

Emerald Saleyards Stakeholders Engagement Breakfast

Emerald Saleyards – 16 July 2018

Present: Cr Kerry Hayes, Cr Christine Rolfe, Cr Gail Nixon, Cr Megan Daniels, Michelle Webster, Tim Maguire, Karl Simpson, Tami Maley, Ian Burnett, Andrew Gissel, Andrew Lewis, Gavin Colwell.

Apologies: Steven Opperman, Terry Ray

Minute Taker: Aimee Carson/Kelly Barns

Item	Topic	Discussion Summary	Action
		Meeting Commenced 8:30am	
	Meeting Opening	Mayor Kerry Hayes opened the meeting.	
	Emerald Saleyards Stakeholders Engagement Action Plan	Tim Maguire provided an update regarding the Emerald Saleyards Stakeholders Engagement Action Plan that dates back to our first Stakeholders Engagement meeting held at Wally Mackenzie house on 26 February 2016. <i>Please refer attached Action Plan document for updated comments and statuses.</i>	
		Cr Rolfe commented that during the visit by Minister Furner, he had commented on the innovation at the saleyards with the installation of the double deck weighbridge, the additional technology with the scanner installed above the weighbridge for lot recognition and saleyards staff running around with the tablet for the scanning of cattle. The Minister took great interest in these items and it is a credit to the staff for the improvements made to the yard over the last 12 months.	

	Open Forum	<p>Tim Maguire then provided details in relation to the 2018/2019 capital budget items as follows:</p> <ul style="list-style-type: none"> • A list of 11 projects was presented to a meeting of the Emerald Livestock Markets Association requesting their input to which projects were a priority for the saleyards. • Attendees were requested to prioritise what everyone collectively wanted for consideration as part of the 2018/2019 capital budget. • The adopted capital projects for 2018/2019 are as follows: <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 	
	General Manager Customer and Commercial Services Update	<p>Michelle Webster advised the stakeholders that:</p> <ul style="list-style-type: none"> • A funding application for 50/50 State Government funding through the Building our Region round 4 has been submitted for the hay shed, dump ramp, draft area and holding yards. • Awaiting the funding announcement which is due in August/September. • We were successful with a funding application through the Maturing the Pipeline (MIPP) fund to have these four projects to be developed to be “shovel ready”. • This MIPP program was for projects without a business case, project plan etc to be developed by a consultant engaged by the State Government to get these projects funding submission ready • At last year’s Stakeholders Engagement, we asked stakeholders which of the non-funded projects were the top priority and utilised these projects as the ones for the funding application • Previously there were no governance documentation or agreements in place • I would like to acknowledge the Emerald Livestock Selling Association (ELSA) for working to organise a memorandum of understanding and the agents permits • These were tasks that were easily achieved, and the ongoing support of ELSA is greatly appreciated. • I would also like to acknowledge the WHS improvements and commitment from saleyard staff, agents and contractor. With the new workplace legislation in place these improvements and continued commitment to improving WHS is greatly appreciated 	

		<ul style="list-style-type: none"> • It is important that we employ staff that have industry knowledge. This is key for the continuous running of the facility. Some comments have been made in relation to conflict of interest, but all saleyards staff are working under a conflict of interest management plan and code of conduct to declare any interests. • Finally, I would like to acknowledge Tim, Tami, Karl and Kerry for their work and the improvements to the facility. They are small team working very well together. Customer Service is greatly improved, very well done. 	
	Mayor	Cr Hayes provided an update in relation to abattoirs.	
	Cr Rolfe	<p>Cr Rolfe advised the stakeholders that:</p> <ul style="list-style-type: none"> • Type 2 road train routes through the Central Highlands are always an issue for the Emerald saleyards. It is important to continue to advocate for opportunities regarding this matter to improve the movement capabilities of livestock. 	
	Open Floor	<p>Gavin Colwell acknowledged the council for the commitment of keeping the fees and charges for Emerald Saleyards down.</p> <p>There was a discussion regarding road trains access to Emerald Saleyards which is limiting some customers from utilising the facilities, live export of cattle and other matters relating to transport and access.</p> <p>Cr Hayes advised the stakeholders that there is an advocacy role that should be planned and developed. This should include a list of stakeholders to advocate for the Emerald Saleyards. This will require the development of a capability statement to assist with these activities.</p>	
		Meeting Closed at 9:00am	

Action Plan								
Action Item Number	CATEGORY: ALL STAKEHOLDERS RESPONSES AND IDEAS	Additional Notes	Actions	Timeframe	Who	Number of additional comments relating to item	Progress Update	Status
1	Long Term – Ring selling rather than pens – Grand idea like they do in USA – Big Picture	New facility	Consideration in any new facility concept	No current budget appropriations - Not known	CHRC		18/07/2018 - No current budget appropriations - Not known	
2	Long term - Relocation - if Meatworks goes ahead - Size & Site Depends on Meatworks	New facility	Consideration in any new facility concept	No current budget appropriations - Not known	CHRC		18/07/2018 - No current budget appropriations - Not known	
3	Promote Bull Sales - Big Picture - only applicable to new sale yards / new site / Permanent Bull Selling Area	New facility	Consideration in any new facility concept	No current budget appropriations - Not known	CHRC		18/07/2018 - No current budget appropriations - Not known	
4	New Office & Kiosk - Commercial venue for events & another income stream - only applicable to new sale yards / new site - Big Picture	New facility	Consideration in any new facility concept	No current budget appropriations - Not known	CHRC	1	18/07/2018 - No current budget appropriations - Not known	
5	Establish a Sale yard facility like Charters Towers - Big Picture	Inspection of Charters Towers and Dalby Saleyard Facilities	To be organised	Late 2016/ early 2017	CHRC	1	Councillors and council staff visited Charters Towers site	Completed
6	Promote site as a commercial hub for Agri pursuits	Advertising Strategy - support agri businesses	Completed	Completed July 2016	CHRC		Completed July 2016	Completed
7	Marketing Strategy - learn who our customers are - information is there for Council & ELSA to use	Advertising Strategy ; Investigate customer data mediums	Completed - Advertising Strategy; customer data information	Completed July 2016; September 2016	CHRC		Completed July 2016; September 2016	Completed
8	Technology - must maintain currency with the best industry standard	Wi-Fi upgrade and implementation of tablets	In progress	December 2016	CHRC	7	14/10/2016 - IT Department investigating options and obtaining quotes. 18/07/2018 - the Livestock Exchange software trial has provided many efficiencies including the implementation of tablets and Wi-Fi technology to assist with business processes.	Completed
9	Updated Computer Technology-provide communication between scales & office. Less paper work & manual communication - A priority	As above	In progress	December 2016	CHRC	2	14/10/2016 - IT Department investigating options and obtaining quotes. 18/07/2018 - the Livestock Exchange software trial has provided many efficiencies including the implementation of tablets and Wi-Fi technology to assist with business processes.	Completed

Action Item Number	CATEGORY: ALL STAKEHOLDERS RESPONSES AND IDEAS	Additional Notes	Actions	Timeframe	Who	Number of additional comments relating to item	Progress Update	Status
10	Electronic Masterbook	Electronic Masterbook	ELSA responsibility/Agents		ELSA		18/07/2018 - scheduled as the next step to the Livestock Exchange software upgrade.	
11	Book Person / Palm Readers / Electronic Capture - Remove paper		ELSA responsibility/Agents		ELSA		18/07/2018 - the Livestock Exchange software trial has provided many efficiencies including the implementation of tablets and Wi-Fi technology to assist with business processes.	Completed
12	Security Systems & Camera upgrades through out whole infrastructure and operation. Monitor everything. Improves efficiency and animal welfare	Future budget consideration - Capital Works Program	Prepare Business Case/Feasibility	Future budget consideration	CHRC		14/10/2016 - Quotes have been requested with no responses as yet. Will follow up. 18/07/2018 - No current budget allocation. Future budget consideration.	
13	Revenue Stream - Tick Clearing (may attract greater buyers) Saleyards staff - Tick Certifiers	Benefits to have certifiers each week at Sale	Emerald Saleyards Coordination Committee July 2016 - Tick Certification endorsed	Tick Certification Agreement developed; 2 Council staff trained as certifiers; Fees yet to be finalised (September 2016)	CHRC	3	14/10/2016 - Brenton will be accredited by mid November at the latest. Fees yet to be set. 18/07/2018 - Tick clearing has been added as a revenue stream at the Emerald Saleyards	Completed
14	Clearing Dip - Immediate access for Meatworks and feedlots. Needs more debate and thought	Benefits to have certifiers each week at Sale	Emerald Saleyards Coordination Committee July 2016 - Tick Certification endorsed	Tick Certification Agreement developed; 2 Council staff trained as certifiers	CHRC	3	14/10/2016 - Clearing progressing out of Emerald. Dip throughput is up by approximately 2000 head per month.	Completed
15	Fees for all livestock unloading, loading and spelling. An issue that needs to be sorted (priority). Users are using the facility but no real fee to be charged	Review Fees & Charges schedule. Included in draft schedule for Council Consideration	Review fees & charges	Completed - June 2016	CHRC			Completed

