



# SALEYARDS ADVISORY COMMITTEE MEETING

## MINUTES

### SECTION 5.9(2)(a) LGA 1995

#### Committee Brief

- *Make recommendations to the Council regarding the strategic direction of the Saleyards;*
- *Make recommendations 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;*
- *Make recommendations to the Council regarding development works on the site;*
- *Make recommendations to the Council regarding the Saleyards Annual Budget; and*
- *Monitor the performance of the Saleyards and report back to the Council.*

A meeting of the  
Saleyards Advisory Committee was held in the  
Council Chamber, Lowood Road, Mount Barker WA 6324  
9.00am Tuesday 25 August 2020.

A handwritten signature in black ink, appearing to read "P. Sheedy".

Paul Sheedy  
**ACTING CHIEF EXECUTIVE OFFICER**

#### Committee Members

*Cr J Moir, Cr L Handasyde, Cr M O'Dea, Cr J Oldfield, Mr M Skinner – Industry Representative – 210/19, 252/19*

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**Membership**

Cr J Moir (Presiding Member)

Cr L Handasyde

Cr M O'Dea

Cr J Oldfield

Mr M Skinner

Cr S Etherington (Deputy for any member)

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**1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

9.00am The Presiding Member declared the meeting open.

**2 RECORD OF ATTENDANCE / APOLOGIES**Members Present

Cr J Moir – Presiding Member  
Cr L Handasyde – Deputy Presiding Member  
Cr M O'Dea  
Cr J Oldfield  
Mr M Skinner

Staff

Mr P Sheedy, Acting Chief Executive Officer  
Mr J Fathers, Deputy Chief Executive Officer  
Mr G Moore, Saleyards Manager

**3 CONFIRMATION OF MINUTES**

**Moved Cr J Oldfield, seconded Mr M Skinner**

**That the Minutes of the Ordinary meeting of the Saleyards Advisory Committee, held on 28 April 2020 as circulated, be taken as read and adopted as a correct record.**

**CARRIED**

**4 DISCLOSURE OF INTEREST**

Part 5 Division 6 Local Government Act 1995

Cr J Moir

Type: Financial/Indirect Financial Interest (Section 5.60 (A) and 5.61 LGA)  
Nature: Cattle Farmer and Employee of Elders  
Extent: Sell cattle through the Mount Barker Saleyards on average six times per year. Average number of cattle held is 80 head.  
Part time employee of Elders in a non-managerial position.

Mr M Skinner

Type: Financial/Indirect Financial Interest (Section 5.60 (A) and 5.61 LGA)  
Nature: Hold equity in a farming enterprise of which my son owns/farms approximately 400 head of cattle.  
Extent: Son sells cattle through the Mount Barker Regional Saleyards approximately 8 times per year.



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**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, Sport and Cultural Industries via a letter dated 20 August 2020, giving permission for Cr J Moir and Mr M Skinner to participate in the discussion and limited decision making at the Saleyards Advisory Committee on matters relating to the Mount Barker Regional Saleyards for the meeting held on 25 August 2020.

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

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**5 REPORTS OF COMMITTEE MEMBERS AND OFFICERS****5.1 MANAGER'S REPORT – JUNE TO AUGUST 2020****COVID-19**

Stage four restrictions are still in place at the saleyards, that is access to the saleyards is not yet open to the general public. Access is only granted to saleyards staff, Shire employees, agents and their staff, transporters and all industry specific personnel such as DIRD welfare and compliance officers.

**Dispersal Ramp Modifications**

Bugle modifications to dispersal ramp 4 have been carried out and completed with modifications to dispersal ramp 3 still to be done. Feedback from trucking company employees is very positive.

**Sale Information**

A recent rain event in the days leading up to the prime sale on the 13 August 2020 caused road closures and difficulty transporting cattle into the yards and hence very low numbers for that sale. The sale numbers and quality of cattle leading up to this time have been excellent. This has been reflected in the prices received with some record prices in excess of \$4.40/kg being achieved for specific lines of cattle.

**Fresh Water Dam**

Abundant rains have recently filled the dam to capacity and have allowed us to significantly reduce the amount of scheme water we use which obviously can be a significant reduction in costs.

**New Sale Day office**

With the recent merger of Landmark and Primaries to form Nutrien Ag Services, an office had become vacant. This office has been fitted out and is now used as Sale Day Office, where all enquiries can be made and all sale day paperwork is processed. This has resulted in more appropriate space for staff and has alleviated an occupational health and safety issue.

**Saleyards Computers**

New computers have now been fitted to the Saleyards Manager's office and sale day office. One weighbridge computer has been upgraded with a replacement hard disk drive and upgrade to Windows 10, with the other to have a similar operating system upgrade shortly.

