



## GROUPS VOLUNTEERING with BlazeAid

### PROCESSES & EXPECTATIONS

This document provides an overview of the processes and expectations for groups participating in BlazeAid volunteering programs. It is designed for Group leaders, coordinators, supervising teachers, and support staff preparing participants for a safe and meaningful volunteering experience.

**PROGRAMS:** Two types of programs are available, each offering different levels of involvement:

- Overnight/multi-day camping (pages 1-4)
- One-Day volunteering

*Daily schedules may be adjusted due to weather. BlazeAid Coordinators and the Groups Supervisor will jointly decide any changes to the daily program.*

*Please note that specific arrangements may vary slightly between BlazeAid Camps, so groups are encouraged to confirm details with the local Camp Coordinator.*

**BEST SUITED FOR:** Corporate, Scouts, Guides, Service Clubs, Agricultural Colleges, Backpackers, Adult Learning Centres, Veterans and Grey Nomads

**INSURANCE:** Our Insurance policy only covers children 12yrs or older.

### GROUP RESPONSABILITIES:

- Provide required supervision ratios (1 adult per 5 participants if participants are under 18yrs)
- Organise transport
- Ensure supervision at all times
- Coordinate with the BlazeAid Camp Coordinator before arrival.

**FITNESS:** It is the Group Supervisor's responsibility to ensure participants are medically fit to participate in outdoor manual labour tasks.

**OH&S:** All volunteers must follow BlazeAid's on-site safety briefing and OH&S procedures. BlazeAid Team Leaders supervise all work and allocate tasks that are appropriate for participants ability and safety.

### BEHAVIOUR EXPECTATIONS:

- Respect farm owners and their sensitive information
- Respect for BlazeAid's equipment
- Stay in assigned work zones, always working with your 'buddy'
- Follow supervisor and team leader instructions

**NB.** Under no circumstance will any volunteer be permitted to use machinery or equipment that requires specific training to operate without full Accreditation & approval by the Camp Team Leader



## OPTION 1: GROUPS CAMPING OVERNIGHT (OR LONGER)

### WHAT TO EXPECT

#### At Camp:

- Camp venue can be very basic but there are always showers, toilets, and dining areas with all meals supplied for the volunteers
- Volunteers of all ages and abilities are all working for the same aim of helping out
- Early starts to each day especially if hot weather predicted
- Muster (tool-box) talk every morning is compulsory
- Be prepared to pitch in and help out regardless – BlazeAid is a team effort!
- Great friendships are made, many interesting stories & experiences are shared
- Volunteers enjoy interacting with international volunteers who are helping whilst on a Working Holiday Visa in Australia

#### Tasks that BlazeAid volunteers MAY be involved/assist with:

- Admin support at the Camp office
  - Taking phone-calls on the Camp mobile & noting down messages
  - Helping with data processing and filing and sorting information
  - Inserting information into the inventory and data base
  - Assisting with the daily compiling of teams & leaders
  - Assisting the Camp Co-Ordinator when and where possible
- Kitchen support at the Camp
  - Preparing and cooking food and washing dishes
  - Setting up & putting away at the food servery
  - Sorting & storing donated & purchased foods
  - Tidying & cleaning the dining areas
  - Keeping food supplies in fridges and deep freezers in order
- Fencing trailers maintenance - at the end of each and every working day.
  - Ensuring all equipment is clean, refuelled, recharged & ready to go
  - Ensuring saws, axes & chainsaws are sharpened
  - Ensuring all equipment with wooden handles has wood oiled
  - Checking all extension cords for splits, cuts or loose plugs & repair if needed
  - Ensuring all ropes, extension cords are all wound up neatly and stored correctly
  - Check for any damaged extension cords, equipment & report to the Camp co-ordinator
  - Cleaning out the trailers of any rubbish or excess materials
  - Checking the inventory to ensure all items are in the trailer and ready to go
  - Checking all trailers & tow vehicles are locked up securely at the end of every day
- Working on the affected property
  - Clearing the debris from the affected fenceline
  - Rolling up the burnt wiring
  - Helping remove the piles of burnt fencing materials
  - Placing new star droppers along the fenceline
  - Helping erect posts and end assemblies
  - Stringing out wires along the new fenceline & securing to the new posts
  - Tidying up and sorting out fencing materials
  - Helping team members out – many hands make light work

**NB** No volunteer will be permitted to use machinery or equipment that requires specific training to operate without full Accreditation & approval by the Camp Team Leader



### **PROCESS OF APPLICATION TO VOLUNTEER:**

- 1) Check the BlazeAid Website [www.blazeaid.com.au](http://www.blazeaid.com.au)
  - Get Involved→Current Camps
  - Click on any of the listed camps for further details inc. Camp contact numbers.
- 2) Connect with the Co-Ordinator of the BlazeAid Camp nearest /most convenient to your Group.

