

# Darling Downs Residents Association

## Minutes from the AGM

### Conducted on 14 September 2022

## DDRA Annual General Meeting

The Darling Downs Residents Association (DDRA) Annual General Meeting (AGM) was held at the Foxton Street Hall in Oakford on 14 September 2022.

## Meeting Opened

The meeting opened at 7.32 PM

## Present

The following people attended the AGM:

Penny Ellis, Pam Hilliard, Bruce Hilliard, Peter Benson, Grant Sycamore, Robyn Vale, Brian Vale, Terry Mateljan, Carol Fawcett, Shirlee Donders, Jerome Donders, Vicki Lynn, Josep Schmits, Ian Stanley, Morgan Byas, Perry Holland, Brian Schupp, Pip Schupp, Neil Jeffery, Karen Hayes and Michelle Rich.

Of these attendees, Morgan Byas, and Michelle Rich were not members. All other attendees were Ordinary Members of the DDRA.

## Apologies

Dave Emery, Deborah Venturini, Huge Jones, Matt Norman, Michael Dagostino, and Dean Strautins forwarded an apology for not attending.

## Previous AGM Minutes

After discussing pertinent aspects of the previous AGM Minutes, a vote was conducted on the following resolution.

### **Resolution**

To accept the minutes of the AGM dated 13 October 2021 and the information provided on the outcomes of matters arising from the minutes.

Proposed by: Shirlee Donders

Seconded by: Robyn Vale

Vote outcome: *Carried unanimously*

## The DDRA Strategic Development Plan

Bruce Hilliard and Peter Benson explained the status of the DDRA Strategic Development Plan (SDP). This explanation included information on the new Deed with the Shire of Serpentine Jarrahdale (SoSJ) and the workstreams. The coverage of these issues is outlined in the following subsections.

### ***Deed***

From late 2021, the DDRA and the SoSJ worked together to develop a comprehensive Deed to cover collaboration between the two organisations from 1 July 2022 to 30 June 2027. Both parties executed this Deed on 28 Jun 2022. This Deed provides much greater clarity on the hours of effort required from the DDRA and the focus of the activities. Additionally, this Deed included the provision of enhanced reporting and management systems for the DDRA. Consequently, the DDRA has implemented an effective online Works Register (WR) to manage required activities as they arise. The attendees were shown the WR and advised that they can notify the DDRA of requirements, which will be managed through the WR so that issues can be addressed proactively.

Additionally, the DDRA now provides quarterly and annual reports that explain the organisation's activities to the SoSJ. Examples of these reports were shown during the AGM.

The DDRA and SoSJ have also implemented formal quarterly meetings so that the organisations can collaborate on works that are required over the forthcoming periods.

### ***Workstreams***

The following points provide an outline of the existing and planned workstreams, which will be represented within the updated SDP:

- ***Workstream 1: Day Yards.*** This project was completed on 8 July 2022. These day yards have been a great success and are well used. About half of the funding for this development was provided by the DDRA (*which included \$6500 donated by the Canning Districts Riding Club when that organisation was wound-up*) and the SoSJ. This collaboration demonstrates how the DDRA and the Shire can work together to implement effective developments in the Darling Downs Equestrian Park (DDEP). The DDRA also passed on its thanks to the day yards users, who have done a good job of keeping the area clean
- ***Workstream 2: Rest Area.*** The first phase of this workstream was explained, and the next steps were outlined. The gravelled area and the three picnic tables should be implemented by early 2023. It was also explained that this workstream would be extended to include the refurbishment/replacement of existing seating facilities and the implementation of new seats/tables in other areas of the 70 Acres.
- ***Workstream 3: Car Park upgrade.*** This workstream involves the placement of power poles around the car parks and associated vehicle tracks to delineate these more clearly. Most of this task has now been completed. The only area still needing to be finished is the Rain Lover Court Carpark. It is intended that this area will be completed before the end of 2022.
- ***Workstream 4: Vegetation Management.*** Workstream 4 defines an ongoing project, and significant work has already been applied (*see below*). Further work is planned as outlined in the Works Register. Peter Benson also explained that a grass trial is being undertaken to determine if the non-native infestations of African Lovegrass in the 70 Acres could be replaced with drought-resistant Kikuyu. If this trial is successful, the existing weed species can be replaced to help reduce fire risks and make the area more usable throughout the year for equestrian activities. This grass trial is well advanced, and the following local businesses have supported this activity:

