



Department of
Primary Industries and
Regional Development

Department of Primary Industries and Regional Development Fisheries Community Education Excursion Management Plan

Organisation Details

Western Australian Fisheries and Marine Research Laboratories (WAFMRL)

39 Northside Drive, Hillarys, WA 6025

(08) 9203 0112

Fish_Education@dpird.wa.gov.au

<https://marinewaters.fish.wa.gov.au>



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. Our education program engages students in hands-on, inquiry-based learning activities linked to the Western Australian Curriculum. Activities address outcomes across the three strands of the Science learning area and may address outcomes in other learning areas. Teacher resources and opportunities for self-guided learning are available on the Marine Waters website marinewaters.fish.wa.gov.au.

Students' Capacity

A range of Fisheries education activities to cater for students Year 1 – Tertiary. Details about our activities at Hillarys and their suitability for your students phase of learning can be found in the [Fisheries Education Program](#). Bookings are required for all school visits and fees apply.

All excursions are facilitated by our 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. If you have students with a medical condition, disability or cultural requirements, please inform our Community Education staff member when making your booking. They will advise you on the suitability of activities and tailor the excursion to best meet your student's needs where possible.

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 must accompany the students throughout the visit to actively monitor their physical wellbeing and behaviour and intervene as necessary.

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

Supervision Strategies

The development of appropriate supervision strategies is the responsibility of individual schools. The school supervisory team must accompany the students throughout the visit. Your group may be divided into smaller groups. Your DPIRD Community Education staff member will advise how many groups dependent on the specifics of your booking.

As per the Department of Education's Excursion: Off School-site Activities Policy, the minimum requirement for supervision is:

- ONE teacher/adult for every SIX Pre-primary to Year 3 students.
- ONE teacher/adult for every FIFTEEN Year 4 to Year 12 students.
- The required ratio of adults to students varies according to the type of excursion and activities.

First aid is the responsibility of the school supervisory team. In cases of emergency, or where assistance is required, Community Education Officers and other DPIRD staff on site have current first aid qualifications.

Identification of Excursion Participants

It is the school's responsibility to choose a suitable method to identify participating 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 can be provided to primary schools with your confirmation package or can be downloaded from our website - [Name tags](#).

Communication Strategies

A communication strategy between students and the 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 DPIRD Community Education staff member will have a mobile phone with them, however it is advisable that a school staff member attending these activities is also carrying a mobile phone. *Please make sure you have provided Community Education staff with a contact number for the day of the excursion.*

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 supervisory staff and students to prepare them for an excursion to this venue.

We suggest that supervising teachers familiarise themselves with the environment and the format of their excursion to the DPIRD Hillarys facility prior to their excursion. Please contact our education staff if you have any questions. This is particularly important if you are bringing multiple classes.

Upon arrival, please meet outside the south entrance to the building and education staff will greet your group and direct you to either the classroom or laboratory for an introductory session and housekeeping information. Large groups (> 60 students) may be directed to the park directly opposite the WAFMRL building 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, except for in the row closest to the building where free parking is permitted all day. If your bus is staying at the facility during your excursion, we advise they use the eastern car park.

Volunteers and supervisory staff travelling separately can park in free car parking areas to the south, west, north and east of the building.

Venue/Site for the Excursion

The Metropolitan Fisheries Education program is delivered at the Western Australian Fisheries and Marine Research Laboratories at Hillarys Boat Harbour.

The main areas at the Hillarys facilities include:

- Learning Laboratory
- Education classroom

Outdoor Venues

Some of our activities take place at nearby **Hillarys Beach** (walking distance immediately north of Northside Drive). Whilst this is a dry, on-beach activity, a high level of supervision is required.

Beach wheelchairs: If beach wheelchairs are required, it is the school's responsibility to organise the hire of such equipment.

Some 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 at other metropolitan locations - either 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. If you have booked a Reef Transect activity, you will receive additional information during the booking and confirmation process.

External Providers

Current Accreditations and Qualifications:

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

Clearances:

DPIRD Community Education staff and volunteers assisting with school visits hold current Working with Children Checks. Copies of these can be provided on request.

We appreciate the opportunity to use photos from excursions on our website, social media and in information brochures. Permissions are required by a parent or legal guardian for us to publish student images.

Insurance Cover for Excursions

Public Liability Insurance:

Insurer: RiskCover

Amount: \$600 million

A copy of the certificate of currency is available on request, and will be supplied with booking confirmation.

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 visiting staff, volunteers and students should follow the direction of their Community 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 Community Education staff if there are any students, teachers, assistants or parents missing. Please see the Emergency Evacuation Plan at the end of this document.

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

COVID Safety Protocols

Some of our activities may be amended to reduce any risks to our visitors and staff. You will be notified if this affects one of your activities. Please follow our COVID safety guidelines:

- All students, teachers and parent helpers who are exhibiting flu like symptoms or are feeling unwell should not attend the excursion.
- On arrival, please assemble outside the building and a staff member will greet you there.
- Ensure students and supervisors practise good hygiene and appropriate physical distancing.
- All visitors, including students will be asked to wash their hands or apply hand sanitiser upon entering and leaving the facility.
- Drink fountains are to be used only for filling up water bottles.
- All visitors to the facility are required to sign in using the Safe WA app or physical contact registers.
- Schools are required to maintain a register of all students and supervisors in attendance.

