



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,
9.00am Tuesday 29 April 2014

John Fathers
ACTING 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 John Fathers, Acting 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 1 April 2014.

Moved Cr B Bell, seconded Cr L Handasyde:

That the Minutes of the Meeting of the Saleyards Advisory Committee held on 1 April 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 – 21 MARCH TO 21 APRIL 2014

SALE DATA

- Sale numbers from 21 March to 21 April 2014 total 3,663.
- There have been 14 cattle eligible for MSA sales in this time.
- 60 cattle have received replacement NLIS tags over this time.
- Two animals have been put down or removed.
- 16 bales of hay have been fed out over this time.
- There have been 196 cattle processed for Private/Shipper Weigh Cattle.

GENERAL BUSINESS

- General maintenance has been ongoing, with nothing outstanding.
- 27 March – A 1,200kg bull escaped over the dispersal fence at approx 10.30am. The bull went through the selling process and once sold was penned in groups for travel on trucks. This particular animal didn't like his companions, so jumped out. We attempted to get him back in via receival end of yards, but to no avail. It jumped the irrigation fence line and headed south. Steve Player the ranger was notified and he then notified Brookfield Rail. Stewart rang the police and Stewart and Al Keogh decided to destroy animal as it was getting too close to Albany Highway.
- 31 March – Arriving at work, we had two trucks at the truck wash and an escaped sheep from one of the trucks running around the compound. After speaking with the driver, the sheep was captured and put back on the truck (he was going to leave it here)
- 2 April - Ayo from Livestock Exchange visited after being at Muchea. He was to update computers but we are already updated. Whilst he was here, Ayo did speak to us about the new program upgrade 'Auction It'. This program has been out for a number of years; it is now being trialled at Muchea and is already in place at Grassmere and LTV in Victoria.

Some of the benefits to the new program are that it can send out multiple emails to clients and buyers, rather than the one that is available now. It can update buyers in real time at the auctioneer's rail via tablet. It can also do a client search which will give you all info for any client any sale for a 12 month period. At the moment we have to individually search every sale for numbers. We should look at installing the new program in the foreseeable future as this will make our side of the sale process better, as well as better for customer service and review. Stakeholders are always looking for up to the minute information. The cost will be advised.

- We had to replace the outside to inside door in the cleaner's room. The building maintenance staff have been out and made that secure.
- 9 April – We blocked off effluent pond on the east side, so the waste water is now going into the western pond, (the one that we cleaned out) due to higher than average Phosphorus readings.
- 15 April - Stewart had a meeting with Deputy CEO John Fathers and Marg Hemsley (Principal Consultant LG People and RiskID) to do with bullying issues at the yards.

The outcome is more paperwork and getting procedures in place which will go with Agents' Agreements.

- 17 April - Clemencia Rodriguez, Senior Project Officer at the Environmental Health Directorate, Health Department visited to look at the waste treatment plant, with regard to its licence for water reuse. The outcome will be advised.
- 17 April - We had no sale due to Easter long weekend.
- 22 April - We returned to work and neither weighbridge computer would fire up. Gary from Pre-Emptive strike came out straight away to solve problem. It turns out that Windows XP is no longer supported by Microsoft and the anti virus was looking for updates which it couldn't get. All has been sorted now.
- 22 April – The wash down pipe under roof near stacking pens let go. It is being fixed.

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

5.2 SALEYARDS FINANCIAL REPORT – 31 MARCH 2014

File No: CA/126/1
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: John Fathers
Deputy Chief Executive Officer
Proposed Meeting Date: 29 April 2014

PURPOSE

The purpose of this report is to review the financial position of the Mount Barker Regional Saleyards for the period ending 31 March 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 March 2014 position of operating and capital budget items is attached for information. Overall year to date (YTD) operating expenditure is \$557,215.00, which is \$31,703.00 above YTD budget.

