

**ADMINISTRATION POLICY
OF
HIGHWAY ALPINE CLUB CO-OPERATIVE LIMITED**

27.8.2026

PURPOSE OF POLICY

- (a) This document sets out the decisions of this and previous boards of directors of the Highway Alpine Club Co-Operative Limited relating to the day-to-day administration of the club. In addition to this policy, the club is bound by the provisions of the Law and the National Regulations, and by its current registered rules made in accordance with that Law.
- (b) The main purpose of the club is to encourage, develop and promote snow sports, skiing, ski touring and other athletic sports in which members, guests, or other persons nominated by a member, may participate. The club board includes a designated director as Sports Encouragement Officer.
- (c) The policy is subdivided into the following sections:
 - A. Preliminary
 - B. Annual Subscriptions
 - C. Bookings and Accommodation
 - D. Lodge Management
 - D. House Rules
 - E. Work Parties Travel Costs
 - F. Penalties
 - G. Members Loans
 - H. Use of Credit Points

SECTION A – PRELIMINARY

1. Application of the policy

This policy is the policy of Highway Alpine Club Co-operative Limited

2. Definitions

(a) In these by-laws:

- (i) **Credit points** is as referred to in section H
- (ii) **board** means the board of the club.
- (iii) **director** means a director of the club.
- (iv) **joint members** means joint members of the club.
- (v) **lodge** means the Highway Alpine Lodge, No. 130 Wheatley Road Perisher Valley.
- (vi) **Lodge captain** is as referred to in section D
- (vii) **member** means a member of the club.
- (viii) **non-member** means a non-member of the club.
- (ix) **secretary** means the secretary of the club.
- (x) **the club** means the Highway Alpine Club Co-operative Limited.

- (xi) **the Law** means the Co-operatives National Law (NSW).
- (xii) **the National Regulations** means the Co-operatives National Regulations (NSW).

3. Except so far as the contrary intention appears in this policy, words and expressions used in this policy have the same meanings as they have, from time to time, in the Law or relevant provisions of the Law.

SECTION B – ANNUAL SUBSCRIPTIONS

- (a) To maintain active membership of the club, each member is required to pay the annual subscription.
- (b) On February 1 each year members will be issued with a subscription invoice payable by March 1. Payment of the subscription is a requirement for a member to make a priority winter booking for that year.
- (c) Where a member has not paid the annual subscription for a period in excess of two years the member becomes inactive and the membership is liable to be cancelled and the member's shares forfeited.

SECTION C – BOOKINGS AND ACCOMMODATION

1. BOOKING PERIODS

- (a) The board shall decide the periods during the year when accommodation will be available to members and guests and the dates for lodgment of applications.
- (b) For purposes of bookings and accommodation, there shall be two seasons: viz. ski season and summer season.
- (c) The ski season will normally commence on the first Sunday in June and normally terminate on the First Sunday in October. The summer season will normally commence on the First Sunday in October and terminate at the beginning of the ski season for the following year.

2. ACCOMMODATION TARIFFS:

- (a) The board will set the lodge accommodation tariffs at its meeting in November each year.
- (b) The tariffs will apply to the following year winter and summer bookings.

3. ACCOMMODATION BOOKING PROCEDURES

- (a) March 1- Club newsletter to be emailed to members. Member winter priority weekly bookings applications open. Priority booking applications are to be made on booking form and emailed to club booking officer with bank receipt for payment of Tariff. Tariff is to be paid in full by electronic funds transfer to the club bank account.
- (b) March 22 – Priority booking applications close/allocated.
- (c) April 22 – Non- member weekly bookings open.

- (d) May 31 – General broken period bookings open.
- (e) All bookings for the lodge (other than priority winter bookings) are to be made on the club website.

