



## **Darling Downs Soaring Club Inc**

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# **Darling Downs Soaring Club Incorporated**

## **Ratified Policies**

**Abstract:** Changes to Policy, new Policy and deletion of existing Policy to be ratified by majority vote at a GM or AGM

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## DOCUMENT CONTROL

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Version	Date	Revision By	Revision Details
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Date	Presented by	Meeting	Passed/Defeated	Signature
12 Sept 2015	David Nash - Secretary	DDSC AGM	Passed/Defeated	

### DISTRIBUTION LIST

Date	Name	Company	Role

## **EXECUTIVE SUMMARY**

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The latest ratified edition of this document contains the latest policy of DDSC. According to the DDSC Rules, Policy within this document cannot not be modified, deleted, or added to without the majority vote at a General Meeting or an Annual General Meeting.

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## **1 EXPENDITURE APPROVAL POLICY**

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The Committee is responsible for the general control and management of the administration of the affairs, property and funds of the association, and therefore, all expenditure for the club generally requires committee approval.

Individual Committee members can make purchases for the club for amounts up to \$100.

Three committee members can jointly approve amounts up to \$300.

General members must get prior approval from the committee for all purchases over \$50. A receipt must be provided to the Treasurer for all purchases.

Where a purchase needs to be made that is clearly required for immediate operational needs (eg replacement batteries, replacement parts, routine supplies, immediate repairs, etc), these may be purchased without prior approval. A receipt must be provided to the Treasurer for all purchases, or preferably on account.

The DDSC rules state that if an amount of \$100 or more is paid by cheque or by electronic funds transfer, the cheque must be signed by any two of the following, or the electronic transfer must be electronically authorised according to the processes approved by the relevant financial institution by any two of the following –

- a. the president;
- b. the secretary;
- c. the treasurer;
- d. another member authorised by the management committee for the purpose.

Members who purchase goods for the club or pay for services for the club, should seek in principle prior approval. Reimbursement may be in the form of cash or crediting the person's flying account. A receipt must be provided to the Treasurer for all purchases.

The Treasurer will produce a list of expenditure for each committee meeting.

Approved by the Committee 25 May 2014

## 2 HANGAR OWNERSHIP POLICY

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Background:

Appendix A - This gives context to how this policy is to be implemented and interpreted

Appendix B - lists existing private owners as of the 1 September 2015

Rev 1

### Hangar Ownership Policy Effective at 1 September 2015

Darling Downs Soaring Club Inc (DDSC) owns and operates assets, including aircraft, airfield, clubhouse, hangars, etc for the benefit of all its members. This policy is to ensure the future interest of all members is protected, while allowing the club to grow and expand. DDSC owns the airfield land, which is Freehold title.

With increased pressure on existing airfields in the area, DDSC needs to actively protect its future interests from non-glider related activities encroaching.

At common law, the term "land" when used in relation to a particular parcel means the surface of the Earth, the soil beneath the surface to the centre of the Earth and the column of air above the surface. It includes all things growing on or affixed to the soil, such as trees, crops and buildings. i.e. by law, DDSC owns all the buildings and assets on its land.

#### 1. General

All persons with an interest in hangars on DDSC land must at all times be financial members of the club (Life members are deemed to be financial members)

#### 2. Existing "Private" Hangar "ownership" (before 1 September, 2015)

- a) The Hangar Ownership Policy (this policy) does not apply to the existing private hangar "ownership" at DDSC. Separate agreements may apply (many do).
- b) It is noted that all existing private hangars are built on land owned DDSC Inc and by law are owned by DDSC.
- c) It is not DDSC's intention to alter any pre-existing agreements made between the current owners and DDSC.
- d) DDSC is aware that existing hangar 'owners' may wish to sell their assets to 'realise' their value but needs to balance this with the interests of the club.
- e) The Hangar Ownership policy does apply to subsequent owners of existing private hangars, where the ownership changes after the implementation of this policy. Therefore all potential new owners of existing hangars need to be aware/made aware of this policy.
- f) Existing private hangar owners may remove existing hangars if they do not want to sell them. They may do this at any time before the sale of the hangar, however part hangar removal is not permitted.

