

Club Development Standards

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Excellence



Honesty



Accountability



Courage



Caring

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1. Introduction

The following standards (Standards) have been developed to provide advice regarding Goulburn-Murray Water's ("GMW") requirements for development of Club infrastructure and individual Site works.

These Standards are to assist Clubs in preparing applications for upgrade proposals or works applications to be submitted to GMW. In assessing applications made by Clubs, GMW will use these Standards as a guide to assessing approval of works.

Individual Site works are the responsibility of Club Committee to manage in accordance with these Standards. The Standards for individual Site works, as described in clause 5 of these Standards, will assist Club Committee to consider applications from Club members. GMW will also use the Standards as a basis for compliance audits and the Club may be directed to remove any works that have been built that do not meet the Standards as provided in this document.

These Standards apply to Clubs and are not intended to be used by Registered Caravan Parks.

2. Application and definitions

These Standards are made by GMW and will apply to Clubs and their members.

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 between the Group and GMW and includes all its members and visitors.

Club Committee is the Club members elected to govern the Club.

Clubs means all the Clubs at storages that at any one time have a Lease with GMW.

DELWP is the Department of Environment, Land, Water and Planning, or its successor .

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.

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

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

Gazebos, Pergolas and 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.

GMW means Goulburn-Murray Rural Water Corporation.

Hard Surface includes any gravel, paved, and concrete areas.

Jetty means any fixed, floating, mobile Jetty or pontoon moored to the shoreline.

Lease means the Lease that has been signed by the Club as Lessee and GMW as Lessor which permits the Club to occupy the Leased Land.

Leased Land means the land of the Club as described in Item 3 of the Schedule of the Lease.

Patio/Deck means any concrete or timber deck area that is for use other than for a caravan or Rigid Annexe base.

Paving means any brick, slate, concrete or stone area that is used for a Hard Surface.

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.

Site means the individual area occupied by a site holder/camper on the land of the Club as described in the particulars of the Lease.

Standards means these Club Development Standards.

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.

3. Plan of club leased land and site identification

Each Club is required to provide to GMW (either in electronic or hardcopy format) Site plans which show existing structures and any approved improvements to the Leased Land, including (but not limited to):

- the location of each Site, caravan and campsite clearly marked and numbered
- details of name and phone contact for any on-site caretaker or manager
- all Club buildings and structures
- all ablution blocks, septic tanks, evaporation ponds, distribution pits and transfer pits and lines
- Club fire extinguisher, fire hose reels, water storages and hydrant locations
- playground equipment
- boat launching ramps
- permanently moored jetties or pontoons
- emergency evacuation area
- gas control (isolation) switches
- electrical isolation location
- all underground services for storm water, power, water supply and telephone
- all electrical switchboards and service pillars (power outlet posts)
- diversion pumps and foot valve locations
- access roads, tracks and gates
- known cultural heritage sites (structures, trees, burial mounds etc).

The Site plan will be reviewed by GMW for endorsement. Once the Site plan is endorsed by GMW, it will become the Approved Development Plan. The Approved Site Plan may be updated amended whenever there is additional Club works approved.

4. Club development works applications

All development works or structural improvement works proposed to be carried out on the Leased Land by the Club require approval by GMW prior to commencement of the works. **Please note that this does not include individual site works – refer to clause 5 for more information.**

Approval for the works will only be considered by GMW when an application is made in the form of the Club Development Works Application Form and submitted with payment of the prescribed fee.

The Club will also be required to comply with Council, DELWP and any other relevant Authority's requirements. The Club must make its own enquiries to confirm requirements or statutory approvals. A copy of all such approvals will be required to be forwarded with the Club Development Works Application Form.

Typical Club works applications may include, (but not be limited to):

- retaining walls
- foreshore works, including environmental, landscaping and stormwater control
- playgrounds
- alterations to any effluent pipework or systems
- electrical installation works throughout the entire Leased Land
- water supply pumps and equipment including communal water storage tanks
- removal of native vegetation, flora and fauna
- digging, excavation or removal of any soil, clay, gravel or rock
- boundary fencing
- club building works such as fire places, fire pits, Patio/Decks, stairs, Shade Structures, concrete slabs and Fixed Barbecue areas.

