



# GOULBURN MURRAY WATER STORAGE'S

Leaseholds

Club Standards

Updated December 2014

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## **APPLICATION SUBMISSION ADDRESS**

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## **CLUB STANDARDS**

### **Introduction**

The following occupational codes and standards have been developed in consultation and co-operation with all stakeholders. It is recognised that all activities on land or water have potential environmental and public health and safety impacts that need to be carefully and co-operatively managed.

This document is aimed at assisting Goulburn Murray Water (GMW) and stakeholders in consistently implementing public safety and sustainable land and water use practices at GMW Storages. Developing this knowledge, and making a commitment to action is essential to address the threats that are posed to these inter-dependant eco-systems and reducing the risks over time. The implementation of the identified codes and standards requires that key stakeholders develop an intimate understanding of this document and of the issues which pertain to the environmental management of GMW Storages and surrounding lands.

GMW is committed to implementing a program of continuous improvements in the areas of public safety and environmental management, both within and adjacent to Storages. It is, therefore, essential that we continually monitor and evaluate our actions in to understand and adapt with improved knowledge.

### **Environmental and Risk Management**

In December 2006, Goulburn Murray Water's new Environmental Management System (EMS) was certified to International Standard AS/ISO14001:2004. This means that GMW is now recognised as having a system that manages the organisation's environmental performance and risks. Environmental protection and enhancement is therefore of prime consideration when evaluating the future use of GMW Storages and their environs for recreational purposes, the development and maintenance of recreational facilities, lease tenure and governance.

GMW's position in relation to standards of design, construction, installation and maintenance at Club sites at Storages are explained within this document. This document is designed to compliment relevant State and Local government legislation, regulations and GMW by-laws, and particular reference is made to the *Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations Vic. 2010* and subsequent amendments and regulations.

Partnerships are considered vital for the effective implementation of Club leases and established standards. In this regard GMW aims to build on current cooperative efforts and endeavours to ensure that GMW's position in relation to these standards is consistently understood and applied. The organisation shall, also in partnership, continue to develop, implement and manage a range of agreed initiatives vital to the success of an effective environmental risk reduction management system. We recognise that we all have a responsibility and the opportunity to be good stewards of our catchment assets.

## **Status of Clubs**

The GMW Club Lease is predicated on a condition that all Clubs exist and operate as not for profit organisations for the benefit of their members, and do not operate commercially or engage in trade for profit. Therefore:

- Any Club that trades or appears to be trading commercially or for profit shall be deemed to be in breach of the lease which may lead to the rescission of the lease before the expiry of the term.
- Any Club that changes the objects or purpose clauses of its Constitution or Rules shall immediately notify GMW and provide a copy of the former rules and the changes as made or as proposed.
- GMW reserves the right to object to the rule change where the alterations indicate that the Club is or may become a trading or business-like entity.

## **Acceptance of Standards**

The continued use and occupation of the leased area by the Club or the payment of rent under the lease shall evidence the acceptance by the Club and its members of these Standards.

## **Good Governance and Safety**

The Clubs accept that there is a need for good governance including enhanced self management in accordance with these standards. They will promote to their members and visitors the safe use of the Club leased area with respect to all activities that occur thereon. Clubs will actively promote the safe use of water (for consumption) and the safe use of swimming and boating areas.

GMW supports the Marine Act which requires the mandatory wearing of personal flotation devices (PFD 1, 2 or 3) dependant on vessel size, operation, time of use, location of use and at times of heightened risk.

## **Additional Provisions**

The following additional provisions apply to the Club, its members and visitors:

- *GMW By-law No. 1/2013 – Recreational Areas* under section 287ZC of the *Water Act 1989* and any subsequent Government land by-laws;
- GMW Land & On Water Management Plans; and
- Relevant State and Local Government Acts and regulations.

### **1. Application and Definition**

- 1.1. These standards are made by GMW and apply to the Club and its members pursuant to the lease.

- 1.2. The Standards apply and are operative for all Clubs in conjunction with all lease conditions.
- 1.3. For the purposes of these standards the following definitions apply:

**Act** means any government legislation and includes any subsequent Act or regulation that may be legislated after this document was written.

**Club** means the Group named as the Lessee in the particulars of the lease which the Group has with GMW and includes all its members and visitors.

**Clubs** means all the Clubs at storages that at any one time have an operating lease with GMW.

**GMW** means Goulburn-Murray Rural Water Corporation.

**hard-surface** includes any gravel, paved, and concrete areas.

**jetty** means any fixed, floating, ~~or~~ mobile jetty or pontoon moored to the shoreline.

**lease** means the lease that has been signed by both the Club as Lessee and GMW as Lessor which permits the Club to occupy a leased area.

**leased area** means the land of the Club as described in the particulars of the lease.

**not for profit** means financially managing the accounts of the Club so that all income however received is applied or retained solely for the benefit of the members.

**registrable movable dwelling** with the exception of a motor home means a movable dwelling that is, or has been, registered or is required to be registered under the Road Safety Act 1986.

**rigid annexe** means an annexe which has walls and a roof constructed of non-flexible materials;

**Standards** means the *Goulburn Murray Water Storage's Leaseholds Club Standards* as published by GMW and as updated from time to time.

**site** means the individual area occupied by a siteholder/camper on the land of the Club as described in the particulars of the lease.

**tie down gear**, in relation to an unregistrable movable dwelling or annexe, means a device that connects the anchor point to the means of restraint;

**unregistrable movable dwelling** means a movable dwelling that -

- (a) is constructed on a chassis or in prefabricated sections;
- and
- (b) once installed, is a freestanding dwelling with solid walls and roof; and
- (c) is not a registrable movable dwelling.

## 2. Number of Sites and Dormitory Accommodation

The maximum number of sites or dormitory accommodation is defined in the lease or is as outlined by GMW and compliance is a vital requirement of the lease. The numbers shall not be exceeded at any time.

The maximum number of camp sites is to be limited to 5 excluding New Years Eve at which time 10 sites may be utilised. This numbers shall not be exceeded at any time.

### **3. Appointment, Obligations and Duties of a Liaison Officer**

- 3.1. The Club is responsible for the appointment of a Liaison Officer for a term of not less than 2 years.
- 3.2. The Club must reconfirm to GMW by the 1<sup>st</sup> December each year, the name, postal address, email address, term and contact numbers for the Liaison Officer.
- 3.3. A change of Liaison Officer must be updated by the Club in writing to GMW within 14 days of any changes.
- 3.4. The Liaison Officer is to be available to assist GMW staff when required on the Club site in relation to all Club lease or site matters.
- 3.5. The Liaison Officer will be the sole contact for all GMW related matters and is responsible for disseminating information to club members, provided to the Club by GMW.

### **4. Club Leased Land Inspections**

- 4.1. Club leased **land inspections** (Club audit) will be carried out by GMW Officers on an annual basis or otherwise as required in particular situations.
- 4.2. GMW will provide the Liaison Officer with 30 days notice prior to **the annual Club inspection.**
- 4.3. The Club must be represented by the Liaison Officer or proxy at the time of the annual inspection to assist in the inspection.
- 4.4. The Club Liaison Officer or representative will provide to the GMW Officer at the time of the inspection copies of all individual site works applications and Club approvals for any works undertaken on the leased area since the previous inspection.
- 4.5. The Club will be required to promptly remove from a site or the leased area any developments that do not meet the Club Standards.
- 4.6. GMW will, as soon as practicable after the inspection, provide the Club with a written report.

### **5. Plan of Club Leased Land and Site Identification**

- 5.1. Each Club will update and submit hardcopy plans to GMW at the club inspection audit annually each year.
- 5.2. The plan of the site and the environs will include:
  - the location of each caravan and campsite, clearly marked and numbered in sequential order for identification purposes;
  - The site location, name and contact number of any permanent residents;
  - any structural changes and improvements undertaken on the leased land in the previous twelve months;
  - all club buildings and structures;
  - all ablution blocks, septic tanks, evaporation ponds, distribution pits and transfer pits and lines;
  - club fire extinguisher locations;
  - Fire hose reel and hydrant locations;
  - playgrounds;
  - launch ramps;
  - Emergency Evacuation Area;
  - Gas control (isolation) switches;
  - Electrical isolation location;
  - all underground installations such as sewer/sullage lines, storm water lines, power cables, water pipes, pump installations and phone lines. All electrical switchboards and service pillars (power outlet posts) shall also be shown;
  - Diversion pumps and foot valve locations;
  - Access tracks and roads; and
  - Cultural heritage places (structures, trees, burial mounds etc).

## **6. Additional Development**

- 6.1. GMW, upon written application, will consider works to construct, upgrade or improve Club facilities that fully address risk management, environment and planning imperatives.
- 6.2. Where compatible with its requirements, GMW may give conditional approval to the application.
- 6.3. GMW will notify the applicant of its decision and will require (at a minimum) that the successful applicant meet the following conditions:
  - 6.3.1. the Club is to obtain all the necessary permits from the local shire;
  - 6.3.2. an application must include a copy of the relevant plans and must specify the colour and type of the external materials to be used;
  - 6.3.3. electrical circuit diagrams shall be included with all applications that involve any electrical installation works; and
  - 6.3.4. the application must be forwarded to GMW's relevant local Office.

