

Ruth Faulkner Library

Library and Museum Excursion Guide



**City of
Belmont**

The background of the page is a light beige color with a complex, repeating pattern of Indigenous art motifs. These include concentric circles, wavy lines, and stylized floral or sun-like shapes. In the lower-left area, there are several circular icons containing handprints. A thick, wavy teal line runs along the bottom right corner of the page.

Acknowledgement of Country

The City of Belmont acknowledges the Whadjuk Noongar people as the Traditional Owners of this land and we pay our respects to Elders past, present and emerging. We further acknowledge their cultural heritage, beliefs, connection and relationship with this land which continues today. We acknowledge all Aboriginal and Torres Strait Islander peoples living within the City of Belmont.

Bookings

Cost: Free

Availability: Fridays, bookings must be made in advance and will be dependent on staff availability

Time: 9:30am to 2:30am

Email: libraryandmuseum@belmont.wa.gov.au

Phone: (08) 9477 7150

Website: www.belmont.wa.gov.au

Tailored sessions

If you would like a unique session with flexible delivery for your group due to additional needs, we would be happy to discuss your requirements and create a tailored session.



Guided Excursions

Storytime Experience

Kindergarten to Year Three

Overview

What happens at your local library? In this learning experience, students will experience an engaging storytime session and an age appropriate introduction to library services.

Duration

One hour facilitated experience with a Library and Museum Officer. A guided tour of the library and museum is also available.

Class Experience

- Explore different book formats, language styles and multicultural stories
- Interactive language activities including rhymes, songs, movement and picture book art
- Counting activities
- Greetings in other languages
- Bi-lingual storytimes on request (subject to staff availability)

Facilitated Program

The facilitated learning takes place in the Ruth Faulkner Library Children's Space. This interactive experience, facilitated by our experienced staff, engages children through stories, rhymes, songs, guided activities and movement.

Guided Tour

This optional component of your visit takes place in the library and museum. Children will tour the library and museum facilities and receive age appropriate information about library and museum services and staff. Depending on equipment and rooms in use, the tour may include a behind the scenes look at the City's audio-visual recording room, artefact restoration room, robotic returns machine and more.



Guided Excursions

Build a Belmonster Adventure

Years Two to Four

Overview

Where do the amazing stories in a library come from? Discover how authors and illustrators work together to bring a book (or ebook) to life. In this learning experience, students will use a writing prompt to collaboratively create an original Belmonster Adventure.

Duration

90 minutes

A facilitated experience with a Library and Museum Officer. A 30 minute self guided tour of the library and museum is also available. Workshops and tours can be combined to create a tailored full day excursion.

Class Experience

- Explore different book formats available from the Ruth Faulkner Library
- Collaborate with class members to write a Belmonster narrative
- Participate in hands-on activities and create hard-copy, audio and ebook versions

Facilitated Program

The facilitated learning experience of Build a Belmonster Adventure takes place in one of our flexible learning spaces. This hands-on experience, facilitated by our experienced staff, guides students through the process of using prompts to spark their creative writing ideas. Children will be supported as they collaborate with peers to publish their story in a range of formats.

Please have your students split into four or five groups of six students for this session (depending on the number of students and adults). Ideally, each group will require one adult supervisor to assist them with activities.



Guided Excursions

Celebrate History with the Courtlands

Kindergarten to Year Three

Overview

What was life like in the olden days? Meet the Courtland family and discover how they lived, worked and celebrated special occasions in the Belmont community.

Duration

90 minutes

A facilitated experience with a Library and Museum Officer. A 30 minute self guided tour of the library and museum is also available. Workshops and tours can be combined to create a tailored full day excursion.

Class Experience

- An introduction to the Courtland family tree and how the family contributed to the local community
- View historical museum artefacts that belonged the Courtland family
- Participate in hands-on activities to imagine life in the past and compare it to their personal experience

Facilitated Program

Please have your students split into four or five groups of six students for this session (depending on the number of students and adults). Each group will require one adult supervisor to assist them with activities.



Guided Excursions

Fake the Fact

Years Four to Six

Overview

Try to pull the wool over the eyes of your friends and teachers by inventing fake facts. Test your internal lie detector and learn how to use librarian tricks to separate the truth from a tall story. Will your team win the game and become the champions of truth?

