

Annual Report 2015|2016



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
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Grahame Christian
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Dominic Salmon
| Hastings District Council
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Chair's message

In last year's annual report I gave a commitment that the WasteMINZ Board and staff would continue to look at ways to improve what we do and how we do it; to continue to deliver for our members and increase our relevance on the national stage. I also highlighted that we can only do that through the commitment of our members to fully participate in initiatives.

We have enabled members to do this through funding projects with our Strategic Investment Fund and through supporting our six sector groups.

The best way for our members to participate is through these sector groups, each of which focuses on an area that's a priority for those members. These groups have all achieved great things over the past year:

Landfill and Residual Waste (recently renamed the "Disposal to Land" group to better reflect its focus on all forms of disposal): Produced the technical guidelines for disposal to land; guidelines that provide information on the siting, design, construction, operation and monitoring for disposal to land.

Health and safety: The promotion of the new health and safety requirements through webinars and workshops.

Contaminated Land Management: Delivered a number of well attended webinars and provided submissions to both WorkSafe NZ and MfE.

Organic Materials: Applied to the Environmental Protection Authority to have clopyralid reassessed due to the impacts it can have on compost and soil conditioners.

TA Forum: Has worked on identifying issues where they can work collaboratively to achieve more than they could on an individual council basis.

This list is only a small acknowledgement of the things they have achieved in the past 12 months and they all need to be commended for their hard work.

However, there is one group that I've not mentioned yet, and that's the Behaviour Change group. I've left them till last because I want to highlight the great work they have done over the past year. This group is responsible for the Love Food Hate Waste campaign that you will have seen running nationwide.

It's been estimated that worldwide a third of all food produced is wasted at a cost of US\$1 trillion. Addressing this provides us with the best opportunity to reduce our environmental footprint and save money at the same time.

With funding from the Waste Minimisation Fund, councils and CRN members, the Behaviour Change Sector Group are running a three-year nationwide campaign to highlight the huge amounts of food waste that New Zealanders produce and the costs, both environmental and financial, this has for the country and for individual families.

The campaign is a great example of collaboration. It's a campaign that no individual member would be able to achieve but collectively they are able to reach a huge audience and gain national attention. For us, in the waste sector, this is a significant achievement as it's difficult to raise the profile of these issues to a national level and I'd like to commend them for their efforts and I look forward to the campaign going from strength to strength over the next few years.





PIE WEEK

29 AUGUST - 4 SEPTEMBER



NO MATTER HOW LITTLE IS LEFT, THERE'S ALWAYS ENOUGH FOR A **PIE**

lovefoodhatewaste.co.nz



ALWAYS
BLOW
ON THE
PIE

HOW TO TURN LEFTOVERS into **PIES**

Our year in review

As Darren indicated in his Chair's report, the WasteMINZ Board and staff are continually looking at ways to improve what we do and how we do it; to ensure that we not only deliver for our members but also increase our relevance on the national stage.

This work is informed by ongoing dialogue with our members and periodic member research to ensure that as an organisation we are heading in the right direction.

This is always a challenge in an organisation such as ours, no matter what the issue there's always significant diversity of opinion. So we (and by "we" I mean each and every one of us, we are all in this together) need to ensure that we take a balanced and pragmatic approach, which is firmly supported by evidence.

If we are going to continue to be the pre-eminent voice for our sector, a voice that is listened to, a voice that matters, then at times I think we need to be a little brave. We must actively extend our influence, we must be the thought leaders, we must be the media's first port of call on sector issues.

The Board and I are working hard on these matters, plans are in place and we really are starting to gain some significant traction. We are well placed for the future, and this is clearly evident in the significant work of our sector groups over the past year. Key highlights include:

Love Food Hate Waste: The Behaviour Change sector group's application to the government's Waste Minimisation Fund for a food

waste minimisation campaign was approved in January 2016; this was the culmination of several years of hard work by a core group of passionate individuals. Without their ongoing commitment it simply would never have happened.

Over this time support for the movement has grown to the point where we now have 60 councils from around the country involved. Not only are they supporting the national campaign, but they are also providing much needed local market activation, through outreach activities and events. Events have ranged from disco soups to movie screenings and more.