3. Sale of Existing "Private" Hangars (from 1 September, 2015)
  - a) All sales of private hangars must be with the permission of the Committee. Committee members having a financial interest in either the existing hangar or future ownership of the hangar are precluded from voting on these matters.
  - b) When an existing private hangar (or part share) is sold (or transferred, etc), the new "owner" shall enter into a 20-year lease agreement with DDSC for a nominal \$1. After the 20 year lease expires the full use (or part thereof) transfers to DDSC.
  - c) The lease entitles the "owner" to sole use of that hangar (or their hangar share), but the ownership remains that of DDSC.
  - d) Within the 20 year lease term, proceeds of any lease transfer shall go to the hangar "owner" (lessee) at the time (not DDSC).
  - e) The terms and conditions of the 20 year lease shall be as negotiated with the DDSC (eg. The member/s may only want the hangar for their own gliders and preclude club gliders) and generally in accordance with this and other hangar policies.
  
4. New Hangars (on or after 1 September, 2015)
  - a) For clarity, all new hangars constructed from 1 September 2015 shall be owned by DDSC Inc. This also ensures all planning and approval issues are 'owned' by DDSC members collectively, while providing future income.
  - b) Due to the intense capital nature of constructing a new hangar, DDSC Committee may enter into a long-term lease (eg 10, 15, or 20 (max) year) arrangement with any DDSC member/s for the construction of a new hangar.
  - c) The lease agreement entered into for hangars built by members, shall ensure the terms of use are included (eg. The member/s may only want the hangar for their own gliders and preclude club gliders.)
  - d) The scope of the hangar construction, hangar design, lease term, amounts payable, etc., will be covered via a separate agreement for the hangar in question.
  - e) All new hangars shall be designed and constructed to best use the available space at DDSC. The Committee will specify the location and this may mean some functionality and convenience may need to be compromised.
  
5. All hangarage (and similar buildings) at DDSC shall be used for the purpose of hangaring and maintaining gliders and/or tugs and other activities that are aligned with the general interests of DDSC Inc.

### 3 HANGAR SPACE AT DDSC

#### Hangar Space at DDSC

Issue	Date	Comment	Meeting Date
0	15.4.05	Issued by Committee	9.04.05

The Committee will periodically review the allocations of space and the Secretary shall maintain a listing of allocations and any options for space. Any change to hangar space allocation requires Committee review.

#### Club Aircraft

- Club aircraft are of the highest priority to get hangar space.
- New club aircraft will have priority over the next available hangar space.

#### Private Gliders

##### Priority of a glider space

- A list of priority will be maintained; the list is first in tenure (existing long standing private gliders stored in club hangars will be on equal priority where no tangible recent history can be checked)
- Requests can only be made by financial members of DDSC
- Requests to join the list should be made in writing to the Secretary.
- The Secretary shall add the request to the standing list of hangar requests.
- The Committee will ratify the request.
- The Secretary shall notify the requesters in writing of the Committee's decision and likely outcome of hangar-space.

##### Keeping a glider space

- The hangar space should be occupied by the glider nominated.
- The glider should be owned or part owned by a financial member of DDSC.
- Keeping a glider space is not guaranteed. Club gliders have priority

##### Maintaining a glider space option

- A glider space option can only be maintained when a glider owner is a financial member of DDSC.
- A glider space option is subject to a \$200 deposit, refundable, should the option not be taken up, or at withdrawal of request.
- A glider space option can only be maintained for 6 months where it is subject to an intending purchase of a glider, the committee of DDSC will vote on any extensions of 6months at a time.

