

MANAGEMENT PLAN



Tenterfield Shire Council
Saleyards

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Adopted: 23 June 2021 (Res 133/21)

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Version Control



Version	Date	Modified by	Details
V1.0	Day Month 2019	Mark Cooper	Construction of Initial Saleyards Management Plan
V2.0	28 July 2021	Mark Cooper	Revised and Adopted (Res 133/21 – 23 June 2021)

1 INTRODUCTION

This plan supersedes the previous Saleyards Strategic Plans.

The prime objective of Council in the management of the saleyards is to provide and plan for infrastructure that allows safe, convenient and viable transactions of livestock in the local area. The achievement of this objective is constrained by the available funding received through revenue generated from the sale of stock and revenues supplemented by grants where available.

This plan seeks to responsibly allocate these limited funds across a number of programs in an equitable and responsible manner to ensure protection of the asset base already constructed and maintain the saleyards to defined standards.

Whilst the plan recognises the importance of continuing expansion, it also confirms the importance of performing maintenance activities on the existing infrastructure.

The Saleyards is fully secured with perimeter stock fencing except for a gate at the main entry to the facility. All movement of incoming and outgoing vehicles, machinery and equipment is controlled by marked roadways and signage.

Councils Objectives;

- To provide a safe and efficient working environment;
- To ensure the wellbeing of all livestock;
- To provide a facility for local graziers and farming communities to meet;
- To provide a venue to facilitate the transaction and exchange of livestock;
- To maintain a viable business unit into the future;
- To upgrade and expand to meet future trends and technologies in the industry; and
- To provide a facility that is attractive to the public and livestock venders to assist in increasing tourism.

1.1 COMMENCEMENT

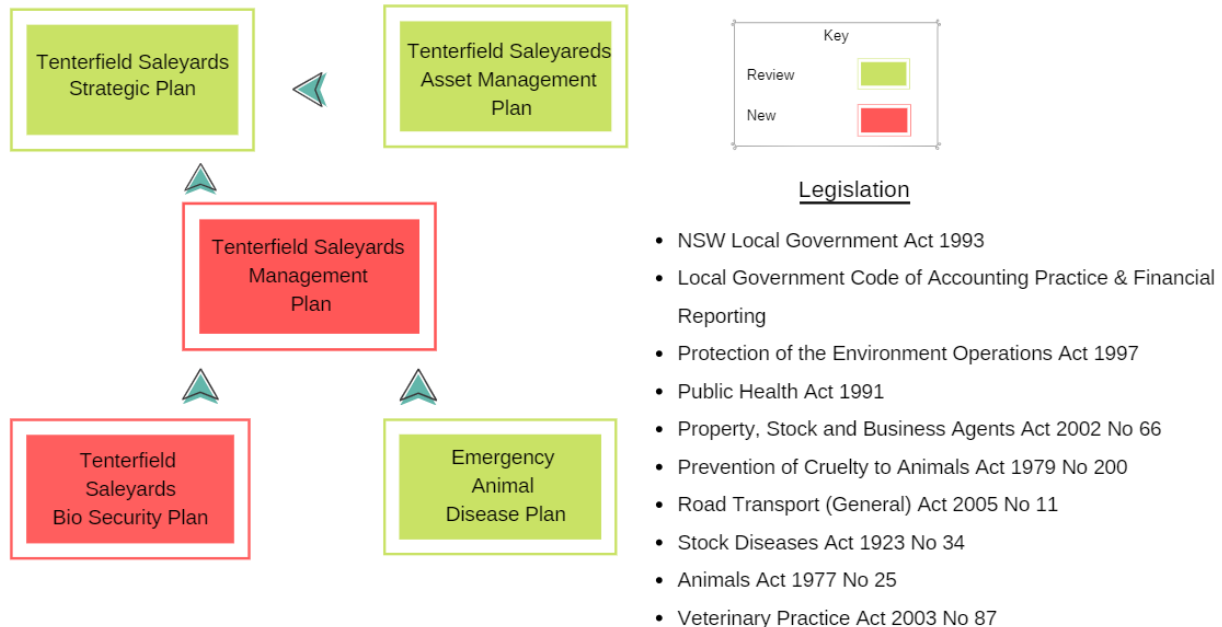
This Management Plan will commence 21 July 2021. It will remain current until a new version of the plan is created to allow for changes in legislation.

