



SALEYARDS ADVISORY COMMITTEE MEETING

MINUTES

SECTION 5.9(2)(a) LGA 1995

Committee Brief

The duties of the committee shall be to:

- *Make recommendation to the Council regarding the strategic direction of the Saleyards;*
- *Make Recommendation to the Council regarding the Environmental Action Plan for the Saleyards;*
- *Bring to the attention of the Chief Executive Officer, industry matters regarding the cattle industry that may not be readily available to persons external to that industry; and*
- *Make recommendation to the Council regarding development works on the site.*

A Meeting of the Saleyards
Advisory Committee was held in the
Committee Room, Lowood Road, Mount Barker WA 6324,
10.00am Tuesday 1 April 2014

Rob Stewart
CHIEF EXECUTIVE OFFICER

Committee Members

Cr J Moir, Cr B Bell, Cr L Handasyde - 248/13
Mr M Skinner – Industry Representative – 21/14

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Membership

Cr J Moir – Presiding Member

Cr B Bell

Cr L Handasyde

Mr M Skinner

Cr J Oldfield (Deputy for any member)

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

9.00am The Presiding Member declared the meeting open.

2 RECORD OF ATTENDANCE / APOLOGIESMembers Present

Cr Jeff Moir – Presiding Member
Cr Brett Bell
Cr Len Handasyde
Mr Michael Skinner

Staff

Mr Rob Stewart, Chief Executive Officer
Mr John Fathers, Deputy Chief Executive Officer
Mr Stewart Smith, Saleyards Manager
Mrs Erika Henderson, Assistant Saleyards Manager

3 CONFIRMATION OF MINUTES

Minutes, as circulated, of the meeting of the Saleyards Advisory Committee held on 4 March 2014.

Moved Cr B Bell, seconded Cr L Handasyde:

That the Minutes of the Meeting of the Saleyards Advisory Committee held on 4 March 2014 as circulated, be taken as read and adopted as a correct record.

CARRIED

4 DECLARATION OF MEMBERS' INTERESTS

A Financial Interest was disclosed by Cr J Moir
Nature and Extent of Interest: Cattle Farmer - 100 head of cattle; and
Elders Employee – Work part time for Elders Rural Services

A Financial Interest was disclosed by Mr M Skinner
Nature and Extent of Interest: Cattle Farmer - 400 head of cattle

Authority to participate pursuant to Section 5.69 (3) (a) and (b) of the Local Government Act 1995

Approval has been received from the Department of Local Government and Communities via letter dated 4 February 2014, giving permission for Cr J Moir to participate in matters relating to the Mount Barker Regional Saleyards until 31 December 2014.

Mr J Fathers read aloud the letter, a copy of which is attached to these minutes.

The Department of Local Government and Communities also advised in an email dated 27 February 2014 that:

'As the Saleyard Advisory Committee has no delegated powers to make decisions for the Shire of Plantagenet's Council and its duties are of advisory and information only to Council, an approval to participate under Section 5.69 of the Act is not required. Mr Michael Skinner is able to fully participate in the discussion and recommendations as a member under the category of "Other Industry Person" at the Saleyards Advisory Committee meetings.'

The Chief Executive Officer advised that he was not satisfied that this determination by the Department of Local Government and Communities was correct.

Pursuant to Section 5.68 of the Local Government Act Mr M Skinner sought the Committee's permission to remain in the meeting to participate in discussion and vote on matters in the agenda.

10.02 Mr M Skinner withdrew from the meeting.

Moved Cr L Handasyde, seconded Cr B Bell:

That pursuant to Section 5.68 of the Local Government Act 1995, Mr M Skinner be allowed to participate in the discussion and vote on items in the Saleyards Advisory Committee meeting held on 1 April 2014 as the interest is in common to a significant number of electors or ratepayers.

