

Caves Access Committee – Constitution & By-Laws Revised: *November 2009*

*Managing Western Australia's locked caves in conjunction
with their respective Land Management Authorities.*

1. The name of the committee shall be the '**CAVES ACCESS COMMITTEE**' and it shall be known by this name or **CAC**.
2. Restricted Access Caves (RAC) - Class A are considered to be of such high conservation value that additional access controls are provided via CAC to ensure such caves are visited only by suitably experienced individuals, within a visitation frequency which is agreed with the respective Land Management Authority.

3. AIMS AND OBJECTIVES

- 3.1. To recommend to Land Management Authorities, in whom caves are vested, that trips into all RAC (Class A) which comply with CAC by-laws should be approved.
- 3.2. To ensure the preservation of all RAC (Class A) by minimising the impact of speleologists upon them.

4. COMPOSITION

- 4.1. The CAC shall be comprised of up to seven (7) people only, consisting of the President of each Western Australian speleological society that is a full council member of the Australian Speleological Federation Inc. (ASF) and a representative of the Department of Environment and Conservation (DEC). The other members of CAC shall be as nominated by the respective committees of the WA speleological societies designated above. If the lesser positions are unequal, then those positions shall be filled by a member from each club on a rotational basis. Positions are to be taken up as of the respective society AGM.
- 4.2. All members of CAC must be experienced and currently active cavers and preferably be ASF Trip Leaders.
- 4.3. If a committee member is unavailable, he/she shall appoint someone else in his/her stead for a maximum of three (3) months and must advise the other members of CAC.
- 4.4. In the event of a resignation or an absence of more than three (3) months, the CAC shall request the relevant society or organisation to appoint a person in his/her stead.
- 4.5. The CAC Chairperson shall act as Secretary for the purposes of co-ordination and processing of applications.
- 4.6. By unanimous vote of all CAC members the CAC may nominate a non-CAC member to act as Secretary for co-ordination and processing of applications.

5. VOTING

- 5.1. The CAC shall elect a Chairperson from its members.
- 5.2. All votes cast at a meeting shall be equal and no member shall hold more than one vote.
- 5.3. A quorum shall be three (3) committee members.
- 5.4. To pass any motion there shall be a minimum of three (3) votes supporting the motion.
- 5.5. The position of Secretary will have no voting rights attached.

6. BREACHES TO CONSTITUTION OR BY-LAWS.

- 6.1. The CAC shall ask for an explanation in writing from the relevant parties regarding any apparent breach of the Constitution or By-laws.

- 6.2. Any decision made by the CAC on disciplinary matters shall be unanimous excepting in the case of a CAC member.
- 6.3. In the event of a CAC member being disciplined, such action as is deemed necessary shall be decided by a simple majority of the other CAC members.
- 6.4. If no decision can be made, it shall be referred to a combined meeting of the members of the ASF affiliated societies of WA. Such meeting shall be called with a minimum 28 days written notice to members of each society.
- 6.5. Any person disciplined by CAC, including CAC committee members, has the right of appeal to a combined meeting of the members of the ASF affiliated societies of WA.
- 6.6. For the purposes of CAC a quorum for a combined meeting of the members of the ASF affiliated societies of WA. shall be twenty (20) people.
- 6.7. The decision of such a meeting shall be made by a simple majority and is binding on the CAC and shall not be subject to further appeal.

7. ALTERATIONS TO THE CONSTITUTION AND BY-LAWS

- 7.1. This Constitution may be altered at a meeting of the CAC provided that notice of intention to move an amendment and details thereof are given to the members at least twenty eight (28) days prior to such a meeting.
- 7.2. Any amendment to the Constitution shall require a unanimous decision of the committee members to be carried.
- 7.3. Any amendment to the By-Laws shall require a 75% majority of the committee members to be carried.

