

# SHOREHAM FORESHORE RESERVE

## CAMPING SITE MANAGEMENT

### POLICY and PROCEDURE 2025/26



#### 1. SITE ALLOCATION

##### ❖ Objectives:

- Maximize camper enjoyment.
- Preserve and enhance flora and fauna.
- Ensure equitable access for campers.
- Meet or exceed site rental budget targets.

##### ❖ Factors Influencing Allocation:

- Availability and location of sites.
- Site configuration, number of people, and equipment.
- Duration of stay.
- Group arrangements.
- History of camping in the reserve.
- Booking cancellations and potential reallocation of sites.

##### ❖ Key Points:

- Site allocation is provisional until confirmed on arrival.
- Manager's decision is final.

#### 2. BOOKING PROCEDURE

##### ❖ General Rules:

- Applications accepted year-round except during winter closure. (June to August).
- Bookings accepted up to 12 months in advance.
- Minimum four-night stay required during Easter.
- Minimum three-night stay required every long weekend.
- Current campers can re-book with a \$100 deposit before leaving.

##### ❖ Key Periods:

- Summer holidays, Easter and long weekends can be re-booked with \$100 deposit and balance paid by 30 November (for summer holidays) or 30 days before Easter or long weekend.

❖ **Cancellation Policy:**

- Fees are not refunded if booking is cancelled, and the site is not rebooked.
- A non-refundable \$100 administration fee applies in all circumstances.

### 3. CONDITIONS of CAMPING

❖ **Liability:**

- Campers and visitors enter and use the Reserve at their own risk; the Shoreham Foreshore Committee of Management and its servants and agents are not liable for any loss or damage whatsoever.

❖ **Rules and Regulations:**

- **Office Hours:**  
10am to 2pm: 1 November to 30 April  
10am to 3pm: 25 December to 31 January and weekends  
Phone for afterhours entry.  
Off-Peak: Hours vary. Contact manager for details.
- **Speed Limit:** 10km/hour.
- **No Pets:** Dogs and other pets are prohibited.
- **Parking:** Limited to two cars per site if they both fit on the site; boats/trailers count as one car.
- **Power:** Sites are not powered; generators are prohibited; safe battery/solar equipment allowed.
- **Visitor cars:** Prohibited except for elderly or disabled with the manager's permission.
- **Children's Safety:** Children under 18 riding bicycles or scooters are prohibited.
- **Children under 10:** must be accompanied by a supervising adult when using the toilet/shower facilities.
- **Boom Gate:** Drivers liable for any damage caused; one vehicle per lift.
- **Noise and Behaviour:** Music and radio noise must be confined to your site. No noise after 9pm. No offensive behaviour, drunkenness, or vandalism.

- **Campfires:** Prohibited during declared fire danger periods and from November to May.  
Campfires must have a cleared space of 3 metres from vegetation, tents etc and be at least 60cm above ground.
- **Facilities Use:**
  - Wastewater: Use designated grey water dump points.
  - Dishwashing: Wash dishes on your site; hot water available in the laundry. Do not use the laundry basin.
  - Wetsuits: Not to be worn in amenity blocks. Remove and rinse outside the amenity block.
- **Waste Management:** Place garbage in plastic bags before placing in bins. Use recycling bins for cans, glass, and boxes; squashing items is appreciated.
- **Conservation:** No damage or removal of vegetation, deadwood, wildlife, shells or creatures.  
trenching of sites restricted: always check with the manager.
- ❖ **Annual Tree Assessment:** Undertaken by an arborist.
- ❖ **Fee Policies:**
  - Fees set annually in June; see the Foreshore website for details.
- ❖ **Standard Maintenance:**
  - Proper wastewater management required.
  - Sites must be maintained to a standard that preserves visual amenity.
  - Non-compliance may result in permit forfeiture without refund.

#### 4. OCCUPANCY

- ❖ **Prohibited Actions:**
  - **Subletting** is not allowed.
  - **Occupancy Limits:** Only listed permit holders and immediate family may occupy the site. Additional fees apply for more than 2 adults and 2 children.
  - **Extended Family:** Immediate family members of 12-month permit holders or those with permits longer than 2 weeks can stay without extra charges unless occupancy exceeds the standard limits.
  - **Non-Family Guests:** Non-family members can use the site only by paying the Extra Adult/Child fees outlined on the website.
- ❖ **Additional Fees:** Apply for extra adults and children.

## 5. TWELVE MONTH PERMITS and STAY PERIODS

### ❖ Permit Issuance:

- Restricted to those with previous 12 month permits.
- Joint permits allow for one party renewal.

### ❖ Usage Rules:

- Reserve is for holiday and recreation only.
- Stay limited to 59 consecutive nights and 180 days per year.

### ❖ Personal Use Requirement:

- 12 month permit holders must use their site for at least 23 nights a year to be eligible for renewal.

