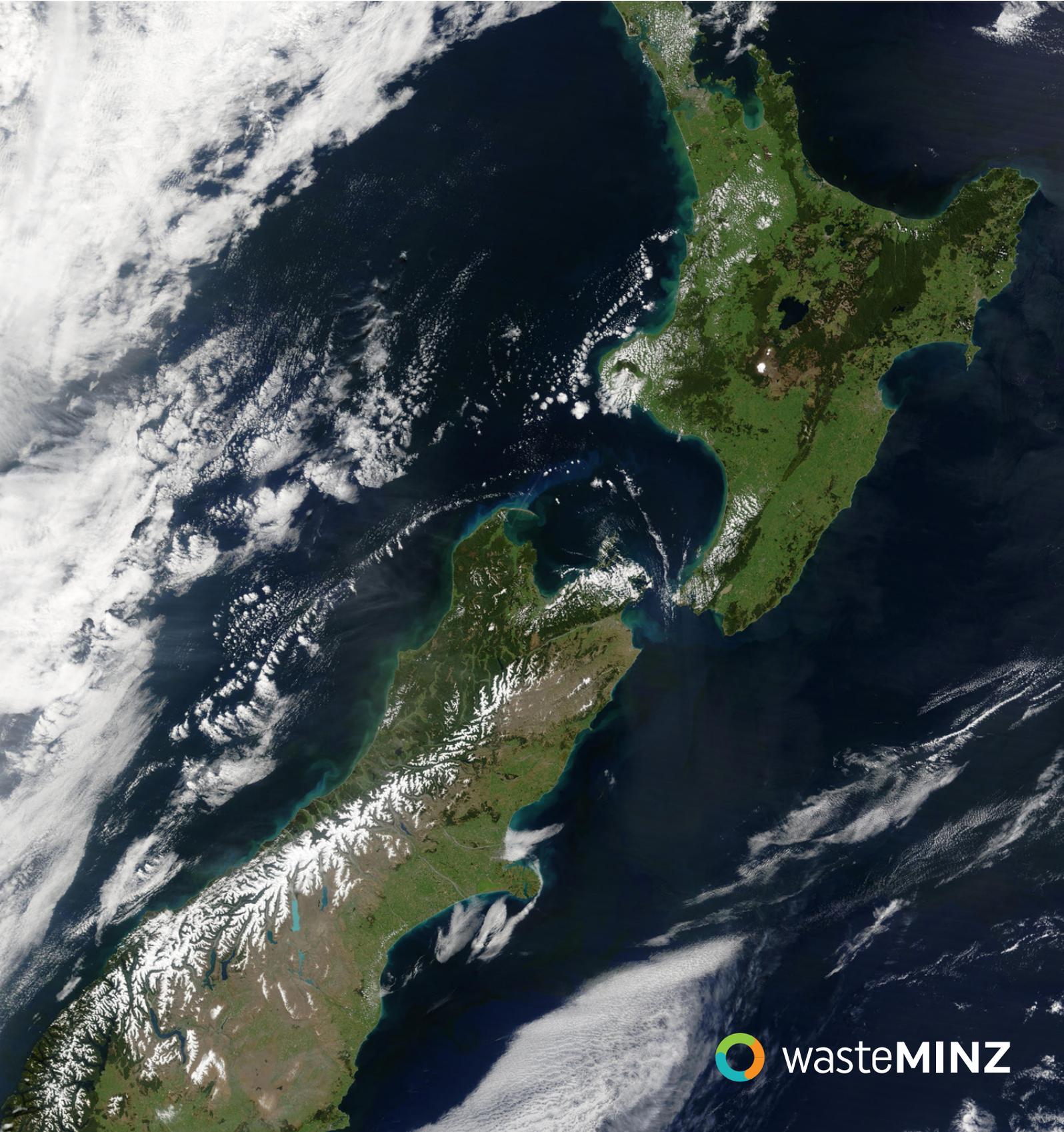


WASTE
MANAGEMENT
INSTITUTE
NEW ZEALAND
INCORPORATED

Annual Report **2019|2020**



ABOUT US

WasteMINZ is the leading professional body for the waste, resource recovery and contaminated land sectors in New Zealand, representing more than 1400 members - from small operators to large councils and companies.

We have an in-depth understanding of the issues of importance to our members to achieve a sustainable, circular economy. Our sector groups are at the forefront of raising standards and developing knowledge in waste, resource recovery and contaminated land management.

WHAT WE DO

WasteMINZ provides a credible voice to shape policy, develop industry best practice and inform our members on topical areas of interest to do with waste, resource recovery and contaminated land management. To achieve this we work closely with industry, central and local government and government agencies.

We author and contribute to research, provide professional development via workshops, seminars and an annual conference, facilitate networking across the industry, and advance the issues of importance to our members.

STRATEGIC FOUNDATIONS

The WasteMINZ *Strategic Foundations* document sets out our guiding principles. As well as our purpose, vision and mission, the document also covers our strategic foundations, values and messaging.

The latest version is available here: bit.ly/WMZ-FD

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WASTEMINZ BOARD

WasteMINZ is governed by a Board that consists of six members who are elected by the organisation's financial members. Any financial member can be nominated to serve on the board. Board members serve for a term of two years, with elections for three board positions held each year. The chair of WasteMINZ is chosen from the Board by the elected board members.



Wayne Plummer CHAIR
| EnviroNZ
wayne.plummer@enviroz.co.nz



Parul Sood DEPUTY CHAIR
| Auckland Council
parul.sood@aucklandcouncil.govt.nz



Simonne Eldridge
| Tonkin + Taylor
seldridge@tonkin.co.nz



Alice Grace
| Morrison Low & Associates
a.grace@morrisonlow.com



Alec McNeil
| Marlborough District Council
alec.mcneil@marlborough.govt.nz



Darren Patterson
| Patterson Environmental
darren@pattersonenvironmental.co.nz

CHAIR'S MESSAGE

This has been my first year as chair of WasteMINZ, and it has been an absolute privilege. I'd like to thank my fellow board members for their hard work and support over the past year. I would like to pay a special tribute of thanks to Darren Patterson, and Simonne Eldridge who are both stepping down from the Board this year after 12 years, and 10 years respectively.

