

HORSE INDUSTRY CONSULTATIVE COMMITTEE MEETING 31 MINUTES

1 May 2025 9:30am – 11:25am AEDT Department of Agriculture, Fisheries and Forestry Canberra ACT 2601

Participants

Industry members and guests

Andrew Small (Racing NSW)

Chris Burke (International Racehorse Transport) Cameron Croucher (Equine International Airfreight)* Sue Ellis (Equine International Airfreight) Jane Bennett (NSW Department of Primary Industries) Josh Murphy (New Zealand Bloodstock) Louise Scott (Racing Victoria)

Apologies

Anthony Keyburn (Australian Centre for Disease Preparedness) Fiona Thompson (DAF Queensland)

Department of Agriculture, Fisheries and Forestry

Brant Smith (Biosecurity Animal Division)* Kristin Sykes (Animal and Biological Imports Branch) Michelle Blowes (Animal and Biological Imports Branch) Danni Davis (Animal and Biological Imports Branch) Jill Millan (Animal Biosecurity Branch) Tania Ware (Animal Biosecurity Branch) Paul Douglas (Cost Recovery Biosecurity)* Ben Wilson (Post Entry Quarantine) Chris McDonald (Sustainable Trade Funding Taskforce)* Rick Hawe (Biosecurity Operations Division)* Rossana Carr (Live Animal Export Branch)* Kerry Daly (Live Animal Export Branch) Courtney Turner (Live Animal Export Branch) Jonathan Early (Veterinary and Export Meat Branch) Clare O'Shannessy (Veterinary and Export Meat Branch) Catherine James (Veterinary and Export Meat Branch) Tess Gunn (Veterinary and Export Meat Branch) Nicole Heberle (Veterinary and Export Meat Branch)

Karen Day (Racing Australia) Kathleen Mullan (Harness Racing Australia Inc) Ross Kendell (Horse Industry Consultant) Shafi Sahibzada (Australian Centre for Disease Preparedness)* Paul Eriksson (Racing Australia)

Grace Forbes (Racing Victoria) James Gilkerson (Australian Veterinary Association)

Mikala Welsh (Veterinary and Export Meat Branch)* Vanessa King (Veterinary and Export Meat Branch Sandeep Kaur (Veterinary and Export Meat Branch) Emma Horan (Animal and Biological Imports Branch) Kaylene Jones (Animal and Biological Imports Branch) Mathew Scarlett (Mickleham Quarantine Facility) Melissa Henson (Mickleham Quarantine Facility) Judie Wong (Mickleham Quarantine Facility) Wilma Baines (Mickleham Quarantine Facility) Cleo Lumley (Animal Biosecurity Branch) Jessica Hoad (Animal Biosecurity Branch) Annette Dougall (Animal Health Policy Branch)* Jeremy Moody (Sustainable Trade Funding Taskforce)* Angelin Samuel (Sustainable Trade Funding Taskforce)* James Donkersley (Sustainable Trade Funding Taskforce)* Madeline Hastings (Sustainable Trade Funding

Taskforce)*

*denotes attendance for part of meeting only



Meeting started at 9:44am

1. Welcome and apologies

The Chair welcomed attendees to the meeting, read apologies and provided an Acknowledgement of Country. The Chair advised attendees that the meeting is recorded for minute taking purposes and will be deleted once the minutes are finalised. The Chair reminded the attendees about the confidentiality of all discussions at the meeting.

Brant Smith, Biosecurity Animal Division, opened the meeting, noting that the government is currently in a caretaker period. Caretaker conventions are in place until the upcoming election result is clear. Brant noted the challenging geopolitical climate that we are operating in. The department is committed to supporting the safe movement of horses. A key focus of the Biosecurity Animal Division is prioritising that work and taking a modern approach to operations.

Chris Burke, International Racehorse Transport (IRT), noted that this is the first time in history that horse movements to the United States of America are being impacted by tariffs, which has a flow on effect to their business and clients.

2. Western Sydney Airport update

Rick Hawe, Biosecurity Operations Division (BOD), provided an update on Western Sydney Airport (WSA) noting that they are working to delicate timelines with 2026 fast approaching. Cargo flights into WSA are still expected to commence in July 2026, with passenger flights scheduled to commence between October and November 2026.

