

# NOTICE OF ANNUAL GENERAL MEETING

The 2010 Annual General Meeting of the Chillagoe Caving Club, Inc will be held at the Clubhouse in Chillagoe commencing at 7.30pm on Saturday, May 1<sup>st</sup> 2010.

## PROGRAMME FOR AGM WEEKEND

### Saturday

0900 – 1800hrs – Working Bee & Caving;

1800 BBQ at the Clubhouse – Sausage sizzle where Club will provide sausages, bread, sauce and onions. Cost \$5 per person. Carol will cater on notice, and all other food is BYO. Soft drink \$1.00 per can.

Please advise Carol if you wish a catered meal.

1930 Chillagoe Caving Club 2010 Annual General Meeting.

### Sunday

0900 – 1000 – Working bee at Clubhouse.

1000 onwards – Caving.

### Monday

0900 – Caving rescue exercise on paper – Doug Irvine.





The Chillagoe Caving Club was formed in Chillagoe at an inaugural meeting on 23rd April, 1973 with 16 persons present. The intention of forming the Club was to bring together the active cavers already in the area to enable them to share their knowledge, expertise and equipment, and to foster caving as a sport and a science, particularly in the Chillagoe area.

The Club became an Associate of the Australian Speleological Federation not long after the Club was formed, and voted to become a Corporate Member at the Annual Meeting in 1995. The Club was incorporated under the Queensland Associations Incorporation Act of 1981.

Membership of the Club stands at 70 as at the end of February, 2010. The Club has become well recognised by Australian and overseas cavers and scientists as an invaluable contact in relation to Chillagoe and the surrounding areas.

The Club has an established Clubhouse in Chillagoe for the accommodation of members caving in the area.

## CLUB INFORMATION AS AT MARCH 2010

### MANAGEMENT COMMITTEE

President:	Bruce Dane
Secretary:	Winfried Weiss
Treasurer:	Peter Bannink

### OTHER OFFICIALS

Survey and Records Keeper:	Peter Bannink
Tagging Officer:	Daniel Mitchell
Tackle Keeper:	Alan Cummins
Safety and Training Officer:	Van Christianson
Building and Maintenance Coordinator:	Paul Osborne
ASF Coordinator:	Winfried Weiss
ACKMA Coordinator:	Winfried Weiss
Webmaster:	Grant Maley
Photo Librarian:	Paco Murray
Librarian:	Winfried Weiss
Environmental Conservation Officer:	Winfried Weiss
Publicity Officer:	Wendy Lander
ASF Conference Convenor:	Alan Cummins
Auditor:	Kevin Ridgeway
Solicitor:	Robin Smith

Club ABN number:	52 614 187 726
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Club Postal Address:	Post Office Box 92, Cairns Qld 4870
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Website Address:	<a href="http://www.chillagoecavingclub.org.au">www.chillagoecavingclub.org.au</a>
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## **AGENDA FOR THE 2010 ANNUAL GENERAL MEETING**

1. Opening
2. Attendances & Apologies
3. Minutes of the 2009 AGM (printed in this report)
4. Business arising from the 2009 minutes
5. Reports (including those not printed in the Annual Report)
6. Motion: "That the Management Committee actions for the last twelve months be ratified by the Membership."
7. Election of office bearers 2010-2011
8. RFDS donation
9. General business
10. Meeting close

# **MINUTES OF THE 2009 ANNUAL GENERAL MEETING 2<sup>nd</sup> May 2009**

Minutes of the 2009 Annual General Meeting of the Chillagoe Caving Club (Inc.) held on Saturday 2<sup>nd</sup> May 2009 at the Club premises, Chillagoe.

## **1. OPENING**

The meeting was opened at 7:20 pm.

## **2. PRESENT**

Alan Cummins, Les & Beth Pearson, Tom Gilmore, Bruce Dane, Peter Bannink, Daniel and Elwing Mitchell, Paco Murray, Van Christensen, Keith Offer, Phil Harrison, Cheryl Belbin, Darryl and Renae Morris, Ebony Murray, Graham Murray, Andre Grant, Paul Osborne (see LIST)

## **3. APOLOGIES**

Peter Lucas, Barry Wright, Greg Guernier and family, Margaret Cummins, Peter Cummins, David Cummins, Michael Cummins, Catherin Cummins, Doug and Maryanne Irvine, Ann Atkinson, Lana Little, Miriam Robinson

Moved Alan Cummins, seconded Keith Offer and carried by the meeting.

## **4. MINUTES**

Minutes of 2008 Annual General Meeting held on the 3<sup>rd</sup> of May 2008 were taken as read with no further business arising. Alan Cummins moved that the minutes be passed; this was seconded by Keith Offer and carried by the meeting.

## **5. ANNUAL REPORTS**

### **Additions to the Presidents Report:**

- Winfried Weiss provided an overview of his President's report;
- Thanks were given to all persons involved with the free holding of the clubhouse.
- A copy of the National Parks permit will be put up at the Clubhouse for members to peruse. It was emphasised that members need to abide by its conditions.

### **Additions to the Treasurers and Survey Records Reports:**

- The treasurer emphasized that the Club's freeholding was financially very important and puts it in a good position for the future.
- The Club still has a positive financial balance.
- Most of the Club's revenue comes from outside groups using the facilities. This needs to be considered for future revenue streams.
- A possible change in member's fees was forecast for 2010.

### **Additions to the Survey and Records Keeper Report:**

- Peter stated that he is still producing club maps and is considering producing some larger maps for next year.
- If club members want A4 size maps they only have to contact Peter to obtain them.
- Copies of the Chillagoe Karst book are still available to club members for sale.

#### **Additions to the Building and Maintenance Officer's Report**

- Paul Osborne discussed the fact that during the last financial year the Club had a \$500 deficit for costs vs income. This needs to be considered for the future and a plan developed to combat this.
- The Club's immediate and medium term maintenance projects were then considered and it was discussed that a plan needs to be developed.
- To pay for Club maintenance and future projects Paul discussed the need to utilise the facilities more, particularly in having outside groups stay here.
- A proposal was put forward to rename the position of Maintenance officer to Hut warden or similar. Paul was happy to continue in this position.
- Other issues raised included the septic tank and the clubhouse roof.

#### Motions decided in respect of this report

Motion 1: That the club authorise a development and maintenance plan to be formulated by the Management Committee in conjunction with the Building Maintenance Co-ordinator.

Moved – Paul, Seconded – Alan, Motion carried.

Motion 2: That the club authorises the Management Committee to develop a financial plan for the utilisation of club facilities with a view to increasing income from them.

Much discussion was had in relation to this motion:-

- Need a budget;
- The need to book facilities if they are used more and the fact that this limits the option of members to simply attend the clubhouse in peace and quiet.
- The need to keep the Club moving forward financially was raised a number of times.

Moved Paul, Seconded Keith, Motion carried.

Motion 3: That the position of Maintenance Co-ordinator be renamed to Clubhouse Warden.

Moved – Paul, Seconded – Bones, Motion carried.

Motion 4: That the club authorises the pumping out of the septic system.  
Moved Paul, Seconded Peter.

1 x amendment proposed that the 'words as necessary' be added to the motion (Alan Cummins).

Motion put again. All in favour and carried.

#### **ASF Conference Co-ordinator's report**

- Alan spoke to his report and emphasised that he is a co-ordinator and that all Club members need to help where possible.
- It was re-iterated that all decisions need to be approved by the management committee.
- A number of projects are already in the works including a promo DVD, soliciting speakers etc.

#### **Tackle Keeper's Report:**

- It was discussed that the old miner's lights the club rents out are rarely used. It was foreshadowed that eventually they would be replaced with LED lights.
- Carol sells LED lights if they are required.

#### **Publicity Officer's Report**

- Wendy made comment that there is a need for members to supply material for the club. In particular for the website etc.

#### **Safety Training and Tagging Officers Report:**

- Daniel Mitchell expressed thanks for supporting the training days.
- Daniel expressed a need for caves to be tagged

A motion to accept all the reports presented was moved by Horry Garth, seconded by Alan Cummins and ratified by the members present.

## **6. MOTION**

A motion was moved by Alan Cummins that "The action and decisions of the Management Committee over the past 2008 – 2009 year be ratified and approved". Les Pearson seconded this motion, and the meeting carried the motion unanimously.

## **7. ELECTION OF OFFICE BEARERS**

Winfried Weiss declared all the CCC positions vacant; Mr Tom Gilmore then chaired the meeting so a new executive could be elected. During this time Tom congratulated the club for its further work in free holding and upgrading club assets. He also emphasised that it was pleasing to see the Club moving forward and thinking of its future in terms of financial security.

**Bruce Dane** was nominated **President** by Bones and seconded by Keith Offer. Bruce was elected unopposed.

**Winfried Weiss** was nominated for **Secretary** by Keith Offer seconded by Judy Nichols. Winfried was elected unopposed.

**Peter Bannink** was nominated for **Treasurer** by Judy Nichols and seconded by Paco Murray. Peter was elected unopposed.

Nominated members who accepted the positions filled the following club offices:

**Survey and Records Keeper** – Peter Bannink

**Tagging Officer** – Paco Murray

**Tackle Keeper** – Alan Cummins

**Safety Training officer** – Van

**Clubhouse Warden** – Paul Osborne

**ASF co-ordinator** – Winfried Weiss

**ACKMA representative** – Winfried Weiss

**Editor and Publisher** – Position dropped until required in the future

**Photo Librarian** – Paco Murray

**Librarian** – Winfried Weiss

**Environmental Conservation Officer** – Winfried Weiss

**Publicity Officer** – Wendy Lander

**Chillagoe Rep** - Position to be filled by Management Committee

**Auditor** – Kevin Ridgeway

**Solicitor** – Robin Smith

## 8. RFDS (Royal Flying Doctor Service)

A motion to donate \$150 to the RFDS was moved by Alan Cummins and seconded by Les Pearson. The motion was then carried by the meeting.

## 9. GENERAL BUSINESS

1. It was raised that camping fees for members should be raised to \$5 per night. This was discussed by the membership.

Motion: That camping fees rise to \$5 per night for Club members and to remain at \$10 per night for non Club members.

Moved by Alan Cummins, Seconded by Keith Offer, Motion carried.

2. The Einstein Award. Paul spoke about how Doug managed to leave the 200m indispensable rope behind at the Clubhouse in NZ prior to the Nettlebed trip.

Motion: That Doug Irvin be awarded the Einstein Award this year.

Moved by Paul, Seconded Winfried, Motion carried unanimously.

Bruce then thanked everyone for their contributions during the past year, and in particular thanked Carol and her helpers for preparing the meal and a round of applause was given.

Bruce then declared the meeting closed at 8:47pm.

## PRESIDENT'S REPORT

It's that time of year again. The club is going strong thanks to the many and varied club members who have donated their time and money. I would like to take the time to list some of the work that has occurred since the last AGM.

### The Old School

Received a face lift last year when Alan and Margret Cummins, Les and Beth Pearson donated a week of their time to masking, preparing and painting the building. Alan during that week was able to repair the fallen down ceiling which has made the place look respectable. Winfried and I were able to help out on the weekends and at least 1 coat of paint was applied to the whole building. Many thanks go to these people.

The more recent improvements happened on the last 2 club weekends. Floor nails were driven in and painting done. An old concrete slab was broken up and relocated as fill. Trenches dug, form work erected and soil relocated in preparation for the new slab. (To be poured on Friday June 4<sup>th</sup> – all welcome). Many thanks go to Doug, Mary Ann, Bones, Elwing, Alan, Catherine, Paul, Peter, Paco, Van, and Winfried, for coming and giving their time.

### Camping Area

The so called 'horse' paddock up the back has seen a transformation having been mowed, trees planted and irrigation dug in around allocated tent sites. My thanks go to Bones for his time and effort into collecting seeds from the Chillagoe area, growing the seedlings at home last year and planting them out this year. He has worked out an irrigation plan and has half of it in place already. The sprinklers are designed to be run in sections and will water not only the trees but also a fair area of grass. Bones has made a request for more trees, if members could bring a seedling next time they come. Another request is until the 50mm poly pipe is dug in up the back that we make sure no one drives over it.

### The New Amenities Block.

All plans are now finished with some loose end being tidied up. Alan has had the blocks and steel delivered. We are ready to submit the plans to council for approval and hopefully construction can get underway in the second half of the year. Many thanks to Alan and Paco for their time and effort spent on this.

### Funding

Recently we were made aware of some funding opportunities with the Department of Sport and Recreation. Due to tight timelines we were able to apply for \$5000 to buy 20 new caving helmets with Petzl Duo LED lights. We hope this will resolve a need at present. We plan to apply for funding from the gaming commission next to help continue improving our facilities. Volunteers to help with this are always welcome.

