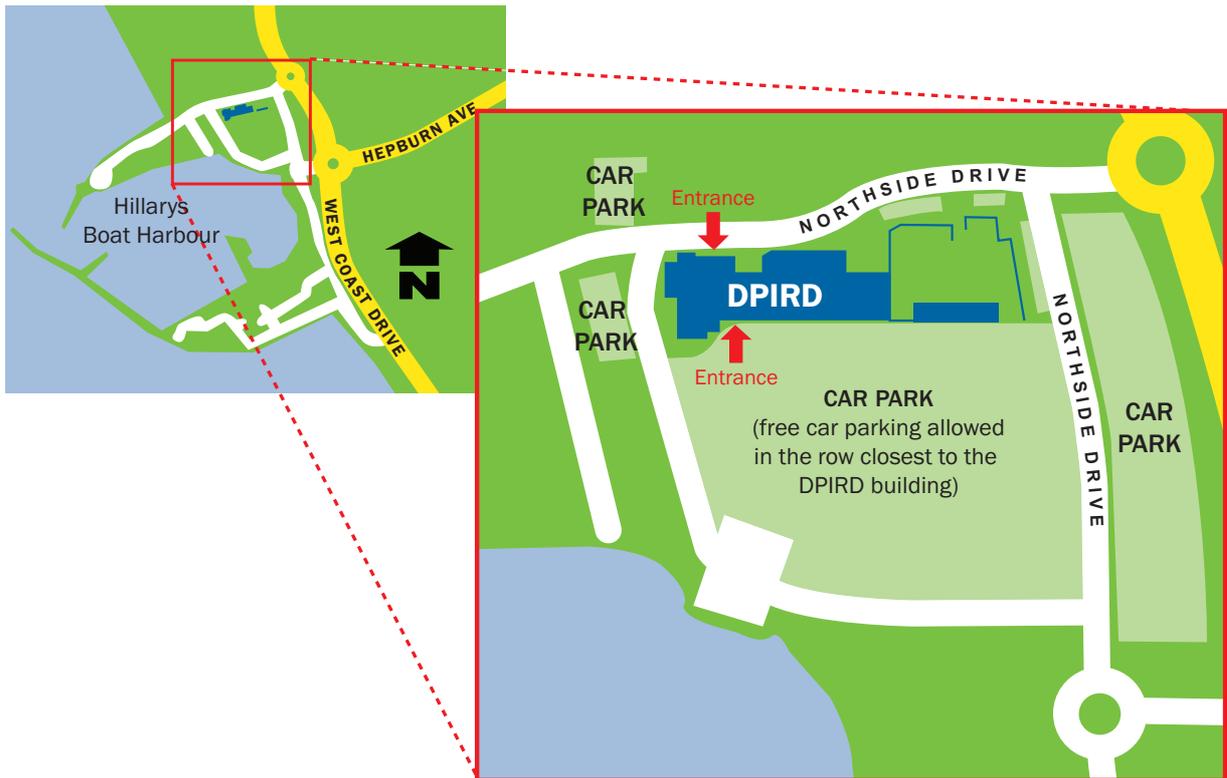




Excursion Management Plan

Name of your organisation	Department of Primary Industries and Regional Development Fisheries Community Education
Location/Contact Details	
Physical Address	39 Northside Drive, Hillarys, WA 6025
Phone Number	(08) 9203 0112
Email Address	education@fish.wa.gov.au
Website Address	http://marinewaters.fish.wa.gov.au/education-programs/



Fisheries

39 Northside Drive, Hillarys WA 6025

PO Box 20 North Beach 6920

Telephone (08) 9203 0111 education@fish.wa.gov.au

www.dpird.wa.gov.au

ABN: 18 951 343 745

Purpose of the Excursion

Education activities at the Department of Primary Industries and Regional Development (DPIRD) 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.

Sustainability of the marine environment and our aquatic resources is a major theme that underpins all of our education activities. 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.

Students' Capacity

A range of education activities are available at Fisheries to cater for students K – Tertiary. Details about our available activities and their suitability for your students phase of learning can be found in the [Metropolitan Fisheries Education Program](#).

