

Minutes of the TQ2020 Sub Committee

Held on Sunday 14 April 2019 at Collie Racecourse

Meeting opened 10:35am

1. **Members Present:** Lyn Summerfield, Richard Summerfield, Chris Haddon, Elsje Brandis, Tony Brandis, Glenn Dix, Richard Jeggo, Bruce Ferguson, Jane Radny
2. **Visitors:** Rosanne Pimm
3. **Apologies:** Bec Radny, Jo Van Uden, Anne Airey, Ross McCamish, Tracey Lynn, Anne Barnes, Nicky Gusterson, Abigail Bartell, Kirsten Melis, Fiona Hodges, Verna Blackburne, Deb Ryan
4. **Chairperson Welcome**
5. **Confirmation of Previous Minutes**
Motion: "That the TQ2020 minutes from the meeting held on Sat 2/2/19 are accepted."
Moved: Elsje Brandis Seconded: Bruce Ferguson. All in favour
6. **Action Sheet**

Infrastructure: Eco loos- We currently meet the TQ guidelines ratio of 30 people: toilet. However, porta loos will still be supplied to the camping area. The eco loos are not viable for us.

Entertainment- Arabian racing – to be explored by CRC for the future. This will not held at TQ20.

Budget- Jo and Tracey to work on Budget and everyone else to input where they can. The AERA want to see a budget in the black, so need to work on this for their next meeting in July. eg remove the Volunteer labour costs .

Publicity- banners- apparently Collie is not that keen on putting up and taking down banners. But they were a real attraction at Wagin and we auctioned them after. We would like to proceed as this is very visual publicity

Risk Management – PIC – The Shire would like to have all the PICs for all the horses under one PIC.

Vet – Twilight vetting- After discussion of pros and cons it was agreed that the pre ride vetting should occur when it traditionally does. Mainly because people will prefer to bring their horses to the venue as late as possible and for the extra cost that would be incurred with requiring officials and vets on site a day earlier. It was noted that the Twilight vetting the day before would have been great for spectators etc

Motion: "That the Pre ride vetting will be on Friday 18 September 2019"
Moved : Richard Jeggo Seconded: Glenn Dix. All in favour

Infrastructure- Grandstand- Perhaps MUJA could be approached for sponsorship for the grandstands/scaffolding . They have them available and could deliver and erect. Obviously must be compliant with Aus Standards. This would also be a good medium for displaying banners etc. Glenn to follow up.

Infrastructure – Pumps – Tom Kennealy of Coates Hire (he is also a member of the Collie Fire brigade) has water storage units for fire fighting purposes that we could perhaps borrow for water storage. If we hired a pump for these 2 units - this would alleviate the problem of burning out the current pump with frequency of use. Rosanne will confirm with Tom if they are available for us to borrow and if they have

had fire retardant in them. It was suggested to check the water pressure at the Easter marathon to see how the showers etc perform under load.

Infrastructure- Increase size of poly pipe - RS advised that it would be too expensive as would need to run a new pipe from Clifton St.

Infrastructure- potable water- TB advised that there are 2 sleeves under the track to transport water. RS does not think that it is viable to get potable water. TB to investigate the costs of running 150m pipe out to 2 taps in the camping area. And to include the hire of a Ditch witch for the day. These taps would need to be clearly marked for human consumption only and make it clear in Rider handout etc. Not for horse consumption. We should strive to make the camping as comfortable as possible. Taps should not be positioned near the running rails for safety reasons. It will be a long term benefit to WAERA even though we are doing it specifically for the TQ event.

Infrastructure – WAERA costs- Jo to advise WAERA costs of retic etc so they can add to insurance policy

Infrastructure- Soil conditioner – Waiting for sand to be spread. The sand was only levelled out this week. Best to wait until after the Easter marathon before adding fertiliser/conditioner due to smell etc. Perhaps wait until after the June 160km event. RS thought it might be cheaper and easier to purchase 3 bags of fertiliser and spread ourselves rather than purchase from Mumbalup. The Shire has a fertiliser spreader (perhaps part of our community grant). Tony to investigate costs and logistics.

