

## EXCURSION MANAGEMENT PLAN

### No 1 PUMP STATION

Mundaring Weir Road  
Mundaring 6073

**Phone:** 08 9321 6088

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**Contact:** Education Officer



### 1. Educational Purpose of the Excursion

The National Trust delivers and supports education and learning experiences that engage students with their history and heritage in order to instil a commitment to valuing heritage.

A visit to No 1 Pump station supports the Australian Curriculum by providing opportunities to develop historical skills, knowledge and understandings; explore cross curricula priorities; and make links to other learning areas.

Visiting No 1 Pump Station gives students a connection with the historic, social, aesthetic and spiritual heritage of Western Australia. A visit allows students to:

- develop an interest in and enjoyment of an historic place;
- gain historic knowledge and appreciation;
- practice historical concepts; and
- undertake historical inquiry.

A visit to No 1 is particularly relevant for Year 2 students studying the use of earth's resources, including water; Year 5s studying the development of a colony and significant people and events, including gold rushes; and Year 7 students studying *Water in the World*: conditions on the waterless goldfields relate directly to Place and *Liveability*.

View our resources and programmes at [www.nationaltrust.org.au/wa](http://www.nationaltrust.org.au/wa) then contact the National Trust to discuss your needs.

### 2. Students' Capacity

The National Trust welcomes students from Years 2 – 12 and programmes at No 1 Pump Station have been adapted to accommodate the learning needs of primary and secondary students.

A maximum of 90 students can be accommodated on the site at any one time. Groups of approximately 30 students rotate through the precinct, walking up to and across the Weir wall, touring No 1 Pump Station and discovering the history of the Goldfields Water Supply Scheme in the Learning Centre. A typical excursion is four hours, with breaks for morning tea, lunch etc. Shorter visits can be accommodated. Appropriate clothing is required and should include consideration of expected weather; closed shoes and hats are recommended.

The Learning Centre, Pump Station and walkway across the Weir wall are accessible for wheelchairs however the slope and steps up to the wall is not suitable. It is possible to drive up and meet at the start of the walkway. Public toilets are located across the Helena River and supervision is necessary when visiting these. A toilet inside the Pump Station is for emergency use only.

### 3. Supervisory Team

Responsibility for maintaining student behaviour and welfare remains with the attending teacher. National Trust staff will lead, demonstrate, perform and present activities but will not undertake any roles in a supervisory context.

It is the responsibility of the school to develop a supervisory team that meets their specific requirements, in line with the recommendation for supervision outlined in this document. Suggested school supervisory teams consist of:

- K – Year 3: 1 adult to 5 students
- Yr 4 – 7: 1 adult to 10 students
- Yr 8 – 12: 1 adult to 15 students

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.

The recommended ratios may vary according to the needs of your students. Please advise if you have students with special needs so we can attempt to maximise the benefit of their visit.

The National Trust advises school staff to familiarise themselves with the site before bringing a group.

### 4. 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 to actively monitor behaviour and intervene as necessary. Your group may be divided into smaller groups. In line with Department Policy, it is recommended that supervisors not be permitted to take their own children on an excursion, unless the children are members of the student group for whom the excursion is intended.

### 5. Identification of Excursion Participants

Identification of excursion participants is the responsibility of the school, however we require students and school supervisory team members to be easily identifiable for both identification and education and learning activities with the National Trust. Suggestions include name tags, school uniform if appropriate for the activities, small group identification. Name tags may assist in personalising the experience but their use is at the discretion of the school.

### 6. Communication Strategies

It is advisable that school staff collaborate with National Trust staff to identify a central meeting point and communicate this clearly to students at the beginning of the excursion. National Trust staff member work to a timetable for the day's activities so that groups come together for breaks if scheduled and at the conclusion of the visit.

## 7. Briefing Students and Supervisors

Prior to a visit to No 1 Pump station, teachers can prepare students for the experience by:

- discussing an appropriate code of conduct for students;
- establishing clear supervision strategies;
- discussing emergency procedures consistent with the emergency response plan for the property; and
- talking to students about the heritage value of this venue.

