



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,
8.30am Tuesday 15 July 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

8.30am The Presiding Member declared the meeting open.

2 RECORD OF ATTENDANCE / APOLOGIES

Members 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
Mrs Erika Henderson, Assistant Saleyards Manager

3 CONFIRMATION OF MINUTES

Minutes, as circulated, of the meeting of the Saleyards Advisory Committee held on 24 June 2014.

Moved Cr B Bell, seconded Mr M Skinner:

That the Minutes of the Meeting of the Saleyards Advisory Committee held on 24 June 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 letters dated 15 April 2014, giving permission for Cr J Moir and Mr M Skinner to participate in matters relating to the Mount Barker Regional Saleyards until 31 December 2014.

Mr J Fathers read aloud the letters, copies of which are attached to these minutes.

5 REPORTS OF COMMITTEE MEMBERS AND OFFICERS

5.1 MANAGER'S REPORT – 18 JUNE TO 8 JULY 2014

SALE DATA

- Sale numbers total 1,534.
- There have been no cattle eligible for MSA sales in this time.
- 23 cattle have received replacement NLIS tags over this time.
- One animal has been put down or removed.
- Six bales of hay have been fed out over this time.
- There have been 51 cattle processed for Private/Shipper Weigh.

GENERAL BUSINESS

- As per discussion at the last Committee meeting, a Simmental steer jumped over the rear of Richard O'Connor's truck and was destroyed by police in old Bandicoot nursery.
- The irrigation water meter has now been replaced due to worn parts in the old meter and availability compromising our irrigation schedule. The new water meter is an Octave Ultrasonic Water Meter, and does not need ongoing calibration.
- Simon is cleaning dirt pens out when weather permits. We have done about half at this stage.
- Charlie and Rachel have now fixed the boundary fence where the thief went through it with the skid steer.
- Stewart and Erika have completed their senior first aid refresher course. Both passed.
- Stewart and Councillor Handasyde will be attending the ALMA conference next week between 21st to 25th July in Cairns.
- Ongoing maintenance is being carried out as usual.
- Graham Curry is no longer with Meat and Livestock Australia (MLA). MLA will continue to do a stock reporting service out of Mount Barker although who will be doing this is unknown at this stage.
- Stewart is intending taking annual leave in the next couple of weeks.

During discussion, members queried the status of the insurance claims as a result of the stolen skid steer loader. The Chief Executive Officer advised that the claim for damage to the skid steer loader had been finalised, however the property claim was still ongoing.

OFFICER'S RECOMMENDATION / COMMITTEE DECISION

Moved Cr B Bell, seconded Cr L Handasyde:

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

CARRIED

Moved Mr M Skinner, seconded Cr L Handasyde:

That a letter of thanks be sent to Graham Curry for his efforts in promoting the saleyards over many years.

CARRIED

5.2 SALEYARDS FINANCIAL REPORT (UNAUDITED) – 30 JUNE 2014

File No: CA/126/1
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: John Fathers
Deputy Chief Executive Officer
Proposed Meeting Date: 15 July 2014

PURPOSE

The purpose of this report is to review the unaudited financial position of the Mount Barker Regional Saleyards for the period ending 30 June 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 30 June 2014 position of operating and capital budget items is attached for information. Overall year to date (YTD) operating expenditure is \$704,669.00, which is \$25,891.00 above YTD budget.

The Employee Costs - Salaries account is \$29,750.00 above YTD budget due mainly to additional staffing requirements over the busy summer period and work involved in laying soft floor mats. Depreciation of Furniture and Fittings is \$18,015.00 above budget, due mainly to the increased depreciation on soft floor matting. Depreciation of Plant and Equipment is \$12,280.00 above budget, due mainly to the updated 'fair' values.

Operating income is \$699,589.00, which is \$84,249.00 above YTD budget. Most of the other operating accounts are within or around budget figures (or expenditure which is not required). The overall result is a deficit of \$5,080.00, which is \$58,358.00 above the predicted YTD position.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION / COMMITTEE DECISION

Moved Mr M Skinner, seconded Cr B Bell:

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

CARRIED

5.3 SALEYARDS SIGNAGE UPGRADE

File No:	CA/126/1
Attachment:	Detailed signage proposals
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	John Fathers Deputy Chief Executive Officer
Proposed Meeting Date:	15 July 2014

PURPOSE

The purpose of this report is to seek endorsement of proposals to upgrade various signs at the Saleyards.

