



PERTH CONCERT HALL

5 St Georges Terrace
Perth, Western Australia 6000
PO Box 3041
East Perth, Western Australia 6892

Perth Concert Hall

Location/Contact Details

Physical Address	5 St Georges Terrace, Perth, WA 6000
Phone Number	(08) 9231 9900
Fax Number	NA
Email Address	ricel@perthconcerthall.com.au
Website Address	www.perthconcerthall.com.au
Contact Person	Lorraine Rice, Deputy General Manager

Purpose of the Excursion

- *Describe the educational value of the activities that you provide.*

Opened in 1973, Perth Concert Hall is recognised as one of Australia's finest venues, hosting a variety of performances. The Perth Concert Hall is the performing home of the West Australian Symphony Orchestra, and is used extensively by other leading Australian and International artists.

Environment

- *Describe your venue.*
- *If you provide accommodation, describe the facilities.*
- *Describe any facilities for students with disabilities.*

The Perth Concert Hall (PCH) is situated between St Georges Terrace and Terrace Road on the eastern edge of the Perth CBD.

Access to the building can be obtained from the main entrance on the ground floor. A lift provides access to all three levels of the building. There are several stairways inside the building with options for alternative access by arrangement.

A universal access bathroom is located on the ground floor foyer.

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.



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Perth Concert Hall 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.*

The Perth Concert Hall is managed by WA Venues & Events Pty Ltd.

Clearances

WA Venues & Events Pty Ltd staff are required to hold a current police clearance at the time of employment.

Public Liability Insurance

Insurer: Marsh Pty Ltd

Amount: \$20,000,000

Please email ricel@perthconcerthall.com.au 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 note that supervision strategies must apply in all areas of the venue.

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.



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If one is not available, or the school is the hirer of the venue, Perth Concert Hall requires school supervisory teams to consist of no less than:

- Year K – 3 One adult to 10 students
- Year 4 – 7 One adult to 12 students
- Year 8 – 12 One adult to 15 students

with a minimum of two (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.*

This is the responsibility of individual schools.

Perth Concert Hall 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 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 off 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 Reception on (08) 9231 9900 during business hours. Alternatively the school can contact Stage Door on (08) 9231 9920 or the Front of House Manager (08) 9231 9915 during performance hours.



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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.

Perth Concert Hall has an extensive Emergency Management 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 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 to refer to while on site.

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.*

For schools attending performances at this venue:

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.

For schools hiring this venue:

A pre-event briefing will be conducted by Perth Concert Hall staff, specific to the relevant procedures for all events where stage access is required.

Please note that if access to foyers is required the Perth Concert Hall Event Manager must be notified in advance and supervision strategies must be in place.

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:

- Large bags must be cloaked before entrance to the auditorium.



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- 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.

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.

This information is valid until 31 December 2017