

Annual Report **2016|2017**



Waikato

About us

The Waste Management Institute New Zealand Incorporated (WasteMINZ) is the largest representative body of the waste, resource recovery and contaminated land sectors in New Zealand. Formed in 1989, we are a membership-based organisation with over 1,000 members—from small operators through to councils and large companies.

We are the authoritative voice on waste, resource recovery and contaminated land management in New Zealand and seek to achieve ongoing and positive development of our industry through strengthening relationships, facilitating collaboration, knowledge sharing and championing the implementation of best practice standards.

What we do

We work closely and collaboratively with industry partners, the Ministry for the Environment, other government agencies, and local government on advancing sector issues. We also gather feedback on topical issues and key areas of interest, which are incorporated into our continuing professional development programme including the WasteMINZ annual conference, workshops and seminars. WasteMINZ also has relationships with a number of other similar international organisations and is New Zealand's national member of the International Solid Waste Association (ISWA).



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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.



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



Simonne Eldridge DEPUTY CHAIR
| Tonkin + Taylor
seldridge@tonkintaylor.co.nz



Grahame Christian
| Smart Environmental
grahamec@smartenvironmental.co.nz



John Dragicevich
| Auckland Council
john.dragicevich@aucklandcouncil.govt.nz



Wayne Plummer
| EnviroNZ
wayne.plummer@enviroNZ.co.nz



Dominic Salmon
| 3R Group
dominic@3R.co.nz

Chair's message

Once again it's been a real pleasure for me to serve as Chair of WasteMINZ. Over the past 12 months, together with my fellow Board members and the WasteMINZ team, we have been focused on ensuring that WasteMINZ has a sound future ahead.

2018 will be our 30th year of operation, a significant achievement for a membership organisation such as ours. We have seen many other organisations come and go over this time, but WasteMINZ has remained strong and successful due to our focus on developing a broad and inclusive membership base which thrives on knowledge sharing, collaboration and passionate yet positive discourse.

We have also been focused on diversifying what we offer you our members. We used to be known almost solely for our conferences. In fact the term WasteMINZ is often used to encompass attendance at the conference. I'll see you at WasteMINZ is often something I hear people say. And while the conference is almost certainly still our crown jewel, we now offer a broad range of other services to you, including:

- Weekly e-newsletter
- Quarterly magazine
- Sector-specific webinars
- Study tours
- Specialist workshops
- And of course, six high-functioning sector groups undertaking valuable research and development

Not content with this, we're now looking at how we can provide a far more comprehensive continuing professional development programme. This is likely to include:

- Bespoke training initiatives in priority technical areas
- Formalisation of CPD hours and certification
- Formal collaboration with partner organisations on joint venture activities

At the heart of it, it's all about providing members with the services they want in a way which is convenient and provides excellent value. Balancing these elements is a challenge, but for the Board, it is always front of mind.

2018 will be our 30th year and Christchurch in November 2018 will be our 30th conference, a milestone that deserves celebrating. We have some major plans to mark this occasion, with events throughout New Zealand, culminating in a conference dinner and birthday celebration at the Air Force Museum of New Zealand. It's an occasion you won't want to miss.

From a finance perspective, in line with member feedback, we have endeavoured to ensure the organisation is future-proofed, while also minimising any increase in membership and event fees. This means that we are now running a much lower level of annual surplus, and instead reinvesting funds in member support and research activities.

As always, I'd like to emphasise that 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.





Pyramid Valley looking towards
the mountains behind Lake
Sumner, North Canterbury



Our year in review

Behaviour Change

A full update of the New Zealand Recycling Symbols was undertaken; they are now available to download free-of-charge from the WasteMINZ website.

After significant feedback from the sector, it was identified that there was a need to translate the symbols into Te Reo Maori, as well creating standardised translations for waste and recycling signage. This work is currently underway, and due to be completed in late 2017.

A second signage project was also undertaken. This involved creating a detailed fact sheet for councils and organisations looking to create signage for zero waste events. The factsheet outlines the key considerations when creating signage and provides examples of effective signage in use around the country.

