



PISTOL CLUB

NEWTEC PISTOL CLUB
INCORPORATED

RANGE STANDING ORDERS
2026 CONTROLLED EDITION

Range safety • Emergency information • Operating controls • Compliance record

Document owner	Public Officer/Secretary
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Range approval	NSW Police Approval No. 404854694
Edition	2026.3 controlled edition
Classification	Club in Confidence — controlled operational document
Status	APPROVED AND CURRENT - REVIEW/UPDATE SCHEDULED (NOT FOR WITHDRAWAL)

This document must be read with the current Range Approval, approved site plan and applicable NSW firearms legislation.

DO NOT DUPLICATE, REPRODUCE OR DISTRIBUTE EXCEPT FOR AUTHORISED CLUB OR REGULATORY PURPOSES

Document control and use

These Standing Orders establish Newtec's mandatory range-safety and operational controls. Each range-specific sheet is designed to remain independently printable and postable, while the controlled master provides the governing emergency, administrative and compliance material.

Authority hierarchy

Firearms Act 1996 (NSW) and Firearms Regulation 2017 (NSW), as in force. The Terrorism and Other Legislation Amendment Act 2025 (NSW) has commenced in stages; operative provisions apply from their commencement dates and uncommenced provisions must not be treated as law in force.

Current NSW Police Shooting Range Approval, conditions and approved site plan.

These controlled Standing Orders and authorised directions of the Range Approval Holder/RSO.

Applicable Shooting Australia, NSWAPA and competition rules, only where consistent with the above.

Critical operating rule

If any sheet, competition rule, local practice or instruction conflicts with the current Range Approval or law: STOP THE ACTIVITY, make the range safe and refer the matter to the Range Approval Holder.

Controlled-copy requirements

Confirm the edition and approval status before use.

Post range sheets only from this controlled master and replace superseded copies promptly.

Do not alter range construction, firing distances, target systems, calibres, ammunition limits or approved activities merely by editing this document.

Report errors, incidents, changes and damaged safety infrastructure immediately.

Approval before issue

Committee approval

24/07/2026 | 24July26meeting — APPROVED

President/delegate

Signature: Bruce Bourke Date: 24/07/2026

Secretary

Signature: Mark Webb Date: 24/07/2026

Next review

01/10/2027

Document restriction: Club in Confidence. Personal, legal, disciplinary, security and licensing information must be handled under Newtec's Privacy Policy and Conflict of Interest and Confidentiality Policy. This restriction does not prevent lawful disclosure to Police, the Firearms Registry, emergency services, insurers or professional advisers.

10m Range No 1

Range Staff.

1. An authorised RSO must control the range whenever shooting is in progress.
2. At all other times a minimum of 2 people must be present on the range at any time for the safe conduct of shooting.
3. Sign in and complete authority checks before entering any range area.

Flags.

4. The Range Warning Flags located at the Main Entry Gate, Alwin King Range, Stop Butt and the Range in Use Warning Flag / Light must be raised or turned On prior to any shooting commencing.

Night Firing. (Not permitted as unable to satisfy requirements)

Safety.

5. Except for designated 'Safe Areas' firearms are only to be uncased on the Firing Line, immediately prior to their use.
6. Before anyone moves forward: CEASE FIRE; unload; magazine out; action open; show clear. Do not handle firearms or ammunition while anyone is forward.
7. While anyone is forward, firearms must be benched/racked, unloaded, actions open and untouched.
8. Wear suitable hearing protection and Australian-Standards impact eye protection during live fire.
9. The steel targets located on the Single Action Range are not to be engaged at a distance of less than 7 metres.

Ammunition.

10. Use only ammunition permitted by the Approval and this sheet; fully jacketed ammunition is prohibited by club order.
11. Range officials will randomly check ammunition

Arcs of Fire.

12. All firing is to be directed at the target area parallel to the axis of the range only.
13. Cross Firing is not permitted.
14. Firing is not to be directed into any sidewall.

Targets.

15. Use only targets authorised by the Approval and the Approval Holder.
16. Use approved holders/positions so every projectile terminates in the approved stop butt/trap.
17. Hard/steel targets require the condition 8 ballistically rated shroud/canopy to capture 45-degree ricochets.
18. Approved Paper/Cardboard/Plastic Targets within portable free-standing frames may be positioned at intermediate distances. Frames must consist of penetrable materials such as soft wood, aluminium tubing or PVC pipe.
19. Competition target rules are additional and cannot displace Approval condition 8.

Communications.

20. As a minimum, Mobile Phone Communications with '000' must be immediately available on the range whilst shooting is in progress.

Medical.

- A first aid kit is to be located in the waiting area at all times.
- For serious injury: call CEASE FIRE, make all firearms safe, call 000, provide first aid within competence, send a person to meet responders, preserve the scene where required, and complete the club incident reporting process.

Fire.

- Unload and clear weapons immediately and attempt to extinguish the fire if it is safe to do so.
- In the event of an uncontrollable fire dial '000' quoting the location and nature of the fire.

50m Alwin King Range No 2

CONTROL NOTE — Valid only with Approval 404854694. If inconsistent: STOP; the Approval prevails.

Range Staff.

- An authorised RSO must control the range whenever shooting is in progress.
- At all other times a minimum of 2 people must be present on the range at any time for the safe conduct of shooting.
- Sign in and complete authority checks before entering any range area.

Flags.

- The Range Warning Flags located at the Main Entry Gate, Alwin King Range, Stop Butt and the Range in Use Warning Flag / Light must be raised or turned On prior to any shooting commencing.

Night Firing.

- A Red-Light source is to be substituted for Range Warning and Range in Use Flags.
- White light is to be used to conduct firearms clearances.

Safety.

- Firearms are only to be handled within designated 'Safe Areas' or immediately prior to their use.
- Before anyone moves forward: CEASE FIRE; unload; magazine out; action open; show clear. Do not handle firearms or ammunition while anyone is forward.
- While anyone is forward, firearms must be benched/racked, unloaded, actions open and untouched.
- Wear suitable hearing protection and Australian-Standards impact eye protection during live fire.
- The steel targets located on the Range are not to be engaged at a distance of less than 7 metres.

Ammunition.

- Use only ammunition permitted by the Approval and this sheet; fully jacketed ammunition is prohibited by club order.

Arcs of Fire.

- All firing is to be directed at the target area within the designated arc markers and parallel to the axis of the range.
- Cross lane firing is not permitted.
- Firing is not to be directed into any sidewall.

Targets.

- Use only targets authorised by the Approval and the Approval Holder.
- Use approved holders/positions so every projectile terminates in the approved stop butt/trap.
- Hard/steel targets require the condition 8 ballistically rated shroud/canopy to capture 45-degree ricochets.
- Approved Paper/Cardboard/Plastic Targets within portable free-standing frames may be positioned at intermediate distances. Frames must consist of penetrable materials such as soft wood, aluminium tubing or PVC pipe.
- Competition target rules are additional and cannot displace Approval condition 8.

Communications.

- As a minimum, Mobile Phone Communications with '000' must be immediately available on the range whilst shooting is in progress.

Medical.

- A first aid kit is to be located in the waiting area at all times.
- For serious injury: call CEASE FIRE, make all firearms safe, call 000, provide first aid within competence, send a person to meet responders, preserve the scene where required, and complete the club incident reporting process.

Fire.

- Unload and clear weapons immediately and attempt to extinguish the fire if it is safe to do so.
- In the event of an uncontrollable fire dial '000' quoting the location and nature of the fire.

50m Alwin King Range No 3

CONTROL NOTE — Valid only with Approval 404854694. If inconsistent: STOP; the Approval prevails.

Range Staff.

- An authorised RSO must control the range whenever shooting is in progress.
- At all other times a minimum of 2 people must be present on the range at any time for the safe conduct of shooting.
- Sign in and complete authority checks before entering any range area.

Flags.

- The Range Warning Flags located at the Main Entry Gate, Alwin King Range, Stop Butt and the Range in Use Warning Flag / Light must be raised or turned On prior to any shooting commencing.

Night Firing.

- A Red-Light source is to be substituted for Range Warning and Range in Use Flags.
- White light is to be used to conduct firearms clearances.

Safety.

- Except for designated 'Safe Areas' firearms are only to be uncased on the Firing Line, immediately prior to their use.
- Before anyone moves forward: CEASE FIRE; unload; magazine out; action open; show clear. Do not handle firearms or ammunition while anyone is forward.
- While anyone is forward, firearms must be benched/racked, unloaded, actions open and untouched.
- Wear suitable hearing protection and Australian-Standards impact eye protection during live fire.
- The steel targets located on the Range are not to be engaged at a distance of less than 7 metres.

Ammunition.

- Use only ammunition permitted by the Approval and this sheet; fully jacketed ammunition is prohibited by club order.

Arcs of Fire.

- All firing is to be directed at the target area parallel to the axis of the range only.
- Cross Firing is not permitted.
- Firing is not to be directed into any sidewall.

Targets.

- Use only targets authorised by the Approval and the Approval Holder.
- Use approved holders/positions so every projectile terminates in the approved stop butt/trap.
- Hard/steel targets require the condition 8 ballistically rated shroud/canopy to capture 45-degree ricochets.
- Approved Paper/Cardboard/Plastic Targets within portable free-standing frames may be positioned at intermediate distances. Frames must consist of penetrable materials such as soft wood, aluminium tubing or PVC pipe.
- Competition target rules are additional and cannot displace Approval condition 8.

Communications.

- As a minimum, Mobile Phone Communications with '000' must be immediately available on the range whilst shooting is in progress.

Medical.

- A first aid kit is to be located in the waiting area at all times.
- For serious injury: call CEASE FIRE, make all firearms safe, call 000, provide first aid within competence, send a person to meet responders, preserve the scene where required, and complete the club incident reporting process.

Fire.

- Unload and clear weapons immediately and attempt to extinguish the fire if it is safe to do so.
- In the event of an uncontrollable fire dial '000' quoting the location and nature of the fire.

50m Alwin King Range No 4

CONTROL NOTE — Valid only with Approval 404854694. If inconsistent: STOP; the Approval prevails.

Range Staff.

- An authorised RSO must control the range whenever shooting is in progress.
- At all other times a minimum of 2 people must be present on the range at any time for the safe conduct of shooting.
- Sign in and complete authority checks before entering any range area.

Flags.

- The Range Warning Flags located at the Main Entry Gate, Alwin King Range, Stop Butt and the Range in Use Warning Flag / Light must be raised or turned On prior to any shooting commencing.

Night Firing.

- A Red-Light source is to be substituted for Range Warning and Range in Use Flags.
- White light is to be used to conduct firearms clearances.

Safety.

- Except for designated 'Safe Areas' firearms are only to be uncased on the Firing Line, immediately prior to their use.
- Before anyone moves forward: CEASE FIRE; unload; magazine out; action open; show clear. Do not handle firearms or ammunition while anyone is forward.
- While anyone is forward, firearms must be benched/racked, unloaded, actions open and untouched.
- Wear suitable hearing protection and Australian-Standards impact eye protection during live fire.
- The steel targets located on the Range are not to be engaged at a distance of less than 7 metres.

Ammunition.

- Use only ammunition permitted by the Approval and this sheet; fully jacketed ammunition is prohibited by club order.

Arcs of Fire.

- All firing is to be directed at the target area parallel to the axis of the range only.
- Cross Firing is not permitted.
- Firing is not to be directed into any sidewall. **Targets.**

- Use only targets authorised by the Approval and the Approval Holder.
- Use approved holders/positions so every projectile terminates in the approved stop butt/trap.
- Hard/steel targets require the condition 8 ballistically rated shroud/canopy to capture 45-degree ricochets.
- Approved Paper/Cardboard/Plastic Targets within portable free-standing frames may be positioned at intermediate distances. Frames must consist of penetrable materials such as soft wood, aluminium tubing or PVC pipe.
- Competition target rules are additional and cannot displace Approval condition 8.
- As a minimum, Mobile Phone Communications with '000' must be immediately available on the range whilst shooting is in progress.

Medical.

- A first aid kit must be located in the waiting area at all times.
- For serious injury: call CEASE FIRE, make all firearms safe, call 000, provide first aid within competence, send a person to meet responders, preserve the scene where required, and complete the club incident reporting process.

Fire.

- Unload and clear weapons immediately and attempt to extinguish the fire if it is safe to do so.
- In the event of an uncontrollable fire dial '000' quoting the location and nature of the fire.

Air Pistol Range

Range Staff.

- An authorised RSO must control the range whenever shooting is in progress.
- Sign in and complete authority checks before entering any range area.

Safety.

- Firearms are only to be handled within designated 'Safe Areas' or immediately prior to their use.
- Wear suitable hearing protection and Australian-Standards impact eye protection during live fire.

Ammunition.

- .177 and .22 lead pellets only are approved for use.

Arcs of Fire.

- All firing is to be directed at the target area parallel to the axis of the range only.
- Cross Firing is not permitted.
- Firing is not to be directed into any side or back wall.

Targets.

- Use only targets authorised by the Approval and the Approval Holder.
- Use approved holders/positions so every projectile terminates in the approved stop butt/trap.

Communications.

- As a minimum, Mobile Phone Communications with '000' must be immediately available on the range whilst shooting is in progress.

Medical.

- A first aid kit is to be located in the waiting area at all times.
- For serious injury: call CEASE FIRE, make all firearms safe, call 000, provide first aid within competence, send a person to meet responders, preserve the scene where required, and complete the club incident reporting process.

Fire.

- Unload and clear weapons immediately and attempt to extinguish the fire if it is safe to do so.
- In the event of an uncontrollable fire dial '000' quoting the location and nature of the fire.

25m Range No 5

Range Staff.

- An authorised RSO must control the range whenever shooting is in progress.
- At all other times a minimum of 2 people must be present on the range at any time for the safe conduct of shooting.
- Sign in and complete authority checks before entering any range area.

Flags.

- The Range Warning Flags located at the Main Entry Gate, Alwin King Range, Stop Butt and the Range in Use Warning Flag / Light must be raised or turned On prior to any shooting commencing.

Night Firing.

- A Red-Light source is to be substituted for Range Warning and Range in Use Flags.
- White light is to be used to conduct firearms clearances.

Safety.