BACKGROUND

At its meeting held on 1 April 2014, the Saleyards Advisory Committee was advised as follows in regard to findings by LGIS following a risk assessment:

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 – Muehea 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 agreed with these measures and reported that detailed signage proposals will be brought back to the Committee.

Subsequently, at its meeting held on 29 April 2014, the Saleyards Advisory Committee resolved that:

'That following the review of the Site Liability Assessment Report prepared by Local Government Insurance Services, the CEO's intention to implement the following additional measures at the Mount Barker Regional Saleyards, namely:

1. *Children less than 10 years of age are not be permitted in the selling area and children aged 10 and above are only permitted in the selling area under adult supervision, and that;*
 2. *Appropriate signage be installed on site notifying the public of part 1 above.*
- be noted.'*

STATUTORY ENVIRONMENT

Civil Liability Act 2002

Occupational Safety and Health Act 1984

The imperative for identifying, assessing, and treating the risks covered by the safety 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

In line with previous discussions, the attached signage proposals have been prepared. Some additional signs which are currently out of date or dilapidated have also been included. Legal advice has been sought in regard to the wording for the restricted areas.

Quotations have been sought for the preparation of the signs which will be installed by Saleyards staff.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

Moved Cr L Handasyde, seconded Cr B Bell:

That the attached signage proposals, be endorsed.

During discussion, a number of changes were put forward to the signage wording. Also, a query was raised as to who were the 'authorised persons' noted in sign 2B and whether it included the buyers and sellers who currently enter the saleyards to shift cattle. The Chief Executive Officer advised that further consideration would need to be given to the question of who should be authorised to handle cattle and if everyone should receive a formal induction.

MOTION TO ADJOURN THE QUESTION

Moved Cr B Bell, seconded Mr M Skinner:

That the question be adjourned to allow a further report to be presented relating to who should be authorised to handle cattle and if everyone should receive a formal induction.

CARRIED

6 GENERAL BUSINESS

6.1 SALEYARDS BUSINESS PLAN

During discussion at the meeting held on 24 June 2014, a number of amendments were suggested to the draft Business Plan. Members requested the document to be relisted for further consideration at the July 2014 meeting.

During discussion, a number of changes were put forward for the draft Business Plan. It was noted that a final draft would be ready to present to the August meeting of the Committee and, as an operational document, there was no requirement for formal Council endorsement.

6.2 CONVERSION OF WASH DOWN PIPES TO ABOVE GROUND

At its meeting held on 29 April 2014, it was advised that a revised quotation for the conversion of washdown pipes to above ground had been received at \$49,879.00 (inc GST). This is approximately \$5,350.00 above the budget figure. A further quotation has been received from Total Eden at approximately \$65,710.00 (excluding GST).

The Assistant Manager advised that, after further consideration, it was proposed not to proceed with this project, due to the cost and the fact that most of the galvanised bolts on the pipe joiners have already been replaced with stainless steel bolts. Instead, it is proposed to install taps on the below ground pipes on the western side of the saleyards to enable leaks to be isolated and the truck wash to remain operational when leaks occur.

Members were generally happy with the proposal as long as the joiners that had been upgraded can be mapped. It was agreed that further details be brought back to the Committee for further discussion.

6.3 FEEDLOT CHALLENGE

The Saleyards Manager referred to the proposed a 'Gate to Plate Feedlot Challenge' exercise aimed at getting feedback for vendors on cattle weight gain at feedlots.

6.4 PROPOSALS FOR FURTHER CONSIDERATION

- Greater use of chlorinated water / Water sustainability – At its meeting held on 27 May 2014, members agreed that the requirements specified in the letter from the Health Department of WA make the operation of the waste water re-use system unviable. A budget item for 2014/2015 has been included for an additional water source.
- Saleyards Strategic / Business Plan – The Strategic Plan has been adopted by the Committee and is being presented to the Council. 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. A meeting has been held with Margaret Hemsley about how to deal with inappropriate

behaviour at the Saleyards, which somewhat requires Standard Operating Procedures and behaviours to be developed. Stewart and Erika have provided a draft to the DCEO for further action.

- Signage Updates – Detailed signage proposals have been developed. The Shire has sought legal advice on the wording on the proposed new signs, to ascertain if the wording is appropriate and 'reasonable' in terms of the issues raised by LGIS. Advice has been received and is included in this agenda.

7 NEXT MEETING

19 August 2014.

8 MEETING CLOSURE

10.12 am The Presiding Member declared the meeting closed.

CONFIRMED: PRESIDING MEMBER _____ **DATE:** ____/____/____