In terms of construction, the passenger terminal is almost complete and has been handed over by the principal contractor. The cargo precinct commenced construction 6 months ago. Rick advised he will circulate some images of the facility to attendees.

Two Cargo Terminal Operators (CTO) have committed to operate at WSA from commencement of operations, with the possibility of a third CTO. The timeframe for a third CTO commencing is not clear at this stage. BOD have ongoing regular meetings with the CTOs, including to discuss the approved arrangement (AA) requirements. Both CTOs intend to operate under AA criteria. Rick noted that this engagement and potential co-design arrangement is critical in working to mitigate some of the inherent risks and liabilities with existing infrastructure and facilities that the CTOs operate at other international airports. This includes challenges in the safe movement of small animals such as cats and dogs, and work health and safety issues that staff are encountering at the existing facilities. Rick advised that the CTOs will facilitate movement of zoo animals and other animal biological material at WSA.

At this stage the weekly aircraft movements from international airports for cargo will be around 76 flights per week. Origin ports with expected flights per week include Auckland (26), Honolulu (11), Singapore (10), Hong Kong (8), and other regions with smaller, single digit volumes such as China and the Middle East.

Based on informal advice, WSA are not intending to operate a livestock facility from commencement of operations. WSA considers that there is not significant demand for this trade initially and therefore that it is not commercially viable. BOD have remained in contact with WSA from a broader design perspective, including from First Points of Entry (FPOE) and livestock facility design perspectives, and are ready to work with WSA to meet AA and FPOE requirements.

Rick confirmed that horses arriving into Sydney for quarantine at Canterbury Park International Horse Centre would continue to arrive at Sydney Kingsford Smith Airport.

Action Item 1: Rick Hawe to provide photographs to meeting attendees showing construction progress at WSA.



3. Minutes and Action items from past meetings

The Chair noted that **Meeting 30 minutes** were finalised and circulated to members on 19 July 2024 and published on the department's website.

Outstanding action items

The Chair provided updates on the following outstanding action items from prior meetings.

Meeting 25-8 November 2021

ACTION ITEM 9: Dr Wong to update on progress of draft policy for laboratories performing official testing for animal diseases. The current draft reflects different requirements for testing imported animals, domestic animals and domestic animals intended for export and trade purposes. There is also a focus on the approval of laboratories for performing official testing. Work is ongoing through Animal Health Committee with input from the department.

• **Ongoing**: There have been no significant developments as the operation of this AHC task group has been delayed until the Point Of Care (POC) Testing Task Group has completed its work, due to interdependencies between the work of these task groups. Animal Health Committee (AHC) has focused on the completion of the principles and guidelines for the use of POC testing under the POC Testing Task Group.

Many of the principles developed for POC testing are applicable to the work of the National Policy for Laboratories Testing for Animal Diseases Task Group. As the POC Testing task group has now completed their work, it is expected that the National Policy for Laboratories Testing for Animal Diseases Task Group will reconvene. At its next meeting, the task group will be reviewing its title and scope of work, informed by the work of the POC Testing Task Group.

Meeting 29 – 7 December 2023

ACTION ITEM 5: ABB will provide an update on the Australian Centre for Disease Preparedness's (ACDP) piroplasmosis testing milestone report when available in 2024.

• **Ongoing:** ACDP provided an update at Agenda item 5.

Meeting 30- 23 May 2024

ACTION ITEM 1: Animal Biosecurity Branch (ABB) will pursue improved import conditions for equine herpes virus and equine influenza with China via Post.

Ongoing: ABB provided an update at Agenda item 4.

ACTION ITEM 2: The department will discuss the evaluation of PCR as part of the equine piroplasmosis testing capability project with ACDP.

• **Closed:** ACDP provided an update at Agenda item 5.

ACTION ITEM 3: BOD will provide the best point of contact at WSA livestock handling facility to horse transport agents.

• Closed.

ACTION ITEM 4: BOD will advise whether the livestock handling facility will be part of Phase 1 of the WSA cargo precinct design, if/when they receive formal advice on this.

• **Closed:** BOD provided an update at Agenda item 2.

ACTION ITEM 5: The Biosecurity Cost Recovery section to meet with International Racehorse Transport, Horse, Livestock and Bird Imports (HLB) and Mickleham Quarantine Facility (MQF) teams to discuss MQF horse cost recovery in more detail.



