Rights and Responsibilities

Groups of people who work closely together will encounter difficulties from time to time. Setting out clear rights and responsibilities from the beginning can help prevent problems from arising, and ensure that problems are worked out fairly if they do. There are policies and procedures to help protect the rights of both parties, such as HWC Anti-discrimination and Work Place Health and Safety policies.

Volunteers have the responsibility to:

- Examine their motives and be sure that they match the volunteer job description.
- Understand and abide by the purpose, philosophy, rules and guidelines of the organisation.
- Be loyal to the organisation.
- Be willing to train for the job and participate in ongoing training when offered.
- Accept support and supervision.
- Participate in planning and feedback regarding the role.
- Be reliable and punctual.
- Maintain confidentiality in relation to any information pertaining to HWC disclosed to volunteers in the course of their duties.
- Be willing to undergo police checks and personal history checks.
- NOTE: All volunteers must complete a Working With Children Check

Volunteer Support Services:

- **Training & Orientation** - Volunteers receive orientation as well as mandatory and elective training to provide them with the information and skills necessary to perform their position effectively and safely.
- **Resources & Materials** - Access to all information and resources relevant & necessary for the performance of their position.
- **Insurance** - HWC has comprehensive insurance, which covers visitors, staff and volunteers.

For more information about volunteering at the Hunter Wetlands Centre, contact reception between 9am & 4pm Monday to Friday:

Ph: 4951 6466 or email: volunteering@wetlands.org.au
Role of Volunteers

It is recognised that volunteer involvement is vital to the achievement of HWCA’s objectives as they provide valuable contributions through their diversity of skills, knowledge and abilities, foster community ownership, participation, understanding and environmental stability.

Definition of a Centre Volunteer

A Centre Volunteer is trained and recognised by the HWCA as a community member who contributes their valuable time and resources of their own free will and without monetary reward to the Centre’s vision and objectives. They are representatives of HWCA and are therefore bound by a HWCA Code of Conduct and it is necessary that each volunteer sign any information, WH&S and Job Description form before commencement of duties.

Activities and Events at the Hunter Wetlands Centre

HWCA offers visitors a range of experiences. Meetings and conferences can be catered for in our meeting rooms, conference room, theatre or new state of the art education centre. Groups can be provided with a tailored itinerary, including guided tours. Accessible features include a ramped entry, pathways and accessible toilet facilities. A lift is currently being installed.

Walking opportunities include short walks around the Sensory Trail to the Ponds Walk, taking in the Egret tower; the Water Ribbons Swamp and around the Paperbark Swamp, or to the outdoor class room where remnant coastal rainforest is being restored by volunteers on site. BBQ and picnic sites offer opportunities for a leisurely and relaxed wetlands experience.

Ironbark Creek and Hexham Swamp can be explored in our two and three person canoes. Venture up the canoe trail excavated to link the site with natural waterways, now developing the appearance of a typical NSW tidal coastal creek, with regenerating mangroves and a border shoreline of salt-tolerant casuarinas.

The Egret Tower provides a unique window onto wetlands life. A haven for wetland birds, in the summer months over 1,000 nesting egrets provide a spectacular display, while in winter months their roosts are occupied by herons and ibis.

Activities and Events at the Wetlands provide a great introduction. Programs with a focus are guided walks for groups, Breakfast with the Birds or Spotlight Prowl for those more adventurous people curious to see what happens after dark at the wetlands. Children’s Birthday Parties are held in high esteem by children and parents alike and are unbeatable value.

In addition, a number of special programs are held throughout the year, including Easter Bunny Adventures and school holiday activities.

HWCA maintains a close relationship with many of the educational organisations in the Hunter Region, including TAFEs & the University of Newcastle with students undertaking work experience and wetlands research.

The Wetlander newsletter is published twice a year. It is a newsletter on activities of the Centre and also carries out an educational function.

Funds to help the operation of the centre come from Sponsorship, Grants, Donations and Membership.

Membership can be obtained for $10 per person

Please refer to www.wetlands.org.au for more details.

Roles of the Volunteer Program

The Volunteer Program will:
- Provide enhanced community environmental learning experience for HWCA users through skilled and dedicated volunteer services.
- Create and maintain strong links between the HWC and their local community.
- Protect and enhance biodiversity in HWCA natural areas through ongoing flora and fauna management projects in the Centre.
- Foster personal fulfilment and development, and provide opportunities for enjoyment through social interaction and engagement based on a shared love and commitment to the environment.

Volunteer Activities

Volunteers are involved in a number of activities conducted by HWC at the discretion of the Volunteer Coordinator and include:

- Bush Regeneration
- Reception
- Building/Grounds
- Maintenance
- Weekend Reception
- Landcare
- Clerical
- Nursery
- School Holiday Programs
- Mowing
- One-off Events (e.g. expo’s)
- Animal Handling
- Fundraising
- Canoe & Guiding activities
- Birthday Parties
- Cleaning
- Marketing
- Offsite Promotion

Memberships can be obtained for $10 per person

Please refer to www.wetlands.org.au for more details.