

Equine Advisory Group Minutes

1. Meeting information and attendance

Meeting opened at 5.34pm on Thursday 14 December 2023 at the Shire of Serpentine Jarrahdale Civic Centre, 6 Paterson Street, Mundijong.

Attendees:

Name	Organisation/Representative Position
Cr Tricia Duggin	Council Delegate
Jayne Lavendar	Keeping of Retired & Companion Horses Representative
Emma Wilcock	Equestrian Disciplines
Leigh Hopkinson	Leisure and Trail Riding
Susan Hennessy	Equestrian Disciplines
Denelle Kennedy	Keeping of Retired & Companion Horses Representative
Brithany Villena	Equestrian Disciplines

Shire Officers:

Name	Title
Brian Oliver	Director Community Engagement
Rebecca Steinki	Manager Community Activation

Apologies:

Name	Title/ Organisation/Representative Position
Cr Reece Jerrett	Council Delegate
Dr Heather Stewart-Rowe	Leisure & Trail Riding Representative
Mike Geurds	Racing Industry Representative
Jason Parker	Coordinator Youth and Recreational Development

2. Appointment of Chairperson

Equine Advisory Group Terms of Reference provided (E23/15645)

Tasks of Chairperson described, such as keep meeting running to time. General administrative tasks undertaken by Shire Officers.

Appointment of Chair:

Nomination: Denelle Kennedy

One nomination for Chair that went uncontested by all in the group.

Chair: Denelle Kennedy

3. Appointment of Deputy Chairperson

Tasks of Deputy Chairperson described – primarily chairing meetings when Chairperson unable to attend meetings.

Appointment of Deputy Chair:

Nomination: Jayne Lavendar

One nomination for Deputy Chair that went uncontested by all in the group.

Deputy Chair: Jayne Lavendar

4. Overview of Equine Advisory Group

Director Community Engagement provided an overview of the Equine Advisory Group and achievements through last membership term. These included:

- Informing State projects to ensure connectivity and equine character (Thomas Rd; Tonkin Hwy)
- Informing Shire led projects to ensure connectivity and equine character (Equine Trails Masterplan; Equine Facilities Masterplan)
- Repair/replacement of horse area entry signs along Briggs Road
- Horse safety awareness campaign
- Others as identified in priorities spreadsheet set by group and endorsed by Council.

Attachments to be provided with minutes:

- Equine Advisory Group Priorities – July 2023 (E23/7648)
- Equine Facilities Master Plan (IN22/21912)
- Equine Trails Master Plan (E22/8212)
- Jarrahdale Bridle Trail Concept (developed with DBCA - IN22/10244)

Actions:

- Ensure above attachments and documents provided with minutes
- Next meeting agenda item – reconsider priorities and recommend new/ongoing actions for new term.

5. Action Items Update

In progress	Complete	Not Started
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.		Equine Officer to follow up action when they commence.
Action – Equine Trail Signage <i>Natural Reserves Coordinator</i> Review signage around Serpentine Sports Reserve trails for replacement.		Equine Officer to follow up action when they commence.
Action – Signage <i>Director Community Engagement</i> Follow up repair/replacement of horse area entry signs along Briggs Road.		Complete. New signage installed

As identified in item above, Equine Advisory Group to consider priorities list at next meeting.

6. Discussion Items

6.1 New Position – Equine Officer

In the 23/24 Council endorsed a new Equine Officer position (0.6FTE – 3 days/week). The position has been appointed and will be commencing on 3 January 2024.

Focus of the role will be the following areas, and will assume general coordination role of the Equine Advisory Group:

Primary Responsibilities	<ul style="list-style-type: none"> Maintain an overview of relevant equine matters in the local community and identify partnerships to further advance objectives contained in strategic Shire of Serpentine Jarrahdale documentation. This includes, but is not limited to the Equine Strategy, Equine Facilities Master Plan and Equine Trails Master Plan. Progress priorities and actions as identified in strategic Shire of Serpentine Jarrahdale documentation. Attract and facilitate additional equine events, programs and initiatives in the Shire. Actively seek partnerships and develop relationships with sport, recreation and peak governing bodies relevant to equine activities. Implement and evaluate all equine programs/activities delivered, via appropriate frameworks.
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	<ul style="list-style-type: none"> Develop business cases and funding applications in line with agreed outcomes and organisational commitments.
Stakeholder Engagement	<ul style="list-style-type: none"> Develop and foster positive working relationships and communications with peak equine bodies and associations. Coordinate the Equine Advisory Group and champion both internal and external delivery of agreed actions. Work with equine groups and businesses to enhance and build their capacity and engagement with the Shire. Support residents in undertaking business with the Shire, relevant to equine pursuits. 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 Identify, secure and acquit external funding opportunities to support the Shire's equine priorities 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.

6.2 2024 Meeting Dates

Terms of Reference state that meeting schedule is four meetings per year.

Report to 6 November Special Council Meeting identified meetings to occur quarterly in the months of February, May, August and November.

Equine Advisory Group members confirmed preference to continue with Thursdays, 5.30pm in February, May, August and November in 2024.

Actions:

- Introduce Equine Officer to key stakeholders following commencement.
- Send calendar invites for 2024 meeting dates.

7. General Business

General items discussed/raised for further consideration as part of priority list setting at next meeting:

- Horses and e-bikes on trails.
- Road signage and trail directional signage.
- Traffic movements through Trotting Complex area and general road safety messaging.
- Graffiti in underpass.

8. Closure

The Chairperson closed the meeting at 6.11pm