



Parliament House Tours

Guide for Primary, Secondary and Tertiary Groups



Welcome to the Parliament of Western Australia

This guide provides the following information for your visit:

- Tour Information
- Bags
- Public Liability Insurance / Emergency Plan / Universal Access
- Photography
- Bus Parking
- Venue Management / Supervision and Behaviour



Parliament House of Western Australia. 4 Harvest Terrace, West Perth.

Tour Information

The Parliamentary Education Office provides a curriculum linked education program for school groups, and broader civics education for tertiary and other educational institutions. Our informative and engaging school and tertiary tours are conducted by Parliamentary Educators, who tailor experiences to meet the needs of the audience.



Bags

Please do not bring bags, crates or trolleys to Parliament House.

- Small bags containing only emergency medical equipment (e.g. EpiPens and insulin) are acceptable.
- Students must not bring drink bottles, hats, pencils, files or workbooks into Parliament House.

Public Liability Insurance

Parliament House confirms that the Parliamentary Services Department has Public Liability Insurance. To view a copy of the Certificate of Currency visit this [link](#) to Parliament's website.

Evacuation Procedure

Parliament House has an evacuation procedure that covers every part of the building.

- In the case of an emergency, all visitors are to take directions from the Parliamentary Educator and Parliament House Fire Wardens.
- Teachers will be asked to do a roll call and must immediately alert Parliament House staff if any students are unaccounted for.

Universal Access

Parliament House has ACROD parking bays and a universal access ramp located on the Eastern side of the building, near the front entrance. There are also universal access toilets and lifts to all floors.



Feeling unwell?



For the comfort and safety of all visitors and staff please do not visit Parliament if you have cold or flu like symptoms.





Venue Management

Please be aware that it is in the nature of the functioning of our state Parliament that circumstances can change at short notice and may require the cancellation or alteration of your booking.

- The duty manager at the time of the excursion will be the Manager - Parliamentary Library, Education and Community Engagement.
- All Parliamentary Education Office staff have a current Working With Children Check (WWCC).

Supervision and Behaviour (school groups)

Please be aware that:

- All groups **MUST** be accompanied by at least two supervising adults. One is to be a qualified teacher who has, at all times during the excursion, the duty of care of the students in accordance with the principles of the Department of Education's Excursion Policy. If the minimum number of accompanying adults is not met, the tour will not proceed.
- Teachers and supervising adults are responsible for student behaviour during the visit. Teachers and students are expected to be respectful to the Education Presenter, members of Parliament, staff and other visitors to Parliament House.
- The accompanying teacher is responsible for administering First Aid for known medical conditions (i.e. insulin for Diabetes, EpiPen for allergies). Trained First Aid Officers are also available in the building.
- Groups are to move around Parliament quietly and courteously.
- Other group bookings have been/will be taken for this same period.

Photography

Photography is restricted within Parliament House.

Your Parliamentary Educator will advise where photography is permitted.



School Tour Photography

The Parliamentary Education Office provides civics and citizenship educational programs to promote Parliamentary democracy. During your tour the Parliamentary Education Office may take photos or videos for use on the Parliament's website, or Parliamentary Education Office publications, resources, promotions, advertising and social media.

The integrity of the images will be maintained at all times by the Parliament and will be used in good faith, with no individual child being identified. The duty teacher will be notified of any photos/videos being taken. If you do not wish your class to be photographed during the tour, please contact the Education Office prior to your tour.

