



# *Stirling Street Arts Centre*

WORKPLACE HEALTH AND SAFETY  
(WHS) PLAN 2025-2028



*Strategic Vision* - to be recognised as the leading Centre of Excellence in the Arts across the South West region where creativity thrives, community connects and artistic expression flourishes.



This Work Health and Safety (WHS) Plan identifies the key risks and key themes for improvement as well as the associated actions to ensure the health and safety of all individuals at the Stirling Street Arts Centre.

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# 1. Introduction

The concern for and management of the safety of all individuals who enter and occupy the Stirling Street Arts Centre premises is a key requirement of the Work Health and Safety (WHS) Act 2020. The WHS Act is designed to protect the health, safety, and welfare of workers and other people involved in work activities and sets out the responsibilities and duties of various parties, including the Person Conducting the Business of Undertaking (PCBU), workers, members and other duty holders.

The WHS Act requires the PCBU and workers to eliminate or minimise risks to health and safety as far as reasonably practicable. It is important to note that the WHS Act definition of “workers” would include SSAC volunteers and members along with the staff and board members. The implication of this is that the same level of care should be taken by volunteers and members to ensure they are safe and that those around them are safe when on the premises of SSAC.

The provision of a safe work space includes establishing and maintaining safe systems of work, providing adequate training and supervision, and ensuring the safe use, handling, and storage of equipment and substances. It also emphasises the importance of consulting with workers, members and visitors to the work premises about health and safety matters, enabling them to contribute to decisions that affect their safety

Businesses must implement key measures, such as developing emergency plans, maintaining first aid facilities, and conducting regular risk assessments. Failing to do so can result in significant penalties, including fines and imprisonment.

This Work Health and Safety (WHS) Plan identifies the key risks and key themes for improvement as well as the associated actions to ensure the health and safety of all individuals at the Stirling Street Arts Centre. The plan has been informed by the following documents:

1. WHS Act 2011 (including the Worksafe website)
2. Stirling Street Arts Centre Workplace Inspection Report – performed by City of Bunbury Senior WHS Officer (April 2025)
3. WHS Leasing of Rooms Review – performed by Cartec Consulting (April 2025)
4. WHS Key Risks Workshop facilitated by the acting Chair and attended by Board members, staff and Group Leaders (May 2025)

The effective management of WHS requires a set of interrelated policies, procedures, and plans aimed at preventing workplace injuries and illnesses by systematically addressing safety concerns.

The best practice approach to WHS aims to minimise risks by identifying potential hazards, assessing their severity, and implementing control measures to mitigate them. This is followed by continuous monitoring and improvement of safety practices.



## 2. Identifying and mitigating the Key WHS Risks for SSAC

The following 7 Key WHS Risks were identified for SSAC, for mitigation as a matter of priority. There are also other areas that still need to be addressed. These are highlighted in section 3 of this document, which identifies key themes for improvement.

| Risk identified                                                                                                                                                              | Key Actions to mitigate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Action Owner                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Lack of WHS Policies and Procedures</b>                                                                                                                                | <ul style="list-style-type: none"> <li>Identify the required Policies and Procedures</li> <li>Develop the required Policies and Procedures</li> <li>Train relevant workers, board members, volunteers and members on the implementation of the developed Policies and Procedures</li> <li>Ensure all current &amp; future workers, Group leaders, members etc are given a letter of introduction/welcome that includes their responsibilities &amp; role in WHS and a formal induction and orientation to the Centre &amp; studios</li> </ul>                                                                                                                                                                                                                                                                 | <p>Centre Manager to appoint a consultant for this work</p> <p>Centre Manager in conjunction with Group leaders and all Group members</p> |
| <b>2. Particles and Fumes</b><br>(Silica in clay, glazes, pottery, mosaic, cutting of tiles. Clay dust when sanding down. Soldering with no vented hood exhausts in studios) | <ul style="list-style-type: none"> <li>Apply masks &amp; other relevant PPE. Consult SDS.</li> <li>Assign area outside the building for this</li> <li>Apply special vacuum when inside</li> <li>Wet cleaning of surfaces</li> <li>Provide manual on best practices</li> <li>Identify and communicate the risks associated with silica particles and fumes</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                          | <p>Group leaders</p> <p>Best practice manual to be developed by WHS, Policy and Compliance Sub-Committee</p>                              |
| <b>3. Storage, management and usage of Chemicals</b>                                                                                                                         | <ul style="list-style-type: none"> <li>Maintain register of hazardous chemicals available and accessible</li> <li>Maintain updated safety data sheets (SDSs) for the hazardous chemicals identified in the Centre register &amp; individual groups register. Not older than 5 years.</li> <li>Ensure proper labelling &amp; storage of hazardous chemicals</li> <li>Educate members on safe storage as per Worksafe Guidance material</li> <li>Provide manual on best practices</li> <li>Ensure good ventilation when using chemicals (old studios not good for this)</li> <li>Develop a risk assessment 'tool' for Groups, members to refer to SDS when developing a written 'plan' risk assessment before hazardous &amp; dangerous chemicals are used. This should include what SDS is required</li> </ul> | <p>Group leaders</p> <p>Centre Manager and staff</p> <p>Consultant Members/Group Leaders</p>                                              |
| <b>4. Physical safety and Security of Members</b>                                                                                                                            | <ul style="list-style-type: none"> <li>Develop Policy on dealing with aggressive behaviour, picking up of drug equipment etc</li> <li>Educate groups on the Policy</li> <li>CoB roaming security guard to include SSAC</li> <li>Consider increased lighting options</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>Policy to be developed by consultant</p> <p>Security/lighting to be actioned by Centre Manager</p>                                     |



