



Excursion Management Plan

Come and experience a range of hands-on and fun learning activities that will take you into the depths of our amazing oceans, beneath the surface of our estuaries, along our freshwater rivers and lakes, and behind the scenes of aquatic science as it unfolds.

Physical Address: 39 Northside Drive,
Hillarys, WA 6025

Postal Address: PO Box 20
North Beach WA 6920

Phone Number: (08) 9203 0339 (NMDC Gift Shop)

School Bookings: (08) 9203 0112

Fax Number: (08) 9203 0347

Email Address: nmdc@fish.wa.gov.au

Website Address: <http://www.nmdc.com.au>

Contact Person: Education staff

Purpose of the Excursion

The award-winning education team at the Naturaliste Marine Discovery Centre (NMDC) develop and deliver learning programs about Western Australia's unique and fragile aquatic environments, our fisheries, the science that underpins management and how to fish and live sustainably.

Sustainability is a major theme that underpins all of the education activities conducted by the Department of Fisheries. Programs and activities address outcomes in the learning areas of Science and Society & Environment, however will also cover outcomes in the other learning areas.

Environment

The NMDC is a public education facility incorporated within the Western Australian Fisheries and Marine Research Laboratories at Hillarys Boat Harbour.

The main areas include:

- ❑ **NMDC Exhibition Hall** – experience the Western Australian marine environment through a range of display panels, multimedia and interactive elements.
- ❑ **Scientific Trail** – see real scientists at work! Learn about the work of a fisheries scientist and view our aquariums.
- ❑ **Rock Pool** – get up close and personal with some live animals!
- ❑ **Learning Laboratory** – participate in our scientific laboratory activities, just like a real scientist!

NMDC Facilities

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

A copy of the NMDC floor plan is included in your confirmation package.

All public viewing areas are accessible to wheelchairs. Please advise us if you have wheelchairs in your group, when you make your booking.

We encourage teachers to visit the NMDC 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 a nearby beach. If you do not wish to take your students to the beach, please advise our education staff when you make your booking. Activities occurring at the beach require a high level of supervision.

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.

Transport

Transport to and from the NMDC is the responsibility of the school. If your excursion involves a session at our Watermans facility, 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. It is not essential that your bus does stay for the length of your visit.



Students' Capacity

A range of education activities are available at the NMDC to cater for students K – Tertiary. A list of our current activities and their age suitability is available on our website: www.nmdc.com.au. Email us at nmdc@fish.wa.gov.au to request a teacher information pack be sent to your school.

All visits to the NMDC are facilitated by one of our education staff. Each activity is generally one hour in length, unless you have been otherwise advised. Activities at the NMDC have Curriculum links to both Science and Society and Environment learning areas. Sessions can be varied to meet the curriculum needs of particular groups.

Supervisor/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.

External Provider Information

Clearances:

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

Current Accreditations and Qualifications:

Education staff hold a variety of tertiary qualifications including science and education and are experienced environmental educators.

Public Liability Insurance:

Insurer: RiskCover

Amount: \$250 000 000

A copy of the certificate of currency may be obtained by phoning the NMDC on (08) 9203 0112.

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 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

It is strongly suggested that students in K – 7 are allocated to groups with a supervising adult as per these ratios.

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 tag template will be provided to primary schools with your confirmation package.

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 Discovery Centre Gift Shop for urgent calls. If the school needs to contact their staff during an excursion, they may do so by contacting the NMDC Gift Shop on (08) 9203 0339.

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

Emergency Response Plan

The NMDC as part of the Western Australian Marine and Fisheries Research Laboratories 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 at the north side 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.

It is imperative that groups that are inside the Exhibition Hall &/or Rock Pool Room do not try to exit through the main entrance of the Exhibition Hall. They will be directed through the emergency exits located within the exhibition hall.

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).

Briefing Students and Supervisors

To ensure your excursion to the NMDC 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 NMDC prior to their excursion to familiarise themselves with the environment and the format of their excursion. (If you would like to speak to one of our education staff during your pre-excursion visit, please book an appointment time to ensure someone will be available to see you.)

The confirmation package will be sent (via email, fax or post) to the organising teacher once their booking has been received and they have had communication with the discovery centre.

Please remind students that they may be sharing the discovery centre with other school groups and members of the general public so appropriate behaviour is expected to ensure an enjoyable experience for all visitors.

Upon arrival at the NMDC education staff members who will be facilitating your visit will greet your group and direct you to either the 'Greeting Area' or 'Learning Laboratory' for an introductory session and housekeeping information for their visit.

Other Relevant Details

Contacting the Naturaliste Marine Discovery Centre on the day of your excursion

Should you need to contact the discovery centre on the day of your excursion, please use the Gift Shop contact number – **9203 0339**.

Arrival & Departure Times

Your excursion start and finish times are outlined above, in your confirmation letter. We advise that you arrive around 5-10 minutes before this 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 will not begin early, as education staff may still be attending to another group.

Should you need to leave earlier than discussed in your original booking, please advise the NMDC 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 NMDC, 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. 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 "Greeting Area" whilst students are engaged in their excursion.

Excursion materials

All materials for your excursion (if required), including worksheet (if requested when booking your excursion), pencils and clipboards will be provided.

Please contact the education staff at the NMDC 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 should be worn.

Teacher organised activities:

Large groups may work on through activities concurrently on a rotational basis. If this itinerary has been suggested to your visiting group, supervising teachers should plan an activity to last for an hour for their class, usually outdoors – in the park or on the beach. Teachers planning for such an activity in the past have completed sporting activities in the park, drawing the environment in the park or on the beach and beach walking. In the event of inclement weather, the "Greeting Area" will be made available for this class. If your excursion falls in a period where inclement weather may be

experienced, teachers should plan for both an outdoor and indoor activity. The “Greeting Area” does not have desks, however clipboards, colouring-in sheets and crosswords can be made available if arranged prior to the day of your excursion.

This information is valid as of February 2012.

Legend



Artwork

Touchscreen

Pearl Diver Interactive

Creature Calculator

Rock Lobster Interactive

Shark Hologram

Marron Interactive

Theatrette

