Ruth Faulkner Library

Excursion Essentials

Our City, Out Staff

The History of the City of Belmont

The municipality of Belmont was established in 1898 as the Belmont Road Board. Today, the City of Belmont – City of Opportunity is a thriving municipality with extensive parklands and some outstanding facilities such as Belmont Hub which houses the Ruth Faulkner Library, Belmont Museum and much more.

External Provider Information

City of Belmont children's program facilitators and children's program volunteers have a current Working with Children Check. It is a pre-employment requirement that staff of the City of Belmont provide a National Police Clearance.

Some City of Belmont staff hold current senior first-aid certificates. First Aid kits are available throughout the Belmont Hub.

Public Liability Insurance

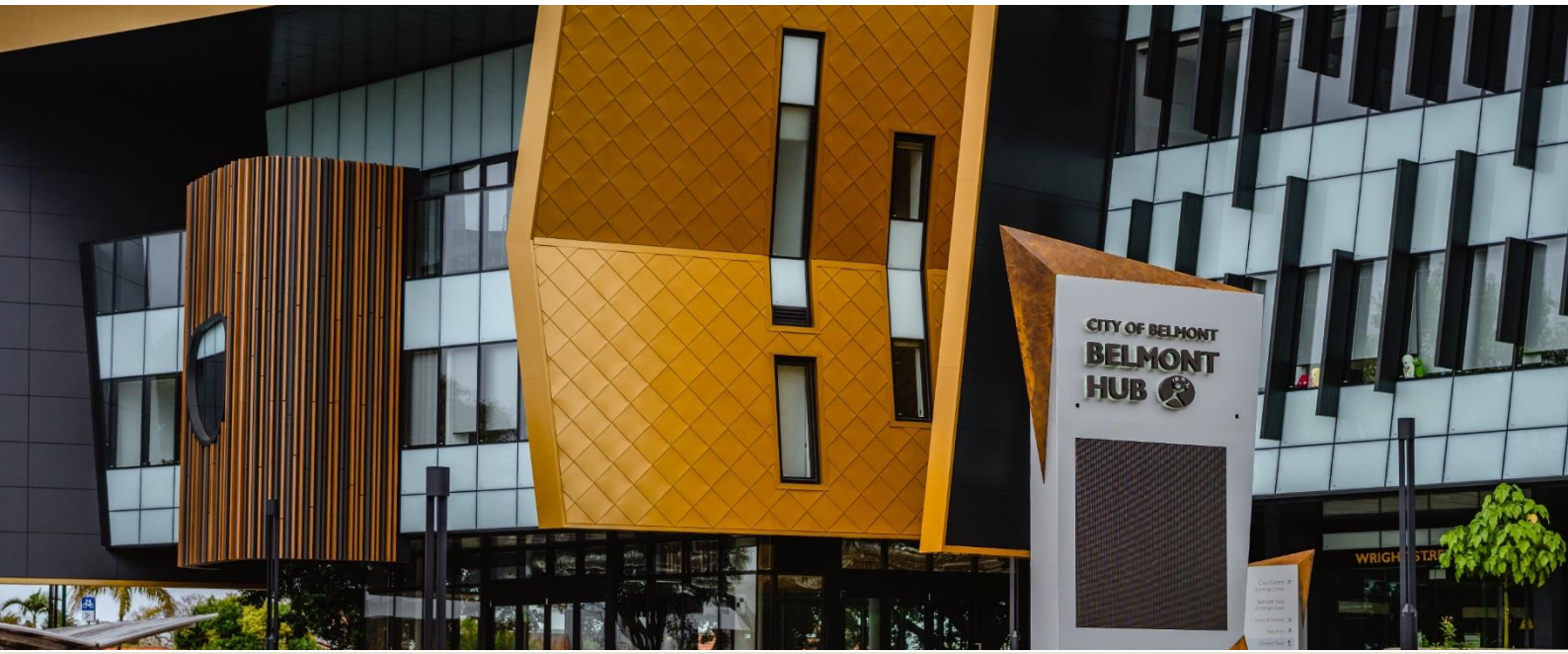
Insurer: LGIS Liability

Limit of Liability: $100,000,000

Public Liability Certificate of Currency document is included at the end of this document.