• **Closed:** Attendees were referred to an email from Michelle Blowes sent on 27 August 2024 regarding cost recovery and updates to *Notice to Industry 18: Guide to Import Fees for Horses*.

ACTION ITEM 6: The Biosecurity Cost Recovery section to provide MQF horse stream cost recovery data once realignment is complete after 30 June 2024.

• **Closed:** Attendees were referred to an email from Michelle Blowes sent on 27 August 2024 regarding cost recovery and updates to *Notice to Industry 18: Guide to Import Fees for Horses*.

ACTION ITEM 7: The Biosecurity Cost Recovery section to list the individual expenses that make up the MQF horse revenue stream.

 Closed: Attendees were referred to an email from Michelle Blowes sent on 27 August 2024 regarding cost recovery and updates to <u>Notice to Industry 18: Guide to Import Fees for Horses</u>. Additional cost centres were also discussed at Agenda item 7.

Updates to HICC Terms of reference (TOR)

Michelle Blowes, Animal and Biological Imports Branch (ABIB), noted the requirement to review the HICC TOR every 3 years. All members received proposed updates to the TOR with tracked changes, for review prior to the meeting. Updates included adding state government representatives into the membership and general updates throughout to acknowledge that many members now attend online rather than in person.

There were no questions, concerns or objections to the proposed updates and the Chair advised that the new TOR has been accepted by the members.

4. Animal Biosecurity Branch updates

Tania Ware, Animal Biosecurity Branch (ABB), provided an update on import and export country negotiations.

Tania noted continued interest from South American countries to export horses to Australia, notably Chile. Chile is an export destination for live horses and for horse semen. At this stage, ABB cannot prioritise this assessment. Tania asked horse import agents if they have had interest to facilitate imports from South America. Attendees advised they have not had enquiries from prospective clients for this region.

ABB have also received increased interest from Bahrain, Qatar, South Africa and Vietnam to negotiate protocols for live horses.

New import conditions for horses from Australia were recently announced by Thailand, with immediate effect. ABB are working to negotiate the conditions as quickly as possible. The new conditions are consistent with many other Asian countries that Australia exports horses to, including conditions relating to Hendra vaccination status of horses. These changes may relate to Thailand's access to other markets.

ABB undertook significant work to negotiate conditions for the export of horses to Sri Lanka and to improve conditions for horses being exported to Malaysia. These negotiations remain challenging, particularly in terms of traceability and concerns from the importing countries about the Hendra Virus vaccination status of Australian horses.

Tania advised work to improve conditions for China has not been significantly progressed with other issues taking priority. This work remains on list to undertake, and ABB expect to progress this in the coming year. There is still access for live horse consignment exports to China, however ABB hope to negotiate improvements to the existing Equine Herpes Virus and Equine Influenza conditions.

Clarification was sought on the protocol for export of horses to Vietnam. Tania advised that there is currently no agreed protocol between Vietnam and Australia for horses but there have been discussions about a suitable protocol. It was noted that Vietnam have previously not accepted Australian horses that have been Hendra virus



vaccinated. The department will request a generic protocol including a condition related to Hendra Virus vaccination, akin to the current conditions used to allow Hendra Virus vaccinated horses to be exported to Hong Kong.

Clarification was also requested about a recent request from South Africa regarding Japanese Encephalitis (JE). The current South African conditions for the import of Australian horses do not require country freedom from JE. Tania advised that ABB have written to South Africa seeking more information about the basis of their concerns and to provide their import protocol. Tania assured attendees that if the concern from South Africa is in relation to JE, that the department can address that risk adequately.

5. Australian Centre for Disease Preparedness (ACDP) update

Shafi Sahibzada, ACDP, noted that he was presenting on behalf of Anthony Keyburn (ACDP) who was an apology. Shafi shared a presentation, **'Equine Piroplasmosis (EP) – Test Verification and Application for Australia's Biosecurity'**. The presentation provided background information about EP including details about the organisms implicated, Australia's status as free of endemic EP and the test types available for diagnosis of the disease.

Shafi outlined that the aim of ACDP is to develop EP testing capability in Australia and complete verification of the available tests that are used elsewhere in the world, being IFAT, cELISA and PCR. IFAT and cELISA target antibodies developed in response to the organisms and PCR targets the responsible organism's DNA. The pros and cons of each test type were outlined to provide background to the issues associated with accurate detection of acute and chronic infections with EP. Regarding PCR, the World Organisation for Animal Health (WOAH) recommend conventional PCR 18S rRNA but it was noted that there are other PCR tests cited in scientific literature. ACDP intend for the PCR test used at the laboratory to be a real-time assay.