- Except for designated 'Safe Areas' firearms are only to be uncased on the Firing Line, immediately prior to their use.
- Before anyone moves forward: CEASE FIRE; unload; magazine out; action open; show clear. Do not handle firearms or ammunition while anyone is forward.
- While anyone is forward, firearms must be benched/racked, unloaded, actions open and untouched.
- Wear suitable hearing protection and Australian-Standards impact eye protection during live fire.
- The steel targets located on the Range are not to be engaged at a distance of less than 7 metres.

Ammunition.

- Use only ammunition permitted by the Approval and this sheet; fully jacketed ammunition is prohibited by club order.

Arcs of Fire.

- All firing is to be directed at the target area parallel to the axis of the range only.
- Cross Firing is not permitted.
- Firing is not to be directed into any sidewall.

Targets.

- Use only targets authorised by the Approval and the Approval Holder.
- Use approved holders/positions so every projectile terminates in the approved stop butt/trap.
- Hard/steel targets require the condition 8 ballistically rated shroud/canopy to capture 45-degree ricochets.
- Approved Paper/Cardboard/Plastic Targets within portable free-standing frames may be positioned at intermediate distances. Frames must consist of penetrable materials such as soft wood, aluminium tubing or PVC pipe.
- Competition target rules are additional and cannot displace Approval condition 8.

Communications.

- As a minimum, Mobile Phone Communications with '000' must be immediately available on the range whilst shooting is in progress.

Medical.

- A first aid kit is to be located in the waiting area at all times.
- For serious injury: call CEASE FIRE, make all firearms safe, call 000, provide first aid within competence, send a person to meet responders, preserve the scene where required, and complete the club incident reporting process.

Fire.

- Unload and clear weapons immediately and attempt to extinguish the fire if it is safe to do so.
- In the event of an uncontrollable fire dial '000' quoting the location and nature of the fire.

25m Range No 6

Range Staff.

21. An authorised RSO must control the range whenever shooting is in progress.
22. At all other times a minimum of 2 people must be present on the range at any time for the safe conduct of shooting.
23. Sign in and complete authority checks before entering any range area.

Flags.

24. The Range Warning Flags located at the Main Entry Gate, Alwin King Range, Stop Butt and the Range in Use Warning Flag / Light must be raised or turned On prior to any shooting commencing.

Night Firing.

25. A Red-Light source is to be substituted for Range Warning and Range in Use Flags.
26. White light is to be used to conduct firearms clearances.

Safety.

27. Except for designated 'Safe Areas' firearms are only to be uncased on the Firing Line, immediately prior to their use.
28. Before anyone moves forward: CEASE FIRE; unload; magazine out; action open; show clear. Do not handle firearms or ammunition while anyone is forward.
29. While anyone is forward, firearms must be benched/racked, unloaded, actions open and untouched.
30. Wear suitable hearing protection and Australian-Standards impact eye protection during live fire.
31. The steel targets located on the Range are not to be engaged at a distance of less than 7 metres.

Ammunition.

32. Use only ammunition permitted by the Approval and this sheet; fully jacketed ammunition is prohibited by club order.

Arcs of Fire.

33. All firing is to be directed at the target area parallel to the axis of the range only.
34. Cross Firing is not permitted.
35. Firing is not to be directed into any sidewall.

Targets.

36. Use only targets authorised by the Approval and the Approval Holder.
37. Use approved holders/positions so every projectile terminates in the approved stop butt/trap.
38. Hard/steel targets require the condition 8 ballistically rated shroud/canopy to capture 45-degree ricochets.
39. Approved Paper/Cardboard/Plastic Targets within portable free-standing frames may be positioned at intermediate distances. Frames must consist of penetrable materials such as soft wood, aluminium tubing or PVC pipe.
40. Competition target rules are additional and cannot displace Approval condition 8.

Communications.

41. As a minimum, Mobile Phone Communications with '000' must be immediately available on the range whilst shooting is in progress.

Medical.

- A first aid kit is to be located in the waiting area at all times.
- For serious injury: call CEASE FIRE, make all firearms safe, call 000, provide first aid within competence, send a person to meet responders, preserve the scene where required, and complete the club incident reporting process.

Fire.

- Unload and clear weapons immediately and attempt to extinguish the fire if it is safe to do so.
- In the event of an uncontrollable fire dial '000' quoting the location and nature of the fire.

25m Range No 7

Range Staff.

42. An authorised RSO must control the range whenever shooting is in progress.
43. At all other times a minimum of 2 people must be present on the range at any time for the safe conduct of shooting.
44. Sign in and complete authority checks before entering any range area.

Flags.

45. The Range Warning Flags located at the Main Entry Gate, Alwin King Range, Stop Butt and the Range in Use Warning Flag / Light must be raised or turned On prior to any shooting commencing.

Night Firing.

46. A Red-Light source is to be substituted for Range Warning and Range in Use Flags.
47. White light is to be used to conduct firearms clearances.

Safety.

48. Except for designated 'Safe Areas' firearms are only to be uncased on the Firing Line, immediately prior to their use.
49. Before anyone moves forward: CEASE FIRE; unload; magazine out; action open; show clear. Do not handle firearms or ammunition while anyone is forward.
50. While anyone is forward, firearms must be benched/racked, unloaded, actions open and untouched.
51. Wear suitable hearing protection and Australian-Standards impact eye protection during live fire.
52. The steel targets located on the Range are not to be engaged at a distance of less than 7 metres.

Ammunition.

53. Use only ammunition permitted by the Approval and this sheet; fully jacketed ammunition is prohibited by club order.

Arcs of Fire.

54. All firing is to be directed at the target area parallel to the axis of the range only.
55. Cross Firing is not permitted.
56. Firing is not to be directed into any sidewall.

Targets.

57. Use only targets authorised by the Approval and the Approval Holder.
58. Use approved holders/positions so every projectile terminates in the approved stop butt/trap.
59. Hard/steel targets require the condition 8 ballistically rated shroud/canopy to capture 45-degree ricochets.
60. Approved Paper/Cardboard/Plastic Targets within portable free-standing frames may be positioned at intermediate distances. Frames must consist of penetrable materials such as soft wood, aluminium tubing or PVC pipe.
61. Competition target rules are additional and cannot displace Approval condition 8.

Communications.

62. As a minimum, Mobile Phone Communications with '000' must be immediately available on the range whilst shooting is in progress.

Medical.

- A first aid kit is to be located in the waiting area at all times.
- For serious injury: call CEASE FIRE, make all firearms safe, call 000, provide first aid within competence, send a person to meet responders, preserve the scene where required, and complete the club incident reporting process.

Fire.

- Unload and clear weapons immediately and attempt to extinguish the fire if it is safe to do so.
- In the event of an uncontrollable fire dial '000' quoting the location and nature of the fire.

25m Falling Plate Range No 8

CONTROL NOTE — Valid only with Approval 404854694. If inconsistent: STOP; the Approval prevails.

Range Staff.

63. An authorised RSO must control the range whenever shooting is in progress.
64. At all other times a minimum of 2 people must be present on the range at any time for the safe conduct of shooting.
65. Sign in and complete authority checks before entering any range area.

Flags.

66. The Range Warning Flags located at the Main Entry Gate, Alwin King Range, Stop Butt and the Range in Use Warning Flag / Light must be raised or turned On prior to any shooting commencing.

Night Firing.

67. A Red-Light source is to be substituted for Range Warning and Range in Use Flags.
68. White light is to be used to conduct firearms clearances.

Safety.

69. Except for designated 'Safe Areas' firearms are only to be uncased on the Firing Line, immediately prior to their use.
70. Before anyone moves forward: CEASE FIRE; unload; magazine out; action open; show clear. Do not handle firearms or ammunition while anyone is forward.
71. While anyone is forward, firearms must be benched/racked, unloaded, actions open and untouched.
72. Wear suitable hearing protection and Australian-Standards impact eye protection during live fire.
73. The steel targets located on the Falling Plate Range are not to be engaged at a distance of less than 7 metres.

Ammunition.

74. Use only ammunition permitted by the Approval and this sheet; fully jacketed ammunition is prohibited by club order.

Arcs of Fire.

75. All firing is to be directed at the target area parallel to the axis of the range only.
76. Cross Firing is not permitted.
77. Firing is not to be directed into any sidewall.

Targets.

78. Use only targets authorised by the Approval and the Approval Holder.
79. Use approved holders/positions so every projectile terminates in the approved stop butt/trap.
80. Hard/steel targets require the condition 8 ballistically rated shroud/canopy to capture 45-degree ricochets.
81. Approved Paper/Cardboard/Plastic Targets within portable free-standing frames may be positioned at intermediate distances. Frames must consist of penetrable materials such as soft wood, aluminium tubing or PVC pipe.
82. Competition target rules are additional and cannot displace Approval condition 8.

Communications.

83. As a minimum, Mobile Phone Communications with '000' must be immediately available on the range whilst shooting is in progress.

Medical.

- A first aid kit is to be located in the waiting area at all times.
- For serious injury: call CEASE FIRE, make all firearms safe, call 000, provide first aid within competence, send a person to meet responders, preserve the scene where required, and complete the club incident reporting process.

Fire.

- Unload and clear weapons immediately and attempt to extinguish the fire if it is safe to do so.
- In the event of an uncontrollable fire dial '000' quoting the location and nature of the fire.

Range No 9

CONTROL NOTE — Valid only with Approval 404854694. If inconsistent: STOP; the Approval prevails.

Range Staff.

84. An authorised RSO must control the range whenever shooting is in progress.
85. At all other times a minimum of 2 people must be present on the range at any time for the safe conduct of shooting.
86. Sign in and complete authority checks before entering any range area.

Flags.

87. The Range Warning Flags located at the Main Entry Gate, Alwin King Range, Stop Butt and the Range in Use Warning Flag / Light must be raised or turned On prior to any shooting commencing.

Night Firing. (Not permitted as unable to satisfy requirements)**Safety.**

88. Except for designated 'Safe Areas' firearms are only to be uncased on the Firing Line, immediately prior to their use.
89. Before anyone moves forward: CEASE FIRE; unload; magazine out; action open; show clear. Do not handle firearms or ammunition while anyone is forward.
90. While anyone is forward, firearms must be benched/racked, unloaded, actions open and untouched.
91. Wear suitable hearing protection and Australian-Standards impact eye protection during live fire.
92. The steel targets located on the Single Action Range are not to be engaged at a distance of less than 7 metres.

Ammunition.

93. Use only ammunition permitted by the Approval and this sheet; fully jacketed ammunition is prohibited by club order.

Arcs of Fire.

94. All firing is to be directed at the target area parallel to the axis of the range only.
95. Cross Firing is not permitted.
96. Firing is not to be directed into any sidewall.

Targets.

97. Use only targets authorised by the Approval and the Approval Holder.
98. Use approved holders/positions so every projectile terminates in the approved stop butt/trap.
99. Hard/steel targets require the condition 8 ballistically rated shroud/canopy to capture 45-degree ricochets.
100. Approved Paper/Cardboard/Plastic Targets within portable free-standing frames may be positioned at intermediate distances. Frames must consist of penetrable materials such as soft wood, aluminium tubing or PVC pipe.
101. Competition target rules are additional and cannot displace Approval condition 8.

Communications.

102. As a minimum, Mobile Phone Communications with '000' must be immediately available on the range whilst shooting is in progress.

Medical.

- A first aid kit is to be located in the waiting area at all times.
- For serious injury: call CEASE FIRE, make all firearms safe, call 000, provide first aid within competence, send a person to meet responders, preserve the scene where required, and complete the club incident reporting process.

Fire.

- Unload and clear weapons immediately and attempt to extinguish the fire if it is safe to do so.
- In the event of an uncontrollable fire dial '000' quoting the location and nature of the fire.

Range No 10

CONTROL NOTE — Valid only with Approval 404854694. If inconsistent: STOP; the Approval prevails.

Range Staff.

103. An authorised RSO must control the range whenever shooting is in progress.
104. At all other times a minimum of 2 people must be present on the range at any time for the safe conduct of shooting.
105. Sign in and complete authority checks before entering any range area.

Flags.

106. The Range Warning Flags located at the Main Entry Gate, Alwin King Range, Stop Butt and the Range in Use Warning Flag / Light must be raised or turned On prior to any shooting commencing.

Night Firing. (Not permitted as unable to satisfy requirements)

Safety.

107. Except for designated 'Safe Areas' firearms are only to be uncased on the Firing Line, immediately prior to their use.
108. Before anyone moves forward: CEASE FIRE; unload; magazine out; action open; show clear. Do not handle firearms or ammunition while anyone is forward.
109. While anyone is forward, firearms must be benched/racked, unloaded, actions open and untouched.
110. Wear suitable hearing protection and Australian-Standards impact eye protection during live fire.
111. The steel targets located on the Single Action Range are not to be engaged at a distance of less than 7 metres.

Ammunition.

112. Use only ammunition permitted by the Approval and this sheet; fully jacketed ammunition is prohibited by club order.

Arcs of Fire.

113. All firing is to be directed at the target area parallel to the axis of the range only.
114. Cross Firing is not permitted.
115. Firing is not to be directed into any sidewall.

Targets.

116. Use only targets authorised by the Approval and the Approval Holder.
117. Use approved holders/positions so every projectile terminates in the approved stop butt/trap.
118. Hard/steel targets require the condition 8 ballistically rated shroud/canopy to capture 45-degree ricochets.
119. Approved Paper/Cardboard/Plastic Targets within portable free-standing frames may be positioned at intermediate distances. Frames must consist of penetrable materials such as soft wood, aluminium tubing or PVC pipe.
120. Competition target rules are additional and cannot displace Approval condition 8.

Communications.

121. As a minimum, Mobile Phone Communications with '000' must be immediately available on the range whilst shooting is in progress.

Medical.

- A first aid kit is to be located in the waiting area at all times.
- For serious injury: call CEASE FIRE, make all firearms safe, call 000, provide first aid within competence, send a person to meet responders, preserve the scene where required, and complete the club incident reporting process.

Fire.

- Unload and clear weapons immediately and attempt to extinguish the fire if it is safe to do so.
- In the event of an uncontrollable fire dial '000' quoting the location and nature of the fire.

10m Range No 12

Range Staff.