Evacuation Plan

A copy of the Belmont Hub Evacuation Diagram is included at the end of this document.



Emergency Response Plan

In the event of an emergency, it is essential that all school visitors follow directions from City of Belmont staff and wardens.

Belmont Hub is equipped with an Emergency Warning System. A siren will indicate when an evacuation is underway. If evacuation is required all visitors will be assembled at the closest muster point as directed by wardens.

Teachers will need to do a roll call and must immediately notify the City of Belmont wardens if any students are missing. It is highly recommended that school supervisory teams have access to a list of names of participating students, supervisors' contact telephone numbers, student medical information and relevant health information of supervisors.

While some staff members have first aid training, it is the responsibility of the school to provide basic first aid to the students. Our staff will assist if possible.

Supervisor/Supervisory Team

It is a school requirement to provide a supervisory team for excursions to Belmont Hub. The school supervisory team must accompany students throughout the excursion, actively monitor behaviour and intervene as necessary. School supervisory teams are encouraged to prepare students for the visit by outlining expected behaviour and learning outcomes.

City of Belmont staff members are located throughout Belmont Hub, and while they will not undertake any role in a supervisory context, they will intervene where behaviour or activities put displays, equipment and/or the safety of individuals and other visitors at risk.

Supervision Strategies

The City of Belmont requires a ratio of 1 adult to 6 students, with a mandatory minimum of 2 supervisors per school supervisory team.

We recommend that each adult helper be responsible for a small group of children. Please ensure that each adult supervisor is aware of their role regarding the behaviour and safety of your students.

Identification of Excursion Participants

Identification of excursion participants is the responsibility of the visiting school. It is useful to City of Belmont staff if students are dressed in school uniform, for clear identification, and if the school supervisory team members wear a name badge.

City of Belmont staff members are located throughout Belmont Hub at all times and wear a uniform and name badge.

Belmont Hub

Purpose of the Excursion

Belmont Hub caters learning experiences to audiences from Kindergarten through to Year 6. Older students can be catered for on request. Ruth Faulkner Library and Belmont Museum offer a range of facilitated programs for school students, led by our experienced team of facilitators and volunteers. A variety of self-guided experiences are also available for those classes who wish to explore the library and museum on their own. Excursions to Belmont Hub can provide an opportunity to engage with historical artefacts, stories and specialist information.

Environment

Belmont Hub is a state-of-the-art smart building and is fully accessible. Please advise if you have any participants with special needs so we can ensure full participation during the visit.

Toilets (including wheelchair accessible toilets) and water bottle refill stations can be found on both levels of Belmont Hub. The surrounding plaza areas comprise a paved open area, an edible garden and the adjacent Faulkner and Volcano Parks. These parks offer grassed areas, a gazebo, and play equipment. Faulkner Park also features a shallow lake. Volcano Park is surrounded by a fence, with self-closing gates along both Progress Way and Abernathy Road. Water refill stations are also accessible within Volcano Park.

Belmont Hub has limited space available for the storage of lunches and school bags. It is preferred that school bags are not brought on site and lunches are stored in a large tub, which can be left in a designated area. Please note that the area may not be secured. No food and drink are permitted in the museum including water bottles.

Transport

Transport to and from the venue remains the responsibility of the visiting school. Belmont Hub is accessible by public transport. Belmont Forum bus stops are situated directly outside the building on Wright Street.

Private buses can use the 1O minute drop-off/pick-up bays situated on Progress Way and Robinson Avenue adjacent to Belmont Hub. A Faulkner Park Precinct map is available for further details. School groups must enter through the Library and Museum Main Entrance located to the North-East of the building.

Please arrive 15 minutes before your scheduled excursion time to allow for check-in. We look forward to seeing you at Belmont Hub.

