

NSW and ACT Cave and Karst Numbering Coordinator - Terms Of Reference

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Preamble

The Australian Speleological Federation Inc has developed the cave and karst numbering system over many years for the documentation of the karst heritage of Australia. As the only appropriate national organisation, the Federation has the prime responsibility to coordinate and administer the system on behalf of Australia's speleological communities.

As a means to documenting cave and karst features the Federation has developed a code of practice known as the ASF Cave and Karst Numbering Code.

Each State in Australia has developed specific administrative procedures applicable in that State for documenting and numbering features, i.e. definition of areas, assignment of unique area codes and allocating documentation roles and responsibilities.

The Cave and Karst Numbering system is administered at the national level by the ASF's Cave and Karst Numbering Commission and at the State level by the State Cave and Karst Numbering Coordinator.

Appointment

Appointment to the position of state Cave and Karst Numbering Coordinator shall be made by the NSW Speleological Council (NSWSC) following nomination to the NSWSC Executive. Appointment to the position of state Cave and Karst Numbering Coordinator shall be a stable appointment and not subject to regular re-election, but rather subject to satisfactory performance.

A person may not be appointed to the position of state Cave and Karst Numbering Coordinator unless he or she is a member of an ASF Corporate club based in NSW or the ACT.

The NSWSC Executive may appointment additional persons to assist the NSW and ACT Cave and Karst Numbering Coordinator for a specific purpose and for a specified term.

Responsibilities of the NSW & ACT Cave and Karst Numbering Coordinator

1. Administer the operation of the ASF's Cave and Karst Numbering system in NSW and the ACT at the state and regional level by:
 - a) Liaising with state member societies on the operation and management of the ASF Cave and Karst Numbering system,
 - b) Ensuring that numbering practices comply with the ASF Cave and Karst Numbering Code,
 - c) Liaising with state member societies to ensure the appointment of an area numberer for each assigned cave area within the state,
 - d) Facilitating the maintenance of a listing of the State's cave area numberers and area documentation coordinating clubs, including their contact details, and
 - e) Facilitating a review every five years of the assignment of cave areas to cave area documentation coordinating clubs and numberers, with the results of the review and

any proposed changes to be advised to the NSWSC Executive.

2. Encourage and foster the documentation and numbering of cave and karst features by state member societies.
3. Manage state specific documentation and numbering procedures applicable in NSW and the ACT.
4. Represent the state member societies on the ASF's Cave and Karst Numbering Commission.
5. Facilitate the timely and orderly updating of NSW & ACT documentation and numbering information in the ASF's national database by state member societies or individuals.
6. Facilitate as required, a forum for discussion between any number of area documentation coordinating clubs and/or area numberers.
7. Liaise with state karst and cave managers, government departments, community organisations and other stakeholders with regard to the operation of the ASF Cave and Karst Numbering Code and State specific procedures.
8. Ensure the security of copies of any documentation data provided to the state Cave and Karst Numbering Coordinator by NSW or ACT clubs and/or individuals. Any such data shall not be provided to a third party without the written permission of the documentation originating club/individual and authorisation from the NSWSC Executive.
9. Provide a report on the activities of the state coordinator and documenting clubs in NSW and the ACT to the NSWSC Executive and Council member societies at meetings of the state Council. As a minimum a written report must be provided to the Convenor of the national Cave and Karst Numbering Commission or NSWSC Executive by November each year for inclusion in the ASF's Annual Report.
10. Undertake any additional specific activities related to cave and karst numbering referred to the state coordinator by the NSWSC Executive.
11. It will not be a role or responsibility of the state Cave and Karst Numbering Coordinator to undertake documentation or tagging functions in cave areas. Such work will be undertaken at a club level.