### New Things

You might have noticed that the club now owns a 3 door commercial refrigerator. Thanks go to Paul Osborne for his sharp eye and quick response to procure it. It is a little noisy but it will certainly help with club activities as well as the conference.

We also are the proud owners of an old ride-on mower which Bones was able to secure for us. This will help keep the facilities neat and tidy during grass growing season.

### ASF Conference

A huge thankyou goes to Alan Cummins for his work with organising the conference. Speakers, caterers, venues and events have already been put in motion.

Also our publicity officer Wendy Lander has been busy producing an introductory brochure of which a reduced version was published in the March Edition of Caves Australia. Winfried and I put a solid day into producing a four minute promotional slide show which we hope to display at the AGM.

### Website

We will be showing members at the AGM a draft of our new website. This has not gone as quickly as I had hoped but at least it is nearly there. It still requires work with adding content to the pages. I would like to put a small team of volunteers to work on this. Please let me know at AGM if you have an interest in this area.

To help clear up any confusion, I wish to mention briefly that the camp being set up at Mungana by Keith Offer is a separate business entity and has nothing to do with the Chillagoe Caving Club. Keith is a valued member of the club. Club members can, at their own choosing, be employed by Keith to help run his business.

I need to give a special thank you to our Caretaker Carol. Again she has outdone herself in maintaining our facility. Thankyou Carol

Overall please forgive me if I have forgotten to thank anyone. The last few years has seen a whirlwind of activity. Our Facilities are looking great with more improvements on the way. Caving is still the main agenda even though the conference is proving to be a major distraction but the benefits are huge. It is now less than a year to go until the conference. We still need your help to finish all these projects. Please consider coming out to the dry for a weekend or two. We have plenty of experts on hand but need lackeys to do the fetching. Many hands make light work and when the work is done we go caving.

See you at the AGM.

Bruce Dane

## TREASURERS REPORT

This year members will note a reduction of their membership fees, as the extra payment to carry out ASF insurance to July has been paid. It is likely club fee's will increase next year to maintain pace with inflation. The club's fees (average \$25 - \$27 per annum) have not increases in the last 10 years.

There has been another generous donation to the club via the Far North Queensland Youth Assistance Fund. Fifty thousand dollars have been put towards the Club's Building Fund Project. In addition the club also received a large donation from the Tablelands Regional council to support the club in preparation for the Conference. Both these donations has enabled the club to look forward to improving facilities ahead of the 2011 ASF conference.

General income from camping and club fees have remained static with the bulk of the clubs income still coming from members and guests paying camping fee's. The club currently continues to be in a secure financial position and hopefully some wise spending will help the club retain savings for future improvements to facilities.

Peter Bannink  
Treasurer

## CAMPING FEES

<b>Members:</b>	<b>\$5.00 per person per night</b>
<b>Other Clubs:</b>	<b>\$7.00 per person per night</b>
<b>Non Members:</b>	<b>\$10.00 per person per night</b>
<b>Students (school age):</b>	<b>\$2.00 per person per night</b>

## **Membership Information on Fees for 2010/2011**

Our constitution indicates that fees become due on 1<sup>st</sup> March each year and must be paid by the May AGM to ensure that insurance cover available through the ASF Insurance Policy continues after June 31st of that year.

To enable the Club to function early payment of fees is necessary and the Management Committee would appreciate your early payment.

Fee Structure is as follows:

- Single Members (including full year ASF Fee) \$95.00
- Family (including full year ASF Fees) \$172.50
- Student Members (12 months - including full year ASF Fee of \$61) \$73.50\*

- Novice Members (6 months - including 3 months of ASF Fees) \$32.50\*\*
- Student Novice (6 months - including 3 months of ASF Fees) \$26.00 ^^
- Inactive Life Members (ASF Fees only) \$23.00
- Active Life Members (ASF Fees only) \$68.00
- Single Members (without ASF Fees/if you are already a member of ASF) \$25.00#

\* - Students including those attending Primary or Secondary Schools who cannot be included in a family membership.

\*\* - The novice fee of \$12.50 is for 6 months, but ASF Component of \$20 is only for trial period of 3 months and beyond this a club fee of \$14.50 and ASF fee of \$48 will have to be paid to make up to full single membership.

^^ - The student novice fee of \$6.00 is for 6 months, but ASF Component of \$20 is only for trial period of 3 months and beyond this a club fee of \$6.50 and ASF fee of \$41 will have to be paid to make up to full student membership

# - While it is intended that all active members join ASF some existing members, who are no longer active cavers, are continuing as Club Members only.

Please note a major component of the ASF fees are insurance which needs to be paid by all active members of the club, especially those intending to cave in National Park area's and Reserves

Membership Fees can be paid either by cash or cheque to the Treasurer or direct to the Club's bank account. Should the latter method be chosen you must advise the Treasurer where the money was deposited, the date of deposit, the amount deposited, whom the deposit is for and what it was for. In the absence of this information it is not possible to give the member concerned any credit for the payment until the information is received. It is possible for this information to be made by your bank if you make a miscellaneous deposit and insist that the above detail of payee and purpose of payment be included for listing on the Club's account statement. If paying by internet Banking or by direct deposit please email the details to the Treasurer Peter Bannink preferably by *email* : [peter.bannink@derm.qld.gov.au](mailto:peter.bannink@derm.qld.gov.au) or by phone (4092 6036)

For direct banking please deposit funds into the Club's Commonwealth Bank account at any local branch. The account number is BSB 064804 A/C No 00912281.

## **SURVEY AND RECORD KEEPER'S REPORT**

| Digital [Karst Maps](#)

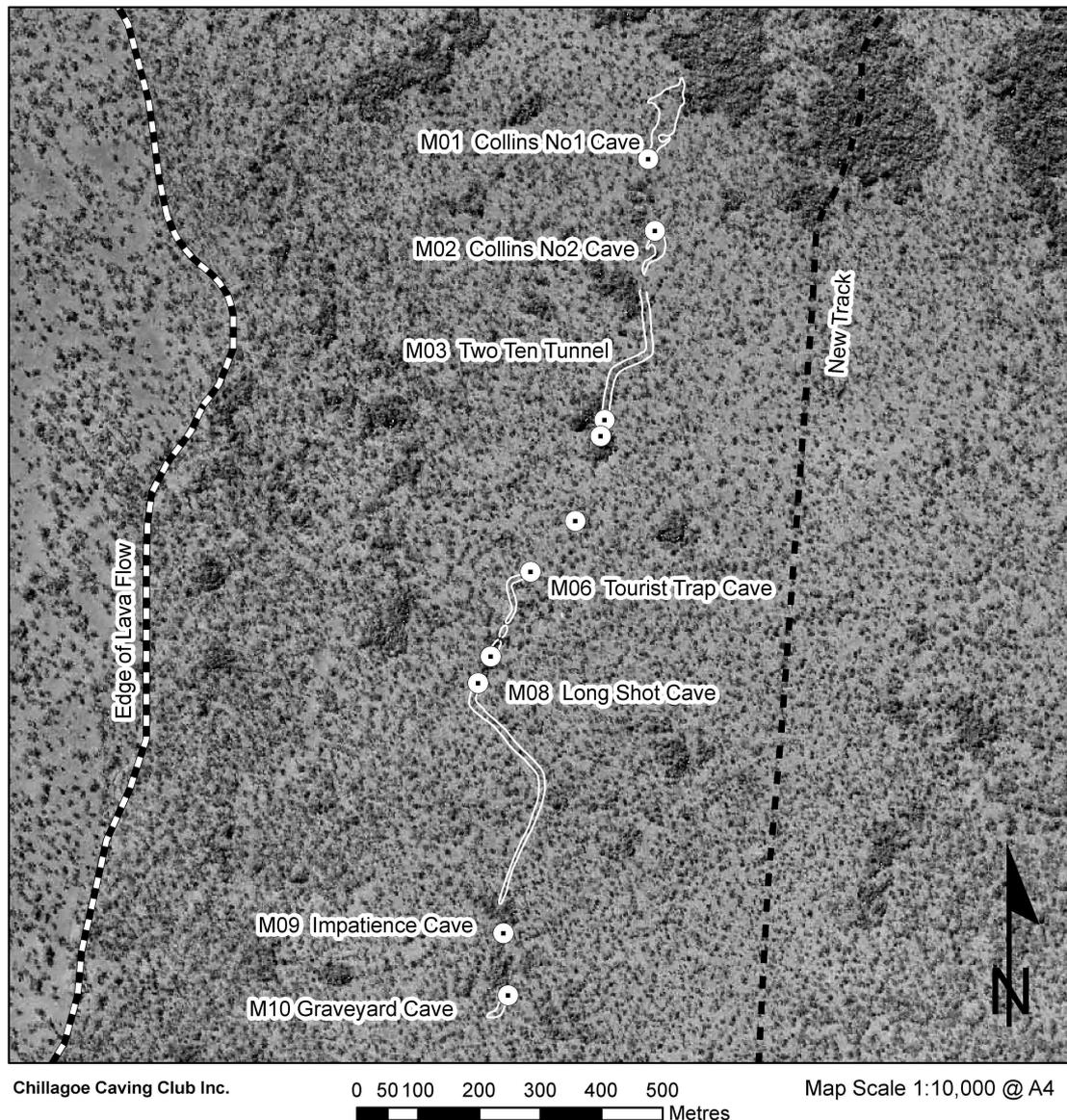
I have been very busy this year with two of our less frequently visited caving regions in North Queensland, Christmas Creek and caves around the Undara Region. An updated version of the Speleological Guide to Caves of the McBride Volcanic Province is being undertaken by Les Pearson. The new publication pulls together the

volcanic caves from all the different volcanic flows within this region, some 43 caves. Completion date is set for about July 2010, hopefully in time for the International Vulcanospeleology Symposium field trips which will be held at Undara around August. Twenty one new karst maps have been produced for the region showing the location of the entrances and the shape of the larger lava tubes at 1:10000. A cut down map is shown below.

There has been no progress on the Club database due to the mapping work done on Undara. No cave surveys undertaken in the last year. Please contact me with regard to new cave entrances and caves located recently.

[Peter Bannink](#)  
Survey & Records

### Cave locations of the Murronga Lava Flow



## BUILDING AND MAINTENANCE REPORT

To be presented verbally at the 2010 AGM

## ENVIRONMENT & CONSERVATION REPORT

It has been an interesting year on this front. There are 2 things in particular that I would like to report on.

### 1. Good Black Friday reconstruction works

I would like to commend Paul Osborne and everyone else who helped in repairing the damage done in Good Black Friday Cave. It is truly remarkable how well the damage was rehabilitated. For those who were unaware of the situation below is a photograph of the damage caused. It is now almost impossible to see that the area was actually disturbed 😊.



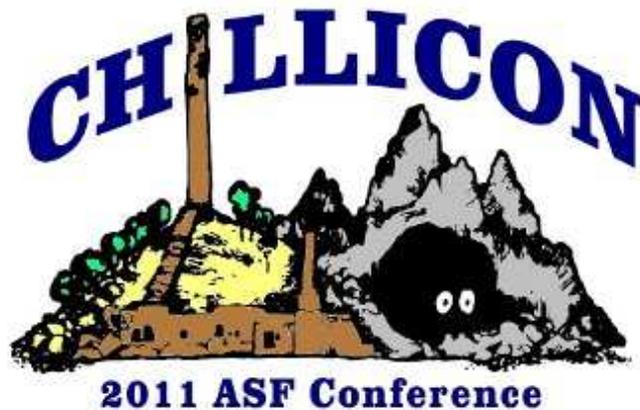
### 2, Track Marking in Caves

In my role as Environmental Officer I have been working with National Parks to investigate methods and ways of track marking sensitive parts of caves. Doing this is not intended to limit access to Club members but is intended to protect delicate areas that we have no need to disturb. Often this happens accidentally and without thought and track marking is a gentle way of reminding all of us of our ethical responsibility to cave with minimal impact. At this time we are still considering various options on how and what to track mark. More will be reported on this issue as it develops.

If anyone has any projects or issues they wish to bring to the Club's attention please let me know. There are many different aspects to cave conservation and this would be a great area for someone to do a project in and present at the ASF Conference.

Winfried Weiss

## ASF CONFERENCE CONVENOR'S REPORT



Time flies! I've been conference co-ordinator for over a year now! But it's less than a year to go!

It's all coming together nicely, Tableland district Council is letting us use the Town Hall free of charge, we can use the school free of charge. Two coaster busses are available for transport, catering is finalised (at last!). A promotional brochure has been produced and is being sent out. It will also appear in Caves Australia this year. A promotional DVD has been produced and is also being sent out and will be sent out with the next issue of Caves Australia.

