

Guidelines for the Use of Equestrian Park and Cotter Plots, Curtin ACT

Equestrian Park is freely available for public use for activities that do not interfere with the primary purpose of the Park, which is for equestrian pursuits.

Information for ALL USERS

1. The Park or parts of it can be exclusively booked for club events, professional clinics or classes.
2. The Property Identification Code (PIC) for Equestrian Park (EP) is N1750369.
3. For horse and rider safety the double gates at the entrance must be closed at ALL times.
4. Vehicles are to give way to horses on roads and not exceed 20kph.
5. Non-competition riders should take care while traversing the Park during events (particularly the cross country course) and always give way to competitors.
6. Equipment set up for an event is not to be interfered with or used by general riders.
7. The Park is a dogs-on-leash area. ALL dogs should be on a lead and under control at all times.
8. For Park bookings or management issues contact the Park Manager, Kate McKenzie, (on 0403 200 341 or eqparkbookings@gmail.com)
9. The Woolshed is not part of EP and Park users are not permitted to enter the Woolshed or the adjoining fenced areas. Contact the ACT Property Group on (02) 6213 0700 for Woolshed enquiries.

Facilities at the Park

10. Equestrian Park is a public equestrian facility and most of the Park is freely available to recreational riders. Equestrian Park is maintained and developed by a group of user clubs that freely donate their time and energy for this purpose. There are no paid staff and all labour is provided by user clubs and a volunteer Park Manager. Park users are asked to minimise the work load for these volunteers when using the facilities by cleaning up after themselves and not leaving rubbish behind.
11. The facilities available for hire either separately or in combination are the:
 - a) large grassed competition area adjacent to Yarralumla Creek (Area A)
 - b) two large sand pads – sufficient for 4 dressage arenas (Areas D & E)
 - c) three sand arenas adjacent to the Cotter Road (Areas C1,C2,C3)
 - d) jumping area in the centre of the Cotter Plots (Area B) (available for some events and training)
 - e) cross-country course
 - f) steel yards near kiosk (Yards 1)
 - g) steel yards near sand arenas (Yards 2)
 - h) steel yards in the Cotter Plots
 - i) areas in Cotter Plots suitable for short stay holding of horses
 - j) cottage in the Cotter Plots
 - k) shower and toilet block in the Cotter Plots
 - l) kiosk and associated toilets

- m) free standing toilets between the sand arenas
12. These facilities are shown on the map on the ACTEA website (www.actea.asn.au)
 13. A list of current hire charges and a booking form can be found under the Park Bookings tab.
 14. To book specific areas of EP for events or private use contact the booking officer at eparkbookings@gmail.com. A booking is only confirmed once the hire fee or deposit is received by the booking officer in response to an invoice. There is no facility to make on-line bookings.
 15. Cheques should be made out to ACT Equestrian Association Account #2 and sent with a booking form, public liability certificate (if not already held), and event risk management document to PO Box 4, Curtin ACT 2605. Funds transfers can be made by arrangement with the booking officer.
 16. Any authorised member of ACT Equestrian Association or officer of the ACT Government shall, notwithstanding any hiring, be entitled to access to the facilities at any time.