1.2 REVIEW PROCESS

This document will be reviewed every four (4) years by the Operations, Regulatory & Utilities Manager of Tenterfield Shire Council.

2.0 SALEYARDS PLANNING FRAMEWORK

This Saleyards Planning Framework is designed to provide a plan to manage Council's Saleyards, including establishment of a framework to guide planning, construction, operation, maintenance, renewal and replacement of infrastructure essential for the Tenterfield Shire Council to provide services to the community. The Saleyards Management Plan makes up one of five (5) parts of Council's Resourcing Strategy as required under the Tenterfield Saleyards Management Plan.



3.0 PURPOSE

The purpose of this Plan is to describe the actions and responsibilities at the Tenterfield Saleyards in the relation to the management of the facility.

This Plan has been developed by a team including Saleyard Manager and Saleyard Advisory Committee.

This Management Plan applies to the Tenterfield Saleyards, operated and maintained by Tenterfield Shire Council.

A copy of the Plan will be available from;

- Tenterfield Saleyards.
- Tenterfield Shire Council Customer Service;
- Available for download from www.tenterfield.nsw.gov.au

4.0 SCOPE

The Saleyards Management Plan does not affect the operation of any Act or Regulation relating to the appropriate management of the Saleyards.

The following policies and standards are presently in use by Council but might not specifically be discussed in this Plan:

1. Animal Control Act 2002;
2. Work Health & Safety Act 2011;
3. Australian Saleyard Code of Practice;
4. EU Management Plan;
5. Impounding Act 1993;
6. Annual external audit conducted by Ausmeat to meet AQIS standards; and
7. Emergency Animal Disease (EAD) Response Plan.

Australia Saleyard Code of practice is recognised as an industry standard guideline and as such will be used in conjunction with Tenterfield Shire Councils Saleyards Planning Framework.

Council aims to provide the following services at the Tenterfield Saleyards,

1. Sale of livestock on Prime and Feature sale days;
2. Weighing of livestock on sale days;
3. Shower and Toilet facilities;
4. Stock impounding;
5. Livestock stopovers for long haul carriers;
6. Private weighing;
7. Provision of canteen facilities; and
8. NLIS transactions.

2 ADMINISTRATION

2.1 RECORDS

Tenterfield Shire Council will develop all plans and records for the operation of the yards. The Saleyard Manager will ensure all records are legible and sent to the correct authorities and copies to the Council Administration Office.

2.2 RECORDS TO BE MAINTAINED BY THE SALEYARDS

- a) EU processing;
- b) NLIS Transactions; and
- c) Individual Sale records.

2.3 SIGNAGE

All areas of the saleyards facilities should use signage that details acceptable patron behaviour, and other safety rules. Safety signs should be compliant with current industry standards and be displayed in a prominent location containing information that is appropriate for the nature of activities conducted at the facility.

2.4 COMMUNICATION SYSTEM

Tenterfield Saleyards must have necessary communication systems to enable the appropriate warning or notification of staff and facility patrons. (e.g., mobile phones or loud speaker located at the weighbridge.

3 WORK HEALTH & SAFETY

3.1 GENERAL COMPLIANCE

- a) All workers, including Councils employees, contractor's agents and saleyard staff will comply with Councils WHS policies and procedures at all times.
- b) Contractors conducting work on council's facilities will provide insurance and WHS policies and procedures are to be clarified at the time of engagement.
- c) All incidents are to be reported and investigated in accordance with Council's WHS procedure.

3.2 ELECTRICAL SAFETY

To ensure the safe operation of electrical equipment, the following must be followed:

- a) Electrical equipment will be tested and tagged as per AS/NZS 3760 for safety and compliance;
- b) Any faulty electrical items, the area will be isolated and the fault immediately reported;
- c) Any dangerous electrical outlets or switches, the area will be isolated and the fault immediately reported;
- d) Any power blackouts that are caused by other than a disruption in supply to the Saleyard Facility must be immediately reported;

3.3 CHEMICALS

- a) Always refer to the manufacturer's instructions outlined in the Safety Data Sheet (SDS).
- b) Do not put split chemicals back in their containers. Dispose of them in accordance with the SDS.
- c) Use correct personal protection clothing and equipment, e.g. face mask, respirator, gloves, boots, overalls, apron as identified in the SDS.
- d) Storage of all chemicals should be in accordance with section the SDS.
- e) All decanted chemicals must be in containers that are clearly labelled if they are to be stored.
- f) Skin, eyes or clothing that have come in contact with chemicals should be immediately washed with copious quantities of fresh water.