In February 2016 Sarah Van Boheemen joined the WasteMINZ team as the Communications Lead for the project. Sarah brings a new skillset, with her role focused on creating compelling content and campaigns for our fully integrated suite of digital channels. She also works closely with the media to ensure that our campaigns are supported by significant public relations activity, thus amplifying our reach.

The Love Food Hate Waste website was launched on 1 June, which set the wheels in motion for the campaign proper. After only one month, the campaign results were already incredibly impressive. This included:

- Over 30,000 unique website users
- Close to 2000 newsletter subscribers
- Some 10,000 Facebook followers
- Eight television stories and countless newspaper articles

- And perhaps, most impressively social media reach in excess of 1.4 million people

This is a very firm foundation on which the campaign will continue to build on over the coming years.

Updating the New Zealand recycling symbols:

This is another project from the ever busy Behaviour Change sector group. In 2015 agreement was reached on standardising the colours for mobile rubbish and recycling containers. The second phase of this project was to update the New Zealand recycling symbols and agree on standard colours for signage for transfer stations and resource recovery centres. This work is progressing well, with members being closely consulted along the way. It is expected that the newly revised symbols will be released by the end of 2016.

TA Forum: Councils from around the country have been intensely focused on working together collectively to ensure a more consistent and united voice. At the WasteMINZ conference in 2015 the TAs identified seven issues which needed national collaboration for them to progress. These issues were subsequently prioritised with the top three being:

1. Rural waste
2. Container deposits
3. Plastic bags

The forum has been very active in these areas; this includes supporting Environment Canterbury's New Zealand Rural Waste Minimisation Project

through facilitating research to ascertain council attitudes to rural waste, as well as commissioning research into consumer attitudes to both container deposits and plastic bag charges.

Another area of work was around the issue of needle stick injuries for collection and processing staff. Whilst district health boards in Auckland, Wellington and Dunedin now have comprehensive sharps collection programmes in place, other regions continue to lag behind. We wrote to the Minister of Health to express our concern and to request that all district health boards take a consistent approach to this issue. Dialogue is ongoing, but it should be noted that councils must also push for these schemes in their local area.

Organic Materials: Following significant research, an application to the Environmental Protection Authority was made for grounds to have the status of clopyralid reassessed. It is the sector group's view that the existing controls have not been sufficient to address the issue of clopyralid in compost and soil amendment products.

It was also identified that specific health and safety guidance is required in relation to bioaerosols and the pathogen control of organic materials, particularly around the bioaerosols present in compost and the management of compost windrows or static piles of organic matter. A technical working group has been established and is working to develop an industry fact sheet.

Contaminated Land

Management: Based upon member feedback we have placed a significant focus on providing a greater range of continuing professional development opportunities for contaminated land practitioners. This has predominantly been through webinars, as this provides a practical training solution for a widely dispersed membership. Webinar topics have included:

- Conceptual site models
- Lab Analysis
- Contaminant Hydrogeology
- The NESCS

Another highlight was a February workshop on refining human health risk assessment through the use of bioavailability and bioaccessibility techniques. This was facilitated by Dr Albert Juhasz, an Associate Research Professor with the Future Industries Institute at the University of South Australia.

The Steering Committee has also made a number of submissions on behalf of the sector. These included a submission to the Ministry for the Environment on Contaminated Land Management Guidelines No. 1: Reporting on Contaminated Sites in New Zealand and Contaminated Land Management Guidelines No. 5: Site Investigation and Analysis of Soils and another to WorkSafe New Zealand, on the draft code of practice for the management and removal of asbestos.

Further, building on our past work to support the establishment of the Certified Environmental Practitioner (CEnvP) Contaminated Land Specialist

category, it is pleasing to note that there have now been three intakes with 18 New Zealand practitioners gaining certification. This is a huge step for professionalism!

Health and Safety: This has been a very significant year for health and safety, most notably due to the introduction of the Health and Safety at Work Act 2015. With this in mind a working group was formed to update the Health and Safety Guidelines: for the Solid Waste and Resource Recovery Sector – parts one, two, three, four and five with relevant principles from the new act. This work is scheduled to be completed by the end of the year, and will ensure that we are at the forefront of developing proactive industry led guidance.

Two working groups were established to develop fact sheets in relation to industry specific risks. The first fact sheet was released in March 2016 and addressed the risk of transfer station users slipping or tripping, resulting in a fall into a pit or open-top bulk bins and the second, released in May 2016, highlighted the risks associated with members of the public sleeping in front end loader bins and methods to control these risks.