*Please check with the Camp Co-ordinator to confirm these details are relevant to that particular Camp.*

### **Volunteers will be required to:**

- ACCOMMODATION: Supply tents or accommodation (check if Camp has any donated accommodation or swift shelters available that may be supplied) for all volunteers

### **Personal Gear:**

- Bedding (Sheet/doona/pillowcase/PJs), pillow
- Toiletries (including Towel/face towel)
- Water bottle
- Personal medication
- Sunscreen, insect repellent

### **Clothing Requirements**

- Long sleeves & long pants
- Sturdy enclosed footwear/thongs for showers
- Broad-brimmed hat (optional fly veil)

### **Meals**

- Meals are provided for volunteers, but please bring your own snacks
- Breakfast and a nourishing two-course evening meal are provided by BlazeAid (with support from local community groups) at the basecamp
- If the families that you will be working with each day are able to do so, they *may* offer to provide morning tea and lunch for volunteers each day
- Otherwise, BlazeAid provides food to make your own sandwiches to take with you
- If you have special dietary needs, you will need to bring your own food if you are unable to eat the meals provided

*Please Note: it is not a requirement for BlazeAid volunteers to hold a Working With Children Check.*

**Safety/Risk disclaimer:** Contact BlazeAid if you would like our Risk Analysis/OH&S Documentation. All activities are voluntary and subject to BlazeAid's on-site safety briefings and OH&S requirements.

**HQ BlazeAid contact :** [admin@blazeaid.com.au](mailto:admin@blazeaid.com.au) Tel: 1300 333 546

**Camps & Co-ordinators:** BlazeAid website [www.blazeaid.com.au](http://www.blazeaid.com.au)→ Get Involved→Current Camps

**Questions:** BlazeAid Groups Volunteering Manager – Christine Rippon on 0428 363 024.



### **DAILY PROGRAM (example only):**

- 6am – 6:45am: Breakfast for all volunteers & also prepare own snacks/lunches time
  - Volunteers take their own snacks. BlazeAid will supply drinking water.
- 6:45am: All volunteers arrive at the Muster talk
  - *Everyone must be wearing appropriate clothing and shoes etc.*
- 6.45am: The BlazeAid Team Leader will present the Muster talk at the Camp location to explain the OH&S standards, & outline the proposed work for the day etc.
  - BlazeAid Safety vests, protective glasses & safety gloves will be supplied at Muster talk.
- 7:15am: Volunteers will move into allocated teams & will be dispersed to their work zones at the property where the work is required for the day.
  - All Volunteers are to work at the designated farm in allocated teams until approx. 3pm depending on weather & circumstances on the day
- 3pm: Complete the working program & return to Camp.

### **PLEASE NOTE:**

- Times may vary considerably owing to travel times, weather and farm location
- Times to be finalised in conjunction with:
  - The Group Supervisor
  - The BlazeAid Camp Co-ordinators



## OPTION 2. ONE DAY ONLY – GROUPS VOLUNTEERING with BlazeAid

### WHAT TO EXPECT

#### At Camp:

- Volunteers of all ages and abilities are all working for the same aim of helping out
- Early starts to each day especially if hot weather predicted
- Muster (tool-box) talk every morning is compulsory
- Be prepared to pitch in and help out regardless – BlazeAid is a team effort!
- Great friendships are made, many interesting stories & experiences are shared
- Volunteers enjoy interacting with international volunteers who are helping whilst on a Working Holiday Visa in Australia