Below is a list of GMW Standards that the Club should be aware of. Please note this is not an exhaustive list.

4.1 Electrical Power, Wiring and Equipment

- 4.1.1 All Club works that necessitate the installation of electrical wiring and equipment on the Club's Leased Land require the submission of detailed plans and the prior written approval of GMW.
- 4.1.2 The installation of all electrical wiring and equipment, whether modifications to existing systems or new works, anywhere in or on the Club's 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 - Transportable structures and vehicles including their site supplies**, and any subsequent or amending regulations.
- 4.1.3 A Certificate of Electrical Safety is required to 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's Leased Land.

4.2 Water Supply and Tanks

Please note: Water supplied by GMW is not suitable for human consumption without first being properly treated.

In the event of a blue-green algal outbreak at any GMW storages, GMW will manage its response to the outbreak in accordance with the GWM Blue-Green Algae Incident Response Plan.

- 4.2.1 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** and the **Safe Drinking Water Act (Vic) 2003** or subsequent or amending regulations or legislation.
- 4.2.2 The tank inspection lid or strainer must be adequately secured.
- 4.2.3 Tanks placed onto either the ground, a stand or attached to walls must be secure.
- 4.2.4 Overflow from tanks must be adequately plumbed to prevent erosion.
- 4.2.5 Water tanks are to be of an environmentally suitable or aesthetically suitable colour.

4.3 Fire Places, Fire Pits and Firewood

- 4.3.1 One communal fire place or fire pit will be considered for each Club.
- 4.3.2 It is the Club's responsibility to control the use of the communal fire place or fire pit and to provide adequate safety measures.
- 4.3.3 Fire places or fire pits must meet all CFA and local government regulations and requirements.
- 4.3.4 Fire places or fire pits are to be no less than 3 meters clear of any combustible source or dwelling.
- 4.3.5 The storage of firewood for communal use should be kept at a minimum level during the fire danger period.
- 4.3.6 Firewood collection information and permits can be obtained by calling at the nearest DELWP office.
- 4.3.7 It is prohibited to remove any timber from GMW land without prior written approval. This includes all timber (standing or fallen) above or below the full supply level of water storages.

4.4 Retaining Walls

- 4.4.1 Retaining walls or structures must be of an approved design.
- 4.4.2 Must be designed and constructed by suitably qualified and experienced tradesmen.
- 4.4.3 Retaining walls must be maintained to ensure structural soundness at all times.

4.5 Fencing

- 4.5.1 All fencing, whether temporary or not, must have the prior written approval from GMW before the fence can be constructed.
- 4.5.2 Clearing of native vegetation for fence construction will require prior approval from GMW.

5. Individual site works

Site holders requesting approval for works on their individual sites must make their own enquiries regarding any Council building or planning permits, CFA or other Authorities requirements.

Approval and management of individual site holder's Site works is the responsibility of the Club Committee, in accordance with these standards. GMW will undertake regular audits of Club Sites.

Where inappropriate developments have been constructed, GMW may issue notices to address the non-compliance in line with the requirements of the Lease, these Standards, any regulations or Act.

Some examples of the types of individual site holder's Site works where an application is required may include the following;

- CFA Site clearances
- registrable moveable dwellings
- unregistrable movable dwellings
- flexible annexes
- rigid annexes
- verandas
- patio and decks
- flyovers
- shade structures, gazebos or pergolas
- fixed barbecues.

Where the Club Committee is assessing a site holder's application for Site works, the following will be assessed.

5.1 CFA Site Separation and Fire Fighter Access

- 5.1.1 Sites that do not currently meet the compliance of CFA Site separation and firefighting access must not be considered for further works unless compliance works is included as part of works application.
- 5.1.2 A minimum unobstructed fire fighter access of 1.2 metres is to be maintained between and around the caravan, annex and flyover and any structures or obstructions on the site.
- 5.1.3 The minimum clearance between a caravan, annex and flyover (including veranda and guy ropes), and the site boundary is to be 1.2 metres.
- 5.1.4 The minimum clearance between a caravan, annex and flyover (including veranda and guy ropes) and any tree is to be 1.2 metres.
- 5.1.5 A minimum separation of 2 metres must be maintained between caravans, UMD's, rigid annexes, flexible annexes and flyovers (including eaves, verandas and guy ropes) on adjoining sites.