The conference will start at 6.00 p.m. on Sunday 17/4/11 with a BBQ and finish after lunch on Friday 22/4/11. We have many promising speakers and lots of workshops etc. There will be caving before and after the conference so we need lots of Club members to take guests caving.

**IT'S GOING TO BE AN INTERESTING, EXCITING,  
FUN, TIME!!!!!!!!!!!!!!**

We still need more volunteers to help run the Conference, following is a list of jobs with names of those who have offered to help. As you see there are still a lot of blanks. PLEASE let me know if you are able to help.

### ASF CONFERENCE VOLUNTEERS

Co-ordinator: Alan Cummins

Secretary: Les Pearsen

Treasurer:	Les Pearsen
Speleosports:	Bones
Speleo activities:	Doug
Publicity:	Wendy
Security	?
Final clean-up	?
Soft drink sales:	?
Catering at CCC	Carol for members; and Julie for delegates
Catering at Hall	Andrew and Ellen
Caveman's dinner:	Andrew and Ellen
Sound and video:	Peter Cummins; assistants, Bruce Dane, ?, ?, ?
Catering Logistics:	?
Host:	Mary-Ann
Photo Competition:	Paco,
Photo Judge:	Gordon
Cave Trip Co-ordinator:	Winfried
Conference MC:	Alan
Question time chairman:	Winfried
DVD/slide evening	Paul Osborne

Hopefully we will have a couple of helpers from TAFE.

There will be T shirts, Mugs, Stickers for sale.

Alan Cummins.

## TACKLE KEEPER'S REPORT

To be presented verbally at the 2010 AGM

## PUBLICITY OFFICER'S REPORT

To be presented verbally at the 2010 AGM

## ASF & ACKMA CO-ORDINATOR'S REPORT

## FINANCIAL REPORT

**CHILLAGOE CAVING CLUB INC.  
(ABN 52 614 187 726)**

**FINANCIAL REPORT  
FOR THE YEAR ENDED  
28TH FEBRUARY 2010**

### DRAFT

**(Still to be reviewed by the Auditor)**

**CHILLAGOE CAVING CLUB INC.  
(ABN 52 614 187 726)**

### **STATEMENT OF RECIEPTS AND EXPENDITURE FOR THE YEAR ENDED 28th FEBRUARY 2010**

<b>2009</b>		<b>2010</b>	<b>2010</b>	<b>2010</b>	<b>2010</b>
		<b>Membership</b>	<b>Building</b>	<b>Tackle</b>	<b>Sales</b>
	<b><u>Receipts</u></b>				
3,973.00	Membership Fees	5027.05			
79.50	ASF Fee refund				
	<b><u>Bank Interest</u></b>				

16.82	Commonwealth	14.96			
523.17	Bendigo Bank	694.50			
	<u>Chillagoe Property</u>				
2,880.00	Rent Received		2,880.00		
1,899.00	Camping Fee's		2,145.50		
10,000.00	Donations Building Fund		50,200.00		
10.00	Donations- Other		1,506.16		
80.85	Refund Interest		0.00		
	<u>Fund Raising</u>				
473.00	AGM Auction			0.00	
				0.00	
	<u>Trading</u>				
0.00	Club Publications				342.00
	Other Trading				0.00
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		5,736.51	56,731.66	0.00	342.00
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<b><u>\$19,935.34</u></b>	<b>Total Receipts</b>				<b><u>\$62,810.17</u></b>

<b>2009</b>	<b><u>Less Expenses</u></b>	<b>2010</b>	<b>2010</b>	<b>2010</b>	<b>2010</b>
	<b>Fees</b>	<b>Membership</b>	<b>Building</b>	<b>Tackle</b>	<b>Sales</b>
2,766.50	ASF M'ship Subs.	3872.56			
0.00	Membership fee Refund	0.00			
39.00	Incorporation	0.00			
0.00	Stationary and Postage	0.00			
70.00	PO Box Rental	75.00			
	<u>Subscription</u>				
55.00	ACKMA	55.00			
0.00	RFDS Donation	0.00			
297.00	Audit	330.00			
250.00	Website Costs	230.00			
	<u>Chillagoe Property</u>				
1610.35	Council Rates and Water		174.60		
918.01	Property Insurance		1,010.53		
627.60	Electricity		539.55		

170.00	Workcover	190.00			
16,419.95	Freehold Instalment	0.00			
1,920.00	Caretaker Costs	1,920.00			
775.25	Maintenance	8,586.27			
0.00		0.00			
	<u>Maintenance</u>				
0.00	Fridge Purchase		0.00		
	<u>Trading</u>				
0.00	Purchase equip. for Resale			495.00	
	<u>Other</u>				
0.00	Fire & Security				
0.00	Step Ladder				
0.00	Freezer Purchase				
0.00	Stove Purchase				
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	<b><u>Sub Totals</u></b>	4,562.56	12,420.95	0.00	495.00
		-----	-----	-----	-----
	<b><u>Receipts less Expenses</u></b>	1,173.95	44,310.71	(0.00)	(153.00)
<b>\$25,918.66</b>	<b><u>Total Expenses</u></b>				<b>\$17,478.51</b>
<b>(\$5,983.32)</b>	<b><u>EXCESS OF RECEIPTS OVER EXPENDITURE</u></b>				<b><u>\$45,331.66</u></b>

### **CASH BOOK BALANCE**

13,642.31	Opening Balance as at 1st March 2010	7,658.99
(5983.32)	Add: Excess of Receipts over Expenditure	45,331.66
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<b><u>\$7,658.99</u></b>	<b><u>Total Funds - 28th February, 2010</u></b>	<b><u>\$52,990.65</u></b>

### **BANK RECONCILIATION**

4,393.43	28th February, 2010 Commonwealth Bank Balance	8,615.24
645.35	Add: Outstanding Deposits	70.00
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5,038.78		8,685.24
1,865.20	Less: Outstanding Cheques	874.50
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3,173.58		7,810.74
4,485.41	Add: Bendigo Bank Account	45,179.91
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<b><u>\$7,658.99</u></b>	<b><u>TOTAL FUNDS AS ABOVE</u></b>	<b><u>\$52,990.65</u></b>

# CHILLAGOE CAVING CLUB INC.

(ABN 52 614 187 726)

(Draft)

## STATEMENT OF ASSETS AND LIABILITIES AS AT 28 FEBRUARY, 2010

2009		2010
	<b><u>Current Assets</u></b>	
3,173.58	Commonwealth Savings Bank	8,615.24
4,485.41	Bendigo Bank	45,179.91
2,858.95	Publications	3,071.82
<u>10,517.94</u>	<b><u>Total Current Assets</u></b>	<u>56,866.97</u>
16,338.97	Clubhouse	0.00
3,171.94	Club Tackle	3,171.94
1,262.04	Club Library	1,262.04
230.00	Map Cabinet/Filing Cupboards	230.00
878.00	Photograph Collection	878.00
240.00	Club House Equipment	240.00
50.00	Microwave Oven	50.00
98.00	Card Laminator	98.00
566.70	Water Tank	566.70
6,908.34	Ablution Block	6,908.34
473.49	Fire and Security Equipment	473.49
223.28	Library Cupboard	223.28
795.00	Rangefinder	795.00
415.00	GPS Unit	415.00
928.00	Electronic Stoves (2)	928.00
200.00	S/H Fridge	200.00
872.00	Freezer	872.00
158.00	Ceiling Fans (3)	158.00
71.00	First Aid Equipment	71.00
323.16	Stretcher	323.16
595.00	Step Ladder	595.00
5,499.00	Fire and Security Equipment	5,499.00
989.50	Bore Pump and Starter	989.50
18,952.05	Accommodation Building	18,952.05
<u>60,238.47</u>		
8,375.08	Less: Provision for depreciation	
<b>51,863.39</b>		
<b>170,000.00</b>		<b>170,000.00</b>
<u>221,863.39</u>	<b><u>Total Non Current Assets</u></b>	0.00
<u>232,381.33</u>	<b><u>Total Assets</u></b>	<u>0.00</u>
	<b><u>Less: Current Liabilities</u></b>	
120.00	Members Key Deposits	120.00
30.00	Prepaid Membership Fees	0.00
<u>150.00</u>		

		<u>120.00</u>
	<u>Less: Non-Current Liabilities</u>	0.00
150.00	<u>Total Liabilities</u>	<u>120.00</u>
<u>232,231.33</u>	<u>TOTAL EXCESS OF ASSETS OVER LIABILITIES</u>	<u>0.00</u>

**CHILLAGOE CAVING CLUB INC.**  
(ABN 52 614 187 726)

**PROFIT AND LOSS STATEMENT**  
**FOR YEAR ENDED 28 FEBRUARY, 2010**

<b>2009</b>	<b>Income</b>	<b>2010</b>
	Profits	
0.00	Club Publications	?.00
0.00	Other Trading (Stickers?)	?.00
	Membership Subscriptions	
4,038.00	Club and ASF	5,027.05
2,880.00	Rent Received	2,880.00
1,899.50	Camping Fees	2,145.50
0.00	Club Fees and Light Hire	
	<u>Donations</u>	
10,000.00	Building Fund	50,200.00
10.00	Other	1,506.16
00.00	Refund Lease Fees	0.00
539.99	Bank Interest	709.46
	<u>Fund Raising</u>	
473.00	Auction at AGM	0.00
-----		-----
<b>\$19,839.99</b>	<b><u>Total Income</u></b>	<b>\$? .00</b>

<b>2009</b>	<b><u>Less Expenses</u></b>	<b>2010</b>
	ASF	
2,687.00	Membership Fees etc.	<b>3,872.56</b>
	Clubhouse	
918.01	Insurance	<b>1010.53</b>
1,610.35	Rates and Excess Water Charges	<b>174.60</b>
627.60	Electricity	<b>539.55</b>
1920.00	Caretakers allowance	<b>1,920.00</b>
0.00	Lease Rental	
170.00	Workcover	<b>190.00</b>
775.25	Maintenance	<b>8,586.27</b>
1233.85	Depreciation	<b>0.00</b>
	Subscriptions	
55.00	ACKMA	<b>55.00</b>
	Donations	
0.00	RFDS	<b>0.00</b>

	Trading	495.00
0.00	Stickers	
	Fees	
0.00	Bank	0.00
39.00	Incorporation	0.00
250.00	Website	230.00
70.00	PO Box Rental	75.00
0.00	Stationary & Postage	0.00
297.00	Audit Fees	330.00
-----		-----
<b>\$10,653.06</b>	<b>Total Expenses</b>	<b>\$17,478.15</b>
-----		-----
<b>\$9,186.93</b>	<b><u>NET PROFIT/(LOSS)</u></b>	<b>\$?.00</b>
=====		=====
<b>144,899.05</b>	<b>Add: Land Revaluation</b>	
<b>154.085.98</b>	<b>INCREASE IN NET ASSETS FOR YEAR</b>	

**CHILLAGOE CAVING CLUB INC.**  
(ABN 52 614 187 726)

**This Needs to be re-done**

**DEPRECIATION SCHEDULE FOR 2009**

Item	Purchase	Cost Price	Deprec. Rate %	W.D.V. 29/02/2009	Addns. New	Depn.	W.D.V. 28/02/2010
		\$	%	\$	\$	\$	\$
		0.0	0.00	0.00	0.00	0.00	0.00
Clubhouse		16,338.97	0.00	16,338.97	0.00	0.00	16,338.97
Club Tackle		3,171.94	15.00	512.91	0.00	90.51	603.42
Club Library		1,262.04	11.25	169.62	0.00	21.50	191.12
Map Cabinet/Filing		230.00	11.25	12.35	0.00	1.57	13.92
Photograph Collection		878.00	0.00	878.00	0.00	0.00	878.00
Club House Equipment		240.00	15.00	8.47	0.00	1.50	9.97
Microwave Oven		50.00	15.00	5.56	0.00	0.98	6.54
Card Laminator		98.00	15.00	13.94	0.00	2.46	16.40
Water Tank		566.70	5.00	306.21	0.00	16.12	322.33
Ablution Block		6,908.34	0.00	6,908.34	0.00	0.00	6,908.34
Fire and Security Equip.		473.49	11.25	182.24	0.00	23.10	205.34
Library Cupboard		223.28	11.25	96.84	0.00	12.27	109.11
Rangefinder		795.00	20.00	208.40	0.00	52.10	260.50
GPS Unit		415.00	20.00	108.78	0.00	27.20	135.98
Electronic Stoves (2)		928.00	15.00	600.99	0.00	88.81	707.05
Freezer		872.00	15.00	694.87	0.00	122.63	817.50
2nd Hand Fridge		200.00	15.00	170.00	0.00	0.00	200.00
Ceiling Fans (3)		158.00	20.00	41.42	0.00	10.36	51.78
First Aid Kit		71.00	15.00	41.70	0.00	7.36	49.06
Stretcher		323.16	15.00	185.47	0.00	32.73	218.20

Step Ladder	595.00	11.25	456.96	0.00	57.92	514.88
Fire and Security Equip.	5,499.00	11.25	4,175.12	0.00	529.24	4,704.36
Bore Pump	890.50	10.00	715.33	0.00	79.48	794.81
Pump Starter	99.00	10.00	78.85	0.00	8.76	87.61
Accom. Building	18,952.05	0.00	18,952.05	0.00	0.00	18,952.05
	-----		-----	-----	-----	-----
	60,238.47		51863.39	0.00	0.00	0.00
<b>Add: Additions</b>	0.00					
	-----					
	0.00					
<b>Less: Write Offs in 2009/2010</b>	0.00					
	-----		-----	-----	-----	-----
<b>Totals</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	=====		=====	=====	=====	=====

**Totals of Depreciation & Write-offs to 28/02/2009** **\$0.00**

**Provision for Depreciation at 28/02/2009** **\$0.00**

### CHILLAGOE CAVING CLUB INC Stocks on Hand - 28 February 2009

<u>Club Publications</u>	<u>Cost</u>	<u>On Hand</u> 29/02/09	<u>Club Value</u> 29/02/09	<u>Sales</u> 00/10	<u>On Hand</u> 28/02/10	<u>Club Value</u> 28/02/10
Chillagoe Karst	10.00	100	1000.00	12	88	880.00
Chillagoe Karts Supplement	12.00	0	0.00		0	0.00
Mitchell Palmer Karst	11.51	21	241.71	3	18	207.18
Broken River Karst	20.00	2	40.00	1	1	20.00
Tower Karst No 1	4.50	1	4.50		1	4.50
Tower Karst No 2	6.22	8	49.76	5	3	18.66
Tower Karst No 3	3.32	108	358.56	5	103	341.96
Tower Karst No 4	3.63	76	275.88	2	74	268.62
Tower Karst No 5	3.22	252	811.44	2	250	805
			<b>2781.85</b>			<b>2545.92</b>
<b>Maps</b>						
Q'lander Laminated A2	10.95	1	10.95		1	10.95
Q'lander Unlaminated A2	4.95	1	4.95		1	4.95
Mitchell Palmer Locality Map	0.50	2	1.00		2	1.00
Markham	0.50	15	7.50		15	7.50
Tea Tree	0.50	3	1.50		3	1.50
Rift Pothole	0.50	5	2.50		5	2.50
Carpentaria	0.50	1	0.50		1	0.50
Spooked	0.50	6	3.00		6	3.00

September	0.50	7	3.50	7	3.50
Centenary	0.50	5	2.50	5	2.50
99	0.50	7	3.50	7	3.50
Keefs Cavern	0.50	2	1.00	2	1.00
Trezkinn	0.50	5	2.50	5	2.50
Spring	0.50	5	2.50	5	2.50
Donna	0.50	9	4.50	9	4.50
Haunted	0.50	2	1.00	2	1.00
Zig Zag	0.50	1	0.50	1	0.50
Wallabadourie	0.50	4	2.00	4	2.00
Con	0.50	6	3.00	6	3.00
			<u>58.40</u>		<u>58.40</u>
<b>Other Stocks on Hand</b>					
Aust Caves & Caving	7.00	1	7.00	1	7.00
Small Torch	11.70	1	11.70	1	11.70
Stickers <b>** (New purchase)**</b>	3.30	0	05.00	14	448.80
			<u>26.70</u>		<u>467.50</u>
<b>Total Club Publications</b>			<u>2,866.95</u>		<u>3,071.82</u>

### Stock Adjusted for Sales

## CHILLAGOE CAVING CLUB INC. (ABN 52 614 187 726)

### PUBLICATIONS TRADING ACCOUNT FOR YEAR ENDED 28 FEBRUARY, 2010

2009	Income	2010
	Sale of Publications	
0.00	Chillagoe & Tower Karsts	290.00
0.00	Maps	0.00
0.00	Stickers	52.00
2,858.95	Stock on Hand 28/02/2010	2,623.02
-----		-----
\$2,858.95		\$2,965.02
=====		=====
2,858.95	Stock on Hand 01/03/2009	2,858.95
	<u>Profit Publications</u>	
0.00		0.00
-----		-----
\$2,858.95		0.00
=====		=====

## **ASF CODE OF ETHICS**

**Adopted 1992**

### **1. Introduction**

- 1.1 Recognising their primary aim of protecting the caves and karst of Australasia, cavers will actively promote cave conservation and sound management practices through example, education, advice and training.
- 1.2 This code establishes a minimum standard of caving practice.
- 1.3 Higher standards may be required by management authorities for particular caves or karst regions, in which case those standards will be adhered to.

### **2. Toward Landowners and Management Authorities**

- 2.1 Landowners, tourist guides and any person representing a management authority will be treated with courtesy and respect.
- 2.2 All caving parties must have specific or tacit approval from the landowner and / or management authority before entering any property or reserve, must follow only agreed routes and must not visit forbidden areas.
- 2.3 The prevailing procedures regarding gates on properties and reserves will be followed, and care taken to cause no damage to stock, crops, equipment or landscape features. In short, leave as found.
- 2.4 All parties will be as self sufficient as possible and will not presume on the good will of landowners and/or management authorities for water, supplies or assistance.
- 2.5 Where the cave entrance has been blocked by the landowner and/or management authority, it will be re-blocked after use, or, with the landowner and/or management authority's permission more appropriate protection installed unless the landowner and/or management authority otherwise instructs.
- 2.6 No gate will be installed at or in a cave unless approved by the landowner and/or management authority and arrangements are made for key security. Any gate must have an accompanying sign giving reasons for gating and access conditions unless the landowner and/or management authority otherwise instructs.
- 2.7 No cave excavation, including the use of explosives, will be undertaken without the permission of the landowner and/or management authority and/or management authority and the society committee, and only after an assessment of the environmental effect.

### **3. Toward Caves**

- 3.1 Camping will not occur in a cave, unless absolutely necessary to achieve a specific speleological or conservation objective.
- 3.2 Caving activity must be conducted in a manner responsible to the cave environment, taking particular care to avoid damage to speleothems, sediments, biota and other natural phenomena. The maximum size of any party should be limited to that which provides the best quality of experience or achieves specific aims.
- 3.3 Cave entrances and passages should not be excavated/enlarged, including the use of explosives, water levels in sumps should not be modified and stream flows should not be diverted, until all possible effects are assessed and the appropriate permission gained. Any modification must be the minimum required.
- 3.4 Established marked routes must be used, single tracks should be followed and care taken to avoid needless deposition of mud. Mud-throwing or modeling is unacceptable.
- 3.5 All human introduced wastes must be removed from the cave and disposed of properly.
- 3.6 Cavers will not smoke in any cave.
- 3.7 Caves must not be disfigured by unnecessary marking (including 'direction arrows'). Entrance tags and survey marks should be small and inconspicuous.
- 3.8 Disturbance should not be caused to any biotic community. No disturbance should be caused to maternity or over-wintering roosts of bats. Collection of specimens will be kept to the minimum required for study purposes only.
- 3.9 The technique, agent and justification for air or water flow-tracing experiments should be chosen to minimise environmental impact and must be approved by the relevant authorities and the society committee.
- 3.10 Explosives should not be used inside a cave or at the entrance unless absolutely necessary, and then only with the permission of the landowner and/or management authority and the society committee, and only after an assessment of the environmental impact.

#### **4. General**

- 4.1 Recognised codes for minimum impact camping will be observed with particular emphasis on complete removal of rubbish and, wherever possible, avoidance of camping on karst catchment areas.
- 4.2 Reports on speleological work and caving activities are to be honest and accurate, avoiding sensationalism or exaggeration.

- 4.3 Any published work must acknowledge other people's contributions to the work, either as clubs or individuals, published work or personal communication.
- 4.4 Consideration should be given before publishing an article disclosing a cave's location, as to its intended audience, the wishes of the landowner and/or management authority, and the subsequent effect on the cave.
- 4.5 When visiting an area frequented by another society, the club or party will cooperate fully with that society.
- 4.6 Disputes will be conducted in a restrained and responsible manner.

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## **ASF MINIMAL IMPACT CAVING**

**1995**

***“What we have now is all there will ever be - conserve Australia's Caves”***

### **Introduction**

The need for a Minimal Impact Caving Code (MICC) has evolved over many years as cavers have realised the impact that they have on caves. That impact is so diverse and varied that it has become necessary to devise a caving code that ensures that cavers are aware of the measures that are necessary to reduce their impact on caves.

To those of you who have just become Australian Speleological Federation (Inc) (ASF) members it is important that you understand that a MICC IS necessary because cavers are one of the major sources of damage to caves. Read the MICC carefully and apply it to all of your caving - it will not completely stop cavers damaging caves but it will certainly reduce their impact on the cave environment. This MICC was devised by cavers FOR CAVES - please assist the Caves of Australia by using these simple MIC techniques. This MICC should be used in conjunction with the ASF Code of Ethics.

### **General**

This code is divided into two sections. One relating to the exploration of a newly discovered cave or section of cave and the other relating to general cave visitation.

The following practices may fall into both sections and may be modified depending on the type of cave being visited. It should be stated that we are discussing here a code which will ensure that cavers have a minimal impact on the cave they are visiting. In many instances the practices may not apply as the impact that cavers have, may be minuscule, compared to the impact of flooding of the entire cave, for example. These practices are generally intended to apply in caves where cavers are likely to have a detrimental impact on the cave purely by entering the cave.

In-cave marking refers to the use of a variety of materials to define tracks, routes and barricades in a cave. These measures should be taken to protect sensitive areas, confine caver foot damage, make cavers aware that a sensitive (it may be an unobvious cave animals' territory) area exists.

THERE ARE NO EXCEPTIONS TO THIS CODE - SURVEYORS,  
PHOTOGRAPHERS, SCIENTISTS, EXPLORER'S ETC ARE ALL SUBJECT TO  
THIS CODE.

### **General Cave Visitation**

1. Remember EVERY caving trip has an impact. Is this trip into this cave necessary? If it is just for recreation, is there another cave that is less vulnerable to damage that can be visited? Make this assessment depending on the purpose of your visit, the size and experience of the proposed party, and IF THE TRIP IS LIKELY to damage the cave.
2. Where possible the party leader should have visited the cave previously and hence should be aware of sensitive features of the cave, the best anchor points, and generally reduce the need for unnecessary exploration.
3. Cave slowly. You will see and enjoy more, and there will be less chance of damage to the cave and to yourself. This especially applies when you are tired and exiting a cave.
4. If there are beginners on a trip, make sure that they are close to an experienced caver, so that the experienced caver can help them when required, e.g. in difficult sections. Ensure that the party caves at the pace of the slowest caver.
5. Keep your party size small - 4 is a good party size.
6. Cave as a team - help each other through the cave. Don't split up unless impact is reduced by doing so.
7. Constantly watch your head placement AND that of your party members. Let them know before they are likely to do any damage.
8. Keep caving packs as small as possible or don't use them in sensitive caves or extensions.
9. Ensure that party members don't wander about the cave unnecessarily.
10. Stay on all marked or obvious paths. If no paths are marked or none is obvious - define ONE!
11. Learn to recognise cave deposits or features that may be damaged by walking or crawling on them.

Examples are:- Drip Holes, Stream Sediments, Paleo soils, Soil Cones, Crusts, Flowstone, Cave Pearls, Asphodilites, Bone material, Potential Archaeological sites, Cave Fauna, Coffee & Cream, Tree Roots

12. Take care in the placement of hands and feet throughout a cave.
13. Wash your caving overalls and boots regularly so that the spread of bacteria and fungi are minimised.
14. If a site is obviously being degraded examine the site carefully to determine if an alternative route is possible. Any alternative route **MUST** not cause the same or greater degradation than the currently used route. If an alternative is available suggest the alternative route to the appropriate management authority and report the degradation.
15. Carry in-cave marking materials while caving and restore any missing markers. Tape off sensitive areas you believe are being damaged and report the damage to the appropriate management authority.
16. If it is necessary to walk on flowstone in a cave remove any muddied boots and or clothing before proceeding **OR DON'T PROCEED!** Sometimes it is better to assess the situation and return at a later date with the appropriate equipment.
17. Treat the cave biota with respect, watch out for them, and avoid damaging them and their "traps", webs, etc. Also avoid directly lighting cave biota if possible.
18. If bone material is found on existing or proposed tracks it should be moved off the track to a safer location if at all possible. Collection should only be undertaken with appropriate permission.
19. If you eat food in a cave ensure that small food fragments are not dropped as this may impact the cave biota. One way is to carry a plastic bag to eat over and catch the food fragments. This can then be folded up and removed from the cave.
20. Ensure that all foreign matter is removed from caves. This includes human waste. If long trips are to be made into a cave, ensure that containers for the removal of liquid and solid waste are included on the trip inventory.
21. When rigging caves with artificial anchors, e.g. traces, tapes, rope etc, ensure that minimal damage occurs to the anchor site by protecting the site. For example protect frequently used anchors, e.g. trees, with carpet, packs, cloth, etc. Bolts should only be used where natural anchors are inappropriate.
22. **CAVE SOFTLY!**

### **New Cave or Extension Explorations**

1. The existing microbiology of the new cave, both fungi, bacteria, and a world of protozoa, will almost certainly be irreversibly contaminated on the first trip into the cave! If you consider cave microbiology has not been investigated in the area of this new cave, if cave microbiologists are available, then please consider including them on initial explorations so that they may collect uncontaminated samples.
2. Do not enter the new area if you do not have the equipment required to undertake the minimal activities. Surveying equipment and in-cave markers.