- 6.4. GMW may approve applications with or without amendments or it may impose conditions or it may disapprove the application.

## **7. Permanent Development**

The original and current concept of recreation around Goulburn Murray Water storages is based upon a range of prescribed activities enabling a range of groups and individuals to use the lake and associated land in a manner compatible with the primary purpose of the storage.

- 7.1. Approval if given, for the construction of permanent buildings will be subject to strict conditions.
- 7.2. GMW will not approve permanent structures on individual sites within club leases.

## **8. Electrical Power, Wiring and Equipment**

- 8.1. The installation of all electrical wiring and equipment, whether modifications to existing systems or new works, anywhere in or on the Club leased land is required to comply with the *Electrical Safety (Installations) Regulations 1999, AS/NZS 3000:2007 Wiring Rules* and *AS/NZS 3001:2008 Electrical installations-Relocatable premises (including caravans and tents) and their site installations, and any subsequent or amending regulations*.
- 8.2. Power reticulation at each site must comply with the Regulations of the relevant Power Authority.
- 8.3. All club works that necessitate the installation of electrical wiring and equipment on the Club leased land require the submission of detailed plans and the prior written approval of GMW.
- 8.4. A Certificate of Electrical Safety shall be completed by a registered electrical contractor and forwarded to GMW's Leasing and Licensing Section within 14 days of the completion of any alteration or addition to the electrical wiring or equipment in or on the Club leased land.
- 8.5. Public liability must be obtained where the Club engages contractors to carry out works and the Club agrees to fully indemnify and keep indemnified GMW for the duration of the works.
- 8.6. Electrical inspection/ audit shall be a routine and annual component of the GMW leased land and site inspections.
- 8.7. For all proposed modifications and/or new works the Club shall provide GMW with an application for the works that must include all necessary designs, maximum demand calculations (as determined in accordance with the requirements of *AS/NZS 3000:2007* and *AS/NZS 3001:2008, and any subsequent or amending regulations*), plans, drawings (including electrical circuit drawings), council approvals and on completion an updated leased land and site plan, that incorporates the modifications/changes and a certificate of electrical compliance.

## **9. Connection of Movable Dwellings to Site Power Supply**

- 9.1. Only one power supply lead shall be connected to each site supply socket-outlet contained within service pillars (power outlet posts).
- 9.2. Any supply lead between a site supply socket-outlet and movable dwellings shall be in one unbroken length.
- 9.3. The supply of electricity for use in individual movable dwellings shall not be obtained from a socket-outlet inside other movable dwellings or by use of socket – outlet adaptors (double adaptors).

- 9.4. Where a reel, drum, storage box or similar is used for coiling a supply lead, the lead shall not be connected to the power supply while coiled.
- 9.5. Power supply leads may be run overhead only if they are run as a cable supported by a catenary in accordance with the requirements of *AS/NZS 3001:2008 Electrical Installations and any subsequent or amending regulations*.
- 9.6. Power supply leads used to connect movable dwellings to site power supply shall be inspected and tested annually by a qualified person. The leads shall be visually inspected, physically checked and tested and compliant leads then fitted with a durable, non-reusable non-metallic tag all in accordance with the requirements of *AS/NZS 3760:2003 In-service safety inspection and testing of electrical equipment and any subsequent or amending regulations or as required by GMW*.
- 9.7. Residual current devices (RCDs) used for the protection of movable dwellings electrical installations shall be operated before use by means of their in-built test facility (push-button); and be tested annually for correct response to a leakage current (ie current imbalance/tripping time test) in accordance with *AS/NZS 3760:2003 and any subsequent or amending regulations*.
- 9.8. The Club shall provide all site occupiers, intending to connect their movable dwelling to the site supply by means of a detachable connection, with an instruction notice that will, in plain language, convey the information detailed in Sections 9 above.
- 9.9. The Club shall forward confirmation that each site has had their lead tested and tagged as required within this section.

## **10. Individual Sites**

- 10.1. Each individual site must be clearly pegged and numbered.
- 10.2. Any new individual sites submitted for approval to GMW must have a minimum size of 110 square metres.
- 10.3. The area covered by all structures on an individual site (including the area occupied by the caravan, annexe, verandah, flyover, patio/deck, paving, shade structure, barbecue, vehicles and trailers) must not exceed two thirds of the site.
- 10.4. The maximum size of any caravan, annexe, verandah and flyover combination is limited to 80 square meters.
- 10.5. Clubs are encouraged to undertake site beautification works such as the planting of native (to the area) indigenous trees and sowing of native grasses once approval is granted by GMW as part of a whole of club approach to site management.

- 10.6. As excessive hard surfacing potentially leads to a concentration of storm run off that increases the risk of erosion, a limit of 20 square meters applies to hard surfacing for each site (in addition to the area covered by the caravan, annexe, verandah and flyover).
- 10.7. It is the Club's responsibility to promptly remove from a site, or leased area generally, any concrete, paving, decking and hard structures in excess of that permitted under clause 10.3, 10.4 and 10.6 and any unapproved, abandoned, poorly maintained, dilapidated or dangerous structure of any type.

## 11. Applications

- 11.1. **Prior written approval is required for the construction, installation and/or erection of any works on the Club leased land.**
- 11.2. In addition to approval by GMW, applicants will also be required to comply with Shire Planning and DEPI requirements. A copy of all such approvals will be required to be forwarded to GMW prior to the commencement of works.
- 11.3. Written applications along with a non refundable fee of \$110.00 (GST Inc) are required to be forwarded to GMW for each proposal to alter, construct or install:
- registerable movable dwellings;
  - unregisterable movable dwellings;
  - en-suite facilities;
  - retaining walls;
  - foreshore works;
  - works, including environmental, landscaping and stormwater control;
  - any effluent/sullage pipework or systems;
  - any electrical installation works throughout the entire Club leased area;
  - water supply pumps and equipment including communal water storage tanks;
  - removal of native vegetation, flora and fauna;
  - club works that necessitate the installation of electrical wiring and equipment on the Club leased land;
  - dig , excavate or move any soil, clay, gravel or rock;
  - where a Club wishes to hold, conduct or support a special event;
  - fencing;
  - rigid annexes;
  - verandahs;
  - fly overs;
  - fixed decks/patios;
  - shade structures/pergolas;
  - stairs;
  - shade sails;
  - water tanks;

- concrete slabs;
- concrete slab extensions; and
- communal barbecues.

11.4. Works on individual sites, excluding any works listed in 11.3 must comply with the standards as set out in this document and will require a completed application (Appendix C) to be submitted to the Club Committee for approval.

Works on individual sites requiring Club Committee approval will include:

- timber floors;
- paved areas;
- firewood boxes; and
- removal of wheels from caravans.

11.5. The Club will be required to promptly remove from a site or the leased area any developments that do not meet the Club standards.

## MINIMUM APPLICATION DETAILS

### 12. Concrete Slabs for Caravan and Annexe Sites

- 12.1. The construction of a concrete slab requires the prior written approval of the Club Committee of Management to be submitted to GMW for final signoff before the commencement of any works.
- 12.2. The design required for concrete slabs is site specific and depends on soil conditions, loading etc.

### 13. Registrable Movable Dwellings (Caravans)

***“Registrable movable dwelling” means a movable dwelling that is, or has been, registered or is eligible for registration under the Road Safety Act 1986.***

- 13.1. All caravans must display a compliance plate.
- 13.2. All caravans must display the site number (*minimum height 100mm*) on the front of each van in a sequential order and in clear view for an external inspection.
- 13.3. The area occupied by the caravan does not need to be hard surfaced. (See **Section 41 Erosion Control**) (below).
- 13.4. All caravans must be well maintained and the subject of an external annual inspection.
- 13.5. All caravans must be located further than 50 metres from the full supply level of the storage.
- 13.6. No caravan is permitted to be located further than 100 metres from a toilet block unless it has a GMW approved toilet facility.
- 13.7. A minimum unobstructed fire fighter access of 1.2 metres must be maintained between and around the caravan and any structures or obstructions on the site.
  - 13.7.1. The minimum clearance between a caravan (including veranda) and the Club members site boundary is to be no less than 1.2 metres.
  - 13.7.2. The minimum clearance between a caravan (including veranda) and any tree is to be no less than 1.2 metres.

- 13.8. A minimum CFA fire separation clearance of 2 metres must be maintained between caravans/UMD's/rigid annexes (including eaves and verandas)/flexible annexes on adjoining sites.
- 13.9. Sites that do not currently meet the minimum CFA fire separation clearance of 2 metres (13.10) will not be considered for further works including flyovers, flexible annexes, rigid annexes, eaves, verandas or further development of the site.
- 13.10. The removal of wheels from caravans may be permitted subject to the following conditions:
- 13.10.1. compliance with *Section 14.2*; and
  - 13.10.2. the caravan is to be enclosed at the base by a timber/panelling skirt.

