

Meeting Minutes

Project Name: Kangaroo Management Advisory Panel			
Date: 3/4/2019	Time: 09:00 – 15:00	Location: Cascades Motor Inn, Dubbo	Minutes by: Sarah May
Version: 1.0			
Objective	KMAP #32 – Review Annual report and program update		
Invitations	KMAP + Sonya Errington, Doug Jobson		
Responses	Apologies	Ray Borda	
	Accepted	KMAP+ Sonya Errington	
Attendance	Steven McLeod, Ray Scott, Tanya Stephens, Stephen Wolter, Brad Purcell, Jason Wilson, Arthur Snook, Doug Jobson, Sonya Errington, Tanya Dominguez, Greg Bates, Nathan Cutter, Robert Mulley, Sarah May		
Conflicts arising: No conflicts were recognised			
Item no.	Agenda description	Considerations	Assigned
1.	Welcome and acknowledgement	<p>The Kangaroo Management Advisory Panel acknowledge the traditional owners of the Wiradjuri lands on which we meet today and the Elders, past and present.</p> <p>Thankyou to Ken Harrison for his commitment and contributions over his time on the Kangaroo Management Advisory panel, we greatly appreciate his time and effort. We welcome Nathan Cutter in his place momentarily representing the Department.</p>	Chair
2.	Report from Chairperson, business arising, previous minutes, introduction of additional invitees and proxies	<p>Minutes from last meeting Moved – DJ Seconded – BP</p> <p>A lot of Issues were faced around Licensing and Tags Dec 2018 Jan 2019, due to sudden roll out of WMS System Special mention to the Kangaroo Management Team who did a tremendous job over the Christmas/ New year period.</p> <ul style="list-style-type: none"> - Learnings - Be more strategic and methodical when rolling out a new system - Issues and concerns were raised at the last meeting regarding the system - It is now working more effectively, and issues are being addressed - Demonstration of the system at the last KMAP meeting identified major issues and yet it was still rolled out 	Chair

Meeting Minutes

		Nothing to address in previous minutes NOTE – Drought package was not mentioned in previous minutes – was not in Action Items	
3.	Updates from panelists and call for late items	<p>Add CRC war on waste Federal Project to today's agenda</p> <ol style="list-style-type: none"> 1. Western Greys very poor, Blues and Reds OK 2. From Industry - carcasses are being presented that are emancipated, this is on the increase. Industry over 12-24 month period could be facing issues of getting carcasses – weights are down, and harvest percentage is up Mid-term issues sharp drop on next population on next survey 3. Significant drop in carcass weights- processing females <ul style="list-style-type: none"> • Increasingly difficult to get kangaroos • Many people would rather handle the kangaroo problems themselves than get professional harvesters in. • People aren't letting anyone know they are doing this themselves • A lot of Emancipated kangaroos – can't meet commitments to buyers i.e. Supermarkets • George Wilson's paper has a lot of information showing potential of the industry – trying to increase Kangaroos as it has done with Goats • \$1.50 in 2008/09 period <p>ACTION 1. Send George's paper to KMAP panel members</p> <ul style="list-style-type: none"> - Closed sites as Kangaroos down. Shooters association has direct link to OEH website to download shooters form. SSAAK is a good marketer for shooters - When you look at instructions and training they fall short of what they are to do – Inconsistent with Non-Commercial code - From KIAA – some accuracy qualifications, Tag animal so someone has to go and check that the animal is dead and if it is a female that they have no dependent young - OEH not allowed to provide Professional Harvesters information to Farmers etc. Is there a declaration they can create so that can be voided and their information can be passed on to help shooters? - Secrecy around DMP, if we know who is requesting DMP we can offer a commercial solution, the Commercial industry would like the option to offer help. 	All members