CARRIED

10.03 Mr M Skinner returned to the meeting.

5 REPORTS OF COMMITTEE MEMBERS AND OFFICERS**5.1 MANAGER'S REPORT – 1 – 20 MARCH 2014****SALE DATA**

- Sale numbers from 1 to 20 March 2014 total 4,294.
- There have been 8 cattle eligible for MSA sales in this time.
- 48 cattle have received replacement NLIS tags over this time.
- 3 animals have been put down or removed.
- 56 bales of hay have been fed out over this time.
- There have been 134 cattle processed for Private/Shipper Weigh Cattle.

GENERAL BUSINESS

- The centre lift chain on Weighbridge B has been replaced due to damage from a bull jumping out of the weighbridge.
- In preparation for the agent change over after 9 March, an informal meeting was held on 5 March due to Elders wanting to change rotation. The meeting was attended by Jai Newman (Elders), Terry Zambonetti (Primaries), Stewart Smith and Erika Henderson Saleyards in attendance, with an apology from Bob Pumphrey (Landmark). The resolution from the meeting was that the roster order would not change.
- Charlie Hick is away for approx 6 weeks from 6 March as he is getting his Achilles tendon reattached.
- The 6 March the sale went well, although the internet let us down and delayed the transfer of the sale. Stewart fielded 30+ calls early Friday Morning regarding the information from the Thursday sale (mainly abattoirs) Stewart came to work early and faxed all relevant information to the buyers so kill floors could operate. The main computer was relocated into the Shire office to use its internet to transfer the sale. This came with its own set of issues as emails had to be set up for the transfer process to continue. This was all done by talking to the gurus at LE Saleyards in the Eastern states.
- The DCEO has now upgraded our internet download usage from 0.5 gb to 3 gb. This had made the process very much quicker from our side.
- In terms of general maintenance, we have now painted all the ramps' receivals and dispersals with a white line for backing up purposes. This was received well when we did it initially, but it had worn off.
- On 7 March, Rachel attended Wagin Woolarama for cattle handling and stud presentation.
- On 11 March, the skid steer loader had new tyres put on.
- On 12, March Agents changed over for the next 12 month period. Charlie Staite was not happy in losing one receivals ramp to Primaries for that sale only. From the discussion with Harry Carroll the week before, and again Tuesday before the sale, Landmark's numbers weren't going to be very many (200), whereas Primaries were looking at around 500 head.

As it turned out Landmark had 430 nominated and Primaries had 380 nominated. Charlie also was not happy with two stacking pens being unavailable due to the rams being broken. (Elders had been working without these two pens from three weeks previous) Al Curnow has managed to repair parts and stacking pens should all be available this week (20 March).

- On 13 March the ram failed on Weighbridge B, Gate 6 leading into paintbox. It was the same problem as last time. Stewart managed a temporary fix to keep weighbridge operation going and Al Curnow will also fix this when parts are available. One has been done.
- On 18 March, Stewart attended the Better Beef Expo at Chimera Feedlot. There were number of good relevant topics, which directly relate to our saleyard system. Approx 180 people attended from all over the Great Southern, including a good mixture of producers and feedlotters. A couple of the more interesting topics were Tim Powell talking about clicktivism (use of social media and the Internet to advance social causes) and how agriculture could be more proactive in changing people's perception of bad publicity regarding animals and making it relevant to everyday scenarios. There was a fair bit of criticism that there was no abattoir representative attending.
- On 19 March, Odysseus Exercise 2014 was held at the Mount Barker Regional Saleyards Canteen. 25 Industry people including Department of Agriculture, vets, agents and saleyard staff were all involved and worked through a scenario situation to combat an outbreak of Foot and Mouth Disease. The session was hosted by Peter Gray from the Department of Agriculture who, along with guest speakers provided a morning of information sharing regarding a nation wide livestock standstill and what it would mean to the Saleyards.

We should be getting feed back from Peter regarding what was talked about and a document from Muchea on their standstill proceedings, so that we can also adopt a memorandum of understanding within all stakeholders if a standstill was to occur. In house procedures would also need to be developed.

