



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,
10.30am Tuesday 21 July 2015

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

10.30am 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

Apologies

Mr Rob Stewart, Chief Executive Officer
Mr Stewart Smith, Saleyards Manager

Staff

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

3 CONFIRMATION OF MINUTES

Moved Cr L Handasyde, seconded Cr B Bell:

That the Minutes of the Meeting of the Saleyards Advisory Committee held on 23 June 2015 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

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 a letter dated 19 December 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 2015.

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

5 REPORTS OF COMMITTEE MEMBERS AND OFFICERS

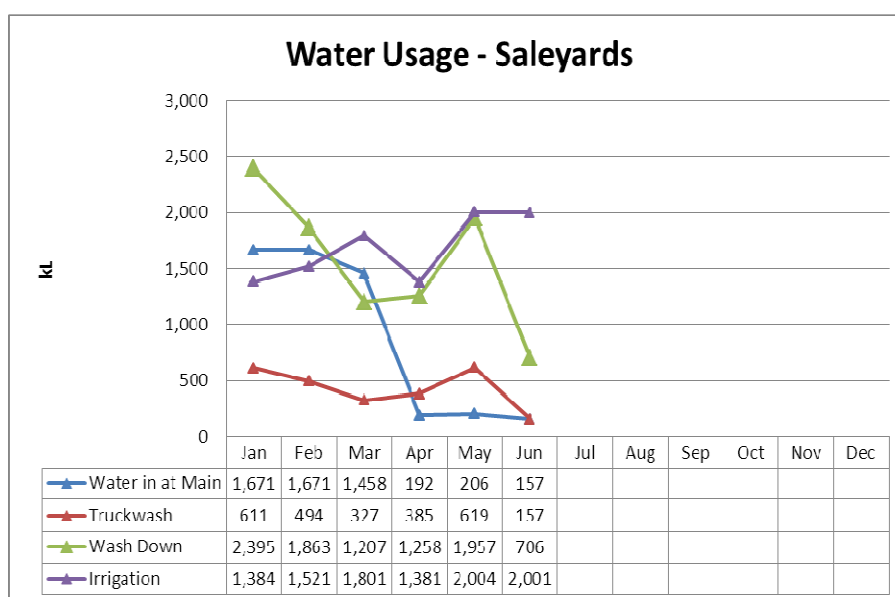
5.1 ASSISTANT MANAGER'S REPORT –17 JUNE TO 15 JULY 2015

SALE DATA

- Total sale numbers 2,393.
- There have been no cattle eligible for MSA sales in this time.
- 21 cattle have received replacement NLIS tags over this time.
- Three animals have been put down or removed.
- Nine bales of hay have been fed out over this time.
- There have been 252 cattle processed for Private/Shipper Weigh.

GENERAL BUSINESS

- On 18 June, Di Evans from the RSPCA in South Australia visited. She came to have a look at our receivals and sale process.
- All ponds, drains, road edges and fence lines have now been sprayed for weeds.
- On 25 June Dawn Lowe from Animals Angels visited again. She spent approximately three hours talking to Stewart and focused on ramps as the new ramp standards have now been released.
- Fire extinguishers have all had their six monthly checks.
- Simon is busy cleaning out dirt pens and refilling with new dirt. Chas has delivered four loads of gravel to the saleyards to aid with this.
- We have slashed the paddock around ponds and behind the blue gums.
- Sale numbers are starting to drop now.
- The latest water usage graph is shown below.



OFFICER'S RECOMMENDATION / COMMITTEE DECISION

Moved Cr B Bell, seconded Mr M Skinner:

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

CARRIED

5.2 SALEYARDS FINANCIAL REPORT – 30 JUNE 2015

File No: CA/126/1
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: John Fathers
Deputy Chief Executive Officer
Proposed Meeting Date: 26 May 2015

PURPOSE

The purpose of this report is to review the preliminary financial position of the Mount Barker Regional Saleyards for the period ending 30 June 2015.

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 preliminary 30 June 2015 position of operating and capital budget items is attached for information. Overall end of year (EOY) operating expenditure is \$1,065,996.00, which is \$51,763.00 below EOY budget. There are no significant variances.

The main capital expenditures relating to the additional holding pens and conversion of washdown have either been started or completed, while other works will be carried forward. We are still working with Powell Security on the CCTV system and it is expected that the performance can be improved.

Overall EOY operating income is \$710,337.00, which is \$8,806.00 above the revised EOY budget. Weigh and Pen Fees are \$8,231.00 above EOY budget.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION / COMMITTEE DECISION

Moved Cr B Bell, seconded Mr 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 M & J MITCHELL PTY LTD - LEASE OF PORTION OF SALEYARDS

File Ref: N34655
Attachments: [Lease - M & J Mitchell Pty Ltd 2015](#)
Responsible Officer: John Fathers
Deputy Chief Executive Officer
Author: Donna McDonald
Senior Administration/Human Resources Officer
Proposed Meeting Date: 21 July 2015

PURPOSE

The purpose of this report is to consider the renewal of the lease agreement with M & J Mitchell Pty Ltd (Mitchells Transport) for the use of a portion of Lot 3 Albany Highway, Mount Barker for the purpose of cattle holding yards.