3. The minimal activity should be in-cave marking and surveying. Not purely exploration.
  4. Ensure that all alternative routes are examined, by completing the cave survey, prior to crossing sensitive areas. It may not be necessary to enter some areas as they can be by-passed.
  5. Having determined that a sensitive area is to be crossed it should ALWAYS be marked. Reduce future damage by defining a distinct, minimal width track.
  6. Discuss in-cave marking within the party and ensure that all ideas are evaluated before marking is undertaken.
6. CAVE SOFTLY!

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*ASF Risk Management Policy for Member Activities  
January 2007*

## **Risk Management Policy for Member Activities**

ASF Members running caving trips and other activities have an obligation to establish appropriate risk management procedures and implement the ASF risk management policies for those trips and activities.

This policy document is a series of principles. It is not a set of specific procedures. These should be developed by the member clubs and Special Interest Groups (SIG), to suit their specific risk management needs and conditions.

### **Risk Management and the ASF focus**

Club activities are generally organised through the Corporate Member Clubs, Provisional Member Clubs or Special Interest Groups (SIG). Specific procedures and protocols for Risk Management are developed and implemented by the club, using the ASF Risk Management Policy as a guide.

All ASF speleological trips are expected to have in place a risk management procedure incorporating the principles set out in this policy. ASF members will aim to minimise incidents arising from risk and manage risk so that incidents, particularly ones involving injury, are minimised. Activities that involve natural environments such as caves and karst surface environments have many hazards (see Table 1). The ASF accepts that it is impossible to completely remove risks. This policy requires that clubs, leaders and members assess the risks and give members advice on managing them.

This policy applies to all speleological events which are organised and run by ASF members, including but not limited to; ASF conferences, speleological trips, photography trips, cave diving trips, exploration trips, beginners trips, expedition trips, training and sporting trips (e.g. "Speleosports" events).

## **Relationship to the ASF Codes and Guidelines.**

Procedures are to be developed by ASF members to suit their specific risk management needs and conditions. Members should refer not just to this policy and its guidelines, but should consider all other ASF codes and guidelines, such as the ASF Safety Guidelines, the ASF Leadership Scheme, ASF Free Diving Codes and other codes in the development of their own risk management procedures. Note that it is a requirement that all clubs subscribe to the ASF Code of Ethics and conservation and Minimum Impact Caving Code.

## **Aspects of Risk Management**

Five broad aspects should be considered in the management of risk that members need to incorporate into their procedures;

- Risk Assessment
- Leadership
- Participant Experience
- Safety (including equipment maintenance and assessments)
- Accident/Incident responses

Only when all five aspects are considered is effective Risk Management achieved, even if an outcome is not positive.

## **Risk Assessment**

A hazard is a source of potential risk or a situation with the potential to cause injury, loss of life or property damage.

Risk is the chance of something happening that will have a negative impact upon the group's collective trip objective/s. For the individual it is the potential for physical harm, or the loss of something of value. Risk is measured in terms of consequences and likelihood.

An accident is an event that causes death, endangers or threatens life, property or the environment. An incident is a near miss.

Incident response can be defined as measures taken during and immediately after an incident to ensure its effects are minimised. The level of any response may vary from an internal group response, to a local basis, or be nationwide.

Risk management practices are the engagement of measures that positively modify the characteristics of hazards, communities and environments to reduce the level of risk. Caves are natural places and we have little control over the conditions of the environment, but we can prepare ourselves so that the risk level becomes acceptable in most cases. When organising activities Trip leaders must assess the likelihood of particular risks and put into place procedures to minimise these risk.

Table 1 is an indicative list of examples of common physical hazards related to caving activities that may be applicable to particular trips. All caving areas are unique and may present other hazards not listed. Clubs that frequently visit an area may assume a greater role in sharing their knowledge of particular risks within that area and are a good resource in finding out information relating to particular considerations (e.g. flooding

danger, cave temperatures). The ASF Safety Guidelines may help to identify areas that require assessment of risk and modification.

<b>Hazard</b>	<b>Related to</b>	<b>Description</b>
Falls	Slippery surfaces or collapsing false floors or loose surfaces	These often occur and can range from minor cuts, scratches, bruises and grazes to more serious injuries.
Laceration	Sharp Limestone surfaces.	The surface karst may cause injuries if a walker slips and falls.
Floods	History, catchment and weather forecast.	After severe storms or tropical cyclones the creeks and rivers can be flooded for some time, isolating the area and flood caves.
Rock falls	Identified unstable breakdown areas.	Are a concern in caves either from earthquake movement or by stepping onto loose rocks
Exposure- Heat	Walking under the hot Sun.	Sunstroke and heat exhaustion are possibility if walkers are not fit, carry insufficient water and spend too long in the sun.
Hypothermia	Exposure to the Cold.	Hypothermia is a serious condition that can occur in cold caves where it is likely that participants will get wet.
Surface and in cave navigation problems	Inexperience	Lost caver/s in or out of the cave are possibility if they lose their map or are new to the area and fall behind those who know the area.
Exhaustion from Foul Air	Especially but not exclusively Carbon Dioxide (CO <sub>2</sub> )	High concentrations of CO <sub>2</sub> in cave atmospheres can reduce a caver's ability to move and react effectively. The higher the level the more negative the impact on the caver.
Dehydration and hunger	Being unprepared.	Dehydration can occur quickly and without warning, and has the potential of causing harm to a person through shock. Hunger contributes to exhaustion.
Stings, bites, disease	Examples include bees, spiders, snakes, histoplasmosis	Bites etc near cave entrances or in caves can cause objectives to be reduced
Severe Falls, becoming lost	Equipment failure	Equipment failure can result in serious incidents.

**Table 1:** A list of some hazards found in caving. **It is not exhaustive or applicable to all situations.**

### **ASF Member Responsibilities**

All ASF member clubs and SIGs are expected to undertake risk assessment and management according to the procedures developed by their club or SIG organising the trip.

The ASF Safety Guidelines specifically state, *“Risks can be reduced to acceptable levels but never eliminated. The way to minimise risks is to undertake caving with an attitude of self-reliance, responsibility and preparedness. In practical terms this means careful planning, competent organisation, appropriate provisioning and thorough training.”*

For trip leaders, risk management starts at the planning stages of a trip. Clubs and SIG's are required to adopt strategies for their Trip leaders so that they may undertake risk management decisions based on reasonably foreseen circumstances throughout the course of an activity.

### **Policy Principles**

1. Risk Management procedures developed by Clubs and Special Interest Groups must comply with the ASF Cave Safety Guidelines, Code of Ethics & Conservation, Minimal Impact Caving Code, ASF Cave Diving Code of Practice and may use the ASF Caving Leadership Scheme as a general guideline.
2. All ASF Trip leaders are expected to undertake risk management according to the procedures developed by the club organising an activity. Clubs are expected to have procedures in place for managing risk.
3. Club trips and activities require a suitably experienced leader, accredited by the club according to its leadership procedures.
4. Participants must be made aware of what risks are involved. Those with less experience will require more guidance on what to expect and how to prepare themselves. Communication is part of responsible leadership. Trip leaders should be prepared to adjust trip objectives to suit the capabilities of participants. Ideally this should occur prior to entering a cave.
5. Participants also have the responsibility to communicate any concerns they may have to the Trip leader, for example, any medical conditions that may impact on the trip. In the case of minors it is the responsibility of that minor's guardian to provide this information.
6. Trip leaders and members who accompany minors on caving activities should be aware of the extra risks involved. Trip leaders may request that the minor be accompanied by an adult and seek consent from their parent or guardian.
7. All participants must be aware of what the incident response plan entails for the proposed activity.
8. Incident reporting can be valuable in increasing knowledge and refining club processes. The ASF has an incident reporting form, which is used for the purpose of determining statistically what is likely and what future safety foci should be. This form, which is available on the ASF web site [www.caves.org.au](http://www.caves.org.au), should be used to report incidents.

Note: The term "Trip leader" in this document can refer to the chief organiser of any activity

# CHILLAGOE CAVING CLUB INC.

## MEMBER INFORMATION MANUAL



Authorised by the Chillagoe Caving Club Inc. Management Committee  
ISSUED JUNE 2000.

**Chillagoe Caving Club Inc.**

**1**

## Member Information Manual

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## **Member Information Manual**

### **1. WELCOME**

Welcome to the Chillagoe Caving Club Inc.

This Information Manual is intended to be a reference source for Members and for persons contemplating joining the Club. It provides information on matters that may affect Members during their time in the Club. While the information is not entirely comprehensive we have endeavoured to include those matters that are important for Members to know. Some matters are derived from hard experiences and we would hope that Members can benefit from our previous experience merely by reading and taking note of the information included.

### **2. THE CLUB**

The Chillagoe Caving Club was founded in April 1973 when a group of eighteen people met in Chillagoe to consider formation of a Club. In 1984 the Club was Incorporated under the Queensland Associations Incorporation Act of 1981 and became the Chillagoe Caving Club Inc.

The Club was established to promote the sport of caving, to provide a pool of equipment and information for the use of Members and to encourage cave conservation through minimal impact caving practices of its Members. We have also encouraged Members to take an interest in the scientific side of caving and this has resulted in scientists from around the world working with our Members who are often able to help because of our wide knowledge of the caves of the area.

The Club became an Associate member of the Australian Speleological Federation soon after formation, but resisted becoming a full ASF Member until 1996 when it decided to become a Member to provide members with Public Liability Insurance which was then only available at reasonable cost through full membership of the national association.

### **3. GET INVOLVED**

You will find that when you become involved in the Club's activities you will get most out of the Club. It seems that the more effort you put into the Club activities the more you will enjoy them. Initially you will gain enjoyment through learning from others and then as you gain experience you will then find great satisfaction in helping newer Members to acquire similar knowledge and skills.

If you have special skills use them for the benefit of the Club as this will make the Club more effective. There are all sorts of jobs in the Club where you can help and by doing so extend your skills and experience. Not all of us are interested in leadership of the Club, but often we are unaware of these skills until we take on the responsibility. So consider taking on jobs for the Club in an official capacity or just offer to do jobs where you see the need.

We hope that you gain from your membership of the Club and that you learn skills and knowledge through your involvement and remain with us for many years of enthusiastic, happy and safe caving.

### **4. BECOMING A MEMBER**

When you complete an application for membership and pay the appropriate fee you become a 'Novice'. This entitles you to most of the advantages of membership for a trial period of six months. During this time you are involved in caving and other Club activities. This allows you to

## **Member Information Manual**

decide whether you do really wish to become a Member of the Club and also lets the Club Members assess you for your compatibility with the aims and objectives of the Club. It needs to be a mutual acceptance.

To become a full Member you need to apply after the trial period and have two other Members certify that you have met the qualifications for Member as set out in the Rules for Admission as Members which is included as an attachment in this Manual. The Management Committee has the final decision on all admissions to Member.

### **5. CLUB FEES**

The Club's financial year ends on 28th February each year so Annual Membership Fees become due on the 1st March. Members are requested to pay these fees as soon as possible thereafter as the Club needs this money to operate. Also, unless your fees are paid, you are not a financial Member and that could leave you in an uncertain legal situation particularly with regard to insurance cover.

Fees for membership of the ASF and the insurance premium for Public Liability Insurance are included in the Club's Annual Membership Subscription. The ASF membership thus gained is recognised throughout caving circles in Australia and overseas, so is of benefit if you want to visit caves elsewhere. You also get the journal of the ASF, The Australian Caver, which is of interest and it keeps you up to date on news about caving throughout the country.