- **Farm and Turf Equipment (FATE).** This organisation has donated equipment, time, advice and support. This support has been critical to the trial's success to this point in time.
- **Mineral Magic.** To help make the grass used in the trial more drought resistant, Mineral Magic was mixed with the soil. This one tonne of material was donated and spread by Mineral Magic in one set of test areas. The remaining test area was left untreated, so the effectiveness of this treatment could be investigated.
- **Greenacres Turf Group.** Greenacres donated and planted (*at no cost to the DDRA*) enough Kikuyu stolons to cover the one hectare trial areas.
- **Seed and Feed.** This organisation is donating and spreading fertiliser to help the grass in the trial areas become established.

The DDRA would like to thank these organisations, who have donated tens of thousands of dollars worth of materials and used their advanced know-how to help ensure that the trial can succeed.

- **Workstream 5: Control of Dogs in the DDEP.** Since the last AGM, the DDRA has worked with the Shire so that they could implement appropriate controls. This includes engaging the rangers to conduct appropriate checks. Additionally, the DDRA developed a comprehensive signage report, which was delivered to the SoSJ on 1 February 2022. The signage proposed in this report will make it clear to dog owners that their animals need to be kept on leashes. The SoSJ has advised that these signs will start to be distributed during this Financial Year. This workstream has been closed, as controls are being initiated to address the matter.
- **Workstream 6: Gates and Fences.** Three new fence/gate combinations have been implemented to help stop horses from getting out of the DDEP if they are on the loose. Two fence/gate combinations were provided north and south of the Birriga brook to help stop horses from getting out onto Wungong South Road. The third was provided on the Thomas Access trail near the intersection of the Thomas East and Thomas West trails. This discussion also noted that only two additional fence/gate/chicane combinations are required to enclose the DDEP appropriately. These additional developments will need to be provided for the Empire East and Tiara trails. As these areas have relatively little traffic, the intent will be to implement these developments in due course.
- **Workstream 7: Safety Control & Vehicular Access:** This workstream is now facilitated by closer collaboration with the SoSJ as a part of the Deed. For example, Pegasus Crossings have already been recommended within the SoSJ Equine Facilities Master Plan (EFMP) for Masters Road and Hopkinson Road. As other issues are identified, these will be brought to the attention of the Shire as a part of this workstream.
- **Workstream 8: Maintenance.** Workstream 8 is focused on maintaining facilities within the DDEE and DDRA equipment. These activities are being coordinated through the Works Register. See the paragraph following this listing, which broadly describes the level of effort applied to these tasks.
- **Workstream 9. Lot 55 Empire Rose Trail Upgrade.** As identified during the previous AGM, this Public Access Way (PAW) is located in the vicinity of Empire Rose Court. This area finally came under DDRA management last year. The SoSJ had indicated that their team could conduct the initial work to refurbish this area. However, the SoSJ has indicated that they are experiencing resource constraints and will be unable to address this matter. Consequently, the DDRA will undertake this work as soon as possible.
- **Workstream 10. Cross-Country Jumps.** During the first phase of this workstream, available power poles left over from Workstream 3 will be used to replace or create new cross-country jumps in the 70 Acres area (Reserve R35701). Additionally, the tyre jumps on the eastern side of the 70 Acres area will be refurbished. After this work is completed, the DDRA will continue to rationalise,

create, procure, replace or upgrade the existing jumps. Consequently, this will be an ongoing workstream focussed on enhancing the cross-country jumping facilities.