The sector group also worked closely with the New Zealand Transport Agency to review and update the content of the Waste Collection Traffic Leader qualification workshops. The content was finalised in March 2016 and rebranded the Kerbside Collection Traffic Leader qualification.

We also ran a number of health and safety focused webinars and events throughout the year, topics included:

- Ergonomics
- The Health and Safety at Work Act
- Health and Safety at Refuse Transfer Stations
- The first in a series of health and safety master classes led by world class experts

Technical Guidelines for Disposal to Land: Following significant consultation, the Technical Guidelines for Disposal to Land and appendices were published in April 2016. They were designed to provide technical guidance on the siting, design, construction, operation, and monitoring for disposal to land.

The documents were developed because it was felt there was a need for better guidance, as existing documents were developed at different times to different briefs, which resulted in inconsistencies.

The guidelines received part funding from the Ministry for the Environment under its previous strategic alliance with WasteMINZ and they were developed by a project team, which included a broad range of key stakeholders, including representatives from territorial authorities, regional councils and the commercial sector.

National Waste Data Framework: In July 2013 we applied to the Government's Waste Minimisation Fund to develop a national waste data framework. The application was made with the support of a wide cross-section of the waste industry,

including central, regional and local government, and the private sector and it was approved in July 2014.

Stage one of the National Waste Data Framework was completed in August 2015; which established definitions for waste data term, protocols for gathering waste data that meets the definitions, protocols for managing and reporting waste data, roles and obligations of key parties and information system requirements if we were to move towards consolidated national waste data reporting.

We are now in the implementation phase, where potential priorities will be established by our working group and feedback is sought from councils and industry.

In closing I'd like to say that I am extremely proud to be leading WasteMINZ at this time. I am incredibly lucky to be supported by a skilled board and a passionately committed team. I feel we are at long last realising our potential, this success has only been achieved through the commitment of our members to fully participate in and support our initiatives. We are well positioned for the future and I hope you'll continue to play your part.



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 2016 on pages 11 to 14.

Signed on behalf of the Board:

A handwritten signature in black ink, appearing to read 'D Patterson', with a large, stylized initial 'D'.

Darren Patterson CHAIR

A handwritten signature in black ink, appearing to read 'S Eldridge', with a large, stylized initial 'S'.

Simonne Eldridge DEPUTY CHAIR

Statement of Financial Performance

for the year ended 30 June 2016

INCOME	2016	2015
Conference Registration	291,269	311,959
Conference Other Income	6,222	4,783
Conference Sponsorships	140,400	141,475
Conference Trade Exhibit	96,930	93,475
	534,821	551,692
EXPENSES		
Conference General Costs	59,752	56,226
Conference Audio Visual Equipment Hire	34,581	57,805
Conference Trade Exhibits	14,927	13,965
Conference Insurance	3,781	3,685
Conference Venue and Catering	110,111	140,435
Conference Travel, Accommodation and Transport	10,546	11,251
Conference Wages and Salaries	90,426	135,757
	324,122	419,125
Conference Profit	210,699	132,568
INCOME		
Marketing and Advertising	36,413	41,577
Workshops	49,816	67,558
Membership Fees	237,783	246,168
Love Food Hate Waste	134,548	-
Sundry Income	153	153
Projects and Consultancy	34,955	207,547
Liquid and Hazardous	-	35,324
Funded Projects	4,700	14,634
Strategic Investment Fund	14,530	35,205
Interest Received	9,303	12,457
Total Income	732,900	793,190



	2016	2015
LESS EXPENSES		
Accident Compensation Corporation	1,557	1,497
Accountancy Fees/Audit Fees	5,573	2,472
Bank Charges	2,032	1,722
Bad Debt	595	-
Consultancy Fees	47,719	186,527
Evaluation of New Premises (prior to purchase)	-	3,478
Insurance	4,062	5,241
IT and Website Expenses	10,583	11,167
Love Food Hate Waste	103,970	-
Marketing and Advertising	1,841	1,521
Motor Vehicle Expenses	6,840	5,900
Members Networking and Board Expenses	8,417	6,722
Office and General Expenses	7,975	8,671
Study Grant	11,935	9,228
Postage and Courier	331	1,800
Printing and Stationery	6,866	8,611
Rent and Rates	12,185	23,866
Revolve Magazine	32,851	41,618
Sector Group Expenses	156,882	177,864
Strategic Investment Fund Expenses	14,530	31,205
Subscriptions and Memberships	7,957	6,905
Telephone, Tolls and Internet	3,398	6,339
Travel and Accommodation	4,544	1,250
Wages and Salaries	170,053	136,868
Workshop Expenses	36,103	49,179
Total Expenses	658,801	729,648
Net Surplus (Deficit) Before Depreciation	74,099	63,543
Less Depreciation Adjustments:		
Depreciation as per Schedule	12,765	12,905
Loss on Disposal	145	206
Net Depreciation Adjustment	12,910	13,111
Fringe Benefit Tax	2,431	2,411
NET SURPLUS (DEFICIT) FOR YEAR	58,757	48,021

Statement of Movements in General & Strategic Funds

for the year ended 30 June 2016

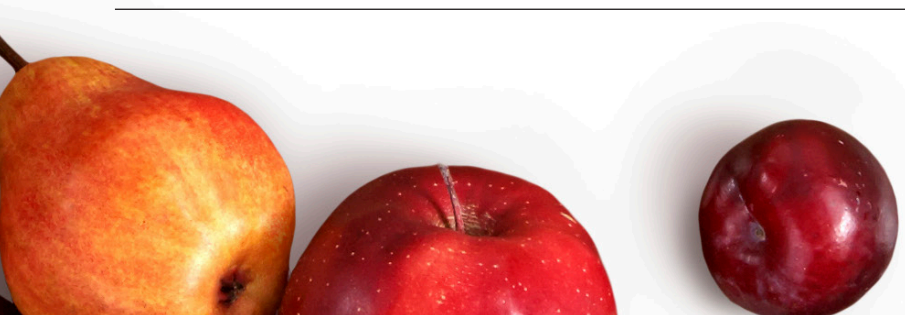
	2016	2015
GENERAL FUND AT START OF PERIOD	658,497	610,476
Strategic Investment Fund	73,896	125,351
Total Funds Start of Period	732,393	735,827
Movement in Strategic Investment Fund		
Opening Balance	73,896	125,351
Transferred from General Fund	-	-
Money Spent from Strategic Investment Fund as approved by Board	(17,030)	(51,455)
Ending Balance of Strategic Investment Fund	56,867	73,896
Movement in General Fund		
Opening Balance	658,497	610,476
Transferred to Strategic Investment Fund	-	-
Balance Retained Earnings	658,497	610,476
Net Surplus (Deficit) for Year	58,757	48,021
Total Recognised Revenues and Expenses for the Year	58,757	48,021
GENERAL FUND AT END OF PERIOD	774,121	732,393



Statement of Financial Position

for the year ended 30 June 2016

GENERAL FUNDS	2016	2015
Retained Earnings	774,121	732,393
Represented by:		
CURRENT ASSETS		
Cheque and Call Accounts	257,020	321,643
Petty Cash	4	78
Total Cash and Bank	257,024	321,721
Accounts Receivable	105,259	61,463
Prepayments	26,793	19,917
Inventory	1,808	-
	133,860	81,380
Current Assets	390,884	403,101
CURRENT LIABILITIES		
GST Due for Payment	4,486	5,530
Fringe Benefit Tax	664	609
Accounts Payable	48,794	88,513
Accounting and Audit Fees	4,000	2,500
Sundry Accruals	(8,625)	85
PAYE Liability	10,167	9,080
Holiday Pay Accrual	18,705	27,969
Membership Fees Prepaid	144	10,074
Workshop Income Prepaid	22,492	-
Advertising Income Prepaid	375	15,242
Liquid and Hazardous Waste Funds Held on Behalf	-	9,469
Tyre Industry Summit	-	1,795
Love Food Hate Waste	107,517	52,971
Clopyralid Project	-	200
National Food Waste Programme	344	-
	209,063	223,858
Surplus in Working Capital	181,821	179,243
FIXED ASSETS		
Net Book Value as per Schedule	592,300	553,150
	774,121	732,393



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 to Fuji Xerox for four years.

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 2015.

