Horse Agistment Agreement Guidelines

2027

(Effective as of 25/11/26)

HORSE AGISTMENT AGREEMENT

Students may bring horses onto **WA College of Agriculture Harvey** property during the school year for recreational activities.

To have a horse at the WA College of Agriculture Harvey, students and guardians must abide by the following:

Horses must meet the following criteria;

- Horses must be unmated or gelded.
- Horses must be saddle broken.
- Horses must be in good health and of an appropriate temperament for a public facility.
- Only one horse per student unless for a specific short-term purpose and authorised by the Farm Manager.

1. Arrival of Horse

The Technical Officer (TO) is contacted before the horse arrives, and a yard is allocated.

New horses will only be accepted during normal school hours unless prior arrangements are made to ensure staff are present. The TO inspects the new horse on its arrival for soundness and health.

The following forms must be completed before the arrival of the horse and submitted to the College Administration office either by email harvey.ac@education.wa.edu.au or as a hard copy handed in;

- Horse arrival (first time only)
- Horse and medical details (first time only)
- Horse declaration (for horses returning after school holidays or for the first time)
- Horse agistment agreement
- Horse riding agreement
- Copy of personal insurance

We will take a photo of the horse when it comes on site for the first time and add it to the horse details.
Horses must be registered to a PIC, but owners must arrange this with DPIRD.

Equine load and unload area:

- The set-down and pick-up point for horses and equipment is adjacent to the hay shed in the equine complex. Vehicles are not to drive beyond the hay shed.
- Students will need to carry equipment and feed to the tack room by trolley or wheelbarrow.

Quarantine:

We require new horses and those taken home on holidays to undergo quarantine for 48 hours to assist with farm biosecurity. While under quarantine, horses cannot leave their allocated paddock and must be temperature checked twice and monitored for behaviour, eating, manure, etc. Horses may walk from their yard to the horse crush for temperature checks. Details must be recorded in the logbook.

Short day trips, up to weekends, will not require quarantine if going to your own property. If going to an event over a weekend, horses must be quarantined upon return.

2. Fees

- An agistment fee of $60.00 per week/per horse is charged. This fee includes a maximum of 4 biscuits

of hay per day/per horse being provided.

- Agistment fees are expected to be paid in full when invoices are provided or the horse cannot remain onsite. Invoices are generated for the full year once completed paperwork has been submitted and approved by the College.

3. Care of Horse

Whilst the horse is at the *WA College of Agriculture Harvey* the student will ensure that the horse is suitably cared for to the satisfaction of the TO. Horses are the sole responsibility of the owners who are responsible for any and all health, veterinary, shoeing, dental and other optional treatments, including their costs. Students must have their own equine first aid kit. The College and its staff will not be liable for any injury or loss of horse or equipment unless proven to be negligent. If a horse develops a chronic or long-term health issue, it is expected to return home.

Whilst the horse is at the *WA College of Agriculture Harvey* the student must:

- Ensure that the horse is groomed at least 3 times per week and adequately fed (Feed program to be documented and accepted by the TO).
- Exercise their horse at least 3 times per week.
- Keep their allocated yard tidy. Rake manure daily or pick it up and place it in the prescribed area.
- Worm the horse for parasites at the beginning of each term.
- Have the horse's hooves either trimmed or shod every 6-8 weeks.
- Complete their horse-care duties by 7.45 am each morning.
- Ensure all equine facilities are maintained in good order. This may involve busy bees on weekends.
- Record all activities in the horse activity log.

4. Feed

The College will supply hay as part of the agistment fees. The daily hay allowance for each horse is no more than 4 biscuits. If more hay is required, ensure the TO is aware and has booked out feed over the allocated amount. This must be recorded and reported daily.

Students are **not** permitted to provide their own hay due to biosecurity risks. Grain may be brought to the College but must be weed-free. Students must bring their own feed and hay bins. Students **will be expected to supplement** their hay ration with hard feed if required. The horse owner must bring grain feeds and additives to the College, or have them delivered by the local stockfeed store. All stock feed/requisites are required to be managed privately. The College will not organise the logistics of orders and freight. The TO will monitor horse feeding to ensure animal welfare.

5. Closed Weekend or Holiday Feeding

Students are expected to remove their horses over holidays and closed weekends. For closed weekends only, parents may request permission for their horses to remain on site. Arrangements must be made at least one week in advance using the request form to ensure that the Farm Manager can include this task in the farm staff weekend roster.