Love Food Hate Waste

We're now midway through the Love Food Hate Waste campaign, and it continues to go from strength to strength.

With "Love Your Leftovers" the campaign theme for the year, there was a concentrated focus on leftovers in November 2016, which included an array of cooking videos showing different ways to use leftovers and culminated in a national "Love Your Leftovers" day. This was supported by Auckland Council who created a Love Food Hate Waste fund to encourage community groups to organise food waste minimisation activities in the region.

In December 2016 the campaign opened New Zealand's first community fridge in Auckland. The fridge allowed people and

businesses to donate their excess food while providing food for those in need. The community fridge launch received significant media coverage. The fridge was initially envisioned as a three-week media activation. However, it proved so popular it has now become a permanent fixture and inspired a member of the public to create their own community fridge in Christchurch.

The University of Otago continued as our research partner. The campaign funded a summer scholarship to test different food storage methods. This research provided best practice recommendations on how to store food such as bread, cheese, avocados and lettuce. This research was well received by the public and was picked up by NewsHub, the NZ Herald, and a range of other media outlets.

Councils have also been delivering an array of activations in their local areas in support of the campaign.

The increased awareness of food waste has seen further momentum from the sector. Countdown supermarkets continue to support the campaign, and in February they introduced "The Odd Bunch" a range of misshapen fruit and vegetables at competitive prices. Countdown has also renewed their partnership with food rescue groups around the country, and we have seen another three food rescue organisations set up, in Hastings, Christchurch and Nelson.

TA Forum

This year saw a concerted effort by councils around the country to push for a levy on single-use plastic bags. Spearheaded by Mayor Justin Lester,

90% of mayors from around the country called for a compulsory levy on plastic bags. Research commissioned by the TA Forum provided solid evidence that the public was broadly supportive of bag charges. WasteMINZ also encouraged greater collaboration between councils and the community sector by connecting up community initiatives such as Boomerang Bags.

Understanding the potential implications of container deposit schemes for councils has also been a key focus of the TA Forum. Auckland Council and members of the TA Forum have worked closely together to understand what the impact of such a scheme would be on ratepayers.

Waste data

Following on from the development of the national waste data framework project a waste data working group was established to take forward key actions. A number of pieces of work have been undertaken, these include:

- Supporting a collective of Waikato and Bay of Plenty councils to develop standard bylaw clauses, licensing processes and confidentiality agreements pertinent to waste data. This work is now complete and the intention is that these same clauses and processes can be utilised throughout the country creating greater consistency.
- Developing and consulting on standard waste data reporting indicators for territorial authorities. This work is in the process of being finalised and is likely to be released in late 2017.

Organic Materials

A health and safety factsheet was created covering bioaerosols in composting operations. It highlights the risks associated with bioaerosols and suggests methods of control.

A successful application to the Environmental Protection Authority was made for grounds to have the status of clopyralid reassessed. The EPA agreed that grounds did exist. However, in subsequent meetings, it was made clear that even if further controls were implemented the EPA did not consider themselves to be in a position to effectively enforce them.

The Steering Committee provided feedback on the proposed changes to the Good Practice Guide for the Beneficial Use of Organic Waste Products on Land. In particular, the committee highlighted that the proposed urban soil zinc level was too low and would negatively impact on soil replacements made from compost blends compared to the 2003 guidelines.

Contaminated Land Management

A workshop was held at the conference in October 2016; *Interpreting the changes to Guidelines 1 & 5*, where key topics were presented and attendees worked through case studies in small groups. The workshop was very well-received with attendees noting it was very interactive, well-facilitated, the case-studies were practical and the content of the workshop was interesting, varied and forward-thinking.

The Sector Group made a submission to the Ministry for the Environment on the proposed amendments to the National Environmental Standard for Assessing and

Managing Contaminants in Soil to Protect Human Health. The updated standard is due to be released in early 2018.