- **Workstream 11. Concrete floor for the DDRA Shed.** This activity is focussed on providing a concrete floor for the DDRA shed and the associated undercover area. The enhancement is required to maintain the DDRA's equipment and facilities more effectively. Councillor Michelle Rich has indicated her support for this enhancement and recommended that the DDRA liaise with the SoSJ to get this into the Shire's budget later this year.
- **Workstream 12. Signage.** This workstream has also expanded over the last year to include the provision of appropriate signage within the DDEP. As a part of this effort, the DDRA provided an extensive signage report to the Shire on 1 February 2022. Additionally, a range of signs has been developed and posted by the DDRA to provide information to users of the area. The Shire is still aiming to refurbish the notice board in the Evening Peal carpark. However, it is unclear when this can be implemented due to their current resource limitations.
- **Workstream 20. Communications.** As a part of this workstream, the DDRA has been utilising the Facebook group more effectively, and there are now nearly 2,000 group members. As explained during the last AGM, a DDRA website has also been developed. This website has been further improved over the last year. In essence, this website helps to address the lack of information problem identified in the SoSJ Equine Strategy. However, this website also provides information for all users of the DDEP. Additionally, this website has allowed sponsors to be attracted. Sponsors can advertise on this website, and the money they pay for this advertising is used to support the DDRA workstreams. This additional funding means that the DDRA can do more work to improve the areas and deliver benefits to our user community. In addition to providing this benefit, the sponsor page is designed to help people who want to find local providers and services. In other words, this can become a one-stop source for people getting the information they need to source local goods and services. The DDRA would like to formally thank our sponsors and Peter Benson for his hard work on this project so that the website can deliver these outcomes cost-effectively.

It was also noted that the DDRA provided 2,271.2 hours of effort over the last Financial Year to manage and develop the Darling Downs Equestrian Park (DDEP). Based on the agreed hourly rate with the SoSJ of \$35 per hour, this would equate to about \$79,492 worth of effort provided by the DDRA volunteers. In exchange, the SoSJ has provided funding to the DDRA of \$15,000 during this Financial Year, which will be used to maintain and develop the DDEP.

### **Resolution**

The preceding review covered the existing workstreams within the SDP. The members voted on the following resolution:

To accept the updated report on the implementation of the DDRA Strategic Development Plan.

Proposed by: Brian Schupp

Seconded by: Jerome Donders

Vote outcome: ***Carried unanimously***

Additionally, the attending members were asked to review and identify additional workstreams that should be defined for implementation through the next iteration of the Strategic Development Plan. The workstreams that were accepted as a part of this discussion were:

- **New Workstream 1: A Carriage Training Area.** A carriage training area has been proposed for the northern part of the Bernborough West trail. This option will be investigated and implemented as a new Workstream 1.

- ***New Workstream 5: Fencing along Thomas Road.*** This project was investigated two years ago and was not supported by the SoSJ due to costs, risks, the need to access the associated drain for maintenance, and the presence of buried services in that vicinity. Consequently, that objective was cancelled. However, during the AGM, a strong case was made by members that the lack of a fence in this area presented a significant safety risk. Consequently, this option will be reinvestigated as a new Workstream 5 and implemented as applicable.
- ***New Workstream 14:*** The SoSJ Equine Facilities Master Plan recommended the provision of a covered arena for the 70 Acres area. It was proposed that a working group be initiated as a part of this workstream to investigate the options and implications of this covered arena.

Several additional works were also identified for inclusion in Workstream 8. These include the following:

- resurfacing the arenas and implementing more regular levelling of the surface;
- identifying possible options for addressing the spread of white ants in the area;
- refurbishing the sand on the slow track within the 70 Acres;
- implementing rails for a crossover on the Masters West trail; and
- contacting the Shire to ask them about placing 50Kph speed signs on Rain Lover Court and providing a turnaround area at the end of Rain Lover Court.