##### Payment for glider spaces

- Hangar spaces are to be paid for at a rate of 100% of charges set by DDSC when the hangar is occupied.
- The hangar is occupied if the space is nominated.
- Should a glider from the waiting list occupy a nominated space, they will be required to pay 80% of the charge, and the nominated glider owner will pay 20% holding charge.
- Charges are based on weeks where short term use of another spot is utilised.

### **Expected etiquette of glider spaces**

- If a glider is away for maintenance, repairs, competition etc and away for a reasonable period then the glider space should be made freely available (ie ensure clear to be used).
- Gliders should be used, as this is a gliding club, not a storage facility
- Should gliders remain unused, and space is required, the glider will be derigged and stored in trailer in the workshop or other secure undercover area.
- The DSSC Committee may vote an action on any of the above.

### **Private Hangars**

- Private hangars are for the storage of gliders and aircraft.
- Every aircraft must have at least one financial member of DDSC.
- Aircraft should be reasonably expected to be flown and not just stored.
- Hangar space should be made available at times of great need.
- Individual hangar agreements shall be struck between the Club and the owners, specifying hangar ownership, land tenure, etc. These agreements are separate to this policy

Copied from the website DDSC Policy\_Hangar Space at DDSC\_ Rev0, Apr05.doc on 26/8/2015

## 4 MEMBERSHIP AND INVOICING POLICY

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'Member' means a Flying (including Full, Student & Family), Honorary, or Life Membership of DDSC (as defined in the "Rules of the Darling Downs Soaring Club Inc")

DDSC Membership fees contribute to the maintenance and upkeep of our facilities. Therefore non-member visiting pilots pay increased glider hire rates and a daily charge.

### 1. Members

- 1.1. There is no joining fee.
- 1.2. Once becoming a Flying or Associate member of DDSC, a flying account will be established.
- 1.3. All flying accounts are required to be at least \$200 in credit at all times
- 1.4. Invoices and statements will be issued each month
- 1.5. If any account is in debit for more than 30 days, the member is not entitled to fly at DDSC until the account is in credit to \$200 or more.
- 1.6. If a member resigns, their remaining balance may be returned to them, at their request.
- 1.7. Inactive member accounts of less than \$30 standing for more than 2 years will be returned to the club, and membership cancelled.
- 1.8. Annual subscriptions are added to members accounts when due each year (currently 1 April but moving to anniversary of joining for new members), for membership renewals; members who do not wish to retain membership shall notify the Secretary before the due date. Should membership fees not be paid for a further 2 months, they shall be contacted by the Secretary to determine if the membership is not being renewed. Membership shall cease within 3 months of non-payment of the fees and the account closed.
- 1.9. A member's account must not be in debt to resign their membership.

### 2. Visiting Non-Members Pilots

- 1.1. Non member private glider owners, and pilots who fly in command or undertake instruction in a DDSC owned glider shall join DDSC as a Short Term Member for a specified period not exceeding three months. The charge for this is a visitor charge of \$5 per day for each day the pilot flies at DDSC, or a three-month membership, whichever is the least.
- 1.2. If a non-member flies for more than 3 months but only intermittently, their short-term membership may continue, at \$5 per day as above, or they may apply for full membership of the DDSC.
- 1.3. Visiting non-member pilots who fly frequently at DDSC may request the establishment of an account, which will be decided by the Treasurer. All accounts must remain in credit \$200 at all times (see 1.5 above)
- 1.4. Otherwise, non-members must pay cash or credit card or direct credit (to DDSC acc) for all flying conducted or launches taken, on the day of the flight/s.
- 1.5. Club and special group rates may apply by arrangement, by way of a Memorandum of Understanding with DDSC.
- 1.6. All Short Term Members of less than 3 months shall fly at the published Visitor rates.
- 1.7. The GFA Air Experience membership allows a person to be an active flying member for 9 consecutive days. Flying rights are limited to 10 flights &/or 5 hours but no solo flight, nor permitted to be pilot in command. Should they use this membership for a short course, they are not required to be a club member. This membership is available more than once in any one calendar year.

