



## NOTICE OF SALEYARD COMMITTEE MEETING

Notice is hereby given that a Tumut Saleyard Committee Meeting of Snowy Valleys Council will be held in the Tumut Room located on the 1st Floor of the Riverina Highlands Building, 76 Capper Street, Tumut on, **Monday, 03 September, 2018**, commencing at **5:30 PM**.

<b>Distribution: 11</b>	<b>Present:</b>	<b>Apology:</b>	<b>Absent:</b>
Cr John Larter (Council Delegate)			
Coordinator Open Space & Facilities – Andrew Burke			
Michael Neyland – Infrastructure Works			
Rob Stubbs - Agent			
Kerry Kell - Producer			
Anthony Day - Producer			
Neil Hartshorn - Resident			
Chris Annetts – Agent			
David McGruer - Producer			
<b>Information Only</b>			
Public			

### Business

1. Apologies
2. Confirmation of Minutes
3. Business arising from Minutes
4. Committee Reports
5. Correspondence
6. General Business

Matthew Hyde  
**General Manager**



## **SALEYARD COMMITTEE MEETING – AGENDA**

Monday, 03 September, 2018, commencing at 5:30 PM.

### **APOLOGIES**

### **CONFIRMATION OF MINUTES OF PREVIOUS MEETING/S-**

. Saleyard Committee Meeting – 30/04/2018	3
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### **BUSINESS ARISING FROM MINUTES**

### **DECLARATIONS OF INTEREST AND REPORTABLE POLITICAL DONATIONS**

### **COMMITTEE REPORTS**

. Tumut Saleyard Committee-Matter for September 2018	11
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### **GENERAL BUSINESS**

### **NEXT MEETING**

The next meeting date is scheduled to be held early in 2019.

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**MEETING COMMENCEMENT:** 5:35pm

**SY01. RESOLVED** that Mayor James Hayes chair the meeting.

**PRESENT:**

<b>Participants:</b>	<b>Present:</b>	<b>Apology:</b>	<b>Absent:</b>
Mayor James Hayes	✓		
Director Assets and Infrastructure – Matthew Christensen	✓		
Michael Neyland - IW			✓
Rob Stubbs - Agent	✓		
Kerry Kell - Producer			✓
Anthony Day - Producer	✓		
Neil Hartshorn - Resident	✓		
David McGruer - Producer	✓		
Chris Annetts – Agent	✓		

**APOLOGIES:**

Nil.

**CONFIRMATION OF MINUTES:**

**SY02. RESOLVED** that the minutes of the **Saleyards Committee** held on **27 March 2018** be accepted as read.

D McGruer / R Stubbs

**BUSINESS ARISING FROM MINUTES:**

1. The committee requested an update on the status of Council's engagement of a consultant to undertake a review of yard operations. Matthew Christensen advised that due to staff movements that the engagement of a consultant was a low priority, but would be followed up with the engagement of a suitably qualified person to the Parks and Property Role.
2. The committee enquired as to the status of Council ensuring that all usage fees were being collected from non-agent users of yards. The request was taken on notice.

**DECLARATIONS OF INTEREST AND REPORTABLE POLITICAL DONATIONS**

Nil.

**COMMITTEE REPORTS:**

**SAL1. Saleyard Committee Terms of Reference Review(.)**

**RECOMMENDATION**

**That Council adopt the Saleyards Committee Terms of Reference with the one change to section 7 (a) to read "Two (2) livestock producer representatives".**

A Day / N Hartshorn

**SAL2. Tumut Saleyard - Financial Report April 2018    (.)**

The committee questioned the accuracy of the results shown in the table given concerns raised of use without reporting to Council. The committee members noted instances whereby stock was being held in months that had very little recorded use.

**SY03. RESOLVED**

1. That the Committee note the report.
2. A report be brought to the next Saleyards Committee Meeting with regards to proposed actions to improve the accuracy of the data.

A Day / C Annetts

**RECOMMENDATION**

**That Council divert the intended funds to be used for the review of Saleyards Operations towards a means of accurately capturing throughput of the Saleyards.**

A Day / C Annetts

**GENERAL BUSINESS:**

1. Some of the water lines to troughs in the yards had burst during frosts last year, and it was enquired if they had been repaired, and if the water would be turned off to the troughs this year to avoid further breaks.
2. Elm Suckers are prevalent in the area of the scale house. These should be removed before they cause further issues.
3. The lid of the trough in Pen 136 has been sitting on the ball cock of the watering system.
4. It was suggested that Council look at alternatives ways the yards can be used, such as use of yards by other stock producers for sales.

**NEXT MEETING**

The next meeting date is scheduled to be held Monday, 9 July 2018.

**CLOSED:**

The meeting closed at 6:31pm.



## Saleyard Committee

### DRAFT Terms of Reference

ToR No: SVC-TofR-04-2

**1. NAME**

The name of the Committee is the Saleyard Committee.

**2. STATUS**

The Saleyard Committee is an advisory committee to Snowy Valleys Council. Being an advisory committee, the Saleyard Committee does not have executive power or authority to direct staff.

**3. DELEGATION / AUTHORITY**

All decisions of the Committee will, therefore, constitute recommendations to Council and other major stakeholders where relevant.

**4. PURPOSE**

The purpose of the committee is to:

- Provide appropriate advice and recommendations on matters relevant to the Tumut Saleyards;
- Provide a forum for discussion of Saleyard related issues;

**5. OBJECTIVES OF THE COMMITTEE**

The Saleyard Committee is a committee of Council responsive to community needs. The effectiveness of the committee depends on community support.

The Committees objectives are to recommend to Council a Capital Improvement Program as well as management issues.

**6. DECISION MAKING**

It is intended that the Committee will make decisions based on consensus. If it is not possible to arrive at a consensus on a particular item the recommendation to Council should note the dissenting views.

**7. MANAGEMENT AND OPERATION OF THE COMMITTEE**

**a) STRUCTURE / MEMBERSHIP**

The Committee shall be comprised of five (5) citizen/community representatives, the General Manager or nominated delegate and one (1) Councillor. It is desirable that there is a representation from the entire Shire, a reasonable gender balance and age distribution on the Committee.

The Committee shall comprise:

- One (1) Councillor representative
- One (1) TSC staff representative appointed by the General Manager
- One(1) representatives from local Stock and Station Agents
- ~~One (1)~~ Two (2) livestock producer representatives

- One (1) member of the public representative
- One (1) other

**b) APPOINTMENT AND SELECTION OF MEMBERS**

The Snowy Valleys Council will call for applications from community members within the Council area for all community member positions.

The applications will be assessed on their merit and suitable persons will be appointed to the Saleyard Committee by Snowy Valleys Council. Persons can be self-nominated, or can represent a group or organisation.

**c) TERM**

The term should initially be for four years in line with the term of Council. Any vacancies which occur will be advertised and appointed from nominations received or in the case of an organisation that group can nominate a replacement representative.

Members of the Saleyard Committee may cease to hold office:

- By death, mental incapacitation or by serving of a criminal sentence;
- If the member provides a written resignation;
- If a member is absent from three consecutive meetings (with or without apology), without having obtained a formal leave of absence.

**d) CHAIRPERSON**

The Chairperson shall be elected by the committee by a simple majority vote taken from members present at the first meeting of each calendar year and shall serve a term of one year.

In the absence of the Chairperson, the Committee shall elect a Deputy Chairperson for that meeting.

**e) SECRETARIAT**

A staff member from Snowy Valleys Council shall perform the Secretariat duties for the Committee.

**f) COUNCIL STAFF MEMBERS ON COMMITTEES**

Snowy Valleys Council staff members who attend Committee meetings shall:

- Not be considered as part of the quorum;
- Have no voting rights;
- Not be able to enact the role of Chairperson or Vice Chairperson at any meeting;
- Be considered as an ex-officio member of the committee at all times.

**g) PECUNIARY INTERESTS AND CONFLICTS OF INTEREST**

Members of the Committee must, having reviewed the agenda for a meeting, or when becoming aware of a potential conflict of interest or pecuniary interest in any matters being discussed by the Committee, immediately advise the Chairperson.

The Committee member must refrain from participating in the discussion and if deemed appropriate by the voting members present, leave the meeting whilst the

matter is discussed and not participate in any decision making related to the issue.  
The interest will be recorded in the minutes.

**h) QUORUM**

A quorum of the Committee will be half of the appointed voting members present plus one (a simple majority).

If a quorum is not reached within 10 minutes of the appointed starting time, the meeting shall:

- a) be adjourned to a time determined by the Chairperson in consultation with the staff member performing Secretariat duties to ensure that the adjourned time does not clash with other scheduled meetings or;
- b) continue as an Inquorate discussion (refer 6i).

**i) INQUORATE MEETINGS**

In the event that a meeting does not have the required quorum, those members present can determine whether they would like to continue with the meeting as an Inquorate Discussion.

In this case, recommendations for decisions cannot be made, but can be carried forward to subsequent meetings where a quorum is present.

Minutes of an inquorate discussion must take the form of Inquorate Discussion Notes.

The members present at an inquorate discussion cannot put or carry any motion or resolution.

**j) DECISIONS AND VOTING**

The Committee's business is conducted on a simple majority vote by those appointed members present. Each appointed member of the Committee present at any meeting shall have one vote on any matter.

Major decisions and recommendations will be referred to Council for adoption prior to implementation by the Committee.

The Committee shall make recommendations to Council on matters that relate to the objectives of the Saleyard Committee for the Snowy Valleys Shire.

Only the Councillor appointed to the Saleyard Committee have voting rights.

**k) ATTENDANCE OF NON MEMBERS**

The Committee may, at its discretion, allow non-members, observers and advisers to attend meetings of the committee to facilitate exchange of information and to provide specialist advice and counsel to the Committee with prior notification.

**l) WORKING GROUPS**

The Committee is able to form a Working Group as required to address specific issues or undertake specific activities. The Working Group must report to each Committee meeting.

Non-members may be co-opted to a working group. A member of the Committee shall act in the capacity of Chairperson of the working group.

The Committee shall determine a statement of the purpose/objectives, responsibilities and tasks to be achieved by the Working Group at the time that it is formed.

**8. COMMITTEE OPERATION AND MEETINGS**

**a) MEETINGS**

Meetings will be held three (3) times per annum at 5.30pm at the Riverina Highlands Building.

**b) SPECIAL MEETINGS**

Special meetings may be called by the Chairperson, or at least two voting members of the Committee in consultation with the Secretariat to avoid potential clashes.

**c) NOTICE OF MEETINGS**

The Notice of Meeting will be provided to each Committee member in writing, setting out the date, time and place of the meeting; and be accompanied by a business paper which includes an agenda for the meeting, minutes of the previous meeting and any reports to the Committee.

The agenda for ordinary meetings of the committee will be provided to members of the Committee at least three working days prior to the meetings.

A minimum of twenty four hours' notice shall be given for any Special meetings of the Committee.

A copy of the notice of meeting, agenda and accompanying reports shall be placed on public exhibition at the Council office, Council website and libraries.

**d) MINUTES**

Minutes shall be kept of all meetings of the Committee and any working group. Each Committee members will receive copies of the minutes with the notice of meeting for the next meeting.

Other arrangements to receive minutes from the meetings can be made by resolution of the voting members of the Committee.

The minutes shall be confirmed at the next committee meeting with or without amendments.

A copy of the minutes will be supplied to Council before its next meeting following that of the Committee if recommendations are included.

**e) MEETING PROCEDURES AND PROTOCOL**

The procedures and protocols to be observed at the Committee meetings are those of the Code of Meeting Practice was established in accordance with the provisions of Section 360(2) Local Government Act of 1993.

**9. SUPPORT AND RESOURCING THE COMMITTEE**

Council will provide administrative services and other resources, including a venue, preparation and distribution of agendas/minutes to support the function of the Committee and any working groups.