Details of Membership Subscriptions and other fees are provided with our Membership Application Forms and are also printed in the Annual Report, which is mailed to all members of the Club by the end of March each year.

### **6. ANNUAL GENERAL MEETING**

The Club normally holds its Annual General Meeting in Chillagoe on the long weekend in late April or early May each year when it receives reports from the Office Bearers and elects the Management Committee and other officials that run the Club between General Meetings.

Prior to these meetings an Annual Report is issued which contains notice of the meeting and any special motions for which notice is required together with reports by Office Bearers on the year's achievements. Usually the Minutes of the last Annual General Meeting and the Agenda for the forthcoming Meeting are included with a list of Members and details of Club fees.

### **7. REGULAR CLUB ACTIVITIES**

Between Annual General Meetings the Club holds regular caving weekends for Club Members. Information sessions regarding club updates will be shared during these events as well as club maintenance working bees.

These will be held in Chillagoe or other specified caving areas. Exact information on these events is given in the Newsletter. These weekends will vary in their purpose and are intended to assist members to improve their caving knowledge and skills and also to discuss matters that affect the running of the Club. These events are unofficial or social gatherings and no formal minutes are kept. They do, however, aid the Management Committee in running the Club as the Management Committee can gauge the attitude of Members to matters on which they need to make decisions.

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### **8. NEWSLETTER**

Club newsletters are mailed, or emailed, to Members to keep them in touch with the Club and its planned activities. Information that Members should be informed about is included. These newsletters are sent out at intervals of one to three months depending on the need for this communication. Members are invited to contribute short articles for publication. These can be on recent trips with interesting discoveries, new caving techniques or even requests for information or advice on caving matters. We would even welcome short letters to the Editor!

### **9. THE INTERNET**

The Club has an Internet Site ([www.chillagoecavingclub.org.au](http://www.chillagoecavingclub.org.au)) to be used as a means of communication between the Club and its individual members. This site will also allow other cavers from elsewhere in Australia and overseas to see what the Club is, what it does, future trips planned etc. and will enable them to contact the Club and join in on planned activities. Some information will also be included on caving areas we have in this region, the types of caves found and the arrangements for access. For our Members the site will contain membership information, planned trips and other events, training matters, etc.

### **10. INSURANCE**

Through its membership of ASF the Club has access to a Public Liability Insurance Policy which has been arranged on a national basis to cover individual ASF Members, property owners of land on which Members cave or have other activities and also our Club and any of its activities. We contribute to this Insurance Policy through our Club Membership Subscription and the Club and its Members each obtain Corporate Membership of ASF and insurance.

The Policy has an excess of \$1000. In most cases the Club expects that it would meet this cost. However, particularly where the Management Committee was of the opinion that the Member(s) concerned was grossly careless or negligent, the Club reserves the right to recover this excess from the person(s) responsible.

### **11. TRIP LEADERS**

Every caving trip must have an acknowledged Trip Leader. The attached CCC Safety Guidelines (Clause 4) details the Club's attitude to the Trip Leaders.

For caving parties that include Novices or Guests (without recognised caving experience) an authorised Trip Leader (assessed under the Club's Trip Leader Scheme as qualified for the grade of trip being attempted) must be in charge of the trip. There are two grades of Trip Leader. The first grade is the Trip Leader for caves where no Single Rope Techniques (SRT) is used. A further grade of trip Leader requires skill in SRT caving.

For further information on Trip Leader Training or to gain qualification as a Trip Leader contact members of the management committee.

The Trip Leader must obtain the permission of the landowner for the trip. He/she should also complete a Trip Sheet and send it to the Secretary. It is important for the Club to maintain a record of trips made.

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### **12. SAFETY**

In addition to the CCC Safety Guidelines attached to this Manual there are several obvious safety precautions all Members need to make. While these are just commonsense, they can be vital to your safety.

- A. Never assume that everything is right. Always check knots, equipment, rigging, anchorages etc. and even that the rope or ladder reaches the bottom of the pitch. Your life could depend on this check.
- B. Always tell a reliable person where you are going caving and record your trip on the chalk board at the club house including expected time of returning. Don't forget to rub off your trip when you return.
- C. Carry an emergency source of light and spare light bulbs if you don't use LED's.

There is always debate about size of caving parties. The Club's Safety Guidelines recommend a minimum of four in any party. However, the size of party is dependent on the experience of the participants and also on the difficulty of the cave. Large parties are not favored as they can cause more damage to the cave, are more prone to accidents at pitches and movement through a cave with pitches is badly inhibited.

It is acknowledged that cavers can cave safely with smaller parties. However, if an accident occurs the risks to those injured can be very high. Cavers with experience must carefully weigh these risks and each member of the party must be prepared to accept them before caving with less than the recommended minimum.

The Trip Leader is responsible for ensuring that there is a trained first-aider (or person with at least equivalent knowledge) in the party. Cavers should carry a small first aid kit that is readily available. A full first aid kit should be available near the cave.

In Chillagoe, for accidents beyond the capacity of the party to handle, advise the Clubhouse. If there is no one there, then report to the Police or QPWS who will provide help. On caving trips always carry water and also snacks to eat as you go.

If you feel uncertain that you can handle a pitch ask for a hand line, a ladder or some assistance. Cavers will support any such request as good sense – far better for everyone than a party member attempting things beyond his/her experience and then having an accident.

Persons under the influence of any drug/alcohol (including the morning after effects) are not to be taken caving.

### **13. LOG BOOKS**

Cavers should have a personal log book to record trips made and should detail the date, the cave, the area, the party, time underground and any other matters that the Member wishes. Some members record bats and swiftlets, snakes, other wildlife and damage to the cave that they notice. This log book is useful as a reference and also helps prove your experience with the Club.

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### **14. CAVE TAGGING**

You may find a new cave while with the Club. The Club follows accepted ASF practice and fix a metal label tag on the cave entrance of each new cave found. This is placed in a position where it will be easily seen on the normal approach to the cave and otherwise at chest height on the left-hand side of the entrance.

The Club has several bags of tagging gear with a drill, plugs and screws. Labels are held at the Clubhouse. When you have tagged your cave you also need to complete a tagging report and pass it to the Survey and Records Keeper so that it can be officially recorded.

The Tagging Officer makes and holds the supply of tags for caving areas in Far North Queensland.

### **15. CLUBHOUSE**

The Club has a lease of 2 hectares of land in Chillagoe township, which contains a Clubhouse for use by Members and their guests. There is a Caretaker.

Facilities include dual shower/toilet, kitchen (with stove, microwave, refrigerator, freezer, sink and some storage), barbecue and sleeping shelter. There are also areas suitable for camping.

The Club has adopted a Protocol for the Clubhouse that lists responsibilities of the Club's Caretaker and also those of Members. The Clubhouse Protocol is attached to this Manual.

### **16. CLIMBING CALLS**

On a cave pitch it is sometimes necessary to use a safety line to assist a caver to climb down or up the pitch. On a cave ladder, a safety line must be used. When a person at the top controls the safety line it is called belaying. This person must be securely anchored at the top of the pitch so that s/he can hold the shock weight of the climber should s/he fall. Frequently the two people involved cannot see each other and often there is difficulty even hearing calls from the other. For this reason special calls, which are less able to be confused with each other, have been adopted. These calls are set out in the CCC Safety Guidelines (Clause 8), which is attached to this Manual. Cavers must become familiar with these and learn to use them.

Calls should be made loudly and clearly and in the direction of the other party involved to achieve communication.

The call "Below" is used when anything falls in a cave. This gives persons below the falling object some chance of dodging it. However, cavers below should not look up but quickly get under shelter or well away from the pitch. It should be noted that it is unwise for cavers waiting at the top and bottom of any pitch to be where they can knock things over or be hit by falling objects. Move away to a safe distance. This also helps reduce the effect of chatter on the communication between the climber and his delayer.

### **17. CAVE ETHICS AND CONSERVATION**

The Club Constitution (Clause 14) indicates that Members must act in accordance with the Code of Ethics of the ASF which is available on the ASF internet site. Members should make

## Member Information Manual

themselves familiar with the whole Code and apply it in their caving. The sections of this Code particularly relevant to this Club are as follows:

2.2 All caving parties must have specific or tacit approval from the landowner and/or management authority before entering any property or reserve, must follow only agreed routes and must not visit forbidden areas.

2.3 The prevailing procedures regarding gates on properties and reserves will be followed, and care taken to cause no damage to stock, crops, equipment or landscape features. In short, leave as found.

2.4 All parties will be as self sufficient as possible and will not presume on the good will of landowners and/or management authorities for water, supplies or assistance.

3.2 Caving activity must be conducted in a manner responsible to the cave environment, taking particular care to avoid damage to speleotherms, sediments, biota and other natural phenomena. The maximum size of any party should be limited to that which provides the best quality of experience or achieves specific aims.

### 18. MINIMAL IMPACT CAVING CODE

The ASF introduced this Code in 1995 subsequent to the adoption of our Constitution that naturally does not mention it. However, as Club members, we are also ASF Members and are obliged to take note of this Code as well. Members should become familiar with the whole Code and apply it in their caving. This Code is also available on the ASF internet site. The sections of this Code particularly relevant to this Club are as follows:

#### General Cave Visitation

2. Where possible the party leader should have visited the cave previously and hence should be aware of sensitive features of the cave, the best anchor points, and generally reduce the need for unnecessary exploration.

3. Cave slowly. You will see and enjoy more, and there will be less chance of damage to the cave and to yourself. This especially applies when you are tired and exiting a cave.

4. If there are beginners on a trip, make sure that they are close to an experienced caver, so that the experienced caver can help them when required, e.g. in difficult sections. Ensure that the party caves at the pace of the slowest caver.

6. Cave as a team – help each other through the cave. Don't split up unless doing so reduces impact.

7. Watch your head placement AND that of your party members. Let them know before they are likely to do any damage.

9. Ensure that party members don't wander about the cave unnecessarily.

10. Stay on all marked paths. If no paths are marked or none is obvious – DEFINE ONE!

11. Learn to recognise cave deposits or features that may be damaged by walking or crawling on them.

16. If it is necessary to walk on flowstone in a cave remove any muddy boots and or clothing before proceeding OR DON'T PROCEED.

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### New Cave or Extension Explorations

1. The existing microbiology of a new cave, both fungi, bacteria, and a world of protozoa, will almost certainly be irreversibly contaminated on the first trip into a cave! If you consider cave microbiology has not been investigated in the area of this new cave, if cave microbiologists are available, then please consider including them on initial explorations so that they may collect uncontaminated samples.

Cavers need to become aware of the fragile nature of the cave environment and avoid damage as far as possible. Care needs to be taken with all parts of the cave to avoid damage. This needs to include the living things in the cave - the flora and fauna.

Limestone formations are particularly fragile and any damage sustained takes almost an eternity to re-grow. Broken formations do not enhance the appearance of the cave or the reputation of cavers who damage them –even accidentally.

Another feature of many of our caves is the dusty conditions we often encounter, also guano piles. Care should be taken to avoid stirring up dust on floors and also guano dust. Remember that guano dust can carry the spores of Histoplasmosis and in certain conditions these can grow in your body, with serious consequences. Dust can also settle on formations and this leads to discolouration and consequent damage.

### 19. QUEENSLAND PARKS AND WILDLIFE SERVICE (QPWS)

The Club has a good working relationship with QPWS. Over the life of the Club we have produced a considerable amount of information on caves which is of value to the Department for planning purposes but which they would not be able to produce for some considerable time. Some Members have at times aided the Department's Officers in practical ways with design of walkways, installation of lighting, planning for additional National Parks, management planning of cave areas etc. The Department have assisted the Club with information and even printing costs.

The Department need to know when we are caving on the National Park areas as this is necessary planning statistical data. Also, they are the management authority and under the ASF Code of Ethics we have an obligation to seek their consent before entering the caves on National Parks.

The following caves at Chillagoe are in National Parks:

Tower	Caves
Con	all
Donna	all
Eclipse	Eclipse (Sycamore's) only
Markham	Markham only
Piano	all
Queenslander	all
Ramparts	all
Royal Arch	all
Ryan Imperial	Ryan Imperial only
Spring	western part only
Tall Tree	all
Ti-Tree	all
Tower of London	all
Walkunders	all

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### 20. ROOKWOOD STATION CAVES

We have been asked by Rookwood Station not to cave on their property until they again give us permission. We must respect their wishes and stay off the property. The towers involved are as follows:

Conference	Ellis Rowan	Heffernan
Higgins	Jack	J. Wilde
Katie Breen	Moffat	Newell
Needle Eye	Pollard	Trehanan

### 21. OTHER CAVING AREAS IN OUR REGION

There are limestone caves in the Far Northern Region of Queensland as follows:

Broken River	This area is in the Greenvale area and our Townsville Members cave there. Any access should be arranged through Alan Cummins
Christmas Creek	This is in the same general area as Broken River but access is now difficult.
Kings Plains	This Station contains a small limestone outcrop with a few caves.
Mitchell Palmer	These are on Bellevue, Mt. Mulgrave and Palmerville Stations. Access is not possible on Mt. Mulgrave and Palmerville Station
Mt. Consider	This is a limestone quarry near the head of the Mitchell River and close to Mt. Molloy. The limestone was cavernous but the quarry has encroached into the caves and the outcrop is now considered too dangerous to cave in. Also access has been very difficult as it is a working mine

There are Lava tubes in the Mt. Surprise area as follows:

Undara	These are accessed through Undara Lodge through whose property the best access passes. They are on a National Park so permission of QPWS is also required.
Murronga	These are on Spring Creek Station.