The reference and university laboratories in Japan have provided significant information and advice throughout this project. ACDP have also approached the Hong Kong laboratory and were advised that they source their testing slides from Japan but are seeking to obtain their own testing slides commercially.

Best practice for a horse to be considered negative for EP, all three tests (IFAT, cELISA and PCR) must be performed in parallel and all test results need to be negative.

Josh Murphy, New Zealand Bloodstock (NZB), asked for comment from ACDP on false positive results. Shafi explained that by performing all 3 tests in parallel, the specificity of the result increases, significantly decreasing the chances of a false positive. Shafi noted that false negatives are possible, especially with ELISA alone.

Shafi advised that ACDP expect the PCR will be ready at the end of this year or early next year, however this is dependent on obtaining access to positive test samples for all relevant strains from other labs. ACDP have been able to obtain some of the strains from Japan. The speed of readiness depends on how quickly ACDP can obtain control samples to ensure validity of the PCR test. ACDP prefer to have all three tests ready at the same time, as their preference is to run all three tests in parallel. Shafi also advised that ACDP are waiting on accreditation from the National Accreditation of Testing Authorities (NATA) for all 3 tests. Shafi advised that NATA accreditation is another check and balance for quality assurance and is important for ongoing credibility of the testing. It also demonstrates they are compliant with international guidelines. Once they have NATA accreditation, then they will be commercially ready for use.

There was discussion about whether all 3 tests would need to be performed for the export of horses from Australia where the export protocol requires 1 or 2 of the test types. Shafi advised that the decision for which tests will be required will be based on the DAFF recommendations and requirements.

It was also noted that only IFAT and cELISA are needed for imports at this time, but PCR will likely be added in response to the WOAH recommendations when we have PCR testing capability.



Action Item 2: ABIB will follow up with ACDP to determine if IFAT and cELISA can be made available for use prior to PCR readiness.

6. Horse Import Numbers

Note: Agenda Item 6 was discussed after Agenda Item 8.

Michelle Blowes advised that horse import numbers for the year have been presented in a paper, 'Horse imports numbers', that was circulated to members prior to the meeting. The statistics are cross checked against the actual number of imported horses to arrive at the Mickleham Post-Entry Quarantine Facility (MQF) from the northern hemisphere. ABIB also collects data for total imported horses to Australia, including horses arriving into AA sites for post-arrival quarantine, and horses imported from New Zealand, which do not require post-arrival quarantine.

ABIB is keen to provide an accurate record of horse import numbers for industry and would like to publish statistics for total imported horses by calendar year, financial year and country of export, for the past 5 years, on our website. Horse export numbers are already available on the department's website. All data is deidentified.

No issues were raised from attendees and Michelle advised that the import statistics would soon be published to the department's website.

Action item 3: ABIB to publish actual horse import statistics to the departments website and notify attendees when this has occurred.

7. Cost Recovery update

Paul Douglas, Finance Division, referenced a paper, '*Biosecurity cost recovery arrangement for horses*' that was provided to attendees prior to the meeting. The paper reports that there is currently a surplus for the year to date for Mickleham post-entry quarantine horse cost recovery, but that a deficit is forecast at year end. Efforts have been made at MQF to account for the reduced number of horses undergoing quarantine, which is reflected in employee and operating expenses, in comparison to last year.

Paul noted that 634 horses were forecast to arrive for 24/25, compared to 719 this time last year when planning for costs ahead were made. Paul advised that he expected the forecast deficit to decrease from the forecast \$259 000.

Fees and charges for 2025-26 were provided to industry in February-March 2025 for the full range of regulatory services provided by the department, including those associated with the importation of horses. There will be a modest increase of 2.4% for the reservation charge, which equates to \$123 per horse in total. Given that government caretaker conventions are in place, Paul noted that there is yet to be final agreement on the Cost Recovery Implementation Statement (CRIS). The CRIS is ready for review by the secretary and minister following a clear election result. Paul advised that no major changes to the prices are expected as they align with the Consumer Price Index (CPI).

