

WADJEMUP  
ROTTNEST IS  
WESTERN AUSTRALIA

# EXCURSION MANAGEMENT GUIDE

---



# ACKNOWLEDGEMENT

Rottnest Island Authority kaadatj Wadjak Noongar moort. Baalap Wadjemup kaaradjiny, baalabang malayin nakolak-ngat wer wirn kalyakoorl noyinand koort boodja-k wer kep-ak. Ngalak kaadatj nedingar, birdiya wer boordakan Noongar moort. Ngalak karnadjil kaadatj maaman wer noba wirn ali kalka nginow noyiyang Wadjemup ngardak boodja-k. Baalabang moort maambart-boort, ngooni-boort, kongk-boort wer Birdiya-boort.

Rottnest Island Authority acknowledge Whadjuk Noongar families. They Wadjemup caring, their culture and spirits always connected Island-to and water-to.

We acknowledge ancestors, Elders and future Noongar families. We truly acknowledge men and boys' spirits who still remain connected Wadjemup under ground-in. Their family's father-without, brother-without, uncle-without and Elder-without.

Translation courtesy of Sharon Gregory,  
Noongar Language Consultant.

**Wanju wadjemup.**

Nidja wadjemup whadjuk boodja unna.  
welcome to wadjemup,  
a place of great significance for whadjuk  
nyoongar people, the traditional owners of this  
land.

Koora koora whadjuk nyoongar wadjemup wangking Woolah! Nyoongar w  
yeye, benang boordawan. Stories have been passed down through gene  
long before wadjemup was separated from the mainland around 7000  
ago. They still hold great spiritual connections to this place today

Keny nyoongar wangking moodja boorn baranginy noitj  
wadjemup wer gnoondiny maamoong djoobool

# EXCURSION PURPOSE

School excursions to Wadjemup / Rottneest Island take things outside of the classroom for a unique learning experience. As a sustainability leader, historically significant location, and a protected habitat for one-of-a-kind animals and plant life; Wadjemup has many lessons to teach. Schools can focus on one aspect or cover them all while participating in the invigorating activities the island has to offer.



# FLEXIBLE AND ACCESSIBLE EXPERIENCES

Every student should have the opportunity to engage in the educational and recreational activities on the island, and that's why Wadjemup is designed to be an accessible environment.

The tours and activities available for school excursions can all be adapted to suit the needs of the students. Just advise the operator about any specific learning levels, special needs, medical conditions, or disabilities when you make the booking.

Wadjemup has wide pathways, a wheelchair compatible shuttle bus, and outdoor seating and ramps into most facilities. A fully accredited Changing Places accessible toilet facility is also located at the Henderson Avenue ablution block 200 metres from the Visitor Centre — just collect the key from the Visitor Centre.

Please make sure your students are prepared for their visit to the island. If they have special medical needs, ensure the necessary medications are with them everywhere and the adult accompanying them is capable of administration.



# SUPERVISORY TEAM

When you take a school excursion to Wadjemup / Rottnest Island, there needs to be a supervisory team from the school that watches over the trip activities and makes sure everything runs smoothly.

The supervisory team must ensure every 10 students are accompanied by a responsible adult (based on Year 3 and up; a ratio of 1:5 applies for younger groups). The students are to always remain with the responsible adult whilst on a tour.

The supervisory team is responsible for ensuring everyone respects the island's historical sites and delicate environment. They must also look after the wellbeing of the students by watching out for natural hazards and keeping an eye on them during activities.

The supervisory team members should be chosen with the age and needs of the students in mind. Also, it's the school's responsibility to ensure their teaching staff and volunteers have clearances for working with children.

**Volunteer** guides and staff from private tour operators will lead and demonstrate during activities, but they aren't supervisors. School supervisors should always accompany students, regardless of whether they have an island guide with them.

## **Please Note:**

Some tours and activities may require extra supervision, so check requirements when booking.

Students on the excursion should always be identifiable, which means they must either be wearing a school uniform or an easily identifiable item. Supervisors should wear name badges.



# ENSURING A SAFE AND RESPECTFUL TRIP

Wadjemup / Rottnest Island is a unique, otherworldly place, which needs to be treated carefully and respected by those who set foot there. That's why there are various guidelines and rules for visitors to follow. When school excursions come to the island, they should ensure that the students and supervisory team are briefed by the main teacher about relevant rules and emergency response plans.

Many people wish to visit Wadjemup, so your school group will be interacting with other travellers during their trip. Students should be encouraged to behave appropriately and acknowledge that others would like to enjoy their experience on the island as well.

Wadjemup is a Class A nature reserve and so students and staff need to be aware of how to take care of the environment and protect the wildlife while they engage in excursion activities.

The main teacher should brief their team and students on the following guidelines.