122. An authorised RSO must control the range whenever shooting is in progress.
123. At all other times a minimum of 2 people must be present on the range at any time for the safe conduct of shooting.
124. Sign in and complete authority checks before entering any range area.

Flags.

125. The Range Warning Flags located at the Main Entry Gate, Alwin King Range, Stop Butt and the Range in Use Warning Flag / Light must be raised or turned On prior to any shooting commencing.

Night Firing. (Not permitted as unable to satisfy requirements)

Safety.

126. Except for designated 'Safe Areas' firearms are only to be uncased on the Firing Line, immediately prior to their use.
127. Before anyone moves forward: CEASE FIRE; unload; magazine out; action open; show clear. Do not handle firearms or ammunition while anyone is forward.
128. While anyone is forward, firearms must be benched/racked, unloaded, actions open and untouched.
129. Wear suitable hearing protection and Australian-Standards impact eye protection during live fire.
130. The steel targets located on the Single Action Range are not to be engaged at a distance of less than 7 metres.

Ammunition.

131. Use only ammunition permitted by the Approval and this sheet; fully jacketed ammunition is prohibited by club order.

Arcs of Fire.

132. All firing is to be directed at the target area parallel to the axis of the range only.
133. Cross Firing is not permitted.
134. Firing is not to be directed into any sidewall.

Targets.

135. Use only targets authorised by the Approval and the Approval Holder.
136. Use approved holders/positions so every projectile terminates in the approved stop butt/trap.
137. Hard/steel targets require the condition 8 ballistically rated shroud/canopy to capture 45-degree ricochets.
138. Approved Paper/Cardboard/Plastic Targets within portable free-standing frames may be positioned at intermediate distances. Frames must consist of penetrable materials such as soft wood, aluminium tubing or PVC pipe.
139. Competition target rules are additional and cannot displace Approval condition 8.

Communications.

140. As a minimum, Mobile Phone Communications with '000' must be immediately available on the range whilst shooting is in progress.

Medical.

- A first aid kit is to be located in the waiting area at all times.
- For serious injury: call CEASE FIRE, make all firearms safe, call 000, provide first aid within competence, send a person to meet responders, preserve the scene where required, and complete the club incident reporting process.

Fire.

- Unload and clear weapons immediately and attempt to extinguish the fire if it is safe to do so.
- In the event of an uncontrollable fire dial '000' quoting the location and nature of the fire.

10m Range No 13

Range Staff.

141. An authorised RSO must control the range whenever shooting is in progress.
142. At all other times a minimum of 2 people must be present on the range at any time for the safe conduct of shooting.
143. Sign in and complete authority checks before entering any range area.

Flags.

144. The Range Warning Flags located at the Main Entry Gate, Alwin King Range, Stop Butt and the Range in Use Warning Flag / Light must be raised or turned On prior to any shooting commencing.

Night Firing. (Not permitted as unable to satisfy requirements)

Safety.

145. Except for designated 'Safe Areas' firearms are only to be uncased on the Firing Line, immediately prior to their use.
146. Before anyone moves forward: CEASE FIRE; unload; magazine out; action open; show clear. Do not handle firearms or ammunition while anyone is forward.
147. While anyone is forward, firearms must be benched/racked, unloaded, actions open and untouched.
148. Wear suitable hearing protection and Australian-Standards impact eye protection during live fire.
149. The steel targets located on the Single Action Range are not to be engaged at a distance of less than 7 metres.

Ammunition.

150. Use only ammunition permitted by the Approval and this sheet; fully jacketed ammunition is prohibited by club order.

Arcs of Fire.

151. All firing is to be directed at the target area parallel to the axis of the range only.
152. Cross Firing is not permitted.
153. Firing is not to be directed into any sidewall.

Targets.

154. Use only targets authorised by the Approval and the Approval Holder.
155. Use approved holders/positions so every projectile terminates in the approved stop butt/trap.
156. Hard/steel targets require the condition 8 ballistically rated shroud/canopy to capture 45-degree ricochets.
157. Approved Paper/Cardboard/Plastic Targets within portable free-standing frames may be positioned at intermediate distances. Frames must consist of penetrable materials such as soft wood, aluminium tubing or PVC pipe.
158. Competition target rules are additional and cannot displace Approval condition 8.

Communications.

159. As a minimum, Mobile Phone Communications with '000' must be immediately available on the range whilst shooting is in progress.

Medical.

- A first aid kit is to be located in the waiting area at all times.
- For serious injury: call CEASE FIRE, make all firearms safe, call 000, provide first aid within competence, send a person to meet responders, preserve the scene where required, and complete the club incident reporting process.

Fire.

- Unload and clear weapons immediately and attempt to extinguish the fire if it is safe to do so.
- In the event of an uncontrollable fire dial '000' quoting the location and nature of the fire.

10m Range No 14**Range Staff.**

- 160. An authorised RSO must control the range whenever shooting is in progress.
- 161. At all other times a minimum of 2 people must be present on the range at any time for the safe conduct of shooting.
- 162. Sign in and complete authority checks before entering any range area.

Flags.

- 163. The Range Warning Flags located at the Main Entry Gate, Alwin King Range, Stop Butt and the Range in Use Warning Flag / Light must be raised or turned On prior to any shooting commencing.

Night Firing. (Not permitted as unable to satisfy requirements)**Safety.**

- 164. Except for designated 'Safe Areas' firearms are only to be uncased on the Firing Line, immediately prior to their use.
- 165. Before anyone moves forward: CEASE FIRE; unload; magazine out; action open; show clear. Do not handle firearms or ammunition while anyone is forward.
- 166. While anyone is forward, firearms must be benched/racked, unloaded, actions open and untouched.
- 167. Wear suitable hearing protection and Australian-Standards impact eye protection during live fire.
- 168. The steel targets located on the Single Action Range are not to be engaged at a distance of less than 7 metres.

Ammunition.

- 169. Use only ammunition permitted by the Approval and this sheet; fully jacketed ammunition is prohibited by club order.

Arcs of Fire.

- 170. All firing is to be directed at the target area parallel to the axis of the range only.
- 171. Cross Firing is not permitted.
- 172. Firing is not to be directed into any sidewall.

Targets.

- 173. Use only targets authorised by the Approval and the Approval Holder.
- 174. Use approved holders/positions so every projectile terminates in the approved stop butt/trap.
- 175. Hard/steel targets require the condition 8 ballistically rated shroud/canopy to capture 45-degree ricochets.
- 176. Approved Paper/Cardboard/Plastic Targets within portable free-standing frames may be positioned at intermediate distances. Frames must consist of penetrable materials such as soft wood, aluminium tubing or PVC pipe.
- 177. Competition target rules are additional and cannot displace Approval condition 8.

Communications.

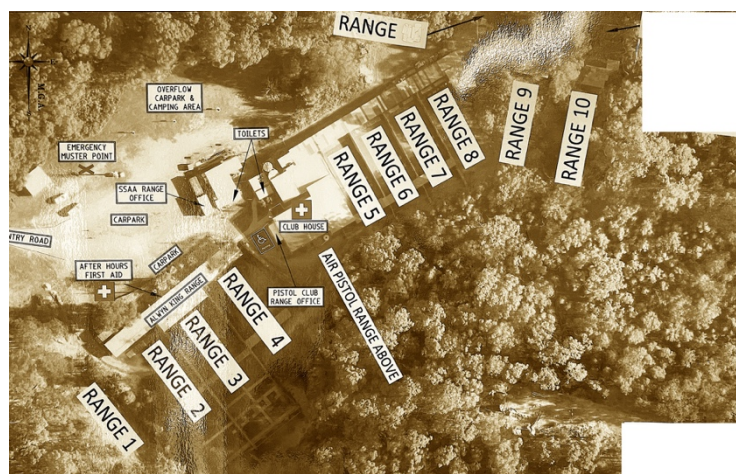
- 178. As a minimum, Mobile Phone Communications with '000' must be immediately available on the range whilst shooting is in progress.

Medical.

- A first aid kit is to be located in the waiting area at all times.
- For serious injury: call CEASE FIRE, make all firearms safe, call 000, provide first aid within competence, send a person to meet responders, preserve the scene where required, and complete the club incident reporting process.

Fire.

- Unload and clear weapons immediately and attempt to extinguish the fire if it is safe to do so.
- In the event of an uncontrollable fire dial '000' quoting the location and nature of the fire.



Emergency

EVACUATION PLAN**INTRODUCTION**

This plan is for Newtec Pistol Club and has been designed to assist to protect life in the event of emergency. The aim is to have preplanning for an evacuation of the premises where there is a need to relocate a group of people from one place to another to enhance the protection of those people.

In the event of evacuation you will hear 'Evacuate, Evacuate, Evacuate' announced, all operations are to cease, firearms are to be made safe, secured and all persons to meet at the clubhouse for further instructions. All directions must be followed.

Name of Premises:	Newtec Pistol Club
Street No and Name:	158 Rhondda Road
Suburb:	Teralba
Post Code:	2284
Council Name:	Lake Macquarie
Contact Person:	Secretary
Date of Plan:	01 January 2025
Date of Review:	01 January 2028
Type of Facility:	Shooting Range

BACKGROUND INFORMATION ON PREMISES

Number of Club Officials:	09
Number of Club Users:	250 members maximum 100 people onsite at one time. Risk Assessment to be completed for events requiring more capacity.
Number of Club Users with Special Needs:	One person uses a wheelchair but is self-dependent. Several with mobility issues.
Number of Buildings:	16 buildings including pistol ranges
This is a sub-plan under:	Not applicable

EVACUATION "TRIGGER"

1. Self-evacuation may be initiated by the club member. This form of evacuation should be performed as early as possible if it is deemed necessary.
2. Club officials should be notified if possible and this will be linked to people who have driven themselves to the site.
3. An evacuation may be initiated by the club executive or authorised range operator under their own perceptions of the situation or under the advice of emergency services.
4. NSW Police may advise a club official of the need to evacuate. This should be identified to the fire warden and the facility evacuated in a careful, timely manner.

DESIGNATED ASSEMBLY POINTS

Building	Designated Assembly Point
Clubhouse	Within the Clubhouse
Carpark	This is a staging point to evacuate the site however club officials have advised the priority is to evacuate the site early if there are fires in the local area.

TRANSPORT DETAILS

Club members are expected to have their own transportation so may self-evacuate early if required. Club members can shelter inside the building whilst ember debris and smoke subside then return outside to extinguish any minor spot fires.

There may be congestion in the event that many club members try to evacuate at the last moment. The focus should be on early evacuation or shelter within the clubhouse until the fire effects pass.

EVACUATION LOCATION

Venues identified as a SAFE REFUGE are:

Venue 1

Name of venue (Primary)...

Clubhouse

Address of venue...

Rhondda Road, Teralba

Nearest cross-street...

Wakefield Road, Teralba

Venue 2

Name of venue (Secondary)...

Teralba Bowling Club

Address of venue...

2a York Street, Teralba

Nearest cross-street...

North Street, Teralba

Venue 3

Name of venue (Tertiary)...

Teralba Sporting Fields

Address of venue...

York Street, Teralba

Nearest cross-street...

Short Street, Teralba

NOTES

There is an expectation that if people evacuate the site that they will return to their homes rather than venue 2 or 3. If a fire is impacting on the local region the club users should evacuate early or shelter inside the well protected clubhouse building until the fire has passed.

Leaving the site late may lead to a more dangerous situation than sheltering onsite as roads may be cut by fire and visibility hampered.

CONTACT DETAILS

NAME OF ORGANISATION	NAME OF CONTACT	PHONE NUMBER
ALL EMERGENCIES	POLICE, FIRE AMBULANCE	000
NSW Rural Fire Service		1800 679 737
NSW Fire Brigade		000
NSW Police Force		000
Department of Community Services		(02) 4985 1666
Lake Macquarie Council		(02) 49210333
State Emergency Service		132 500
NSW Ambulance Service		131 233
Local Hospital		(02) 4921 3000

SECURITY DETAILS

Is Security Required?

No

EVACUATION**PROCEDURES**

In the event of a EMERGENCY (eg, bushfire) in the surrounding area, occupants of the premise shall follow the procedure outlined below:

Ensure the safety and wellbeing of oneself

1. Follow all instructions of the warden (white vest)
2. CONTACT EMERGENCY SERVICES IF REQUIRED 000
3. Removing where possible any further danger(s)
4. Ensuring the safety of uninjured people and preventing where possible further injury to victims.
5. Informing the Warden (club president or officials) of the nature and the location of the emergency.
6. Administer or organise first aid care for the injured if trained. (Kits located in clubhouse and rear of ranges 3,5,9)
7. Search area if practicable
8. Keep doors and windows closed to minimise spread
9. Consider the risk of further explosions or the fire spreading

The club official should direct people to comply with emergency arrangements. In many situations this could mean assembling in a safe location or evacuating the site. Evacuation arrangements are displayed throughout the facility.

The club official on becoming aware of an emergency must take immediate action to ascertaining the nature of the emergency and determining appropriate action.

Evacuation points have been identified and are clearly communicated throughout the facility.

There is a Club Daily Register for visitors and members. The secretary has next of kin details.

In the event of a bushfire threatening and a decision to evacuate has been made, site users shall follow the procedure outlined below:

Evacuate from the pistol range walking to the clubhouse building.

If leaving the site by car and visibility is hampered due to smoke, you should drive carefully being cautious of oncoming fire vehicles.

The club must not be operated if there is heightened risk of Bushfire, flooding or any other situation that may cause harm to the person, consideration to safe egress from the site and on local roads in the event of emergency as to not hinder emergency services or others evacuating the area.

Fire mitigation measures should be taken when shooting

1. **Steel fire bucket with sand or other media.**
2. **Steel fire bucket with water available.**

All combustible material not essential to shooting must be removed to lower the fuel load on site.

P4 – Supplement to Standing Orders

This is not to replace the Newtec Standing Orders only supplement

1. Minimum of 2 persons are to be on firing range when shooting (One must be a Member).
2. Firearms are not permitted to be uncased or on ranges when there is a range closure.
3. No Jacketed or Similar Ammunition Allowed.
4. Lead Projectiles Only.
5. Maximum Muzzle Velocity (PER SHOOTING RANGE APPROVAL)
6. ONLY APPROVED TARGETS ARE TO BE USED
7. Range users must immediately comply with any commands given by range officials.
8. Unsafe handling or operation of a pistol may result in immediate removal from the firing line or range. Any further disciplinary action must follow the Constitution and procedural fairness. Police or Firearms Registry reporting will occur where required by law, the Range Approval, or a properly assessed public-safety concern.
9. Damage to infrastructure must be reported immediately.
10. Intentional damage to infrastructure will result in the activity being stopped and the person being removed from the range. Recovery of repair costs and any membership discipline must be considered under the Constitution, applicable policy and procedural fairness.
11. All users must comply with the Firearms Act 1996, Firearms Regulation 2017, current Range Approval, Club Constitution and applicable affiliated standards while at Newtec Pistol Club. Immediate safety controls may be imposed. Further discipline or reporting must follow the Constitution and applicable legal or approval requirements.
12. Members must have a current Membership card, and Firearms Licence when attending the range and present for inspection upon request.
13. No person is to enter a range, handle firearms, ammunition or commence shooting without signing in. Failure to do so will result in disciplinary action or removal from range.
14. Visitors must provide their Firearms Licence, Club Membership card, NSWAPA or SSAA card and pay the prescribed fee upon checking in.
15. Newtec reserves to right to inspect firearms or ammunition that is suspected of being non compliant with range limitations.
16. Eating is prohibited on ALL ranges
17. A person must not participate where alcohol, an illicit drug, medication, fatigue, illness or another condition impairs safe firearm handling. The Range Officer may stop participation and remove the person from the range for immediate safety. Any longer exclusion, visitor ban or membership discipline must be separately and fairly determined.
18. Any incidents at the club must be reported to the committee per Emergency Information Folder and an incident report completed, See the Emergency Information Folder.

Newtec is committed to safely enjoying the shooting sport and will not tolerate any contrary conduct to law/rules of the shooting sport, penalties for breaching any rules will be upto an including termination of membership/expulsion from the club and further may include reporting any poor conduct to peak shooting bodies, Police, home club or all the above.

Newtec Pistol Club operational & approval documents are available to view inside the clubhouse. Newtec is bound by and operates under NSW Legislation.

1. Firearms Act 1996 (NSW)
2. Firearms Regulation 2017 (NSW)

REGULATION REVIEW DEADLINE: The Firearms Regulation 2017 is currently in force but is scheduled for staged repeal on 1 September 2026. The Range Approval Holder and Secretary must confirm the successor regulation and update every clause reference before that date.

The description of the range is listed below:

Range Number	Length	Club use (only within authorised activities)	Max. Calibre
1	10m	General target practice / club matches	Local limit .38; Approval max: 2030 J, air .25, rimfire .22, pistol .45, BP .75, shotgun 6–9.5 shot
2	50m	General target practice; sighting/patterning/ammunition development	Local/visitor restrictions apply; Approval max as above, 2030 J / 1495 ft-lb
3 (fully baffled)	50m	General target practice / club matches	Local limit .38; Approval max as above, 2030 J / 1495 ft-lb
4	50m	General target practice / club matches	Local limit .38; Approval max as above, 2030 J / 1495 ft-lb
5	25m	General target practice / club matches	Local limit .38; Approval max as above, 2030 J / 1495 ft-lb
6 (fully baffled)	25m	General target practice / club matches	Local limit .38; Approval max as above, 2030 J / 1495 ft-lb
7	25m	General target practice / club matches	Local limit .38; Approval max as above, 2030 J / 1495 ft-lb
8	25m	General target practice; falling plates subject to condition 8	Local limit .38; Approval max as above, 2030 J / 1495 ft-lb
9	15m	Single Action / club matches	Local limit .45; other pistol activities restricted to .38
10	15m	Single Action / club matches	Local limit .45; other pistol activities restricted to .38
11	10m	General target practice (currently not in use)	Local limit .45/.38 by activity; Approval max as above, 2030 J / 1495 ft-lb
12	10m	General target practice / club matches	Local limit .45/.38 by activity; Approval max as above, 2030 J / 1495 ft-lb
13	10m	General target practice / club matches	Local limit .45/.38 by activity; Approval max as above, 2030 J / 1495 ft-lb
14	10m	General target practice / club matches	Local limit .45/.38 by activity; Approval max as above, 2030 J / 1495 ft-lb
Air Pistol	10m	Open air-pellet range	Approval max: .177 air pellet, 16 J / 12 ft-lb

IN CASE OF EMERGENCY, PHONE 000

Firearms Registry: 1300 362 562

Club Information:

Newtec Pistol Club Incorporated.

158 Rhondda Road, Teralba NSW 2284

Club Contact: newtepcinc@gmail.com

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RANGE SAFETY

CLUB ADMINISTRATION

Note: Range Officer is a general term in this document and refers to a Range Officer holding qualification or a designated Range Safety who is suitably licenced to run a range.

Officer

RANGE SAFETY

1. GENERAL RANGE SAFETY
 1. All persons must wear enclosed footwear and hearing protection whilst on any firing range or in the Red area of ranges.
 2. All Members must wear their current member identification card while on ranges.
 3. All Visitors must have a Visitors Badge visible at all times while at Newtec Pistol Club .
 4. Protective eyewear.

1. Australian Standard Approved Impact protective eyewear must be worn at all times while handling, operating firearms
2. Spectators must wear appropriate Protective eyewear at all times while matches are in progress.
 1. Red flags at the entry gate and on the main flag pole must be flying while shooting is in progress and lowered or removed when shooting has ceased.
 2. Shooters must follow all directions of the range officer and not enter ranges until range officer deems clear (Red/Green lights to be operated by range officer).
3. **BAFFLES AND RANGE INFRASTRUCTURE**
 1. Damage to range equipment/ baffles or any other infrastructure must be reported to a committee member as soon as possible for repairs (Incident Report will be required).
 2. Any shooter who wilfully shoots baffles or deliberately damages Club infrastructure will be removed from the range. Liability for repairs and any membership discipline will be determined under applicable law, the Constitution and procedural fairness.
 3. Any shot over, around or beyond range safety infrastructure, including a projectile leaving the approved range area, requires an immediate cease fire, scene control, incident report and notification required by law or the Range Approval. Membership discipline must follow the Constitution and procedural fairness.
4. **AMMUNITION**
 1. No ammunition exceeding .38 calibre may be used unless the current Range Approval expressly permits the firearm, calibre, ammunition, target and activity. Where a large-calibre pistol permit is required, the current permit and relevant firearms licence must be sighted and verified before use; only the minimum verification record is retained. A permit does not override the Range Approval.
 2. Visitors will be subject upon request inspection of ammunition brought to the club to ensure compliance with club regulations.
 3. Target loads only to be used on ALL ranges.
 4. No fully jacketed projectiles may be used, as a Club control and subject to confirmation against the current Range Approval. A breach requires shooting to stop and may be referred for disciplinary action under the Constitution; termination is not automatic.
 5. Ammunition must not exceed the maximum muzzle energy, calibre, projectile type or other limit stated for the relevant range in the current Range Approval. The former 2030 J / 1493 ft-lb notation is retained only where confirmed against that approval; joules and foot-pounds are units of energy, not velocity.
5. **CURRENT TRANSITIONAL RULE — P650 / SUCCESSOR PERMIT:** Newtec does not offer try-shooting days, corporate shooting days or a general P650 service and is not obliged to accept any unlicensed participant. While section 6B of the Firearms Act 1996 and clauses 128–129 of the Firearms Regulation 2017 remain in force, any exceptional Club-approved participation must use the current NSW Police P650 declaration, identification and one-to-one direct-supervision process. The P650 provisions must cease to be relied upon when their repeal commences; from that date, unlicensed participation is prohibited unless the person holds the new permit or other authority then required by law and Newtec has approved participation in advance.
 1. Where an unlicensed person is exceptionally authorised by Newtec while the current P650 exemption remains in force, the person must be under one-to-one direct supervision by a suitably licensed supervisor authorised by a Club/range official. Newtec may restrict who it authorises as a supervisor.
 2. Any club induction, competency check and safety briefing required by Newtec must be completed before live fire. These club controls are additional to, and do not replace, the statutory P650 declaration and supervision requirements.
 3. Must not be under the influence of illicit/prescribed drugs or Alcohol
 4. The authorised Club/range official must complete the official acceptance/certification and retain the P650 declaration and attendance/supervision records, including supervisor details. NSW Police currently states that the form must be retained and made available for inspection as an enduring obligation. After commencement of the replacement system, retain the permit and records required by the new law and Registry guidance.
 5. Before every authorised occasion, the unlicensed person must complete the current declaration and disclose any change required by the approved form. Photo identification and all official acceptance checks must be completed before firearm or ammunition handling.
 6. **NEWTEC CLUB RULE — NO TRY-SHOOTING DAYS:** Newtec is not required to accept or facilitate a P650 participant and does not offer general try-shooting or corporate shooting days.

Any exceptional unlicensed participation must be approved in advance by an authorised Club official, be connected with an approved Club purpose, and comply fully with the law, current Range Approval and this document.

TRANSITION WATCH: NSW Police states that the P650 exemption will be removed and replaced by a firearms-permit process under reforms that are not yet fully commenced. The Secretary and Range Approval Holder must check official commencement notices before each issue of this document and withdraw P650 instructions immediately when the replacement provisions commence.

1. RIFLE SHOOTING

1. Ammunition must not exceed the maximum muzzle energy, calibre, projectile type or other limit stated for the relevant range in the current Range Approval. The former 2030 J / 1493 ft-lb notation is retained only where confirmed against that approval; joules and foot-pounds are units of energy, not velocity.
2. Designated to Range 2.
3. Have endorsed on their firearms license "Target Shooting for Category A and B".
4. Notify the Secretary when membership to the Hunter District Hunting Club is renewed or cancelled.
5. Use only solid soft lead ammunition and black powder balls or .177 soft lead pellets.
6. Centre fire rifles and shot guns are not permitted to be used by Visitors without Committee consent.

2. UNCASSED PISTOLS

Uncased pistols are not allowed in the main clubhouse. Members wishing to clean and/or demonstrate pistols will do so on a vacant range, designated safety area. Members will be subject to disciplinary action if they fail to follow safe handling practices or breach this clause.

3. HOLSTERS

Pistols may only be worn in holsters on ranges under these terms.

1. Whilst training under the control of an accredited person or whilst shooting a match if qualified
2. The pistol has been cleared by a range officer or suitably qualified person before holstering.
3. Speed loaders, holsters and magazine pouches must be empty except under the control of a range officer.
4. Safety
5. Once the shooter has finished the match the pistol must be removed from the holster and put away.
6. No pistol is to be worn in a holster whilst anywhere other than on the firing range.
7. Single Action Shooters may wear holsters per approved terms while involved in a match.

4. NEW MEMBERS

1. New licensed members must comply with sign-in, licence verification, induction and range-competency controls. Newtec does not offer try-shooting days and is not obliged to facilitate unlicensed shooting. Any exceptional unlicensed participation approved by the Club must use the legally operative P650 or successor permit process and the required direct supervision.
2. New Members will be provided with an outline of training prior to commencement of training.
3. New Members that do not complete the scheduled training program will be exited from the club if they have failed without good reason/cause.

5. JUNIORS/MINORS

1. A person under 18 must be accompanied and supervised in accordance with the law, the applicable consent/permit process, child-safe requirements and Club rules. For an authorised AAFC or comparable program, the responsible authorised adult arrangement must be documented and approved in advance.
2. AAFC must be always supervised by a ranking official and are fully responsible for the actions of the minors under their supervision.

6. ACCESS ROAD

The access road speed limit is 20 km/h, this limit is not to be exceeded due to safety and to prevent damage to the road. Persons found to be exceeding this speed limit will be subject to committee action (Visitors will be considered to have broken range rules re clause 20).

7. EMERGENCY AND FIRST AID

See Emergency Information attached

CLUB ADMINISTRATION**8. FEES**

1. Visitors shall pay \$20.00 per day
1. Members are charged \$5.00 per SSAA attendance slip
2. Members who have unpaid annual fees by the due date shall be liable for a rejoin fee if accepted by the committee if;
 1. If an extension has not been requested and granted by 1st September annually.
 2. If a hardship plan is not in place prior to 1st September (If you request a payment plan capitation is payable immediately and fees are not paid in the approved time the membership will be cancelled and rejoin fees will be applicable)

9. KEYS

Only approved Committee persons may hold keys. Exceptions may be granted for Co Ordinator's or other persons to hold a key to the venue on application (This will not be for shooting activities unless risk assessment has been completed).

10. MEMBERSHIP

1. Members are to advise the secretary if membership is held with another pistol club.
2. Members must notify the club of any changes to
 1. Address
 2. Licence details incl Expiry when renewed
 3. Any suspension or revocation of licence (Immediately)
 4. Subject to or involved in any legal matters that may affect their use of firearms or firearms licence.

11. PARTICIPATION

All licence holders must complete the participation required by the Firearms Regulation 2017, their licence conditions and the current approved reporting method. The Club may decline to certify an activity that cannot be verified, after giving the member a reasonable opportunity to provide supporting information. All Licence holders must be active members of the club that participates regularly.

12. ARMOURER

The club armourer will assist club members in matter relating to.

1. Firearms Purchases
2. Firearms Transfers
3. National Gun Amnesty
4. Ammunition Purchases

The Club armourer will not store firearms long term for members due to limitations.

5. RANGE OPENING HOURS

Range hours will be set by the Committee, comply with the Range Approval, and be published at the Club or on the Club website. Shooting outside approved hours or conditions is prohibited and requires immediate cessation and reporting to the Range Approval Holder. Membership discipline must follow the Constitution and procedural fairness; termination is not automatic.

6. CLUB CALENDAR

Set by the Committee and available at the club or on the club website.

7. VISITORS

All visitors must

1. Must not enter ranges until they have been signed in by a committee person.

2. Must present a current firearms licence and proof of club membership where participating as a licensed visitor. An exceptionally approved unlicensed participant must instead satisfy the legally operative P650 or successor permit process, identification requirements and Newtec's prior-approval rule.
 3. Wear a visitors tag at all times and return the tag prior to leaving the club.
 4. Follow all range rules and lawful directions of officials. A visitor may be removed immediately from the range or premises for safety; any longer exclusion or external referral must be proportionate and fairly determined.
 5. Present Firearms and Ammunition for inspection upon request.
 6. Conduct themselves appropriately while visiting the club.
- A visitor breach may result in immediate removal for safety. Any referral to an association or home club, recovery of repair costs, or longer exclusion must be lawful, proportionate, based on verified information and determined through a fair process. Serious or reportable matters must be referred as required by law or the Range Approval.