Faulkner Park Precinct Parking map

LGISWA
ABN 59 780 338 975
Managed by
JLT Risk Solutions Pty Ltd
ABN 69 009 098 864
Level 3, 170 Railway Pde
WEST LEEDERVILLE WA 6007
PO Box 1003
WEST PERTH WA 6872
Tel +61 8 9483 8888
Fax +61 8 9483 8898
www.lgiswa.com.au
Andrea.O'Loughlin@lgiswa.com.au

1 July 2026

TO WHOM IT MAY CONCERN

Certificate of Currency
Public Liability

Member Ref: 000007

This certificate of currency provides a summary of cover and is current on the date of issue. It is not intended to amend, extend, replace or override the terms and conditions contained in the actual coverage document. This certificate of currency is issued as a matter of information only and confers no rights upon the certificate holder. We accept no responsibility whatsoever for any inadvertent or negligent act, error or omission on our part in preparing these statements or in transmitting this Certificate by email or for any loss, damage or expense thereby occasioned to any recipient.

MEMBER	City of Belmont
BUSINESS	Municipal or other Local Government Authorities, and all incidental and associated functions of The Member pursuant to the Local Government Act
PERIOD OF PROTECTION	From: 30/06/26 at 4.00 PM Local Time (WA) To: 30/06/27 at 4.00 PM Local Time (WA)
GEOGRAPHICAL SCOPE	This Protection Policy will apply worldwide except: a) In respect of Claims made or actions instituted within the United States of America or the Dominion of Canada or any other territory coming within the jurisdiction of the Courts of the United States of American or the Dominion of Canada. b) In respect of Claims made which are governed by the laws of the United States of American or the Dominion of Canada, whether by agreement of the Member or otherwise. c) Liability accruing to The Member as a consequence of any indemnity, undertaking or hold harmless agreement provided to any party which indemnifies that party against awards, claims or damages or costs associated with actions in the Courts of Canada and/or the United States of America their protectorates or dependencies.

However, the above clauses (a) and (b) shall not apply to such Claims arising from the presence with the United States of America or the Dominion of Canada of any Member who is normally a resident in the Commonwealth of Australia and who at the time of the occurrence was in the course of the Business and who is neither a manual worker nor a supervisor of such work.

JURISDICTIONAL SCOPE Australia

GOVERNING LAW OF CONTRACT Australian

INTEREST PROTECTED

Section A
Legal liability to third parties for injury and/or damage to property caused by an occurrence in connection with the Member's business.

Section B
Professional Indemnity

LIMITS OF PROTECTION

Section A

Public Liability – any one occurrence	$100,000,000
Products Liability – any one occurrence and in the aggregate any one period of protection	$100,000,000

Section B

Professional Indemnity	$100,000,000 any one occurrence and in the aggregate any one period of protection.