Entertainment – marquee – Rosanne presented a quote from Lonsdale for \$12574 “Hopper’ Marquee which is all inclusive of tables, chairs, Dance floor, lights , it also can be divided into separate sections eg for merchandise, VIP lounge etc. This cost roughly equates to \$40 per head based on 300 people. Note this cost is for the Dinner Dance, but it will actually be used over the whole week. The Caterers from Collie are used to catering for large numbers and will be able to cater for us. There is a prep room on site and they can also use the canteen facilities.

Sponsorship – Dept Sport and Rec - RJ has met with them and had budget issues concerning volunteers and GST.

Biosecurity sites- The Pony Club has received a \$500 grant for upgrading. Ross is visiting PC this week, but the Committee will view both sites prior to the next meeting.

Publicity – flyer- Rosanne to send the CRC logo for the flyer. Include the website of Collie visitor etc for the TQ19 Year Book ad. Change the Bendigo Bank logo to the Collie Community Bank. Investigate changing the logo colours to Navy/Gold. It was agreed to spend \$200 at Vista Print to order 500 flyers.

Website- Instructions to proceed with website launch

7. Correspondence Inwards

8. Correspondence Outwards

Motion: “That the inwards correspondence be accepted and the outwards be endorsed.”

Moved : Bruce Ferguson Seconded : Lyn Summerfield All in favour

Portfolio Reports

9. Treasurer

Treasurer's report was tabled. We need to have a profit and loss as per WAERA (Jo - maybe ask Ali Healey which programme she uses eg MYOB)

Motion: "That the Treasurer's report be accepted:

Moved: Lyn Summerfield Seconded: Bruce Ferguson All in favour

10. Secretary

- Reiterated that all sponsorship and grant applications must go through the TQ Committee sponsorship portfolio.
- Request WAERA to invite Gerard Bou to State Champs. And ask in what capacity he would like to attend eg Chief Steward, visitor etc. TQ to pay flights, accommodation etc. RJ has offered to pick up Gerard from airport and he can stay at his house and drive him to Collie.

11. Event Director – no report

12. Campsite

- Consider the placement of the lighting towers
- Ross meeting with Fred Dilley to do some fencing.. details to be advised
- Some campsites to be pegged out for the 160km on 1/6 for simulation purposes
- Rosanne mentioned that the Bunbury race club has some running rail available if we want to use it for the vet ring fencing. Upon inspection it was decided that the running rail may be too sharp if a horse was to come into contact with it. Regarding any permanent fencing it would need to be approved by the stewards and be 50 metres away from the running rail. At this stage it is suggested that temporary fencing may suffice and must not flap in the wind. Just 2 lines of fencing on either side of the vet ring (separating strapping areas from vet area). RJ has quotes for 1.2m high temporary fencing – approx. 200m for about \$500.
- Rosanne mentioned that CRC has purchased a lawnmower and would save us (WAERA) money in mowing costs if we were to invest in it. Rosanne to write a letter to WAERA.
- 240 Volt power to the interior of the racecourse- If this is to go ahead, then CRC only want their member, Scott Christinger to do the works (he provided a quote for the works) as he is familiar with the race course and the specifications. Fred Dilley also has the machinery and knows other contacts. If we do the laying what would Scott charge? We need to add digging and filling the trench in afterwards. Main question is do we want to have power to the centre of the racetrack? A very good grant project. There is another round of grants in October from Premier Coal. There are also Shire grants coming up. CRC are not guaranteed to share the costs as it is no great advantage to them to have the power there. Have we acquitted the current Shire's grant? Jo to check if we have spent the \$5500 (incl GST) that we applied for in accordance with the Grant application for infrastructure and material expenses.

13. Catering – no report

14. Entertainment

- Bogan Bingo for Wed night suggestion with Rosanne's auctioneer friend to be MC. But this can be discussed closer to the time.
- Mandy has spoken to Verna about a Creedence Tribute band, Proud Mary. Verna will attend a performance in May in Bunbury. Bruce F says they are a good band but need a better sound tech. Rosanne says there are bands in town and what sort of music do we want- 70's, 80's.

