

FNQ Regional Biosolids

Sub-Committee

Terms of reference

Effective as of 19 October 2023

PURPOSE

In light of the rapidly changing regulatory framework, guide the review of the current disposal methodology of biosolids across the FNQROC region and the development of the FNQ Biosolids Disposal Strategy for 2024 -2034

- Represent the interests of Waste and Wastewater Treatment stakeholders across FNQROC.
- Guide and inform the review of current biosolids disposal.
- Develop new directions and initiatives for the disposal of biosolids across the region.
- Guide and endorse the development of the 2024-34 Strategy.
- Provide expert advice/direction to FNQROC and other and
- Develop and endorse guiding principles.

The FNQ Regional Biosolids Sub-Committee is a Project directed by the FNQ Water Alliance.

SCOPE

The FNQ Regional Biosolids Sub-Committee (the Committee) will address the identified focal areas of:

- Economics and resourcing
- Policy and Regulation
- Risks and opportunities
- Positive environmental outcomes

The strategy will focus only on end management of wastewater and biosolids.

The scope of the FNQ Regional Biosolids Committee includes the local government areas of Cairns, Cassowary, Cook, Croydon, Douglas, Hinchinbrook, Hopevale, Mareeba, Tablelands, Wujal Wujal, Yarrabah. Adjoining local government areas of the Cape York and North Queensland regions will be given consideration when required.

TERM

The FNQ Regional Biosolids Sub-Committee will convene during the development of the strategy (nominally September 2023 – September 2024). Future iterations of the Committee will be considered by the Committee and be at the discretion of the FNQ Water Alliance.

LOCAL GOVERNMENT MEMBERS

Membership is available to any FNQROC member Council.

ADVISORY MEMBERS AND TECHNICAL EXPERTS

Advisory membership is extended to organisations outside of the FNQROC member Councils and contributes to the Committee through collaboration and sharing of learnings and technical advice that assist to deliver the purpose of the Committee.

- QLD Water
- Queensland Health
- LGAQ
- DES
- Arkwood
- Universities
- Australian Research Council

RESPONSIBILITIES OF REPRESENTATIVES

To ensure the benefits are received by all, member of the Committee are encouraged to nominate an appropriately authorised representative to:

- Participate in meetings either face to face, via phone or video conferencing;
- Provide or advise on agenda items for meetings;
- Complete tasks and actions identified within any minutes; and
- Be the point of contact for their council, organisation, or department and
- Disseminate information within their networks as required.

ROLE OF FNQROC

FNQROC will:

- Coordinate an agenda and invite relevant presenters;
- Document recommendations to be put before the FNQ Water Alliance and include in the next FNQ Water Alliance agenda;
- Document progress of Actions of the Committee as appropriate for inclusion in the next FNQ Water Alliance Agenda;
- Provide minutes of the proceedings of the Committee and disseminate relevant communications as required.

ATTENDANCE AND QUORUM

It is acknowledged that:

- Council and stakeholder resources may limit opportunities for attendance at meetings. Where attendance in person is not possible representatives are encouraged to attend meetings remotely if facilities are available.
- Attendance is voluntary and could be any number of councils with an interest in the agenda.

A senior staff or an appropriately authorised delegate should represent member councils at meetings.

Where the FNQROC Board has directed the committee via the FNQ Water Alliance, a quorum is required.

There are twelve member Councils. The Western Council Forum is made of two Councils and there are a further three smaller Councils who rarely attend meetings due to a lack of resources. To achieve a Quorum four out of the remaining six Councils are required. Consensus amongst advisory members will also be sought as a matter of principle.

FACILITATION AND MEETINGS

Meetings will be facilitated by FNQROC.

- With no direction from the FNQ Water Alliance, meetings are to be held up to four times a year.
- An agenda will be provided one week prior to a meeting.
- The location and duration of the meeting will be dependent on the agenda.
- Meetings can be via face-to-face, conference call, or video conferencing to ensure options for participation.
- While a quorum is not required (except for directed projects), the value of meetings for those in attendance relies on council participation. At a minimum four of the following councils are required to be in attendance for a meeting to proceed.

COMMITTEE RECOMMENDATIONS

Any recommendations from the committee for the FNQROC Water Alliance will be documented and included in the next FNQ Water Alliance agenda for consideration.

REPORTING

An annual one-page summary from the committee will be provided for inclusion within the FNQROC Annual Report.

DISPUTE RESOLUTION

Where a dispute cannot be resolved at the committee, it is to be escalated to the FNQ Water Alliance. Where it cannot be resolved by the Water Alliance it will be escalated to the FNQROC Executive Officer. If it cannot be resolved by the FNQROC Executive Officer, it will be escalated to the FNQROC Board.