



**CASTLE HILL & DISTRICT PROBUS CLUB INC.**  
**POLICIES (UPDATED 1/2/2026)**

## Privacy Policy :

### LEGISLATION

The Federal Privacy Act 1998 regulates the way the private sector can collect, use, keep secure and disclose personal information.

It gives individuals the right to know what information an organisation holds about them and a right to correct that information.

There are various criteria governing those affected by the Act. Probus falls within those criteria. Therefore, the Castle Hill & District Probus Club Inc. (as are all other Probus clubs) is required to comply with the Privacy Act.

### POLICY

A Privacy Policy Statement has been developed. This sets out how we, the Castle Hill & District Probus Club Inc., will conduct our activities and function in accordance with the legislation.

The Castle Hill & District Probus Club Inc. acknowledges and respects the privacy of individuals.

We support and endorse the National Privacy Principles contained in the Privacy Act and will comply with these principles whenever personal information as defined by the Act is collected by us.

The Privacy Policy does not affect what we can say and write about others in our club environment. Some examples are provided below to help you better understand how the policy will work in our club.

### INFORMATION COLLECTED

In accordance with the National Privacy Principles, the Castle Hill & District Probus Club Inc. does not normally collect sensitive personal information from its members.

The information we collect includes names and addresses, telephone numbers, email addresses, date of birth, the names of spouses or partners, information on former vocations, hobbies, sporting interests, etc.

We will only collect personal information from you with your prior knowledge and consent.

We will only use personal information provided by you for the purposes for which it was collected.

We will not disclose your personal information to a third party without your consent.

We will not disclose your personal information to other institutions and authorities except as required by law or other regulation.

We will remove personal information from our records when it is no longer required (except where archiving is required by law or other regulation).

We have processes and policies to protect the personal information that we have under our control from unauthorised use, improper use, alteration or unlawful or accidental destruction and accidental loss.

The Club and the Management Committee collect correspondence received, and copies of correspondence sent, which may refer to personal matters from time to time. The Club Secretary holds these items for a period of time before being destroyed or lodged in the Club archives.

The Club and the Management Committee maintain minutes of meetings of the Club and the Management Committee. The Club Secretary holds these for a period of time before being lodged in the Club archive.

## **ACCESS TO INFORMATION COLLECTED**

All members of the club are entitled to access:

Correspondence received and sent by the Club and the Management

Committee when lodged with the Archives. Prior to this, access will be governed by decisions of the Management Committee.

Minutes of the Club's meetings and the Management Committee's meetings.

Clubs are subject to the requirements of the *Privacy Act 1988* in Australia and the *Privacy Act 1993* in New Zealand.

The information collected in relation to members shall be held in accordance with the information privacy principles contained in the Privacy Act. The Club shall ensure that it complies with such information privacy principles and shall not disclose any such information, except in accordance with the provisions of the Privacy Act.

### **Members**

It is a condition of membership of this club that each member consents pursuant to the Privacy Act to personal information in the form of his/her name, residential address, telephone and mobile number, email address and office held in Club (where necessary) being included in a membership list.

### **Club Newsletter**

The Club newsletter is Private and Confidential, for Probus use only and is not to be used for any other purpose.

### **Welfare**

Medical condition details shall not be made available to any person or body without prior approval of the member concerned.

Medical Cards are not the responsibility of the club or Tour Leader; they must remain the responsibility of individuals to keep current and to hold personally. Our insurers will not defend a claim of negligence against a club or member for not providing a medical card belonging to a member or guest in the case of an emergency.

### **Email**

Castle Hill & District Probus Club Inc. certifies that all email addresses provided by members to the club will be kept strictly confidential and will not be released to third parties for commercial purposes or any other purposes without the email address owner's express permission. However, while we will take all precautions possible, we cannot guarantee that email addresses will not be accessed by hackers intercepting emails that we send to you or that you send to us.

In this respect, this is no different to emails exchanged between you and your family and friends.

## Refund and Payment Policy:

Refunds issued from the Club will be facilitated by the Treasurer following a request from the event organiser and authorised by the President or Senior vice President. The only exception is when the event is cancelled, in which case a refund would be automatic and require no pre-approval.

Activity and Event organisers are authorised to make refunds from funds held other than in a Club bank's account.

Amounts paid for Activities, Events or Tours cannot be refunded for any components not recoverable from the venue operator or the tour or transportation company.

Tour providers are responsible for all refunds associated with Tours.

# RISK MANAGEMENT POLICY:

## GENERAL STATEMENT

The Castle Hill & District Probus Club Inc. recognises the need to ensure the minimisation of all the potential risks to members and visitors, which may occur as a result of their participation in the activities of the club.

It is important for the overall enjoyment of the club that all reasonable potential areas of risk be identified, and all reasonable controls be put in place to reduce the possibility of injury.

