

Excursion Management Plan

WA Museum Presents: *Dinosaur Discovery: Lost Creatures of the Cretaceous*

Location: Perth Convention and Exhibition Centre, 21 Mounts Bay Road
Phone: 1300 134 081
Email: education@museum.wa.gov.au
Website: museum.wa.gov.au/museums/offsite/dinosaur-discovery-lost-creatures-cretaceous
Contact: Customer Relations Officer

> Purpose of the Excursion

Dinosaur Discovery: Lost Creatures of the Cretaceous is a WA Museum exhibition showing at the Perth Convention and Exhibition Centre (PCEC).

The exhibition offers visitors a self-guided exploration of the Cretaceous period, filled with more than 23 life-size animatronic dinosaurs. These models are made to rigorous scientific specifications and inhabit an authentic prehistoric habitat with lifelike accuracy. Supported by informative text, digital interactives and a hands-on play and discovery zone, this exhibition offers both a fun and educational experience.

> Environment

The Perth Convention and Exhibition Centre (PCEC) is located at 21 Mounts Bay Road.

It can be accessed by car, train, bus, ferry, taxi or on foot.

24 hour paid parking is available directly under the Centre, providing direct access entry to PCEC during opening hours.

All public areas are wheelchair accessible. Courtesy wheelchairs are available from the Information Desk on Level 2 (subject to availability).

Universal Access Toilets are situated throughout the Centre.

Bag and lunch storage will be available in a holding area near the entrance of the exhibition. Please note that the area is not secured, and that other schools and the public will have access to this area.

Lunches may be eaten outside in the Level 2 'Summer Garden' in front of the cafe (next to the busport). In inclement weather, and space permitting, an indoor location will be made available through consultation with Exhibition Staff.

For further venue information visit the **PCEC website**.

> Transport

Transport remains the responsibility of the visiting school.

The PCEC is located in the heart of Perth city, adjacent to the Elizabeth Quay Busport and Elizabeth Quay Train Station.

For further information about getting to and from PCEC, visit **pcec.com.au/getting-to-pcec**

For all bus, train or ferry information, or to plan your journey, please contact Transperth on 13 62 13 or visit their website **transperth.wa.gov.au**

> **Students' Capacity**

Dinosaur Discovery: Lost Creatures of the Cretaceous caters for audiences from Kindergarten through to Year 12. The self-guided experience takes place within the PCEC and grounds. Visiting the exhibition provides students with an opportunity to engage with technical replicas, realistic models, digital interactives and supporting interpretive material. In addition to static exhibits, there are multimedia and tactile opportunities for engagement.

> **Supervisor/Supervisory Team**

It is a requirement to provide a supervisory team for WA Museum excursions. The school supervisory team must accompany students throughout the excursion, actively monitor behaviour and intervene as necessary.

Exhibition Staff members are located within the exhibition and while they will not undertake any role in a supervisory context, they will intervene where behaviour or activities put displays and/or the safety of individuals and other visitors at risk.

> **External Provider Information**

Clearances

WA Museum and Exhibition Staff all have a current Working with Children Check.

- It is a pre-employment requirement that staff of the Western Australian Museum provide a National Police Clearance.

Current Accreditations and Qualifications

- WA Museum Staff are experienced and professional practitioners with varying levels of experience and qualifications.
- Onsite staff include those with current senior first-aid certificates. A First-Aid kit is available both within the exhibition, and within the greater PCEC complex.

> **Supervision Strategies**

The WA Museum requires the following supervision ratios, with a mandatory minimum of 2 supervisors per school supervisory team:

- Years K-2, minimum 1 adult to 6 students
- Years 3-10, minimum 1 adult to 10 students
- Years 11-12, minimum 1 supervisor with the group.

It is compulsory that students in K-Year 10 are allocated to groups with a supervising adult for the duration of their visit to the Museum.

> **Identification of Excursion Participants**

Identification of excursion participants is the responsibility of the individual school. It can be helpful to staff if students are dressed in school uniform, for clear identification, and if the school supervisory team members wear a name badge.

Exhibition Staff and Volunteers wear a uniform and a name badge, and are located at the entry to the exhibition at all times, as well as within the exhibition space.