Finance Division are in regular consultation with MQF to ensure that expenses are being correctly tracked and that the correct drivers are set to reflect the effort involved in operations of the facility.

There was a request for clarification of Section 74 revenue, as referenced in table 1 of the paper, '*Biosecurity cost recovery arrangements for horses.*' Paul explained that it refers to Section 74 of the *Public Governance, Performance and Accountability Act 2013.* It is a one-for-one matching of costs the department paid for a particular item, whereby the revenue offsets that expense. Paul gave the example, that if a nasal swab incurs \$2 in cost to the department, then that \$2 in cost is passed onto the importer.

Ben Wilson, MQF, gave an update on cost centres for MQF, noting that conversations have occurred with many attendees over the last couple of years on this topic. Previously, there was one overarching cost centre for the



whole of MQF. MQF operates on cost drivers, which are developed based on workload and costs. This proportions the overall costs to run MQF for all commodities, to each commodity group, which is a top-down model.

As of late 2024, MQF have investigated a bottom-up model, including developing multiple cost centres, meaning each commodity will have its own cost centre. The goal is to provide a more accurate reflection of the costs for each commodity. Ben noted that with the historical top-down model, some costs are very difficult to separate e.g. gas or electricity, which require the use of estimates as there isn't a separate meter for each compound. Another example noted was horse waste removal, of which the costs have historically been proportioned based on cost drivers.

Chris Burke raised whether using staff time in attendance data would enable costs to be divided more accurately. Ben advised that the systems at MQF do not do this automatically and there are limitations to the existing system. The new cost centres will enable MQF to now do this which will help with cost allocations and increase visibility. Ben noted there is still difficulty to divide the costs accurately, if for example an electrician is contracted to do one job in the cat and dog compound and 2 jobs in the horse compound.

Action item 4: Ben Wilson to provide updated cost information per cost centre, and therefore commodity, at the next HICC meeting once further work on this has been completed.

8. Trade Strategy Taskforce

Chris McDonald, Trade Strategy Task Force, attended as a proxy for Al Campbell, and provided an update on the work of the Sustainable Trade Funding Taskforce.

Chris outlined that the Sustainable Trade Funding Taskforce arose from a government investment of \$95.3 million in the 2023-24 Mid-Year Economic Fiscal Outlook (MYEFO) to sustain the departments' agricultural exports and trade functions for 2 years. As part of that, the taskforce was set up to develop a sustainable funding model, ensuring ongoing funding for those areas.

In the 2024-25 MYEFO, the government provided a further \$46.6 million to sustain export regulatory functions. This additional supplementation will be allocated across the department's 7 cost recovery arrangements to balance them out and fill a gap between the initial funding and the CRIS. Chris advised that there will be no changes to fees and charges for 2025-26 to CRISs as a result of this supplementation.

Chris noted that there will need to be a decision for how export and trade functions continue to be funded in the future, as it is undesirable for a repeat of the current situation where top ups of funding are required to sustain functions. This would be a decision of government, as it impacts the revenue or expense side of the Commonwealth budget. This is also affected by the upcoming election. Chris advised that the new or ongoing minister will be briefed with the options going forward for sustainable funding. From July 2026, it is anticipated sustainable funding for agricultural exports and trade functions will be implemented, however this will be a decision for government.

Depending on government agreement, it is anticipated that the department will consult with industry stakeholders in June/July of this year, around the following topics:

- 1. The future what are the risks and opportunities and what needs to be prioritised both by industry and government to secure agricultural trade in terms of agriculture exports and its reliability on imports for production
- 2. Sustainable funding model what is the cost of delivering that service into the future and what are the options for funding
- 3. How can the taskforce improve work methods and how will cost recovery arrangements operate



9. 2032 Olympic and Paralympic Games

Michelle Blowes referred to a paper that had been circulated to attendees, '*Equestrian events at the Brisbane* 2032 Olympic and Paralympic Games.' Michelle noted that the 100-day review report recommended the upgrade to the Toowoomba Showgrounds. The decision on which equestrian disciplines will be included in the Games will take place in 2026, which may limit opportunities for consultation with all parties on some issues prior to then. The Organising Committee for the Olympic Games (OCOG) is responsible for delivering the Games in partnership with the Commonwealth.

