

# Governance and operational management

## Introduction

The Bioenergy Association is a member-based sector association. Members are generally based in New Zealand, Australia or the South Pacific.

The association provides assistance and a wealth of bioenergy information to support members' business. For bioenergy facility owners the association provides market information and assistance with investment decisions.

For consultants, fuel and equipment suppliers the association promotes their products, expertise and capabilities to the bioenergy and biofuels market in New Zealand, Australia and the South Pacific with regard to bioenergy related solutions.

### Bioenergy Association Vision:

Bioenergy enables **early action** in the transition to a net zero future by using **readily and locally available, sustainable, and affordable** low-emission **renewable** fuel.

#### Target

By 2035 bioenergy contributes 150 PJ of low-emission energy for transport, electricity and heating.

## The Association

The Bioenergy Association is a non-profit incorporated society established in the year 2000 under the Incorporated Societies Act 1908. Registration number 1176256. Membership is open to anyone with a commercial interest in bioenergy<sup>1</sup> and biofuels<sup>2</sup>.

Our members include land and forestry owners, wood processors, biomass and waste feedstock producers and suppliers, fuel and energy suppliers, equipment supplies, manufacturers, consultants, contractors, energy researchers, educators, policy developers, regulators and investors.

We advocate to Government on bioenergy and biofuels related policy, develop best practice Technical Guides for Oceania, host workshops and webinars and assist potential investors in bioenergy and biofuels-based solutions to assess technologies, market opportunities and market risks.

Biomass energy comes in solid, liquid and gaseous forms. In Oceania solid biomass energy is normally from wood and residual organic waste but also may be from herbaceous material. The gaseous form is usually referred to as biogas or when cleaned of water and other gases may be referred to as biomethane which has the same characteristics as natural gas, or renewable LPG.

Liquid biofuels for transport or heat can be manufactured from any biomass or organic waste. These can include bioethanol, biodiesel, or renewable diesel

The Association website is [www.bioenergy.org.nz](http://www.bioenergy.org.nz). The Association develops and manages websites which are portals for disseminating information on each of the three special topic interest areas for biomass energy relevant to the Oceania bioenergy and biofuels market.

<sup>1</sup> Bioenergy means the utilisation of any biomass resource for the purpose of energy production, transfer or supply.

<sup>2</sup> Biofuel is any biomass that has been treated to be suitable as a solid, liquid or gaseous fuel.

Information, reports and best practice guides are provided through the

- Bioenergy Knowledge Centre - [www.bioenergy.org.nz/bioenergy-knowledge-centre](http://www.bioenergy.org.nz/bioenergy-knowledge-centre)
- Gaseous biofuels - [www.biogas.org.nz](http://www.biogas.org.nz)

## Governance

### The Board

The Board represents the interests of all members and focuses on the governance of the association. More information about the board and member's voting rights can be found in the [Constitution](#).

The Board consists of seven individuals fulfilling their responsibilities in their own right and are not representative of their employer or specific members and are elected at an AGM.

The Board may, by resolution, co-opt a maximum of two additional directors to the Board at any time.

The association's operational activities are developed and managed by its Interest Groups each of which has a Convener and Committee. The Conveners are ex-officio members of the Board.

### List of board members

Anthony Oosten (Chair)	Fonterra Cooperative	Large energy users
Paul Bennett	Scion	Biomass research
Elena Izaguirre	Independent	waste
Doug Davison	OneFortyOne NZ	Forestry and wood processing
Tina Frew	Independent	Energy market
Grant Smith	Infratec	Energy strategy and commercial
Janet Carson	NZ Gas Assoc & LPG Assoc	Gas market
Sheena Thomas	Z Energy	Transport
Richard Ireland	Pioneer Biomass Supply	Solid biofuel supply

- Liquid Biofuels & Co-products - [www.liquidbiofuels.org.nz](http://www.liquidbiofuels.org.nz)
- Solid biofuels - [www.usewoodfuel.org.nz](http://www.usewoodfuel.org.nz).

A directory of bioenergy facilities relevant to Oceania is on [www.bioenergyfacilities.org.nz](http://www.bioenergyfacilities.org.nz)

Brian Cox is the Executive Officer and has held that role since December 2003.