A Chemical Register and current Safety Data Sheets must continually be updated to identify:

- a) Location;
- b) Product Name;
- c) Volume;
- d) GHS;
- e) Un Number;
- f) Hazchem;
- g) Class;
- h) Packing Group; and
- i) Poison Schedule.

The register is to include all cleaning products held on site.

Copies of the Chemical Register must be kept at the Saleyard Shed

3.4 FIRST AID

All equipment must be ready for any emergency and contain the following:

- a) Sign posted and current First Aid Kit, located in the Saleyard canteen.
- b) All Council staff to be trained in first aid.

The First Aid Kit will be supplied and serviced twice a year.

3.5 EQUIPMENT SERVICING

All equipment must be serviced by a competent person in accordance with manufacturers' recommendations. Records of servicing are to be stored on Councils electronic records system.

The equipment should be checked for correct operation and adequacy prior to or at the start of each cattle sale.

3.6 PERSONAL PROTECTIVE CLOTHING (PPE)

All saleyards workers are to wear PPE appropriate to the hazards of the task being performed at the time.

PPE may include but is not limited to the following items:

- a) Wide brim hat;
- b) Long sleeve shirt;
- c) Wet weather gear; and
- d) Safety footwear.

3.7 EMERGENCIES

The contact number for emergencies is 000 (triple zero).

Business Hours;

- a) Operations, Regulatory & Utilities Manager Phone Number 0411 864 042

- b) Council's Customer Service during operating hour's 02 6736 6000
- c) Council Saleyard staff 0412 824 407 / 0428 625 733

After Hours Emergency Contacts

- a) Stanthorpe Security 0447 648 435 or (07) 4685 2931
- b) Operations, Regulatory & Utilities Manager Phone Number 0411 864 042
- c) Council Representative 0412 824 407

The Saleyards facility must have an Emergency Animal Disease Plan which has been developed specifically for hazards at the site. Refer to the site specific Tenterfield Shire Council Animal Disease Plan.

In the event of an emergency the Emergency Animal Disease Plan to be followed.

All business representative (Selling Agents), Members of the public and staff of Tenterfield Shire Council undertaking operations at Council's facility will be required to have a site induction to include, Emergency Animal Disease Plan, Saleyards Biosecurity Plan, location of first aid supplies and fire extinguishing equipment.

For large events (e.g. Feature Sale) business representatives (Selling Agents) will be responsible for ensuring all persons are accounted for by providing a list of all attendees on site on request of the Operations, Regulatory & Utilities Manager.

Induction is to include group consultation with staff to discuss trigger points for mass evacuation, identify disabled attendees who may require assistance for evacuation and to ensure appropriate number of qualified supervision is available.

All business representatives (Selling Agents) are to ensure all persons under their control leave the area quickly and in an orderly manner.

NO PERSONS WILL BE ALLOWED TO RE-ENTER THE SALEYARDS UNTIL IT IS DEEMED SAFE TO DO SO BY THE OPERATIONS, REGULATORY & UTILITIES MANAGER/SITE SUPERVISOR.

3.8 INCIDENT RESPONSE

In the event of a WHS incident, workers in the immediate area are required to respond with these actions:

- a) Protect your health and safety.
- b) Protect the health and safety of others.
- c) If necessary provide first aid to any injured person and/or call emergency services 000.
- d) Without risk to self and if trained to do so, make a dangerous area safe and or isolate area to minimise risk of further injury or damage.
- e) Notify Council Staff & Selling Agents of an incident, and or, ensure the Saleyards Manager is notified. Council employees will be responsible for ensuring Councils WHS Incident Report Form is completed before leaving the site.

The site must not be disturbed further until it is confirmed that the incident does not require notification to a regulatory authority.

3.9 INCIDENT REPORTING

All first aid treatment is to be recorded on the First Aid Register.

