

State	Special Consideration Activities	Excluded Activities
WA <sup>1</sup>	<ul style="list-style-type: none"> <li>• Construction (selected high risk activities)</li> <li>• Electrical (selection of activities)</li> </ul>	<ul style="list-style-type: none"> <li>• activities covered under ‘high risk placements’</li> <li>• the use of vehicles, plant, machinery or equipment which is dangerous for new and/or inexperienced or young workers to operate and/or subject to mandatory requirements, unless specific criteria are met</li> <li>• travel on charter flights and aircraft other than those providing a regular public transport service (that is, on a regular route with paying passengers)</li> <li>• travel by helicopter</li> <li>• travel outside the 12 nautical mile limit at sea (Territorial Sea – which Australia's sovereignty extends to)</li> <li>• scuba and deep-sea diving</li> <li>• work involving guns or firearms</li> <li>• work involving explosives or dangerous goods, as defined under the <i>Dangerous Goods Safety (General) Regulations 2007</i></li> <li>• work where hazardous substances are used, or hazards exist, which may present unacceptable risks given the student’s age, level of competence or maturity - hazardous substances include those which have the potential risk of causing infection and illness from the workplace (including zoonosis infections or illness from working with animals - excluding Agricultural Colleges)</li> </ul>
NT <sup>2</sup>		<ul style="list-style-type: none"> <li>• performance of a task or operation of machinery or a vehicle, for which they do not hold the appropriate licence or certification</li> <li>• operation or travel on aircraft or helicopter that is not a commercial flight, <b><u>with the exception of students undertaking a structured Work Experience program with the Department of Defence.</u></b></li> </ul>

<sup>1</sup> Information from Western Australia Department of Education *Workplace Learning Guidelines*. See WA WELO or National Office for a copy.

<sup>2</sup> Information from Northern Territory Department of Education [Guidelines and Procedures - Work Experience](#)

State	Special Consideration Activities	Excluded Activities
		<ul style="list-style-type: none"> <li>operation of, or be a passenger in, any non-commercial watercraft, <b><u>with the exception of students undertaking a structured Work Experience program with the Department of Defence.</u></b> Commercial watercraft cannot travel more than 12 nautical miles off shore</li> <li>work underwater using snorkelling or SCUBA equipment</li> </ul>
SA <sup>3</sup>		<ul style="list-style-type: none"> <li>work where hazardous substances are used, or hazards exist, which may present an unacceptable level of risk given the student's age, level of competence or maturity. In situations where students may encounter hazardous substances, the level of risk is determined by the extent to which hazard management systems are evident in the workplace (hazardous substances include those having the potential risk of causing infection and illness from the workplace, including zoonosis infections or illness).</li> <li>the requirement to operate equipment, machinery or vehicles for which they do not hold the appropriate licence or certification</li> <li>the requirement to operate any vehicle capable of flight or be involved in air travel on charter flights and aircraft (<b><u>other than those providing a regular transport service to the public or Department of Defence aircraft</u></b>)</li> </ul>
QLD <sup>4</sup>		<ul style="list-style-type: none"> <li>driving of any watercraft exceeding 8 metres in length</li> <li>the repair, service, refuelling, maintenance, possession, operation, use or legal control of any aircraft by the Insured Agency, <b><u>except for the participation in repair, service, maintenance by work experience students of the Insured Agency, who must be under the direct supervision of a Licensed Aircraft Maintenance Engineer or Australian Defence Force equivalent at all times</u></b></li> <li>air traffic control, <b><u>except for the observation by Australian Defence Force work experience students of the Insured Agency who must be under direct supervision of a suitably qualified Australian Defence Force member at all times</u></b></li> <li>the driving of any vehicle on a public road or thoroughfare or any airport runway or tarmac</li> </ul>

<sup>3</sup> Information from South Australia Department of Education [Workplace Learning Procedures](#)

<sup>4</sup> Information from Queensland Department of Education [Insurance Information for Schools, Parents and Work Experience Providers.](#)

