

Club Audit Requirements



This document refers to the Club (the Lessee), GMW (the Lessor) and the Occupants (Site Holder). The Club's Liaison Officer or Club Committee is responsible for ensuring the Club meets the requirements listed below.

The Club should retain all original documents. Please only send copies to GMW.

Please send the completed audit to GMW via email to the relevant club email address.

Additional information and resources can be found at <https://www.gmwater.com.au/recreation-tourism/recreational-clubs>

Activity	Explanation of Club's responsibilities	Due	Club Action
1. Current Liaison Officer Details	<p>The Club must notify GMW of the Club's Liaison Officer for the next 12 months by completing the Club Liaison Officer Nomination Form.</p> <p>If a change to the Club Liaison Officer occurs prior to the Audit, GMW should be notified within 14 days of the change.</p> <p>The Club must maintain a generic Club email account which current and future Club Liaison Officers can access. This will be used by GMW for all official correspondence.</p>	<p>With the Annual Club Audit.</p> <p>Or within 14 days of a change.</p>	<p>Send a completed Club Liaison Officer Nomination Form to GMW.</p>
2. Site Plan of the Club Leased Land	<p>Clubs are required to update and submit a Site Plan to GMW.</p> <p>Site Plans will show existing structures and any approved improvements to the leased land, including (but not limited to):</p> <ul style="list-style-type: none"> • 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 	<p>With the Annual Club Audit.</p> <p>If the Club has been notified by GMW that their Site Plan has been endorsed as an Approved Site Plan, and no changes have occurred to the Approved Site Plan since the last audit, the Club may submit a statement at the time of Audit that no changes have been</p>	<p>Send Site Plan to GMW.</p>

	<ul style="list-style-type: none"> • 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.) <p>The Site Plan must be legible and include a legend.</p> <p>The Site Plan will be reviewed by GMW for endorsement. Once the Site Plan is endorsed by GMW, it will become the Approved Site Plan. The Approved Site Plan must be updated when additional Club works are approved. If there has not been any amendments to an Approved Site Plan within the 12 month period between audits the Club may notify GMW in writing that no amendments have been made to the last submitted Site Plan.</p>	made in lieu of resubmitting the Approved Site Plan.	
3. Current Public Liability Insurance	<p>The club must maintain a public liability insurance policy to cover loss of or damage to any property, or death of, or injury to, any person for the amount of \$20 million concerning one single event or such greater sum as reasonably required by GMW by notice in writing with an insurer approved by GMW; and extend the policy to note GMW as an interested party. The insurance must cover all assets and activities, leased and licenced areas.</p> <p>The club must provide to GMW copies of the certificate of currency for each insurance policy on or before the commencement date and on or before each anniversary of the commencement date.</p>	<p>With the Annual Club Audit</p> <p>And at each policy anniversary.</p>	Send Public Liability Insurance Certificate of Currency noting GMW as an interested party to GMW.
4. Current Property Insurance	<p>The Club must insure the Club's property for loss and damage from risks including fire and water damage for its full replacement value. The insurance must cover all assets and activities, leased and licenced areas.</p> <p>The club must provide to GMW copies of the certificate of currency for each insurance policy on or before the commencement date and on or before each anniversary of the commencement date.</p>	With the Annual Club Audit.	Send Property Insurance Certificate of Currency to GMW.
5. Risk Management Plan	<p>The Club must develop and maintain a Risk Management Plan for the land to the current Australian standard and submit this to GMW.</p> <p>The Club may use the sample Risk Management Plan Template provided by GMW available at https://www.g-mwater.com.au/recreation-tourism/recreational-clubs</p>	With the Annual Club Audit.	Send completed Risk Management Plan to GMW.

