

# **RISK MANAGEMENT DETAILS**

**Venue:** Illawarra Performing Arts Centre  
**Address:** 32 Burelli St Wollongong NSW 2500  
**Telephone No:** (02) 4224 5999

- **Public Liability cover details**

**Insurer:** QBE International (Europe) Limited      **Expires:** 31 October 2010

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- **Accreditation of the venue**
  - Fully Licensed venue
  - Member of Australian Performing Arts Centre's Association
  - Member of Australian Entertainment Industry Association
- **Access and special requirements/ facilities i.e. for students with special needs. No. of stairs etc**
  - Both venues accessible by ramps
  - Disabled toilet available for all patrons
  - Wheelchair seat available in both venues
- **Emergency procedures - relevant training of venue staff**
  - All Permanent venue staff receive First 5 Minutes training
  - Casual staff & volunteers receive evacuation training
  - Evacuation plan in Place for performers, staff and audience
- **Known hazards and controls ie – fire**
  - Venue fitted with fire doors, fire curtain, drencher, sprinkler system, EWIS and fire alarm
- **Equipment- lifts etc- venue to confirm they are maintained and repaired and in good working order**
  - No lift or escalators in building
  - Emergency and Exit lighting, sprinklers, hose reels all checked as per Australian Standard
- **Use of Licensed personnel for construction maintenance and repairs**
  - All major construction and maintenance carried out in consultation with Wollongong City Council and following Council guidelines
- **Availability of toilets (number of male/female and access details)**
  - Male - approximately 9 metres of urinal & 3 cubicles
  - Female - 11 cubicles
  - Disabled – 1 x Unisex toilet

**Transport details:**

- **Pedestrian access**
- **By Bus**
  - Bus drop off & pick up zone immediately in front of theatre (no parking zone for bus)
- **By Train - distance approx 0.5 km**
  - Best route - 10 minute walk straight down Burelli St, nearly all intersections are controlled by traffic lights
- **By Car - drop off/parking**
  - Drop off available outside front of venue, **NO PARKING PROVIDED BY VENUE FOR DAYTIME PERFORMANCES**
  - No parking available in the Civic Plaza area.