

FNQR Regional Waste Management Plan (RWMP) Implementation Technical Committee Minutes

Meeting No	4
Meeting Name	FNQR Regional Waste Management Plan (RWMP) Technical Committee
Date	4 th Oct 2024
Time	9.30am
Venue	Committee Room, Level 3, Cairns Regional Council, Spence Street, Cairns

1. ATTENDANCE

Name	Organisation
Steve Cosatto	Cairns Regional Council
Leanne Lambert	Cairns Regional Council
Nardia Trevenen	Cairns Regional Council
Geoff Allnutt	Cassowary Coast Regional Council
Kerryn Bull	Cassowary Coast Regional Council
Abbey Hastie	Douglas Shire Council
Emma Taylor	Mareeba Shire Council
Gary Wedel	Tablelands Regional Council
Sam Bann (<i>via teleconference</i>)	Yarrabah Aboriginal Shire Council
Bhakti Devi	FNQROC
Amanda Hancock	FNQROC

2. GUESTS

Rudi Pretzler LGAQ (*via teleconference*)

3. APOLOGIES

Name	Organisation
Kristina Davidson	Cook Shire Council

Garry Pickering	Croydon Shire Council
Paul Hoye	Douglas Shire Council
Morris Hamill	Mareeba Shire Council
Geoff Rewald	Hope Vale Aboriginal Shire Council
Kylie Hounslow	Wujal Wujal Aboriginal Shire Council
Sam Bann	Yarrabah Aboriginal Shire Council

4. WELCOME & INTRODUCTION – BHAKTI DEVI – RWMP COORDINATOR

Amanda introduced Bhakti Devi to the Committee
 Bhakti provided a brief information on her background.
 All members welcomed Bhakti.

5. CONFIRMATION OF PREVIOUS MINUTES

Noted and agreed.

6. ACTIONS FROM PREVIOUS MINUTES

Action Item	Action	Responsible Person(s)	Status
3.1	Amanda to provide feedback to LGAQ in relation to battery waste that full regulation through an extended producer responsibility scheme through the National Product Stewardship Act is the preference together with a scheme like Coex.	Amanda Hancock, FNQROC	Completed
3.2	FNQROC to seek to re-establish the Regional Waste Management Advisory Committee and seek nominations for elected representatives from participating councils.	Amanda Hancock, FNQROC	In Progress See Item 8
3.3	FNQROC to update the Regional Waste Management Advisory Committee Terms of Reference.	Amanda Hancock, FNQROC	In Progress See Item 8
3.4	Geoff Allnutt, CCRC and Morris Hamill, MSC to represent the committee on the Regional Waste Management Plan Coordinator interview panel.	Geoff Allnutt, CCRC & Morris Hamill, MSC	Completed
3.5	Councils to keep the RWMP Technical Committee informed of the progress of their EBCI Program funding applications.	All Councils	In Progress See Item 12
3.6	FNQROC to nominate Abbey Hastie, DSC to join the Education & Behaviour Change Initiative (EBCI) Working Group.	Amanda Hancock, FNQROC	Completed

3.7	FNQROC EBCI Working Group members to provide regular updates to the RWMP Committees on the outputs of the EBCI Working Group.	FNQROC EBCI Working Group Members	In Progress See Item 12
3.8	Amanda to forward the contact details for the DESI representative for the Organics Working Group to Emma Taylor, MSC so she can send a new membership request.	Amanda Hancock, FNQROC & Emma Taylor, MSC	Completed
3.9	FNQROC Organics Working Group members to provide regular updates to the RWMP Committees on the outputs of the Organics Working Group.	FNQROC Organics Working Group Members	In Progress

7. UPDATE - DEPARTMENT OF ENVIRONMENT, SCIENCE & INNOVATION (DESI) – ROSIE SAVOCA, ADRIENNE BURKE AND SUSY TRIER

An update was provided by DESI representatives. Key takeaways (from FNQROC perspective)

- RWMP Coordination Program – few coordinators in other regions have commenced. DESI will be facilitating exchange and learning between the regional coordinators.
- Implementation Plan template feedback sought from all regions.
 - Implementation Plan is the next level down from the RWMP with status details populated as the activities are being actioned.
 - It is a live and working document which will help DESI to learn about our progress and forward plans.
 - There are two other documents which DESI will be using to check progress with FNQROC, namely, Annual report & Financial acquittal report, which will be combined into one report.
 - Following a discussion, no issues were raised with the proposed implementation plan template. Councils are happy for Bhakti to advise DESI that FNQROC is happy with the proposed Implementation Plan template.
- Risk Register related to the Implementation Plan is expected to be part of the Annual Report
- Next steps – DESI will review the feedback and share final implementation plan template
- EBCI Program update – status – contracts are getting finalised for approved projects.
- Reminder re Recycle Mate collateral which is available from 2024 Queensland Council Collateral for councils to use with their own EBCI campaigns.
- Q &A on EBCI program – round 1 and 2 closed. BCI well-subscribed, Coordinator programs not as well subscribed, Recycle Mate ongoing, councils will have chance to access and resources.
- Douglas – feedback on Recycle Mate – useful resource, Reporting (monthly) – CCRC – visitors using Recycle Mate.