The COVID-19 pandemic has impacted club activities since March 2020. From this time club activities have been adapted to ensure compliance with the requirements of the successive NSW Government “Public Health (COVID-19 Restrictions on Gathering and Movement) Orders”.

A club safety plan has been implemented in accordance with government and PSPL guidelines and activity risk assessment checklists put in place.

This risk management policy is also designed to assist officers, committee and sub-committee members and leaders of activities, outings & tours in their administrative roles within the club.

Nothing in this policy is designed to restrict the enjoyment of member's or visitor's participation in the activities of the club.

The purpose of this policy is twofold:

- 1 To reduce the risk of injury.
2. To protect the club and its members in the event of action being taken against the club, its officers, committee and sub-committee members, activity leaders or individual members.

## DISCLAIMER

The Castle Hill & District Probus Club Inc. in no way claims this manual to be a comprehensive document covering all aspects of Risk Management which is likely to affect the operations of the club.

The document suggests several important areas that should be covered in order that a safer environment may be provided for members and visitors.

Whilst every effort has been made to ensure issues related to Risk Management within the Castle Hill & District Probus Club Inc. have been reviewed and acted upon, the Management Committee does not accept any responsibility for any errors, omissions or inaccuracies whatsoever within this document.

This manual is provided on the basis that the Castle Hill & District Probus Club Inc. shall not be liable for any loss, damage or injury whatsoever arising from any incorrect, incomplete or out of date information contained within the document.

## PANDEMIC RISK MANAGEMENT CONSIDERATIONS

The following measures have been implemented to address safety measures associated with any pandemic:

(1) A Club pandemic safety plan

(2) A Risk Assessment Check list & seating arrangement for the club meeting hall –

IRONBARK Hall

(3) A Risk Assessment Checklist for “Trips & Outings”.

(4) Specific Safety plans for event locations created as required by regulations.

## GENERAL SAFETY MEASURES & PROTOCOLS

### The Meeting Venue

The Committee shall ensure:

- (1) The Pandemic Safety Plan is followed & Risk Assessment Checklist completed.
- (2) A First Aid Kit is available for use at all meetings.
- (3) A record of all members, guests or visitors attending meetings is maintained.
- (4) All power leads, microphone cables and other fittings are properly secured or covered.
- (5) All persons present are advised of the location of exits, evacuation assembly points and the procedures to be followed in the case of an emergency.
- (6) A list of emergency numbers is kept and maintained at the registration desk at all times.
- (7) Normal/reasonable duty of care is undertaken and observed.

### Food Service

The Hospitality Officer should be responsible for:

- (1) Club managed food and beverage services.
- (2) Rosters for the setting up and the cleanliness of facilities.
- (3) Reasonable good hygiene practices undertaken and observed.

## ACTIVITIES, OUTINGS AND TOURS in a Pandemic

The appointed officers shall manage all approved club activities with the assistance of delegated sub - committee members.

The Pandemic Risk Assessment Checklist is to be utilized for each event.

A record of members, visitors and guests attending is to be maintained.

A record of members, visitors and guests leaving early from a meeting or club activity is to be maintained.

Any incidents/ accidents/ injuries to be recorded and if necessary, for insurance purposes be reported to Probus South Pacific Limited.

## MEMBERSHIP POLICY:

- a) Ordinary Members rights and obligations are covered in the Constitution.
- b) Non-Active Members rights and obligations are covered in the Constitution.
- c) Honorary Members (max 2) rights and obligations are covered in the Constitution.
- d) Life Members (max 3) rights and obligations are covered in the Constitution.
- e) A Non-Member:
  - a. is a partner of a Member
  - b. is unable to comply with over 50% attendance of Club meetings
  - c. may attend 3 meetings per year
  - d. is limited to 10 as the Club pays funds to PSPL for insurance for each Non-Member
  - e. may attend any activities with their partner although preference will be given to Ordinary Members

## ACTIVITIES, EVENTS and TOURS:

### a) Descriptions:

**Activities:** are local or intrastate outings involving travel organised by designated Activity Leaders or the Tours Coordinator e.g. Bus Tours, \$2.50 trips, photography outings etc

**Events:** are outings that are one – off such as Theatres, special locations, day trips e.g. Riverboat Postman.

**Tours:** include interstate or overseas trips arranged by the Tours Coordinator and hosted by an external travel company.

### b) Proposed Activities, Events and Tours:

Will be submitted to the Communications Officer, who is responsible for the website and calendar, and who will coordinate with the organiser to determine an

appropriate date. Once a date is agreed, the Management Committee will be informed and approval granted and minuted.

Regular activities once confirmed, do not require repeat submission to the Communications Officer.

### c) Insurance Coverage:

Please be aware that only recognised Activities, Events and Tours which are approved by the Management Committee will be covered under the Probus National Insurance Programs, subject to the term and conditions of the policies within those Programs.

The National Insurance Programs do not provide cover for cancellation/refunds nor does it provide cover for illness.

### d) Refunds:

See payment and Refund Policy above.