

FNQR Regional Waste Management Plan (RWMP) Implementation Technical Committee

Minutes

Meeting No	4
Meeting Name	FNQR Regional Waste Management Plan (RWMP) Technical Committee
Date	23 rd May 2025
Time	9.30am-2.30pm
Venue (Virtual)	Hoare Training Room, Spence St, Cairns Shire Council

1. ATTENDANCE

Name	Organisation
Steve Cosatto	CRC
Kerryn Bull	CCRC
Emma Eagan	DSC
Raju Ranjit	ESC
Morris Hamill	Msc
Charles Dyer	TRC

2. GUESTS

None

3. APOLOGIES

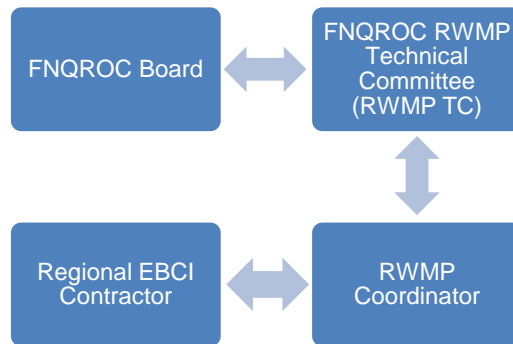
Name	Organisation
Jacqui Cresswell	CrSC
Kristina Davidson	CSC
Mark Lawson	HVASC
Sam Bann	YASC
Kiley Hounslow	WWASC

4. MINUTES

4.1 Grant Funding Application for Regional EBCI Coordinator Contractor

Agreed & Resolved that

- Mareeba Shire Council would be the funding applicant on behalf of FNQROC, while FNQROC will remain the Accountable Officer.
- The Regional EBCI Coordinator Contractor will enter the contract with FNQROC
- The project would be managed as per the governance below



4.2 Develop scope of work for Regional Waste EBCI Contractor

- 4.2.1 The scope of work would include actions that would be undertaken across all member councils as well as activities that meet council specific needs.
- 4.2.2 The common activities could focus on
- Harmonising existing available waste education & behaviour change communication (BCC) materials for use by Councils who have none
 - Creating new education & behaviour change communication (BCC) materials where none exists in any Council
 - Setting up monitoring & tracking of impact attributable to waste education which would be displayed on a dashboard (see Figure 1) for internal communication and reporting by capturing data from half yearly audit of the following waste management & community engagement performance & impact on community's understanding and attitude in each council, using a set of leading (activity based) indicators and lagging (outcome based) indicators (See figures 2 & 3)
 - Building capacity of Councils in delivering the education & awareness to help sustain beyond the term of Regional EBCI contractor
 - a. Community volunteers
 - b. Partnership with local community groups
- 4.2.3 Members provided feedback on the indicators and metrics that would be practical to include in the scope of works which is yet to be drafted for procurement of Contractor to develop & deliver the FNQROC Regional Waste Education & Behaviour Change Plan

Waste Education Monitoring Dashboard



Figure 1 – Sample Dashboard to be developed as part of Regional Waste Education & Behaviour Change Program

Leading Indicators (Predictive Measures)				
Indicator	Description	Data Source	Purpose	Suggested Frequency
Community engagement levels	Attendance at events, participation in programs/workshops	Event logs, participant sign-ins	Measures reach and interest	Quarterly
Awareness & knowledge change	Pre/post surveys on recycling, organics, contamination	Survey tools, intercepts	Tracks learning and knowledge retention	Before & after major campaigns or annually
Self-reported behavioural intent	Intent to recycle correctly, compost, reduce waste	Survey, polling	Proxy for future behaviour change	Annually
Bin audit participation	% of households agreeing to bin audits	Audit records	Engagement and education openness	Annually or per audit round
Use of drop-off and recycling programs	Uptake of CRCs, e-waste, FOGO, reuse centres	Facility and contractor data	Shows behaviour response	Monthly or quarterly
Digital engagement	Social media, website analytics, email open/click rates	Digital tools (e.g. Meta, Google)	Validates messaging resonance	Monthly
Number of education interactions	School visits, signage installs, public displays, local media	Staff logs	Measures delivery volume	Monthly or campaign-based

Figure 2 – Leading Indicators (Activity Metrics)

Lagging Indicators (Outcome Measures)				
Indicator	Description	Data Source	Purpose	Suggested Frequency
Waste generation per capita	Total waste per person (kg/tonnes)	Weighbridge, ABS data	Decline signals success	Annually
Contamination rate	% of incorrect material in bins	Audit reports, MRF feedback	Indicates sorting behaviour improvement	Bi-annually or quarterly where possible
Landfill diversion rate	% of total waste not landfilled	Council reporting, contractor data	Key target tracking	Quarterly
Recovery rates by stream (MSW, C&I, C&D)	Tonnes and % recovered	Facility reports	Measures waste system performance	Quarterly or semi-annually
Recycling tonnage uplift	Volume change of recyclables collected	MRF / collection contractor data	Validates increased participation	Monthly or quarterly
FOGO participation and tonnage	Uptake & tonnes of organics recovered	Organics facility, audit data	Validates messaging on organics	Monthly or quarterly
Illegal dumping/litter incidents	# of reports or clean-up jobs	Ranger logs, CRM	Community responsibility measure	Quarterly
Cost savings from reduced contamination	Avoided landfill fees, fines, reprocessing costs	Financial records	Economic impact of education	Annually or as part of budget reviews

Figure 3 – Lagging Indicators (Outcome Metrics)

4.3 Response to Queensland State Draft Waste Strategy 2025-2030

4.3.1 It was agreed that FNQROC response to [Queensland Waste Strategy 2025-2030](#)

- Should be kept at high level highlighting common issues across all member councils.
- Can be finalised after reviewing draft of other submissions and notes from LAWMAC and other member Councils who may be putting their own individual submission.

