

# GIPPSLAND PERFORMING ARTS CENTRE

32 Kay Street  
Traralgon, Victoria, 3844  
Phone 03 5176 3333  
[latrobe.vic.gov.au/gpac/home](http://latrobe.vic.gov.au/gpac/home)

## Access Key for Performers

A customised accessibility guide

Updated November 2022 V1.0





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# Guidelines

**Thank you for choosing to use an Access Key for performers at Gippsland Performing Arts Centre (GPAC). This customised accessibility guide provides convenient information about accessing Gippsland Performing Arts Centre.**

For your Access Key to be successful, we recommend you follow these guidelines.

- Access Keys are available online to help you prepare for your visit in advance.
- Access Keys to be read and shared in an environment free of distractions.
- Access Keys can be read independently or shared with a friend, family member, carer or support worker to prepare for the visit.
- If sharing the Access Key with participant, help the participant comprehend key points, consistently monitoring for level of understanding.
- If sharing the Access Key with participant, contextualised photographs can be used to summarise information and experiences.
- If using the Access Key as a reflective tool, make sure to enjoy the pivotal link between experience and recall after the visit has taken place.
- Once the visit has taken place, revisit the Access Key to celebrate success.
- Accessibility information is located on page [16](#).
- Safety information is located on page [17](#).
- Download Access Key in its entirety – 18 pages in total.



**Access  
Ability  
Australia**

Access Keys are designed and developed by Access Ability Australia.

To view the full range of free Access Keys available, go to [AAA Library](#).

For Access Keys in Braille or audio, please [Contact Us](#).

Please complete our short [survey](#) to help us ensure continuous improvement.



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# Did you know?

- Gippsland Performing Arts Centre is proudly supported by Latrobe City Council.
- You can view Latrobe City Council's [Community Access and Inclusion Plan](#).
- Latrobe City Council is committed to ensuring that people with a disability have equitable access to infrastructure and services provided. The Latrobe City Council's Social Inclusion Policy aims to help people feel valued and provides opportunities for everybody to participate in their community. It is about connecting with local communities, workmates, families, and friends to build relationships and networks, addressing isolation, and promoting social inclusion.
- Gippsland Performing Arts Centre includes:
  - a 750-seat auditorium
  - four meeting rooms/consultation rooms
  - two open air event spaces, one of which is a theatre
  - an indoor/outdoor café.
- The centre hosts a range of [performances and events](#).
- There are opportunities for local community members to explore their creative side through [workshops, projects and public programs](#).
- There is a variety of spaces available for [hire](#).
- You can receive updates on upcoming events and programs. Please subscribe to our [e-news](#).
- Gippsland Performing Arts Centre shares the ground level foyer space with the [Latrobe Visitor Information Centre](#).
- You can follow us on [Facebook](#) and [Instagram](#).
- You can provide feedback by visiting our [website](#) or by contacting us on 03 5176 3333.

## Acknowledgement

Latrobe City Council acknowledges that we live, work and play on the traditional land of the Braiakaulung people of the Gunaikurnai nation and pays respect to their Elders past and present.







## Getting There

**Gippsland Performing Arts Centre is at 32 Kay Street, Traralgon (on the corner of Church Street).**

See [Google Maps](#).

### Train

The V/Line train from Southern Cross Station to Traralgon will get you there. The nearest railway station is Traralgon Station, 2.2 kilometres from the centre.

### Bus

The nearest bus stop is at Traralgon Centre Plaza on Franklin Street, 195 metres from the centre. Use the regional bus to Maffra.

For further information on how to get to the Gippsland Performing Arts Centre, please visit [Public Transport Victoria](#).



# Parking

The most convenient parking is within a designated underground carpark onsite.

This carpark is accessed from Grey Street.

There is lift or stair access from the underground carpark to ground level. This will take you to the outside of the centre.