## 5 CARAVAN POLICY

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1. Any Caravan parked at DDSC for
  - a. more than 5 days shall
    - i. obtain prior permission from the Committee
    - ii. Be parked in a position approved by the Committee
    - iii. Be relocated or removed from DDSC if so directed by the Committee
    - iv. Be owned by a financial member of DDSC.
    - v. Be sufficiently secured to prevent damage during a storm
    - vi. Ensure fees are charge and paid as per the DDSC fee schedule
  - b. less than 5 days shall
    - i. obtain the permission of the Duty Instructor on the day of arrival
    - ii. Be parked in a position approved by the Duty Instructor
    - iii. Pay all fees in advance (see DDSC fee schedule)
2. The Owner shall keep all Caravans and Cabins in a neat and tidy condition. This includes the Caravan or Cabin structure and the surrounding area.
3. All power leads shall be secured in such a way to prevent their damage from mowers, vehicles of the alike.
4. DDSC doesn't have any waste treatment facility for caravans, as such caravan such not utilise their own toilets, showers or similar (where fitted) while at DDSC
5. Any cabin built at DDSC shall:
  - a. Obtain prior permission from the Committee
  - b. Be positioned in a location approved by the Committee
  - c. Not be fitted with toilet, shower or similar facilities
  - d. Be of less than 10m<sup>2</sup> floor area
  - e. Be owned by a financial member of DDSC.
  - f. Meet any council requirements, including removal from site if so directed
6. Each Caravan and Cabin shall be fitted with an operational smoke alarm.
7. Each Caravan and Cabin owner should be aware that the area is subject to flooding and take the required precautions.
8. Any Cabin or Caravan deemed abandoned (after reasonable attempts to contact the owner) will be to disposed of or taken-over as may be decided by the Committee. Any costs associated with these actions will be charged to the owners account. An abandoned Cabin or Caravan may be sold by the Committee and all proceeds may be retained by DDSC Inc.

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## 6 DDSC EMAIL PROTOCOL - GUIDANCE FOR USE

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Applies to the DDSC chat lists: Club chat (chat@ddsc.org.au), Committee Chat (committee@ddsc.org.au), Training chat (Training@ddsc.org.au) and Tuggies chat (tuggies@ddsc.org.au)  
The DDSC webmaster is the moderator of all the email chat lists.

### Use

The primary function of the various DDSC chat email lists is to communicate club information, and gliding and aviation-related matters of interest.

Examples of club information include:

- Cancellation of flying
- New procedures
- Alerts
- Club updates
- Roster swaps
- Weekend events, photos and items of interest
- Help wanted
- Competitions

Examples of aviation and gliding related items of interest include:

- Posts from aviation forums
- Photos
- Events in other clubs or overseas activity
- Forwarded emails from visitors or ex members etc
- GFA information

Members should avoid posting non-aviation related posts, unless they are sure that all or most of the chat recipients will find the post interesting.

### To be Avoided

Chat emails are not a forum for commentary or questions on the club's management – the correct forum is to address committee members and/or general or committee meetings.

Discussion on incidents on chat emails is on the proviso that incidents are de-identified, generalised, and the focus is always prevention of recurrence.

Think twice before sending the 'me too', 'thanks', etc messages to chat.

Think twice before sending 'reply all' - make sure you believe the whole the group needs that information. Otherwise, direct reply emails to a single recipient.

The forum is not to be used for debates and opinions between individual members – use individual emails instead.

Only the most general of operational issues should be raised on chat emails; otherwise matters are dealt with through the correct channels eg. CFI, not on open forum.

### Restrictions

Members who do not use the chat in the spirit as expressed in this protocol will be removed from the list. DDSC committee has the right to remove any person from the chat email lists at any time.