At the beginning of each visit National Trust staff will inform the school supervisory team and students of:

- their responsibilities and obligations;
- location of the toilets;
- rules for the visit including boundaries;
- emergency procedures; and
- the heritage value of this venue.

Lunches may be left inside the Learning Centre or the Pump Station for the duration of the visit; it is recommended that valuables are not brought on the excursion. Property that is left unattended is done so at student and visitors own risk and no responsibility for loss or damage is accepted by the National Trust.

## 8. Travel Arrangements

Transportation to and from the venue is the responsibility of the school. There is parking for cars and buses within the precinct. Access to the car park is from Mundaring Weir Road on the southern side of the Weir itself. The National Trust accepts no responsibility for transport left unattended.

## 9. Venue / Site for the Excursion

The Goldfields Water Supply Scheme, designed by CY O'Connor, was originally built to transfer water from the Perth hills to the goldfields of Western Australia; a distance of 560 kilometres. The scheme was opened in 1903 by Sir John Forrest and still operates today. No 1 Pump Station was the first of eight steam pump stations and is located at the base of Mundaring Weir. The precinct includes the original Pump Station, Mundaring Weir wall, Water Corporation's Operations building, the Upper and Lower Valve Houses and other operational buildings. An onsite Learning Centre is specifically designed for accommodating students. The precinct is a water catchment area and is governed by rules and regulations.

## 10. External Providers

### Clearances

National Trust Education Officers, Presenters and Assistants hold current "Working with Children Checks" and cards can be provided on request.

### Current Accreditations and Qualifications

National Trust Education Officers hold tertiary qualifications and are experienced facilitators. All staff presenting our programmes at No 1 Pump Station are trained in the delivery of National Trust heritage education and learning programmes.

## 11. Insurance Cover for Excursions

### Public Liability Insurance

Insurer: RiskCover

Amount: \$600 million

### Professional Indemnity Insurance

Insurer: RiskCover

Amount: \$300 million

Certificates of Currency will be provided upon request.

## 12. Students who are Billeted

The National Trust takes no responsibility for the billeting of students and does not provide overnight accommodation at No 1 Pump Station.

## 13. Emergency Response Planning

Schools will have their own Emergency Response Plan pertaining to the particular needs of their students. Teachers can increase safety by ensuring they meet the minimum supervision requirements and by strongly encouraging students to remain with their groups at all times.

Communication between the school and staff visiting No 1 Pump Station is the responsibility of the school. The National Trust recommends the school supervisory team has access to a mobile telephone that they can be contacted on, and which they can use to make telephone calls. Should the school need to contact their staff during a visit they may telephone No 1 Pump Station on 08 9295 2455 or head office on 08 9321 6088.

No 1 Pump Station has an emergency response plan in place. The Evacuation Procedure is available on request by telephoning 08 9321 6088.

In the event of a site emergency, school supervisory teams are required to follow the directions of National Trust staff. In the event of an evacuation teachers will be required to conduct a roll call and must notify National Trust staff immediately if any students are missing.

It is suggested that school staff have access to a list of names of participating students, contact numbers, students' medical information and relevant health information of supervisors. It is recommended that school staff carry a First Aid kit with them during the excursion. It is the responsibility of the school to provide first aid to students. National Trust staff will assist if possible.

## 14. Detailed Cost of the Excursion

Full details are available by contacting National Trust Education Officers on 08 9321 6088 or by emailing [trust@ntwa.com.au](mailto:trust@ntwa.com.au). All prices quoted are inclusive of GST. Staff and parents that accompany a school group are welcome and are free of charge. A minimum charge is applicable where numbers fall below the threshold. The National Trust will invoice your school after your visit so that only those students that attend the excursion are charged for.

## 15. Information to Parents for their Consent

A *Parent Information and Consent Form* template is available for download from [Department of Education](#). Refer to Appendix F within the Excursion Policy v2.2. Adherence to these requirements is the responsibility of the school.