A number of webinars were held throughout the year, which included *NESCS reports – how to deliver what TAs expect, Benmore Pole 1 Deconstruction, Proposed amendments to the NES and ALARP and asbestos, a job for life?*

The Steering Committee identified that graduates seemed to have very little understanding of the industry. They then contacted tertiary institutions throughout New Zealand, proposing that presentations be given to their students. Relevant content is currently being confirmed with the University of Auckland and presentations and site visits will be held in late 2017 and early 2018. Further discussions will be held with other tertiary institutions.

Health & Safety

The updates to the *Health and Safety Guidelines: for the Solid Waste and Resource Recovery Sector – parts one, two, three, four and five*, with the relevant principles from the *Health and Safety at Work Act 2015* were completed in late 2016 and the updated guidelines were published on WasteMINZ' website in March 2017.

Collecting health and safety data from the waste industry for benchmarking purposes has been on the Steering Committee's agenda for some time. Seven parties have agreed to be part of a 12 month trial and a working group has now finalised the measures and definitions that will be used in the trial. An independent third party will be used to collate and aggregate the data and the trial should commence in early 2018.

A working group was formed to create good practice guidelines for waste collection operators when they are sharing the road with cyclists and collecting waste on cycle lanes. The guidelines will go out for consultation in early 2018.

Good practice guidelines to manage the collection, receipt, transport and disposal of asbestos waste, have been developed by a working group. The draft is currently with WorkSafe New Zealand, for their review. It will then go out for consultation, which is likely to be in early 2018.

Disposal to Land

WasteMINZ sent a survey to relevant parties in mid-2016 asking whether recipients supported the establishment of a disposal to land sector group, which would take an integrated approach to all types of disposal and the types of stakeholders that should be engaged with. The sector group was subsequently formed in late 2016 and has formulated their strategic plan and related work plan.

The first iteration of the *Technical Guidelines for Disposal to Land* was published on WasteMINZ' website in April 2016. Since that time, WasteMINZ has been working with the Ministry for the Environment and the Regional Waste and Contaminated Land Officers Forum on subsequent updates. These updates are currently being discussed and future actions are being identified.

In November 2016 a webinar on *Leachate recirculation – an international and local perspective* was held, which included a presentation by Simonne Eldridge from Tonkin + Taylor.



Paul Evans
CEO, WasteMINZ

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 2017 on pages 11 to 14.

Signed on behalf of the Board:

A handwritten signature in black ink, appearing to read 'D Patterson', with a stylized flourish at the end.

Darren Patterson CHAIR

A handwritten signature in black ink, appearing to read 'S Eldridge', with a stylized flourish at the end.

Simonne Eldridge DEPUTY CHAIR

Statement of Financial Performance

for the year ended 30 June 2017

INCOME	2017	2016
Conference Registration	280,450	291,269
Conference Other Income	4,471	6,222
Conference Sponsorships	128,527	140,400
Conference Trade Exhibit	120,680	96,930
	534,128	534,821
 EXPENSES		
Conference General Costs	57,883	59,752
Conference Audio Visual Equipment Hire	57,481	34,581
Conference Trade Exhibits	14,916	14,927
Conference Insurance	3,393	3,781
Conference Venue and Catering	123,640	110,111
Conference Travel, Accommodation and Transport	11,329	10,546
Conference Wages and Salaries	76,681	90,426
	345,322	324,122
Conference Profit	188,807	210,699
 INCOME		
Marketing and Advertising	34,722	36,413
Workshops	77,177	49,816
Membership Fees	241,986	237,783
Love Food Hate Waste	215,097	134,548
Sundry Income	284	153
Projects and Consultancy	2,723	34,955
Funded Projects	94,890	4,700
Strategic Investment Fund	46,234	14,530
Interest Received	7,814	9,303
Credit Fee Charged	1,032	-
Total Income	910,765	732,900

