



Excursion Management Plan

Name of your organisation	Department of Fisheries
Location/Contact Details	
Physical Address	39 Northside Drive, Hillarys, WA 6025
Phone Number	(08) 9203 0112
Fax Number	(08) 9203 0347
Email Address	nmdc@fish.wa.gov.au
Website Address	http://www.nmdc.com.au/education-activities/metropolitan-school-excursions/
Contact Person	Education staff
Purpose of the Excursion	
<p>Education activities at the Department of Fisheries focus on Western Australia's unique and fragile aquatic environments and fisheries, human interaction with the aquatic environment and the science behind the management of our aquatic resources.</p> <p>Sustainability of the marine environment and our aquatic resources is a major theme that underpins all education activities delivered by the Department of Fisheries. Education activities address outcomes across the three strands of the Science learning area and may address outcomes in other learning areas also. Refer to our Teacher Guides for more detailed information.</p>	
Students' Capacity	
<p>A range of education activities are available at the Department of Fisheries to cater for students K – Tertiary. A list of our current activities and their age suitability is available on our website: http://www.nmdc.com.au/education-activities/metropolitan-school-excursions/.</p> <p>All visits to the Department of Fisheries are facilitated by one of our education staff. Activities are an hour in duration unless you have been otherwise advised. All activities are linked to the Australian Curriculum and sessions can be varied to meet the curriculum needs of particular groups.</p>	
Supervisory Team	
<p>It is the responsibility of the school to develop a supervisory team that meets their specific requirements in line with the expectations for supervision outlined in this document (<i>see Supervision Strategies</i>)</p> <p>The school supervisory team is asked to prepare students for an excursion to this venue using the briefing information provided within this document, and must accompany the students throughout the visit to actively monitor behaviour and intervene as necessary.</p> <p>Education staff and volunteers will lead, demonstrate, perform and present activities but will not undertake any role(s) in a supervisory context.</p>	

Supervision Strategies

It is the responsibility of the school to develop a supervisory team that meets their specific requirements in line with the expectations for supervision outlined below.

The school supervisory team must accompany the students throughout the visit to actively monitor behaviour and intervene as necessary. The ratios may vary according to the needs of your students. Please contact our education staff to discuss this as required. Please advise us prior to your visit if you have any students with special needs so we can attempt to maximise the benefit of their visit.

Age Group	Free of Charge Adult: Student supervision ratio
Kindergarten / Pre-primary	1:5
Year 1 – 3	1:5
Year 4 – 7	1:10
Year 8 - 12	1:10

Identification of Excursion Participants

It is the schools responsibility to choose a suitable method to identify students. As students may be sharing education spaces with other schools and general public, school uniforms are the easiest and best method for identifying your students.

A name badge template will be provided to primary schools with your confirmation package and can be downloaded from our website - <http://www.nmdc.com.au/education-activities/metropolitan-school-excursions/excursion-planning/>.

Communication Strategies

A communication strategy between students and school supervisory team is the responsibility of the school. Please ensure all students are aware of the communication strategies.

For activities occurring off-site (ie. at the nearby beach), the education staff member will have a mobile phone with them, however it is advisable that a staff member attending these activities is also carrying a mobile phone.

The teacher in charge may use the phone at the Licensing counter for urgent calls. If the school needs to contact their staff during an excursion, they may do so by contacting Licensing on (08) 9203 0348.

If you are visiting the Department of Fisheries as part of a camp, please ensure you leave a contact number for a staff member attending the camp, when you make your booking.

Should you need to contact the Department of Fisheries on the day of your excursion but prior to your arrival, please ring Licensing on (08) 9203 0348 to ensure your message is received.

Briefing Students and Supervisors

To ensure your excursion to the Department of Fisheries is a safe and enjoyable one, it is recommended that information in this document and the confirmation package is conveyed to students prior to their visit.

We recommend that supervising teachers visit the Department of Fisheries prior to their excursion to familiarise themselves with the environment and the format of their excursion. Please book an appointment time with our education staff to facilitate this visit.

A confirmation package will be emailed to the organising teacher once their booking has been received and they have had communication with the Department.

Upon arrival at the Department of Fisheries, our education staff who will be facilitating your visit will greet your group and direct you to either the foyer or 'Learning Laboratory' for an introductory session and housekeeping information for their visit. Large groups may be directed to the park directly opposite the Department on the northern side.

Transport Arrangements

Transport to and from the Department of Fisheries is the responsibility of the school. If your excursion involves a session at an offsite location transport to and from this facility also falls under the responsibility of the school (senior secondary classes only).

Buses are advised to drop students off at the south entrance to the building. Please note that the car park to the south of the building is fee-paying parking until midday. There are free car parking areas to the west, north and east of the building. If your bus is staying at the centre during your excursion, we advise they use the eastern car park. It is not essential that your bus does stay for the length of your visit.



Venue/Site for the Excursion

The Hillarys education program is incorporated within the Western Australian Fisheries and Marine Research Laboratories at Hillarys Boat Harbour.

The main areas include:

- **Scientific Trail** – see real scientists at work! Learn about the work of a fisheries scientist and view our aquariums.
- **Learning Laboratory** – participate in our scientific laboratory activities, just like a real scientist! If students are participating in activities in the Learning Laboratory, closed in footwear is required.