State	Special Consideration Activities	Excluded Activities
		<ul style="list-style-type: none"> <li>• the use, handling and storage of firearms and explosive devices</li> <li>• abseiling</li> <li>• rock and/or mountain climbing (with the exception of indoor rock wall climbing under the direct supervision of a qualified and experienced person at all times as per the minimum qualifications for supervisors outlined in the Curriculum Activity Risk Assessment (CARA) activity guidelines for Climbing (artificial or rock) and Abseiling)</li> <li>• underwater diving using either scuba or snorkelling equipment, where the student is not participating in an activity fully supervised by an appropriately qualified instructor.</li> </ul>
NSW <sup>5</sup>	<ul style="list-style-type: none"> <li>• Construction (selected high risk activities)</li> </ul>	<ul style="list-style-type: none"> <li>• travel by helicopter.</li> <li>• travel outside the 12 nautical mile limit at sea</li> <li>• scuba and deep-sea diving</li> <li>• the driving any old or unregistered vehicles commonly known as ‘bush bashers’</li> <li>• the use of machinery or equipment which <b>may</b> be dangerous for new or young workers to operate is prohibited <b>unless</b> the activity is first risk-assessed as suitable and safe for student operation by the host employer and each of the following occurs;             <ul style="list-style-type: none"> <li>○ the student is given appropriate information, instruction and training and a checklist for the safe operation and handling of the equipment</li> <li>○ the equipment is in safe working order, complete with required safety devices or guards</li> <li>○ a suitably qualified or experienced person in the workplace who has good communication skills and the ability to give clear instructions provides ongoing close supervision.</li> </ul> </li> <li>• air travel on charter flights and aircraft is prohibited, other than those providing a regular public transport service such as on a regular route with paying passengers.</li> <li>• any activity requiring a licence such as a driver’s licence or permit, or certificate of competence is prohibited unless:             <ul style="list-style-type: none"> <li>○ the student already has the relevant current licence, permit or certificate</li> <li>○ the activity is directly related to the learning outcomes of the placement</li> </ul> </li> </ul>

<sup>5</sup> Information from NSW Department of Education [Keeping Students Safe](#)

State	Special Consideration Activities	Excluded Activities
		<ul style="list-style-type: none"> <li>○ the activity is included in the Student Placement Record prior to approval.</li> <li>● Scheduled work as set out in Chapter 4 of the <a href="#">NSW Work Health and Safety Regulation 2011</a> is prohibited, unless there are exceptional circumstances and the student, aged 18 or over, already has achieved the necessary certification.</li> </ul>
ACT <sup>6</sup>	<ul style="list-style-type: none"> <li>● Construction</li> </ul>	<ul style="list-style-type: none"> <li>● the use machinery or equipment which may be dangerous for new or young workers to operate is prohibited unless specific criteria are met</li> <li>● travel on charter flights and aircraft (other than those providing a regular transport service to the public or Department of Defence aircraft).</li> <li>● undertaking of any activity requiring a licence, permit or certificate of competence is prohibited unless:               <ul style="list-style-type: none"> <li>○ the student already has the relevant current licence, permit or certificate</li> <li>○ the activity is directly related to the learning outcomes of the placement.</li> </ul> </li> <li>● the driving of any old or unregistered vehicles</li> <li>● travel by helicopter</li> <li>● the undertaking of any transport service outside of the ACT</li> <li>● travel outside the 12 nautical-mile (approximately 22 kilometres) limit at sea</li> <li>● the use guns or firearms, except as part of an approved and supervised Australian Defence Force activity</li> <li>● the undertaking of racing of any kind other than on foot.</li> </ul>
VIC <sup>7</sup>	<ul style="list-style-type: none"> <li>● <b><u>Defence Force: participants must be over 15</u></b></li> <li>● Guidelines have been developed to assist students, parents and schools/NSSPs to consider the hazards associated with animal contact, and to help employers plan suitable activities and provide a safe and</li> </ul>	<ul style="list-style-type: none"> <li>● students may not undertake work experience in the following industries:               <ul style="list-style-type: none"> <li>○ administering medical treatments</li> <li>○ discussing the condition of patients</li> <li>○ dispensing and/or administering medication</li> <li>○ handling or using explosives</li> <li>○ holding keys, codes or ciphers except those required to operate standard office machines and other permitted equipment</li> </ul> </li> </ul>

