

**Waste Contractors & Recyclers Association of NSW**  
**MINUTES Annual General Meeting**  
**Held at the WCRA Office, 12-16 Daniel St Wetherill Park**  
**Attendance -: either in person or via Zoom invite link**  
**Tuesday 10<sup>th</sup> November 2020 commenced 9:00am**

<b>Apology</b>	<b>Member Organisation</b>	<b>Proxy (if applicable)</b>
Bevan Tennant	Bulk Waste Transport	Chairperson
Warren Lee	Combined Skips	Chairperson
Alex Guise	Biomass Solutions	Chairperson
Joe Richards	JJs Waste & Recycling	Chairperson
Allan Maclean	Macleans Waste Management	Chairperson
Joe Barca	Barca Metals	Chairperson
Tanya Zantis	ACT Recycling Pty Ltd	Chairperson
Brent Lawson	Concrete Recyclers	Chairperson
Jenny Rowe	Coast & Valley Oil	Chairperson
Scott Bayliss	Suez	Chairperson
Craig Salan	Kurrajong Recycling	Chairperson
Lance Clarke	Hunter Recycling	Chairperson
David Moon	Cleanaway	Chairperson
Mick Williams	Benedict Recycling	Chairperson
Glenn Meehan	Fairfield City Council	Chairperson
Shayne Gauslaa	G&S Waste Pty Ltd	Glenn Gauslaa
Peter Windley	Shoalhaven City Council	Chairperson
John Sullivan	J.W. O'Sullivan & Sons	Chairperson
Malcolm Lancaster	New England Waste	Chairperson
Matthew Curtis	Community Resources Ltd t/a Resource Recovery Australia	Chairperson
Clive O'Connor	Crackerjack Industries	Chairperson
Charlie Emery	Soilco	Chairperson
Richard Cooper	Coopers Environmental	Chairperson
Gordon Matthews	Matthews Metal Management	Chairperson
John Barksby	Sims Group	Chairperson
Jim McBurney	ORG Organic Recycling Group Pty Ltd	Chairperson
Mark Hughes	Sims Recycling Solutions	Chairperson
Luke Parker	Sell & Parker Pty Ltd	Chairperson
Daniel Fyfe	Hanson Landfill Services Pty Ltd	Chairperson
David Bullard	Barwon Environmental Services	Chairperson
John Hausfield	Gunnedah Trade Wastes Pty Limited	Chairperson
Robert Hornby	Hornby Transport Services	Chairperson
Perihan Meric	GMP Environmental Services Pty Ltd	Chairperson
David Johnston	United Resource Management	Chairperson
Mark Falanga	Wastefree	Chairperson
Mark Falanga	Papertrade Processing	Chairperson

Attendee	Member Organisation	Proxy (if applicable),
Tony Khoury	WCRA	
Glenn Gauslaa	Viking Waste	& proxy as noted above
Ros Dent	Bingo Industries	
Jeff Brandstater	Brandster Services	
Harry Wilson	SMS Municipal	Chairperson & proxies as noted above
Glenn Caffyn	WCRA	
David Clancy	Cleanaway	
Greg Turner	JR Richards	
David Harrison	Viscount	
Graham Knowles	IQ Renew	
Susie McBurney	Remondis	
Mike Ritchie	MRA Consulting	
Mathew Hyatt	MRA Consulting	
Dave Gater	Veolia	
Dave Gater	Veolia (ACT)	

As at the 9<sup>th</sup> November 2020 WCRA has 206 Members, of which 166 are Ordinary Members  
As per Rule 15 (a) for a quorum at this meeting, 20% of Ordinary Members must be present in person  
(Nominated Representative) or by proxy