4. BOOKING APPLICATIONS

- (a) Other than for priority winter booking lodge accommodation vacancies are shown on the Club website. Where necessary booking enquiries can be made to the club booking officer by email to bookings@highwayalpine.com.au
- (b) The board shall decide the manner of allocating accommodation at the lodge when excess applications are received and such decision shall be final and binding on all club members.
- (c) Bookings shall not be accepted from children under the age of 16 years unless they are accompanied by an adult. Bookings for children of the age of 16 and 17 years unaccompanied by an adult shall only be accepted at the discretion of the board.
- (d) Applications for bookings from non-members will not be accepted unless the application is endorsed by a member. Any member who endorses a non-member booking application accepts full responsibility for the conduct of that person.
- (e) A member should be booked in to the lodge for a non-member booking to be accepted, except at the booking officer's discretion.
- (f) In the case of a joint membership the primary member as stated on the club members register shall have the entitlement to apply for a booking as a member. Any booking by the joint member will be as a non-member. However, for the duration of any calendar year, the primary member may notify the club that the booking entitlement has been transferred to the joint member. In such case any booking application by the primary member would be as a non-member.

5. BOOKING CATEGORIES

- (a) Applications for accommodation will be grouped into three classes as follow:
 - (b) Class A
 - (i) Members,
 - (ii) Spouse or partner of the member or one friend of the member who will accompany that member (for a maximum period of two weeks per season on a weekly basis only),
 - (iii) Dependent children of the member aged under 21 years accompanied by the member,
 - (iv) Subject to this clause and to clause 9, the non-members who will accompany the member as a guest during the periods stated in clause 9.
 - (c) Class B

- (i) Friends of members who will accompany members (ie other than the one friend of a member in Class A),
 - (ii) Members, if it is a condition of their booking that their friends included above must also be accompanied. Otherwise, members apply under Class A.
 - (iii) Members children over 21 who wish to accompany other members of their family who apply under Class A.
- (d) Class C
Other non-members who are sponsored by members.

6. BOOKING PRIORITIES

- (a) The Class A and B priority bookings received by the date notified in the booking circular will be allotted on that date. The Class A bookings will be allotted first, followed by Class B bookings.
- (b) Applicants in Class A have one week's priority amongst themselves and absolute priority over other classes. Thus, an applicant in this class wishing to book more than one week will only be refused a booking for the second week if it becomes necessary to accommodate in that week another Class A applicant who has not yet been accorded a one week's priority.
- (c) The allotment of priority accommodation for Class A applicants will be made by the booking officer or by the board if it is necessary to conduct ballots.
- (d) Where applicants are unsuccessful in obtaining a booking for the period applied for, they will be given an opportunity of applying for other periods for which there are vacancies before the bookings are open to non-members.
- (e) Class C (non-member) applications will be considered one month after the allotment of the Class A and B applications.
- (f) After the allotment of Class A and B bookings, subsequent applications will be allotted in order of receipt. Should bookings be received at the same time, priority will be given to the higher Class but an allotted booking cannot be displaced by a subsequent higher Class application.

7. RESTRICTED PERIODS

- (a) Preference when allocating accommodation during the July and September school holiday periods shall be given to:
 - (i) members with school-age children,
 - (ii) members who are school teachers, and
 - (iii) members whose spouses are school teachers, lecturers or students who cannot obtain leave to go to the lodge at any other part of the winter ski season.

8. BALLOTING

- (a) When excess applications are received, accommodation will be allocated by a ballot organised by the board. Those eliminated in this ballot will have preference for the following year provided that they submit an application when bookings open.
- (b) To assist in allocating the large number of applications received for the school holidays and other periods as required, the following points system has been devised:

(i)	Applied last year and missed, didn't go year before	7 points
(ii)	Applied last year and missed, went year before	6 points
(iii)	Didn't apply last year, applied and missed year before	5 points
(iv)	Didn't apply last year or year before	4 points
(v)	Didn't apply last year, went year before	3 points
(vi)	Went last year, applied and missed year before	2 points
(vii)	Went last year, didn't go year before	1 point
(viii)	Went last year and year before	0 points
- (c) Bookings to be filled in order of maximum point ratings.
- (d) Ballot among applicants in highest group not accommodated under (a).
- (e) A member who applied successfully for accommodation and then cancels this accommodation shall be treated as not having applied that year.
- (f) A member who then takes up this cancelled accommodation shall, at the board's discretion, be considered as having a lesser priority than those in the same priority rating.

