

Occupant Site Inspection Requirements



Please note: this is not a full list of the compliance requirements and should only be used for the purpose of occupant inspections for pre-existing occupants. The complete standards are applicable to new Occupants (site holders) and developments. Requirements are available in the Club Development Standards at <https://www.g-mwater.com.au/recreation-tourism/recreational-clubs>

Item/Activity	Response required and explanation of requirements to comply
Accommodation type	<p>Response options: Registrable movable dwelling, unregistrable movable dwelling or cabin.</p> <p>Registrable movable dwelling (caravan) means a movable dwelling that is, or has been, registered or is required to be registered under the <i>Road Safety Act 1986</i>.</p> <p>Unregistrable movable dwelling means a movable dwelling that:</p> <ul style="list-style-type: none"> - is constructed on a chassis or in prefabricated sections; and - once installed, is a freestanding dwelling with solid walls and roof; and - is not a registrable movable dwelling.
Site number displayed	<p>Response options: (does the site comply?) yes or no</p> <p>To comply, the site number needs to be:</p> <ul style="list-style-type: none"> - a minimum height of 150mm; - attached to the dwelling and clearly visible from the roadway; - in the location as listed on the club's site plan.
Site boundary markers	<p>Response options: (does the site comply?) yes or no</p> <p>To comply; the site boundaries must be clearly defined by painted corner markers. These need to be visible to anyone inspecting the site and to clearly define the area of responsibility of the site holder.</p>
Site perimeter	<p>Response options: (does the site comply?) yes or no</p> <p>All structures should be within and no closer than one metre to the site boundaries.</p> <p>Site boundaries must not be fenced as CFA fire-fighter access requires access through and across each site.</p> <p>Please note: Sites that do not meet these requirements are required to note the non-compliance on the individual site report to enable discussion with GMW as to compliance requirements.</p>

Item/Activity	Response required and explanation of requirements to comply
Annexe type	<p>Response options: Rigid annexe, flexible annexe or N/A (not applicable)</p> <p>Rigid annexe means an annexe which has walls and a roof constructed of non-flexible materials. Flexible annexe means an annexe which, apart from any rigid support frame, has walls and a roof of canvas or other flexible material and is associated with a registrable movable dwelling.</p>
Annexe floor	<p>Response options: Concrete slab, metal frame, timber or natural ground.</p>
Ensuite	<p>Response options: Toilet, shower, toilet and shower or N/A (not applicable)</p>
Ensuite location	<p>Response options: (Where is the ensuite located? i.e. within the dwelling or rigid annexe)</p>
Veranda (at front)	<p>Response options: (does the site comply?) yes, no or N/A (not applicable) Veranda (at front) is an open veranda that is attached to and may run across the front of the dwelling and rigid annexe. A veranda (at front) can extend out to a maximum distance of 3.6 metres. It may be constructed from modular panel or metal sheet.</p> <p>A site with a veranda (at front) is not permitted to have a veranda (at rear). The sides of a veranda 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. Construction of kitchens, benches, walls, storage boxes or placement of wood heaters are not permitted within or attached to verandas.</p>
Veranda (at side)	<p>Response options: (does the site comply?) yes, no or N/A (not applicable)</p> <p>Veranda (at side) is an open veranda that is attached to and may run along the longitudinal side of the rigid annexe. The veranda (at side) can extend out to a maximum distance of 3.6 metres and to a minimum height of 2.1 metres. It may be constructed from modular panel or metal sheet. It may be attached to either a veranda (at front) or veranda (at rear). Only front and side or rear and side verandas are permitted. The sides of a veranda 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. Construction of kitchens, benches, walls, storage boxes or placement of wood heaters are not permitted within or attached to verandas.</p>
Veranda (at rear)	<p>Response options: (does the site comply?) yes, no or N/A (not applicable)</p> <p>Veranda (at rear) is an open veranda that is attached to and may run across the rear of the van and rigid annexe. A veranda (at rear) can extend out to a maximum distance of 3.6 metres. It may be constructed from modular panel or metal sheet. A site with a veranda (at rear) is not permitted to have a veranda (at front). The sides of a veranda 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. Construction of kitchens, benches, walls, storage boxes or placement of wood heaters are not permitted within or attached to verandas.</p>
Sullage disposal method	<p>Response options: bucket or black water system</p> <p>Sink sullage (grey water that does not contain human excreta) must be piped directly into the club's black water system (otherwise known as septic or effluent system) or collected in a bucket, then emptied into the club's black water system.</p>

