# INAUGURAL MEETING OF SORT, Caboolture Hub, Wednesday 8th February 2012

**Composition of SORT.**

Board members: J Foley (YNF), D. Bewley (WMA), T. McCue

Meeting commenced 10.45am

**Outcomes of meeting.**

1. **To establish the goals & direction of SORT. Julian will discuss the funding options in his research documents and provide guidance to the board that will assist with priority identification**
2. Julian and Darren will complete a business plan including projected cash flow, and E-Waste industry potential partners to ensure successful delivery of SORT E-Waste programs. The SORT project will focus on E-waste and later, cardboard product.
3. When this document is completed (prior to Friday 17th February,) board members will request a meeting with Rachael from DERM to seek funding for either a feasibility study or a pilot program within the greater Caboolture area.
4. **To identify the first priority for action in the first quarter of 2012.**
5. **Stage 1** is to apply purchase a waste baler (DERM gives a dollar for dollar subsidy for equipment, and it will be possible to involve the baling manufacturer as an industry partners and seek a discount on the purchase of the baler for $16,000 + GST. This baler has a 300KG bale capacity. A waste crusher (Elephant’s Foot) can be purchased using the same strategy as for the Baler, including involving the manufacturer as an industry partner. For $34,000 it would be possible to commence the operation of an E-Waste facility at an existing site in Caboolture. There are no crushing and baling plants on the north side of Brisbane, and there is a re-seller of crushed and baled waste within the region. SORT would on sell the product to them.

Given the processing of one container per month, (10-12 tons), with a value of $800 per ton, the monthly cash flow equates to approx $10,000 per month.

1. **To list other priorities that can be developed along with the first priority and to identify key connectors with whom to meet to examine how we can move our projects forward.\***
2. **Key connectors and partners.**

* **Baling machine and Elephant’s Foot manufacturers**; (supply goods at discounted price and add logo to SORT E-waste campaign)
* **DERM;** (provide dollar for dollar subsidy for machinery purchase, start up funds and supply logo to campaign team)
* **\*Caboolture Business Enterprise Centre, CBEC**; (provide incubator premises and admin support facility, access to the member base and to partner with SORT in the establishment of a ‘Centre for Excellence ‘in regional e-waste management. CBEC also is keen to complete an e-waste audit as a pilot in order to improve the process for other business’ and take the result back to DERM to assist with funding application
* **\*DEEWR;** (provide start up funds for the E-waste project, upon receipt of business plan and cash flow projections in a turnaround time of approx 4 weeks.)
* **Foresters** social enterprise grants and loans; (supply significant low cost loans and seed funding for social enterprise projects.)
* Moreton Bay Regional Council; (regional partner, consultant to SORT and logo partners in the campaign)
* **Retail industry partners;** (Harvey Norman, Joyce Mayne etc suppliers of industry waste to SORT facility, and logo partners in SORT campaign)
* **Waste materials industry partners;** **(**J.J Richards, Wanliss, Cleanwaste etc, regional partners and logo partners.)

**\*These meetings have already been held, and strong support received.**

1. **To establish a timeline and identify milestones along the way that will lead to the completion of the first priority within the stipulated time.**

**Stage 2.**

**By end of February 2012.** Meetings with CBEC, DEEWR, DERM and Foresters completed and results and support tabulated, quantified and forward planning competed on that basis.

**Commencing first week in March.**

* Staff identified, premises acquired and calls being made to Business at a rate of five per day regarding the audit of e-waste. (Staffing requirements as identified: 2 x trainees in I T, 2 in Business Cert II or III, one workshop supervisor, 4 X Asset management Cert II trainees and 4 x potentially skilled e-waste dissemblers. The trainees will complete training and find work within the Harvey Norman/ Joyce Mayne retail electrical goods industry. Staff will be brought in according to a needs basis. JSA’s and Disability Services will be approached to supply trainees.)
* Campaign team identified and parameters of the campaign developed. (Involve MBRC and CBEC in this process?)

1. **To prepare for the next DERM meeting a one pager about the core business of SORT.**

As already stated, this meeting will be held during the week commencing 13th Feb, and the document completed and a meeting sought with DERM prior to C O B on Friday 17th Feb. This document can then be presented to the DEEWR representative to commence that potential funding process.

**Meeting closed, 12.10 pm.**

**Tom McCue**

**Planning documents. (Process supplied by Bill Brown)**

**RESULTS**

**UNIQUE BUYING PROPOSITION**

Value proposition from products and services offered.

What are we going to offer within the first priority? **A collection, baling and e-waste facility in the Caboolture area that attracts partners and employs workers and trainees to process the waste in accordance with best practice, and establish it as a centre of excellence.**

(Apply purchase a waste baler (DERM gives a dollar for dollar subsidy for equipment, and it will be possible to involve the baling manufacturer as an industry partners and seek a discount on the purchase of the baler for $16,000 + GST. This baler has a 300KG bale capacity. A waste crusher (Elephant’s Foot) can be purchased using the same strategy as for the Baler, including involving the manufacturer as an industry partner. For $34,000 it would be possible to commence the operation of an E-Waste facility at an existing site in Caboolture. There are no crushing and baling plants on the north side of Brisbane, and there is a re-seller of crushed and baled waste within the region. SORT would on sell the product to them. Given the processing of one container per month, (10-12 tons), With a value of $800 per ton, the monthly cash flow equates to approx $10,000 per month.)

**TARGET CUSTOMER**

Metrics of success from their perspective

**Identify the customers we will first engage with**

* Baling machine and Elephant’s Foot manufacturers
* DERM
* Caboolture Business Enterprise Centre, CBEC
* DEEWR
* Foresters social enterprise grants and loans
* Moreton Bay Regional Council
* Retail industry partners
* Waste materials industry partners

**Must have /short term outputs /deliverables**

* Premises
* qualified staff for various purposes (Apprenticeship selection, workshop supervisors, marketing specialist,
* Campaign leaders and staff,
* General manager of the project
* Basic workshop equipment

**Like to have /medium term outcomes**

**Love to have /longer term intended impacts**

**CAPABILITIES**

**PARTNER NETWORK**

Boundary partners /actors needing to be engaged.

**Who are we going to engage with in the first quarter?**

* Baling machine and Elephant’s Foot manufacturers
* DERM
* Caboolture Business Enterprise Centre, CBEC
* DEEWR
* Foresters social enterprise grants and loans

**CORE CAPABILITIES**

Skills and abilities needed to deliver value proposition

Technical

Soft skills

Do we have the combined skill set to achieve our goals?

# ENABLING SYSTEMS & STRUCTURES

Marketing & distribution

Customer relationship management

**INPUTS /ACTIVITIES**

EVIDENCE BASE LINK

Alignment of activities and resources to deliver value proposition

WHO? Tom and Julian?

Marketing & distribution. WHO? Wasabi?

Customer relationship management. WHO? Darren?

Income Streams. From where? .

Sales of recycled product.

Collection of and compacting of recycled product

Apprentice employment

Sales of salvaged items of value

Etc.....please add to this list

Cost Structure

Governance. Board comprising ( 3-4) members. Relationship to YNF?