9. INCENTIVES AND PRIORITY APPLYING TO CERTAIN NON-MEMBER BOOKINGS

Class "A" priority applying to non-members accompanying members during Winter

- (a) Where a member books non-members in his or her party, who pay the full non-member tariff, the member and the whole party will be accorded Class "A" priority for any period except "Peak" period and School holidays.
- (b) "Peak" period is set by the board and generally applies to the whole weeks (Sunday/Sunday) that would cover the calendar month of August in any year.
- (c) School holidays are as apply to NSW public schools during the calendar months of July, September and October in any year.

9. CANCELLATIONS

- (a) Applicants for refund of accommodation tariffs must make a written request to the booking officer.

- (b) Refunds for cancellations will be made on the following basis;
- (c) 6 weeks or more notice of cancellation - full refund (less \$50.00 or 10% of the booking, whichever is the greater)
- (d) 5 to 4 weeks notice of cancellation two-thirds refund (less \$50.00 or 10% of the booking, whichever is the greater).
- (e) Less than 4 weeks notice of cancellation – no refund.
- (f) providing that at all times the board may exercise its discretion to refund a part or the whole of the tariff if the accommodation is satisfactorily relet, (ie provides equal or similar income) and after deduction of \$50.00 or 10% of the booking, whichever is the greater.
- (g) All refunds are subject to the retention of a minimum \$50.00 booking administration fee.
- (h) Where:
 - (i) a cancellation of a booking has occurred within the period of 4 weeks prior to the booking,
 - (ii) the board has not been able to satisfactorily re-let the accommodation, and
 - (iii) in the reasonable opinion of the board, the reasons for cancellation, supported by appropriate evidence such as medical certificates and such documents were substantially beyond the control of the applicant.
 - (iv) the board may refund an amount of up to 50% of the tariff less the booking administration fee of \$50.00.

SECTION D – LODGE MANAGEMENT

- (a) The board or such members as may be in residence in the lodge, shall have vested in them the control and management of the lodge during the period of such residence and all complaints should be handled by them or, if there be no director in residence, complaints should be made by email to the secretary at secretary@highwayalpine.com.au.
- (b) If no director is in residence, the board may delegate control of the lodge to any member for a stated period. This member will become lodge captain and shall be responsible for the comfort of lodge guests and for the general supervision and maintenance of the lodge and equipment.
- (c) The lodge captain shall have the right to enforce the by-laws and to reprimand and report to the board any member or other person guilty of unseemly conduct or of causing loss or damage to the club's property.
- (d) The Lodge Captain shall be responsible for:
 - (i) Allocation of accommodation where any anomalies exist.
 - (ii) Allocation of tasks essential in the day-to-day operation of the lodge.
 - (iii) Submission of a weekly report to the board.
 - (iv) Control of all lodge systems – ie heating, emergency lighting, refrigeration, fire detection, etc.

SECTION E – HOUSE RULES

1. TIMES FOR ARRIVAL AND DEPARTURE

- (a) The normal time for occupying and vacating the lodge is noon on the day the new booking commences. Guests moving out should tidy and vacate their room by this time.
- (b) Incoming guests should ensure that they do not inconvenience those already in the Lodge. Guests coming into the Lodge should not arrive before 8.00am on the day the booking commences and should leave luggage downstairs and must not disturb or inconvenience others already in the lodge.

2. GUEST REGISTER

- (a) Guests of the lodge are required to record particulars in the guest register provided, on their arrival and before their departure.

3. FIRE EXTINGUISHERS AND HOSE

- (a) Guests in residence at the lodge must make themselves familiar with fire escapes and locations of fire fighting equipment.
- (b) Members and guests must not interfere with the electrical switchboards, water connections, fire fighting equipment or space heating except in the case of an emergency.

4. SMOKING

- (a) Under the Smoke Free Environment Act 2000, smoking including E cigarettes and vaping is prohibited in any part of the lodge, and in any external part of the lodge covered by the roof-line or within 4 metres of an external door. Smoke is not permitted to spread from some other place to a part of the lodge where smoking is prohibited.
- (b) **Penalties:** Heavy fines for non-compliance apply to the club and individuals.

