

## What can I be doing to prepare for a camping assessment?

1. Get out your license and read it. What type of license is it? Who is your contact?  
Are there any requirements or stipulations in the license?
2. Go into Mapshare and locate your licensed site. (see guidance note)
3. Is there good public access? Is it safe? If you have an unmade and unfenced government road as theoretical access make sure you show that to DELWP.
4. Measure distances such as the distance between waterbodies and private land, and distance of licensed land to dwellings.
5. Print off a copy of the aerial view of licensed land. Mark areas that have known risks or issues that should be considered by DELWP (see risk assessment guidance note)
6. Take photos of the licensed land and any specific risks. If you can't take photos document the risk and put reference numbers on your Mapshare document. You can also reference photos by number and include them in an attached document. The next page has an example of how you can do this.
7. Phone your public land manager. Ask if the regulations apply to your property? If yes discuss any concerns regarding the license conditions and your site assessment.
8. Document your conversations with DELWP and keep copies along with your map of issues and photos.
9. Place a notice on your boundary stating that it is private land.
10. Talk to your insurer or lawyer if there are any concerns regarding camping – especially if sites are designated on your licensed site.
11. Take photos or document the site prior and post any authorized or unauthorized camping or activity on the site. Report any illegal behavior to Fisheries, your DELWP Public Land Manager and Victoria Police / crime stoppers. Crime stoppers allow you to upload any images or registration numbers.
12. Consider Farm Safety Advice from Victoria Police. Do you have CCTV in high risk areas? <https://www.police.vic.gov.au/farm-and-rural-safety>.
13. To make a report Victoria Police recommend the following  
Record the:
  - time
  - date
  - location
  - description of suspicious vehicles and people - take photos if it is safe to do so
  - notify police at the earliest opportunity.

An Example of how to reference photos or issues on a plan.

Use a copy of the mapshare image and either print or insert into word document. Mark any issues at areas with a number or symbol. You can then write what the issue is, take photos of the issues and use the same reference system, or both – seen below here.



1 Unfenced road with track. Evidence of falling rocks.

2 Steep river banks. Fallen trees and vegetation that increases risk of access.

3 Vegetated area with evidence of falling trees and branches.

4 Steep cliff access. Waterway has vegetation. Hard to tell depth.



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