## 14. Unregisterable Movable Dwellings (UMD)

***“Unregisterable movable dwelling” means a movable dwelling constructed on a chassis but does not include a registrable movable dwelling or a camper trailer.***

14.1. Unregisterable movable dwellings will be permitted on Club sites provided:

14.1.1. they have prior written approval from GMW;

14.1.2. the size of the unregisterable dwelling, annexe, verandah, flyover, patio/deck, paving, shade structure, barbecue, vehicles and trailers etc. to be limited to two thirds of the site area;

14.1.3. the maximum size of any unregisterable dwelling, annexe, and flyover combination is limited to 80 square metres;

14.1.4. the maximum length of the unregisterable movable dwelling is 9.2 metres and the maximum width is 3.5 metres; and

14.1.5. unregisterable movable dwellings be connected to the Club’s sewerage system. Where the unregistered movable dwelling cannot be connected to the Club’s sewerage system, the toilet and shower facilities need to be sealed to the satisfaction of GMW rendering the system inoperable.

14.1.6. a minimum unobstructed fire fighter access of 1.2 metres must be maintained between and around the UMD and any structures or obstructions on the site.

14.1.7. a minimum CFA fire separation clearance of 2 metres must be maintained between caravans/UMD’s/rigid annexes (including eaves and verandas)/flexible annexes on adjoining sites.

14.2. Sites that do not currently meet the minimum CFA fire separation clearance of 2 metres (13.10) will not be considered for further works including flyovers, flexible annexes, rigid annexes, eaves, verandas or further development of the site.

14.3. The removal of wheels from an unregisterable movable dwelling may be permitted subject to the following conditions:

14.3.1. prior written approval of the Club Committee of Management;

14.3.2. the wheels and lock nuts are stored on site;

14.3.3. footings, including slab on ground footings must be designed and constructed so that any relative movements of separate footings and of different parts of any one footing under loading, or of a footing and

any other element of the substructure will not impair the stability of or cause significant structural damage to the movable dwelling;

14.3.4. a clearance of not less than 150 mm between the ground and the underfloor surface with adequate ventilation must be provided; and

14.3.5. the caravan is to be enclosed at the base by a timber/panelling skirt.

14.4. The unregistrable moveable dwelling must meet all requirements as set out in Section 13 *Registrable Moveable Dwellings (Caravans)* (above).

## 15. Flexible Annexes

***“Flexible annexe” means an annexe that apart from any rigid support frame has a wall and roof of canvas or other flexible material.***

- 15.1. Flexible annexes can be erected without GMW approval.
- 15.2. Concrete, gravel or natural dry earth alternatives are suitable under flexible annexes (Subject to **Section 41.1**).
- 15.3. No flexible caravan annexe will be permitted to be longer or higher than the superstructure of the caravan to which it is attached; where practical for caravans with a hip roof line, the preferred option is for the annexe to be attached to the lower roofline.
- 15.4. A flexible annexe may not be fitted to a caravan that has an existing rigid annexe.
- 15.5. The minimum clearance between a flexible annexe and the site boundary is to be no less than 1.2 metres.
- 15.6. The minimum clearance between a flexible annexe and any tree is to be no less than 1.2 metres.
- 15.7. A minimum unobstructed fire fighter access of 1.2 metres must be maintained between and around the flexible annexe (including guy ropes) and any structures or obstructions on the site.
- 15.8. A minimum CFA fire separation clearance of 2 metres must be maintained between caravans/UMD's/rigid annexes (including eaves and verandas)/flexible annexes on adjoining sites.
- 15.9. Sites that do not currently meet the minimum CFA fire separation clearance of 2 metres (13.10) will not be considered for further works including flyovers, flexible annexes, rigid annexes, eaves, verandas or further development of the site.
- 15.10. The maximum size of any caravan, annexe, verandah and flyover combination is limited to 80 square metres.
- 15.11. The area covered by all structures on an individual site, including the area occupied by the caravan, annexe, verandah, flyover, patio/deck, paving, shade structure, barbecue, vehicles and trailers must not exceed two thirds of the site.

## 16. Rigid Annexes

- 16.1. Club Committee approval is required for the proposed installation of rigid caravan annexes and must meet the *Residential Tenancies (Caravan Parks*

*and Moveable Dwellings Registration and Standards) Regulations 2010 and the former 1999 Residential Tenancies (Caravan Parks and Moveable Dwellings Registration and Standards) Regulations (Schedule 3) and any subsequent or amending regulations.*

- 16.2. All rigid annexes will be permitted subject to prior approval of plans and specifications by the Club Committee of Management and in accordance with the following conditions:
  - 16.2.1. all rigid annexes will require a compliance plate to be fitted to the annexe;
  - 16.2.2. all rigid annexes must be constructed by a suitably qualified person;
  - 16.2.3. the components of a rigid annexe wall and roof, excluding windows and doors, must be of commercially manufactured modular panel construction;
  - 16.2.4. no rigid annexe will be permitted to be longer or higher than the superstructure of the caravan to which it is attached; where practical for caravans with a hip roof line, the preferred option is for the annexe to be attached to the lower roof line;
  - 16.2.5. an annexe shall be attached to one side of the caravan only, and will be permitted to extend outwards from the side of the caravan to which it is attached for a distance no greater than 3.05 metres;
  - 16.2.6. rigid or flexible annexes shall be used only as an attachment to a caravan or UMD; and
  - 16.2.7. eaves up to 300 mm are permitted on the annexe but are not to be supported by posts.
- 16.3. Rigid annexes must be placed on either:
  - 16.3.1. a concrete slab (refer **Section 12 Concrete Slabs for Caravan and Annexe Sites**) (above); or
  - 16.3.2. a timber deck which meets the *AS 1684 - 2006 Building Code* or subsequent or amending regulation/s; or
  - 16.3.3. a commercially engineered and manufactured steel deck
- 16.4. A Certificate of Electrical Safety must be completed by a registered electrical contractor for all hard wiring and provided to the club committee within 14 days of power first being activated to the rigid annexe, and within 14 days of the completion of any alteration to the electrical wiring or equipment in or on the rigid annexe.

- 16.5. Rigid annexes must be securely anchored to either the concrete slab or the frame of the deck foundation.
- 16.6. Rigid annexes and attachments, including their supporting channel sections, fixing brackets posts and the like, must be capable of being readily and completely dismantled.
- 16.7. Commercially manufactured roof vents will be allowed.
- 16.8. All ensuite annexes must have the prior written approval of GMW and conform to the current Australian Standards. Ensuite facilities incorporated in the caravan, caravan annexe or unregistered movable dwellings must comply with the *Residential Tenancies (Caravan Parks and Moveable Dwellings Registration and Standards) Regulations 1999 (Schedule 3)* or any subsequent or amending regulations, and:
  - 16.8.1. the en-suite facility will need to be connected to an approved sewerage system in accordance with requirements of the relevant authorities;
  - 16.8.2. before any en-suite annexe, or caravan annexe with en-suite facilities is located on site it must be determined that the Club has the facilities for the connection to the sewerage system or has the facilities for the removal of wastes from holding tanks and have prior written approval of GMW and relevant authorities; and
  - 16.8.3. where the Club cannot provide sewerage facilities, the ensuite facilities are to be sealed off rendering the system inoperable.
- 16.9. The minimum clearance between a rigid annexe (including veranda) and the site boundary is to be no less than 1.2 metres.
- 16.10. The minimum clearance between a rigid annexe (including veranda) and any tree is to be no less than 1.2 metres.
- 16.11. A minimum unobstructed fire fighter access of 1.2 metres must be maintained between and around the rigid annexe and any structures or obstructions on the site.
- 16.12. A minimum CFA fire separation clearance of 2 metres must be maintained between caravans/UMD's/rigid annexes (including eaves and verandas)/flexible annexes on adjoining sites.
- 16.13. Sites that do not currently meet the minimum CFA fire separation clearance of 2 metres (13.10) will not be considered for further works including flyovers, flexible annexes, rigid annexes, eaves, verandas or further development of the site.
- 16.14. The area covered by all structures on an individual site, including the area occupied by the caravan, annexe, verandah, flyover, patio/deck, paving,

shade structure, barbecue, vehicles and trailers must not exceed two thirds of the site.

16.15. The maximum size of any caravan, annexe, verandah and flyover combination is limited to 80 square metres.

16.16. Rigid annexes will be permitted to remain on sites all year round, provided:

16.16.1. the annexe is in a good condition and this shall include the paint finish and the structural soundness;

16.16.2. the site must be properly defined on the ground by corner posts, pegs or other approved methods; and

16.16.3. the site is, at all times, kept in a clean and tidy state to the satisfaction of GMW.

## **17. Rigid Annexe Verandahs**

17.1. All verandahs must have the prior written approval of the Club Committee before construction can commence.

17.2. The area covered by all structures on a site, including the area occupied by the caravan, annexe, verandah, flyover, patio/deck, paving, shade structure, barbecue, vehicles and trailers must not exceed two thirds of the site.

17.3. The maximum size of any caravan, annexe, verandah and flyover combination is limited to 80 square metres.

17.4. The minimum clearance between a rigid annexe, verandah and the site boundary is to be no less than 1.2 metres.

17.5. The minimum clearance between a rigid annexe, verandah and any tree is to be no less than 1.2 metres.

17.6. A minimum unobstructed fire fighter access of 1.2 metres must be maintained between and around the caravan/UMD/rigid annexe veranda and any structures or obstructions on the site.