15. Fundraising/Sponsorship

Bendigo Bank Sponsorship – Presentation

On Wednesday 10th April at 6.30am Ross, Elsje, Rosanne and Tracey met with Bendigo Bank (BB) Sponsorship / Grants Board at McDonalds in Collie to discuss how WAERA will promote BB at the TQ20. We presented the main Vet ring sponsorship package, provided a TQ20 progress update and gave copies of the TQ20 brochure. The presentation seemed to be well received. Bendigo Bank representatives asked for the Collie & Districts Community Bank to be added to the logo / promotion and it was agreed that Tracey will liaise with Narelle Michalak from BB to confirm the promotional material available. BB asked whether the \$20,000 had been transferred as yet. It was suggested that the WAERA account also be at the Collie BB not Byford. It was also discussed about having a permanent BB sign at the Race Track. We suggested that we could promote BB at the events prior to the TQ20 eg. State Champs etc.

Action Needed: Tracey to Liaise with Narelle at BB to confirm the promotional material available and to get the BB logo with Collie Community Bank details. Also investigate the idea of a permanent BB sign at Race Track. Elsje to check with WAERA SMC about moving WAERA account to Collie Bendigo Bank (JR to send a letter to the SMC concerning this).

- **Bibs** – WAERA has given the TQ committee the go ahead to source and organise the new bibs. Three bibs were presented for discussion:
 1. Janice Skinner sourced from Dixon Smith (approx. \$40 each , small size, buckles could get broken, zip pocket too small, good colour and good reflection)
 2. A bib that JR brought back from Malaysia (approx. \$50, good size, good fabric , but has elastic on sides- not long lasting)
 3. Aricon supplied 2 bibs in WAERA colours with the logo for demo purposes. The total cost of this bib as is \$23.10. This is the bib that TQ19 are using and that other clubs have ordered. Good fabric, plenty of room for sponsor names etc and ties are good idea. Ties and binding would need to be dark colour. JR to ask if they can make the bibs 10/15cm longer. Can the tie be placed half way up the bib or can it be elastic half way up the sides of the bib?
- **Regional Tourism Events Grant** – this is due Dec 19. A major grant between \$5 and 40 K. Everyone to have a think about what we ca ask for eg Marquee; cost of the Electronic Timing system, power to inside of track . Many thanks to Fiona Hodges for starting this process for us.

- Many thanks to Verna who has agreed to help with sourcing sponsorship from the local community
- Still need one or 2 more people to help with this portfolio.

16. Infrastructure

- Discussion about large water tubs for strapping area. Mandy says that Michael Blight can source a 1500 litre tub from Elders. It was thought that the smaller tubs are easier to store as they nest. Bruce has found some at West Coast Poly in Canning Vale for \$550. JR to write to WAERA and offer a letter of support for TB to purchase 4 x 500 litre tubs asap.

17. Merchandise

- **Logo-** Lyn to fix up the forelock of the horse. Colours to be gold cup and Navy for miner and horse. Mandy has requested that a letter be sent to Charlotta on the new letterhead congratulating her on her logo and send her merchandise prize when they become available.
- **Bec** circulated the results in March of the merchandise survey. The most popular items are polo shirts and caps.
- Use one supplier- Lyn to source
- Will also require lanyards for all officials and volunteers

18. Nominations/Admin – no report

19. Prizes/Trophies

- Mandy asked about sourcing a local wood turner to make stands for the buckles. Suggestions of Men's Sheds or volunteer woodturners (as per Wagin).

20. Publicity

- Mandy, Jane and Lienca have sent articles to the WAERA newsletter and are awaiting the publication
- Mandy still waiting for the March issue of the Stirlings magazine. Mandy will write an article for the Collie paper and SW times after Easter.
- Contact Endurance Australia mag to include an article after TQ19
- 350 Flyers to be set to TQ19 for inclusion in their rider packs no later than 5 June to have arrived by 23 June.
- TQ19 have advised us that we can have a full page colour advert plus a one page editorial in their Year Book to be submitted latest by 31 May, suggest work on 17 May.

21. Risk Management

22. Shire Liaison

- We have used part of the \$1500 we received for the Community grant. Ross has applied for loads of sand approx. \$700. If any more sand is required it is suggested to have more of a clay composition and not be plain white hungry sand. Elsje has the forms that need to be filled in to apply for more of the grant. Another suggestion is for slashing the love grass – this may be \$2-300. We have 2 months to use this money for facility improvement.