There are:

- two accessible parking bays in the underground carpark, located 90 metres from the entrance
- two accessible parking bays on Grey Street, next to the entry ramp to the underground carpark. An additional accessible parking bay is located on Church Street, 60 metres from the entrance
- seventy-two general parking bays in the underground carpark. Please note any restrictions upon entry
- motorcycle parking bays in the underground carpark
- overflow parking bays located at Gippsland Regional Aquatic Centre, on the corner of Breed and Kay Streets
- long bay parking bays in Kay Street, opposite Gippsland Regional Aquatic Centre
- nearby street parking bays on Kay Street, Grey Street and Church Street. Some restrictions apply
- bike racks located out the front of the centre, on Kay Street.





# Welcome

Performers can access Back of House from an external door on Grey Street signed “Stage Door”.

There is both ramped and stepped access

Entry is through a manual door, opening outward with a clearance of 910mm. This can also be opened to double doors.

Access to Back of House can also be made via two doors on the auditorium stage. These doors have a clearance of 840mm. Door to the right of stage can be opened to double doors with a clearance of 1730mm.

Back of House facilities include:

- toilets, including accessible
- six dressing rooms
- green room
- courtyard
- lift access to the basement
- lockers at varying heights
- accessible orchestra pit.



# GIPPSLAND PERFORMING ARTS CENTRE

## PRECINCT SITE MAP



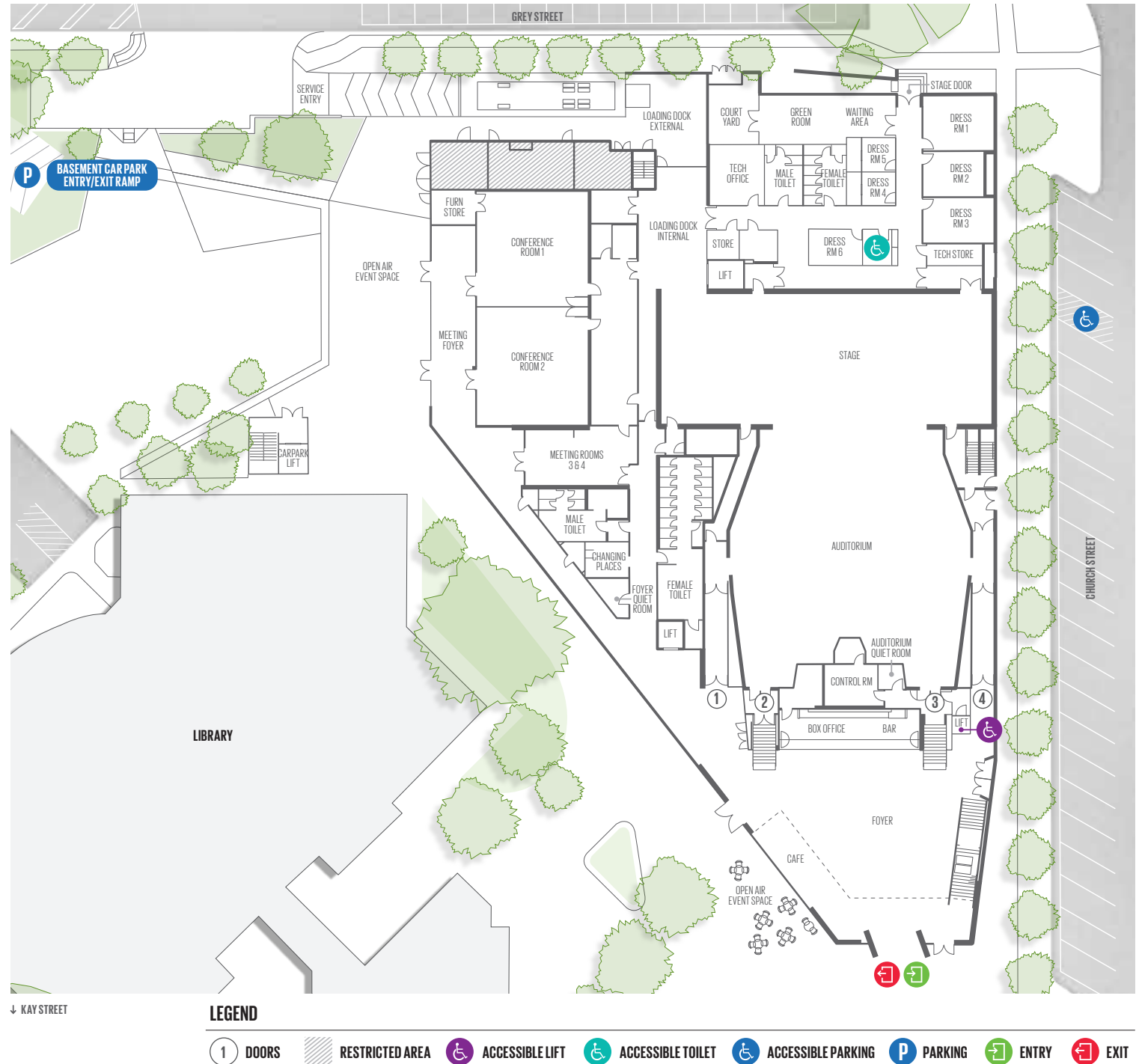
### LEGEND





# GIPPSLAND PERFORMING ARTS CENTRE

## VENUE SITE MAP





# Changing Places

There is a dedicated Changing Places/ fully accessible toilet and changeroom at Gippsland Performing Arts Centre.

Changing Places toilets have extra features and more space to meet the needs of people with disabilities or additional requirements.

Location: Ground level foyer, to the left of the Box Office.

Includes:

- unisex, fully accessible toilet and adult change facility with sensor lighting
- automated sliding door. Door clearance of 950mm. Automated push button lock at 1150mm AFFL
- cubicle space 3950mm x 3190mm
- retractable grab bars on both sides of toilet
- colour contrast toilet seat at height 460mm AFFL with left- and right-hand transfer