17.7. A minimum CFA fire separation clearance of 2 metres must be maintained between caravans/UMD's/rigid annexes (including eaves and verandas)/flexible annexes on adjoining sites.

17.8. Sites that do not currently meet the minimum CFA fire separation clearance of 2 metres (13.10) will not be considered for further works including flyovers, flexible annexes, rigid annexes, eaves, verandas or further development of the site.

- 17.9. Verandahs may be located on the front and rear of the caravan and annexe and the longitudinal side of the annexe;
- 17.10. Open verandahs on the front of the annexe may extend a maximum of 3.6 meters from the tow bar end and extend across the front of the caravan to a minimum height of 2.1 meters. The verandah must be supported by 50mm (nom) diameter vertical galvanised posts to AS1163-1991 or subsequent amended standard (or approved equivalent).
- 17.11. Open verandahs on the rear of the annexe may extend a maximum of 3.6 meters from the tow bar end and extend across the front of the caravan to a minimum height of 2.1 meters. The verandah must be supported by 50mm (nom) diameter vertical galvanised posts to AS1163-1991 or subsequent amended standard (or approved equivalent).
- 17.12. Open verandahs on the longitudinal side of the annexe may extend a maximum of 3.6 metres from the annexe, must maintain a fall of 5 degrees ((1 in 12), shall be to a minimum height of 2.1 m and must be supported by 50mm (nom) diameter vertical galvanised posts to AS1163-1991 or subsequent amended standard (or approved equivalent).
- 17.13. The sides of a verandah may be covered in with shade cloth during occupancy of the site but this cloth must be rolled up during any time the site is unoccupied by the site holder.
- 17.14. The sides of a verandah must not be covered in with solid materials such as “colourbond steel” sheeting.

## 18. Flyovers

***“Flyover” means a cover made of canvas/synthetic material, colourbond steel or aluminium panel which may be suspended over the caravan and/or annexe.***

- 18.1. All flyovers must have the prior written approval of the Club Committee and GMW before construction can commence.
- 18.2. All flyovers that are commercially manufactured for the retail market must be of type that has been approved by GMW.
- 18.3. Non commercial flyovers will be permitted subject to prior approval of plans and specifications by GMW and computations must be provided by a practicing structural engineer to certify that the flyover is structurally sound.
- 18.4. Fixed or rigid panel fly-overs will be permitted subject to prior approval of plans and specifications by GMW, meeting all sub-clauses of Section 18 Flyovers and in accordance of the following conditions:
  - 18.4.1. construction is strictly limited to colorbond steel or aluminium panel of which shall be in an environmental colour;

18.4.2. gutters and spouts are to be fitted; and

18.4.3. stormwater must be considered in order to prevent erosion.

*Note: Shire planning and building approval may be required in some municipalities.*

18.5. The area covered by all structures on an individual site, including the area occupied by the caravan, annexe, verandah, flyover, patio/deck, paving, shade structure, barbecue, vehicles and trailers must not exceed two thirds of the site.

18.6. The maximum size of any caravan, annexe, verandah and flyover combination is limited to 80 square metres.

18.7. The minimum clearance between the flyover and site boundary is to be no less than 1.2 metres.

18.8. The minimum clearance between the flyover and any tree is to be no less than 1.2 metres.

18.9. A minimum unobstructed fire fighter access of 1.2 metres must be maintained between and around the flyover support posts and any structures or obstructions on the site.

18.10. A minimum CFA fire separation clearance of 2 metres must be maintained between caravans/UMD's/rigid annexes (including eaves and verandas)/flexible annexes on adjoining sites.

18.11. Sites that do not currently meet the minimum CFA fire separation clearance of 2 metres (13.10) will not be considered for further works including flyovers, flexible annexes, rigid annexes, eaves, verandas or further development of the site.

18.12. A flyover that is attached to a caravan and/or annexe must not have an overhang of more than 300 mm on any side.

18.13. Minimum support post size for flyover is 50mm (nom) diameter galvanised posts to AS1163-1991 (or approved equivalent).

18.14. Footings must comply with the manufacturer's specifications.

18.15. Fly-overs must be kept in good repair. Weathered or damaged materials are to be removed or replaced.

18.16. Provision must be made to prevent storm water run-off causing erosion.

## **19. Patios/Decks - Fixed**

***“Patio/Deck” means any concrete or timber deck area that is for use other than for a caravan or rigid annexe base”.***

- 19.1. All patio/decks must have the prior written approval of the Club Committee and GMW before construction can commence.
- 19.2. The area covered by all structures on an individual site, including the area occupied by the caravan, annexe, verandah, flyover, patio/deck, paving, shade structure, barbecue, vehicles and trailers must not exceed two thirds of the site.
- 19.3. A limit of 20 square metres applies to hard standing surfacing in addition to the area covered by the caravan, annexe, verandah and flyover.
- 19.4. Concrete patios must meet GMW slab specifications as set out in **Section 12 Concrete Slabs for Caravan and Annexe Sites** (above).
- 19.5. Timber decks must comply with *AS1684.1-1999 Residential Timber Framed Construction – Design Criteria* and *AS1684.2-2006 Residential Timber Framed Construction – Non-cyclonic Areas or any subsequent or amended relevant regulations*.
- 19.6. Timber decks must also comply with the following:
  - 19.6.1. provision must be made to prevent storm water runoff causing erosion;
  - 19.6.2. where applicable the deck should be on skids; and
  - 19.6.3. minimum clearance between the deck and site boundary to be no less than 1.2 meters.
- 19.7. A minimum unobstructed fire fighter access of 1.2 metres must be maintained between and around the patio/deck and any structures or obstructions on the site.
- 19.8. A minimum CFA fire separation clearance of 2 metres must be maintained between caravans/UMD's/rigid annexes (including eaves and verandas)/flexible annexes on adjoining sites.
- 19.9. Sites that do not currently meet the minimum CFA fire separation clearance of 2 metres (13.10) will not be considered for further works including flyovers, flexible annexes, rigid annexes, eaves, verandas or further development of the site.

## 20. Stairs

- 20.1. All proposals for the installation of stairs must have the prior written approval of the Club Committee before construction can commence.
- 20.2. All stairs must comply with *Australian Standard 'AS 1657-1992 Section 4.3 Stairs'*, or any subsequent or amended relevant regulations.

## 21. Pavers

- 21.1. "Pavers" means any brick, slate or stone paving area that is used for hard surfacing".
- 21.2. All individual site paving must have the prior written approval of the Club Committee before laying can commence.
- 21.3. The area covered by all structures on an individual site, including the area occupied by the caravan, annexe, verandah, flyover, patio/deck, paving, shade structure, barbecue, vehicles and trailers must not exceed two thirds of the site.
- 21.4. A limit of 20 square metres applies to hard standing surfacing in addition to the area covered by the caravan, annexe, verandah and flyover.
- 21.5. Paving must be placed on a solid base.
- 21.6. Pavers must be placed in a level manner so as to not to cause a hazard.
- 21.7. Paving must be stable and secure.

## 22. Gazebo/Pergolas & Shade Structures (including Over BBQ's)

***"Gazebos/Pergola /Shade structures" means any shelter structure of which roofing is constructed from light timber/steel framing, which may be covered with shade cloth, canvas or polly tarp. The same materials may be used to enclose no more two sides.***

- 22.1. All gazebos/pergolas/shade structures must have the prior written approval of the Club Committee and GMW before construction can commence.
- 22.2. The minimum clearance between the gazebos/pergolas/shade structures and site boundary is to be no less than 1.2 metres.
- 22.3. The minimum clearance between the gazebos/pergolas/shade structures and the caravan/UMD, annexe, eaves and veranda (on both applicants and adjoining sites) is to be no less than 1.2 metres.
- 22.4. The minimum clearance between the gazebos/pergolas/shade structures and any tree is to be no less than 1.2 1.2 metres.
- 22.5. All individual gazebos/pergolas/shade structures must be removable and the size limited so that:
  - 22.5.1. the area covered by all structures on an individual site, including the area occupied by the caravan, annexe, verandah, flyover, patio/deck,

paving, gazebos/ pergolas/shade structures, barbecue, vehicles and trailers must not exceed two thirds of the site; and

- 22.5.2. a maximum area of 20 square meters applies to any combination of gazebos/ pergolas/shade structures and hard standing surfacing in addition to the area covered by the caravan, caravan annexe, verandah and flyover.
- 22.6. Roofing may be covered with shade cloth, canvas or poly tarp. The sides are to be open. Similar materials may be used to enclose no more than two sides.
- 22.7. Bush/sapling poles will not be approved as structural members of roofing.
- 22.8. Permanent communal shade/shelter structures will require an application to GMW and may be approved where they are not on individual campsites. In these cases permanent roofing and larger sizes may be approved by GMW.

