

WA Electoral Education Centre



School Excursion Guide

On behalf of the WA Electoral Commission, welcome! We are excited to have your group visit the Electoral Education Centre.

The centre offers a fun and engaging electoral education experience from Year 5 students to adult learners. Programs are linked to the WA Humanities and Social Sciences curriculum and support both new and ongoing learning about voting in Australia.

Situated in the historic Constitutional Centre in West Perth, the venue is just a short walk from Parliament House and Kings Park (*Kaarta Koomba*). Schools can plan a full day of civics learning by combining visits to the centre, Parliament House, and the Constitutional Centre.

Preparing for your visit

If your visit includes Parliament House and/or the Constitutional Centre, please allocate students and supervising adults to their first session location prior to arrival.

Transport

Bus: A 15-minute drop-off/pick-up bay is available on Havelock Street.

Car: Paid street parking is available nearby (3-hour limit).

Public Transport: The Centre is accessible via City West Train Station and the Red, Green and Purple CAT bus routes.

Accessibility: Two ACROD bays are available on-site. Contact the centre office to arrange access.

Supervision requirements

Each session requires at least two supervising adults, with a maximum of five allowed due to space constraints.

Duty of care remains with the school at all times.

Supervisors are expected to actively support facilitators during sessions and monitor student behaviour during breaks.

Arrival at the Centre

Please arrive 10 minutes before your first session. If delayed, please call the centre on 6552 6077.

Proceed to the large side gate on the Havelock St side of the building. Facilitators will greet and direct your group.

Amenities

Toilets and drinking fountains are located in the courtyard. Facilities must be left clean and tidy.

Students may use the courtyard during breaks; active play is encouraged on the grassed area adjacent to Parliament Place, weather permitting.

Accessibility

An accessible bathroom is located in the courtyard.

Wheelchair access is available via the western side of the building. All learning spaces and the courtyard are wheelchair accessible.

Please notify the centre in advance of any additional accessibility needs.

What to Bring

Students bring only essential and weather-appropriate items (hats, sunscreen, rain jackets). Please bring one first aid kit per class.

Bring lunches in coolers or tubs, which can be placed under cover in the courtyard.

No storage is available for school bags.

Please leave school bags at school or on the bus. Students do not need to bring stationery.

Emergency Response

In accordance with Australian Standard 3745–2012, the centre has the following emergency procedures:

- An alarm will sound in the event of an evacuation.
- EEC staff will lead the evacuation; school staff and students must follow their directions.
- Groups to assemble on the front lawn (adjacent to Parliament Place), or another designated safe area.
- Teachers must conduct a roll call and report any missing students immediately.
- An Emergency Evacuation Plan is available on the Commission website.

Additional information

All staff hold current Working with Children Checks. The EEC is covered by \$800 million public liability insurance through RiskCover. Certificate of Currency can be found on the Commission website.

Contact details:

Address: 40 Havelock Street West Perth

Phone: 08 6552 6077

Email: eec@waec.wa.gov.au

Website: elections.wa.gov.au

Contact: Bryce Kershaw