All excursions are facilitated by Community & Education staff members. All activities are linked to the Western Australian Curriculum and sessions can be varied to meet the curriculum needs of particular groups.

Supervisory Team

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 (*see Supervision Strategies*).

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.

Education staff and volunteers will lead, demonstrate, perform and present activities but will not undertake any role(s) in a supervisory context.

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://marinewaters.fish.wa.gov.au/education-programs/metropolitan-region-program/>

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 (i.e. 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. Should you need to contact DPIRD on the day of your excursion, or if your school needs to contact staff whilst attending the excursion, **please ring Licensing on (08) 9203 0348 to ensure your message is received.**

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

Briefing Students and Supervisors

To ensure your excursion 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 DPIRD Hillarys facility 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, education staff who will be facilitating your visit will greet your group and direct you to either the classroom or laboratory for an introductory session and housekeeping information for their visit. Large groups (> 60 students) may be directed to the park directly opposite the Department on the northern side.

Transport Arrangements

Transport to and from Hillarys 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.

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.

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:

- **Learning Laboratory** – participate in our scientific laboratory activities, just like a real scientist! Students participating in activities in the Learning Laboratory are required to wear closed in footwear.
- **Education classroom** – junior school classes and concurrent activities may be held in our classroom.

Facilities

We encourage teachers to visit the DPIRD Hillarys facility 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). 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.

Offsite venues

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. You will be advised during the booking and confirmation process if this applies to your excursion booking.

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: \$600 000 000

A copy of the certificate of currency is available on our website -

<http://marinewaters.fish.wa.gov.au/education-programs/metropolitan-region-program/>

Emergency Response Planning

DPIRD has 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.

<http://marinewaters.fish.wa.gov.au/education-programs/metropolitan-region-program/>

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 DPIRD on the day of your excursion

Should you need to contact us on the day of your excursion, please use the licensing contact number – **9203 0348**. Education staff are unlikely to be available to speak to on their direct numbers on the day of your excursion.

Arrival & Departure Times

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

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

Students are welcome to utilise the courtyard area off the ground floor foyer during break times. Alternatively, we are conveniently located opposite Whitfords Nodes Park.

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 a secure space whilst students are engaged in their excursion.

*Please note - we do not have any café facilities on site.

Excursion materials

All materials for your excursion will be provided unless otherwise discussed during your booking.

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, most 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. If this is likely to affect your excursion, education staff will discuss with you prior to your excursion.

Laboratory Sessions

Students participating in laboratory activities are required to wear closed in footwear.

Beach Walks

Students participating in guided beach walks 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 2020

Website Document Disclaimer

The material on this website is provided for general information only, and on the understanding that the Department of Education is not providing advice or a recommendation about any of the services referred to on the website.

Material may include the views or recommendations of third parties, and does not necessarily reflect the views of the Department of Education, or indicate a commitment to a particular course of action or use of a particular provider.

This website contains information that is intended to simplify the means by which the school can identify an appropriate service provider. In addition, errors or omissions can occur in the preparation of websites. Therefore, before relying on the material, the user should independently verify its accuracy, completeness, relevance for their purposes and that it is up to date.

Before any action or decision is taken on the basis of the material on this website the user should obtain independent advice.

