

# NORTH ARM PISTOL CLUB INCORPORATED



## STANDING ORDERS

November 2024

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## SECTION 1 – GENERAL

These Range Standing Orders (SO's) cover the use of the North Arm Pistol Club Inc range facility.

All Range Officers and range users are required to read and sign these SO's yearly.

Requests for exemptions from any provisions of these SO's must be made in writing to the Club Management Committee for consideration.

### Revisions

These SO's have been published and revised on the dates listed below:

Previous publications September 2013, April 2016, August 2017, May 2018, Feb 2019, September 2021, December 2021, March 2022, April 2023, February 2024, October 2024, November 2024.

Current revision      November 2024

Next revision                    October 2025

## SECTION 2 – RANGE FACILITY

**Special Considerations.** The North Arm Pistol Club shooting range is located within the Davison Range Complex at 269 Fairhill Road, YANDINA with “Limited Danger Area Ranges” and “No Danger Ranges”. This means that the ranges rely on the construction of mounds, walls, baffles and bullet traps to stop projectiles departing the range.

It is essential that an extremely high standard of shooter discipline be maintained.

Shooters must take all possible care to eliminate errant shots, including high shots and ricochets. Evidence of projectiles leaving the property will result in the closure of the range.

**Steel targets must be within non-penetrable canopies, bullet traps or be fitted with appropriate splash protection.**

No practice or other activities are to be undertaken on a Range at the same time as or immediately prior to a scheduled match.

Any practice, sighting or training is to be undertaken under the direction of a Range Officer on a suitable range that is not scheduled for use for other match activities.

### 2.1 Range Description

The Pistol range complex has 8 ranges (see attached plan). Their permitted operational usage is listed below:

#### **RANGE 1 – Limited Danger Range**

Located right hand range of complex with 8 shooting positions and targets at 50 metres (2 banks of 4 on folding frames) used for 50 metre matches including Free Pistol and Service matches. Portable frames may be used for either practice or IPSC providing shooting is from the baseline or beyond the 30-metre line.

If access to Range 8 is required from Range 1 then Range 1 must be closed and a Range Closed sign be placed immediately forward of the baseline firing position on range 1.

Range 1 is the dedicated black powder range with enclosed back wall and sliding door between range 1 & 2 for ignition source safety management.

When range 1 is being used with Black Powder firearms no other match/activity is to be undertaken on Range 1.

Range 1 has a limitation of 1 shooter (The Range Officer) on the line at any one time for the conduct of sighting or practice activities.

No. Firing Points:	8
Firing Distances:	up to 50 metres
Approved Firearms:	Any firearms approved for use in approved matches and approved training and induction activities per range approval, including Black Powder.
Maximum Approved Calibres:	See section 4.4
Approved Targets:	Paper targets

### **RANGES 2 and 3 – Baffled No Danger Ranges**

Description: Each range has 10 turning targets as per the plan (2 banks of 5 targets) used for ISSF, Service, WA1500 or IPSC matches and ground marks for Air Pistol Targets at 10m from the firing line. Ranges are baffled and fitted with bullet traps to collect all fired projectiles.

No. Firing Points: 10 per range  
Firing Distances: up to 25 metres  
Approved Firearms: .17 Air Pellet, 22 cal Rim fire and Centre-fire handguns  
Maximum Approved Calibres: Up to .38" only  
Approved Targets: Paper targets or steel targets within the bullet traps.

### **RANGE 4 – Baffled No danger range**

Description: Practical/Single Action/IPSC, Service, Action match or ISSF range with 1 bank of 5 turning targets. The Range is baffled and fitted with a bullet trap to collect all fired projectiles.

Firing Distances: Up to 25 metres  
Approved Firearms: Any firearms approved for use in approved matches.  
Ammunition: See section 4.4.  
Approved Targets: Steel and paper targets.

### **RANGE 5 – Baffled No danger range**

Description: Practical/Action/Single Action/IPSC or ISSF range with 2 banks of 6 falling plate targets. The Range is baffled and fitted with a bullet trap to collect all fired projectiles.

Firing Distances: Up to 25 metres  
Approved Firearms: Any firearms approved for use in approved matches.  
Ammunition: See section 4.4.  
Approved Targets: Steel and paper targets.

### **RANGE 6 – Limited danger range**

Description: Practical/Single Action/IPSC or ISSF range  
Firing Distances: Up to 70 metres. **Range 6 cannot be used when Range 7 is in use. A range closed sign must be placed at the entry to Range 6. When range 6 is in use the door between range 7 and range 8 must be bolted on the range 7 side.**  
Approved Firearms: Any firearms approved for use in approved matches and approved training and induction activities per range approval  
Ammunition: See section 4.4.  
Approved Targets: Steel and paper targets.

### **RANGE 7 – Limited danger range**

Located behind ranges 4,5 and 6.

**Range 7 and can only be used when range 6 is closed.**

**The range 7 RO must enter RANGE CLOSED on the RO boards on range 6.**

Used to shoot 50 yard service pistol, 1920, single action or IPSC

No. Firing Points: variable  
Firing Distances: up to 50 metres  
Approved Firearms: Any firearms approved for use in approved matches and approved training and induction activities per range approval  
Ammunition: See section 4.4.  
Approved Targets: Steel and Paper targets

### **RANGE 8 – Limited danger range**

Located behind ranges 2 and 3.

**Entry from Range 1 is only possible if Range 1 is fully closed and a Range Closed sign is placed immediately forward of the baseline firing position on range 1.**

**Entry can be via Range 7 in which case the range 8 RO must place a RANGE CLOSED sign at the entry to range 6.**

16 fixed targets (4 banks of 4 on folding frames) located at the stop butt and 50 yards from the firing line. Used to shoot 50 yard service pistol, 1920, single action or IPSC

No. Firing Points:	4
Firing Distances:	up to 50 yards
Approved Firearms:	Any firearms approved for use in approved matches and approved training and induction activities per range approval
Ammunition:	See section 4.4.
Approved Targets:	Steel and Paper targets

## SECTION 3 – PERSONNEL

### 3.1 Range Operator and Range Officers (RO's)

The Range Operator (legally the Club Management Committee) has complete authority on the range property to conduct authorised shooting practices and matches.

The authorized club representative is specified on the Group License as well as the Range Approval and Weapons Club Approvals which are displayed at the range facility.

RO's must hold a current Queensland weapons licence and meet any other legal or administrative requirement for the conduct of matches.

**The name and licence number of the designated Range Officer for each active range must be marked on the notice board for each range before use of the range.**

RO's have the responsibility to supervise all personnel (shooting and non-shooting alike) present on the property and may have members and/or non-members removed at their discretion.

RO's must ensure that members licences, association affiliation cards, holster certification, equipment and safety checks are undertaken prior to any shooting being undertaken on the range.

RO's are responsible for the visual and verbal clearing of firearms and approval of movements forward of the line or boxing of firearms for removal from the line.

**Unlicensed Shooters.** In accordance with Section 53 of the Weapons Act, Unlicensed shooters or licensed shooters who are not authorised to possess the weapon he/she proposes to physically possess, and use must complete a Form 33 or Form 33A (where a Form 33 has been previously completed at the range). The Range Officer must then sign the Form in accordance with Sect 53(3) of the Weapons Act. **Unlicensed shooters must be under direct supervision of a range officer, or a licensed shooter nominated by the range officer while handling or using firearms.**

## 3.2 Attendance and Membership

All members are to sign the range attendance register on each attendance at the club along with completing any other attendance sign in requirements (such as Qld Covid QR Code) and swipe their membership card to access the range.

To retain Club Membership, licensed members with handguns must meet the legally required participation in each July – June financial year. Members' participation records must be completed at the end of a qualifying shoot and be countersigned by the range officer.

Members with 1 class of pistol must complete 6 shoots per financial year. Members with 2 or more classes of pistol must complete 4 shoots for each pistol class on separate days. (Unless altered and advised by Qld Weapons Licensing from time to time e.g. Covid-19 Participation requirement changes)

Members who are unable to meet the Club attendance requirements should advise the Management Committee and seek advice regarding response to the Weapons Licensing Branch. The Management Committee will consider all such requests at their regular meetings.

The Management Committee will review the eligibility of all individual Club Members at least once per financial year.

In accordance with the legislation, licensed shooters must advise the Club Secretary of all Classes of firearms in their possession (on their Concealable Firearms License) during July of each year. Classes are:

- A Air Pistol
- B Centre fire not more than .38 calibre or black powder pistol
- C Centre fire more than .38 but not more than .45 calibre
- D Rim fire pistol

## 3.3 Guests and Spectators

Guests (children and adults) are the responsibility of the adult club member who they came with and must remain under supervision by the member at all times.