The Saleyard manager must be notified **immediately** of any incidents outlined in the *New South Wales Work Health and Safety Act 2011, Section 35* defines a **notifiable incident** as:

- a) death of a person, or
- b) a serious injury or illness of a person requiring hospitalisation, or
- c) a dangerous incident

In the event of a notifiable incident the Operations, Regulatory & Utilities Manager must inform Senior Management and WHS Officer immediately if they believe a notifiable incident has occurred. Senior Management in consultation with WHS will make a determination on notification requirements and ensure that appropriate notification occurs.

Councils WHS Incident Report Form is to be completed by Council employees for any injury, illness, damage or near miss occurring to them or where a notifiable incident has occurred at one of our facilities, to commence the investigation process.

3.10 FAULT REPORTING AND REPAIR

It is the responsibility of all workers and users to report all hazards which includes defects, safety issues and maintenance requirements as soon as they are identified. This should be done by reporting all hazards to the Saleyards Manager who is to inspect the item/area to ensure the hazard is noted for repair.

Control options and the priority for the work to be done will be discussed and depending on the controls required, e.g. a building maintenance request will be sent through Councils Customer Request Management (CRM) system.

4 OPERATING HOURS

4.1 SALEYARDS HOURS OF OPERATION

The Tenterfield Livestock Selling Centre is located on Boundary Road, Tenterfield NSW 2372.

- Cattle sales are held weekly between January to May and fortnightly between June and December on a Monday commencing at 8 am.

Visitors are welcome to attend.

Feature Weaner Sales are held in March and May.

The saleyards opening hours are

- **Monday to Friday - 6.00 am – 4.30pm, or while sale cattle are still present in the yards; and**
- **Sunday for cattle delivery 12.00 pm – 9.00pm (unattended)**

Access to the Saleyards out of hours for Private Yard Usage / Non sale Cattle prior notice is required by contacting Councils Saleyards Manager. Please Note: Fees will apply for yard usage (See Councils current fees and charges).

The Saleyards will have a permanent sign at the entrance displaying contact details of the Saleyards Manager and of all local Selling Agents in town

Information relating to the Selling Agents using the Tenterfield Livestock Selling Centre.

4.2 Selling Agents Contacts

Alford & Duff First National

277 Rouse Street

TENTERFIELD NSW 2372

Phone: (02) 6736 3377

Fax: (02) 6736 3272

Email: general@alfordduff.com.au

Website: www.alfordduff.com.au

Steve Alford 0428 100 328

Laurie Stenzel 0427 286 258

Harold Curry

PO Box 27

125 High Street

TENTERFIELD NSW 2372

Phone: (02) 6736 1344

Glen Curry (02) 6736 2942

Fax: (02) 6736 1561

Email: gcurry@haroldcurry.com.au

Website: www.haroldcurry.com.au

Glen Curry 0412 269 363

Matt Duff 0401 949 323

Ray White Rural Tenterfield

PO Box 10

265 Rouse Street

TENTERFIELD NSW 2372

Phone: (02) 6736 1136

After Hours: 0428 363 063

Fax: (02) 6736 2630

Email: tenterfield@raywhite.com.au

Website: www.tenterfieldnsw.raywhite.com

Ben Sharpe 0402 364 487

5 OPERATING STANDARDS

5.1 MAINTENANCE

Grassed areas will be kept at an appropriate standard. Spraying will be conducted on a regular basis when required. With regard to watering, facilities will comply with all aspects of the T.S.C drought management plan when in force.

Pens and troughs will be cleaned out at the discretion of the Saleyards Manager.

5.2 BUILDING MAINTENANCE

Buildings will be kept in a clean and serviceable state. Improvements to buildings will occur as budgetary limitations allow.

All major plant, equipment and building faults should be reported to Council immediately after being discovered. The most appropriate form of repair will then be discussed with Council. If equipment is broken by direct use by workers, an incident report must be filled out and returned to Council.

If regular maintenance provided by Council for any reason lapses, Council should be notified to correct the problem. Regular inspections of plant should be carried out prior to use to ensure that no visible problem areas are arising.

Maintenance also includes the identification of any hazards in the facility. If a hazard is identified and it is major, it should be isolated and reported to Council immediately, otherwise, the Saleyards Manager/Council Staff should rectify it straight away if it is a minor hazard.

5.3 SALEYARDS MAINTENANCE

Programmed preventative maintenance of saleyards is primarily carried out throughout the year. Maintenance issues that arise will be dealt with in a timely manner.