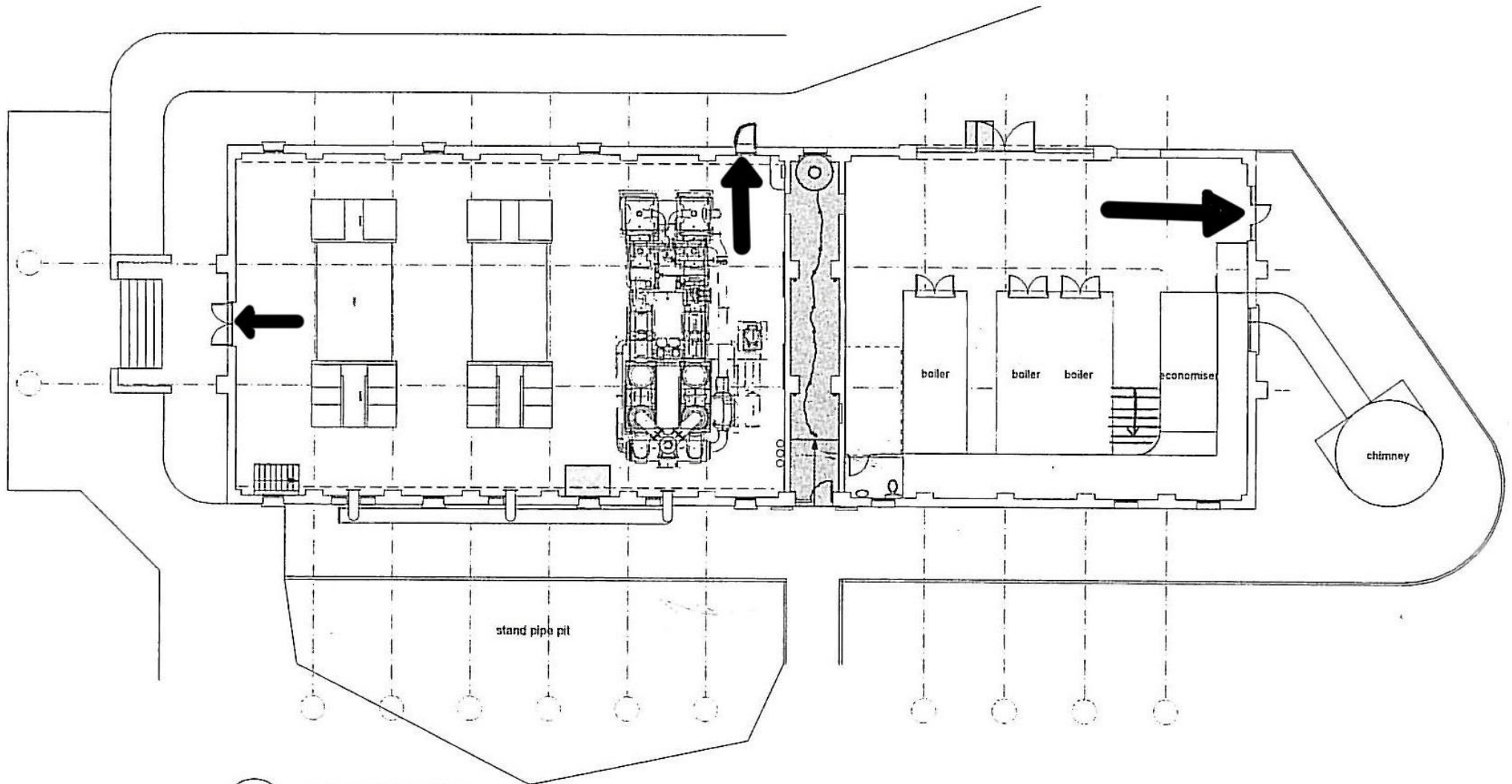
## Cancellations

The National Trust will give 24 hours notice if your excursion needs to be cancelled due to unforeseen circumstances.

The National Trust appreciates 24 hours notice if the school needs to cancel due to weather, environmental conditions or unforeseen circumstances. Same day cancellations or failure to attend will incur a minimum charge.

This information is effective from 31<sup>st</sup> January 2016

No 1 PUMP STATION EVACUATION PLAN



 **GROUND FLOOR PLAN**  
1:200

### No 1 PUMP STATION, MUNDARING WEIR EVACUATION PLAN