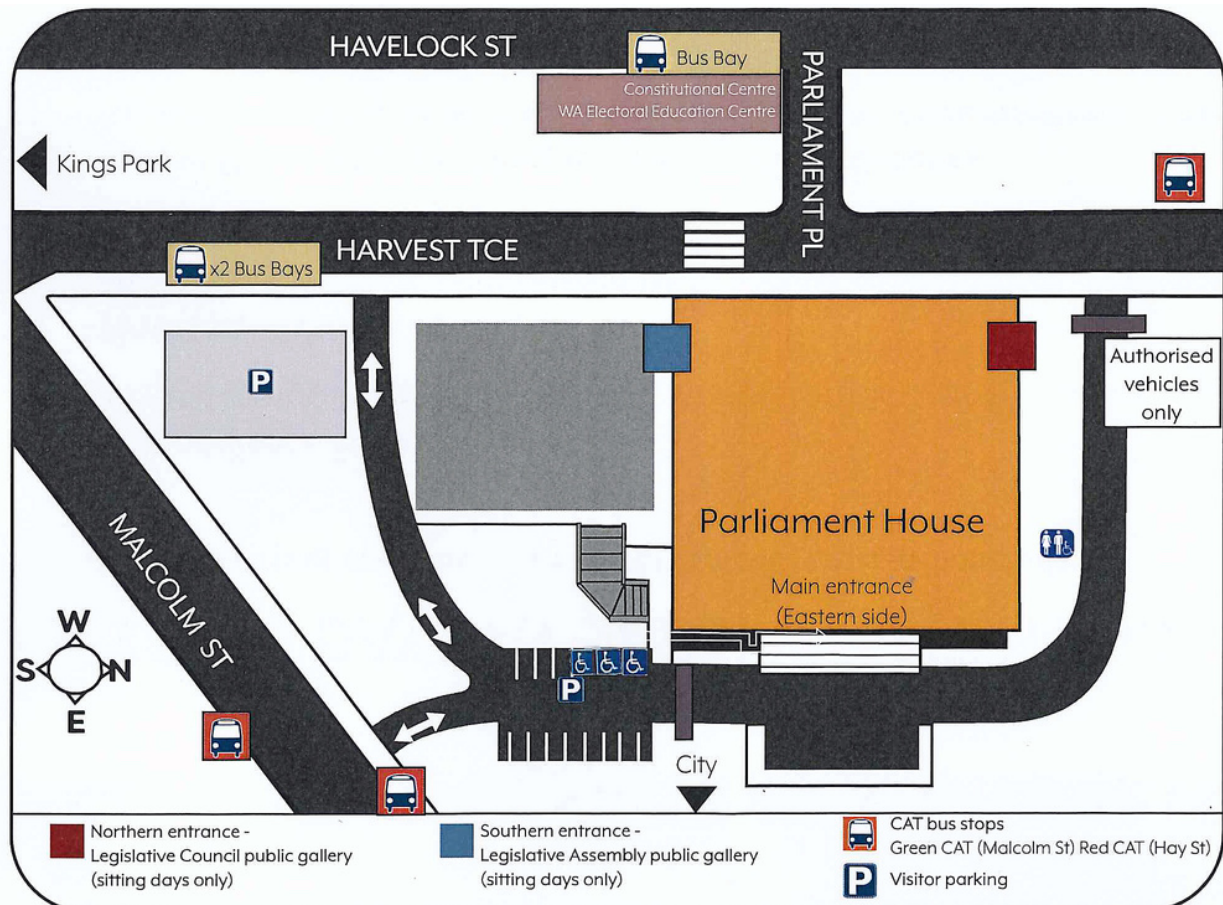


Bus Parking

Bus parking is available at Parliament House.

Two bus bays are available on Harvest Terrace. Additional bus parking is available at the Constitutional Centre on the corner of Havelock Street and Parliament Place (350m from Parliament House, see map below). Bus parking is also available in Kings Park.

Groups with special access requirements should contact the Education Office on (08) 9222 7259 or education@parliament.wa.gov.au, ahead of their visit to discuss arrangements.





Non-Sitting Days at Parliament House

On non-sitting days your visit to Parliament House will include:

- **Ground Floor - Forrest Foyer**
An introduction to the history, functions and features of the WA Parliament.
- **First Floor - Edith Cowan Foyer**
An overview of the relationship between the two houses and information on significant women of the Parliament and Premiers of the state
 - Access to the floor of one or both chambers
 - School/Tertiary groups can participate in a division activity, subject to the availability of the chambers, with the opportunity to sit in the seats of the chamber and immerse themselves in the experience of being Members of Parliament.
- **Meeting your local member**
Members endeavour to meet with school groups, subject to their availability. If the member visits, students will have the opportunity to ask questions and learn more about what their local member does. Tertiary groups will need to contact the local member's Electorate Office to determine availability.

Sitting Days at Parliament House

On sitting days your visit to Parliament House will include:

- **Ground Floor - Forrest Foyer**
An introduction to the history, functions and features of the WA Parliament.
- **First Floor - Edith Cowan Foyer**
An overview of the relationship between the two houses and information on significant women of the Parliament and Premiers of the state.
- **Second Floor – Aboriginal People's Gallery / Public Galleries**
An overview of the artwork and significant features in the Aboriginal People's Gallery. Access to the galleries of both the Legislative Assembly and Legislative Council to view the chambers below.
- **Meeting your local member**
Members may meet with school groups on a sitting day as they will be in the building (subject to availability and sitting schedule). Students will have the opportunity to ask questions and learn more about what their local member does.

Please note:

If viewing proceedings, each chamber can vary from high animation at Question Time, to more subdued Government Business.



After your school tour, follow up with a Virtual Q & A Session



A 30-minute live information session with a Parliamentary Educator.



A Virtual Q&A session is a great way for Parliament to visit schools.

The session is tailored, with a general overview of Parliament and then answers to student questions. These questions are emailed to the Education Office up to seven days prior to the session. Members of Parliament may join the session via a meeting link, if available.

Booking availability can be viewed online: https://bit.ly/Q_ASessionBookings

The set up is easy! All you need is a large screen, computer and Wi-Fi. Our on-line Parliamentary Educator will also be on-hand to assist with connection.

For further information contact education@parliament.wa.gov.au

Check our website for regular updates on special events: parliament.wa.gov.au

Follow our socials:

