

Emerald Saleyards Committee Meeting Minutes

16 July 2018

Meeting chaired by: Cr Christine Rolfe

Present: Cr Gail Nixon, Cr Megan Daniels, Michelle Webster, Tim Maguire, Ian Burnett, Andrew Gissel, Andrew Lewis (ELSA)

Apologies: Terry Ray (ELSA), Steven Opperman

Minute Taker: Aimee Carson/Kelly Barns

Item	Topic	Discussion Summary	Action
		Meeting Commenced 9:15am	
	Confirmation of Minutes from Previous Meeting	The minutes of the previous Emerald Saleyards Coordination Committee held on 9 April 2018 were confirmed.	

1	Business and Action Arising from Previous Minutes	<p>Chain of Responsibility</p> <p>Cr Christine Rolfe advised the committee that:</p> <ul style="list-style-type: none"> • Since the last meeting, chain of responsibility flyers has been distributed to Saleyards Stakeholders. <p>Bull Sales</p> <p>Tim Maguire has been in contact with Kevin Woolcock in relation to bull sales. Meeting has been requested by him however the date was not suitable. Have contacted to try and reschedule the meeting but haven't received a response.</p> <p>Raw Water</p> <p>Tim Maguire advised the committee that:</p> <ul style="list-style-type: none"> • Contact has been made with CQ news for promotion of the raw water facility, advertisement fees exceeded our budget. However, a small degree of promotion occurs through the ELSA market reporting. • Issue with small crustaceans in raw water supply which is blocking the smaller pipes going to the water troughs. Looking at options to fix this issue. 	
2	Workplace Health and Safety	<p>Tim Maguire advised the committee that:</p> <ul style="list-style-type: none"> • Final workplace health and safety concerns will be mitigated in the new draft. • A Spinal Injury and Prevention Awareness Seminar will be held at the Emerald Saleyards at 10:00am on 18 July 2018. Contractors, agents and staff members will be attending. 	
3	Financial Update	<p>Andrew Gissel advised the committee that:</p> <p>June 2018 interim results</p> <ul style="list-style-type: none"> • Profit for the month of \$82K reducing net loss to \$87K for the full financial year. EBITDA surplus of \$189K which is \$64K or 52% better than expected (\$125K). • Cattle numbers for the year (102,462) surpassed budget (80,004) and last year's numbers (90,234). I note that despite numbers being up by 13.5% on last year, the value of said sales (\$78M) was down by over \$10.5M or 13.4% on last year (\$89M). • Revenue is \$28K (2%) ahead of BR3 budget (\$1, 119K) with feed sales the only main revenue line pulling up short (\$3K). 	

		<ul style="list-style-type: none"> • Operating expenses are \$37K or 4% shy of budget with employee costs (\$23K) and materials (\$15K) accounting for the bulk of the underspend. • Aged debtors have increased by \$39K to \$97K with \$1K in 90 days, \$3K in 60 days, and \$1K in 30 days. This is merely a reflection of the increase in activity, and no cause for concern. <p>Tim Maguire advised the committee that:</p> <ul style="list-style-type: none"> • The market has dropped, due to weather and the monetary value per kilo has dropped. <p>2018/2019 Budget</p> <p>Andrew Gissel advised the committee that:</p> <p><i>Operating</i></p> <ul style="list-style-type: none"> • Due to the dip in the market the budgeted number of head has been very conservative, as a result there has been a budgeted 5% reduction in the revenue. • This in turn has resulted in a budgeted reduction in expenses by 7% due to decreased cattle numbers and improvements made to the saleyards. <p>Michelle Webster advised the committee that discussions regarding corporate overheads were held with finance however the response has not seen a reduction in these costs..</p> <p>The committee further discussed the matter of corporate overheads.</p> <p><i>Capital</i></p> <p>The capital projects are as follows:</p> <ul style="list-style-type: none"> • Replacement of electrical service pits • Additional double decker dump ramp • 20 x 10m shed for hay storage • Light pole replacement • Additional drafting facility <p><i>Fees and Charges</i></p> <p>Tim Maguire advised the committee that:</p> <ul style="list-style-type: none"> • Research had been undertaken of a range of comparative locations around Queensland during the fees and charges review. • The fees and charges have been adopted as per the changes made via the review. 	
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4	Conflict of Interest	<p>Michelle Webster advised the committee that:</p> <ul style="list-style-type: none"> • There have been comments in relation to the saleyards due to the perceived conflict of interest. • Various documents have been implemented to manage the perceived conflict of interest as follows: <ul style="list-style-type: none"> ○ Conflict of Interest Management Plan – applicable to all Council employees of Emerald Saleyards ○ Conflict of Interest Procedure – this sets out the process to be undertaken in managing any potential conflict of interest or duty. ○ Conflict of Interest Register – any livestock transactions conducted personally or through business interests in buying or selling livestock by Council employees are to be recorded within a specific register for this purpose. The register is then audited by Council's Commercial Analyst and reviewed by General Manager Customer and Commercial Services monthly. Records are kept within Council's records management system. 	
5	National Saleyards Expo	<p>Michelle Webster advised the committee that:</p> <ul style="list-style-type: none"> • The National Saleyards Expo is being held 24 July 2018 to 27 July 2018. • Will attend the expo and will provide a report to the next committee meeting. • Has been a member of the board of the Australian Livestock Markets Association for the last couple of years but has chosen not to nominate to be a member this year. 	
6	Saleyards Manager Update	<p>Tim Maguire advised the committee that:</p> <p>Operational Matters</p> <p><i>Staffing</i></p> <ul style="list-style-type: none"> • Continuous issues regarding staffing situation. • Advertised for casual role twice with no response. • Problem times are Wednesday and Thursday, late arrivals for the sale cause longer shifts and subsequent overtime the following day. • Truck drivers have been requested to advise their arrival times to reduce the need for someone to come out late after hours, resulting in an extra 3 hours pay. 	

		<ul style="list-style-type: none"> Looking at possibility of a contractor to attend to late arrivals to remove council staff from the equation. <p><i>Customer Service</i></p> <ul style="list-style-type: none"> Facility operating smoothly, staff are becoming increasingly inclusive and extending their customer service skills. Good feedback being received. <p><i>Livestock Exchange</i></p> <ul style="list-style-type: none"> The tablet and software has caused some operational issues due to education and understanding the software. However, the software has proved to be very quick and allows for the processing and reconciliation to be completed at a much faster rate. <p>Capital Works Projects</p> <p>Tim Maguire provided a capital works update during the Emerald Saleyards Stakeholders Engagement Breakfast.</p>	
7	General Business	<p>The committee discussed general business as follows:</p> <p>Cattle Sale Schedule</p> <p>Tim advised that JBS Swifts had approached the Emerald Saleyards to discuss the option of selling fat cattle first. This would allow for a more efficient process which would align Emerald with other saleyards. Currently trying to accommodate this requirement.</p> <p>Type 2 Road Trains</p> <p>Discussion was held in regard to type 2 road train access in Emerald. Cr Rolfe will bring up this matter at the Department of Transport and Main Roads Advisory Group.</p> <p>Next Meeting</p> <p>The next meeting of the committee will be held in October 2018 date to be advised.</p>	
		Meeting Closed at 10:05am	