

# Corowa Saleyards Agricultural Hub Management Procedures

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**Review**

This management procedure will be reviewed and updated at a minimum every 2 years and required. The Saleyards Consultative Committee will be consulted with any review and update of this procedure.

**Responsibility**

The Saleyards, Ranger & Town Services Coordinator has been appointed as the Federation Council’s Saleyards Manager and is responsible for implementation of this management procedure.

**Version Control**

Version	Date	Changes / Amendments	Who
1	April 2023	Initial Draft	Angela Reidy - Manager Environment, Facilities & Regulations

**Approved for Implementation**

This procedure has been endorsed and approved for implementation.



Susan Appleyard  
 Director Development & Environment  
 Date: 21/8/23

## Definitions

- **Agents** refer to persons and parties who are engaged in the buying or selling of animals, i.e., stock and station agents.
- **Animal Welfare Officer** refers to the person with responsibility for monitoring and reporting animal welfare matters to the Saleyards Manager. The appointed Animal Welfare Officer is the Regulatory Compliance Officer at Federation Council.
- **Council** is Federation Council.
- **Contractors** are persons or legal entities engaged by the Saleyards Operator.
- **Corowa Associated Stock Agents** is the agricultural cooperative that represents the stock agents that operate from the Corowa Saleyards Agricultural Precinct.
- **Corowa Saleyards** also known as Corowa Saleyards Agricultural Precinct.
- **The Saleyards** is an alternative expression for the saleyard facility or complex.
- **Saleyards Operator** refers to the owner and manager of the saleyard’s facility, which is Federation Council.
- **Saleyards Manager** refers to the person with responsibility for day-to-day management of the facilities and operations. The Saleyards Manager is responsible for supervising the workers and for the administrative arrangements. The appointed Saleyards Manager is the Coordinator Saleyards, Ranger & Town Services at Federation Council.
- **Supervisor** means an employee exercising a supervisory role including supervising the activities of a person.
- **Transport Operators** refers to persons or parties involved in the delivery or collection of animals.
- **Third Party Users** includes the following:
  - Agents and their workers
  - Workers of the Corowa Associated Stock Agents
  - Persons unloading or loading cattle with or without an Agent present
  - Vendors selling stock
  - Buyers purchasing stock
  - Persons using the truck wash
  - Contractors and their workers
  - Consultants and their workers
  - Canteen operators and their workers
  - Veterinarians working on site
  - Scanners/Feeders etc.
  - NSW Local Land Services (LLS) workers
  - RSPCA workers
- **Visitors** are persons that attend the site but are not carrying out work activities. It includes persons such as:
  - Members of the public attending the site to observe the sale; and
  - Persons representing animal welfare or activist groups.
- **Worker** means a person employed by the Saleyard under the Award or under a Contract of Employment.

# Section 1 - Introduction



### 1.1 Purpose & Benefits of a Saleyard?

A saleyard is an area for the short-term housing of animals in pens, before, during and after sale. It includes all onsite infrastructure, management and operations pertaining to the sale of stock.

Saleyards provide an important asset for farming communities and provide a hub for employment, economic activity, and trade. The auction process at a saleyard provides a competitive market environment that encourages bidding with stock going to the highest bidder. Prices reflect supply and demand in the market on the day, creating value for producers.

Other benefits of sale days include:

- They bring crowds to towns;
- They are multi-generational events;
- A meeting place for people who normally might be isolated on rural and remote properties; and
- Places for community and service providers to share information and deliver services.

### 1.2 About Corowa Saleyards

Corowa Saleyards Agricultural Precinct (also known as Corowa Saleyards) is a wholly owned and managed commercial business unit of the Federation Council, which has been in operation for over sixty years for the sale of sheep and lambs. This site consists of yards and associated infrastructure such as loading ramps, truck wash, canteen, administration building, selling, and holding pens, carparking and circulation roads.

The site is:

- Located on the north-east outskirts of town, at the junction of Honour Avenue and Federation Way
- Situated on 7.38-hectares
- The 5th largest in NSW in 2018-19 for sheep throughput
- The 9th largest in Australia in 2018-19 for sheep throughput
- Host to Monday sale days commencing at 10:00am
- Capable of yarding over 800,000 sheep per annum (almost \$120 million worth of sheep sales in 2018-19)
- A key employer in the community, and supports direct employment of approximately 8.4 FTE people, including agents and Council staff to support and manage the facility.

#### 1.2.1 Location and Site Map

The Corowa Saleyards is located at 449 Honour Avenue, Corowa NSW. The site area is 6.96ha and the pens for the existing animal sales area occupy approximately 21500 m<sup>2</sup> of the site. The new roof is to cover 23600 m<sup>2</sup>. Council also owns land to the western side of the railway corridor for the purposes of operating the saleyards as indicated on the map below, currently used for wastewater treatment.





- Canteen – outsourced via a lease arrangement
- Administration building – council and agent staff
- Car and truck parking
- Toilets and showers

Corowa Saleyards records the sale, including mandatory reporting through the National Livestock Identification System (NLIS).

### **1.2.3 Yard Facilities**

An overview of the facilities provided at Corowa Saleyards is provided below:

#### **Selling Pens**

Selling pens are only used to hold sheep during sales

- Following the sale, sheep are either cleared to be loaded directly into stock trucks and trailers, or transferred to holding yards, or spelling yards

#### **Drafting Pens**

- Drafting pens are at the eastern end of the saleyards immediately adjacent the loading ramps
- Drafting pens are used to hold sheep immediately after they are unloaded from stock trucks and trailers.
- Drafting pens are also used to temporarily hold sheep as they are sorted prior to transferring them to selling pens ready for sale.
- The Corowa Saleyards has 3 drafts used by agents to sort sheep into lots in preparation for sale.

#### **Holding Pens**

- Holding pens are used to hold sheep in preparation for loading into stock trucks and trailers after sale.
- Holding pens are provided with troughs to provide water for stock held overnight
- Holding pens are at the western and northern peripheries of the saleyards.

#### **Spelling yards**

- Where stock is not to be cleared by the next day after the sale, they will be moved to spelling yards, away from under the covered roof structure
- Where feeding of sheep is required, it is done in the spelling yards.

#### **Auctioneer walkways**

There are a total of 8 Auctioneer walkways

- 750mm wide grating
- Height 1250mm above ground level
- Access & egress via inclined ladders directly to main laneways

### **1.2.4 Saleyards Capacity**

The Corowa Saleyards is licensed to accept up to 25,000 head per sale day under its Environmental Protection Licence.

### 1.2.5 Existing Licences and Conditions

The Corowa Saleyards operates under an Environmental Protection Licence (EPL) No. 118123 as the operations are categorised as livestock intensive activities under the *Protection for the Environmental Operations Act 1997*.

### 1.2.6 Memberships

Current membership that Corowa Saleyards holds are:

- ALMA – Australian Livestock Marketing Association (Australia wide); and
- ALSA - Australian Livestock Saleyards Association (mainly Victoria based).

### 1.3 Link with Council's Integrated Planning Framework

Corowa Saleyards is included in Council's Integrated Planning & Reporting Framework (IP&R) including within the Community Plan, Delivery Program and Operational Plan as outlined below:

Community Plan

Theme: Economic Federation

Outcome: *Growing, progressive and prosperous communities that build on sustainable manufacturing, agriculture and tourism, close-proximity to the centres, on both sides of the Murray River, and affordability*

Delivery Program 4-year plan:

*2.7 Support the agricultural industry.*

Annual Operational Plan Action:

*2.7.1 Deliver Stage 1 of the Masterplan for the Corowa Saleyards.*

*2.7.2 Investigate options to support the sustainability of the Corowa Saleyards.*

### 1.4 Corowa Saleyards Master Plan

The Corowa Saleyards Master Plan was developed in November 2020 by AEC Group Pty Ltd and adopted by Council at its meeting on 16 February 2021 (Resolution 62/21FC). The Master Plan proposes a number of improvements to the facility to avoid losing market share to increased competition from regional saleyards, which have invested heavily in technology and facilities.

A copy of the Master Plan can be found in Content Manager 20/47363.

### 1.5 Strategic Intentions

Council's strategic intentions for the Corowa Saleyards includes:

<b>Strategic Intention</b>	<b>Details</b>
<b>Structure Corowa Saleyards as a commercial business unit of Council</b>	Income generated by the Corowa Saleyards must cover operational costs and result in full cost recovery of capital expenditure and asset renewal. The business aims to also provide Council with a dividend.
<b>Expand the current market share</b>	That the Corowa Saleyard throughput grows from the 5-year average of 651,065 in line with the national forecast, at 4.3% per annum until 2023, and then reverts to a historical growth rate of 1.6%.
<b>Redevelop Corowa Saleyards to remain competitive</b>	Continue to work towards achieving improvements to the facility as outlined in the 2020 Master Plan.
<b>Expand the activities and offerings at the Corowa Saleyards.</b>	Work towards making the site multiple-purpose providing opportunities for training, tourism, and sustainability.

### 1.6 Purpose of this Management Procedure

The purpose of this management procedure is to assist Council to meet its statutory obligations and operational requirements in managing Corowa Saleyards in a safe and efficient manner.

### 1.7 Scope of this Management Procedure

This management procedure addresses the following topics regarding the operation of the facility:

- Management structure
- Risk management framework
- Governance mandates
- WH&S measures
- Operational needs
- Animal handling & welfare obligations
- Chain of responsibility statutory requirements

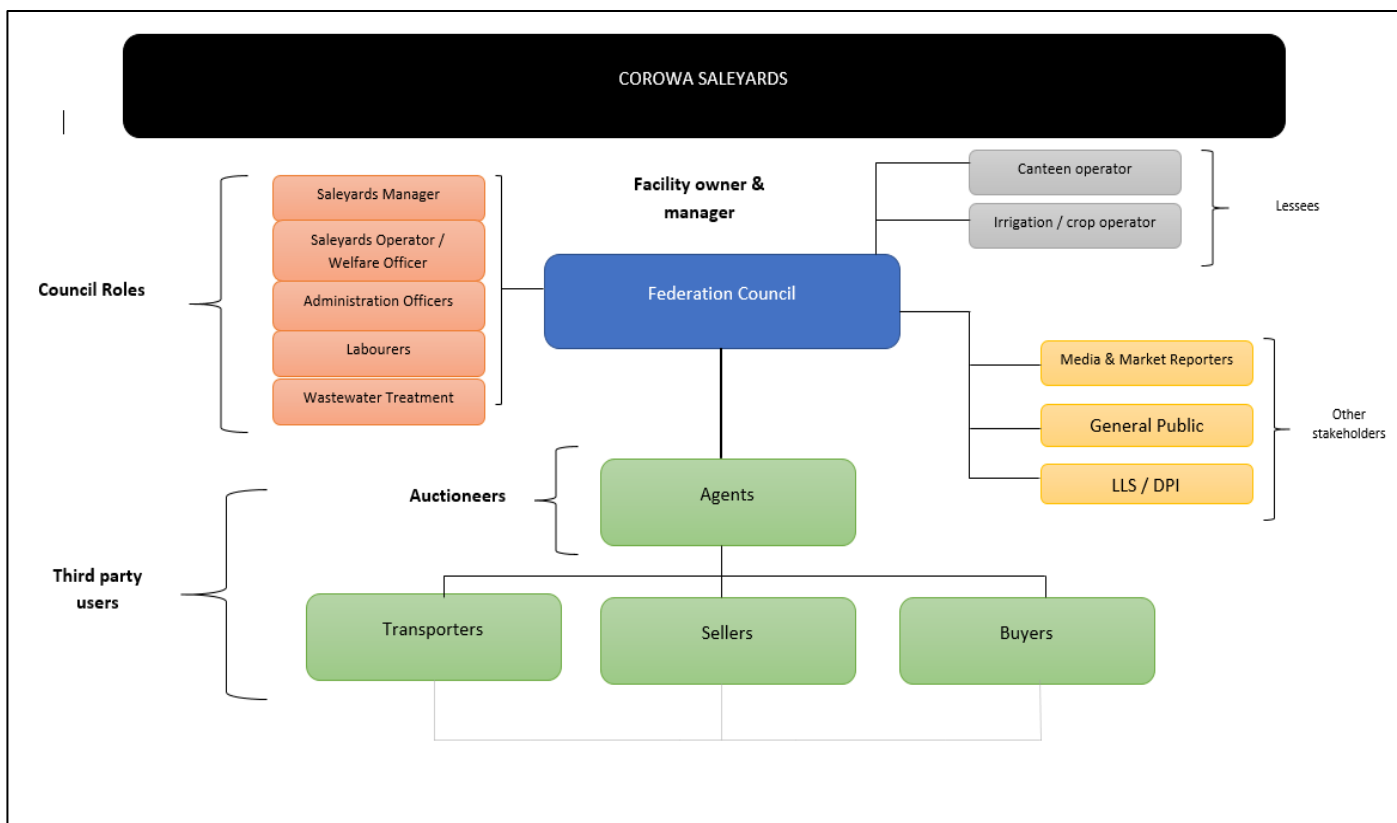
This management procedure excludes the following considerations:

- Market analysis
- Future demand & growth
- Business modelling
- Financial performance
- Asset management plans

# Section 2 – Management Structure

## 2.1 Management Structure

There are several parties that comes together to deliver the saleyard services at the facility. Below is a diagram of that outlines the management structure.



## 2.2 Roles and Responsibilities

Agency	Role	Responsibilities
<b>Federation Council</b>	Facility owner and manager Saleyard operations Risk and safety	Comply with Chain of Responsibility requirements Enforce Fit to load requirements at the Corowa Saleyards Manage the Saleyards Consultative Committee Undertaking the pen draw Processing the weekly sale, including administration and data entry Ensure adequate animal welfare and care Cleaning and presenting the yards Maintaining yards in a good condition



		<p>Managing site risk and safety, incident reporting</p> <p>Implementing management procedures</p> <p>Enforcing conditions of entry</p> <p>Comply with EPA licence conditions, including annual returns, wastewater sampling and operating the effluent management system</p>
<b>Agents</b>	Auction/sale	<p>Receiving consignments</p> <p>Penning stock for the sale</p> <p>Comply with fit to load requirements</p> <p>Conduct the sale</p> <p>Complete sale day paperwork, including providing data and information</p> <p>Manage agent staff</p>
<b>Transporters</b>	Deliver and load stock	<p>Comply with Chain of Responsibility requirements</p> <p>Comply with fit to load requirements</p>
<b>Delivery Coordinator / Stockman</b>	Take receipt of stock from agents on behalf of buyers	Comply with fit to load requirements
<b>Buyers</b>	Purchase and bid on stock	Comply with NLIS requirements
<b>Vendors</b>	Provide stock for sale	<p>Comply with fit to load requirements</p> <p>Provide current copies of NVD's</p> <p>Comply with Chain of Responsibility requirements</p> <p>Comply with NLIS requirements</p>
<b>Local Lands Service (LLS)</b>	Animal health and biosecurity	<p>Report fit to load non-compliance to the Saleyards Manager for action</p> <p>Identify and responded to animal diseases</p> <p>Assist to manage biosecurity risks</p> <p>Education and provide information relating to animal health and biosecurity</p>
<b>Market Reporter</b>	Market reports	Reporting on the results of the sale
<b>Canteen Lease Operator</b>	Operate the canteen	Provide a food service on sale days
<b>Irrigation / Crop Lease Operator</b>	Cropping and irrigation	<p>Growing lucerne crop</p> <p>Irrigate crops with effluent generated at Saleyards</p> <p>Comply with EPA requirements and Crop Management Plan</p>
<b>General Public</b>	View, bid and purchase livestock	<p>Abide by the conditions of entry</p> <p>Behave in a safe manner</p> <p>Follow instructions on signs throughout the site and any directions given by staff</p>

## 2.3 Council Workers

### 2.3.1 Saleyards Manager

The Saleyards Manager is responsible for the day-to-day management and operations of the Corowa Saleyard facilities, this includes:

- Recording of the sale;
- Inspecting stock for compliance with fit to load requirements;
- Maintenance, presentation, and cleaning of the yards;
- Implementing operational procedures;
- Ensuring animal welfare needs are met;
- Recording and administrative requirements;
- Risk and safety; and
- Reporting, including incident reports, pre-and post-sale reports etc.

