



COVER SHEET STANDARD CAVE TRIP REPORT

The Office of Environment & Heritage (OEH) requires groups/clubs/organisations to submit a *Standard Cave Trip Report* within 14 days of a permitted activity taking place. Standard cave trip reports must be accompanied by a cover sheet (one only) and submitted electronically to the nominated OEH contact.

1. Background Information

Name of group/club/organisation		Permit No (if applicable)	
Name of park/reserve where activity took place		Date/s of trip	<input type="text"/> <input type="text"/>
Name of trip leader/s		No of participants	

2. Summary of Key Activities

Summarise the key activities that were undertaken (e.g. surveying, cave monitoring, recreational caving)	
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3. Contact Details

Name of person/s who prepared report		Contact phone number	
Email address			
Name of OEH contact		Contact phone number	
Email address			



STANDARD CAVE TRIP REPORT

The Office of Environment & Heritage NSW (OEH) requires groups/clubs/organisations to submit an electronic cave trip report within 14 days of a permitted activity taking place. Pursuant with this requirement, groups/clubs/organisations must complete this form taking into consideration the type and scale of activity undertaken when responding to questions.

Note: A Standard Cave Trip Report must be completed for each of the caves accessed and submitted electronically to the nominated OEH contact (refer Cover Sheet)

1. Individual Cave Data

Name of cave accessed (for large caves indicate the section/s visited)				Tag number (if applicable)	
Number in party accessing cave		Date of access	<input type="text"/>	Cave entry and exit times	<input type="text"/> <input type="text"/>

2. Observations and Comments

Bats

Bats are easily disturbed by human activity. Where possible, keep clear of roosting sites and do not enter maternity sites unless otherwise approved by the Park Authority. Do not shine lights directly at bats, and avoid excessive noise and movement when in close proximity to colonies.

Were bats observed in the cave? If yes, describe the specific location/s in the cave where they were observed.	
What species (if known) of bats were observed and in what number (approximate only)?	
Did the colony/group of bats observed include pups (i.e. infant bats)?	
What characteristics or behaviours were observed? (e.g. bats roosting in colony, individually or flying in and out of passages).	
If no bats were observed were there any signs of recent activity or previous use (e.g. fresh guano, dead bats)?	
Other observations	



STANDARD CAVE TRIP REPORT

Other Fauna

Caves provide habitat and living conditions for a variety of highly evolved invertebrate species, a number of which have adapted to survive in total darkness. Many cave invertebrates are highly sensitive to changes in the environment, particularly those found in water. Other fauna including owl, wombat and possum species are also known to use the twilight zones of caves for refuge and shelter.

Were cave invertebrates present in the cave? If yes, describe the specific location/s in the cave where they were observed.

What type or species of cave invertebrates were observed and in what number (approximate only)?

Were owl or other vertebrate fauna present in the cave? If yes, describe the specific location/s in the cave where they were observed, their name and/or species and population size.

Cave Formations, Bedrock, Sediments and Fossil Deposits (cave features)

NSW caves are among the oldest and most complex in the world, containing crystal formations, sediments and fossil deposits which are thousands to hundreds of millions of years in age. These features are irreplaceable and can be easily lost or damaged through human activity. Many NSW caves and features are also of special meaning to local Aboriginal people as sources of inspiration and places of ceremony and shelter. Care should be taken to minimise any disturbance to the natural cave environment and sites of identified cultural heritage value avoided where possible.

Were cave formations in a generally good condition (i.e. intact and not muddied)? If no, describe the specific location/s in the cave where damage was observed, and the type and scale of damage.

Did you observe any recent damage to other cave features? If yes, describe the specific location/s in the cave where damage was observed and the type and scale of damage.

Describe any unusual or outstanding cave features that have not been previously reported (e.g. related to the caves mineralogy, sedimentary deposits, palaeontology).

Was there evidence of people straying from delineated tracks (e.g. boot prints, muddying or scratching of formations beyond tapped-off areas)? If yes, describe the specific location/s within the cave where this was observed.



STANDARD CAVE TRIP REPORT

Cave Infrastructure (including gates, locks, signs, cave tags, artificial anchors, ladders, track markers, fixed ropes and handlines)

The predominantly wet environment of many caves means that infrastructure such as gates, locks and ladders may corrode, rot or cease to operate over time. Infrastructure may also be damaged through vandalism, or in a limited number of cases, misuse. Care should be taken when using cave infrastructure and any sign of disrepair or damage brought to the immediate attention of the Park Authority.

Was cave infrastructure in a generally good condition? If no, describe the specific location/s in the cave where disrepair or damage to infrastructure was observed, and the scale and type of disrepair or damage.

Could the cave benefit from additional infrastructure? If yes, describe the rationale for the proposed infrastructure and the type required.

Was the cave free of waste or refuse? If no describe the location/s within the cave where waste or refuse was observed and the type of waste or refuse.

Risks and Hazards

Cave environments may contain areas of little or no natural light, uneven and slippery surfaces, unstable areas, cold water, deep pools, elevated carbon dioxide levels (foul air), sudden and unfenced drops and other natural hazards. It is the responsibility of people accessing caves to be aware of the risks posed by caving and take the necessary measures to avoid the potential for injury or harm.

Did your group/club/organisation undertake a hazard assessment of the cave prior to undertaking the approved activity.

Were any unusual or unanticipated cave hazards encountered? If yes, describe the specific location/s in the cave where they were encountered, and the type and scale of hazard (unstable rocks, high levels of CO₂).

Did any member of the trip party sustain a serious injury (i.e. requiring professional medical treatment) during the conduct of the activity? If yes, describe the nature of the injury, the treatment given and the time and location where the injury was sustained.

Other comments



STANDARD CAVE TRIP REPORT

3. Further Questions

Were any feral animals observed during the conduct of your approved activity (e.g. pigs, goats, horses, cats)? If yes, describe the type and/or species of feral animal, their approximate number and the specific location/s where they were sighted.

For a newly discovered cave or passage. Please provide a detailed report on your discovery including the specific location of the cave and its significant features and potential values. A basic locality map must also be included as an attachment to the report.

Do you have any comments or requests relating to the conservation or use of the cave accessed?

Questions by
Region:

4. Other Information

List electronic attachments such as maps or images that you are emailing with the report