5. SKI BOOTS

- (a) Ski boots shall:
 - (i) not be worn upstairs in the lodge without being covered with over boots.
 - (ii) be cleaned of snow and mud before entering the ski room.

6. SKIS AND SKI LOCKERS

- (a) Skis will not be brought into any part of the lodge other than the ski room and the workshop area.
- (b) A limited number of ski lockers are located in the lodge and available to be rented by members. The rental charge will be set by the board each year.

7. LIGHTING

- (a) The use of candles or any other form of naked-flame lighting is prohibited in any part of the Lodge.
- (b) Floodlights must be turned off when not especially required.

8. HEATING

- (a) The principal source of heating for the lodge is the off- peak electric space heater located in the lounge/dining area. Supplementary heating, is provided by the electric fireplace located in the lounge room. A portable un-flued gas heater is stored in the lodge and can be connected to the gas bayonet in the lounge room in exceptional circumstances at the discretion of the Lodge Captain.
- (b) Additional fixed and portable electric heaters are provided for use as necessary. Supplementary electrical strip heaters are also provided in bedrooms. As the use of strip heaters is costly, guests are requested to minimise the use and to switch them off promptly after use.
- (c) Bedrooms 1-3 are equipped with electric wall heaters.
- (d) Bedrooms 4-9, have floor heating installed with heat adjusted by a wall mounted temperature gauge.
- (e) The Lodge Captain is solely responsible for the temperature settings of the main heating units. The temperature should be kept at between 18 to 22 degrees.

9. DRYING ROOM

- (a) A heated drying room has been provided for the benefit of guests. As space in this room is limited, clothes should be removed as soon as possible. Drying of clothes in other rooms in the Lodge is **strictly prohibited** because of the fire hazard.

10. BEDROOMS

- (a) Guests will be provided with their room numbers on acceptance of their bookings and must adhere to these. However, in abnormal circumstances or by mutual agreement, the lodge captain has the right to re-arrange room allocations.
- (b) Guests must provide and use their own sheets and pillow slips. Pillows must be covered with a pillow slip when sleeping bags are used.
- (c) Guests shall keep their rooms clean and tidy at all times and must thoroughly clean them upon vacation.

11. KITCHEN

- (a) The kitchen facilities and all utensils must be cleaned promptly by guests using them.
- (b) To ensure satisfactory operation of the sewerage system, only those detergents provided by the club should be used.
- (c) Arrangements for storage and disposal of waste and recycle material are as directed by the National Parks and Wildlife Service from time to time. Current instructions will be displayed in the kitchen and appropriate containers provided.
- (d) A BBQ is provided for use by guests. The BBQ is to be cleaned promptly by the guest who has last used it and made ready for the next user.

12. BATHROOM

- (a) Each bathroom is supplied with cleaning and disinfectant products. No other products are to be used. Additional supplies are located in the storeroom.
- (b) Bathroom doors are to be closed when showering to avoid steam activating the bedroom fire alarm.
- (c) Foreign matter must not be flushed into the sewage system.

13. LODGE CLEANING WORK PARTIES

- (a) As there are no paid staff at the lodge, guest's co-operation is required to ensure that the lodge is kept clean and tidy.
- (b) The lodge captain will allocate different jobs to guests during the week and use best endeavours to ensure that guests undertake these jobs as required.

14. TELEPHONE

- (a) The lodge telephone number is (02) 6457-5283. The phone is only to be used in case of an emergency and where a private mobile phone is not available.

15. NOISE AT NIGHT

- (a) After 10.00 pm noise must be kept to a minimum. If parties are being held, please have regard for other guests in the lodge, who may be sleeping.

16. SNOW CLEARING

- (a) To minimise damage to the lodge (particularly to the roof and deck) and to prevent injury to guests, snow clearing shall be carried out as directed by the lodge captain. The fire escapes must be kept clear at all times.