These should be brought into the Works Register as appropriate.

### ***Resolution***

Having discussed each of the additional requirements in appropriate detail, the members voted on the following resolution:

To accept the proposals for inclusion in the DDRA Strategic Development Plan/Works Register and for the DDRA Committee to initiate and conduct appropriate tasks needed to implement the approved projects.

Proposed by: Perry Holland

Seconded by: Joseph Schmits

Vote outcome: ***Carried unanimously***

## **Present/consider Committee's Annual Report**

The link to the Committee's report was provided with the notification for the AGM. This report included progress information and thanked everyone who provided assistance. These issues were discussed in more detail before taking the vote on the following resolution.

### ***Resolution***

To accept the DDRA Committee's Report.

Proposed by: Pam Hilliard

Seconded by: Robyn Vale

Vote outcome: ***Carried unanimously***

## Treasurers Report

The Treasurer (Carol Fawcett) presented an updated report on the finances of the DDRA. The synopsis report, which covers the period from 1 July 2022 to 11 September 2022, is provided below.

Funds in Working Account at the beginning of the FY (1 July 22)	\$ 9,389.05
Revenue received since the beginning of the FY	\$ 15,000.00
Expenditures since the beginning of the FY	\$ 8,750.17
Bank Fees (WS0)	\$ 7.60
Limestone & Groundwork for Day Yards (Rods Equine Solutions) (WS1)	\$ 1,556.72
Payment to the Shire for the Day Yards (WS1)	\$ 6,500.00
Other Expenditures (Tractor Fuel, Signs, Posts for Signs, Brackets for Day Yards)	\$ 685.85
Calculated balance of Working Account on 12 Sep 2022	<b>\$ 15,638.88</b>
Actual cash at Bank for the Working Account on 12 Sep 2022	\$ 15,638.88

Funds in WS20 Account at the beginning of the FY (1 July 22)	\$ 784.85
Revenue received since the beginning of the FY (Sponsors & Interest)	\$ 1,374.41
Expenditures since the beginning of the FY	\$ 1921.74
A to Z Signs (WS12) & Site Development	\$ 1921.74
Calculated balance of WS20 Account on 12 Sep 2022	<b>\$ 237.52</b>
Actual cash at Bank for the WS20 Account on 12 Sep 2022	\$ 237.52

This gave the DDRA \$15,876.40 for allocation to the various workstreams.

### **Resolution**

Having discussed the Treasurer's report, the attending members were asked to vote on the following resolution:

To accept the DDRA Treasurers Report.

Proposed by: Brian Schupp

Seconded by: Pip Schupp

Vote outcome: *Carried unanimously*

## Election of Committee Members

Attendees were asked if they were interested in volunteering to become members of the Committee. Only one additional member was identified. This was Mrs Deborah Venturini, who had volunteered to join the group.

**Resolution**

To accept the nominated member as a part of the Committee.

Proposed by: Peter Benson

Seconded by: Brian Vale

Vote outcome: *Carried unanimously*

**Presentations by Councillor Michelle Rich**

Councillor Michelle Rich (Shire President) provided an overview of some key Council-related issues pertinent to members living in the Darling Downs Equestrian Estate. These included the following points:

- Tonkin Highway is fully funded, and work is expected to commence by the end of 2023;
- funding by the Federal and State government is allocated for the Thomas Road duplication; and
- Rowley Road upgrades are a work in progress.

At the end of her presentation, the attendees thanked Cr Rich for her insights and openness.

**General Business**

There was no other general business raised.

**Meeting Closed**

The meeting closed at 10:11PM.

I attest that, to the best of my recollection, these Minutes accurately reflect the proceedings during and outcomes of this AGM. However, in accordance with the DDRA Rules of Association, these minutes must still be accepted at a following General Meeting as part of the ratification process.

*Signed as an attestation by the Chairperson for the meeting.*

Name: Bruce Hilliard      Role: Chairperson & President