Department of Fisheries Facilities

Toilet facilities (including facilities for people with disabilities) are marked on the floor plan.

We encourage teachers to visit the Department of Fisheries prior to their excursion to familiarise themselves with the environment and discuss with our education staff how their excursion will run on the day (please note – this is particularly important if you are bringing multiple classes). We do advise that you make an appointment to see an education staff member to ensure there is someone available to speak to you.

Outdoor Venues

Some activities may take place at nearby **Hillarys Beach** (north of Northside Drive, walking distance from the Department of Fisheries). If you do not wish to take your students to the beach, please advise our education staff when you make your booking. Whilst students are not permitted to enter the water during these activities, a high level of supervision is required.

Beach wheelchairs are available for hire through the City of Joondalup. It is the school's responsibility to organise the hire of such equipment.

Other activities take place on the jetty within **Hillarys Boat Harbour**. This is a shallow closed body of water. Supervision is important in this area.

Senior Secondary activities may take place offsite – either at Cottesloe Reef (south of Cottesloe Beach) or Mettams Pool. Students will be wading in the water during these activities, and it is the school's responsibility to ensure that supervisory staff with the appropriate qualifications are in attendance.

External Providers

Current Accreditations and Qualifications:

Education staff hold tertiary qualifications in either science and/or education and are experienced environmental educators.

Clearances:

Education staff and volunteers assisting with school visits hold Federal Police Clearance and Working with Children Checks.

Insurance Cover for Excursions

Public Liability Insurance:

Insurer: RiskCover

Amount: \$300 000 000

A copy of the certificate of currency is available on our website - <http://www.nmdc.com.au/education-activities/metropolitan-school-excursions/excursion-planning/>

Emergency Response Planning

The Western Australian Marine and Fisheries Research Laboratories have a comprehensive emergency response plan in place.

This plan includes:

- An emergency evacuation signal linked directly to the fire department
- Trained wardens responsible for clearing all public zones
- Evacuation routes which lead to a safe assembly area
- Clearly marked exits and fire hydrant locations
- Regular evacuation drills

In the event of an emergency, all staff, assistants and students should follow the direction of their education staff member.

In the case of an emergency evacuation, unless directed otherwise, all visitors will assemble in the car park located on the north-eastern corner of the building. Teachers should take their roll call once in the assembly area and immediately alert education staff if there are any students, teachers, assistants or parents missing.

Teachers should have a list of participating students, contact telephone numbers, and student medical information. Education staff should be informed of any students with special needs or medical conditions, in particular, any reactions to salt water (sea water).

Detailed Cost of Excursion

Activity costs are provided to you in your confirmation letter. All costs are inclusive of GST.

Payment may be made on the day of your excursion, or an invoice may be sent to your school for payment after your excursion. Please note invoices may only be paid by credit card or cheque. Direct debit is not available.

Other Relevant Details

Contacting the Department of Fisheries on the day of your excursion

Should you need to contact the NMDC on the day of your excursion, please use the licensing contact number – **9203 0348**. Please note – education staff will not be at their desks and your message will not be received until after your excursion has happened.

Arrival & Departure Times

We advise that you arrive around 5 minutes prior to your excursion start time to allow children time to get settled and use the facilities if required.

Please note, if you do arrive well before your excursion time, your excursion may not begin early, as education staff may still be attending to another group, or preparing resources for your activities.

Should you need to leave earlier than discussed in your original booking, please advise us as soon as possible. It is also advisable to confirm your excursion finish time with the education staff member appointed to group on the day of your visit.

Lunches & School bags

Should you wish to have lunch at the Department of Fisheries, you are welcome to use our courtyard area, adjacent to Flinders Coffee Shop.

Please note: If you intend to allow your students to utilise the café for lunch, we ask that you please notify the café directly to advise them of this so they can ensure food is prepared in a timely manner. Flinders Coffee Shop can be contacted on 9246 7044. It is also advisable to advise the booking staff so we can allow suitable time for your lunch break.

Alternatively, we are conveniently located opposite Whitfords Nodes Park (weather permitting). We recommend that large groups (more than one class) request students to bring their lunch in marked plastic bags that can be put into class tubs, rather than each student having a school bag.

School bags and/or lunches may be placed in the “Cod Spot” whilst students are engaged in their excursion.

Excursion materials

All materials for your excursion will be provided by the Department of Fisheries. Worksheets must be requested at the time of making your booking so that adequate time is scheduled for your visit to ensure completion.

Please contact the education staff for any further enquires about your excursion, facilities and areas used for activities.

Weather

In the event of inclement weather, or extreme heat, our activities have been developed so that the processing stage of the activity can be carried out indoors. Prior to your arrival, education staff will carry out fieldwork and the activity will be conducted in one of our indoor teaching areas. You will be notified of this arrangement on arrival.

Laboratory Sessions

If your visit includes a laboratory activity, please advise your students that in order to participate, they are required to wear **closed in shoes**.

Beach Walks:

If students are participating in a guided beach walk, they will collect items of interest along the way. Teachers/supervisors must accompany their group on the beach walk. Students are not permitted to enter the water. Please ensure that students have a water bottle, hat and have applied sunscreen. Appropriate footwear (not thongs) should be worn.

This information is valid until 31 January 2016

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