

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

Held virtually via Zoom on Tuesday 29 October 2024

9.00am AWST/CST (WA, Taiwan)

11.00am AEST (Queensland)

11.30am ACDT (SA)

12.00pm AEDT (NSW, Victoria, Tasmania, ACT)

2.00pm NZDT (New Zealand)

Chair: ACTS Secretary, Sally Northover

1. Welcome

- ACTS Chief Executive Officer (CEO) Rhiannon Boyd greeted members and gave an acknowledgment of country.

2. Attendance / Apologies

- Attendance of members recorded (attached)
- Apologies were received from:
 - o ISS Facility Services Australia
 - o University of the Sunshine Coast, Australia

3. Minutes of 2023 AGM

- Acceptance of [2023 AGM Minutes](#)
- Moved: Clayton McDowell, University of Wollongong
- Seconded: Carmen Primo Perez, University of Tasmania
- **Carried**

4. President's Report

Incoming President Linda Stevenson gave the President's Report.

ACTS President:

Corey is currently in the USA attending the AASHE Conference. AASHE is the ACTS partner organisation in the USA. Corey will be standing down after the ACTS Conference when the new executive committee will be selected from the standing board.

Corey has held the position of President for the past 5 years. We deeply appreciate and acknowledge his dedicated service as President over this time. His leadership and commitment have undoubtedly made a significant impact. Thanks were extended to Corey for his unwavering dedication and hard work. Although Corey will step down as President, he will remain on the Board as a director.

Other Board acknowledgements:

New Zealand Board Member Ray O'Brien will also be standing down this year. Thanks were extended to Ray for all his hard work as board member. His contributions have been invaluable and his commitment has truly made a difference.

Sally Northover will also be standing down from her role as Secretary. We are grateful for her organisational skills and contributions made over the past 3 years. Note that we are currently recruiting for her replacement.

In addition, I would like to thank our Vice-Presidents Andrew Wilks (New Zealand) and Sue Hopkins (Australia), along with Ed Maher in his first year as Treasurer, as well as all board members for their time and contribution.

Governance:

The Board has been undertaking a rolling review of our organisation's suite of policies and procedures. This has been a large project and is almost complete.

Governance:

The Board proposed a Special Resolution to update our governing constitution to improve structure and transparency of the Board. The resolution was passed unanimously at a Special General Meeting held in August, allowing a number of changes to the constitution:

- Increased the maximum number of directors from 12 to 15.
- Clarified election and appointment procedures for directors.
- Adjusted the terms and roles for elected positions including President, Vice Presidents, Treasurer, and Secretary.
- Set maximum terms for directors and officers to ensure regular turnover and fresh perspectives.
- Provided clearer guidelines for filling casual vacancies and the ability to appoint additional directors to fill identified gaps.



Strategy:

The Board has approved areas for KPIs to measure success against the current strategy, with specific targets still to be confirmed for some. KPIs include:

- **Financial Health** – Target 5% surplus. However, to achieve this our existing income streams would need to grow and/or be adapted outside of the tertiary sector.
- **Membership satisfaction** – A member survey will soon be distributed to key member contacts. The survey will serve dual purposes: to assess member satisfaction and help us develop a state of the sector report for sustainability resourcing across the sector.
- **Membership** – measured by total number, diversity of members and demographics.
- **Participation** – setting targets for participation in terms of attendees and representation from member organisations.
- **Board diversity** – will be a focus of the upcoming strategy day. An advisory committee will be established and will workshop on how we can increase board diversity.

ACTS Groups:

Board members have volunteered to chair or endorse a working or special interest group this year. We are now actively supporting:

ACTS Biodiversity Group

Co-Chairs: **Amy** Croucher (Sustainability Advantage) & **Rachael** Miller (UOM)

Aiming to facilitate collaboration among members restoring and enhancing campus biodiversity, and develop a standardised set of metrics/indicators to assess and benchmark biodiversity performance across institutions.