- On 20 March, the Saleyards was broken into by an intoxicated man. The skid steer loader was stolen including every power tool, hand tool, and miscellaneous items he could cram into the skid steer bucket from the shed. This included tow chains, padlocks and all our wet weather gear, whipper snipper (and roll of cord), blower and welder. (We were impressed how much stuff he took). After some initial detective work by Stewart and John Barden (Dep't of Agriculture) Police Sgt Al Keogh was called and between Sgt Keogh and Stewart, the skid steer was located and the perpetrator was apprehended. Some tools have been returned by the police. Many are unusable, but we have taken an inventory on what was missing to the best of our knowledge, to be claimed on insurance.
- Erika is taking a week and a half leave to go to India.

OFFICER'S RECOMMENDATION / COMMITTEE DECISION

Moved Cr L Handasyde, seconded Cr B Bell:

That the report of the Saleyards Manager, relating to current activities at the Mount Barker Regional Saleyards, be received.

CARRIED

5.2 SALEYARDS FINANCIAL REPORT – 28 FEBRUARY 2014

File No: CA/126/1
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: John Fathers
Deputy Chief Executive Officer
Proposed Meeting Date: 1 April 2014

PURPOSE

The purpose of this report is to review the financial position of the Mount Barker Regional Saleyards for the period ending 28 February 2014.

STATUTORY ENVIRONMENT

There are no statutory implications for this report.

POLICY IMPLICATIONS

There are no policy implications for this report.

FINANCIAL IMPLICATIONS

This report identifies the current operating position of the Saleyards.

STRATEGIC IMPLICATIONS

There are no strategic implications for this report.

OFFICER COMMENT

A spreadsheet showing the 28 February 2014 position of operating and capital budget items is attached for information. Overall year to date (YTD) operating expenditure is \$503,508.00, which is \$29,084.00 above YTD budget.

The Employee Costs - Salaries account is \$17,886.00 above YTD budget due mainly to additional staffing requirements over the busy summer period. Depreciation of Furniture and Fittings is \$12,010.00 above budget, due mainly to the increased depreciation on soft floor matting. Depreciation of Plant and Equipment is \$8,254.00 above budget, due mainly to the updated 'fair' values.

Operating income is \$504,949.00, which is \$65,375.00 above YTD budget. Most of the other operating accounts are within or around budget figures. Weigh and Pen Fees income is \$53,252.00 above YTD budget. The overall result is a surplus of \$1,441.00, which is \$36,291.00 above the predicted YTD position. The YTD budget figures are always subject to some assumptions and it is possible that the end of year position will weaken as throughput drops off.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION / COMMITTEE DECISION

Moved Cr B Bell, seconded Cr M Skinner:

That the report of the Deputy Chief Executive Officer, relating to the current financial position of the Mount Barker Regional Saleyards, be received.

CARRIED

5.3 SITE LIABILITY ASSESSMENT REPORT – MOUNT BARKER REGIONAL SALEYARDS

File No:	CA/126/1
Attachment:	Site Liability Assessment Report - Local Government Insurance Services
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	John Fathers Deputy Chief Executive Officer
Proposed Meeting Date:	1 April 2014

PURPOSE

The purpose of this report is to review the Site Liability Assessment Report (Mount Barker Regional Saleyards), undertaken by Local Government Insurance Services.

BACKGROUND

On 23 May 2013, a two year old child fell from the top walkway onto the concrete near pen 11. The child fell into the raceway where there were no cattle. He landed on his back and then hit his head. He suffered no broken bones, but a possible slight concussion.

This matter was dealt with by the Occupational Health and Safety Committee. The section of the railing has been checked where the child fell and it has been confirmed that it meets or exceeds Australian Standards.

The Council's insurers, LGIS were asked to advise on risk and insurance implications, including treatment options. Representatives from LGIS inspected the Saleyards in October 2013 and the Shire has now received the findings.