The Employee Costs - Salaries account is \$17,358.00 above YTD budget due mainly to the work in laying soft floor mats and additional staffing requirements over the busy summer period. Depreciation of Furniture and Fittings is \$13,512.00 above budget, due mainly to the increased depreciation on soft floor matting. Depreciation of Plant and Equipment is \$9,286.00 above budget, due mainly to the updated 'fair' values.

Operating income is \$570,799.00, which is \$82,374.00 above YTD budget. Most of the other operating accounts are within or around budget figures. Weigh and Pen Fees income is \$58,459.00 above YTD budget. The overall result is a surplus of \$13,584.00, which is \$50,671.00 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 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 RESTRICTIONS ON CHILDREN – MOUNT BARKER REGIONAL SALEYARDS

File No: CA/126/1
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: John Fathers
Deputy Chief Executive Officer
Proposed Meeting Date: 29 April 2014

PURPOSE

The purpose of this report is to further review the restrictions on children at the Saleyards as a result of 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.

At its meeting held on 1 April 2014, the Saleyards Advisory Committee resolved 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.

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

It is expected that any signage 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 issue that the Committee has asked for reconsideration on was reported by LGIS as follows:

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.

It was mentioned at the meeting of the Saleyards Advisory Committee held on 1 April 2014 that it is important for young people who are growing up in the cattle industry to have exposure to the sale process.

The combination of improved signage and staff/agent training should help as a warning to visitors about the potential risks. Staff will need to be vigilant about the presence of children on the site however, they cannot be expected to be aware of the presence of children on the site at all times and provide warnings to all parents.

Given that the Council is now aware of the accident in question it needs to make a decision about what is a reasonable treatment. It is considered that at the age of 10, children are old enough to be aware of the dangers at the facility, but still young enough to learn about the saleyards' operations.

It is recommended that children less than 10 years of age not be permitted in the selling area and that children aged 10 and above only be permitted in the selling area under adult supervision.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION / COMMITTEE DECISION

Moved Mr M Skinner, seconded Cr B Bell:

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.**

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

During discussion, Members agreed to recommend to the Council that surplus operating funds be distributed to two Reserves, one for ongoing capital works (two thirds) and the other would be to offset future operating losses (one third). Thereafter, the following capital works projects allocations were endorsed for final Council approval, with the remaining surplus from 2013/2014 to be directed to the new Reserve Fund:

<i>Convert Washdown Pipes (C/Fwd)</i>	<i>\$45,000 (Subject to further quotation)</i>
<i>Outloading Ramp Bugle Modification x1</i>	<i>\$20,000</i>
<i>Stage 3 of Additional Holding Pens/Bull Pens</i>	<i>\$40,000</i>
<i>Alternative Water Supply</i>	<i>\$15,000</i>
<i>Weighbridge Weigh Cells</i>	<i>\$30,000</i>
<i>Bitumen Repairs</i>	<i>\$ 5,000</i>
<i>New shed for skid steer loader</i>	<i>(Price to be sought on a sea container)</i>

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.

During discussion, Members agreed to set a preliminary fee increase of 3.5%. The administration was requested to present revised figures for review at the next meeting of the committee.

6.3 ALMA UPDATES

The latest AMLA update is attached. This includes information on the forthcoming Saleyards Expo (AGM and Conference).

During discussion, Members agreed to recommend to the Council that Cr Len Handasyde attend the next ALMA AGM and conference in Cairns.

6.4 WASHDOWN PIPEWORK UPGRADE

A revised quotation for the conversion of washdown pipes to above ground has been received at \$49,879.00 (inc GST). This is approximately \$5,350.00 above the budget figure. It is proposed to spend the additional amount and carry out the work.

During discussion, Members of the Committee requested the Saleyards Manager to seek alternative quotations before proceeding with this work.

6.5 PROPOSALS FOR FURTHER CONSIDERATION

- Greater use of chlorinated water / Water sustainability – No action to date.
- Saleyards Strategic / Business Plan – 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.

7 NEXT MEETING

27 May 2014

8 MEETING CLOSURE

10.05am The Presiding Member declared the meeting closed.

CONFIRMED: CHAIRPERSON _____ **DATE:** ____/____/____