



Regional Waste Management Group Meeting Minutes No. 11

Date: 9 May 2016

Time: 10:00 am – 1:10 pm

Location: Cairns Regional Council – Kingsford Meeting Room, Level Three.

1. Welcome, introductions and apologies (as noted below)

PRESENT:	Steven Cosatto Dan Spooner Abbey Belcher Robert Nutt Morris Hamill Amy Yates Brad Bakker Shane Teahan Nigel Crumpton Kristina Davidson Shane Teahan	FNQROC (<i>Infrastructure</i>) Cairns Regional Council Douglas Shire Council Cassowary Coast Regional Council Mareeba Shire Council Mareeba Shire Council Tablelands Regional Council Tablelands Regional Council Cairns Regional Council Cook Shire Council Tablelands Regional Council
OBSERVERS:	Dominic Schliebs Julian Chan	Arcadis Consulting Group Dept Environment and Heritage Protection
APOLOGIES:	Mark Allpress Ian Kuhl Kylie Hughes Dan Dixon Rohan Geddes	Cassowary Coast Regional Council Cassowary Coast Regional Council Dept Environment and Heritage Protection Cairns Regional Council Mareeba Shire Council

2. Presentation - Draft Situational Analysis Report (Stage One - Regional Waste Options Investigation) – Arcadis Consulting, Dominic Schliebs

Dominic Schliebs presented draft No.2 of the FNQROC – Regional Waste Situational Analysis report to the group for review.

ACTION: Steve Cosatto to forward electronic version of draft No.2 of the FNQROC – Regional Waste Situational Analysis report to the group for review.

General Discussion:

- This Situational Analysis Report (Stage 1) provides FNQROC members with a snapshot of the current conditions of the waste industry in the region including waste generation, resource recovery infrastructure and secondary markets.
- Information in the report is intended to provide the basis for Stage 2 and as such is imperative to the outcomes of the project that the data in the draft is as factual as possible.
- Dominic advised that collection of data at times was difficult as:
 - Councils had differing interpretations of waste streams and classifications;

- Can be difficult to split MSW and commercial tonnes when they are mixed, particularly at smaller transfer stations. This applies for general waste but also for recyclables, concrete, metals, green waste, etc.
 - Due to the unavailability of weighbridges waste streams/items tonnages were best estimates and its not clear if consistent conversion assumptions have been used;
 - Some councils don't have good data on the inputs and outputs of each individual site (EHP only requires the overall totals);
 - The data reported to EHP did not always match the data provided directly from councils which might indicate that some are misunderstanding the EHP survey questions (a common problem);
 - For biosolids data reported to EHP, it is supposed to be reported as tonnes of dry matter with the moisture content also reported, but I think there is some confusion around this;
 - There can be confusion when waste is transferred across council borders or via third party facilities, such as the Bedminster AWT – ie, is it still MSW? Or now commercial?
- Following the review of draft No.1 the majority of changes identified were predominantly cosmetic changes. There were areas regarding the region where it was felt additional comment was required.
 - a) A regional summary for the number of public and private facilities within each local government area eg transfer stations, landfills, material recovery stations and organic processors see item 3.1 Regional Summary and table 2 page 9.
 - b) Additional commentary, providing a comparison of the domestic waste charges and levies/fees that are applied to each rateable property see item 3.14.1 Domestic Waste Charges and tables 11-18

ACTION: Councils to:

- I. Review Draft No2 and provide feedback by Monday 16 May.
- II. Review Table 38 - Bio solids data wet or dry.
- III. Provide data to FNQROC re expected increases of Bio solids

ACTION: Arcadis to:

- I. Insert commercial in confidence at start of document,
- II. Insert Acronyms index,
- III. Review data Table 32 - re Northern Sands inerts recovered.
- IV. Review data Table 34 - insert Bedminster regarding accepting of CRC Bio solids.
- V. Review data Table 36 - recovery rates are derived from table 35 - Dominic to liaise with Nigel and Steve to review calculations.

- vi. Insert commentary regarding data isn't trended over time, ie it is only a snap shot 2014/15 not trend. Dom to review historical data available from EHP.
- vii. Review data Table 39 - waste composition.

ACTION: Robert Nutt to forward Hinchinbrook Waste to Energy data to Dominic for insertion into 6.3.3

3. Review Stage 2.
 - Workshop Stage 2.
 - Review of Stage 2 Objectives

Stage 2 (The Options Report) – (refer to FNQ RWMG - RFQ page 8 of 12)

The Consultant will develop a Regional Waste Management Prioritisation and Materials Resource Recovery Options Report ('The Options Report') which will provide a framework for the future strategic direction for the planning and development of waste management and resource recovery initiatives which meets the predicted trends in waste generation and waste stream prioritisation for the region. By understanding the region's priority wastes and the capacity for resource recovery, the Options Report will be developed to ensure future regional waste management initiatives manage the expected mix and volumes of waste, and support a viable resource recovery industry.