	2017	2016
LESS EXPENSES		
Accident Compensation Corporation	1,288	1,557
Accountancy Fees/Audit Fees	3,167	5,573
Bank Charges	1,843	2,032
Bad Debt	-	595
Consultancy Fees	96,223	47,719
Evaluation of New Premises (prior to purchase)	-	-
Insurance	4,075	4,062
IT and Website Expenses	10,972	10,583
Love Food Hate Waste	198,977	103,970
Marketing and Advertising	2,079	1,841
Motor Vehicle Expenses	5,452	6,840
Members Networking and Board Expenses	8,605	8,417
Office and General Expenses	9,738	7,975
Study Grant	6,764	11,935
Postage and Courier	714	331
Printing and Stationery	7,429	6,866
Rent and Rates	14,823	12,185
Revolve Magazine	33,778	32,851
Sector Group Expenses	164,977	156,882
Strategic Investment Fund Expenses	45,233	14,530
Subscriptions and Memberships	6,557	7,957
Telephone, Tolls and Internet	3,925	3,398
Travel and Accommodation	2,606	4,544
Wages and Salaries	176,712	170,053
Workshop Expenses	57,426	36,103
Total Expenses	863,365	658,801
Net Surplus (Deficit) Before Depreciation	47,399	74,099
Less Depreciation Adjustments:		
Depreciation as per Schedule	28,214	12,765
Loss on Disposal	-	145
Net Depreciation Adjustment	28,214	12,910
Fringe Benefit Tax	3,139	2,431
NET SURPLUS (DEFICIT) FOR YEAR	16,046	58,757

Statement of Movements in General & Strategic Funds

for the year ended 30 June 2017

	2017	2016
GENERAL FUND AT START OF PERIOD	717,254	658,497
Strategic Investment Fund	56,867	73,896
Total Funds Start of Period	774,121	732,393
Movement in Strategic Investment Fund		
Opening Balance	56,867	73,896
Transferred from General Fund	-	-
Money Spent from Strategic Investment Fund as approved by Board	(40,733)	(17,030)
Ending Balance of Strategic Investment Fund	16,134	56,867
Movement in General Fund		
Opening Balance	717,254	658,497
Adjustment from 2017 to 2016 year (Reference Note 11)	(15,850)	-
Transferred to Strategic Investment Fund	-	-
Balance Retained Earnings	701,404	658,497
Net Surplus (Deficit) for Year	16,046	58,757
Total Recognised Revenues and Expenses for the Year	16,046	58,757
GENERAL FUND AT END OF PERIOD	733,584	774,121

Statement of Financial Position

for the year ended 30 June 2017

GENERAL FUNDS	2017	2016
Retained Earnings	733,584	774,121
Represented by:		
CURRENT ASSETS		
Cheque and Call Accounts	278,084	257,020
Petty Cash	57	4
Total Cash and Bank	278,142	257,024
Accounts Receivable	54,652	105,259
Prepayments	19,264	26,793
Accrual for Income Received	15,000	-
Inventory	-	1,808
	88,916	133,860
Current Assets	367,058	390,884
CURRENT LIABILITIES		
GST Due for Payment	10,483	4,486
Fringe Benefit Tax	1,643	664
Accounts Payable	83,005	48,794
Accounting and Audit Fees	2,800	4,000
Sundry Accruals	514	(8,625)
PAYE Liability	16,108	10,167
Holiday Pay Accrual	16,051	18,705
Membership Fees Prepaid	1,862	144
Workshop Income Prepaid	-	22,492
Advertising Income Prepaid	-	375
Food Waste Prevention Project	2,892	-
Love Food Hate Waste	76,100	107,517
National Food Waste Programme	-	344
	211,458	209,063
Surplus in Working Capital	155,600	181,821
FIXED ASSETS		
Net Book Value as per Schedule	577,984	592,300
	733,584	774,121

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 General Purpose Financial Statements which have been prepared according to Generally Accepted Accounting Practice.

Waste Management Institute New Zealand Incorporated has adopted "Old New Zealand GAAP" with the application of New Zealand Financial Reporting Standards (FRS) and Statement of Standard Accountancy Practice (SSAP).

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.

(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. \$3,692.25 for 2016/2017 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 2016.

8 AUDIT

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

9 SUBSEQUENT EVENTS

No subsequent events in 2018.