### **23. Fixed Barbecues**

***“Fixed barbecue” means any structure made of brick, stone or steel and utilizing either wood or liquid petroleum gas (LPG) for the purpose of cooking outdoors.***

- 23.1. The construction of fixed BBQ’s on individual site will not be approved due to the potential use of timber taken from GMW lands and ready availability for purchase of portable LPG BBQs.
- 23.2. Existing Fixed Wood and LPG BBQs
  - 23.2.1. Must comply with CFA Regulations. Information may be obtained by visiting the CFA website:  
<http://www.cfa.vic.gov.au/mobile/canicanti/bbq.htm>

### **24. Fire Boxes**

***“Firewood Box” means a box or container used for the purpose of storing wood.***

- 24.1. All fire boxes must have the prior written approval of the Club Committee before construction can commence.
- 24.2. Fire boxes may only be considered for individual sites with existing (CFA compliant) wood BBQs.
- 24.3. Fire boxes must meet Country Fire Authority (CFA) specifications as follows:
  - 24.3.1. all metal construction (frame and outer cladding);
  - 24.3.2. must be fitted with a device to prevent lid remaining open;
  - 24.3.3. 1800 mm wide x 1000 mm high x 750 mm deep; and

24.3.4. coloured green.

24.4. CFA Approved firebox construction – refer to Appendix A

## **25. Tents**

25.1. The area occupied by the tent does not need to be hard surfaced. (See **Section 41 Erosion Control**).

25.2. All tents must be well maintained.

25.3. All tents must be located further than 50 metres from the full supply level of the storage.

25.4. No tent is permitted to be located further than 100 metres from a toilet block.

25.5. A minimum unobstructed fire fighter access of 1.2 metres must be maintained between and around the tent and any structures or obstructions on the site.

25.6. A minimum CFA fire separation clearance of 2 metres must be maintained between tents and caravans/UMD's/rigid annexes (including eaves and verandas)/flexible annexes on adjoining sites.

25.7. Tents must be removed from the site when not in use.

## **26. Water Tanks (Individual Sites)**

26.1. All individual site water tanks must have the prior written approval of the Club Committee before instillation can commence.

26.2. Tanks used for the storage of drinking water are to be of food-grade construction, compliant with *AS4020-2005 Testing of Products for use in contact with Drinking Water or subsequent or amending regulations or legislation*.

26.3. The tank inspection lid or strainer must be adequately secured.

26.4. Water tanks may be fitted securely to the caravan or annexe.

26.5. Tanks placed onto either the ground, a stand or attached to walls must be secure.

26.6. Overflow from tanks must be adequately plumbed to prevent erosion.

26.7. Water tanks are to be of an environmentally suitable or aesthetically suitable colour.

## **27. Water Tanks (Communal)**

- 27.1. All communal water tanks must have the prior written approval of GMW before installation can commence.
- 27.2. Tanks used for the storage of drinking water are to be of food-grade construction, compliant with *AS4020-2005 Testing of Products for use in contact with Drinking Water or subsequent or amending regulations or legislation*.
- 27.3. The tank inspection lid or strainer must be adequately secured.
- 27.4. Tanks placed onto either the ground, a stand or attached to walls must be secure.
- 27.5. Overflow from tanks must be adequately plumbed to prevent erosion.
- 27.6. Water tanks are to be of an environmentally suitable or aesthetically suitable colour.

## **28. Garden Sheds and Storage Sheds**

- 28.1. All sheds must have the prior written approval of GMW before construction/installation can commence.
- 28.2. Any shed over 9 square metres will also need an approval permit from the local shire. A copy of this permit must be forwarded to the relevant GMW office.
- 28.3. Sheds will only be considered if they are property of the Club and are for Club use only.
- 28.4. Sheds for individual sites will not be approved.

## **29. Pumps and Fuel Storage**

Domestic and irrigation pump sites are to be secured and bunded. Bunding of the pump is, as a minimum, to meet the requirements specified within *EPA Publication 347 – Bunding Guidelines* or subsequent or amending regulations or legislation.

## **30. Dangerous Goods & Hazardous Substances**

- 30.1. Dangerous Goods and Hazardous Substances shall be managed, used and stored in accordance with *the Dangerous Goods Act 1985, Dangerous Goods (Storage & Handling) Regulations 2000 and Code of Practice for the Storage and Handling of Dangerous Goods* or subsequent or amending regulations or legislation. This shall include the development and maintenance of an appropriate Emergency Management Plan, onsite spill kits and other required systems.

- 30.2. The Club is responsible to ensure that an audit of Dangerous Goods and Hazardous Substances is conducted on an annual basis and that risk assessments for all Dangerous Goods and Hazardous Substances are completed. Data from this audit is then to be forwarded to the GMW Public Use Management Officer at the relevant GMW Office by the 1<sup>st</sup> December each year.
- 30.3. Flammable substances (e.g. fuels) will only be permitted to be kept on individual sites subject to 30.1 and 30.2 and in accordance with the following conditions:
- 30.3.1. storage must comply with all relevant regulations including, State, Country Fire Authority (CFA) and local Government laws, codes, regulations or requirements;
  - 30.3.2. a maximum limit of 50 litres of flammable material per site may be permitted;
  - 30.3.3. a maximum limit of 1 litre of hazardous material per site may be permitted;
  - 30.3.4. Hydro carbon materials ie. *petrol/fuels* must be kept in approved containers that comply with *AS2906-2001 Fuel Containers – Portable - Plastic and metal or subsequent or amending regulations or legislation.*
  - 30.3.5. Flammable substances may only be stored on site while the site is occupied, excepting where this occurs in operational fuel tanks and LPG cylinders.
- 30.4. Dangerous goods and hazardous substances must not be stored below the Full Supply Level of GMW storages at any time.
- 30.5. Fuel contained on board vessels must comply with the Australian Standards or to current fuel storage standards and regulations.

### **31. Fire Places, Fire Pits and Fire Wood**

- 31.1. All fire places or fire pits must have the prior written approval of GMW before construction can commence.
- 31.2. Fire places or fire pits will not be approved on individual sites.
- 31.3. One communal fire place or fire pit will be considered for each Club.
- 31.4. It is the Club's responsibility to control the use of the communal fire place or fire pit and to provide adequate safety measures.

- 31.5. Fire places or fire pits **must meet all CFA and local government regulations and requirements.**
- 31.6. Fire places or fire pits are to be no less than 3 meters clear of any combustible source or dwelling.
- 31.7. Provision must be made to prevent storm water runoff causing erosion.
- 31.8. The storage of firewood for communal use should be kept at a minimum level during the fire danger period.
- 31.9. Firewood collection information and DPI permits can be obtained by calling at the nearest Department of Primary Industries Office.
- 31.10. It is prohibited to remove any timber from GMW land without prior written GMW approval. This includes all timber (standing or fallen) above or below the full supply level of Goulburn-Murray water storages. Offenders will be prosecuted in accordance with the relevant Acts and By-laws.

## **32. Retaining Walls**

- 32.1. Require the prior written approval of GMW before construction can commence.
- 32.2. All retaining walls or structures must be of an approved design.
- 32.3. Must be designed and constructed by suitably qualified and experienced tradesmen.
- 32.4. Retaining wall must be maintained to ensure structural soundness at all times and are deemed as part of the Clubs' infrastructure.

## **33. Fencing**

All fencing, whether temporary or not, must have the prior written approval of GMW before the fence can be constructed.

## **34. Waste Water Systems**

- 34.1. All Clubs are advised that disposal of sullage (grey water that does not contain human excreta) from individual sites to any lawn areas and the disposal of sullage from individual sites to drainage pits is **not** permitted.
- 34.2. All Clubs must prepare and submit plans to GMW for approval, for sullage disposal systems which will connect all individual sites to an approved system.

The sullage disposal systems must (where applicable) comply with:

- 34.2.1. *AS/NZS 3500.2:2003 Plumbing and drainage Part 2: Sanitary plumbing and drainage or subsequent or amending regulations or legislation;*
- 34.2.2. *the EPA's Guidelines For Environmental Management Septic Tanks Code OF Practice or subsequent or amending regulations or legislation; and*
- 34.2.3. *the EPA's Code of Practice for Small Wastewater Treatment Plants or subsequent or amending regulations or legislation.*
- 34.3. All Clubs must complete approved sullage disposal systems works which will connect all individual sites to the approved system.
- 34.4. Systems incorporating effluent transfer pits must be fitted with an automated submersible cutter pump that has a capability of pumping peak maximum flows into the pit, to the transfer station or evaporation lagoons.
- 34.5. Where effluent transfer pits are in place, they must have an emergency storage provision for a minimum of 200 litres and an Effluent Emergency Response Procedure (EERP). The emergency storage may be within the effluent transfer pit provided the emergency storage volume is above the high level alarm indicator.
- 34.6. **No gravity flows from Clubs to downstream effluent transfer pits or stations are permitted.**
- 34.7. The effluent transfer pit must have an audible and visual warning system fitted. The warning system trigger/switch must be activated above normal pump start level, in order to alert the site of a system failure.
- 34.8. **All Clubs with an effluent pump on the leased land will be required to replace the existing unit with a submersible cutter pump.**
- 34.9. GMW must be provided with a copy of the receipt for the Club's annual septic and transfer pit clearance. This is to detail clearance of individual septic tanks and wet well/transfer pits.
- 34.10. Clubs with small wastewater treatment facility are to comply with their EPA licence requirements and *EPA Publication 500 – Code of Practice for Small Wastewater Treatment or subsequent or amending regulations or legislation.*
- 34.11. A copy of EPA's Waste Licence must be submitted to GMW.

