

EPPING AND DISTRICT PROBUS CLUB INC.

PRIVACY AND RISK ASSESSMENT POLICIES

The following Policies are to be read in conjunction with the Club's Constitution and Standing Resolutions.

The purpose of this Policy Document is to consolidate the various Policies adopted by Epping and District Probus Club Inc define the Club's commitment to "duty of care", aims to protect the Club and its Members in the event of action being taken against the Club, Officers, Committee, Activity Conveners or individual Members, and to reduce the risk of injury to Members and visitors at Club activities.

1. PRIVACY POLICY

The MEMBERSHIP LIST with names, addresses and telephone numbers is distributed to Members only.

The MEMBERSHIP LIST with email addresses and mobile telephone numbers is for the use of Committee Members only.

The MEMBERSHIP LIST with emergency contact details is for the use of the President, Vice President, Secretary and Activity Conveners only.

The MONTHLY NEWS BULLETIN is distributed to Members and neighbouring Clubs with the notation "Private and confidential for Probus use only and is not to be used for any other purpose"

2. HANDLING OF MONEY

The Treasurer is responsible for the management of the Club's finances under the direction of the Committee, and acts in accordance with accepted accounting procedures, banking practices, and is subject to an annual audit.

In the absence of the Treasurer a delegated member of the Club may deposit all funds of the Club to the credit of the Club's account in the bank or other financial institution approved by the Committee. (Standing Resolution 20)

3. ACTIVITIES, OUTINGS AND TOURS

The appointed Club officers responsible for Activities, Outings and Tours record the names of those attending activities, have on hand the list of key contact people for use in emergencies, have access to a First Aid Kit, and are familiar with the procedure for reporting accidents, injury and incidents.

Reporting and management of accidents, injuries, and incidents will be different in each case. It may include administering basic first aid, calling an ambulance, advising the member's contact person and/or reporting the incident to the Probus Centre for insurance purposes. A Medical Record Card is issued to each member.

4. TOURS AND REFUND POLICY

Payment for an activity must be made prior to the commencement of the meeting in the month in which the activity takes place. (Standing Resolution 16)

Where payment for an activity has been made and a member cancels his registration, a refund will depend on circumstances and at all times will be at the discretion of the Committee. Any refund will exclude the proportion of fixed costs of the activity for which the Club is responsible. (Standing Resolution 17)

All participants in any organized or officially recognized activity of the Club are covered for personal accidents by the Probus Australia National Insurance Programme.

Travel insurance, if required, is the responsibility of individual members.

5. FOOD SERVICE

When food is being served at meetings and other activities this is done in a safe environment, and with sound hygiene practices as set out by Food Standards Australia and New Zealand in the Fact Sheets for Charities and Community Organisations . Copies of the Fact Sheets are provided to the person in charge of the kitchen at General meetings and those who lead other activities where food is served to members.

6. MEETING VENUE

The Club meets at the Presbyterian Church Hall, Rawson Street, Epping.

First Aid An important part of our "Duty of Care" is to formalise the safety arrangements at the Church Hall, including identification of the location of Exits, Fire Extinguishers, First Aid and Emergency Phone Numbers.

EXITS – all with signage

- **RHS of the stage**
- **Main entrance**
- **Back RH corner of Hall**

FIRE EXTINGUISHERS – all with signage

- **By kitchen**
- **By stage**
- **By main entry door**
- **In the kitchen**

EMERGENCY PHONE

- **In kitchen by door to hall with list of emergency numbers**

A copy of this Privacy and Risk Assessment Policy Document is given to new Members, and is announced on an ongoing quarterly basis at General Meetings.

1/11/2010