Controlling Range Approval — Operational Summary

Approval	24/07/2026 24July26meeting — APPROVED
Approval holder	WEBB Mark
Location	158 Rhondda Road, TERALBA NSW 2284
Issue / amendment	Issued 16 May 2023; amended 16 May 2025
Expiry	14 May 2028, subject to revocation, revision and statutory continuation provisions
Danger area	No Danger Area
Approved range groups	Three 50m open ranges; four 25m open ranges; five 10m open ranges. Range-specific numbering and local operating allocation are governed by the approved site plan and these controlled orders.
Open-range ammunition	ME not over 2030 J (1495 ft-lb); air pellet to .25; rimfire to .22; pistol to .45; black powder to .75; shotgun all gauges using No. 6–9.5 shot. Stricter Newtec limits remain enforceable.
Open air-pellet range	10m; ME not over 16 J (12 ft-lb); air pellet to .177
Authorised activities	General target practice; sighting in / patterning / ammunition development; licensed firearms dealer / club armourer (CDN 14); Australian Defence Force Cadets (CDN 15).

MANDATORY CONDITIONS: while the current P650 exemption remains operative, one exceptionally approved unlicensed shooter to one suitably licensed authorised supervisor; after repeal commences, the successor permit/authority requirements apply. Hard/steel targets require the specified ballistically rated shroud/canopy. Call 000 immediately for an emergency or serious crime; notify the Commissioner/Firearms Registry within 48 hours of a firearm incident resulting in injury, and make any additional immediate or property-damage notification required by the current Range Approval. Display the Approval and these Standing/Safety Orders as required.

Related Club Authorities Supplied for Review

- Sport/Target Shooting (Pistol) Club Approval 403899495 — Category H; lifetime; NSWAPA affiliation shown.
- Sport/Target Shooting Club Approval 410185503 — Categories A/B; lifetime; NSWAPA affiliation shown.
- Collecting Club Approval 410913460 — Categories A/B/C/D/H; lifetime; SSAA/NSWAPA affiliation shown.
- Ammunition Acquire and Supply — Club Permit 412940390 — expiry 13 August 2028; separate storage, access, licence/permit sighting and transaction-record conditions apply.

- The supplied club-approval conditions require at least 10 active members, current peak-body affiliation, insurance, regular safe activities, annual returns, and written Registry notice within seven days of club-rule or constitution alterations supported by the meeting minutes.
- The Range Approval Holder must maintain and verify every current licence, permit and notice of authority on which Club possession, storage, supply or use depends. An expired historical copy is not evidence of current authority.

2026 Compliance Review and Adoption Record

Outcome: These standing orders are approved and current. The Range Approval Holder must continue to check every range-specific statement against the current signed Range Approval, Club approvals, approved site plan, emergency plan, licences and permits as an ongoing compliance obligation.

Document	Newtec Pistol Club Incorporated — Range Standing Orders
Edition	2026 controlled review edition — reconciled to Approval 404854694 amended 16 May 2025
Owner	Public Officer/Secretary
Classification	CLUB IN CONFIDENCE — controlled operational safety document
Authority hierarchy	Firearms Act 1996 (NSW); Firearms Regulation 2017 (NSW); current Range Approval and conditions; these Standing Orders; applicable Shooting Australia/NSWAPA rules.
Conflict rule	Law and the Range Approval prevail. Competition or club rules may add controls but must not authorise anything prohibited by law or the Range Approval.
Review trigger	Before 1 September 2026; on P650 replacement commencement; and after any law, approval, facility, incident or governing-body change.

Compliance controls confirmed in this review

- Modular general provisions plus separately printable range-specific sheets are retained, consistent with the Range Users Guide model.
- Range control, sign-in, RSO authority, cease-fire, clearing, safe-direction, PPE, target placement, emergency and incident controls have been clarified.
- P650 wording now distinguishes the statutory declaration/supervision process from Newtec membership and induction requirements.
- Ammunition energy is correctly described as energy, not velocity; approval-specific limits are not guessed.
- Shooting Australia and NSWAPA competition rules apply only to the extent relevant and consistent with NSW law, the Range Approval and these safety orders.
- Disciplinary action must follow the Constitution, applicable policy and procedural fairness; immediate safety directions remain mandatory and may include stopping shooting or removing a person from a range.

Mandatory Range Approval verification - ongoing compliance check

Approval-specific item	Status	Verified by/date	Evidence correction	/
Range numbers, names and physical descriptions	☐ Verified ☐ Amend			
Approved disciplines and firing distances	☐ Verified ☐ Amend			
Approved firearm types and calibres	☐ Verified ☐ Amend			
Ammunition/projectile types and muzzle limits	☐ Verified ☐ Amend			
Approved targets, minimum distances and placements	☐ Verified ☐ Amend			
Hours/night firing and warning systems	☐ Verified ☐ Amend			
Baffles, stop butts, danger areas and special conditions	☐ Verified ☐ Amend			
Range Approval number, issue date and current conditions	☐ Verified ☐ Amend			
Emergency contacts, site address and assembly points	☐ Verified ☐ Amend			

All posted extracts match this controlled master

☐ Verified ☐
Amend

Range-Sheet Posting and Operational Controls

Posting: Each range-specific sheet may be isolated and posted only if it includes the range title, control note, all range-specific limits, emergency instruction, edition/date and page control. A posted copy is uncontrolled unless the Approval Holder has marked it current.

Changes: No change to range construction, baffles, stop butts, target systems, approved use, firearm/calibre, ammunition limit, firing distance, operating condition or safety system is authorised merely by editing these orders. Obtain NSW Firearms Registry approval where required before implementation.

RSO briefing: Before shooting, the RSO must confirm the range is authorised for the activity; flags/lights and danger-area controls are active; communications and first aid are available; targets are correctly positioned; participants are signed in and authorised; and the firing line is briefed.

Immediate stop: Any person who sees an unsafe condition must call CEASE FIRE or alert the RSO. The RSO must suspend shooting until the condition is assessed and rectified.

Records: Retain current approvals, inspections, inductions, P650 declarations or successor permit records, attendance/supervision records, incidents, maintenance and document approvals in accordance with law and the Newtec Privacy Policy. NSW Police presently describes retention of P650 forms for inspection as an enduring obligation.

Confidentiality: Personal, legal, disciplinary, security, firearms-licensing and sensitive club information is Club in Confidence and must be handled under the Newtec Privacy Policy and Conflict of Interest and Confidentiality Policy. This does not prevent ordinary discussion of general committee matters not validly classified as confidential, or lawful reporting to regulators, police, insurers or advisers.

Approval and certification

Range Approval checked by

Document review completed against supplied approval; physical/site verification:

Current approval / version

No. 404854694; amended 16 May 2025; expiry 14 May 2028

Committee approval

24/07/2026 | 24July26meeting — APPROVED

President / delegate

Signature: _____

Date:

Secretary

Signature: _____

Date:

Next review

01/10/2027

Reference set checked 21 July 2026: NSW Police Firearms Registry Ranges guidance; Range Users Guide Version 10 (September 2017, still published); General Legislative Requirements — Shooting Range Approval; P650 guidance and form; Club Annual Reporting and Compliance guidance; Terrorism and Other Legislation Amendment Act 2025 guidance; Firearms Act 1996; and Firearms Regulation 2017. Sources and commencement status must be rechecked at adoption and before 1 September 2026.



PISTOL CLUB

CODE OF CONDUCT

Anti-Bullying, Harassment and Victimisation Policy

INCORPORATED REFERENCE COPY • CURRENT MASTER: NPC-CMP-POL-001

Document owner	Public Officer/Secretary
Classification	Club in Confidence
Status	APPROVED AND CURRENT - REVIEW/UPDATE SCHEDULED (NOT FOR WITHDRAWAL)
Control	Do not duplicate, reproduce or distribute except for authorised club or range purposes
Applies to	Members, applicants, visitors, competitors, officials, volunteers, employees, contractors, spectators and persons acting for the Club
Policy owner	Public Officer/Secretary
Approval	24/07/2026 24July26meeting — APPROVED
Effective date	24/07/2026
Review cycle	Annually and after a serious incident or relevant policy or legislative change
Version	1.1 July 2026

Our commitment

Newtec Pistol Club Incorporated (Club) is committed to a safe, respectful, inclusive and well-governed environment. Everyone must protect physical and psychological safety, comply promptly with lawful range commands and treat others with dignity.

Zero tolerance does not mean automatic punishment: Every report will be taken seriously. Outcomes will be proportionate and based on a fair process. Immediate protective action may be taken where reasonably necessary for safety, firearms compliance or the integrity of an investigation.

Framework alignment

This policy is designed to operate consistently with the Club Constitution; the Target Pistol Australia (formerly Pistol Australia) Competition Code of Conduct and National Integrity Framework policies; Sport Integrity Australia member-protection guidance; and Australian government workplace-bullying guidance. If an external policy has jurisdiction over a matter, its reporting and disciplinary process may also apply.

CONTROL NOTE: This incorporated copy is provided only for operational convenience. The separately controlled current master, NPC-CMP-POL-001, prevails if there is any difference. Update or remove this incorporated copy whenever the master changes.

PART A

CODE OF CONDUCT

Standards expected throughout Club activities

1. Purpose and scope

- 1.1 This Code states the behaviour expected whenever a person participates in, attends, represents or performs work or duties for the Club.
- 1.2 It applies at the range and Club premises; meetings, training and competitions; travel and accommodation connected with Club activity; social functions; telephone, email, social media and messaging; and conduct outside Club activity that has a substantial connection with the Club, participant safety or the integrity of pistol shooting.
- 1.3 The Code applies to members of every class, Committee and position holders, applicants, visitors, competitors, coaches, officials, volunteers, employees, contractors, parents, guardians, carers, spectators and guests.

2. Core standards

- 2.1 Act honestly, fairly, respectfully and in good faith. Support a welcoming environment and the objects and reputation of the Club and target pistol shooting.
- 2.2 Comply with legislation, the Club Constitution, lawful Club Rules and range standing orders, approval conditions, competition rules and lawful directions of authorised officials.
- 2.3 Use respectful language and behaviour. Do not abuse, threaten, intimidate, humiliate, ridicule, haze, bully, harass, discriminate against, vilify or victimise another person.
- 2.4 Respect differences in age, race, colour, nationality, ethnic or social origin, sex, sexual orientation, gender identity, intersex status, disability, religion, marital or family status, pregnancy, caring responsibilities and other attributes protected by law.
- 2.5 Do not engage in sexual harassment, sexual misconduct, grooming, abuse or conduct that exploits a power imbalance. Consent must be voluntary and cannot be assumed from silence, prior interaction or a person's continued participation.
- 2.6 Protect children and young people. Follow child-safe requirements, maintain appropriate boundaries and report suspected abuse, grooming or serious risk through the required pathway.
- 2.7 Respect officials, competitors and spectators. Accept lawful decisions and use established protest, complaint and appeal processes rather than confrontation or retaliation.
- 2.8 Do not make knowingly false or malicious allegations. A report made honestly is not a breach merely because it is not substantiated.

3. Firearms and range conduct

- 3.1 Safety is paramount. Comply immediately with a cease-fire, unload, make-safe, emergency or other lawful command given by a Range Officer or authorised person.
- 3.2 Never handle a firearm, ammunition or security information unlawfully, recklessly, while impaired, or in a way that threatens, intimidates or harasses another person.
- 3.3 Do not attend or participate while adversely affected by alcohol, illicit drugs, medication or another condition that makes participation unsafe. Comply with testing, exclusion or medical-clearance requirements lawfully imposed for safety.
- 3.4 Report an immediate safety concern, suspected unlawful possession or use, loss or theft, unsafe conduct or threat to an authorised range official or emergency service without delay.
- 3.5 A safety direction or temporary removal from the firing line is not, by itself, disciplinary action or bullying. It may be reviewed later, but must be obeyed immediately.

4. Governance and information

- 4.1 Declare and properly manage conflicts of interest. Do not misuse a Club position, money, property, information, access, influence or opportunity for personal advantage or to cause detriment.
- 4.2 Protect personal, firearms, health, disciplinary, security, commercial and legally privileged information. Do not publish meeting or complaint material without authority.
- 4.3 Communicate accurately. Do not impersonate the Club, make an unauthorised public statement, manipulate records, conceal a safety incident or deliberately circulate harmful misinformation.

5. Leaders and officials

- 5.1 Committee members, coaches, captains, Range Officers, coordinators and other leaders must model the Code, intervene safely when misconduct is observed, avoid favouritism and respond to reports promptly and impartially.
- 5.2 Authority must be exercised for a proper purpose, proportionately and without humiliation. Performance, selection, safety and disciplinary decisions should use clear criteria and be documented where appropriate.

6. Spectators, parents and supporters

- 6.1 Encourage participation without abuse, pressure or ridicule. Do not interfere with officials, enter restricted areas, coach contrary to competition rules, or direct hostile comments at competitors or others.

6.2 A person responsible for a child must support child-safe arrangements and must not request secrecy, encourage rule-breaking or undermine an authorised safety direction.

PART B

ANTI-BULLYING, HARASSMENT & VICTIMISATION POLICY

Prevention, reporting and fair resolution

7. Policy position

7.1 Bullying, harassment, discrimination, vilification, abuse, sexual misconduct and victimisation are prohibited. The Club will manage psychological risks and intervene early where safe and appropriate.

7.2 Conduct may breach this policy whether it occurs in person, online, publicly or privately, and whether it is carried out by one person or a group. Intent is relevant but is not always required.

8. Definitions

8.1 Bullying means repeated unreasonable behaviour directed towards a person or group that creates a risk to health and safety. Repeated behaviour may comprise different acts over time. Unreasonable behaviour is behaviour a reasonable person, having regard to the circumstances, would regard as victimising, humiliating, intimidating or threatening.

8.2 In the sport context, bullying also includes repeated and deliberate inappropriate use of power or behaviour intended or likely to harm, isolate, intimidate or demean a participant.

