



Unconfirmed Minutes

Kioloa Coastal Campus (KCC) Management Committee

MEETING NO.	01/2024
DATE / TIME	14 February 2024 / 2.00 - 3.00 pm
VENUE	ZOOM
PRESENT	Kiaran Kirk, CoS Dean, (Chair) Bronwyn Parry, CASS Dean (HASS Dean representative) Jeremy Matthew, Director Facilities & Services Simon Haberle, CHL, CAP (Academic staff representative) Craig Strong, Associate Director (Education) FSES, CoS (Academic staff representative) Sara Rowley, General Manager (First Nations) <i>alternate</i>
APOLOGIES	Grady Venville, DVCA, (Deputy-Chair) Peter Yu, Vice-President (First Nations)
OBSERVERS	Brad Condon, ANU Satellite Sites Manager, F&S
SECRETARY	Nancy Richardson, Manager, Executive Support, CoS

The meeting commenced at 2.03 pm

1. Welcome, Apologies and Announcements

Jeremy Matthew was welcomed to the Committee.

Apologies were noted from Peter Yu and Grady Venville. Sara Rowley attended as Peter's alternate.

2. Guests

Nil.

3. Previous Minutes

The unconfirmed minutes of the 7 December 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	On hold
	<p>Notes</p> <p>The former VC had 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> <p>Mtg#1/2024 update - the Committee agreed to put this item on hold, temporarily removing it from the agenda, until after the MoU has been progressed to a point where a ceremony could be planned.</p>		
1/2023 5b.	<p>1. Bring proposals for the modular building to a subsequent Committee meeting for consideration and decision.</p> <p>2. Engage with the ANU teaching community to gather ideas for the outdoor teaching space and bring recommendation to the Committee.</p>	<p>1. Jeremy Matthew</p> <p>2. Brad Condon</p>	<p>1. COMPLETE (see notes in Item 6a)</p> <p>2. Ongoing</p>
	<p>Notes</p> <p>Mtg #4/2023 update:</p> <p>1. Tenders have closed and four responses were received. The tender review team will review the responses next week (week commencing 2 Oct. 2023).</p> <p>2. Matthew has sent the documentation to Simon Haberle and Craig Strong for input.</p> <p>Mtg #5/2023 update:</p> <p>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.</p> <p>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.</p>		

Action ID	Description	Responsibility	Status
	<p>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:</p> <p>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> <p>Mtg #1/2024 update:</p> <p>2. The Committee agreed that Craig will lead the formation of a group of academics from across campus (including Associate Deans (Education) and Alex Maier (RSB)) to work with Brad on the fit-out of the open teaching space.</p>		
1/2023 6.0	<p>Formulate plans to develop for the campus:</p> <p>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>	On hold
	<p>Notes</p> <p>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:</p> <p>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:</p> <p>The working group will meet on 16 November to discuss suggestions and comments about the Master Plan.</p> <p>Mtg #6/2023 update: The meeting of the working group scheduled for 16 November has been postponed and will be rescheduled for late January.</p> <p>Mtg #1/2024 update:</p> <p>The Committee agreed to put this item on hold, temporarily removing it from the agenda, until the second half of the year (new action item created 1/2024 6.2)</p>		
5/2023 5b.	Have information about the rooms with ensembles added to the Kioloa Coastal	Brad Condon	COMPLETE

Action ID	Description	Responsibility	Status
	Campus webpage to promote greater use.		
6/2023 5.2a	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.	Craig Strong / Nancy Richardson / Brad Condon	On hold
	<p>Notes Mtg #1/2024 update: Craig has identified several ANU academics who have the relevant expertise to assist with formulating a plan. In addition, Craig pointed out that any land management plan will need to be based on a clear understanding of what the Committee considers the campus to be (a farm, a field station, a campus or something else) based on an understanding of the Deed of Gift. Accordingly, engagement with the group of identified academics will be put on hold until the campus' Strategic Plan has been drafted.</p>		
6/2023 5.2b	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	COMPLETE See notes for Item 6.1 below
6/2023 6.1	<p>A. Kiaran and Bronwyn to check with Deans and School Directors about the potential existence of artefacts not housed at Kioloa.</p> <p>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.</p>	<p>A. Kiaran Kirk / Bronwyn Parry</p> <p>B. Grady Venville</p>	Ongoing
	<p>Notes Mtg #1/2024 update: A. Bronwyn has had some conversations in CASS but has not identified any known artefacts. Simon agreed to ask relevant people in CAP. The Committee agreed that after this initial informal survey, it would be best to ask the Collections team to become involved so that a thorough process for identifying artefacts that should be kept at the to be built 'keeping place'. To be actioned after meeting #2/2024.</p>		

5. Standing items

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

Brad and Jeremy have a meeting with the Below Zero team next week and will update the Committee at the next meeting.

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

The Committee noted the report and the pleasing increase in usage.

Shane Paul (Kioloa Coastal Campus Site Officer) will be putting together some ideas to help inform the accommodation rates review the Committee has committed to undertake at the beginning of each calendar year. Jeremy will present those ideas and a review of the campus' finances at the March meeting.

Regarding teaching needs for the new outdoor space, Craig agreed to lead a consultation group with Brad, involving Alex Maier (RSB) and the Associate Deans (Education) from across campus.

The Committee agreed that creating a one-page pamphlet, with the aim of encouraging broader usage of the campus from non-fieldwork related areas of ANU, would be a good project for the year. The pamphlet will explain what the campus offers, give ideas for how it might be used and examples of how much a typical stay would cost. Kieran agreed to lead this project.

ACTION: Kieran and Nancy to create a draft pamphlet.

6. Other Business

1. The Committee's involvement in tender processes

Jeremy explained that procurement protocols in Australia would be breached by involving the whole Committee in the overall decision to award after a tender process has commenced. Two options for any new works going forward are:

A) Have the Committee provide input on desired elements for the work to be built and include a designated representative of the Committee on the evaluation panel; or,

B) Engage a designer to work through designs with the Committee prior to going to the tender process for construction only. This option gives the Committee full visibility of any works that are to be constructed but adds cost.

The Committee agreed to option A for all construction works in the future.

The Committee agreed that work on the modular building previously presented for design input can now proceed without further input from the Committee.

2. Strategic Plan discussion

The Committee agreed to a proposal that members spend a few days at Kioloa in the second half of the year to work on the strategic plan and the updating of the Master Plan.

ACTION: Nancy to canvas dates for this Committee working retreat.

3. Membership movement update

The Committee noted that we are awaiting a response from ANUSA for a student representative to replace Riley Guyatt, and that Grady will Chair the Committee for the next three meetings whilst Kiaran is on long service leave.

The meeting finished at 2:42 pm

New action items list

Action ID	Description	Responsibility	Status
1/2024 5.2	Create a draft pamphlet for internal marketing purposes, targeting non-fieldwork related areas at AU.	Kiaran Kirk (Nancy Richardson)	NEW
1/2024 6.2	Canvas dates for a Committee working retreat at Kioloa in the second half of the year.	Nancy Richardson	NEW