5.2 Connection to Site Power Supply

- 5.2.1 All power leads connected to each site must connect to the supply socket/outlet contained within service pillars (power outlet posts).
- 5.2.2 The supply lead between a site supply socket/outlet and the moveable dwelling must be one unbroken length.

- 5.2.3 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.
- 5.2.4 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.
- 5.2.5 Power supply leads used to connect movable dwellings to site power supply must be inspected and tested annually by a qualified person. The leads must 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.
- 5.2.6 A Certificate of Electrical Safety must be completed by a registered electrical contractor for all hard wiring within a rigid annex and provided to the Club committee within 14 days of power first being activated.
- 5.2.7 A Certificate of Electrical Safety must be completed by a registered electrical contractor for any alteration to the electrical wiring or equipment in or on a moveable dwelling or rigid annex.

5.3 Area of Site Covered by Structures

- 5.3.1 The maximum size of any caravan, UMD, annex, veranda and flyover combination is limited to 80 square metres.
- 5.3.2 The amount of any Site covered by the caravan, UMD, annex, veranda, flyover, patio/deck, paving, shade structure, fixed barbecue, vehicles and trailers etc. must not exceed two thirds of the Site area.
- 5.3.3 A limit of 20 square metres applies to hard surfaces in addition to the area covered by the caravan, annex, veranda and flyover.

5.4 Registrable Movable Dwellings (Caravans)

- 5.4.1 All caravans must display a compliance plate.
- 5.4.2 All caravans must display the site number (minimum height 100mm) on the front of the caravan in a sequential order and in clear view for an external inspection.
- 5.4.3 The area occupied by the caravan does not need to be hard surface.
- 5.4.4 All caravans must be well maintained and will be the subject of a GMW annual inspection.
- 5.4.5 All caravans must be located further than 50 metres from the full supply level of the storage.
- 5.4.6 No caravan is permitted to be located further than 100 metres from a toilet block unless it has a GMW approved toilet facility.
- 5.4.7 The removal of wheels from caravans may be permitted subject to the base being enclosed at by a timber/panelling skirt.

5.5 Unregistrable Movable Dwellings (UMD)

- 5.5.1 The maximum length of a UMD is 9.2 metres and the maximum width is 3.5 metres.

- 5.5.2 The manufacturer's compliance plate must be permanently fixed on the UMD.
- 5.5.3 The UMD is connected to the club's effluent system.
- 5.5.4 Where the UMD cannot be connected to the Club's effluent system, if the UMD contains a toilet and shower facilities the toilet and shower facilities need to be sealed to render the system inoperable.

5.6 Flexible Annexes

- 5.6.1 All flexible annexes placement must comply with 5.1 CFA Site Separation and Fire Fighter Access.
- 5.6.2 The caravan annex must be no longer or higher than the superstructure of the caravan to which it is attached.
- 5.6.3 A flexible annex must not be fitted to a caravan that has an existing rigid annex.

5.7 Rigid Annexes

- 5.7.1 Rigid annexes must only be fitted to a caravan or UMD.
- 5.7.2 Rigid annexes will require a compliance plate to be fitted.
- 5.7.3 Components of a rigid annex wall and roof, excluding windows and doors, must be of commercially manufactured modular panel construction.
- 5.7.4 Rigid annexes must not 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.
- 5.7.5 The rigid annex 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 3.6 metres.
- 5.7.6 Eaves up to 300 mm are permitted on the rigid annex but are not to be supported by posts.
- 5.7.7 Rigid Annexes must be securely anchored to either:
 - 5.7.7.1 a concrete slab; or
 - 5.7.7.2 a timber deck which meets the **AS1684 - 2006 Building Code** or subsequent or amending regulation/s; or
 - 5.7.7.3 a commercially engineered and manufactured steel deck.
- 5.7.8 Any ensuite facility will need to be connected to an approved sewerage system in accordance with requirements of the relevant authorities.