BACKGROUND

The Shire of Plantagenet has leased approximately 3,000 square metres (portion of Lot 3 Albany Highway) at the Mount Barker Regional Saleyards to Mitchells Transport since 1 July 2010. The current lease agreement expired on 30 June 2015.

STATUTORY ENVIRONMENT

The leasing of Council owned or vested property is classified as a disposition of property pursuant to section 3.58 of the Local Government Act 1995. This section does not apply to a disposition of property in the course of carrying on a trading undertaking as defined in Section 3.59 of the Act, as is the present case.

EXTERNAL CONSULTATION

A draft lease has been prepared and forwarded to Mitchells Transport for their comment.

FINANCIAL IMPLICATIONS

It will be recommended that Mitchells Transport be required to pay rent of \$335.80 (exclusive of GST) annually in advance commencing on the commencement date of 1 July 2015 and on each anniversary date until the lease expires on 1 July 2020.

POLICY IMPLICATIONS

There are no policy implications for this report.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2013-2023 provides at Outcome 3.3 (A well-developed relationship with industry, commerce and government) the following Strategy:

Strategy 3.3.1:

'Develop, maintain and strengthen relationships with local business.'

Accordingly, the recommended outcome for this report aligns with the Strategic Community Plan.

OFFICER COMMENT

There have been no significant changes to the terms and conditions of the current lease agreement with Mitchells Transport, with the exception of an increase in the rental amount to reflect CPI increases since the commencement of the lease.

The lease with Mitchells continues to work well and adds value to the Saleyards. A renewal of the lease on similar terms and conditions is recommended.

VOTING REQUIREMENTS

Simple Majority

During discussion, the view was expressed that there may be a need to discuss the condition of the yards with Mitchells Transport, as the yards may require some maintenance or upgrading before the end of the next five year lease term. The Saleyards Manager was requested to provide comment on the condition of these yards for further consideration and it was also agreed to review the lease conditions in this regard.

OFFICER'S RECOMMENDATION / COMMITTEE DECISION

Moved Mr M Skinner, seconded Cr B Bell:

That it be a recommendation to the Council:

That:

- 1. The lease with M & J Mitchell Pty Ltd for a portion of Lot 3 Albany Highway, Mount Barker for the purpose of cattle holding yards, be renewed under the following terms:
 - a) the lease be for a period of five years;**
 - b) the annual rent to be \$335.80 (excluding GST) per annum.****
- 2. Authority be granted to the Shire President and the Chief Executive Officer to affix the Common Seal of the Council to the lease agreement (as attached) between the Shire of Plantagenet and M & J Mitchell Pty Ltd for a portion of Lot 3 Albany Highway, Mount Barker.**

CARRIED

5.4 ROOF OVER THE NORTHERN DIRT PENS – MOUNT BARKER REGIONAL SALEYARDS - DESIGN

File Ref:	N34124
Attachments:	Detailed Plans for Saleyards Roof
Responsible Officer:	John Fathers Acting Chief Executive Officer
Author:	John Fathers Acting Chief Executive Officer
Proposed Meeting Date:	21 June 2015

PURPOSE

The purpose of this report is to seek endorsement of the detailed plans for a roof over the northern dirt pens at the Mount Barker Regional Saleyards.

BACKGROUND

An application has been submitted for a grant of \$300,000.00 under the Great Southern Development Commission's 2014/2015 Royalties for Regions - Great Southern Regional Grants Scheme. The amount sought is approximately half the cost of the project.

Advice in regard to the success or otherwise of the grant is expected in June 2015. If a grant is secured, a condition of the grant funding is that the Shire would need to have funding and detailed plans in place by 30 June 2015.

The Saleyards Advisory Committee has supported the application and is of the view that the Council should consider borrowing the whole sum to take advantage of the current low interest rates, thereby leaving some capital in reserve in case it is required for other purposes.

A concept and preliminary costings from designer John Maxwell have been developed.

At its meeting held on 3 March 2015, the Council resolved that:

1. The construction of a roof over the northern dirt pens at the saleyards be supported.
2. Detailed design plans and tender documentation for this project be progressed.

Mr Maxwell has now prepared working drawings.

STATUTORY ENVIRONMENT

There are no statutory implications for this report.

EXTERNAL CONSULTATION

Consultation has occurred with designer John Maxwell.