**Agent Complaints**

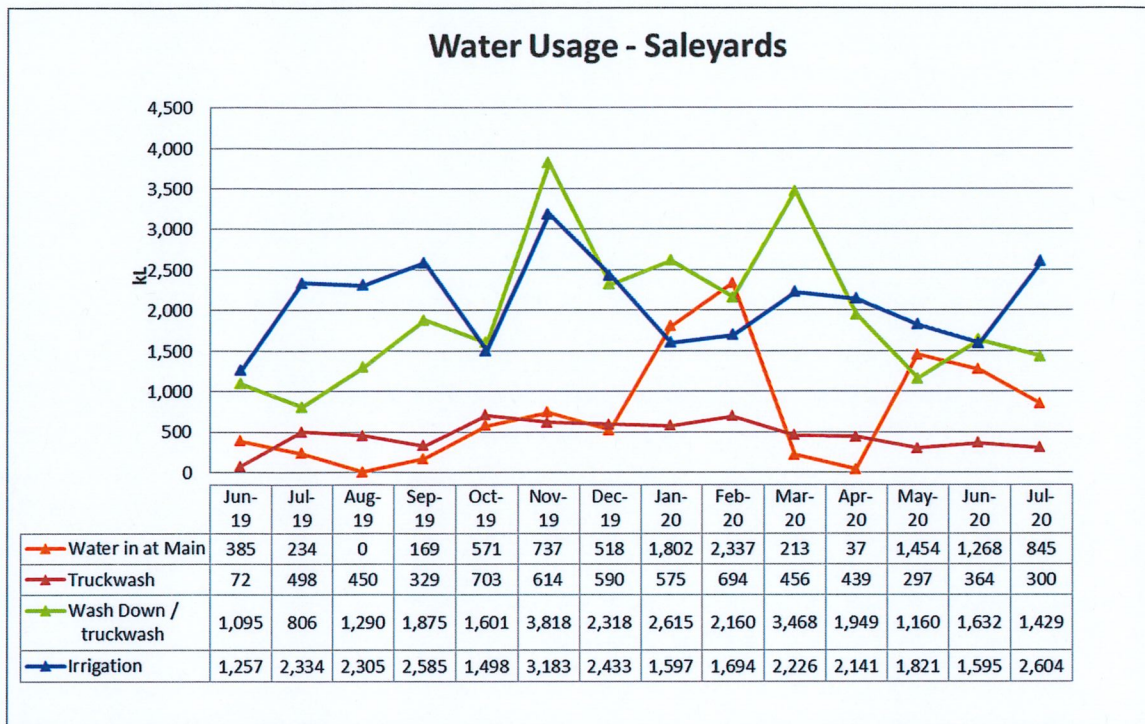
A joint complaint from two of the agents operating out of the Mount Barker Regional Saleyards against a third agent was recently received. The basis of their complaint is that the third agent company in question is not yarding cattle for sale when they are third on the selling roster (zero cattle yarded on four previous occasions when third on the roster).

A meeting was held with myself and John Fathers and agents in question where a verbal assurance was given that this agent would endeavour to yard cattle every sale every week from all selling positions on sales roster.



## Water Usage

The latest water usage graph is shown below.



## VOTING REQUIREMENTS

Simple Majority

## OFFICER'S RECOMMENDATION / COMMITTEE DECISION

Moved Cr L Handasyde, seconded Cr J Oldfield:

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

**CARRIED**

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**5.2 SALEYARDS FINANCIAL REPORT – 31 JULY 2020**

**File No:** CA/126/1  
**Responsible Officer:** Rob Stewart  
Chief Executive Officer  
**Author:** John Fathers  
Deputy Chief Executive Officer  
**Proposed Meeting Date:** 25 August 2020

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**PURPOSE**

The purpose of this report is to review the financial position of the Mount Barker Regional Saleyards for the period ending 31 July 2020.

**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 July 2020 position of operating and capital budget items is attached for information. Overall operating expenditure is \$87,383.00, which is \$20,141.00 below the YTD budget. The cash total is currently \$13,911.00 below the YTD budget.

There is no expenditure on capital budget items at this stage.

Operating income is \$46,523.00, which is \$16,091.00 below YTD budget.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION / COMMITTEE DECISION**

**Moved Cr L Handasyde, 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**



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**5.3 RENEWAL OF LEASE - SALEYARDS HOLDING PENS – M & J MITCHELL PTY LTD**

**File Ref:** N52434  
**Attachments:** Draft Lease  
**Responsible Officer:** John Fathers  
Deputy Chief Executive Officer  
**Author:** Donna Fawcett  
Human Resources Coordinator  
**Proposed Meeting Date:** 25 August 2020

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**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 m<sup>2</sup> (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 2020.

