

Club Audit Checklist



This form must be completed by the Club Liaison Officer, signed where indicated and submitted to GMW as part of the Audit to the relevant storage club email address located [HERE](#).

Please refer to the Club Audit Requirements document for details.

All documents must be attached to the email as separate items. The email must not exceed 10MB in size.

Club Name: _____

Documents to be submitted to GMW	Activity reference
<input type="checkbox"/> Club Liaison Officer Nomination Form	1
<input type="checkbox"/> Club Site Plan with legend	2
<input type="checkbox"/> Public Liability Insurance Certificate of Currency	3
<input type="checkbox"/> Property Insurance Certificate of Currency	4
<input type="checkbox"/> Club Risk Management Plan	5
<input type="checkbox"/> General Emergency Management Plan template and CFA approved Bushfire Emergency Plan	6
<input type="checkbox"/> Itemised receipt for the annual effluent pit clearance, or notice of next required clearance	7
<input type="checkbox"/> Plumber's inspection report annual inspection including all maintenance completed, or notice of next required inspection	8
<input type="checkbox"/> Effluent Emergency Response Procedure	9
<input type="checkbox"/> Dangerous Goods and Hazardous Substances Audit record	10
<input type="checkbox"/> Tree Management Plan – including actions taken in the last year	11
<input type="checkbox"/> I, the Club Liaison Officer confirm that the foreshore and lakebed have been inspected and licences for structures checked as per Club Audit Requirements. The Club will action any remediation works required _____ (Club Liaison Officer to sign and date)	12
<input type="checkbox"/> I, the Club Liaison Officer, confirm that our Recreational Club complies with all regulations and laws in relation to Essential Safety Measures and our report is available on the premises for inspection if requested _____ (Club Liaison Officer to sign and date)	13
<input type="checkbox"/> Statement from Electrician that the site is compliant or remedial works required and dates Club will complete the works (If this item was provided and approved by GMW in 2017, this is not required to be resubmitted until the 2021 audit. If any electrical works are completed prior to this date, a certificate of electrical compliance and report must be submitted)	14
<input type="checkbox"/> I, the Club Liaison Officer confirm that all Occupants' sites have been inspected for compliance. Any remedial action required has been recorded and the Club committee will ensure they're completed _____ (Club Liaison Officer to sign and date)	15
Is the club a registered Incorporation under the Incorporation Reform Act 2012?	<input type="checkbox"/> Yes <input type="checkbox"/> No
I, the Club Liaison Officer have included a copy of the club's AGM minutes	<input type="checkbox"/> Yes <input type="checkbox"/> No

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