STATUTORY ENVIRONMENT

Civil Liability Act 2002

Occupational Safety and Health Act 1984

The imperative for identifying, assessing, and treating the risks covered by this review are also found under Common Law where the organisation that manages and controls the site has a duty of care to those who enter and use the site. They must do what is reasonably practicable to ensure that foreseeable risks are adequately treated.

POLICY IMPLICATIONS

The Council's Policy OP/HRS/3 – Occupational Health and Safety applies.

FINANCIAL IMPLICATIONS

This report identifies a number of items that will require funding and quotes will need to be sought. It is expected that the costs will be able to be funded within the 2014/2015 budget.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2013-2023 provides at Outcome 3.5: (Appropriate infrastructure that supports sustainable economic development) the following strategy:

'Strategy 3.5.5 – Manage and maintain the Saleyards to ensure that the facility is successful and self-sustaining.'

Further, at Outcome 4.5: (Skilled, committed and professional staff in a supportive environment) the following strategy:

'Strategy 4.5.2 – Ensure safe work practices through implementation of appropriate Occupational, Health, Safety and Welfare practices.'

OFFICER COMMENT

The specific issues raised in the report are dealt with as follows:

Main Signage

Issue

'The facility could be described as an open area and on entering from the car park there is no defined access or signage providing appropriate direction.'

Persons who may not be familiar with the facility may not be aware of appropriate public access/viewing areas and may enter into unauthorised and operational areas.'

A single sign is located at the front of the facility and provides for conditions of entry however:

- *Does not suggest any limitations on access or restricted areas.*
- *Quotes Occupational Safety and Health Regulations (s3.11), however consideration needs to be given making this statement whilst also allowing children entry into a potential workplace.*

Due to the signage placement, persons unfamiliar with the facility may not be exposed to the sign and therefore not be aware of any risk warnings or conditions of entry.'

LGIS Treatment Suggestion - See Composite Signage Suggestion below.

Stairways

Issue

'Step treads do not possess slip resistant properties.'

There is a potential risk of slip and fall injuries due to slippery steps particularly when soiled or wet. '

LGIS Treatment Suggestion

'Consider placement and maintenance of slip resistant treatments to step treads. Refer Appendix B, Image 2 signage example WAMIA – Muchea Livestock Centre.'

Management Proposal

The tread on the stairways does have a pressed steel non slip pattern. There have been no issues since the facility opened. Current staff have not experienced any issues, even in wet weather. No action is proposed.

Stairway Signage

Issue

'Signage is prominently displayed on the top of the stairways however may benefit from a composite signage design to reduce clutter and potential loss of message.'

LGIS Treatment Suggestion

'Install composite signage and markings:

- *Clearly delineating areas where the public are permitted and those where the public are not.*

- *Displaying allowable ages of children and requirements for supervision (including no allowance in unauthorised and operational areas).*
- *Requiring wearing of suitable clothing including enclosed footwear.*
- *Warning of unpredictability of animals and to avoid possible injury by ensuring all body parts stay behind barriers and within accessible areas such as lanes, footpaths and walkways at all times. Refer Appendix A, Image 1 signage example WAMIA – Muchea Livestock Centre.*
- *Composite signage to be installed at points where visitors are most likely to enter stop and read the information (e.g. car park and entrances such as alongside base of steps to elevated walkways).'*

Management Proposal

Management agrees with these measures. Detailed signage proposals will be brought back to the Committee.

Fall from Height Risk

Issue

'There is a fall from height risk from the elevated walkways to the concrete floor below of approximately 2.4m. This risk may increase due to crowding of narrow walkways during busy sales periods. Balustrades are in place at the walkway edges however this may not be an effective control where unsupervised small children are involved.'