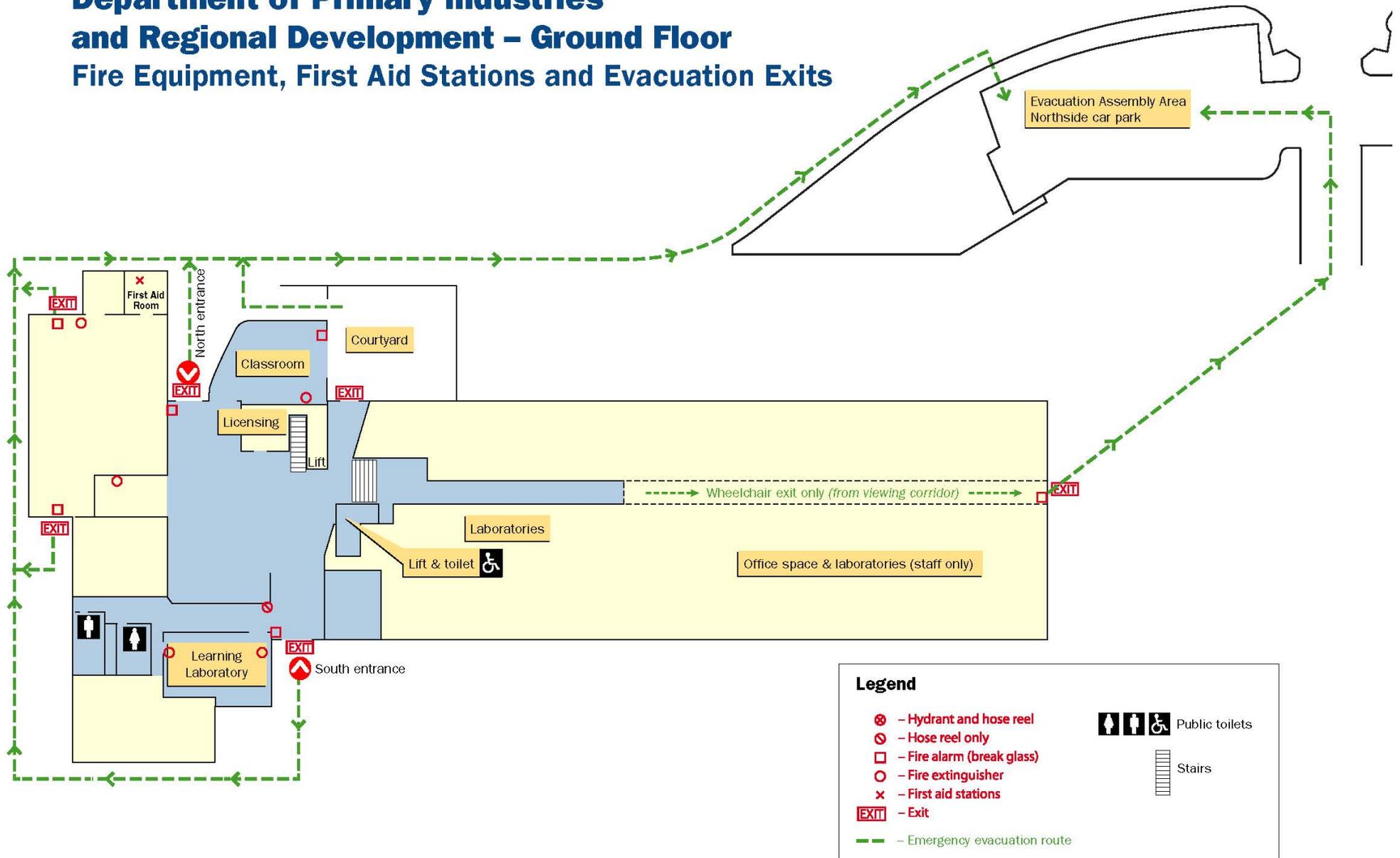
Links to other websites are provided for the user's convenience and do not constitute endorsement of material at those sites, or any associated organisations, product or service.

Website Document Copyright

The material contained on this website constitutes copyright of the Department of Education and is intended for your general use and information. You may download, display, print and reproduce this material in altered form only, (retaining this notice, and any headings or footers) for your personal, non-commercial use within your organisation. You may distribute any copies of downloaded material in unilateral, complete form only, retaining this notice and any heading and footers. All other rights are reserved.

Department of Primary Industries and Regional Development – Ground Floor

Fire Equipment, First Aid Stations and Evacuation Exits



Legend

- ⊗ - Hydrant and hose reel
- ⊙ - Hose reel only
- - Fire alarm (break glass)
- - Fire extinguisher
- x - First aid stations
- EXIT - Exit
- - Emergency evacuation route

- ♿ - Public toilets
- Stairs