<sup>6</sup> Information from ACT Department of Education [Workplace Learning Program](#)

<sup>7</sup> Information from VIC Department of Education [Work Experience Manual](#)

State	Special Consideration Activities	Excluded Activities
	<p>rewarding experience for students. Please contact your WELO for more information.</p> <ul style="list-style-type: none"> <li>• <b>NB:</b> Students under 15 years of age are NOT permitted to undertake work experience involving direct contact with animals. They may however, undertake other animal related activities that are safe and suitable, for example, preparing feeds.</li> <li>• Aviation: Students aged 15 years and over may undertake work experience at a commercial airport or airline but are restricted to an office environment or other administrative environment such as customer service. If a student is offered a complimentary flight during their placement, this must be as a seated passenger only, and under the care and control of a suitably qualified and experienced member of staff.</li> </ul>	<ul style="list-style-type: none"> <li>○ the use of plant or equipment that poses an unacceptable risk to their health or safety, or which require extensive training or experience to use safely. See <a href="#">VIC Department of Education Work Experience Manual</a> for full list on pages 36-37. This link opens the PDF version of the manual directly.</li> </ul>
<p>TAS<sup>8</sup></p>	<ul style="list-style-type: none"> <li>• <b>Defence:</b> Students must not be placed at any location where armaments are used, nor may a student be placed at any location where combat activities of any kind (real or practice) are in progress.</li> </ul>	<ul style="list-style-type: none"> <li>• administering any medication either internally or externally, or the discussion of condition of patients.</li> <li>• holding keys, codes or ciphers except those required to operate standard office machines and other permitted equipment.</li> <li>• the driving of any vehicle or mobile plant without an appropriate licence, while on work placement – this includes cars, motorbikes, tractors, all-terrain vehicles, ride-on mowers, bulldozers, excavators, skidders.</li> <li>• use or be in the proximity of any fire arms.</li> </ul>

<sup>8</sup> Information from TAS Department of Education [Workplace Learning Procedures](#)

### Case Studies: Excluded Activities

#### Excluded Activities by State:

A participant from New South Wales (NSW) is attending a placement in Townsville, Queensland. The placement includes flying as an activity, however, this is an excluded activity for participants from NSW.

You inform the participant that they must sit out the activity while the other participants undertake the activity. The following day you receive a call from that participant's parent advising you that they are unhappy that their child cannot participate.

#### **How should you manage this situation and handle the expectations of the DWEP participant and their parent/guardian?**

- Speak with the parent and explain:
  - you understand their complaint and that this safety precaution is outside of Defence's control
  - the reason for their child not participating in the flying activity (ie NSW Department of Education requirements. .
- Advise the parent that for further information they can contact their child's educational institution.
- Formal complaints should be handled in line with the DWEP Youth Protection Complaint and Event/Incident Management policy and guide.

#### Participation in Excluded Activities:

A participant does not have parent/guardian consent to participate in a specific activity on a placement. At the end of that activity, you are informed that the participant undertook the activity under the supervision of a Defence personnel representing the PCA.

#### **What should you do?**

- Notify the DWEP National Manager immediately via email, including the participant's name and details of the activity. The DWEP National Manager will notify the participant's EI.
- Inform the OAA of the incident, and request that an initial investigation is undertaken into the underlying cause of the incident. Reiterate that participants who do not have parent/guardian consent to participate in an activity noted in the Nominal Roll, must sit out the activity.
- In future, prior to each scheduled activity, check which participants do not have parent/guardian consent for that activity and maintain a roll of participants and the activity/ies in which they are not permitted to participate. Circulate this information to the PCA and all Authorised Personnel coordinating and facilitating activities.
- If you are aware that the placement itinerary includes activities which you know that some participants do not have parent/guardian consent, consider issuing reminders prior to the activity and if practicable, attend the activity with the PCA.