### Use of CC and BCC

It is implied that the CC addressee does not need to respond or take any action

BCC should never be used – there is no place in the DDSC club culture to secretly send emails.

# Appendices

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## Appendix A. NEW HANGAR POLICY – BACKGROUND

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### **Aim of the Policy:**

Under this policy, no new hangars will be permitted to be constructed unless owned by DDSC Inc. This doesn't preclude DDSC entering into a lease agreement for a set term with individual DDSC members (a means of raising capital)

Over a period of time all the assets on DDSC land should be owned by the DDSC members as it is the membership of DDSC that owns the land.

Existing Owners will enjoy the current arrangements, until 'ownership' is sold/transferred.

Consideration has given to those assets that aren't currently controlled by the DDSC membership, and suitable transitional measures put in place. It needs to be a balance between those of the individual owners and the club as a whole.

The existing (as of 1<sup>st</sup> Sept 2015) private hangar owners are detailed in Annexure B.

### **Why this Policy:**

The membership needs to take a long-term view. This policy as about DDSC's future. With increased pressure on existing airfields in the area, DDSC needs to actively protect its future interests from non-glider related activities encroaching. This is what is currently happening in our region:

- Toowoomba Regional Council is currently developing a master plan for both Pittsworth and Millmerran airports, after which tenders will be called for hangar sites (Monika – TRC Property Dept p4688 6902). It is envisaged the lease term would be 20 years.
- Southern Downs Regional Council is currently reviewing the existing leases with the view to make them smaller (800m<sup>2</sup>) and freehold. A current lot (1600m<sup>2</sup>) is leased for \$3000-\$4000 pa for a 10 year term (neg). There are currently no lots available (Sammy 1300 697 372).
- Burnett Council has (40 x 30m) sites available (no power/water) on a 25 year lease for approximately \$2000 pa. (Jim Dunn 0448184992)

There is plenty happening in our region, and this activity is being driven by demand. DDSC is looking a cheap option for a potential hangar owners (and they are not gliders).

We already have activity in some of the private hangars at DDSC which isn't gliding activity. We need to be sure the balance is right going forward.

If we aren't careful we will have infiltration of the membership/committee with non gliding interests. At the moment it is too easy to potentially purchase a private hangar, where there aren't currently effective checks or measures that will ensure the hangar will be used for 'gliding'.

It is too late once a new owner has embedded his non-gliding activity to try and correct the situation.

### Existing Hangars

Some of our members are closer to the end of their gliding 'career' than the start (fact of life). Therefore DDSC needs to activity ensure that the next hangar occupants will use the private hangars only for gliding activity. We understand hangars have been bought/sold at DDSC in recent times without the Committee even being consulted.

### New Hangars

Having the new hangars only owned by DDSC will better enable us to:

1. Hopefully get more favourable planning consideration by the council (ie not-for-profit entity). These discussions/relationships are ongoing with our contacts in TRC
2. Apply for grants for hangars and other assets (nearly \$20k already granted so far this year). Some existing grant programs we are examining are up to \$150k per project
3. Capitalise on the considerable cost already sunk in placing the existing fill (\$7k). An individual shouldn't be allowed to develop this.
4. Work cooperatively as club members on joint owned assets.

### **When:**

#### Existing Hangars

The policy doesn't impact on current private hangar owners until they try and sell/transfer their hangar, or hangar share. The Status Quo remains until this time.

#### New Hangars

From the date of this policy, it applies to all hangar structures not yet erected

### **How does this Policy Work (in brief)**

#### Existing Hangars

At the time of sale, the new owner of an existing hangar would essentially be signing up to a 20 year lease (from the date of sale) with DDSC. The proceeds of the lease sale would go to the existing owner (not DDSC). Any remaining term of this lease could be bought and sold between members until the end of the original 20 year lease. The terms of the 20 year lease would be set by DDSC after negotiation and generally in accordance with its hangar policies

At the end of the 20 year lease, DDSC would then receive income from the hangar, until then it has received nothing (ie lease proceeds have gone to existing 'owner'/lessee).

