

# Port Hedland Leisure

## Facility Details and Housekeeping



### Acknowledgement of Country

The Town of Port Hedland would like to acknowledge the Kariyarra, Ngarla, and Nyamal people as the Traditional Custodians of the Port Hedland lands. We recognise their strength and resilience and pay our respects to their Elders past and present. We extend that respect to all Aboriginal & Torres Strait Islander people of the local community and recognise their rich cultures and their continuing connection to land and waters.

### Purpose

This document is designed to provide comprehensive information on the Port Hedland Leisure facilities hired and explain relevant housekeeping information.

Please contact 08 9158 9753 if you would like to speak to the Port Hedland Leisure Events & Bookings Officer. The Port Hedland Leisure Customer Service team can be reached on 08 9158 9750.

### Facility Hire Conditions

Hire of a Port Hedland Leisure facility requires adherence to a number of conditions, these are outlined in the documents below;

- Terms & Conditions of Hire:  
<https://www.porthedland.wa.gov.au/documents/2739/facility-hire-terms-and-conditions>
- Seasonal Hire Policy (for seasonal bookings/clubs only):  
[https://www.porthedland.wa.gov.au/seasonal\\_hire\\_tcs.pdf](https://www.porthedland.wa.gov.au/seasonal_hire_tcs.pdf)
- Conditions of Entry (Wanangkura Stadium):  
<https://www.porthedland.wa.gov.au/documents/3645/wanangkura-stadium-conditions-of-entry>
- Conditions of Entry (Aquatic Centres):  
<https://www.porthedland.wa.gov.au/documents/3646/port-hedland-leisure-aquatic-centres-conditions-of-entry>

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### Wanangkura Stadium

#### Toilets

There are a number of toilet locations at Wanangkura Stadium, it will depend on where your booking is located which are the most convenient.

- Hirers utilising the indoor facility ground floor (Indoor Courts and Squash Courts) your closest amenities are located along the hallway behind the Indoor Courts.
- Hirers utilising the indoor facility second floor (Jimblebar Function Room and Yarrie Function Room) your closest amenities are located at the end of the upstairs hallway on the right.
- Hirers utilising the outdoor facility (Outdoor Courts, Change Rooms and Club Room) your closest amenities are located inside the change rooms for bookings utilising this area, or there are additional external toilets located on the side of the building facing the Outdoor Courts. The same key that provides access to the Change Rooms and Club Room opens this door.

#### First Aid

There are several first aid locations at Wanangkura Stadium. Please speak with our Customer Service Officers at reception during opening hours and they can assist or direct you from there.

There are some basic first aid items located at Customer Service, or if needed our staff can provide access to the Internal First Aid Room. This is located in the hallway behind the Indoor Courts, next to the staff and disabled toilets.

We also have a first aid grab bag with essential items for quick access which is primarily used for social sports.

Wanangkura Stadium has a wheelchair available in the first aid room which can be utilised on request. If you know before your event that you will require this, please advise the Events & Bookings Officer. If you require this on the day, please approach the customer service staff at the reception area.

Responsibility: As per our Terms & Conditions of Hire, the hirer is responsible for ensuring there are adequate properly trained staff at the event and administering any first aid to attendees. The hirer is also required to look after the first aid supplies and use these in an appropriate manner.

Outside of staffed hours: The Club Areas may have access approved outside of staffed hours. All clubs are required to have adequately trained staff and appropriate first aid equipment. There is a First Aid Room located between the change rooms that can be utilised for any required first aid purposes. The same key that provides access to the Change Rooms and Club Room opens this door.

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### Water

If your booking is on the ground floor, your nearest drinking water is the drinking fountain located past the reception area near the back door.

If your booking is on the upper floor, your nearest drinking water is the Jimblebar servery sink area. This tap has been fitted with a reverse osmosis filter and is suitable for drinking. If you have hired the Jimblebar Function Room, access to the servery is included in the booking fees as well as use of the microwave, fridge, urn, cutlery and crockery, and tea/coffee/sugar.

