



SUBIACO ARTS CENTRE

## Information for Excursion Providers

Name of your organisation	Subiaco Arts Centre
Location/Contact Details	
Physical Address	180 Hamersley Road, Subiaco WA 6008 (08)
Phone Number	(08) 9380 3000
Email Address	sac@artculturetrust.wa.gov.au
Website Address	www.artsculturetrust.wa.gov.au
Contact Person	Sumeeta Frank, Venue Operations Coordinator
<b>Purpose of the Excursion</b>	
<ul style="list-style-type: none"><li>Describe the educational value of the activities that you provide.</li></ul>	
<p><b>Subiaco Arts Centre is home to WA's only Indigenous theatre company, Yirra Yaakin Theatre Company and also houses Tura New Music.</b> Subiaco Arts Centre is also extensively used by many leading Australian and international artists and companies as well as new and emerging theatre companies and organisations around Western Australia. The venue is home to many community groups and organisations, activating the space for workshops and creative developments, as well as a range of theatre and arts companies who run school holiday programs for primary and secondary aged school children.</p>	
<b>Environment</b>	
<ul style="list-style-type: none"><li>Describe your venue.</li><li>If you provide accommodation, describe the facilities.</li><li>Describe any facilities for students with disabilities.</li></ul>	
<p><b>Subiaco Arts Centre is located in the Subiaco Theatre Gardens,</b> and is surrounded by green parkland and gardens. There is an onsite café, Hole in the Wall, facing out to the beautiful gardens with alfresco seating and park benches available. <b>A lift provides access to all levels of the venue</b> and we pride ourselves on our facilities for our disabled patrons, as wheelchair access is available in all our performance spaces. There is also ramp access to level 2 from the Bagot Road side of the venue which provides easy access from the car parking area from which there are 3 ACROD bays available. Bathrooms for all patrons are located on the ground floor.</p>	

## Transport

- Where transport is the responsibility of the school, describe the parking facilities for cars and/or buses.
- If you provide any transport, provide details.

Transport arrangements are the responsibility of the school.

There are no long-term bus parking areas, however there is a drop off/pick up area within the main car park managed by The City of Subiaco. For information on location of bus parking please contact the Subiaco Arts Centre Venue Management. There is a public car park located in the vicinity of the Subiaco Arts Centre. Free parking is available along Hamersley Road and Bagot Road for a maximum of 2 hours. There are no time restrictions after 6pm on weekdays or on weekends

For public transport options contact Transperth [www.transperth.wa.gov.au](http://www.transperth.wa.gov.au)

## Students' Capacity

- Describe the activities in which students will participate.
- Describe the age group(s) for which the activities are suitable.
- If relevant, describe any particular skills required by students.

**Subiaco Arts Centre is a venue hosting a variety of performances. It is suitable for students from Kindergarten to Year 12.**

**Please contact the presenting organisation for information specific to the activities being presented.**

Please advise if you have any students with special needs so we can do our utmost to maximize the benefit of their visit.

## Supervisor/Supervisory Team

- Indicate whether you/your staff are available to assist in the supervision of students.

It is the responsibility of the school to develop a supervisory team that meets their specific requirements in line with the recommendations for supervision outlined in this document.

The school supervisory team must accompany the students throughout the visit to actively monitor behaviour and intervene as necessary.

Subiaco Arts Centre staff will not undertake any role(s) in a supervisory context.

Please be aware that members of the general public may be attending a performance at the same time as your school and we would appreciate your students demonstrating responsible behaviour to ensure an enjoyable experience for all.

## External Provider Information

- Detail you/your staff's current accreditation and qualifications.
- Detail you/your staff's relevant clearances.
- Provide details of your current level of public liability insurance.

**Subiaco Arts Centre is managed by Arts and Culture Trust.**

**Clearances:**

**Venue** staff are required to hold a current police clearance at the time of employment.

Public Liability Insurance:

**Insurer:** RiskCover

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

Please refer to the last page for a copy of the Certificate of Currency

## Supervision Strategies

- Provide details of your recommended student/supervisor ratio(s).
- Provide details of any recommendations regarding strategies for supervision.