10 SECURITIES AND GUARANTEES

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

11 PRIOR YEAR ADJUSTMENT

Nine days of wages were for the 2015/2016 year and needed to be reversed back into the correct year.

Independent Auditor's Report

To the members of the WASTE MANAGEMENT INSTITUTE NZ INC for the year ended 30 June 2017

We have audited the financial statements on pages 3 to 8, being the statements of financial performance, movements in equity, financial position, notes and accounting policies. The financial statements provide information about the past financial performance of the WASTE MANAGEMENT INSTITUTE NZ INC, and its financial position as at 30 June 2017. This information is stated in accordance with the accounting policies set out on pages 7-8.

Governance Board's Responsibilities

The management board are responsible for the preparation of financial statements, under the application of the general purpose reporting requirements, to give a true and fair view of the financial position of WASTE MANAGEMENT INSTITUTE NZ INC, and of the 12 month results of its operations for the year ended 30 June 2017.

Auditor's Responsibilities

It is our responsibility to express an independent opinion on the financial statements presented by the governance, and to report our opinion to you.

We conducted our audit in accordance with generally accepted international auditing standards in New Zealand. On this basis, an audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatements in the financial statements, whether due to fraud or error. In making the risk assessments, the auditor considers internal controls, relevant to the organisations preparation of the financial statements, in order to design audit procedures, which are appropriate for the circumstances, but not specifically for the purpose of expressing an opinion on the entity's internal control. Based on the audit assessment of risk, an appropriate

level of sample testing, has been used to gain the evidence relevant to the amounts and disclosures in the financial statements.

Basis of an Unqualified Opinion

We obtained sufficient and adequate audit evidence, to give reasonable assurance that the financial statements are free from material misstatements. In forming our opinion, we also evaluated the overall adequacy of the presentation of information in these general purpose financial statements.

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

Opinion

We have obtained all the information and explanations we have required.

In our opinion the financial statements on pages 3 to 8, give a true and fair view, in all material aspects, of the financial position of WASTE MANAGEMENT INSTITUTE NZ INC, as at 30 June 2017, and of the results of its operations, for the year ended on that date.

Our audit was completed on 7 September 2017, and our unqualified opinion is expressed as at that date.



Integrity Audit
EAST TAMAKI

Directory

WASTEMINZ TEAM

CJ Dooner, Membership & Finance Manager

Paul Evans, Chief Executive Officer

Jenny Marshall, Sector Group Co-ordinator

Nic Quilty, Sector Projects Manager

Justine Robinson, Accounts Administrator

Sarah van Boheemen, Communications & Social
Media Lead

ADDRESS

Unit 2, 5 Orbit Drive, Rosedale 0632

DATE OF FORMATION

7 November 1989

INCORPORATED SOCIETIES NUMBER 450155

AUDITOR

Integrity Audit Ltd

BANKERS

ASB Bank, Constellation Drive

CONSULTING ACCOUNTANT

Paul Cordingley, Cordacc Services Ltd

WasteMINZ MEMBERS

PLATINUM



Auckland Council
aucklandcouncil.govt.nz

GOLD



3R Group
3R.co.nz



Earthcare Environmental
earthcarenz.co.nz



EnviroNZ
environz.co.nz



O-I New Zealand
o-i.com



Smart Environmental
smartenvironmental.co.nz



SULO (N.Z.)
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

Aecom
aecom.com

Foodstuffs NZ
foodstuffsnz.co.nz

Geofabrics NZ
geofabrics.co.nz

Manco
manco.co.nz

Oji Fibre Solutions
ojifs.com

Omarunui Landfill
hastingsdc.govt.nz

Onyx Group
onyxgroup.co.nz

Plasback
plasback.co.nz

Progressive Enterprises (Countdown)
progressive.co.nz

Scion Research
scionresearch.com

Sims Recycling Solutions
apac.simsrecycling.com

Stantec
mwhglobal.co.nz

The Packaging Forum
packagingforum.org.nz

WasteNet Southland
wastenet.org.nz



wasteMINZ

| wasteminz.org.nz

Tuki Tuki valley from Te Mata Peak
in Hawke's Bay