> **Communication Strategies**

Communication strategies between students and school supervisory team are the responsibility of the school. Please ensure everyone recognises the communication strategies. Please do not use whistles, two-way radios or mega-phones during your visit.

School supervisory teams are encouraged to bring a mobile telephone that they can be contacted on, and can use to call out during their site visit as necessary. Supervising teachers are asked to provide their mobile telephone number when booking their excursion. The PCEC is equipped with a public address system – please approach PCEC Staff if you require assistance.

Exhibition Staff are located throughout exhibition and are in contact with each other and the front entry via two-way radios.

> **Emergency Response Plan**

In the event of an emergency it is essential that all school visitors take directions from Exhibition Staff and PCEC Staff.

If an evacuation is essential, all visitors will be directed out of the exhibition and led to the closest emergency exit and assembled at a designated safe area. Teachers are required to do a roll call and must immediately notify PCEC Staff if any students are missing. It is suggested that school supervisory teams have access to a list of names of participating students, contact telephone numbers, student medical information and relevant health information of supervisors. It is the responsibility of the school to provide basic first aid to the students. PCEC or Exhibition Staff will assist if possible.

For further emergency response information for PCEC, check the Event Manual at spotless.com/pcec/plan-an-event/event-resources

> **Briefing Students and Supervisors**

You will receive a confirmation notice once you have made your booking. On the day of your excursion, please make yourself known to ticketing staff at the exhibition entry. They can assist you with entry and storage of any items you bring. School supervisory teams are encouraged to prepare students for the visit by outlining expected behaviour and learning outcomes.

> **Public Liability Insurance**

PCEC

- Insurer: XL Insurance Company SE (lead)
- Limit of Cover: \$10,000,000
- Public Liability Certificate of Currency (copy included on page 5 of this document)

