

**137. Attendance**

**Present:** Annette Bailey (Chair), Darryl King, Linda Henley, Talea Hasko-Stewart, Clare Fleming, Wayne Hegarty, Sharyn Coulston (part meeting), Susan Woodward, Brandon Dick, Avril Cummings (part meeting)

**Apologies:** Sarah Pollard Williams,

**Visitors in attendance:** Jax Barlow (Registrar), Helen Rich (Minutes) Amanda Apperley, Belinda Hopley (8: pm) and April Newman

**MOVED** Linda Henley, Wayne Hegarty  
**THAT** the Minutes of the meeting of 2 August 2023 be accepted and approved for publication on [www.nswera.asn.au](http://www.nswera.asn.au).  
**Carried** Unanimous.

## Business Arising from Previous Minutes of 6 September 2023 –

**138. AGM Date**

**Discussion** on selecting a date for the AGM. Hold at Windsor RSL. Need the subcommittee to confirm that the Windsor Club is still available. Noted there is a dual affiliation ride on the 3<sup>rd</sup> and 4<sup>th</sup> February.

**MOVED** Wayne Hegarty, Susan Woodward  
**THAT** the NSW ERA Annual General Meeting be held on 3 February 2023.  
**Carried** Unanimous.

**Resolved** that Talea will contact Windsor RSL to confirm the date is available.

Need to work out how NSW ERA can change to a financial year rather than a calendar year.

Would need to let Department of Fair Trading know if the change is made. Books have to be closed then the auditor does the record for the AGM.

**Resolved** to investigate how to move from a calendar year to a financial year.

**139. Microsoft License – NSW Computers**

South Coast Zone Microsoft licence has now expired. Trying to find out where the laptops are. Duncan has one. Linda has one for Zone 6. The one for the South coast may be in the trailer. Talea will send the complete list to Linda.

Ask the Zones if they use Microsoft on the Zone computers and decide on whether the purchase of licenses is necessary. **Resolved** Talea to find out the cost for six licences for Microsoft.

**140. New Rider Information Sheet**

Discuss this further in Clare's portfolio report. Someone who can help new riders with information on what a ride is all about. Consider putting a note into the Ramble. Ask people if they would be mentors for new riders.

Noted this has been done before. There should be a list of mentors within each zone. This resource might already be out there. Possibly this would be better implemented before the ride. Ascertain what new riders may need by way of advice.

**Resolved** to give this idea further thought and come up with ideas and suggestions. Each Zone has a mentor bib available. Keep this as a continuing agenda item.

## Reports

**141. STATE CHAMPIONSHIPS REPORT – Guest Amanda Apperley**

Darryl gave a brief update of what was in the budget with particular reference to Vets, NSW ERA fees, Public Liability, various insurances, awards etc.

Amanda Apperley gave her report as follows:

All going well. 160 k course organised. Riders can elevate. 80k is a separate ride. Sponsorship going well. Merchandising ready to go. Wondering if NSW ERA would allow the order form to be put up on its website? . AA would like merchandise to be out there well before the ride. Just asking for a link on the NSW ERA website directing people to the State Ride Facebook page for the order form. Just needing a PDF listing the merchandise. Linda said this could be done. **Resolved** to move forward with this.

**Resolved** AA to email an invoice to NSW ERA for the \$6,000 grant.

Discussion on State ride buckles. Cost close to \$40 each. Ride is budgeting for 35 buckles. AA would like to purchase 50 buckles and pay for 50 with agreement that NSW ERA to provide a refund of what is not needed. AA would return unused buckles to NSW ERA.

### Discussing

- Engraving of the Buckles. AA would like buckles to be engraved. Would like to be able to pick the buckles up in advance of the ride. **Resolved AB to work out with AA how to proceed with State ride buckle purchase.**
- Swabbing at the State Ride. The AERA website sets out what swabbing fees are. NSW ERA pays the swabbing fees but AA should make some allowance for a rider contribution in her budget. Swabbing Test fees could be around \$200 each. Usual allowance is \$15 pp.
- Talea advised the NSW ERA is responsible for paying the swabbing fees.
- NSW ride Banner. AA would like to use one for promotion. Woodstock had one. Wayne may be able to help with this.

**MOVED THAT** Wayne Hegarty, Darryl King swabbing fees of \$15pp for the 2023 NSW State Ride be added to the entry fees for that ride. This money goes to NSW ERA towards the cost of swabbing.

**Carried** Unanimous.

QLD State ride was a simple low key ride. No booklet produced. No swabbing. Very relaxed event.

There is a "no frills 80K ride" at the NSW State Ride. Is there a budget for this? AA advised there was no budget as she believed that she only had to provide a budget for the 160k. Can provide one if required.

### Further discussion on the State Ride.

- AA happy to cover the cost of the NSW State Ride. Irrelevant whether it makes a profit or not. Hoping that her event is something to remember.
- Offering any rider who entered and completed the 2023 TQ half price entry at the NSW State Champs.
- May be able to encourage Qld riders to come down for the event.
- NSWERA is there to support her and her committee.
- AA wondering if she could get the current sponsorship awards prior to the ride. Zilco, Feed XL? Talea agreed this could be organised. Details will be sent to AA and agreement she can liaise with the sponsors direct in this regard.
- Wayne to look at organising bunting and banner.
- A State Ride booklet will be prepared. NSW ERA could advertise in that.
- Did NSW ERA want to sponsor anything else at the event?