ACTION POINT 4.1 – FNQROC to respond to DESI confirming agreement to the proposed Implementation Plan template by the end of this week 12/10/2024 (in accordance with DESI extended deadline)

8. GRANT AGREEMENT

Bhakti provided a presentation on key highlights of Grant Agreement.

A copy of presentation circulated with the minutes.

9. GRANT AGREEMENT MILESTONE 1

As per the Grant Agreement Milestone 1 is as per below:

	Milestone Description	Completion date	Due Date
1	The Recipient provides written advice to the Department of the regional governance arrangements, including finalised terms of reference, for implementing the FNQROC Plan	3 months after the Commencement Date	12/10/2024

1. Bhakti in her presentation shared that the following documents which together constituted the regional governance arrangement of Regional Waste Management Plan portfolio
 - Terms of Reference for Regional Waste management Plan Technical Committee (RWMP TC) (finalized version attached)
 - Terms of Reference for Regional Waste Management Plan Advisory Committee (RWMP AC) (finalized version attached); and
 - Operational Guidelines of FNQROC (attached)

The technical committee reviewed their terms of reference and that of the Advisory Committee.

RESOLVED:

The RWMP Technical Committee (RWMP TC) adopted the Terms of References for RWMP TC and recommended the draft terms of reference for the RWMP AC.

2. Following a discussion, it was agreed the above listed documents that capture the regional governance arrangements for FNQROC RWMP Implementation Plan, FNQROC would forward them with a cover note to DESI to meet the Guideline Milestone 1

ACTION POINT 4.2 – FNQROC to send DESI the three documents in response to the Grant Agreement milestone 1 along with a cover note by due date of 12th October.

10. GRANT AGREEMENT MILESTONE 2

Bhakti in her presentation shared an overview of the list of activities within the immediate, present and next three years of the implementation plan of the regional resource recovery (RRR) plan.

As per the Grant Agreement Milestone 2 is as per below:

	Milestone Description	Completion date	Due Date
2	The Recipient provides written advice that it has engaged a coordinator, and the coordination activities commence	Within 6 months of the Commencement Date (Completed)	12/01/2025

Amanda advised this action had been completed well ahead of schedule with Bhakti Devi commencing as Regional Waste Plan Coordinator at the end of September 2024.

11. GRANT AGREEMENT MILESTONE 3

As per the Grant Agreement Milestone 3 is as per below:

	Milestone Description	Completion date	Due Date
3	The Recipient prepares and submits to the Department a detailed plan for implementing the first three years of the FNQROC Plan and provides evidence that this plan has been endorsed by the FNQROC as a regional organisation of councils (not only Mareeba Shire Council)	Within 12 months of the Commencement Date	12/07/2025

Bhakti in her presentation shared an overview of the list of activities within the immediate, present and next three years of the implementation plan of the Regional Resource Recovery (RRR) plan. An updated and more detailed implementation plan will be developed in coming months by FNQROC led by RWMP Coordinator, by following a consultative process.

To progress the consultative process, Bhakti will initially schedule a one-on-one meeting with each member of the RWMP TC and later bring all members of RWMP TC together to workshop and develop a final draft of the Implementation Plan.

The Implementation Plan template shared by DESI for the Implementation Plan provides a high-level framework for the workshop discussions.

ACTION POINT 4.3 – RWMP Coordinator to schedule one-on-one with individual Councils – and complete the one-on-one meetings by end of January 2025.

ACTION POINT 4.4 – RWMP Coordinator to schedule the workshop to discuss and finalise the Detailed Implementation Plan by end of February 2025

12. SUMMARY OF CURRENT PRIORITIES

- 1) Bhakti facilitated a white board session to capture from each member present for their council
 - High level overview of the key elements that make up the waste management system of
 - Current priorities & challenges in waste management
- 2) Members who shared included - CCRC, TRC, DSC, MSC and CRC.
- 3) Notes captured from the discussion are shared in the attached PDF.

13. EDUCATION AND BEHAVIOUR CHANGE PROGRAM

Updates on EBCI were provided by DSC and CCRC. Below is summary of their updates

EBCI Working Group Meeting Take-Aways from Abbey Hastie (DSC)

Abbey provided an update from the discussions at the EBCI Working Group of Queensland which she is a member of (EBCI Working Group meetings are also attached with these Minutes)

1. DESI LGIS Funding
 - The Department (DESI) started with an update on their LGIS funding rounds (detailed in the minutes attached)
 - 40 projects received over the two rounds.