Action Item Number	CATEGORY: ALL STAKEHOLDERS RESPONSES AND IDEAS	Additional Notes	Actions	Timeframe	Who	Number of additional comments relating to item	Progress Update	Status
16	Animal welfare regulation and compliance	Investigate Animal Welfare Training	Source training for CHRC staff and offer to contractors	September 2016	CHRC	2	14/10/2016 - Learning and Development team is developing an online induction program and training. 18/07/2018 - this is an ongoing matter although the changes to the draft will provide additional benefits to animal welfare compliance.	
17	Road Train access for 6 Decks - Lobby opportunity	Seek Council Agreement Communication with State Member Lachlan Miller	Agenda item Emerald Saleyards Coordination Committee	October 2016	CHRC	1		
18	Current site- Truck parking site / Rear truck turn around to be made. Bitumen or wet weather relevant	Ongoing project	Additional \$30K Capital budget 2016/17	June 2017	CHRC	5	14/10/2016 - This years works have not commenced at this stage.	Completed
19	Hay Shed	Future budget consideration - Capital Works Program	Future budget consideration	Future budget consideration	CHRC	2	18/07/2018 - Included in Capital Projects for this financial year. Awaiting result of Building our Region Round 4 funding application to find out if successful for 50/50 funding.	
20	Hay Racks	Steel Ring \$500 ea, Concrete Troughs \$800 ea, approx \$15K for 30 feeders	Progressive acquisition through Opex budget	Ongoing	CHRC	1	14/10/2016 - Hay racks have been purchased, delivery of the last four will be received 28/10/2016	Completed
21	Investigate cheaper Hay provider	Options to be discussed	Discussed Emerald Saleyards Coordination Committee July 2016. Council to seek quotations for 12 month supply contract to see if reduces price	September 2016	CHRC	4	14/10/2016 - A request for tender for the hay supply has been issued and closes on 28/10/2016.	Completed
22	WPH&S Compliance	CHRC - WH&S Staff representative (in place) CHRC - WH&S Governance (in place) CHRC - Site inductions (in place) CHRC & ELSA - MOU - WH&S requirements CHRC & Agent - User Agreement	WH&S roles and responsibilities in MOU with ELSA Governance documents to be completed	December 2016	CHRC	6	18/07/2018 - development and implementation of governance documentation has been signed by all parties. Strong focus on WHS compliance.	Completed
23	All matters must be compliant both Infrastructure and Operations	Saleyards compliance	Ongoing		CHRC/ELSA			