#### Tasks that BlazeAid volunteers MAY be involved/assist with:

- Admin support at the Camp office
  - Taking phone-calls on the Camp mobile & noting down messages
  - Helping with data processing and filing and sorting information
  - Inserting information into the inventory and data base
  - Assisting with the daily compiling of teams & leaders
  - Assisting the Camp Co-Ordinator when and where possible
- Kitchen support at the Camp
  - Preparing and cooking food and washing dishes
  - Setting up & putting away at the food servery
  - Sorting & storing donated & purchased foods
  - Tidying & cleaning the dining areas
  - Keeping food supplies in fridges and deep freezers in order
- Fencing trailers maintenance - at the end of each and every working day.
  - Ensuring all equipment is clean, refuelled, recharged & ready to go
  - Ensuring saws, axes & chainsaws are sharpened
  - Ensuring all equipment with wooden handles has wood oiled
  - Checking all extension cords for splits, cuts or loose plugs & repair if needed
  - Ensuring all ropes, extension cords are all wound up neatly and stored correctly
  - Check for any damaged extension cords, equipment & report to the Camp co-ordinator
  - Cleaning out the trailers of any rubbish or excess materials
  - Checking the inventory to ensure all items are in the trailer and ready to go
  - Checking all trailers & tow vehicles are locked up securely at the end of every day
- Working on the affected property
  - Clearing the debris from the affected fenceline and rolling up the burnt wiring
  - Helping remove the piles of burnt fencing materials
  - Placing new star droppers along the fenceline
  - Helping erect posts and end assemblies
  - Stringing out wires along the new fenceline & securing to the new posts
  - Tidying up and sorting out fencing materials
  - Helping team members out – many hands make light work
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**NB** No volunteer will be permitted to use machinery or equipment that requires specific training to operate without full Accreditation & approval by the Camp Team Leader



## **PROCESS OF APPLICATION TO VOLUNTEER:**

- 1) Check the BlazeAid Website [www.blazeaid.com.au](http://www.blazeaid.com.au)
  - Get Involved→Current Camps
  - Click on any of the listed camps for further details inc. Camp contact numbers.
- 2) Connect with the Co-Ordinator of the BlazeAid Camp nearest /most convenient to your Group.

*Please check with the Camp Co-ordinator to confirm these details are relevant to that particular Camp.*

## **RESPONSIBILITIES:**

The Group Supervisor will be required to:

- Connect with the Camp Co-Ordinator at least 48hrs prior to arriving for the working program
- Supply transport or car-share to and from the farm venue
- The Group Supervisor is to maintain mobile phone contact with the BlazeAid Team Leader & Co-ordinator to ensure the Group is kept informed of changes / emergencies
- It is the Group Supervisor's responsibility to ensure participants are medically fit to participate in outdoor manual labour tasks.

## **PERSONAL GEAR:**

- Water bottle
- Personal medication
- Sunscreen, insect repellent

## **CLOTHING:**

- Long sleeves & long pants
- Sturdy, non-slip enclosed footwear
- Broad-brimmed hat (optional fly veil)

*Please Note: it is not a requirement for BlazeAid volunteers to hold a Working With Children Check.*

## **Safety/Risk disclaimer:**

Contact BlazeAid if you would like our Risk Analysis/OH&S Documentation.

All activities are voluntary and subject to BlazeAid's on-site safety briefings and OH&S requirements.

**HQ BlazeAid contact :** [admin@blazeaid.com.au](mailto:admin@blazeaid.com.au) / Tel: 1300 333 546

**Camps & Co-ordinators:** BlazeAid website [www.blazeaid.com.au](http://www.blazeaid.com.au)→ Get Involved→Current Camps

**Questions:** BlazeAid Groups Volunteering Manager – Christine Rippon on 0428 363 024.



**DAILY PROGRAM (example only):**

- 9 am: Volunteers arrive at the designated farm site with everyone wearing appropriate clothing, shoes, etc.
- 9:10am: BlazeAid Team Leader to present Muster talk on-site at farm location to explain the OH&S standards, proposed work for the day etc.
  - BlazeAid Safety vests, protective glasses & safety gloves will be supplied at Muster talk
  - Volunteers will be placed into allocated teams and dispersed to their work zones
  - Volunteers to supply lunches and snacks. BlazeAid to supply drinking water
- 3pm: Volunteers complete the working program & to return to their work / home location

**PLEASE NOTE:**

- Times may vary considerably owing to travel times, weather and farm location
- Times to be finalised in conjunction with:
  - The Group Supervisor
  - The BlazeAid Camp Co-ordinators



**GROUPS VOLUNTEER REGISTRATION FORM**

**OPTION 1: GROUPS CAMPING OVERNIGHT (OR LONGER)**

**1.NAME of your GROUP**

.....