Hiring

17. A 'hire day' is considered one full calendar day. Set-up and removal time before and after an event is negotiable and dependent on EP conditions and other bookings. Any Hirer not vacating the facilities on the correct date shall be liable to pay further charges as per the scale of rates.
18. The Hirer must have an 'Event Risk Management Plan' for the running of activities at the Park. This must include biosecurity arrangements in cases of a notifiable disease.
19. The Hirer must provide a current copy of their **Certificate of Currency** for insurance to the Booking Officer. All Clubs hiring the Park also need to lodge their current **Event Risk Management Plan** at that time.
20. The Hirer must not sub-let any part of the facilities.
21. The Hirer must not place temporary sponsorship signage where it can be seen from outside the Park. Sport and Recreation Services has a sponsorship signage policy for all sports grounds. Any proposals to erect permanent sponsorship signage must be referred to EPMG for consideration.
22. At the time of booking the Hirer must provide the name and mobile number of a person who will be at the event and contactable by the Park Manager for any matters that might arise.
23. General users cannot be excluded from the Park at any time, but are expected to respect the rights of the Hirer and not interfere with the safe and efficient running of events.
24. Hirers are advised to check the suitability of grounds a few days prior to their event and, if necessary, make any last minute arrangements for mowing etc.
25. Use of the kiosk to sell food at events is governed by the *ACT Food Act 2001*. The guidelines for food safety for not-for-profit community organisations can be found at <http://www.health.act.gov.au/public-information/businesses/food-safety-regulation/requirements-community-organisations>.
26. The Hirer shall comply with the requirements of all relevant Acts of the Parliament of the Commonwealth and all Acts or Ordinances of the Australian Capital Territory and all

regulations and other laws applying in the Territory and with lawful requirements of public and other authorities in any way affecting or applicable to the hiring of sports and recreational facilities. The Hirer shall compensate the Territory for any damage occasioned to the Territory by any failure to comply by the Hirer, its servants or agents.

Note: A checklist is located at the end of these guidelines to assist you plan and manage your hiring tasks prior during and after your event.

Take Care of Your Park

27. Riders and instructors are asked to avoid repeated use of the same tracks in grassed areas to avoid compaction and damage.
28. The sand pads are heavily used and are time consuming and expensive to maintain. Riders can help preserve these arenas by exercising off the outside tracks as much as possible and avoiding riding or lunging continuously in the same circle.
29. Trees are not to support temporary enclosures. Horses should be kept away from trees at all times to prevent damage.
30. Horses must not be tethered to the metal fencing around the sand arenas.
31. Horses should only be washed in the wash bay located near kiosk.
32. The cross country course at EP is included on the ACT Heritage Register and is subject to an Offset Management Plan for the endangered Golden Sun Moth. The Plan is available on the ACTEA website. Please consult with the Park Manager about any mowing or tree removal.

Vehicles at the Park

33. Trucks and rigs are only to be driven on hard surfaces. Parking trucks on grassed areas is only with prior arrangement with the Park Manager.
34. Washing of vehicles and floats is strictly NOT permitted.
35. The turning circle at the Woolshed end of the road is not part of EP and is to be kept clear of horses and vehicles at all times. The Woolshed is frequently hired for functions such as weddings on the same weekends as competitions. In these circumstances there is an agreed Traffic Management Plan attached to these Guidelines and available from the Equestrian Park tab on the ACTEA website, which enables both activities to proceed safely and which must be adhered to. Park Hirers are encouraged to work cooperatively with Woolshed hirers who can be contacted through the Woolshed Management on (02) 6213 0700. Ideally, Hirers should designate an individual to be responsible for liaising with the Woolshed Management and implementing the Traffic Management Plan.
36. ACT Property Group offers to also hire the Woolshed Equestrian Park Hirers on event days at half the regular fee. They expect, however, the the Woolshed will be hired for both days of a weekend regardless of the length of the equestrian event. The Woolshed is heavily booked so it is advisable to do this on the number above as early as possible if wishing to take up this offer.

Electricity

37. There is very limited access to electrical power in the Park. All power boxes are locked and can only be accessed by/with the agreement of the Park Manager.

38. Hirers are required to observe OH&S requirements and extension leads and other cables are NOT under any circumstances to be set up near horses and the general public.

Sand Pads

39. The sand pads are available for exclusive hire for training or competition. Activities which involve penetrating the surface of the pads (ie with star pickets) are not permitted.
40. Under no circumstances may horses be tied to the railings around the sand pads. No temporary yard or fencing is to be fixed to these railings at any time.