Further information is contained within our COVID Safety Plan that will be available on-site or upon request.

Detailed Cost of Excursion

All activity costs are inclusive of GST and are provided in your confirmation letter. A minimum charge per group is applicable where numbers fall below the limit of 10 students.

An invoice will be sent to your school prior to the excursion. Please note invoices can only be paid by credit card or cheque. Direct debit is not available. Payment is due within 21 days.

Other Relevant Details

Students are welcome to utilise our 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 containers/bags that can be put into class tubs, rather than each student having a school bag.

School bags and/or lunches can 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.

Laboratory Sessions

Students participating in aquaculture and 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.

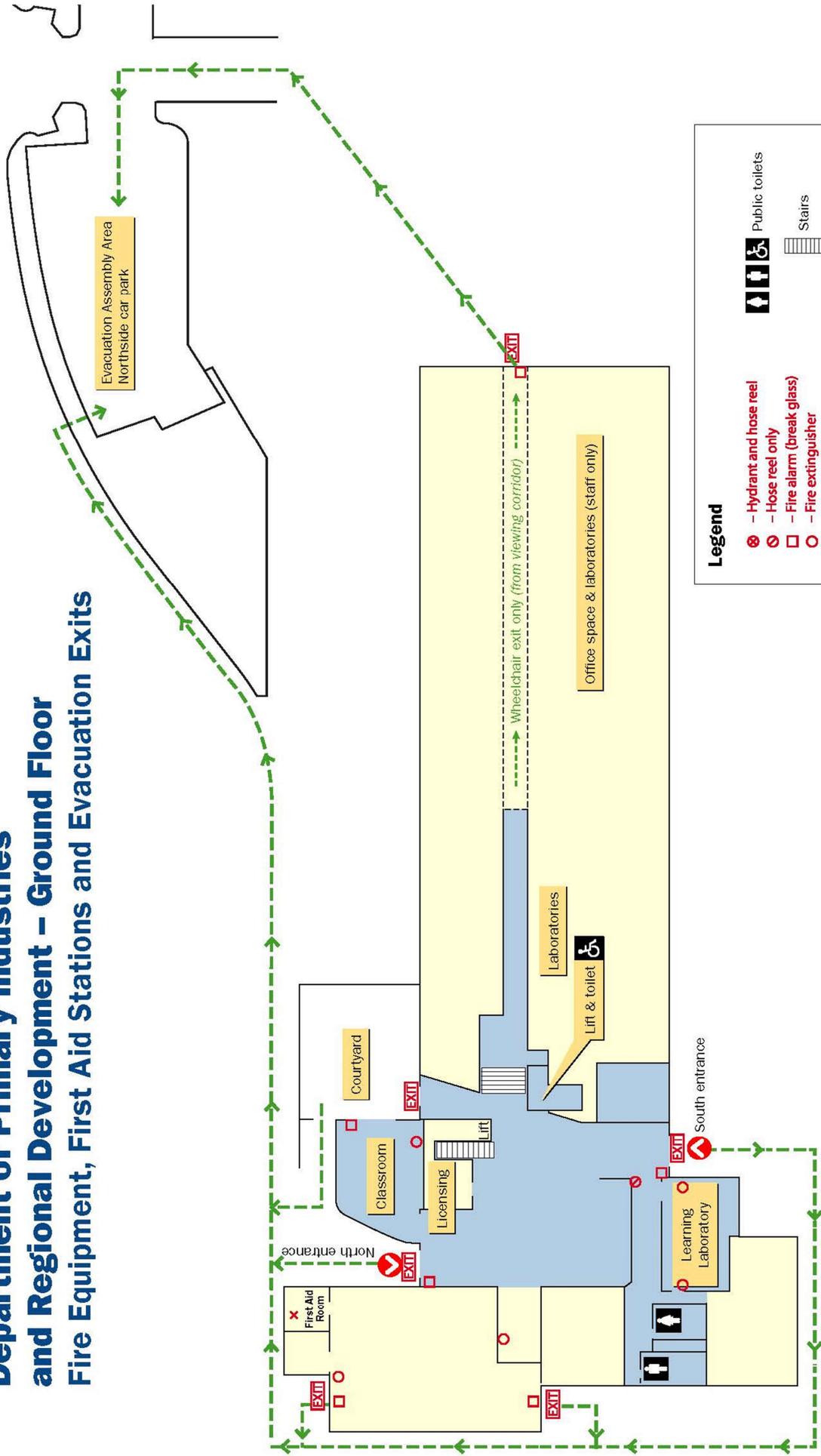
Weather

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 visit.

This information is valid from 29/04/2021

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
- ⊗ – First aid stations
- EXIT – Exit
- – Emergency evacuation route
- ♿ – Public toilets
- ▬ – Stairs