<p>6. Club General Emergency Management Plan including the Country Fire Authority Approved Bushfire Emergency Plan</p>	<p>The Club must develop a General Emergency Management Plan which incorporates the club's CFA approved Bushfire Emergency Plan which includes a Fire Risk Reduction Program annually, or as updated.</p> <p>The Club must also provide a copy of the General Emergency Management Plan to each member/site holder.</p> <p>The Club may use the sample General Emergency Management Plan Template provided by GMW available at https://www.g-mwater.com.au/recreation-tourism/recreational-clubs</p> <p>The General Emergency Management Plan should cover the following information and procedures:</p> <ul style="list-style-type: none"> • Medical emergencies; • Missing persons; • The Fire Protection Plan (must comply with current and relevant Country Fire Authority regulations); • Emergency contact phone numbers – Police, Fire, Ambulance (phone: 000); • GMW's emergency 24hr telephone number - 1800 064 184 to report environmental, operational or compliance emergencies; • The Club's location; • The Club's contact numbers; and • Evacuation procedures • Maps of the location of Evacuation Areas; and • The name of the club member that is acting as emergency Officer on the day. (This may change depending on if the Club has a roster system). <p>On Code Red days the Club's site must close.</p> <p>A copy of the evacuation procedures must be displayed in a prominent position in every building that contains communal facilities.</p> <p>The Club must also develop, implement and submit to GMW, a Country Fire Authority approved Bushfire Emergency Plan for the land which includes a fire Risk Reduction Program for the premises. These must be developed on CFA Templates.</p> <p>You must complete and submit to GMW the below 'Leaving Early' and 'Defending Your Property' templates, as well as the 'Tourism Business Fire Ready Kit' if you operate your club as a business.</p> <ul style="list-style-type: none"> • www.cfa.vic.gov.au/plan-prepare/your-bushfire-plan 	<p>With the Annual Club Audit.</p> <p>And each time the General Emergency Management Plan is updated.</p>	<p>Send completed General Emergency Management Plan to GMW.</p> <p>Send completed CFA templates to GMW.</p> <p>Send General Emergency Management Plan to each Site Holder.</p> <p>Display evacuation procedures in prominent position in every building with communal facilities.</p>
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	<p>(Bushfire survival planning template – Leaving early)</p> <ul style="list-style-type: none"> • www.cfa.vic.gov.au/plan-prepare/stay-and-actively-defend/ (Defending your property – Bushfire survival planning template) • www.cfa.vic.gov.au/plan-prepare/preparing-your-tourism-business (Tourism Business Fire Ready Kit template – Businesses only) • www.cfa.vic.gov.au/plan-prepare/fire-ready-kit (Fire ready kit update 2018 – Information only) 		
7. Septic Tank and Transfer Pit (Effluent) Clearance	<p>The Club must provide GMW with a copy of the receipt for the Club's annual septic and transfer pit clearance. This needs to detail clearance of individual septic tanks and wet well/transfer pits.</p> <p>Individual septic tanks and capacities need to be listed on this receipt.</p> <p>If a clearance is not required annually, written advice from the contractor must be provided on their business letterhead of the next scheduled clearance date. Clearance must occur once every two years at a minimum.</p>	<p>With the Annual Club Audit.</p> <p>Or as completed (every two years at minimum).</p>	<p>Send effluent (septic and transfer pit) pump receipt to GMW or notification of next required clearance.</p>
8. Effluent Systems Compliance Report	<p>All pumps and pump control systems are required to be inspected and maintained in good condition on an annual basis by an appropriately qualified plumber. Inspection to include testing and recording of high level effluent, audible and visual alarms.</p> <p>The assessment must be provided to GMW as a report with the licenced plumbers name, signature, licence number and date.</p> <p>A template is available at https://www.g-mwater.com.au/recreation-tourism/recreational-clubs which may assist the Club in understanding the actions required of the Club and the plumber as well as regular system maintenance checks.</p> <p>If an annual inspection is not required, notice of the next scheduled inspection should be provided by the qualified person.</p>	<p>With the Annual Club Audit.</p> <p>If an annual inspection is not required, notice of next scheduled inspection to be provided at the time of audit.</p>	<p>Send GMW effluent pumps and effluent pump control systems annual inspection report, or next required inspection date.</p> <p>The assessment must be provided to GMW as a report with the licenced plumbers name, signature, licence number and date.</p>

<p>9. Effluent Emergency Response Procedure</p>	<p>An Effluent Emergency Response Procedure must be in place. Some of the details it must include are:</p> <ul style="list-style-type: none"> • contact phone numbers • GMW's effluent emergency phone number 1800 064 184 • a decision support person • a nominated person who is responsible for the system • the date when the Procedure was last updated. <p>The Procedure should be displayed as a sign adjacent the wet well high level visual alarm. In the case of an emergency it must be clearly visible to all visitors to the site.</p> <p>Please check this sign is visible every month. Also update and submit your Procedure to GMW with the Annual Audit (audit requirement activity number 9)</p> <p>A sample template is available at https://www.g-mwater.com.au/recreation-tourism/recreational-clubs</p> <p>Please note; This procedure is different to your Club General Emergency Plan.</p>	<p>With the Annual Club Audit.</p>	<p>Send the updated Effluent Emergency Response Procedure to GMW.</p> <p>Check signage on site is current.</p>
<p>10. Dangerous Goods and Hazardous Substances Audit and Risk Assessments</p>	<p>The Club must develop a Dangerous Goods and Hazardous Substances and Risk Assessments audit record.</p> <p>The Club may use the sample Dangerous Goods and Hazardous Substances Audit and Risk Assessments Template provided by GMW available at https://www.g-mwater.com.au/recreation-tourism/recreational-clubs</p> <p>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 and kept on record.</p>	<p>With the Annual Club Audit.</p>	<p>Send completed Dangerous Goods and Hazardous Substances and Risk Assessments to GMW.</p>
<p>11. Tree Management</p>	<p>The Club must have a qualified arborist inspect the land and prepare a report on the condition of the trees and other vegetation on the land and make recommendations for improvements as required.</p> <p>This must be conducted within 60 days from the commencement of the lease. Thereafter, the most recent and current report is to be provided to GMW (annually at the time of audit) along with actions taken (inspections or works) as recommended by the arborist.</p> <p>The Club must comply with and implement any recommendations of the Report including, but not limited to:</p>	<p>With the Annual Club Audit.</p> <p>Or 60 days within commencement of lease.</p>	<p>Send initial Tree Management Plan and actions taken in the last 12 months to GMW.</p>

