Woollahra Sailing Club Member Vehicle Access and Bollard Use Policy V1.2

Effective date: 28 October 2026 until further notice

Purpose

The Council-controlled pathway provides access to our boat ramp and club facilities for essential services. Members and visiting regatta participants may also use it to bring boats on road trailers into the club for loading and unloading.

This access is valuable to our sailing and paddling community, and we all have a part to play in looking after it. **Everyone using the access must follow this policy and Council's conditions.**

Misuse could result in Council restricting or withdrawing access for the whole club.

1. Please arrange access in advance

- Notify the club office by email to operations@woollahrasc.com.au at least 24 hours before access is required. Requests may come from the Sailing or Paddling Committees or individual members.
- Include your intended arrival and departure times and the reason for access. If you will need to return later to collect a boat or trailer, include this too.
- If within our standard office hours 0900-1600 then please check in with the office to obtain the key.
- If access is required out of office hours the office will arrange for a key to be placed in the BLACK code-protected lock box on the fence near the bollard and provide the access code. Code is 2029 until further notice.
- The bollard key is available for arranged access only. Council does not permit it to remain permanently in the lock box.
- If you arrive out of hours the main yard gate may be closed. The key to the main gate is in a separate BLACK lock box on the LHS of the gate. Code is 2030. When notifying the club, please indicate whether you will arrive after dusk.

2. Keep access brief and safe

To help keep this shared area safe and available for everyone:

- Use vehicle access only for loading and unloading boats and trailers.

- Ensure your vehicle leaves the area inside the bollard within 15 minutes. Parking is not permitted.
- Keep the pathway and access to the boat ramp and facilities clear for essential services.
- Do not drive on the grassed areas behind the bollard.
- Observe the 10 km/h speed limit and take particular care around pedestrians, including young children coming from the Lyne Park playground.
- Keep your hazard lights on whenever your vehicle is moving inside the bollard area.

3. Replace the bollard and return the key

After entering, put the bollard back in its upright position and follow the arrangement below:

Your planned departure from the club	**What you need to do after entering**
Within two hours of arrival	Put the bollard back in position and "dummy lock" it with the padlock in position but not closed. Return the key to the lock box and close the box securely.
More than two hours after arrival	Put the bollard back in position, fully close and lock the padlock, and check that it is secure. Return the key to the lock box and close the box securely.

These arrangements relate to how long you will be at the club—not how long your vehicle may remain inside the bollard. The 15-minute vehicle limit applies in all cases.

4. Before you leave

- Replace the bollard after vehicle access and secure it in accordance with the office's instructions.
- Return the key to the lock box and close it securely.
- Do not keep or copy the key, or share the key or access code with others.
- Let the office know immediately if the key is missing, anything is damaged, or you cannot secure the bollard.

Our shared responsibility

The member arranging access is responsible for following these conditions and making sure any driver assisting them does the same. If you are unsure how to operate or secure the bollard, please check with the office before use.

The Club is responsible to Council for managing this access, controlling the key and ensuring users understand the conditions. Thank you for helping us meet these obligations and protect access for all members. Following this policy is a condition of use, and failure to comply may put the Club's continued access at risk.