### Discussion on a State of Origin event

- Is NSW doing a State of Origin? This is a teams' event that happens each year. Happened last year at Woodstock.
- Could ask Victoria if they would like to take part.
- What is the usual Award and who pays for it?
- Clare advised last year the winners received a halter. They also had a lucky draw event with various prizes awarded.
- SMC provides the trophies for the teams' event.
- Belinda Hopley has the team's perpetual trophy at her place.
- Any additional trophies are provided by the State Ride committee.
- No entry fees for the State of Origin competition.
- With reference to teams' events, there are unrestricted teams and restricted teams.
- AA wanting to run an inter zone competition. Team of four from each of the zones who wish to enter.

**Resolved** NSW ERA provides the perpetual trophy. Avril to arrange this.

### 142. Registrar's report

Members to date: adult 316, junior 36, intermediate 36, associate 8 and honorary 9. Total to date 405...

#### New Members

First Name	Last Name	Category	Address
Jacob	Griffiths	Senior	Gulgong
Anna	Marijn	Senior	Bowna
Debbie	Hancock	Senior	Surf Side

Patty	Melchoir	Senior	Panuara
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**MOVED** Linda Henley, Wayne Hegarty  
**THAT** the new members as read out be accepted  
**Carried** Unanimous.

#### **Secretariat email address**

Secretariat needs a new email address. Testing one for now to see how it goes. It's a business account.

#### **Rides conducted**

Currowan total 134 riders.  
 Johns River total 90 riders

#### **Timeline**

Send any matters that should be on the timeline to Jax Barlow and she will add them to the document.

#### **Active Kids Voucher Account**

Managed to open an account with the Office of Sport. Jax Barlow is to be the delegate. She is now able to go in and redeem the vouchers but they have now expired. The vouchers were sent to the Office of Sport complaining that the delay wasn't our fault. Hopefully NSW ERA might be able to get that decision reversed and the money paid. Total amount \$900. Nine active kids' vouchers. There are now \$50 vouchers available.

Shahzada ride booking form to be discussed in Clare's report. 26th to 30th August 2024 – 120km, 400km. Clare will discuss this in her ride report.

## **Executive reports**

**143. President- Annette Bailey** - as per report attached to these Minutes

#### **Motions register**

There was a thumb drive in Brandon's handover. The motions end in 2015. According to Kim Stephens, the rest of the motions from 2016 onwards are on sheet two and three. There are no sheets two or three on the thumb drive. AB happy to bring it up to date. HR will take over for the rest of the year.

**Resolved** that AB continue on with updating the Motions Register.

**144. Vice President – Darryl King** - as per report attached to these Minutes

Nothing to add to his report.

**145. Secretary – Susan Woodward**

See report attached to the end of these minutes.

**146. Treasurer's report attached**

See attachment to these minutes.

Noted AERA invoices are rather late. Not very transparent. AERA need to advise what they are actually for.

Invoice from the Office of Sport for \$1,100. Probably to do with the outstanding grant that was not taken up. Bullio ride didn't accept this money. If money is not expended it needs to be paid back to the office of Sport.

**Resolved** that \$1,100 be repaid to the Office of Sport.

**MOVED** Brandon Dick, Wayne Hegarty  
**THAT** the treasurer's report is accepted and the accounts as listed for payment be paid.  
**Carried** Unanimous.

Accounts submitted for payment:

30/4/23 – AERA Inv 1617 Insurance Liability \$2476.00

28/6/23 – AERA Inv 1618 TQ Quilty Teams \$180.00

30/6/23 – AERA Inv 1688 Insurance Liability \$3935.00

31/7/23 – AERA Inv 1733 Insurance Liability \$2295.00

31/7/23 – AERA Inv 1734 Insurance Liability \$1583.00

Jacky Barlow – Registrar August 2023 Inv \$2300.34

Kylie Anthony – Storage Aug 23 – Aug 24 \$500.00

Linda Henley – reimbursement for photos purchased from Animal Focus \$350.00

**MOVED** Wayne Hegarty, Linda Henley  
**THAT** the executive reports as presented be accepted  
**Carried** Unanimous.

#### 147. **SUB COMMITTEE REPORTS**

##### **Trophy Prizes for AGM**

Motion as shown below, submitted and discussed via email on 29 August 2023. Approved at tonight's meeting.

- MOVED** Darryl King, Linda Henley  
**THAT** To order 24 x Horse Head trophies and 4 x Plaques for end of year Awards from Realities Trophies.  
Price is \$85.30 each excluding freight (approx. \$100 freight)  
**Carried** Unanimous.

**No further report.**

Avril joined the meeting at [8:58].

#### 148. **AGM Logistics – Online Streaming & Physical Management**

AGM logistics – the subcommittee to move forward with this. Avril, Darryl and Talea. Avril to take care of negotiations with the Windsor RSL.

#### 149. **Promotions Sub Committee**

Meeting in the next week or two. Consider preparing a marketing plan.

- MOVED** Avril Cummings, Wayne Hegarty  
**THAT** the subcommittee reports be accepted  
**Carried** Unanimous

### **Business Arising from Portfolio Reports attached**

#### 150. **Marketing – LH/TH-S – as per report attached**

Not much to add. If there is anything further to go into the Ramble, please send it to Linda.

#### 151. **Ride Calendar Report – CF. Written report attached.**

National Capital and Mudgee rides are still going ahead as far as we are aware.

Discussing the possible reasons for the cancellation of the Mogendoura ride.

Clare gave a verbal report of current dates for the 2024 ride calendar.

No rides in January.

3 and 4 February 2024 – dual affiliation for QERA.

2 and 3 March – Scenic City

30 and 31 March – dual affiliation with Victoria.