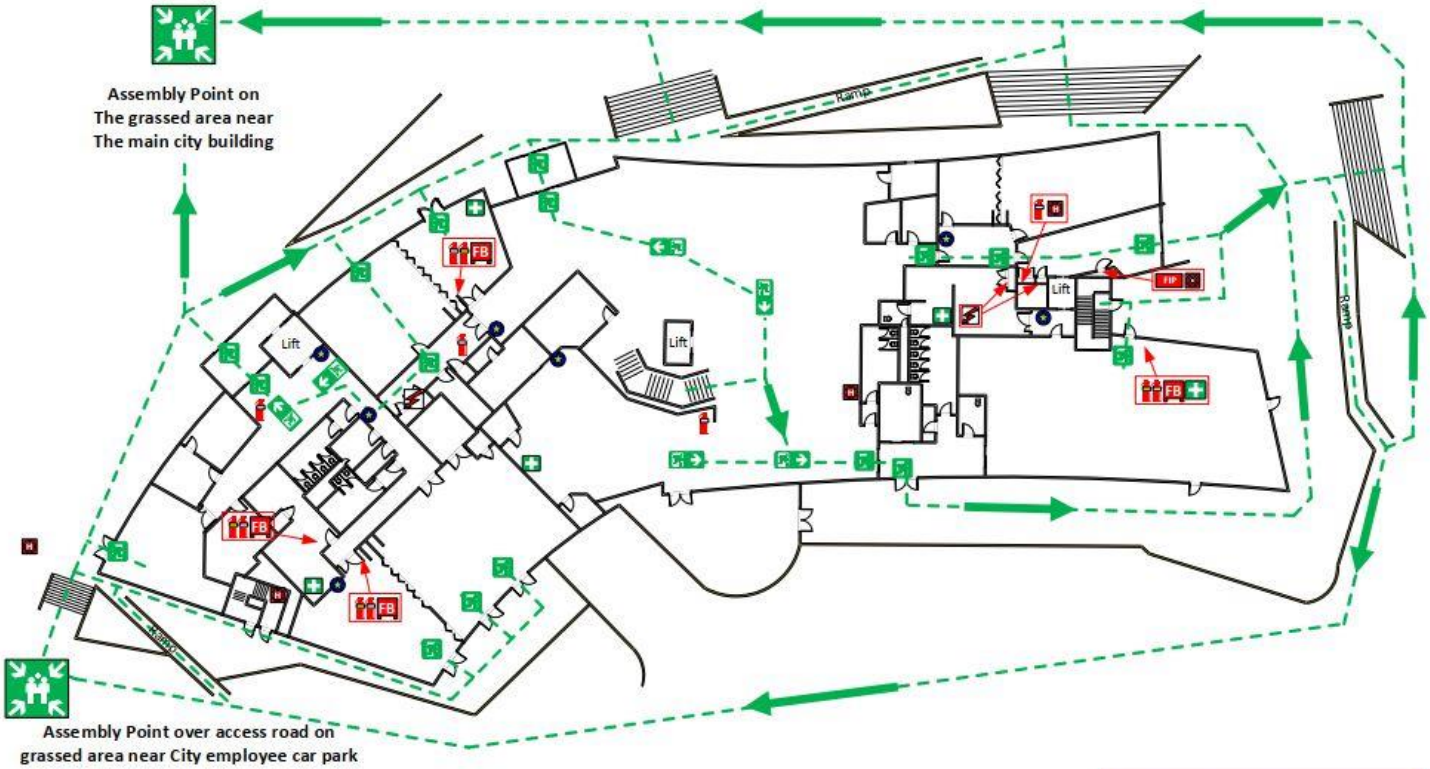
PROTECTION	PROVIDER	PROPORTION
Scheme Cover	LGISWA	100%

Udam Wickremaratne

Portfolio Manager - LGIS Liability & LGIS Property

Evacuation Diagram

Belmont Community Hub – Ground Floor
213 Wright Street, Cloverdale WA 6105
Closest Cross Road: Robinson Avenue



EMERGENCY INFORMATION

000 EMERGENCY

In case of emergency contact:

- Police, Fire or Ambulance (life threatening) 000
- Police (non-urgent) 131 444
- SES 132 500

EMERGENCY PROCEDURES

When directed by your Warden or when alarm is sounded:

- Evacuate the building via the nearest safe exit
- Proceed to the assembly area, or as directed by your Warden or Emergency Services
- Remain at the assembly area until directed by your Warden or Emergency Services

Do not re-enter the building until instructed by your Warden or the Emergency Services.