**2. Is your Group a (answer YES for one Group only)**

- Corporate Company Group Yes No
- Community Service Group (eg. Scouts, Guides, Rotary, Lions) Yes No
- Private Group (eg. friends, WHM visa holders, grey nomads) Yes No

**3. GROUP SUPERVISOR details:**

First Name .....

Surname .....

Street Address .....

Town/City .....

State ..... Post Code .....

Mobile .....

Email .....

**4. Is your Group volunteering, to help satisfy Working Holiday Makers visa (88 days)?**

- Yes
- No

**5. Accommodation:**

Do you have:

- Caravan/Mobile Home Yes No Require Power/Water? Yes No
- Camper Trailer Yes No Require Power/Water? Yes No
- Tent Yes No Require Power/Water? Yes No
- Off-camp accommodation Yes No

Further info.....

.....

**6. Does your Group need BlazeAid Help with Accommodation?**

- Yes
- No

**Note:** Many camps have a limited amount of simple accommodation available. If your Group requires accommodation, please contact the camp coordinator to discuss needs & availability.



7. Do all Group members have Ambulance cover? (recommended)

- Yes
No

8. Do all Group members have Travel Insurance?

- Yes
No

9. Are any Group members intending on bringing a pet Dog/Cat?

- Dog Yes How many?..... (subject to Camp approval)
No
Cat Yes How many?..... (subject to Camp approval)
No

10. Preferred Camp (as per BlazeAid website -> Get Involved -> Current Camps)

.....

11. Estimated Arrival Date & approx. Arrival Time?

Date ...../...../..... Time .....am.....pm

12. Total number of Volunteers in your GROUP (inc. Group Supervisor)? .....

DECLARATION:

Have all Group members read & understand the BlazeAid Info Sheets titled as GROUPS VOLUNTEERING SUPPORT PROCESSES & EXPECTATIONS

- Yes
No ... (this is an important document that all Volunteers must read and comply with)

13. Name of person responsible for completing this Groups Volunteer Registration form:

..... Date .....

SAFETY / RISK DISCLAIMER:

Contact BlazeAid for our Risk Analysis / OH&S Documentation. All activities are voluntary and subject to BlazeAid's on-site Safety briefings and OH&S requirements.

CONTACT: HQ BlazeAid: admin@blazeaid.com.au Tel: 1300 333 546

Camps & Co-ordinators: www.blazeaid.com.au -> Get Involved -> Current Camps

Questions: BlazeAid Groups Volunteering Manager - Christine Rippon on 0428 363 024.



## **GROUPS VOLUNTEER REGISTRATION FORM**

### **OPTION 2: GROUPS VOLUNTEERING FOR ONE DAY ONLY**

#### **1. NAME of your GROUP**

.....

#### **2. Is your Group a (answer Yes for one Group only)**

- Corporate Company Group Yes No
- Community Service Group (eg. Scouts, Guides, Rotary, Lions) Yes No
- Private Group (eg. friends, WHM visa holders, grey nomads) Yes No

#### **3. GROUP SUPERVISOR details:**

First Name.....

Surname.....

Street Address.....

Town/City.....

State.....Post Code.....

Mobile .....

Email.....

#### **4. Is your Group volunteering to help satisfy Working Holiday Makers visa (88 days)?**

Yes

No

#### **5. Do all Group members have Ambulance cover?**

Yes

No

#### **6. Do all Group members have Travel Insurance?**

Yes

No

#### **7. Are any Group members intending on bringing a pet Dog / Cat?**

Dog Yes How many?..... (subject to Camp approval)

No

Cat Yes How many?..... (subject to Camp approval)

No



**8. Preferred Camp** (as per BlazeAid website → Get Involved → Current Camps)

.....

**9. Date & approx. Arrival Time?**

Date ...../...../..... Time .....am

**10. Total number of Volunteers in your GROUP** (inc. Group Supervisor)? .....

**11. Name of person responsible for completing this Groups Volunteer Registration form:**

..... **Date** .....

**DECLARATION:**

Have all Group members read & understand the BlazeAid Info Sheets titled as  
GROUPS VOLUNTEERING SUPPORT PROCESSES & EXPECTATIONS

Yes ....

No .... (this is an important document that all Volunteers must read and comply with)

**SAFETY / RISK DISCLAIMER:**

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