The horses may be put out in larger paddocks with other horses. College staff will provide hay, check on water and check for general health and wellbeing of the horse. Staff will not be held responsible for issues that arise during these times. In the event that an issue arises, the horse owner will be contacted to arrange veterinary or other treatment at owner's cost. If the horse owner cannot be contacted and there are sufficient health concerns, a vet will be contacted at the owner's expense.

All returning horses are to follow quarantine procedures listed above under arrivals.

6. Weekend Leave

If a student with a horse at the College takes weekend leave and the horse remains at the College, they must organise another student to care for the horse over the weekend and notify Duty Staff and the Farm Manager/Assistant Farm Manager who that person is.

It is the student's responsibility to record this in the Horse Activity logbook and in REACH when they book their leave.

7. Contractors

If a contractor is needed for a student horse (Dentist, Manipulation, Vet, Farrier, etc.), the following steps need to be undertaken;

- All contractor bookings must be approved by TO.
- Bookings will be arranged to have the least effect on class, trades and farm rosters.
- All confirmed bookings are to be communicated to the Farm Manager by the TO.
- Any student roster changes will only be approved by the VET Coordinator when scheduling contractor visits.
- Students will pay the contractor directly.
- Contractors to sign in and out from the front office.
- All bookings are to be documented on and recorded in the **Horse Activity logbook**.

8. Conduct

- If the student is not caring adequately for their horse as per this policy, their horse will be required to be removed from campus.
- Students will be expected to conduct themselves in a responsible manner whilst in the horse complex and be aware that they are dealing with large and potentially dangerous animals.
- If a horse is deemed unsafe by the TO or Farm Manager, the owner will be asked to remove the horse from the College.
- Caring *for horses is not an acceptable excuse for lateness to any College program.*
- The 'Horse Movements' book must be filled out when a horse arrives at the College, leaves the College and changes paddocks.
- If a student is injured and is considered unfit to ride by a doctor, they will not be able to ride again until they have been cleared by a doctor.

9. Authorisation

It should be remembered that horses are allowed onto the College campus by the principal and can be removed at any time at their direction.

Any damage to property by horse and/or rider is to be paid for by the student's parent/guardian.

The College has the discretion to call for veterinary services to attend an injured or sick horse at the owner's expense. The College will contact owners in this event.

Horse Agistment Agreement

To be completed and returned to the College Administration <u>before</u> the horse is brought on site.

I _____
(parent/guardian)

- Have read, understood and agree to the conditions outlined in the Horse Agistment Agreement
- Understand and agree that my horse is my sole responsibility and that I am responsible for all health, veterinary, shoeing and dental treatment and associated costs.
- Have visited the horse facilities and approve of my son/daughter's horse being housed there and give permission for my son/daughter to work and ride in these facilities.
- Accept that unless negligence by College staff can be proven, any costs associated with injury or damage to the horse or equipment or to my son/daughter are my responsibility.

Student Name: _____

Signed: _____
Student Date

Signed: _____
Parent Date

Name of Horse:	
Stable Name:	
Name of Student:	
Owner of Horse	
Contact Details: ***(Including Phone number)***	

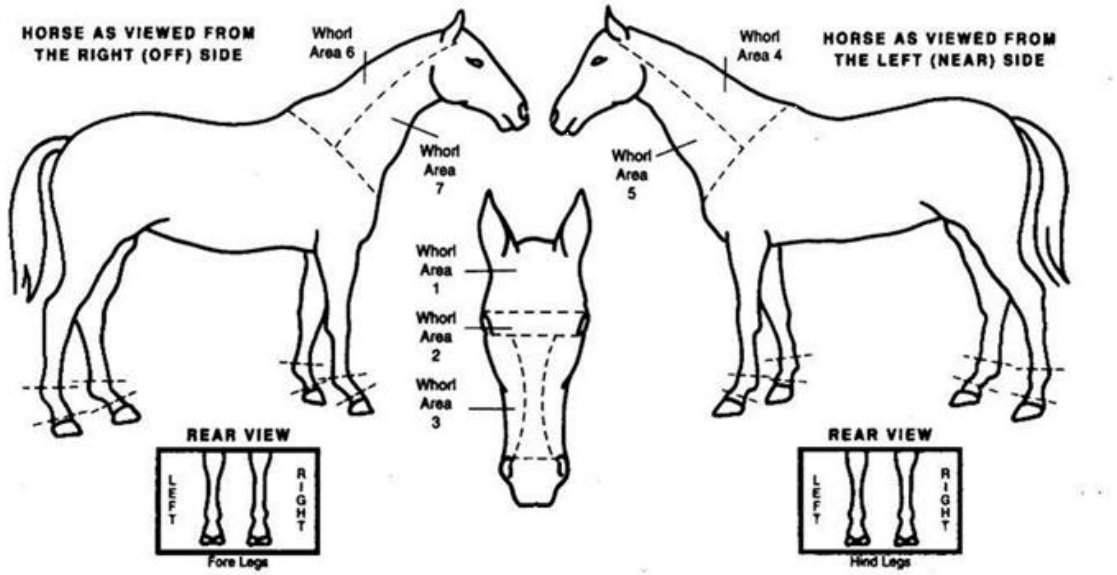
Colour:		**Brand:**	
Breed:		**Age:**	
Sex:		**Height:**	
Body Score:		**Value:**	