20 and 21 April – New Italy. Dual affiliation

20 and 21 April - Tooraweenah

4 and 5 May (date to be confirmed) Canowindra – not sure of the ride base.

18 and 19 May Tenterfield. Dual affiliated with Northern Rivers

8 and 9 June – Kiwarra.

Could possibly have NSW State Ride on the long weekend in June. Second weekend.

15 and 16 June – Mogendoura – just rides on the Sunday.

29 and 30 June - Northern Rivers – New Italy.

6 and 7 July – dual affiliation – Victorian State Ride.

20 and 21 July – Queensland State Ride. Possibly dual affiliation.

26 to 30 August – Shahzada.

28 and 29 September – Northern Rivers Zone – dual affiliation.

19 and 20 October – Tom Quilty 2024.

- MOVED** Clare Fleming, Wayne Hegarty  
**THAT** NSW ERA accepts the current applications for affiliation and dual affiliation for rides in 2024 with the only qualification being Kiwarra moving its ride date if there is an application to run a NSW State Ride on the long weekend in June.  
**Carried** Unanimous

Discussing dual affiliation of rides in general. Agreement to dual affiliate as long as rides do not conflict with NSW rides. Noting that some rides are automatically dual affiliated.

#### 152. **Governance – SC – as per attached report**

Report sent through. Portfolios ready to go. Hope to be adopted at this meeting. AERA was adopted at a previous meeting.

Ride booking procedure needs to be looked at.

Ride Matrix also needs further work.

SC wants to continue on with the governance for the time being but she is going back to studying. She wants to have things organised before a handover. No need to rush but keep working on things.

Discussing the pros and cons of applying for government grants. Possibly seek a contract with State Rides for future events.

Sharyn left the meeting at [10:00].

**153. Ride Feed Back Report – CF**

Received two reports for Currowan. Consider if we want to design something for the website? Could be a lot of work. Consider this for next year.

**154. Bio Security/Vet Liaison/Horse Welfare – SPW - as per attached report**

**Biosecurity**

Still no biosecurity plans submitted. Time for another email blast.

**Horse welfare**

No IT on horses at NSW rides recently. Watch this space re potential swabbing.....

**Vet liaison**

No new vets accredited in NSW YET, but a few have signed up to the online accreditation course

**155. AERA – CF/SP –**

AERA minutes have been sent out. Three things that we need to discuss. Possibly proxy for Sarah, junior award and rule change proposed by NSW ERA. Need an agenda from the AERA.

Sarah is to resign from the AERA. NSW needs to replace her. If she hasn't officially resigned, a proxy would hold for the next meeting. If not, need to find someone who is passionate about the sport. . When Sarah resigns we will need a replacement for her rather than a proxy. Discussing selecting a new NSW delegate to the AERA. **Resolved** to discuss this further by email.

**156. Early Warning System – DK – Report attached.**

Darryl – day member on the points system. Intermediate members now attract points. System needs to be updated to cover this.

**157. IDP – DK**

Nothing to report.

**158. New Ride Assistance/CS & TPR training – WH**

Watagan will have seven new TPRs taking their practical at the Watagan ride.

## **GENERAL BUSINESS –**

**159. 2024 State Championships EOI**

**Resolved** to seek EOIs for running the 2024 NSW State Ride.

**160. 2024 – ongoing Sponsorship Packages for renegotiation**

Need to look at this for next year. Seek additional sponsors.

**161. Ride Organizer's Mentoring Program**

Hold over for next meeting or discuss by email.

**162. Zones – 2024 Introductory days**

Hold over for next meeting or discuss by email.

**163. Step up program.**

**MOVED** Talea Hasco Stuart and Wayne Hegarty

**THAT** The SMC congratulates Karlee Rose (155542), Ava Holley (158291) and Zoe Holley (158292) for their successful completion of the Endurance NSW Step Up Program. Karlee has completed 1,363km, Ava 304km and Zoe 200km in introductory and intermediate rides. The SMC approves reimbursement of up to \$125 for their first entry into an 80km+ event.

**Carried** Unanimous.

**164. Future meetings**

Next meeting will be via Zoom on 4 October 2023 commencing at 7pm.

There being no further business the meeting closed at 10:30.

**These Minutes of NSWERA SMC were approved at the NSW ERA SMC meeting of 3 October 2023 as per Item No. 166.**

## **Annexure A**

### **PRESIDENT'S REPORT 6 September 2023**

If success is measured by how Endurance NSW riders have achieved at the Queensland State Championships and Eldorado rides, then by all accounts it's been a good one. Congratulations to all the NSW riders who travelled to these events. We were able to arrange dual affiliation with the Eldorado ride at the last minute.

The cancellation of the Mogendoura ride was due to lack of number with the risk of not breaking even. The ROC is hoping to run the ride next year with modifications for dates and schedule of rides offered.

It was hoped that the AERAOnline booking system would encourage riders to enter rides earlier so that ROCs can budget appropriately. However, this does not appear to be the case. Confidence of entrants may improve if riders know they can withdraw up to 24 hours before an event with full refunds. Also, offering of early bird discounts for nominations up to a certain date prior to the event may encourage earlier entries.

The work that the Ride Calendar Co-coordinator is doing on balancing the Ride Calendar for NSW may also assist ROCs to have a better opportunity to run their rides with confidence. ROC need to provide their EOIs so that this can occur.

The year is speeding past. A date needs to be confirmed for AGM possibly the weekend prior to the Australia Day weekend with both a physical and online streaming component.