1. The minutes of the previous AGM held on 12<sup>th</sup> November 2019 were confirmed  
Moved by Ms Dent, seconded by Mr Wilson & carried
2. There was no business arising from the 2019 AGM minutes
3. The Executive Report for 2020 was delivered by the President Mr Wilson  
It was noted by Mr Clancy that the work done by WCRA throughout Covid-19 to keep Members informed of health, safety & business issues was much appreciated. In turn the Members would all appreciate the fact that there 2020/2021 Membership fees have been reduced by 50% due to the hardship faced throughout the Covid-19 period. Mr Clancy also stated that it was pleasing to see the Sponsors all recommit to WCRA for the 2020/2021 year. Moved by Mr Gauslaa, seconded by Mr Brandstater & supported for the Executive Report for 2020 as delivered by the President Mr Wilson.
4. The Balance Sheet, Profit & Loss Statement and Audit Report along with audit and accounting notes for the year ended 30<sup>th</sup> June 2020. Moved by Mr Clancy, seconded by Mr Turner & agreed by all Members to accept these reports & financial statements.
5. Review & authorize tax invoice no. 161 from Stirling Williams \$5,830 for the current years' audit  
Moved by Mr Wilson, seconded by Mr Clancy & carried that this invoice be paid.
6. Appoint WCRA auditors for 2020/2021 year. It was resolved that a sub-committee comprising the President, Secretary & the Executive Director investigate the options for future year audits & have their preferred option ratified at a meeting of the Executive in 2021. Moved by Mr Gauslaa, seconded by Mr Wilson & carried.
7. Review & authorize a change to WCRA's Rules, SCHEDULE 1 (a copy was distributed with the agenda). Moved by Mr Turner, seconded by Mr Wilson & confirmed that Mr Khoury write to the ROC confirming this rule change.
8. General business – nil

Meeting closed at 9.45am

WASTE CONTRACTORS AND RECYCLERS ASSOCIATION OF NSW

Statement of Comprehensive Income

For the year ended 30 June 2020

		2020	2019
	Note	\$	\$
<b>Revenue from contracts with customers</b>	3		
Membership subscriptions		450,820	395,640
Sponsorship income		118,252	116,068
Capitation fees and other revenue from another Association	3(a)	-	-
Levies	3(b)	-	-
<b>Total revenue from contracts with customers</b>		<u>569,072</u>	<u>511,708</u>
<b>Income for furthering objectives</b>	3		
Grants – NHVR	3(c)	32,800	46,000
Functions and events		43,104	58,670
Training fees		57,866	104,307
Waste and Recycling Expo		-	10,010
<b>Total income for furthering objectives</b>		<u>133,770</u>	<u>218,987</u>
<b>Other Income</b>			
Revenue from recovery of wages activity	3(d)	-	-
Investment income		15,922	18,094
Other income		300	9,767
<b>Total other Income</b>		<u>16,222</u>	<u>27,861</u>
<b>Total Income</b>		<u>719,064</u>	<u>758,556</u>
<b>Expenses</b>			
Administration expenses	4(d)	47,569	52,859
Bad and doubtful debts		2,500	(1,891)
Capitation fees and other revenue from another Association	4(b)	-	-
Contracting fees		420,956	422,197
Depreciation	4(f)	16,224	17,569
Functions and events		59,162	66,586
Grants - NHVR Training		35,133	50,619
Legal fees		33,400	34,100
Property expenses		23,228	28,722
Training expenses		32,026	83,048
<b>Total Expenses</b>		<u>670,198</u>	<u>753,809</u>
<b>Surplus for the year</b>		48,866	4,747
<b>Other comprehensive income:</b>			
Items that will be subsequently reclassified to profit or loss		-	-
<b>Total comprehensive income for the year</b>		<u>48,866</u>	<u>4,747</u>

The above statement should be read in conjunction with the notes.

WASTE CONTRACTORS AND RECYCLERS ASSOCIATION OF NSW

Statement of Financial Position

As at 30 June 2020

	Note	2020	2019
		\$	\$
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash and cash equivalents	5(a)	1,257,863	1,056,808
Trade and other receivables	5(b)	<u>339,567</u>	<u>337,582</u>
<b>Total Current Assets</b>		<u>1,597,430</u>	<u>1,394,390</u>
<b>Non-Current Assets</b>			
Strata Property	6(a)	626,872	642,290
Plant and equipment	6(b)	<u>6,425</u>	<u>1,507</u>
<b>Total Non-Current Assets</b>		<u>633,297</u>	<u>643,797</u>
<b>Total Assets</b>		<u>2,230,727</u>	<u>2,038,187</u>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Trade payables	7(a)	74,188	90,429
Other payables	7(b)	<u>571,365</u>	<u>421,450</u>
<b>Total Current Liabilities</b>		<u>645,553</u>	<u>511,879</u>
<b>Non-Current Liabilities</b>			
Provision	8(a)	<u>37,125</u>	<u>27,125</u>
<b>Total Non-Current Liabilities</b>		<u>37,125</u>	<u>27,125</u>
<b>Total Liabilities</b>		<u>682,678</u>	<u>539,004</u>
<b>NET ASSETS</b>		<u>1,548,049</u>	<u>1,499,183</u>
<b>EQUITY</b>			
Retained Earnings		<u>1,548,049</u>	<u>1,499,183</u>
<b>Total Equity</b>		<u>1,548,049</u>	<u>1,499,183</u>

*The above statement should be read in conjunction with the notes.*



STIRLING WILLIAMS  
CHARTERED ACCOUNTANTS  
ABN 24 389 387 809

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF WASTE CONTRACTORS AND RECYCLERS ASSOCIATION OF NSW**

**Opinion**

I have audited the financial report of Waste Contractors and Recyclers Association of NSW, which comprises the statement of financial position as at 30 June 2020, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year ended 30 June 2020, notes to the financial statements, including a summary of significant accounting policies; the committee of management Statement, the subsection 255(2A) report and the officer declaration statement.