Duration

90 minutes

A facilitated experience with a Library and Museum Officer. A 30 minute self guided tour of the library and museum is also available. Workshops and tours can be combined to create a tailored full day excursion.

Class Experience

- Explore how people can be tricked by fake information
- Research basic facts on assigned topics
- Present a persuasive argument
- Identify parts and purpose of digital texts
- Participate in an interactive game to identify the truth from facts

General Capabilities

- Inquiring - identifying, exploring and clarifying information and ideas
- Analysing, synthesising and evaluating reasoning and procedures

Facilitated Program

The facilitated learning experience Fake the Facts takes place in one of our flexible learning spaces. This hands-on experience, facilitated by our experienced staff, will guide children in some basic research techniques and identification of credible sources. After investigating their assigned facts they will participate in a game show style activity in which the class will try to identify fact from fiction.

Please have your students split into four or five groups of six students for this session (depending on the number of students and adults). Ideally, each group will require one adult supervisor to assist them with activities.



Excursion Essentials

Our City, Our Staff

The History of the City of Belmont

The municipality of Belmont was established in 1898 as the Belmont Road Board. Today, the City of Belmont – City of Opportunity is a thriving municipality with extensive parklands and some outstanding facilities such as Belmont Hub which houses the Ruth Faulkner Library, Belmont Museum and much more.

External Provider Information

City of Belmont children's program facilitators and children's program volunteers have a current Working with Children Check. It is a pre-employment requirement that staff of the City of Belmont to provide a National Police Clearance.

Some City of Belmont staff hold current senior first-aid certificates. First Aid kits are available throughout the Belmont Hub.

Public Liability Insurance

Insurer: LGIS Liability

Limit of Liability: \$100,000,000

Public Liability Certificate of Currency document is included at the end of this document.

Evacuation Plan

A copy of the Belmont Hub Evacuation Diagram is included at the end of this document.

Emergency Response Plan

In the event of an emergency it is essential that all school visitors follow directions from City of Belmont staff and wardens who will be wearing red or yellow hats.

Belmont Hub is equipped with an Emergency Warning System. A siren will indicate when an evacuation is underway. If evacuation is required all visitors will be assembled at the closest muster point as directed by wardens.

Teachers will need to do a roll call and must immediately notify City of Belmont wardens if any students are missing. It is highly recommended that school supervisory teams have access to a list of names of participating students, supervisors' contact telephone numbers, student medical information and relevant health information of supervisors.

While our staff members have first aid training, it is the responsibility of the school to provide basic first aid to the students. Our staff will assist if possible.



Excursion Essentials



Supervisor/Supervisory Team

It is a school requirement to provide a supervisory team for excursions to Belmont Hub. The school supervisory team must accompany students throughout the excursion, actively monitor behaviour and intervene as necessary. School supervisory teams are encouraged to prepare students for the visit by outlining expected behaviour and learning outcomes.

City of Belmont staff members are located throughout Belmont Hub, and while they will not undertake any role in a supervisory context, they will intervene where behaviour or activities put displays and/or the safety of individuals and other visitors at risk.

Supervision Strategies

The City of Belmont requires a ratio of 1 adult to 6 students, with a mandatory minimum of 2 supervisors per school supervisory team.

We recommend that each adult helper be responsible for a small group of children. Please ensure that each adult supervisor is aware of their role in regards to the behaviour and safety of your students.

Identification of Excursion Participants

Identification of excursion participants is the responsibility of the visiting school. It can be useful to City of Belmont staff if students are dressed in school uniform, for clear identification, and if the school supervisory team members wear a name badge.

City of Belmont staff members are located throughout Belmont Hub at all times and wear uniform and name badges.

Excursion Essentials

Belmont Hub

Purpose of the Excursion

Belmont Hub caters learning experiences to audiences from Kindergarten through to Year 6. Older students can be catered for on request. Ruth Faulkner Library and Belmont Museum offer a range of facilitated programs for school students, led by our experienced team of facilitators and volunteers. A variety of self-guided experiences are also available for those classes who wish to explore the library and museum on their own. All learning experiences have been developed by qualified educators to support the Australian Curriculum, in History, English and critical and creative thinking learning areas. Excursions to Belmont Hub provide an opportunity to engage with historical artefact's, stories and specialist information.

Environment

Belmont Hub is a state-of-the-art smart building and is fully accessible. Please advise if you have any participants with special needs so we can ensure full participation during the visit.