5.8 Rigid Annexe Verandas

- 5.8.1 Verandas may be located on only one of:
 - 5.8.1.1 the front and rear of the caravan and rigid annex; or
 - 5.8.1.2 the longitudinal side of the rigid annex.
- 5.8.2 Open verandas may extend a maximum of 3.6 meters from the rigid annex and have a minimum height of 2.1 meters. The veranda must be supported by 50mm (nom) diameter

vertical galvanised posts to **AS1163-1991** or subsequent amended standard (or approved equivalent).

- 5.8.3 The sides of a veranda may be covered in with a roller shade cloth or PVC blind during occupancy of the site but the blind must be rolled up during any time the site is unoccupied by the site holder.
- 5.8.4 The sides of a veranda must not be covered with any materials such as 'colourbond steel' sheeting, timber, panel, fly wire or shade cloth.

5.9 Flyovers

- 5.9.1 All Flyovers that are commercially manufactured for the retail market must be of a type that has been approved by GMW.
- 5.9.2 Non-commercial flyovers will be permitted subject to prior approval of plans and specifications by the club committee. Computations must be provided by a practicing structural engineer to certify that the flyover is structurally sound.
- 5.9.3 Fixed or rigid panel flyovers will be permitted subject to prior approval of plans and specifications by the Club Committee and meeting all the following conditions:
 - 5.9.3.1 Construction is strictly limited to 'colorbond steel' or aluminium panel in an environmental colour;
 - 5.9.3.2 Gutters and spouts are to be fitted; and
 - 5.9.3.3 Stormwater must be managed in order to prevent erosion.
- 5.9.4 The Club Committee must retain the approved plans, specifications and computations of all approved Flyovers and provide to GMW on request for auditing purposes.

Note: Council planning and building approval may be required in some municipalities, and it is the responsibility of the applicant to check the relevant Council requirements and seek the appropriate approvals from the relevant authorities.

- 5.9.5 A Flyover that is attached to a caravan and/or annex must not have an overhang of more than 300 mm on any side.
- 5.9.6 Minimum support post size for flyover is 50mm (nom) diameter galvanised posts to AS1163-1991 (or approved equivalent).
- 5.9.7 Footings must comply with the manufacturer's specifications.
- 5.9.8 Flyovers must be kept in good repair. Weathered or damaged materials are to be removed or replaced.

5.10 Patios and Decks – Fixed

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.

5.11 Stairs

All stairs must comply with Australian Standard **AS 1657-1992 Section 4.3 Stairs**, or any subsequent or amended relevant regulations.

5.12 Gazebos, shade structures and pergolas

Roofing may be covered with shade cloth, canvas or poly tarp. Similar materials may be used to enclose no more than two sides of the structure.

5.13 Fixed Barbecues

The construction of new fixed barbecues on individual sites will not be approved.

Existing fixed wood and LPG barbecues may be retained on individual sites, provided;

1. they comply with CFA Regulations; information may be obtained by visiting the CFA website: <http://www.cfa.vic.gov.au/warnings-restrictions/can/>
2. the maximum size of the barbecue is 1200 mm wide x 750 mm deep
3. they have a fixed hot plate
4. they are no less than 3 metres clear of any combustible source or dwelling

Minimal storage of firewood is permitted on individual sites provided the firewood is stored in a steel storage box.

Note: It is prohibited to remove any timber from GMW land without prior written approval. This includes all timber (standing or fallen) above or below the full supply level of GMW storages. Offenders will be prosecuted in accordance with any relevant Acts and By-laws.

Firewood collection information and DELWP permits can be obtained by contacting your nearest DELWP Office.

5.14 Tents

- 5.14.1 All tents must be located further than 50 metres from the full supply level of the storage.
- 5.14.2 No tent is permitted to be located further than 100 metres from a toilet block.
- 5.14.3 Tents must be removed from the site when not in use.

5.15 Site Water Tanks

Refer to clause 4.2 of these Standards