

R.C.I. Freshwater Creek Retreat
660 Anglesea Road Freshwater Creek

CAMPERS MANUAL

* **Ownership**

The property is owned by Revival Centre's International - Melbourne.

* **Local & State Government Regulations**

To operate the Retreat, the property is registered as a caravan park, this means it comes under Federal, State and Local Council regulations applying to such venues.

Every third year an application must be submitted to the local council for renewal of the caravan park licence, stating the number of sites in operation, submitting a site map, and paying a fee for each site.

All of these matters as they relate to the individual camper, are covered in the camp regulations, and application forms which are required to be submitted under various circumstances.

It cannot be stressed too strongly the need to abide by these requirements, as failure to do so could, in certain circumstances lead to the licence to operate not being issued, which in turn would mean closure of the facility.

* **Christmas & Easter Retreats**

The programs for these functions are organised and run by the R.C.I. Melbourne Assembly under Pastor Simon Longfield and are not the responsibility of the camp administrator or camp committee.

The camp administrator is responsible for all other matters relating to the retreat property, its use, and maintenance.

* **Regular Sites**

On application an R.C. I. Member may be allocated a regular site if one is available, this reserves the site for that member's use either, at the Christmas & Easter camps, or to place a caravan "On Site" An annual fee is payable for taking up a regular site.

If at any time, or for any reason, a member with a Unit on Site should discontinue fellowship with the R.C.I they will be required at the direction of the administrator, to either remove their unit from the premises, or sell it to a member of the R.C.I.

* **Caravan 'On Site'**

Having secured a regular site, the member must submit an application prior to placing a caravan 'On Site'. Siting of the van must comply with council regulations.

* **Solid Annexes and Carports**

Those members wishing to attach a solid annexe to their 'On Site' caravan or to install a carport over their 'On-Site van (and annexe) need to make application to do so before proceeding, such additions must comply to statutory requirements. The local council require two forms to be submitted by the unit owner, one relating to the manufacture of, and the other to the erection of the annexe (carport). A building permit is now required for the erection of a carport.

Details & forms are available from the camp administrator.

* **Maintenance of 'On Site' units**

Members are responsible for maintaining their unit and site in good & clean condition at all times, Units are to be regularly washed down and mould or mildew growth removed. Any gardens developed on the sites are to be kept in order by the site holder.

To facilitate mowing by the mowing crew it is required that an area of approximately 30mm, around the perimeter of each unit, be kept clear of grass etc, this should be done by regular spraying with a recognised commercial weed killer.

It is highly recommended that canvas annexes are not left erected during non-camp periods due to the severe winds in the area. **If any site owner decides to leave such an annexe erected, the site owner will be responsible for the regular mowing of the site, as the ride on mower cannot operate around ropes & pegs.**

* **Fees**

The fees payable are: a) Full Fee. B) Concession Fee. This fee covers the Christmas & Easter Retreats and any other usage of the retreat by the site holder and their immediate "living at home" family. Guests staying with site holders are charged at the rate applicable to "Additional Persons" for the preceding Christmas retreat. These fees are to be paid to the camp administrator immediately after the guests stay.

The fees are for the financial year (July 1st to June 30th) and are payable in two instalments, the first payable in October, the second payable in March, accounts are posted at the beginning of those months. Concession is available on application and presentation of Pension or Health Card or Seniors Card.

If at any time any member finds themselves in financial difficulty when payment is due, they should contact the camp administrator to arrange a payment strategy. Please do not just ignore the account when due, as this will result in an overdue notice being sent. A late payment fee may be applied to late payments.

The members of the camp committee undertake their tasks voluntarily, no payment is received by them for such duties and they pay camp fees just like everyone else.

* **Maintenance & improvement Costs**

All maintenance costs and the general improvement costs, are financed from the fees collected, by far the greater proportion of fees come from the members with Regular Sites & Units on Site.

* **Change of Address:**

If any member should change their address at any time, the camp administrator is to be advised promptly. (if any member has not received their fee account by mid October & mid March, this may be the reason, please contact the camp administrator. **Payment by the due date is the members responsibility**)

* **Caretaker: (a caretaker is no longer employed)**

When employed, a caretaker is employed on a part time basis only, and is responsible for carrying out specific functions as directed by the camp administrator.

It is not the function of the caretaker to look after the property of individual members, or maintain their sites. A caretaker will not be on the site at all times, should member need to arrange access for any reason, they should phone the camp administrator to make whatever arrangements necessary.

Administration phone number (03) 97288869 or 0428 840889

* **Emergency Management Plan.**

It is required by law to have such a plan in place, a copy of which is located near the notice board at the old amenities block. A further notice of 'What to do in an emergency' is also on the notice board. All members should take time to acquaint themselves with the contents and to advise their children accordingly.

Smoke detectors are mandatory in all units.

* **Caring for the property and fellow members.**

Parents should inform their children of those matters which particularly concern children. Some matters which are still requiring attention are:

Skate Boards, Roller Blades & Scooters etc, these must be confined to the playing court only and **must not be ridden along the front of the amenities block.**

While within the Retreat grounds, two wheeled bikes may only be ridden on the roads.

We regret that Cubby houses are no longer to be built, building of such has caused severe damage to trees and shrubs, as well as creating a rubbish dump, which, although requests are made each camp for the parents of the children concerned to clean up, this has always been left to others.

Playing of football, cricket or other ball or throwing games.

There is an open recreational area set aside at the rear of the large amenities block for the playing of these games, playing of such on camp roadways and other areas, can be a danger to others, and has already caused damage to trees and shrubs, as important as the cost of replacing a damaged plant, is the lost growth of plants which have to be replaced.

Basketball Court: Slam dunking, or hanging on to the hoop is strictly forbidden to all ages.

* **Other matters which are for the attention of all, are :**

Laundry & Clothes Lines: as these facilities are limited please be aware of the needs of others and do not leave your clothes in washing machines when washing completed, or on the line when dry.

Camp Speed Limit: 8 kms per hour, if your speedo does not register such, use walking pace, slowly does it. In future any member failing to comply will be asked to park their vehicle in the car park area.

To comply with Federal & State laws, all members attending the Christmas or Easter Camps must register via camp application form. At all other times when visiting the camp they must register in the folder at the front of the camp. (on the wall of the old amenity block).

Any member requiring an additional site for setting up a tent for their children during the retreats, must apply for a site, **tents must not be erected without a site being allocated.**

On vacating camp all power cords must be unplugged, water hoses disconnected, and gas cylinder valves closed site is to be left clean, and free from hard objects which could be thrown up by the mower.

During winter and heavy rain the camp ground can become soggy and cars parked thereon may become bogged. At such time park cars on the roadways. If a car becomes bogged the disturbed soil and grass should be levelled.

The camp regulations and various matters that are put forward from time to time are to meet Federal, State & Council laws, and for the well-being , safety, and comfort of all the campers. If any aspect of these requirements is not clear to any member, or some matter is of concern to them, they should speak to the camp administrator.

Revival Centre International
(Revival Centres Church)

Freshwater Creek Retreat
660 Anglesea Road Freshwater Creek 3216

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