## On and Around the Water

- Take care when swimming and watch for rocks, currents, waves, boats, and wildlife.
- Follow warning signs on the coastline: avoid walking on cliff edges, entering caves, and resting under overhangs.
- Be careful not to damage coral and reef platforms when swimming or snorkelling.
- Beaches are not patrolled by lifeguards. Check your school or Department of Education excursion policy guidelines for activity supervision ratios and qualifications for open water.

## On Land

- Protect flora and fauna by staying on cycle and walk paths.
- Treat significant Aboriginal cultural sites with respect.
- Observe the island's year-round total fire ban — this includes sparklers, fireworks, lanterns, and unattended candles.
- Wear a helmet and keep left when cycling.
- Stay hydrated and take water with you everywhere as there is limited drinking water outside the settlement.

## Nature and Wildlife

- Admire wildlife from a distance — please no feeding, touching, or giving them water.
- Please do not leave food unattended and keep it in backpacks and well-sealed boxes or eskies to protect from quokkas, birds, and other wildlife.

## Weather Protection

Wadjemup is an outdoorsy excursion location and therefore supervisors need to ensure their students are protected from whatever weather they encounter. It's recommended that they always have sunscreen, insect repellent, and water bottles. Jackets and raincoats should be worn for cooler weather and sunglasses and broad-brimmed hats for warmer weather.

# STAFF AND STUDENT COMMUNICATION

Communication between the supervisory team and their students is key to completing a safe and thoughtful visit to Wadjemup / Rottneest Island. It's the school's responsibility to ensure there is a clear and effective communication strategy that will prevent any dangerous situations.

Every member of the school supervisory team is encouraged to have a mobile phone with all the relevant island and school contact numbers saved. For group activities outside of the settlement area, it is important to note that some remote areas of the island are out of range for most mobile phone providers, and an alternate communication strategy may be needed for the supervisory team.

Once your team has decided on a communication method, make sure everyone understands the strategy.

# TRANSPORT

Wadjemup is a relaxed, mostly car-free environment, where you can choose to cycle, walk, or bus across the picturesque landscape. For school excursions, transport has to be organised by the school, but this provides a customisable experience when you arrive.

A ferry is the most convenient way to reach Wadjemup and private operators arrive and depart from the ferry jetty in Thomson Bay.



# EMERGENCY RESPONSE PLAN

Rottnest Island Authority has a comprehensive emergency management plan for all areas of Wadjemup / Rottnest Island, so that visitors and staff can manage and respond appropriately to emergencies like fires or other major incidents.

If an emergency occurs, school groups must listen to Rottnest Island Authority staff, as they will coordinate operations and ensure everyone is safe.

If evacuation of an area is required, all visitors will be assembled at a designated safe area. Teachers are required to do a roll call and must immediately notify Rottnest Island Authority staff if any students are missing.

Supervisory team members should always have a list of students' names with them, including contact numbers and student medical information.

## Local Emergency Services

**For a life-threatening emergency, please contact the fire brigade, police, or ambulance by calling 000.**

In the case of a non-life-threatening emergency, Wadjemup has a nursing post and a police station, both located in the Thomson Bay settlement.

There are also five Automated External Defibrillators (AED) in these key areas on the island:

- Kingstown Barracks
- The Settlement Mall
- The Basin
- Geordie Bay shopping area
- Rottnest Island Fire Station

The AEDs are registered with St John Ambulance WA and their locations are listed on their Emergency+ First Responder mobile app.

It's recommended that the school supervisory team have access to a first aid kit, download the Emergency+ app, and save emergency contact telephone numbers in their mobile phones.

## Emergency Contacts

- **Life threatening emergency (fire, police, ambulance): 000**
- Rottnest Island Nursing Post: +618 9292 5030
- Rottnest Island Rangers: +618 9372 9788
- Rottnest Island Police: +618 131 444
- Visitor Centre: +618 9372 9730 or after hours +618 9372 9728

# EXTERNAL PROVIDERS

While your school group is on Wadjemup / Rottneest Island, you'll be entrusting most of the educational and recreational activities to island experts — either Rottneest Island Voluntary Guides or guides from private operators.

The Rottneest Island Voluntary Guides Association develops and runs a range of enthralling educational tours. The guides are always fully trained, with current Working with Children Checks.

Private operators also run a variety of engaging tours and experiences, and most of the guides have current Working with Children Checks as well as other qualifications. With the private operators, it's the school's responsibility to check that the guides are fully qualified before booking.

## General Liability Insurance

Rottneest Island Authority has General Liability Insurance with RiskCover. If you're interested in learning more, the details and a copy of the Certificate of Currency can be downloaded at [rotnneestisland.com/education](http://rotnneestisland.com/education).