ACTS Circular Economy Group

Chair: **Sue** Hopkins (UOM), Secretary: **Emilia** Bisogni (UOM)

Exploring existing challenges within our institutions regarding the implementation of Circular Economy principles as well as promote successes.

ACTS Climate Action Group

Chair: **Carmen** Primo Perez (UTAS), Rolling Secretary

Facilitating collaboration among ACTS members with a shared interest in climate action (including carbon accounting, offsetting, emissions reduction initiatives, etc.).

ACTS STARS Cohort

Chair: **Monika** Urbanski (AASHE)

Providing engagement and networking opportunities to STARS institutions, with the goals of helping institutions submit STARS reports and boost Australasian participation in STARS.

Best Practice & Reporting Group

Chair: **Ed Maher** (CSU), Rolling Secretary

A general peer support group for best practice sustainability strategy and reporting.

Climate Scenarios Working Group

Co-Chairs: **Aston** Howitt (Deakin), **Carmen** Primo Perez (UTAS) and **Clare** de Castella (ANU).
Supported by Andrew Wilks (VUW) and Suzanne Davis (UQ).

Developing high-level climate scenarios which explore the impacts of climate change on the sector in Australia, assisting institutions in preparing their individual climate adaptation plans and forthcoming mandatory reporting obligations. Aiming to produce a set of climate scenarios, similar to those prepared by our NZ counterparts looking at both physical and transition risks.

ACTS - SDSN Mainstreaming education for SDGs

Co-Chairs: **Rhiannon** Boyd (ACTS) and **Tahl** Kestin (SDSN)

Supporting and accelerating member efforts to mainstream education for sustainability and the SDGs within their institutions. This collaboration will see a multi-day forum hosted in early 2025. EOs will be released for this shortly.

Looking to 2025:

ACTS is hoping to establish a group to develop sector wide sustainability literacy / culture metrics and ways to support our growing number of members in the Vocational Education sector. Additionally, we are looking at how we can showcase / share the learnings and outcomes from our working groups.

Sector Collaboration:

TEFMA and ACTS are collaborating to facilitate a special interest group with the aim to develop Scope 3 Emissions Guidelines. The project is underway with a number of members involved. The guide will be released in 2025.

Challenges on the horizon:

ACTS and our members are encountering several broad, interconnected challenges that impact our work. Addressing these challenges requires resilience, adaptability and a collaborative approach across our network.

- **Resource constraints:** Many institutions face tight budgets and competing priorities, which can limit the funding available for sustainability programs. This financial pressure impacts staffing, operational capabilities, and the ability to expand or innovate within sustainability initiatives. ACTS faces similar resource constraints, and we continue to explore partnerships, sponsorships, and funding options to support our activities and member services effectively.
- **Rankings:** A pressing issue we're observing is the allocation of limited resources toward sustainability ranking activities. While performing well in rankings can positively impact an institution's reputation and visibility, there are growing concerns about the implications,

methodologies, costs and broader value of these rankings. Some members are finding it challenging to balance investment in these rankings with their core sustainability goals.

- **Evolving policy and regulatory environment:** Sustainability policies and regulations are changing rapidly, with governments and regulatory bodies setting new standards around carbon emissions, waste management and environmental reporting. While these changes are promising, they require institutions to adapt swiftly, which can place strain on resources, particularly for those already operating under financial or staffing constraints.
- There is increasing demand for sustainability professionals with expertise in areas such as carbon management, circular economy, and social equity. However, there are difficulties in finding and retaining this talent in the nonprofit and education sectors, where budgets are often limited.

- Accept President's Report
 - Moved: Ray O'Brien, University of Otago
 - Seconded: Andrew Wilks, Victoria University of Wellington
 - **Carried**

5. Vice-President Reports

Andrew Wilks from the Victoria University of Wellington gave the Vice-President New Zealand Report.

