



**Saleyards Advisory Committee  
Minutes  
17 November 2022**

Date : 17 November 2022  
Time: 9:00am to 10.30am  
Venue: Grafton Saleyards

<b>Present:</b>	<b>Peter Birch (CVC), Bligh Grant (CVC), Karli Anshaw (CVC), Cr Deb Novak, Cr Peter Johnstone, David Farrell, Craig Pigg, Shaun Costello, Barry McKee, Mitch Donovan, Derek Morgan</b>
<b>Apologies:</b>	<b>Chris Moran, Geoff Brown, Bligh Grant left 9.17am</b>

Item		Discussion	Action/Recommendation	Action Officer
1.	<b>Welcome</b>	Meeting opened at:9.05 am Cr Novak welcomed everyone to the meeting and recited acknowledgement to country		
2.	<b>Confirmation of Minutes of Meeting held 22 April 2021</b>	Cr Novak advised item to be held over until next meeting as too much time had lapsed, minutes to be circulated prior to next meeting. Karli Anshaw explained the agenda is drawn from the last minutes		
	<b>Terms of reference/code of conduct</b>	Overview of Saleyards Advisory Committee purpose and Councils Code of Conduct, provided by Bligh Grant, Governance Officer. <ul style="list-style-type: none"> <li>• Explanation of code of conduct and the role it has, be aware there is no constitution and now refer to terms of reference document, these link to community strategic plan.</li> <li>• Translates as stick to the task refer to the document, code of conduct doc explained how to interpret as this is enforceable, he asked you please take time to refresh yourself with the document, also see conflict of interest section.</li> <li>• Handbook has been redrafted as some sections moved into advisory document.</li> <li>• Opened the floor for questions</li> </ul> Cr Novak requested hard copies of the following documents to be available at next meeting: Code of Conduct Advisory Committee Handbook CV magazine Karli Anshaw confirmed these copies will be available at next meeting		
3.	<b>Matters Arising from Prior</b>	Anything not able to be addressed will be raised at next meeting		



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3.1	<b>Arrowquip Cattle Crush at ramps</b>	<ul style="list-style-type: none"> <li>• Since the upgrade and installation of the new Thompson Longhorn crush, is the cattle crush at the ramps needed anywhere? Do we sell it?</li> <li>• David Farrell it never worked properly.</li> <li>• Mitch Donovan said keep the other 2 they work well</li> <li>• Cr Novak Show of hands - to sell 4, against 0</li> <li>• Derek Morgan how much would we get \$8K for it</li> <li>• Cr Novak where will money go</li> <li>• Peter Birch should be directed into saleyard funds</li> </ul>	Sell it off through Pickles Auctions, councils preferred auction platform	Karli Anshaw
3.2	<b>Installation of CCTV cameras at Front Entrance</b>	<ul style="list-style-type: none"> <li>• Karli Anshaw advised works completed in the \$1m drought grant funding</li> <li>• Cr Johnstone asked what the purpose of the camera surveillance, Karli Anshaw advised security camera infrastructure on Council property needs to be in accordance with Councils CCTV policy and primary purpose is to protect Council property.</li> <li>• Mitch Donovan requested information on who has access to the cameras and how footage is to be requested if an incident occurs, sometimes matters are time sensitive. Karli Anshaw advised Councils policy and procedures have tight controls over who can access footage, authorised staff only which is Council contractors, IT department and saleyards operator. If a matter has been reported to the police and a request has come from the police, staff will do their best to respond in the timeframe recommended from police but 24-48 hours processing time is a reasonable expectation but may not always be required.</li> </ul>	Cameras installed in cattle loading area completed. Consider installation of additional cameras in other locations as part of future projects.	NA