8.3 Harassment means unwelcome behaviour that a reasonable person would anticipate may offend, humiliate or intimidate. Harassment can be a single incident and need not meet the repeated-behaviour test for bullying.

8.4 Sexual harassment includes an unwelcome sexual advance, unwelcome request for sexual favours or other unwelcome conduct of a sexual nature where a reasonable person would anticipate the possibility of offence, humiliation or intimidation. A single incident may be sufficient.

8.5 Discrimination includes direct or indirect less favourable treatment, or an unreasonable requirement or practice causing disadvantage, connected with an attribute protected by law or an applicable sport policy.

8.6 Vilification means a public act that incites hatred, serious contempt or severe ridicule against a person or group because of a protected attribute.

8.7 Victimisation means subjecting, or threatening to subject, a person to detriment because they made, intended to make, supported or participated in a complaint, report or investigation, or exercised a lawful right.

8.8 Abuse includes physical, emotional, psychological, sexual or other maltreatment and conduct that causes or risks significant harm.

9. Examples of prohibited behaviour

9.1 Examples include aggressive or threatening conduct; abusive, insulting or humiliating comments; persistent unjustified criticism; spreading malicious rumours; deliberate isolation; unreasonable withholding of information needed for a role; hazing or initiation; practical jokes causing distress or danger; cyberbullying; unwanted sexual comments, images or contact; discriminatory jokes; and misuse of complaints or authority to punish or silence someone.

9.2 Range or firearms-related examples include using or referring to a firearm to intimidate; retaliatory roster or access decisions; unsafe exclusion designed to humiliate; disclosing licence, health or disciplinary information to embarrass a person; and pressuring a person not to report a safety concern.

10. What is generally not bullying

10.1 Reasonable management, governance, coaching, selection, performance or disciplinary action carried out in a reasonable manner is not bullying. This includes giving lawful directions, addressing poor performance, applying eligibility rules, allocating duties, investigating a complaint and imposing a lawful sanction after fair process.

10.2 A reasonable and proportionate safety direction, cease-fire, refusal of unsafe participation or immediate range exclusion is not bullying. The manner of communication must still be professional so far as the urgency permits.

10.3 A difference of opinion, legitimate debate, isolated disagreement or respectful criticism is not ordinarily bullying. It may nevertheless breach the Code if it involves harassment, discrimination, threats, abuse or other prohibited conduct.

11. Responsibilities

11.1 Everyone must comply, avoid participating in or encouraging prohibited conduct, preserve relevant evidence, cooperate honestly with authorised processes and maintain appropriate confidentiality.

11.2 The Committee must provide accessible reporting pathways, control known risks, appoint impartial decision-makers, protect parties and witnesses from retaliation, and monitor whether agreed measures are effective.

11.3 Bystanders should intervene only where safe, support affected persons, preserve evidence and report serious or ongoing conduct. They must not inflame the matter through gossip, confrontation or online publication.

PART C

REPORTING AND RESPONSE PROCEDURE

Local resolution, formal complaints and external pathways

12. Immediate action and emergencies

12.1 Call 000 where there is immediate danger, violence, a serious threat, suspected criminal conduct requiring urgent response, or an immediate firearms or medical emergency. Notify the Range Officer or senior Club official as soon as safe.

12.2 An authorised person may issue a cease-fire, separate persons, restrict access, preserve evidence, arrange support or impose a temporary safety restriction within their authority. Interim action is precautionary, not a finding of misconduct, and must be reviewed promptly.

13. Where to report

13.1 A Club-level report may be made to the President or Secretary. If either is involved or conflicted, report to another non-conflicted Executive or Committee member. A child-safe or integrity contact may be used where appointed.

13.2 A matter within the Target Pistol Australia National Integrity Framework may be reportable through Sport Integrity Australia or the channel specified by the current framework. This may include prohibited conduct involving a child or a protected characteristic. The Club must not obstruct an external report.

13.3 Employees, contractors and some volunteers may have rights under work health and safety and Fair Work laws. Reports may also be made to SafeWork NSW, the Fair Work Commission, Police, the Australian Human Rights Commission, Anti-Discrimination NSW or another authority where appropriate.

13.4 A report to the Club does not replace mandatory reporting, child-protection, firearms, police, emergency, insurance or workplace notification requirements.

14. Making a report

14.1 Reports may initially be oral but should be recorded in writing. Include the conduct, dates, locations, persons involved, witnesses, supporting material, effect or safety risk, action already taken and desired outcome.

14.2 Anonymous reports will be assessed, but anonymity may limit investigation and procedural fairness. The Club cannot promise absolute confidentiality; information will be shared only where reasonably necessary for safety, fairness, advice, reporting or decision-making.

14.3 A person may have a support person who is not a witness, advocate disrupting the process or person with an unmanaged conflict.

15. Initial assessment and triage

15.1 The recipient must acknowledge the report, check immediate safety and support needs, identify conflicts, preserve evidence and determine the correct jurisdiction and pathway.

15.2 The assessment should consider seriousness, repetition, power imbalance, child or vulnerable-person involvement, firearms risk, protected attributes, workplace connection, possible crime, mandatory reporting, urgency and whether local resolution is safe.

15.3 The Club may refer, pause or coordinate its process to avoid compromising a police, integrity, child-protection, workplace, insurer or other external process. Necessary interim protections may continue.

16. Resolution options

16.1 Low-risk, unintentional or early-stage matters may, with informed agreement and where safe, be addressed by clarification, facilitated discussion, mediation, apology, education, behavioural agreement, changed arrangements or monitoring.

16.2 Informal resolution is not appropriate where there is serious harm, violence, threat, coercion, sexual misconduct, child-safety concern, significant firearms risk, substantial power imbalance, repeated conduct despite intervention or a need for formal findings.

16.3 No person must be required to confront the subject of a report or mediate as a condition of having a serious complaint considered.

17. Formal complaint process

17.1 Formal disciplinary action must follow the Club Constitution. The respondent must receive sufficient written particulars, a reasonable opportunity to respond and an impartial decision based on relevant evidence.

17.2 An investigator should prepare a factual report addressing disputed matters, credibility and available evidence. The investigator must not predetermine the outcome or recommend a sanction unless properly authorised.

17.3 Unless a different legal standard applies, factual findings should be made on the balance of probabilities, having regard to the seriousness of the allegation and quality of the evidence. The complainant does not bear responsibility for prosecuting the case.

17.4 The decision and reasons must be provided in writing to the respondent. The complainant should be told that the matter has concluded and any information reasonably necessary for their safety, while respecting privacy and procedural fairness.

17.5 Any constitutional appeal right remains available. An external body may have its own review or appeal process.

18. Interim measures

18.1 Interim measures may include no-contact directions, changed rosters or duties, restricted systems or range access, supervision, temporary suspension within constitutional authority, or another proportionate control. They must be documented, reviewed and no broader or longer than reasonably necessary.

18.2 Interim measures must not be represented as proof of wrongdoing. Where practicable, impacts should be distributed fairly and support offered to all affected persons.

19. Outcomes

19.1 Outcomes may include no further action, education, coaching, apology, facilitated agreement, warning, behavioural conditions, removal from an appointed role, access restriction, suspension, expulsion, referral to an authority or another sanction authorised by the Constitution and law.

19.2 The response must consider seriousness, harm, repetition, intent, power imbalance, remorse, cooperation, prior relevant conduct, safety risk, consistency and any mitigating or aggravating circumstances.

19.3 A complaint found not substantiated is not necessarily false or malicious. Action for a false complaint requires evidence that it was knowingly false, deliberately misleading or malicious, and must follow a fair process.

20. Records, privacy and monitoring

20.1 Complaint records must be accurate, access-restricted, securely retained and separated from general membership communications. Minutes should record decisions without unnecessary sensitive detail.

20.2 The Committee must monitor compliance with interim measures and outcomes, check for victimisation, review systemic causes and implement reasonable prevention measures without identifying persons unnecessarily.

PART D

QUICK REPORTING GUIDE

Choose the pathway that best protects safety and fairness

Immediate danger / firearms emergency	Call 000. Follow Range Officer commands and notify the senior Club official when safe.	Call 000. Follow Range Officer commands and notify the senior Club official when safe.
Child abuse, grooming or serious child risk	Report promptly through Police or child-protection channels and the applicable Sport Integrity pathway. Do not investigate personally.	Report promptly through Police or child-protection channels and the applicable Sport Integrity pathway. Do not investigate personally.
Protected-attribute or NIF prohibited conduct	Consider the Sport Integrity Australia reporting pathway and notify the Club where safe and appropriate.	Consider the Sport Integrity Australia reporting pathway and notify the Club where safe and appropriate.
Workplace bullying or harassment	Use the Club pathway and consider SafeWork NSW, Fair Work Commission or other workplace rights.	Use the Club pathway and consider SafeWork NSW, Fair Work Commission or other workplace rights.
Low-risk Club conflict or conduct	Report to the President, Secretary or another non-conflicted Committee member for early assessment.	Report to the President, Secretary or another non-conflicted Committee member for early assessment.
President or Secretary implicated	Report to another non-conflicted Executive or Committee member or the appropriate external body.	Report to another non-conflicted Executive or Committee member or the appropriate external body.

Immediate danger / firearms emergency

Support: A person may seek medical, counselling, legal, union, advocacy or other independent support at any time. In crisis or where self-harm is feared, call 000 or Lifeline on 13 11 14.

Call 000. Follow Range Officer commands and notify the senior Club official when safe.

Support: A person may seek medical, counselling, legal, union, advocacy or other independent support at any time. In crisis or where self-harm is feared, call 000 or Lifeline on 13 11 14.

Call 000. Follow Range Officer commands and notify the senior Club official when safe.

Complaint / incident record

Name and contact details (or anonymous) _____

Date, time and place _____

Person or persons involved _____

What happened (facts and words used) _____

Witnesses or supporting material _____

Immediate safety or wellbeing concerns _____

Action already taken _____

Outcome or support requested _____

Signature / date _____

Submitting this form does not prevent an urgent or external report. Provide it to an authorised, non-conflicted recipient and retain a secure copy.

PART E**ACKNOWLEDGEMENT AND ADOPTION**

Member and position-holder sign-off

Acknowledgement

E.1 I have received, read and understood the Newtec Pistol Club Code of Conduct and Anti-Bullying, Harassment and Victimisation Policy.

E.2 I agree to comply with the Code, lawful safety directions, the Club Constitution and applicable integrity policies. I will not bully, harass, discriminate against, vilify, abuse or victimise another person.

E.3 I understand how to report an immediate safety issue and a conduct concern, that confidentiality is limited by safety and fairness requirements, and that breach may result in action under the Constitution or external rules.

E.4 If I hold a Club position, I will model the Code, act on reports within my authority, manage conflicts, preserve evidence and protect sensitive information.

Full name _____

Membership number / position _____

Signature _____

Date _____

Parent or guardian if required _____

Committee adoption

Resolved that the Committee adopt this Code of Conduct and Anti-Bullying, Harassment and Victimisation Policy effective from [INSERT DATE], communicate it to members and relevant participants, require acknowledgement on appointment to a Club position and review it at least annually.

President _____

Secretary _____

Resolution date _____

Minute reference _____

Authoritative references

R.1 Target Pistol Australia Competition Code of Conduct, effective 1 February 2025, and current Target Pistol Australia National Integrity Framework policies, including Member Protection, Safeguarding Children and Young People, and Complaints, Disputes and Discipline.

R.2 Sport Integrity Australia National Integrity Framework Member Protection Policy and Bullying in Sport guidance.

R.3 Safe Work Australia bullying guidance and Guide for Preventing and Responding to Workplace Bullying; Fair Work Ombudsman workplace-bullying guidance.

R.4 Work Health and Safety Act 2011 (NSW), Anti-Discrimination Act 1977 (NSW), applicable Commonwealth discrimination and workplace legislation, Firearms Act 1996 (NSW), Firearms Regulation 2017 (NSW), and Club approval conditions.

R.5 Newtec Pistol Club Incorporated registered Constitution and Club Rules, as amended from time to time.

Document control

Next review	01/10/2027
Review triggers	Serious incident; legislative, constitutional or integrity-policy change; identified process failure
Related documents	Constitution; Conflict of Interest Policy; Confidentiality Policy; range standing orders; child-safeguarding requirements
Controlled copy	Secretary / governance records



PISTOL CLUB

PRIVACY POLICY

Member, Participant and Governance Information

INCORPORATED CONTROLLED POLICY • POL-PRIV-2026

Document owner	Public Officer/Secretary
Classification	Club in Confidence
Status	APPROVED AND CURRENT - REVIEW/UPDATE SCHEDULED (NOT FOR WITHDRAWAL)
Control	Do not duplicate, reproduce or distribute except for authorised club or member purposes
Document owner	Public Officer/Secretary
Policy administrator	Club Secretary / appointed Privacy Officer
Version	1.1 — July 2026
Approval status	APPROVED AND CURRENT - REVIEW/UPDATE SCHEDULED (NOT FOR WITHDRAWAL)
Review cycle	At least every two years, and earlier following material legal, system or process change
Classification	CLUB IN CONFIDENCE — CONTROLLED DOCUMENT

DOCUMENT CONTROL This controlled document must not be duplicated, reproduced or distributed, in whole or part, without Club authorisation. This restriction does not prevent the Club from publishing or providing its privacy policy or privacy notices, giving members access, obtaining professional advice, reporting to an affiliated body or regulator, or making any disclosure required or authorised by law.

Policy statement

Newtec Pistol Club Incorporated (Club) respects privacy and will handle personal information lawfully, fairly, transparently and securely. The Club adopts the Australian Privacy Principles (APPs) as its minimum privacy standard, whether or not every APP is legally mandatory for the Club in a particular circumstance.

1. Purpose and application

This policy explains how the Club collects, holds, uses, discloses, secures, accesses, corrects and disposes of personal information. It applies to Committee members, office bearers, employees (if any), volunteers, coaches, range officers, selectors, officials, contractors and any person handling information for the Club.

It covers information about members, applicants, prospective members, visitors, competitors, athletes, officials, volunteers, parents and guardians, complainants, respondents, witnesses, contractors, donors, sponsors and website or social-media users.