Use of Permanent Yards

41. Day use of the yards in the competition area is included in the hire charge. Clubs with members wishing to use yards will be responsible for collecting any individual hire fee it chooses to charge participants.
42. The Pony Club yards, located within the compound adjoining the Woolshed can be hired by arrangement with the Canberra Lakes Pony Club. Contact the Pony Club Secretary at canberrallakes@gmail.com.

Overnight Camping

43. Camping during events is permitted and should be arranged between the Hirer and participants. At any other time the approval of the Park Manager is required.
44. No overnight yards for horses are permitted along the driveway or adjoining the Woolshed boundaries.
45. Open fires are not permitted except with the prior arrangement and approval of the Park Manager and the relevant government authorities. EP is included in the ACT Bushfire Operational Plan. Campers are also expected to obey seasonal fire warnings in regard to gas fires.
46. In the event that overnight accommodation is required the Cotter Plots are available. Hirers will be responsible for the conduct of individual campers using the Cotter Plots. The Hirer will agree to nominate a locally-based camp manager who will liaise with the Park Manager to ensure that all conditions of horse stay are adhered to. A name and contact details are to be provided to the Park Manager in advance of the event.
47. Yarding for and the management of stallions is the responsibility of the Hirer.
48. Horses staying overnight are to be kept secure and supervised to avoid contact with cars. Permanent yards may be hired, or if permitted by the relevant sport, temporary enclosures can be erected within the Cotter Plots.
49. The Cotter Plots can be accessed through double gates half way along the road into EP. Hirers should liaise with the Park Manager prior to their event to make arrangement to access the Plots for this purpose.
50. Camping and enclosures for horses are not permitted on the cross-country course
51. Generators may only be used between 7am and 10pm unless they are silenced generators.
52. The sheds and equipment stored within the Cotter Plots are strictly off limits .

53. The Cotter Plots is one of Canberra's historic arboreta and many trees in the Plots have heritage value. Trees are not to be used to support temporary enclosures or fences and not to be used to tether horses. Horses should be yarded away from trees to prevent chewing damage.

Garbage and Litter

54. The Hirer is responsible for the collection and disposal of litter and the cleaning of the kiosk, showers, toilets, grounds and the Cottage if used. A rubbish skip is provided in both the competition area and the Cotter Plots. For large events Hirers may be required to supply their own additional rubbish skip or pay for more frequent emptying of the Park skip.
55. Please clean up manure and bailing twine on the grounds, especially around competition areas and toilets and deposit in the receptacles provided.
56. Failure to clean the facilities and dispose of litter will result in the Hirer being charged for these services which will be arranged on their behalf. Such action could result in potential refusal of future hiring requests.

Quarantine Arrangements

57. If one or more horses participating at an event at EP are diagnosed by a veterinary surgeon with a notifiable communicable disease of horses it may be necessary to quarantine animals. There is a capacity to quarantine a small number of animals on the grounds. If it is recommended that animals be quarantined the Hirer must contact the Park Manager immediately to make appropriate arrangements in consultation with the veterinary surgeon.

Cancellations

58. A minimum of 30 days' notice is required for cancellations, other than those resulting from unsuitable weather conditions. Late cancellations or no notice of cancellation incurs a forfeit of the hire deposit.
59. The ACT Equestrian Association reserves the right to cancel an agreement to hire facilities in the event of the Hirer contravening the conditions of hire or not conforming to guidelines for the use of EP. Use may also be cancelled if ground conditions and forecast weather conditions are such that use is likely to cause undue damage to the site or to endanger horses, riders or spectators. Where cancellation is the result of potential weather damage, the Hirer may change the hire date or have hire money refunded.