Meeting Minutes

		<ul style="list-style-type: none">- Agreed by taskforce to create a list for Animal dealers to provide details, look into having a checkbox for licence holders if they are happy to have their name and information shared ADD TO ACTION 2- Harvester themselves create problems – shoot when they can don't see it as successful – getting licence to shoot and lay- Land owners are saying they don't want harvesters to come in for a week and the land owner is doing it themselves <p>4. Sydney based RSPCA Inspector- no kangaroo cruelty complaints in relation to shooting of Roo's</p> <ul style="list-style-type: none">- Email was sent to regional Inspectors, can be difficult to get any correspondence from them – Video shown at last meeting re: Kangaroo cruelty was mentioned. <p>5. Injured Wildlife - Orphaned animals is a huge Problem. Concern over what happens to the Kangaroo after its release, No point caring for eastern greys if upon release there is nowhere for them to go. A lot of groups wont share data. Based on the code – no one is suppose to rear an animal if they cannot be released.</p> <p>6. Re-drafting and Updating position statement. Will be hosting a Commercial and Non-Commercial conference maybe next year. Serious problems with infrared technology- it is interesting however it is no ready yet. PRM census of kangaroos with infrared Technology. Issues become mixture of Species, you cannot separate species with Infrared. Best results by Night Flying at low altitude and it's a big problem.</p> <p>7. NSW is so far ahead with technology. Precision on Accuracy. Not changing counting technique. Invite Tanya Cox to next meeting See if Mark Lethbridge (infrared) can come to the next KMAP Meeting and give a presentation ACTION 3 Next meeting in Sydney invite Mark Lethbridge to give a presentation at KMAP and disseminate paper to committee</p> <ul style="list-style-type: none">- Sporting shooters are much more pro-active<ul style="list-style-type: none">• With Regards to the Confidentially of the meeting, should the information we put out to our groups be as per minutes- Confidential – Don't use people's names – Follow Code of Conduct that we all have signed – Minutes will go on OEH web page- These meetings are to be confidential	
--	--	---	--

Meeting Minutes

		<p>We can Invite the Minister. It would need to be on a non-sitting day or we might be able to get an Executive to attend</p> <p>Is it possible that commercial and non-commercial could sit under the same minister?</p> <p>It could be possible that Kangaroos could be moved</p> <p>Regional delivery is a main priority for the Government/ the customer</p> <p>Principal of change- streamlining cluster</p> <p>Traditional changes Jim Betts New Secretary</p> <p>Anthony Lean is still Chief executive.</p> <p>Atticus Fleming is now in place as the Executive Director</p> <p>Secretary is the only currently appointed role.</p> <p>NSW Cabinet Ministers list shown at meeting</p> <p>Any Questions from this morning?</p> <p>Increased the number of females we are taking in – What are we up to now?</p> <p>Roughly 20-25% - up 10% on this time last year and avg. weight is down 3kgs</p> <p>Option exist for property owner to contact either commercial or noncommercial avenues to seek tags to harvest their carcasses – Can that be redefined so that they have an obligation to go commercial first? If they cant be helped by the commercial sector then go Non-commercial.</p> <p>I think it's a good way to go, but Farmers wont like being dictated too, because letting someone know they haven't got a shooter in the place the commercial harvesting will stop, for security reasons etc</p> <p>It would be very hard to monitor – most landowners prefer commercial harvester.</p> <p>Landowners would much prefer commercial to non-commercial – we are starting to look at LLS and people on the ground to get information through.</p>	<p>Senior Team Leader</p>
--	--	---	---------------------------

Meeting Minutes

		<p>Hard to get msg to all landholders – The Farmer – most people would get that – good communication key – might encourage more people to reach out – last thing you want is carcussas laying around</p> <p>Include “THE FARMER” for notification with Aerial Survey communications</p> <p>Tag allocation to date is just under 200,000 so far this year, 65,000 tags per month – tracking towards 600,000-700,000 this year</p> <p>Take date to date is around 100,000 returns aren’t all back in</p> <p>Harvester Count is 307 as of 02/04/2019</p> <p>12 Animal dealers</p> <p>4 Skin Dealers</p> <p>103 Chiller boxes</p> <p>Number of people going through the training</p> <p>Monthly report is not completed yet – struggling with new system, also the carcass analysis reporting.</p> <p>Team to check if we are able to put things up on website yet?</p> <p>Kangaroo Management Unit restructure shown to KMAP committee</p> <p>Now x3 Project Officers and Senior Compliance Officer position currently have 2 contractors working within the team short term.</p> <p>3 PO managing all desktop Compliance – a lot of interrogating of the system</p> <p>Cross checking returns and chiller discrepancies etc and reporting</p>	
	Morning tea		
5.	2018 Annual Report	Welcome Jason Wilson late addition to meeting	