| Risk identified                      | Key Actions to mitigate                                                                                                                                                                                                                                                                                                                                                          | Action Owner                                                                   |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <b>5. Accessibility and Tripping</b> | <ul style="list-style-type: none"> <li>Request groups to declutter their areas &amp; report hazards &amp; incidents. These should be investigated.</li> <li>CoB Maintenance team to address various structural trip hazards</li> </ul>                                                                                                                                           | Group Leaders<br>WHS, Policy and Compliance<br>Sub-Committee<br>Centre Manager |
| <b>6. Occupational hazards</b>       | <ul style="list-style-type: none"> <li>Identify and communicate the maximum number of people per group room/studio for each of the different groups/usage</li> <li>Develop an evacuation procedure and do evacuation drills</li> <li>Acquire siren to indicate emergency situations between the new and old buildings</li> <li>Acquire a WHS noticeboard in each room</li> </ul> | Consultant<br><br>Centre Manager and staff                                     |
| <b>7. Manual Handling</b>            | <ul style="list-style-type: none"> <li>Train key staff/members in safe manual handling. Instruct groups about safe practices. Include these in best practice manual</li> <li>Consider acquiring a ladder that can easily be moved around</li> </ul>                                                                                                                              | Centre Manager and staff                                                       |

### 3. Additional Key themes for improvement

The following key themes have also been identified for improvement:

- i. Training and Induction/Orientation of workers, members, new group leaders, groups and visitors
- ii. Risk and Hazard assessment/identification and reporting
- iii. Emergency management procedures
- iv. Facility and equipment safety

#### 3.1. Ensure safe practices by Training and Induction of staff, volunteers, members and visitors

Training and induction programs are essential for equipping workers and members with the knowledge and skills they need to perform their jobs safely. New workers require comprehensive induction training to familiarise them with your organisation's safety protocols.

| Action                                                                                                                                                                                                                                     | Action Owner                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| Develop Induction program for new staff, volunteers, visitors and members <ul style="list-style-type: none"> <li>• WHS Handbook</li> <li>• In-person briefing</li> <li>• Tour of the premises</li> <li>• To their group/studio.</li> </ul> | Centre Manager and SSAC Board WHS, Policy and Compliance Sub-Committee |
| Identify a monthly date and timeslot for inductions.                                                                                                                                                                                       | Centre Manager                                                         |
| Develop a volunteer policy & manual (only if the WHS Handbook does not cover all aspects).                                                                                                                                                 |                                                                        |
| Email relevant Policies to new staff, volunteers, visitors and member (and to the current list if newly introduced).                                                                                                                       | Centre Manager                                                         |
| Attend WHS training sessions provided by the City of Bunbury as appropriate.                                                                                                                                                               | Centre Manager to coordinate                                           |
| Perform monthly inspections using the General WHS Checklist ( <b>Appendix 2</b> in this document). The aspiration is to affirm all points listed in the checklist.                                                                         | Centre Manager                                                         |
| Plan for a safe response to incidents of violence and aggression against staff, volunteers, visitors and members                                                                                                                           | Centre Manager                                                         |
| Perform 6-monthly inspections using the Violence and Aggression Checklist ( <b>Appendix 4</b> in this document). The aspiration is to affirm all points listed in the checklist.                                                           | Centre Manager                                                         |

### 3.2. Risk and Hazard Identification and Reporting

Workers and members are to report hazards, near misses, and incidents promptly. In the absence of a software system to manage this, verbal or email reporting to staff or the Centre Manager will suffice (followed by completed incident report form).