FINANCIAL IMPLICATIONS

Financial implications for the overall project were presented to the Council at its meeting held on 3 March 2015. The project is expected to be funded by a combination of grant and loan funding. These matters will be dealt with in a future report to the Council if the grant applied for is approved.

POLICY IMPLICATIONS

There are no policy implications for this report.

ASSET MANAGEMENT IMPLICATIONS

The design and materials specification of the new roof (combined with the local climate zone) is such that the facility additions will require minimal maintenance. Once constructed the expected asset life is over 60 years.

Consideration has been given to the predicted financial effect on operations once the project is complete. An allowance for preventative minor annual maintenance of \$3,000.00 per annum is expected. These costs are offset by predicted increased income.

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'

The Shire's Mount Barker Regional Saleyards Strategic Plan 2014 – 2023 states that *'The Shire has proposed major improvements to the Saleyards that consist of expansion to receivals areas and roofing over an area of dirt floored pens'*.

The Shire's Mount Barker Regional Saleyards Business Plan 2014 – 2023 states that *'There has been a long term aim to provide a roof over the northern dirt pens of the Saleyards. This project is seen as the main priority to develop and source grant funding.'*

Accordingly, the recommended outcome for this report aligns with the Strategic Community Plan.

OFFICER COMMENT

The Shire has identified in its Business Plan (2014-2023) for the Saleyards that it is a strategic aim of the Council to ensure that animal welfare is a high priority. It was also noted that current rainfall and other (non-scheme) water sources are usually insufficient for requirements over summer. From 2007 to 2013 the average annual cost of scheme water was around \$20,000.00.

Consideration has been given to investigative work on alternative water strategies for the Saleyards and this project provides a method of water catchment and re-use.

By continually improving and upgrading the Saleyards' facilities in line with development priorities, the Saleyards can maintain its status as a state-of-the-art facility that values animal welfare and environmental best practices.

If the grant applied for is secured, the Shire would need to have funding, detailed plans and tender documentation in place by 30 June 2015 and effectively be 'shovel ready' by then. The Council has therefore previously supported progressing the preparation of working drawings for the roof.

Features of the design are as follows:

- The design provides two skillion roofs separated by a ventilation gap.
- The roof is designed in bays. The number of bays can easily be reduced by a variation if the cost of the entire structure is prohibitive (subject to agreement of a grant funder).
- The structure will be in harmony with the existing roof structures and constructed of zincalume.
- The substructure will be galvanised steel to match existing works.
- It will enable storm water to be collected and delivered to existing drains and storm water catchment tanks.
- The design incorporates fluorescent lighting. The designer has investigated options with lower long term operating costs such as LED and this could be specified as a variation if considered desirable.
- The roof will cover the northern overhead walkway and all northern dirt pens.
- The design enables outloading ramps to be modified in future if required.
- All of the roof supports will be attached on top of existing gate posts or fence posts to minimise interference with current yard space. Footings will be upgraded where needed.
- Consideration has been given to the future addition of solar photovoltaic cells, however the design does not incorporate conduit and cabling as such equipment could be installed easily without this provision.

The structure been designed in conjunction with a structural engineer and has now been certified by him.

During discussion at the meeting held on 23 June 2015, it was agreed that advice be sought on the adequacy of overflows on the water tanks. In addition, it was agreed that advice be sought from a suitably qualified and experienced person, on whether there may be anything missed on the plans or any issues that may cause unforeseen issues during construction.

The first matter was discussed with the designer, who consulted with the engineer. It was considered that the overflow on the water tanks was sufficient, however it was considered prudent to add in one additional bridge between the two tanks and one additional overflow. The plans have been amended accordingly. The plans were also provided to local builder George Corke, who provided comments as shown attached. Feedback has been sought from the designer and engineer and in response, it is advised as follows:

- Span of Rafters – While the span is not in line with Hopley Charts, the engineer has confirmed the adequacy of the design.
- Adequacy of columns and wall thickness to support the structure - The engineer has confirmed the adequacy of the design.
- Footings adequate to support the design – The footings in the original plans for the saleyards specify 600mm wide and 800mm deep. The engineer has confirmed that this is sufficient. It should be a requirement of the tender documents to specify an additional dollar figure for each footing that needs to be increased. The method of enlarging the footings can be detailed by the tenderer. This may or may not be

required, however each footing will need to be checked as part of the construction phase.

- It was suggested that these plans be issued as a guide for a design and construct tender – This is not the preferred option and is not considered necessary. The design is based on discussions between the designer and the administration and is based on a desire to minimise additional columns within cattle pens. The design has been fully checked and certified by a structural engineer.
- Classification of Project – The building is a Class 10A Building. This can be referenced in the tender documentation, however, is somewhat irrelevant if the design, as proposed is used.
- Site Inspection and consider soil and wind loadings – Soil classification tables and wind loadings have been considered by the engineer. The designer and engineer stand by their recommendation to include the site inspection as part of the construction process.