- sink height 800mm AFFL with lever tap at 950mm AFFL
- signage detailing operating instructions for the safe use of the change table and ceiling hoist located on the wall near the change table

- adult change table – electronically height adjustable and manual foldable table with maximum load 200kg
- Prism Medical C450M ceiling hoist with hoist/carry bar with maximum load 204kg.
- baby change.

MLAK is not required for access.

Users are required to provide their own sling. Please ensure it is compatible with the hoist. If there is any uncertainty, please do not use hoist.



## SENSORY GUIDE



### Feel

Change in ground surface



### Sounds

Announcements  
Echo | Hand dryer  
Music  
Toilet flushing  
Water running



### Sights

Bright lights  
Mirror/Reflection



### Smells

Air Freshener  
Bathroom smells  
Disinfectants



# Toilets

There are two sets of toilets.

## Set One

Location: Next to dressing room 6.

Includes:

- one unisex, accessible toilet with sensor lighting
- manual door opening inward. Door clearance of 850mm. Twist lock at 1090mm AFFL
- cubicle space 2480mm x 3120mm
- grab bars to the left and behind toilet
- colour contrast toilet seat at height 440mm AFFL with left hand transfer
- sink height 795mm AFFL, knee clearance 650mm AFFL, with lever tap at 965mm AFFL
- shower with HHSH, privacy curtain, grab bars and shower bench.

Separate male and female toilets, including ambulant.

## Set two

Location: Loading Bay, Back of House.

Includes:

- one unisex, accessible toilet with sensor lighting
- manual door opening inward. Door clearance of 830mm. Twist lock at 1095mm AFFL
- cubicle space 2350mm x 2790mm
- grab bars to the left and behind toilet
- colour contrast toilet seat at height 440mm AFFL with left hand transfer
- sink height 820mm AFFL, knee clearance 670mm AFFL, with lever tap at 1000mm AFFL.

There are also toilets available in dressing rooms 4 and 5.



## SENSORY GUIDE



### Feel

Change in ground surface



### Sounds

Echo  
Hand dryer (excl access toilet  
next to dressing room 6)  
Toilet flushing  
Water running



### Sights

Bright lights  
Mirror/Reflection



### Smells

Air Freshener  
Bathroom smells  
Disinfectants



# Dressing Rooms

There are six dressing rooms of various sizes.