### 2.3.2 Saleyards Operator

The Saleyards Operator is responsible for supporting the Saleyards Manager with the day-to-day management and operations of the Corowa Saleyards, including the duties outlined above. The Saleyards Operator will at times act as the Saleyards Manager when they are on leave and/or unavailable.

### 2.3.3 Animal Welfare Officer

The Animal Welfare Officer is responsible for monitoring and reporting animal welfare matters to the Saleyards Manager. This includes:

- Inspecting stock for any health or welfare issues;
- Ensuring water troughs are working and operating;
- Monitoring compliance with fit to load requirements;
- Humane euthanasia and disposal of stock; and
- Liaising with Local Lands Services (LLS) vet regarding health and welfare matters.

At Corowa Saleyards, the Saleyards Operator and Welfare Officer are undertaken by the same Council Officer.

### 2.3.4 Administration Officers

Administration Officers are responsible for processing pre- and post-sale mob-based information through the saleyards operating software and uploading mandatory information to the NLIS.

### 2.3.5 Labourers

Labourers assist to clean, prepare and maintain Corowa Saleyards, including:

- Wash-down and dry sweeping of the yards

- Cleaning troughs and filling
- Fixing broken gates, hinges, troughs etc.
- Cleaning out truck wash pits
- Inspecting the yards and reporting any maintenance requirements to the Saleyards Manager

### 2.3.6 Waste Treatment Operator

Water Treatment staff are responsible for managing the effluent treatment system at Corowa Saleyards, including:

- Operating the sedimentation basins to allow sedimentation to occur
- Removing sludge from the sedimentation basins
- Pumping the cleaner wastewater to the aeration ponds
- Operating the aeration equipment at the aeration pond
- Undertaking water testing
- Collecting water samples for laboratory analysis
- Maintaining and servicing equipment

### 2.4 Agent Listing

The following agents are approved to operate at Corowa Saleyards:

No.	Agent Name	Key Contact	Percentage of throughput (based on 2020-21 data)
1	AWN	Peter Dargan Ph: 0436 474 250	5.9%
2	BUR	Michael Unthank Ph: 0418 694 261	7.2%
3	C&P	Clynton Rixon Ph: 0427 690 653	16.2%
4	Elders	Steve Grantham Ph: 0407 331 017	33.3%
5	PS&L – Nutrien	Richard Wynne Ph: 0427 899 438	37.4%

Federation Council will hold an agreement with each agent that operates at the Corowa Saleyards. This agreement gives the agent permission to trade at the Corowa Saleyards and defines roles and responsibilities.

### 2.5 Corowa Saleyards Consultative Committee

Corowa Saleyards Consultative Committee is a formal consultative committee of Federation Council and is represented by:

- Federation Council – elected representatives and operational staff;
- Stock Agents;
- Transporters;

- Local Lands Services (LLS); and
- RSPCA.

The Consultative Committee meets at least twice (2) per year with additional meetings held as necessary. The Consultative Committee discusses all matters relating to the operations of the Corowa Saleyards, including:

- Sale day operations;
- Management procedures;
- NLIS procedures and administration;
- Stock standstill procedures;
- Risk and safety;
- Inductions;
- Conditions of entry;
- Animal welfare standards and requirements;
- Roles and responsibilities;
- Fees and charges;
- Truck and transport matters;
- Legislative requirements;
- Asset requirements; and
- Future needs and requirements.

The Chair and Deputy Chair of the Committee are Councillor(s) of Federation Council.

## **2.6 Corowa Associated Stock Agents**

The Corowa Associated Stock Agents are an association represented by all the agents and act as a collective voice for all agents approved to operate at the Corowa Saleyards. Federation Council and Corowa Associated Stock Agents will communicate with each other regarding operational matters for the Corowa Saleyards.

## Section 3 – Governance

### 3.1 Code of Conduct

All Council staff are bound by Council's Code of Conduct (16/21900). Third party contractors and agency staff are expected to comply and work within the bounds of their employer's Code of Conduct and expectations while conducting their business at the Corowa Saleyards.

Council expects all persons attending the Corowa Saleyards, including third-party contractors and agency staff, to act in a professional and respectful manner, including:

- treating everyone with respect, courtesy, fairness, and honesty;
- acting with the utmost care and diligence;
- complying with lawful and reasonable directions; and
- working collaboratively with others.

Where a person's conduct is found to be inappropriate or in breach of the above conditions, the Saleyards Manager will initially ask the offender to refrain and if does not curb their behaviour, they will be asked to leave the facility. If the person fails to leave and the behaviour continues, the Saleyards Manager will contact the Police.

Verbal and physical abuse will not tolerate and will be immediately reported to the Police.

For a copy of the Code of Conduct, visit: <https://www.federationcouncil.nsw.gov.au/Council/Corporate-Planning/Policies>

#### 3.2.1 Harassment, Bullying and Discrimination

Council will not tolerate harassment, bullying and discrimination at the Corowa Saleyards. Any suspected harassment, bullying or discrimination should be reported to the Saleyards Manager or the Manager Environment, Facilities & Regulations immediately to allow these matters to be investigated.

Where the alleged offending is a result of behaviour from a third-party contractor, Council will report the matter to their employer for their attention and/or action. If offending continues, Council reserves the right to restrict or ban the offender from the Corowa Saleyards.

*Harassment* can be defined as conduct or behaviour which is unwelcome, unwarranted, and unsolicited and causes a hostile environment. Harassment occurs when someone is made to feel intimidated, insulted or humiliated because of their (or their friend, partner, associate's etc.) race, colour, national or ethnic origin, sex, disability, sexual preference or some other characteristic specified under anti-discrimination or human rights legislation.

*Sexual harassment* is a form of harassment which includes unwelcome sexual advances, unwelcome requests for sexual favours or unwelcome conduct of a sexual nature.

*Bullying* occurs where an individual or group of individuals repeatedly behaves unreasonably towards a worker or a group of workers, while at work, and that behaviour creates a risk to health and safety.

*Discrimination* can be intentional or unintentional, direct, or indirect and occurs when people are excluded from benefit or opportunity because of:

- A characteristic which is irrelevant to the job, such as sex, age, race, disability, sexual preference, transgender, marital status, or carers responsibilities is used as a barrier
- A stereotypical assumption is made about a person associated with these characteristics

### 3.3 Privacy & Confidentiality

Through the processing of sale data and NLIS paperwork Council and agent staff have access to private and confidential information such as personal information (i.e., company information, names, and addresses). Under the Privacy and Personal Information Protection Act 1998 (PPIP Act), Council and agent staff have responsibilities to maintain privacy and confidentiality of this personal information.

Federation Council has a Privacy Policy (16/21925) which outlines Council's commitment to protect the private of customers, residents, business contacts and employees. A copy of the policy can be found at:

<https://www.federationcouncil.nsw.gov.au/Council/Corporate-Planning/Policies>

### 3.4 Government Information Public Access (GIPA)

Corowa Saleyards is a business activity of Federation Council which is a government organisation. Under the Government Information (Public Access) Act 2009, the public has the right to access certain government information. For information about accessing information about Corowa Saleyards, visiting Federation Council's website for more information about the GIPA process:

<https://www.federationcouncil.nsw.gov.au/Council/Governance/Government-Information-Public-Access>

### 3.5 Child Protection

It is not uncommon for children and young people to attend Corowa Saleyards as part of a family unit that are observing the sale or buying and selling stock. This management procedure outlines that all children under the age of 16 must be supervised by a responsible adult at all times.

Federation Council has a Child Protection Policy (34/17FC) which aims to provide a safe, caring, and nurturing environment for children and young people using Council's services and to comply with all obligations under the NSW Child Protection Legal Framework.

It should be noted that all suspected cases of child abuse and neglect, which come to the notice of Federation Council, either observed by employees in the course of their duties or reported to staff, will be reported in accordance with the relevant legislative requirements. For more information, refer to Council's policy:

<https://www.federationcouncil.nsw.gov.au/Council/Corporate-Planning/Policies>

### 3.6 Complaints

Federation Council has a Complaints Handling Policy (16/21939) for handling complaints received from community and customers about council services and business. The aim of the policy is to ensure that complaints are addressed promptly and effectively and that where possible a mutually acceptable outcome can be achieved in a professional and courteous manner.

There are a number of ways in which a person can make a complaint to Council, including in writing, in person, by telephone, by email, fax or via Council's website.

It is recommended that all complaints regarding Corowa Saleyards operations are initially addressed to the Saleyards Manager. If they can be resolved at this level, then it can be escalated via line management.

Refer to Council's Complaint Handling Policy for more information:

<https://www.federationcouncil.nsw.gov.au/Council/Corporate-Planning/Policies>



# Section 4 – Work Health & Safety

## 4.1 Work Health and Safety Policy

Federation Council has a Work Health and Safety Policy (18/15492) which outlines Council's commitment to the provision of a safe and healthy work environment for all our employees, councillors, volunteers, contractors, visitors, and persons that may be affected by works, operations and services undertaken by Council, through the elimination or minimisation of risks. A copy of this policy can be found at: <https://www.federationcouncil.nsw.gov.au/Council/Corporate-Planning/Policies>

## 4.2 Safety Principles

In promoting a safe work environment, Corowa Saleyards emphasizes its commitment to the following principles:

- Demonstrating a high level of commitment and leadership at an organisational level;
- Promoting a positive health and safety culture requires a long-term strategy based on the demonstrated support of the Saleyard Operators;
- Ensuring a high standard of performance regarding health and safety shall be considered an important Saleyard objective; and
- Making every reasonable effort to ensure a healthy and safe workplace.

## 4.3 Roles and Responsibilities

### 4.3.1 Saleyard Operator Responsibilities

Under the Work Health & Safety Act 2011, employers or businesses or a person conducting a business or undertaking, has legal obligations. These include managing hazards and risks, due diligence, primary duty of care and duty to consult.

The Saleyards Operator is committed to protecting the health and safety of workers of the Corowa Saleyards by ensuring:

- Any premises, sites, or locations under the control of the Saleyards Operator and used for work purposes are safe and without risks to the health and safety of all users;
- Any plant or substance provided for use by Saleyard workers is safe and without risks to health when properly used;
- the Saleyard's systems of work and the working environment is safe and without risks to health and safety;
- information, instruction, training, and supervision as may be necessary to ensure the health and safety of the Saleyard's workers at work, and
- Providing adequate facilities for the welfare of the workers, agents, and transport operators at work.

The statutory duty to provide a safe workplace is not restricted to workers – the duty is owed to all persons at the Saleyards. Therefore, in considering the hazards at the workplace the Saleyards is required to ensure that other persons at the workplace are not placed at risk by the activities of Saleyards workers or other persons conducting activities at the Saleyards.

#### **4.3.1.1 Managing Hazards and Risks**

Under the Work Health & Safety Act 2011, employers or businesses or a person conducting a business or undertaking, must:

1. Identify hazards in the workplace;
2. Assess the risk those hazards create; and
3. Then eliminate or minimise them as much as possible.

Federation Council has aligned its risk management process to AS/NZS ISO31000:2009. The key elements of its risk management process include:

- A Risk Management Policy is Council’s statement of overall intention and direction of the organisation in relation to risk management”.
- A Risk Management Framework is the architecture for a common platform for all risk management activities undertaken by Council, from individual functional, process or project-based assessments to whole-of-organisation assessments,
- A Risk Management Strategy provides direction to managing risk. It builds in a three-line process for regularly controlling risk and compliance obligations, confirming effectiveness of risk and compliance controls and the oversight of those activities through audit.
- A Risk Management Plan specifies the approach, the management components, and resources to be applied to the management of risk. These components typically include procedures, practices, assignment of responsibilities and sequence of activities.
- A Strategic Risk Register outlines Council’s key strategic risks, their risk category, description, risk rating, status, and treatment plan.

In accordance with this framework, Corowa Saleyards has undertaken a risk assessment, including the identification and assessment of hazards as well as documentation of controls, which is included in Appendix A.

#### **4.3.1.2 Due Diligence**

Under the Work Health & Safety Act 2011, employers or businesses or a person conducting a business or undertaking, must continually and comprehensively make sure that their business keeps workers, volunteers, and visitors safe while they are at work. This is called ‘due diligence’. Due diligence involves taking reasonable steps to secure compliance.

The reasonable steps that must be taken include:

1. Maintaining up-to-date knowledge of work health and safety matters as they apply to your specific operation;
2. Understanding the nature of the business and its hazards and risks;
3. Ensuring the business has, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety associated with the operations of the business or undertaking;
4. Ensuring the business or undertaking has appropriate processes to receive information about incidents, hazards, and risks, and can respond to that information in a timely manner;

5. Ensuring the business has processes – and implements those process – to comply with any WHS obligation; and
6. Verifying that these steps have been carried out.

Council is committed to the provision of a safe and healthy work environment for all our employees, councillors, volunteers, contractors, visitors, and persons that may be affected by works, operations and services undertaken by Council, through the elimination or minimisation of risks, this includes the Corowa Saleyards.

Corowa Saleyards is a member of both the Australian Livestock Markets Association (ALMA) and the Australian Livestock Saleyards Association to ensure it remains up to date with industry standards and guidelines relating to the safe operation of saleyards.

#### **4.3.1.3 Primary Duty of Care**

Under the Work Health & Safety Act 2011, employers or businesses or a person conducting a business or undertaking, have a responsibility for the health and safety of everyone in the workplace, including visitors.

Practical examples of meeting duty of care responsibilities include:

- observing all legal requirements regarding health and safety;
- resourcing and implementing health and safety procedures and programs;
- planning to do all work safely;
- making sure that all work is conducted without risk to workers' health and safety;
- identifying health and safety training required for an activity;
- ensuring workers undertake appropriate and specific safety training;
- consulting workers about health and safety;
- investigating hazard reports and making sure corrective actions are undertaken; and
- making sure workers can quickly receive and respond to information regarding incidents, hazards, and risks.

This procedure has been developed to ensure Corowa Saleyards meets its primary duty of care obligations under the Act.

#### **4.3.1.4 Duty to Consult**

Under the Work Health & Safety Act 2011, employers or businesses or a person conducting a business or undertaking must consult with workers when they are likely to be or are directly affected by a situation involving their health and safety.

Consultation must occur when:

- Identifying hazards and assessing risks
- Making decisions about ways to eliminate or control risks
- Changing or updating workplace facilities

- Proposing changes that may affect the health and safety of workers
- Making decisions about consulting procedures, resolving safety issues, monitoring workers' health and conditions, and providing information and training.

The Saleyards Consultative Committee formed by Federation Council is the primary means of consultation with third party users of the facilities. It includes representatives from:

- Council;
- Agents;
- Transporters;
- Vendors;
- Local Lands Services; and
- RSPCA.

The committee meets at least twice a year. This procedure has been developed in consultation with the Saleyards Consultative Committee.

Corowa Saleyards has consulted with its workers in the development of this procedure.

Before undertaking any major changes to this procedure both Corowa Saleyard works and the Saleyards Consultative Committee will be consulted.

#### **4.3.2 Saleyards Manager Responsibilities**

To assist the Corowa Saleyards in meeting its WH&S obligations, the Saleyards Manager will:

- ensure there is an adequate workplace auditing program in place;
- make provision for the recording of accidents, incidents and near misses;
- arrange for an investigation of accidents, incidents and near misses;
- review the reports on investigation of accidents, incidents and near misses and act as necessary to rectify;
- ensure that Saleyard workers have the skills, expertise, and proper equipment to undertake their operational tasks in a safe manner;
- provide, where necessary, adequate resources for the training of staff to undertake their operational tasks safely;
- as required ensure staff have access to personal protective equipment; and
- keep under review the access of the public to the Saleyard to ensure they are not at risk from any foreseeable hazards.