This has been nothing short of a very strange, uncertain and unprecedented year in the lives of us all. COVID-19 has affected the lives and wellbeing of billions of people worldwide and will leave a legacy for the generations that follow. As difficult as it has been though, it has shown not only how vulnerable we are as a species, but how resilient we are, and how together as a nation we can work together as a team and beat the odds.

In this regard, I would like to pay a special thank you to Janine and all the WasteMINZ team for their efforts over these past few months. To stay focussed, on point, and have our member's interests at the forefront of their minds, while pushing their own personal issues behind them, is a credit to them all. We are very fortunate to have such committed individuals who strive every day to support you, our members.

Even over this difficult period of time, we've continued to provide a wide range of services to our members, services that include:

- Weekly COVID-19 webinars
- Weekly e-newsletter
- Quarterly *revolve* magazine (digital)
- Sector-specific webinars
- Specialist workshops (virtual)
- And of course, seven high-functioning sector groups undertaking valuable research and development.

The Board continues to support the sector group model which, through the efforts

of our members, continue to develop and deliver projects that raise the bar for our industry and champion each group's goals.

The Waste Disposal Levy review concluded with the most transformational changes since its inception in 2008. The Associate Minister for the Environment, Eugenie Sage announced that the application of the levy would encompass other disposal fill sites and increase progressively over the course of the next five years. This is welcomed news, and WasteMINZ had played its part in advocating for these changes for many years now. The increased levy, and broadened application will hopefully lead to a reduction of waste to landfill and provide significantly more revenue to support future waste minimisation initiatives.

Two years ago, the Board recognised the need for a Product Stewardship Sector Group due to the government's desire to use product stewardship as a method to improve the management of certain wastes. Following the recent announcement by the government that priority products will form part of a regulated product stewardship scheme; this group now has the opportunity to collaborate with other parties to help design the outcomes to support better environmental outcomes. Another exciting development.

There have been many other noteworthy achievements over the course of the past 12 months including *The Truth about Plastics Recycling*, a guide to advertising

of plastics used in compostable products and packaging, work across the sector to attempt consistency in kerbside collections, the Battery Industry Group, KCTL training, the asbestos management guidelines, and the development and introduction of industry specific training such as the contaminated site safety certificate to name a few. WasteMINZ have been at the forefront or involved in each one of these initiatives or pieces of research.

For me this recognises a concerted effort by the Board, the staff and the sector groups to make WasteMINZ the "go to" organisation for waste, resource recovery, and contaminated land management. The years of hard work at getting a "seat around the table" are paying off which is fantastic to see and be a part of.

Remember; WasteMINZ is your organisation. The Board and I are here to represent the interests of the sector as a whole and to advance the conversation in the areas of waste management, resource recovery and contaminated land. We welcome your feedback on how we can add more value for you.



Wayne Plummer
Board Chair, WasteMINZ

OUR YEAR IN REVIEW

Following is a summary of the key projects progressed throughout the July 2019–June 2020 period.

Our thanks to all members who have participated through the sector group structure, notably those who generously gave their time and expertise as members of the seven sector group steering committees and working groups and as board champions.

BEHAVIOUR CHANGE

STEERING COMMITTEE

Angie Taylor

Mackenzie District Council

Donna Peterson CHAIR

WasteNet Southland

Duncan Wilson

Eunomia Research & Consulting

Gina Dempster

Wastebusters

Jacqui Forbes

Para Kore

Kate Meads

Waste Free with Kate

Katie Buller

Auckland Council

Simonne Eldridge BOARD CHAMPION

Tonkin + Taylor

The Behaviour Change Sector Group supports two key projects Love Food Hate Waste and Plastic Free July Aotearoa.

The key theme for Love Food Hate Waste was #compleating where people were encouraged to eat all of their food from root to tip, and a mini #toptips social media campaign was activated in March 2020 to support this theme. Demand for food waste messaging increased in March–April 2020 due to the Level 4 COVID-19 lockdown. Messaging on how to meal plan, the importance of shopping with a list and how to make your own takeaways at home were well received by consumers and picked up by main stream media.

Plans also pivoted for Plastic Free July Aotearoa. The proposed zero waste cleaning booklet was not possible due to public health concerns during lockdown.

Alternative resources were developed around the theme of simple swaps focusing on swaps you could make at the supermarket, so that the resources would be applicable regardless of what COVID level the country was in. The series of four videos produced to promote alternatives for items sold in plastics #3, #4, #6 and #7 also attracted a significant online audience.

A national virtual launch party was held to mark the start of Plastic Free July Aotearoa 2020. With 170+ in attendance 10 speakers and presentations from the founder of PFJ, Rebecca Prince-Ruis, and Minister Sage. The campaign certainly had impact right from the start, with attendees inspired and motivated to promote the challenge.

736 INTERESTED MEMBERS

CONTAMINATED LAND MANAGEMENT

STEERING COMMITTEE

Alice Grace BOARD CHAMPION

Morrison Low & Associates

Graham Aveyard

Environment Canterbury Regional Council

Graham Corban

Hill Laboratories

James Corbett

Auckland Council

James Court

BP Oil New Zealand

Michelle Begbie

Waikato Regional Council

Natalie Webster

Pattle Delamore Partners

Rachel Rait

Department of Conservation

Timothy Dee CHAIR

Aurecon

As a result of WasteMINZ member collaboration, a specific CLM Sector Group training content has been scoped, agreed and developed, which is unique for the New Zealand market. In September 2019, Vertical Horizonz New Zealand were appointed as the training provider to deliver the Contaminated Site Safety Certificate trial. The initial workshops were delayed due to COVID-19 but were successfully delivered in July and August 2020, with the trial of three workshops, extended to five, due to demand.

The Residential Lead Working Group continued to build awareness of the health issues of lead, following on from the May 2019 position statement release. Distribution of this position statement was made to every public health manager throughout New Zealand, to the Ministry of Business, Innovation and Employment (MBIE), and via Local Government New Zealand.

