Horse Safety Australia

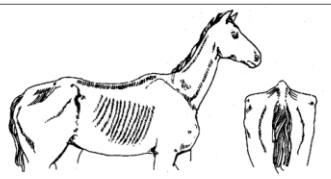
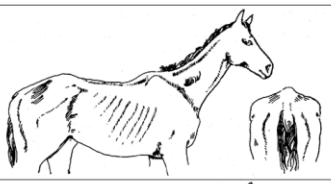
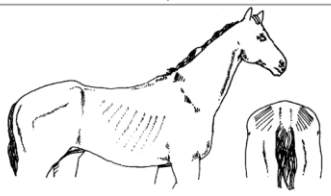
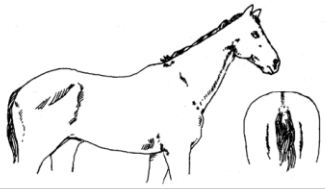
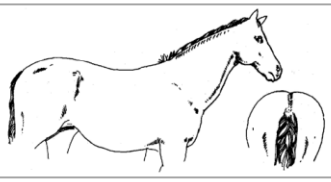
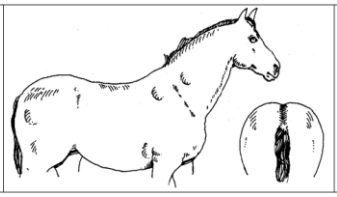
STATUTORY DECLARATION

EXPLANATORY NOTES:
For Instructors/Trail Guides to be re-registered with Horse Safety Australia they must comply with the checklist which forms part of the attached Statutory Declaration (page 2).

CHECK LIST for instructor requirements….*Please see page 2 for this formal document. You will need to sign the Statutory Declaration, and return it with your re- registration paperwork. For a Statutory Declaration, your signature must be witnessed by someone on the list at the end of the document… (page 3)*

EXEMPTIONS to requirements on the list you will sign.....
*If you are **unable to comply with any of the requirements**, please attach a written explanation requesting an **exemption**.* Exemptions may be requested for items on this checklist, if a good argument can be made for how you undertake risk management to cover this item in your situation. These requests will be considered by the executive committee of Horse Safety Australia. Please provide the details of your requested exemption on a separate sheet, along with your re-registration papers **plus the statutory declaration covering all other requirements in the list. Cross out the requirement (in the list in the statutory declaration) you are unable to comply with, and initial the alteration. Your witness should also initial the alteration to the list.**

Clarification of the first item on checklist: Condition scores (ref. DPI Victoria)

0 **Very poor**		• Very sunken rump • Deep cavity under tail • Skin tight over bones • Very prominent backbone and pelvis • Marked ewe neck
1 **Poor**		• Sunken rump • Cavity under tail • Ribs easily visible • Prominent backbone and croup • Ewe neck - narrow and slack
2 **Moderate**		• Flat rump either side of backbone • Ribs just visible • Narrow but firm neck • Backbone well covered
3 **Good**		• Rounded rump • Ribs just covered but easily felt • No crest, firm neck •
4 **Fat**		• Rump well rounded • Gutter along back • Ribs and pelvis hard to feel • Slight crest
5 **Very fat**		• Very bulging rump • Deep gutter along back • Ribs buried • Marked crest • Fold and lumps of fat

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STATUTORY DECLARATION

I……..……..*(full name)*
of ……..……(address)
……..……*(occupation)*
make the following declaration under the *Statutory Declarations Act 1959*:
I agree to abide by the following requirements for horse activities.

1. Horses used in the program have a minimum condition score of 3 (see attachment for clarification).
2. Members of the public/clients are not permitted near horses without staff supervision
3. Both public access and riding areas are clear of obstacles.
4. There are designated zones for riders, horses, and the public with relevant signage to control access
5. Dogs are either securely restrained or absent from horse areas.
6. All riders use ASNZ 3838 (or equivalent) properly fitted helmets
7. The dress code for riding is long trousers and sleeved shirts. A sun protective hat is worn by horse staff when not riding.
8. Appropriate footwear is worn around horses at all times by both riders and handlers. If riding boots are not worn, stirrups are fitted with devices which ensure that the rider's feet cannot become trapped.
9. Equipment is safe, fits the horse and is properly maintained
10. Horses are groomed appropriately before use.
11. A gear check is carried out on all equipment before riding
12. Riding procedures for beginners include that
    a. the first mount in undertaken in a safe and secure environment
    b. stirrup length and fit are checked before riding commences
    c. riders individually demonstrate control of their horse before going out of the arena on a trail ride.
13. Arena fences are safe – not star pickets/ barbed wire
14. Instructors have current level 2 first aid qualifications
15. There is a first aid kit available at all horse activities
16. Horse activities have communication with emergency services
17. Instructors are competent to manage horses and riders
18. All involved with the horse activities are capable of the work undertaken and have had training in the site procedures
19. There is a formal induction process for new staff, which includes emergency procedures for the horse activities and site
20. There are permission slips for minors (under 18) to ensure that parents know the risks of horse riding
21. Instructors working with children have current police checks, or WWC cards as required by state legislation
22. Instructors use, keep and review accident/ incident reports
23. Ratios of qualified instructors to participants are maintained at a minimum of 1:6 for trail riding (with a minimum of 2 instructors for any group); and 1:8 for tuition.
24. Instructors obey the relevant OH&S legislation
25. Instructors obey relevant federal, state and local laws including Animal Welfare Acts, road rules etc.
26. A minimum of 20 hours professional development is undertaken over every 3 years of registration.
27. The horse activities I am involved in are insured for public liability.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959* [1] and I believe that the statements in this declaration are true in every particular.

