

**ALDINGA BAY HOCKEY CLUB INC**  
**Sellicks Beach Ramp 2021-2022**  
**(Esplanade, Sellicks Beach)**  
**Procedure Booklet**

Page 2 .....Introduction  
Page 2 .....Transportation of Equipment  
Page 3 .....Beach Ramp Procedure  
Page 3 .....Beach Permits & Reconciliation  
Page 4 .....Dealing With Conflict & Emergency Contact Numbers  
Page 5 .....EFTPOS Machine , Start and End of Day  
Page 6.....(Back Page) High Level Overview

## INTRODUCTION

- Aldinga Bay Hockey Club has been allocated fortnightly weekends starting Saturday 11<sup>th</sup> December 2021, concluding Sunday 6<sup>th</sup> March 2022 at Sellicks Beach Ramp (Esplanade, Sellicks Beach)
- List of items issued by City of Onkaparinga: (to be returned at end of season)
  - Tub: - Numbered ticket books (for paying motorists)
    - 1 counter (for permit holders)
    - 2 high-vis safety vests
    - 1 cash bag
    - 2 pens
    - Incident notification forms
    - 1 date stamp
    - 1 volunteer beach ramp information folder
    - Sunscreen
    - Hand sanitiser
  - Loose: 2 x corflute beach ramp fee signs, 2 x witch's hats, 2 x candlestick bollards and bases
- All remaining items are property of Aldinga Bay Hockey Club and are to be returned at end of season
- The ramp will be operated on which temperatures at Noarlunga are forecast to be 25 degrees Celsius or above
- If temperature at Noarlunga reaches 38 degrees Celsius, **a Community Safety Officer will contact and liaise with Melissa Shrive (Coordinator) and a decision will be made whether it is safe to remain at the ramp**

## TRANSPORT OF EQUIPMENT

- Ramp attendants will pick up all equipment morning of from Deb and Steve Quick's residence: 3584 Main South Road, Aldinga Beach (opposite the Olive Farm)
- Ramp attendants will pack up and drop off all equipment at Deb and Steve's at the end of each day



Quick  
Residence

# BEACH RAMP PROCEDURE

- Operate from 9am to 5pm
- No vaccine mandates
- No QR check in required
- Anyone underage operating the ramp must have an adult present
- It is strongly recommended for all ramp attendants to wear masks
- Must charge motorists \$8 to drive their vehicle on the beach unless they produce a physical hardcopy current council vehicle beach permit (NO EXCEPTIONS) or the vehicle is an emergency services vehicle
- For permit holders: click counter
- For paying motorists: Stamp date and tick day on numbered Beach Day Pass and issue to each motorist
- End of Day reconciliation:
  - Qty of Permit Holders Permitted to Enter
    - Counter Clicked = Permit Holders permitted to Enter
  - Qty of Tickets Sold
    - Cash Sales + EFTPOS Sales = Tickets SOLD = Beach Day Pass used
    - All variances to be noted on documentation

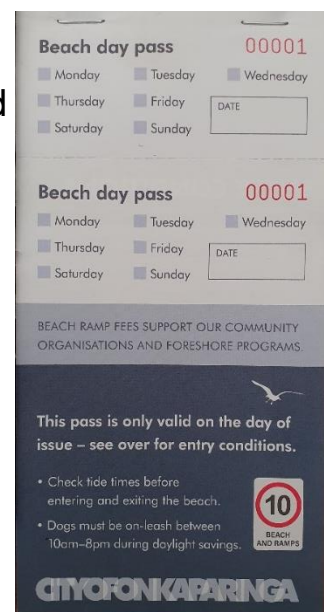
## Current 2021/2022 Beach Permit



Top section to be completed and retained

Bottom section to be completed then issued to paying motorist

## Beach Day Pass



- City of Onkaparinga residents can source Beach passes prior from the McLaren Vale Visitor Centre, Onkaparinga Council offices and Onkaparinga libraries, or from a Community Safety Officer present on the day by showing a current driver's license
- The Community Safety Officer will advise ramp attendants when the beach is full and to stop letting vehicles on the beach
- If there are any injuries, the most ABHC can do is supply only band-aids and direct them to call an ambulance or go to hospital if needed
- If there are any maintenance complaints from the public such as no toilet paper, overflowing bins etc. call Council on 8384 0622 (do not tell the Rangers present) and report it

## DEALING WITH CONFLICT

- It is an offence to drive a vehicle on the beach without a pass or without paying the fee when the ramp is monitored. Fines of \$187 may apply, enforced by council's Community Safety Officers
- **NEVER ENTER INTO AN ARGUMENT!** Simply advise that failure to pay the fee may result in an expiation or prosecution. Never attempt to stop or intercept a vehicle for obtaining the prescribed fee
- If a motorist refuses to pay the ramp fee and enters the beach without presenting a current vehicle beach permit, the ramp attendant must:
  - Complete the Beach Ramp Incident Report Form (copies are in the volunteer beach ramp information folder located in the tub)