Endurance NSW social media pages continue to exhibit very positive postings and definitely are allowing Endurance NSW to be showcased. Postings on public social media allow the noisy minority to make comments that leave endurance riding in a poor light. This is counter balanced by our own social media.

I have been working with Jacky Barlow to facilitate NSW ERA Inc. to link to Services NSW with its own account so that Active Kids vouchers can be reimbursed by Sport NSW/Service NSW. We are starting to see light at the end of the tunnel.

### **Vice President's Report – EWS - IDP**

It's been 3 weeks since we've ordered the trophies, so if I haven't heard in another 3 weeks I will chase it up.

I messaged Amanda Apperley and have asked her to join our meeting on the 6<sup>th</sup> Sept. so we can go through the budget, Bio security etc. on the State ride.

I received a reply from a EWS rider on the 10<sup>th</sup> of Aug. who didn't understand his AERA report.

I received another on a horse having 3 consecutive lameness issues (no issues when presented to vets) the horse is currently sitting on 38 penalty points.

They have questioned me what happens if the horse vets out 4 times as the rule 61.1 table 18 only goes to: Vet out lame at a 3rd consecutive ride.

Response from AERA:

We've checked out the code and apparently for any further consecutive occurrences of lameness above three the system sticks with the points for the third instance, i.e. 18 points, so it would apply 18 points for the 4th consecutive, 5th consecutive instance, etc.

There is nothing in the rules that actually state this so I'm going to follow up with the AERA MC on this one to get some guidance.

There are problems with downloading information with the EWS system at present. Linda Tanian has been notified.

Nothing to report on the IDP.

### **Secretary's Report**

Annette has kindly taken over from Susan and Sharyn the onerous task of transferring the Active Kids Provider account from a previous Secretary's personal Service NSW account to a separate account held by NSW Endurance Riders Association Inc. This has proven to be a gargantuan task complicated by being told something different by every person spoken to at either the Department of Sport or Service NSW.

Correspondence In/Out



Date received	Correspondence	Responded
28/8/23	From Karen Dragon Hill Standardbreds in response to Annette's response	Secretary
26/8/23	Email from Fiona Meller re Blue Mountains Park Submission	President
25/8/23	Email from Karen from Dragon Hill Standardbreds re Ideas for advancement of sport	President
24/8/23	Email from Kathe Harding re mentor program	Sarah PW
22/8/23	Email from Duncan McLaughlin re cancellation of Mogendoura	President and posted on FB
17/8/23	Email from K Moir re next Management Committee meeting and Minutes from most recent AERA meetings	Forwarded to Cttee
14/8/23	Email from vet Lauren Mannion re finishing online accreditation course	Forwarded to Cttee
13/8/23	Email from Renee Saxby re AAF requesting info	President
4/8/23	Email from Kim re ride planning for 2024	Secretary
4/8/23	Email from Sharyn Coulston re Grant Acquittal Certificate	President
3/8/23	Email from Kim attach notes from AERA MC Meeting	Secretary
3/8/23	Email from Sharyn Coulston re Grant Acquittal Certificate	Secretary
27.7.23	Email from Smartygrants re Submission due	Fwd to SC
27.7.23	Email from K Moir acknowledge receipt of correspondence re AAF	Secretary
26.7.23	Email from Watagans Endurance re Radincon sponsorship	Secretary
25.7.23	Email from Linda Tanian re v4.34 AERASpace	Forwarded to Cttee
24.7.23	Email from Joanne Aldwell re incorrect log book entry from Kiwarrak ride	Secretary
20.7.23	Email from N Seagrim attach letter re password protected Ride Organiser section of website	President
20.7.23	Email from Sharyn Coulston re Portfolio Position Descriptions	Fwd to Cttee
19.7.23	Email from Sharyn Coulston re AERA MC Reps and Delegates	Fwd to Cttee
19.7.23	Email from Sharyn Coulston attach concussion policy final review	Fwd to Cttee
8.7.23	Email correction from K Moir re proxy votes for MC	
8.7.23	Email from K Moir re proxy vote for MC	
7.7.23	Emails from John Howe re award and receipt for mailing awards	Secretary
5.7.23	Emails from K Smith re AERA Agenda items	Secretary
5.7.23	Emails from B Hopley re AERA discussion item re whip	Secretary
3.7.23	Email from Lynette Chow (EA) to K Moir re laboratory invoice	
28.6.23	Email from Cathy Banwell re AERA RO access	Secretary
11.6.23	Email from K Moir re future TQ meeting	Fwd Cttee
8.6.23	Email from J Howe re collect award at TQ	Secretary
31.5.23	Email from Caitlin Langley re 2023 membership	Secretary
30.5.23	Email from K Moir attach AERA Digital User Access Policy	Fwd to Cttee
29.5.23	Email from B Hopley re 2 day AERA database workshop	Fwd to Cttee
29.5.23	Email from K Moir attach letter re AERA MC Meeting postponed	Fwd to Cttee
27.5.23	Email from Rachel Benad re cancellation of Tumbarumba ride	Secretary
26.5.23	Email from Tracy Johns re cancellation Tumbarumba ride	President
23.5.23	Email from Stuart Lymbery attach Biosecurity for Tumba	Secretary
22.5.23	Email from Tracy Johns attach risk assessment for Tumba	Secretary
21.5.23	Email from E Dungar attach invoice	Secretary
21.5.23	Email from E Dungar attach report	Secretary
18.5.23	Email from K Moir attach AERA MC Minutes	Fwd to Cttee
17.5.23	Email from E Dungar re newsletter	Secretary
16.5.23	Email from E Dungar re newsletter	Secretary
16.5.23	Email from K Moir attach TQ Options document	
15.5.23	Email from E Dungar attach newsletter	
12.5.23	Email from K Moir re AERA MC meeting	Fwd to Cttee
9.5.23	Email from K Moir attach notes from April meeting	Fwd to Cttee
8.5.23	Email from K Moir re TQ teams	Fwd to Cttee
3.5.23	Email from E Dungar re newsletter	Secretary
March to May	Multiple emails to and from Digital Services re Active Kids	Secretary