The Options Report should consider and incorporate, but not be limited to, the following elements:

- (1) *Utilising the datasets developed for the Step 1 of the QWIP for the Far North Queensland Area develop the following:*
 - (a) *Develop a waste generation trend analysis for each waste stream for the region based on current figures and predicted figures for the next 10 and 20+ years but not more than 30 years; and*
 - (b) *Identify the future development areas of the Region and predicted population growth and shifts.*
- (2) *Develop a waste streams prioritisation analysis for the region using the priority rating system template provided by the RWMG as the basis (Appendix 2)*
- (3) *Opportunities for member Councils to act collectively through regional or sub-regional partnerships, procurement and contracts*
- (4) *Opportunities for rationalising waste management and resource recovery infrastructure across the region*
- (5) *Opportunities for the establishment of new facilities across the region and broadly identify the optimum location based on distance to market, transport networks and waste generation sources*
- (6) *Ways to maximise resource recovery, recycling outcomes and future opportunities consistent with the development of local secondary markets for recovered materials*
- (7) *Increase the capacity of member councils to contribute to regional economic development by supporting existing viable local secondary market businesses*
- (8) *Support member councils to achieve outcomes required in:*

- (a) *the Waste Reduction and Recycling Act 2011;*
 - (b) *the objectives within the State Government 2014-2024 year Waste Strategy; and*
 - (c) *their own Waste and Recycling Plans.*
- (9) *Any additional information the consultant finds relevant to the project that will assist the RWMG in implementing the Options Report.*

General discussion:

Modeling assumptions?

- It was agreed that we should broadly follow the State scenarios being utilised in the State Waste Infrastructure Report, including but not limited to:
 - 1) Business as usual.
 - 2) Consideration of economic instruments, such as:
 - I. Landfill Levy.
 - II. Container Deposit Legislation (CDL).
 - 3) Consideration of policy instruments, such as:
 - I. Legislative amendments.
 - II. Landfill Bans.
 - 4) Technology advancements, for example, energy from waste (EfW).

Waste Streams and Prioritisation of Waste Streams Matrix refer attached appendices one and two.

Reviewed Weighting Criteria modified version of the National Waste Policy (Hyder 2009) Appendix 2

ACTION: Dom to produce a base list identifying the main waste streams based on the data collected. (Organics, Dry recyclables, C&D, C&I, General MSW). List to be forwarded to FNQROC for group consideration.

ACTION: Councils, where able, to provide data regarding waste forecasting to FNQROC.

ACTION: Julian to forward data regarding grants information from DLGIP.

ACTION: Dominic to forward recommendations, to FNQROC, regarding Council actions for standardisation of data collection within region.

Project Timeframe milestones refer Appendix 3.

Arcadis requested additional time to submit Draft Options Report from 10 June to 8 August 2016 – effectively modifying timeline by one month.

ACTION: Steve Cosatto to modify project timeline. (see appendix 3.)

ACTION: Julian to forward contact details of the Landfill working group.

4. Next meeting.
 - To be advised – early August to review Draft Options Report.
5. **Meeting closed at 1:10 pm.**

Summary of Actions:

ACTION	Organisation Responsible
Steve Cosatto to forward electronic version of draft No.2 of the FNQROC – Regional Waste Situational Analysis report to the group for review.	FNQROC
Councils to: <ol style="list-style-type: none"> I. Review Draft No2 and provide feedback by Monday 16 May. II. Review Table 38 - Bio solids data wet or dry. III. Provide data to FNQROC re expected increases of Bio solids 	All Councils
Arcadis to: <ol style="list-style-type: none"> I. Insert commercial in confidence at start of document, II. Insert Acronyms index, III. Review data Table 32 - re Northern Sands inerts recovered. IV. Review data Table 34 - insert Bedminster regarding accepting of CRC Bio solids. V. Review data Table 36 - recovery rates are derived from table 35 - Dominic to liaise with Nigel and Steve to review calculations. VI. Insert commentary regarding data isn't trended over time, ie it is only a snap shot 2014/15 not trend. Dom to review historical data available from EHP. VII. Review data Table 39 - waste composition. 	Arcadis
Robert Nutt to forward Hinchinbrook Waste to Energy data to Dominic for insertion into 6.3.3	Cassowary
Dom to produce a base list identifying the main waste streams based on the data collected. (Organics, Dry recyclables, C&D, C&I, General MSW). List to be forwarded to FNQROC for group consideration.	Arcadis
Councils, where able, to provide data regarding waste forecasting to FNQROC.	All Councils
Julian to forward data regarding grants information from DLGIP	EHP
Dominic to forward recommendations, to FNQROC, regarding Council actions for standardisation of data collection within region.	Arcadis
Steve Cosatto to modify project timeline. see appendix 3	FNQROC
Julian to forward contact details of the Landfill working group.	EHP