As a general comment, the engineer stated *'that once the Shire has received signed drawings from a professional engineer, the signed documents override any interpretations from design tables and other unqualified opinions.'* Unfortunately Mr Corke was not aware that the drawings had been certified as he was given preliminary copies which were signed off by the engineer afterwards.

While it remains the recommendation that the plans be endorsed, the exercise has been useful in that the tender documents need to specify an additional dollar figure for each footing that needs to be increased.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That it be a recommendation to the Council:

That the attached detailed design plans for a roof over the northern dirt pens at the Mount Barker Regional Saleyards be endorsed for the purposes of progressing tender documentation.

During discussion, concern was raised about the use of Hopley trusses and in particular the long term maintenance of those elements due to the capture of moisture and dirt. A preference was expressed for rectangular hollow section and laminated panels. It was requested that the designer, Mr Maxwell be invited back to the Committee to discuss the feasibility of incorporating a more durable solution due to the environmental conditions.

In response to concerns raised by Mr Corke, it was also agreed that the adequacy of the footings should be tested by the Shire, (particularly those on the southern side which are most likely to bear upward forces) before a contract is let. The option of a design and construct solution was also discussed.

GENERAL BUSINESS

6.1 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. A meeting has been held with a diviner / drilling contractor to seek a potential bore site. A second diviner is being sourced.
- Agents Agreements – The Primaries agreement has been signed by both parties. The Landmark Deed of Agreement has been signed by both parties. The Elders Agreement has not yet received back. This is not likely to be received until a new agreement drafted and discussion with agents about \$1.00 contribution. The draft agreement has been received back from a solicitor following feedback at the Saleyards Committee meeting on 11 November 2014.

The new agreements have now been sent out to agents.

- Concept design for Saleyards roof – A discussion was held in regard to expectations at the meeting held on 11 November 2014. The concept design and grant application have been submitted. The construction of a roof over the northern dirt pens at the saleyards has now been supported by the Council and detailed design plans are complete. It is hoped that these plans will be approved by the Council on 23 June 2015.
- Standard Operating Procedures – Draft procedures have been developed and form an addendum to the new Agents Agreements.
- 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.

At its meeting held on 28 April 2015, the Committee considered that a similar event to what has been done previously to promote the yards would be appropriate, with a plaque, speeches and sash around the 1 millionth animal. Some thought will need to be given to how the animal is chosen.

- 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 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.

At its meeting held on 28 April 2015, the Committee noted that some recent minutes were being sought with a view to assisting in consideration of the benefits of membership. It was noted that when the live cattle trade received some bad press recently, the response was immediate and relentless. Having a representative at that level might be useful as it may provide intelligence from a wide cross section as well as identifying federal funding opportunities. The view was expressed that any nominee should be an elected member with a good understanding of the cattle industry. Further correspondence and a set of draft minutes were attached for consideration.

During discussion, Committee members were of the view that there would be some benefits to the Shire and to the industry generally from membership on the ALMA Board. The Presiding Member expressed the view that he would like to attend the annual conference in September to speak to other members and the CEO of ALMA before committing to a nomination. It was suggested ALMA may permit the Presiding Member to listen in to the July meeting via teleconference as a prospective member. It was agreed that a report to endorse Cr Moir's attendance at the AGM and conference would be prepared in due course.

- During discussion at the meeting held on 9 December 2014, the Committee agreed that need for an independent power supply to run the sale and provide water to cattle was becoming more important. The Committee requested the Saleyards Manager to investigate options for a suitable on-site generator. The Saleyards Manager has made some initial enquiries.
- During discussion at the meeting held on 3 February 2015, it was noted that the weighbridge scanners had been damaged by recent storm activity and scanning was being done by hand. The Committee agreed that an appropriate risk mitigation strategy warranted some investigation. The Saleyards Manager has discussed this matter with the Aleis who have indicated that this was an unusual incident and there should be no need to protect the equipment from this type of surge. The Manager is going to seek the views of Norm Burren from Mount Barker Electrics.
- At its meeting held on 3 March 2015, the Committee noted the Chief Executive Officer's intention to investigate and provide advice to the Saleyards Advisory Committee in regard to options for the purchase and / or lease of a skid steer loader, with such advice including a history of the current machine, most appropriate machine and a cost benefit analysis of leasing versus other procurement / trade-in options.
- During discussion at the meeting held on 21 July 2015, the view was expressed that there may be a need to discuss the condition of Mitchells Transport's yards, as the yards may require some maintenance or upgrading before the end of the next five year lease term. The Saleyards Manager was requested to provide comment on the condition of these yards for further consideration and it was also agreed to review the lease conditions in this regard.

7 NEXT MEETING

18 August 2015.

8 MEETING CLOSURE

11.20am The Presiding Member declared the meeting closed.

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