LEGEND

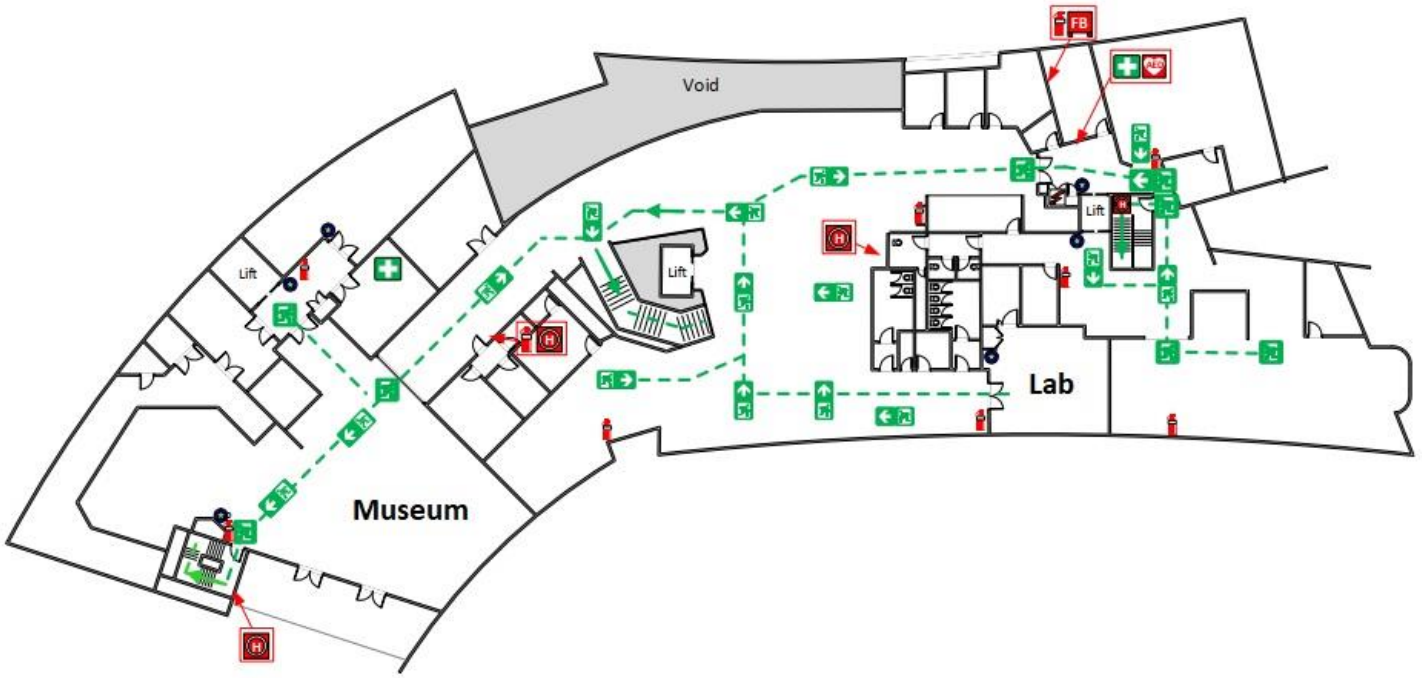
- Powder Extinguisher
- Wet Chemical Extinguisher
- CO_2 Fire Extinguisher
- H_2O Extinguisher
- Fire Blanket
- Hydrant
- Electrical Distribution Panel
- First Aid Kit
- Fire Indication Panel
- Manual Alarm Point
- Emergency Exit
- Assembly Area
- Emergency Egress
- "You Are Here"

APPROVED for PRODUCTION	
Client Signature:	
Print Name:	
Date:	

Date: May 2020 Version: 5 – Not to scale Emergency Egress Only

Evacuation Diagram

Belmont Community Hub – Level 1
213 Wright Street, Cloverdale WA 6105
Closest Cross Road: Robinson Avenue



