

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
- 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>

Port Hedland Leisure

Facility Details and Housekeeping



Contents

Gratwick Aquatic Centre.....	3
Toilets.....	3
First Aid.....	3
Cleaning.....	3
Evacuation Plan.....	3
Contingency	5
Additional Useful Contacts.....	5

Port Hedland Leisure

Facility Details and Housekeeping



Gratwick Aquatic Centre

Toilets

On entry to Gratwick Aquatic Centre the toilet block is located to the left. This contains male, female and disabled toilets, and change room areas.

First Aid

There is a first aid room located inside the staff area at Gratwick Aquatic Centre which contains essential first aid items, as well as emergency response equipment which can be grabbed and brought to the scene of an accident.

All bookings, whether during or out of regular opening hours, require a minimum number of staff on site including duty managers and lifeguards.

Please see staff as a first point of contact for all first aid situations.

Cleaning

General cleaning is included in the cost of hiring the facility. Additional cleaning charges will apply in instances where extra cleaning is required and will be at the cost of the Hirer.

If your event has not pre-arranged cleaning and leaves an excessive mess, cleaners will be employed to clean and repair the venue to the standard required by Council. Any cost will be on-charged to the Hirer and written notification and photographic evidence will be provided to the Hirer within 48 hours of the function conclusion.

The Town encourages event organisers to minimise waste at events and promotes recycling of waste.