8. REPORTING

- 8.1. The Trip Leader shall provide a written trip report to the Land Management Authority and an information copy to the CAC Secretary within two months of the date of the trip. This shall include the names of all trip participants, duration of trip and details of any incidents. Should an approved trip fail to proceed then the Trip leader shall similarly provide a brief written report on the reasons for this. A copy of the trip report should also be submitted to the Trip Leader's own group for publishing. Failure to submit reports by the due date will jeopardise approval of future CAC Applications by the responsible Trip Leader.
- 8.2. At the CAC Annual General Meeting (AGM), a summary list of all trip applications received since the previous CAC AGM shall be tabled, together with a more detailed report of the trips undertaken to be attached. Copies of this list shall be forwarded to the relevant Land Management Authorities by the Outgoing CAC Chairperson prior to handover of the CAC Chair.
- 8.3. The CAC Chair Handover Form at Appendix 2 shall be used to facilitate a smooth transition to the incoming CAC Chair. The new Chairperson shall report successful completion of handover to the Committee.

9. FINANCES

- 9.1. Monies collected from fees may be used to re-imburse committee members for telephone and postal expenses.
- 9.2. Surplus moneys from the CAC account at the end of each financial year may be used for conservation work within RAC (Class A) caves.

CAVES ACCESS COMMITTEE - BY-LAWS

1. Applications for access to RAC (Class A), should be made at least four (4) weeks before the trip date to ensure there is time for the CAC members to review them and allow for the required notifications and applications to the land manager. Later applications may be considered at the discretion of the Committee however they may not be processed in time.
2. At their discretion the CAC may introduce a fee per application. The current fees are:
Nil.
3. All moneys must be made payable to the **Caves Access Account**. Application fees are non-refundable and are for use by caving clubs and land managers for maintenance and conservation of the RAC (Class A). The Caves Access Account details for electronic banking purposes are:
 - a. Bank = BankWest – Cottesloe Branch
 - b. BSB = 306046
 - c. Account Number = 017060-01
 - d. Account Name = Caves Access Account
 - e. A unique comment must be included with any electronic payment to enable clear identification of the deposit by the CAC Chairperson managing the account
4. Trip applications may be submitted in any format deemed acceptable by the secretary and must include the following information: (Appendix 2 provides a blank application form).
 - a) Trip Leader
 - b) Address
 - c) Contact Details (phone / fax / email)
 - d) Club membership
 - e) Cave to be visited
 - f) Date of visit
 - g) Names of all Trip Participants (including their club membership)
 - h) Purpose of Trip
5. Only ASF recognised Trip Leaders may apply for access to locked caves under the jurisdiction of the CAC
6. Trip applications shall be forwarded to the CAC Secretary. Email or on-line applications are preferred, written correspondence may be sent to CAC, PO Box 67, Nedlands WA 6909
7. The CAC Secretary shall be responsible for consulting the members of CAC about proposed trips as soon as possible after the receipt of an application.
8. Each CAC member contacted shall keep a personal record of trip applications on which they have been consulted.
9. Consulted members may vote to Approve, Reject or Abstain (ie. for personal reasons or if they are a participant in the trip being applied for) from voting on any given application.
10. Any CAC member voting to reject an application must provide their reasons for the decision in writing to the Secretary.
11. The secretary shall notify the applicant of the success of their application, and where such application is rejected then the reasons for rejection shall be detailed.
12. Where an application is approved the relevant Land Management Authority shall be notified.

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13. All trip applications must be considered with respect to the Aims and Objectives of the CAC.
14. A record of all applications shall be kept by the CAC along with the dissenting reasons for any rejected applications (if applicable).
15. Trip participants are encouraged to be members of an ASF affiliated society.
16. Trips into locked caves will be classified as TOURIST or WORK trips.
17. A WORK trip may be defined as SURVEYING or SCIENTIFIC. Other work programs may be considered by the committee. Access to locked caves for work trips shall be decided after consideration of the work to be done. Documented results of the work may be requested by the CAC.
18. The number of tourist trips into a particular cave or section of cave during any twelve month period shall be limited by Appendix 1 of these By-Laws.
19. A TOURIST trip shall comprise of only one trip consisting of up to the maximum number of persons allowable.
20. Members of the public may be included in trips in the ratio as defined in Appendix 1.
21. A Member of the public is defined as a person who is not a member of a recognised Speleological Group, either Australian or Overseas; but who has proven their capabilities by visiting suitable caves under the direct supervision of the approved trip leader who is leading the trip into the nominated locked cave.
22. After a trip has been approved by CAC any changes in the party shall be at the discretion of the Trip Leader in accordance with the CAC By-laws.
23. Note that, although the CAC may recommend approval of a trip application to RAC (Class A), the relevant Land Management Authority provides final approval.