**STATUTORY ENVIRONMENT**

Local Government Act 1995.

Section 3.58 - The leasing of Council owned or vested property is classified as a disposition of property. 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**

Discussions have been held with Mitchells Transport regarding the use of the site and amendments to lease wording. A draft lease has been prepared and forwarded to the company for comment.

**FINANCIAL IMPLICATIONS**

It will be recommended that Mitchells Transport be required to pay rent of \$385.00 (exclusive of GST) annually in advance commencing on the commencement date of 1 July 2020 and on each anniversary date until the lease expires on 1 July 2025.

**POLICY IMPLICATIONS**

Council Policy A/PA/14 'Sporting and Community Organisations using Council and Vested Land – Rateability' applies.

The objective of this policy is *'To ensure that all organisations leasing property owned by or vested in the Council are treated equitably with regard to rating and other charges.'*



Section 3(e). of the policy 'Commercial entities or persons running a profit making business' (of which Mitchells Transport is identified) provides for the lessee to be responsible for rates.

### STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2017-2026 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 Strategic Community Plan also 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 some changes to the previous lease provisions as follows:

- The previous clause 7.1 regarding the cost of setting up yards has been deleted as this is irrelevant now.
- Clause 7.2 becomes 7.1, but otherwise unchanged.
- The following clause (7.3) as follows has been deleted.  
*'Should the Saleyard Manager need to use the premises, the Council is to pay a fee per head i.e.: 50% of the holding fee, and be responsible for all other on goings such as feed, welfare etc.'*
- The following new clause 7.2 replaces the old Clause 7.3, as follows.  
*'The Saleyards Manager may at his discretion hold cattle on the Premises on any given day other than on sale days and on sale days only with the consent of the Lessee. The Lessor will be responsible for any associated outgoings such as feed, welfare and repairs to any damage caused by such use.'*

These changes formalise the current arrangements with regard to the Shire's use of the yards.

The lease with Mitchells Transport continues to work well and adds value to the Saleyards. A renewal of the lease on these revised terms and conditions is considered appropriate.

It is recommended that the lease agreement be renewed for a term of five years.

### VOTING REQUIREMENTS

Simple Majority



*During discussion, members noted an amendment to the wording of Clause 7.2 of the schedule, sought by Mitchells Transport. This amendment together with a spelling correction for 'Waroona' was endorsed.*

#### **OFFICER'S RECOMMENDATION / COMMITTEE DECISION**

**Moved Cr L Handasyde, seconded Cr J Oldfield:**

**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 \$385.00 (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**

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## 5.4 AUSTRALIAN LIVESTOCK MARKETS ASSOCIATION - BOARD NOMINATION

**File Ref:** N52465  
**Responsible Officer:** Paul Sheedy  
Acting Chief Executive Officer  
**Author:** John Fathers  
Deputy Chief Executive Officer  
**Proposed Meeting Date:** 25 August 2020

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### PURPOSE

The purpose of this report is consider a nomination to the board of the Australian Livestock Markets Association Inc (ALMA).

### BACKGROUND

At the annual general meeting (AGM) of ALMA held in Casino NSW in July 2018, Cr Marie O'Dea was elected as one of eight positions on the board of ALMA. Former councillor Michael Skinner had previously represented the Shire of Plantagenet on the board.

The 2020 ALMA AGM will be held on Tuesday 29 September 2020 as an online meeting. ALMA is now accepting nominations for the four ALMA board positions that will be declared vacant at the upcoming 2020 AGM. One of those is Cr O'Dea. Nominations close at 5.00pm on Friday 28 August 2020.

### STATUTORY ENVIRONMENT

There are no statutory implications for this report.

### FINANCIAL IMPLICATIONS

ALMA has previously advised that it would expect a nominee to attend only two of the four annual meetings, but there would be an opportunity to attend via teleconference for the other two meetings. ALMA provides an annual subsidy of \$2,000.00 towards costs incurred, so the maximum cost to the Council may be up to \$4,000.00 per annum.

### POLICY IMPLICATIONS

There are no policy implications for this report.

### STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2017-2026 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'*

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



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**OFFICER COMMENT**

ALMA is a national body representing saleyards. It regards itself as a peak national industry body in relation to conducting saleyards business and lobbying with interest groups and governments.

ALMA members provide livestock exchanges to around 1,200 stock and station agents and tens of thousands of livestock producers. Many of its members are local government entities but ALMA also represents private operators both large and small. Total transactions through member facilities exceed \$5 billion annually.