- Douglas is targeting
 - 2490 households in a bin tagging program under stream 1; and
 - Roadside littering through a “Load Covering Program” under stream 2.
- 2. Population survey
 - The Department have done a population survey. More information in the minutes.
- 3. Paid Ads
 - LGIS paid advertising campaign is being deemed as a success on the basis of number of impressions and video completion rates. More info in the EBCI Working Group Meeting minutes.
- 4. Update on Battery collection
 - A battery update was provided by DESI, mainly to do with working with Recycle Mate and there are two working groups in Qld.
 - DESI has recognised B-cycle is inadequate and there is support for working on a regulatory approach. More info in the minutes.
- 5. Love Food Hate Waste Campaign
 - DESI will keep us updated on the national campaign which is close to completion
- 6. Recycle Mate
 - Excellent feedback on the opt ins, including from FNQROC councils as they find them user friendly and engaging
- 7. FOGO Trials
 - DESI gave an update on the FOGO Collection Trials from 2021/22 under the GROW FOGO funding.
 - This is their official information and report here: [Food Organics, Garden Organics \(FOGO\) Kerbside Collection Trial | Environment, land and water | Queensland Government \(www.qld.gov.au\)](#)
 - Abbey’s interpretation and comments on the report:
 - The contamination was a significant issue however it was presented as a minor detail
 - Residents didn’t like their general waste collection reducing to fortnightly, the recommendation seems to be to allow an opt in increase in service for properties who need it
 - A link was drawn between reduction in the frequency of servicing the waste bin with contamination of the FOGO bin, i.e. when a general waste bin is full residents will just put it in the FOGO or recycling bins. They didn’t look at contamination rates in recycling bins as part of the introduction of FOGO system.
 - Rockhampton’s assessment of factors contributing to the high contamination identified that 5 per cent of households seriously/catastrophically contaminated, and that these were in areas with higher proportions of rental properties; large, young families; and/or lower socio-economic demographic areas. Lockyer Valley also identified that these cohorts are more likely to contaminate. In all trial areas, there was a small percentage (estimated less than five per cent) of participants who were unwilling to engage with council on their waste management behaviour and were responsible for instances of serious contamination in organic waste bins. Bin tagging and education did not result in behaviour change for these participants and none of the participating councils had local laws in place to manage repeat offenders.
 - The trials demonstrated that it would be beneficial for councils to investigate local law compliance models for managing households that wilfully contaminate kerbside bins.
 - 70-80% respondents supported implementation of an ongoing FOGO service however 50% were unwilling to pay for it.
 - Introduction of GO service just replaces the GO which would have been self-hauled or composted without the collection service.
 - They tried to dance around whether the compost met AS4454 – it “was broadly compliant” however preliminary analysis did identify higher than acceptable levels of PFAs. Also contained microplastics and glass due to contamination.
 - Limitations with the trials:
 - comms and engagement didn’t comply with best practice
 - it was done during COVID
 - doesn’t consider the full scope of introducing an organics collection service – including regulatory settings and end market for the product.

EBCI Update from Geoffrey Allnutt (CCRC)

CCRC recently received EBCI Funding provided under DESI's "Let's Get it Sorted Partnership Program (Behaviour Change Intervention)." for kerbside waste interventions to improve recycling and initiatives to reduce roadside littering and illegal dumping. divided into two streams:

- kerbside waste services and
- littering interventions.

The funding agreement stipulates that CCRC will also provide in-kind contributions. The term of the agreement runs until 31 January 2026, with various milestones and reporting obligations detailed throughout.

Initial DESI Doc on which we applied HERE https://www.qld.gov.au/_data/assets/pdf_file/0032/476474/lgis-partnership-program-behaviour-change-intervention-prog-guidelines.pdf

14. UPCOMING EVENTS

- WMRR Annual Conference 2024 – 16-17 October – Adelaide
- WRIQ Event – 14 November – Brisbane
- LAWMAC – 21 & 22 November - Mackay

15. NEXT MEETING

Meetings to take place quarterly but brought forward as required.

The meeting closed at 1pm

Minutes prepared by Bhakti Devi, Regional Waste Management Plan Coordinator

ACTION ITEMS OVER PAGE

ATTACHMENT LIST OVER PAGE

ACTION ITEMS

Action Item	Action	Responsible Person(s)	Due Date
4.1	FNQROC to respond to DESI confirming agreement to the proposed Implementation Plan template (in accordance with DESI extended deadline)	Bhakti Devi, FNQROC	12/10/2024
4.2	FNQROC to report to DESI on Grant Agreement Milestone 1.	Bhakti Devi, FNQROC	12/10/2024
4.3	RWMP Coordinator to schedule one-on-one with individual Councils – and complete the one-on-one meetings with all Councils.	Bhakti Devi, FNQROC	30/01/2025
4.4	RWMP Coordinator to schedule the workshop to discuss and finalise the Detailed Implementation Plan	Bhakti Devi, FNQROC	28/02/2025

ATTACHMENTS LIST

1. Implementation Plan Template
2. Terms of Reference – RWMP Advisory Committee
3. Terms of Reference – RWMP Technical Committee
4. Presentation by Bhakti
5. EBCI Working Group Related
 - A. EBCI Working Group – Terms of Reference
 - B. Meeting Presentation by Office of Circular Economy (DESI)
 - C. Meeting Minutes
 - D. Recycle Mate Implementation Guide
 - E. 2024 Population Insights Report