**10. MEDIA COMMENT AND CONFIDENTIALITY**



The Committee has no delegated authority to make comments to the media on behalf of the Committee without the express permission of the General Manager.

The Committee does not have the authority to make comments on behalf of Snowy Valleys Council.

Members of the Committee should appreciate that the Committee may, from time to time, deal with sensitive matters of a confidential nature. The confidentiality of such information should be respected by all members.

**11. FINANCE**

For Committees who hold funds with Council:

A record of the financial transactions of the Committee will be maintained by Council's finance team and reported to the committee at each meeting.

Receipting, purchasing and tendering of goods and services shall be conducted in accordance with Council's internal financial control procedures.

**12. DOCUMENTATION / COUNCIL AND EXTERNAL REFERENCES**

Snowy Valleys Council Code of Meeting Practice was established in accordance with the provisions of Section 360(2) Local Government Act of 1993. The objective of the Code is to provide procedures and standards for the proper, conduct of Council business and decision making.

Snowy Valleys Council Code of Conduct sets the minimum requirements of conduct for council officials in carrying out their functions. The Model Code is prescribed by regulation and was developed to assist council officials understand the standards of conduct that are expected of them.

**13. AMENDING THE TERMS OF REFERENCE**

Recommendations for amendments to the Terms of Reference can be made at any time provided that suggested changes are noted on the Agenda, a quorum is present at the Meeting and the majority of voting members present support the recommendation.

Amendments to the Terms of Reference must be approved by Snowy Valleys Council.

**14. DISSOLUTION**

Council may at any time dissolve the Committee.

**15. LIABILITY OF MEMBERS**

In accordance with Division 2 Section 731 of the Local Government Act 1993, A matter or thing done by the Minister, the Director-General, a council, a councillor, a member of a committee of the council or an employee of the council or any person acting under the direction of the Minister, the Director-General, the council or a committee of the council does not, if the matter or thing was done in good faith for the purpose of executing this or any other Act, and for and on behalf of the Minister, the Director-General, the council or a committee of the council, subject a councillor, a member, an employee or a person so acting personally to any action, liability, claim or demand.

**16. SUPERSEDING POLICY NO AND TITLE**

Saleyard Committee Terms of Reference No. 14, Version 1.5  
Saleyard Committee Terms of Reference No. 14, Version 1.6  
Saleyard Committee Terms of Reference - SVC-TofR-004-01

**17. TERMS OF REFERENCE PREPARED AND AMENDED BY:**

DES/Parks & Property Officer

**18. HISTORY TABLE**

Version No	Approval Date	Resolution Number	Date to be Reviewed
1.0	22 September 2016	M114/16	01/07/2020
2.0			

REPORT NUMBER: SAL1  
SUBJECT: Tumut Saleyard Committee-Matter for September 2018 (.)  
REPORT AUTHOR: Andrew Burke  
RESPONSIBLE MANAGER: Matthew Christensen

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PURPOSE OF REPORT: To inform the committee of strategic matters concerning the Tumut Saleyard

#### KEY ISSUES

- The Tumut saleyard to be locked up and signage put in place

#### COMMENTS

1. Locking of Tumut Saleyard

The committee questioned the accuracy of the results shown in the table given concerns raised of use without reporting to Council. The committee members noted instances whereby stock was being held in months that had very little recorded use. The Tumut Saleyard will be locked and users will need to contact council on the contact details provided on the signage.

2. Councils engagement of a consultant to undertake a review of the yard operations

This will not be undertaken and Council endorses the operation of the Saleyards using a manual system and allocated a budget towards this function for a period of 1 year. This will involve Council Staff locking the site and recording the usage of the facility upon request.

Reference - Adopted Report to Council – 26 July 2018 – Resolution M195/18. (Attached).

3. The usage of fees collected from non-agent users of the yard

This will be addressed in the Reference report of council – 26 July 2018.

#### RECOMMENDATION

That the Committee note this report.