All Risks and Hazards reported should be recorded and noted as “actioned” when done so.

Regular monitoring through audits and inspections also helps identify potential safety issues and ensures compliance with safety regulations. An effective reporting and monitoring system can significantly reduce the risk of accidents and injuries. Conduct routine inspections. Proactively identifying and addressing hazards can prevent accidents and injuries, ensuring a safer work environment.

| Action                                                                                                                                                                                  | Action Owner                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| Perform 6-monthly inspections using the General WHS Checklist ( <b>Appendix 2</b> in this document). The aspiration is to affirm all points listed in the checklist.                    | Centre Manager                                              |
| Perform monthly inspections using the Manual Tasks and Physical Safety Checklist ( <b>Appendix 3</b> in this document). The aspiration is to affirm all points listed in the checklist. | Centre Manager and WHS, Policy and Compliance Sub-Committee |
| Establish a register of reported Risks and Hazards. Implement a process to formally record these and identify actions to mitigate. Record date of completion of these actions.          | Centre Manager                                              |

### 3.3. Emergency Management

An effective emergency management plan should detail procedures for various emergency scenarios, such as fires, chemical spills, or natural disasters. Regular emergency drills ensure employees are prepared to act quickly and effectively in a crisis, minimising harm and damage.

| Action                                                                                                                                                                      | Action Owner   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Perform quarterly inspections using the Emergency Planning Checklist ( <b>Appendix 1</b> in this document). The aspiration is to affirm all points listed in the checklist. | Centre Manager |
| Update Emergency contact list and communicate the muster point.                                                                                                             | Centre Manager |
| Conduct fire drills.                                                                                                                                                        | Centre Manager |
| Install a notice board in all studios and room for WHS and Emergency notices and information.                                                                               | Centre Manager |

3.4. Facility & Equipment Safety

It is crucial to ensure that the Facility and the equipment used in the facility are safe at all times. Vigilant ongoing informal inspections and formal monthly inspections will ensure that key concerns are identified. It is crucial for all identified actions to be recorded and tracked for their completion.

| Action                                                                                                                                                                                  | Action Owner                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| Perform monthly inspections using the Manual Tasks and Physical Safety Checklist ( <b>Appendix 3</b> in this document). The aspiration is to affirm all points listed in the checklist. | Centre Manager and SSAC Board WHS, Policy and Compliance Sub-Committee |
| Inspect and maintain equipment                                                                                                                                                          | Centre Manager                                                         |
| Perform an annual Facility Safety Audit                                                                                                                                                 | Centre Manager                                                         |
| Record all actions either in the Risk and Hazards register or in the SSAC Actions register (whichever is more appropriate for the action identified)                                    | Centre Manager                                                         |
| Apply the \$20K Capital provided by the City annually to address safety concerns with the building and the surrounds                                                                    | Centre Manager                                                         |
| Address Building maintenance concerns with the City of Bunbury                                                                                                                          | Centre Manager                                                         |

References



[WHS Management System: A Guide for Australian Workplaces](#)



[WorkSafe - DEMIRS](#)