Entry to each dressing room is through a manual door, opening inward with a clearance of 850mm.

Each dressing room includes:

- mirrors with adjustable lighting
- benches
- chairs with backrests
- dimmer lights
- power points
- audio visual screens showing performance on stage
- sinks (dressing rooms 1-3)
- toilet, shower and sink (dressing rooms 4 and 5)
- cupboard (dressing room 4)
- lockable door (dressing room 6).



## SENSORY GUIDE



### Feel

Heating/Cooling  
Shared personal space



### Sounds

Announcements  
Background music  
People  
Performance from  
auditorium stage  
Telephones



### Sights

Bright lights  
Mirror/Reflection



### Smells

Deodorants  
Makeup  
Special effects smoke



# Green Room

Location: First room on the right, after entry from Grey Street.

Access is through a manual door, opening inward with a clearance of 860mm. Doors can be opened to double doors.

The Green Room is a place for performers to relax and have something to eat or drink.

Includes:

- tables and chairs with backrests
- couches with back and armrests
- coffee tables
- audio visual screen showing performance on stage
- kitchenette with microwave, toaster and tea and coffee making facilities
- access to the courtyard.



## SENSORY GUIDE



### Feel

Change in ground surface  
Shared personal space



### Sounds

Announcements  
Background music  
People  
Performances from  
auditorium stage  
Telephones



### Sights

Bright lights



### Smells

Deodorants  
Food/Drink  
Makeup  
Special effects smoke



# Courtyard

There is an enclosed courtyard that can be accessed from the green room.

Entry is through a manual door opening inward with a clearance of 810mm. Doors can be opened to double doors with a clearance of 1660mm.

The courtyard is used as a breakout space for performers to relax and enjoy some fresh air.

Includes:

- seats with backrests
- bench seating with no backrests
- coffee tables.



## SENSORY GUIDE



### Feel

Change in ground surface  
Shared personal space  
Weather/Night air



### Sounds

Flying Insects  
Nature  
People  
Telephones  
Traffic



### Sights

Flying insects  
Glare  
Sunlight



### Smells

Food/Drink



# Café and Bar

There is an indoor/outdoor café.

It is located in the ground floor foyer, after the main entrance doors, to the left.

The café is open during the day for casual dining and coffee and one hour prior to any performance.

Includes:

- accessible serving counter at 550mm AFFL
- two other serving counters at 895mm AFFL and 1090mm AFFL
- outdoor serving counter at 1120mm AFFL
- cash and EFTPOS are accepted
- tables and seats with backrests.

The bar is located at the Box Office counter, to the right.

It is open one hour prior to any performance.

Includes:

- accessible serving counter at 860mm AFFL with a knee clearance of 790mm AFFL.
- cash and EFTPOS are accepted.



## Feel

Heating/Cooling  
Shared personal space  
Weather/Night air (outside)



## Sounds

Flying Insects (outside)  
Fridges humming  
Café equipment  
Traffic  
People



## Sights

Bright lights  
Flying insects (outside)  
Glare  
Sunlight (outside)



## Smells

Food/Drink  
Timber

# SENSORY GUIDE



# Accessibility

## Throughout

- Go to National Relay Service and give 1300 367 700 as the number you want to call.
- Accessible website.
- To contact Latrobe City Council in your own language through the Translating and Interpreting Service (TIS) phone 13 14 50 and ask them to contact the Latrobe City Council on 1300 367 700.
- Underground carpark sensors showing number of parks available at carpark entry.
- Clear path of travel from outdoor to indoor areas.
- Free wifi.
- Varied external terrain of textured concrete, grass and artificial grass.
- Varied internal terrain of carpet and tiles.
- Wayfinding signage.
- Some signage with Braille.
- Wide, clear internal and external walkways.
- Clear wheelchair circulation space.
- Assistance animals welcome.

