



WHITEMAN PARK

CONSERVATION • RECREATION • EDUCATION

EXCURSION MANAGEMENT PLAN

PLANNING YOUR EXCURSION

The following information will help you plan your excursion to Whiteman Park.

SUPERVISION REQUIREMENTS

Adult supervisors must accompany the students for the duration of the visit to ensure they are on task as well as actively monitor behaviour and intervene as necessary. Whiteman Park staff and volunteers will facilitate activities, but will not be responsible for supervising students or monitoring their behaviour.

Whiteman Park recommends the following supervisory ratios for all excursions:

Kindergarten - Year 2 1:5 or one adult for every five students

Years 3 - 12 1:10 or one adult for every ten students

It is the responsibility of the school to develop a supervisory team that meets their own specific needs and requirements. Carers of children with special needs will be permitted free of charge at a one to one (1:1) ratio.

School uniform or some form of easily identifiable item for each child is recommended to help identify students.

Misconduct may result in immediate expulsion of students from Whiteman Park grounds and a restriction on future bookings at the Park.

PAYMENT POLICY

Payment can be made on arrival by cash, cheque (made payable to 'Whiteman Park') or EFTPOS. If you would prefer us to invoice your school, please ensure that you provide us with the contact person at your school to whom we need to address the invoice. e.g., the name of your school's bursar/accountant.

CANCELLATION POLICY

Schools unable to attend on the day of their booked visit will be subject to a \$35.00 cancellation fee. This fee will not apply to cancellations made at least seven working days prior to the intended visit or if the booking is transferred to another day due to inclement weather.

Furthermore, programs utilising an external provider may incur additional fees.

TRANSPORT AND PARKING

Vehicle Parking - All parking is free at Whiteman Park. Please park in designated car parks.

Bus Parking - A coach 'drop-off' point is located at the southern end of car park 7, adjacent to the Visitor Information Centre. This is sign posted. If all-day coach parking is required, please direct your driver to park in the bus parking area in between car parks 6 and 8.



Lot 99a Lord Street Whiteman WA 6068
Tel: (618) 9209 6000 Fax: (618) 9249 3510
enquiries@whitemanpark.com
www.whitemanpark.com
ABN: 79 051 750 680
(Department of Planning)



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COMMUNICATION STRATEGIES

Whiteman Park requires all schools visiting the Park to provide a mobile contact number that each group can be contacted on, in case of an emergency.

Please advise the Bookings Officer of this number at the time of booking and confirm the number at check-in on the day.

Communication between the students and supervising adults is the responsibility of the school.

PUBLIC LIABILITY

Whiteman Park is owned and managed by the Western Australian Planning Commission. It is staffed by the Department of Planning. As such, Whiteman Park is covered on an annual basis by a RiskCover public liability policy under the Department of Planning (Government of Western Australia).

Insurer: RiskCover
Amount: \$600,000,000

In addition, any organisation that hosts a Whiteman Park Education Program is required by their lease arrangements with Whiteman Park to hold \$20,000,000 public liability coverage.

Whiteman Park's current public liability certificate can be sent to your school on request.

ON THE DAY OF YOUR EXCURSION

This information will help you understand what to do on the day of your visit.

ARRIVAL AND REGISTRATION

Upon arrival, please report immediately to the **Administration Building** in the Village where your group numbers will be recorded, payment processed and any relevant information about your visit passed on to you. We will also ask you to nominate an emergency contact (with a mobile phone) for your group on the day.

FACILITIES

Toilet facilities (including accessible facilities for people with disabilities) are clearly marked on the Whiteman Park map. Please be aware that there are toilets at Revolutions Transport Museum for those students attending an excursion there.

FIRST AID

The supervising teacher for the class excursion will take ultimate responsibility for his/her students in the area of first aid.



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As a public facility, Whiteman Park also provides a first aid service. The majority of Whiteman Park staff are trained first-aiders. We have a first aid room that is located at the Visitor Information Centre opposite the Village Cafe.

In an emergency, you can request assistance on 9209 6000 (select option '3') or send a runner to the Administration building or Revolutions Transport Museum to report an incident. Please note that Park staff will be required to complete an Incident Report Form for significant first aid incidents.

EMERGENCY PROCEDURES

Please ensure you have a copy of the Emergency Response Plan with you on the day of your visit, in the unlikely case that an incident does occur.

CONTACT INFORMATION

Physical Address: Entry off Lord Street or Beechboro Road, Whiteman, Western Australia
Postal Address: Lot 99a Lord Street, Whiteman WA 6068
Phone: (08) 9209 6000
Fax: (08) 9249 3510
Email: bookings@whitemanpark.com.au
Website: www.whitemanpark.com.au

THIS INFORMATION WAS LAST REVIEWED ON 05 MAY 2017.



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