



Unconfirmed Minutes

Kioloa Coastal Campus (KCC) Management Committee

MEETING NO.	06/2023
DATE / TIME	7 December 2023 / 1.30 - 2.15 pm
VENUE	ZOOM
PRESENT	Kiaran Kirk, CoS Dean, (Chair) Grady Venville, DVCA, (Deputy-Chair) Bronwyn Parry, CASS Dean (HASS Dean representative) Riley Guyatt, (Student representative) Simon Haberle, Director CHL, CAP (Academic staff representative) Craig Strong, Associate Director (Education) FSES, CoS (Academic staff representative) Brad Condon, ANU Satellite Sites Manager, F&S <i>alternate</i> Sara Rowley, General Manager (First Nations) <i>alternate</i>
APOLOGIES	Mathew Maclay, Associate Director, Operations, F&S (Director F&S representative) Peter Yu, Vice-President (First Nations)
OBSERVERS	
SECRETARY	Nancy Richardson, Manager, Executive Support, CoS

The meeting commenced at 1.33 pm

1. Welcome, Apologies and Announcements

Apologies were noted from Peter Yu and Mathew Maclay. Sara Rowley (General Manager, FNP) attended as Peter's alternate and Brad Condon represented F&S. The Committee noted that this would be Riley's last meeting and thanked her for her participation on the Committee over the last two years.

2. Guests

Nil.

3. Previous Minutes

The unconfirmed minutes of the 23 October 2023 meeting were confirmed without change.

4. Action Items

Action ID	Description	Responsibility	Status
1-2022-2.1	Plan formal campus re-opening ceremony involving Traditional Owners	Grady Venville, Kiaran Kirk and Dave Johnston	In Progress
	<p>Notes</p> <p>The VC has advised he would like the formal ceremony to be on the occasion of the signing of the MoU.</p> <p>Mtg#4/2023 update - Grady and Dave Johnston met with the Butlers on 25 September 2023. We are now at stage of finalising the MoU and the next task will be to organise a signing ceremony at the campus for some time in 2024.</p> <p>Mtg#5/2023 update - Grady has one more meeting at the KCC to finalise the wording of the MoU.</p> <p>Mtg#6/2023 update - The meeting Grady had arranged with elders to finalise the wording of the MoU has been postponed.</p>		
3/2022	Look into NSW Community Grants to fund the establishment of a 'keeping place'	Grady Venville	COMPLETE Replace with new action item
	<p>Notes</p> <p>Potential opportunity to leverage the Kioloa financial gift. Grady to look at the deadlines as a next step.</p> <p>Mtg #2/2023 update: Representatives of the South Coast Elders have been to the Australian Museum in Sydney which is holding some boxes of artefacts from the area. The Elders are looking at finding a temporary holding place for these artefacts. Grady reported that the NSW Government has a rolling community grant with funds around \$20 - \$60K which could be used to fund the provision of a temporary space. One caveat is that we need to apply for the grant in collaboration with an Aboriginal organisation and the South Coast Elders registration is not current. Grady undertook to speak with Dave Johnston about this matter.</p> <p>Mtg #4/2023 update: Grady is organising a viewing of the artefacts held by the Australian Museum for the South Coast elders.</p> <p>Mtg#5/2023 update: Grady has not yet had the opportunity to speak to Dave about the South Coast Elders registration issue.</p>		
1/2023 5b.	1. Bring proposals for the modular building to a subsequent Committee meeting for consideration and decision. 2. Engage with the ANU teaching community to gather ideas for the outdoor teaching space and bring recommendation to the Committee.	Mathew Maclay	Ongoing
	<p>Notes</p>		

Action ID	Description	Responsibility	Status
	<p>Mtg #4/2023 update: 1. Tenders have closed and four responses were received. The tender review team will review the responses next week (week commencing 2 Oct. 2023). 2. Matthew has sent the documentation to Simon Haberle and Craig Strong for input.</p> <p>Mtg #5/2023 update: 1. The tender review team required clarification from some of the companies so the assessment of the bids will be finalised by the end of the week (i.e. 27 October). Brad will circulate the bids with assessment comments to the Committee members within the next couple of weeks. 2. Craig sent Mathew ideas for the outdoor teaching based on a James Cook University outdoor lab. The Committee liked the idea of having benches with electricity and sinks down one side. The Committee agreed that the space should have inbuilt flexibility whilst noting that there will not be the human resources on the ground to change the layout often. Next steps - the skeleton roof space installation will go ahead. More discussion about what goes into the space to continue.</p> <p>Mtg #6/2023 update: 1. Brad noted that the tender review team had determined a favoured option. The question of how the Kioloa Management Committee can be part of the tender review was raised, and it was determined that Kiaran and Bronwyn should meet with the Director, Facilities & Services, to discuss a way forward (new action item 6/2023 5.2b added)</p>		
1/2023 6.0	<p>Formulate plans to develop for the campus: A. Capital plan B. Strategic plan C. Prioritised schedule of activities D. Operational plan</p>	<p>A. Mathew Maclay B. Kiaran Kirk C. Kiaran Kirk D. Mathew Maclay</p>	Ongoing
	<p>Notes The Committee agreed to consider whether the existing Master Plan might be utilised for one or more of these plans if appropriately updated.</p> <p>Mtg #4/2023 update: Membership of the Master Plan Working Group was confirmed and the process for examining the Master Plan was agreed to. The working group will have two main tasks: a) identifying how the existing Master Plan should be updated to reflect the University's current priorities; and b) identifying items from the existing Master Plan that can be shaped into the various plans the KMC Charter calls for (Strategic Plan, Operational Plan, Capital Plan and Prioritised Schedule of activities).</p> <p>Mtg #5/2023 update: The working group will meet on 16 November to discuss suggestions and comments about the Master Plan.</p>		

