



# BRIDGETOWN CAMP SCHOOL

“Where learning is fun”

To assist schools in developing the *Excursion Management Plan* required by the DOE policy *Excursions: Off School Site Activities*: <http://det.wa.edu.au/policies/detcms/policy-planning-and-accountability/policies-framework/policies/excursions-policy-and-procedures.en?cat-id=3457100>

I am pleased to supply the following information.

**Colin Bygraves**  
Camp School Manager,  
Bridgetown Camp School.

## Pemberton Tramway

**A breathtaking journey through the southern forests of Pemberton, with an informative commentary of the forest, railway line and history of the region.**

Physical Address	Railway Crescent, Pemberton 6260
Phone Number	(08) 97761322
Fax Number	(08) 9771634
Email Address	pemtram@wn.com.au
Website Address	www.pemtram.com.au
Contact Person	Karen Fisher

### Purpose of the Excursion

The Pemberton Tramway Company Pty Ltd is a privately operated tourist railway in the south west of Western Australia, which conveys tourists through deep forests and picturesque countryside as well as recreating the history of the timber railways that were so important to the regions development and growth. The railway operates steam (a coal fired W class locomotive) and diesel trains and diesel hydraulic trams (a replica 1907 Fremantle diesel) over a total route length of 57 kilometres.

### Environment

The Pemberton Tramway Company operates a tourist railway service on the Pemberton – Northcliffe Railway. The right to occupy the lands known as the Railway Reserve, for the purpose of managing, operating and maintaining the tourist railway services is granted to The Pemberton Tramway Company Pty Ltd. These orders are granted through Parliamentary Council by the state of Western Australia. There are two level crossings with active protection, which is operated manually by the tram driver. All other recognised level crossings on the line have passive protection.

<b>Transport</b>
Students walk from the Cascades to the tram stop.
<b>Students' Capacity</b>
Disabled access is limited. Assistance is required for wheelchair entry and exit on both the tram and train.
<b>Supervisor/Supervisory Team</b>
The Teacher in Charge is responsible for participants at all times. The tramway provides a tour guide /driver.
<b>External Provider Information</b>
Pemberton Tramway has Public Liability Insurance for \$10 million - Policy No BL 25051/02. A copy is kept on file at Bridgetown Camp School.
<b>Supervision Strategies</b>
The Teacher in Charge is responsible for managing on-site supervision strategies. The tram driver or Camp School Manager will brief students on trip procedures.
<b>Identification of Excursion Participants</b>
The tram trip is conducted for the visiting school only for the Cascades trip. There will be other participants on the Warren River tram trip and the steam train trip. Students can be seated together and are in sight of staff.
<b>Communication Strategies</b>
Pemberton Tramway contact number is 9776 1322. All trams have VHF radio communications.
<b>Emergency Response Plan</b>
<p>Bridgetown CS information package includes a detailed Emergency Response Plan.</p> <p>Pemberton Tramway has a set of emergency protocols as part of their operating license. Kept on file at BCS.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The Teacher in Charge is responsible for carrying the student medical information with them at all times.</li> <li><input type="checkbox"/> Teacher-in-charge to supervise students;</li> <li><input type="checkbox"/> The Tram or steam driver will coordinate evacuation should it be required.</li> <li><input type="checkbox"/> In an emergency UHF radio communication is available through CALM's radio network.</li> </ul>
<b>Briefing Students and Supervisors</b>
The Pemberton Tramway driver or the Camp School Manager will brief students and staff at the commencement of the tour.

## Other Relevant Details

Schools are responsible for providing information to parent/caregivers for their consent in accordance with the DOE policy Excursions: Off School Site Activities.

<http://det.wa.edu.au/policies/detcms/policy-planning-and-accountability/policies-framework/policies/excursions-policy-and-procedures.en?cat-id=3457100>

This policy includes:

- Student Health Form;
- Information Form for Parent/Guardian; and
- Parent/Guardian Consent Form.

Bridgetown CS information package and website <http://www.bridgetowncampschool.wa.edu.au> also includes the following forms which are relevant to conducting this excursion:

- Parent Information Form;
- Parent Consent and Contract Form;
- Medical and Water Based Authority form;
- Safety and Behaviour Policy; and a,
- Clothing and Equipment Checklist.

**This information is valid until 31 January 2017**