A board of directors oversees the operation of the association with an executive officer and several field representatives. The association is funded by levies from members, based on throughput. The board meets four times per year.

Previous councillor attendees at the ALMA Annual General Meeting and conference have reported that it is ideal to secure a position on the ALMA Board in order to have the 'inside running' on national issues. The Saleyards Advisory Committee has previously noted that having a representative at that level has been useful as it has provided intelligence from a variety of stakeholders.

**VOTING REQUIREMENTS**

Simple Majority

**COMMITTEE DECISION**

**Moved Mr M Skinner, seconded Cr L Handasyde:**

**That it be a recommendation to the Council:**

**That the nomination of Cr Marie O'Dea to the board of the Australian Livestock Markets Association Inc, be supported.**

**CARRIED**



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**6 GENERAL BUSINESS****6.1 SALEYARDS LUNCH ROOM EXTENSION**

The 2019/2020 budget included a sum of \$20,000.00 for a covering over the generator and providing a covered deck adjacent to the lunch room. The generator cover has been completed. A design for the lunch area has been carried out and quotes have been sourced.

Quotes of \$21,755.00, \$23,021.00 and \$25,400.00 (ex GST) were received. Given that \$3,120.00 has been spent on the generator cover, the lowest quote resulted in an above expenditure amount of \$4,875.00.

At its meeting held on 28 April 2020, the Saleyards Advisory Committee endorsed a proposal to allocate additional expenditure for the Saleyards lunch room extension of \$5,000.00 with a corresponding transfer from the Mount Barker Regional Saleyards Capital Improvements Reserve. At that meeting, the administration was requested to review the decking boards to see if a longer life composite material could be used. The additional cost of this option was approximately \$3,000.00, on top of the above \$5,000.00. It was reported that there will be savings over the life of the deck of substantially more than this, as there will not be a need to apply wood stain to the decking on a regular basis.

The current budget includes a sum of \$24,880.00 (ex GST) for the structure. However, during deliberations at a Council level, the administration has been requested to hold off the project for further consideration by the Committee.

It should be noted that the original intention was to have a small covered area for staff under the tree on the north east corner of the building. Staff require room where they can remove themselves from their very challenging work area to eat meals. The staff are required to work in a very unpredictable and challenging environment and often working long shifts in extreme and varying weather conditions well outside the standard 7.6 hour days.

The current proposal merged this idea with the need for additional space for customers as the canteen does often get full during busy times. Further, there is the issue of customers wishing to bring food to eat, so the extension would not form a part of the licensed area of the canteen.

It is considered that this facility is warranted in some form and should be funded. A copy of the plans is enclosed.

*During discussion, the Committee noted that the current proposal satisfies the need for additional canteen space for patrons, and was happy to recommend that the plans be endorsed to enable construction to proceed. However the open nature of the structure is not entirely suitable for a staff lunch room in the long term and the Committee considered that a purpose built lunch room is required.*

*Members noted that plans are currently being developed for a larger project which includes a roof over the eastern dirt pens and an external shower/toilet block to the south of the current saleyards administration building. The Committee considered that those plans should be reviewed to incorporate a purpose built staff lunch room. Once those concepts are endorsed, funding options will be explored.*



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**COMMITTEE DECISION**

**Moved Cr L Handasyde, seconded Cr M O'Dea:**

**That it be a recommendation to the Council:**

**That:**

- 1. The attached plans for an extension of the canteen at the Mount Barker Regional Saleyards be endorsed and authority be given to proceed with the building works; and**
- 2. Consideration be given to incorporating a purpose built staff lunch room into the plans for a new building to the south of the current saleyards administration building, which would also house an ablutions block.**

**CARRIED**

## 6.2 PROPOSED DEVELOPMENT OF ABLUTIONS AND NEW ROOF OVER EASTERN DIRT PENS

- During discussion at the meeting held on 27 March 2018, the Committee requested pricing for modular and permanent toilet options, for consideration in 2019/2020.

During discussion at the meeting held on 29 November 2018, the view was expressed that grant funding avenues be explored for this project.

A proposal was raised at the meeting held on 26 February 2019 for an extension to the building, which would include two showers, two toilets and a larger office. The suggestion was made that grant funding for a new roof over the eastern dirt pens could incorporate this project as well.

A designer was engaged to prepare concept drawings of the saleyards roof and an external shower/toilet block, for grant funding purposes. The draft plans are attached for consideration. It is considered that the plans for the ablutions block can be developed to a point that can suit a building licence. The Council may consider the roof could be approached on a design and construct basis, which worked well for the northern dirt pens.