# Appendix 1: Emergency Planning Checklist

|                                                                                                                                                                                                                                                                                                 |                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1. Has an emergency plan for the workplace, providing for emergency procedures, testing of the emergency procedures, and information, training and instruction to relevant workers in implementing emergency procedures, including use of emergency equipment, been prepared?                   | <input type="checkbox"/> |
| 2. Do your emergency procedures cover locating persons in the workplace, evacuation procedures, notifying emergency services, medical treatment and effective communication?                                                                                                                    | <input type="checkbox"/> |
| 3. Has an evacuation procedure been prepared which, where practicable, is clearly and prominently displayed at the workplace?                                                                                                                                                                   | <input type="checkbox"/> |
| 4. Is a diagram showing the location of exits, and the position of the diagram in relation to the exits, clearly and prominently displayed at the workplace, where practicable?                                                                                                                 | <input type="checkbox"/> |
| 5. Is the evacuation procedure practised at the workplace at reasonable intervals, where practicable?                                                                                                                                                                                           | <input type="checkbox"/> |
| 6. Is the workplace arranged so that people can safely move within it and the passages for the purposes of movement are always kept free of obstructions?                                                                                                                                       | <input type="checkbox"/> |
| 7. Is the means of access to and egress from the workplace enabling people to move safely to and from the workplace and at all times are kept free of obstructions?                                                                                                                             | <input type="checkbox"/> |
| 8. Are the emergency exits from a workplace safe in the event of an emergency and clearly marked, for example, are the exits easily accessed and are free from obstruction?                                                                                                                     | <input type="checkbox"/> |
| 9. Are efficient portable fire extinguishers provided? These should be located and distributed in accordance with Australian Standard, AS 2444-2001: Portable fire extinguishers and fire blankets - Selection and location.                                                                    | <input type="checkbox"/> |
| 10. Are fire blankets provided where appropriate, for example in kitchens?                                                                                                                                                                                                                      | <input type="checkbox"/> |
| 11. Are portable fire extinguishers regularly maintained?                                                                                                                                                                                                                                       | <input type="checkbox"/> |
| 12. Is training provided on how to use fire extinguishers and other safety equipment to people who will be required to help control or extinguish a fire at the workplace?                                                                                                                      | <input type="checkbox"/> |
| 13. Are smoking and naked flames banned from any part of the workplace where there are goods or materials which, in the event of a fire, are likely to burn with extreme rapidity, emit poisonous fumes or cause explosions?                                                                    | <input type="checkbox"/> |
| 14. Are the quantities of flammable or combustible material at the workplace minimised?                                                                                                                                                                                                         | <input type="checkbox"/> |
| 15. Is the workplace maintained in a clean condition to avoid hazards to people?                                                                                                                                                                                                                | <input type="checkbox"/> |
| 16. Are rubbish, building materials and plant stored away from footpaths and roadways at the workplace?                                                                                                                                                                                         | <input type="checkbox"/> |
| 17. Have you addressed specific emergency requirements for regulated hazardous work, such as work in confined spaces, tasks where fall arrest systems are in place, or in mining operations?                                                                                                    | <input type="checkbox"/> |
| 18. Have an adequate number of people been trained in first aid, having regard to the types of hazards and number of people at the workplace?                                                                                                                                                   | <input type="checkbox"/> |
| 19. Is an adequately stocked first aid kit provided at a central location? - Have you considered the risk of severe allergic reactions such as from a bee sting, and access to an adrenaline auto-injector (EpiPen® or AnaPen®)?                                                                | <input type="checkbox"/> |
| 20. Is the first aid kit regularly inspected to ensure adequate supplies are present?                                                                                                                                                                                                           | <input type="checkbox"/> |
| 21. Are other first aid facilities provided and maintained if indicated by the hazards at the workplace? For example, provision of a safety shower and eyewash where corrosive liquids are handled.                                                                                             | <input type="checkbox"/> |
| 22. Have you considered providing an automated external defibrillator at the workplace if there is a risk to workers at your workplace from electrocution, in case there is a delay in ambulance services arriving at the workplace, or where there are large numbers of members of the public? | <input type="checkbox"/> |

## Appendix 2: General WHS checklist

- |                                                                                                                                                                                                                     |                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1. Consultation takes place on WHS matters between management and workers.                                                                                                                                          | <input type="checkbox"/> |
| <hr/>                                                                                                                                                                                                               |                          |
| 2. Risk, Hazard and injury reporting mechanisms are in place                                                                                                                                                        |                          |
| • systems are in place for reporting hazards and injuries;                                                                                                                                                          | <input type="checkbox"/> |
| • reported hazards and injuries have been adequately investigated; and                                                                                                                                              |                          |
| • systems are in place for reporting notifiable injuries to WorkSafe.                                                                                                                                               |                          |
| <hr/>                                                                                                                                                                                                               |                          |
| 3. In relation to all tasks:                                                                                                                                                                                        |                          |
| • hazards have been identified;                                                                                                                                                                                     |                          |
| • the risk of injury has been assessed;                                                                                                                                                                             | <input type="checkbox"/> |
| • control measures have been so far as is practicable implemented; and                                                                                                                                              |                          |
| • implemented control measures are regularly reviewed.                                                                                                                                                              |                          |
| <hr/>                                                                                                                                                                                                               |                          |
| 4. Safe operating procedures have been developed and implemented.                                                                                                                                                   | <input type="checkbox"/> |
| <hr/>                                                                                                                                                                                                               |                          |
| 5. Workers have received adequate safety induction and specific training in relation to WHS.                                                                                                                        | <input type="checkbox"/> |
| <hr/>                                                                                                                                                                                                               |                          |
| 6. A WHS management system (eg WorkSafe Plan) has been implemented, including elements such as management commitment, safety planning, consultation and reporting, hazard management and training and consultation. | <input type="checkbox"/> |
| <hr/>                                                                                                                                                                                                               |                          |
| 7. Health and safety representatives have been elected, as per Act.                                                                                                                                                 | <input type="checkbox"/> |
| <hr/>                                                                                                                                                                                                               |                          |
| 8. Health and safety representatives have been trained, as per the legislation.                                                                                                                                     | <input type="checkbox"/> |
| <hr/>                                                                                                                                                                                                               |                          |

