

## PLANNING YOUR EXCURSION

SCHOOL PROGRAMS

### BEFORE YOUR VISIT

We recommend that you make a preliminary visit to the Museum to familiarise yourself with the facilities and tour structures.

Browse our programs and choose what best suits your group. Please read the [school excursion checklist](#) and then call our Programs Co-ordinator on 07 4657 0078 to check availability, confirm your booking and arrange a catering option (if desired).

If any of your group have special educational requirements or needs (including access) please contact our Programs Co-ordinator before your visit.

Print the confirmation email you receive and check that your reservation is correct.

### SUPERVISION

The Museum recommends a supervision ratio of 1:5 for prep students, 1:10 for primary school students (years 1 – 6), 1:15 for secondary school students (years 7 – 12) and a 1:1 ratio for students with special needs.

Teachers and supervising adults should implement effective supervision strategies (eg name badges, school uniforms, utilise Museum staff in case of emergencies, carry out regular roll calls and discuss emergency meeting points).

Teachers must ensure students behave appropriately and follow instructions at all times (including those from Museum staff).

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### CONTACT

If you would like to make a booking or if you have a question, please contact the Museum's Programs Co-ordinator.

Phone	07 4657 0078
Email	<a href="mailto:bookings@aaod.com.au">bookings@aaod.com.au</a>
Hours	Contactable seven days a week in winter (April to September) Monday to Sunday, 9am to 5pm

Contactable six days a week in summer (October to March)  
Monday to Saturday, 9am to 5pm (Closed Sundays)

# PLANNING YOUR EXCURSION TEACHER RESOURCE

## PRICING AND TIMING

The Museum provides free admission for all teachers with every ten students and up to 1 additional chaperone for every 5 students. Chaperones beyond the 1:5 ratio are still welcome! They will just need to purchase a student ticket upon arrival. Note: Transportation to the Museum and Dinosaur Stampede is not provided in the ticket price.

COST per student	PROGRAM	LOCATION	TIMING
\$9	Dinosaur Stampede National Monument tour	Lark Quarry Conservation Park	Timing: 45 minutes
\$25	Education tour	Australian Age of Dinosaurs	Timing: 3 hours
\$34	Winton Dinosaur Capital of Australia VIP tour ( <i>Education tour and Dinosaur Stampede</i> )	Australian Age of Dinosaurs and Lark Quarry Conservation Park	Timing: 3 hours Timing: 45 minutes
\$50	Junior Palaeo tour	Australian Age of Dinosaurs	Timing: 4.5-5 hours
\$59	Winton Dinosaur Capital of Australia VIP tour plus Junior Palaeo tour	Australian Age of Dinosaurs and Lark Quarry Conservation Park	Timing: 5.5-6 hours Timing: 45 minutes
CATERING OPTIONS			
\$7	Morning tea/ afternoon tea (Iamington and 390ml water bottle)	Cretaceous Café, Australian Age of Dinosaurs	Timing: 15-20 minutes
\$14	Lunch (assortment of fresh sandwiches <sup>1</sup> seasonal fruit and 390ml water bottle) <sup>1</sup> Toppings: cheese and vegemite; ham and cheese; chicken, cheese and mayonnaise; chicken, lettuce and mayonnaise.	Cretaceous Café, Australian Age of Dinosaurs	Timing: 30-40 minutes