Meeting Minutes

		<p>This was meant to be submitted to the Commonwealth by the 30th March – KMAP committee to Approve first and by our ED first then will pass onto Commonwealth</p> <p>*Annual report shown to committee*</p> <p>600,000 was the take for the whole year 4.1 % of Population 26.3% of Quota – a lot higher than the last few years – has been below 20% The reason for the Increase doubled last year in the take is really due to introduction of Gaming Meat Processing in NSW. Male % 90% down 5%, Increase on Female take has definitely increased in 2018. 18.4 Average weight of Females Males are down as well 28.2% Large population of Eastern Greys</p> <p>Tiboburra Zone closed – 9.1% Quota when the zone closes Broken Hill Very High When you look at the commercial take in that zone compared to Broken Hill they had a high commercial take – Those Animals have gone somewhere?? Possibly Broken – No tracking data on where they move to Have you ever seen anything like this happen before? YES Large changes from 1 year to another There are reps that are questioning the data</p> <p>Reds 27.8 way below what it was last year. Wallaroos is still a lot higher than male percentage Western Greys haven't changed a lot at 98%</p> <p>Sex Bias doesn't change much from year to year</p> <p>High Female take in the Reds</p> <p>Average weights are quite low Eastern Grey Male – looking at the table you can see the falling away of weight decrease with a drop of 2-3kg Tiboburra (closed zone) started off at 30-32kg ended up around 20-21Kgs Lower darling bigger drop as well Western Grey Male Carcass weight drop</p>	
--	--	---	--

Meeting Minutes

	<p>Would it benefit to report in Seasons</p> <p>Don't feel it would make a difference Come up with a better way to display graphs as this report goes out to the public so would like something easier to interpret Zone might be different anyway regardless of harvesters - standardizing the data per zone</p> <p>Is there anyway to represent if Zones are in drought – have done previously and were not allowed as there is no proof that that is why they are dying.</p> <p>Leave a Weighted average for each month – in terms of interpreting the overall affect the do a Average</p> <p>Anyway to gauge age and body condition – 20Kg male at different ages, younger or stunted male. Not aware of any studies that have followed through draught etc</p> <p>Recovering of Body weight studies only</p> <p>When did the state government make the decision to do the Drop Tag – August 2018</p> <p>Just under 300,000 are being reported as Non-Commercial which represents 50% of what was actually commercially harvested or 12.6% of the commercial Quota. In previous years prior to decision made last year – have never had more than 60-70,000 being culled 47.7%</p> <p>Within 15% and 17% range</p> <p>Commercial Harvesters are going broke out there for some of these decisions.</p> <p>South East has exceeded 50,000 reported – all the other regions have not gone over A lot more commercial harvesting happening in South East so Non-Commercial might go down</p> <p>Counting on the people who go in and declare what they are taking. Non-Commercial figures are unreliable.</p> <p>More anchorage more culling</p> <p>Very difficult to improve Non-commercial harvesting numbers. NPWS still in talks with Government to improve and reviewing</p>	
--	--	--

Meeting Minutes

		<p>In NSW is a Non-Commercial licence issued for 12months</p> <ul style="list-style-type: none">- will look into how long a Non-commercial licence is issued for, maybe 3months <p>Hard for National Parks to enforce</p> <p>424 Harvester by the end of 2018</p> <p>On a total of 4269 properties (approx. 1000 higher than previous years)</p> <p>121 Chillers registered</p> <p>73 Audits conducted by NSW Food Authority</p> <p>100% of chillers were inspected by OEH</p> <p>Seized 37 Carcasses.</p> <p>Penalty Infringement notices</p> <ul style="list-style-type: none">- Non Headshot- Underweight Carcasses- Breach of licence conditions <p>What's considered a non headshot</p> <ul style="list-style-type: none">- Licence states shot to body- States lower neck or below <p>30 a day non head shot continues is not new – its not seen till its getting put through as steak or mincer</p> <p>Processing works were inspected 2 not 3 times – all chillers were inspected at least once</p> <p>Due to Safety issues – harvesters safety field audits continuing not to be conducted around compliance staff being in the field – until the plan is amended</p> <p>Helicopter surveys this year Northern Tablelands.</p> <p>No threshold in 2018 – but will be in 2019</p>	
--	--	--	--

