

Minutes of the Australasian Campuses Towards Sustainability (ACTS) Annual General Meeting

**Held virtually via Zoom on Wednesday 20 October 2021
Time: 12pm (AEDT) | 2pm (NZDT)**

1. Welcome

- ACTS Secretary Sally Northover welcomed members to the AGM.

2. Attendance / Apologies

- Attendance of members recorded (attached)
- Apologies:
 - Lynda Johnston, University of Waikato
 - Brittany Hardiman, Western Sydney University

3. Minutes of 2020 AGM

- [Minutes from the 2020 AGM](#)
- 2020 Minutes Moved: Corey Peterson
- Seconded: Andrew Wilks
- **Carried**

4. Receiving President's Report by Corey Peterson

2021 – another year of significant challenges across the board for our member institutions and their staff. In 2021, our own staff went in and out of lockdowns like most of the country with various impacts on their availability, tasking, and wellbeing. But being the passionate people that they are, looking from outside ACTS was busier than ever with programs, webinars, and communications to ensure our members were supported. This commitment means that even though it is likely that 2022 and beyond will continue to reveal more COVID impacts, we know that ACTS itself rests in good hands with our amazing staff.



We also, of course, have a passionate and committed Board made up of staff (and former staff) of our member institutions in both Australia and New Zealand. I cannot thank them enough for being there to consider and act on the many issues we address every year.

The Times Higher Education Impact ranking in 2021 once again shows that the Australasian region is a world leader in sustainability outcomes and impact.

2021 Overview

- Finalised the move from an Association based in Queensland to a Company Limited by Guarantee and the attendant constitutional change coming into force to guide our activities, including that the appointment of officers (President, Vice Presidents, Treasurer) will be done by the Board from the group elected from member organisations and lifetime memberships.
Notable Board happenings:
 - Appoint a new Secretary, Sally Northover from Macquarie University (thanks Sally for volunteering!) And a huge acknowledge to Delwyn Langdon for her decades of service as ACTS Secretary and continued role on the Board
 - Noting Ray O'Brien (University of Otago) has stepped up as our inaugural New Zealand Vice President.
 - Farewelled Clare Walker (University of Melbourne) with much thanks and welcomed Sue Hopkins as her Board-nominated replacement until this AGM
- New and improved organisational strategy developed by staff and the board for presentation at the 2021 AGM
- Another year without a physical conference, but rather lots of webinars, roundtable, and panel events to guide, inform and engage our members and interested parties; noting that the General Manager and President were able to fly the ACTS flag at the virtual Tertiary Education Management Conference (TEMC) covering who we are as an organisation, our offerings of Green Impact and the Green Gown Awards Australasia
- Surveyed the membership as to preference for a future conference delivery model
- Green Gown Awards Australasia are going ahead in an online ceremony on 18 November
- Green Impact program is still well-supported within the membership.
- Acts of Connection a very successful member benefit
- ACTS Board members participated as judges in the EAUC Green Gown Awards and the International Green Gown Awards
- Partnerships
 - Continued collaboration with partners (AASHE, EAUC, SOS-UK, CANIE) that includes online events and for AASHE an updated MoU
 - Continued support for the STARS cohort approach in the Australasian region with additional universities joining the group or expressing an interest in STARS; Carmen Primo Perez (UTAS and ACTS Treasurer) represents our region on the STARS 3.0 coordinating committee

- Continued partnerships with SDSN AuNZPacific for the SDG Series – Accelerating SDG Practice discussion forums and workshops online)
- Established an MoU with the Green Building Council of Australia and is a partner in their 2022 “Transform” conference
- Continue to explore opportunities with TEFMA, including Board members volunteering to work with TEFMA on updating their environmental indicators reporting
- Website improvements project underway, especially members only area, key ACTS contacts, timeline history feature, and resource hub with a webinar archive
 - President’s Report moved: Corey Peterson
 - Seconded: Edward Maher
 - **Carried**

5. Receiving Membership Report by Rhiannon Boyd

- 87% of all universities across Australia and NZ are ACTS members, including 100% of NZ universities
- 2 new members joined in 2021, with an overall +1 gain in total members
- Ongoing ACTS Membership:

MEMBERSHIP UPDATE

	Institutional	Affiliate	Corporate
2011	44	5	2
2012	49	5	5
2013	52	3	3
2014	52	4	3
2015	47	3	3
2016	40	2	1
2017	40	2	2
2018	41	1	2
2019	40	1	1
2020	41	2	0
2021	42	1	1