17. PETS

- (a) Dogs, cats, and other animals and birds are not permitted in the lodge or the Kosciuszko National Park under **any** circumstances.

18. MEMBER'S GUESTS

- (a) A member who invites a visitor into the lodge will be responsible for the conduct of that visitor.

19. RECREATION ROOM

- (a) The use of the recreation room is to be kept to reasonable hours in keeping with the comfort of the occupants of adjacent rooms 8 and 9.

SECTION F – TRAVEL COSTS FOR WORK PARTIES

- (a) The club will pay reasonable travel costs, being an amount in cash determined by the board from time to time, to work party participants to recompense them for travel costs encountered when travelling to and from the lodge for work party participation.

SECTION G – PENALTIES – POWERS OF THE BOARD

- (a) The board shall have the power to exclude from the lodge any person who has committed an act which, in its reasonable opinion, is injurious or prejudicial to the club or anti-social, or who has wilfully refused or neglected to comply with any of these by-laws.
- (b) Penalties shall in the form of restriction on the member's right to the use of the club's facilities, at the board's discretion.
- (c) Wilful or negligent breakage or damage to the property of the club shall be made good by the person causing the breakage or damage.

SECTION H – MEMBERS' LOANS TO THE CLUB

1. TERMS AND CONDITIONS

- (a) The terms and conditions of members loans to the club are as set out in these by-laws.

2. TERM

- (a) The term of a members' loan may be mutually agreed between the member and the club. Members may advance the club amounts on call in multiples of \$100.00.

3. INTEREST

- (a) The rate of interest on members' loans will be reviewed annually by the board at the end of each financial year of the club, and will be set at approximately 2/3 of the overdraft interest rate available to the club from the National Australia Bank.
- (b) Members will be credited on each 1 March with credit points. Credit points are calculated as 1 credit point for each \$2.00 of equivalent interest on the outstanding balance of the loan account at 28 February.
- (c) Credit points may be redeemed at any time as allowed for in Section I.

4. AVAILABILITY OF FUNDS

- (a) The Club will hold an overdraft facility with its bankers, the National Australia Bank, to ensure that loan funds held by the club which are required urgently can be repaid with a minimum of inconvenience to a lender.
- (b) The club at all times reserves the right to repay all or part of loan moneys held by it.

SECTION I – USE OF CREDIT POINTS

1. CONVERSION OF CREDIT POINTS

Credit points held by a member or non-member cannot be converted to cash. The club will not make any payment for unredeemed credit points.

2. CREDIT POINTS ASSIGNED TO MEMBERS

- (a) Credit points can be used by a member to pay for accommodation, ski locker rental or for a club social activity for themselves or any member of their family or any other person and a non-member who would qualify under Part (ii) of Section C (5) for a Class A booking with that member.

- (b) Credit points can be used by a member to pay an annual subscription for their membership and other memberships held by their family or any other member.
- (c) Credit points can be redeemed for these purposes by either member of a joint membership.
- (d) Credit points may be transferred by a member to a family member who is also a member of the club and any other person who is a current club member.
- (e) Members intending to transfer credit points or to make a payment for another person must advise the club treasurer of this intention.

3. CREDIT POINTS ASSIGNED TO NON-MEMBERS

Credit points can be used by a non-member only to pay for accommodation or a club social activity for themselves or any other persons.

4. DEATH OF INDIVIDUAL WITH UNREDEEMED CREDIT POINTS

- (a) Upon the death of a person, being a member or a non-member, who holds any unredeemed credit points those points become part of the estate of the deceased person.
- (b) On the death of a member of the co-operative, the member's share or interest in the co-operative cannot be transferred to a person other than the personal representative of the deceased member with the consent of the board of the co-operative. If the club is so advised by the representative the points will be cancelled.

5. CESSATION OF MEMBERSHIP

- (a) A member who resigns or transfers their membership, or whose membership is cancelled due to inactivity, retains their accumulated credit points, as a non-member, and is able to redeem them as allowed by non-members.
- (b) If the membership that was resigned, transferred or cancelled was a joint membership prior to the cessation then the credit points are retained by the former primary member.