## EATING

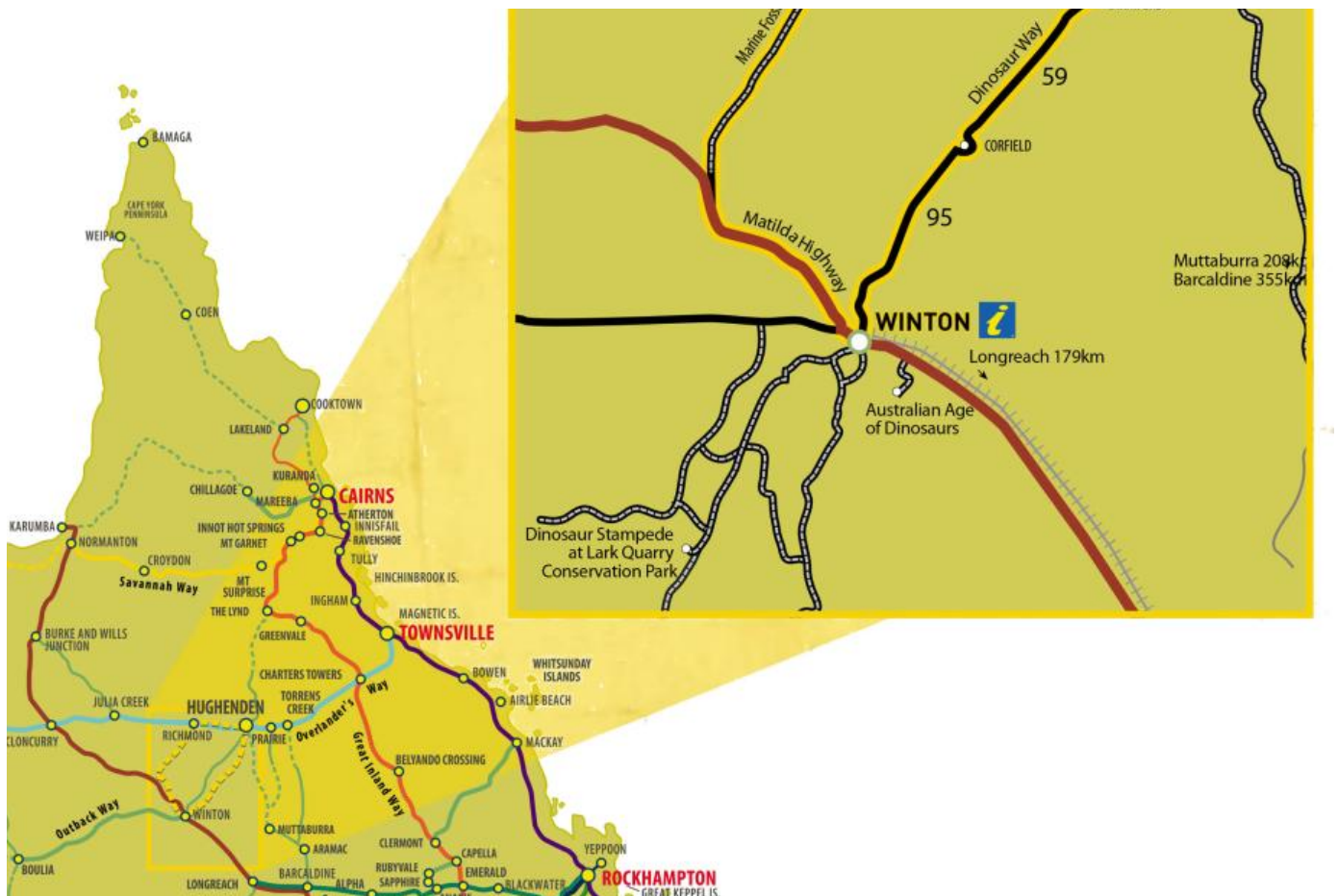
The Museum has one outdoor picnic area and limited outdoor seating at the Cretaceous Café, lunch slots of 30 minutes should be booked in advance.

## LOCATION AND DISTANCE

Australian Age of Dinosaurs is located 24km south-east of Winton, Queensland. Visitors travelling from Longreach will drive north-west along the Landsborough Highway for 164km before turning left in to Dinosaur Drive. From the highway, it is a further 12km to the Museum on a sealed road.

The Museum is located on top of a large mesa named The Jump-Up and is accessible to all types of cars, vans and coach buses. Address: Lot 1 Dinosaur Drive, Winton Qld 4735

Dinosaur Stampede National Monument at Lark Quarry Conservation Park is located 110km south-west of Winton, Queensland. The road to the trackways is suitable for conventional vehicles however 65km of the road is unsealed. Driving to Lark Quarry Conservation Park from Winton will take approximately two hours. Address: Winton-Jundah Road, Winton Qld 4735



## Travel Times

Longreach to Winton: 1hr 50m

Longreach to Charleville: 5hr 30m

Longreach to Brisbane (by air): 1hr 45m

Longreach to Townsville (by air): 2hr 25m



## **PAYMENT INFORMATION**

The Museum has many school visitors every year, so to ensure your school isn't delayed unnecessarily all school excursions must be prepaid.