#### **4.3.3 Workers' Responsibilities**

Saleyard workers must:

- Comply with Council's Code of Conduct and associated policies and procedures;
- Comply with these safety procedures;
- Ensure they do not interfere or misuse anything provided by the Saleyard for safety purposes;

- Follow all reasonable directions from Saleyards Manager and Supervisors regarding health and safety;
- To assist in identifying risks and participate in the rectification of the risks;
- Notify the Saleyards Manager as soon as practical of any matter which could present a hazard or alter a risk assessment at a Saleyard workplace;
- Inform the Saleyards Manager or Supervisor of any workplace accidents involving injury, no matter how minor, as soon as practical after they become aware of the accident;
- Inform the Saleyards Manager or Supervisor, as soon as practicable, of any incidents which caused damage to plant or property;
- Inform the Saleyards Manager, as soon as practicable, of any near miss which could have had the potential to cause injury to persons or damage to plant or property;
- Not to do anything which could cause a serious risk to the health or safety of a person at the Saleyard;
- Not to create a risk to the health and safety of any person through omission of an action or negligence.

While at the Corowa Saleyards, a worker or person must:

- Take reasonable care of their own health and safety
- Take reasonable care that any acts or omissions do not adversely affect the health and safety of other persons
- Comply with a reasonable instruction, as far as reasonably able, given by Council to comply with their legal obligations
- Cooperate with any reasonable policy or procedure of Council in relation to health and safety in the workplace
- Participate in the consultation process on all matters in relation to safety
- Report hazards, incidents and near misses as soon as reasonably practicable using Council's reporting procedure
- Take all reasonable precaution to protect other workers or visitors from risks to their safety which may occur as a result of any work activity that may endanger them

Failure to comply with legal obligations may result in dismissal, removal or bans from site by Corowa Saleyards Management.

#### **4.3.4 Third Party Users Responsibilities**

Third party users such as agents, transporters, vendors, and buyers must be aware of their responsibilities to follow safe working procedures whilst at the Saleyards. They have an important contribution to make for ensuring a healthy and safe Saleyards. By their actions and the standards, they set they can be a positive role model for all the users of the Saleyards. Their commitment and support are recognised as an essential contribution to the Saleyards objective of promoting a positive healthy and safe Saleyard's culture.

Third party users have the following responsibilities:

- Be aware of the foreseeable hazards which any activity they are undertaking could present and to take all reasonable steps to eliminate or control the risks;

- Acknowledge the responsibility of supervise the staff under their direction to work in a safe manner;
- Be committed to enforcing these management procedures;
- Identify any breach of procedures which could prejudice the health and safety of persons at the Saleyard;
- Seek to identify the reasons or factors which contributed to the breach of procedures;
- Take immediate steps to rectify any breaches of procedures;
- As soon as practical review the circumstances in which a breach of risk management has occurred to determine as to why it was necessary to depart from the adopted Saleyard safety procedures;
- Work with Saleyard workers to ensure they understand their obligations to follow adopted safety procedures;
- When necessary, arrange for workers who have breached safety procedures to be instructed in the correct procedures;
- In the event of a breach of a risk management procedure, if considered appropriate, arrange for the employee to be subject to disciplinary action;
- Reporting near misses or incidents; and
- Comply with Council's Code of Conduct.

#### 4.3.5 Buying and Selling Agents

To assist the council to manage the work health and safety risks associated with agents, Corowa Saleyards will hold a list of registered agents. All agents, as a condition of operating onsite, will be required to be inducted into the safe working procedures to be followed during a sale or onsite, if a sale is not underway. It is a condition of entry that the procedure be followed. Selling agents are to follow these management procedures at all times.

#### 4.4 Incidents and Accidents

Council's safety Incident Report Form (Appendix E) is to be completed by anyone involved in an incident, injury, illness, damage or near miss and Council's safety Incident Reporting and Investigation Procedure should be followed.

In the event of an incident, injury, illness, damage or near miss you must:

- Take appropriate, immediate action to minimise the risk of further injury or damage
- Seek medical treatment or Call 000 if required
- Notify the Saleyards Manager as soon as possible
- Complete an incident report (Appendix E)
- Co-operate in any investigation

Reporting of safety incidents and near misses is essential for Council to comply with insurance obligations and improve site safety.

It also assists in the identification of hazards in the workplace. It is important to capture these instances to ensure corrective actions can be implemented to prevent a reoccurrence.

#### 4.5 First Aid

First aid equipment is available at the Administration Building. Most Council staff are First Aid trained, including the Saleyards Manager.

#### 4.6 Identification of Hazards and Safety Issues

- From time to time you may notice a hazard or a safety issue. These should be reported to the Saleyards Manager immediately.
- You will need to complete the Incident Report Form so the hazard or safety issue can be investigated and appropriate action taken.

#### 4.7 Inspections and Audits

The best way to minimise injuries is to identify and report hazards and safety issues as soon as possible.

The Saleyards Manager performs weekly pre- and post-sale inspections to ensure, where possible, that hazards and safety issues are identified and appropriately controlled and that the Saleyards are in good working order. Safety Audits are also completed by Council staff on a yearly basis. Refer to Appendix B and D.

Where hazards and safety issues are identified, the Saleyards Manager will organise for appropriate controls to be implemented and/or maintenance works to be scheduled as necessary.

#### 4.8 Emergency Evacuation Procedures and Process

In the event of an emergency:

- A call to 000 will take place
- Follow the directions of the Saleyard workers
- Remain at the assembly point until you are advised you can go
- Wait for further instructions
- Should you have any queries or concerns, please contact the Saleyards Manager.

Emergency information will be displayed on the Corowa Saleyards notice board and other locations throughout the saleyards.

The Emergency Assembly Point is located at the carpark at the front entrance adjacent to the Administration Building.

Fire extinguishers are located in the Administration Building.

#### 4.9 PPE

When in the yards and working areas, you are required to be dressed in suitable clothing that does not pose a safety risk:

- Work boots with non-slip soles



- Long leg trousers, work overalls or knee length work shorts
- Areas on site requiring specific PPE will be sign posted.

You must not enter these areas without the appropriate PPE.

For all workers, when outside:

- You must wear a wide brim hat
- You must wear sunscreen, which is available at the administration building

For all workers, when in offices:

- You must wear covered shoes
- You must wear appropriate office attire

#### 4.10 Amenities

- Amenities are provided for your use including toilets, showers, canteen, and truck wash. Please keep them clean and respect them.
- Report any issues to the Saleyards Manager.

#### 4.11 Drugs and Alcohol

- All persons undertaking work at the Corowa Saleyards are expected to attend work in a 'fit for work' state. Accordingly, a person adversely affected by alcohol or any other drug is not permitted on site.
- In addition, persons must not, have any alcohol or other drug that may pose a risk to health and safety in his or her possession or consume any alcohol or other drug that may pose a risk to health and safety whilst at the workplace.
- Any person found in breach of the above will be removed from the premises and appropriate action taken.

#### 4.12 Slips, Trips and Falls

Care is to be taken while at Corowa Saleyards as all areas, especially walkways, pathways, roadways, and parking areas may have uneven surfaces, barriers, animal waste and liquid pooling. Other hazards that have been identified relate to the walkways and stairs at the saleyards, these hazards include, but are not limited to:

- Stairs may be different sizes, heights, and widths
- Stairs may be uneven
- Stairs may become slippery when wet
- Passageway becomes narrow, especially when passing others

Three points of contact are to be maintained when using stairs. There are several stairs and elevated walkways at the Corowa Saleyards so care needs to be taken at all times.

#### 4.13 Working at Heights

Work above two (2) metres in height is prohibited without a documented and approved safe system of work for managing the risk of falls.

The following applies to ALL working at heights tasks:

- Work must be in accordance with your documented and approved safe system of work;
- You must have authorisation from the Saleyards Manager before work commences;
- Fall protection **MUST** be in place before work commences;
- Equipment must be compliant and in good working order; and
- Where a fall arrest system is implemented, there must be at least one other person on site who is aware of the emergency rescue plan

***Climbing the sides of crates and being on top of trucks is prohibited except when using a documented and approved safe system of work for preventing the risk of falls***

#### **4.14 Hazardous Manual Tasks**

Hazardous manual tasks are part of most major activities of all workplaces. Most tasks have some degree of manual handling or repetitive work and if not managed correctly can lead to injury.

If the task involves any of the following characteristics it can be identified as hazardous:

- Repetitive or sustained force
- High or sudden impact force
- Repetitive movement
- Sustained and/or awkward posture
- Exposure to vibration
- Pushing, pulling, lifting & Carrying

Assess the task before commencing to identify and control potential risks.

Unnecessary risks when moving large, bulky, or awkward items should be avoided on site. Alternative methods other than manual handling should always be considered, including mechanical aids where available.

When undertaking manual handling of any task, the following must be considered:

- Assess the load
- Always use team lifting or mechanical aids for large, awkward, or bulky items
- Ensure that your path is free from obstruction
- Stand as close as possible to the load
- Bend your knees and keep your back straight
- Remember, if in doubt **DON'T LIFT!**

#### **4.15 Hazardous Substances**

Hazardous substances are not generally stored at the Corowa Saleyards site.

Hazardous substances should not be brought onto the Corowa Saleyards site without the prior approval of the Saleyards Manager.

Workers are required to follow Council procedures for using, handling, generating, and storing hazardous substances and materials.

Any person involved in using hazardous substances or materials must have familiarised themselves with the relevant Safety Data Sheet(s) and use appropriate Personal Protective Equipment (PPE).

Any spills of hazardous substances and materials should be reported to the Saleyards Manager immediately.

Safety Data Sheets are located with the emergency manual in the Saleyards Manager's office and near the storage facility for the chemicals.

#### **4.16 Electrical Hazards**

- Electrical accidents can result in serious injuries and death. You should not attempt, under any circumstances to undertake any electrical repairs. These activities should only be conducted by a qualified electrician.
- When using electrical items, consider the following precautions:
- Ensure all electrical equipment is inspected by an authorised person and suitably tagged
  - Do not use electrical equipment or leads where there are signs of damage such as a frayed cord or use of insulation tape
  - Report faulty, broken or poorly maintained electrical equipment
  - Only use electrical equipment for the purpose it was designed
  - Use electrical equipment in a safe and responsible manner
  - Conduct pre-use visual checks of electrical equipment to ensure tags are in place and equipment is safe to use
  - Only operate equipment for which you have been trained
- New to service checks and RCD tests must be conducted by an authorised electrician and must be documented.
- Note: Report any faults with electrical equipment immediately to the Saleyards Manager.

#### **4.17 Isolation Procedure**

Council uses an isolation procedure to ensure plant and equipment which need repair or are being repaired are not used.

These tags should never be removed or tampered with.

All isolation tags and locks must be adhered to, and plant and equipment which is isolated must never be used, until the fault or repairs have been completed and the isolation removed.

#### **4.18 High Risk Work**

High Risk Work includes work associated with;

- Working at heights
- Confined spaces
- Construction work
- Working on energised electrical services
- Use of high-risk plant such as:
  - Elevated Work Platform (EWP);
  - Cranes; and
  - Forklifts.

Operators of high-risk plant must hold a relevant and current High Risk Work licences and their competency verified before commencing work. Persons undertaking high risk work which involves construction work must have a valid General Construction Induction Training (GCIT) Card otherwise known as a White card.

Safe Systems of Work must be in place for all work undertaken at the Corowa Saleyards. All high-risk work requires a documented Safe Work Method Statement (SWMS).

SWMS are to be current, specific to the high-risk work task and be readily available for inspection by the Saleyards Manager or other Council Representative.

All workers, contractors and visitors must comply with Corowa Saleyards requirements when conducting high risk work. This may include, but not limited to transport operators, including producers who transport their own livestock, truck wash users and agents.

#### **4.18.1 Confined Spaces**

Entry into a confined space at the Corowa Saleyards is NOT permitted.

Confined spaces at the Corowa Saleyards include:

- The effluent sedimentation and aeration ponds and any associated pits; and
- Truck wash pits.

Confined space entry permits and documented confined spaces work plans apply to entry of any sites at Corowa Saleyards.

If the entry is required, to undertake work, only competently trained and authorised people may enter the confined space and only after completing a risk assessment taking into consideration:

- The need to enter the confined space;
- The scope of works required; and
- The nature of the confined space.

#### 4.19 Raised Walkways

Raised walkways are provided for use by agents, their staff, and authorised personnel only. No other persons are permitted to use raised walkways without express permission from the Saleyards Manager.

#### 4.20 Ramps

- Ramps are inspected and serviced at a minimum 4 x times per year by an engineering maintenance contractor.
- Corowa Saleyards will endeavour to comply with the Australian Livestock and Rural Transporters Association (ALRTA) National Guide for the Safe Design of Livestock Loading Ramps and Forcing Yards.
- Operators should not be on the ramp while it is being controlled up and down. The ramps must be controlled by the operator from the ground level.

#### 4.21 Fatigue Management

Fatigue is more than feeling tired and drowsy, it is a state of mental and/or physical exhaustion reducing a person's ability to perform work safely and effectively.

Fatigue can be caused by:

- Prolonged or intense mental or physical activity
- Sleep loss or disruption of your internal body clock
- Long shifts
- Short recovery times between shifts
- Strenuous jobs
- Long commuting times
- Poor sleep
- Family demands
- Weather conditions
- Working at night

Fatigue may increase the risk of incidents because of a lack of alertness and slower reaction times. It can also affect the ability to make good decisions.

Workers and Third-Party Users should ensure they manage fatigue effectively to ensure they do not pose a risk to their own or others health and safety. This can be done by:

- Using and taking appropriate time off work to recuperate in order to be fit for work
- Recognising and avoiding behaviours and practices which contribute to fatigue and potentially placing themselves and others at risk, and taking appropriate action

#### 4.22 Infectious Diseases & Immunisation

At the Corowa Saleyards you may be exposed to blood or bodily fluids including faeces. This increases your risk of contracting zoonotic diseases such as Q fever.

It is recommended all workers at the Corowa Saleyards and people frequently handling livestock are immunised against Q fever.

#### 4.23 Yard Maintenance

Federation Council will maintain and present the yards and associated facilities in a good condition. To assist with maintenance of the yards, visitors are encouraged to report any maintenance issues using the QR Code displayed throughout the yards. This reporting tool is directed to the Saleyards Manager to actioning.



**Spotted a maintenance issue?**  
Scan QR Code to report it



# Section 5 – Risk Management

## 5.1 Council's Risk Management Framework

Council has a Risk Management Framework and Policy (17/28030). A copy of the Policy can be found at: <https://www.federationcouncil.nsw.gov.au/Council/Corporate-Planning/Policies>

Federation Council recognises that the delivery of services and facilities to the community imposes a “duty of care” on Council to ensure that all reasonably foreseeable risks of someone suffering some sort of loss or harm are eliminated or mitigated. Council also acknowledges that the exercise of due diligence is vital in the provision of services and facilities, and will ensure all procedures and processes incorporate due diligence steps within the limits of our financial and other resources.

## 5.2 Risk Identification & Management

Risk Management is a practical way of finding and addressing workplace health and safety problems. It is a process of recognising situations that have the potential to cause harm to people or property and taking action to prevent the hazardous situation occurring or the person being harmed. It is defined steps that lead to informed decisions on how best to avoid or control the impact of these risks:

### **Step 1 - Identification**

Identify all hazards that could cause injury or illness to anyone in the workplace. A hazard is something that has potential for harm, e.g., moving machinery parts, chemicals, manual handling tasks.

### **Step 2 – Risk Assessment of the Hazard**

Assess all risks associated with the hazard, prioritise in order of high to low risk, in consultation with the person doing the job. How significant is the risk? Could it cause serious injury, illness, or death?

### **Step 3 – Control/Eliminate the Risk (Hazard)**

Identify and implement the best method of controlling the risk (hazard), in consultation with the person doing the job. Do this by a ‘Hierarchy of Hazard Controls’ to implement a strategy to eliminate or reduce the exposure to risk.

The ‘Hierarchy of Hazard Controls’ will help decide the best way to control risks. This ranks control strategies from the most effective to the least effective. More than one strategy may be needed to achieve the best protection, for example ventilation of an area and personal protective equipment (PPE) such as gloves worn by an operator. Other examples of control strategies are replacing toxic chemicals with less hazardous chemicals, implementing safer work procedures, and issuing PPE to minimise exposure to risk.

