



# Australian Carriage Driving Society

ABN: 28 794 114 302 – Incorporation No: A01028

## Minutes

### Federal Council Meeting 7:30 pm Thursday 11 July 2024, via Zoom

**1. Welcome**

**2. Attendance and Apologies**

All Executive and Delegates except the Tas Delegate.

**3. Conflict of Interest (to be submitted for each agenda item)**

**4. Minutes of previous meetings (sent via email previous to the meeting)**

**Resolution**

That the Minutes of the meeting held on 31 May 2024 are a true and accurate account of that meeting.

Carried

**5. Treasurers Report**

Treasurer's Report circulated for review.

**6. Correspondence – In**

Incident Report- V20240610

C Gibbons- Luke Williams (Galpins) - Signed Audit Report & Financials

Australian Horse Industry Council- Renewal Notice

Access Canberra Annual Return Form & Change of Committee Particulars

Affinity Insurance Brokers Client Engagement Survey

Thrive Web Design- Yearly Web Hosting Fee

Vero- ACDS AGM- recording, attendee list & voting details

OAM- EVPHC Phil Marshall Clinic

Jane Howard- Sept ACDS Journal

OAM- Geelong Club

M Seiler- Query re use of dressage 'caller' (forwarded to Fed Dressage & CDE Convenors)

Vero- Invoice for AGM

Jane Keevers- Updated CDE and Dressage Grading list for website

Cooloola Club Affiliation Return

David Cockroft- Mini Enduro Mapping & Navigation Grant application

G Hack (FDDC) - Clarification re Freestyle Dressage rule change approved Jan FC Meeting

D Gibbons- May to June 2024 financial accounts, plus bank recs at 29 June 2024

D Gibbons- Aus Post Tax Invoice/Statements 30-06-2024

Incident Report- V20240519

**7. Correspondence – Out**



# Australian Carriage Driving Society

ABN: 28 794 114 302 – Incorporation No: A01028

Australian Horse Industry Council- Clarification re Membership Renewal  
ADS- Request for access to ADS site (Dressage)  
G Hack (FDDC) - Clarification re Freestyle Dressage rule change approved Jan FC Meeting  
State Secretaries- Membership forms (incl. Form A & Form B), OAM (Form C), Come & Try (Form D), Non ACDS Groom (Form E)  
L Cairns- Amended forms for website incl. Horse Registration (change of Registrar details)

## Business Arising

### 8. M Seiler- Query re use of dressage 'caller'

Awaiting feedback from Fed DD Convenor & Fed CDE Convenor

### 9. David Cockroft (Fed P&E Convenor) - Mini Enduro Mapping & Navigation Grant application

D Cockroft to be contacted for further information re application.

### 10. American Driving Society - Request for access to ADS site

Awaiting response

### 11. Australian Horse Industry Council- Renewal Notice

#### Resolution

That the ACDS renew their membership to the Australian Horse Industry Council for the coming year at a cost of \$220.

Carried

### 12. Corby Cunnington

Complaint re: not allowed to attend an event at Caboolture Qld.

Previously discussed at 31 May 2024 meeting- decision made at that meeting for issue is being handled by the Qld Branch.

Request for review of proposed response from Qld Branch. Meeting agreed that Federal Executive provide feedback.

### 13 Federal Council Meetings

President advised the meeting re expectations for future FC meetings. Discussed whether a face to face meeting was required – Council to consider and discuss at the next meeting. It was agreed to continue monthly Zoom meetings.

### 14 Governance

All new Federal Council members have signed Code of Conduct Form.

Federal Council Manual currently being reviewed.

Reminder re obligation of Federal Council members that they are representing all ACDS members, not just those in their own states.



# Australian Carriage Driving Society

ABN: 28 794 114 302 – Incorporation No: A01028

Confidentiality: Federal Council members reminded that they are unable to share Federal Council information with members, until decisions made and member information formally distributed.

Recording of meetings is only for the purpose of the preparation of minutes- Not available for public distribution.

## 15. Strategic Plan

Current Strategic Plan and 'Objectives of the ACDS' to be circulated to FC members. For discussion at next FC meeting and potential formation of sub-committee to update.