5.4 WORKERS QUALIFICATIONS

Tenterfield Shire Council aims to have Saleyard Manager/ Council Staff with the following qualifications as Minimum industry requirement:

Saleyard Manager, Council Staff who assist & Agents

- a) WHS Workplace safety induction certificate;
- b) WorkCover NSW approved first aid certificate – updated every 3 years; and
- c) Saleyards Induction.

Kiosk Operators

- a) Basic food handling qualification

Workers must maintain skills currency through training to be competently able to carry out their role safely and efficiently.

Most of the Council Staff will have qualifications over the minimum level. External and in-house professional development is provided for all workers by the Saleyard Manager to ensure currency of qualifications and competency of skills.

All Council Staff/Selling Agents are required to interact with cattle and should be trained in correct techniques prior to accessing the yards. The training must include:

- a) Handling cattle
- b) precautions to be taken
- c) correct use of personal protective equipment
- d) emergency procedures
- e) reporting procedures

5.5 KIOSK OPERATION

Operation of the kiosk shall comply with the provisions of the NSW Food (General) Regulation 1997.

The summary of the regulations is attached to this manual.

- a) No products should be sold in glass, including food products.
- b) No alcoholic beverages to be sold.
- c) No Tobacco products to be sold.

The Saleyards Manager is responsible for the following:

Supply and repair of all equipment held within the kiosk that is used to derive income e.g.

- a) Fridges & Freezers
- b) Cooking & Warming equipment

6 FEES

Saleyards Fees and charges will be in accordance with those set out in the Schedule of Fees and Charges that are an annexure to the Tenterfield Shire Council Delivery and Operational Plan for that year. These can be located on Councils Website.

7 BOOKINGS

7.1 GENERAL

- a) All bookings must contact the saleyards manager.

8 CONDITIONS OF ENTRY

8.1 TENTERFIELD SALEYARDS - CONDITIONS OF ENTRY

It is your responsibility to know and understand the conditions of entry. Saleyards safety is a shared responsibility that requires a cooperative and community approach. Observe the rules below:

1. Observe and obey all signs and warnings at the saleyards as well as all lawful directives given by the Saleyards Manager/Council Staff & Selling Agents.
2. Always check the pens before entering. Enter the yards in a safe manner and check for cattle and other people before entering.

3. Always be respectful of other people and the nature of their particular activity.
4. No Unauthorised Access is permitted on the Catwalk.
5. If you are involved in, or witness an incident at the saleyards, remain at the scene and identify yourself to Council Staff.
6. Do not enter the yards if your ability is impaired by drugs or alcohol.
7. Tenterfield Saleyards is a workplace and has a range of potential hazards, some life threatening, which is why it is preferable that children under the age of 16 are not brought to the facility. However, it is recognised that, on occasions, it is unavoidable, in which case, a child under the age of 16 must be accompanied by a responsible adult at all times.

9 AUTHORITY

All Council Staff/Selling Agents are authorised to:

- a) Request a person to leave the Saleyards if they do not comply with any part of this management plan and
- b) Implement a temporary or permanent prohibition on entry to the facility.

If a person who is supervising others is requested to leave the facility, the person/s they are supervising must also leave.

Poorly behaved visitors and other people may also be banned from a facility.

9.1 REFUSAL TO COMPLY

A patron refusing to comply with the directions of the Saleyards Manager may be banned from the Tenterfield Saleyards.

Saleyards Manager and Council Staff are to contact the NSW Police or Council's Compliance Department to arrange the forced removal of an offender who will not voluntarily leave. Offenders may be charged with trespassing and fined under the Enclosed Lands Protection Act NSW Section 4(1) 1901.

9.2 APPEALS

A person who wishes to appeal the imposition of a ban is entitled to write to Council for a review and state their reasons why the ban should not be enforced.

A review will be conducted within 14 days of receipt of correspondence, and the appellant notified of the outcome in writing. The ban will remain in place during the appeals process.

10 SELLING PEN ALLOCATION

Selling pens are allocated by the agents prior to sale.

11 ACCESS FOR PEOPLE LIVING WITH A DISABILITY

11.1 ASSISTANCE

Council Staff/Selling Agents are to provide all reasonable assistance to facilitate the attendance of the saleyards facilities by all patrons.

11.2 GUIDE DOGS

Trained guide dogs are permitted inside the facility.