### **Step 4 – Monitor and Review**

After employees are consulted and a control strategy or a combination of strategies is put in place, the new measures should be monitored for effectiveness. If training is necessary to support the new procedures, your supervisor will arrange this.

## 5.3 Risk Rating Criteria



LIKELIHOOD		
<b>Almost Certain</b>	The event will occur on an annual basis	Once a year or more frequently
<b>Likely</b>	The event has occurred several times in your career	Once every three years
<b>Possible</b>	The event might occur once in your career	Once every 10 years
<b>Unlikely</b>	The event does occur somewhere from time to time	Once every 30 years
<b>Rare</b>	Heard of it occurring elsewhere	Once every 100 years

CONSEQUENCE					
Category	Insignificant	Minor	Moderate	Major	Catastrophic
<b>Environment</b>	Minimal environmental impact; isolated release only	Minor environmental impact; on-site release immediately controlled	Significant environmental impact; on-site release contained with assistance	Major environmental impact; release spreading off-site; contained with external assistance	Fatalities occur; extensive release off-site; requires long term remediation
<b>Financial</b>	Negligible financial loss (< 2.5% annual budget); no impact on program or business operation	Minor financial loss (<10% annual budget); minimal impact on program or business operation	Significant financial loss (<20% annual budget); considerable impact on program or business operations	Major financial loss (<25% annual budget); severe impact on program or business operation	Extensive financial loss (> 25% annual budget); loss of program or business operation
<b>WHS</b>	First aid only required	Minor medical treatment with or without potential for lost time.	Significant injury involving medical treatment or hospitalisation and lost time	Individual fatality or serious long-term injury	Multiple fatalities or extensive long-term injury
<b>Professional Indemnity</b>	Isolated, internal, or minimal complaint; minimal loss to organisation	Contain complaint or action with short term significance; medium loss to organisation	Significant complaint involving statutory authority or investigation; prosecution possible with significant loss to organisation	Major complaint with litigation and long-term significance; very high loss to organisation	Extensive litigation with possible class action; worst case loss to organisation; threat to viability of program or service.
<b>Public Liability</b>	First aid only required; minimal loss to organisation	Some medical treatment required; medium loss to organisation	Significant injury involving medical treatment or hospitalisation; high loss to organisation	Severe injuries or individual fatality; very high loss to organisation	Multiple fatalities or extensive long-term injuries; worst case loss to organisation
<b>Property &amp; Infrastructure</b>	Isolated or minimal loss; short term impact; repairable through normal operations	Minor loss with limited downtime; short term impact; mostly repairable through normal operations	Significant loss with temporary disruption of services; medium term impact on organisation	Critical loss or event requiring replacement or property or infrastructure; long term impact on organisation	Disaster with extensive loss and long-term consequences; threat to viability of service or operation
<b>Reputation</b>	Isolated, internal, or minimal adverse attention or complaint	Heightened local community concern or criticism	Significant public criticism with or without media attention	Serious public or media outcry, broad media attention	Extensive public outcry; potential national media attention



<b>Natural Hazards</b>	Minimal physical or environmental impact; isolated hazard only; dealt with through normal operations	Minor physical or environmental impact, hazards immediately controlled with local resources	Significant physical or environmental impact; hazards contained with assistance of external resources	Major physical or environmental impact; hazard extending off-site; external services required to manage	Extensive physical or environmental impact extending off-site; managed by external services; long term remediation required
<b>Information Technology</b>	No measurable operational impact to organisation	Minor downtime or outage in single area of organisation; addressed with local management and resources	Significant downtime or outage in multiple areas of organisation; substantial management required and local resources	Loss of critical functions across multiple areas of organisation; long term outage; extensive management required and extensive resources	Extensive and total loss of functions across organisation; disaster management required
<b>Political and Governance</b>	Isolated non-compliance or breach; minimal failure of internal controls managed by normal operations	Contained non-compliance or breach with short term significance; some impact on normal operations	Serious breach involving statutory authorities or investigation; significant failure of internal controls; adverse publicity at local level	Major breach with formal inquiry; critical failure of internal controls; widespread adverse publicity	Extensive breach involving multiple individuals; potential litigation; viability of organisation threatened
<b>Industrial Relations</b>	Isolated, internal, or minimal impact on staff morale or performance; minimal loss to organisation	Contained impact on staff morale or performance of short-term significance; medium loss to organisation	Significant impact on staff morale or performance of medium-term significance; significant loss to organisation	Major impact on staff morale or performance with long term significance; very high loss to organisation	Extensive impact or organisational morale or performance; threat to viability or program or service
<b>Contractual and Legal</b>	Isolated non-compliance or breach; negligible financial impact	Contained non-compliance or breach with short term significance and minor financial impact	Serious breach involving statutory authority or investigation; prosecution possible with significant financial impact	Major breach with fines and litigation; long term significance and major financial impact	Extensive fines and litigation with possible class action; threat to viability of program or service.

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	Moderate 8	High 16	High 20	Extreme 23	Extreme 25
Likely	Moderate 7	Moderate 12	High 17	High 21	Extreme 24
Possible	Low 4	Moderate 10	High 15	High 18	High 22
Unlikely	Low 2	Low 5	Moderate 11	Moderate 13	High 19
Rare	Low 1	Low 3	Moderate 6	Moderate 9	High 14

## 5.2. Risk Assessment

Council has undertaken a Risk Assessment has been undertaken for Corowa Saleyards and has been included in Appendix A.

# Section 6 – Third-Party & Contractor Management

## 6.1 Contractor Induction Program - Tradespersons

Federation Council requires that all contractors conducting work at council facilities, including the Corowa Saleyards to undertake an online Health & Safety Induction Training Course prior to entry. This is specially for tradespersons.

LinkSafe online contractor induction and was introduced on 1 February 2014. It can be accessed from: <https://www.linksafe.com.au/federationcouncil/>

The system is a secure, web-based, password protected, database where contractors can register their business, insurance, Work Health and Safety (WHS) information.

### What is needed to register?

1. Internet connection
2. ABN and trading name
3. Email address
4. Business contact name, address, phone number
5. Electronic copies of each insurance policy, licences, certificates and supporting documentation.
6. Individual details of your employees and their training records
7. Sub-contractor details

At the end of the course the contractor will receive certificate / ID this must be signed and carried at all times on Council's sites, and will be checked by the Saleyards Manager.

## 6.2 Corowa Saleyards Induction Program - Users

Federation Council has developed an online Corowa Saleyards Induction Program that is required to be completed by all Council workers, third-party users, and visitors to the Corowa Saleyards. This includes stock agents and their staff, transporters, buyers, vendors, consignors/consignees, and stockman.

The online induction program can be found at: <https://www.federationcouncil.nsw.gov.au/Council/Council-Facilities/Corowa-Saleyards/Induction-Program>

The induction program provides an overview of these management procedures, including:

- Site hazards;
- Site procedures;
- Roles and responsibilities;
- Conditions of entry
- Safe animal handling procedures;
- Emergency procedures.

A register of who has completed the online induction will be retained by the Saleyards Manager. The register

will be regularly reviewed to ensure that anyone regularly accessing the Corowa Saleyards has completed the induction program.

The online induction program can be access via the following QR Code.



# Section 7 – Sales Operations

### 7.1 Market Sale Day

Sale day at Corowa Saleyards is weekly at 10am Mondays (excluding public holidays). The yards will be opening for viewing of stock prior to the sale at 9.30am.

Prior to this time, only essential workers required to prepare for the sale are permitted into the yards for safety reasons, this includes the following stakeholders:

- Council staff
- Transports
- Agent staff
- Vendors and
- Delivery coordinators / stockman
- LLS staff

### 7.2 Special Sales

Special sales such as breeder sales are held a couple of time per year which are determined by the Corowa Associated Stock Agents.

### 7.2 Hours of Operation

The operating hours for the weekly sheep sale are as follows:

- Sundays between 12.00noon and 10.00pm for the load in of stock.
- Mondays 4.00am – 10.00pm for load in of stock, sale and load out of stock.
- Tuesdays 7.00am – 5.00pm for load out of stock.

If stock are required to be held longer at Corowa Saleyards, then delivery coordinator and/or truck drivers should discuss arrangements with the Saleyards Manager.

### 7.3 Afterhours

There is not always a council officer available at the Corowa Saleyards site outside of Monday sale days. If there is no council officer at the site, the afterhours phone number is (02) 6033 8999. You will be directed to the on-call council officer.

### 7.4 Designated & Restricted Areas

Designated and restricted areas are as follows:

Stakeholder Group	Designated Area	Restricted Areas
Council staff	Permitted to all areas	N/A
Agents and their staff	Carpark	Effluent and stormwater ponds



	Administration building Yards including laneways, pens, auctioneer walkways Loading ramps	
Transporters, Delivery Coordinators and Stockman	Carpark Administration building Yards including laneways and pens Loading ramps Truck wash	Effluent and stormwater ponds Auctioneer walkways
General public, vendors, and buyers Animal welfare groups and representatives	Carpark Administration building Yards – laneways only	Pens and auctioneer walkways Effluent and stormwater ponds Loading ramps Truck wash

## 7.5 Sale Procedure

The sale procedure is as per follows:

- Council will allocate the pen draw for sale which determines the order of each agent for the sale.
- Stock will be loaded into the yards prior to the sale.
- Agents will pen and present stock for sale according to the pen draw and their requirements.
- All stock must be penned prior to the commencement of the sale.
- Agents will provide the necessary NLIS paperwork and pen allocations to Council administration staff for data entry.
- All stock will be entered in to the sale software by Council administration staff.
- Council staff will inspect stock as delivered and/or prior to the sale to ensure compliance with Fit to Load requirements.
- Council staff will announce the commencement of the sale.
- Agents will auction the stock and run the sale as per the allocated pen draw.
- The sale will commence at Pen 1 and will continue in ascending order until all stock are sold or passed in.
- Council staff will record the sale which will be counted as the official record of the sale.
- Loading of stock for delivery will commence as the sale proceeds and as stock are sold.
- Agents will provide sale information to Council administration staff for data entry into the sale software.
- Agents and council staff will work together to balance the sale.
- The sale will be uploaded to NLIS after the sale is balanced.

As each pen is auctioned, agent staff and/or delivery coordinators will commence loading of sheep onto trucks as the sale continues. It is important that everyone in attendance at the sale follows along with the sale as it progresses and does not fall behind to avoid getting caught up in the loading process.

## 7.6 Sale Roles and Responsibilities

The roles and responsibilities for all stakeholders for the sale are as follows:

<b>Stakeholder</b>	<b>Responsibility</b>
<b>Council staff</b>	Presenting the yards, including cleaning and maintenance Allocating the pen draw Announcing the sale Recording the sale Data entry and processing the sale Providing direction and enforcing conditions of entry Checking for Fit to Load compliance
<b>Agents and their staff</b>	Penning and presenting stock Running auction
<b>Transporters, Delivery Coordinators and Stockman</b>	Unloading and loading stock Compliance with Chain of Responsibility
<b>General public, vendors, and buyers</b>	Following any directions by council staff Compliance with conditions of entry

### 7.7 Pen Draw

Council allocates the pen draw for Corowa Saleyards in consultation with the Corowa Associated Stock Agents following submission of preliminary agent stock numbers and number of pens required. Council allocates the pen draw fairly based on total head of stock expected and each agent’s requirements. Pen draw is provided Sunday morning via text message to all agents and Corowa Associated Stock Agents. A copy of the pen draw is displayed at the administration building.

### 7.8 Recording of the Sale

Council staff will record the sale at Corowa Saleyards. This record will be considered the official record of sale and be used to resolve and settle any disputes.

### 7.9 NLIS Requirements

Corowa Saleyards complies with NLIS requirements, including:

- All sheep must have a NLIS approved visual ear tag;
- All sheep and goat movements must be accompanied by either a national vendor declaration and waybill (NVD);
- Uploading the sale data to the NLIS register; and
- The following data will be uploaded to the NLIS register:
  - Species (sheep or goats);
  - Saleyard PIC;
  - Date of sale;
  - Vendor’s PIC;
  - Each buyer’s PIC;

- NVD or TSS serial number and an image of the NVD;
- Whether the stock are vendor bred (and how long owned if 'No');
- Other PICs listed on the NVD or found on the sheep;
- PIC and serial numbers of any special tags attached to the sheep.

Corowa Saleyards achieves this via the use of compliant commercial software system.

More information about NLIS requirements can be found at: <https://www.nlis.com.au/>

### 7.10 Conditions of Entry

Conditions of Entry and related signage has been assessed and determined using a risk assessment in accordance with Council's Signs as Remote Supervision Policy (18/3801) and Procedure. A copy of the Policy can be found at: <https://www.federationcouncil.nsw.gov.au/Council/Corporate-Planning/Policies>

All persons entering the Corowa Saleyards are subject to the following Conditions of Entry:

- Prior to entering, all Council workers, third-party users and visitors must complete the Corowa Saleyards Induction program online at: [www.federationcouncil.nsw.gov.au](http://www.federationcouncil.nsw.gov.au) or scan the QR Code.
- This site operates under a Management Procedure which outlines safety requirements for all users of this facility. A copy can be found at the Public Administration Building or online at [www.federationcouncil.nsw.gov.au](http://www.federationcouncil.nsw.gov.au)
- The Chain of Responsibility applies to this site and Council expects all parties adhered to all legislative obligations when using this facility. Refer to: [www.nhvr.gov.au](http://www.nhvr.gov.au)
- Fit to Load requirements must be adhered to at all times. Refer to: [www.mla.com.au](http://www.mla.com.au)
- All persons must obey council staff directions and instructions at all times.
- This facility is a workplace and appropriate personal protective equipment is to be worn at all times.
- Be aware of heavy vehicles and traffic movements.
- Public access to designated areas only.
- Access to ramps and elevated walkways is restricted to authorised personal only.
- Dogs must be muzzled at all times.
- All children under the age of 16 must need be supervised by a responsible adult at all times.
- Smoking is not permitted in the yard under the roof. Smoking is restricted to designated areas only.
- Sales occur on Mondays at 10.00am (excluding public holidays and subject to change).
- Inspection of stock is open to the public from 9.30am prior to the sale.
- All persons must follow along with the sale as it progresses and avoid remaining behind in laneways.
- Report any hazards, safety risks or maintenance requirements to Council by scanning the QR Code.
- Management reserves the right to prohibit anyone in breach of the conditions of entry.

The following warning symbols have been included on Condition of Entry signage:

- uneven ground
- slippery area
- open drains
- water

- livestock
- disease risk

### 7.11 Selling Induction Public Notice

Before commencing a sale, the Saleyards Manager will be required to inform the people in attendance of the site-specific safety rules governing the sale which will include the following information:

#### Selling Induction Public Notice

- Conditions of Entry to be observed at all times;
- Emergency evacuation procedures and assembly points;
- Access to overhead workways is restricted to authorised persons only;
- Entry to pens is restricted to authorised persons only;
- Obey traffic and directional signage;
- Children under 16 years must be supervised by a responsible adult at all times.

A copy of this Selling Induction Public Notice is displayed to the entrances of the yards. In consultation with relevant stakeholders, council will review and update the Selling Induction Public Notice as required.

### 7.12 Visitors and Public

While visitors and public are not workers of the Corowa Saleyards, nevertheless, Council recognises that under Work Health & Safety Act 2011 there is a duty on the operators of the Corowa Saleyards to ensure visitors and the general public are not placed at risk.

Visitors and public also have a responsibility not to place themselves and others at risk through their activities. It is a condition of entry at the Corowa Saleyards that visitors and the general follow the conditions of entry and all reasonable directions to ensure a safe and healthy place to undertake the activity.