	Provider registration	
3.5.23	Email from Cindy Holden re QLD State Champs	Secretary
2.5.23	Email from E Dungar re newsletter agreement	Secretary
30.4.23	Email to E Dungar re newsletter	President

## Treasurer's report – Brandon Dick

### Profit and Loss

NSW Endurance Riders Association

For the month ended 31 August 2023 AUG 2023

Trading Income Day Membership	1,009.09
Interest Income	38.34
Logbooks Sold	613.21
Membership - Full Adult	618.16
PA Insurance Received	454.54
Registration Fees & Owner Transfer	(100.00)
Ride Fees Received	6,961.82
<b>Total Trading Income</b>	<b>9,595.16</b>

**Gross Profit 9,595.16**

### Operating Expenses

AERA - Affiliation	136.36
AERA - Horse Regos & Owner Transfers	836.37
AERA - Rider Entry Fee	960.00
AERA Adult / Junior Riding Member	116.36
Bank Fees	4.75
Chief Steward, TPR, Volunteer	116.36
Merchandise	245.59
Merchant Fees	25.97
Other - Gifts, Flowers, Cards	104.55
Promotions	318.18
Secretariat, Sec Allowance	2,300.34
Stationery	40.89
Total Operating Expenses	5,205.72

**Net Profit 4,389.44**

## Ride Calendar report – Clare Fleming

In addition are the 2023 and 2024 Ride Calendar Plans. Please be mindful that the 2024 calendar is a working project and rides are not stuck in concrete = although hoping to get initial affiliation approval from the SMC tonight to get the ball rolling.

### Ride Calendar Coordinator – September summary

#### Dual Affiliated Rides:

- [\[Rapville\] Wiangaree](#), NRZ [ NSWERA/QERA]; 29<sup>th</sup>/30<sup>th</sup> September; Ride application submitted QERA; Biosecurity form received QERA. Note: change in ride base from Rapville to Wiangaree.

On AERAspace calendar as DA. On NSWERA website calendar as DA. 😊

#### Other Rides:

- [MOGENDURA](#) – CANCELLED



- **Inglewood**, SE QLD – There are three new rides on the Calendar run by **Oz Endurance** – Do I contact QERA/ROC to seek DA with NSWERA, particularly given the recent QLD State Champs was well attended by NSWERA members at the Inglewood ride base?

Dates: 28/29 Oct [20, 50, 100, FEI]; 11 Nov [20, 40]; 18/19 Nov [20, 50, 100, FEI]

**VERA & SEQ rides** – suggest we DA as many rides as possible to give NSW riders/horses as many options as possible given the current history and financial constraints on members – I believe it is up to NSW ROC to make their ride “the most attractive ride option” for NSW members - suggestions for rides to be DA – happy to make to call to get the ball rolling for DA.

#### **Affiliated Rides:**

**NSW State Championships** – 3<sup>rd</sup>/4<sup>th</sup> /5<sup>th</sup> November – 80[no frills], 120-160 [approved]; Ride application submitted NSWERA.

#### **FORMS:**

- Governance – Ride Booking Procedure to read and approve or make suggestions

#### **Future:**

- Invite ROC secretaries to submit ride application forms for 2024 ... to formulate a detailed ride calendar by the end of this year to allow riders/trainers to plan best for their horses in the year to come. Please find attached a current 2024 Ride calendar for Ride Forms received. Please tentatively approve the 2024 rides received. Any issues?

- Shahzada 400/120 on the 2024 Calendar – Kerry Fowler-Smith

- Source a NSW State Championship – location and date 2024

## **Marketing Report SMC Meeting 4th July 2023 LH**

### **Pony Club Australia - Discipline of the Month - Endurance**

So the word about Endurance is being spread by Pony Club to all their various Clubs around Australia. They have 750 Clubs Nationally and 40,000 Members. In NSW they have 270 Clubs and 13,000 Members. Pony Club Committees all over NSW have been emailed with our content about Endurance joining their Discipline of the Month Programme - one of our endurance members is also on a Pony Club committee and told me she had received the email about Endurance and that the content was great.

### **Website - Interactive Map Upgrade**

Talea has recreated a terrific new interactive Zone and Ride Base map for our website and it's very easy to use. Users can click on the Event they are interested in on the Calendar, then click through on either the address or the map and it will load Google Maps which can direct them all the way to the ride base.

### **Social Media Promotion**

The month of August was again very popular online with reach getting over 10K on Facebook around the two Dual Affiliated rides, LOVERs and Eldorado, where our NSW riders had such fabulous success. One post alone had 5,360 reach. The page is getting positive momentum and riders are contributing great content and keeping our NSW online community going well. Another rider article has been submitted for sharing online. The website has a minimum of 30-80 visits daily with peaks at various times. The Events page is the most popular page (Calendar).

