



ALBANY ENTERTAINMENT
CENTRE

Excursion Plan

Name of provider	Albany Entertainment Centre
Location and contact details	
Physical address	2 Toll Place, Albany WA 6330
Phone number	(08) 9844 5000
Facsimile	(08) 9844 5055
Email	info.aec@artsculturetrust.wa.gov.au
Website	www.artsculturetrust.wa.gov.au
Contact person	Manager – Drew Dymond
Brief description of activities provided	<p>Built by the State Government the Albany Entertainment Centre (AEC) is a defining architectural landmark located on the foreshore of Albany's Princess Royal Harbour. The Centre comprises of Princess Royal Theatre – 618 seats / Kalyenup Studio -180 seats / Hanover Room / Box Office & VIEW Restaurant.</p> <p>The AEC is managed by the Arts and Culture Trust (ACT).</p>
Detail your staff's current accreditation and qualifications	Provided upon request.
Detail your staff's relevant clearances	All ACT employees are required to hold a current national police clearance at the time of employment.
Public liability insurance	<p>Insurer: RiskCover</p> <p>Limit of Liability: \$800 million any one occurrence.</p> <p>Please refer to last page for a copy of the Certificate of Currency.</p>
Parking facilities for cars and buses	<p>The bus drop off point is located in Toll Place adjacent to the AEC.</p> <p>Parking for 135 vehicles is available in the Centre's car park which is accessed via Toll Place which runs off Princess Royal Drive.</p> <p>Additional parking is available in the City CBD north of the railway line where people may utilise the footbridge to access the Centre.</p>
Emergency response plan	<p>The AEC has an extensive Emergency Response Plan and is equipped with a PA system and audible fire alarm system. Please note that this document is not publicly available. Please contact the venue for further information if required.</p> <p>In the event of a site emergency, school supervisory teams are responsible for the managing the movement of students under the direction of venue staff. School supervisory teams are strongly recommended to meet identified supervision requirements to further support these procedures.</p> <p>It is suggested that school staff have access to a list of names of participating students, contact telephone numbers, student medical information and relevant health information of supervisors.</p>

COVID Safety Plan	<p>Albany Entertainment Centre has a Covid Safety Plan and procedures in place as required by the Closure and Restriction (Limit the Spread) Directions. Please note that this document is not publicly available and will be amended based on the current Direction in place.</p> <p>As required by the Plan:</p> <ul style="list-style-type: none"> • Covid Safety Plan Certificates are displayed at entrances to each area • Hand sanitiser available for use on site • All events in our fixed seated spaces will be reserved seating. Contact tracing details are required for all adults, teachers and parents, attending the performance with the students • SafeWA app or manual registration must be used by all patrons unless not required under the current Closure and Restriction (Limit the Spread) Direction. Noting that if a person is under the age of 16 or appears to be under 16, as of 3/2/21 under Direction 12 they are not required to register on entry. <p>Please contact the venue for further information if required.</p>
Disclaimer	Information current as at August 2022

CERTIFICATE OF CURRENCY



This Certificate is issued for information purposes only and does not confer any rights upon the Certificate holder and does not amend, extend or alter the coverage provided by the Cover detailed below.

Public Authority: Arts and Culture Trust

Cover Number: R/206813

Cover: General Liability (including Products Liability).

Situation of Risk: Worldwide

Covering: The legal liability of the Public Authority in respect of claims for compensation resulting from an occurrence.

Limit of Liability: \$800 million any one occurrence.

Excess: Nil

Expiry Date: 30 June 2023

Conditions: Subject to the RiskCover Certificate of Cover, Cover Document and Fund Guidelines.

This Cover has been effected with RiskCover (managed by the Insurance Commission of Western Australia).

Date Issued: 6 July 2022