**ATTACHMENTS**

1. 10.2 Monitoring Saleyard Operation Report – 26 July 2018
2. Saleyard Financial Report

**10. MANAGEMENT REPORTS**

**10.2 MONITORING SALEYARD OPERATIONS**

Author: GLEN MCGRATH

Responsible Manager: MATT CHRISTENSEN

Purpose of Report:

To review feasible options for the monitoring of the throughput of stock for the Tumut Saleyards.

Recommendation:

**That Council endorse the operation of the Saleyards with a manual system and allocate the budget towards this function for a period of 1 year. This will involve Council Staff locking the site and recording the usage of the facility upon request.**

Report:

At the May 2018 Council Meeting, Council endorsed the recommendations of the Tumut Saleyards Committee to "Divert the intended funds to be used for the review of the Saleyards Operations towards a means of accurately capturing throughput on the Saleyards."

The yards are nearing the end of their useful life, with significant deterioration of the concrete surface being patched over the past 5 years to ensure it is safe for use. The maintenance and capital expenditure over the past 5 years has been an average of \$28,500. The land value is held by Council at \$218,000 in the asset register.

Usage of the facility is unknown across a full calendar year. There are 2-3 'weaner' sales per year, and other users of the facility not communicating with Council or paying the fees and charges as adopted by Council. The honesty system of recording and paying for use that has been applied for the management of the facility in the recent history. According to member of the Saleyards Committee the figures of cattle passing through the facility are significantly higher than the 3650 head averaged that Council has record of over the past 2 years.

The land is classified as Freehold. The land current pays \$5241.31 in rates to Council in 2017/2018.

Council is competing with a privately owned, larger facility, 20km away at Adelong. Communication to Council staff has indicated that this facility is not able to be accessed by Higher Mass Limit (HML) B-Double trucks. This restriction is currently under review. Additionally there are larger facilities regionally at Wagga (Bomen) and Yass which are being utilised on a weekly basis for sale of livestock.

Options considered for the monitoring of the throughput of the saleyards were electronic (camera), and manual systems. The budget initially allocated for the review of operations is \$40,000.

Electronic surveillance

If authorised would involve the setting up of cameras at each of the races on the site, together with additional cameras for the collation of registration details for the delivery vehicles, would ensure accurate data and billing would be undertaken. This would then require analysis from a Council employee at set intervals (weekly or fortnightly) to establish and provide details for the provision of the accurate fees and charges as per Council's adopted structure.

Electronic surveillance would also require the erection of the signage and community consultation in regards to the surveillance of the area in line with legislation including Workplace Surveillance Act and the NSW Government Policy Statement and Guidelines for the Establishment and Implementation of Closed Circuit Television (CCTV) in Public Places.

An estimate for the erection of the required signage and equipment for monitoring of the saleyards is \$11,000. This includes the purchase and erection of 5 cameras, however excludes vandal proofing measures and ongoing monitoring and operational costs.

Manual surveillance

The manual option would require the saleyards to be locked and signage erected providing a contact number, should the community wish to use this facility. Council staff (on duty or the Ranger) would then attend the site, unlock and count the stock to be unloaded and then when the stock are to be transported from site, arrange for the unlocking of the Council facility.. Arrangements would then be made for the invoicing of the appropriate stock agent for the use of the facility in line with fees and charges.

A manual option would allow for electronic forms to be utilised at the site for efficient and effective invoicing and easy tracking of numbers of stock using the facility over the year. The use of electronic forms saves the details back to a central database and would allow for regular processing as the information has been stored and can be accessed and processed by the relevant Council staff.

Manual operation would be anticipated to cost \$100 per call, including 1 hour of labour, travelling and an average out for sign erection. This does not incorporate any of the costs that would need to be recouped by Council for use of the facility.

At the 'weaner' sales that are held 2-3 times per year, a Council employee would be provided as a scribe to the agents to ensure an accurate record of the stock throughput is recorded on the day. The resulting use would then be processed to ensure that Council would recoup the appropriate Fees and Charges as per those that have been adopted.