Michelle noted that officers from 6 areas of the department are currently involved with the 2032 Olympic and Paralympic Games (the Games) work, of which 4 areas are represented today, by Jonathan Early (Veterinary and Export Meat Branch), Tania Ware (Animal Biosecurity Branch), Kerry Daly (Live Animal Exports Branch), and colleagues from ABIB. There are several officers from DAFF participating in the Security Working Group and other committees.

The Animal Strategy and Coordination Branch, as part of Biosecurity Animal Division, is currently recruiting for a new director to coordinate work for the Games and to ensure dedicated resources. This will most likely build up to a team dedicated to the Games work as 2032 approaches.

The department is currently preparing a timeline for planning leading up to the Games and a document highlighting key risks, interdependencies and considerations for the Games. Planning includes consideration for the development of an Equine Disease Free Zone (EDFZ) and one of the first steps is to carry out an assessment for an EDFZ.

Significant infrastructure will be required to manage imported horses for the Games. The government has given commitments about costs and funding already, including biosecurity disease testing. The department will meet the commitments made by government to facilitate the import of horses for the Games if appropriate quarantine infrastructure and clearance facilities at the airport are in place.

It was noted that there is also an awareness of the need for rapid diagnostic capability for performance testing and some infectious diseases. Biosecurity disease testing will need to be completed at an accredited laboratory, due to implications for animal health status.

Michelle also noted that careful planning to ensure that the horses can be re-exported after the Games is critical.

To date, DAFF has engaged with Department of Home Affairs and the Department of Health and Aged Care's Office for Sport (OfS). OfS are seeking an opportunity for us to provide a briefing for the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts and the OCOG. DAFF have raised industry's concerns about the complex nature and volume of work ahead and asked for pathways where industry can have input in the early planning stages.

The group discussed whether the quarantine site would be an Approved Arrangement (AA) facility or a government operated facility. The department is open to either option. The high numbers of horses (around 200-300) and accompanying people are expected, these people will not be used to post arrival quarantine operations, which means that additional government supervision will likely be required. This is regardless of whether it is an AA site or government operated facility.

Michelle advised that DAFF would keep industry updated on progress as much as possible, noting that sometimes confidentiality agreements have been in place on some topics. Michelle encouraged attendees to reach out to the <u>horses@aff.gov.au</u> inbox or call the team in ABIB if specific questions arise.



10. 7.12 approved arrangement condition updates

Danni Davis, ABIB, provided an overview of updates to the 7.12 AA conditions which are the conditions that must be met by privately operated quarantine facilities for horses. These facilities are audited by the department against the approved arrangement requirements annually.

ABIB has been updating the 7.12 conditions after consultation with AA site operators, industry, auditors and colleagues working at the AA sites and MQF. Aside from general reformatting and clarification of wording throughout, the major updates include:

- the addition of wash bay conditions directly into the 7.12 instead of AA sites needing to meet both 7.12 and 4.3 wash bay conditions
- the addition of an option for hypochlorite treatment of wastewater for facilities or areas without connection to sewer
- removal of allowance for some items to be taken out of the AA site during quarantine
- clarification of the on-arrival requirement for a nasopharyngeal swab to be collected from horses that are transported to Australia on aircraft with horses that have completed pre-export quarantine at other facilities
- addition of flexibility to many of the non-conformity ratings associated with the conditions which will ensure audit non-compliance findings are consistent with the level of risk posed.

The proposed updates have been passed on to the DAFF AA team and are on their workplan for completion this year. The AA team have advised there is likely to be formal consultation with AA site operators, and they will issue a Notice of Intent to vary any affected AAs if needed.

Danni requested any members of HICC that have an interest in the updates to email the horses inbox to ensure they are kept informed.

11. Other business

None

The subcommittee meeting will be brought forward to 12pm (was 12:30pm).

12. Close and next meeting details

Meeting close 11:25am

Details of the next HICC meeting will be released closer to the date.

SUMMARY OF ACTION ITEMS

Action Item 1: Rick Hawe to provide photographs to meeting attendees showing construction progress at WSA.

Action Item 2: ABIB will follow up with ACDP to determine if IFAT and cELISA can be made available for use prior to PCR readiness.

Action item 3: ABIB to publish actual horse import statistics to the departments website and notify attendees when this has occurred.

Action item 4: Ben Wilson to provide updated cost information per cost centre, and therefore commodity, at the next HICC meeting once further work on this has been completed.