23. Veterinary and Biosecurity

Report from Anne: - From the action list:

“Investigate the rules and ramifications of having Twilight vetting on Thurs 17:

There is nothing in the current AERA rule book regarding how long preceding the ride the pre-ride inspection should occur; in FEI rides the endurance rules say that in principle that first inspection (ie pre-ride) should take place on the day preceding the start of the competition.

The horse is under ride and veterinary control from when it commences its pre-ride veterinary inspection. That may have implications as to what the horse can do for exercise or training between Thursday night and ride commencement. It presumably still could go for a training ride, and if necessary could be withdrawn without penalty before the ride started, if something went wrong.

The horse would be subject to potential random veterinary inspections (rule 66.6) between pre-ride inspection and ride commencement, and could be eliminated if it failed the random veterinary inspection. This is the rule regardless of when pre-ride inspection happens, but does subject the rider to a longer period of supervision and potential scrutiny. This could be seen as a good thing from the perspective of horse welfare, that we have a longer period of control over them.

However, we would have to then have the horses under our control and therefore at ride base after that pre-ride inspection. This could mean that everyone comes in Thursday morning or earlier, rather than possibly as late as early Friday for locals. We could look back at Wagin records to see when everyone turned up, but my feeling is that riders would prefer to come onto ride base as late as possible, so that the horses can generally remain in their home paddocks as long as possible, limiting the time they are restricted in yards on base. For fit endurance horses spending longer than necessary in restricted space may have negative health and welfare outcomes (eg less exercise so greater likelihood of tying up).

Iron in drinking water: what is it at Collie? That paper suggested max acceptable 0.3 mg/L.

Treatment referral hospital: If we address the biosecurity arrangements to restrict unvaccinated horses to attending only after a sufficient period away from Hendra zones, as was the case for Tasmania and South Australia, then the concerns around contact and access to referral facilities are removed. This is my definite recommendation, that we follow the precedent set by those states and ensure that all horses which attend TQ20 have no risk of bringing Hendra virus to the event.

Having highly experienced endurance treatment vets onsite will mean the main referral cases will be those which may require surgery, for anything from medium trauma through to fracture repair and colic surgery; or for cases which require ongoing intensive care after the ride. I don't think Collie will have resident surgeons, but may be able to help us with the mid- level care cases.

Vets: Abigail advised that we need to provide further details for AERA to consider Dr Arun Ramachandran and Dr Emma McConnell as our track and treatment vets. Am awaiting Arun's CV then will prepare a response. I am unclear why they accepted Arun last time and not yet this time?! And we have Dr Joan Deetman's expertise to call on, across all the areas, in treatment, as well as helping with the biosecurity and on the vetting line, so we will highlight that (but try not to overload Joan!).

I have declined the invitation to vet at TQ19, due to difficulties resolving their biosecurity protocols with my work situation. It remains to be seen what ramifications that has at AERA level.

Biosecurity aspect of risk management document: a work in progress. “

- CRC has a 'dead horse float' with a winch at our disposal.

24. Volunteer Coordinator

- Bruce asked what was the Wagin volunteer budget?
- Who will do volunteer catering? TQ18 used the Pony Club and it cost them \$2-3K. Wagin gave a \$10 food voucher and these were included in the plastic sleeve on the lanyard. Probably best to have an independent caterer for the volunteers
- Volunteers will mainly be needed Friday and Saturday.
- Possibility of sectioning off an area of the marquee for volunteers 'lounge'/muster area but maybe be better to have a separate marquee near the vet ring.
- TPR stewards for the pre ride vetting – can Anne ask the Murdoch students and then they can pencil the next day as previous.
- Will someone with expertise eg Steve Swan be accompanying the electronic timing system? JR to ask if WAERA will be using the timing system for the State Champs.

25. Website

- Permission has been granted by the TQ sub- committee to go live when ready with the TQ20 website.
- Need to set up a mobile app for website – can Kirsten do this? Kylie Day's husband was suggested, but best to have someone on the committee as regular updates will be required.

26. General Business

- **Working with Children-** will be applicable for any person coming into contact with a child. We need to determine what roles require this- the SMC are working on this and will advise us
- **Inspection of the reticulation and vet area and demonstration** of sprinklers.

27. Close of Meeting 2:50pm

28. Next meeting Sat 25 May at 11am.

Hope to view the Biosecurity sites before the meeting. TBC.