4.3.2 Some of the points that were raised for inclusion In FNQROC submission are as follows:

- Household waste generation is rising at a rate greater than population rise which reflects the fact that the source of the waste generation problem lies in the design of the product and its packaging.
- Reduction in household waste generation would require
 - Stronger regulation on packaging
 - Mandating extended producer responsibility
 - Incentives or penalties for Product design and manufacturing
- Targets need to be
 - Simplified
 - Standardised
 - Realistic
 - Proportional to the volume of waste generate
 - smaller and more remote the councils more relaxed should be the target and
 - larger councils should be given higher target to achieve
- Investment needs to be allocated for
 - undertaking feasibility and business case studies.
 - Ongoing operating expenses support to engage resource personnel
 - Transport subsidies
 - Non-competitive provision of funds
- Partnership with Manufacturers to develop scalable options that result in reduction in cost to councils

5 UPDATE ON IMPLEMENTATION PLAN ACTIONS (REFERENCE DOCUMENT)

#	Implementation Action	Status & Completed Tasks	Actions Arising/Pending/Update
1	Regional Education & Engagement Plan (REEP) Engaging Contractor for Delivery of REEP	A) Funding application submitted. (Pls request access if link does not open)	<ol style="list-style-type: none"> 1. Letter of Support received from CCRC. 2. Scope of Work to be developed for Coordinator Contractor
2	Waste Data Management Capability Enhancement	<p>A) An Excel-based Survey to assess the current state of waste data management capability maturity has been uploaded for doing an assessment on council's waste data management capability.</p> <p>B) Each member council must download a copy and complete it after renaming the file with Council name.</p> <p>C) Following Councils have submitted their assessment</p> <ol style="list-style-type: none"> a. CRC b. DSC c. MSC d. YASC 	<ol style="list-style-type: none"> 1. All members other than CRC, DSC, MSC, YASC must email their submission as it is pending. 2. Request to submit the self-assessment by 30th June 2025 <u>if you wish your Council to be included in Funding request</u> in the Implementation Plan report to DETSI.
3	Regional Resource Recovery	<p>A) TRC have invited tenders for End-of-life Tyre collection</p> <p>B) ESC also interested in exploring to save costs on Tyre collection services.</p>	<ol style="list-style-type: none"> 1. Data collected by ARUP has been located and reviewed. The data has quantities of each resource stream and its end point of disposal. 2. FNQROC to study the current contract status and needs for key resource streams to inform the Regional Resource Recovery servicing
3	Waste Infrastructure	<p>All member councils are requested to send a list of projects and initiatives on any waste management or resource recovery project or program that may have been recently initiated or in planning esp. if they are aligned to the RWMP key actions and/or State set targets.</p> <p>As this will be included in the Implementation Plan report to be submitted by 30th June 2025.</p> <p>DSC has submitted its list of initiatives</p>	<p>Awaiting all member councils except DSC to email the list of waste management & resource recovery projects recently completed and/or in planning, before 30th June 2025.</p>

#	Implementation Action	Status & Completed Tasks	Actions Arising/Pending/Update
4	Enhanced Kerbside Recycling	<p>A) Remote & smaller councils have requested access to Container for Change service.</p> <p>B) FNQROC is investigating the options given that most service providers are provide pick up service.</p>	<ol style="list-style-type: none"> 1. Document the options & share with remote & smaller councils (FNQROC) 2. Remote & smaller councils implement the most feasible options 3. Monitor & evaluate the implementation experience and performance
5	Organic Waste Recovery	No action yet.	No next steps yet.
6	Waste to Energy (WTE) for Residual Waste Management	<p>Rationale for forming a WTE Working Group was explained by Bhakti (FNQROC) – which is to have an informed collective position on the potential of the new emerging technology Pyrolysis to help inform the Councilors of the reasons behind our collective position.</p> <p><u>Completed</u></p> <ul style="list-style-type: none"> - Terms of Reference was shared with members. - CRC and TRC have agreed to be members of the WTE Working group. 	<ol style="list-style-type: none"> 1. Invitation is open to member councils to be part of the WTE working group. 2. Wildfire Energy has reached out to FNQROC <ul style="list-style-type: none"> - sharing their draft submission to Waste Strategy consultation - with a request to present to WTE working group - and with a request for a letter of support for their grant application for doing proof of concept in FNQROC region.

6 ANY OTHER BUSINESS

None