



## 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.

### 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](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 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](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

**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 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 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.**

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

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  - 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