- The past 12 months have been challenging with the change in NZ govt (especially for Te Pūkenga) and EFTS is slowly recovering across sector.
- It is good to see Wānanga becoming more involved in ACTS.
- February saw the release of our New Zealand tertiary sector climate scenarios.
- Massey University hosted the 5th edition of SDG Summit series.
- I would like to acknowledge my amazing Kiwi colleague and board member Ray O'Brien who is stepping down from the board. Your dedication and hard work have been legendary. I will certainly miss you.
- Looking forward to seeing everyone at NZ Hub of ACTS Conference.

Due to an apology from Sue Hopkins (Vice President Australia), Andrew Wilks also gave the Vice-President Australia Report.

- There are challenging times, particularly with student caps for most Australian institutions. The impact is still to be fully understood and felt.
- After the completion of the NZ scenarios, we are working towards the Australian tertiary sector climate scenarios.
- Climate related disclosures reporting: it seems that reporting is not mandatory for all universities but most are working towards voluntary submissions and alignment.

o Accept Vice-President Reports

- Moved: Danielle McCartney, University of Technology Sydney
- Seconded: Usha Iyer-Raniga, RMIT University
- **Carried**



6. Audited Financial Report

ACTS Treasurer Ed Maher, Charles Sturt University, presented the Financial Report.

AUSTRALASIAN CAMPUSES TOWARDS SUSTAINABILITY (ACTS) LIMITED

ACN 648 433 747

**STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME FOR THE YEAR ENDED 30
JUNE 2024**

	NOTE	2024 \$	2023 \$
Income	2	202,568	176,432
Administration		(8,440)	(3,872)
Bank charges		(269)	(185)
Conference expenses		(1,327)	(619)
Green Impact		(18,862)	(14,522)
Green Gown Awards		(6,291)	(1,378)
Insurance		(2,114)	(2,610)
Management & committee expenses		(233)	-
Employee benefits expense		(168,272)	(175,926)
Sundry Expenses		-	-
Website expenses		(1,909)	(2,349)
Depreciation expense		(932)	(1,863)
Membership expenses		(566)	(337)
Current year deficit before income tax		(6,647)	(27,229)
Income tax expense		-	-
Net current year deficit after income tax		(6,647)	(27,229)
Total other comprehensive income for the year		-	-
Total comprehensive deficit attributable to members of the Company		(6,647)	(27,229)

ACTS' total equity has moved into a small negative balance. This shift is due to a combination of reduced conference and sponsorship revenues.