**The development of appropriate supervision strategies is the responsibility of individual schools.** The school supervisory team must accompany the students throughout the visit to actively monitor behaviour and intervene as necessary.

School groups will be seated together where possible to assist with supervision. It is recommended that school supervisory team members are seated amongst students to facilitate ease of supervision.

Please be aware that members of the general public may be attending a performance at the same time as your school and we would appreciate your students demonstrating responsible behaviour to ensure an enjoyable experience for all.

If attending a performance, please contact the presenting organisation for their recommended supervisory ratio.

If one is not available, or the school is the hirer of the venue, Subiaco Arts Centre requires **school supervisory teams consist of no less than:**

- Yrs K – 3 1 adult to 10 students
- Yr 4 – 7 1 adult to 12 students
- Yr 8 – 12 1 adult to 15 students

with a minimum of 2 supervisors per 32 students.

The recommended ratios may vary according to the needs of your students. Please feel free to discuss supervision requirements with us.

## Identification of Excursion Participants

- Provide details of any recommendations for the identification of excursion participants.

Identification of excursions participants is the responsibility of individual schools.

**Subiaco Arts Centre recommends that all students wear the school uniform. For activities outside school hours the school should make provision for a system that can easily identify students such as badges or wristbands.**

## Communication Strategies

- Describe any modes of communication that you make available for use by schools.
- Provide details of any recommendations regarding strategies for communication.

**Communication strategies between students and the school supervisory team are the responsibility of the school. Please ensure everyone recognises the communication strategies.**

**School supervisory teams are encouraged to provide a mobile phone that they can be contacted on and use to call out during their visit, and are asked to ensure that this number is fully functional in all locations throughout the venue. Please note, mobile phones are required to be turned to silent during performances.**

School supervisory teams may access an external telephone line to call out if required during an excursion.

In addition, should the school need to contact the supervisory team during an excursion they may do so by contacting the Venue Operations Coordinator or the Duty Front of House Manager.

## Emergency Response Plan

- Where available, describe or provide a link to your emergency response plan.

**Schools will have their own Emergency Response Plan pertaining to the particular needs of their students.**

**Subiaco Arts Centre has an extensive Emergency Response Plan in place including a PA system and audible fire alarms. Please note that this document is not publicly available. Please contact the venue for further information if required.**

**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.

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.

## COVID Safety Plan

Subiaco Arts 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.

As required by the Plan:

- 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.

Please contact the venue for further information if required.

## Briefing Students and Supervisors

- If relevant, provide details of information that you/your staff will be presenting to students and/or supervisors at or prior to the commencement of the excursion.

School supervisory teams are asked to use the information below in *Other Relevant Details* to brief students on expectations in addition to those outlined by the presenting organisation.

## Other Relevant Details

- Provide any other information to support schools in their excursion planning.

The following guidelines will ensure a safe and comfortable environment for students and other members of the audience;

- Bringing along school bags is discouraged due to limited storage areas. The venue cannot guarantee the security and safety of personal belongings.
- Large bags must be cloaked before entrance to the theatre.
- Owing to technical interference and Occupational Health and Safety requirements for technicians, mobile phones must be turned off during performances. School Supervisory Teams are responsible for monitoring this requirement.
- ALL food and drinks (other than bottled water) are not permitted in the auditorium. School Supervisory Teams are to assist theatre staff with the policing of this rule.

Please be aware that members of the general public may be attending a performance at the same time as your school and we would appreciate your students demonstrating responsible behaviour to ensure an enjoyable experience for all.

- Students must refrain from talking during a performance.
- Student must remain in allocated seating under the supervision school supervisory team at all times.

**Please note a lockout may apply to some performances. Please check with the booking agent at the time of ticket purchase.**

## Disclaimer

This information is current at August 2022

# CERTIFICATE OF CURRENCY

RiskCover

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 2024

**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:** 19 May 2023



Insurance Commission  
of Western Australia