Meeting Minutes

		<p>Report from Strategy and Audit is still being completed and is not ready for release as yet – should be ready within weeks</p> <p>All key performance indicators have been met for 2018</p> <p>Australian Wildlife Society would be very supportive Procedures could be Audited – good for public – think carefully about removing something like Field Audits. Compliance teams receive a lot of threats and there is the field safety issue which we are concerned about – have looked into a lot of other options, the Commonwealth is happy for us to continue with us at the moment. It is the biggest issue of the commercial industry that the government cannot defend. Re-do the presence of Absent survey on Western Grey distribution, hasn't been done since 2002 – the only way to know who the Western greys are is by survey and it needs to be done now.</p> <ul style="list-style-type: none"> - Could be a good honors project for a student <p>Annual Report - Moved SMC Seconded - RS</p> <p>Agree for the DNA report to be listed in there – good idea to have it listed – lets include it</p>	
6.	Wildlife management System (WMS)	<p>Last meeting we had salesforce present a unsuccessful presentation</p> <p>We have been working to get it working as well as possible At least 1-3 Licence applications a week Land holder consents constantly coming in, constantly being approved Returns are starting to come in – no we have the quarterly returns coming in from Animal Dealers plus monthly returns – still a few issues with that e.g. skin dealers, their outwards consigned are pickled or tan skin – cant tell what species they are sending out but they should only be sending out the species they had consigned to their premises.</p> <p>Showed the KMAP Committee the report system within the WMS System</p> <p>Issues have been reported to the developers to improve and fix</p> <p>Want WMS to send out Mass emails to licensees</p> <p>Animal Dealers who are also Chiller Managers have had trouble logging in to the WMS system, as you can't use the same email address for 2 different "licenses"</p>	KMP

Meeting Minutes

		<p>All Animal dealers have had to use a second email address – caused a lot of problems The system was not programmed correctly.</p> <p>Can they use a Username other than their email address – so it can recognize the Person not the email address. Salesforce limitation - this issue has been looked into This needs something to simplify the use of the system and so people don't have numerous email address' ACTION CCMS – New system is in place and helping with compliance issues</p> <p>The requirement for multiple log ins is an Obvious Problems – Mainly Box Operators – Ultimately you have a system that needs to be fixed</p> <p>We have logged this - Animal Dealers can look at reports on all reports you can monitor your chiller managers putting you returns in and see when they are due – this is currently being updated</p> <p>Is there any work being done to see if there is a way for multiple email addresses?</p> <p>Salesforce have said it doesn't seem possible</p> <p>Will follow up with salesforce</p>	
7.	Aerial Survey Plan	<p>Still in Draft stage</p> <p>Have a number of new counters - 6 more counters needed to get all surveys completed in 4 Weeks</p> <p>4 Observers on every flight</p> <p>CPB Teams may be able to assist –Director to reach out to see who might be available. - they will need to have some ideas of Kangaroo species. A broader call will be going out to get more counters. Director will try to get information out asap</p> <p>2 blocks around Wagga - Potentially 3 blocks in wagga</p> <p>2 New blocks in the Griffith Zone 14 Blocks done per week to get through all 54 Blocks in 4 weeks</p>	KMP

Meeting Minutes

		<p>Re-fueling and weather will be the main issues</p> <p>Start in South area near Griffith – as the duck counters are available to start that week</p> <p>Require an experienced counter on each run so the trainee observer can learn.</p> <p>Start Mid-June – Last year we were waiting to get the data results interpreted and don't want that to happen again We are all nervous about trigger points and it would be really important to us to get trigger points an early indication if there are any problem areas out there.</p> <p>Not possible to do an interpretation of data on the day or the day after.</p> <p>When the observers land at the end of the day – the observers will edit/cleans their own data. The counters need to be efficient</p> <p>Once the surveys are finished data will need to go to SM ASAP.</p> <p>There were a number of contributing factors as to why last years data was late out – this years count we are hoping for a quicker turn around.</p>	
	Lunch		
8.	Kangaroo Management Taskforce report	<p>Project Grant to improve public perception of commercial industries.</p> <p>There is a fact sheet on the Kangaroo being the most dangerous animal in Australia – how many people they kill each year.</p> <p>There will be a Kangaroo Symposium held in Canberra possibly in September this year. When those drafts are finalized, can the be circulated to the KMAP committee please – Any finalized documents from the taskforce</p> <ul style="list-style-type: none"> - Can be sent to KMAP members but no further than this <p>LLS kangaroo program team leader, is dedicated to this work – If there could be an extension of role – Would this be beneficial?</p> <ul style="list-style-type: none"> - Funding for the position was for 12 months only <p>Developing a marketing, Development and consumer awareness project</p>	