### **35. Site Beautification and Planting of Native Trees.**

- 35.1. Written approval from GMW is required prior to the planting of any flora.
- 35.2. Where approved, only locally native indigenous trees, shrubs and plants are to be planted on Club leased land and sites.

- 35.3. GMW requires Clubs to prepare a vegetation management plan. This plan will include:
- 35.3.1. identification and removal from sites of non-native and exotic shrubs, weeds and plants wherever possible and practicable;
  - 35.3.2. routine inspection and maintenance of trees;
  - 35.3.3. no trees or shrubs to be planted to form individual site boundaries
  - 35.3.4. a 1.2 metre gap must exist between structures and any trees/shrubs planted; and
  - 35.3.5. revegetation programs using local native trees, shrubs, understorey grasses and plants.

### **36. Timber, Terrestrial and Aquatic Vegetation, Tree Stumps and Gravel**

- 36.1. GMW will not, without prior written consent, permit:
- 36.1.1. any vegetation or timber (standing or fallen) to be cut down, destroyed, damaged or removed at, above and below the Full Supply Level (FSL);
  - 36.1.2. any native grasses, aquatic plants or other similar vegetation to be cut down destroyed, damaged or removed from the site;
  - 36.1.3. the removal of any trees, logs, branches, stumps rocks or any other similar items from the lake;
  - 36.1.4. planting of any trees or other vegetation on the site;
  - 36.1.5. the removal of any soil, gravel, stone or any like substance to be removed from the land; and
  - 36.1.6. the removal, interference or damage to any materials, old buildings or structures located above or below full supply level.
- 36.2. Prior to GMW considering approval for the removal of living trees, the club will be required to provide to the relevant GMW office:
- 36.2.1. An arborist report with recommendations;
  - 36.2.2. Department of Environment and Primary Industries approval (if required); and
  - 36.2.3. A planning Permit from the local shire (if required).
- 36.3. Trees or obstructions considered a potential risk to public land or safety should be reported without delay to the appropriate GMW Office/Duty Officer.

### **37. Fireworks**

- 37.1. The use of any fireworks on GMW land, including the Club leased area is prohibited without written approval from GMW.
- 37.2. Approval for special events may be considered by GMW on receipt of written application that includes all relevant approvals including compliance with all State regulations, legal and licensing requirements and CFA regulations.

### **38. Boat Ramps, Pontoon/Jetties and Moorings**

- 38.1. All boat ramps, pontoon/jetties must be of a design approved by GMW.
- 38.2. All boat ramps and pontoon/jetties must be located at a site agreed with GMW.
- 38.3. All jetties/pontoons must be;
  - 38.3.1. secured to prevent drift away from the agreed site and display the approved registration number (minimum size 150 mm x 150 mm) in a location visible to inspection;
  - 38.3.2. be covered by the Club's Public Liability Insurance (a copy of the certificate of currency must be retained at the club site and a copy provided annually to GMW);
  - 38.3.3. subject to 38.3.6 of a number of up to five (5) individual jetties belonging to individual site holders providing adequate public liability insurance cover is provided;
  - 38.3.4. removed from the foreshore, if of a mobile design, and stored on the Club's leased area or in an area approved by GMW when not in use;
  - 38.3.5. approved on the application forms and constructed to the designed information available from GMW offices; and
  - 38.3.6. of a total number limited to the number specified in the lease or as approved by GMW in writing to the Club.
- 38.4. All Clubs must ensure that member's boats are not moored at their lease area when not in use.

### 39. Special Events and Day Visitors

- 39.1. Where a Club wishes to hold, conduct or support a special event, an application in writing must be lodged with GMW. Where consistent with GMW guidelines, a written event permit may be issued. The permit letter will detail terms and conditions under which the event is approved and the event organisers must follow the permit conditions.
- 39.2. Details of all proposed events must be provided in writing at least 60 days prior to the proposed event. Include description of the event, location, duration, evidence of other appropriate approvals, sewage and refuse management arrangements and an agreement to obtain public liability insurance in the names of both the event proposed and GMW. The insurance terms must be to the satisfaction of GMW.
- 39.3. Portable toilet facilities may be required for approved special events. These facilities must be of a type and numbers approved by GMW and are to be located in the position and operated as instructed by or agreed with GMW.

### 40. Club General Emergency Management Plan

- 40.1. Clubs must produce a General Emergency Management Plan. This plan will incorporate the club's Fire Protection Plan and should also cover:
  - 40.1.1. Medical Emergencies; and
  - 40.1.2. Missing Persons.
- 40.2. The Club Site Fire Protection Plan for the leased land must comply with current and relevant Country Fire Authority Regulations.
- 40.3. The Club is to follow any instructions given by either the CFA or GMW staff concerning the reduction of grasses or other matters considered to constitute a fire hazard. This may include removal of material off the site.
- 40.4. The General Emergency Management Plan shall include:
  - 40.4.1. Emergency contact phone numbers – **Police, Fire, Ambulance Phone: 000**;
  - 40.4.2. GMW's Environmental Incidents Reporting Number (24hr number) - 5833 5787. To report other relevant emergencies, please call the **Goulburn Murray Water emergency hotline on 1800 064 184**;
  - 40.4.3. The Club's Location;
  - 40.4.4. The Club contact numbers; and
  - 40.4.5. Evacuation procedures.

- 40.5. On Code Red days the club site must close.
- 40.6. The club must provide a copy of the General Emergency Management Plan to each member/site owner.
- 40.7. A copy of the evacuation procedures must be displayed in a prominent position in every club building that contains communal facilities.
- 40.8. GMW must be provided each 3 years with a copy of the club's General Emergency Management Plan and as updated.

## **CLUB GOVERNANCE**

### **41. Erosion Control**

- 41.1. Clubs are required to actively control all forms of erosion and areas prone to erosion should be included within the site plan.
- 41.2. Where erosion is evident GMW may require, or in serious situations, direct Clubs to carry out remedial and stabilisation works.

### **42. Storage, Refrigerators & Clothes Lines**

- 42.1. Refrigerators must not be located or stored in the open and must be secured inside an annexe, caravan, clubhouse or mobile home.
- 42.2. Clothes lines of a temporary nature (i.e. rope or cordage) must be removed when they are not being used and not constructed at a height of less than 1.7 metres.

### **43. Use of Water from GMW Storages**

- 43.1. Water from GMW Storages is not fit for any use which may involve human consumption either directly or indirectly, without first being properly treated.
- 43.2. In the event of a blue-green algal outbreak at any GMW storage, management in response to the outbreak will be in accordance with the Storage Blue-Green Algae Emergency Response Plan.

### **44. Refuse Removal**

- 44.1. The Club is responsible for the total removal and/or collection of domestic waste, refuse or any waste material whatsoever to an appropriate and approved waste collection facility.
- 44.2. Prescribed wastes as classified within Table 4 of *EPA Publication 448.1* or *subsequent relevant legislation* must be stored separately from other waste types and disposed at an EPA licensed facility listed in *EPA Publication 432b List of Treatment and Disposal Facilities for Prescribed Waste* or as stated *within subsequent relevant legislation*. The transporters of the waste must be a licensed EPA permit holder for that waste.

### **45. Boating**

- 45.1. GMW supports the *Marine Safety Act 2010* and *subsequent relevant legislation* which regulates all boating on Victorian storages, including zones, and safety requirements and the timing of boating activities. Boats used on the GMW storages are to be registered and operators licensed. Regulations controlling the operation of all vessels including personal watercraft must be known by users.

- 45.2. Boaters are to abide to signage and speed zones within the lake. Speeds are limited by law, for specific boating areas, to meet local operation and safety conditions and usage. All speeds are measured in knots for the purpose of the *Marine Act 1988* and the *Marine Regulations 1999*, and related legislation.
- 45.3. Designated boat ramps are to be used by boats at all times to access the lake.
- 45.4. The lake contains dead and floating timber and boaters are encouraged to familiarise themselves with the lake and its surrounds.
- 45.5. Boat owners are to refuel on land, at an area away from the waterway and where potential spill can be managed. In cases where refuelling has to occur on the lake, the activity has to be managed so as to protect the aquatic environment from pollution due to leaks and spillage.

#### **46. Aboriginal and European Places**

- 46.1. No disturbance, alteration or removal of Aboriginal or European Places (includes structures, relics, vegetation and landscape) is permitted without prior notification to GMW and Heritage Victoria or Aboriginal Affairs Victoria.
- 46.2. If any European or Aboriginal artefacts are identified in the process of excavation and construction, all work in the immediate vicinity of the discovery ceases and the area fenced off from further access.

#### **47. GMW By-law No. 1/2013 – Recreational Areas**

All Clubs have an obligation to be fully conversant with these Standards and with the provisions of GMW's *By-law No. 1/2013 – Recreational Areas* under section 287ZC of the *Water Act 1989* and any subsequent Government land by-laws.