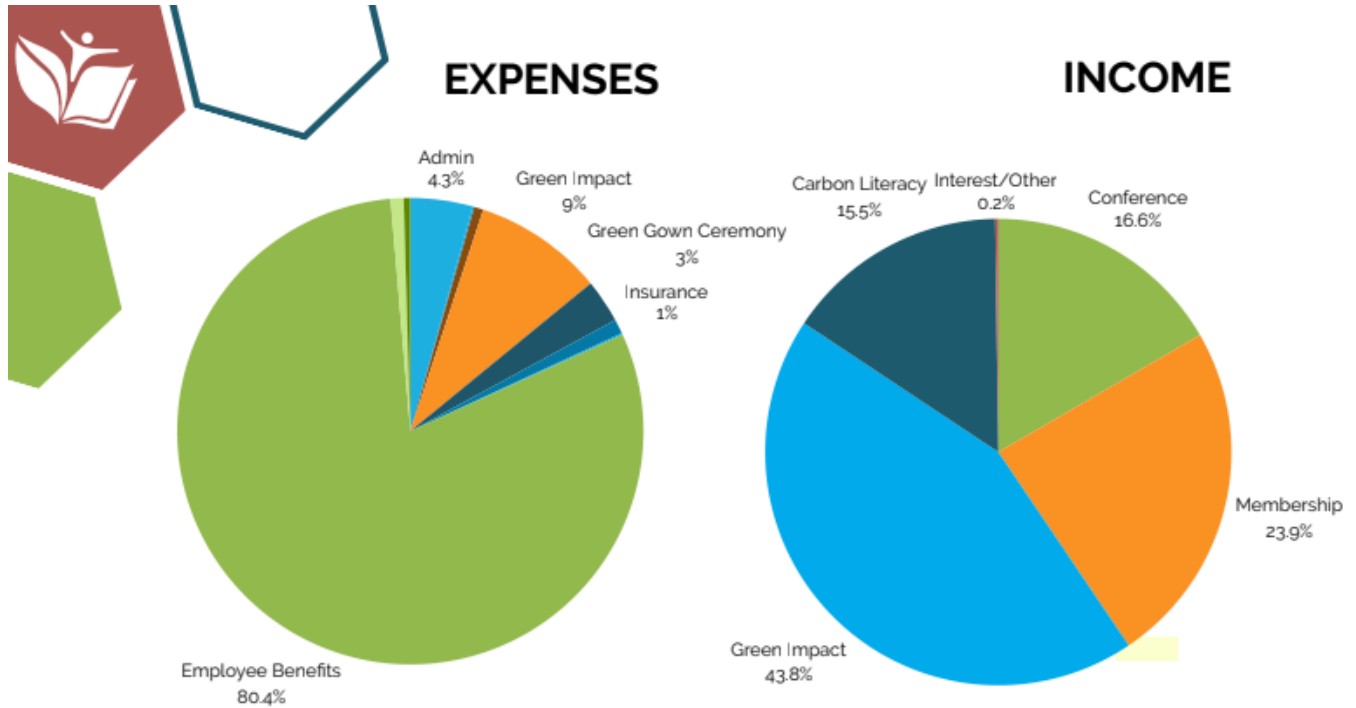
AUSTRALASIAN CAMPUSES TOWARDS SUSTAINABILITY (ACTS) LIMITED

ACN 648 433 747

STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2024

	NOTE	2024 \$	2023 \$
CURRENT ASSETS			
Cash and cash equivalents	3	105,176	90,207
Accounts receivable and other debtors	4	-	14,499
TOTAL CURRENT ASSETS		<u>105,176</u>	<u>104,706</u>
NON-CURRENT ASSETS			
Property, plant and equipment	5	-	932
TOTAL NON-CURRENT ASSETS		<u>-</u>	<u>932</u>
TOTAL ASSETS		<u>105,176</u>	<u>105,638</u>
CURRENT LIABILITIES			
Accounts payable and other payables	6	106,309	100,124
TOTAL CURRENT LIABILITIES		<u>106,309</u>	<u>100,124</u>
NON-CURRENT LIABILITIES			
TOTAL NON-CURRENT LIABILITIES		<u>-</u>	<u>-</u>
TOTAL LIABILITIES		<u>106,309</u>	<u>100,124</u>
NET ASSETS		<u>(1,133)</u>	<u>5,514</u>
EQUITY			
Retained surplus		<u>(1,133)</u>	<u>5,514</u>
TOTAL EQUITY		<u>(1,133)</u>	<u>5,514</u>

While this change is noteworthy, we are taking steps to return to a positive balance, our deficit has significantly decreased and is tracking to return to a positive balance in 2025.



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

- o Accept 2024 Audited Financial Statements
 - Moved: Amy Croucher, Sustainability Advantage
 - Seconded: Carmen Primo Perez, University of Tasmania
 - **Carried**



7. Appointment of the 2025 Auditor for annual audit and preparation of financial reports

In accordance with the obligations of the relevant government act at the end of financial year:

- 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)
 - Moore Australia be appointed as auditors for 2024-2025 financial year:
 - Moved: Ed Maher, Charles Sturt University
 - Seconded: Clayton McDowell, University of Wollongong
 - **Carried**





8. Chief Executive Officer's Report – Rhiannon Boyd

Membership

10 Year Snapshot			
	INSTITUTIONAL	AFFILIATE	CORPORATE
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
2022	45	1	1
2023	41	3	2
2024	43	2	4