Action Item Number	CATEGORY: ALL STAKEHOLDERS RESPONSES AND IDEAS	Additional Notes	Actions	Timeframe	Who	Number of additional comments relating to item	Progress Update	Status
24	Toilets at scale house for staff	Substantial cost at existing site - for consideration in New facility	Consideration in any new facility concept	No current budget appropriations - Not known	CHRC			
25	Completion of penning facilities now on the plan / Make better use of current site / More selling pens	Additional selling pens adjacent to draft area. \$100K 2016/17 budget	In progress	June 2017	CHRC	8	14/10/2016 - Request for quotes will be sent out within the next week. Closing end of November.	Completed
26	Draft facilities - Before and After (a priority) / Drafting area for agents / 2nd or 3rd drafting area	Concept design for reconfiguration of existing front pens - Future budget consideration - Capital Works Program	Future budget consideration	Future budget consideration	CHRC			
27	Second Double Deck ramp in medium term (2 x double decker ramps)	Future budget consideration- Capital Works Program	Future budget consideration	Future budget consideration; source external funding opportunity	CHRC		18/07/2018 - Included in Capital Projects for this financial year. Awaiting result of Building our Region Round 4 funding application to find out if successful for 50/50 funding.	
28	Unloading ramp at double decker ramp	Future budget consideration.	Future budget consideration	Future budget consideration; source external funding opportunity	CHRC		18/07/2018 - Included in Capital Projects for this financial year. Awaiting result of Building our Region Round 4 funding application to find out if successful for 50/50 funding.	
29	Availability for vendors to access weights and pricing (on a big neon sign so Vendors can see) A priority. Upgrade display monitor to scales and canteen	Digital display board	Completed	Completed May 2016	CHRC	2		Completed
30	Post weighing marshalling area / Water Yards gravelled	New facility - due to cost	Consideration in any new facility concept	No current budget appropriations - Not known	CHRC			
31	Good Lighting - Lighting Cnr Pen No 8 / LED Lighting - Upgrade Lights - Essential Dark areas - WH& S issue	\$20K 2016/17 budget	In progress	June 2017	CHRC	4	14/10/2016 - Additional light pole to be erected by the end of 2016. To be completed by July 2017.	Completed
32	Shade Cloth or Shade of some sort in Delivery Yards	New facility	Consideration in any new facility concept	No current budget appropriations - Not known	CHRC			
33	Completion of Back yards	Ongoing project	Final stage 16/17 budget \$50K	June 2017	CHRC	4	14/10/2016 - To be completed by July 2017.	Completed
34	Cat Walks for top deck on Double Deck Ramp (also covers WH& S issues)	Future budget consideration - Capital Works Program	Future budget consideration	Future budget consideration	CHRC		14/10/2016 - In progress, awaiting installation.	
35	Cat Walks and Slide gates on front and side load ramps	Incorporated into 16/17 Operating budget	Works to be planned	June 2017	CHRC			
36	Roof over crush at Dip	Future budget consideration - Capital Works Program	Future budget consideration	Future budget consideration	CHRC	2		

Action Item Number	CATEGORY: ALL STAKEHOLDERS RESPONSES AND IDEAS	Additional Notes	Actions	Timeframe	Who	Number of additional comments relating to item	Progress Update	Status
37	More roof on draft on western side	16/17 budget	Works to be undertaken in 16/17	16/17	CHRC	2	18/07/2018 - Funding application submitted for this project. Awaiting result of Building our Region Round 4 funding application to find out if successful for 50/50 funding.	
38	Concrete Lanes in the back yards	Future budget consideration - Capital Works Program	Future budget consideration	Future budget consideration	CHRC		18/07/2018 - two of the four lanes completed. Currently allocated to 2019/2020 capital consideration	
39	Overall facility be all under roof - the whole infrastructure - Big Picture - Long Term	New facility	Consideration in any new facility concept	No current budget appropriations - Not known	CHRC			
40	Better Walk ways under cover	New facility	Consideration in any new facility concept	No current budget appropriations - Not known	CHRC			
41	Bigger weigh scales	New facility	Consideration in any new facility concept	No current budget appropriations - Not known	CHRC		18/07/2018 - Full deck weighbridge installed and fully operational.	Completed
42	Manure protection sheets / belting around buyers feet	New facility	Consideration in any new facility concept	No current budget appropriations - Not known	CHRC			
43	Communication with Stakeholders	Improve communication mediums with Stakeholders	Consider communication methods with stakeholders	Ongoing ; Workshop with stakeholders to be held again in 2017	CHRC	2	Communication board in use. 18/07/2018 - Annual Stakeholder Engagement meetings being held	Completed
44	Procurement of a mobile phone for scale house	Mobile phone to be organised	COMPLETED		CHRC		Phone purchased, number to be distributed.	Completed