Spectators are the responsibility of the RO.

The RO may appoint another club member to assist in supervision of spectators.

All spectators are to sign the guest/spectator/visitors book prior to entry of the range.

All spectators are to wear appropriate clothing including hearing and eye protection whilst on the range in an observational capacity only. Guest spectators are NOT to be involved in any Shooting activities being conducted.

Subject to approval of the RO they may go forward to view targets when guns have been cleared.

Unlicensed shooters (Form 33), Spectators and guest must not be permitted to remain behind the firing line with access to firearms when competitors go forward to access targets, unless another licensed person is supervising the firearms as directed by the Range Officer.

Animals and pets are not permitted on the Range.

## 3.4 Photography & Video

Per Club Policy the taking photographs or video footage of any range activities requires club committee approval.

No publishing of materials including photographs or video is permitted without prior club committee approval. (This includes social media)

## SECTION 4 - RANGE OPERATIONS

### 4.1 Flags, Warning Lights and Times of Operation

Shooting is only permitted by Club members and visitors on Wednesdays (practice and matches), Sundays (matches) between the hours of 08:30 am and 5:00 pm unless otherwise approved by North Arm Rifle Club (lessor) and North Arm Pistol Club Committee.

Member and match induction training is also permitted each Thursday, but only under the direct supervision of a committee authorised trainer.

The range is also approved for Firearms & Weapons Safety Training as approved by the Authorised Officer under the Queensland Weapons Act. All firearms training is conducted on ranges in isolation to other club activities and scheduled around match activities and must have prior Committee approval for the training activities being undertaken.

A RED flag must be flown from the flagpole at the main entrance from Fairhill Road to the Davison Range complex when firing is being conducted on any range within the facility. Red flags at the front of the range are not to be flown when there is no shooting on the range.

Other flags which must be flown are:

RED flag near the main entrance to the ranges.

RED flag on the tall flagpole at the 70m mark on Range 7.

RED/Orange flashing light at the range entrance must be activated prior to loading or firing on any range.

### 4.2 Targets

- Range 1,2,3,4,5,6,7,and 8 — Paper or steel reactive targets. Steel targets are to be enclosed within canopies or bullet traps or have approved splash protection.

At no time are glass, soft drink cans or any other non-approved or impromptu targets to be used on the range facility without the approval of the Club Committee.

### 4.3 Range register

The Range Register (Form 20 must be used and cannot be amended) is located in the sign in area within the clubhouse or elsewhere as provided by the Committee. This is to be maintained in accordance with the Weapons Act.

This register must be signed by all persons intending to shoot and be completed as specified

including approved match/ activities.

All shooters must present their licence for inspection by the range officer prior to shooting.

This MUST be your physical Category H Firearms Licence per legislative requirement. If you do not have your physical licence, you will be UNABLE to shoot. This is not open for discussion or debate with Range Officers and is a legislative requirement. Per Legislative requirements under the Weapons Act a licenced shooter is ineligible to complete a Form 33 in the same way as an ineligible person.

If unlicensed they must complete a Form 33 that is witnessed and signed by a range office and stored in the clubhouse before shooting.

Form 33 shooters must also complete the Firm 33a Register on EACH attendance to the club in addition to the completion of the range register.

## 4.4 Ammunition

### 4.4a – Ammunition – General

The use of tracer, incendiary, explosive or similar ammunition is prohibited.

All spent cartridge cases or spent shells must be collected and disposed of in containers provided or removed from the range.

Muzzle velocity of pistol ammunition used is not to exceed 1675 feet per second (509m/sec) and muzzle energy of 1000 foot pounds (1356 joules) for centre fire or 1710 feet per second (521m/sec) for rimfire. Rimfire magnum calibres do not comply.

Muzzle energy of Rifles/Shotguns used on the Range must not exceed 1000 foot pounds (1356 joules) and muzzle velocity must not exceed 1675 feet per second (509m/sec) or 1710 feet per second (521m/sec) for rimfire (effectively pistol calibres). Rimfire magnum calibres do not comply.

**Ammunition exceeding 140 power factor is not permitted on ranges 2 and 3 without committee approval.**

Maximum shot size is No 7.

The use of jacketed ammunition is prohibited unless authorised by the Management Committee.

Handling of ammunition is not permitted in safety areas.

All ammunition is subject to inspection and may be chronographed to ensure compliance.

### 4.4b – Ammunition – Sighting and load development use of shotguns

- A shotgun can be utilised for target sighting and load development on range 7 behind the first mound into the second mound (parallel to the flagpole area of the range)
- All shotguns used for sighting or target activities is to be of either a category A or Category B classification only by the licenced user.
- Shot is to be lead with a maximum shot size is size 7 birdshot (No use of Solids, SG's or Buckshot)
- All firing is to be contained to the centre rear section of range 7



- All empty hulls(cases) are to be picked up and disposed of from the range.
- All plastic wads are also to be collected and disposed of if they fall onto the range surface.
- No targets are to be constructed that direct the angle of fire into the range surface or outside of the designated range angles of fire.
- Any clay targets utilised are to fall within the range 7 template between the second mound and the rear of the range (no clays are to be left on the range surface)
- All firearms are to be faced down range at all times or bagged for removal from the range after use
- Only one firearm is to be used at any one time on the range under these requirements
- A suitably experienced and approved Range Officer/Range Operator must be present for any activities listed above.

## 4.5 Permitted arcs of fire

The maximum permitted arcs of fire for each range are listed below:

### **RANGE 1**

- All shooting parallel to the centre line

### **RANGES 2,3,4,5,6,7,8**

- No greater than 5° to the centre line unless approved protection measures are in place (eg plastic drums filled with shredded rubber) to prevent bullet strikes into walls.

## 4.6 Firing

The following firing guidelines are applicable to all ranges on the complex:

- Shooting is only permitted between 8.30 AM and 5.00 PM on Wednesdays, Sundays and Thursdays (for training only).
- No firing if target visibility is reduced as determined by the RO.
- Shooters with loaded firearms must be under RO direction and supervision.
- Firearms must never be left unattended.
- Any person who believes there may be a risk to people, livestock or property must call a cease-fire.

## 4.7 Safety Zones

The range has a safety (danger) area designed for gun handling/dry fire practice during competition. The designated safety areas are clearly sign posted and situated in the brick safety room between ranges 3 and 4, on the Southern wall under the awning on Range 7 and under the awning on the Northern Wall of Range 8 or as otherwise designated for action matches.

**No Ammunition may be handled in any Designated Safety Area under any circumstances.**

## 4.8 Gun Storage & Holsters

All handguns must be holstered or cased with action open or chamber flag inserted and magazines removed, except while on an active firing line or while in a designated safety or inspection area.

- Firearms must always to be pointed downrange when not holstered and when placed on a shooting bench must have the magazine removed and the action open.
- Rifles and shotguns must be cased with the bolt and magazine removed when not being used on an active firing line or be placed in approved racks with actions open in compliance with IPSC or Single Action match rules.
- Holstered handguns may not be worn outside the designated range areas except when accessing the toilets by a direct line from the range to the toilets via the designated concrete walkway. Licenced members and licenced visitors who are holster certified are reminded of the rules for unholstering a firearm or removing a belt/rig with a holstered firearm which is to be undertaken only under the direction of a Range Officer on the range or in an approved safety zone only.

## 4.9 Match Completion & Range Clean-up

At the conclusion of all matches or practices the Range Officer/Range Operator/Keyholder/Licenced Members will ensure that:

- all targets and target frames are returned to their storage shed;
- firing points are checked for brass and other debris;
- all firearms and ammunition have been removed from the range;
- Ranges 4, 5, 6, 7 and 8 (if ranges 1 – 3 are still operating) the last person on ranges 4 – 8 is to put away equipment on those ranges, lock the rear container, compressor shed and IPSC container and turn off container light
- all flags are lowered and flashing lights turned off; and
- buildings and storage areas (including toilets, containers, compressor room) are locked and that range lights are turned off.
- All Brass is to be collected and placed into the brass recycling containers on the undercover range areas. (No live ammunition)
- Any faulty factory ammunition is to be placed in the designated faulty ammunition containers located on Ranges 2/3 & 4
- All garbage, targets, empty ammunition boxes etc are to be put in the applicable bins
- All soft drink cans and bottles are to be placed in the allocable recycling bins

The management of unburnt propellant powder residue should be considered when undertaking range clean-up activities. As we are an outdoor range facility only we are to sweep any unburnt powder residue from the shooting line onto the gravel/grassed area of the range/s where it will be neutralised with soil and water conditions.

Benches should also be wiped down for both hygiene sanitary reasons and the management of unburnt powder residue build-up. This should be undertaken by each shooter at the completion of their shooting activities after each match.