Toilets (including wheelchair accessible toilets) and water bottle refill stations can be found on both levels of Belmont Hub. The surrounding plaza areas comprise a paved open area, an edible garden and the adjacent Faulkner and Volcano Parks. These parks offer grassed areas, a gazebo, and play equipment. Faulkner Park also features a shallow lake. Volcano Park is surrounded by a fence, with self-closing gates along both Progress Way and Abernathy Road. Water refill stations are also accessible within Volcano Park.

Belmont Hub has limited space available for storage of lunches and school bags. It is preferred that school bags are not brought on site and lunches are stored in a large tub, which can be left in a designated area. Please note that the area may not be secured.

Transport

Transport to and from the venue remains the responsibility of the visiting school. Belmont Hub is accessible by public transport. Belmont Forum bus stops are situated directly outside the building on Wright Street.

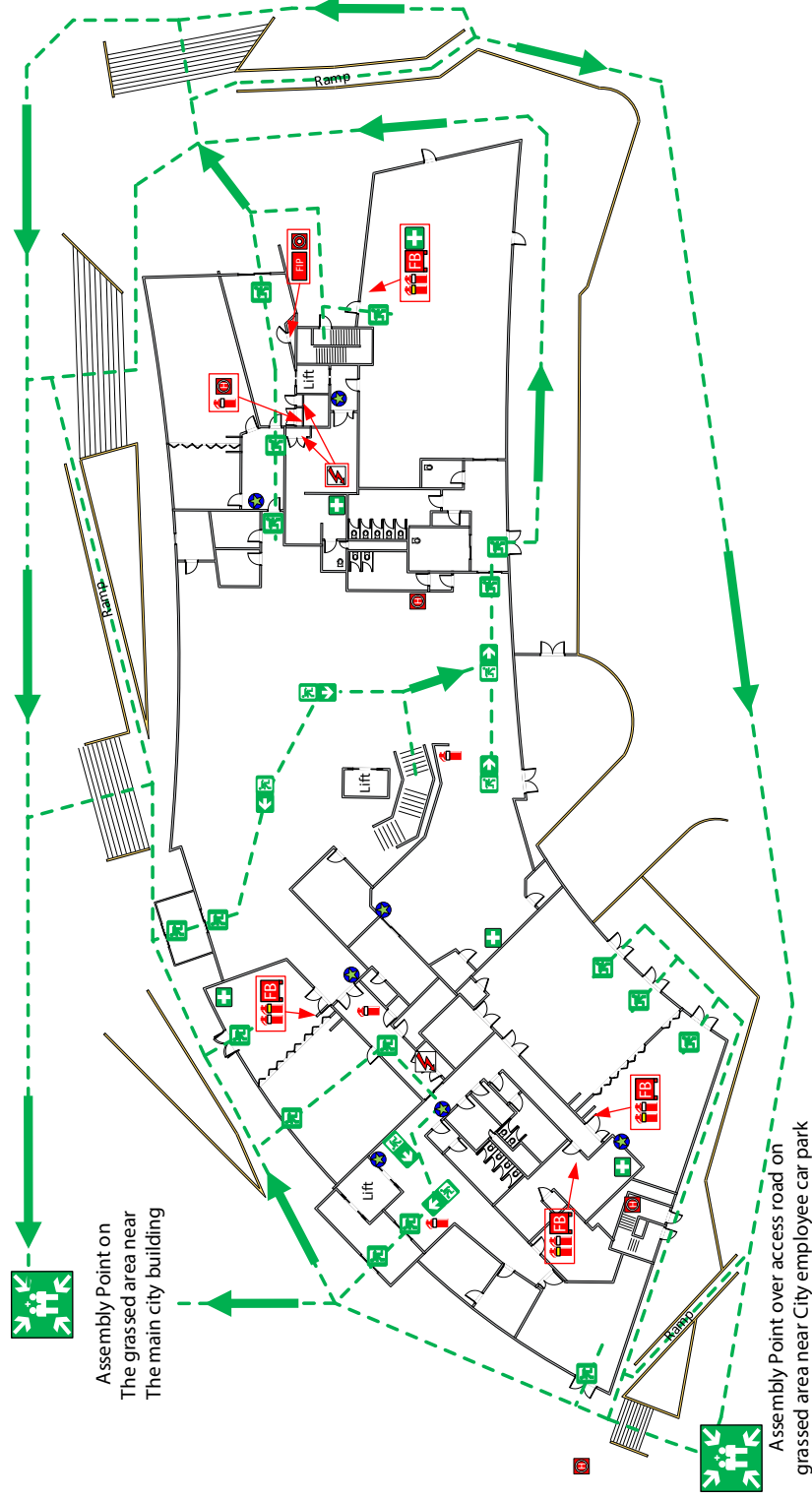
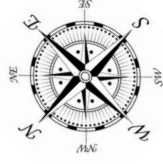
Private buses can use the 10 minute drop-off/pick-up bays situated on Progress Way and Robinson Avenue adjacent to Belmont Hub- circled in pink on the next page. A Faulkner Park Precinct map is available for further details. School groups must enter through the Library and Museum Main Entrance located to the North-East of the building.