### 22. ADDRESS LIST

The Club maintains a list of Members, their postal and street address, telephone numbers (home, work, mobile and Fax) and email address. Should you need to change any of these items please remember to advise the Management Committee so that our records will let us keep in contact with you when necessary.

# Chillagoe Caving Club Inc. Constitution and Rules

Authorised by Department of Justice, August 1984.

## 1. NAME

The name of the incorporated Association shall be the "CHILLAGOE CAVING CLUB INC." and in these Rules and Constitution called "the Club".

## 2. OBJECTS

The objects of the Club shall be to bring together people who share an interest in exploring and studying caves and to provide a pool of equipment and information for their use. It shall encourage cave conservation and use of proper caving and safety techniques and further the exploration and documentation of caves especially in the Chillagoe area.

## 3. POWERS

The powers of the Club shall be:

- (i) To take over the funds and assets and liabilities of the present unincorporated Association known as the Chillagoe Caving Club.
- (ii) To subscribe to, become a Member of and cooperate with any other association, club or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the Club provided that the Club shall not subscribe to or support with its funds any club, association or organisation which does not prohibit distribution of its income and property among its Members to an extent at least as great as that imposed on the Club under or by virtue of Rules 12(v) and (vi)
- (iii) To do all such things as are incidental to or conducive to the attainment of the objects and the exercise of the powers of the Club.

## 4. MEMBERSHIP

- (i) There shall be five classes of membership in the Club:

A. Members: These shall be cavers who have:

- (a) Completed training in accordance with the relevant Club By-Laws pertaining to safety and novice training.
- (b) Working knowledge of basic caving techniques and cave exploration and conservation.
- (c) Been accepted on this basis by the Management Committee after a qualifying period of not less than three months as a novice.
- (d) Paid the annual subscription.
- (e) Signed the Club's Membership Application Form which shall include an indemnity to the Club and statement that the Club's Constitution and Rules has been read, understood and accepted for the term of membership of the Club. Where under 18 years both parents and/or guardians of the prospective Member are also required to sign the said application form.

B. Life Members: These shall be cavers who:

- (a) Have been Club Members for a long period.
- (b) Have taken a responsible attitude in Club Leadership.
- (c) Are recognised in caving circles for their knowledge and experience.
- (d) Are elected to Life Membership by not less than half of the financial Members of the Club at a General Meeting after one month's written notice of the nomination has been given to all financial Members.

C. Family Members. Where two or more members of a family are financial Members of the Club, their membership may be extended without payment of additional subscription to other

non-adult (under 18 years) members of the family who qualify under Section(I), (ii), (iii) and (v) of Rule 4A.

D. Associates. These shall be persons who subscribe financially or otherwise to the Club, or have scientific interest in an area which is associated with Club activities.

E. Novices. Novices shall be persons accepted by a majority of the Management Committee on probation for membership of the Club. They shall pay a fee of half of the Annual Subscription with their application. This on acceptance entitles them to take part in caving trips with Members and to use Club equipment under supervision of a Member without payment of tackle fees. Novices must seek full membership within six months.

(ii) The number of persons in each class of membership shall not be limited.

(iii) A register of Members shall be kept by the Treasurer to record, names, addresses, telephone numbers, class of membership and payment of membership subscriptions.

(iv) (a) At the next meeting of the Management Committee after the receipt of any application and fee applicable for any class of membership, such application shall be considered by the Management Committee, who shall thereupon determine on admission or rejection of the applicant.

(b) Any applicant who receives a majority of the votes of the Members of the Management Committee present at the meeting at which such application is being considered shall be accepted as a Member to the class of membership applied for.

(c) Upon the acceptance or rejection of an for any class of membership the Secretary shall forthwith give the applicant notice in writing of such acceptance or rejection.

(d) Any applicant who is aggrieved by the decision of the Management Committee in rejecting his application may join with five or more financial Members of the Club and object in writing within thirty (30) days of the receipt by him of such decision and the objection shall be dealt with in accordance with the provisions of Rule 11 hereof.

(v) A Member may resign from the Club at any time by notice in writing to the Secretary. Such resignation shall take place at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date.

## 5. GUESTS.

These shall be persons who are introduced to Club activities by Members. When caving, guests shall be specifically supervised by their Trip Leader.

## 6. MEMBERSHIP RIGHTS.

Only Members and Life Members shall have the right to vote. In the case of Family Membership, voting rights shall be restricted to those members of the family who pay membership subscription. Members, Life Members and Family Members shall have the right to hold office, use Club equipment free of charge and unsupervised and have access to Club records.

## 7. MEETINGS.

(i) The Annual General Meeting shall be held in April or May in each year; the date and venue shall be set by the Management Committee. The business to be conducted at each Annual General Meeting shall include:

- (a) Election of Members of Management Committee and Office Bearers
  - (b) Receive the report of the Management Committee and other Office Bearers which shall include a report of Income and Expenditure for the year then concluded and a statement of the Club's Assets and Liabilities and Mortgage Charges and Securities affecting the property of the Club.
  - (c) Receiving the Auditor's Report which shall be taken and prepared annually and as soon as possible before each Annual Meeting.
  - (d) Appoint an Auditor.
- (ii) Financial Members shall be notified in writing one month prior to the meeting
- (iii) General Meetings may be called at any time by the President or, in his absence, by the Secretary, or at the request of not less than one tenth of the financial Members. Arrangements are to be the same as for the Annual General Meeting except that the purpose of the meeting shall be stated in the notice of the meeting
- (iv) Normal meeting procedures are to be followed at all General Meetings
- (v) For a special resolution to be passed at a General Meeting, the motion shall require a majority of the financial Members of the Club and not less than three quarters of the financial Members present at the meeting.
- (vi) Members are entitled to one vote each on each matter or resolution.
- (vii) The Chairman shall not have a casting vote and in the event of a tied motion the motion is lost
- (viii) Proxy votes shall be counted only on motions sent to the Members in writing with the notice of the meeting. Forms for proxy votes shall be sent out with the notice of motion.
- (ix) Local informal meetings may be called at any time, arrangements to be made by general agreement of the Members involved.
- (x) At General Meetings the President of the Club shall be Chairman and if the President is absent the Members present shall appoint a Chairman from their number.
- (xi) The Chairman of any General Meeting may, with the consent of the meeting, adjourn such meeting to another time and place to transact unfinished business.
- (xii) Every question, matter or motion shall be decided by a majority of votes of the financial Members
- (xiii) Voting shall be by show of hands, unless a ballot is requested by at least one financial Member, in which case there shall be a secret ballot. The Chairman shall appoint two Members to conduct the secret ballot in such a manner as he shall determine. Where applicable, proxy votes will be advised to the meeting and taken into account.
- (xiv) The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee Meeting and General Meeting to be entered in a book to be open for inspection at all reasonable times by any financial Member who previously applied to the Secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Management Committee meeting shall be signed by the Chairman of that Meeting or the Chairman of the next succeeding Management Committee meeting verifying their accuracy. Similarly the minutes of every General Meeting shall be signed by the Chairman of that Meeting or the Chairman of the next succeeding General Meeting; provided that the minutes of any Annual General Meeting shall be signed by the Chairman of that meeting or by the Chairman of the next succeeding General Meeting or Annual General Meeting.

## 8. QUORUM

The quorum for all General Meetings shall be one third of the total number of financial Members and Life Members. No business shall be transacted unless a quorum is present.

## 9. OFFICERS

- A.
- (i) A Management Committee shall be elected at the Annual General Meeting for the term of one year and shall comprise President, Secretary and Treasurer. In the event of combining any of these positions a third Committee Member shall be elected at the Annual General Meeting. Should none of these Officials reside in Chillagoe, a Chillagoe Advisory Representative shall be elected to assist the Management Committee.
  - (ii) At the Annual General Meeting of the Club all the Members of the Management Committee for the time being shall retire from office but shall be eligible on nomination for re-election.
  - (iii) An Equipment Officer, a Survey and Records Keeper and an Honorary Auditor shall be elected at the Annual General Meeting.
  - (iv) Other non- Management Committee Officers, including representatives to other Organisations e.g. Australian Speleological Federation, may be elected at a General Meeting or appointed by the Management Committee.
  - (v) Non-Management Committee positions may be filled by a Member or Members including Management Committee Members.
  - (vi) A position under Rules 9(i) or 9(iii) which become vacant between Annual Meetings may be filled by resolution of the Management Committee meeting together with the Survey and Records Keeper and the Equipment Officer.
  - (vii) Any Management Committee Member or non Management Committee Officer may resign at any time or be removed at any General Meeting of the Club. Such a General

Meeting shall be called in accordance with Rule 7(iii) within two months of a written request to the Secretary signed by at least one tenth but no less than five of the financial Members requesting removal of a Management Committee Member or other Officer. There shall be no right of appeal against a resolution passed in accordance with this clause.

(viii) The election of the Management Committee members and other Officers shall take place in the following manner:

B.  
Any Member of the Club shall be at liberty to nominate any other Member to serve as an Officer or Member of the Management Committee.

C.  
The Chairman for the General or Annual General Meeting (as the case may be) shall call for nominations for each vacant position in turn and nominations shall be received from the Members present.

D.  
Where there shall be more than one nomination received for a vacant position the Members present at the meeting shall vote for the nominee of their choice. Ballots may be requested in accordance with Rule 7(xiii).

## 10. THE MANAGEMENT COMMITTEE

1. Except as otherwise provided in these Rules and subject to the resolutions of the Members of the Association carried at any General Meeting the Management Committee:

- (a) shall have the general control and management of the administration of the affairs, property and funds of the Association; and
- (b) shall have authority to interpret the meaning of these Rules and any matter relating to the Association on which these Rules are silent.

2. The Management Committee may exercise all the powers of the Association:

(a) to borrow or raise or secure the payment of money in such a manner as the Members of the Association may think fit and secure the same or the payment or performance of any debt, liability, contract, guarantee or any other engagement incurred or to be entered into by the Association in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the Association's property, both present and future, and to purchase, redeem or pay off any such securities;

(b) to borrow money from Members at a rate of interest not exceeding interest at the rate for the time being charged by bankers in Brisbane for overdrawn accounts on money lent, whether the term of the loan be short or long, and to mortgage or charge its property or any part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Association, and to provide and pay off any such securities; and

(c) to invest in such manner as the Members of the Association may from time to time determine.

3. The Management Committee shall meet as mutually arranged and as often as necessary but not less than every two months. Such meetings shall be called by the Management Committee Member contacting the other Members of the Management Committee. Notice for the Management Committee shall be not less than twenty four (24) hours.

4. The quorum of the Management Committee shall be two (2) and procedures for meetings is as set out in Rules 7(iv), (v), (vi), (x), (xi), (xii), (xiii) and (xiv).

5. The Management Committee shall provide for the safe custody of books, documents, Instruments of Title and securities of the Club.

6. The Members of the Club in appointing the Management Committee authorise them to act for the Club subject to the Rules set out in these Rules and Constitution.

#### 11. APPEALS AGAINST THE MANAGEMENT COMMITTEE DECISIONS

Where five or more financial Members of the Club object in writing to a decision of the Management Committee the resident shall call a General Meeting in accordance with Rule 7 (iii) within two months to resolve the matter.

#### 12. FINANCE

(i) Members other than Life Members shall pay by the end of June each year an annual membership subscription. The amount of this subscription shall be fixed at the Annual General Meeting. Life Members shall be considered as financial Members. Where Members become unfinancial the Executive Committee may at their discretion renew full membership of previous Members on payment of fee for the current year.

(ii) Non-Members shall be charged equipment fee by the day, the amount of this fee is to be fixed at the Annual General Meeting. Equipment fees shall be collected by the Trip Leader who shall be responsible for payment to the Equipment Officer. In the case of Associates equipment fees may be waived at the discretion of the Management Committee.