### 2022 Board meeting and AGM dates

Board meetings for 2022 will be held quarterly from 12.30 to 3.00pm by teleconference on the following dates:

- Thursday 10 February
- Thursday 5 May
- Thursday, 11 August
- Thursday, 17 November

The Annual General Meeting will be held in October 2022

Copies of the Annual General Meetings and the financial accounts for each year are available from the website here [www.bioenergy.org.nz/banz-meetings](http://www.bioenergy.org.nz/banz-meetings)

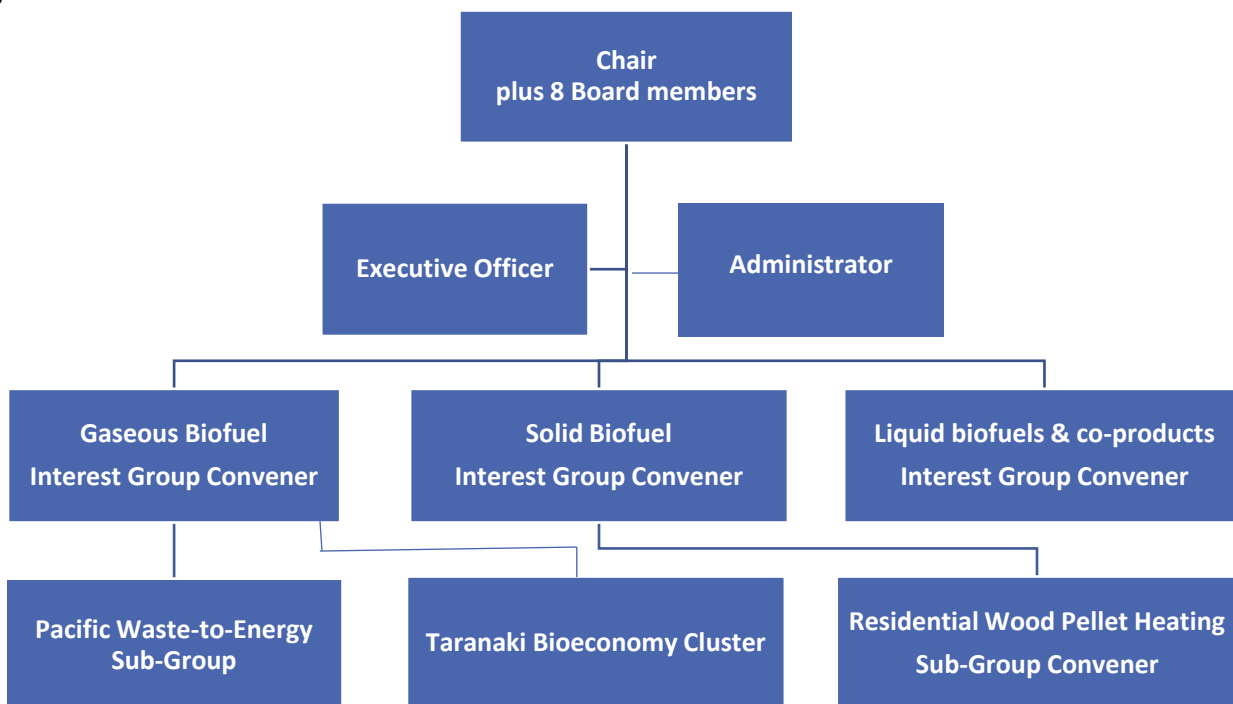
### Professional standards and complaints

The Association has established a Professional Standards and Complaints Committee which is a subcommittee of the Board with oversight of the professional conduct of members and to provide assurance that the association is acting in a professional manner.

The processes for receipt and handling of a complaint about a member is set out in [Policy and Procedure 10](#).

Members are required to adhere to the Association's Member's [Code of Conduct](#).

## Organisational chart



## Financial

Association undertakes no trading activities and all activities and resulting income is used to further the interests of the association and its members.

Income is from membership fees and is used to fund operational activities with an objective of there being no profit or loss at the end of each year.

Administrative costs recovery are imposed for specific activities such as attendance at workshops, training courses, and dissemination to non-members of material help by the association through the Bioenergy Knowledge Centre.

Events and projects are each individually managed and are undertaken on a full cost recovery basis. Any activity, event or project which is not covered by the operational budget has to be fully funded and no variations are accepted with the result that such activities always break even.

External funding is sought for undertaking all projects with in-kind contributions from members and some contribution may be transferred from

operational accounts when funds allow. The accounts are not audited.

Members contribute in-kind effort for a project etc or exchange effort for advertising or other member services which would otherwise incur a fee.

The association has a two-person financial control system. The Administrator manages the bank accounts, payments and income. The Executive Officer approves all payments and invoices. The accounting function itself is contracted to a third party. The Chair approves payments to the Executive officer.

The Board meets quarterly and at each meeting receives a report from the Executive Officer on income and expenditure to date for the year and against the budget.

Since the Association was incorporated in 2000 it has aimed and succeeded in making a zero profit or loss each year with all income used to fund member services. This is achieved by the staff being engaged

on a contract for services where the contract is structured so that a payment is only made for operational services delivered if funds are available. This provides an incentive for Association staff to maximise membership.