11.3 SALEYARDS ACCESSIBILITY

Council will aim to develop disabled access to the facility.

12. Site Overview

Tenterfield Shire Council own and operate the Tenterfield Saleyards, a livestock sale facility located on Boundary Road, Tenterfield approximately ten (10) kilometres north of Tenterfield.

The location of the Tenterfield Saleyards is shown on **Figure 1**.



Figure 1 Tenterfield Saleyards Location

The original Saleyards were located in High Street where the TAFE building is now located. The current Tenterfield Saleyards opened in 1980 and consist of 120 watered selling pens and 42 watered holding pens. It also has 6 loading ramps catering from body trucks to B- doubles. The facility also has 4 adjacent paddocks with laneway access and 2 pound paddocks.

The Tenterfield Saleyards operate to a detailed Safety Management System that ensures policies and procedures are up to date and safe work systems are adopted by all who access and/or operate at the Site.

The facility includes:

- Administration building;
- Resting paddocks;
- Water for stock;
- Cattle scales;
- Three (3) individual agent Cattle crushes;
- Selling/holding pens for cattle;
- Public canteen;
- Public Disabled/Unisex Toilets;
- Purpose-built cattle drafting facility;

FIGURE 2 - TENTERFIELD SALEYARDS SITE LAYOUT

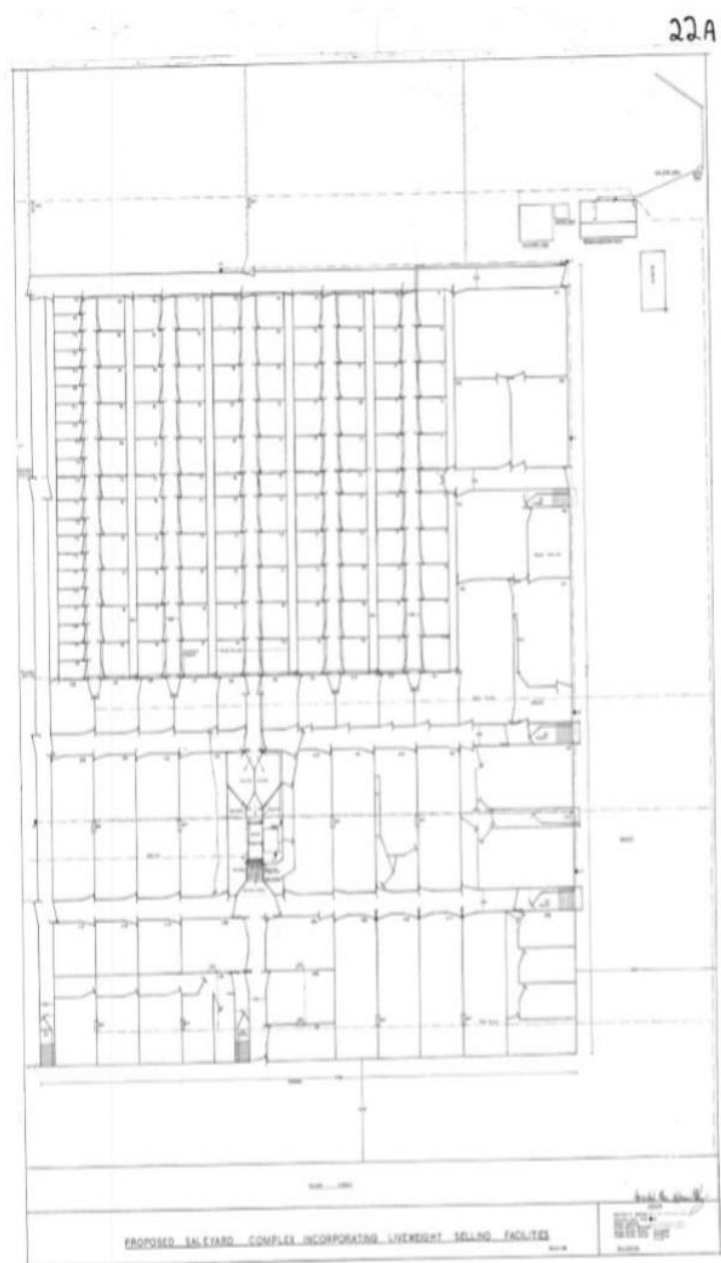


Figure 3 - PLAN OF SALEYARD