There was a position statement created and issued for the disposal of low levels of asbestos-containing materials to landfill, which was reviewed by MfE, WorkSafe NZ, MBIE, Kainga Ora, Waste Management NZ, EnviroNZ, and the NZ Demolition & Asbestos Association prior to distribution (March 2020).

The CLM Sector Group Steering Committee issued a formal

letter to Ministers Parker and Sage advocating for their support of the Certified Environmental Practitioner (Site Contamination) certification (March 2020), and to increase awareness and the importance of CEnvP certification amongst local government.

The monthly CLM digest was delivered electronically to 458 members per issue, to keep these practitioners current with the latest news and research.

CLM networking events were held at Z Energy Wellington in Wellington in July 2019, and Pattle Delamore Partners in Auckland in November. Our thanks to the hosts. Further CLM networking functions were planned but were postponed due to COVID-19 restrictions.

Sector group steering committee elections were held in March 2020. Thank you to all who stood and congratulations to those who were appointed.

563 INTERESTED
MEMBERS

DISPOSAL TO LAND

STEERING COMMITTEE

Alec McNeil BOARD CHAMPION

Marlborough District Council

Bernice Chapman

Environmental Consultants Otago

Dave Bull

HAIL Environmental

Fiona Smith

AB Lime

Ian Kennedy

Waste Management NZ

Joanne Ferry CHAIR

Tonkin + Taylor

Laurence Dolan

EnviroNZ

Marcus Herrmann

RILEY Consultants

Stephen Gardner

Environment Canterbury

TECHNICAL GUIDELINES FOR DISPOSAL TO LAND

In late June, the Ministry for the Environment's reference group for the guidelines, comprising representatives from local government, consultancies, and waste management and quarrying companies, met to discuss draft waste acceptance criteria (WAC) for Class 3 organic and inorganic contaminants, which was the scope for 'Revision 3' of the guidelines in late 2017. During the process of deriving the Class 3 organic WAC, some of the contaminants for Class 4 organic and inorganic WAC were revised. The current version of the guidelines, which are available on WasteMINZ' website, are still valid and will remain so until the new version of the guidelines are available. The MfE appointed Reference Group met in early August to review the proposed changes. Consultation will be considered by MfE, because of the proposed changes.

LANDFILL GAS GENERATION AND ETS PROJECTS

Landfill operators were surveyed in February regarding the generation of methane and whether there is a need to develop more specific decay rate constants, to fairly reflect a landfills modelled generation and emissions to air. A working group will be formed to investigate the appropriateness of updating the decay rate constants in the regulations and/or the introduction of regional constants into the regulations.

Sector group steering committee elections held March 2020. Thank you to all who stood and congratulations to those who were appointed.

816

INTERESTED
MEMBERS

HEALTH AND SAFETY

STEERING COMMITTEE

Ajith Fernando

Reclaim

Greg Dearsly

First 4 Safety

Guy Smith

CHAIR

Waste Management NZ

Jason Harvey

Smart Environmental

Mark Devantier

InterGroup

Robyn Vallom

EnviroNZ

Warwick Jaine

Auckland Council

Wayne Plummer

BOARD CHAMPION

EnviroNZ

Recognition must be given of the impact of COVID-19 on members of this sector group. Despite the significant escalation of members' workloads during the pandemic and the continued operations as an essential service, many projects underway were progressed.

A review to identify issues surrounding left-hand driven low entry vehicles and identifying the industry's critical H&S risks continued. This resulted in a conference presentation and panel discussion.

A working group was formed to update the low entry collection vehicles module in the *Health and Safety guidelines: for the Solid Waste and Resource Recovery Sector - parts one, two, three, four and five*. Consultation was released in June 2020.

The H&S Sector Group reviewed and requested amendments were made to *WorkSafe NZ's Approved Code of Practice - Management and removal of asbestos*.

A WasteMINZ working group was established to review and update the KCTL material. Consultation followed in February 2020.

NZTA advised it was no longer running the KCTL programme and requested WasteMINZ to take over this responsibility. Due diligence as to scope and risk has been undertaken with the support of the steering committee, resulting in NZTA

agreeing to retain the responsibility for delivering the KCTL Train the Trainer workshops. WasteMINZ and NZTA will formalise handover responsibilities (expected September 2020).

A Lithium Ion Battery (LIB) working group was established in June, motivated by the fire risk caused by incorrectly disposed of e-waste and lithium ion batteries. The members are from industry, council and Fire & Emergency NZ and are working on a How to Guide for council's wanting to set up collection points for household batteries. The work builds on the battery collection trials by Christchurch City Council and Marlborough District Council.

Sector group steering committee elections were held in March 2020. Thank you to all who stood and congratulations to those appointed.

Research into ACC grant funding options for a public awareness campaign around safety at workplaces where waste collection activities are taking place did not progress due to workloads. Funding will be sought in 2020/21 to resource this steering committee priority.

654 INTERESTED MEMBERS



41

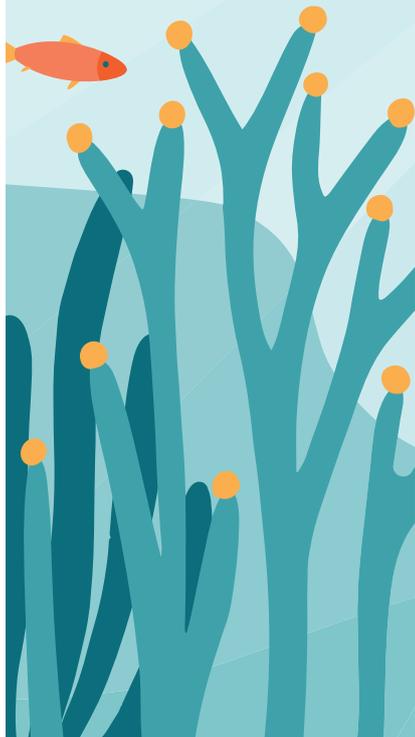
MAIN STREAM NEWS
ARTICLES FEATURED PFJ
MESSAGE

REACHING A POTENTIAL
AUDIENCE OF

2,135,000

↑ 41%

INCREASE IN PUBLIC
ENGAGEMENT SINCE
2018



TOITŪ TE WHENUA
whatungarongaro he tangata
the land remains when
people have disappeared