## 16. Pleasure & Endurance Guidelines

### Resolution

That the Federal Secretary write to the Federal Pleasure & Endurance Convenor and request that:

1. the Federal Pleasure & Endurance Committee review the Pleasure & Endurance Guidelines and if necessary, update the Guidelines; and
2. the Committee provide to the Federal Secretary a marked copy of the Guidelines in word format highlighting the proposed changes, by **31 October 2024**.

Carried

## 17. CDE Rule Book

### Resolution

That the Federal Secretary write to the Federal CDE Convenor and request that:

1. the Federal CDE Committee review the CDE Rule Book and if necessary, update the Rule Book; and
2. the Committee provide to the Federal Secretary a marked copy of the Rule Book in word format highlighting the proposed changes, by **31<sup>st</sup> December 2024**.

Carried

## 18. Driven Dressage Rule Book & Guidelines and National Driven Dressage Championships

### Resolution

That the Federal Secretary write to the Federal Driven Dressage Convenor and request that:

1. the Federal Driven Dressage Committee review the Driven Dressage Rule Book and Guidelines and if necessary, update the Rule Book and Guidelines;
2. consider the appropriateness of holding a National Driven Dressage Championship for graded driven dressage considering the lack of interstate competitors that attend such championship;
3. consider renaming the Driven Dressage Rule Book and Guidelines Book: and



# Australian Carriage Driving Society

ABN: 28 794 114 302 – Incorporation No: A01028

4. the Committee provide to the Federal Secretary a marked copy of the Book in word format highlighting the proposed changes, by **30 September 2024**.

Carried

## 19. Show Driving Manual

### Resolution

That the Federal Secretary write to the Federal Show Driving Convenor and request that:

1. the Federal Show Driving Committee review the Show driving Guidelines and if necessary, update the Guidelines;
2. consider the appropriateness of holding a National Show Driving Championship for show driving considering the lack of interstate competitors that attend such championship; and the Committee provide to the Federal Secretary a marked copy of the Guidelines in word format highlighting the proposed changes, by **31 December 2024**.

Carried

## 20. Concussion Policy

FC members to review the current policy and potential need for amendments given changes by Australian Sports Commission and Sports Medicine Australia. To be discussed at next FC meeting.

## 21. Membership Database

Database to be reviewed and decisions made regarding potential changes

## 22. Journal

Increasing costs associated with the production of the ACDS Journal. Request for quotes from Chris Milvain- comparison of various options to control costs. Decision to be made at next FC Meeting.

## 23. Facebook page

Recurrent issues with inappropriate comments made on social media. Potential need to alter Facebook setting to manage this issue. Recommendation that all States institute strategies to prevent social media behaviour issues.

## 24. Structure of the ACDS

Further investigation required regarding the need for ACDS Restructure and the most appropriate structure for the ACDS. Discussion at next FC meeting regarding appointing a sub-committee to review and make recommendations.

## 25. ACDS Coaching Coordinator



# Australian Carriage Driving Society

ABN: 28 794 114 302 – Incorporation No: A01028

## Resolution

That the Federal Training and Schools Committee take over responsibility for the Coaching administration. Federal Training and Schools Committee to draft amendments to its Terms of Reference and consider whether the name of the committee needs to change to incorporate the administration of coaching. Amended Terms of Reference etc to be returned to Federal Council for review and approval.

Carried

## 26. State Branch Documentation

NSW Branch currently sends NSW minutes, etc to Federal Council. No other state does this routinely; but they do share when it is related to specific issues. This decision to share documents is a decision made by each state (not mandatory).

## 27. Incident Report Management

Historically, incident reports are documented on an Incident Register and seen as an opportunity for learning, to mitigate the risk future incidences. De-identified Incident Forms to be reviewed at Federal Council meetings and decisions made re the potential need to issue 'recommendations' to states/clubs. Delegates were asked to remind states regarding the need for the prompt submission of Incident Forms (24hr for incident, 48hrs for Near Miss) and the need to ensure that the form is fully filled out with all requested details. Further discussion at next meeting.

## Closure

Next meeting TBC by Federal Executive.

There being no further business, the President closed the meeting at 21.12hrs.

A handwritten signature in black ink, appearing to be 'P. H. ...'.

President