The last person to leave the range is responsible for checking that all of the actions above have been completed above.

## 4.10 Club Guns

Club guns may be booked for competition use by licenced club members and returned on completion of competition activity.

All club guns are to remain at the club without prior committee/group licence holder approval.

Unlicensed Form 33 Shooters may use club guns under the direction of a licenced RO only.

Unlicenced members/prospective members can only access firearms on the line under a one-on-one supervision with an approved RO.

Club Guns must use approved ammunition only. Approved ammunition is restricted to factory loaded non jacketed ammunition only unless prior approved by the Management committee.

Non licenced members/prospective members can only access ammunition under the direct control of a licenced RO whilst undertaking supervised training/competition.

## 4.11 Sale of Ammunition

The Club maintains a licence to sell small arms ammunition as a support to members participation at the club with the licence clearly displayed in the clubhouse facility.

- Ammunition sales are undertaken by a Club Committee representative from the clubhouse office.
- All sales of ammunition are to be recorded by the authorised representative in the NAPC ammunition register which is located in the main office.
- At no time is ammunition to be removed from the clubhouse storage facility without appropriate records and licence requirements being checked and completed.
- Ammunition is sold to licenced members and visitors only with members and visitors required to produce their current weapons licence prior to purchase.
- Limits on sale amounts are enforced to ensure fair and equitable access to ammunition resources for all members.
- Club factory ammunition is to be used in all club guns
- Unlicenced shooters (Form 33 Participants) are NOT able to handle ammunition unsupervised.
- An unlicenced shooter must be under the control of a licenced shooter who will process the purchase of ammunition, handling and transport of ammunition and firearms as the licenced custodian.
- At no time is any ammunition left unattended or in a way that would allow access to an unauthorised person (unlicenced)
- At no time is ammunition to be stored with firearms either in transit or in the secure storage vaults (separate security for each item is to be maintained at all times per legislative requirement)

## 4.12 QP518a New Member Licence Applications Process

New members who have satisfied their 6 month probation and required number of competition shoots can submit their QP518a via email to [info@northarpistol.org.au](mailto:info@northarpistol.org.au)

Please include the following details in your request:

- Name
- Address
- DOB
- Membership Number
- A copy of your competition signoff book detailing the RO's signature for the last 3 shoots in the six month period.

QP518a requests sent through outside of the above details and requirements will not be processed.

QP518a requests are processed by delegated members of the committee volunteering their time on a regular basis. If you have not received a response to your request by 7 days please check your junk mail folder and re-send the details to [info@northarpistol.org.au](mailto:info@northarpistol.org.au)

## 4.13 QP518a Member Licence Renewal Procedure

Members undertaking their Cat H Licence renewal and requiring a QP518a can submit their QP518A request via email to [info@northarpistol.org.au](mailto:info@northarpistol.org.au)

Please include the following details in your request:

- Name
- Address
- DOB
- Membership Number

QP518a requests sent through outside of the above details and requirements will not be processed.

QP518a requests are processed by delegated members of the committee volunteering their time on a regular basis. If you have not received a response to your request by 7 days please check your junk mail folder and re-send the details to [info@northarpistol.org.au](mailto:info@northarpistol.org.au)

## 4.14 Member PTA Application Process

Licensed members seeking a letter from the club for supporting a Permit to Acquire with QPS WLB application on their licence must submit a written application to [info@northarpistol.org.au](mailto:info@northarpistol.org.au) containing the following:

- Your Full Name
- Your Street Address
- Your Cat H Licence Number
- Your Cat H Expiry Date
- Your Club Member Number
- Make:
- Model:
- Action:
- Calibre:
- Mag Capacity:
- Barrel Length:
- Overall Length:
- Serial Number (if known):
- A statement to the approved match that you intend to use this firearm for at the North Arm Pistol Club.

PTA requests sent through outside of the above details and requirements will not be processed.

PTA letter requests are processed by delegated members of the committee volunteering their time on a regular basis. If you have not received a response to your request by 7 days please check your junk mail folder and re-send the details to [info@northarpistol.org.au](mailto:info@northarpistol.org.au)

## 4.15 Firearms at North Arm Pistol Club

The only firearms to be used on the range by Members and Visitors for matches and practice are to meet the firearms approved for matches per North Arm Pistol Club Range approval by authorised licenced persons for the purpose of their licence and approval.

## SECTION 5 – RANGE SAFETY

### 5.1 Range Access

When ranges are active access should only be via one of the central access points at the front of the range. Both entries have swipe card access for members to access the range.

**All doors between ranges that are forward of the firing line must be kept closed and locked with timber placed on the ground at the base of the door when ranges are in use.**

Emergency access and maintenance access can be made via the gates on the northern and southern end of the ranges where ranges are closed to shooting.

### 5.2 Communications

When Ranges are active, range officers are to maintain verbal contact when warranted.

### 5.3 Spectators

Spectators must follow all directions given to them by the Range Officer or delegated Club member. Spectators must remain 3 meters behind any active firing line or within the designated spectator areas. Non shooting spectators must sign the visitors book on attendance at the club.

### 5.4 Hearing and Eye Protection

Hearing protection and eye protection is mandatory for all attendees at the range in near proximity to an active firing line.

### 5.6 Alcohol/Drugs

Any person deemed by the RO to be under the influence of alcohol or drugs will not be permitted to shoot.

### 5.7 Smoking

Smoking is not permitted within 10m of any black powder firearms being used or loaded.

Smoking is not permitted on ranges, spectator areas, safety zones, in enclosed club rooms or within 5 metres of any designated member area. All smoking materials (butts, etc.) are to be disposed of in waste containers.

### 5.8 Lead Poisoning

All persons handling firearms and ammunition should wash thoroughly before eating, drinking or smoking. Food and drinks should not be consumed on the shooting ranges.

Smokers are encouraged to wash their hands after shooting and before smoking due to the hazard posed by the possible ingestion of lead.

Regular maintenance of the range is undertaken to remove lead contaminants as part of the clubs environmental management and safety management requirements. See Section 6.2.

Members with a high level of participation and exposure to lead are encouraged to seek medical advice to monitor blood lead levels.

## 5.9 Protective Clothing

Appropriate clothing must be worn at all times. Clothing must provide protection to the shooter but not hinder the safe operation of the firearms being used (i.e. no singlets, low cut tops or midriffs).

Suitable Enclosed footwear (e.g. runners and competition footwear) that does not allow empty case collection are to be worn at all times by everyone on the range. (Socks are required if the enclosed footwear allows empty case collection inside the shoe against the foot) Clothing that assists the shooter or is contrary to the rules of the competition (e.g. arm/wrist supporting jacket or camouflage clothing) being shot is not allowed on the range.

## 6.0 First Aid Kit & Defibrillator

- a) The following first aid resources are provided for members and visitors to the club as part of its commitment to providing a safe sporting venue.
  - A first aid kit marked is located in the club office.
  - A first aid kit is located in the marked container at the entrance to the range.
  - A Defibrillator is located in the marked container at the entrance to the range.
- b) First aid resources are reviewed annually to ensure current and compliant.
- c) The range must not be operated where the first aid resources are not accessible to members Utilising the range.
- d) All injuries requiring first aid or further treatment are to be notified to the secretary via an incident report within 24 hours of the incident occurring.

## 6.1 Unburnt Powder Residue (Propellant Powder)

The management of unburnt powder residue is the responsibility of all members participating in match activities at the club.

Please refer to match cleanup activities in section 4.9 for more information.

The management of unburnt powder residue at North Arm Pistol Club is Managed by:

- Cleanup of each range at the end of each match/Activity
- Removal of Scrap Brass
- Sweeping of firing line surface onto the grass/gravel open area of the range
- Regular removal of waste materials from the range

**Under no circumstances is residual propellant powder to be collected or burnt**

**All members and visitors should wash their hands thoroughly after handling ammunition and spent brass to remove unburnt powder residue and lead contaminants.**

## 6.2 Environmental Management of Waste Contaminants

The Club has a commitment to undertaking all activities with a minimal impact on environmental harm and maximized focus on safety and sustainability in its operation of Club Range facilities.

**1) Lead Waste Removal**

- a. The installation of bullet traps on ranges 2/3/4 & 5 provides an opportunity for the collection and recycling of lead projectile materials that is safely accumulated within the bullet trap structure as part of its design.
- b. Annual reviews of lead build-up in the bullet traps is undertaken to ensure appropriate scheduling of collection and recycling processes.
- c. All personnel undertaken lead collection activities are provided with appropriate PPE (Face mask/respirator, Gloves, Hazardous materials clothing/PPE for undertaking collection task activities which is done when the range is closed and in paired team activity.
- d. All Lead removed is bagged and transported to a local metal merchant/recycling facility who process the lead for re-use.
- e. Lead removal on Ranges 1/6/7 & 8 is undertaken on a review of earth mound catchment and removal of lead build-up consistent with item a) above.
- f. The drainage management plan at the club includes the use of waste water pits for the collection of heavy metal waste materials and minimise the movement of these material outside of the range facility.

