



INDIVIDUAL VOLUNTEERING with BlazeAid

PROCESSES & EXPECTATIONS

This document provides an overview of the processes and expectations for Individual Volunteers participating in BlazeAid volunteering programs. It is designed for preparing Volunteer participants for a safe and meaningful volunteering experience.

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

- Overnight/multi-day camping (pages 1-4)
- One-Day volunteering (**NO overnight stay at Camp**) (pages 1,5-7)

Daily schedules may be adjusted due to weather.

BlazeAid Coordinators and Team Leaders will jointly decide any changes to the daily program.

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

BEST SUITED FOR: holiday-makers, self-employed, retirees, veterans, grey nomads, International travellers, with work experience options for voluntary work in a rural environment.

INSURANCE: Our insurance policy only covers children 12yrs or older. All volunteers are required to have an adequate level of English proficiency (both spoken and comprehension), as our insurance policy requires that all volunteers are able to understand and follow instructions provided by the coordinator and team leaders

RESPONSIBILITIES (of Volunteer):

- to organise their own transport OR make arrangements ahead of their arrival day to be collected from Public transport if possible.
- to connect with the BlazeAid Camp Coordinator at least 48hrs ahead of their arrival time.
- to ensure they are medically fit to participate in outdoor manual labour tasks, especially if wishing to work on the fencelines.
- to remain available by mobile phone during the entire time whilst at camp & on work program in case of change of arrangements or emergency.

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
- BlazeAid has zero tolerance of any bullying or harassment.

BlazeAid is a low alcohol environment, smoking and vaping in designated areas only



Under no circumstance will a volunteer be permitted to use machinery or equipment that requires specific training to operate without full Accreditation and approval by the Camp Co-ordinator or the Camp Team Leader.

OPTION 1: INDIVIDUAL VOLUNTEER 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 & OH&S Safety briefing 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
- **BlazeAid is a low alcohol environment, smoking & vaping in designated areas only**

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 freezes 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 & 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 trailers & tow vehicles are locked securely at the end of every day
- Working on the affected property
 - Clearing the debris from the affected fenceline
 - Rolling up the damaged wiring
 - Helping remove the piles of damaged 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

OPTION 1: INDIVIDUAL VOLUNTEERS CAMPING OVERNIGHT (OR LONGER) cont.

PROCESS OF APPLICATION TO VOLUNTEER:

- 1) Check the BlazeAid Website 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 Camp nearest /most convenient to you.

Please confirm with the Camp Co-ordinator 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 volunteers
- TRANSPORT: BlazeAid arranges transport to and from basecamp to farms each day.

Personal Gear:

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

Clothing Requirements

- Long sleeves & long pants PLUS waterproofs for wet days
- 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

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

Safety/Risk disclaimer: Contact BlazeAid for 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 Tel: 1300 333 546



Camps & Co-ordinators: BlazeAid website www.blazeaid.com.au → Get Involved → Current Camps

Or via the BlazeAid website “Chat” on the lower right side of the home-page.

OPTION 1: INDIVIDUAL VOLUNTEERING CAMPING OVERNIGHT (OR LONGER) cont.

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 & OH&S Safety Briefing 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 work program, return tools & store neatly in trailer, & 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 BlazeAid Camp Co-ordinators
 - The BlazeAid Team Leaders

OPTION 2. ONE DAY ONLY – INDIVIDUAL 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 and OH&S Safety briefing 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 damaged wiring
 - Helping remove the piles of damaged 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

OPTION 2. ONE DAY ONLY – INDIVIDUAL VOLUNTEERING with BlazeAid cont.

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

RESPONSIBILITIES:

Individual Volunteers will be required to:

- Connect with the Camp Co-Ordinator at least 48hrs prior to arriving for the working program
- Individual Volunteers are to maintain mobile phone contact with the BlazeAid Team Leader & Co-ordinator to ensure they are informed of any changes / emergencies
- Volunteers wishing to work on the fencelines must ensure they are medically fit to participate in outdoor manual labour tasks.

PERSONAL GEAR:

- BYO snacks & lunch
- Water bottle
- Personal medication
- Sunscreen, insect repellent

CLOTHING:

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

BlazeAid is a low alcohol environment, smoking and vaping in designated areas only

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

Safety/Risk disclaimer:

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

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Or via the **BlazeAid website “Chat”** on the lower right side of the home-page. Please type in your Question after you have pressed “I have a Question”.

OPTION 2. ONE DAY ONLY – INDIVIDUAL VOLUNTEERING with BlazeAid cont.

DAILY PROGRAM (example only):

- 8am: Volunteers arrive at the designated location as pre-arranged with the Camp Co-ordinator, with everyone wearing appropriate clothing, shoes, etc.
- 8:10am: BlazeAid Team Leader to present Muster talk and OH&S Safety briefing to explain the OH&S standards, and 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 their own lunches and snacks.
 - BlazeAid to supply drinking water
- 3-4pm: Individual Volunteers complete the working program, return all tools and store neatly in to the trailers & then 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 BlazeAid Camp Co-ordinators
 - The BlazeAid Team Leaders