- 3 expired members
 - CSIRO (affiliate) – member for 1 year
 - Victoria University – member for 1 year
 - Toi Ohomai Institute of Technology – non-renewal due to changing structure for NZ Polytechnics
- 2 members renewed after membership lapsed
 - Australian National University
 - University of Wollongong
- 2 new members
 - ISS Facility Services Australia Limited (Corporate)
 - Kiribati Institute of Technology
- Membership Report moved: Rhiannon Boyd
- Seconded: Danielle McCartney
- **Carried**

6. Financial Report presented by Carmen Primo Perez

ACTS is audited independently by Nexia Australia (Nexia Brisbane Audit Pty Ltd) in accordance with the requirements of the Australian Charities and Not-For-Profit Commission Act 2012 and the Associations Incorporation Act (Qld) 1981.

- 2021 Audited Financial Statements moved: Carmen Primo Perez
- Seconded: Sue Hopkins
- **Carried**

7. Appointment of the 2022 Auditor for annual audit and preparation of financial reports

In accordance with the obligations of the relevant government act at the EOFY:

- Incorporated Association: The Australian Charities and Not-For-Profit Commission Act 2012 and the Associations Incorporation Act (Qld) 1981 *or*
- Company Limited by Guarantee: the Corporations Act 2001 (Corporations Act)
 - Nexia Australia (Nexia Brisbane Audit Pty Ltd) approved as auditors for 2021-2022 financial year:
 - Moved: Leanne Denby
 - Seconded: Ray O'Brien
 - **Carried**



8. Election of Director Position

- **Director: Sue Hopkins, Manager, Sustainability, University of Melbourne**
 - Moved: Danielle McCartney
 - Seconded: Suzanne Jackson
 - **Carried**

9. Presentation of ACTS 2021 Strategy

Rhiannon Boyd presented the strategy for ACTS into 2021.

- Move to accept the 2021 Strategy: Ray O'Brien
- Seconded: Rachael Keefe
- **Carried**

10. Open the floor to members

- No new business or issues were raised by members

11. Meeting closed: at 12.40pm (AEDT)



ACTS 2021 AGM Attendee List

NAME	INSTITUTION / ORGANISATION	COUNTRY
Valina Clearwater	ACTS	Australia
Rhiannon Boyd	ACTS	Australia
Juliet Meyer	Australian National University	Australia
Edward Maher	Charles Sturt University	Australia
Emma Conan	Deakin University	Australia
Delwyn Langdon	Griffith University	Australia
Leanne Denby	ISLA	Australia
Andrew Coronos	ISS	Australia
Jason Fello	Kiribati Institute of Technology	Australia
Jodie Harris	La Trobe University	Australia
Sally Northover	Macquarie University	Australia
John Macris	Macquarie University	Australia
Thelma Raman	Macquarie University	Australia
Allanah Ryan	Massey University	New Zealand
Rachael Keefe	Melbourne Polytechnic	Australia
Shane French	Monash University	Australia
Lin Stevenson	RMIT University	Australia
Usha Iyer-Raniga	RMIT University	Australia
Sue Jackson	Swinburne University	Australia
Rob Beck	TEFMA	Australia
Sherri Lehmann	University of Canberra	Australia
Chloe Sutton	University of Canterbury	New Zealand
Sue Hopkins	University of Melbourne	Australia
Raveena Grace	University of Melbourne	Australia
Nik Mungilwar	University of Newcastle	Australia
Ray O'Brien	University of Otago	New Zealand
Helena Malawkin	University of Queensland	Australia
Suzanne Davis	University of Queensland	Australia
Alicia Logan	University of Southern Queensland	Australia
Carmen Primo Perez	University of Tasmania	Australia
Corey Peterson	University of Tasmania	Australia
Catherine Elliott	University of Tasmania	Australia
Danielle McCartney	University of Technology Sydney	Australia
Anne Marie DeRose	University of the Sunshine Coast	Australia
Will Syddall	UNSW Sydney	Australia
Andrew Wilks	Victoria University of Wellington	New Zealand
Roger Attwater	Western Sydney University	Australia

Australasian Campuses Towards Sustainability (ACTS) Inc

ACTS aims to inspire, promote and support change towards best practice sustainability across all types of campuses