**2) Brass Waste Removal**

- a. The catchment of brass waste is undertaken across all ranges in the identified plastic tubs.
- b. On a regular basis these tubs are reviewed to ensure they do not contain any live rounds and d sifted to remove any unburnt powder residue from building up.
- c. Live ammunition is disposed of per item 4 below
- d. Unburnt powder residue is managed per item 3 below
- e. After sorting of brass waste, it is then transported to a local metal merchant/recycling facility who process the brass for re-use.

**3) Unburnt Powder Residue Management**

- a. Unburnt powder residue presents a fire hazard and is managed through active range maintenance and cleaning activities.
- b. All unburnt powder residue is swept on the grass/gravel areas at the end of each match activity as part of the active management strategy for the North Arm Pistol Club outdoor range.
- c. No unburnt powder residue is collected or burnt at any time

**4) Live ammunition disposal**

- a. All faulty ammunition is collected in the tins provided on ranges 2/3 & 4 which are emptied at the end of each match for appropriate disposal back to source of purchase.
- b. In the event of faulty licenced shooter reloaded ammunition, this is the responsibility of the licenced shooter to remove the faulty ammunition and remove the projectile and propellant powder and re purpose or dispose of in a safe manner per legal requirements.

**At no time is faulty ammunition to be fired through any firearm on or off the range**

**At no time is faulty ammunition or unburnt propellant powder to be burnt or incinerated.**

## 6.3 Carpark and Range Access

There is limited parking available at North Arm Pistol Club with designated signage between the area out the front of the SSAA Rifle Range and the North Arm Pistol Club. Members are to park in the approved area only.

If no spots are available vehicles may be parked on the grass section to the North Side of the SSAA rifle club that is accessed prior to driving past the rifle club.

North Arm Pistol Club has two designated disability parking bays at the front of the range.

Only vehicles with a current disability parking approval can use these spots.

The Red disability parking bay is restricted for wheelchair access use only.

Motorcycles are NOT to be parked on the concrete walkways.

No vehicle is to be parked in a way that blocks roadways, access to the clubhouse, range entry or infrastructure or safety equipment entry.

## 7.0 CLUB POLICIES

The following Club Policies (rules) provide direction for members and users of the clubs facilities and ensure a focus on safe, environmentally friendly, respectful environment for all members, visitors and range users.

### 7.1 Members Code of Conduct

Every North Arm Pistol Club Inc. member, employee/contractor or visitor is responsible for adhering to professional conduct practices that are in accordance with the letter and spirit of applicable laws and reflect the highest standards of corporate and individual behavior. When engaging in any club activity, all members and visitors are personally responsible for their behavior towards fellow North Arm Pistol Club members, competitors, visitors and members of the community.

#### **Our Responsibility to Our Members and Visitors**

- Communicate and encourage compliance of this Code of Conduct with all members, visitors and other stakeholders.
- Promote an environment of responsibility, accountability, and mutual commitment for our actions.
- Foster an environment of respect and fairness always, with zero tolerance of discriminatory behavior at the Club.
- Provide a safe and healthy workplace for our members and visitors.
- Strive for excellence.

#### **Our responsibility to our industry memberships, clients, and Associational Memberships**

- Ensure legal compliance with all Acts Regulations and legislative approvals for operation, attendance and participation at the Club.
- Abide by all laws and regulations in the countries and states in which we operate.
- Undertake all our business dealings with honesty, integrity following the highest ethical standards.



- Refrain from offering or proving an undue benefit to any domestic or foreign public official to obtain or retain business or an undue business advantage.
- Comply with our contractual obligations to third parties.
- Engender an atmosphere of partnership with clients and business partners so that they willingly comply with their contractual obligations to North Arm Pistol Club Inc.
- Build long term relationships with clients, based on mutual respect, trust and open communication.
- Avoid all situations that result in divided loyalties or conflicts of interest.
- Refrain from accepting lavish gifts or gratuities that could imply judgment has been compromised.

## 7.2 Health & Safety Policy

### **Purpose**

Achieving our safety vision of, “Safety First”, requires the setting of clear goals and expectations and ensuring effective implementation of key standards to ensure they are achieved. These expectations are detailed in our Health and Safety Policy which is the foundation of our integrated quality management framework, which drives how we work, lead, manage and operate through North Arm Pistol Club Inc.

At the core of our approach is our commitment to the implementation of best practice safety standards and procedural controls that lead directly to the safety and wellbeing of all Members, Visitors and Contractors.

This will be achieved by:

- Compliance to AS/NZS4801 as defined under Legislation and related to Persons Conducting a Business Or Undertaking (PCBU) in the Harmonized Work Health and Safety Legislation.
- All Members maintaining Compliance with Standing Orders, Range Approvals, Club Policies and Club Constitutional Requirements.
- All Members and visitors maintaining their personal responsibilities as defined under their licensing and fit and proper person requirements in Weapons Legislation.
- All stakeholders actively create and maintain safe Club working environments.
- Leadership, passion, and commitment are present at all levels of the Club.
- Consultation, Collaboration & Leadership as strong indicators of Health & Safety Performance.
- All Members and Visitors are empowered to “Safety First” about their own and their colleague’s health and safety, and are encouraged to report any hazards, incidents, or concerns to management committee and to challenge the environment in which they attend and participate as an active Club member.
- Commitment to safe behavior is encouraged, respected, and recognised across all operating entities.
- Having a well-trained and competent Range Officers and Committee Members who actively contribute and participate in the safe planning of their Club operations.
- Our Club only welcomes those who support our goals and expectations in relation to Safety – we will not compromise on Health and Safety.

All Members, Visitors and contractors are required to fully support and promote North Arm Pistol Club Inc and Safety Policy by complying with the system safety standards and procedural controls.

North Arm Pistol Club takes pride in everyone thinking “Safety First”

## 7.4 Disciplinary Action Policy

The North Arm Pistol Club Incorporated is a local community-based non-for-profit sporting club committed to providing a safe, harmonious environment for its members and visitors.

The Club has policies and procedures (rules) to ensure compliance with legislation and the provision of service and amenities to members.

These include, but are not limited to:

- NAPC Constitution
- NAPC Code of Conduct
- NAPC Standing Orders
- NAPC Work Health and Safety Policy
- NAPC Camera Policy
- NAPC Smoking Policy
- NAPC Working with Children Policy
- NAPC Access and Equity Policy
- NAPC Bullying and Harassment Policy
- NAPC Privacy Policy
- Other Policies, Procedures as required by legislation and/or determined by the management committee as required.

All members and visitors are required to operate within the rules of the club and promote a positive club culture for all members.

Where a grievance or disciplinary issue is determined through the club's grievances, complaints and appeals process or an incident notification and investigation process the focus is on continuous improvement, safety and applied learning to mitigate further issues.

Where a member is found to be in breach of club rules or legislation that affect their safety, other members or visitors having safe access and use of the club, or the integrity of the club and or pistol shooting as a sport, disciplinary action may be undertaken by the management committee as defined under the club's constitution and outlined in this policy.

The disciplinary action is weighed on the facts of each situation through a fair, non-biased and just review process as outlined in the club's grievance and complaints procedures.

Potential outcomes depending on the issue can include but are not limited to one or more of the following:

- The requirement to write an official apology
- A documented verbal warning
- An official written warning
- Loss of range privileges (such as key holding access)
- The requirement to undergo training, coaching or induction activities
- Suspension of Range Access
- Termination of Club Membership

The application of one or more of these actions does not mitigate potential legislative breaches by a member and any reporting obligations the Club has in managing and advising such actions to regulatory authorities.

## 7.5 Environmental Policy

The earth's environment is under severe stress from uncontrolled human activity, threatening the survival of our society and the performance of North Arm Pistol Club's mission.

North Arm Pistol Club accepts that it must work to preserve the environmental sustainability of the planet, at all levels of its operations – in its own practice, as a participant in a community of practice, and as a participant in the Australian social discourse.

North Arm Pistol Club aspires to minimise its impact on our environment and maximize the effective use of resources. We strive to achieve this by increasing communication and awareness of our efforts in accordance with this policy and fostering responsible environmental behavior amongst club members, staff, volunteers, visitors and users at all levels.

North Arm Pistol Club is committed not only to complying with applicable law in all its operations but to minimise risks and impacts through the development of robust and documented systems to implement, measure, monitor, and disseminate excellent environmental performance both within its operations and to the broader community.

