



Working Bees Policy

1 Purpose

This document sets out the policy and guidelines for organisers and volunteers involved in Illawarra Alpine Club (IAC) Working Bees.

2 Schedule of Working Bees

The IAC organises Working Bees throughout the year to involve members and volunteers in the maintenance, provisioning and landscaping of the lodge, as well as maintenance of the historic huts within the Kosciuszko National Park. These Working Bees allow the IAC to contain costs of maintenance and operation and to contribute to the park environment.

A representative of the Committee will send a notice to members about the scheduled dates for Working Bees at the start of each year. Additional working bees may be scheduled as needed for major projects.

2.1 May Food Working Bee (critical to Club Operations)

To receive and store food, chemical and paper supplies in the two weeks ahead of the season opening. To thoroughly clean the lodge. To address urgent maintenance issues ahead of the winter season. Non-Urgent/discretionary Maintenance tasks/projects (inc. Technology change initiatives) should not be scoped into the May Working Bee; rather they should be scoped into the November or March/April Maintenance Working Bees.

Organiser: Lodge Management committee member (or approved nominee)

2.2 November Maintenance Working Bee (critical to Club Operations)

To address maintenance issues which have been identified during the prior year, and particularly the winter season. To progress routine maintenance and refurbishment projects which have been prioritised on the capital works plan.

Periodic electrical 'Tag-Test' should be undertaken in the November or March/April working bees.

Organiser: Maintenance committee member



2.3 February Planting Working Bee

To work with the NSW National Parks & Wildlife Service (NPWS) to plant snow gums and other vegetation in the Smiggin Holes area. This contributes to the landscaping around the lodge and improves the ecology of the National Park.

Organiser: Volunteer member

2.4 April Huts Working Bee

To work with NPWS to maintain and restore the historic huts of the Kosciusko National Park. IAC Members, NPWS Ranger/s and Long-term skilled non-Members jointly form these work parties.

A focus should be given to maintaining/growing the participation rate of IAC Members within the mix of attendees.

Organiser: Volunteer member

2.5 March/April Maintenance Working Bee (optional)

To address urgent maintenance issues ahead of the winter season. To progress routine maintenance and refurbishment projects which have been prioritised on the capital works plan.

This Working Bee may be cancelled if there are not enough tasks.

Organiser: Maintenance committee member

3 Responsibilities for organisers

- 3.1 Prepare an initial list of tasks, particularly those that need specialist skills e.g. electrician, plumber. Nominate an appropriate number of volunteers - Usually 8 is a good number, not more than 12 for any Working Bee.
- 3.2 Three months ahead of the Working Bee, use email & Facebook post to send a notice to members to ask for an appropriate number of volunteers, noting the types of tasks and any specialist skills required. Members without trades skills should also be encouraged to volunteer.
- 3.3 Manage responses within the required numbers. If there are more volunteers than needed, politely explain to the later volunteers and ask if they'd like to be prioritised for the next Working Bee.
- 3.4 Priority should be given to member volunteers. If not enough members have volunteered within 4 weeks (8 weeks for Huts) of the Working Bee start date, non-members can be accepted as volunteers. Huts working bees require Members to confirm interest 6 weeks prior.



- 3.5 Ensure that attendees place a booking in the Clubman system - there will be no booking fees for the dates of the Working Bees (not required for Huts working bees, unless using the lodge pre/post working bee).
- 3.6 Ensure (for Huts and Planting working bees) that volunteers also register via the NPWS Better Impact volunteer portal.
- 3.7 Finalise the list of tasks
- 3.8 Organise catering for attendees - can be managed by one person (not intended to be a dedicated full-time role) or shared across a number.
- 3.9 Manage the costs of catering within a maximum of \$30 per person per day (food and beverages). Food stores at the lodge should be utilised where possible to minimise costs.
- 3.10 Assign tasks to attendees and respond to questions during the Working Bee. Document tasks completed. Volunteers must have the appropriate skills/trades for tasks assigned (particularly for electrical and plumbing).
- 3.11 Review & approve requests for the reimbursement of expenses and the travel subsidy.
- 3.12 Prepare a report for committee documenting the outcomes of the working Bee. See the Appendix for suggested headings.
- 3.13 Draft a short article for Cold Facts and the Facebook group with photos.

4 Responsibilities for attendees

- 4.1 Register your interest in attending the Working Bee by writing to the organiser, and book the appropriate nights through the online booking system (Clubman). Huts attendees need only book via Clubman if utilising the lodge pre/post working bee.
- 4.2 Register via the NPWS Better Impact volunteer portal, this will also ensure you are covered by NPWS insurance policies.
- 4.3 The minimum commitment for volunteers is two full days. If you have trade skills needed for the Working Bee, you can commit for a day only.
- 4.4 If there are already enough volunteers, the organiser will let you know.
- 4.5 Try to car pool and share transport with other attendees.
- 4.6 Bring your own sheets and towel. You can use the lodge doonas and pillows.
- 4.7 Help complete the tasks listed for the Working Bee, following requests from the organiser.



- 4.8 Clean up after every task.
- 4.9 Clean your room when you leave the lodge.
- 4.10 If you are asked to buy any supplies for the Working Bee, make sure you get a tax receipt. To claim reimbursement, send an email to the organiser with the receipt attached.
- 4.11 For Food, Maintenance and Huts Working Bees, a travel subsidy can be paid upon request. Subsidy amounts are set by the Committee each year, dependant on travel distances. This is the biggest cost of any Working Bee so please car pool wherever possible. Requests for the Subsidy are to be made in writing to the organiser of each working bee.

5 Insurance Coverage

- 5.1 The Club holds Public Liability insurance. Members should assess and consider their own personal insurance requirements. Those attending Huts and Snowgum working bees are covered by NPWS insurance.

Document Information	
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Policies and Guidelines are developed and approved by the IAC Committee; for feedback or questions, please contact the Secretary .	
Document History	
Version 1	First version approved 2026



Appendix - Suggested content for Working Bee Reports

Name & Date of Working Bee

1. Attendees

- Names and which days attended

2. Work completed

- description of tasks completed
- Photographs of workers and results
- Any problems or issues identified for future Working Bees

3. Costs

- Food costs - total and cost per person per day - must be within limit of \$25 per person per day
- Supplies / other purchases
- Travel costs reimbursed