……..…… *(signature of person making the declaration)*

Declared at ……..….*(place)*

on ……*(day)* of ……(month) ……(year)

Before me,……..……(signature of person before whom the declaration is made)

……*(full name)*

……*(address)*

and qualification[2]……..……*(in printed letters)*
of person before whom the declaration is made

1. See note 1 on page 3
2. Choose from list in Note 2 on page 3

Note 1 – A person must not intentionally make a false statement in a statutory declaration. Penalty Imprisonment for 4 years.

Note 2 – List of persons qualified to be a witness:

A statutory declaration under the *Statutory Declarations Act 1959 (as amended) ("the Act")* may be made only before:

1. a person who is currently licensed or registered under a law to practise in one of the following occupations
   - a. Chiropractor
   - b. Dentist
   - c. Legal practitioner
   - d. Medical practitioner
   - e. Nurse
   - f. Optometrist
   - g. Patent attorney
   - h. Pharmacist
   - i. Physiotherapist
   - j. Psychologist
   - k. Trade marks attorney
   - l. Veterinary surgeon
2. a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or
3. a person who is in the following list;
   - m. Agent of the **Australian Postal Corporation** who is in charge of an office supplying postal services to the public;
   - n. Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*);
   - o. Bailiff;
   - p. Bank officer with 5 or more continuous years of service;
   - q. Building society officer with 5 or more years of continuous service;
   - r. Chief executive officer of a Commonwealth court;
   - s. Clerk of a court;
   - t. Commissioner for Affidavits;
   - u. Commissioner for Declarations;
   - v. Credit union officer with 5 or more years of continuous service ;
   - w. Employee of the **Australian Trade Commission** who is:
     - i. in a country or place outside Australia; AND
     - ii. authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; AND
     - iii. exercising his or her function in that place;
   - x. Employee of the Commonwealth who is:
     - i. in a country or place outside Australia; AND
     - ii. authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; AND
     - iii. exercising his or her function in that place;
   - y. Fellow of the **National Tax Accountants' Association**;
   - z. Finance company officer with 5 or more years of continuous service;
   - aa. Holder of a statutory office not specified in another item in this list;
   - bb. Judge of a court;
   - cc. Justice of the Peace;
   - dd. Magistrate;
   - ee. Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961;*
   - ff. Master of a court;
   - gg. Member of **Chartered Secretaries Australia**;
   - hh. Member of **Engineers Australia**, other than at the grade of student;
   - ii. Member of the **Association of Taxation and Management Accountants**;
   - jj. Member of the **Australian Defence Force** who is:
     - i. an officer; OR
     - ii. a non-commissioned officer within the meaning of the *Defence* Force *Discipline Act 1982* with 5 or more years of continuous service; OR
     - iii. a warrant officer within the meaning of that Act;
   - kk. Member of the **Institute of Chartered Accountants in Australia**, the **Australian Society of Certified Practising Accountants** or the **National Institute of Accountants**;
   - ll. Member of Parliament of the Commonwealth;
   - mm. Member of Parliament of a State;
   - nn. Member of a Territory legislature;
   - oo. Member of a local government authority of a State or Territory;
   - pp. Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act*

rr. Permanent employee of the Australian Postal Corporation with 5 or more years of continues service who is employed in an office supplying postal services to the public

ss. Permanent employee of
- I. the Commonwealth or a Commonwealth authority
- II. a State or Territory or a State or Territory authority
- III. a local government authority

with 5 or more continuous service who is not specified in another item in this list

tt. Person before whom a statutory declaration may be made under the law of the state or territory in which the declaration is made

uu. Police Officer

vv. Registrar or deputy Registrar of a court. Senior Executive employee of:
- i. the commonwealth or a commonwealth authority
- ii. a state or territory authority

ww Sherriff

xx. Sherriff"s officer

yy teacher employed on a full time basis at a school or tertiary education institution