

## Privacy Policy Section 7 – Members Handbook

When you become a member we ask for details about yourself, which will be used as our point of contact. There may be some questions we ask that you may feel worried about, such as your country of birth, the language you speak at home or your current receipt of benefits such as Centrelink payments. This information is used only for funding, planning and program delivery purposes.

You are also asked to give us information about people that we may have to contact in an emergency. We ask that these people are aware that their contact details are provided to us and that you have their consent to provide this information.

If you have any concerns about providing the information requested please see the Manager who will be able to assist you. Please be assured that any information provided to us is managed in line with the Privacy Act 2000 and kept confidential.

If you would like access to the records we hold about you, or you would like to correct or update any information we may have, please speak to the Manager who would be pleased to discuss this with you.

## Occupational Health and Safety Policy Section 11 – Members Handbook

It is the objective of Caulfield South Community House to provide a safe and healthy environment for all employees, volunteers, tutors, students and any other users of the community house.

House users should be aware that all reasonable care will be taken to minimize hazardous situations occurring.

To prevent accidents occurring, all users should be careful that objects and furniture are not placed in hazardous situations e.g. electrical cords, hot oven plates, hot water etc.

If this is not possible the situation should be reported to the Manager immediately.

I have read the above information and understand the purposes for the collection of my personal information and information I have given about others. I also agree to abide by the Occupational Health and Safety Policy and Procedures outlined above. I undertake to familiarise myself with the procedures to be followed in the event of an incident as set out inside the back cover of the Members Handbook.

Name: \_\_\_\_\_

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

## MEMBERSHIP/ VOLUNTEER APPLICATION 2016

Individual / Family (\$15)  Renewal (\$15)  SCOOP Garden (\$20)

Full Name \_\_\_\_\_

Address \_\_\_\_\_

Gender: M  F  Concession Card Holder: Y  N

Phone: (H) \_\_\_\_\_ (Mob) \_\_\_\_\_

Email \_\_\_\_\_

I would like to receive updates from the House via email: Yes  No

Voting Member: Yes  No

How did you hear about the House? \_\_\_\_\_

### Emergency Contact Information:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

I agree to abide by the Constitution and support the Purposes of Caulfield South Community House Inc. (A copy will be provided on request).

Signature: \_\_\_\_\_ Date: \_\_\_\_./\_\_\_\_./\_\_\_\_

Membership ((\$15) covers a calendar year and is due for renewal on the first of January each year. People joining after 30 June will pay 50% of annual fee. A concession fee is available for holders of a Commonwealth Concession Card.

**Please read and sign Privacy and OH&S Policies on reverse.**



### CAULFIELD SOUTH COMMUNITY HOUSE

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