(iii) All moneys received by the Club shall be banked to the Club's cheque account. This account shall be authorised by the Management Committee and all cheques, bank or other financial institution withdrawals of the Club's moneys and purchase or sale of securities shall be signed by two Management Committee Members.

(iv) An audited financial statement shall be presented at the Annual General Meeting by the Treasurer for the previous financial year. Financial years for the Club shall terminate on the last day of February each year.

(v) The income and property of the Club whence-so-ever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out herein.

(vi) No portion of the Club income or property shall be distributed paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the Members of the Club provided nothing herein contained shall prevent the payment in good faith or interest to any such Member in respect of moneys advanced by him to the Club or other person in return for any services actually rendered to the Club provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any Member of out of pocket expenses, money lent and proper charges for goods hired by the Club or reasonable and proper rent for premises demised or let to the Club.

#### 13. CLUB DISCIPLINE.

Where in the opinion of the Management Committee the interests of the Club so require, Membership of any person may be terminated forthwith. Should the person involved wish to appeal against this decision action may be instituted under Rule 11 of this Constitution.

#### 14. CODE OF ETHICS.

Members shall act in accordance with the Code of Ethics of the Australian Speleological Federation.

#### 15. ALTERATION TO THIS CONSTITUTION.

Subject to the provisions of the Associations Incorporated Act, these Rules and Constitution may be amended, rescinded or added to from time to time by a special resolution carried at any General Meeting: Provided that no such amendment, rescission or addition shall be valid unless the same shall have been previously submitted to and approved by the Under Secretary, Department of Justice, Brisbane.

#### 16. COMMON SEAL.

The Management Committee shall provide for a Common Seal and for its safe custody. The Common Seal shall only be used by the authority of the Management Committee and every instrument to which the seal is affixed shall be signed by a member of the Management Committee and shall be countersigned by the Secretary or by a second member of the Management Committee or by some other person appointed by the Management Committee for the purpose.

#### 17. DISBANDMENT.

(i) A motion for complete disbandment of the Club shall be dealt with in the same manner as a motion for change of Constitution except that for the motion to be carried it shall require a majority of not less than nine tenths of financial Members of the Club.

(ii) Where disbandment is for the purpose of the establishment of a new Organisation in place of the CHILLAGOE CAVING CLUB INC then all the Club's assets and records shall be transferred and become the property of the new Organisation.

(iii) In the event of disbandment other than as set out in Rule

17(ii) above or in the event of an annual meeting not being held for two years the Club's assets and records shall be lodged with the National Parks and Wildlife Service of Queensland to be held for use by future speleological groups in the area or by the Chillagoe Caving Club Inc. should it reform. Should no such group form within a reasonable time the Australian Speleological Federation should be offered these assets and records.

#### 18. RULES AND BY-LAWS.

The Management Committee may from time to time formulate Rules and By-Laws for the Club in respect of the following topics. Safety, Training, Novice Training, Training in Safety, Training in Caving, Caving Techniques, Rope Techniques, Ascending and Descending Techniques, Day-to-day management of Club Affairs, the lending and borrowing of tackle by Members and others, the proper use of Club equipment, the keeping of Club Records, the care of Club tackle and property, caving etiquette, conservation, the use of Club premises, camping and the use of Club grounds, liaison and relations with the

Queensland National Parks and Wildlife Service and other Government or Semi-Governmental Bodies and other areas of Club interest.

Rules and By-Laws formulated by the Management Committee pursuant to this paragraph shall become binding upon the Members of the Club on the passing of a resolution at a General Meeting of the Club to that effect, one (1) month's notice of any proposed Rules or By-Laws shall be given to the membership."

## CHILLAGOE CAVING CLUB Inc. - SAFETY GUIDELINES

Adopted 2<sup>nd</sup> May 1992.

### INTRODUCTION

- 1.1 These guidelines are for Club Members and their Guests. They are designed for safer, and therefore more enjoyable caving, and to assist in cave conservation. These guidelines are not intended to be an exhaustive set of rules on safety.
- 1.2 Common sense and experience should be used by all persons caving to ensure safety of all participants. Members should assist the Management Committee, using their experiences and wisdom to provide suggestions for amendments of these safety guidelines as they see the need.

(b) Suitable special caving equipment such as ropes, ladders, etc. required for the cave should be taken by the party. This is in addition to personal and emergency equipment to treat minor injuries and deal with the unexpected.

3.6 Cavers should carry a loud, effective whistle.

### 2. DEFINITIONS

<b>Guest</b>	A person in the company of a member.
<b>Novice/Beginner</b>	Prospective Member.
<b>Member</b>	Accepted by CCC as a Member, and currently financial.
<b>Visiting Caver</b>	Member of a recognised caving club or other approved organisation.
<b>Group</b>	Party of cavers on a caving trip.
<b>Trip</b>	A visit by a Group into a cave system, series of caves or surface exploration activities
<b>Trip Leader</b>	Nominated leader of Group for Trip

### 4. TRIP LEADER

4.1 All caving Groups should appoint a leader on the basis of suitable experience, and who shall be a Club Member. The Management Committee shall determine, where they see fit, who may be Trip Leaders in Club caving Groups.

4.2 Trip Leaders shall be responsible for completing a trip sheet for each trip that shall record:

- Names of all persons in the Group.
- Name and identification of the cave or caves visited.
- Dates and times of the trip.
- Incidents and damage to the cave
- Accidents or injuries occurring on the Trip.
- Other relevant observations and comments.

### 5. LOG BOOKS

5.1 All Members should keep logbooks to record particulars of all caving Trips.

5.2 Trip Leaders must keep a logbook for any trip for which they are the leader. Particulars to be entered into the Trip Leader's logbook shall include, but not be limited to:

- Name or identification of the cave.
- Dates and times of Trip.
- Incidents and damage to the cave.
- Other relevant observations and comments.

5.3 Where any Group includes Beginners, the Trip Leader shall, prior to entering the cave, explain to the Group matters of caving safety, etiquette and conservation.

5.4 The Trip Leader is responsible for behavior of members of the Group on the Trip and if there are, in his opinion, any serious breaches, and where appropriate shall take the person/s out of the cave. All such breaches shall be promptly reported to the Management Committee.

### 3. GENERAL SAFETY

3.1 Caving Groups should ideally have no fewer than four (4) persons. In all caving Groups there should be a reasonable ratio of experienced Cavers to inexperienced Cavers and Guests. Large caving Groups should be avoided.

3.2 Clothing – Adequate clothing for the cave attempted. Generally, cotton overalls are good for Chillagoe. *Note that northern Australian caves are not cold or wet, and loss of body heat is not a problem as in cold wet southern caves.*

3.3 A suitable helmet, designed and maintained to International and/or Australian Standards and with a chin-strap, should be worn.

3.4 No person under the influence of alcohol or other performance-altering drug shall be included in a Group.

3.5 Equipment –

- (a) All cavers shall be equipped with adequate lighting, with both reliable primary and secondary light sources being carried

### 6. OTHER ORGANISATIONS

6.1 All members and persons in caving Groups shall follow all proper and lawful instructions given by Officers of the Crown and relevant land owners and others.

6.2 All members and persons in caving Groups shall conduct themselves politely and properly towards other cavers, Officers of the Crown, land owners and others.

## 7. CALL OUT PROCEDURE

7.1 In the event of an accident or injury where members of the Group cannot reasonably effect rescue, the following bodies shall be contacted for the purpose of effecting a rescue:

- Red Dome, the Club Premises, Police,  
National Parks and Wildlife Service.

7.2 Information given to these bodies must include the exact location of the accident, the estimated severity of the injuries entailed, the equipment available on site, the number of other Group members with the injured person/s, a specific meeting place and time and any other information requested by the body being contacted.

7.2 The Management Committee, in association with the Safety and Training Officer, will maintain a list of experienced persons available to the bodies listed in Clause 7.1 and any other State emergency organisations.

## 8. CLIMBING AND CALLS

8.1 Any member of a caving Group always has the right to request and receive a safety line.

8.2 Safety lines (belays) should be used on all pitches where a ladder is required.

8.3 There should only be one person at a time on a climb.

8.4 Climbing calls should always be used. The Leader should ensure that everyone understands and agrees on proposed calls before going underground. Recommended calls are the "Up, Down, Stop" system, as detailed:

- "Up"** means "I want to come up", "take up slack", "haul up" etc.
- "Down"** means "I am coming down", "pay out more rope, etc.
- "OK"** should be used for any affirmative.
- "Stop"** means quit whatever you are doing – stop feeding out line, stop ascending, hold line taut – and wait for further communication.

**"Below"** is a warning that anything is falling down towards those below. It does NOT mean "look up"

*Note the word "Slack" should NOT be used in calls as it is ambiguous, and could mean either "up" or "down". Similarly the word "rope", which is ambiguous.*

8.5 Whistle signals should be used on pitches where voices cannot be heard (e.g. over long distances). The following signals are recommended to be used:

<b>One blast</b>	Stop
<b>Two blasts</b>	Up
<b>Three blasts</b>	Down
<b>Four blasts</b>	OK/Safe
<b>One very long</b>	Help!

## 9. CAVE DIVING

This activity should not be attempted without careful contemplation of the risks and adequate training in the skills required.

### CHILLAGOE CAVING CLUB INC. - RULES FOR ADMISSION OF NOVICES AS MEMBERS

Adopted 2<sup>nd</sup> May 1992.

To become a Member a Novice shall have:

1. Been caving with known experienced cavers, for a minimum of thirty (30) hours underground or other approved activities;
2. Displayed a responsible and caring attitude to caving;
3. Demonstrated a working knowledge of safe pitch practices such as belaying, ladders and single rope techniques;
4. Taken part in a trip either with the Safety and Training Officer, or a Member of the Management Committee;
5. Been recommended by two experienced Members;
6. Been accepted by the Club's Management Committee.

*Note: In exceptional circumstances, in the Opinion of the Management Committee, where acceptance of a person is to the Club's advantage, the Management Committee shall waive any part of these rules they deem necessary, but must be satisfied that in doing so they do not place in jeopardy the Club's reputation, caving safety or cave conservation*

## Clubhouse Protocol

1. Members have access to the Club area on the ground floor of Clubhouse building. The upstairs back residence, together with the garage and laundry area on the town side of the Club area and the adjacent yard area, are for the private use of the Caretaker.

2. The Caretaker has a lease on his part of the property and the Club has only the limited access allowed under the Residential Tenancies Act. Therefore, Members should contact the Caretaker upon arrival and before departure, but otherwise, enter the private area only on the invitation of the Caretaker.

3. Members, when intending to stay at the Clubhouse, should have the courtesy to telephone the Caretaker to advise him in advance. If the Caretaker is absent, a suitable message should be left on his telephone message bank.

4. Members, when in Chillagoe, may use the Clubhouse facilities, even if not staying at the Clubhouse. However, it is courtesy to tell the Caretaker before using the facilities.

**5. Mutual courtesy between Members (and their guests) and the Caretaker is to be expected at all times.**

6. Responsibilities of Caretaker are to:

- (a) Maintain grounds in tidy and safe condition and do any minor maintenance to buildings etc.
- (b) Keep Clubhouse clean when not in use by Members
- (c) Maintain supply of toilet paper, cleaning supplies and cleaning equipment for use by Members
- (d) Keep refrigerator and freezer ready for use by Members
- (e) Ensure security is maintained for lights, tackle and other Club property
- (f) Ensure trip book is accessible and, as much as practical, monitor trip book, particularly for the safe return of caving parties.
- (g) Collect Camping and Tackle fees on behalf of Treasurer
- (h) Report to Club Executive any problems he encounters with Clubhouse, Members or guests

7. Responsibilities of Members are to:

- (a) Keep Clubhouse and the outdoor toilet and shower block clean and tidy, while in residence. Cleanliness should be checked to be satisfactory before leaving.
- (b) Avoid use of the toilet and shower inside the Clubhouse as we have soakage pit problems which show up after there is much use of these
- (c) Park cars in an orderly fashion at the allocated parking area and keep vehicle speed down to walking pace to minimize hazard and dust.
- (d) Report to Caretaker any deficiencies in cleaning supplies, equipment etc.
- (e) Use trip book if caving
- (f) Dispose of food scraps and rubbish at the Chillagoe tip on a regular basis and when leaving
- (g) Camping inside the Clubhouse should be avoided except in emergencies (i.e. if drenched in heavy storm)

**(h) If using Clubhouse at night, keep noise down, particularly after 10pm.**

- (i) Behave in the town and at the Clubhouse in such a way that the Club's reputation is enhanced and not diminished.
- (j) Report to Executive any problems encountered in using the Clubhouse and make suggestions where improvements are needed.

Authorized by Committee of Management 7<sup>th</sup> June 2000.