Evacuation Plan

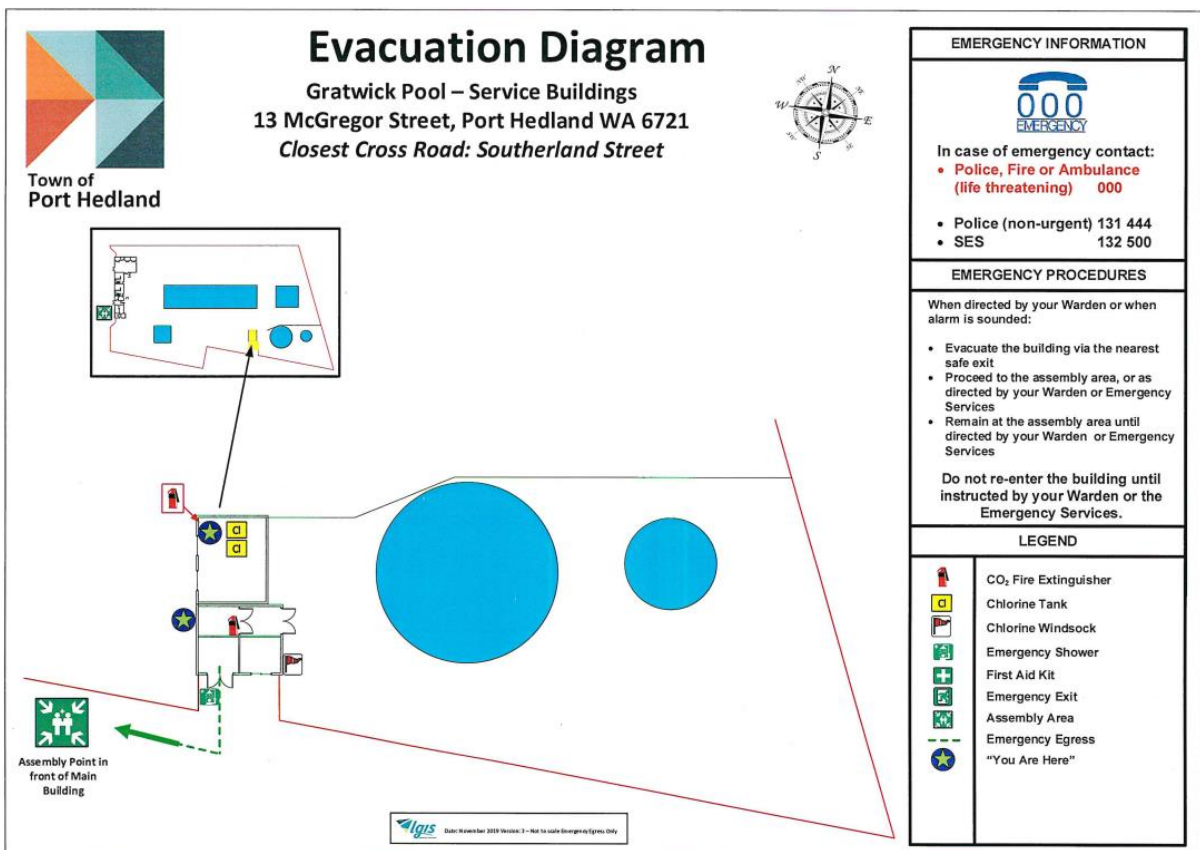
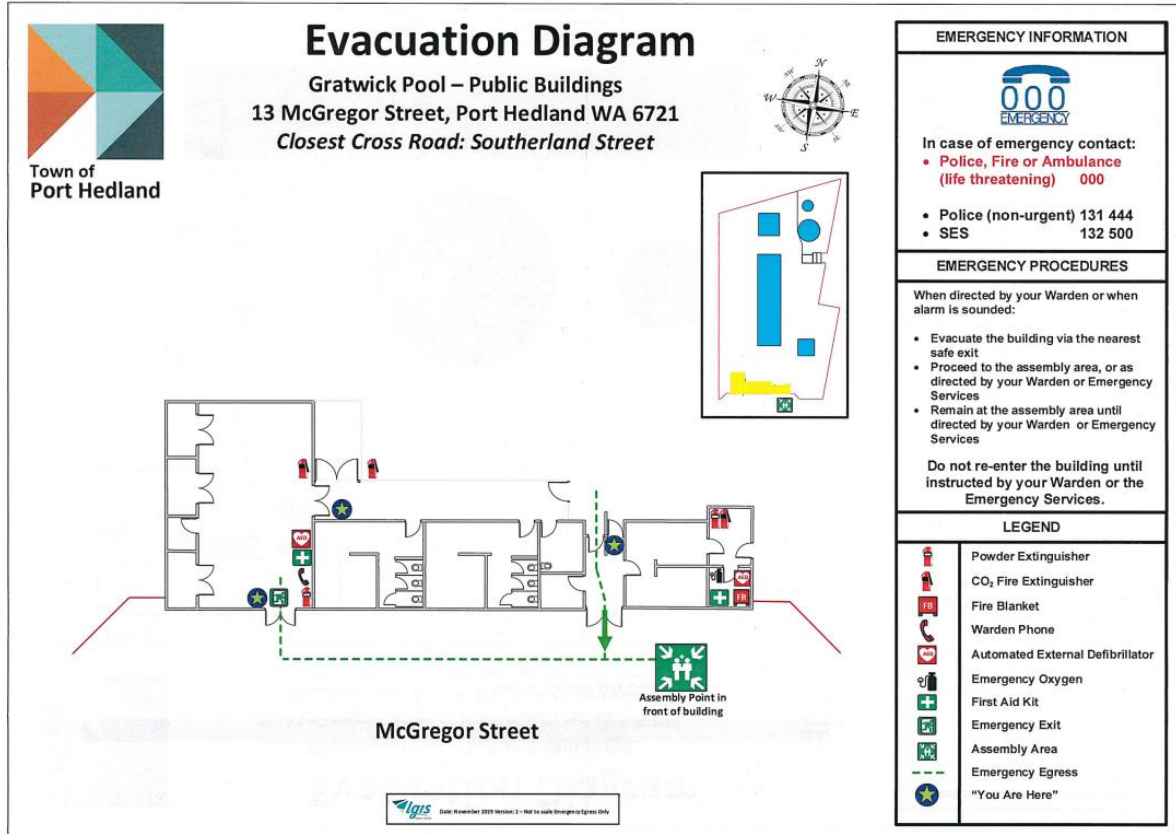
Please see the Evacuation Plan for Gratwick Aquatic Centre below. These are also located around the facility for your reference.

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.

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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 Gratwick Aquatic Centre 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 then 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