- 2024 saw the highest membership numbers in 9 years.
- 5 new institutional members:
 - o Bendigo Kangan Institute
 - o Murdoch University
 - o TAFE NSW
 - o Te Whare Wānanga o Awanuiārangi
 - o Te Pūkenga
- 1 new affiliate member:
 - o CSIRO
- 2 new corporate members:
 - o Diadem
 - o Movement & Place Consulting
- Swinburne University renewed a previously expired membership
- 4 expired members:
 - o Fiji National University
 - o The University of Waikato
 - o Australian Dental Association
 - o Trinity College
- *Ara Institute of Technology is counted as a loss in our numbers but their membership continued as part of Te Pūkenga.

ACTS PROGRAMS

 <p>ACTS of Connection Our series of "ready made" sustainability events for members to utilise, with a range of sustainability topics.</p>	 <p>Carbon Literacy Training Delivering CLT training for universities in a reduced capacity. Prepping to expand into K-12 educators.</p>	 <p>Green Impact Continued our ongoing support of Green Impact programs. Still huge potential to expand this program.</p>	 <p>Green Gowns Celebrating 15 years of the Green Gown Awards Australasia! Application #'s remain strong regionally.</p>
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MEMBER ROUNDTABLES: New member survey will inform on topics for 2025 schedule of events

Programs

- **ACTS of Connection**
 - Delivered a range of events this year. Our session in collaboration with QUT to bring Craig Reucassel along to present on waste and the circular economy was our most popular session. With 619 approved registrations we had 380 unique viewers which equates to 61% of registered attendees joining the live session.
 - Other sessions this year have been Fighting Fast Fashion, as part of the fashion revolution week; our recent spring planting session - which was presented live from the UTAS community garden; and our final session next month will see staff member Jess suiting up to take us live into a beehive!
- **Carbon Literacy Training**
 - A number of institutions are now running their own training internally which is fantastic. We've had great feedback from the participants we have certified so far and will be offering training sessions in 2025.
 - Our primary focus is to expand our CLT offering to K-12 Educators next year, and we've redeveloped our own training course, which has given us the opportunity to expand on the materials originally developed by UQ and incorporate additional areas into our training, including the role of decolonisation in addressing climate change, eco-anxiety and planetary health.
- **Green Impact**

Australasian Campuses Towards Sustainability (ACTS) Limited

ACTS aims to engage, empower and exemplify campuses leading the transition to a sustainable future

- o We have seen excellent engagement with the majority of our 10 university programs and our CSIRO program.
- o The majority of our auditing has been completed (we have three more audits to conduct post conference), and then we have confirmed our final stats for the year. So far our teams have logged over 6,000 sustainability actions this year through the program.
- **Green Gown Awards**
 - o 2024 has seen another strong year of GGAA submissions, marking the 15th year of celebrating excellence in sustainability within the tertiary education sector. This year 38 outstanding finalists have been named across a mix of organisational and individual categories. From these finalists, we recognise 18 unique institutions from Australia and New Zealand for their commitment to sustainability, as well as the passionate and dedicated staff and student champions they support.
- **Member Roundtables**
 - o The establishment of the various member groups has meant there have been fewer member roundtables this year. For 2025 we will be looking at the results of our member survey to inform on key topic areas.

Conference

- The Future of Sustainability Conference will be held next week.
- Ongoing discussions around the conference involved:
 - o The decision to hold a physical conference.
 - o Moving forward we will alternate a physical conference year with a virtual conference.
 - o In the year of a virtual conference, we will most likely hold a smaller in-person conference in conjunction with a small hybrid GGAA ceremony, similar to what we did last year. To make this financially feasible it will probably be in Melbourne.
 - o Considering alternating the conference location between Australia and New Zealand on the years that it's a physical event. However, we also need to look at the ratios of members and the amount of travel that required. The majority of our members and conference attendees are from Australian universities, and with a ratio of 5:1 that needs to be taken into consideration.
 - o Either way, we'll be looking for a host institution for the 2026 Conference - which will also be the official 20th birthday of ACTS.