CONFERENCE 2019
OUR 31ST

80

SPEAKERS

25

PANELLISTS

552

DELEGATES

52

EXPO STANDS

360

GUESTS ENJOYED
THE GALA DINNER



31,787

PEOPLE REACHED
THROUGH FACEBOOK



MINISTER SAGE AT THE
**TRUTH ABOUT
PLASTICS**
REPORT LAUNCH

MEDIA COVERAGE ON
TVNZ
NEWSHUB
NZ HERALD
STUFF
RNZ



NETWORKING EVENTS
ATTRACTED

100

WELLINGTON & AUCKLAND
BASED MEMBERS

ORGANIC MATERIALS

STEERING COMMITTEE

Alec McNeil BOARD CHAMPION

Marlborough District Council

Chris Purchas CHAIR

Tonkin + Taylor

Daniel O'Carroll

Living Earth

Daniel Yallop

Morrison Low

Dawn Smith

Scion

Joe Buist

Revital Group

Lisa Hack

SLR Consulting

Liz Stanway

Xtreme Zero Waste

Paul McGuire

Envirofert

A request was received for WasteMINZ to lead, co-ordinate work across biosolids.

This wasn't possible due to resource restraints, however the topic featured in the July 2019 *revolve* magazine and a session was held at the Conference 2019 for presentations and discussion. This has been identified as a potential future workstream provisional on resources.

Compostable packaging remains topical.

Collaboration continued with Scion across their compostable packaging trial, and WasteMINZ was involved in the literature review of Scion's project. Recommendations were made as to scope, products and locations for testing.

Australian Packaging Covenant Organisation (APCO) requested WasteMINZ' input into the feasibility of using the Australian Recycling Label for compostable packaging. Alternative options are being explored by industry and MfE.

A fifth and final guide on *Advertising the plastics used in compostable products and packaging* was released February 2020, the output from a working group comprising of composters, Plastics NZ, compostable packaging manufacturers, Scion, retailers and councils.

WasteMINZ collaborated with the New Zealand Magazine Association to research subscribers' home composting capacity for compostable packaging and consumer understanding. A citizen science project to determine composting rates was scoped but has been postponed.

Elections were held for a new steering committee, August 2019. Thanks to all who stood and congratulations to those elected.

712

INTERESTED
MEMBERS

PRODUCT STEWARDSHIP

STEERING COMMITTEE

Alec McNeil

Marlborough District Council

Alexandra Kirkham

Auckland Council

Darren Patterson BOARD CHAMPION

Patterson Environmental

Francesca Lipscombe

The New Zealand Ecolabelling Trust

Juhi Shareef

Vector

Laurence Zwimpfer

eDay Trust

Marty Hoffart

Waste Watchers

Rebecca Maiden

Tauranga City Council

Sarah Clare CHAIR

3R Group

Product stewardship featured strongly in the Conference 2019 programme with presentations from MfE, Australian Container Return programme, NZ batteries and tyre programmes.

The Product Stewardship Sector Group submitted on MfE's priority products consultation and National Standards for the Outdoor Storage of Tyres.

The Vector initiated Batteries Industry Group (B.I.G.) approached WasteMINZ to assist with developing a product stewardship scheme for large batteries. B.I.G. funded by the Ministry for the Environment's Waste Minimisation Fund and industry (Vector, the Motor Industry Association and the Energy Efficiency and Conservation Authority – EECA).

A Right to Repair working group was formed in September 2019 with WasteMINZ members, Consumer NZ and a law professor from the Victoria University of Wellington. The group published an article in the March edition of *revolve* and this was then republished in the American Association of Public Works magazine in June. The *Pathways for Right to Repair in Aotearoa New Zealand* report was released in September 2020.

Development of other key projects were suspended until the outcome of the Ministry of the Environment's priority products for mandatory product stewardship is announced. This detail will inform and determine the Product Stewardship Steering Committee' new workplan 2020/21.

187

INTERESTED
MEMBERS

TERRITORIAL AUTHORITIES' OFFICERS FORUM

STEERING COMMITTEE

Andre Erasmus

Kawerau District Council

Angela Atkins

Hastings District Council

Donna Peterson

Invercargill City Council

Eilidh Hilson

Christchurch City Council

Jennifer Elliot

Wellington City Council

Kimberley Hope

New Plymouth District Council

Kirsty Quickfall

Hamilton City Council

Parul Sood

 BOARD CHAMPION

Auckland City Council

Sophie Mander

 CHAIR

Queenstown Lakes District Council

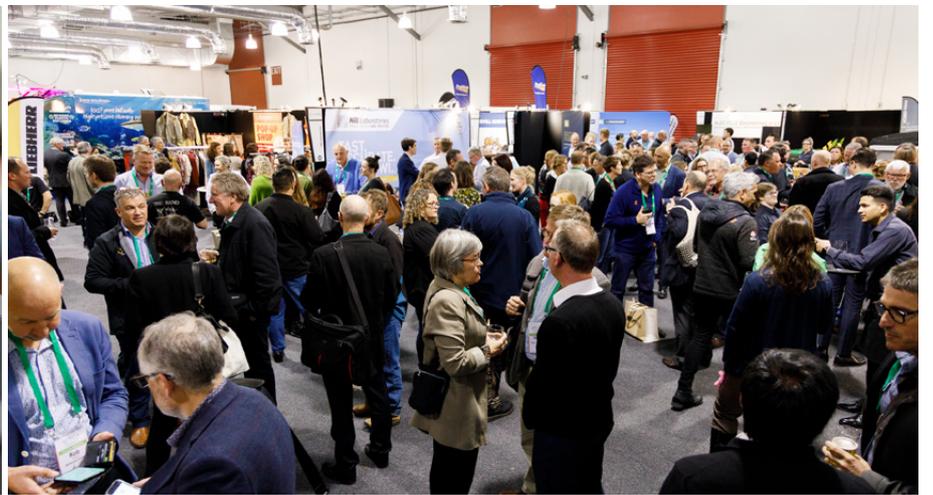
Multilingual plastic bag ban resources were created by the TAO Forum. These were widely distributed and aligned with the Ministry's 1 July 2019 single-use plastic bag ban announcement.