### **Half Price Membership Promotion/Promotion in Zone 6 & Other Zones**

After a slow start with entries at Kiwarra they got to record numbers with 135 over the 2-day, 6 ride programme. The event was promoted heavily to local riding clubs and pony clubs beforehand. Johns River had less events but numbers were a bit under from last year but with it being the Father's Day weekend and Woodstock the next weekend it was still acceptable and we had a great endurance weekend with 88.1% completion in the 80km and 100% in the 40km. The good news was that the majority of entrants were NSW members, we only had 6 Day Members, so the locals have taken up the Half Price Membership Promotion and look like attending all 3 Zone 6 Rides. We also got local press promotion prior to, and after the event, and Peter Kelly was interviewed by ABC Radio Mid North Coast on the Saturday morning. The interviewer, Peter Rasmussen, is happy to interview more ROCs at events around our mid north coast/lower northern rivers area.

### **ROC Ramble**

#5 went out announcing the Pony Club Discipline of the Month and got some positive feedback. #6 will go out shortly and will also be sent to Chief Stewards. The remaining ROCs for this year's Calendar have been emailed regarding a few anomalies with AERAonline.

### **New Sponsorship Negotiations**

The barefoot information has been sent to our prospective sponsor and we hope to be in discussion with them shortly.

### **Instagram**

We need to source a “Insta” star/junior/young rider who can bring some life to our Insta account.

## Promo Sub-Committee

Emails have been sent out to co-ordinate the next meeting.

## Governance report – Sharyn Coulston

### GOVERNANCE

#### Portfolios:

The portfolios are ready to go live on the website. Adoption at Committee Meeting is required.

The AERA Delegate Portfolio has been updated and now reflects the policy.

The portfolio documents are essentially working documents and will continue to change with each committee member who takes on the role.

The next Governance Officer will be able to update these portfolios as the positions evolve.

#### Policies/Procedures

Biosecurity Plan

Ride Booking Procedure

The Biosecurity Plan has been reviewed and changed by Sarah William-Pollard. This document only requires minor review and can be adopted. (Attached)

The Ride Booking Procedure requires review by the Committee. Please ensure all changes are returned by 30 September, 2023. (Attached)

### GRANT REPORT

The Federal Government Volunteers' Grant has again just opened. It is a competitive grant and eligibility and suitability to apply extends to almost all non-profit organizations, including community sporting organisations.

#### Grant value

\$1,000 to \$5,000

#### ACTION:

An EOI has been submitted for this grant and I am currently waiting for feedback.

Flagship Event Stream – Destination NSW's 2023/24 Regional Event Funding.

Unfortunately this application was unsuccessful.

This funding would have been beneficial for future State Championship Events however without any financial records from Ride Organisers it is very hard to apply for funding when this is the very information that the funding bodies require.

#### NSW State Government for the Organisation Support Program 2022/23 for a total of \$6500 in 2022.

Please keep in mind that we have this funding available that we need to be considering and looking to utilise. The SMC has to report on this funding each year.

The proposed key deliverables for this funding are:

Key Deliverables	Expenditure
1. Provide support for associations/clubs in regards to impacts by adverse weather events	\$2000
1. First Aid Course for each Zone 2. Update Risk Management Plan	\$500 \$500
3. Provide a boot camp for junior participants which promotes not only the sport but encourages comradery with in the sport and encourages new junior members to join the sport of endurance	\$1500
4. Provide a platform where all information is available for all associations and clubs	\$500
5. Provide support for the organisation for items such as website hosting, online meeting platforms and general organisational function	\$1500

These Key Deliverables were accepted by the previous SMC and the programs associated with this funding must be achieved and remitted.

#### ACTION:

It is suggested that any monies expended from this grant be allocated to a separate expenditure listing so that when the remittance is due the records are available for the SMC to provide to whoever is dealing with grants at the time.

## EMAIL TRAIL – MEETING 2 August 2023

### EMAIL DISCUSSION/RESOLUTIONS/MOTIONS - MEETING – 6<sup>th</sup> SEPTEMBER 2023 13/08/23

29/8/23

**MOVED** Linda Henley, Darryl King.  
**THAT** reimbursement be made to Linda Henley for photos purchased from Animal Focus for \$350.  
**Carried** Unanimous.

29/8/23

**MOVED** Darryl King, Linda Henley  
**THAT** To order 24 x Horse Head trophies and 4 x Plaques for end of year Awards from Realities Trophies.  
Price is \$85.30 ea excl freight (approx. \$100 freight)  
**Carried** Unanimous.

**MOVED** Wayne Hegarty, Darryl King  
**THAT** the email discussion items be accepted  
**Carried** .Unanimous

## Biosecurity / Horse Welfare / Vet Liaison - SPW

Biosecurity in NSW falls under administration by the DPI. Please see this link:  
<https://www.dpi.nsw.gov.au/biosecurity/managing-biosecurity/compliance>

### The roles of the horse owner/trainer, the event organiser and the ride veterinarian

**The horse owner/trainer** is responsible for ensuring that they only bring fit, healthy horses to the event. They must comply with all biosecurity procedures as stated on the HHD form, including accurately recording the horse's temperature as required by this declaration.

All people who bring horses or livestock onto the grounds are expected to be aware of their biosecurity obligation that they must take all reasonable steps to ensure their activities do not spread a pest, disease or contaminant.

With respect to Hendra, vaccination of horses is the most effective way to help manage HeV disease. Vaccination of horses provides a public health and work health and safety benefit by reducing the risk of HeV transmission to humans and other susceptible animals. However, whenever HeV infection is suspected, even in vaccinated horses, appropriate biosecurity precautions including personal protective equipment (PPE) should be used as no vaccine can provide 100% guaranteed protection.

The following actions are required of the person responsible for bringing a horse to an event.