A By-Law booklet will be made available with each set of "Club standards". Should there be any inconsistencies between the By-Laws and the Lease, the Lease prevails.

#### **48. Firearms**

A person must not carry or be in the possession of a firearm or discharge any firearm on, from, into or over a recreational area except with the written permission of the Authority or except in accordance with the provisions of any Authority by-law relating to shooting.

#### **49. Recreation Vehicles, Trail Bikes & Dune Buggies**

- 49.1. The operation of any unauthorised vehicle is not permitted on the lake including any land owned or managed by GMW including public recreation

areas, the foreshore, the lakebed, operational areas or designated access roads and tracks.

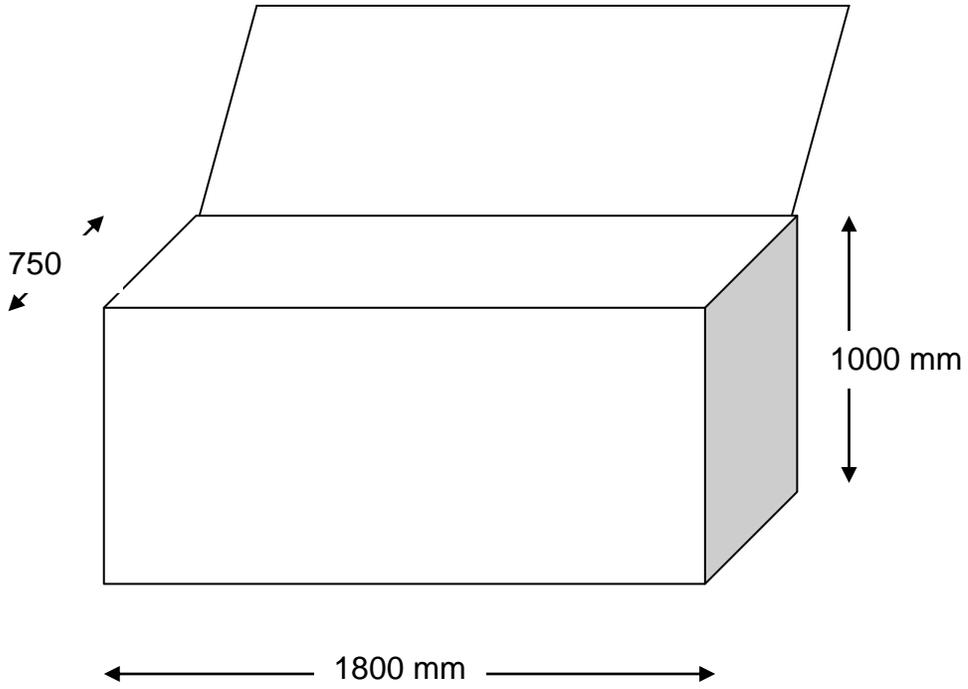
- 49.2. Clubs that allow patrons including visitors with motorised vehicles to stay on the Club leased land must exercise management control of their use to ensure that the lease, the standards and relevant GMW by-laws and policies are not breached.

## **50. Dogs and Cats**

- 50.1. The Club can determine whether pets are allowed on the leased area, subject to full compliance with Local Government and GMW *By-Law No.1/2013 – Recreational Areas* under section 287ZC of the *Water Act 1989* and any subsequent Government land by-laws.
- 50.2. Dogs and cats are not to be left unattended on a leased area or on a site overnight.
- 50.3. Dogs and cats must:
  - 50.3.1. at all times be under proper control on a leash;
  - 50.3.2. be wearing a collar and registration tag issued by a municipality with, the owners name and organisation must be inscribed legibly on the reverse side of the tag; and
  - 50.3.3. be restrained at night in the confines of the tenants allocated area or in an approved kennel or cat enclosure.
- 50.4. Any dog or cat that attacks or causes a nuisance to any person on or in the vicinity of the site is to be immediately removed from the site and not to be returned. GMW must be advised of any attack and injury.
- 50.5. Dogs and cats are prohibited from both school or hostel sites when an approved camp is being held on that site.
- 50.6. Dogs or cats are not permitted to be on a leased area when regattas, to which the public are invited to view or participate in, are being conducted by the Club.
- 50.7. All persons owning or in control of a dog must collect its excrement and deposit it in the Club's effluent system.
- 50.8. A person must not allow a dog under the person's control to enter the lake or any water.

**Appendix A**

CFA Approved firebox construction



**Appendix B**

**Club Compliance Checklist**

**Date Complied**

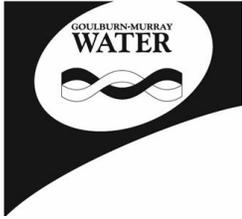
Items to be forwarded to GMW	Date Due	2011	2012	2013	2014	2015
<p><b>Current Liaison Officer details - name, postal address, email address, phone numbers (BH, AH &amp; Mobile) and facsimile number.</b></p> <p><i>As per GLLCR&amp;S Section 3. Appointment, Obligations and Duties of a Liaison Officer – Item 3.2</i></p>	<p><i>Annually or within 14 days of a change.</i></p> <p>01 December</p>					
<p><b>Site plan of the Club leased land</b></p> <p><i>Note: If clubs have not completed any changes over the previous 12 months, clubs can satisfy this requirement by notifying GMW in writing that <b>no</b> amendments have been made to the last submitted plan.</i></p> <p><i>As per GLSLCR&amp;S Section 5. Plan of Club Leased Land and Site Identification</i></p>	<p><i>Annually</i></p> <p>01 December</p>					
<p><b>Copy of the receipt for the club’s annual septic tank and transfer pit clearance.</b></p> <p><i>Note: Detail is required as to the location of each septic tank and wet well/transfer pit that are pumped.</i></p> <p><i>As per GLSLCR&amp;S Section 34. Effluent Disposal – Item 34.9</i></p>	<p><i>Annually</i></p> <p>as completed</p>					
<p><b>Copy of the Club’s Dangerous Goods and Hazardous Substances audit</b></p> <p><i>As per GLSLCR&amp;S Section 30. Dangerous Goods &amp; Hazardous Substances – Item 30.2</i></p>	<p><i>Annually</i></p> <p>01 December</p>					
<p><b>Copy of the Club’s General Emergency Management Plan, which includes the Club’s Site Fire Protection Plan.</b></p> <p><i>As per GLSLCR&amp;S Section 40.7</i></p>	<p><i>Initial Compliance then</i></p> <p>As updated</p>					

## Club Compliance Checklist (cont)

## Date Complied

Items to be made available to GMW at Annual Audit		2013	2014	2015	2016	2017
<p><b>Copies of all individual site work applications and Club approvals for all works undertaken on individual sites since the previous inspection.</b></p> <p><i>As per GLSLCR&amp;S Section 4. Club Leased Land Inspections - Item 4.4</i></p>	<i>Annually</i>					
<p><b>Records detailing annual inspections of effluent pumps and effluent pump control systems and all maintenance completed.</b></p> <p><i>As per GLSLCR&amp;S Section 28. Effluent Disposal – Item 28.8</i></p>	<i>Annually</i>					
<p><b>Confirmation of Arborist reporting</b></p>	<i>Annually</i>					
<p><b>Confirmation of fire blanket/fire alarm/extinguisher to each site</b></p>	<i>Annually</i>					
<p><b>Confirmation Club fire extinguishers current</b></p>	<i>Annually</i>					
<p><b>Test and tag log book detailing the current test and tag of all individual power supply leads and communal club appliances.</b></p> <p><i>As per GLSLCR&amp;S Section 9. Connection of Dwellings to Site Power Supply - Item 9.6</i></p>	<i>Annually</i>					
<p><b>Essential Safety Measures requirements met; - Sharon / John Barnet</b></p> <ul style="list-style-type: none"> <li>• Fire Extinguishers</li> <li>• Exit Signs</li> <li>• Exit Doors</li> <li>• A/Cond</li> </ul>	<i>Annually</i>					

Notes;



Appendix C

**CLUB  
INDIVIDUAL  
SITE WORKS APPLICATION**

Date.....  
 Club Name.....  
 Site Number.....Owners Name.....

Concrete Slab (new)		Concrete Slab (extension)		Eves and/or Veranda	
Rigid Annexe		Patio/Deck		Gazebo/Pergola	
Flyover (Flexible)		Flyover (Rigid)		Other	

**IMPORTANT**

The following information must be completed and submitted to your Club Committee of management for applications to be considered for approval.