### Evacuation Plan

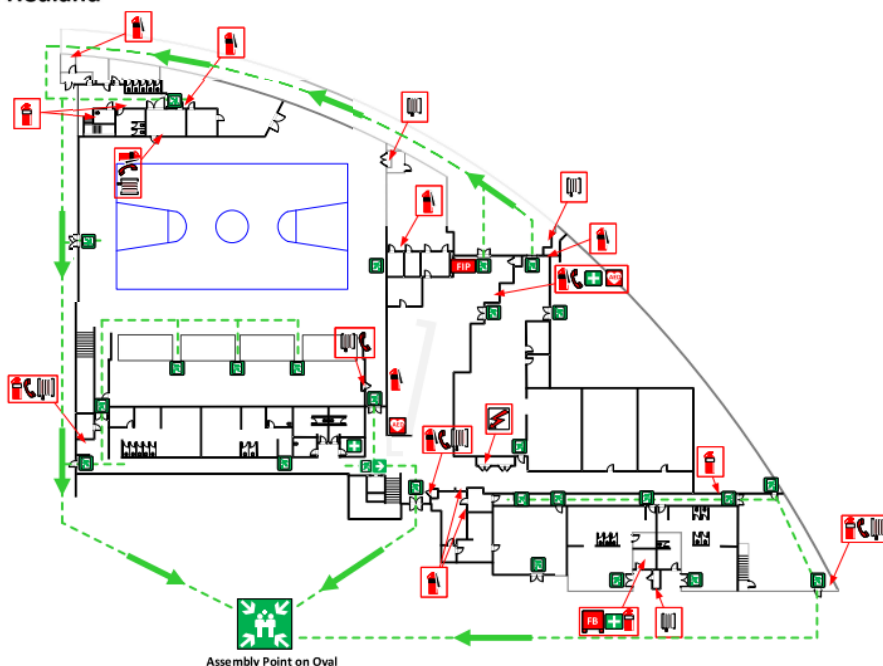
Please see the Evacuation Plans for Wanangkura Stadium below. These are also located around the facility for your reference. As per our Terms & Conditions of Hire the Hirer is responsible for the implementation of any necessary evacuations and safety measures for attendees.

A [Personal Emergency Evacuation Plan](#) must be also submitted prior to your event for any patrons with access requirements that you know will be attending.



## Evacuation Diagram

Wanangkura Stadium – Ground Floor  
Hamilton Road, South Hedland WA 6722  
Closest Cross Road: Hedditch Street



Assembly Point on Oval



#### EMERGENCY INFORMATION



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
- CO<sub>2</sub> Fire Extinguisher
- Fire Blanket
- Hose Reel
- Warden Phone
- Fire Indication Panel
- Electrical Switchboard
- Automatic External Defibrillator
- First Aid Kit
- Emergency Exit
- Assembly Area
- Emergency Egress
- "You Are Here"

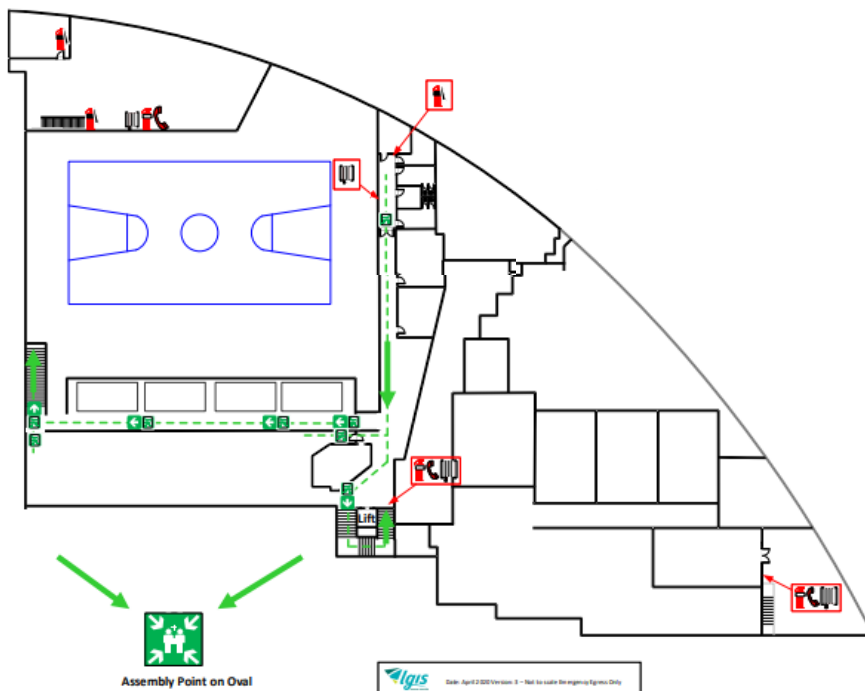
# Port Hedland Leisure Facility Details and Housekeeping