The image shows a 'Beach Ramp Incident Report Form' from Onkaparinga Council. The form is titled 'Beach Ramp Incident Report Form' and includes the following sections:

- Beach Ramp:** \_\_\_\_\_
- Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_
- Attendee Contact Phone number:** \_\_\_\_\_
- Vehicle Description**
  - Registration Number:** \_\_\_\_\_ **Colour:** \_\_\_\_\_
  - Sedan  Station Wagon  Utility
  - Van  Motorbike  Other
- Details of incident:** \_\_\_\_\_
- Witness**
  - Witness Name:** \_\_\_\_\_
  - Witness contact phone number:** \_\_\_\_\_
- Ramp attendant Signature:** \_\_\_\_\_
- Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

Beach Ramp Incident Notification Form

- It is important that as much information about the incident is collected:
  - Vehicle registration (take a photo!)
  - Vehicle model and colour
  - Date and time of incident
  - Details of the incident
- Contact Council 8384 0622 (after hours number) to report the incident
- Hand the completed Incident Report Form to the Community Safety Officer or email it to: [communitysafetygeneral@onkaparinga.sa.gov.au](mailto:communitysafetygeneral@onkaparinga.sa.gov.au)
- If any motorist starts being aggressive, call SAPOL immediately on 131 444
- Call SAPOL immediately for any illegal incidences on 131 444 ie unsafe driving and speeding on the beach
- Dogs must be on a lead between 10am – 8pm and if this is not adhered to, please contact the Community Safety Officer on 8384 0622
- Numbers to call (these numbers are also listed in the volunteer beach ramp information folder located in the tub)
 

- Council Office (Business Hours M-F 9am-5pm)	8384 0666
- <b>Council Office (After hours)</b>	<b>8384 0622</b>
- Martin Atherton (Council Team Leader)	8384 0666
- SAPOL	131 444
- Emergency – Police/Ambulance/Fire	000
- Shark Sightings	1800 065 522

# EFTPOS MACHINE

## Turning the Unit on:

Press the Green button for 2 seconds

The Unit will boot and connect to the Optus network

A docket will print confirming logon to the network

## Using the unit:

### Processing a payment:

- Enter the amount, in Cents, you want to charge the customer which will appear on the screen
  - \$8.00 {Eight Dollars} = 800
- Press OK (Green Button)
- The Customer can now Tap, Swipe or insert their card to process the payment
- The first receipt printed is the club's copy and must be retained for reconciling
- Please be CONSERVATIVE with Customer Receipts.
- The unit will ask if you want to print a customer copy.
  - Press NO, if Customer does not want copy
  - Press YES, if the customer requests a copy

### Refunds:

- In the unlikely event that a refund needs to be made:
  - Press the F3 function on the screen (OTHER)
  - Press 1.Refund on the screen
  - Enter the amount and confirm then press OK (Green Button)
  - The customer can now Tap, Swipe or Insert their card to accept the refund

## Turning the unit off:

- Once finished for the day:
  - Remove the unit from the charging base
  - Press and hold the Func (Blue Key) and the CLEAR (Yellow) key for 2 seconds simultaneously.
  - The unit will shut down.
  - Do not let machine to sit on Charging Unit. Leave it off.
  - It will automatically restart

## High Level Overview

- 1) Beach Ramp operates when forecast is above 25 Degree Celsius
- 2) Beach Ramp operation when forecast has reached 38 Degree Celsius will be determined by
  - i. Any decision to cancel can only be made via direction on Page 2
- 3) Collect Equipment on way to Beach
- 4) Setup and be ready to start at 9:00am
- 5) There have been no specific COVID-19 rules to be applied
- 6) Start EFTPOS Machine
- 7) Emergency Services & Council Vehicles are exempt from Permit or Paying.
- 8) **Please be familiar with Page 4, YOUR SAFETY is PARAMOUNT.**
- 9) Have a Camera ready for any incidents.
- 10) **Take photo of Vehicle ONLY, rego plate will be sufficient**
- 11) If a Private Vehicle has an Onkaparinga Council permit for 2021-2022,
  - i. Increase count on Clicker and allow entrance
    1. **MUST** be Physical Permit, no copies, or Photos
- 12) If a Vehicle **DOES NOT** have a Physical Onkaparinga Council permit for 2021-2022,
  - i. Payment received
  - ii. Completed Beach Pass, retain Top portion and Hand Lower portion to Driver
- 13) End of Day
- 14) Turn OFF EFTPOS Machine
- 15) Reconciliation must be done at end of Each Shift / Day
- 16) Passes handed out must tally with Cash and EFTPOS Received
- 17) All Equipment must be packed, collected and removed
- 18) All Rubbish must be collected and removed
- 19) Return Equipment and Ticket / Cash to Deb & Steve's place