LEGAL POSITION The Privacy Act 1988 (Cth) generally applies to organisations with annual turnover above \$3 million and to some smaller organisations regardless of turnover. The Club voluntarily applies the APPs as a governance baseline. Where legislation, a court order, NSW firearms requirements, child-safety obligations, the Club constitution, or a binding affiliated-body rule imposes a higher or inconsistent requirement, the Club will follow the applicable law or binding requirement and document the basis.

2. Governing framework

This policy is informed by and should be read consistently with:

- Privacy Act 1988 (Cth), including the 13 Australian Privacy Principles and, where applicable, Part IIIC (Notifiable Data Breaches scheme);
- Privacy and Other Legislation Amendment Act 2024 (Cth), including applicable commencement dates for later reforms;
- Spam Act 2003 (Cth) and Do Not Call Register Act 2006 (Cth) for electronic and telephone communications;
- NSW firearms, child-safety, incorporated-association, record-keeping and other laws relevant to Club operations;
- Shooting Australia Privacy Policy and applicable integrity/member-protection policies;
- NSW Amateur Pistol Association (NSWAPA) constitution, code of conduct and disciplinary policy; and
- Sport Integrity Australia's National Integrity Framework and privacy requirements where they apply.

This policy does not replace a specific collection notice, consent form, integrity policy, competition condition, employment record obligation or statutory requirement. Those instruments operate together; the more privacy-protective applicable requirement should be used unless prohibited by law.

3. Key definitions

Personal information	Information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether true or recorded in material form.
Sensitive information	Includes health information, criminal record information, racial or ethnic origin, religious beliefs, sexual orientation and membership of certain associations, where covered by law.
Health information	Information or an opinion about an individual's health, disability or health service, including emergency and participation-related information.
Data breach	Loss, unauthorised access, unauthorised disclosure, alteration or misuse of personal information.
Affiliated bodies	Bodies through which the Club or its members participate, including NSWAPA, Target Pistol Australia/Pistol Australia, Shooting Australia and Sport Integrity Australia, as applicable.

4. Privacy governance and accountability

The Committee is accountable for privacy governance. It must ensure proportionate practices, procedures and systems, approve material changes, oversee serious incidents and resource reasonable security controls.

- The Secretary is the Privacy Officer unless the Committee appoints another person in writing.
- Access is role-based and limited to people who need the information for authorised Club duties.
- Committee members and volunteers must preserve confidentiality during and after their appointment and return or securely delete Club records when their role ends.
- Privacy and information-security risks must be considered before new forms, databases, cloud services, cameras, apps, mailing tools, AI tools or data-sharing arrangements are introduced.
- Material privacy decisions, disclosures, incidents, complaints, access refusals and destruction actions must be documented.
- The Club will maintain a data inventory and periodically review access permissions, retention and third-party providers.

5. Information the Club may collect

The Club only collects information reasonably necessary for its functions and activities and will use data minimisation. Depending on the relationship, this may include:

- identity and contact details, date of birth, signature, emergency contacts and parent/guardian details;
- membership category, membership history, financial status, affiliation/capitation identifiers, qualifications and volunteer roles;
- firearms licence or permit type, number, status and expiry date, and sighting/verification records where required; copies are not retained unless reasonably necessary and authorised;

- attendance, sign-in, competition entries, scores, classifications, selection, training, accreditation and participation records;
- payments, invoices, refunds and limited transaction records (the Club does not retain full payment-card security codes);
- health, disability, accessibility, medication or emergency information voluntarily provided or reasonably required for safe participation;
- complaints, incident reports, disciplinary matters, witness material, integrity reports and outcomes;
- working-with-children or other screening status where required, without retaining more identity documentation than necessary;
- photographs, video, livestreams, CCTV, audio, website enquiries, email and social-media interactions; and
- technical information such as IP address, device/browser data, security logs and cookies where used by Club systems.

FIREARMS-SENSITIVE INFORMATION Firearms licence, attendance and participation information may create heightened personal-safety and security risk. It must never be published in a member directory, social-media post, public results list or general email group. Access and disclosure require a clear authorised purpose.

6. How information is collected and notice

Where reasonable and practicable, information is collected directly from the individual through membership and renewal forms, visitor registers, competition systems, consent forms, incident reports, email, telephone, the website and in person. Information may also come from a parent or guardian, referee, affiliated body, coach, official, service provider, publicly available source, police or regulator where lawful.

At or before collection—or as soon as practicable—the Club will provide a concise privacy notice stating the Club's identity and contact method, what is collected, why, the usual disclosures, consequences of not providing it, how to access or correct it, how to complain, and any likely overseas disclosure. Sensitive information will generally be collected with express, informed, voluntary, current and specific consent unless an exception applies.

People may interact anonymously or under a pseudonym where lawful and practicable. Identification is required where necessary for membership, firearms compliance, insurance, competition eligibility, safeguarding, payments, access control, incident management or legal obligations.

7. Children and young people

- Collect only the minimum information needed for participation, safety, consent, affiliation and safeguarding.
- Use age-appropriate explanations and obtain parent/guardian consent where the young person cannot validly consent or where policy/law requires it.
- Do not publish a child's full name with address, school, contact details, licence/permit details or other identifying security information.
- Obtain specific image/publicity consent and respect withdrawal for future use, subject to lawful archival and competition records.
- Restrict complaint, health and child-safety information to authorised personnel and approved reporting channels.

8. Purposes of use

The Club may use information for the primary purpose notified at collection, including:

- assessing and administering membership, renewals, fees, voting eligibility and member communications;
- verifying licences, permits, age, qualifications, financial status, affiliations and lawful range access;
- operating ranges, events, competitions, training, coaching, teams, awards and volunteer rosters;
- meeting safety, emergency, insurance, child-safety, integrity, disciplinary, governance and legal obligations;
- capitation, affiliation, accreditation, grading, entry, results, selection and reporting to relevant sporting bodies;
- managing incidents, complaints, investigations, appeals, disputes and procedural fairness;
- maintaining facilities, security, access control, business continuity and fraud prevention;
- providing requested services, responding to enquiries, improving Club operations and keeping historical records; and
- promoting Club activities using images, results or stories only where authorised and appropriately minimised.

A secondary use requires consent unless it is within reasonable expectations and related to the primary purpose (directly related for sensitive information), or is otherwise required or authorised by law. Personal information must not be entered into public generative-AI tools or unapproved platforms.

9. Disclosure and information sharing

The Club may disclose the minimum necessary information to:

- NSWAPA, Target Pistol Australia/Pistol Australia, Shooting Australia, Sport Integrity Australia, competition organisers and accreditation or selection bodies;
- NSW Police, Firearms Registry, emergency services, child-protection authorities, courts, tribunals, regulators or other authorities where required or authorised;
- insurers, brokers, auditors, accountants, legal advisers and professional investigators;
- approved technology, payment, website, communications, storage and document-destruction providers bound by appropriate safeguards;
- officials, coaches, range officers and volunteers who need the information for an authorised function; and
- other persons with the individual's consent or where a permitted legal situation applies.

Integrity and disciplinary information must be shared on a strict need-to-know basis, with procedural fairness and confidentiality. Participants must not retaliate against a person for making a lawful privacy, safety or integrity report.

10. Overseas disclosure and cloud services

Some approved providers or affiliated sporting systems may store or process information outside Australia. Before disclosure, the Club will make reasonable enquiries about data location, security, contractual safeguards and privacy protections; provide notice where required; and take reasonable steps required by APP 8. Countries may vary by provider and must be identified in the relevant collection notice where practicable. The Privacy Officer maintains the current provider register.

11. Communications, website, images and CCTV

Operational membership messages are sent where reasonably necessary. Marketing or promotional electronic messages must identify the Club, include a functional unsubscribe method and comply with applicable consent and spam requirements. Unsubscribing from promotions does not prevent essential safety, governance, membership or legal communications.

- Use blind-copy, an approved mailing platform or individual delivery for group emails; do not expose recipient lists without authority.
- Website analytics and cookies must be limited, documented and configured to minimise collection; third-party tracking requires review.
- Photography and video must avoid displaying licence details, sign-in books, addresses, security controls or firearm-storage information.
- Competition results may be published where reasonably expected or notified, using only necessary identifiers and classifications.
- CCTV, if used, is for safety, security and incident investigation. Signage must be displayed, access restricted, and audio recording disabled unless specifically lawful and approved.
- Members and visitors must not record or publish another person's personal information in a manner inconsistent with Club rules, consent or safety.

12. Data quality, access and correction

The Club takes reasonable steps to keep information accurate, complete, relevant and up to date. Individuals should promptly notify the Secretary of changes to contact, emergency, licence/permit, affiliation or eligibility details.

A person may request access to or correction of their personal information through the Secretary/Privacy Officer. Identity will be verified proportionately. The Club will respond within a reasonable period and generally without charge, except reasonable access costs where lawful. Access may be refused or limited only on a lawful ground—for example where it would unreasonably affect another person's privacy, prejudice an investigation, reveal evaluative material in a protected process, create a serious safety risk, or be unlawful. Reasons and available complaint avenues will be provided where required.

13. Security and handling rules

- Use unique accounts, strong passwords and multi-factor authentication where available; never share credentials.
- Store paper records in locked facilities; do not leave sign-in books, applications or incident files unattended.
- Encrypt or otherwise protect portable devices and sensitive files; minimise downloads and removable-media use.
- Send sensitive information only through approved channels, verify recipients, and avoid ordinary group email attachments.
- Do not keep Club records solely in personal email, personal cloud drives or messaging apps; transfer them promptly to the approved record system.
- Apply role-based permissions, timely access removal, backups, updates, malware protection and secure disposal.
- Report loss, misdirection, suspicious access, phishing or unauthorised disclosure immediately to the Privacy Officer.
- Do not discuss membership, complaint, health, licence or disciplinary information in public or with people without an authorised need to know.

14. Retention and secure disposal

The Club keeps information only for as long as reasonably required for the purpose collected, legal and insurance obligations, dispute limitation periods, archival value and affiliated-body requirements. The Committee must approve a retention schedule. Until adopted, the following controls apply:

- review active member data at renewal and archive former-member records with restricted access;
- keep financial, governance, attendance, competition, safety and incident records for the applicable statutory, insurance or affiliation period;
- keep complaint and disciplinary records long enough to implement outcomes, manage appeals and meet safeguarding, integrity, insurance and legal needs;
- retain CCTV only for a short, documented period unless preserved for an incident or legal purpose;
- delete duplicate working copies and securely shred paper or securely erase electronic media when no longer required; and
- where lawful and practicable, de-identify information retained for statistics, historical analysis or service improvement.

LEGAL HOLD No record subject to an investigation, complaint, insurance claim, subpoena, regulator request, anticipated litigation or other legal hold may be destroyed until the hold is formally released.

15. Data breaches and incident response

Anyone who suspects a data breach must immediately contain the issue where safe, preserve evidence and notify the Privacy Officer. They must not conceal the incident, contact affected people independently, or make public statements unless authorised.

Contain: stop further access or disclosure without destroying evidence; recover misdirected material where possible.

Assess: identify what happened, whose information is affected, sensitivity, likely consequences and available remediation.

Escalate: notify the President and Committee-designated incident lead; obtain legal, insurer, cyber or affiliated-body advice where appropriate.

Remediate: reset credentials, remove access, correct processes, support affected people and document actions.

Notify: where the NDB scheme applies, assess suspected eligible breaches promptly and complete the statutory assessment within the required period; notify the OAIC and affected individuals when required. Other legal, insurer, police, child-safety or affiliation notices may also apply.

Review: record lessons, control improvements, owners and completion dates.

16. Privacy enquiries and complaints

Privacy enquiries, access/correction requests and complaints should be addressed to the Club Secretary / Privacy Officer through the official contact details published on the Club website or delivered to the Secretary at the clubhouse. Mark correspondence "Private and Confidential — Privacy Officer".

A complaint should identify the conduct, dates, information involved, desired outcome and relevant evidence. The Club will acknowledge it promptly, manage conflicts of interest, investigate fairly, protect confidentiality as far as possible, provide a written outcome and explain any review option. The Club aims to respond within 30 days; complex matters may take longer with progress updates.

If the Privacy Act applies and the person is dissatisfied, they may complain to the Office of the Australian Information Commissioner. Integrity, child-safety, police or affiliated-body reporting options remain available and are not displaced by this procedure.

17. Breaches of this policy

Unauthorised access, use, disclosure, copying, retention, destruction or concealment of personal information may result in removal of access, corrective directions, volunteer or employment action, Club disciplinary action, notification to an affiliated body, insurer, regulator or police, and other lawful action. Outcomes must follow the constitution, applicable policies and procedural fairness.

18. Review, approval and publication

The Committee reviews this policy at least every two years and sooner after a material incident, legal reform, affiliation change, new technology, significant data-sharing arrangement or regulator guidance. The version history must record approvals and substantive amendments.

The Club will make an appropriate current privacy policy or public-facing privacy notice available free of charge where required by APP 1. A controlled internal version may include operational details that are not suitable for public release. From 10 December 2026, the Club must also assess whether any computer program uses personal information to make decisions that could reasonably be expected to significantly affect an individual's rights or interests, and update disclosures if APP 1.7–1.9 apply.