Meeting Minutes

		<ul style="list-style-type: none"> - To improve public perception and awareness of the commercial Industry as an Ethical initiative <p>Hoping to have something ready for review soon</p> <ul style="list-style-type: none"> - 	
9.	Compliance Update	<p>AS has a very long working history in compliance and is happy to be part of the team. Law enforcement within Parkes.</p> <p>Compliance set- up is that regions all do their own compliance – they will be followed up by the Senior Compliance Officer.</p> <p>Senior Compliance Officer will work closely with the Project Officers – who will be reporting any wrong doings for him to investigate.</p> <p>Updating Licence conditions</p> <ul style="list-style-type: none"> - Species specific tags - Cross the zone shooting - Online returns <p>A lot of condition sent to legal to approve</p> <ul style="list-style-type: none"> - Once approved by legal the licence conditions will be amended - Some of the licence conditions at the moment are very out of date and are not enforceable <p>Keep a closer eye on what is happening with the Animal dealers and Chillers owners WMS System to provide better reports</p> <p>Wording with relation to the Firearms Training and Safety Training of NSW and that they must get their training from them – when this came about 6-7 years ago they were the only RTA that provided that, there are now several RTA's both interstate and within NSW that provide that training. We have put this up to the Commonwealth and they have said it can be done as a Administration provided we don't drop the standard – Our standard is exactly the same if not better, it provides better access to stakeholders – you don't have to have 2 training in different states.</p> <p>CCMS 22 matters that are still under investigation including Kangaroos – any issues reported on enviro-line.</p> <p>Work on a case by case basis</p>	

Meeting Minutes

	<p>Compliance Policy & Guidance covers all programs</p> <ul style="list-style-type: none">- Updating compliance policy currently <p>Limitation within reporting – confidentiality</p> <p>Any thought of Whistle blower protection</p> <ul style="list-style-type: none">- Once you start building relationships, a lot of the information comes from within the Industry- Confidential information is just that <p>Follow the money – if people are doing the wrong thing</p> <p>Cross Border Issues need ongoing attention</p> <p>Are there any mobile chillers across NSW?</p> <ul style="list-style-type: none">- There is 1 that operates in QLD and brings to NSW- If there are any – they are operating illegally- Must be registered with Food Authority – OEH can only register the site <p>Can we look into there being Mobile Chillers?</p> <ul style="list-style-type: none">- If you move the Chiller, you must give 24hrs notice of where you are going and how long you will be there?- OEH to register the site – if compliance officer is out, they are able to easily locate them ?GPS tracking- Other states do operate Mobile Chillers <p>How many regions are there? And how many Compliance Officers are there?</p> <ul style="list-style-type: none">- Approx. 5 regions- 20 Odd Compliance staff across all regions – Not just for Kangaroo- Is there a model of Compliance Officers Priorities? No- Compliance officers only look after Commercial Industry not Non – Commercial <p>ACTION – Mobile Chillers – AS to talk to Food Authority</p> <p>If they can get this Mobile Chillers up and running it would save a lot of Non-Commercial culls</p> <p>Can this be done in WMS – it would be difficult and would need to move to a registered site,</p> <p>From KIAA – we are very pleased that we have a dedicated Compliance Officer</p>	
--	--	--

Meeting Minutes

<p>10.</p>	<p>Code of Practice review/Update on humaneness</p>	<p>Agrifutures is funding both projects – coming out of KIAA Levies – wanted to move this project along</p> <p>Trudy sharp is doing code of practice review – at this stage it is ready for Public consultation</p> <ul style="list-style-type: none">- Process of public consultation will include having human ethics approval at the moment is being held up by agrifutures they will get all their approvals sorted out internally, it will then go to the ethics committee and then should be a 2 week turnaround. <p>It has been a long and frustrating process – the commonwealth were included initially but they didn't want anything to do with it.</p> <p>Using a different approach from normal public consultation – will be using normal public consultation, we are also using a randomly selected sample of the Australian public who will be asked to give their views of the code.</p> <p>Reports are substantial main objective is to get their view on the Code of Practice – summary is done in 2 pages.</p> <p>Responsibilities of the shooters are made a lot clearer and are made and why they are asked to do this. Easier to understand</p> <p>References to females has been modified – more in terms of the responsibilities with young. Wording has changed.</p> <p>This is Only to the Commercial there has been no review of the Non-commercial.</p> <p>Code spells out responsibilities for shooters and harvesters. Looking at different ways to produce the code – i.e. pictures etc</p> <p>*Does this panel want to review the Code of Practice – do they want to do a review and response from the panel?</p> <p>Agrifutures has been very shy in promoting the code – we wanted to promote the release of draft code for comment through media release – they just want a single ad in The Australian.</p> <p>This is a very controversial topic and we are expecting critique from the Animal activist groups.</p>	
------------	---	--	--