If the yards would be required for emergency use, it is anticipated that Council would be able to unlock the facility within 1 hour of notification, a more than adequate response time. Keys would be provided to the Duty Officers, On Call operators and Rangers to ensure suitable coverage.



Ongoing Viability

Accurate record of the throughput at the saleyards is essential to determine the ongoing future of the saleyards. The Environmental Protection Authority has in the past noted the saleyards as a risk of non-compliance, and the deteriorating nature of the infrastructure may present a workplace Health and Safety risk.

Following a 12 month period of tracking throughput in this method, it is suggested Council receive a report on the throughput and make a determination on the ongoing operation of the saleyards against the quadruple bottom line principles (Social, Environmental, Economic, Governance).

The area of the saleyards has a non-permeable surface, meaning the rainfall that lands on the side washes off. A manure pit has been constructed, but this does not capture the full site runoff as per EPA requirements, placing Council at risk of fines or litigation due to environmental pollution. Additionally the size of the pit is not large enough to handle significant rainfall events. To be compliant with EPA requirements, Council would be required to erect a shed over the entire facility and have a separate treatment plant for the runoff of the effluent for the whole area.

Options

- a) That Council endorse the operation of the Saleyards with a manual system and allocate the budget towards this function for a period of 1 year.
- b) That Council continue with the review of the Saleyards Operations as budgeted.

Budget Implications:

There is currently a budget allocated towards the review of the Saleyards Operations

Legal/Statutory Implications:

Council is currently has no up to date policy regarding CCTV, however there are various other legislation and policy statements that would be required to be complied with.

Risk Management - Business Risk:

Council currently has moderate risk associated with the Saleyards Assets. The potential for an environmental incident is moderate, as are the risk for a non-supervised asset being used by the community.

Risk Management - WHS and Public Risk:

Nil

Council Seal:

No

Attachments

Nil

**Saleyard Financial Report**

Month	2012/13		2013/14		2014/15		2015/16		2016/17		2017/18	
	Other	Sale	Other	Other	Sale	Other	Sale	Other	Sale	Other	Sale	Other
<b>July</b>	472	154	125	54	141	20	603	81	0	1	0	20
<b>August</b>	430	1,211	447	1,465	615	1,688	88	1,474	0	1,326	0	968
<b>September</b>	253	402	292		579	37	174	22	0	38	0	4
<b>October</b>	348	35	356	35	490	28	491	20	0	7	0	12
<b>November</b>	478	45	594	20	219	53	509	46	0	37	0	76
<b>December</b>	232	0	483	223	253	8	360	345	0	188	0	167
<b>January</b>	612	232	577	50	1,076	17	343	69	0	20	0	36
<b>February</b>	833	371	551	13	905	15	434	27	0	59	0	23
<b>March</b>	395	61	172	110	509	33	138	11	0	105	0	7
<b>April</b>	492	884	296	2,548	523	2,230	423	1,922	0	2,044	0	2,165
<b>May</b>	561	14	667	808	682	30	427	11	0	27		
<b>June</b>	254	24	523	0	405	0	152		0	3		
<b>Sub-Total</b>	5,360	3,433	5,083	5,326	6,397	4,159	4,142	4,028	0	3,855	0	3,478
<b>Total</b>	<b>8,793</b>		<b>10,409</b>		<b>10,556</b>		<b>8,170</b>		<b>3,825</b>		<b>3,478</b>	

<b>Saleyards Financial Year Ending 2017/18 - YTD</b>				
	<b>Revenue</b>			<b>Expenditure</b>
<b>Description</b>	<b>Actuals</b>	<b>Budget</b>		<b>Actuals</b>
Fees	12,975	42,906		
Transfer From Reserve				
Salaries & Wages				10
Travel				0
Contracts				4,900
Electricity				1,086
Insurance				0
Memberships				400
Overheads				0
Internal Charges - Rates				6,625
Transfer To Reserve				0
Maintenance				2,398
IT				182
<b>TOTALS</b>	<b>12,975</b>	<b>42,906</b>		<b>15,601</b>
				<b>29,696</b>