Please arrive 15 minutes before your scheduled excursion time to allow for check-in .



Evacuation Diagram

Belmont Community Hub – Ground Floor
213 Wright Street, Cloverdale WA 6105
Closest Cross Road: Robinson Avenue



Assembly Point on
The grassed area near
The main city building

Assembly Point over access road on
grassed area near City employee car park

APPROVED for PRODUCTION	
Client Signature:	
Print Name:	
Date:	

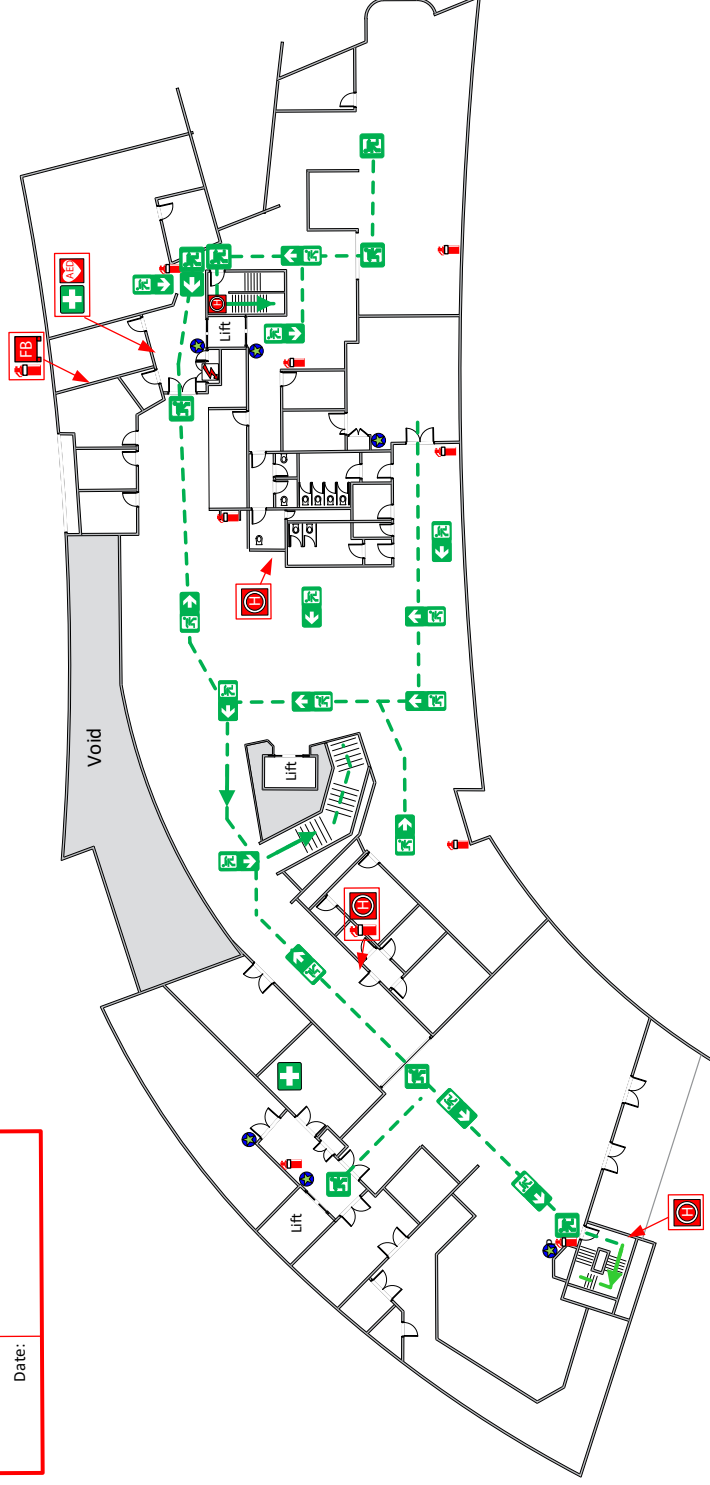
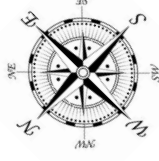
EMERGENCY INFORMATION	
	<p>In case of emergency contact: Police, Fire or Ambulance (life threatening) 000</p>
	<p>Police (non-urgent) 131 444 SES 132 500</p>
EMERGENCY PROCEDURES	
<p>When directed by your Warden or when alarm is sounded:</p> <p>Evacuate the building via the nearest safe exit Proceed to the assembly area, or as directed by your Warden or Emergency Services Remain at the assembly area until directed by your Warden or Emergency Services</p> <p>Do not re-enter the building until instructed by your Warden or the Emergency Services.</p>	
LEGEND	
Powder Extinguisher Wet Chemical Extinguisher CO ₂ Fire Extinguisher H ₂ O Fire Extinguisher Fire Blanket Hydrant Electrical Distribution Panel First Aid Kit Fire Indication Panel Manual Alarm Point Emergency Exit Assembly Area Emergency Egress "You Are Here"	