Damage to Facilities

60. The Hirer shall be responsible for any damage to facilities, including to fixtures, fittings, fences, gates, buildings, and trees. Special care is to be taken of trees in the Cotter Plots as these include rare specimens and their welfare is entrusted to ACTEA. The Hirer shall pay to ACTEA the costs required to repair damage or loss of equipment and property sustained as a result of their use or interference.
61. The Hirer is responsible for drawing the attention of participants to the Park rules and may be held liable for any damage or injury resulting from a participant failing to heed these rules.
62. Wheel chocks for floats/trucks must be removed from open areas, as they can damage mowing and slashing equipment.
63. In preparation for, and during an event, Hirers should keep vehicle movements to a minimum, especially on Competition Areas and on the Cross-country Course. Keep vehicle

speeds to below 20kph and restrict movement to gravel and established dirt tracks. The objective is to avoid creating new tracks, causing compaction and impacting on the Golden Sun Moth.

64. The Territory and the ACT Equestrian Association accept no responsibility for any damage to the property of the Hirer, its invitees, or any other person using the Facilities and shall not be responsible for any loss or damage occasioned to the property of any such persons however caused.

65. Any damage to the facilities should be reported to the Park Manager as soon as possible.

Public Liability

66. The Hirer shall have (public liability) insurance to cover any injury or loss or damage caused by any person or property (including the Facilities) arising out of the negligence of the Hirer, the Territory or the Commonwealth whilst the Hirer or its servants is the occupier of the Facilities. The Hirer will provide a certificate of currency for its insurance policy at the time of submitting a booking form, unless a copy is already held by the Management Group. Bookings will not be confirmed until proof of insurance is provided.

Closure of the Park Due to Fire Threat

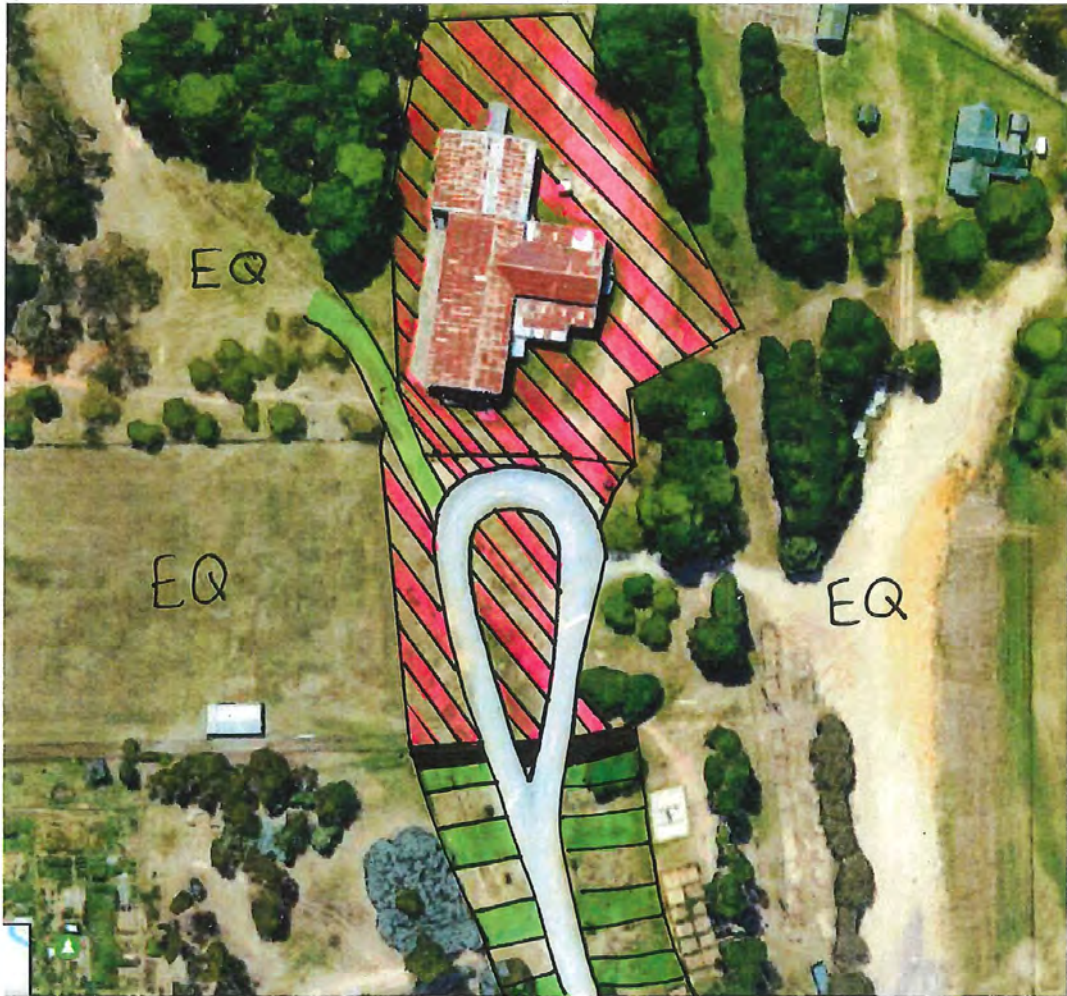
67. The EP Fire Management Plan requires that the park be officially closed to members of the public on days of Extreme and above Fire Danger Rating (FDR). Signs to this effect will be erected at entrances to the Park. Depending on the circumstances at the time, consideration will also be given as to whether or not a planned event should be cancelled and/or the Park closed during total fire bans. Notice of Park closure will be placed on the ACTEA website and advised immediately to any Hirer. The Equestrian Park Fire Management Plan can be found on the ACTEA website at the Equestrian Park tab