In my opinion, the accompanying financial report presents fairly, in all material aspects, the financial position of Waste Contractors and Recyclers Association of NSW as at 30 June 2020, and its financial performance and its cash flows for the year ended on that date in accordance with:

- a) the Australian Accounting Standards; and
- b) any other requirements imposed by the Reporting Guidelines of the *Industrial Relations Act 1996 (NSW)* and Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009 (the RO Act).

I declare that management's use of the going concern basis in the preparation of the financial statements of the Association is appropriate.

**Basis for Opinion**

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of my report. I am independent of the Association in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

**Information Other than the Financial Report and Auditor's Report Thereon**

The Committee of Management is responsible for the other information. The other information obtained at the date of this auditor's report is in the Operating Report accompanying the financial report.

My opinion on the financial report does not cover the other information and accordingly I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I have nothing to report in this regard.

### **Responsibilities of Committee of Management for the Financial Report**

The Committee of Management of the Waste Contractors and Recyclers Association of NSW is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards - Reduced Disclosure Requirements, the *Industrial Relations Act 1996 (NSW)*, and the RO Act and for such internal control as the Committee of Management determine is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Committee of Management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Committee of Management either intend to liquidate the Association or to cease operations, or have no realistic alternative but to do so.

### **Auditor's Responsibilities for the Audit of the Financial Report**

My objective is to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards 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 the financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial report, 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 my 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 Waste Contractors and Recyclers Association of NSW's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Committee of Management.
- Conclude on the appropriateness of the Committee of Management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on Waste Contractors and Recyclers Association of NSW's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within Waste Contractors and Recyclers Association of NSW to express an opinion on the financial report. I am responsible for the direction, supervision and performance of the Association's audit. I remain solely responsible for my audit opinion.

I communicate with the Committee of Management regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

I declare that I am an approved auditor, a member of the Institute of Chartered Accountants and hold a current Public Practice Certificate.

Stirling Williams

A handwritten signature in black ink, appearing to read 'R Williams', with a horizontal line extending to the right.

Roger Williams

Registration Number AA2018/8

Dated this 10<sup>th</sup> day of November 2020

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**SCHEDULE 1**  
**WASTE CONTRACTORS AND RECYCLERS ASSOCIATION OF N.S.W.**  
**CODE OF ETHICS** (to be authorised at WCRA's AGM 10/11/2020)

All Waste Contractors and Recyclers Association of NSW Members are required:

1. To work towards improving the environment and maintaining public health, including compliance with all relevant environmental laws and regulations.
2. To provide the most suitable type of vehicles and equipment applicable to each situation and to ensure that all maintenance is in accordance with the manufacturer's specifications.
3. To maintain a high standard of cleanliness of vehicles in the interests of safety and to improve the public image of industry.
4. To be professionally advised and ensure that relevant Workers are trained on methods of handling transporting and disposing of all classes of waste (inert, solid, liquid, industrial and hazardous).
5. To ensure that systems are in place for compliance with Chain of Responsibility obligations.
6. To ensure that compliant WHS systems are in place and being practised.
7. To ensure they carry adequate Workers Compensation and Public Liability Insurance Cover, including cover for accidental pollution and where appropriate, cover for long term gradual effects.
8. To ensure that all relevant awards, industrial instruments and employment related legislation are complied with.
9. To ensure that they have all relevant local government and planning approvals relating to the activities being conducted and that such approvals are being complied with.
10. To not make any public statement made on behalf of or representing the views of (or purportedly made on behalf of or representing the views of) the Association, including any statement which is reasonably likely to be made public, without the prior consent of the Executive.
11. To not wilfully disobey a resolution of the Executive.

**We** .....

**hereby agree that we will abide at all times and not wittingly breach these ethics which are the Code of Ethics of the Waste Contractors and Recyclers Association of N.S.W.**

**Dated** ..... **Signature** .....