### ❖ Permit Renewal:

- No guarantee for further 12 month permits.

## 6. SITE NEATNESS

- **Standards:** Sites must be kept tidy and not detract from the Reserve's visual amenity. If deemed unsightly, a Direction to Rectify may be issued. Non-compliance may result in permit forfeiture without refund.
- **Caravan Maintenance:** Caravans must remain in a towable condition and gas cylinders must be stored securely. Damaged annexes, windows, or flyovers must be repaired or removed.
- **Flyovers:** Must be in good condition, using muted colours (e.g., Frisky, Balsa Stone, Dune). They may only cover the van and annex area with a maximum of 1m overhang on the sides and 2m at the front.
- **Furniture Storage:** No outdoor furniture should be visible between 1 May and 31 October unless stored under a flyover, in which case it must be covered in muted colours.
- **Tents:** Must be removed from sites after the Easter holiday weekend.
- **Abandoned Equipment:** Abandoned or damaged camping equipment will be removed, and if not collected within 2 weeks, be disposed of.

## 7. TWELVE MONTH PERMIT PAYMENT and INVOICING

- ❖ **Invoicing:** Invoices for 12-month permits will be issued in July. Payments can be made by credit card or EFT.

### ❖ Payment options:

- **Full Payment:** Due 1 October.
- **Two Instalments:** 30 days after invoice and 1 January.
- **Quarterly Instalments:** Due 30 days after invoice, then 1 October, 1 January, and 1 April.

- ❖ **Late Payments:** A \$25 processing fee will apply for overdue payments. If payment is not made within 30 days of the reminder, the 12-month permit will be cancelled, and access will be denied.
- ❖ **Permit Cancellation:** 30 days' notice is required for permit cancellations, with payment due for any outstanding fees.

## 8. FIRE and EMERGENCY PROCEDURES

### Evacuation and Emergency Response

- Evacuation locations depend on the threat and prevailing conditions.
- In case of fire, evacuate to the beach if accessible; otherwise, consider nearby housing estates.
- Campers and external organizations must have their emergency plans.
- Call 000 for emergency services during any incident.

### Key Messages for Campers & Visitors

- In the event of fire or emergency call 000 and the manager on mobile number 0450 199800
- Have a personal emergency plan and familiarize yourself with the Reserve layout.
- Stay calm, avoid driving during emergencies, and know your family members' locations.
- Monitor ABC 774, CFA website on extreme weather days.
- Monitor weather apps on your phone. (BOM, Willy Weather)
- Allow alerts on Vic Emergency App
- Evacuate to safe areas (beach, reserve, or residential area) if threatened.
- Do not stay and fight fire; prioritize safety over possessions.

### In an emergency or evacuation, the Manager will

- Call 000 and maintain communications.
- Unlock Emergency Exits.
- Direct emergency vehicles to easiest access.
- Assist and advise people when it is safe to evacuate in the easiest manner.

### Campers' Responsibilities

- Maintain a one metre clearance around structures.

- Have a fire extinguisher, fire blanket, smoke detector, and annually tagged power leads.
- Ensure gas cylinders are secured and compliant.

### Total Fire Ban Days:

- Comply with CFA guidelines; fires are strictly prohibited.

### Non-Total Fire Ban Days:

- Maintain a meter clearance from flammable materials around stoves/BBQs.
- Always have an adult present with the means to extinguish the fire.

### Campfires:

- Allowed outside fire danger periods with Manager's consent and under strict conditions.
- The fire must be in a drum with solid sides at least 30 cm high.
- The drum must be at least 60cm above the ground. All signs of the fire must be removed prior to leaving.
- Always have enough water and/or a fire extinguisher readily accessible to fully extinguish the fire.
- A responsible adult must be present when the fire is lit.
- The fire must be fully extinguished before bed or leaving the site.
- Wood must be brought in; no Reserve wood can be used.

### Gas Stove and Heater Safety:

- Use only indoor-rated appliances in vehicles, caravans, annexes and tents with adequate ventilation.
- Follow manufacturer guidelines.
- Don't use outdoor appliances indoors.

### Electrical Safety

- Power available in laundry facilities.
- Power leads must be tagged annually.
- Immediately report electric shocks or damaged property to the manager on 0450 199800

## 9. Complaints

- ❖ **Complaints Handling:** Complaints are managed under the Shoreham Foreshore Reserve's Complaints Management Policy (CMP). The Manager is responsible for initial review and follow-up, with oversight by the Committee of Management.
- ❖ **Submission:** Complaints can be sent:
  - **In writing:** Manager, Shoreham Foreshore Reserve CoM  
PO Box 24, Shoreham VIC 3916.
  - **By email:** (i) **Manager:** [manager.shoreham@gmail.com](mailto:manager.shoreham@gmail.com)  
(ii) **To the Chairperson:** [shnookal@vicbar.com.au](mailto:shnookal@vicbar.com.au)