Town of  
Port Hedland

## Evacuation Diagram

Wanangkura Stadium – Level 1  
Hamilton Road, South Hedland WA 6722  
Closest Cross Road: Hedditch Street



Assembly Point on Oval

iglis Date: April 2022 Version: 1 – Not for public display/Agencies Only

EMERGENCY INFORMATION	
<b>In case of emergency contact:</b> <ul style="list-style-type: none"> <li>• <b>Police, Fire or Ambulance (life threatening) 000</b></li> <li>• <b>Police (non-urgent) 131 444</b></li> <li>• <b>SES 132 500</b></li> </ul>	
EMERGENCY PROCEDURES	
When directed by your Warden or when alarm is sounded: <ul style="list-style-type: none"> <li>• Evacuate the building via the nearest safe exit</li> <li>• Proceed to the assembly area, or as directed by your Warden or Emergency Services</li> <li>• Remain at the assembly area until directed by your Warden or Emergency Services</li> </ul> Do not re-enter the building until instructed by your Warden or the Emergency Services.	
LEGEND	
	Powder Extinguisher CO <sub>2</sub> Fire Extinguisher Hose Reel Warden Phone Fire Indication Panel Electrical Switchboard Automatic External Defibrillator First Aid Kit Emergency Exit Assembly Area Emergency Egress "You Are Here"

### IT

#### Guest WIFI

Hirers are welcome to make use of the guest Wi-Fi, the password changes monthly so please ask Customer Service Officers for the latest password.

#### Jimblebar Function Room

Hire of the Jimblebar includes use of the audio-visual system, microphones and projector. These are accessible behind the black cupboard doors at the back of the room. Remotes to turn on the projector and lower the projector screen are located on the wall on the left.

On request, a large TV screen can be hired and wheeled into the Jimblebar for high quality video conferencing.

If you are unsure about using any of the equipment please see a member of our Customer Service Team.

#### Yarrie Meeting Room

Hire of the Yarrie room includes use of the wall mounted TV monitor. This needs to be turned on using the remote and connected to via the console or HDMI.

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### Lighting

Various areas of the facility can be lit or dimmed according to preferences.

For the **Jimblebar**, light switches are on the right-hand side as you enter the servery. These are separate for the Jimblebar area and the servery.

The **Yarrie Room** is also able to be dimmed from the switch on the back wall.

The **Indoor Court** the lights can only be set to on or off, these can be changed by asking the Customer Service Officers.

### Contingency

Prior to your event date please contact the below staff in the listed order for any issues:

- Events & Bookings Officer - 08 9158 9753
- Port Hedland Leisure Customer Service – 08 9158 9750
- Leisure Business Coordinator – 08 9158 9761

During your booking should there be any issues please follow the below steps;

1. On arrival at Wanangkura Stadium you will be greeted by Customer Service staff (if your event is out of regular staffed hours we require a minimum of 2 staff hired to be at the facility during your event time who will open the facility for you).
2. If the Events & Bookings Officer is available during your event they will be able to assist as a first point of contact.
3. If the Events & Bookings Officer is not available, the customer service staff will have been provided a brief of your event requirements and they will be able to assist with any general queries.
4. Should they not be able to satisfactorily solve the issue they will be able to contact the appropriate manager for escalation purposes – Customer Service Supervisor, Leisure Business Coordinator or Leisure Facilities Manager.

### Additional Useful Contacts

South Hedland Police Station - (08) 9160 2100

Port Hedland Police Station - (08) 9173 8100

South Hedland Hospital Emergency Department - (08) 9174 1410

SES Emergency Assistance - 132 500

Department of Fire and Emergency Services - 13 33 37