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		<p>Karli Anshaw acknowledged further information around procedures for footage access needs to be provided to saleyards stakeholders and circulation of CCTV policy.</p> <ul style="list-style-type: none"> <li>• Cr Johnstone asked where footage from camera is held, Karli Anshaw advised it is held locally and memory provides approximately 1 month of footage before it is deleted.</li> <li>• Cr Novak asked if further consultation with agents to identify if cameras suits facility function and business needs is possible to ensure locations are suitable and procedures to extract footage are suitable.</li> <li>• Mitch Donovan advised cattle theft may happen out of hours and be time sensitive and happen on weekend and cattle trucks can travel a long distance if required to wait for evidence.</li> <li>• Cr Novak explained how to call or report to Council out of hours number and report unauthorized activity to CVC call center, non-urgent reports can be done online, show how to do it online upload photos ear tags etc.</li> <li>• Craig Pigg suggested signage be installed for Councils out of hours reporting line out the back so urgent matters that need to be called through.</li> <li>• Get plan showing current cameras and what areas the vision capture so stakeholders are aware, Karli Anshaw flagged that this is confidential information that must not fall into the wrong hands as it allows for people with bad intentions to avoid going in shot of camera.</li> </ul>		
3.3	<b>Saleyard Service Plan (Draft)</b>	<p><b>To be reported to Feb 2021 council meeting.</b></p> <ul style="list-style-type: none"> <li>• Karli Anshaw advised no it did not go to council, is it still the right direction for us to take this plan to Council it will require additional review due to time now lapsed.</li> </ul>	Karli Anshaw to forward service plan to all for review and comment.	Karli Anshaw



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	<ul style="list-style-type: none"> <li>• Peter Birch explained service plan process, service review for sale yards is due next year and the outcome of service review will impact the service plan so it may be beneficial to wait for the service review to be completed.</li> <li>• Cr Novak requested for service and asset plan to be circulated to all committee members for input</li> <li>• Uncertainty around difference between service plan and masterplan from the committee, Karli Anshaw explained difference between service plan and master plan. The masterplan being focused on infrastructure while the service plan is focused on operations of the facility.</li> </ul>			
<p><b>3.4</b></p>	<p><b>\$1m Drought Communities Program – Grant funding – Infrastructure Upgrade &amp; Process Improvements (previously called - Saleyard Roofing Project)</b></p>	<ul style="list-style-type: none"> <li>• Karli Anshaw advised project has been completed but we are still in the defect and review period, the following components require attention:                             <ul style="list-style-type: none"> <li>○ Change swing gate to knife just before weighbridge.</li> <li>○ Pneumatic swing gate to divert cattle from bulk lane to single lane is being designed by Thompson Longhorn.</li> <li>○ Grass paddock bottom fence upgrade is no longer required as neighbor is building a large wall.</li> <li>○ Camera to view far side of single weighbridge. Are there any additional items to be raised?</li> </ul> </li> <li>• Mitch Donovan advised no one is trying to fix issues single weighbridge has not been used because of the design. Contractor designed weighbridge cost \$800K that doesn't work</li> <li>• Karli Anshaw clarified if it is the design or the equipment that is not working, Mitch Donovan confirmed parts of the design are not working and feedback from design consultant would be appreciated to get it working.</li> </ul>	<p>Book Councils Project Manager back on site for a meeting to discuss design and any other related feedback. Council staff to debrief on lessons learned.</p>	<p>Karli Anshaw</p>



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		<ul style="list-style-type: none"> <li>Karli Anshaw proposed project debrief is organized with the project manager, committee was agreeable to this approach.</li> <li>Mitch Donovan flagged that there is not enough lighting, is there funding for additional lighting as the changes to infrastructure have made the lighting insufficient.</li> <li>Separate meeting to be arranged focusing on the recent upgrades only to troubleshoot and propose solutions for issues where possible.</li> </ul>		
3.5	<b>Coronavirus (COVID-19)</b>	<ul style="list-style-type: none"> <li>All mandatory restrictions have been removed since previous meeting.</li> </ul>	Remove from agenda	
3.6	<b>Saleyard: Roles &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>Contract/agreement/MOU between council and agents that confirms who is responsible for what?</li> <li>Julie was previously seeking advice from ALMA &amp; other saleyards – nothing received to date</li> <li>Service agreement to be developed to outline responsibilities of both parties.</li> <li>Cr Novak queried where responsibility lies for insurance is it agents or CVC</li> <li>Council staff to liaise with surrounding saleyards to see how they approach the agreement</li> </ul>	Contact other yards for information on as to insurances and liabilities guidelines i.e. Casino, Murwillumbah, Glen Innes etc.	Karli Anshaw
3.7	<b>Grant Funding Opportunities</b>	<ul style="list-style-type: none"> <li>Monitor for any future grant funding opportunities that would be suitable for roofing the Saleyard.</li> <li>Cr Novak highlighted can we seek funding opportunities as it is used as emergency center in times of disaster</li> <li>Cr Novak and Cr Johnstone discussed submitting a notice of motion to actively seek grant money for emergency management yard. Rural land strategy for</li> </ul>	Continue to monitor for suitable grant opportunities	Karli Anshaw



