW** status.

If there is more than an ice cream container's worth left behind, you will be given **RED** status, plus the title of MOOP POOS . You will also get **RED** status if there are any fire hot spots (eek! Are you insane??), or glaring piles of cigarette butts (which are poisonous to the local flora and fauna) even if the entire rest of your site is utterly spotless. Remember, burn barrels and flammable art sanctioned by the Fire

Art Response Team (FART) are the only fires allowed. Provided the site contains no more than a tea cup's worth of MOOP, your camp will be given **GREEN** status. **GREEN** camps will be bestowed with the title of **MOOP ANGELS**.

Camps where we recover absolutely no MOOP whatsoever will gain the coveted title of **MOOP GODS**, paragons of exemplary Leave No Trace History!

### What Happens If We Get **YELLOW** or **RED** Status?

Camps with **YELLOW** status will be penalised the following year with reduced priority in choosing a Theme Camp site within the event area. You will be shown as **YELLOW** on the MOOP Map. (YELLOW camps don't get any cool titles, because you have done merely what is expected!)

If unable (or unwilling) to meet their Leave No Trace commitments, camps with **RED** status may be unable to register as an official Theme Camp in the following year. These camps may also forfeit their camp financial grant retainers. Additionally, they will be shown as **RED** on the MOOP Map, to be published to the community in the months following the event.

### How You Can Leave No Trace and Achieve **GREEN** Status

Ultimately it is up to you to decide as a camp how you will achieve the ultimate prize in Leave No Trace ethics: **GREEN** STATUS on the MOOP Map, and recognition across the community as being **MOOP GODS** !

The following is a list of recommendations for how you can Leave No Trace at Burning Seed:

- Plan Ahead!
- Practice the Five R's: Rethink, Reduce, Reuse, Recycle, and Restore
- Create a strategy or plan to Leave No Trace and submit it along with your Theme Camp Application, then share it with your entire camp
- Do whatever you can think of to protect and restore Red Earth City
- Devise a camp cigarette butt solution
- Identify and derail Leave No Trace challenges before they arise
- Educate your camp members about minimising their impact and MOOP levels BEFORE they leave home for Burning Seed
- Read the What, When Where (WWW) guide
- Plan the assembly and takedown of your structures and decorations, and tape the edges of your carpets and astro turf
- Inventory your camp's vehicle spaces so you can pack everything out efficiently after the event, including bags of MOOP
- Take the packaging off as much newly purchased stuff as you can, and stock up on reusable products and containers BEFORE you come to the burn

- DO NOT bring feathers, glitter, stick on body decorations, or any other hard to MOOP costumes or props
- During the event check your camp every day (during morning coffee is a good time, and can be a good reason to visit your camp mates the morning after the night before)
- Make it easy for yourselves and MOOP as you go, knowing that rubbish or MOOP can blow away at any moment
- If MOOP does blow away, chase it! First person to catch the MOOP and bring it back gets... hmmm... a cookie? A group hug? You decide
- Keep your recyclables and general rubbish clearly separated for easy disposal
- Have a delegated MOOP crew for any high traffic activities you host (like themed parties), and encourage your guests to MOOP up after themselves
- Do not dig large holes or trenches
- Do not dig latrine pits
- If you have a sanctioned burn barrel, do not leave hot spots – delegate someone to actively look after the barrels and douse any fire left unattended.
- Keep everything tied or weighted down, and leave paper items at home
- Encourage all members of your camp to carry with them a personal MOOP containment mechanism (eg plastic bag) and a cigarette butt receptacle (an Altoid tin or a Tic Tac container are good options) when they are outside camp
- Encourage your camp members to pick up MOOP even when they are outside of your camp zone. The more we all pitch in, the less of a trace we will leave behind
- After the event put aside time and have designated volunteers for the final clean up. We recommend forming a line, then walking the length of your site carrying MOOP collection containers. Cover your site in a grid pattern and sweep the whole area.
- Take all rubbish in sealed containers to a landfill, and recyclables to a recycling centre on the way home.
- Leave extra space in every vehicle on the way out, knowing that repacking will inevitably take up more space, and ensuring that no items can fall off during the ride home.