	<ul style="list-style-type: none"> • the development of a tree management plan; and • the compliance with a tree management plan; and • having the land routinely inspected at the intervals recommended by the Report. <p><u>Additional information</u></p> <p>Prior to the club undertaking tree works, GMW will review the arborist report and as the land owner/manager GMW will provide conditional approval for the club to undertake the works program as detailed in the report summary.</p> <p>Prior to undertaking the removal of any native trees, the club is required to submit an application to the local council detailing the arborist report works recommendations and receive council planning works approval or waiver of works approval.</p> <p>Only an appropriately trained/qualified person can complete the works.</p> <p>Responsibility for any damages caused through the felling and/or removal of these trees lies with the club.</p>		
<p>12. Foreshore Condition Inspection and Infrastructure Audit</p>	<p>The foreshore and lakebed (to the current water level) need to be inspected by the Club Liaison Officer to ensure the area is clear of tyres, bricks, or any other materials that have been placed by the club.</p> <p>Any licensed diversion lines must be buried to avoid becoming a hazard.</p> <p>The Club must keep their own record and audits of all foreshore infrastructure including jetties and pontoons to ensure compliance with the Leaseholds Club Standards.</p> <p>All jetties and structures must be licensed (for example jetties and pontoons). If unauthorised works have been conducted they must be removed or application made to GMW for a licence.</p> <p>Some foreshore infrastructure rules for boat ramps, pontoons or jetties include the need to be:</p> <ul style="list-style-type: none"> • approved on the application form • of a design approved by GMW • located at a site agreed with GMW • secured to prevent drift away from the agreed site • 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 • display the approved registration number (minimum size 150 mm x 150 mm) in a 	<p>Inspections and licence checks to be conducted by Annual Club Audit submission date.</p>	<p>Club Liaison Officer to sign and date Club Audit Checklist to verify that these checks have been conducted and all comply.</p>

	<p>location visible to inspection</p> <ul style="list-style-type: none"> covered by the Club's Public Liability Insurance subject to the club lease, a number of up to five jetties belonging to individual site holders may exist providing they have adequate public liability insurance cover of a total number limited to the number specified in the lease or as approved by GMW in writing to the Club. 		
13. Essential Service Safety Measures Requirements	<p>The Club must ensure that an audit of Essential Safety Measures is conducted on an annual basis. An Essential Safety Measures Report must be developed to record the details of the audit and must be kept on the premises for inspection if requested.</p> <p>The Club may use the sample Essential Safety Measures Template provided by GMW available at https://www.g-mwater.com.au/recreation-tourism/recreational-clubs or refer to Regulation 224 of the <i>Building Regulations 2018</i>.</p> <p>The Essential Safety Measure Report includes, but is not limited to, the following items:</p> <ul style="list-style-type: none"> Fire extinguishers need to be tested by licenced tester annually Smoke alarms need to have the battery replaced and tested annually Exit signs need to be easily seen - if illuminated, signs need to be in satisfactory working condition Exit doors need to be un-obstructed and easily visible 	With the Annual Club Audit.	Club Liaison Officer to sign and date Club Audit Checklist to verify that their club complies with all regulations and laws in relation to Essential Safety Measures and the report is available on the premises for inspection if requested.
14. Club Facilities Electrical Compliance	<p>The Club must provide a Club Facilities Electrical Compliance Report from a Registered Electrical Contractor to GMW. The report must have the registered electricians name, signature, licence number and date.</p> <p>The Report must:</p> <ul style="list-style-type: none"> State that all electrical fixtures on site are compliant with the current Australian Electrical Safety (Installations) Regulations. This includes main boards, sub boards, individual sites and must detail RCD protection is fitted where required. Include a plan of works, including timeframes for clubs to address any non-compliance issues on the site. <p>The report is required initially as part of the 2020 Club Audit and then every 5 years throughout the term of the lease.</p>	<p>With the Annual Club Audit in 2020.</p> <p>Then every five years thereafter.</p>	<p>Send GMW a report from a qualified electrician.</p> <p>The assessment must be provided to GMW as a report with the registered electricians name, signature, licence number and date.</p>

<p>15. Individual Site Compliance</p>	<p>The Club must audit each Occupant's (site holder's) site. The Club Liaison Officer must sign a statement on the Club Audit Checklist to verify that that all sites comply, or that issues have been documented and deadlines for remedial action determined.</p> <p>GMW has provided useful documents to enable Occupants to conduct their own site audits. These are the Occupant Site Inspection Requirements document and Occupant Site Inspection Form available at https://www.g-mwater.com.au/recreation-tourism/recreational-clubs</p> <p>It is the Liaison Officer's responsibility to work with the occupants to compile and submit the entire Club's audit and they may contact GMW for advice. The Liaison Officer should keep the Occupant Site Inspection Forms on record.</p> <p>The Club Committee is responsible to ensure the works will be completed.</p>	<p>With the Annual Club Audit.</p>	<p>Club Liaison Officer to sign and date Club Audit Checklist to verify that all sites comply.</p>
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