Depending on the hangar (or space) for sale, DDSC may be interested in purchasing it (a decision for the Committee at the time). It would be fair to suggest the minimum size the Committee should consider would be a whole glider place (ie ½ share in a single glider place has no tangible value to the club). It would of course need agreement from other existing hangar owners for the DDSC purchase to proceed.

#### New Hangars

The detail isn't important yet, but should include:

1. Lessee agreements with DDSC members (raises some of the required Capital)
2. Various Grants to assist with the cost of construction (more Capital)
3. Design/approvals/budgets/etc
4. etc
5. Business case to the membership for approval, including any loans/debentures etc needed to bring the project to fruition

## Appendix B. PRIVATE HANGAR OWNERS AS AT 1 SEPT 2015

Rev 0  
August 2015

### Private Hangar Owners as at 1 Sept 2015



#### Hangar A

1. Des Bartz

#### Hangar B

1. Pam Kurstjens
2. Gerrit Kurstjens

#### Hangar C

1. FQL Robert Percy, Tony Cavanna, Leon Moran, Denis Lambert (total 1/3 Share)
2. FQM Michael Codling, Charlie Downs, Brian Rolfe (total 1/3 Share)
3. KYF Chad Nowak, Fran Ning (total 1/3 Share)

#### Hangar D

1. John Moore (50%)
2. Peter Griffiths (50%)

#### Hangar E

1. John Moore (50%)
2. Bob Ward (50%)

## Appendix C. REFERENCE DOCUMENTS

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At the time of writing, the following documents were the reference source. In the event of a discrepancy, the wording in this document (as approved by the membership) shall prevail.

1. Doc 14 DDSC Expenditure Approval Policy May 2014
  - a. <https://www.dropbox.com/s/z4lphp03gmfenlw/Doc%2014%20DDSC%20Expenditure%20Approval%20Policy%20May%202014.pdf?dl=0>
2. Doc 20 New Hangar Ownership Policy Rev 1 Aug 2015
  - a. <https://www.dropbox.com/s/0oxrxam6x89ryw0/Doc%2020%20New%20Hangar%20Ownership%20Policy%20Rev%201%20Aug%202015.pdf?dl=0>
3. Doc 36 DDSC Policy\_Hangar Space at DDSC\_ Rev0, Apr05.doc
  - a. [http://www.ddsc.org.au/documents/Administration/DDSC%20Policy\\_Hangar%20Space%20at%20DDSC\\_%20Rev0,%20Apr05.pdf](http://www.ddsc.org.au/documents/Administration/DDSC%20Policy_Hangar%20Space%20at%20DDSC_%20Rev0,%20Apr05.pdf)
4. Doc 26 DDSC Membership and Invoicing Policy Rev 1 Aug 2015
  - a. <https://www.dropbox.com/s/ouwmcu39b4u8nnl/Doc%2026%20DDSC%20Membership%20and%20Invoicing%20Policy%20Rev%201%20Aug%202015.pdf?dl=0>
5. Doc 32 DDSC Caravan Policy Rev A
  - a. <https://www.dropbox.com/s/08h00vzb65bpcs5/Doc%2032%20DDSC%20Caravan%20Policy%20Rev%200.pdf?dl=0>
6. Doc 31 DDSC Email Protocol Rev 0 Jul 15
  - a. <https://www.dropbox.com/s/ovsdaaj5y3w6q5h/Doc%2031%20DDSC%20Email%20Protocol%20Rev%200%20Jul%2015.pdf?dl=0>
7. Doc 34 DDSC Private Hangar Owners Schedule Rev 0 August 2015
  - a. <https://www.dropbox.com/s/xrvr6kru9odyma6/Doc%2034%20DDSC%20Private%20Hangar%20Owners%20Schedule%20Rev%200%20August%202015.pdf?dl=0>