At North Arm Pistol Club we aim to minimise the ecological footprint of our operations on the environment. Environmental sustainability is recognised as a key priority for our organisation.

### **PURPOSE**

This Environmental Sustainability Policy aims to integrate a philosophy of sustainable development into all the organisation's activities and to establish and promote sound environmental practice in our operations.

### **POLICY**

North Arm Pistol Club commits itself to minimising its impact on our environment through:

- Providing a safe and healthy club environment.
- Having an environmentally sustainable aware culture, where responsibility is assigned and understood.
- Being an environmentally responsible neighbor in our community.
- Conserving natural resources by reusing and recycling.
- Using, in our own operations, processes that do not adversely affect the environment.
- Ensuring the responsible use of energy throughout the organisation.
- Participating in efforts to improve environmental protection and understanding.
- Taking steps to improve environmental performance continually.
- Conducting audits, evaluations, and self-assessments of the implementation of this policy.
- Working with suppliers who promote sound environmental practices; and
- Enhancing awareness among our members, volunteers, and users – educating and motivating them to act in an environmentally responsible manner.
- Managing hazardous materials and waste associated with range operation (such as Lead contaminants) per industry guidelines and codes of practice.

### **RESPONSIBILITIES**

It shall be the responsibility of the Committee to establish and maintain policies and procedures and to bring these procedures into effect.

It shall be the responsibility of the President and Committee to ensure implementation of these policies and procedures.

## PROCEDURES

1. North Arm Pistol Club will develop guidelines for members, volunteers, and users to adopt sound environmental practices, and adequate training will be provided to ensure these practices are carried out.
2. North Arm Pistol Club will act responsibly to correct incidents or conditions that endanger health, safety, or the environment. It will promptly report any such incidents to the relevant authorities and inform affected parties as appropriate.
3. North Arm Pistol Club will, use reasonable endeavors to, reuse and recycle materials, purchase recycled materials, and use recyclable packaging and other materials.
4. North Arm Pistol Club will use all reasonable endeavors to that its services and products are safe, efficient in their use of energy, protective of the environment, and able to be reused, recycled, or disposed of safely.
5. North Arm Pistol Club will use all reasonable endeavors to minimise materials and energy use, prevent air, water, and other pollution, and dispose of waste safely and responsibly.
6. North Arm Pistol Club will use all reasonable endeavors to conserve energy by improving energy efficiency and giving preference to renewable over non-renewable energy sources when feasible.
7. North Arm Pistol Club will, use reasonable endeavors to utilise its knowledge and experience to contribute to environmentally sustainable techniques, technology, knowledge, and methods.
8. North Arm Pistol Club will use all reasonable endeavors to contribute to the maintenance and increase of biodiversity through its management of its landholdings.
9. North Arm Pistol Club will use all reasonable endeavors to meet or exceed all applicable government requirements and voluntary requirements generally observed in its field, and will, in addition, adhere to the more stringent requirements of its own environmental policy.
10. To continually improve its environmental management system North Arm Pistol Club will use reasonable endeavors to conduct audits and self-assessments of its compliance with this policy.
11. North Arm Pistol Club will maintain an open and honest dialogue with members, volunteers, stakeholders, and the public about the environmental, health and safety performance of its operations and services.
12. North Arm Pistol Club will use reasonable endeavors to ensure that every employee, volunteer, and contractor is informed of and expected to follow this policy and to report any environmental, health, or safety concern to management so that prompt action may be taken.

### Our Commitment

As a responsible member of Pistol Shooting Clubs and competition sector we feel that we have an obligation to contribute with a proactive and sustainable commitment to the environment. North Arm Pistol Club is committed to reducing direct environmental impacts through (but not limited to) the following objectives:

It is the objective of the Incorporated Club to:

- Develop a Club Sustainability Program tailored to meet the unique club needs and abilities of the Organisation.
- Continually strive for improvement in the environmental performance of its activities, products, and services.
- Comply with environmental legislation and other applicable environmental requirements relevant to its activities, products and services and regularly evaluate its compliance with such requirements.
- Proactively pursue the minimization of environmental impacts associated with its activities, products, and services.
- Reduce waste and improve resource efficiency

- Reduce water consumption and improve water efficiency
- Endeavour to eliminate the production of polluting emissions or discharges into the environment.
- Take proactive measures to protect and preserve wildlife / flora and their natural habitats.
- Set objectives, targets and programs and review and revise them regularly with the aim of continual improvement in environmental performance

North Arm Pistol Club shall participate in open consultation with members and stakeholders and ensure effective communication of this Environmental Policy to all those working for and on behalf of the Club.

All members, visitors and contractors are required to fully support and promote North Arm Pistol Club's Health and Safety Policy & Environmental Policy by complying with the system safety standards and procedural controls.

North Arm Pistol Club takes pride in everyone thinking "Safety First"

## 7.4 Access & Equity Policy

North Arm Pistol Club Inc is committed to providing an enjoyable, satisfying, professional Club environment for club members and visitors. Our participation policies and practices promote equal opportunities which do not discriminate based on age, race, religion, sex, or disability. To achieve this; North Arm Pistol Club Inc will:

- Ensure that no third parties, be they potential employees, customers, members, visitors, subcontractors, suppliers, or members of the public are discriminated against on the grounds of race, ethnic, religion, sex, age, or disability and that all third parties are afforded respect and dignity.
- Ensure all issues and reports of any Bullying, Harassment, Vilification or Discrimination at the Club (whether actual or potential) with between or against members or visitors are promptly investigated and acted on in compliance with legislative requirements.
- Regularly review all relevant Club policies to ensure that individuals are selected, promoted, trained, and treated based on their relevant merits and abilities.
- Ensure that the attention of all those responsible for recruitment, selection, training, grievance, disciplinary or dismissal procedures are inducted into the access & equity principals underpinning this policy.
- Communicate with and educate the management committee, members, visitors and contractors in respect of their own responsibilities and the organisations commitment towards the promotion of equal opportunity and equality for all members.
- Remove barriers to the achievement of genuine equal opportunities wherever they are found.

The Management Committee, Club Members and Visitors, recognize and respect the diversity of backgrounds, beliefs and experiences that exist within our Club and our Community.

By ensuring that our Club policies and practices value the principles of equal opportunity, the North Arm Pistol Club Inc will continue to remain a club of choice for competition and social shooting on the Sunshine Coast.

## 7.6 Working with Children Policy

Members and Visitors under 18 years of age may attend North Arm Pistol Club. According to the law, a child is considered any individual less than 18 years of age.

North Arm Pistol Club will ensure that all members and visitors are protected from all forms of harm, including bullying, harassment, discrimination, and intimidation. All staff are required to report to North Arm Pistol Club management committee any behavior that can reasonably be considered harmful or potentially harmful to members or visitors, or where it is reasonable to believe that a member has been harmed or requires protection from harm.

In cases where allegations or information indicate it is reasonable to believe a member has suffered from or may require protection from harm, North Arm Pistol Club will report to the Department of Communities, Child Safety and Disability Services ([www.communities.qld.gov.au](http://www.communities.qld.gov.au))

The initial information that a child protection officer will require is:

- The name, age and address of the child or young person
- The reasons you suspect the child or young person may have experienced or is at risk of experiencing harm
- The immediate risk to the child or young person
- Contact details. You may remain anonymous; however, it is preferable to provide these details so that the officer can call you if further information is needed

If allegations may constitute child abuse by a person external to North Arm Pistol Club, the North Arm Pistol Club Secretary/President will report the matter to the Police or the Department of Communities, Child Safety and Disability Services.

North Arm Pistol Club will comply with all relevant State and Federal legislation in working with children.

North Arm Pistol Club Management Committee require that all volunteers and Committee workers undertaking induction, training and range supervision obtain the appropriate Police check for child related activities (Qld Blue Card).

Information is available at: [www.afp.gov.au](http://www.afp.gov.au)

Contact us for more information via:

North Arm Pistol Club Secretary

PO Box 132 Yandina Qld 4561

Phone: 1300 210 382

Email: [secretary@northarpistol.org.au](mailto:secretary@northarpistol.org.au)

## 7.7 Smoking Policy

North Arm Pistol Club Inc. is committed to providing a smoke free Club/Workplace environment for all members and visitors. We actively maintain compliance with legislative requirements including the Queensland Government Smoking Policy in relation to sports facilities.

All members and visitors are advised that any form of smoking (including electronic cigarettes) is always prohibited:

- in any buildings owned or leased by North Arm Pistol Club Inc. and within 6 meters of the building entrances.
- On any range or field of play area regardless of undercover or open-air environment (including sports grounds) owned or leased by North Arm Pistol Club Inc.
- Not in any area where under 18 sports activity or participation is undertaken

The Club has designated smoking area (at the rear of the Club Office Structure) incinerator that are compliant with the above requirements are provided and detailed in site induction and site signage as appropriate at North Arm Pistol Club Inc.