APPENDIX 1

Waste Specifications as per Regional Waste Management Group, Request for Quote

Specifications - APPENDIX 1

Waste Types:

- Packaging glass
- Non-packaging glass
- Paper & Newsprint
- Cardboard
- Packaging plastics
- Non-packaging plastics
- Steel cans
- Ferrous metals
- Aluminium cans
- Nonferrous metals
- Concrete
- Asphalt
- Brick and tiles
- Agricultural residuals
- Forestry residuals
- Cotton gin trash
- Timber, wood sawdust
- Mulch/green waste
- Mineral oil
- Tyres
- Other Rubber
- Lead acid batteries
- Non lead acid batteries
- Ash
- Food processing waste
- Vegetable oil
- Other food waste
- E-waste
- Grease/grease trap waste
- Biosolids – DSE
- Abattoir waste
- Manure
- Drilling mud
- Other regulated waste

APPENDIX 2

Regional Waste Streams Priority Rating System - Specifications APPENDIX 2

A number of approaches are available that can be applied to prioritise waste streams for increased recycling and reuse activity and waste reduction. This approach is based on a modified version of the National Waste Policy methodology (Hyder 2009).

This approach develops scores against key criteria and then assigns a weight to the criteria. Weighted scores for each criterion are then added and normalised to obtain an overall waste streams 'priority' score.

The common list of criteria ensures that all waste streams were subjected to the same assessment. All assessment criteria will not be considered of equal importance and therefore a weighting of the scoring under each criteria is used.

The assessment criteria and scoring system applies a methodology to each waste stream to ascertain which should be identified as a priority for action to improve their recyclability and to minimise their impact in the waste stream. The suggested assessment criteria, their definitions and a sample relative weighting applied to each are outlined as follows:

Criteria	Definition	Relative weighting
Generation level (tonnes)	total quantity reused, recycled, and disposed of to landfill	20%
Level of reuse or recycling (%)	proportion of total 'disposal' which is reused or recycled	15%
Toxicity	the potential for adverse human health and environmental impacts from inappropriate disposal	30%
Product stewardship arrangements	whether there is a formal national and/or state industry agreement with government to develop and implement recycling and reuse initiatives across the industry	5%
Ease of collection/ material separation	ease of collecting, separating and sorting products for recycling (i.e. it is generally more difficult with products that have multiple materials)	15%
Recyclability and market availability	ease of reprocessing, and the existence of existing commercial markets for the reprocessed products	15%

Toxicity is a difficult criterion to include in the assessment as the toxicity profile of each product differs across its product life. In the National Waste Policy assessment a toxicity rating is given to a product that is potentially hazardous in its end of life disposal. This could relate to the handling (e.g. gas cylinders) or disposal to landfill (e.g. mercury containing fluorescent lamps).

The suggested assessment criteria scoring system for each parameter is as follows:

Criteria	Very Low / Very Poor	Low / Poor	Medium	High / Good	Very High / Very Good
	(VL)	(L)	(M)	(H)	(VH)
Generation level (tonnes)	0-100	100-1,000	1,000-10,000	10,000-100,000	100,000+
Level of reuse or recycling (%)	80+	80-50	50-10	10-0	0
Toxicity	1	2	3	4	5
Product stewardship arrangements	5	4	3	2	1
Ease of collection/material separation	1	2	3	4	5
Recyclability & market availability	1	2	3	4	5

Appendix 3:

Revised - Regional Waste Options Investigation Project – Milestones:

Item	Date	Milestone	Contract Payment
Submission of consultancy proposal	28 January 2016		
Commissioning of successful consultant	12 February 2016		
Conduct inception meeting with Council representatives (RWMG)	18 February 2016		
Submit draft Project Implementation Plan	26 February 2016		
Submit final Project Implementation Plan	04 March 2016		
Acceptance of final Project Implementation Plan	11 March 2016	Milestone 1	20%
Submit draft Situational Analysis Report	08 April 2016		
Submit final Situational Analysis Report	22 April 2016		
Presentation of final Situational Analysis Report at Cairns Council Offices to Regional Waste Management Group	(29 April) 9 May 2016		
Acceptance of final Situational Analysis Report	(06 May) 23 May 2016	Milestone 2	40%
Submit draft Options Report	(10 June) 8 August 2016		
Submit final Options Report	24 June 22 August 2016		
Presentation of final Options Report at Cairns Council Offices to Regional Waste Management Group.	08 July 29 August 2016		
Acceptance of Final Options Report	15 July 16 September 2016	Milestone 3	40%
Arcadis - presentation of final Options Report at Cairns Council Offices to FNQROC Board	October 2016, date to be confirmed.		