Plastic Free July Aotearoa 2019 campaign generated 57 media articles about reducing single-use plastic, and achieved a 40% increase in registrations to the challenge. An estimated 530,084 New Zealanders responded to the challenge.

The three-year *Rethinking Rubbish and Recycling project* funding deed and project was finalised July 2019. This supported national research of 894 household bin audits. These results were captured in the *The Truth about Plastic* report (January 2020) which provided in-depth analysis of household rubbish and recycling behaviour, and provided an extrapolated national overview. An online study of 1000 people which assessed attitudes and knowledge of recycling labels and materials, was completed by Colmar Brunton. The research was released to 179 members, May 2020, via a webinar.

291

INTERESTED
MEMBERS



OUR YEAR IN REVIEW

REPRESENTATION

The Board Chair and Chief Executive met with Minister Sage July and December 2019 and February 2020. June's meeting was postponed until July due to COVID-19 workloads.

ADVOCACY

The following submissions were made during the 2019-20 period by the WasteMINZ sector groups:

- Approved Code of Practice – Management and Removal of Asbestos – Health & Safety Sector Group requested amendments following their review of ACOP (May 2020).
- Proposed priority products and priority product stewardship scheme guidelines – TAO Forum, Product Stewardship Sector Group (October 2019).
- National Environmental Standards (NES) on the outdoor storage of tyres – CLM Sector Group, Product Stewardship Sector Group (March-April 2020).
- Waste Disposal Levy Consultation – CLM Sector Group, TAO Forum, Disposal to Land Sector Group, Organic Materials Sector Group (February 2020).
- Proposed amendments to Basel Convention on transboundary movements of hazardous waste – TAO Forum (May 2020).
- New Zealand Guidelines for Assessing and Managing Asbestos in Soils – CLM Sector Group (May 2020).

ORGANISATIONAL DEVELOPMENT

PERSONNEL

The Board approved the appointment of a new role – Communications Manager which was filled by Jill Marshall (September 2019-June 2020).

Retention of key personnel has been achieved.

Justine Robinson resigned after four years as Admin Administrator, December 2019, and the opportunity was taken to redefine the position. Shamaine Oakley was appointed as Membership Coordinator, a dedicated membership support role, February 2020.

Designed and commissioned a new membership management, events and communications platform, to streamline administration and financial management functions, and provide greater member database security. Stage one and two are complete. (Stage three is due for completion December 2020).

BUSINESS CONTINUITY PLANNING

Delighted to report that the team responded quickly and positively to working remotely, which enabled seamless support, access and engagement with members during COVID-19 lockdown. Wish to recognise the sacrifices the team made to continue to serve WasteMINZ members and stakeholders during this time.

ADDITIONAL PROJECTS

ANNUAL CONFERENCE

The annual conference (September 2019) was a massive undertaking by the WasteMINZ team and resulted in another successful and important event for New Zealand's waste & resource recovery and contaminated land management sectors. It was the first conference under a new Chief Executive, so much of the credit lies with Nic Quilty as project lead and the team who supported her so well.

The 31st conference attracted near record number of delegates and record number of exhibitors.

COMMUNICATIONS

WASTEMINZ MENTIONED



MAIN MEDIA OUTLETS



12 | 9 | 8

WE ISSUED 12 OF OUR OWN MEDIA RELEASES, WERE MENTIONED IN OTHERS' MEDIA RELEASES 9 TIMES, AND WERE CONTACTED FOR COMMENT 8 TIMES



1873

FOLLOWERS
↑ FROM 1643

330x

EACH POST
VIEWED ON
AVERAGE



1318

FOLLOWERS
↑ FROM 678

1355

PAGE VIEWS

The contaminated land management stream ran for four days, with a multi-channel waste & resource recovery stream in place for three.

Associate Minister for the Environment, Hon Eugenie Sage, chose the conference for the announcement of the government's investment in a container return scheme design. Television and radio were in attendance for the first time, denoting the importance of the discussions and debates.

Thanks to all who contributed, and to our valued sponsors.

STANDARDISING KERBSIDE COLLECTIONS

A working group comprising of New Zealand's seven largest recyclers was formed to identify opportunities for national standardisation of recycling materials. The outcomes of this working group were agreed to by a representative group of smaller recyclers and councils in August 2019.

This work was then absorbed into a MfE initiated project on Standardising Kerbside Collections. This project involved 11 regional hui of councils, contractors and processors during Level 4 lockdown and the report was published in May.

CONTINUING PROFESSIONAL DEVELOPMENT

The past 12 months has witnessed a significant growth of webinars hosted for the benefit of the industry and members. Eleven webinars hosted over 12 months with 694 registrants, from across the seven sector groups.

COVID-19 ENGAGEMENT AND COMMUNICATION

WasteMINZ hosted nine weekly webinars during March to May with 1296 registrations, plus weekly email updates.

Cross-sector and multi-governmental agencies came together to enable the safe collection of waste while New Zealand was in lockdown. Engendered a new level of cooperation and transparency across the sector.

Rt Hon Prime Minister Jacinda Ardern acknowledged the waste sector and thanked our members, and their staff who continued to provide this essential service while New Zealand was in lockdown. (May 2020)

bit.ly/JAMSG

FINANCIAL REVIEW FY20

The strong financial performance was largely due to additional non budgeted projects, namely Standardising Kerbside Recycling, (\$117,011) plus the over-performance against budget of Conference 2019 (\$54,837).

FINANCIAL BUDGET FY21

Due to COVID-19 and associated public health warnings, the Board supported a change in format for the annual conference to mitigate risk with venues and hosting 550 plus delegates face-to-face.

This has a significant impact on revenue and is largely responsible for FY21 budget a deficit of \$(186,000). The Board has approved the draw down on reserves if required during the FY21 to enable the retention of key personnel and the continuance of member programmes and services.