Payment is due prior to your arrival at the Museum. Please pass your invoice onto your accounts department.

## **Unsure how many students you'll have?**

We recommend booking an excursion for the maximum amount of students you are likely to bring. On the day of your visit, you will be asked to sign in for the amount of students you have brought – if there are less students, a refund can be organised post-visit.

## **Payment methods**

- *EFTPOS*  
Payment can be made via credit card (Visa and Master Card)
- *Direct Deposit*  
Account Name: Australian Age of Dinosaurs Limited  
Bank: National Australia Bank  
Branch: Winton  
BSB: 084 990  
Account Number: 82 742 8574  
Reference: tax invoice number  
(Please allow a few days for the payment to clear, so we can have your booking marked as paid upon your arrival).  
Please email your remittance advice to [museumfinance@aaod.com.au](mailto:museumfinance@aaod.com.au)
- *Cheque*  
Please send ten business days before your excursion  
Cheques can be made out to 'Australian Age of Dinosaurs Limited'  
Send to:  
Accounts Receivable  
Australian Age of Dinosaurs  
PO Box 408, Winton Qld 4735  
Please e-mail your cheque number to [museumfinance@aaod.com.au](mailto:museumfinance@aaod.com.au) so we can apply it to your booking ahead of your arrival.

## **Refunds**

If a refund is required please call the Museum's Finance Manager on 07 4657 0712 or email [museumfinance@aaod.com.au](mailto:museumfinance@aaod.com.au)

## **Cancellations and postponing your excursion**

Please let us know by return e-mail ([bookings@aaod.com.au](mailto:bookings@aaod.com.au)) if you need to cancel your excursion.

## Cancellation fees

30 days' notice - no charges apply

14 days' notice - 50% of full tour cost per person

7 days' notice - 100% of tour cost per person

Sometimes things just go wrong. While cancellation fees do apply every booking is assessed case-by-case.

## PARKING

If you are arriving by coach, please ask the driver to drop you and your student off at your pre-arranged tour venue (either at the Laboratory or the Reception Centre). There are coach parking bays in the Museum car park at the Reception Centre. Private bus and coach parking is on a first come first serve basis and cannot be reserved for any particular group. Where possible we recommend using the drop off and pick up bay (as marked below).



## MAPS

Maps are available to [download and print online from our website](#)

## DINOSAUR CANYON AUDIO GUIDE

Available for Android and Apple devices the Dinosaur Canyon audio guide is a good way to get an understanding of the type of information available to prepare for your visit. [Download the Dinosaur Canyon audio guide.](#)

# School risk assessment

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This school risk assessment is provided to help school teachers plan a school excursion involving the Museum. School groups visiting the Museum are expected to listen carefully to the safety instructions delivered by Museum staff as many of the school programs are conducted in the working Fossil Preparation Laboratory. If further information is required please telephone the Programs Co-ordinator on (07) 4657 0078.

The purpose of this risk assessment is to identify:

- possible hazards
- measures that will eliminate, isolate or minimise identified hazards
- the action to control and minimise the extent of an injury.

The Museum ensures that:

- all equipment is routinely reviewed and maintained by specially trained staff, this includes the provision of Personal Protective Equipment (PPE) such as gloves and eyewear
- wheelchair access is maintained and an ambient toilets provided. It should be noted that the facilities at the Laboratory are basic and should other needs be required they must be arranged before the school excursion
- all Museum Tour Guides are trained in evacuation and emergency procedures and will relay the closest egress points to the school group upon their arrival and during programs
- all Museum Tour Guides leading school programs have training in first aid and a designated first aid provider is available on the day of the school visit
- all Museum Tour Guides undergo a "Working with Children Check (Blue Card)" – to be provided at request of the school
- first aid kits are readily available in all areas of the Museum and a mobile phone is taken on all off site activities.