LGIS Treatment Suggestion

'Restrict access by the public and in particular children from unauthorised and operational areas by:

- *Providing alternative facilities for the care of children during publically accessible saleyard times (e.g. crèche in main office building)*
- *Installing suitable fencing / barriers or modifying existing barriers:*
 - *To elevated walkways where children may be exposed to fall from height risks (considering effectiveness as a child resistant barrier similar to that of that demonstrated in AS 1926.1 – 2007, Swimming pool safety – Safety barriers for children and potential requirements of Occupational Safety; and including; Health Regulations 1996, under Regulation 3.55 Edges, duties of employer etc. to prevent falls from; AS 1657-1992 Fixed platforms, walkways, stairways and ladders - Design, construction and installation; and National Construction Code).*
 - *To other areas where the public (in particular children) may be exposed to potential conflict with animals (e.g. where walkways adjoin cattle pens at ground level.*

In providing the treatment options above it is also recognised that finances and resources required by the Shire to implement some of these options may not be considered reasonably practicable.'

Management Proposal

The proposal to provide alternative facilities for the care of children would not be appropriate. Firstly, the cost would be prohibitive and secondly, there is no room currently available for such a facility. A preferred option would be to exclude children from the site.

The installation of fencing / barriers or modifying existing barriers would also be cost prohibitive. Again, the preferred option would be to exclude children from the site.

The recommendation is that the combination of improved signage and staff/agent training should suffice as a warning to visitors about the potential risks.

Elevated Walkways

Issue

'Where walkways adjoin cattle pens at ground level, there is also the opportunity for persons to come into contact with cattle through and over the barriers. There exists a potential risk of sustaining crushing or entrapment injury, particularly to unsupervised children. This risk may increase due to overcrowding during busy sales periods.'

LGIS Treatment Suggestion

'Consider placement of individual hazard warnings at regular intervals along barriers located where walkways adjoin cattle pens regarding keeping body parts behind barriers (e.g. for your safety keep behind the line) and combine this with highly a visible line on the ground and corresponding painted top rail of balustrade / barrier.'

Management Proposal

Management agrees with these measures. Detailed proposals will be brought back to the Committee.

General

LGIS Treatment Suggestion

- *Make available publications (e.g. pamphlet available at the facility and related outlets, and the Shire's and related websites) regarding conditions of entry and access to the facility including restrictions regarding children.*
- *Training / induction of Shires saleyard staff, sales agents and their staff:*
 - *to be vigilant of visitor movement and behaviour; and*
 - *to make a point of identifying and advising visitors with children of the risks and their responsibilities regarding supervision.*

Management Proposal

Management agrees with these measures. Suitable materials for the facility and website will be prepared.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the Management Proposals detailed in the report of the Deputy Chief Executive Officer, relating to the review of the Site Liability Assessment Report prepared by Local Government Insurance Services, be endorsed.

COMMITTEE DECISION

Moved Cr L Handasyde, seconded Cr B Bell:

That:

- 1. With the exception of the highly a visible line on the ground and corresponding painted top rail of balustrade / barrier, the Management Proposals detailed in the report of the Deputy Chief Executive Officer, relating to the review of the Site Liability Assessment Report prepared by Local Government Insurance Services, be endorsed.**
- 2. The administration be requested to provide further recommendations to the Committee in respect to management of children on the site.**

CARRIED

6 GENERAL BUSINESS

6.1 2014/2015 BUDGET CAPITAL ITEMS

The following capital works proposals are suggested for consideration in 2014/2015, (excluding carry forward projects):

- Priority 1 – Continue Stage 3 of Additional Yard Space - (\$30,000.00). – Finalise 3 large holding pens to fit 90 cows or 120 vealers).
- Priority 2 – Alternative Water Supply - (\$15,000.00). – Water supply investigations and install test bore, assuming water supply investigations permit.
- Priority 3 - Outloading Ramp Bugle Modification - (\$30,000.00). This is a longstanding OHS and efficiency issue and the Council has received verbal and written complaints about it. It is expected that changes to be made to one outloading ramp in 2013/2014. This will enable the Council to see if it has the desired effect. If it does, it is proposed that two more outloading ramps be modified in 2014/2015.
- Priority 4 – Weighbridge Weigh Cells – (\$30,000.00) – The weigh cells are reaching the end of their economic life. It is recommended that the cells in both weighbridges be replaced in 2014/2015.
- Priority 5 – New Shed for Skid Steer Loader – (\$10,000.00) – It is desirable to store the machine out of the main shed so that staff can use the main shed more efficiently.
- Priority 6 - Bitumen Repairs – (\$20,000.00). The current bitumen area is cracking in some areas and will need to be done. This was deferred from 2013/2014.