**Applications must have written Club Committee of Management approval, GMW and where appropriate Council approval prior to the commencement of works.**

***APPLICATION REQUIREMENTS***

**Concrete Slabs**

- ‘The Site’ details on this form;
- ‘The Concrete Slab’ details on this form;
- ‘The Caravan’ details on this form; and
- **Attachment A – Site Plan.**

**Rigid Annexe**

- ‘The Site’ details on this form;
- ‘The Concrete Slab’ details on this form;
- ‘The Caravan’ details on this form;
- ‘The Annexe’ details on this form; and
- **Attachment A – Site Plan.**

### Eaves and Verandahs

- 'The Site' details on this form;
- 'The Caravan' details on this form;
- 'The Annexe' details on this form;
- 'The Eaves and Verandas' details on this form; and

### Flyovers

- 'The Site' details on this form;
- 'The Caravan' details on this form;
- 'The Annexe' details on this form;
- 'The Eaves and Verandas' details on this form;
- 'The Flyover' details on this form; and
- **Attachment A – Site Plan.**

### Patio /Decks

- 'The Site' details on this form;
- 'The Caravan' details on this form;
- 'The Annexe' details on this form;
- 'The Eaves and Verandas' details on this form;
- 'The Flyover' details on this form;
- 'Patio / Deck' details on this form; and
- **Attachment A – Site Plan.**

### Shade Structure / Pergola.

- 'The Site' details on this form;
- 'Shade Structure / Pergola' details on this form; and
- **Attachment A – Site Plan.**

### Barbecues

- 'The Site' details on this form;
- 'The Concrete Slab' details on this form;
- 'The Barbecue' details on this form; and
- **Attachment A – Site Plan.**

### **Document Process;**

**Fill in ALL areas of this document**

**Any site works application not detailing ALL structures (New or Existing) will be returned for completion before consideration.**

1. The following information is required in order for an application to be considered for approval.

**Please refer to Lake Eppalock Leaseholds Club standards to ensure conformity.**

*PLEASE ENSURE TO FILL IN ALL AREAS OR APPLICATION CAN NOT BE ASSESSED*

**The Site.**

2. Each application will require attached photos that detail structures on the site, the proposed works location and adjoining site dwellings.

3. The site length. ....mm. Total ..... **M<sup>2</sup>**  
 4. The site width. ....mm. (Max) <sup>2</sup>/<sub>3</sub> Total ..... **M<sup>2</sup>**

**The Concrete Slab -** New  Extension to existing  Existing detail

	New	Extension	Existing
3. The slab length			
4. The slab width			
5. Number of construction joints			
6. Thickness of the slab overall			
7. Thickness of slab at edges			
8. Ground stability			
9. Square metres			
10. Total combined square metres			<b>M<sup>2</sup></b>
11. Ground stability			
12. Slab use -			
Placement of van			
Placement of annexe			
Shade structure/ pergola			
Patio/deck			

13. Amount of slab **NOT** covered by van, annexe, eave, veranda or flyover ..... **M<sup>2</sup>**

**The Caravan –** New  Existing

14. The caravan length. ....mm.  
 15. The caravan width. ....mm.  
 16. The caravan height. ....mm. .... **M<sup>2</sup>**

**The Annexe - New  or Existing**

- 17. The annexe length (excluding eaves and/or verandas).....mm.
- 18. The annexe width (excluding eaves and verandas). ....mm.
- 19. The manufacturers name and contact number .....  
(Manufacturers Compliance plate MUST be fitted to annexe).
- 20. The material the annexe is to be constructed of .....
- 21. The overall size of the annexe (excluding eaves and verandas) ..... M<sup>2</sup>

**Eaves and Verandas - New  or Existing**

Verandas may be located on either (please tick):

- The front  of the caravan and annexe & the longitudinal side  of the annex;  
**OR**
- The rear  of the caravan and annexe & longitudinal side  of the annexe.

- 22. The location(s) of the annexe eaves – front  side  rear
- 23. The width & length of the eaves – front .....mm. side .....mm. rear.....mm.
- 24. The length of the veranda (max 3600 mm) extending out from the front of the caravan and annexe .....mm.
- 25. The length of the veranda (max 3600 mm) extending out from the rear of the caravan and annexe .....mm.
- 26. The width of the veranda (max 3600 mm) on the longitudinal side.....mm.  
(Must maintain a fall of 11 degrees or 150mm per 3600mm)
- 27. The height of the veranda (min 2100 mm) on the longitudinal side.....mm.
- 28. The overall size of the eaves and/or verandas..... M<sup>2</sup>
- 29. The overall size of the annexe and eaves.....M<sup>2</sup>
- 30. **The overall size of the caravan, annexe and eaves**.....M<sup>2</sup>

**The Flyover - New  or Existing**

**Note:** Flyover sides must have a minimum clearance height of 2.1 metres

- 31. The length of the flyover.....mm.
- 32. The width of the flyover.....mm.
- 33. The number of support posts (minimum 38mm inside diameter steel tube).....
- 34. Concrete footings to be minimum ...300mm x ...300 mm x 350 mm deep.
- 35. The material the flyover is to be made of.....
- 36. Computations provided by:.....
- 37. The overall size of the flyover .....M<sup>2</sup>

**Caravan, Annexe, Eaves, Verandahs & Flyover**

- 38. The overall size of any combination of caravan, annexe, eaves, verandas and flyover  
(*must be 80 M<sup>2</sup> or less*) .....M<sup>2</sup>

**Patio / Deck - New**  **or** **Existing**

- 39. The length of the deck .....mm.
- 40. The width of the deck .....mm.
- 41. The height of the deck .....mm.
- 42. Decking constructed from .....
- 43. Stumps constructed from .....
- 44. Dimension of stumps .....mm x .....mm.
- 45. Depth of stumps below ground. ....mm.
- 46. A limit of 20 square meters applies to hard standing surfacing in addition to the area covered by the Caravan, Annexe, Verandas and Flyover.
- 47. Area of patio/deck covered by verandas and / or flyover .....M<sup>2</sup>
- 48. Area of patio/deck **Not** covered by verandas and / or flyover .....M<sup>2</sup>
- 49. The overall size of the Patio/Deck. ....M<sup>2</sup>

**Shade Structure / Pergola - New**  **or** **Existing**

- 50. The length of the structure/pergola .....mm
- 51. The width of the structure/pergola .....mm
- 52. Maximum height of the structure/pergola .....mm
- 53. Minimum cross support beam height of structure/pergola .....mm
- 54. Constructed from either - Timber or Steel .....
- 55. Construction material dimensions .....
- 56. Material used for covering structure/pergola .....
- 57. Clearance between structure/pergola to site boundary (min 1200 mm) .....mm
- 58. Clearance between structure/pergola to caravan/annexe (min 2000 mm) .....mm

**Barbeque - Existing**

- 59. Double brick construction (required for solid fuel)
- Or**
- 60. Single brick construction (minimum requirement for LPG)
- 61. Barbeque width (maximum size 1200mm) .....mm
- 62. Barbeque depth (maximum size 750mm) .....mm
- 63. Confirmation of fixed hot plate
- 64. Clearance from any combustible source or dwelling (minimum 3m) .....M
- 65. Clearance between barbeque and site boundary (minimum 1.2m) .....M

**Site Plan must identify existing structures and proposed new**

***Detail required on site plan template (page 51):***

1. Site length;
2. Site width;
3. Location & size of existing concrete slabs;
4. Location & size of proposed concrete slab and:
  - a. clearance to all site boundaries;
  - b. clearance to any other site structures and/or trees.
5. Location & size of existing caravan/UMD including verandas and:
  - a. clearance to all site boundaries;
  - b. clearance to adjoining sites caravans/UMDs/annexes (including eaves and verandas);
  - c. clearance to any other site structures and/or trees.
6. Location & size of proposed caravan/UMD including verandas and:
  - a. clearance to all site boundaries;
  - b. clearance to adjoining sites caravans/UMDs/annexes (including eaves and verandas);
  - c. clearance to any other site structures and/or trees.
7. Location & size of existing rigid annexe including eaves & verandas and:
  - a. clearance to all site boundaries;
  - b. clearance to adjoining sites caravans/UMDs/annexes (including eaves and verandas);
  - c. clearance to any other site structures and/or trees.
8. Location & size of proposed rigid annexe including eaves & verandas and:
  - a. clearance to all site boundaries;
  - b. clearance to adjoining sites caravans/UMDs/annexes (including eaves and verandas);
  - c. clearance to any other site structures and/or trees.
9. Location & size of proposed eaves and verandas and:
  - a. clearance to all site boundaries;
  - b. clearance to adjoining sites caravans/UMDs/annexes (including eaves and verandas);
  - c. clearance to any other site structures and/or trees.
10. Location of any other structures e.g. flyovers, patio/decks, pergolas, barbecues, sheds etc. and
  - a. clearance to all site boundaries;
  - b. clearance to adjoining sites caravans/UMDs/annexes (including eaves and verandas);
  - c. clearance to any other site structures and/or trees.
11. Applications must comply with the CFA Caravan Park Fire Safety Guidelines specifically relating to Prescriptive Provisions PP1 Firefighter access and fire separation (pages 30 to 34). This can be found by clicking on the following link:

[http://www.cfa.vic.gov.au/fm\\_files/attachments/plan\\_and\\_prepare/caravan-park-fire-safety-guideline-print.pdf](http://www.cfa.vic.gov.au/fm_files/attachments/plan_and_prepare/caravan-park-fire-safety-guideline-print.pdf)

**Important Please Note:** GMW also requires each application to include **photographs** showing the site and location of dwellings and structures on the site both in relation to each other and adjoining site(s) infrastructure.

***Note: All information must be complete and accurate.***

**Appendix D**