Janine Brinsdon
Chief Executive, WasteMINZ

WEBINARS 694 ATTENDEES

PCBUS WORKING TOGETHER TO MANAGE ASBESTOS AT A LANDFILL

●●● 24

PLASTIC FREE JULY - RESEARCH BEHIND THE CAMPAIGN

● 17

LANDFILL GAS COLLECTION - GETTING THE BASICS RIGHT

● 36

MICROPLASTICS AND OTHER EMERGING CONTAMINANTS OF CONCERN: BIGGER PICTURE AND SOLUTIONS

● 45

MICROPLASTICS AND OTHER EMERGING CONTAMINANTS OF CONCERN: RESEARCH PROGRAMMES AND THEIR AIMS

● 38

REDUCING CONTAMINATION IN RECYCLING - WHAT WE NOW KNOW

● 179

SINCE YOU'VE GOT SOME TIME ON YOUR HANDS - HOW ABOUT WE RECONNECT WITH WHAT MODERN READERS ACTUALLY

●●●●●●● 54

GUIDELINES FOR BENEFICIAL USE OF ORGANIC MATERIALS ON LAND

●● 56

AUDIT RESULTS FROM RETHINKING RUBBISH AND RECYCLING

● 78

WASTE DISPOSAL LEVY CONSULTATION

●● 108

MICROPLASTICS IN THE ENVIRONMENT: SOURCES, FATE AND IMPACTS

●● 59

WASTEMINZ STAFF



Nic Quilty

Sector Group Manager

Contaminated Land Management, Disposal to Land, and Health & Safety sector groups



Janine Brinsdon

Chief Executive



Jenny Marshall

Sector Group Manager

Behaviour Change and Organics Materials sector groups, and Territorial Authorities' Officers Forum



CJ Dooner

Corporate Services Manager



Sharmaine Oakley

Membership Coordinator



Sarah Pritchett

Sustainability Advisor

Product Stewardship Sector Group, Advertising of Compostable Products Working Group, and the Standardisation of Kerbside Recycling Project



Danelle Clayton

Communications Advisor

STATEMENT OF PURPOSE

The Institute is committed to promoting and developing waste management practices which protect the environment and provide for the sustainable use of natural resources for the benefit of all New Zealanders.

APPROVAL OF ACCOUNTS

The Board have approved the Financial Statements of the Waste Management Institute New Zealand Incorporated (WasteMINZ) for the year ended 30 June 2020 on pages 19 to 25.

The notes and accounting policies form an integral part of these financial statements and should be read in conjunction with the Auditor's Report.

Signed on behalf of the Board:



Wayne Plummer
CHAIR
14 August 2020



Parul Sood
DEPUTY CHAIR
14 August 2020

STATEMENT OF FINANCIAL PERFORMANCE

for the year ended 30 June 2020

INCOME	2020	2019
Conference Registration	404,242	399,017
Conference Other Income	5,522	4,969
Conference Sponsorships	106,800	139,393
Conference Trade Exhibit	159,610	145,244
	<hr/>	<hr/>
	676,174	688,623
EXPENSES		
Conference General Costs	53,848	59,694
Conference Audio Visual Equipment Hire	39,286	49,358
Conference Trade Exhibits	17,106	17,251
Conference Insurance	3,454	3,651
Conference Venue and Catering	136,888	145,077
Conference Travel, Accommodation and Transport	11,971	20,699
Conference Wages and Salaries	82,536	80,429
	345,088	376,158
Conference Profit	<hr/>	<hr/>
	331,087	312,465
INCOME		
Marketing and Advertising	29,837	45,736
Workshops	16,052	111,549
Membership Fees	277,874	265,651
Love Food Hate Waste	27,424	199,579
Sundry Income	350	1,836
Profit of Sale of Asset	0	5,124
Rethink, Rubbish and Recycling	199,073	22,701
Strategic Investment Fund	23,689	31,927
Standardising Kerbside Recycling Project	117,012	0
Funded Projects	17,391	0
Interest Received	4,360	6,573
Credit Fee Charged	919	1,740
	<hr/>	<hr/>
Total Income	1,045,067	1,008,925

	2020	2019
LESS EXPENSES		
Accident Compensation Corporation	1,630	1,585
Accountancy Fees/Audit Fees	5,487	6,794
Bank Charges	1,148	2,367
Bad Debt	240	0
Employment Expenses	12,924	9,406
Insurance	4,489	4,248
IT and Website Expenses	15,324	15,619
Legal Expenses	0	0
Love Food Hate Waste	0	199,422
Love Food Hate Waste Ongoing Campaign	24,444	4,046
Marketing and Advertising	2,495	1,987
Motor Vehicle Expenses	3,735	8,708
Members Networking and Board Expenses	11,096	18,914
Office and General Expenses	9,875	12,251
Postage and Courier	1,330	133
Printing and Stationery	9,153	8,238
Project Fees	8841	9820
Recovery of Debt	1032	0
Rent and Rates	15,643	14,953
Rethink Rubbish and Recycling	188,303	20,241
Revolve Magazine	30,333	34,317
Sector Group Expenses	206,021	196,238
Standardise Kerbside Recycling Project	74,036	0
Strategic Investment Fund Expenses	37,586	48,134
Study Grant	2,159	2,406
Subscriptions and Memberships	7,909	7,718
Telephone, Tolls and Internet	3,620	4,732
30 Year Celebrations	0	1,721
Travel and Accommodation	5,545	4,511
Wages and Salaries	258,619	192,941
Covid19 Wage Subsidy	(46,378)	0
Workshop Expenses	9,963	95,006
Total Expenses	906,872	926,459
Net Surplus (Deficit) Before Depreciation	138,195	82,466

Less Depreciation Adjustments		
Depreciation as per Schedule	26,939	33,038
Loss on Disposal	0	657
Net Depreciation Adjustment	26,939	33,695
Fringe Benefit Tax	4,491	3,493
Tax Advice	0	1,735
Tax Payable	3,730	6,027
Tax Penalties	0	162
NET SURPLUS (DEFICIT) FOR YEAR	103,035	37,354