Data: May 2020 Version: 4 – Not to scale Emergency Egress Only

EMERGENCY INFORMATION

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- **SES 132 500**

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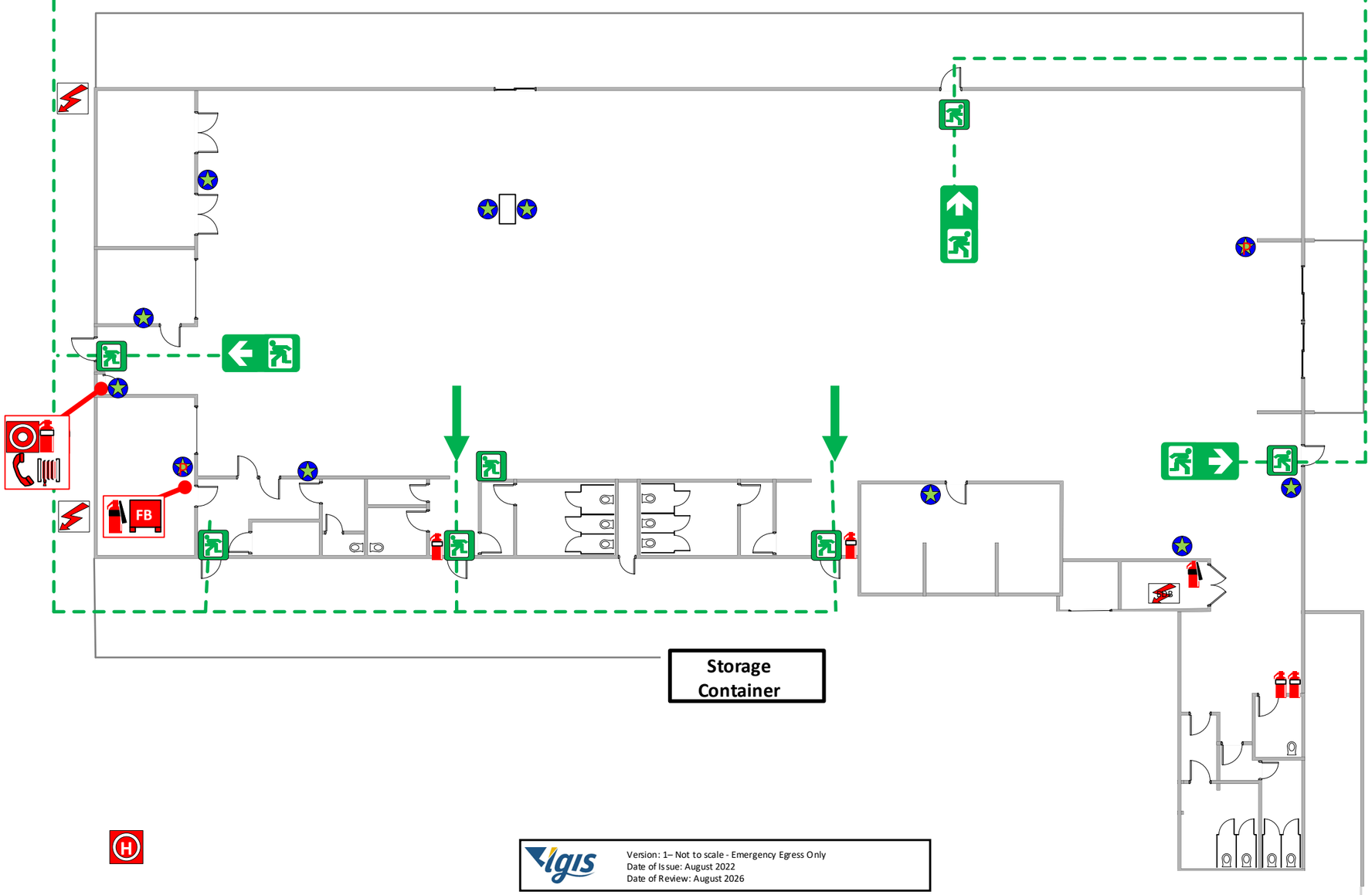
LEGEND

- Powder Extinguisher
- Hydrant
- Fire Blanket
- Electrical Distribution Panel
- Automated External Defibrillator
- First Aid Kit
- Emergency Exit
- Assembly Area
- Emergency Egress
- "You Are Here"

Evacuation Diagram

The Glass House
215 Wright St, Cloverdale WA 6105
Closest Cross Road: Progress Way

Assemble at the Rotunda



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Date of Issue: August 2022
Date of Review: August 2026

EMERGENCY INFORMATION

000 EMERGENCY

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- **Police (non-urgent) 131 444**
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LEGEND

- Powder Extinguisher
- CO_2 Fire Extinguisher
- Fire Blanket
- Hose Reel
- Hydrant
- Manual Alarm Point
- Electrical Switchboard
- Warden Phone
- Emergency Exit
- Assembly Area
- Emergency Egress
- "You Are Here"