



# Confirmed Minutes

## Kioloa Coastal Campus (KCC) Management Committee

MEETING NO.	03/2024
DATE / TIME	23 April 2024 / 2.00 - 3.00 pm
VENUE	ZOOM
PRESENT	Grady Venville, DVCA, (acting Chair) Jeremy Matthew, Director Facilities & Services Bronwyn Parry, CASS Dean (HASS Dean representative) Craig Strong, Associate Director (Education) FSES, CoS (Academic staff representative) Sara Rowley, General Manager (First Nations) <i>alternate</i>
APOLOGIES	Kieran Kirk, CoS Dean, (Chair) Joan Leach, acting CoS Dean (STEM Dean representative) <i>alternate</i> Peter Yu, Vice-President (First Nations) Simon Haberle, CHL, CAP (Academic staff representative)
OBSERVERS	Brad Condon, ANU Satellite Sites Manager, F&S
SECRETARY	Nancy Richardson, Manager, Executive Support, CoS

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*The meeting commenced at 2.02 pm*

### 1. Welcome, Apologies and Announcements

Apologies were noted from Peter Yu, Joan Leach and Simon Haberle. Sara Rowley attended in Peter's place.

### 2. Guests

Nil.

### 3. Previous Minutes

The unconfirmed minutes of the [14 February 2024](#) meeting and the [19 March 2024](#) meeting were confirmed without change.

*Bronwyn and Craig joined the meeting*

#### 4. Action Items

Action ID	Description	Responsibility	Status
1/2023 5b.	2. Engage with the ANU teaching community to gather ideas for the outdoor teaching space and bring recommendation to the Committee.	Jeremy Matthew	Ongoing
<p><b>Notes</b> Mtg #4/2023 update:</p> <p>2. Matthew has sent the documentation to Simon Haberle and Craig Strong for input.</p> <p>Mtg #5/2023 update:</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> <p>Next steps - the skeleton roof space installation will go ahead. More discussion about what goes into the space to continue.</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> <p>Mtg#2/2024</p> <p>Craig provided a draft survey to identify needs for the outdoor teaching space. Nancy will circulate the survey to the Committee for information.</p>			
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><b>Notes</b> Mtg #1/2024 update:</p> <p>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>			

Action ID	Description	Responsibility	Status
	<p>Mtg #2/2024 update:</p> <p>A. As Simon was not present, contact with the Collections team will be initiated after his report at mtg #3/2024.</p> <p>B. Grady has contacted Dave Johnston to organise finalising the MoU and is planning to visit Kioloa to get this done.</p> <p>Mtg #3/204</p> <p>A. Penultimate draft of the MoU will be taken to the elders next week or the week after.</p> <p>B. As Simon was not present, contact with the Collections team will be initiated after his report at mtg #4/2024.</p>		
1/2024 5.2	Create a draft pamphlet for internal marketing purposes, targeting non-fieldwork related areas at ANU.	Kiaran Kirk (Nancy Richardson)	Not yet commenced
1/2024 6.2	Canvas dates for a Committee working retreat at Kioloa in the second half of the year.	Nancy Richardson	In progress
2/2024 6.1.	Rework the accommodation rate review proposal to include a separate catering price, and proposed timing for implementation.	Jeremy Matthew	COMPLETE See 6.1. below

## 5. Standing items

### 5.1. Below Zero engagement and progress report (*Jeremy Matthew*)

Dom Haywood and Keith Hickson (Director, ANU Sustainability and Senior Manager Engineering & Sustainability, F&S) have worked with the NSW Government to allow an ongoing clean power purchasing arrangement for Kioloa that will help make the site carbon neutral.

### 5.2. Monthly bookings, maintenance and capital works update (*Jeremy Matthew*)

The Committee noted that F&S are reviewing the cleaning and catering contracts. The Committee requested that consideration of food waste be included in the catering contract review, and that a worm farm be considered should there be a level of food waste that cannot be controlled at the caterers end, by, for example, offering smaller portions.

The Committee noted a need to start thinking about a name for the new modular cottages, and a replacement for Gropers. If considering local Aboriginal names, there will need to be an opportunity for each of the two main local groups to suggest a name. In addition, the Committee noted the need to confirm if there are any changes expected to the naming policy. **ACTION:** Nancy will follow-up with the Naming Committee secretariat.

## 6. Other Business

### 6.1. Accommodation rate review and cancellation policy (*Jeremy Matthew*)

Accommodation rate review:

The Committee discussed and considered all four options presented in the paper. The group noted that while Option 2 ('increase based on benchmarking') appears to provide a small operational surplus, there is a real risk that raising accommodation prices to that level may put downward pressure on usage. Accordingly, the Committee agreed to implement the rates in Option 3 ('Simplification') immediately, noting that changing the prices at this point in time should raise an additional \$35 - \$40K in operational funding in 2024 as compared to waiting until 2025 for implementation. The Committee agreed that the prices of bookings made prior to implementing and advertising Option 3 should be honoured.

Cancellation policy:

The Committee endorsed the proposed ANU guest cancellation policy as presented on pages 8 and 9 of the 'Accommodation Operational Review' paper.

### 6.2. KCC carbon removal project update - noted.

### 6.3. Stays not being able to start on a weekend

Currently no bookings are allowed to commence on a weekend for safety reasons, as there are no ANU staff on site on weekends and public holidays. Jeremy mentioned that he is working with HR to try to be able to have staff onsite on the weekends.

*Next meeting: Wednesday 22 May 2024, 2.00 - 3.00 pm.*

*The meeting finished at 2:44 pm*

## New action items list

Action ID	Description	Responsibility	Status
3/2024 5.2.	Confirm with ANU Advancement as to whether changes are being proposed to the naming policy and procedure in preparation for new names that will be required for the new modular buildings.	Nancy Richardson	NEW