For the safety of their students we ask teachers and supervisors to ensure:

- students are dressed appropriately with access to water, hats and sunscreen. Closed shoes are mandatory, please be advised that many of the activities are either messy or involve dirt
- that students know the boundaries of the Museum, to stay on designated walkways and to alert a teacher/ or Museum Tour Guides should any dangerous wildlife be spotted
- that before the commencement of their program students must listen to the safety message delivered by Museum Tour Guides, adhere to safety practices and respect the integrity of the fossil material they will be working with
- the following teacher/ adult ratios - Prep 1: 5, Primary 1: 10, Years 8 -12 1:15 and a 1:1 ratio for students with special needs.



# School risk assessment

Venue name	Australian Age of Dinosaurs Limited
Location	Lot 1 Dinosaur Drive, PO Box 408, Winton Qld 4735
Phone number	07 4657 0078
Email address	bookings@aaod.com.au
Web address	www.australianageofdinosaurs.com
Insurance	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Activity/ program venue	Recommended age group	Staff accreditation/ competence	Potential risks	Control strategies
Arrival and departure	All ages	Teachers/ accompanying adults	Late arrival	Schools should plan to arrive 15 minutes before their allocated session start time. If you are delayed please contact the Programs Co-ordinator on (07) 4657 0078.
			Transport	Teachers and accompanying adults should supervise students while crossing roads and hopping on and off buses.
			Trips and falls	Students should be reminded to use handrails when using any stairs and to be aware of slippery surfaces when wet.

<b>Arrival and departure</b>	All ages	Teachers/ accompanying adults	<p>Lost students</p> <p>Access</p> <p>Large groups</p>	<p>Please make sure all students are accounted for at every stage of the school excursion.</p> <p>Strollers and a wheelchair are available for use, please notify staff ahead of your visit. The track between the Reception Centre and Laboratory is a dirt track.</p> <p>For school groups greater than 20, the Museum might suggest the group is split in half. If this occurs please ensure the correct teacher/ adult ratios are arranged prior to your arrival.</p>
<b>Walking tracks</b>	All ages	Teachers/ accompanying adults and Museum Tour Guides	<p>Trips and falls</p> <p>Dangerous and/ or poisonous wildlife</p>	<p>Pathways have been maintained, and signage is posted along all walkways. Museum Tour Guides will brief the group about potential dangers inherent in the Outback, including cliff edges, sun danger and uneven ground. Museum Guides are trained in first aid and first aid kits are available at each location.</p> <p>Museum staff will brief and provide awareness training concerning the likelihood of wildlife, and emergency procedures. Mobile phones will be carried during all activities, especially those carried out off site.</p>



Activity/ program venue	Recommended age group	Staff accreditation/ competence	Potential risks	Control strategies
<b>Walking tracks</b>	All ages	Teachers/ accompanying adults and Museum Tour Guides	Overcrowding on general walkways  Exposure to seasonal weather conditions	Students will be encouraged to walk in small groups and/ or in pairs. Students will also need to respect other museum patrons and give-way when necessary.  Museum Tour Guides and teachers will carry first aid gear and a mobile phone. Teachers must ensure students wear closed shoes and seasonally-appropriate clothing. Hats, water, and sunscreen is recommended and should be arranged prior to visiting the Museum.
<b>Storage facilities</b>	All ages	Teachers/ accompanying adults and Museum Tour Guides	Lost property	Bags cannot be taken into the Laboratory or Collection Room. We encourage students to leave their bags on the bus/ coach, and bring only necessary items such as hats, sunscreen and jumpers with them into the Museum. The Museum takes no responsibility for student belongings left on the bus/ coach, or elsewhere in the Museum and it is recommended valuables are not brought on the excursion. Report any lost property to staff at the Reception Centre front desk.