- **Provide the ride secretary (via the Ride Entry Form and Horse Health Declaration) with:**
  - Name and contact details of the person who is responsible for each horse when finalising entries
  - Details of any changes to the responsible person before the horse arrives at the ride base
  - Full details of your horse/s identity and property of origin, including PIC. If any horse is returning to a location other than its property of origin, provide the details of this property prior to departure from the event venue
  - Proof of current vaccination if your horse/s is/are vaccinated against Hendra virus, Equine Herpes, Strangles, or similar. Accepted proof is: i) a vaccination certificate or notation in the horse/s' logbook completed by the vet who administered the vaccine, or ii) a microchip number, which when scanned by the Chief Steward, Biosecurity officer, or Head Vet that shows compliance when queried against the Hendra Vaccine registry: <https://www.health4horses.com.au/horse-health-registry-lookup.aspx#>
- **HORSE HEALTH DECLARATION** All horses MUST have a fully completed horse health declaration as required by the NSWERA Inc.  
The declaration states that the horse/s is/are healthy to the best of the responsible person's knowledge and includes a temperature log for the stipulated number of days prior to arrival at the ride venue and subsequently, until the pre-ride veterinary check. DO NOT bring an unwell horse onto the ride base. Horses arriving without an HHD will not be permitted on to the ride base.

### HEALTH CHECKS

- Regularly and carefully check the health of each horse before leaving home, while travelling, and after arrival at the ride venue. Health checks should include: normal eating and drinking habits, temperatures between 37.5 and 38.5C. Any nasal discharge, coughing, fever (temperature greater than 38.5), swelling, lameness or off food or water should be noted, and a veterinarian contacted to conduct an examination.

- If a horse becomes unwell while travelling, contact a vet and the ride organiser, before arrival at the ride base.

## HYGIENE

Ensure that the horse(s) you bring to the ride venue are from properties actively practicing effective biosecurity principles. As part of your responsibility not to create a biosecurity risk, the measures you take may include:

- Wash your horse(s) before leaving home so that soil and organic matter are removed from their coats and hooves
- Check for any evidence of ticks and abide by all government regulations for spraying
- Wash your vehicles and floats before leaving home to remove visible dirt
- Clean all horse gear of visible dirt before leaving home
- Bring sufficient tack, feed and water containers with you, to avoid sharing these at the event
- Adhere to all regulations regarding the transport of plants (including horse feed) and animals. Interstate participants must inform themselves and abide by, the regulations which apply to your point of origin. International competitors must comply with Australian quarantine regulations.
- Keep horse feed and water under cover and away from fruit trees to prevent contamination from birds/flying foxes while travelling and at the event.

### Preventing the spread of disease at the ride venue

The following actions are required of the person responsible for each horse.

- At the arrival gate, nomination table or the pre-ride vet check, the person responsible for the horse will be asked to provide a duly completed temperature log for each horse entered in the ride and its travelling companions. In some events your horse(s) may be required to be identified for the duration of the event by a number written in crayon on the rump. Numbers can be rewritten if they become illegible. The RO/Chief Steward is responsible for this.
- As much as possible, minimise contact with other people's horses, and restrict access to your horse/s by others
- Avoid sharing feed containers or equipment. If this must happen, gear must be cleaned and disinfected between horses.
- Clean your horse yards of manure and feed scraps on a regular basis
- Collect manure so it can be easily removed from your camp by you or the event organisers
- Provide a thermometer and take your horse(s) temperature daily from arrival at the ride venue until the pre-ride vet check, and during ride vet checks if required
- Immediately notify the Chief Steward/Head Vet /or Treatment vet if your horse becomes unwell during the event. Please note that the **person responsible for any horse** requiring treatment, including sampling and laboratory testing, **will be responsible for all costs** associated with treatment, including all PPE gear used. Horses' logbooks will not be returned while accounts remain outstanding.

**The event organiser** is responsible for providing a biosecurity environment and reasonable biosecurity procedures at the event, in accordance with the standard industry practices, which limit the risk of a biosecurity incident as far as can reasonably be expected.

**The Head Veterinarian** is responsible for managing the veterinary team to assess the fitness and soundness of horses in accordance with the rules of the AERA Inc. A ride veterinarian may be required to treat a horse for an injury or metabolic condition as a result of its participation in the event. In the case of a condition which may arise which has not been as a direct result of the horse's participation in the event, the veterinarian will act in accordance with the Biosecurity Contingency Plan as detailed on p7 of this document.

## CHECKLIST – EQUIPMENT TO HAVE ON SITE

- Adequate hand sanitiser (alcohol based hand rub, wipes and/or liquid soap)
- Personal protective equipment (PPE) (disposable gloves, overalls, boots, P2 respirators, safety glasses). Ensure staff/volunteers are trained in the proper use of PPE.
- AVA's Suit Up training video may assist with this <http://www.ava.com.au/suit-up>.
- Decontamination equipment (buckets, spray bottles, scrubbing brush)
- Paper hand towels
- Heavy duty garbage bags
- Clinical waste bags
- Large tarpaulin
- Hazard tape
- Star pickets or panel fencing
- Microchip scanner or access to scanner
- Public address system
- Human first aid kit

## 1. PREVENTION OF INTRODUCTION OF DISEASE ONTO GROUNDS

### 1.1 BIO-SECURITY RULES

All Horses entering grounds must be from a property actively practising good biosecurity principles within their management.

- No horses with signs of illness are to be brought on the grounds.
- The AERA horse health declaration (HHD) and Movement Record will accompany all horses entering the grounds. The property identification code (PIC) of the horse's origin must be provided on the HHD. Acceptance into the event will be refused if the required HHD is not presented at point of entry or designated registration point.
- There is one entry point and one exit.