Item/Activity	Response required and explanation of requirements to comply
Fly-over type	<p>Response options: canvas/synthetic material, colorbond steel, aluminium panel or N/A (not applicable)</p> <p>A fly-over is a cover made of canvas/synthetic material, colorbond steel or aluminium panel which may be suspended over the caravan and/or annexe.</p>
Fly-over fixing	<p>Response options: concrete footings, metal anchors or direct to dwelling or annexe</p> <p>Freestanding fly-overs will be attached to concrete footings or ground anchors. Otherwise the fly-over can be attached directly to the dwelling or annexe.</p>
Fly-over location	<p>Response options: dwelling only, dwelling and annexe, annexe and deck</p> <p>Fly-over location is the location is the area that the fly-over covers.</p>
Fly-over condition	<p>Response options: (what is the condition of the fly-over?) good, average or poor</p>
Patio/Deck or paving	<p>Response options: concrete deck, timber deck, brick pavers, slate pavers, stone pavers or N/A (not applicable)</p> <p>Patio/Deck means any concrete or timber deck area that is for use other than for a caravan or rigid annexe base. Pavers means any brick, slate or stone paving area that is used for hard surfacing.</p>
Patio/Deck or paving location	<p>Response options: (describe where the deck is located i.e. under veranda)</p>
Fixed BBQ	<p>Response options: LPG brick, LPG stone, LPG steel, wood brick, wood stone, wood steel, or N/A (not applicable)</p> <p>Fixed barbecue (BBQ) means any structure made of brick, stone or steel and utilising either wood or liquid petroleum gas (LPG) for the purpose of cooking outdoors.</p>
Fixed BBQ location	<p>Response options: (describe where the BBQ is located i.e. 4m from veranda) There must be a minimum 3 metre clearance from the dwelling (caravan, annexe, verandas and flyover) and trees.</p>
Retaining wall	<p>Response options: (what is the condition of the retaining wall?) Good, average, poor or N/A (not applicable)</p> <p>Retaining walls should be maintained to ensure structural soundness at all times and are deemed as part of the Clubs' infrastructure.</p>
Fire extinguisher	<p>Response options: (does the site comply?) yes or no</p> <p>To comply; ensure you have an operational fire extinguisher. Each site must have a fire extinguisher.</p>
Fire blanket	<p>Response options: (does the site comply?) yes or no</p> <p>To comply; each site must have a fire blanket.</p>

Item/Activity	Response required and explanation of requirements to comply
Smoke alarm	<p>Response options: (does the site comply?) yes or no</p> <p>To comply; change the battery and test the alarm. Each site must have a working smoke alarm.</p>
Fire hazard	<p>Response options: (does the site comply?) yes or no</p> <p>To comply; the site must where possible maintain fire-fighter access (1200mm) down the sides and across the front and rear of the caravan and rigid annexe. Fire hazard control also requires removal of non-compliant fencing and storage of goods adjacent, under or on top of the dwelling and annexe.</p>
Tidiness	<p>Response options: (does the site comply?) yes or no</p> <p>To comply; ensure the site is clean and clear of any hazards. Each resident or short term occupier in a caravan park must keep the site clean and free of any thing or substance that may affect the health and safety of other persons.</p>
Site powered	<p>Response options: powered or unpowered</p> <p>Powered means the site is connected to the club's electrical supply post.</p>
Electrical connection	<p>Response options: (does the site comply?) yes or no</p> <p>The site cannot be connected to the electrical supply post by more than one power lead. The power lead connected to the electrical supply post must have a current test and tag label.</p> <p>Power leads must not:</p> <ul style="list-style-type: none"> - be placed in conduit (i.e. they must be one unbroken length); - be buried in the ground; - strung through trees, or; - be laid on the ground where machinery and vehicles can be pushed or driven over them. <p>Power leads may be run overhead if supported by a catenary wire (not supported by the lead's own weight).</p> <p>Power leads plugged into a power supply mushroom cannot be plugged into a double adaptor. External power boards and leads should only be for temporary use and fit for purpose.</p>
Electrical connection RCD	<p>Response options: (does the site comply?) yes or no</p> <p>To comply; each power supply mushroom must have residual current device (RCD) protection.</p>
Distance to electrical supply post	<p>Response options: distance measurement in millimetres (mm) or N/A (not applicable)</p> <p>Record the distance from the power supply post (power supply mushroom) to the dwelling's power input plug.</p>