

# Wanneroo Regional Museum

## EXCURSION MANAGEMENT PLAN



### Ground Floor, Wanneroo Library and Cultural Centre 3 Rocca Way, Wanneroo

If you require any further information or would like to discuss program details, please contact:

Heritage Education

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POSTAL ADDRESS: CITY OF WANNEROO, LOCKED BAG 1, WANNEROO WA 6946

# EXCURSION MANAGEMENT PLAN

## Purpose of the excursion

A visit to the Wanneroo Regional Museum prompts students to reflect upon the people, places, and circumstances that have impacted on the growth and development of the Wanneroo community.

They find out about the significance of the Aboriginal history of the area and how early European settlement led Wanneroo to become a renowned farming and market garden district. At one point, Wanneroo was the bacon and milk capital of Perth with dairy, pig and poultry farming being important occupations in the area as well as timber cutting and lime making.

Students will also see how the names of the suburbs in the Wanneroo area reflect the local Aboriginal and European history. Students also develop investigation and research skills, and build up a vocabulary of key words related to the role of museums and heritage. All of our programs are closely linked to the West Australian HASS Curriculum.



The museum features nearly 300 objects and historic photographs to interpret how life in Wanneroo has evolved.

View a rare 'buka' believed to be the only kangaroo skin cloak on display in WA outside of the Western Australian Museum, marvel at the priceless old road roller used to help build Wanneroo Road, spend time in an old Marmion beach shack and try out your surfing technique, pop inside an old wooden red phone box, see local inventions and equipment used to cultivate the land.

Enjoy a moment sitting in a 'seat of power' used by Wanneroo pioneers who were part of the first local government of the area.

Our program sessions run morning and afternoon, from 9.30am to 11.30am, and from 12.15pm to 2.00pm. Please ensure you arrive in good time as activities commence promptly. Teachers and parent helpers are requested to ensure students are well supervised and to encourage best behavior and manners of the students during their time at the Wanneroo Regional Museum.





## Pre-excursion preparation

Please arrange for the bus to drop students off **10 minutes prior to the commencement of your program booking.**

Please have your class organised into 6 groups, with one parent helper per group. This is required for the heritage activities that students participate in following the whole-group introduction.

Please advise our education officers if you have any students with special needs prior to your visit so that we can modify the heritage activities to suit their needs where possible in order to increase their interaction and enjoyment.

### TRANSPORT REMAINS THE RESPONSIBILITY OF THE VISITING SCHOOL.

**Bus Drop-off:** Buses are permitted to use the Transperth bus bay located on Dundobar Road as a temporary drop-off or pick-up point for students using the WLCC.

**Free Parking:** Is available for buses and cars north of Wanneroo Tavern (see map attached). Enter via Dundobar Road or Conlan Avenue.

No time restrictions apply in this area.

**Public Transport:** For details on best public transport options please contact Transperth on 13 62 13 or [www.transperth.wa.gov.au](http://www.transperth.wa.gov.au)

## School supervisor team

### TEACHER & PARENT HELPERS

**The school supervisory team must accompany students throughout the excursion.** The teacher and parent helpers actively monitor behaviour and intervene as necessary to ensure the safety of the group. City of Wanneroo staff will lead, demonstrate, and present activities, but are not responsible for the supervision of students. During the recess break, teachers and parent helpers are responsible for the direct supervision of students.

## Eating & drinking areas

**EATING AND DRINKING IS NOT PERMITTED IN THE MUSEUM.**

An inside eating area is available within the WLCC complex. Groups can also eat lunch on the lawn area outside the Wanneroo Civic Centre in the uncovered amphitheatre which is a 3 minute walk from the WLCC. City of Wanneroo staff can escort you to the space if you are unsure where it is located.

Café Elixir on the ground floor of the WLCC building, can provide takeaway coffees and food for the adults in your group. We recommend that orders are placed prior to the morning tea break as it can take up to 15 minutes for refreshments to be made when the Café is busy.

## On the day of the excursion

- Please bring with you a first aid kit and a mobile phone.
- As there are **no drink fountains in the WLCC**, students should bring water bottles. Water bottles and hats can be stored in the tubs provided in the Great Court.
- It is preferable to leave student bags at school as there is no secure storage for them. We recommend that student morning teas, lunches and drinks be brought in large tubs which can be placed under the stairwell in the Great Court until required.
- On arrival, a whole-group safety briefing and a Museum introduction activity will occur before dividing up into small groups to commence hands-on activities. Students will be engaged in a number of museum activities before breaking for recess.
- Morning sessions will include a recess break of approximately 20 minutes. This is to be supervised by the class teacher and parent helpers. After recess, students continue on with the museum activities until 11.30am when the program concludes.



## Emergency Response Plan

The Museum and WLCC have a documented Emergency Procedure that is available upon request. Teachers can increase safety by always ensuring that they meet the supervision requirements and by strongly encouraging students to stay in their groups with their adult supervisors.

The Museum is equipped with an Emergency Warning System. An oscillating whoop-whoop-whoop sound and recorded voice instructions will indicate an evacuation is underway.

In the event of an emergency the class teacher and other members of the school supervisory team remain responsible for the care, supervision and well-being of students. WLCC staff wearing bright yellow or red hard hats will direct members of the school supervisory team.

If evacuation is essential all visitors will be assembled at the Emergency Assembly Point located at the rear (east) of the WLCC building or another designated safe area. Teachers will need to do a roll call and must immediately notify Museum staff if any students are missing.

While a number of Museum and WLCC staff have First Aid training, it is the responsibility of the school to provide basic first aid to the students. Our staff will assist if possible.

### External Provider Information

#### WORKING WITH CHILDREN CLEARANCES

City of Wanneroo employees and museum volunteers who work with school groups all possess a current Working With Children Check.

#### PUBLIC LIABILITY INSURANCE

The City of Wanneroo is a public entity and is insured by Local Government Insurances. Public liability policy is for \$100 million and the policy number is 000149. This amount exceeds the Education Department of Western Australia's public liability requirements. A Certificate of Currency is available from the City's website [wanneroo.wa.gov.au](http://wanneroo.wa.gov.au)

CITY OF WANNEROO ABN - 64 295 981 165

## ACCESSIBILITY

**Drop off area:** there is a bus bay adjacent to the Dundobar Road entrance and two ACROD parking bays adjacent to the Rocca Way entrance.

**Entry:** WLCC and Museum entry via self-opening door. Lift and external ramp (Dundobar Road side) provide wheel chair access to Library and Gallery on level two.

**Access within WLCC:** this building is fully wheelchair accessible for visitors.

**Trained guide or assistance dogs:** visitors accompanied by a trained guide or assistance dog or a dog undergoing such training are welcome in this site.

**Toilets:** one unisex accessible toilet is located on the ground floor next to the Museum entrance and on level two next to the Library.

**Baby change tables:** a fold down table is available in the ground floor and level two accessible toilet.

**Audio loops:** no hearing loops are currently available in the Museum. One program is taken in the Theatrette which does have an audio loop.

**Captioning:** video material in displays is not currently captioned.

**Audio guides:** no audio guides are currently available.