STATEMENT OF MOVEMENTS IN GENERAL & STRATEGIC FUNDS

for the year ended 30 June 2020

	2020	2019
GENERAL FUND AT START OF PERIOD	754,804	749,379
Strategic Investment Fund	2	31,929
Total Funds Start of Period	754,806	781,308
Movement in Strategic Investment Fund		
Opening Balance	2	0
Transferred from General Fund	37,354	31,929
Money Spent from Strategic Investment Fund as approved by Board	23,689	31,927
Ending Balance of Strategic Investment Fund	13,666	2
Movement in General Fund		
Opening Balance	754,804	749,379
Transferred to Strategic Investment Fund	(37,354)	(31,929)
Balance Retained Earnings	717,450	717,450
Net Surplus (Deficit) for Year	103,035	37,354
Total Recognised Revenues and Expenses for the Year	103,035	37,354
GENERAL FUND AT END OF PERIOD	834,152	754,806

STATEMENT OF FINANCIAL POSITION

for the year ended 30 June 2020

GENERAL FUNDS	2020	2019
Retained Earnings	834,152	754,807
Represented by:		
CURRENT ASSETS		
Cheque and Call Accounts	500,813	364,767
Petty Cash	21	121
Total Cash and Bank	500,834	364,888
Accounts Receivable	99,165	35,810
Prepayments	7,194	34,415
	106,359	70,225
Current Assets	607,194	435,115
CURRENT LIABILITIES		
GST Due for Payment	13,360	4,181
Fringe Benefit Tax	717	833
Accounts Payable	45,151	36,323
Accounting and Audit Fees	3,800	3,700
Sundry Accruals	14,848	1,048
PAYE Liability	12,319	11,601
Holiday Pay Accrual	38,150	31,704
Conference Income Prepaid	0	6,831
Membership Fees Prepaid	100	6,126
TA Collaborative Fund	104,577	104,240
B.I.G. Project	46,582	0
Advertising Income Prepaid	862	0
Visy Project	3,658	0
Love Food Hate Waste	33,465	35,233
Tax Payable	3,165	2,811
Provisional Tax Paid	0	(3,376)
	320,753	241,254
Surplus in Working Capital	286,441	193,860
FIXED ASSETS		
Net Book Value as per Schedule	547,710	560,947
	834,152	754,807

NOTES TO THE FINANCIAL STATEMENTS

STATEMENT OF ACCOUNTING POLICIES

1 REPORTING ENTITY

The financial statements presented here are for the entity Waste Management Institute New Zealand Incorporated. Waste Management Institute New Zealand Incorporated is incorporated as a board under the Incorporated Societies Act. The Financial Statements of Waste Management Institute New Zealand Incorporated are Special Purpose Financial Statements which have been prepared based on the requirements of external users of the financial statements and its members.

2 MEASUREMENT BASE

The accounting principles recognised as appropriate for the measurement and reporting of earnings and financial position on an historical cost basis have been used, with the exception of certain items for which specific accounting policies have been identified.

3 CHANGES IN ACCOUNTING POLICIES

There have been no changes in accounting policies. All policies have been applied on bases consistent with those used in previous years.

4 SPECIFIC ACCOUNTING POLICIES

The following specific accounting policies which materially affect the measurement of financial performance and the financial position, have been applied:

(a) Differential Reporting

Waste Management Institute New Zealand Incorporated is a qualifying entity in that it qualifies for Differential Reporting as it is not publicly accountable and there is no separation between the owners and the governing body.

All Differential Reporting exemptions have been applied.

(b) Fixed Assets & Depreciation

The entity has the following classes of fixed assets:

Office Equipment

Motor Vehicle

Land and Building

All fixed assets are initially recorded at cost with depreciation being deducted on all tangible fixed assets other than freehold land, in accordance with rates set out in the Income Tax Act 2007.

(c) Goods & Services Tax

The Statement of Financial Performance and Statement of Cash flows (where included) have been prepared so that all components are stated exclusive of GST. All items in the Statement of Financial Position are stated net of GST, with the exception of Accounts Receivables and Payables.

(d) Income Tax

A provision has been made for Fringe Benefit Tax Payable. A provision has been made for tax payable on non-member earnings. Waste Management Institute New Zealand Incorporated is eligible for the income tax deduction as a non-profit body afforded by the IRD.

(e) Receivables

Receivables are stated at their estimated realisable value. Bad Debts are written off in the year in which they are identified.

(f) Investments

Investments are carried at the lower cost and net realisable value. Where in the opinion of the Board there has been a permanent reduction in the value of investments, this has been brought to account in the current period.

5 OPERATIVE COMMITMENTS

The society has an operating lease commitment with Fuji Xerox for three years. \$2,942.64 for 2019/2020 year.

6 RELATED PARTY DISCLOSURES

The governance of the society is not aware of any related party transactions requiring disclosure.

7 COMPARATIVE FIGURES

The comparative figures cover the Financial Year Ended 30 June 2019.

8 AUDIT

These financial statements have been subject to audit, please refer to the Auditor's Report.

9 SUBSEQUENT EVENTS

No subsequent events in 2021.

10 SECURITIES AND GUARANTEES

There was no overdraft as at balance date nor were any facilities arranged.

INDEPENDENT AUDITOR'S REPORT

To MEMBERS of the WASTE MANAGEMENT INSTITUTE NEW ZEALAND INC. for the year ended 30 June 2020

Report on the Financial Statements

Unqualified Opinion

We have audited the financial statements of the WASTE MANAGEMENT INSTITUTE NEW ZEALAND INC. on pages 19-25 which comprise the statement of financial position as at 30 June 2020, the statement of financial performance for the year ended, the statement of accounting policies and other explanatory information.

In our opinion the financial statements on page 3 to 8 present fairly the financial position of the WASTE MANAGEMENT INSTITUTE NEW ZEALAND INC as at 30 June 2020 and its financial performance for the year ended on that date in accordance with the requirements of the Special Purpose Framework used by For-Profit-Entities [SPF-FPE] issued in New Zealand (NZ) by the NZ Accounting Standards Board relevant to reporting financial position and profit and loss for small to medium entities reporting on income tax special purpose reports.

Basis for an Unqualified Opinion

We obtained sufficient and appropriate audit evidence on which to base our opinion.

Other than in our capacity as auditor we have no other relationship with, or interests in the WASTE MANAGEMENT INSTITUTE NEW ZEALAND INC.