The following steps should be taken by visitors when visiting the Corowa Saleyards:

- be aware of the proper safety procedures for the workplace;
- follow the correct procedures;
- do not deviate from the correct procedures or take short cuts;
- use any personal protective equipment provided by the Corowa Saleyard as part of the safety procedures;
- refrain from inappropriate behaviour which could place self or other persons at risk;
- observe all instruction and safety signage;
- if uncertain as to the proper procedures seek advice from the appropriate the Saleyard worker;
- report to the appropriate the Saleyard worker any accidents, incidents or near misses which have, or could have, caused injury to a person or damage to plant or property, and
- in the event of an emergency follow the directions of the designated person to evacuate the area.

### 7.13 Market Reporters & Media

Market reporters and/or media should make themselves known to the Saleyards Manager prior to entry. They must abide by all instructions by Council staff and comply with the Conditions of Entry as signposted.

### 7.14 Animal Welfare Groups

Representatives from Animal Welfare Groups will be required to complete a site induction prior to entry and may be required to be escorted Council officer at all times while on site, at the discretion of the Saleyards Manager. Such representatives must abide by all instructions by Council staff and comply with the Conditions of Entry as signposted.

### 7.15 Children under 16 at the Saleyard

The Corowa 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 supervised by a responsible adult at all times
- This includes Amenities and Canteen
- Accompanied means within an arm's length

Note: Failure to comply with this requirement is a breach of a condition of entry to the Corowa Saleyards.

### 7.16 Livestock Transporters

Livestock transporters are to be aware of their obligations under the WHS legislation. They are to be aware of their own responsibilities for themselves, workers and other persons who may be affected by their work-related activities within the confines of the saleyard. It is a requirements of the Corowa Saleyards that livestock transporters are to undertake hazard identification and risk assessment for all work-related activities associated with the delivery and collection of livestock.

Livestock transporters are to document their risk control measures and, on request, make them available to the Saleyards Manager or saleyard employee. The Saleyards Manager may request, from the livestock transporter, the review of a risk assessment and a risk control measure. Before requesting such a review the Saleyards Manager must have formed the view that the present risk assessment and/or risk control measures are inadequate or deficient to ensure the safety of persons at the saleyard. If requested the livestock transporter is to undertake the review. It is the responsibility of the livestock transporter to ensure all their work-related activities within the confines of the saleyard are undertaken in a safe manner in accordance with appropriate risk control measures.

### 7.17 Dogs

The following rules apply for dogs at Corowa Saleyards:

- A person in charge must ensure a dog in a saleyard or depot is under control at all times.
- A person in charge must ensure that a dog working livestock in a saleyard is effectively muzzled at all times to prevent the biting of livestock.
- A person must not use a dog to move an animal that is unable to stand in a saleyard or depot.
- Dogs should not be taken to a saleyard unless for the purpose of working livestock.
- Dogs should be appropriately trained to move livestock and be responsive to commands. Well-trained dogs can assist in loading, unloading, and moving sheep. In confined areas they cause stress to sheep. Their use should be strictly limited to that necessary to complete the task.
- Dogs should be supervised at all times and be secured so as not to worry or harass livestock when not working. Dogs should be provided with water and rest after working.
- Dogs are not permitted in sale area or laneway while sale is in progress.

### 7.18 Mobile Phones

While the use of mobile phones at Corowa Saleyards is not prohibited, restrictions on their use are on place and it is advised that mobile phones are not used when engaging in the following activities:

- Driving vehicles or operating plant;
- Handling stock due to the unpredictability of animals;
- Operating the truck wash;
- Using loading ramps;
- Accessing stairs and walkways; and
- Crossing roads.

### 7.19 Smoking

The following rules apply to smoking at Corowa Saleyards:

- Smoking is prohibited under the roof structure at the yards;
- Smoking is prohibited within 4 metres of entry or food areas;
- Smoking is prohibited in all Council vehicles, plant, and buildings;
- Smoking is prohibited near any flammable or combustible materials.

Generally, on Council sites where there is no designated smoking area, smoking is prohibited.

### 7.20 Traffic Management

Corowa Saleyards has constant traffic movement putting people at risk, particularly during sale day as well as pre- and post-sale days.

All persons should be aware of potential traffic hazards and:

- Pay attention to and obey traffic signage
- Use designated crossing and walkways
- Pay close attention to vehicles moving in the loading/unloading area
- Drivers must slow down and watch for pedestrians
- Park in designated parking areas and/or the carpark
- Observe the 10km/hour site speed limit

Only stock delivery trucks and authorised personnel are permitted to drive and park their vehicles around the perimeter of the yards. This includes council staff and agents. All other traffic must park in the designated car park at the front entry.

All drivers must adhere to the road rules!

### 7.21 Truck Wash Operation

The Truck Wash is open 7 days per week with Avdata key access for operation.

The following safety procedures must be followed when washing trucks:

- Eye Protection must be worn at all times while using the truck wash.
- Trucks are only to be washed out in approved areas.
- The Truck Wash facility is provided as a service to the transport industry and all users of the Truck Wash are required to follow the conditions of use.
- Note: Failure to comply with the conditions of use listed may result in further action being taken including the truck wash being turned off and your Av-data Key being deactivated.

#### Conditions of Use

- The Truck Wash is ONLY to be used for the cleaning of LIVESTOCK TRANSPORT VEHICLES
- NO passenger vehicles; including four-wheel drives are permitted to use this facility
- All persons using the Truck Wash MUST be inducted to the site and be able to produce to produce evidence they have completed the Corowa Saleyards Induction when requested.
- **Climbing the sides of crates and being on top of trucks is prohibited except when using a documented and Council approved safe system of work for preventing the risk of falls**
- Where there is no documented and approved safe system of work in place for managing the risk of falls, the crate must be washed out from inside the crate or from the ground level.
- Truck wash, degreaser and other chemicals are not permitted
- All users are to wash down the concrete after each use to ensure the areas is left clean and hygienic
- All animals are to be removed from the truck prior to the crate being washed out
- All incidents and hazards are to be reported to the Saleyards Manager immediately.

### 7.22 Wash Down / Cleaning of Pens

Corowa Saleyards utilises both dry mechanical sweeping and wet wash-down methods to maintain the yards.

Maintenance of the yards are important to ensure good housekeeping, presentation of livestock and reduce any odour impacts to surrounding premises. Hazards with cleaning the pens after sale day includes:

- Exposure to zoonotic diseases;
- Manual handling; and
- Slips, trips, and falls.

All Saleyards workers undertaking this work must have completed a site-specific induction and be adequately trained to perform this task, including induction and training on the use of any equipment such as the Vermeer.

All Saleyards workers will be provided with a Q fever vaccination.

### 7.23 Environmental Incidents

Corowa Saleyards has a Pollution Incident Response Management Plan (PIRMP). A copy can be found at: <https://www.federationcouncil.nsw.gov.au/Council/Council-Facilities/Corowa-Saleyards>

Any incidents that occur at Corowa Saleyards that have the potential to cause an environmental impact should be reported immediately to the Saleyards Manager. This may include:

- Spills
- Leaks
- Releases of contaminants
- Excessive odour
- Dust
- Illegal dumping
- Burials of animals

An incident report may be required and a subsequent notification to NSW EPA may be required as a condition of Council's Environmental Protection Licence.

### 7.24 Effluent Treatment

Corowa Saleyards has an effluent treatment system installed for wastewater generated from washdown of yards and the truck wash. An Operational Environmental Management Plan (OEMP) has been developed for the reuse of treated effluent via irrigation for cropping. The effluent treatment system comprises of the following components:

1. Primary reliance on dry sweeping of yards, which occasional wet washing;
2. Auger screening of large solids from wastewater;
3. Chemical dosing with polymer to bind solids in the wastewater;
4. Sedimentation basins to separate solids and liquid in the wastewater;
5. Aeration for the wastewater to allow for the aerobic biodegradation of the organic materials (such as nitrogen and phosphorus);
6. Storage irrigation dam; and
7. Effluent reuse area (for irrigation and cropping purposes).





### 7.25 Irrigation and Cropping

Corowa Saleyards disposes of its treated effluent via irrigation for cropping. The irrigation and cropping is undertaken by a third-party lessee. The roles and responsibilities of the lessee and Council are clearly outlined in the lease. The lessee must comply with the conditions in the lease at all times. All incidents arising from the operations of the irrigation and cropping should be reported immediately to the Saleyards Manager.

### 7.26 Canteen Operations

The canteen at Corowa Saleyards is operated by a third-party lessee. The lessee must comply with conditions in the lease at all times. All incidents arising from the operations of the canteen should be reported immediately to the Saleyards Manager.

# Section 8 – Transport Chain of Responsibility

## 8.1 Chain of Responsibility

Federation Council has adopted a Chain of Responsibility (CoR) Policy (17/36145) and Chain of Responsibility (CoR) Management Plan. Chain of Responsibility (CoR) is a nationally legislated set of laws which imposes responsibilities on all parties which have control or influence over heavy vehicle road transport tasks involving mass, dimension, loading, speed, and fatigue; these laws are applicable to Federation Council fleet operations for vehicles over 4.5 tonnes. From July 2018, the CoR laws will extend to cover heavy vehicle standards and maintenance.

The aim of CoR is to make sure everyone in the supply chain shares equal responsibility for ensuring breaches of the Heavy Vehicle National Law do not occur.

All parties in the road transport supply chain can be held legally responsible for their actions, not just the driver.

Council's Policy below sets out the standards and strategies in place to ensure road safety laws are not breached.

All workers in the supply chain must ensure they remain fit for work.

Under the [Heavy Vehicle National Law \(HVNL\)](#), everyone involved in the supply chain has an obligation to ensure breaches of road transport laws do not occur. Duty holders have a responsibility to ensure their action or inaction does not contribute to or encourage breaches of the HVNL. If a party's actions, inactions or demands cause or contribute to an offence, they can be held legally accountable.

In the event of any suspected or actual breaches of the HVNL, Council reserves the right to report to the relevant authorities and to suspend or terminate any person's right to use the Corowa Saleyards facility.

## 8.2 Six Key Elements of the COR

1. **Mass:** taking into account weighbridge or scale availability, the use of on-board weighing systems and whether the weight of loads is otherwise calculable.
2. **Dimension:** taking into account standard limits, appropriate exemptions and permits required.
3. **Speed:** taking into account number of trips per day, distance travelled and time to complete trips in accordance with speed limits and allowing for delays.
4. **Fatigue:** taking into account distance/time to from site, length of work day and night shifts, delays and potential for shift overrun.
5. **Load restraint:** taking into consideration types of vehicle and loads.
6. **Vehicle Standards:** taking into account roadworthiness and both preventative and unplanned maintenance and repairs.

## 8.3 Responsibilities for Operators

Operators must ensure that:

- Workers are trained in and safe systems of work are in place in respect of unloading/loading livestock.
- Vehicles are road worthy and fit for purpose and have speed limiters fitted if required by law.
- Drivers have the appropriate licence, necessary permits and conform to any concessional programs entered into.
- Rosters and schedules do not require drivers to exceed driving hour's regulations or speed limits.
- Steps are taken to ensure that drivers do not drive while impaired by fatigue or in breach of their work/rest hour's option.
- Records of driver activities are kept.

#### 8.4 Responsibilities for Drivers

Drivers must:

- Have a current licence for the heavy vehicle to be operated.
- Comply with relevant fatigue management work hours and rest laws and the procedures to implement them, including maintaining accurate records.
- Comply with the posted speed limits.
- Respond to changes in circumstances (such as delays) and report these to your supervisor (if possible) to implement short-term fatigue management measures.
- Ensure your vehicle does not exceed mass or dimension limits.
- Ensure your load is correctly restrained.
- Take action as a result of vehicle defects and scheduled maintenance.
- Before the driver commences unloading or loading of livestock, they must ensure that the ramps and equipment provided by DRC are safe to use and report any issues or required repairs.
- It is the responsibility of the driver to unload the livestock from the truck and down the ramp, where the Agents or DSSA workers (if available) will take delivery/receive them.
- It is the responsibility of the driver (or company drover) to load the livestock

#### 8.5 Responsibilities for Loaders

Loading managers (may be an agent or company's drover or driver) must ensure:

- Loading/unloading activities are managed to ensure that they are completed as quickly as possible.
- Systems are in place to deal with unexpected delays or interruptions to loading/unloading activities.

Loaders (may be a company's drover or driver) must ensure the load:

- Does not exceed vehicle mass or dimension limits.
- Is placed in a way so it does not become unstable, (including considering the effect on the vehicle's centre of gravity i.e. load top deck last) move or fall off the vehicle.
- Is correctly restrained on completion of loading.

## 8.6 Responsibilities for Consignors / Consignees

Consignors/Consignees must ensure that your delivery requirements do not require or encourage drivers to:

- Exceed the speed limits.
- Exceed regulated driving hours.
- Fail to meet the minimum rest requirements.
- Drive while impaired by fatigue.
- Carry goods that exceed vehicle mass or dimension limits.
- Carry goods that are not appropriately secured.

## 8.7 Council's Involvement in COR

Federation Council as owners of the facility have limited to no direct influence over the six key elements as they do not operate, load, unload, consign or receive livestock carried by heavy vehicles. However, Council supports their implementation and will operate in a manner to assist third party compliance. Council is committed to providing the safe and efficient operation of the Corowa Saleyards and wholly supports the principles behind CoR.

Council management recognises that livestock transport activities within the facility are conducted by third parties (i.e., agents, buyers, livestock transporters). Our policy focuses on working together with these third parties to strive for a safe facility with flow on to safe roads. To this end Council will:

- Maintain and make available the Corowa Saleyards and infrastructure to third parties;
- Ensure that saleyard infrastructure is available when needed. Time slotting is currently not employed and the unloading/loading facility is available 24/7 to assist scheduling and drivers' operating hours;
- Provide toilet and shower amenities for drivers. Further facilities are provided at the service station located next to the Corowa Saleyards;
- Provide a truck wash for transporters during sale operational days;
- Truck parking facilities are available for livestock vehicles directly connected to a sale, this is not to be treated as a depot, but allows rest periods and amenities to be used; and
- Contact details for the Saleyards Manager is available and on display at Corowa Saleyards.

# Section 9 – Animal Handling & Welfare

## 9.1 General Considerations for Handling Animals

Anyone who works with livestock knows each animal has its own personality. Animals sense their surroundings differently than humans. Their vision is in black and white, not in colour. They also have difficulty judging distances.

Animals have extremely sensitive hearing and can detect sounds that human ears cannot hear. Loud noises frighten animals, and research proves that high-frequency sounds hurt their ears. These factors explain why animals are often skittish and balky, particularly in unfamiliar surroundings.

Watching animals for signs of aggressiveness or fear alerts handlers to possible danger. Warning signs may include raised or pinned ears, raised tail or hair on the back, bared teeth, pawing the ground or snorting. Although handling methods may vary greatly for different types of livestock, there are some generally accepted rules for working with any animal:

- Most animals will respond to routine; be calm and deliberate.
- Avoid quick movements or loud noises.
- Be patient; never prod an animal when it has nowhere to go.
- Respect livestock -- don't fear it.
- Move slowly and deliberately around livestock; gently touch animals rather than shoving or bumping them.
- Always have an escape route when working with an animal in close quarters.

## 9.2 Animal Welfare Requirements

A person in charge must not present for sale livestock that are not fit for sale.

An animal is not fit for sale if it is:

- unable to walk on its own by bearing weight on all legs;
- emaciated;
- visibly dehydrated;
- showing visible signs of severe injury or distress;
- suffering from conditions that are likely to cause increased pain or distress during transport; or
- blind in both eyes

A person in charge must make the appropriate arrangements at the first reasonable opportunity for the separation of distressed, weak, sick, or injured livestock for further assessment, rest and recovery, appropriate treatment, or humane killing.

A person in charge must ensure that appropriate arrangements are made at the first reasonable opportunity for the care, treatment or humane killing of any animals assessed as not fit for sale or sick, injured, or diseased livestock.

Lambs less than one month of age which are not accompanied by their dam, should not be presented for sale.

### 9.2.1 Fit for Sale

Livestock being 'fit for sale' is an important issue for livestock welfare at saleyards. Many factors may affect an animal's fitness for sale and ensuing transportation. Selection of livestock 'fit for sale' is primarily the responsibility of the selling agency staff, however the Saleyards Manager has a shared responsibility for this issue as they have overall responsibility for livestock welfare in the saleyards.