It is also proposed to put \$5,000 in the budget for consultant investigations into progressing the Environmental Action Plan (in the operating budget). Given recent discussions, it is considered that a budget allocation may be required for an additional primary pond, pond configuration changes or manure reduction at some stage. It is recommended that at least \$50,000.00 be kept in reserve for such works. It is also recommended that a sum be allocated towards concept design and ball park costings for a new roof (also in the operating budget).

Given the expected expenditure on capital projects and reserve movements, the projected end of year balance of the Saleyards Reserve Fund is \$108,846.00 + \$128,454.00 (2013/2014 cash surplus) = \$237,300.00. Given this, it would be prudent for the following capital items to be budgeted:

Description	Amount	Projected Reserve Balance
Projected Opening Balance (Inc C/Fwd (2013/14 Surplus)		\$237,300
Convert Washdown Pipes (C/Fwd)	\$40,000	197,300
Outloading Ramp Bugle Modification x1 (C/Fwd)	\$15,000	182,300
Stage 3 of Additional Holding Pens	\$30,000	152,300
Alternative Water Supply	\$15,000	137,300
Outloading Ramp Bugle Modification x2	\$30,000	107,300
Weighbridge Weigh Cells	\$30,000	77,300
New Shed for Skid Steer Loader	\$10,000	67,300
Bitumen Repairs	\$20,000	47,300

Members of the Committee requested that this matter be relisted for its next meeting to be held on 29 April 2014.

6.2 2014/2015 DRAFT OPERATING BUDGET AND FEES

Possible budget fees and charges are listed on the attached spreadsheet, for consideration. As with last year, an overall increase of 4% has been assumed. Comments from the draft business plan relating to fees at the Muchea and Boyanup Saleyards have been included for information.

A draft operating budget has been included and a 4% increase has been factored into that. The draft budget has been modelled based on a throughput of 67,000 cattle, which is the average over the last three years.

Members of the Committee requested that this matter be relisted for its next meeting to be held on 29 April 2014.

6.3 ALMA BOARD MEETING IN KATANNING

The Deputy CEO Mr Fathers reported that that he had received advice from Ian Lovegrove that a meeting of the Board of the Australian Livestock Markets Association (ALMA) would be held in Katanning on Friday 23rd May (with dinner on Thursday Evening 22nd). Invitations would be received soon for this event.

6.4 WASTE WATER PONDS – ELEVATED PHOSPHOROUS LEVELS

The Deputy CEO Mr Fathers reported that the latest Phosphorus sample results in storage water pond SW1 were still at 9.4 and 9.5 mg/l, which are comparatively very high. The environmental contractor, Charles Williams had recommended blocking off the north western pond and reconnecting the south western (de-sludged) pond to the waste water system as soon as possible in order to improve the treatment operation.

During discussion, the Committee endorsed this action.

6.5 PROPOSALS FOR FURTHER CONSIDERATION

- Greater use of chlorinated water / Water sustainability – No action to date.
- Saleyards Strategic / Business Plan – Strategic Plan completed and on agenda. Draft of Business Plan completed and being reviewed.
- Agents Agreements – Primaries agreement signed by both parties. Landmark Deed of Agreement signed by both parties. Elders Agreement not yet received back.
- Concept design for Saleyards roof – No action to date.
- Standard Operating Procedures – Stewart beginning to review current procedures to assess where the gaps are in terms of agent's and Shire responsibilities.

7 NEXT MEETING

29 April 2014

8 MEETING CLOSURE

11.08am The Presiding Member declared the meeting closed.

CONFIRMED: CHAIRPERSON_____ **DATE:**_____/_____/_____