Evacuation Diagram

Belmont Community Hub – Level 1
213 Wright Street, Cloverdale WA 6105
Closest Cross Road: Robinson Avenue



APPROVED for PRODUCTION	
Client Signature:	
Print Name:	
Date:	



EMERGENCY INFORMATION	
 <p>In case of emergency contact: Police, Fire or Ambulance (life threatening) 000</p> <p>Police (non-urgent) 131 444 SES 132 500</p>	
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LEGEND	
       	<p>Powder Extinguisher</p> <p>Hydrant</p> <p>Fire Blanket</p> <p>Electrical Distribution Panel</p> <p>Automated External Defibrillator</p> <p>First Aid Kit</p> <p>Emergency Exit</p> <p>Assembly Area</p> <p>Emergency Egress</p> <p>"You Are Here"</p>

Faulkner Park Precinct Map





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ABN 59 780 338 975
Managed by
JLT Risk Solutions Pty Ltd
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Level 3, 170 Railway Pde
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01 July 2025

To Whom It May Concern

Certificate of Currency Public Liability

Member Ref: 000007

This certificate of currency provides a summary of cover and is current on the date of issue. It is not intended to amend, extend, replace or override the terms and conditions contained in the actual coverage document. This certificate of currency is issued as a matter of information only and confers no rights upon the certificate holder. We accept no responsibility whatsoever for any inadvertent or negligent act, error or omission on our part in preparing these statements or in transmitting this Certificate by email or for any loss, damage or expense thereby occasioned to any recipient.

MEMBER	City of Belmont
BUSINESS	Municipal or other Local Government Authorities, and all incidental and associated functions of The Member pursuant to the Local Government Act
PERIOD OF PROTECTION	From: 30/06/25 at 4.00 PM Local Time (WA) To: 30/06/26 at 4.00 PM Local Time (WA)
GEOGRAPHICAL SCOPE	<p>This Protection Policy will apply worldwide except:</p> <ul style="list-style-type: none">a) In respect of Claims made or actions instituted within the United States of America or the Dominion of Canada or any other territory coming within the jurisdiction of the Courts of the United States of American or the Dominion of Canada.b) In respect of Claims made which are governed by the laws of the United States of American or the Dominion of Canada, whether by agreement of the Member or otherwise.c) Liability accruing to The Member as a consequence of any indemnity, undertaking or hold harmless agreement provided to any party which indemnifies that party against awards, claims or damages or costs associated with actions in the Courts of Canada and/or the United States of America their protectorates or dependencies.




City of
Belmont

Open 7 days a week,
Monday to Friday 9am-7pm,
Saturday 10am-3pm and
Sunday 1pm-4pm.

**To find out more
about the Library
and Museum visit:**

 belmont.wa.gov.au/library

 [libraryandmuseum@
belmont.wa.gov.au](mailto:libraryandmuseum@belmont.wa.gov.au)

 (08) 9477 7150

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Cloverdale 6105