Action ID	Description	Responsibility	Status
	Mtg #6/2023 update: The meeting of the working group scheduled for 16 November has been postponed and will be rescheduled for late January.		
3/2023 6a1-2	Consult with Dave Johnston as to the appropriateness of the suggested name Coomee Nulunga Cottage	Grady Venville	Remove
	<p>Notes</p> <p>Mtg#5/2023 update: Grady has not yet had the opportunity to speak to Dave about the proposed name.</p> <p>Mtg#6/2023 update: Grady has spoken to Dave, and he expressed concern with the name and lack of consultation with the South Coast Elders Association.</p> <p>It was proposed that in the future cottage naming proposals should be made two at a time, with one name each to be nominated by the two Elder groups in the area (i.e. the South Coast Elders Association and the Butler family grouping)</p>		
4/2023 4 [3/2023 6a1-1]	Contact Sharon Mason and confirm if she continues to be happy for the name 'Coomee Nulunga' be used for the cottage renaming.	Brad Condon	Remove
	<p>Notes</p> <p>Brad has endeavoured to contact Sharon Mason but has not, as yet, heard back (as at mtg #5/2023).</p> <p>The Committee agreed that this naming proposal should be abandoned as the ANU can no longer be sure that Sharon Mason is supportive.</p>		
5/2023 5b.	Have information about the rooms with ensuites added to the Kioloa Coastal Campus webpage to promote greater use.	Mathew Maclay	Not yet commenced. Transfer action responsibility to Brad

5. Standing items

5.1. Below Zero engagement and progress report (*Brad Condon*)

Nil to report.

5.2. Monthly bookings, maintenance and capital works update (*Brad Condon*)

A. Kangaroo population

The group discussed the Issue of the large kangaroo population on campus raised in the report. Craig noted that the Fenner School of Environment & Society has a number of academic experts who could assist formulating a plan for F&S to deal compassionately with the kangaroos, noting local community resistance to culling.

ACTION 6/2023 5.2a: Craig to identify names of relevant academic staff who might assist in formulating a land management plan to deal with excessive kangaroo numbers. Nancy to assist connecting this group of academics with Brad.

B. Modular buildings to replace Peter's Hut

Brad noted that the tender review team had determined a favoured option. The favoured company has an accessibility option that may need to be considered for implementation in 2024. It also offers the ability to add modules to the building in the future. The question of how the Kioloa Management Committee can be part of the tender review was raised, and it was agreed that Kiaran and Bronwyn should meet with the Director, Facilities & Services, to discuss a way forward.

ACTION 6/2023 5.2b: Kiaran and Bronwyn to meet with the Director, Facilities & Services to discuss how the Committee can be involved in the tender review process for all building on site.

6. Other Business

6.1. NSW Community Grants (*Grady Venville*)

The Committee endorsed pursuit of one of the two options for grants to build a keeping place as proposed by Grady in 2024. All agreed that it is important that the Memorandum of Understanding with the local elder groups is finalised in advance of pursuing these grants. Grady offered to put together a working group of interested parties (including Simon and Peter) both to finalise the MoU and to work on the grant applications. Kiaran and Bronwyn agreed to ask the other Deans and relevant School Directors if they are aware of relevant artefacts not currently housed at Kioloa.

ACTION 6/2023 6.1:

A. Kiaran and Bronwyn to check with Deans and School Directors about the potential existence of artefacts not housed at Kioloa.

B. Grady to form a working group tasked with the finalisation of the MoU with local elders and working on an application for the NSW Community Grants.

Grady left the meeting at 1.55pm

6.2. Proposed cancellation policy for accommodation (*Brad Condon*)

The Committee endorsed the proposed cancellation policy for immediate implementation.

6.3. Agistment contract (*Brad Condon*)

Brad noted that F&S have left the agistment contract with the cattle grazier on a month-to-month renewal basis while waiting for the Below Zero business case on revegetation. It was confirmed that the Committee expects to see the business case early in 2024.

The meeting finished at 2:17 pm

New action items list

Action ID	Description	Responsibility	Status
6/2023 5.2a	Craig to identify names of relevant academic staff who might assist in formulating a land management plan to deal with excessive kangaroo numbers.	Craig Strong / Nancy Richardson / Brad Condon	NEW

Action ID	Description	Responsibility	Status
	Nancy to assist connecting this group of academics with Brad.		
6/2023 5.2b	Kiaran and Bronwyn to meet with the Director, Facilities & Services to discuss how the Committee can be involved in the tender review process for all building on site.	Kiaran Kirk / Bronwyn Parry	NEW
6/2023 6.1:	A. Kiaran and Bronwyn to check with Deans and School Directors about the potential existence of artefacts not housed at Kioloa.	A. Kiaran Kirk / Bronwyn Parry	NEW
	B. Grady to form a working group tasked with the finalisation of the MoU with local elders and working on an application for the NSW Community Grants.	B. Grady Venville	NEW