

Equine Advisory Group Minutes

1. Meeting information and attendance

Meeting scheduled at 5.30pm on Thursday 14 September 2023 at the Shire of Serpentine Jarrahdale Civic Centre, 6 Paterson Street, Mundijong.

Attendance

Shane Giblett – Equestrian Disciplines Representative (Chairperson)

Mike Geurds – Racing Industry Representative

Jayne Lavender - Keeping of Retired & Companion Horses Representative

Cr Michelle Rich – Council Delegate

Denelle Kennedy – Keeping of Retired & Companion Horses Representative

Officers in attendance

Brian Oliver – Director Community Engagement

Salevasa Thomson – PA to Director Community Engagement

Apologies

Stacey Cucca – Leisure and Trail Riding Representative

Dr Maxwell Hall - Equine Business Representative

Cr Michael Dagostino – Council Delegate

Mara Coombes - Equestrian Disciplines Representative

Kim Lindsay – Equine Business Representative

Dr Heather Stewart-Rowe - Leisure & Trail Riding Representative

2. Conflict of Interest

3. Action Items Update

Not Started	In progress	Complete	
	Action – Equine Trail alongside PSP <i>Byford Rail Extension Team</i> The BRE Team will meet with representatives from the Shire, the City of Armadale, Main Roads and Public Transport Authority for feedback before proceeding to the next detailed design phase. If practical space is identified the BRE Team will return to present options for parking at the Larsen Road termination point.	No update to report on detailed design of path and trail parking options along the alignment of the rail/PSP and trail south to Larsen Road.	
	Action – Tonkin Hwy extension interchange at Thomas/Hopkinson Road <i>Admin Support</i> Reach out to Main Roads to identify a suitable time for consultation around the Thomas/Hopkinson Rd area.	An online survey is being conducted by Main Roads WA to give the local community the opportunity to have their say and provide feedback on the project. The survey is open from 9 August to 12 September.	
	Action – Equine Trail Signage <i>Natural Reserves Coordinator</i> Review signage around Serpentine Sports Reserve trails for replacement.	Update provided to Officer for consideration when ordering signs from this current budget. New: Review signage at Peters Way.	
	Action – Signage <i>Director Community Engagement</i> Follow up repair/replacement of horse area entry signs along Briggs Road.	CRM CS077209 raised for replacement of missing sign and refurbishment of existing sign. Design complete, with signage company for fabrication.	
	Action – Equine Emergency Preparedness <i>Director Community Engagement</i> The Equine Advisory Group suggested a presence at the upcoming Showjumping Championships in October by the Bushfire Awareness team. Additionally, Officers are preparing an Exercise of the new Emergency Animal Welfare Plan with a view to holding a community workshop or developing an educational video campaign similar to the road safety campaign.	Feedback provided to Bushfire Awareness Team for consideration. Their schedule in October is usually very busy in lead up to bush fire season.	

4. General Business

4.1 Equine Trails Master Plan action – Strategy C1 Signage, Maps and supporting information.

At its July meeting, Council endorsed the recommendation from the EAG. This has been incorporated into the internal service team plan and an update will be provided at a future meeting on the progress of this.

Action: Progress report to Equine Advisory group by mid 2024.

4.2 New position – Equine officer

In the 23/24 Council endorsed a new Equine Officer position (0.6FTE). Focus of the role will be the following areas:

Key Result Area	Position Responsibilities
Primary Responsibilities	<ul style="list-style-type: none">• Progress priorities and actions as identified in the Equine Strategy, Equine Facilities Master Plan and Equine Trails Master Plan;• Coordinate the development of business cases and funding applications for recommendations and actions identified in the Equine Strategy, Equine Facilities Master Plan and Equine Trails Master Plan;• Identify, secure and acquit external funding opportunities to support the Shire's equine priorities; and• Develop and implement communication plans, in partnership with the Communications Team, to maximise exposure of equine activities and initiatives supported or delivered by the Shire.
External Engagement	<ul style="list-style-type: none">• Work with equine groups and businesses to enhance and build their capacity and engagement with the Shire;• Develop and foster positive working relationships and communications with equine peak bodies and associations;• Support residents in undertaking business with the Shire;• Attract and facilitate additional equine events in the Shire; and• Coordinate the Equine Advisory Group.
Internal Engagement	<ul style="list-style-type: none">• Work with equine groups and businesses to enhance and build their capacity and engagement with the Shire;• Develop and foster positive working relationships and communications with equine peak bodies and associations;• Support residents in undertaking business with the Shire;• Attract and facilitate additional equine events in the Shire; and• Coordinate the Equine Advisory Group.

Position description being finalised and recruitment to occur in the coming weeks. Job advertisement will be shared with the Equine Advisory Group when it is live.

Action: When job advertisement goes live, share with EAG and associated networks.

4.3 Nomination process

Nominations for the Equine Advisory group will commence.

An advertisement has been placed in **THE EXAMINER** asking for nominations. Scheduled for 7th and 14th of September 2023.

The EOI opened on Thursday 7th September and closes on Friday 13th October 2023.

The EOI is now live on the Shire website: www.sjshire.wa.gov.au

<i>Action: Equine Advisory Group received the update.</i>

5. Next Meeting and Closure

The next meeting is scheduled on Thursday, 14th December 2023.

The meeting closed at 5.52pm.