CAC List of Locked Caves - Appendix 1

Cave/Section	Land Manager	Key Holder	Maximum Persons/ Trip	Members Of Public Allowed	Tourist Trips/Year
SOUTH OF PERTH					
Arumvale	DEC-LNNP	DEC-LNNP	6	0	8
Beenup	DEC-LNNP	DEC-LNNP	6	2	4
Bobs Hollow	DEC-LNNP	DEC-LNNP	4	0	4
Boya Booka	DEC-LNNP	DEC-LNNP	6	1	6
Calgardup ext.	DEC-LNNP	DEC-LNNP	4	0	4
Conolley's	DEC-LNNP	DEC-LNNP	4	0	4
Crystal - Stream)	DEC-LNNP	DEC-LNNP	6	1	4
Crystal - Xmas Star Extension	DEC-LNNP	DEC-LNNP	4	1	4
Crystal -Protemnodon	DEC-LNNP	DEC-LNNP	6	1	4
Devils Lair	DEC-LNNP	W.A. Museum	-- NO ACCESS without WAM authority-		
Easter: - General	AMRTA	AMRTA	6	0	6
Easter: - Gondolin	AMRTA	AMRTA	6	0	0
Jewel: - Flat Roof	AMRTA	AMRTA	6	1	4
Jewel: - Deeondeup	AMRTA	AMRTA	-- NO ACCESS --		
Kudjal Yolghah	DEC-LNNP	DEC-LNNP	?		?
Labyrinth	DEC-LNNP	DEC-LNNP	6	1	4
Liberation	Private	CL	4		2
Macropus	DEC-LNNP	DEC-LNNP	4		2
			Trip Leader MUST have previous experience in the cave		
Oopsithurt	DEC-LNNP	DEC-LNNP	4		
			NOTE: No Tourist Access- Reference Cave		
Strongs	DEC-LNNP	DEC-LNNP	6	1	4
Winjans	DEC-LNNP	DEC-LNNP	4		4
NORTH OF PERTH					
Cadda	DEC - Jurien	DEC - Jurien	8		2
Drovers	DEC - Jurien	DEC - Jurien	8	2	4
Pretty	DEC - Jurien	DEC - Jurien	8	0	3
Pulchella	DEC - Jurien	DEC - Jurien	4		
			NOTE: No Tourist Access- Reference Cave		
Quandong	DEC - Jurien	DEC - Jurien	8	2	3
Thousand Man	DEC - Jurien	DEC - Jurien	6	1	3
Tick	DEC - Jurien	DEC - Jurien	6	2	6
Old River	DEC - Jurien	DEC - Jurien	6	0	6
Weelawadji	DEC - Jurien	DEC - Jurien	6	0	6

Application For A Locked Cave Trip – Appendix 2

CAC, PO Box 67, Nedlands WA 6909

Current Chair/Secretary – Greg Thomas – thor@bbnet.com.au

Managing West Australian locked caves in conjunction with their respective Land Management Authorities.

Caves Access Committee

Received	
Approved	

Trip One

Trip Leader _____
Address _____

Contact Details _____
Club _____
Cave to be visited _____
Date of visit _____
Trip Participants _____
(include club) _____

Purpose of Trip _____

Trip Two

Trip Leader _____
Address _____

Contact Details _____
Club _____
Cave to be visited _____
Date of visit _____
Trip Participants _____
(include club) _____

Purpose of Trip _____