All Members/Visitors and Contractors Are required to:

- Inform, any members, visitors, parents, clients, or contractors encountered smoking in North Arm Pistol Club Inc. buildings or on school\centre land of the prohibition on smoking and ask that they stop smoking.
- notify, in a timely manner, the Secretary or Club Committee member if a Member/Visitor or contractor is seen smoking in a prohibited location, refuses to cease smoking, if asked to do so, and/or becomes threatening, abusive, or insulting because of being asked to do so.
- Manage any breach of this procedure in accordance with the organisations policies and procedures
- Email details to the Club Secretary of instances of staff members or other persons sighted smoking in smoking–prohibited locations or situations and the relevant circumstances.
- Quit Smoking Initiatives
- North Arm Pistol Club Inc. is committed to raising awareness and promoting medically endorsed messages that reinforce the benefits to staff of ceasing or reducing smoking. Within the workplace/clubhouse, visibly support quit smoking messages and strategies to reduce smoking by:
- Displaying in appropriate members common areas materials and information that encourage staff to cease or reduce smoking.
- Participating in campaigns and initiatives sponsored by the department, Queensland Health or other organisations that aim to reduce smoking for the benefit of members
- Supporting members and others who want to quit smoking and referring them to appropriate information and resources such as - Qld Cancer Council – [www.cancerqld.org.au](http://www.cancerqld.org.au) & National Australian Govt Tobacco Campaign - [www.quitnow.gov.au](http://www.quitnow.gov.au)



## 7.8 Privacy Policy

### STATEMENT

North Arm Pistol Club Inc. seeks to comply at all times with the provisions of the Privacy Amendment (Private Sector) Act 2000 (the Act), which regulates the collection, storage, quality, use and disclosure of personal and sensitive information, and ensures that you are given certain rights in respect of this information.

North Arm Pistol Club Inc. has adopted the National Privacy Principles (NPP) published by the Privacy Commissioner- a copy of which is available on request - and operates in accordance with those principles.

### COLLECTION OF PERSONAL INFORMATION

North Arm Pistol Club Inc. chiefly obtains personal information - including sensitive information - from you as an applicant for membership or for insurance, as a purchaser or user of North Arm Pistol Club Inc. products or services, and/or as an applicant for membership with the association.

In addition, North Arm Pistol Club Inc. routinely receives or obtains personal information about third parties (which can include you) from other members, from members of the public, and from public records.

### PURPOSES

All such information will, or may, be used for any or all of the following purposes:

- Dissemination to you of North Arm Pistol Club Inc. releases and other information relevant to customers and/or to the public
- Disclosure of personal information by North Arm Pistol Club Inc. to third parties, including to facilitate marketing approaches by or on behalf of North Arm Pistol Club Inc. or on behalf of businesses listed on our website
- General administrative and marketing purposes of the Organisation
- Statistical analyses and reports
- Marketing of North Arm Pistol Club Inc. and of related services and products to you
- Marketing of selected other products and services to you (where applicable)
- Consideration of applications for employment.
- Development of plans, packages and contractual agreements as negotiated with you in the pre and post sale process
- Liaison with agents, brokers, financial agents and legal representation as appropriate with our fulfilment of service and delivery to you.

### YOUR CONSENT

In supplying personal information, you agree to any or all of the above uses of your personal information that you supply to North Arm Pistol Club Inc.. You also agree to similar use of other personal information that we may obtain about you from other sources mentioned above.

### North Arm Pistol Club Inc. Privacy Policy Statement

Subject to the Act, if North Arm Pistol Club Inc. acquires any of your personal information in other ways, or if North Arm Pistol Club Inc. uses your personal information for purposes other than those listed above (or purposes reasonably related to, or to be reasonably implied from, those), North Arm Pistol Club Inc. will notify you and seek your consent.

Whenever reasonably practicable, North Arm Pistol Club Inc. will seek such consent in advance of, but in any case as soon as practicable after, such event. At such times, North Arm Pistol Club Inc. will take reasonable steps to inform you of:

- The purpose/s for which the information is collected
- Any law (where applicable) that requires us to collect that information



- The main consequences if you refuse or fail to supply any item or items of information, or to authorise its collection or its use.

### **RECORDS CONTAINING PERSONAL INFORMATION**

The Act allows individuals to access and (if appropriate) to correct or to update the records held containing personal information relating to themselves.

Subject to the provisions of the Act, on request North Arm Pistol Club Inc. will arrange access for you to inspect your personal information held by North Arm Pistol Club Inc.. If, following such inspection, you wish to update or correct any item or items of your personal information, arrangements will be made for you to apply for such update or correction.

### **DISCLOSURE**

North Arm Pistol Club Inc. will not disclose your personal information to third parties unless you consent or have already consented to such disclosure where such disclosure is permitted, or required, under the Act or other legislation.

### **INFORMATION STORAGE AND SECURITY**

Personal information is stored electronically and/or in hard copy either at North Arm Pistol Club Inc. or a professional storage facility and is only accessible by authorised club officials.

### **RISKS OF USING THE INTERNET**

Transmitting information via the Internet carries a security risk, which North Arm Pistol Club Inc. cannot and will not attempt to control. Before using the Internet for communication, please assess the attendant risks, and proceed only if you are prepared to accept those risks.

### **OPTING OUT**

If you do not want us to send you any information about services, you can opt out by writing to The Secretary, North Arm Pistol Club Inc. by emailing your request to [secretary@northarpistol.org.au](mailto:secretary@northarpistol.org.au).

### **ACCOUNTABILITY AND FEEDBACK**

You can obtain more information about your rights and about remedies of any breaches from the Privacy Commissioner on 1800 023 985 or at [www.privacy.gov.au](http://www.privacy.gov.au). We welcome any feedback you may care to provide concerning our privacy policies or practices. Please send your feedback to The Secretary, North Arm Pistol Club Inc.

### **References**

National Privacy Principles (NPP)  
Privacy Amendment (Private Sector) Act 2000

## 7.9 Range Key Policy

Range storage keys are provided on an individual basis based on site administration and access requirements.

There are a limited number of range keys based on the operating requirements of the club and providing appropriate security for range infrastructure. As such once all available keys are issued keys are only available on an availability re-allocation basis.

Not all members or solo operators require a key as swipe card entry to the range can provide the appropriate level of access if this is approved.

Range keyholders are responsible for range infrastructure setup and close of range infrastructure (timers and containers).

A fixed number of keys are maintained as part of the club's security management procedures, a review of keyholders will be undertaken on an annual basis for the purpose of ongoing requirement and/or re-allocation requirements.

All keys are serialized to the individual issued to only, NO LOANING OF KEYS.

All Keys remain the property of North Arm Pistol Club Inc and must be returned on request by the management committee.

In the event of a lost key the responsible keyholder is responsible for the cost of replacement and contribution to the re-keying of security locks if required. (This is a VERY costly process).

All applications for keys are to be made by the eligible member in writing to the committee addressing the need and requirements for consideration in issuing or re-allocating a range storage key.

To qualify to be considered to be a solo operator or to possess a club key a member must have been an active member of the club for a period in excess of 12 months.

Each application will be considered on a case-by-case basis with the application (showing length of club membership and experience) to be made in writing to the secretary. The committee will decide on the suitability of an applicant. An exception is that all committee members will receive a range key.

A qualified Range Officer may be eligible for a range storage key.

Range Operator status may be given to an experienced responsible person.

Once the committee has given approval for an applicant to receive a key, that person must receive an induction by a committee member on their duties and responsibilities.

INDUCTION to include the following requirements:

- Reading and signing of the Range Standing Orders
- Signing of the ranger register when attending and have their H License with them and check other shooters licenses.
- Agree where possible to have a second member in attendance when shooting and/or have a mobile phone with them if shooting alone.
- Close the range by 5.00 pm
- Knowledge of the First Aid Kit and AED device and their location
- Erecting and taking down flags.

- Turning the range flashing light on and off
- Putting away all equipment
- Closing and locking all containers
- Closing and locking all toilets
- Wednesday and Sunday – guests are welcome provided they pay the guest fee, complete appropriate paperwork and follow the range officer’s instructions.
- Thursdays. No guests unless they are potential club members who are trying out our sport and are booked through the Clubs come and try or new members induction processes via the new members officer (newmembers@northarpistol.org.au) . NAPC committee approved training and inductions may be conducted. For Safety requirements it is preferred that any use of the range is undertaken with a second club member present.

The above requires prior approval from the Committee, signed verification from the authorised member to acknowledge the required conditions and approvals.