<p><b>Student behaviour during the visit</b></p>	<p>All ages</p>	<p>Teachers/ accompanying adults</p>	<p>Injuries caused by trips and falls, climbing bronze dinosaur statues, diverging off walking tracks, touching electrical equipment, sharp objects or heavy objects, disruptive or abusive behavior.</p>	<p>Before the visit, teachers must go through the discuss with their students and accompanying adults the expected behaviour during their trip.</p> <p>Students should be reminded:</p> <ul style="list-style-type: none"> <li>• not to run</li> <li>• to keep on the walking tracks</li> <li>• to listen and respect their Museum Tour Guide</li> <li>• to maintain good WHS practices</li> <li>• to ask their Museum Tour Guide should they need advice concerning safety</li> <li>• not to touch any fossils, equipment or tools without the approval of their museum guide.</li> </ul> <p>On arrival groups will be briefed by a Museum Tour Guide.</p> <p>It is the teachers responsibility to keep students adequately supervised at all times and take head counts at regular intervals.</p>
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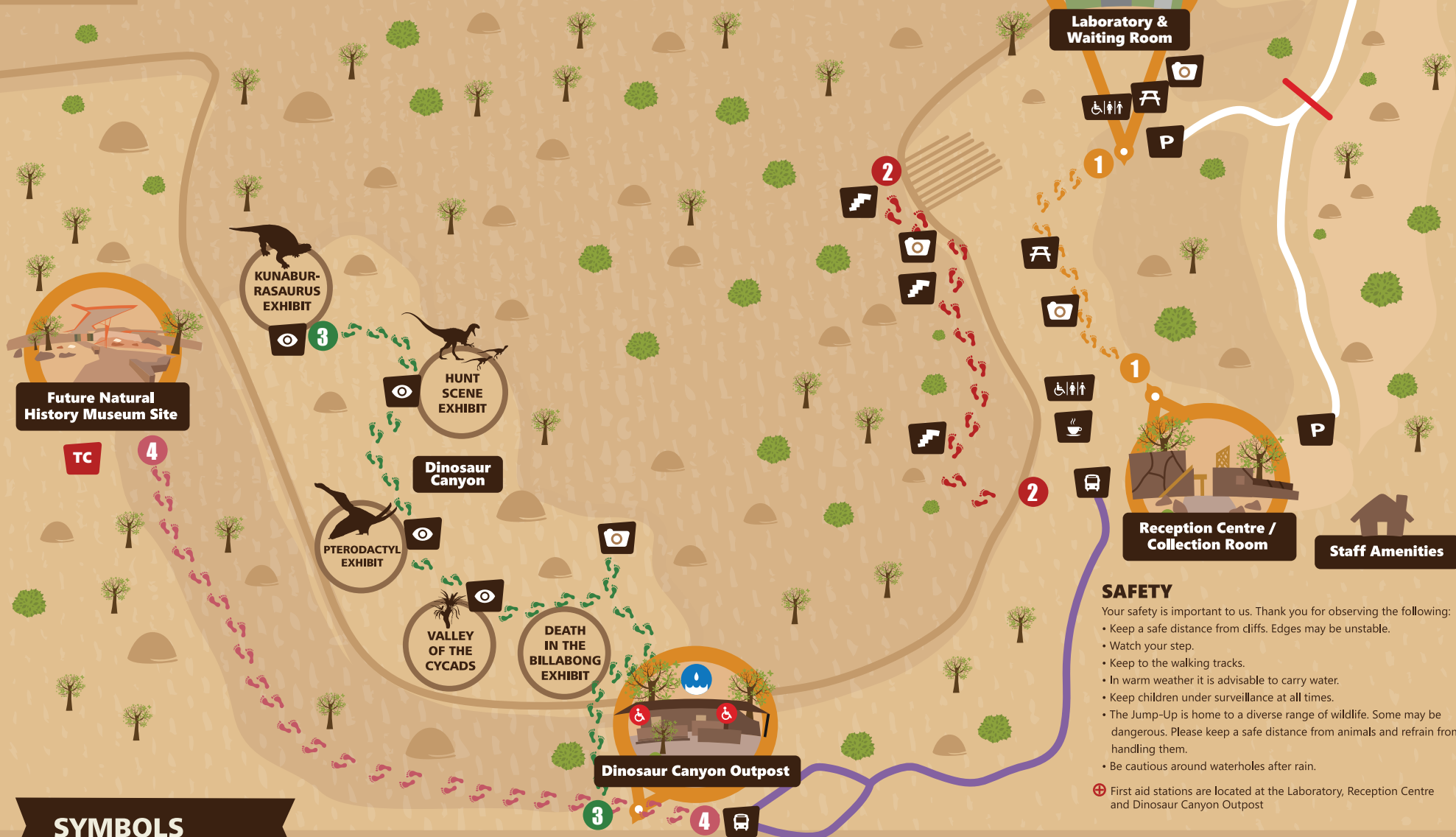
<b>Supervision/ services</b>  <b>List services provided by venue staff including briefings, guided tours, supervision of activities, etc...</b>	<p>All groups will be briefed by trained Museum Tour Guides at the commencement of their visit.</p> <p>Museum Tour Guides are available in the Reception Centre, Fossil Preparation Laboratory and Dinosaur Canyon to assist with directions and queries.</p> <p>Museum Tour Guides supervise all school programs and tours.</p> <p>Teachers should maintain direct supervision of their students, at all times, during their visit to the Museum. Every adult accompanying students is required to be in a supervisory role and MUST have adequate authority and experience (as determined by the school) to handle groups alone for risk assessment purposes. Please ensure that teacher supervision is evenly spread throughout your group while at the Museum.</p>	
<b>Access</b>	<p>Is access to and egress from the premises safe and without risk to health?</p> <p>Is the venue wheelchair accessible?</p> <p>Are disabled toilets available?</p>	<p>Yes</p> <p>Yes. Some dirt paths exist and groups are encouraged to let the Museum know of any special requirements prior to their arrival.</p> <p>Yes</p>
<b>Emergencies</b>	<p>Are emergency procedures in place in the venue?</p> <p>Are staff trained to deal with emergency situations?</p>	<p>Yes</p> <p>Yes</p>
<b>Construction/ maintenance/ repair</b>	<p>Are licensed personnel used for all construction, maintenance and repair work?</p>	<p>Yes</p>
<b>First aid</b>	<p>Are first aid kits available for each activity?</p> <p>Is there a trained first aid officer at the venue?</p> <p>Is a first aid room available?</p>	<p>Yes</p> <p>Yes, trained first aid officer are located at each facility of the Museum.</p> <p>Yes, lunch rooms have been designated as first aid rooms.</p>



