



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 16 September 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

Apologies

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 19 August 2014.

Moved Cr L Handasyde, seconded Cr B Bell:

That the Minutes of the Meeting of the Saleyards Advisory Committee held on 19 August 2014 as circulated, be taken as read and adopted as a correct record.

CARRIED

4 DISCLOSURE OF INTEREST

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

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 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.

5 REPORTS OF COMMITTEE MEMBERS AND OFFICERS

5.1 MANAGER'S REPORT – 12 AUGUST 2014 TO 9 SEPTEMBER 2014

SALE DATA

- Sale numbers total 2,619.
- There have been no cattle eligible for MSA sales in this time.
- 41 cattle have received replacement NLIS tags over this time.
- One animal has been put down or removed.
- Three bales of hay have been fed out over this time.
- There have been 17 cattle processed for Private/Shipper Weigh.

GENERAL BUSINESS

- On 21 August, a 600kg steer got its leg caught in the gate of a selling pen. Staff managed to free the animal, but with a severely broken leg. The animal was destroyed 50 minutes later. We received a verbal complaint from Lois Walters (Hovea Park). She was not happy that we didn't stop the sale and shoot the animal straight away. Erika indicated to her that any complaints can be made in writing to the CEO which was done. Erika also advised the CEO of the complaint and contacted John Barden, Welfare and Compliance officer at the Dep't of Agriculture.
- Stewart returned from leave on 1 September.
- On 3 September, a consignment of seven animals (6 big bulls, 1 cow) came from Esperance, supposedly going direct to Western Meat Packers (WMP). Originally the animals were to change trucks on the road, but we then received a phone call saying that these animals would be coming to the saleyards, to be transited onto WMP. We were then informed that two of the big bulls may have some sort of welfare issues. After many phone calls and these animals ending up at Mount Barker Saleyards, Mount Barker Vets were called for clarification to move the animals in question on. Issues of compliance were then handed onto John Barden, the Welfare and Compliance officer from the Dep't of Agriculture.
- Nessco carried out a 6 Monthly service for the two compressors.
- The Harvey Beef Gate to Plate Feedlot Challenge article was in the Farm Weekly last week, with a copy attached for your perusal. Nominations open on the 11 September and close 17 November with a maximum of 60 vendors 180 animals to be received at the saleyards on 14 and 15 January 2015. Processing will take place on Saturday 17 January 2015.
- The Albany Probus Association will visit on Monday 22 September to hold the monthly meeting, and after a tour of the yards.
- We have been contacted by Megan Harrod, Livestock Biosecurity Network about fit to load, and have now proposed a date being Thursday 4 December before the first weaner sale.
- Jenny Cotter from the Dep't of Agriculture along with Murdoch University are going to conduct a Low Stock Stress Handling day here at the saleyards on a Tuesday in February. This will benefit all yard users.

- In regards to Washdown pipe replacement, it is the Manager's opinion that, given the fact that a lot of the underground bolts have now been upgraded, the cost to bring the network above ground outweighs the benefits. Out of the 43 standpipes we have, 32 have now had their bolts replaced which only leaves 11 to complete. It is considered that it would be better putting in five section control taps, on the western side of the yards, where the wash down lines come in the yards, which would alleviate down time of washdown due to being able to isolate sections when a problem arises.

OFFICER'S RECOMMENDATION

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

COMMITTEE DECISION

Moved Cr B Bell, seconded Cr L Handasyde:

That:

- 1. The report of the Saleyards Manager, relating to current activities at the Mount Barker Regional Saleyards, be received; and**
- 2. It be recommended to the Council that the 2014/2015 adopted budget be amended as follows:**

Account No.	Description	Original Budget	Revised Budget	Difference
51528.0483	'Convert Washdown Pipes to Above Ground' be amended to read 'Upgrade Washdown Pipe Saddles and Install Section Control Taps'	(\$45,000)	(\$6,000)	(\$39,000)
41326.0486	Transfers from Reserve Funds	\$158,500	\$119,500	\$39,000

CARRIED

5.2 SALEYARDS FINANCIAL REPORT – 31 AUGUST 2014

File No: CA/126/1
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: John Fathers
Deputy Chief Executive Officer
Proposed Meeting Date: 16 September 2014

PURPOSE

The purpose of this report is to review the financial position of the Mount Barker Regional Saleyards for the period ending 31 August 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 31 August 2014 position of operating and capital budget items is attached for information. Overall year to date (YTD) operating expenditure is \$126,015.00, which is \$34,591.00 below YTD budget. There are no significant variances. No capital expenditures have been made to date.

Overall year to date (YTD) operating income is \$36,831.00, which is \$22,379.00 below YTD budget. Weigh and Pen Fees are \$14,912.00 below YTD budget although reflect the current level of throughput and is not unusual for this time of year.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION / COMMITTEE DECISION

Moved Cr B Bell, seconded Cr L Handasyde:

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 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.'

At its meeting held on 15 July 2014, 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. The Committee resolved 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.

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.

In regard to the query 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 following comments are made. It is considered that all persons entering cattle enclosure areas, truckwash and other restricted areas should be inducted. It is proposed that the Saleyards Manager will formally induct all agents and their employees in one or two sessions. The same should occur with transporters using the saleyards. A form to certify the inductions will be prepared and signed off for each inductee. The agents should then be authorised to induct staff who may be employed in the future.

It is also considered that vendors should also be subject to a formal induction by the manager. There is little question that given the risks involved and the potential for incidents and accidents (and therefore claims against the Shire), this is a step that is most likely expected.

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the attached signage proposals, be endorsed.

COMMITTEE DECISION

Moved Cr B Bell, seconded Cr L Handasyde:

That the attached amended signage proposals, be endorsed.

CARRIED

6 GENERAL BUSINESS

6.1 AUSTRALIAN LIVESTOCK MARKETS ASSOCIATION INC AGM AND CONFERENCE

A report from Saleyards Manager, Stewart Smith is attached.

6.2 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 ready for adoption.
- 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 has been considered by the Committee.

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.

- During discussion at the meeting held on 19 August 2014, it was agreed that some thought should be given to a public relations opportunity for the millionth animal to go through the saleyards, expected to be in late 2015.
- During discussion at the meeting held on 19 August 2014, members noted Cr Handasyde's comments within his report on the ALMA Conference that it will be increasingly more and more important to secure a position on the ALMA Board in order to have the inside running on the National Issues. It was agreed to give further consideration to this matter.

7 NEXT MEETING

11 November 2014.

8 MEETING CLOSURE

9.40am The Presiding Member declared the meeting closed.

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