### Relationships with other parties

- Collaboration Agreement with the Energy Efficiency and Conservation Authority (EECA) to undertake tasks of mutual interest with funding from EECA and the effort from Bioenergy Association.

- Shareholder (\$1 share) in New Zealand's Ake the National New Energy Development Centre
- MOU with Bioenergy Australia to work together on bioenergy and biofuels matters

### Health & Safety

The Association Health and Safety policies are set out in [Policy and Procedure 19](#)

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## Operational management

### Staff

The Association contracts for the delivery of executive and administration services. There are three part time staff – Executive Officer, Administrator and Accounts Manager. The Executive Officer reports to the Bioenergy Association Board but is not a director of the Board.

#### Staff

Brian Cox	Executive officer
Anne Phiri	Administrator
Patricia MacPherson	Accounting

### Specific Topic Interest Groups

The three specific topic Interest Groups are the operational arm of the association and are responsible for all aspects of the specific topic area activities undertaken by the Association.

The Interest Groups have a specific responsibility for: work programmes; advocacy; developing and managing research projects; overseeing professional development and best practice guides; hosting workshops and conferences; and ensuring that for the respective topic area that the association is assisting the opportunities and interests of members.

The Association publishes best practice Technical Guides which are produced under the oversight of

the Interest Group. The dissemination of best practice is undertaken through workshops and events hosted by the relevant Interest Group

The Interest Groups are managed and supported by the Executive Officer.

Each Interest Group has a Convener elected by the members of the respective Interest Group.

The Conveners are sector participants and not staff so as to ensure that the association activities are focused on the needs of members.

### Interest Groups and Conveners

#### Interest Group Conveners

Gaseous Biofuel - Alzbeta Bouskova (Ecogas)  
 Solid Biofuel - Rob Mallinson (Living Energy)  
 Liquid biofuels & co-products - Simon Arnold (Blended Fuels NZ)

#### Sub-group Conveners

Residential Wood Pellet Heating - Vacant  
 Pacific Waste-to-Energy - Vacant  
 Taranaki Bioeconomy Cluster - Nick Stonier (Worley)

Interest Groups meet bi-monthly and according to need.

## Support to members

The Association provides confidential independent advice to members. For heat plant owners this is generally about the market and where to get the appropriate expertise for projects. Also on what is best practice.

For consultants and equipment suppliers the support is often related to promotion of their products and services. Researchers seek guidance and support for research funding. To provide effective membership services staff must maintain confidentiality and neutrality.

The Association doesn't undertake consultancy unless appropriate to a sector organisation. The Association does however manage externally funded contracts for specific projects which have the aim of growing the sector or establishing best practice.

## Communication with members

The Bioenergy Association endeavours to represent its members equally but collectively.

The association activities aim to provide opportunities for member engagement so that the association can be seen as representative of the sector. To achieve this the Association Executive have a responsibility to ensure that all communications are managed carefully and member's views are respected and sought where possible. It is the lead role of the Executive Officer to manage communications from the Association directly to Members. Communication to Members must appear consistent and to come from the Association at all times and hence why the role of communication rests with the Executive Officer.

Interest Group Conveners are encouraged to communicate directly with the members of their Interest Group.

A monthly Bioflash newsletter is released for members and gets circulated to non-members when considered of wider interest. Workshops and

monthly webinars ensure that the networking between members occurs and best practice is shared. These methods ensure that the Bioenergy Association has full knowledge of the information that is being sent to Members and obtain direction from members.

## Advocacy and external communications

The Executive Officer manages communications from the Association directly to Government, investors and the public. To this end the Association holds a Contact Database which has over 2500 contacts.

Communication to external parties must appear consistent and be seen to come from the Association at all times and hence why the role of communication rests with the Executive Officer. External communications must not appear to come from a private company, individual or other entity. Communication from any other party (for example a Member of the Board or a Convenor) may be permitted at the discretion of the Executive Officer. In such an instance the content of the communication would require prior approval by the Executive Officer or the Chair.

The Executive Officer may delegate communications from time to time to other people such as the Chair or Conveners as appropriate.

The Association maintains a close working relationship with local and central government and regulatory authorities providing information and feedback on policy and regulatory matters. There are around 400 visits to Association websites per day.

The Association is a sought after commentator on the bioenergy and biofuels sector and provides articles and information to media.

The Association provides speakers for conferences and workshops and hosts a monthly webinar programme to provide information and opportunities for discussion to members and non members.

## **Education, professional development and best practice standards**

The Association has a professional development programme which along with the production of best practice Technical Guides and the hosting of workshops and webinars put education and skills development as a major focus for the association.

The Bioenergy Association manages quality assurance schemes:

- Accreditation of Solid Biofuel Suppliers
  - Registration of Solid Biofuel Energy Advisors
  - Registration of gaseous biofuel advisers
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