



PRIVATE PROPERTY CHECKLIST

As required by Policy No GO. 30 "Meeting in Homes and Private Property," a private property to be used for overnight stays or camps must be approved by the Region Assessment Team in which the site is located.

The Region Assessment Team (R.A.T.) must consist of:

- Region Manager or her designate
- A qualified adult Leader

1 member of the R.A.T. must hold an appropriate qualification. For a property used for a residential event this must be the relevant indoor or outdoor Guide camping qualification.

All private property must be assessed and re-approved every 3 years.

Note: All Australian Camps Association accredited established campsites are exempt from this assessment. See www.auscamps.asn.au

Within 14 days of the Private Property Checklist being completed, please forward one copy to JPC and retain a second copy in the Region. A JPC staff member will then notify the Region Manager if the site is approved for use.

Name of Site:.....

Address:

.....

Region:

Is the property deemed suitable? YES NO

Is this property available for use by other Regions? YES NO

Site suitable for: (Please tick) Indoor Outdoor Established Bush



REGION MANAGER

NAME (Please print)	
Date of Assessment	
SIGNATURE	

REGION ASSESSMENT TEAM MEMBER 1

NAME (Please print)	
Date of Assessment	
SIGNATURE	

REGION ASSESSMENT TEAM MEMBER 2 (optional)

NAME (Please print)	
Date of Assessment	
SIGNATURE	

JPC STAFF MEMBER

NAME (Please print)	
Date of Assessment	
Is the property deemed suitable?	<input type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE	

Version Information

Version Number	Content Updated	Person Responsible	Date Updated
1.1	New format, version control	P&P	April 2020
1.0	Original		June 2015

LOCATION:	YES	NO	COMMENTS
<p>Is the site clearly identified on a map?</p> <p>Are there any or any potential natural hazards on the property? eg. rivers, creeks, floodplains, dams.</p> <p>Is the proposed campsite/sleeping buildings a safe distance from the hazard?</p> <p>Does the potential hazard pose an unacceptable risk to persons on the site?</p>			
<p>ACCESS:</p>			
<p>Are there made/graded roads?</p> <p>Is it too easy to access? (E.g. close to the general public.)</p> <p>Is it too difficult? Eg. Walking distance from road/track to the camping site.</p> <p>Is there an occupied permanent dwelling within 1 km of the campsite?</p> <p>Is there an emergency service located within 50km from the campsite?</p> <p>Is the property accessible by : (Please circle)</p> <ul style="list-style-type: none"> • Cars Yes/ No • 4WD only Yes/No • Trailers, Yes/No • Buses Yes/No • Emergency Services Yes/No <p>Are there entry and exit gates? Are they wide enough for a:</p> <ul style="list-style-type: none"> • Car Yes/ No • Bus Yes/ No • Emergency Services Yes/ No 			

ALTERNATE ACCOMMODATION:	YES	NO	COMMENTS
Are there any solid shelters on the site to use in the case of a change in weather? (ie heat/rain/wind)			
CLEARING:			
Does the site need regular clearing to keep it maintained? (E.g. Cutting of long grass, lopping trees of overhanging branches limbs.) Will the site be maintained by the property owners?			
TOILETS:			
Is there a permanent toilet/shower block on site? If portable toilets are required: Has the leader made adequate arrangements in respect to hire/delivery/collection			
WATER:			
Is there a water supply? Is there town water? Is there rain tank water? Is there adequate rain tank water? Is the tank water regularly checked for contamination? Furphy (water carrier) Has it or will it be filled from an appropriate source? E.g.: Town supply, another tank. If filled with creek or water pumped up from dam, is the water filtered and safe to use?			

PHONE COVERAGE:	YES	NO	COMMENTS
<p>Is there a land line telephone available?</p> <p>Is there mobile phone coverage?</p> <p>Is the mobile phone coverage limited to certain areas/carriers on the property?</p> <p>If so LIC needs to be advised accordingly.</p>			
PRIVACY:			
<p>Is the site isolated from the general public? E.g. bikies, trail bike riders, popular meeting spot for undesirables?</p> <p>Is the property suitable for inexperienced campers?</p> <p>Is the property free from excessive dirt/dust or unnecessary noise?</p>			
WILD LIFE:			
<p>Are snake/s likely to inhabit the area?</p> <p>Are there noisy animals at night? e.g. koalas.</p> <p>Is the area used for stock/cattle?</p> <p>Does it require any special cleaning up prior to camp?</p> <p>Are the surrounding fences in good condition?</p>			
INSURANCE:			
<p>Is the property covered by a current public liability insurance policy?</p> <p>Ensure a copy of the insurance certificate is attached to this checklist. (Not applicable to Guide or Scout Properties)</p>			