

## Emerald Saleyards Committee Meeting Minutes

**31 August 2020**

**Meeting chaired by:** Cr. Joseph Burns

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

**Apologies:** Andrew Gissel

**Minute Taker:** Ilona Harris A/ Executive Assistant, Customer & Commercial Services

Item	Topic	Discussion Summary	Action
		Meeting Commenced at 2.30pm Cr. Burns 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 15 June 2020 were confirmed.	
2	Business and Action Arising from Previous Minutes	No matters were discussed.	Register of actions to be attached to minutes.
3	Conflict of Interest of Material Personal Interest	<ul style="list-style-type: none"> <li>Members were advised that a register of interests has been implemented to capture conflicts or material personal interests.</li> </ul>	

		<ul style="list-style-type: none"> <li>It was noted that at the previous meeting Cr Anne Carpenter provided details relating to potential conflict of interest which has been noted in the register.</li> </ul>	
4	Expressions of Interest to join Committee	One response to Expression of Interest received. This candidate, Michael Silvester, was endorsed by Mayor Kerry Hayes and all committee members were in agreement that Michael is a good candidate for the role. Michael to be advised that he is the successful applicant and be extended an invitation to the next meeting.	Advise successful applicant.
5	Terms of Reference	<p>There were no respective comments from committee members regarding proposed changes. Michelle Webster shared with the committee changes proposed to the Emerald Saleyards Coordination Committee Terms of Reference review as follows:</p> <ul style="list-style-type: none"> <li>Stakeholders be extended to include representative from producer/commission buyer;</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> </ul> <p>Michelle Webster indicated that she had not completed the work associated with the Terms of Reference amendments and would circulate the amended document in due course.</p>	General Manager Customer & Commercial Services to complete the confidentiality section of the Terms of Reference and a draft to be circulated to the committee for their consideration.
6	Workplace Health and Safety	<p>Tim Maguire advised:</p> <ul style="list-style-type: none"> <li>Covid-19 Safe - Aerosol can cabinet is on its way to store anti-bacterial sprays</li> <li>CHRC Sign erected at entrance to saleyard office</li> <li>Business continuity plan is in place if circumstances change with regards to Covid-19 restrictions</li> <li>Monitoring the situation closely and getting regular updates ALMA and ALPA</li> <li>Following advice and reduced points of entry from 2 to 1</li> <li>Social distancing of 1.5 metres between each other at sales being enforced</li> <li>Reviewing the sign-in sheets and ensuring they have been counter-signed</li> <li>Separate register of all Klan Contracting staff</li> <li>Site is being operated to official Covid-19 plan.</li> </ul>	
7	Financial Update	Tim Maguire provided the financial update as follows:	

		<ul style="list-style-type: none"> <li>• Interim result for the 2019/ 2020 financial year is a \$157k surplus with dipping up to \$46k or 30% on budget and feed sales up \$105k or 16% on budget.</li> <li>• Total capital spend was \$10k or 1% over budget (\$972k) with all single-year projects completed on time</li> <li>• Spelling yards project was beyond Public Notification Phase.</li> <li>• Nett earnings surplus for the month of July was \$122k which is a \$9k surplus.</li> <li>• Operating revenue (\$260k), is \$133k or 106% ahead of budget with all major revenue lines contributing to the better than expected result.</li> <li>• Feed sales and dipping fees are exceeding all expectations, up by \$38k (129%) and \$26k (345%) respectively.</li> <li>• Operating expenses (\$113k) are \$20k or 22% ahead of budget (\$92k) with the overspend reflective of the increase in activity (feed sales, feeding, cleaning, pre-scanning).</li> <li>• Cattle numbers for July (13,377 head) were up by 4,969 head or 59% on budget (8,408 head). This is the second biggest month on record – March 2020 (13,393) being the biggest. The weaner sale on 7 July was the single largest yarding (6,393).</li> <li>• Hay sales for July (640) bales were up by 398 bales or 164% on Budget (242 bales).</li> <li>• Dipping for July (9,563) was up by 7,083 head or 286% on budget (2480 head).</li> <li>• Capital expenditure is off to a good start with \$180k or 11% of the budget (\$1.667m) spent or committed. There are no proposed adjustments or carry-overs for the budget review 1 which is currently underway.</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>• August has seen a fall in sale numbers</li> <li>• Staff levels remain at 2.4 fte</li> <li>• Utilising contractors at peak periods is most efficient</li> <li>• Cattle market is exceptionally sound now.</li> </ul> <p><b>Capital Work Projects</b></p> <p><i>NLIS Scanners</i></p>	

		<ul style="list-style-type: none"> <li>• Work is being completed now. Scanner to be fitted by Thursday, 3 September 2020.</li> </ul> <p>Reseal of Truck turnaround</p> <ul style="list-style-type: none"> <li>• Re-sealing of truck turn around – due to be completed during the December break.</li> </ul> <p>Re-Concrete of 2 Draft Pens</p> <ul style="list-style-type: none"> <li>• Re-concreting of the drafting pens to be completed over the December break.</li> </ul> <p>Elevated Hay Feeders</p> <ul style="list-style-type: none"> <li>• Completed 21 concrete slabs for the elevated feed bins for better utilisation of hay and less waste. Reduced cleaning costs</li> <li>• Waiting for delivery of feeder bins.</li> <li>• Cr Carpenter indicated an interest to inspect this capital work at the next meeting.</li> </ul> <p>Spellings Pens</p> <ul style="list-style-type: none"> <li>• Information request for odour management plan in place and we have responded. Awaiting draft conditions. Understand development application may be scheduled to report at the General Council meeting on 23 September 2020.</li> </ul> <p>General</p> <ul style="list-style-type: none"> <li>• Recently a major cleanout out of the back spelling yards completed.</li> <li>• Strategic plan adopted last year outlines longer-term plans for the facility. If more sales are required, this can happen with extra days. Infrastructure is in place for this to occur.</li> </ul>	Committee would like to do a site inspect next meeting
9	General Business	<ul style="list-style-type: none"> <li>• ELSA have resolved the issue with their employee. Code of conduct mutual agreement that is being signed by all staff.</li> <li>• Michael Maguire is now president of ELSA. ELSA has 7 current members. President of ELSA will be the representative for this committee or nominate another member to attend.</li> <li>• Transport representative - Tim to discuss this with Steve Opperman.</li> <li>• Ian Burnett suggested that the Saleyards might look at getting a defibrillator. All agreed.</li> </ul>	General Manager Customer & Commercial Services to investigate purchase and placement of a Defibrillator for Saleyards

Meeting Closed at 3.22 PM

Central Highlands Regional Council

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			Assigned To	Meeting Date	Item number	Action	Due Date	Status	Comments	ECM Number
1			Ilona Harris	31/08/20	2	Register of actions to be attached to minutes.		Complete		
2			Timothy Maguire	31/08/20	4	Advise successful applicant of Committee EOI		Not Started		
3			Michelle Webster	31/08/20	5	General Manager Customer & Commercial Services to complete the confidentiality section of the Terms of Reference and a draft to be circulated to the committee for their consideration.		In Progress		
4			Ilona Harris	31/08/20	8	Committee would like to do a site inspect next meeting. Ilona to add to next agenda.		In Progress		
5			Michelle Webster	31/08/20	9	General Manager Customer & Commercial Services to investigate purchase and placement of a Defibrillator for Saleyards.		In Progress	Ilona has spoken to Gaye. Gaye has advised that she has already obtained three quotes and will be in touch further regarding this.	
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