Range storage keys may be issued on consideration of the application and these guidelines and are the decision of the management committee at the time of approval.

Approval can be rescinded/removed/changed or cancelled by the direction of the committee based on incident/cause or re-allocation as required for operation of the range and/or from time to time as a decision of the committee in the administration of the range.

For further information please contact the Secretary via (secretary@northarpistol.org.au) or a committee member at the range.

## 7.10 Hygiene and Covid Policy

### **Purpose**

In January 2020 the World Health Organization (WHO) declared the outbreak of a new coronavirus disease in Hubei Province, China to be a Public Health Emergency of International Concern. WHO stated there is a high risk of the 2019 coronavirus disease (COVID-19) spreading to other countries around the world. The disease has the potential to drive significant business and operational impact on us as employees of North Arm Pistol Club Inc. It is critical that we have a clear plan and lines of communications with members and visitors, as well as clients and third-party entities.

### **Guiding Principles**

1. Keep North Arm Pistol Club members and visitors safe
2. Continue to serve our customers with the highest standards
3. Do our part to slow community spread of the virus where there appear to be outbreaks, so that the most vulnerable people are able to get the care they need

### **How COVID-19 & Respiratory Infections Spread**

Let's start with the World Health Organisation's information about the spread of COVID-19. When someone who has COVID-19 coughs or exhales they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects – such as desks, tables or telephones. People could catch COVID-19 by touching contaminated surfaces or objects – and then touching their eyes, nose or mouth. If they are standing within one meter of a person with COVID-19 they can catch it by breathing in droplets coughed out or exhaled by them. In other words, COVID-19 spreads in a similar way to the flu. Most persons infected with COVID-19 experience mild symptoms and recover. However, some go on to experience more serious illness and may require hospital care. Risk of serious illness rises with age: people over 40 seem to be more vulnerable than those under 40. People with weakened immune systems and people with conditions such as diabetes, heart and lung disease are also more vulnerable to serious illness.).

### **What is expected of You**

Given the situation at hand, we have developed the following checklist as workplace hygiene guidelines for you to follow when at the club.

#### **Travelling to the club**

- When travelling to the Club please follow Roads Weapons and the Public Transport Policy guidelines relevant to Covid-19 Travel.

#### **On your arrival to the club**

- When arriving at the Club please dispose of any masks used in transport to the club
- Complete the range sign in process (including Range Register and QR Code Check-in procedures)
- Limit the touching of any and all surfaces
- Wash your hands for at least 20 seconds with soap and water
- Use the hand sanitizer provided
- Place any bags on the ground and not on benches/desks
- Please wipe down your desk area with a cleaning wipe and dispose of soiled wipes

### **Whilst at the Club**

- Practice physical distancing by maintaining a 1.5-meter distance between yourself and other persons
- Apply social distancing in meeting rooms & avoid being in an enclosed meeting room for a period of time with a group of people (continue to use virtual meetings for large groups)
- Frequently wash your hands for at least 20 seconds with soap and water or by using an alcohol-based hand sanitizer
- Avoid touching your eyes, nose and mouth
- Please cough or sneeze into your elbow or a tissue. Immediately dispose of the tissue after use.
- Clean and disinfect frequently used objects such as mobile phones, keys, wallets and work passes
- If you feel unwell, advise the Range Officer and then promptly leave the Club if it is safe for you to do so. Symptoms to look out for: fever, cough, sore throat and shortness of breath.
- Please be extra attentive in cleaning up after yourself when using shared facilities such as the kitchen and bathroom

### **Leaving the Club**

- Please wipe down any surfaces that you use whilst at the club with a cleaning wipe and dispose of soiled wipes.

All NAPC Club Members, visitors and contractors are required to fully support and promote NAPC Hygiene and Covid -19 Policy by complying with organisational standards and procedural controls.

We take pride in having a transparent approach to our range, workplace and service delivery to the broader community.

## 7.11 Camera, Photography and Video Policy

NAPC policy for the use of cameras on the range.

Taking photos on North Arm PC facilities is NOT permitted if, when made public in any manner, the photos or videos can:

- Identify pistol shooters who may not wish to be identified with a shooting sport.
- Be an invasion of privacy under current legislation.
- Incorrectly portray unsafe practices to the public who have no knowledge of the events, and the rules applied to handguns or events if published.
- Bring negative publicity to NAPC or the sport of pistol shooting.
- Accidentally depict an apparent unlawful act which if published result results in legal action against the club or prejudices the insurance of the club.

In recognition of the above concerns the NAPC policy for taking still shots or motion videos of shooters in action, including photos of individual shooters, is only permitted under the following circumstances:

- Photographing paper targets to depict shots and scores for the individual shooter's reference library.
- Photographing the range infrastructure for historical records without depicting shooters identities.
- Photographing the shooter with the shooter's approval before filming.
- Still or video recording with the approval of a committee member.

The following is not permitted:

- Photographing shooting on the range depicting shooters identities without permission.
- Photographing shooters, shooting and club records or documented procedures or events without approval of the committee.
- Publication of any photographs or video undertaken on the range unless prior WRITTEN approval is obtained from the

For further information please contact the Secretary via [secretary@northarpistol.org.au](mailto:secretary@northarpistol.org.au) or a committee member at the range.

## 7.12 Complaints and Appeals Policy

Pursuant to Incorporated Associations Legislation, the North Arm Pistol Club Constitutional section 48 defines the Club's grievance procedures herewith also referred to as the complaints and appeals policy.

Any complaints or appeals will be reviewed as part of the Club's continuous improvement process and where corrective action has been highlighted, it will be implemented as a priority.

## SECTION 8- RANGE EMERGENCY INFORMATION

### 8.1 Emergency Phone Numbers

**NAPC SITE LOCATION: 269 Fairhill Rd, North Arm QLD 4561**

**POLICE            000    or    EUMUNDI        075442 8222**

**NAMBOUR        075441 2111**

**AMBULANCE 000 or Caloundra HQ        075470 6670**

**HOSPITAL -- NAMBOUR EMERGENCY        075470 6670**

**FIRE                000    or    NAMBOUR        075441 2479**

A list of these emergency phone numbers is displayed at the club office and the notice board on Range 4.

### 8.2 Club Committee and First Aid Officers

The following committee members and club member are identified as First Aid contacts at the Club.

<b>NAME</b>	<b>ROLE/S</b>	<b>CONTACT</b>
Bruce H.	President – First Aid Officer	0419745049
Peter T.	Vice President - First Aid Officer	0413480964
Alva H.	Secretary – First Aid Officer	0408631336
Murray L.	Treasurer - First Aid Officer	0417198997
Wayne S.	Captain - First Aid Officer	0414714180
Tom W.	Vice-Captain - First Aid Officer	0410012575
Rod G.	Committee Member - First Aid Officer	0408092367
Bruce Mc.	Committee Member - First Aid Officer	0410545707

In the event of an incident on the range, notification must be made to the secretary to ensure that the correct response, incident management strategy and associated reporting is undertaken.