8 AUDIT

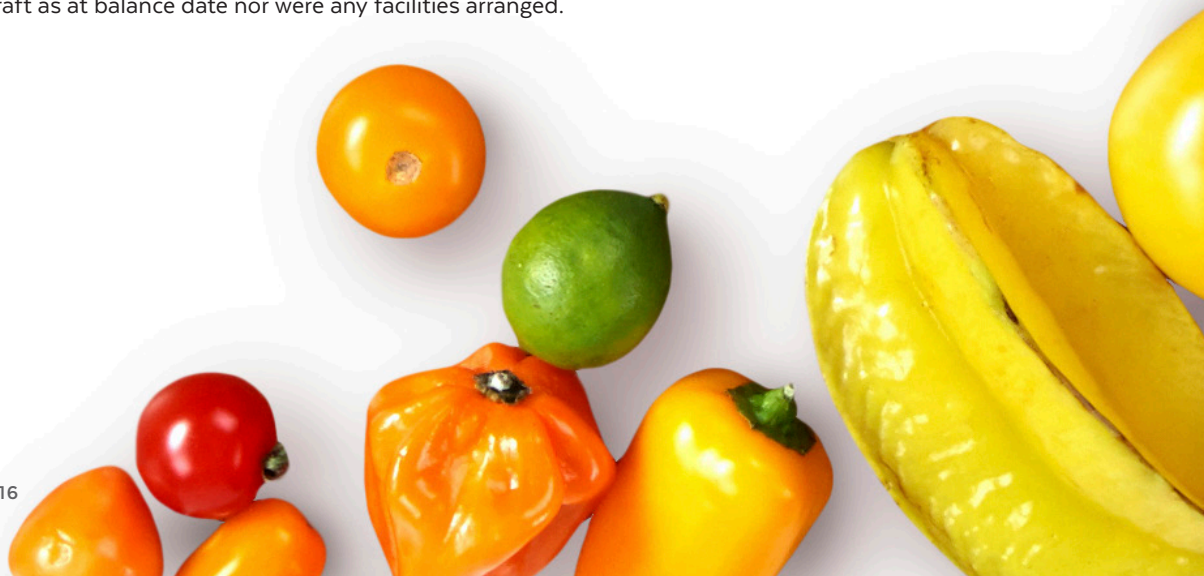
These financial statements have been subject to audit, please refer to the Auditor's Report.

9 SUBSEQUENT EVENTS

No subsequent events in 2017.

10 SECURITIES AND GUARANTEES

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



Independent Auditor's Report

To the members of the WASTE MANAGEMENT INSTITUTE NZ INC for the year ended 30 June 2016

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 2016. 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 2016.

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.

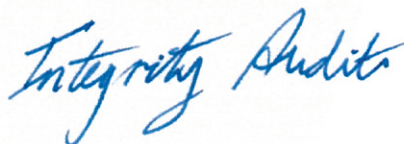
Other than in our capacity as auditors, we have no other relationship with or interests in the WASTE MANAGEMENT INSTITUTE NZ INC.

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 2016, and of the results of its operations, for the year ended on that date.

Our audit was completed on 13 September 2016, 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

Justine Robinson, Accounts Administrator

Nic Quilty, Sector Projects Manager

Sarah van Boheemen, Communications &
Social Media Lead

ADDRESS

Unit 2, 5 Orbit Drive, Rosedale O632

DATE OF FORMATION

7 November 1989

INCORPORATED SOCIETIES NUMBER

450155

AUDITOR

Integrity Audit Ltd

BANKERS

ASB Bank, Constellation Drive

CONSULTING ACCOUNTANT

Paul Hutchinson

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 Ltd
tonkin.co.nz



Visy Recycling NZ
visy.co.nz



Waste Management NZ
wastemanagement.co.nz

SILVER

Advance Personnel Services
adstaff.co.nz

Aecom
aecom.com

Aurecon
aurecongroup.com

Foodstuffs NZ
foodstuffsnz.co.nz

Geofabrics NZ
geofabrics.co.nz

MWH, now part of Stantec
mwhglobal.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

The Packaging Forum
packagingforum.org.nz

WasteNet Southland
wastenet.org.nz

TE HUNGA AROHANUI KI TE KAI

manaakitia ō pūkoro



Ko tōna \$560 ia tau ka
penapenahia e koe mā te iti
o te moumou kai. Tirohia te
lovefoodhatewaste.co.nz
mō ngā whakamarama.