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		<p>CV has 25 point of action, includes community and federal plans,</p> <ul style="list-style-type: none"> <li>• Cr Novak As a committee priority for next candidate running for state gov so have masterplan ready to put forward</li> <li>• Explanation of how grants are applied for in Council and discussed what grants are currently underway.</li> <li>• Cr Novak and Cr Johnstone for nom for funding \$50k for design costing to allow the project to be shovel ready when grant opportunities arise</li> </ul>		
3.8	<b>New Signage &amp; Trucks using area to turn around.</b>	<ul style="list-style-type: none"> <li>• Discussion regarding council's new sign style guide with a view to updating/replacing existing Saleyard signage.</li> <li>• Discussion regarding problem of trucks from neighboring transport company using the Saleyard loading area to turn around. Still ruts in loading area more monitoring and signage required.</li> <li>• Cr Novak advised trespassing should be reported to police</li> <li>• Transport companies not permitted to turn right as it tears up bitumen should traffic committee be used. These transport companies are neighbors, and it is important to maintain good relationships as they keep an eye on the saleyards.</li> </ul>	Remove trucks using area to turn from agenda	<b>NA</b>
<b>4.</b>	<b>General Business</b>			
4.1	<b>Financial Report</b>	<ul style="list-style-type: none"> <li>• Financial Report and Graphs distributed to committee members present at the meeting. New software has changed reporting, previous years not available and reports are not setup to provide the same information as previously available.</li> </ul>	More detailed reports to be circulated which weren't available at time of print	Karli Anshaw



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		<ul style="list-style-type: none"> <li>• Reports to be setup to show cattle numbers and circulated to committee outside of meeting.</li> </ul>		
4.2	<b>Stock Throughput Figures</b>	<ul style="list-style-type: none"> <li>• Graphs to be distributed to committee members present at the meeting.</li> </ul>	Same as above	NA
5.	<b>New Business</b>			
5.1	<b>B-double two level loading ramp</b>	<ul style="list-style-type: none"> <li>• Delivery of B-double two level loading ramp included in 22-23 op plan. Budget of \$158,000 allocated to project</li> <li>• Karli Anshaw advised budget allocated design has been completed and will send out to all for review prior to going out.</li> <li>• Talk to the transport company about the design and input, budget allocated to this financial year.</li> </ul>	Send out plans to committee for consultation	Karli Anshaw
	<b>Enquiry received regarding leasing pens between sales</b>	<ul style="list-style-type: none"> <li>• Acknowledged that Casino Saleyards does this sort of thing, however they are larger and have a system in place that allows this.</li> <li>• Hard to predict if it will impact the agents week to week as demand on pens varies</li> <li>• Cr Novak raised clarification being required for insurances/MOU</li> </ul>		
7.0	<b>Date, Time and Venue of Next Meeting</b>	Invitation will be sent to all committee members before the end of the year to attend project debrief session, committee meeting will be held in 2023		
	<b>Items for Next Meeting</b>	If you wish to add an item for discussion please contact Karli Anshaw prior to the next meeting on telephone 0427 665 062 or email <a href="mailto:Karli.anshaw@clarence.nsw.gov.au">Karli.anshaw@clarence.nsw.gov.au</a>		



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	<b>Closure</b>	Meeting closed at: 10:43 am		
<b>6.</b>				
<b>6.1</b>				
<b>6.2</b>				