The Saleyards Manager will undertake pre-sale inspections of livestock and if found to be unfit for sale, the Saleyards Manager will mark the sheep and request the relevant agent to remove the sheep from sale. Any unfit for sale sheep will be record on the Animal Welfare Incident Report (Appendix C).

### 9.3 Fit to Load

Corowa Saleyards fully endorses and supports the Meat Livestock Australia (MLA) Fit to Load Guide which is national guide for producers, agents, buyers, and transports to decide if an animal is fit to be loaded for transport by road or rail to any destination within Australia.

Livestock must be assessed as fit for the intended journey at every loading by a person in charge.

An animal is not fit for a journey if it is:

- unable to walk on its own by bearing weight on all legs; or
- severely emaciated; or
- visibly dehydrated; or
- showing visible signs of severe injury or distress; or
- suffering from conditions that are likely to cause increased pain or distress during transport; or
- blind in both eyes; or
- known to be, or visually assessed to be near (within two weeks) parturition, as specified in the species requirements, unless time off water and journey is less than four hours duration to another property.

Any animal assessed to be not fit for the intended journey must only be transported under veterinary advice. The consignor must only supply animals that are fit for the intended journey.

A person in charge must not load, nor permit to be loaded, animals that are not fit for the intended journey except under veterinary advice.

If an animal is assessed to be not fit for the intended journey before loading, a person in charge must make appropriate arrangements for the care, treatment or humane killing of the animal at the first reasonable opportunity. A copy of the Fit to Load Guidelines can be found at: <https://www.mla.com.au/extension-training-and-tools/resource-hubs/fit-to-load/>



#### 9.4 Delivery of Stock

- Stock may only be delivered to the Saleyards within the nominated times or by prior agreement.
- The transport operator is to ensure safe systems of work are in place, their workers are trained and have the knowledge and skills in animal husbandry to unload the livestock. Drivers and people unloading are to wear the appropriate personal protective equipment including footwear, headwear, and visibility vests.
- As part of our safety obligation, Council will consult with the transport companies to ensure potential hazards or safety issues can be eliminated or controlled.
- The Saleyards Manager's contact details will be on display at Corowa Saleyards.

#### 9.5 Before Unloading

- Before commencing to load/unload, it is a condition of use that the transport operator undertake a visual inspection to ensure all ramps and equipment are safe to use.
- Only upon completion of the visual inspection and confirmation that all equipment is in working order will unloading commence.
- DO NOT use faulty equipment.
- Report any Work Health Safety issues to the Saleyards Manager.
- Ensuring delivery lanes are clear.

#### 9.6 During Unloading

- It is the responsibility of the Transport Operator to unload the livestock from the truck and down the ramp
- Separation should be maintained between the person unloading and the livestock
- If separation is not possible ensure there is an easy escape route
- Extreme caution should be exercised at all times
- When unloading is completed all equipment must be left in good working order
- All gates are to be secured

#### 9.7 Unloading and Loading

- The risks arising from the unloading can arise from a number of sources.
- Number of animals and type of animals will be an important factor.
- Also to be taken into consideration is the physical movement of the animals. The heights and steepness of the ramps will be a factor to be considered.
- The person unloading must ensure the physical movement of the animals does not place them personally at risk. Wherever possible, physical separation should be maintained between the person(s) unloading and the animals. Extreme caution should be exercised at all times. If there is no physical separation possible, an easy accessible escape route should be identified before moving into the proximity of the animals. The escape route should not be blocked by the movement of the animals.
- On conclusion of unloading, all equipment is to be left in as good as used condition. Check all gates are secured. If required protective headgear may be a condition of access.

- Livestock should be unloaded promptly on arrival at the destination. Trucks carrying calves or injured livestock should have priority for unloading
- Livestock should be allowed to walk quietly and calmly off the vehicle to minimise stress and injury. Particular care should be taken during unloading as livestock will be fatigued from the journey.
- At unloading, if the facility is unmanned or after-hours arrangements are to be followed, drivers should make sure that unloaded livestock have access to water.
- Jumping off trailers straight into yards or laneways is prohibited. Ramps provided must be used.

## 9.8 Drafting and Penning

After unloading, the animals will require drafting and penning. Depending on the circumstances, the drafting and penning can present a number of potential hazards.

It is a condition of the use of the Saleyards facilities that all third parties follow the safe animal handling procedures. A breach of the procedures is to be considered a breach of the agreement to use the facility.

A person in charge must ensure that livestock are not overcrowded in a pen or yard. Livestock held in a non-selling pen or yard must have sufficient space to move freely and lie down to rest. Livestock held in a selling pen must have sufficient space to allow all animals in the pen to stand, be inspected and any downed animal to rise unassisted.

A person in charge must ensure that each pen or yard of livestock is assessed for appropriate penning density. The assessment will primarily be based on the body size of the livestock, and must be managed to minimise risk to the welfare of the livestock.

Determination of penning density must consider all the following factors:

- species and class
- size and body condition
- wool or hair length
- horn status
- weather conditions
- design and capacity of the pen
- time spent in the pen.

A person in charge must ensure livestock are segregated into sufficient and where necessary, individual pens to minimise risk to the welfare of other livestock.

Determination of segregation must consider all the following factors:

- species, class, and size
- general health of the animals
- level of aggression.

***Note: Penning density is an important welfare issue especially for lambs, as overcrowding in pens can predispose to death from smothering.***

When drafting livestock, operators should allow time for the animals to see where they are required to move and to give them room to move. Rushing animals only confuses them, and causes further stress, hindering the drafting operation.

### 9.9 Animals Escaping

If an animal escapes from the Saleyards, then the Saleyards Manager must ring the Council Rangers to report the incident. The Rangers will offer support in retrieving any escaped animal and Council will provide assistance if any road blocks or similar are required.

The Saleyards Manager will be responsible for leaving the yards in search of any livestock that have escaped.

### 9.10 Livestock Handling

A person who handles livestock in a saleyard must do so in a manner that is appropriate to the species and class, and aim to avoid pain or injury, and to minimise fear and distress

It is important to remember that livestock are unpredictable and if not handled and managed appropriately can put you and others in danger of being seriously injured or potentially killed.

Corowa Saleyards promotes the use of low stress handling techniques to ensure livestock remain calm at all times and to minimise any bruising or injury.

A person handling livestock in a saleyard must not:

- lift livestock by only the head, ears, horns, neck, tail, wool, or hair; or
- lift livestock off the ground by a single leg; or
- lift livestock by mechanical means unless the animal is supported or secured as necessary; or
- throw livestock; or
- drop livestock except from a height which allows the animal to safely land standing on its feet; or
- punch or kick livestock; or
- strike livestock in an unreasonable manner; or
- force, prod, push or excessively handle livestock which have no room to move; or
- drag a standing animal by only the head, ears, horns, neck, tail, wool, or hair; or
- drag animals which are unable to stand, except in an emergency to allow safe handling, lifting, treatment or humane killing.

Corowa Saleyards will not tolerate animal cruelty including excessive use of cattle prodders. The preferred prodder is the cattle flapper.

If it is found that persons are using prodders excessively, with excessive force or any other form of animal cruelty they may be removed from the facility.

Livestock should be handled in a manner that minimises stress. Where excessive handling effort occurs, facility design should be examined. Excessive yelling, noise making and sudden movements should be avoided.

Stock handlers should ensure that bystanders or items that may cause livestock to baulk do not impede the smooth loading and unloading of livestock. Avoidable distractions should be minimised.

Sheep have a high level of herding instinct and handling techniques should use this behaviour to handle sheep with minimal stress.

Calves, lambs, kids, foals, and weaner pigs, and weak or injured livestock may be carefully lifted and placed on or off a vehicle if they cannot negotiate loading ramps.

Livestock should not be washed using hand-held high-pressure hoses unless steps are taken to avoid sensitive areas of the animals and to minimise cold stress

Mixing unfamiliar groups and aggressive livestock should be avoided, unless appropriately managed through handling and segregation arrangements.

**When working with livestock remember:**

- They do not like to enter dark or enclosed areas and may be reluctant to enter lower decks of trucks
- Be aware and alert at all times
- Inspect the area to ensure it is free from obstacles, in working order and when pens are available before unloading
- Ensure appropriate gates are closed
- Make sure there is not a gap between the ramp and truck
- Load and unload slowly, keep animals calm

**Livestock Safety Tips:**

- Make sure animals have a clear escape route and can move calmly in that direction
- Do not make sudden movements and be patient
- Always have an escape route
- Wherever possible stay out of the pen
- Keep a safe distance from cattle
- Only those people that have been inducted to the site are permitted to work with livestock in the yards.
- If you are aware that persons are in the yards that have not been inducted, you have an obligation to ask them to leave the yards.

**Agent Responsibilities**

Agents are responsible for handling of livestock including:

- Drafting and penning
- Mouthing
- Livestock movements and management during the sale
- Post-sale sorting and management

The Agents are to ensure that only inducted persons are inside the yard area and animal welfare is maintained.

### **Procedures for Livestock Handling**

The procedures for livestock handling include:

- Eliminating potential hazards through physical separation of people and livestock or risk control measures where physical separation is not possible
- Securing gates
- Animal welfare
- Extreme care is to be taken by persons around air gates that can move without warning. You must not stand within 1 Metre of either side of the gate.
- The Livestock at Saleyards and Depots, Animal Welfare Standards developed by Animal Health Australia should be followed at all times.

#### **9.11 Inspection of Livestock**

The Saleyards Manager will ensure an inspection of livestock is undertaken at the first reasonable opportunity, at least once before the commencement of the sale to ensure the health and welfare of all animals within the saleyard or depot. Any sheep unfit to load will be marked with paint and the relevant agent, buyer or vendor will be informed immediately. The incident will be recorded on the Animal Welfare Incident Report (Appendix C).

#### **9.12 Animal Welfare Officer**

In accordance with the Livestock at Saleyards and Depots, Animal Welfare Standards, Corowa Saleyards has appointed the Regulatory Compliance Officer an “Animal Welfare Officer” to undertake the following:

- Monitor and promote good animal welfare practise within the saleyards;
- Make that any livestock that are weak, sick, or injured at unloading or during their time in the saleyards are identified, managed, treated, or humanely killed as appropriate;
- Monitoring water and feed deprivation periods, and ensuring the provision of water and feed as required
- ensuring any animal welfare incident reports are actioned timely and in an appropriate manner
- Assisting stockpersons to decide on whether an animal is ‘fit for sale’ or ‘fit to load’; and
- Reporting any incidents to the Saleyards Manager.

#### **9.13 Special Classes of Livestock**

Young, recently weaned livestock and weak livestock should be handled carefully.

Animals in advanced pregnancy arriving at a saleyard should be given special treatment regarding handling, holding times and provision of feed and water.

Special arrangements should be made to protect newborn livestock as soon as possible. These arrangements should include steps such as the provision of feed and water, separate penning with the mother in a pen, or the humane killing of the newborn.

Incidents of transportation of livestock which are in an advanced state of pregnancy (ewes in their last two weeks of gestation), and delivery of newborn animals should be recorded on an Animal Welfare Incident Report (Appendix C) form with follow up action also recorded.

The Meat Livestock Australia Fit to Load Guidelines must be followed at all times. A copy of the Fit to Load Guidelines can be found at: <https://www.mla.com.au/extension-training-and-tools/resource-hubs/fit-to-load/>

## 9.14 Humane Killing & Disposal

- A person in charge of an animal that is suffering from severe distress, disease or injury that cannot be reasonably treated must ensure the animal is humanely killed at the first reasonable opportunity.
- A person in charge must ensure killing methods result in rapid loss of consciousness followed by death while unconscious.
- A person killing an animal must have the relevant knowledge, skills, and experience, or be under the direct supervision of a person with the relevant knowledge, skills, and experience to humanely kill an animal.
- Humane killing should be done with the minimum number of people present, and other distractions should be minimised.
- Livestock should be brain-shot by rifle or captive bolt in the approved positions, according to the species-specific recommended killing methods below
- A person humanely killing an animal must take reasonable action to confirm the animal is dead.
- Dead animals should be removed from pens and yards as soon as possible and disposed of at a rendering plant in Barnawartha, Victoria.

### 9.14.1 Captive bolt devices

Captive bolt use should be:

- In the frontal or poll positions; and
- Accompanied by appropriate restraint; and
- Applied in contact with the skull, and
- Followed immediately by bleeding-out to ensure death in cases where the animal is not already confirmed dead.

The captive bolt stunner should be pressed firmly on the head before being discharged, and should be positioned as described in the approved positions for each species of livestock. The temporal position is not an option.

For penetrating captive bolt stunners, the cartridge power should be appropriate to the species and class of livestock. Non-penetrating captive bolt (concussion) stunners are not recommended in transport and saleyard situations. Operators should make sure that charges intended for use are appropriate for the species and class

of livestock. Captive bolts should be regularly cleaned and maintained in optimal working condition according to manufacturer's instructions.

### **9.15 Feed and Water Considerations**

Livestock at a saleyard or depot must be provided with reasonable access to water within 24 hours of arrival at the facility by the person in charge, or within the maximum time off water period applicable to the species and class of animal if this time is less than 24 hours as defined in the Livestock at Saleyards and Depots, Animal Welfare Standards

Water and feed curfews can be an important part of livestock management for transport, depending on the species and pasture conditions before transport. Issues include faecal and urine contamination of livestock, vehicles, and roads, and slipping and falling of livestock in wet livestock crates. Water and feed curfews must be managed in the context of the total time off water and food.

### **9.16 Biosecurity & Livestock Standstill**

Corowa Saleyards has developed a Stock Standstill Plan of Action (18/20364) using the Australian Livestock Saleyard Association's template.

If there is a disease incursion in Australia identified in Australia, a National Livestock Standstill will be issued as per the Australian Veterinary Emergency Plan (AUSVETPLAN) for emergency animal disease responses. A National Livestock Standstill will restrict the spread of the disease and allow authorities time to conduct surveillance activities and trace the movement of affected livestock to understand the extent of the outbreak and determine the necessary response actions.

Corowa Saleyards will work with Local Lands Service (LLS), Department of Primary Industries (DPI) and any other government authorities to help contain and manage any incident upon receipt of a stock standstill order.