### Major MOOP Awareness Items

- **Compost**

The Matong State Forest is an arid grassland habitat. The local plants and animals are specially evolved to live happily in a low nutrient soil, and any fertilisers will promote the overgrowth of annual weeds which can choke the locals out.

The fact that it's biodegradable does NOT automatically mean you can bury it at Burning Seed! If you pack it in, you pack it out. EVERYTHING.

No seed shells, no orange peels, *definitely* no poos — NOTHING hits the ground!

- **Grey water**

The NSW Forestry Service have advised us that no more than 10 litres of grey water per person per day is allowable for run off over the local land area. Keep in mind that you should only use fully biodegradable soaps made from plant materials, and that you should never let grey water drain off near areas of foot traffic. Once again, Matong is an arid grassland area, and too much water with too much nutrient dense material will promote the growth of invasive weeds.

- **Cigarette Butts**

Cigarette butts are the NUMBER ONE MOOP problem on the Paddock and we need you to keep them under control! No matter what status you get we will count up every individual butt we find on your site, and publish the number in the MOOP Map.

- **Other common items to watch for**

Several things were all over the shop last year. In no particular order:

- Tent pegs (there were shitloads of these)
- Grommets
- Fake grass / astro turf
- Tiny bits of carpet Glitter, bindis / rhinestones, beads, sequins, fake feathers
- Bits of tissue and baby wipes
- Batteries including button batteries

- **Ashes**

If you have a burn barrel, or if you are responsible for an art burn, you **MUST** remove ash from the site. Ash is a fertiliser high in potassium, which plants use to make fruit, seeds, and flowers. That makes it another weed promotio risk. Weeds *frikken* love ash!!

### **MOOP as You Go**

The easiest and by far the most effective way to prevent MOOP from ever being a problem is...

### **NOTHING HITS THE GROUND!**

By containing anything which could be MOOPy before it becomes MOOP you're on your way to being MOOP Gods.

If stuff does begin to get away on you, have your camp mates spend a few minutes every day scanning around your site for MOOP. This way, at the end of it all when you're totally spent and in the afterglow of an incredible burn, you don't have to stoop around in the blazing sunshine (or pounding rain) looking for ciggie butts and sequins!

You might even consider having a Leave No Trace Award for the most awesome MOOPer in your camp.

All sounding good? Awesome! Sign below and treat yourself to a cookie!

## SCHEDULE 2 – SAFE WORK METHOD STATEMENT (SWMS)

### WTF is a SWMS?

Sometimes referred to as Risk Assessment, Job Safety Analysis (JSA) or Job Hazard Assessment (JHA), a Safe Work Method Statement (SWMS) is a process of identifying hazards and risks involved in any task and developing and implementing control measures to manage those risks. The SWMS will also provide a way of documenting and communicating how any risks can be controlled to allow any task to be completed safely.

Still not sure? Need some definitions:

- **Hazard** – Any part of a process or an element of the environment that has the potential to cause harm (including injury, illness, psychological impact or death).
- **Risk** - The chance or likelihood that a hazard will be realised and cause harm to a person.
- **Control measure** - A thing, work process or system of work that controls the OHS hazard or risk.

### I never learnt to SWMS. Explain how it's done.

Its pretty easy, step through the tasks at hand, identify any hazards and the risk of them causing harm, find a way of reducing the risks and protecting people from harm. Use a risk rating matrix to help ensure the controls are appropriate.

Need more details?

Print out the form on the following pages or preferably download an editable copy [here](#). Add in or remove rows as needed. An example SWMS can also be found [here](#) to give you some inspiration.