Valid until 31 May 2018

**DINOSAUR DISCOVERY IS PROUDLY
SUPPORTED BY**

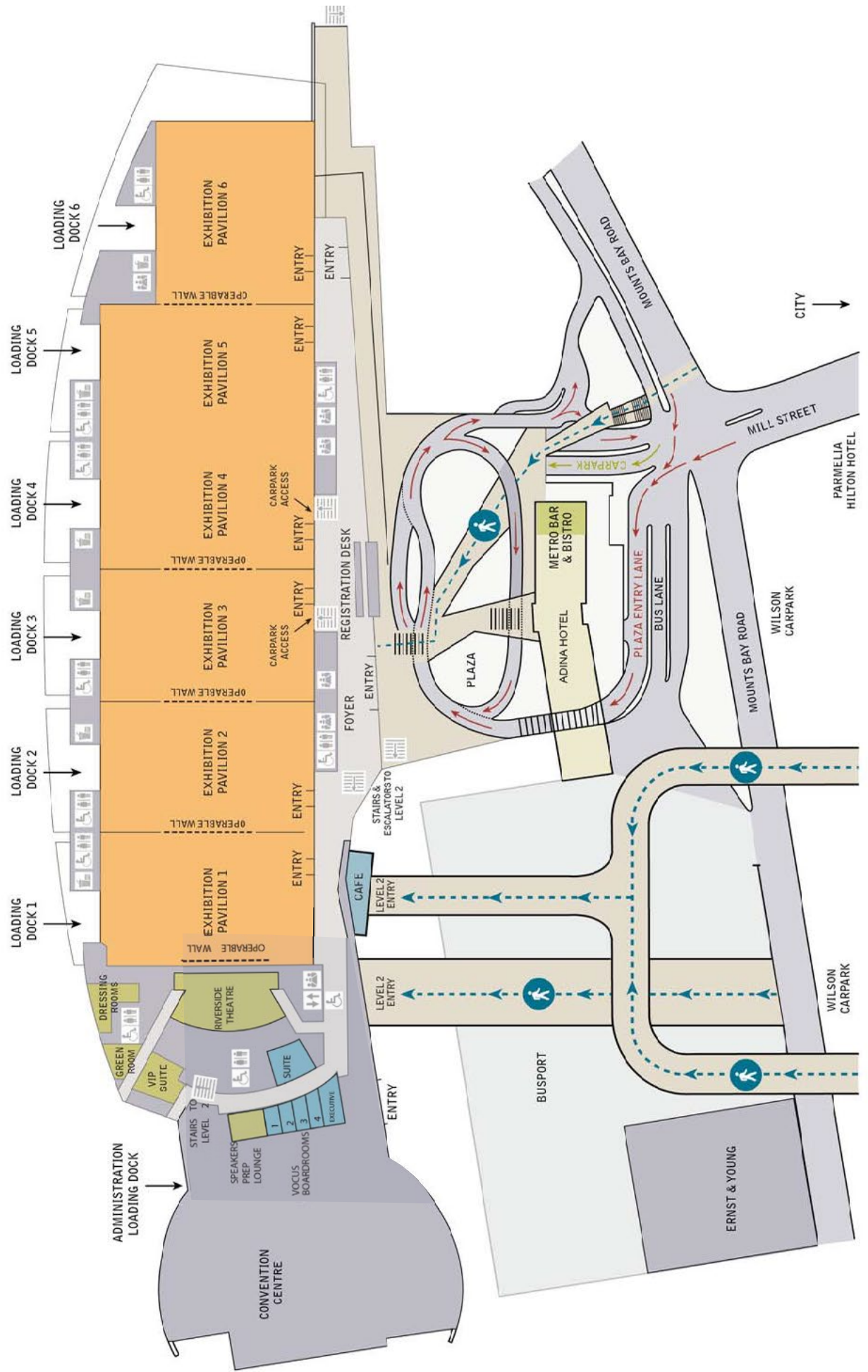


**The West
Australian**

**SINGAPORE
AIRLINES**



PCEC - Access



Certificate of Currency

Aon Risk Services Australia Limited
ABN 17 000 434 720 AFSL 241141

To Whom It May Concern

In our capacity as Insurance Brokers to Spotless Group Holdings Limited, we hereby certify that the under mentioned insurance policy is current.

As at Date

30 May 2017

Policy Information

Policy Type

General and/or Products Liability

Insured

Spotless Group Holdings Limited
Spotless Group Limited (ABN 77 004 376 514)
Spotless Facility Services Pty Ltd
Spotless Services Australia Limited
Spotless Holdings (NZ) Limited
Spotless Facility Services (NZ) Limited
Ensign Services (Aust) Pty Ltd
AE Smith & Son Pty Ltd
AE Smith & Son (SEQ) Pty Ltd
AE Smith & Son (NQ) Pty Ltd
AE Smith Service Holdings Pty Ltd
AE Smith Service Pty Ltd
AE Smith Service (SEQ) Pty Ltd
AE Smith Building Technologies Pty Ltd
Emerald ESP Pty Ltd
Utility Services Group Limited
Utility Services Group Holdings Pty Ltd
UAM Pty Ltd
Fieldforce Services Pty Ltd
Skilltech Consulting Services Pty Ltd
Skilltech Metering Solutions Pty Ltd
Nuvogroup (Australia) Pty Ltd

and/or all controlled entities for which the Insured is responsible to insure for their respective rights and interests

Insurer

XL Insurance Company SE (lead)

Policy Number

AU00002064LI17A (lead)

Period of Insurance

From: 4.00 PM on 31 May 2017 Local Standard Time
To: 4.00 PM on 31 May 2018 Local Standard Time

Interest Insured

Section 1 – General and/or Products Liability

Legal Liability to Third Parties for Personal Injury or Property Damage caused by an occurrence in connection with the business or arising out of products, all as more fully described in the policy wording.

Limit of Liability

Section 1 – General and/or Products Liability

AUD 10,000,000 any one Occurrence and in the annual aggregate separately in respect of Pollution, Legionellae Bacteria, Bushfire and

Aon Risk Solutions

Important notes

- This certificate is a summary of cover only. Please refer to the Policy Wording and Schedule for its full terms and conditions.
- Aon does not guarantee that the insurance outlined in this Certificate will continue to remain in force for the period referred to as the Policy may be cancelled or altered by either party to the contract, at any time, in accordance with the terms of the Policy and the *Insurance Contracts Act 1984 (Cth)*.
- Aon accepts no responsibility or liability to advise any party who may be relying on this Certificate of such alteration to or cancellation of the Policy.
- This Certificate does not:
 - represent an insurance contract or confer rights to the recipient; or
 - amend, extend or alter the Policy.