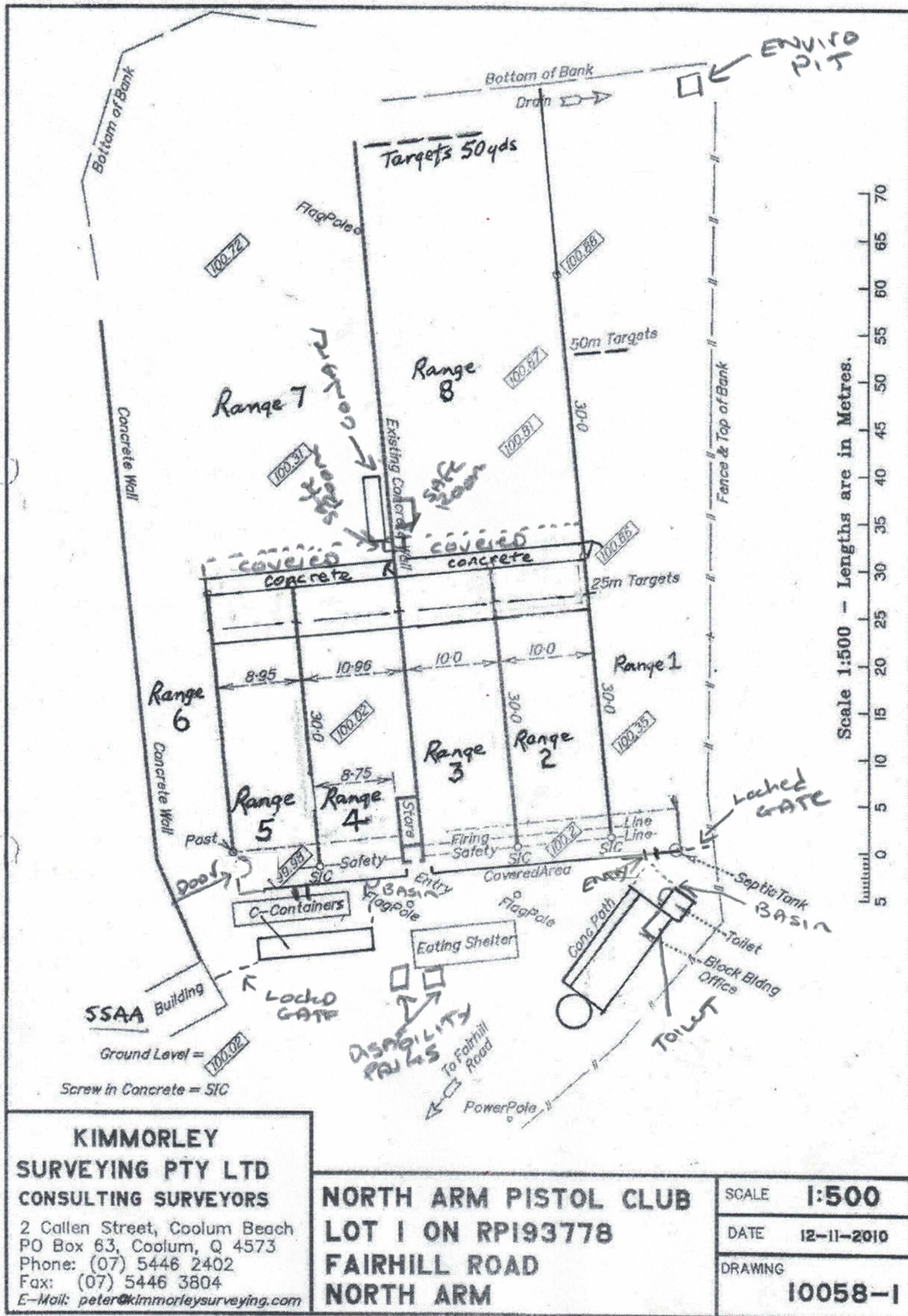
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**All Range Officers and members are required to sign the attached membership list after reading these standing orders.**



Attachment / Range Plan

15-9-2021

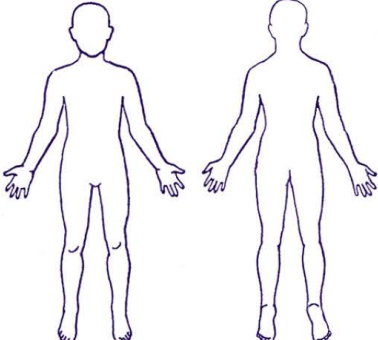




## Attachment / First Aid – Personal Injury Report Form

# First Aid Treatment Form

Please complete form during and / or immediately after the provision of First Aid treatment Submit completed form to NAPC at: [secretary@northarpistol.oeg.au](mailto:secretary@northarpistol.oeg.au)

PLEASE PRINT CLEARLY									
Event Name/Description:					Location/Venue Name:				
Name of First Aider:					First Aid Treatment Date:			First Aid Treatment Time: AM / PM	
Full Name of Injured Person:					<input type="checkbox"/> Female <input type="checkbox"/> Male		Injured Person type:		
Contact details: Phone (Home): _____ (Mobile): _____ Address: _____ _____ Parent/Guardian Name (if under 18): _____					<input type="checkbox"/> Participant <input type="checkbox"/> Parent <input type="checkbox"/> Student <input type="checkbox"/> Volunteer		<input type="checkbox"/> Trainer / Assessor <input type="checkbox"/> Member of Public <input type="checkbox"/> Employee <input type="checkbox"/> Other: _____		
History of Accident or Illness (what happened):									
First Aid Assessment (what is the injury/illness):									
Time of Observation:			AM/PM	AM/PM	AM/PM	Assess Injuries / Symptoms and Signs			
<b>Conscious State</b> 1. Fully Conscious 2. Drowsy 3. Unconscious						1. Abrasion    5. Discolouration    8. Pain 2. Bleeding    6. Fracture    9. Sprain 3. Burn    7. Laceration    10. Swelling 4. Contusion    11. Tenderness			
<b>Pulse</b> 1. Slow    4. Rapid 2. Strong    5. Weak 3. Regular    6. Irregular						Front                      Back 			
<b>Pulse Rate</b>									
<b>Respiration</b> 1. Deep    4. Gasping 2. Shallow    5. Rapid 3. Absent    6. Slow									
<b>Respiration Rate</b>									
<b>Skin</b> 1. Hot    3. Cool 2. Warm    4. Cold									
Pupils		Reactive	R	L	R	L	R	L	

Y/N	Equal				R	L	L	R
Allergies/Medications/Past Medical History:								
Treatment:								
Ambulance Called? <input type="checkbox"/>		Time of Call:		Who Called:		Time Arrived:		
Taken to:		<input type="checkbox"/> Own Doctor		<input type="checkbox"/> Other: _____		Time of Departure:		
<input type="checkbox"/> Parent / Guardian Pick-up		Time Picked Up:			By Whom:			
First Aider Signature:			Date:		Time:		Contact Number:	
<i>Office Use Only:</i>		Enter onto Register: <input type="checkbox"/>		Incident Report Submitted: <input type="checkbox"/> Yes <input type="checkbox"/> No			Incident ID No.:	

## Attachment / Incident Notification Form

### Incident Notification Form

INCIDENT NO					
<ul style="list-style-type: none"> <li>The Club Secretary shall be notified by telephone as soon as practicable after incident (preferably within 1 hour).</li> <li>This form shall be completed for all Actual and Potential Class 1 and Actual Class 2 Incidents within 24 hours of the incident occurring &amp; be sent (email/fax) to the Distribution List as below.</li> </ul>					
INCIDENT TYPE		<input type="checkbox"/> H&S		<input type="checkbox"/> Environment	
<input type="checkbox"/> ACTUAL Damage (Tick If Applicable)		– Incident <b>did</b> result in injury to people or damage to property.			
<input type="checkbox"/> POTENTIAL Damage (Tick If Applicable)		– Incident <b>did not</b> result in injury to people or damage to property but had the potential to do so.			
DETAILS OF PERSON COMPLETING REPORT					
Name		Email Address			
Report Date		Contact Number			
SUPERVISION (RANGE OFFICER) AT INCIDENT LOCATION					
Name		Person's Position		Contact Number	
RANGE DETAILS					
Range No.		Range Operator			
Match/Activity					
ACTUAL INJURY TYPE					
H&S	Env	Class of Injury	Nature of Injury	Mechanism of Injury	Property / Environmental Damage
People	Env				
Property	Equip				
POTENTIAL INJURY TYPE					
H&S	Env	Class of Injury	Nature of Injury	Mechanism of Injury	Property / Environmental Damage
People	Env				
Property	Equip				
INCIDENT DETAILS					
Incident Date (dd/mm/yyyy)		Incident Time (24 hr)			
Summary of Incident:					
<u>Immediate Corrective Action Implemented:</u>					
<u>Details of any Further Exposure or Risk</u> (i.e. 3 <sup>rd</sup> party involvement e.g. the public/media/safety authorities/clients etc):					

**Incident Notification Form**

ACTUAL INJURY TO PEOPLE (COMPLETE ONLY IN THE EVENT OF INJURY)			
Person's Name		Employers Name	
Injury Sustained			
Known treatment given and current location of injured person:			
If more than one person was injured are additional details attached		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Personal Injury Report Form Completed for Each Injured Party		<input type="checkbox"/> YES <input type="checkbox"/> NO	
FURTHER REPORTING and INVESTIGATION REQUIREMENTS			
Form	For	Completed & Distributed Within	
<u>Personal Injury Report</u>	Each person injured	Within 24 hours	
<u>Incident Investigation</u>	Actual and Potential C1 Actual C2	4 Working Days	
<u>Environmental Incident and Complaint Report</u>			
APPROVAL and DISTRIBUTION			
Approval to be obtained from the Secretary via Committee Approval before issuing incident details to any external party.			
<b>Distribution (within 24 hrs)</b>	President – Vice President – Secretary – Club Captain – Club Vice Captain – (External General Counsel / where applicable)		

SIGNATURE

I hereby confirm that the details above are a true and accurate reflection of the incident that I am notifying for the purpose of further health and safety review and follow-up as appropriate and ensure a safe club environment is sustained for all members and visitors.

Report Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**\* Attach witness statement form as necessary to the incident notification**

***This form is confidential when completed and is to be sent to the Club Secretary via email [secretary@northarpistol.org.au](mailto:secretary@northarpistol.org.au)***