- **Overview:** Write a brief overview of your activities and identify they key hazards, this will help in the following steps.
- **Tasks:** List out all the individual tasks that will be undertaken as a part of your activities. It usually helps to work through these in chronological order.
- **Identify Hazards and Risks:** Identify all the hazards, and the risk of them occurring, associated with each task. There may be more multiple risks per task.
- **Rate the Risk:** Use the risk matrix table to identify risk rating. The risk rating is a combination of the likelihood of the risk occurring and the consequence or severity if it does occur. The matrix contains examples of likelihood and consequence, but use your best judgement.
- **Control the Risk:** Find methods of controlling the risk. Use the following hierarchy of controls, from best to worst:



Rank	Type of control	Example (Task: Burning Man)
1	<b>Elimination:</b> Eliminate the hazard entirely.	Ok, let's not burn a man. Problem solved.
2	<b>Substitution:</b> Substitute hazards with lower risk tasks, equipment or substances.	Seems dangerous, how about we burn an effigy of a man instead?
3	<b>Isolation:</b> Isolate persons from the hazard by using barricading, fencing or guard railings.	How about we keep other people away from the flames as well. Set up a burn perimeter.
4	<b>Engineering Controls:</b> Use engineering controls, such as mechanical or electrical devices.	If we did want to have a man in there, how about we put him in a fireproof box. That's art right?
5	<b>Administration:</b> Use administrative controls, such as training, safe processes or signage.	How about a few signs to say 'Danger – The fire, it burns'... and maybe a fire warden or two.
6	<b>PPE:</b> Provide appropriate personal protective equipment.	Oven mitts that say 'Safety third'.

Note: If a risk is rated as an 'Extreme Risk' elimination is the only acceptable control measure. If a risk is rated as a 'Very High Risk' the controls should include measures to reduce both the consequence AND the likelihood.

- **Rate the Residual Risk:** Just because you have implemented control, that doesn't mean everything is safe. Reconsider the risk rating with the controls in place. If the rating isn't 'Low Risk' or 'Medium Risk' go back and add more controls.
- **Communicate:** So, the SWMS is all filled out? Good – now go tell everybody about it.

### Now what?

Print off a few copies and bring them to Burning Seed. Make sure your crew is familiar with the SWMS. Before the event officially opens on Wednesday the site will be operating as a workplace, it will be expected that all work being done will have an associated SWMS.

<b>Overview:</b>				
<b>Key Hazards:</b>	<input type="checkbox"/> Fire	<input type="checkbox"/> Electricity	<input type="checkbox"/> Working at Heights	<input type="checkbox"/> Service of Alcohol
	<input type="checkbox"/> Flammable Substances	<input type="checkbox"/> Chemical Substances	<input type="checkbox"/> Mobile Plant	<input type="checkbox"/> Mechanical Force
	<b>Other:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Location:</b>			<b>Dates of activities:</b>	
<b>SWMS Prepared by:</b>			<b>Date:</b>	
<b>Reviewed by:</b>			<b>Date:</b>	

Tasks	Hazards and Risks	Risk Rating	Control Measures	Residual Risk Rating
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Tasks	Hazards and Risks	Risk Rating	Control Measures	Residual Risk Rating
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Risk Matrix							
E – Extreme Risk (Elimination Only) V – Very High Risk (Control the Consequence and Likelihood) H – High Risk (Multiple Controls Recommended) M – Medium Risk (Controls Recommended) L – Low Risk (Tolerable)			Consequence				
			Insignificant	Minor	Moderate	Major	Catastrophic
			Injury or ailment not requiring medical treatment	Minor injury requiring first aid	Serious injury requiring hospitalisation or multiple medical treatment	Life threatening injury or multiple serious injuries	Fatality or multiple life threatening injuries
Likelihood	Almost Certain	Expect to occur in most circumstances	M	H	VH	E	E
	Likely	Will probably occur	M	M	H	VH	E
	Possible	Might occur sometime given a long timeframe	L	M	H	VH	VH
	Unlikely	Could occur but doubtful	L	M	M	H	H
	Rare	Only likely to occur in exceptional circumstances	L	L	M	M	H