# Section 10 - References



### **Council Procedures and Policies**

- Risk Management Policy 17/28030
- Risk Management Framework 17/34556
- Risk Management Plan 18/1428
- Incident Report Form 18/25348
- Incident Reporting and Investigation Procedure 18/26063
- Work Health and Safety Policy 18/15492
- Work Health and Safety Plan 18/15980
- Chain of Responsibility Policy 17/36145
- Chain of Responsibility Management System Plan
- Stock Standstill Plan of Action 18/20364
- Code of Conduct 16/21900
- Privacy Policy (16/21925)
- Child Protection Policy (34/17FC)
- Complaints Handling Policy (16/21939)
- Signs as Remote Supervision Policy (18/3801)
- Pollution Incident Response Management Plan (PIRMP)
- Operational Environmental Management Plan (OEMP)


### **External Guidelines:**

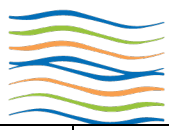
- Meat Livestock Australia - Fit to Load Guidelines September 2019 <https://www.mla.com.au/extension-training-and-tools/resource-hubs/fit-to-load/>
- Animal Health Australia – Australian Animal Welfare Standards and Guidelines - Livestock at Saleyards and Depots, Animal Welfare Standards 23 February 2018 <https://www.animalwelfarestandards.net.au/>
- Australian Livestock and Rural Transporters Association (ALRTA) Guide for Safe Design of Livestock Loading Ramps and Forcing Yards June 2015 <https://alrta.org.au/resources/ramps-guide/>
- NLIS Sheep and Goats – Guidelines for NSW Saleyards and Stock Agents 2 June 2017 <https://www.dpi.nsw.gov.au/animals-and-livestock/nlis/sheep-goats/guidelines/saleyards>

### **Legislation:**

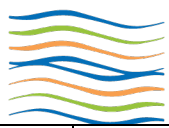
- Work Health & Safety Act 2011
- Prevention of Cruelty to Animals Act 1979
- Stock Diseases Regulation 2009
- Heavy Vehicle (Adoption of National Law) Act 2013
- Protection of the Environmental Operations Act 1997
- Government Information (Public Access) Act 2009

## Appendix A – Risk Assessment and Treatment Plan

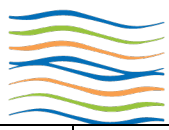
 <h3 style="text-align: center;">Risk Identification and Risk Control Worksheet</h3>																			
<b>Department</b>	Development and Environmental Services																		
<b>Activity</b>	Operation of Corowa Saleyards																		
<b>Date of Assessment</b>	28 April 2020																		
<b>Undertaken by (Position)</b>	<ul style="list-style-type: none"> <li>• Angela Reidy - Manager Environment, Facilities &amp; Regulations</li> <li>• David Coppolino - Coordinator Ranger, Saleyards &amp; Town Services</li> <li>• Fiona Goodman - Risk Management Coordinator</li> </ul>																		
<p>Please refer to the Risk Management Framework <b>17/34556</b></p> <p>The risk matrix is broken into four shaded areas reflecting the increasing level of risk.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="background-color: #90EE90;"></td> <td>= Low Risk</td> </tr> <tr> <td style="background-color: #FFFF00;"></td> <td>= Moderate Risk</td> </tr> <tr> <td style="background-color: #FFA500;"></td> <td>= High Risk</td> </tr> <tr> <td style="background-color: #FF0000;"></td> <td>= Extreme Risk</td> </tr> </table>													= Low Risk		= Moderate Risk		= High Risk		= Extreme Risk
	= Low Risk																		
	= Moderate Risk																		
	= High Risk																		
	= Extreme Risk																		
Identified Hazards (List all known hazards)	Identified Risks	Current Risk Controls Measures (list all control measures)	Current Risk Rating			Additional Risk Control Measures (list all control measures)	Residual Risk Rating			Actions	By Who	Timeframe for completion							
			How Severe?	How Likely?	Risk		How Severe?	How Likely?	Risk										



1. Pedestrian, truck and vehicle movements around the site	<ul style="list-style-type: none"> <li>• Pedestrian movements</li> <li>• Traffic movements</li> <li>• Traffic conflicts</li> <li>• Vehicle accidents</li> <li>• Insufficient traffic signals / communication</li> </ul>	<ul style="list-style-type: none"> <li>• Attendees understanding of current informal traffic arrangements</li> </ul>	Catastrophic	Likely	Extreme	<ul style="list-style-type: none"> <li>• Formalising traffic management onsite</li> <li>• Implement a traffic control plan</li> <li>• Install adequate signage and indicators</li> <li>• Provide parking allocations</li> </ul>	Moderate	Possible	High	Traffic control plan – incorporated into master planning and detailed design for major upgrades	DC/AR	12 months
										Implement traffic control plan, signage and indicators	DC	2-3 years
2. Loading, unloading and movement of sheep	<ul style="list-style-type: none"> <li>• Manual handling</li> <li>• Bodily injuries – slips, trips, falls, strains</li> <li>• Operation of ramps</li> <li>• Welfare of sheep</li> <li>• Boxing of sheep</li> </ul>	<ul style="list-style-type: none"> <li>• Regular inspection and maintenance of ramps</li> <li>• Warning signage at ramps</li> <li>• Staff training for manual handling</li> <li>• Staff training handling sheep</li> <li>• Compliance with industry fit to load guide</li> <li>• Audit of ramps against industry standards</li> <li>• Redrafting of sheep</li> <li>• Regular maintenance of gates/yards</li> <li>• Use of “Issues / Maintenance Book” by stakeholders</li> </ul>	Major	Possible	High	<ul style="list-style-type: none"> <li>• Documented inspection and maintenance program</li> <li>• Undertake identified improvement to ramps to comply with standards</li> <li>• Documented procedure for identification, segregation and assessment of sheep not meeting fit to load guide</li> </ul>	Moderate	Possible	High	Implement a maintenance program	DC	6 months
										Undertake ramp improvements	DC	9 months
										Develop operational procedures	DC/AR	12 months
3. Auction of sheep	<ul style="list-style-type: none"> <li>• Agents in pens with sheep and jumping pen to pen</li> <li>• Compliance with WH&amp;S legislation</li> <li>• Auction disputes</li> </ul>	<ul style="list-style-type: none"> <li>• Agents inducted to site</li> <li>• Clear communication during auction</li> </ul>	Major	Likely	High	<ul style="list-style-type: none"> <li>• Formalised agreements in place with agents</li> <li>• Installation of auction walkways</li> </ul>	Moderate	Unlikely	Moderate	Implement agreements with agents	DC/AR	18 months
											DC	3 months



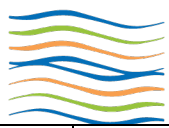
	<ul style="list-style-type: none"> <li>Bodily injuries – slips, trips, falls, strains</li> </ul>	<ul style="list-style-type: none"> <li>Independent recording of the auction results</li> </ul>				<ul style="list-style-type: none"> <li>Document auction dispute process</li> </ul>				Install auctioneer walkways (in progress)		
4. Use of overhead walkways	<ul style="list-style-type: none"> <li>Bodily injuries - Slips, trips, falls, strains</li> </ul>	<ul style="list-style-type: none"> <li>Railing on walkways and handles steps</li> <li>Mesh floor</li> <li>Gates to restrict access</li> <li>Designed and built to Australian Standards</li> </ul>				<ul style="list-style-type: none"> <li>Authorised person only on gate</li> <li>Slip proof material on steps</li> <li>Documented procedures</li> </ul>	Moderate	Unlikely	Moderate	Signage and material to be installed  Develop operational procedures	DC  DC/AR	3 months  12 months
5. Cleaning and hosing pens / troughs and refilling troughs	<ul style="list-style-type: none"> <li>Manual handling</li> <li>Bodily injuries – slips, trips, falls, strains</li> <li>Staff exposure to disease exposure</li> <li>Animal welfare</li> </ul>	<ul style="list-style-type: none"> <li>Regular breaks from activity</li> <li>PPE issued – gloves, boots, long pants, long sleeve shirt and eye protection</li> <li>Immunisation</li> <li>Regular inspection and maintenance of water system</li> </ul>	Moderate	Likely	High	<ul style="list-style-type: none"> <li>Upgrades to water system to reduce manual handling</li> <li>Documented procedures</li> </ul>	Minor	Possible	Moderate	Complete water system upgrades  Develop operational procedures	DC  DC/AR	3-5 years  12 months
6. Office work / administration	<ul style="list-style-type: none"> <li>Sitting for long periods</li> <li>Manual input of data</li> <li>Reliance on administration staff</li> <li>Reliance on IT systems</li> </ul>	<ul style="list-style-type: none"> <li>Training and backfill of administration staff</li> <li>Business Continuity Plan</li> </ul>	Moderate	Likely	High	<ul style="list-style-type: none"> <li>Documented procedures</li> <li>Electronic / online system</li> <li>Formalised training program of administration staff</li> <li>Manual work-around or back up system</li> </ul>	Minor	Possible	Moderate	Implement an electronic sale system  Develop a back-up / manual work around  Develop a staff training plan	DC  DC/AR  DC/AR	3-5 years  2-3 years  12-18 months
7. Euthanasia and burial of sheep	<ul style="list-style-type: none"> <li>Manual handling</li> <li>Management of captive bolt gun</li> <li>Management of burial pit</li> <li>Use of machinery</li> </ul>	<ul style="list-style-type: none"> <li>Staff humane euthanasia training</li> <li>Staff training manual handling</li> <li>Follow industry guidelines for euthanasia</li> </ul>	Minor	Possible	Moderate	<ul style="list-style-type: none"> <li>Investigate viable disposal methods</li> <li>Documented procedures</li> </ul>	Minor	Unlikely	Low	Find solution for dead sheep disposal	DC/AR	18 months



		<ul style="list-style-type: none"> <li>Fenced-off area for burial pit with warning signage</li> <li>Trained staff with licence/ticket for backhoe</li> <li>Use of mini-Vermeer to lifting/carrying of sheep</li> <li>Documented disposal sheet</li> </ul>										
8. Washing of trucks	<ul style="list-style-type: none"> <li>Manual handling</li> <li>Bodily injuries – slips, trips, falls, strains,</li> <li>Slippery surfaces</li> <li>Climbing vehicle/stock crate</li> </ul>	<ul style="list-style-type: none"> <li>Regular checks and maintenance of wash bay</li> </ul>	Major	Possible	High	<ul style="list-style-type: none"> <li>Conditions of use displayed</li> <li>Install safety platform</li> <li>Chain of Responsibility</li> <li>Documented procedures</li> <li>Appropriate PPE to be worn – i.e. long pants, long sleeve shirt, eye protection</li> </ul>	Moderate	Unlikely	Moderate	<ul style="list-style-type: none"> <li>Conditions of use displayed</li> <li>Install safety platform for washing trucks</li> <li>Develop Chain of Responsibility</li> <li>Develop operational procedures</li> </ul>	DC/AR	6 months
											DC	3-5 years
											DC/AR	18 months
											DC/AR	12 months
9. Desludging truck wash pit	<ul style="list-style-type: none"> <li>Manual handling</li> <li>Bodily injuries – slips, trips, falls, strains</li> <li>Slippery surfaces</li> <li>Use of machinery</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained in use of mini-Vermeer</li> <li>Traffic barriers and signage installed</li> </ul>	Major	Likely	High	<ul style="list-style-type: none"> <li>Traffic control plan</li> <li>Documented procedures</li> </ul>	Moderate	Unlikely	Moderate	<ul style="list-style-type: none"> <li>Traffic control plan – incorporated into master planning and detailed design for major upgrades</li> <li>Implement traffic control plan, signage and indicators</li> </ul>	DC/AR	12 months
											DC	2-3 years
											DC/AR	12 months

										Develop operational procedures		
10. Repairs and maintenance work to yards	<ul style="list-style-type: none"> <li>Manual handling</li> <li>Bodily injuries – slips, trips, falls, strains</li> <li>Slippery surfaces</li> <li>Use of tools/equipment</li> </ul>	<ul style="list-style-type: none"> <li>Regular maintenance program</li> <li>Signage</li> <li>Uniforms / PPE / Safety boots</li> </ul>	Moderate	Possible	High	<ul style="list-style-type: none"> <li>Documented procedures</li> </ul>	Moderate	Unlikely	Moderate	Develop operational procedures	DC	12 months
11. Health of sheep / biosecurity diseases	<ul style="list-style-type: none"> <li>Not fit to load on arrival / animal welfare</li> <li>Weather conditions</li> <li>Condition of the yards</li> <li>Injuries onsite</li> <li>Media attention / public outcry</li> <li>Stock standstill</li> </ul>	<ul style="list-style-type: none"> <li>Enforcement of fit to load guidelines</li> <li>Inspection of condition of stock</li> <li>Regular maintenance program</li> <li>Attendance by Local Lands Services vet on occasion to check stock for disease</li> </ul>	Moderate	Possible	High	<ul style="list-style-type: none"> <li>Fit to load inspection pre-sale and segregation</li> <li>Provision of shade to holding and selling pens</li> <li>Stock stand still procedures</li> </ul>	Moderate	Unlikely	Moderate	Implement pre-sale fit to load inspection / segregation of sheep  Provide shade for over selling and holding pens  Develop operational procedures	DC  DC/AR  DC	9 months  3-5 years  12 months
12. Attendance at yards by non-council staff (agents, buyers, transporters, producers, community members, regulatory authorities)	<ul style="list-style-type: none"> <li>Manual handling</li> <li>Bodily injuries – slips, trips, falls, strains</li> <li>Slippery surfaces</li> </ul>	<ul style="list-style-type: none"> <li>Conditions of entry</li> <li>Signage</li> <li>Online induction for agents</li> <li>Regular maintenance program</li> </ul>	Moderate	Possible	High	<ul style="list-style-type: none"> <li>Agent agreements to be put in place</li> <li>Chain of Responsibility to be developed</li> </ul>	Moderate	Unlikely	Moderate	Implement agreements with agents  Develop Chain of Responsibility	DC/AR  DC/AR	18 months  18 months
13. Effluent management	<ul style="list-style-type: none"> <li>Non-compliance EPA licence – fines/prosecution</li> <li>Stock fluctuations</li> </ul>	<ul style="list-style-type: none"> <li>Effluent management system in place</li> </ul>	Catastrophic	Likely	Extreme	<ul style="list-style-type: none"> <li>Upgrades to current effluent management system to</li> </ul>	Major	Likely	High	Implement upgrades to effluent system	BF/AL/DC  SA/AR	2-3 years  5-7 years

	<ul style="list-style-type: none"> <li>• Overflow / pollution incident</li> <li>• Insufficient land for disposal</li> <li>• Sump at truck wash – confined space / toxic gases</li> <li>• Deep water – drowning risk</li> </ul>	<ul style="list-style-type: none"> <li>• Fencing of effluent dams and pits</li> </ul>				<ul style="list-style-type: none"> <li>• improve compliance</li> <li>• Securing of adjoining land for disposal of effluent</li> <li>• Documented procedures</li> </ul>				<ul style="list-style-type: none"> <li>• Secure/purchase adjoining land</li> <li>• Develop operational procedures</li> </ul>	Develop operational procedures	12 months
14. Contractor management (agents, transporters)	<ul style="list-style-type: none"> <li>• Non-payments</li> <li>• Disputes regarding services</li> <li>• Reduced / lack of service provision</li> <li>• Loss of contractors</li> </ul>	<ul style="list-style-type: none"> <li>• Letter of acceptance agents trading at facility</li> <li>• Conditions of entry and signage</li> <li>• Industry guidelines</li> <li>• Saleyards Consultative Committee</li> </ul>	Moderate	Possible	High	<ul style="list-style-type: none"> <li>• Agent agreements to be put in place</li> <li>• Chain of Responsibility to be developed</li> <li>• Documented procedures</li> </ul>	Moderate	Unlikely	Moderate	<ul style="list-style-type: none"> <li>• Implement agreements with agents</li> <li>• Develop Chain of Responsibility</li> <li>• Develop operational procedures</li> </ul>	DC/AR DC/AR DC/AR	18 months 18 months 12 months
15. Animal activist	<ul style="list-style-type: none"> <li>• Fit to load non-compliance identified</li> <li>• Media attention / public outcry</li> <li>• Interruptions to service</li> </ul>	<ul style="list-style-type: none"> <li>• Escorted around site</li> <li>• Conditions of entry and signage</li> </ul>	Moderate	Possible	High	<ul style="list-style-type: none"> <li>• Site induction process</li> <li>• Documented procedures</li> </ul>	Moderate	Unlikely	Moderate	<ul style="list-style-type: none"> <li>• Develop site induction process</li> <li>• Develop operational procedures</li> </ul>	DC/AR DC/AR	12 months 12 months
16. Unsupervised attendance	<ul style="list-style-type: none"> <li>• Manual handling</li> <li>• Bodily injuries – slips, trips, falls, strains</li> <li>• Slippery surfaces</li> <li>• Use of ramps/equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Conditions of entry</li> <li>• Signage</li> <li>• Online induction for agents</li> <li>• Regular maintenance program</li> </ul>	Major	Likely	High	<ul style="list-style-type: none"> <li>• Chain of Responsibility to be developed</li> <li>• Explore options for entry/security options</li> <li>• Documented procedures</li> </ul>	Moderate	Unlikely	Moderate	<ul style="list-style-type: none"> <li>• Develop Chain of Responsibility</li> <li>• Develop options for security and facility access</li> <li>• Develop operational procedures</li> </ul>	DC/AR DC/AR DC/AR	18 months 5-7 years 12 months