We conducted our audit in accordance with International Standards on Auditing (NZ ISAs). Our responsibilities under those standards are further described below in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the organisation in accordance with Professional and Ethical Standard 1 (Revised) *Code of Ethics for Assurance Practitioners* issued by the NZ Auditing and Assurance Standards Board, and we have

fulfilled our other ethical responsibilities in accordance with these requirements.

Restriction on responsibility

This report is made solely to the members, as a body, in accordance with the entity's constitutional requirements. Our audit work has been undertaken so that we might state to the members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the members as a body, for our audit work, for this report, or for the opinions we have formed.

Other Information

No other performance information is required in the financial reporting of the WASTE MANAGEMENT INSTITUTE NEW ZEALAND INC, and the pages 3 – 8 form the entire audited financial reporting of the association.

Governance Board Responsibility for the Financial Statements

The governance board is responsible for determining that the SPF-FPE framework is acceptable in the entity's circumstances, for the preparation of financial statements, and for such internal control as the director determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the governance board is responsible for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (NZ) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs (NZ), we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.
- conclude on the appropriateness of the use of the going concern basis of accounting by the board. Based on the audit evidence obtained, no material uncertainty exists related to events or

conditions that may cast significant doubt on the entity's ability to continue as a going concern. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report, and no assurances are provided for any future events or conditions that may cause the entity to cease to continue as a going concern.

- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by governance.

We communicate with the board regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Audit Integrity

Audit Integrity
Chartered Accountants
East Tamaki, Auckland
17 August 2020

WASTEMINZ MEMBERS

Thank you to our members for your ongoing support. We have developed a cost effective 'plus one' sliding scale to maximise the number of members per organisation which is having good impact in the FY21 period.

PLATINUM

AUCKLAND COUNCIL

aucklandcouncil.govt.nz

GOLD

3R GROUP

3R.co.nz

EARTHCARE ENVIRONMENTAL

earthcarenz.co.nz

ENVIRONZ

environz.co.nz

MINISTRY FOR THE ENVIRONMENT

mfe.govt.nz

O-I NEW ZEALAND

o-i.com

SMART ENVIRONMENTAL

smartenvironmental.co.nz

SULO

sulo.co.nz

TONKIN + TAYLOR

tonkin.co.nz

VISY RECYCLING NZ

visy.co.nz

WASTE MANAGEMENT NZ

wastemanagement.co.nz

SILVER

ADSTAFF PERSONNEL

adstaff.co.nz

AURECON NZ

aurecongroup.com

CIVIC CONTRACTORS

civcon.co.nz

COCO-COLA AMATIL

ccamatil.co.nz

DUNEDIN CITY COUNCIL

dunedin.govt.nz

ENVIRONMENT CANTERBURY

ecan.govt.nz

FONTERRA

fonterra.com

FOODSTUFFS NZ

foodstuffsnz.co.nz

GEOFABRICS NZ

geofabrics.co.nz

INTERGROUP

intergroup.co.nz

MANCO

manco.co.nz

MARLBOROUGH CITY COUNCIL

marlborough.govt.nz

NZ SAFETY BLACKWOODS

nzsafetyblackwoods.co.nz

OJI FIBRE SOLUTIONS

ojifs.com

OMARUNUI LANDFILL

hastingsdc.govt.nz

PATTLE DELAMORE PARTNERS

pdp.co.nz

PLASBACK

plasback.co.nz

PROGRESSIVE ENTERPRISES

progressive.co.nz

SCION RESEARCH

scionresearch.com

SIMS RECYCLING SOLUTIONS

apac.simsrecycling.com

STANTEC

stantec.com

THE PACKAGING FORUM

packagingforum.org.nz

WASTENET SOUTHLAND

wastenet.org.nz

WSP OPUS

wsp-opus.co.nz

BUSINESS PLAN

1 JULY 2020-30 JUNE 2021 (FY21)

To follow are the headline projects for the coming 12 months. Detailed information is available via WasteMINZ sector group structure and communication platforms.

BUSINESS CONTINUITY PLANNING - COVID-19 IMPACT

Create a flexible organisation not just a flexible working environment

Robust financial management and control to protect WasteMINZ' financial viability

Minimise where possible the impact on staff

PROJECTS

WasteMINZ Be the Change Summit
19-21 October 2020
- development of an inaugural virtual summit and face to face hub model

Host the inaugural WasteMINZ National Food Waste Summit - February 2021

Standardising Kerbside Collection
- further member consultation regarding implementation

Rethinking Rubbish and Recycling - delivery of stage three of the three-year project

Emerging contaminants
- establishing workplans around these issues.

CoPTTM review

Lithium Ion Batteries
- progress the establishment of national collection and logistics network

MEMBER PROFESSIONAL DEVELOPMENT

Ongoing webinar programme

Waste industry specific health and safety training programme development

Kerbside Collection Traffic Leader (KCTL) programme management

Contaminated Site Safety Certificate training programme review and expansion

MEMBER COMMUNICATION AND CONNECTIVITY

New website and member portal Qtr. 2 FY21

Digital revolve magazine

Greater control over targeted social and digital media messages

Communication advisor role created to increase WasteMINZ' and members' share of media presence

Grow all membership classes across representative sectors

Increase reach within current members

REPRESENTATION AND CONSULTATION

Give members a voice across the following key projects:

Host an online General Election 2020 Debate
- six parties to present their waste policy and positions

General Election 2020
- incoming Minister briefing

Waste Disposal Levy expansion, implementation, and resultant investment options

Development of the updated New Zealand Waste Strategy

Mandatory product stewardship programme design and implementation

Regulatory review of the Waste Minimisation Act 2008

Collaborate with MfE to increase focus on contaminated land management issues

Establish the potential for a waste industry forum/sector group

Establish a new Resource Recovery Sector Group (C&D, C&I, Municipal)



ADDRESS

Unit 2, 5 Orbit Drive
Rosedale
Auckland 0632

DATE OF FORMATION

7 November 1989

INCORPORATED SOCIETIES

NUMBER 450155

AUDITOR

Integrity Audit

BANKERS

ASB Bank, Constellation Drive

CONSULTING ACCOUNTANT

Paul Cordingley, Cordacc Services

wasteminz.org.nz