Complaints/Comments

68. Equestrian Park Management Group is a subcommittee of the ACT Equestrian Association and the body responsible for the strategic planning and day-to-day management of EP. Any situation involving requests for HIRE which are outside the areas or conditions laid down here, and adjudication on any exceptional issues involving past or future hiring, will be considered by EPMG and where necessary ACTEA. Where a Hirer considers they not been treated in accordance with these guidelines they may lodge a letter of complaint with the Convenor of EPMG with a copy to the President of ACTEA, at PO Box 4, Curtin, ACT 2605.

Woolshed Parking Plan

Red diagonal stripes represent Woolshed Event Parking Area to be managed in consultation with hirer.



Equestrian Park Hiring Checklist

The following is a checklist to assist you in booking and running your event.

Before the Event

- Has the Hirer lodged their Certificate of Currency and Event Risk Management Plan with the Booking Officer?
- Has the Hirer nominated a single contact person that the Park Manager can liaise with to fix any issues on the day?
- Has the Hirer checked the Park to see that it is ready for the event? If it is not, the hirer needs to liaise with the Park Manager. It is the hirer's responsibility to ensure all preparations have been undertaken ie mowing of grass, toilets ready for use etc.
- Has the Hirer checked to see if there is an event at the Woolshed and activated the Traffic Management Plan?
- Has the hirer got a set of keys to unlock the kiosk and gates?

During the Event

- Are the toilets working properly and supplied with sufficient paper/soap?
- Who is the contact if the toilets fail?
- Is the front gate onto Cotter Road being left shut – if not a public announcement should be made to alert users?
- Is the turning area in front of the Woolshed being left clear – Hirers should ensure this is adhered to?

After the Event

- Has all the garbage been put in the skip – is the Park as clean after the event as it was before the event?
- Has horse manure and bailing twine been cleaned up?
- Have all the toilets been cleaned and bins in all toilets emptied into the skip?
- Is the kiosk clean and hot water turned off? Ensure the refrigerator is turned off and door left ajar.
- Has the Cottage, including kitchen and toilet, been left clean and tidy?
- Are toilets/kiosk locked up and all gates locked?

Handy phone numbers:

- Park Manager Kate MacKenzie 0403 200 341
- ACT Government – Access Canberra 132281
- For emergencies call 000