# FEDERATION COUNCIL

17. Site security	<ul style="list-style-type: none"> <li>• Wilful damage / vandalism</li> <li>• Stolen or injured stock</li> <li>• Trespassers</li> </ul>	<ul style="list-style-type: none"> <li>• Regular inspection</li> <li>• Regular maintenance program</li> <li>• Conditions of entry</li> <li>• Signage</li> </ul>	Major	Likely	High	<ul style="list-style-type: none"> <li>• Explore options for entry/security options</li> <li>• Explore options for CCTV</li> </ul>	Moderate	Unlikely	Moderate	Develop options for security and facility access, including CCTV	DC/AR	5-7 years
18. Emergency management	<ul style="list-style-type: none"> <li>• Fire</li> <li>• Spills</li> <li>• Building damage</li> <li>• Power outages</li> </ul>	<ul style="list-style-type: none"> <li>• Spill kits available</li> <li>• Pollution Response Incident Management Procedure (PRIMP)</li> </ul>	Major	Likely	High	<ul style="list-style-type: none"> <li>• Review and update Emergency Evacuation procedures and signage</li> <li>• Documented procedures</li> </ul>	Moderate	Unlikely	Moderate	Review and update emergency evacuation plan and procedures	DC/AR	12 months
19. Lighting	<ul style="list-style-type: none"> <li>• Low light conditions</li> <li>• Afterhours / night</li> </ul>	<ul style="list-style-type: none"> <li>• Night time light provided</li> </ul>	Major	Likely	High	<ul style="list-style-type: none"> <li>• Review lighting to ensure compliance with Australian Standards for workplaces</li> </ul>	Moderate	Unlikely	Moderate	Review lighting / lux measurements	DC/AR	18 months





## Appendix B: Corowa Saleyards – Pre- and Post-Sale Inspection Report

<b>Time of Inspection:</b>			
<b>Date of Inspection:</b>			
<b>Officer Name:</b>			
<b>Checklist</b>	<b>Pre-Sale Inspection</b>	<b>Post-Sale Inspection</b>	<b>Details and/or Comments</b>
<b>Ramps</b>			
Are all ramps in working order?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any signs of damage?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any maintenance requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Drafts / Drafting Pens</b>			
Are there any signs of damage?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any maintenance requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Selling Pens</b>			
Are all pens in a clean condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are all pen gates all closed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any signs of damage?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any maintenance requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Holding Pens &amp; Spelling Yards</b>			
Are all pens in a clean condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Troughs working & clean fresh water?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are all pen gates all closed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any signs of damage?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any maintenance requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Stock Presented for Sale</b>			
Are all stock compliant with Fit to Load requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No	NA	
Are all stock free of disease?	<input type="checkbox"/> Yes <input type="checkbox"/> No	NA	
Do all stock have visible ear tags?	<input type="checkbox"/> Yes <input type="checkbox"/> No	NA	
<b>Truck Wash</b>			
Are all the components working? – i.e., pumps, hoses, lights and Avdata system	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do the pits require cleaning?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any maintenance requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Entrance, Car Park, Internal Roads</b>			
Are these areas clear and free from traffic hazards?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any maintenance requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Effluent Treatment System</b>			
Is the pit and auger working?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the auger solids need removing and placement on drying bed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do the sedimentation basins require removal of solids?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Officer Signature:</b>			
<b>Supervisor Name:</b>			
<b>Supervisor Signature:</b>			

## Appendix C – Animal Welfare Incident Form

Incident Identified      Date:                              Time:  
 Incident Reported      Date:                              Time:

PEN NUMBER/S				NUMBER OF HEAD		
If transport incident – record transport company, truck registration & driver’s name						
Species affected (circle)	Cattle	Sheep	Goats	Pigs	Horses	Other

Description of incident (tick boxes as appropriate – if Other please specify)

### HANDLING

Occurred during:       Loading/Unloading       Drafting       Penning       Other

Incident relates to:       Lifting/Dropping/Throwing                               Dragging  
                                           Electric Prodger – Inappropriate Use                               Dog – Uncontrolled/Not Muzzled

### UNFIT ANIMALS

Emaciated                       Weak/Sick/Injured                               Blind in Both Eyes  
 Lameness/Non-Weight Bearing                               Near Parturition/Given Birth

**PEN CONDITIONS**       Overcrowding                               Issue With Access to Water

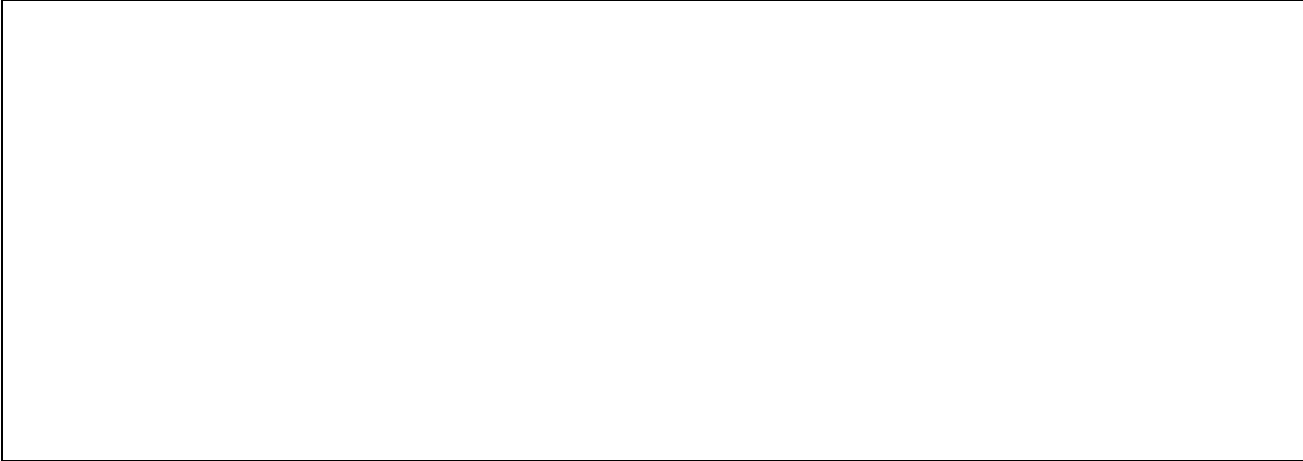
### Additional Comments/PIC’s

.....  
 .....

**Reported by: Name:**                                                      **Company/Organisation:**

**Signature:**                                                                              **Date;**

<i>Office Use Only</i>		
<i>Selling Agent:</i> .....	<i>Owner:</i> .....	<i>PIC:</i> .....
<i>Actions Taken:</i>	<i>Date:</i> .....	<i>Time:</i> .....
<input type="checkbox"/> No Action Required		
<input type="checkbox"/> Segregated and:	<input type="checkbox"/> Euthanized	<input type="checkbox"/> Treated <input type="checkbox"/> Veterinarian Called
	<input type="checkbox"/> Other .....	
<i>Response by:</i>	<i>Name:</i> .....	<i>Signature:</i> .....
	<i>Date:</i> .....	



## Appendix D – Annual Saleyards Checklist

*Note: This Audit is taken from the National Saleyards Quality Assurance (NSQA) program. More information available here: <https://nsqa.com.au/>*

Saleyard Name: \_\_\_\_\_

Saleyard Address: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

Conducted by: \_\_\_\_\_

ITEM	Yes	No	N/A	Comments
<b>Roads &amp; Traffic</b>				
Are suitable traffic management plans in place for the volume of traffic and types of vehicles, including on busy days?				
Are traffic flows designed so as to eliminate or minimise trucks reversing onto public roads and to minimise parked trucks blocking or partially blocking traffic?				
Are all weather roads provided?				
<b>Loading Ramps</b>				
Are loading ramps solid, anchored to prevent movement, free of projections and slip / trip / fall hazards?				

ITEM	Yes	No	N/A	Comments
Are loading ramps provided with gates which slide easily, are secure when open/shut, and have no operator pinch/crush points?				
Are loading ramps provided with a platform of 1-1.5m with a sliding gate at the top; and a catwalk of 620mm minimum width and a handrail?				
Are loading ramps fitted with failsafe safety systems for lowering and raising ramps including safety bars?				
Are loading ramps fitted with bollards and signage to protect power installations, equipment and sheds from vehicles?				
Are loading ramps located away from overhead power lines?				
Are loading ramps suited to use by the largest truck which uses the facility?				
<b>General</b>				
Are all the yards centrally located to allow mustering from various sides?				
Is the unloading area restricted to authorised persons only?				
Are people generally separated from livestock?				
Are escape routes provided in yards which are easily visible to users (but not to livestock, which could cause them to baulk)?				
Are receiving yards big enough for expected mob sizes?				
Are there blind spots in the yards which could cause livestock to baulk?				

ITEM	Yes	No	N/A	Comments
Are gates in working order, swing clear of the ground and able to be secured while both open and closed?				
Are gate latches in working order, mounted at an appropriate height and designed so they do not cause pinching or crushing?				
Are there projecting bolts, nails or wire that could cause injury to livestock handlers or livestock?				
Are there uneven, slippery or boggy areas that could cause slips or trips?				
Are there unprotected fall hazards?				
Are sprinkler systems available to manage dust?				
Where sprinklers are unavailable / can't be used and dust is being created, are workers properly protected from its inhalation?				
Are there escape routes or safe areas for livestock handlers in the drafting and forcing yards?				
Does the gate into the round yard / forcing pens swing easily and can be secured quickly?				
Are saleyards sited away from fire / flood prone, residential areas and overhead power lines?				
<b>Emergency</b>				
Are suitable emergency measures in place for disease management and humane killing?				

ITEM	Yes	No	N/A	Comments
Are suitable emergency measures in place for out of hours work (including documented and posted emergency contact details)?				
Are suitable emergency measures in place for working alone and remotely?				
Are suitable emergency measures in place for mustering and yard work?				
Are suitable emergency measures in place for eliminating or minimising animal aggression?				
Are suitable emergency measures in place for adverse weather, flood or fire?				
Are suitable emergency measures in place for mechanical failure, e.g., of the loading ramp and water supply?				
Is sufficient suitable emergency equipment (extinguishers, hoses, first aid kits) available which is fully stocked / in test / signed?				
<b>Electrical</b>				
Is electrical equipment on a test and tag regime, RCD protected and are switchboards locked when not in use?				
<b>Animal Welfare</b>				
Are sick, drought weakened, injured and heavily pregnant animals identified and appropriately managed on arrival?				


ITEM	Yes	No	N/A	Comments
Are documented safe procedures, and suitable facilities and equipment in place to humanely kill and dispose of any animals not fit for sale/intended journey?				
Are there reasonable measures in place to animals from extreme weather?				
Is sufficient drinking water (and nutrition where required) of suitable quality and design (e.g. designed so as to minimise fouling) provided to the livestock?				
<b>Night Work</b>				
Is sufficient lighting provided for night work (and work in inclement weather), which gives even illumination over ramps, races, yards and inside the transport vehicle, and minimises glare and shadows, which spook animals?				
Are measures taken to avoid excess noise?				
<b>Weather</b>				
Are appropriate controls in place to minimise worker sun exposure; and to limit exposure to extreme weather?				
<b>Workers</b>				
Are relevant workers vaccinated against Q fever?				
Is appropriate PPE used to prevent worker contact with animal body fluids?				



ITEM	Yes	No	N/A	Comments
Are suitable controls in place to manage risks of high-risk activities, such as chemical and drug (e.g., vaccine) use?				
Are suitable controls in place to manage risks of gun handling and cash handling?				
Is a current chemical register available with matching current SDS?				
Are new workers (including contractors) inducted?				
Is a Toolbox Talk or similar conducted at the beginning of each working day?				
<b>Plant</b>				
Are plant operators competent and licenced where required?				
Are pre-start checks conducted on relevant plant items?				
Is there a preventative maintenance system for plant and equipment?				
Is there sufficient plant and equipment, which is in good working order, available to meet worker needs?				
<b>Building &amp; Facilities</b>				
Are structural integrity tests conducted of suspended items, e.g., lights, and other relevant structures, e.g., rooves?				
Do workers have adequate amenities located at a reasonable distance from their work area?				

ITEM	Yes	No	N/A	Comments
Where high risk work is completed, e.g., work in confined spaces, work at height, are workers suitably trained, are suitable site-specific SWMS available and used, and are safe systems of work used?				
If tank water is used on site, is it used for animal drinking water and hosing down pens etc. only?				
<b>Water &amp; Waste</b>				
If tank water is drunk by workers, is a first flush system installed, is the tank maintained, and is the water tested under a quality assurance programme <sup>1</sup> ?				
Is the tank maintained?				
Is the water tested under a quality assurance program?				
Are wastes, including animal wastes, contaminated straw, and yard run-off, appropriately streamed and managed?				
Are incidents and accidents reported, investigated and actioned?				
Are regular site inspections completed by the site manager, with results being actioned?				
Are appropriate controls in place for working alone (including being isolated on a large site, although other workers may be present)?				

## Appendix E – Incident Report Form

									
<b>INCIDENT REPORT FORM</b>									
<b>Incident Type v:</b> Incident <input type="checkbox"/> Injury <input type="checkbox"/> Illness <input type="checkbox"/> Near Miss <input type="checkbox"/> Hit Services <input type="checkbox"/>									
Person reporting									
First name			Last name						
D.O.B		Department/team			Payroll No		Position		
Gender		Address (if volunteer or member of public)		Street		City		Post Code	
Male <input type="checkbox"/> Female <input type="checkbox"/>				State		Phone			
Signature of person reporting				Time		am/pm	Date		
(If insufficient space, please attach further information to report)									
Incident / Injury / Illness / Near Miss / Damaged Services details									
Date of incident:			Time of incident				am/pm		
Nature of incident		Incident	Injury	Illness	MVA	Near Miss		Damaged Services	
Details of Incident / Injury / Illness (include symptoms)									
Location where incident occurred									
Was any plant or vehicle involved in the incident?						Yes		No	
Make		Reg No		Plant No					
Damage		Towed				Yes		No	
Driver (as above if person reporting)		List other vehicles or objects involved. Use separate sheet if needed							
Were there any witnesses to the incident?						Yes		No	
Name		Phone							
Name		Phone							
Name		Phone							
Has the injury been reported to the worker's Supervisor?						Yes		No	
Reported to		Time		am/pm		Date			
If not reported please explain why?									

**Details of person making this entry if different to person reporting:**

First Name		Last name	
Position		Department	
Signature		Date	
Did you witness incident?		Yes	No

**To be completed by Manager/Supervisor of person reporting:**

Was any treatment provided? If yes, please provide details:						Yes	No	N/A	
First Aid	Yes	No	Ambulance	Yes	No	Hospital o/night	Yes	No	
Additional information:									
Did the injured worker return to work following the injury/illness? If yes, please provide details:							Yes	No	N/A
Will / has an investigation be/been conducted into the incident?							Yes	No	
Investigation Report:									

**What controls have been implemented to ensure the incident doesn't happen again:**

Name	Position	Signature	Date

**To be completed by Risk Management Staff:**

Name:	Hereby confirm receipt of this notification						
Signature:	Date:			HPCM No:			
Notifications:	Statewide <input type="checkbox"/>	SafeWork NSW <input type="checkbox"/>	Fire /Hazmat <input type="checkbox"/>		Water <input type="checkbox"/>		
	StateCover <input type="checkbox"/>	RMS <input type="checkbox"/>	Police <input type="checkbox"/>		Gas <input type="checkbox"/>		
Actions:	Public Liability		Motor Vehicle Claim		Workers Compensation		Other <input type="checkbox"/>
	Additional actions or notifications pending:						

Appendix F – Reporting Maintenance Issues



**Spotted a maintenance  
issue?**

Scan QR Code to report it



[www.federationcouncil.nsw.gov.au](http://www.federationcouncil.nsw.gov.au)



# **COROWA SALEYARDS INDUCTION PROGRAM**

Federation Council is committed to providing a safe work environment at Corowa Saleyards for all users.

We have developed an induction program that must be completed by Council workers, third-party users and visitors to the Corowa Saleyards.

This includes stock agents and their staff, transporters, buyers, vendors, consignors/consignees and stockman.

To view and complete the program please scan the QR code below:



Or visit Council's website.