## 1.2 EVENT BIOSECURITY OFFICER

Contact this person if there is a problem with horse health

This person is in charge should a biosecurity risk arise. While the event biosecurity manager or head veterinarian does not possess the legal powers necessary to quarantine or restrict movements of people, they will arrange to have the details of any person and/or animal leaving the grounds if they have been directed not to.

## 1.3 RECORD KEEPING

The Horse Health Declaration will be kept by the Event Biosecurity Manager/or other designated person for traceability for 12 months.

## 1.4 PROPERTY IDENTIFICATION CODE (P.I.C)

The P.I.C of Horse's origin must be on the Horse Health Declaration. It is a legal requirement of all horse owners that you must apply to register your property with DPI NSW.

## 2. PREVENTION OF SPREAD OF DISEASE ON GROUNDS

### 2.1 HORSES

- There will be an isolation/quarantine area for sick horses
- There will be restricted access to isolation areas
- Food preparation and dining areas will be away from animal contact areas
- Trees on-site that are attractive to flying foxes will be identified and have restricted access to these areas while the trees are flowering/fruitletting and attracting flying foxes
- If horses are not returning to the Property (P.I.C stated on Horse Health Declaration), horse owners/trainers will report this to the person in charge

### 2.2 PEOPLE

- Signage and pre-ride information sheets will inform visitors and competitors of the importance of biosecurity at the event.
- Specific biosecurity information will be noted on ride information sheets for all entrants to see
- People should minimise (as much as practicable) contact with horses; **in particular other people's horses.**
- Horse carers should restrict public access to their horses as much as practicable.  
Horse handlers are urged to use hand sanitiser on a regular basis. The use of a detergent/disinfectant when cleaning equipment is recommended. Hand hygiene signage should be visible at all times.
- All officials should wash hands or apply hand sanitiser where appropriate
- **PPE KITS** will be available. *The PPE kit will include sufficient supplies and in various sizes for multiple examinations.*

### 2.3 VEHICLES

- Every effort is to be made to ensure the cleanliness of vehicles/floats entering the venue
- All local regulations en-route regarding the transport of plant material, seeds, weed control, etc are to be adhered to.

### 2.4 DOGS

- Dogs are not a preferred option at the event
- Dogs must be kept on a lead at all times and are permitted in the camping areas only
- It is the owner's responsibility to pick up and dispose of dog droppings

### 2.5 FODDER (for interstate competitors)

- Any feed brought into the venue from Interstate must comply with Department requirements and a fodder declaration must be completed if required – please refer to the following web site for further information <https://www.dpi.nsw.gov.au/biosecurity/feed-and-fodder/entry-requirements>



- Feed and water should be kept under cover and away from trees to prevent contamination from birds/flying foxes
- 3. SITE MAP**
- A site map will be available at office and will include:
- Entry and Exit Point
  - Isolation area
  - Stabling
  - Public Access
  - Public parking
  - Participants parking
  - Designated exercise/warm up area
  - Event activities
  - Manure disposal area
  - Other waste areas (e.g. feed, soiled bedding, clinical waste including sharps)
  - Location of cleaning agents, disinfectant
  - Location of hand washing basins and hand sanitisers
  - Location of first aid kits
  - Location of PPE Kit
  - Water sources
  - Include a traffic flow/movement of people map (spectators, competitors and officials), vehicles, animals and emergency vehicles for safe exiting of the venue
  - The Biosecurity Manager and Event Manager are familiar with the details of these areas and can be contacted on the above phone numbers.
- 4. MINIMISING THE IMPACT OF A DISEASE INCIDENT WITHIN THE GROUNDS**
- 4.1 VETERINARIAN**
- A designated isolation yard will be supplied
  - A veterinarian will be on the grounds at all times or on call
  - A disposal area to bury or burn deceased horses will be organised prior to the event. The horse disposal person will be notified of any potential zoonotic disease implication if relevant.
- 4.2 BIOSECURITY INCIDENT CONTINGENCY PLAN**
- 4.2.1 SICK HORSE**
- Biosecurity officer and ROC to be informed immediately of a sick horse
  - Biosecurity officer will inform the head vet
  - Horse is to be taken to the isolation area, avoiding unnecessary contact with other horses and people until review by the vet.
- 4.3 VET ATTENDANCE**
- If the horse is deemed to be non-infectious the horse may be returned to the regular stable for management by the person responsible and the attending vet.
- 4.4 BIOSECURITY ISSUE IDENTIFIED**
- Local authority (DPI) to be contacted by biosecurity officer/veterinarian
  - ROC to close all exit points and all present at venue to remain on site until advice from DPI
  - ROC to take advice from DPI on whether to continue with event and participants will be advised
  - HHD for all horses on site will be made available to DPI
  - Access to the isolation area will be limited to essential personnel
  - All horse movement to cease unless authorised by DPI
- 4.5 LOCKDOWN**
- The DPI will advise if a total lockdown is required, and the ROC will advise participants of this decision
  - The only persons to leave the venue must have an exit notice from DPI and their vehicle registration will be noted
- The biosecurity office and ROC will make arrangements for:
- Animal fodder to be available for purchase by participants
  - Food supplies to be made available for purchase by participants
  - The biosecurity officer, head veterinarian and ROC will arrange for removal and disposal of any deceased animals
  - The DPI will advise the biosecurity officer and participants of any further protocols required.



## BIOSECURITY CONTINGENCY PLAN FOR SUSPECT BIOSECURITY RISK