Once the concepts are endorsed, grant funding opportunities will be sought over time.

*During discussion, in addition to the changes sought at Item 6.1 above, the administration was requested to review the plans to incorporate the following suggestions:*

- *Have an external hand washing area instead of the central room;*
- *Have two toilets and two showers rather than three; and*
- *Incorporate a toilet and shower together in one cubicle for female use.*
- *Ensure the cubicles are sufficient for large people and also meet universal access requirements.*

## 6.3 WASTE WATER TREATMENT SYSTEM

A background paper has been prepared in regard to recent deliberations on the proposals for a design for upgrades to the waste water treatment system for further consideration (see attached).

Looking at the Roma truckwash plans as an example, the current thinking is that, as a starting point, a two bay drying bunker system be used, each bunker would have a 1 in 4 entrance ramp, a base length of 3m, a width of 3.5m (to allow a bobcat to drive into it) and a depth of 1.2m.

The weeping wall (weir) for each bunker would be 2.1m wide with 100mm panels, with 50mm spacing and 1.2m high. Each bunker would have a volume of approximately 21,000L, including entrance ramp. A bunker would likely take approximately 2hrs to drain, with the weir discharge rate being approximately 170L/s.

The spacing between weir slats could be adjusted to increase or decrease flow and thereby adjust sludge retention.



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*During discussion, members noted that there has not been excessive expenditure on removing waste from the ponds in recent years. However, it was considered preferable to progress with improvements to the waste water treatment system to reduce as far as possible any future expenditure, reduce the risk of damaging the ponds due to excavator use, reduce wear on irrigations systems and improve the effectiveness of bacterial breakdown of solids. Indicative costs were sought on the two bay and six bay options of the recommended solution.*

**7 NEXT MEETING**

20 October 2020.

**8 MEETING CLOSURE**

11.20am The Presiding Member declared the meeting closed.

CONFIRMED: PRESIDING MEMBER \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_



Department of  
**Local Government, Sport  
and Cultural Industries**

Our ref	PL1-7#04; E2029902
Enquiries	Alex Botar
Phone	(08) 6552 1405
Email	Legislation@dlgsc.wa.gov.au

Mr John Fathers  
Deputy Chief Executive Officer  
Shire of Plantagenet  
PO Box 48  
MOUNT BARKER WA 6324

Dear Mr Fathers

I advise that I have approved your request to allow Cr Jeff Moir and Mr Michael Skinner to fully participate in the discussion and decision making on matters relating to the Mount Barker Regional Saleyards at the meeting of the Saleyards Advisory Committee (Committee) of 25 August 2020.

A decision on whether approval should be provided for the length of time you requested (12 months) is still under consideration. You will be advised of the outcome in the near future.

My decision to approve your request is made on the basis that the Committee is not afforded any decision making ability (apart from procedural related decisions) and that all matters for decisions relating to the Mount Barker Regional Saleyards are referred to Ordinary and Special Meetings of the Council.

Furthermore, I acknowledge the considerable value to be provided by Cr Moir and Mr Skinner due to their combined industry knowledge and experience.

This approval is subject to the following conditions:

1. The approval is only valid for Committee meeting of 25 August 2020 when matters concerning the Mount Barker Regional Saleyards are considered;
2. The approval is not valid for any matter of the Committee that may lead to expenditure from general revenue in excess of that advertised in the Annual Budget. However, if Council considers that Cr Moir or Mr Skinner should be allowed to participate in Committee discussions that may lead to expenditures in excess of those indicated in the Annual Budget, then Council should seek a further approval and provide reasons for the request;
3. Cr Moir and Mr Skinner must declare the nature and extent of their interests at the Committee meeting when the matter is considered, together with the approval provided;
4. The CEO is to provide a copy of this letter of approval to Cr Moir and Mr Skinner;



5. The CEO is to ensure that the declarations, including the approval given and any conditions imposed, are recorded in the minutes of each Committee meeting, when the relevant matters are considered; and
6. The approval granted is based solely on the interests disclosed by Cr Moir and Mr Skinner made in accordance with the application dated 16 March 2020. Should other interests be identified, these interests will not be included in this approval and the financial interest provisions of the Act will apply.

Please note that this approval does not extend to Cr Moir's participation in matters relating to the Mount Barker Regional Saleyards considered at Council meetings. This would be subject to a further request for approval under the Act.

Should you require any further information in relation to this matter, please contact Alex Botar, Legislation Officer via the details provided above.

Yours sincerely



Mark Beecroft  
DIRECTOR – STRATEGIC REGULATION

20 August 2020