Partnerships

- AASHE (STARS)
- EAUC (GGA)
- SDSN AuNZPac (Networking group and upcoming forum)
- Partnerships with both GBCs in Australia and New Zealand have dropped off
- TEFMA picked up



- o Accept CEO's Report
 - Moved: Corey Peterson, University of Tasmania
 - Seconded: Ed Maher, Charles Sturt University
 - **Carried**

9. Election Results, Rhiannon Boyd

Under our governing Constitution, each year one third of the sitting board must retire and are eligible for re-election. In line with this, three board members retired. In addition, one board member stepped down, meaning there were four available positions.

Retiring Directors

The following directors retired:

- Sue Hopkins, University of Melbourne
- Suzanne Davis, University of Queensland
- Professor Usha Iyer-Raniga, RMIT University

Director stepping down

The following director stepped down:

- Dr Ray O'Brien, University of Otago.

New applicant for Director position:

Ruth Oliver, Monash University, successfully applied for a director position.

There were 4 positions and 4 applicants so there was no need for an election.

Election of Directors

- **Director: Sue Hopkins, Manager, Sustainability, University of Melbourne**
 - Moved: Leigh Burgess, Queensland University of Technology
 - Seconded: Amy Croucher, Sustainability Advantage
 - **Carried**
- **Director: Suzanne Davis, Principal Sustainability Officer, University of Queensland**
 - Moved: Clayton McDowell, University of Wollongong
 - Seconded: Leigh Burgess, Queensland University of Technology
 - **Carried**
- **Director: Usha Iyer-Raniga, Professor of Sustainable Built Environment, RMIT University**
 - Moved: Linda Stevenson, RMIT University
 - Seconded: Geraldine Tan, University of Western Australia
 - **Carried**
- **Director: Ruth Oliver, Policy & Programs Manager, Net Zero, Monash University**



- Moved: Carmen Primo Perez, University of Tasmania
- Seconded: Suzanne Davis, University of Queensland
- **Carried**

10. Floor opened to members

- No new business or issues were raised by members
- Corey Peterson gave sincere thanks to retiring Board Member Ray O'Brien and Sally Northover who is stepping down as Secretary. Corey also extended a warm welcome to new board member Ruth Oliver.
- Ed Maher praised Chief Executive Officer Rhiannon Boyd for all the work she does.

11. Meeting close

Meeting closed: 1.00pm (AEDT)

ACTS 2024 AGM Attendee List

Australian National University	Juliet	Meyer
AUT	Lucy	McKenzie
Charles Sturt University	Edward	Maher
Griffith University	Sally	Northover
La Trobe University	Jodie	Harris
Macquarie University	Sally	Northover
Massey University	Allanah	Ryan
Melbourne Polytechnic	Rachael	Keefe
Monash University	Ruth	Oliver
Movement & Place Consulting	Caitlyn	Mulvogue-Pasquali
National Chung Hsing University	Theodoor	Richard
Queensland University of Technology	Leigh	Burgess
RMIT University	Linda	Stevenson
RMIT University	Usha	Iyer-Raniga
Sustainability Advantage	Amy	Croucher
TAFE Queensland Gold Coast	Karen	Dickinson
The University of Adelaide	Libby	Hogarth
The University of Auckland	Maria	Baldoni
The University of Melbourne	Emilia	Bisogni
The University of Queensland	Suzanne	Davis
The University of Sydney	Gillian	Graham-Crowe
UniSuper	Rhi	Boyd
University of Canterbury	Matt	Morris
University of New South Wales	Will	Syddall
University of Otago	Ray	O'Brien
University of South Australia	Julie	McEwin
University of Tasmania	Carmen	Primo Perez
University of Tasmania	Corey	Peterson
University of Technology Sydney	Danielle	McCartney
University of Western Australia	Geraldine	Tan
University of Wollongong	Clayon	McDowell
University of Wollongong	Alison	Scobie