Meeting Minutes

		<p>Can it be released to the KMAP panel – to review and endorse??</p> <ul style="list-style-type: none"> - We have several members of the KMAP committee on the Code review panel, and it will be discussed at the November KMAP meeting - Not able to release to the public but can distribute to KMAP members. <p>ACTION – Code of Practice To be placed on the next AGENDA</p> <p>Overall changes to the firearms and young – instructional on dependent young, will be a lot more objective. Easier to Audit – responsibilities are clearly spelt out.</p> <p>Do we have documentation of testing for commercial harvesters – No standard test – differs state by state – National Standard. Where can you access???</p> <ul style="list-style-type: none"> - National vs state accreditation standards - The way they are accredited is challenged, cause the way they are shooting in the field is not the way they are being trained or assessed in shooting - Have a high standard that can be achieved by a competent shooter - In NSW we must pass 2 Accuracy tests - Shooters had concerns around the assessing techniques. - High standard that can be achieved by a competent shooter 	
11.	Other Matters	<p>A Presentation given to CRC project ‘Cooperative Research Centre’</p> <p>Global push to limit food waste i.e. imperfect food</p> <p>View on Non-Commercial shooting of Kangaroo can be considered a food waste, have a resource that can be used and its being wasted</p> <p>Seeing more and more pressure on waste in general not just food waste – Big supermarkets are starting to change.</p> <p>Fair bit of funding around for this as well –From a farmers and Landowners point of view may be some potential funding or benefit within that.</p>	

Meeting Minutes

		<p>LLS are doing aerial shoots of deer – Its shoot and let lie and it's a waste – some are exported to Europe.</p> <p>Any other Matters</p> <p>LLS's use of kangaroo in bathing programs update.</p> <p>Northern tablelands 15 ton of kangaroo meat for aerial baiting programs.</p> <p>In Central Tablelands use kangaroo when they can get it – this year hard to get.</p> <p>western Division 9 ton for aerial and 21 ground baiting – all acquired through pet food suppliers not on farm.</p> <p>Riverina has traditionally used beef has gone to 50/50 mixture about 4000 baits they can get out of a ton of roo meat.</p> <p>Greater Sydney about 500kg this year.</p> <p>North Coast said it's too expensive to use.</p> <p>Acknowledgement that kangaroo meat is better, it comes down to budget available. Push from people in Ethics Departments so they are not poisoning.</p> <p>Is rendering whole carcasses still going on – Yes and they are going through the same process as human consumption level.</p> <p>The company that was going to render whole carcasses has advised that they are getting out of the kangaroo prey business.</p> <p>New Project Officer introduction – background</p>	
12.	Next proposed meeting date	To be held in Sydney on Thursday 14th November (tentative date)	
Action Items			Person Responsible
			Deadline
1	Send George's paper to KMAP members		DJ & BP

Meeting Minutes

2	Agreed by taskforce to create a list for Animal dealers to provide details, look into having a checkbox for licence holders if they are happy to have their name and information shared	BP	
3	Next meeting in Sydney invite Mark Lethbridge to give a presentation at KMAP and disseminate paper to committee	SW	
4	We can Invite the Minister definitely – it would need to be on a non-sitting day -we might be able to get an Executive to attend		
5	Include “THE FARMER” for notification with Aerial Survey communications	BP	
6	This needs something to simplify the use of the WMS system and so people don’t have numerous email address’ one log in for everything	BP & SE	
7	Director to reach out to Cluster to get help for Aerial Survey	SE	
8	Look into Mobile Chillers – talk to food authority	AS	
9	Code of Practice To be placed on the next AGENDA	SMcL	Next meeting
Circulation: Project Team + Invitees			