<b>Child-related employment</b>	<p>Are employees of your organisation engaged in child-related employment as defined by the Commission for Children and Young People Act 1998 and the Child Protection (Prohibited Employment) Act 1998?</p> <p>If yes, which Approved Screening Agency in VIC has registered your organisation as a child-related employer for the purpose of employment screening</p>	<p>No</p>
	<p>If your organisation is registered with an Approved Screening Agency in QLD have all paid staff undergone employment screening?</p> <p>Have all staff, paid and unpaid, completed a Prohibited Employment Declaration?</p>	<p>No</p> <p>No</p>



# AUSTRALIAN AGE OF DINOSAURS



## SYMBOLS



Toilets



Car Park



Look Out



Time Capsule



Water Station

Cliff Edge

Road

Front Gate

Britton Way



Cafe



Rest Area



Stairs



Exhibit Viewing Platform



Noble Express Station Stop

1

Museum Trail | Class 1-2 | 1km round trip | Approx. 30 mins (self-guided)

2

Deep Gull Trail | Class 5 | 1km round trip | Approx. 45 mins | Note Track should not be used during rain, steep slopes in places (self-guided)

3

Gallery Trail | Class 1 | 800m round trip | Wheelchair accessible (guided)

4

Future Site Trail | Class 1-2 | 800m round trip (guided)

## SAFETY

Your safety is important to us. Thank you for observing the following:

- Keep a safe distance from cliffs. Edges may be unstable.
- Watch your step.
- Keep to the walking tracks.
- In warm weather it is advisable to carry water.
- Keep children under surveillance at all times.
- The Jump-Up is home to a diverse range of wildlife. Some may be dangerous. Please keep a safe distance from animals and refrain from handling them.
- Be cautious around waterholes after rain.

⊕ First aid stations are located at the Laboratory, Reception Centre and Dinosaur Canyon Outpost