Approval record

Committee resolution	
Approval date	24/06/2026
Effective date	24/07/2026
Next review due	01/10/2027
President signature	
Secretary signature	

Version history

Version	Date	Approved by	Summary
1.0	July 2026	Committee	Initial comprehensive policy

Authoritative references (current at July 2026)

- Privacy Act 1988 (Cth) and Australian Privacy Principles — <https://www.oaic.gov.au/privacy/privacy-legislation/the-privacy-act>
- OAIC — Australian Privacy Principles Guidelines (updated 13 May 2026) — <https://www.oaic.gov.au/privacy/australian-privacy-principles/australian-privacy-principles-guidelines>
- OAIC — Notifiable Data Breaches scheme guidance — <https://www.oaic.gov.au/privacy/notifiable-data-breaches>
- OAIC — Small business coverage guidance — <https://www.oaic.gov.au/privacy/privacy-guidance-for-organisations-and-government-agencies/organisations/small-business>
- Shooting Australia — Privacy Policy (version 2.2, 19 July 2024) — <https://shootingaustralia.org/privacy-policy/>
- NSWAPA — Constitution and governance resources — <https://www.nswapa.org.au/>
- NSWAPA — Disciplinary Policy (adopted 26 October 2024) — <https://www.nswapa.org.au/DisciplinaryPolicyOct2024.pdf>
- Sport Integrity Australia — Privacy — <https://www.sportintegrity.gov.au/privacy>



PISTOL CLUB

WEBSITE TERMS AND CONDITIONS OF USE

Online Standards and Electronic Services

INCORPORATED CONTROLLED POLICY • POL-WEB-2026

Document owner	Public Officer/Secretary
Classification	Club in Confidence
Status	APPROVED AND CURRENT - REVIEW/UPDATE SCHEDULED (NOT FOR WITHDRAWAL)
Control	Do not duplicate, reproduce or distribute except for authorised club or regulatory purposes

WEBSITE TERMS AND CONDITIONS OF USE

1. Acceptance of Terms

These Website Terms and Conditions ("Terms") govern access to and use of the Newtec Pistol Club Incorporated website ("Website"), together with any member-only portals, online forums, discussion groups, social groups, messaging platforms, electronic noticeboards, digital resources and associated online services operated by or on behalf of Newtec Pistol Club Incorporated ("the Club").

By accessing, browsing, registering for, or using any part of the Website or associated online platforms, each user agrees to be legally bound by these Terms.

Members who do not accept these Terms must immediately discontinue use of the Website and all associated online services.

Use of the Website is a privilege provided by the Club and is subject to ongoing compliance with these Terms, the Club Constitution, Club Policies, applicable Codes of Conduct and all relevant legislation.

2. Purpose of the Website

The Website exists to support the legitimate operations of the Club and to provide information, services and resources to members.

The Website is intended to:

- communicate Club information;
- provide member services;
- facilitate lawful Club administration;
- promote participation in Club activities;
- foster respectful communication between members; and
- encourage a safe, welcoming and inclusive online environment.

The Website must not be used for purposes inconsistent with the interests of the Club.

3. Member-Only Access

Certain areas of the Website are restricted to current financial members.

Access is provided solely for the personal use of the authorised member.

Members must not:

- share login credentials;
- permit another person to access restricted content using their account;
- provide access to former members;
- provide access to suspended members;

provide access to non-members;
broadcast restricted information to external persons;
reproduce restricted member resources outside the Club.
Members remain responsible for all activity conducted under their account.

4. Community Standards

All members are expected to contribute positively to the Club's online environment.

Members must conduct themselves in a manner consistent with:

mutual respect;
courtesy;
professionalism;
honesty;
integrity;
cooperation;
good sportsmanship; and
the objects and interests of the Club.

Online conduct must reflect the same standards expected while attending Club premises.

5. Acceptable Use

Members may use the Website and associated online groups only for legitimate Club-related purposes.

Members agree to use the Website responsibly and lawfully.

Permitted use includes:

obtaining Club information;
registering for events;
accessing Club resources;
communicating respectfully with members;
participating in constructive discussions;
promoting Club activities in a positive manner.

6. Prohibited Conduct

Without limitation, members must not use the Website, member groups or any Club-operated online platform to:

6.1 Cause Harm

Members must not intentionally or unintentionally:

create hostility between members;
generate negativity;
encourage conflict;
create division;
foster resentment;
encourage mistrust;
cause unrest within the Club;
undermine the confidence of members;
damage morale;
interfere with the harmonious operation of the Club.

6.2 Bring the Club into Disrepute

Members must not publish, circulate or communicate material which may reasonably be expected to:

damage the reputation of the Club;
undermine public confidence in the Club;
diminish the standing of the Club;
adversely affect the Club's relationships with regulators, sponsors, government agencies or the community;
expose the Club to unnecessary legal, financial or reputational risk.

6.3 Disrupt Club Operations

Members must not use the Website or associated online platforms to:

- interfere with Club administration;
- disrupt Club business;
- obstruct volunteers or officials;
- interfere with Club events;
- undermine decisions of authorised Club officers;
- create unnecessary administrative burden.

6.4 Personal Disputes

The Website is not a forum for resolving personal grievances.

Members must not use the Website or associated groups to:

- pursue personal disputes;
- criticise individual members;
- target committee members;
- campaign against members;
- encourage complaints against individuals;
- recruit support for personal disputes;
- conduct petitions;
- organise opposition against Club officers;
- pressure or intimidate members.

6.5 Representation of Others

Members must not:

- claim to represent another member;
- imply another member supports their views;
- publish statements on behalf of other members without express written authority;
- claim to represent groups of members;
- claim to speak on behalf of the Committee;
- claim to speak on behalf of the Club unless formally authorised.

6.6 Formal Complaints

The Website and associated member groups are not official complaint handling mechanisms.

Members must not use online platforms to:

- raise formal complaints;
- submit grievances;
- make allegations;
- conduct disciplinary discussions;
- publicly challenge Club governance;
- seek formal decisions.

Formal matters must be submitted through the procedures established under the Club Constitution and applicable Club policies.

6.7 Harassment

Members must not engage in:

- bullying;
- intimidation;
- harassment;
- discrimination;
- abusive language;
- threatening behaviour;
- offensive conduct;
- personal attacks;
- inflammatory comments;
- provocative behaviour.

6.8 False or Misleading Information

Members must not knowingly or recklessly publish information that is:

- false;
- misleading;
- deceptive;
- defamatory;
- speculative;
- unverified where presented as fact.

7. Club Online Groups

The Club may operate online groups using third-party platforms.

These groups exist solely to:

- share information;
- encourage participation;
- promote Club activities;
- support members;
- strengthen Club engagement.

Participation is voluntary.

Membership of an online group does not create any legal entitlement.

The Club may moderate or remove content at its absolute discretion.

8. Groups Are Not an Official Notification Platform

Members acknowledge that Club-operated online groups, including social media groups, messaging platforms and discussion forums, are informal communication channels only.

They do not constitute:

- formal notice;
- official Club correspondence;
- constitutional notification;
- legal service;
- committee decision-making;
- complaint submission;
- disciplinary proceedings.

Where the Constitution or Club policies require written notice, notice must be provided through the prescribed formal process.

Members must not rely upon online discussions as official decisions of the Club.

9. Intellectual Property

Unless expressly stated otherwise, all Website content remains the property of Newtec Pistol Club Incorporated.

This includes:

- documents;
- policies;
- procedures;
- forms;
- photographs;
- graphics;
- logos;
- videos;
- publications;
- newsletters;
- training materials;
- website design;
- downloadable resources.

Except where expressly authorised, members must not:

- reproduce;

copy;
photograph;
screen capture;
publish;
distribute;
broadcast;
modify;
republish;
commercially exploit;
upload elsewhere;
transmit to third parties.

Permission must be obtained in writing from the Club where reproduction is proposed.

10. Confidential Information

Members acknowledge that certain Website content is confidential.

Members must not disclose confidential Club information to:

former members;
non-members;
media;
competitors;
social media platforms;
external organisations;
third parties.

This obligation continues after membership ceases.

11. External Distribution

Members must not provide restricted Website content to any person or person who is not a current financial member unless expressly authorised by the Committee. Items will be marked with print that are acceptable to print.

This includes:

forwarding emails;
sharing downloadable documents;
copying webpages;
posting screenshots;
reproducing newsletters;
recording member meetings available online.

12. Privacy

Members must respect the privacy of others.

Members must not publish or disclose another person's:

personal information;
contact details;
photographs;
recordings;
correspondence;
membership information,
without appropriate authority or lawful basis.

13. Monitoring and Moderation

The Club reserves the right to:

monitor Website usage;
moderate discussions;
remove content;
suspend accounts;

restrict access;

investigate suspected misuse.

Members should have no expectation that content published within Club-operated online platforms will remain permanently available.

14. Enforcement

Failure to comply with these Terms may result in one or more of the following actions:

removal of content;

removal from online groups;

suspension of Website access;

restriction of member services;

referral to the Committee;

disciplinary action under the Constitution;

suspension or termination of membership where authorised under the Constitution;

legal action where appropriate.

The Club reserves all rights available at law.

15. Disclaimer

Information published on the Website is provided for general information only.

While reasonable care is taken, the Club does not warrant that all information is complete, current or free from error.

Members remain responsible for complying with all legislative requirements, firearm licensing obligations and Club rules.

16. Amendments

The Club may amend these Terms at any time.

Continued use of the Website after amendments constitutes acceptance of the updated Terms.

17. Governing Law

These Terms are governed by the laws of the State of New South Wales and the Commonwealth of Australia.

Any dispute arising from these Terms shall be subject to the jurisdiction of the courts of New South Wales.

ONLINE COMMUNITY STANDARDS

Newtec Pistol Club Incorporated

Our Commitment

Newtec Pistol Club Incorporated is committed to maintaining a respectful, welcoming and constructive online community that reflects the values, objectives and reputation of the Club.

Our online platforms are intended to inform, educate, support and connect members. They are not intended to be forums for conflict, personal disputes, campaigns, or conduct that undermines the Club or its members.

Participation in any Club-operated online platform is a privilege and carries a responsibility to contribute positively to the Club community.

Community Expectations

When participating in any Club online platform, members are expected to:

communicate respectfully and professionally;

contribute constructively to discussions;

encourage participation and inclusion;

support a safe and welcoming environment;

respect differing opinions without personal criticism;

comply with Club policies, the Constitution and these Standards;

act honestly and in good faith;

promote the interests, objectives and reputation of the Club.

Unacceptable Behaviour

The following conduct is inconsistent with these Community Standards and is prohibited:

bullying, harassment or intimidation;

personal attacks or ridicule;

inflammatory or provocative comments;

- deliberate attempts to upset or distress other members;
- behaviour that intentionally or recklessly creates division or unrest;
- spreading rumours or misinformation;
- encouraging hostility towards members or the Committee;
- using online platforms to prosecute personal grievances;
- campaigning against the Club, Committee or individual members;
- representing or claiming to represent other members without authority;
- publishing confidential Club information;
- distributing member-only material outside the Club;
- conduct that may reasonably bring the Club into disrepute.

Formal Club Business

The Club's online groups are not governance forums.

Members must not use online platforms to:

- submit formal complaints;
- request disciplinary action;
- seek constitutional decisions;
- conduct elections or campaigns;
- canvass support regarding disputes;
- attempt to influence Committee processes outside the Club's established governance framework.

Formal matters must be submitted through the procedures prescribed by the Constitution and relevant Club policies.

Respect for Others

Members should remember that every post contributes to the culture of the Club.

Before posting, members should consider whether their communication:

- contributes positively to the Club;
- is respectful;
- is accurate;
- is necessary;
- promotes cooperation rather than conflict;
- reflects the standards expected of a member of Newtec Pistol Club Incorporated.

Moderation

The Club reserves the right, at its sole discretion, to:

- edit, hide or remove content;
- close discussions;
- restrict commenting;
- suspend or revoke access to online platforms;
- refer matters to the Committee for consideration under the Constitution or applicable Club policies.

All posts are moderated prior to posting.

Our Shared Goal

The Newtec Pistol Club online community exists to strengthen member engagement, support the safe enjoyment of shooting sports, promote respectful participation, and foster a culture of cooperation, integrity and mutual respect.

Every member shares responsibility for ensuring that our online platforms remain informative, welcoming and constructive, and are never used in a manner that undermines the Club, its members or its reputation.

Duty to Preserve a Positive Online Environment

Members acknowledge that the Club's online platforms exist to support the objects, reputation and harmonious operation of the Club. Members must refrain from any use of the Website or associated online platforms that is reasonably likely to undermine member confidence, impair the Club's ability to function effectively, discourage participation, create conflict, or otherwise prejudice the interests of the Club. This obligation applies regardless of whether the conduct is direct or indirect, intentional or reckless, and whether the communication occurs publicly or within member-only areas.

AUTHORITATIVE DOCUMENT CONTROL RECORD

Document reference	NPC-OPS-STD-001
Adopted	24/06/2026
Enacted / effective	24/07/2026
Minute reference	july26meeting
Owner	Public Officer/Secretary
Next review	01/10/2027
Status	APPROVED AND CURRENT - REVIEW/UPDATE SCHEDULED (NOT FOR WITHDRAWAL)

Control note: This authoritative record replaces all earlier non-current control labels in this file. The document is approved and current, and is scheduled for review and updating, not withdrawal.

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Approved amendment — document control

Field	Draft entry
Document reference	NPC-OPS-STD-001
Version	v2026.3
Status	APPROVED AND CURRENT — REVIEW/UPDATE SCHEDULED
Approved	24/07/2026
Owner	Public Officer / Secretary unless the Committee determines otherwise
Approval / effective / minute	24/07/2026 24July26meeting
Amendment purpose	Consolidates firearms, approval, licence, permit and ammunition assurance into the controlling Standing Orders.

Appendix — Firearms, range approval and ammunition compliance

This appendix creates an assurance process. It does not replace the Range Standing Orders, approval conditions, legislation or an RO/RSO's immediate operational authority.

A. No-authority, no-activity rule

No Club-controlled firearms or range activity proceeds unless current documentary authority has been verified and the RO/RSO confirms that the proposed range, discipline, target, firearm, calibre, ammunition and supervision are within the applicable approval conditions.

B. Authority register

Record	Minimum evidence	Check
Club/range approvals	Current instrument, conditions, approved activities and evidence location	Monthly and before program change
Firearms licence	Current licence evidence, category, holder, purpose and expiry	Monthly and before Club firearm use
Ammunition permit	Current permit, conditions and expiry	Monthly and before acquisition
RO/RSO authority	Identity, qualification, currency and limitations	Before appointment/activity
Firearms/ammunition	Identifiers, authority, storage, movement, issue/return and reconciliation	Each transaction and periodic audit

KNOWN EVIDENCE GAP: The supplied firearms licence copy expired on 28 August 2025. Current evidence must be verified before this appendix is adopted or relied upon.

C. Opening and incident assurance

- Approval conditions and planned activity matched
- Daily Range Operations Risk Assessment completed
- RO/RSO, communications, first aid and emergency access confirmed
- Critical physical controls inspected and defects resolved
- Incident scene, firearm, ammunition, CCTV and records preserved where required
- Police, Firearms Registry, SafeWork NSW and insurer notifications assessed against the actual instrument and recorded