## Underground Carpark Lift

- Exterior buttons operating height 960mm AFFL.
- Door clearance 1080mm.
- Audio enabled.
- Cubicle space 1390mm X 1465mm.
- Interior buttons operating height 1990mm AFFL.
- Interior buttons with Braille.
- Carpark lift/stairway area with manual door opening outward with a clearance of 830mm. Doors

can be opened to double doors with a clearance of 1650mm.

## Back of House

- Access ramp from Grey Street to entry doors length 100 metres with gradient 1:17 (6%).
- Entry doors from Grey Street with coded push button control panel at 1340mm AFFL.
- Entry/exit door to Grey Street with exit button at 1100mm AFFL.
- Staff member available to assist with any accessibility requirements.
- Dressing Rooms:
  - Dimensions
  - One 6360 X 4940mm
  - Two 5445 X 4070mm
  - Three 6330 X 4070mm
  - Four 2995 X 2385mm
  - Five 2995 X 2385mm
  - Six 2335 X 4780mm.
  - Dimmer lights 1100m AFFL.
  - Bench heights 770mm AFFL with knee clearance 730mm AFFL.
  - Dressing rooms 1-5 with sink at 820mm AFFL with knee clearance 695mm AFFL.
- Green Room:
  - Dimensions 4000mm X 12000mm.
  - Table heights 760mm AFFL with knee clearance 700mm AFFL.
  - Kitchenette counter height 920mm AFFL.
  - Courtyard dimensions 4600mm X 5200mm.

- Lift:
  - Exterior buttons operating height 900mm AFFL.
  - Door clearance 1480mm.
  - Audio enabled.
  - Cubicle space 2675mm X 1690mm.
  - Interior buttons operating height 980mm AFFL.
  - Interior buttons with Braille.
- Fully accessible orchestra pit.
- Lectern at 1000mm AFFL.

## Meeting/Conference Rooms

- Infrared hearing loop. Please inquire with Front of House staff.
- Exit button 950mm AFFL.
- Kitchenette counter height 900mm AFFL.
- Table heights 720mm AFFL with knee clearance 690mm AFFL.

## Café

- Table heights 740mm AFFL with knee clearance 720mm AFFL.





# Safety

## Throughout

- No pedestrian crossing from Kay Street to entry.
- Patrolled pathways and nearby carparks.
- Entry doors and surrounding panels with contrast safety bands 1000mm to 1100mm AFFL.
- No smoking.
- Ground level with no contrast safety bands on windows near the lift.
- Wet floor signage may be displayed.
- All staff with Working with Children Checks.
- Evacuation maps.
- Fire wardens on site.
- First aid kits at Box Office and Back of House.
- Defibrillator at Box Office and loading dock at Back of House.
- Children to be actively supervised at all times.
- Walking only.
- Illuminated exit signs.
- Audible and visual alerts in the case of an emergency.
- In the event of an emergency, staff will help and direct visitors. If there is to be an evacuation, visitors will be directed to the nearest exit and designated assembly area.

## Underground Carpark

- Exit doors from carpark lift/stairway area with contrast safety bands 1020mm to 1110mm AFFL.

### Stairs

- Double handrails.
- TGSi top and bottom.
- Stair nosing.

## Back of House

- Access ramp from Grey Street to entry doors with TGSi top and bottom and double handrails.
- Steps from Grey Street to entry doors with single handrail, stair nosing and no TGSi.
- Dressing room 6 glass entry doors and surrounding glass panels with contrast safety bands 1000mm to 1100mm AFFL.
- Glass doors from green room to courtyard and surrounding glass panels with contrast safety bands at 1000mm to 1100mm AFFL.

## Meeting/Conference Rooms

- Glass entry doors and surrounding glass panels with contrast safety bands 1000mm - 1100mm AFFL.

## Café

- Glass doors to outside area with contrast safety bands 910mm to 1010mm AFFL.
- Sanitiser station at 1050mm AFFL.







## GIPPSLAND PERFORMING ARTS CENTRE

### Contact Us

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