

## Emerald Saleyards Committee Meeting Minutes

**15 June 2020**

**Meeting chaired by:** Michelle Webster, General Manager Customer & Commercial Services initially until Committee chair agreed  
Cr Joseph Burns then assumed the chair

**Present:** Cr Joseph Burns, Cr Anne Carpenter, Cr Natalie Curtis, Tim Maguire, Michelle Webster, Ian Burnett, Warren Holzwart.

**Apologies:** Andrew Gissell

**Minute Taker:** Michelle Webster, General Manager Customer & Commercial Services

Item	Topic	Discussion Summary	Action
		Meeting Commenced 1.06pm. Michelle Webster welcomed all members of the Emerald Saleyards Coordination Committee.	
1	Confirmation of Minutes from Previous Meeting	The minutes of the previous Emerald Saleyards Coordination Committee held on 18 February 2020 were confirmed.	
2	Business and Action Arising from Previous Minutes	No matters were discussed.	

3	Conflict of Interest of Material Personal Interest	Cr Carpenter advised that her husband was an agent, and this was noted. Members were advised that a register of interests will be implemented to capture conflicts or material personal interests.	
4	Election of Chair	Cr Joseph Burns was nominated as the Committee Chair, moved by Cr Curtis and seconded by Cr Carpenter. Cr Burns accepted this nomination. Members of the Committee agreed. Cr Burns then assumed the role of committee chair and chaired the remainder of the meeting.	
5	Terms of Reference	<p>There were no respective comments from committee members in regard to proposed changes. Michelle Webster shared with the committee changes proposed to the Emerald Airport Advisory Committee Terms of Reference review as follows:</p> <ul style="list-style-type: none"> <li>• Stakeholders be extended to include representatives from local business (outside of Saleyards agents) and community member; an Expression of Interest process be undertaken in due course</li> <li>• Principles and protocols – include provision to cover off on private and confidential information;</li> <li>• Include section on conflict of interest and the maintaining of a rolling register of conflicts of interests or material personal interests for committee members;</li> <li>• Annual evaluation – committee to nominate a person at the end of each financial year to conduct the evaluation of the Coordination Committee.</li> </ul> <p>It was agreed by the committee that the following additions are to be made:</p> <ul style="list-style-type: none"> <li>• Stakeholders – include an additional stakeholder representing processor/commission buyers;</li> <li>• Principles and protocols – include provision to cover off on private and confidential information;</li> <li>• Include section on conflict of interest and the maintaining of a rolling register of conflicts of interests or material personal interests for committee members;</li> <li>• Annual evaluation – committee to nominate a person at the end of each financial year to conduct the evaluation of the Coordination Committee.</li> </ul> <p>The proposed changes to the Terms of Reference were agreed.</p>	<p>A draft Terms of Reference be presented to the Committee at its next meeting.</p> <p>Committee to nominate a person to conduct evaluation of the Coordination Committee for 2019/20 – to be included on next agenda.</p>

6	Workplace Health and Safety	<p>Tim Maguire advised the committee that:</p> <ul style="list-style-type: none"> <li>• An incident had occurred with one of the head contractor's workers. Worker did attend hospital but returned to work the same day.</li> <li>• Emerald Saleyards recently received an inspector visit from the Office of Industrial Relations. This inspection occurred on the same day as the large weaner sale, and this was beneficial as the saleyards was in full operation within excess of 5,000 head of cattle. A number of improvement notices have been issued and these improvements have either been completed or are in the process of being completed. No non-conformances were issued.</li> </ul>	
7	Financial Update	<p>Tim Maguire provided the financial update as follows:</p> <ul style="list-style-type: none"> <li>• Net earnings surplus for the year of \$162K which is \$25K or 13% shy of budget (\$187K).</li> <li>• Operating revenue (\$1,755K) is \$202K or 13% ahead of budget (\$1,553K) with all major revenue lines contributing to the better than expected result. Feed sales and dipping fees in particular continue to exceed all expectations, up by \$135K (27%) and \$49K (44%) respectively. In the 2018 calendar year, we dipped 15,908 head. In the 2019 calendar year, we dipped 53,138 (up 234%).</li> <li>• Operating expenses (\$1,317K) are \$226K or 21% ahead of budget (\$1,090K) with \$200K of the overspend reflective of the increase in activity. An undetected water leak at Springsure (\$5K), a rock in the return valve at the Showgrounds (\$8K) and the introduction of the waste levy charge on the disposal of dead beasts (\$15K) accounts for the balance.</li> <li>• YTD cattle numbers (83,958 head) are up by 2,563 head or 3% on last year (81,395), but down by 5,732 head or 6% on budget (89,690 head). Full year budget is 100,000 head.</li> <li>• Capital expenditure is at 88% of budget (\$1.06M) following a \$1.1M deferral of the Spelling Yards Project to next financial year in recognition of the fact that said project – which is now in the Public Notification Phase – would not be progressing until next financial year.</li> </ul>	

8	Saleyards Manager Update	<p>Tim Maguire advised the committee that:</p> <p><b>Operational Matters</b></p> <ul style="list-style-type: none"> <li>• 5,920 head were yarded for the feeder weaner sale held on 2 June 2020.</li> <li>• in excess of 1,000 head dipped on 3 June</li> <li>• additional 1,137 head yarded for the normal sale on 4 June</li> <li>• fed 157 bales of hay Tuesday night/Wednesday morning</li> <li>• 12,225 uses of the dip to date for June</li> <li>• 19/20 year 85,385 uses of the dip</li> <li>• movement of cattle is due to stock travelling north for live export from Townsville, west and north west for restocking and south for a combination for restocking and feedlots.</li> </ul> <p><b>Capital Work Projects</b></p> <p><i>Hay Shed</i></p> <ul style="list-style-type: none"> <li>• Completed. Operational for 4-5 months.</li> </ul> <p><i>Service pits</i></p> <ul style="list-style-type: none"> <li>• Nearing completion.</li> </ul> <p><i>Additional Double Decker Dump Ramp</i></p> <ul style="list-style-type: none"> <li>• Completed.</li> </ul> <p><i>Light Pole Replacement</i></p> <ul style="list-style-type: none"> <li>• Completed.</li> </ul> <p><i>Spelling Yards</i></p> <ul style="list-style-type: none"> <li>• Awaiting development application decision. Response change to</li> <li>• Discussion occurred in regard to the development application, which provided an update for committee members in regard to progress of the application.</li> </ul> <p><i>Catwalk for top of double decker ramp</i></p> <ul style="list-style-type: none"> <li>• Completed.</li> </ul>	
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		<i>Western side Selling Pens, Change fixed panels to gates</i> <ul style="list-style-type: none"> <li>Completed.</li> </ul>	
9	General Business	Following the closure of the meeting a site visit of the Saleyards facility occurred.	
		Meeting Closed at 1.47pm	