Markings:

_____

_____

PLEASE DRAW ALL WHITE MARKINGS, BRANDS, WHORLS AND SCARS ON THE DIAGRAMS FOLLOWING A VISUAL INSPECTION OF THE HORSE.



MEDICAL DETAILS

To be completed and returned to the College Administration before the horse is brought onsite.

Date of last Vaccination: **Strangles:** **Tetanus:**	
Worming: ***Horses will be wormed on arrival at the College.*** ***Wormer cost will be billed to student.***	
Dentistry: **Treatment:** **Date:**	
Farrier: **Treatment:** **Date:**	
Vices:	
Soundness: **(to be assessed by equine staff)**	
Other:	

Please note: All animals kept at the College come under the School's Animal Ethics Committee (SAEC) guidelines. Failure to meet these guidelines is a serious breach which could result in the SAEC taking legal action against the College and the offender.

In the unlikely event that the horse either dies or needs to be put down, removal from site is the parent's obligation. Arrangements may be made following consultation with the Farm Manager for the animal to be buried on-site.

HORSE DECLARATION

To be completed and returned to the College Administration before the horse is brought onsite.

Name of person in charge of horse(s): _____

Contact phone: _____

Address: _____

_____

Name of horse: _____

Identification (colour/markings/brand):

Address of property from which the horse moved from:

_____

_____

Health of Horse

I, _____ declare that the horse named above has been in good health, eating normally and has not shown signs of respiratory disease during the last 3 days leading up to its arrival. I give my authorisation for the designated college staff officer to call for veterinary inspection of the horse named above should it be showing signs of a respiratory illness at any time during its stay. I agree to pay any veterinary fees incurred as a result of this veterinary examination. College staff will ensure that parent/carers are contacted in the event that Vets are called in to treat the horse.

Signed _____ **Date** _____

Cleaning and disinfection of horse gear

I, _____ declare that all horse equipment (tack, brushes, buckets and other articles that have come into contact with equines) and the horse transport vehicle have been cleaned and disinfected before leaving the property to travel to the College.

Signed _____ **Date** _____

Horse Agistment Agreement

I _____

(parent/guardian)

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- Understand and agree that my horse is my sole responsibility and that I am responsible for all health, veterinary, shoeing and dental treatment and associated costs.
- Have visited the horse facilities and approve of my son/daughter's horse being housed there and give permission for my son/daughter to work and ride in these facilities.
- Accept that unless negligence by College staff can be proven, any costs associated with injury or damage to the horse or equipment or to my son/daughter are my responsibility.

Student Name: _____

Signed: _____

Student **Date**

Signed: _____

Parent **Date**

Student Horse Float Agreement

To be completed and returned to the College Administration before the horse is brought on site.

I give permission for _____to have a horse float at the Western Australian College of Agriculture Harvey, and accept the following:

- The College accepts no responsibility for theft, damage or vandalism of student floats while parked on College property.
- The float is to be parked in the designated area.
- The float is not to be used during the week for any private purposes, unless approved by the Principal.
- Any student who abuses the privilege of having the float at school by breaking the above rules will not be able to keep the float on school grounds.
- It is advisable that the float should have a lock put on the float hitch for security.

Student Name: _____

Signed: _____

Student Date

Signed: _____

Parent Date

Float description: _____

_____

Float Registration: _____

Horse Arrival Checklist (to be completed by instructor)

To be completed by TO

Date of arrival: _____

Paddock Number: _____

Temperature checks within 48 hours of arrival;

Check 1 Date/time _____ Temp _____ Check 2 Date/time _____ Temp _____

	Yes/No	Signed
Suitable horse to meet guidelines requirements		
Suitable helmet		
Correct riding gear (attire)		
Correct riding equipment		
Account set up with local veterinary clinic		
Correct medication/s for horse – worming pastes etc.		
Guidelines read, understood and signed		
Lockable box to hold saddle, bridle and all other equipment		
Feed bins, hay net and buckets provided by student		
Equine Supervisor spoken to		