## Appendix 3: Manual Tasks and Physical Safety Checklist

Ensure that Manual task hazards have been identified in consultation with those involved. Check for the following:

|                                                                                                                                                                                                          |                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1. Bins on wheels, trolleys and safe ladders provided.                                                                                                                                                   | <input type="checkbox"/> |
| 2. No lifting of heavy equipment.                                                                                                                                                                        | <input type="checkbox"/> |
| 3. No reaching over work benches and equipment.                                                                                                                                                          | <input type="checkbox"/> |
| 4. Heavy items are stored at waist height and lighter items are stored at top shelves.                                                                                                                   | <input type="checkbox"/> |
| 5. Access to shelves, storage areas, cupboards is not obstructed.                                                                                                                                        | <input type="checkbox"/> |
| 6. Ramps are in place where trolleys are used to go from one level to another level.                                                                                                                     | <input type="checkbox"/> |
| 7. Work benches and other work surfaces are at good height to reduce poor posture.                                                                                                                       | <input type="checkbox"/> |
| 8. Reaching aids, such as hooks, are available where required.                                                                                                                                           | <input type="checkbox"/> |
| 9. Adequate and regular breaks are provided to avoid risk of fatigue, which may lead to muscle and soft tissue injuries, burns, and cuts.                                                                | <input type="checkbox"/> |
| 10. Persons can move safely around workplaces - passages are kept free of obstructions.                                                                                                                  | <input type="checkbox"/> |
| 11. Access to and egress from the workplace is free from obstructions at all times.                                                                                                                      | <input type="checkbox"/> |
| 12. Emergency egress from the workplace is safe.                                                                                                                                                         | <input type="checkbox"/> |
| 13. Ground, floors, stairs or ramps have unbroken and slip- resistant surface.                                                                                                                           | <input type="checkbox"/> |
| 14. Ground, floors, stairs or ramps are free from obstructions or hazards that may cause a person to fall, for instance no electrical leads, hoses, tools, mounted power boxes or water across walkways. | <input type="checkbox"/> |
| 15. In areas where there is a risk of liquid coming into contact with the floor, adequate drainage is provided.                                                                                          | <input type="checkbox"/> |
| 16. Systems are in place to ensure that the ground or floor is kept free from fall hazards and obstructions.                                                                                             | <input type="checkbox"/> |
| 17. Workplaces are maintained in such clean condition as is necessary to avoid hazards to persons at the workplace – the workplace is kept clean and rubbish is removed.                                 | <input type="checkbox"/> |
| 18. Guard rails or other safeguards are provided on ramps and stairs. Three points of contact available.                                                                                                 | <input type="checkbox"/> |
| 19. Warning signs are available and erected near spills.                                                                                                                                                 | <input type="checkbox"/> |
| 20. Safety steps or stepladders are designed appropriately – no standing or sitting on milk crates.                                                                                                      | <input type="checkbox"/> |
| 21. Safe means of access to and egress from the work at heights is provided.                                                                                                                             | <input type="checkbox"/> |
| 22. Electrical installations are maintained, protected and tested to minimise the risk of electric shock or fire.                                                                                        | <input type="checkbox"/> |
| 23. Evidence of maintenance and testing is in place.                                                                                                                                                     | <input type="checkbox"/> |
| 24. Ensure safe practices in the kitchen, including the safe storage of knives and dangerous equipment.                                                                                                  | <input type="checkbox"/> |
| 25. Adequate first aid facilities (ie first aid kit, eye wash station, emergency shower) are provided.                                                                                                   | <input type="checkbox"/> |
| 26. Adequate number of persons trained in first aid provided.                                                                                                                                            | <input type="checkbox"/> |
| 27. Gas cylinders are secured.                                                                                                                                                                           | <input type="checkbox"/> |



## Appendix 4: Violence and Aggression

1. Adequate control measures and systems have been implemented to prevent violence and aggression (which includes psychological hazards such as stress, fatigue, burnout, bullying, harassment, inappropriate and unreasonable behaviour and discrimination from both internal & external parties.) ☐
2. Systems are in place to respond to violence and aggression such as an emergency or critical incident response plan. ☐
3. Systems are in place to report hazards, injuries or incidents of violence and aggression. ☐
4. Reported hazards, injuries and incidents in relation to violence and aggression have been adequately investigated and actions taken. ☐



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