

VICTORIAN HANG GLIDING & PARAGLIDING ASSOCIATION

EXPENDITURE POLICY

The Victorian Hang Gliding & Paragliding Association, the representative Regional Association of the Sports Aviation Federation of Australia (formerly Hang Gliding Federation of Australia) has funding available for pilot development, event purposes, development of new or existing flying sites or facilities within the state of Victoria.

General

- Applications should be made in accordance with VHPA expenditure guidelines, and any requirements as may be listed on the VHPA website.
- All funding is subject to VHPA committee approval.
- “The treasurer will respond to the applicant within 2 weeks and request further information or advise when the VHPA will consider the proposal.”
- The treasurer shall present all requests for payment to the committee for approval.
- All expenditure approvals shall be recorded in the minutes of general meetings.
- The committee may authorise the treasurer to make payment on specific expenses, prior to receipt of invoice or payment, and subject to the authorisation details recorded in the minutes of general meetings.
- The committee may authorise the treasurer and selected sub-committee to manage the financial affairs of specific projects, grants, or events. Such authorisations shall be recorded in the minutes of general meetings.

Operational expenditure

- Applications may be made in accordance with VHPA expenditure guidelines, requirements as listed on the VHPA website, or via use of the Email approval guidelines.
- First aid courses, or attendance at such events or similar, will not be funded for persons whose normal daily profession requires such attendance. Dispensation may be provided to clubs if those persons are attending on behalf of the club in the position of Safety, Senior Safety Officer or Club instructor.
- Annual leases, permit or licence fees other than establishment costs
- Mail, postage and committee costs
- Competition or event support costs
- Site inspections or other permit or licence associated costs

Capital works, Capital equipment and site protection fund (Capital Fund, Projects).

This fund is to be accounted for separately from other VHPA funds. Its funds are available for the following areas.

- Capital Works such as Installation or refurbishment of “Site Assets”, Establishment and maintenance of access tracks and roads, Ground Treatments, Clearing, and Tree removal. Capital Equipment such as Weather stations, Towing assets or other equipment. (Weather station acquisitions will be funded on a 50/50 basis with each club, up to a maximum of \$2,000 per station. Ongoing operational, access, repairs and maintenance costs will generally not be funded.)
- Property, such as Launches, landing areas, tow paddocks, buildings that provide amenities to members Property
- Leasing Costs, such as Lease establishment costs. The first year's lease may be paid from the Capital Fund, to “protect” the site but all subsequent years are to be paid from the VHPA operational budget.
- Legal Services, such as Legal action necessary to protect VHPA sites, site access and assets.
- The VHPA Committee will decide how and when to use the money in the fund, within the limits of the purpose of the fund

Project expenditure.

- Applications must be made in accordance with VHPA expenditure guidelines, and any requirements as may be listed on the VHPA website.
- Application for project expenditure or site improvements must be made prior to any works undertaken.
- Funds are to be expended solely upon approved projects, site, or site infrastructure is limited to access tracks, launch ramps, tree felling, spectator control barriers, permanent signage, landscaping, earthworks or fire control works, or other facilities/services as provided for within the pre-approved project.
- Project funds are not to be used for payments as gratuities to any volunteer or employee, landowner, local councils, corporations or other such bodies, lease or hire costs or building structures*, fuel to/from the worksite**, accommodation or meals, unless as provided within the pre-approved project.
- Payments are made on presentation of invoices; however, prepayment can be arranged if necessary.
- Project expenditure for 'closed' sites or facilities, that is; sites/facilities restricted to club members or specific pilots only, or not available on a continuous fee free basis to all, or the majority of pilots, will not be funded.

Notes.

*Special dispensation may be applied wherein the proposed site improvements may be for the improvement of facilities located at an existing property with 3rd party ownership. Ie Additional windsocks at aerodromes, provision of bush toilets or ramps etc.

** Fuel costs may be reimbursed, where such costs have been incurred for any site inspection or assessment activity as directed or requested by the VHPA for the purpose of compliance in any licence or permit in which the VHPA is engaged.

Grants (provided to VHPA)

The VHPA can utilize grant, sponsorship, donation and event fee funds for expenditures stipulated by the terms and conditions of said grant, sponsorship, donation or event fee.

The VHPA committee reserves the right to vary this policy in special case applications.

This policy ratified and effective July 2025