



# Confirmed Minutes

## Kioloa Coastal Campus (KCC) Management Committee

MEETING NO.	02/2024
DATE / TIME	19 March 2024 / 3.00 - 4.00 pm
VENUE	ZOOM
PRESENT	Grady Venville, DVCA, (acting Chair) Joan Leach, acting CoS Dean (STEM Dean representative) <i>alternate</i> Jeremy Matthew, Director Facilities & Services
APOLOGIES	Kieran Kirk, CoS Dean, (Chair) Bronwyn Parry, CASS Dean (HASS Dean representative) Craig Strong, Associate Director (Education) FSES, CoS (Academic staff representative) Simon Haberle, CHL, CAP (Academic staff representative) Peter Yu, Vice-President (First Nations)
OBSERVERS	Brad Condon, ANU Satellite Sites Manager, F&S
SECRETARY	Nancy Richardson, Manager, Executive Support, CoS

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*The meeting commenced at 3.03 pm*

### 1. Welcome, Apologies and Announcements

The Committee noted that Grady is to Chair the Committee whilst Kieran is on leave (Mar - May).

Joan Leach, acting CoS Dean, was welcomed as Kieran's alternate.

Apologies were noted from Peter Yu, Craig Strong, Simon Haberle and Bronwyn Parry. Due to the number of apologies received, a quorum was not achieved at the meeting, therefore any decisions required will be made out of session via email.

### 2. Guests

Nil.

### 3. Previous Minutes

The unconfirmed minutes of the [14 February 2024](#) meeting were confirmed by those present.

### 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>			

Action ID	Description	Responsibility	Status
	<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> <p>Mtg #2/2024 update:  A. As Simon was not present, contact with the Collections team will be initiated after his report at mtg #3/2024.  B. Grady has contacted Dave Johnston to organise finalising the MoU and is planning to visit Kioloa to get this done.</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

## 5. Standing items

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

Jeremy noted that he had met with Dom Haywood, Director ANU Sustainability and had advised her of the need for a white paper to be brought to the Committee if the Kioloa reforestation project is to be considered. It was noted by the Committee that the Sustainability team expects this work will take a number of months to complete.

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

The Committee noted the changed to a short-term arrangement with the grazier.

## 6. Other Business

### 1. Accommodation rate review (*Jeremy Matthew*)

The Committee discussed the paper and agreed in principle with option 3, which would become cash positive at 10,000 bed nights a year. For noting is that the price to be charged for the ensuite rooms has been reduced compared to the current price as there has not been much use of these rooms since their introduction.

**ACTION 2/2024 6.1.** Jeremy was asked to rework the proposal to potentially include catering as a separate charge to give the caterers more flexibility to respond to price changes. In addition, Jeremy will make a recommendation as to when to introduce the new pricing based on an analysis of current and

projected bookings. The reworked proposal will either be circulated out of session or discussed at meeting #3/2024.

Members of the Committee that were present endorsed the new cancellation policy at the bottom of the document. To be circulated out of session for full Committee endorsement.

## **2. Update on student representation on the Committee**

Nancy reported that the President of ANUSA had been in touch to state that they were actively looking for a student representative for the Committee.

## **3. Kioloa-related activity in CAP**

Archaeology and Natural History in School of Culture, History and Language (led by A/Prof Janelle Stevenson in SCHL) have initiated a long-term landscape history research project in collaboration with local elder Uncle Owen and the community at Kioloa (including undergraduate students and an Honours student) to develop the research into vegetation and fire history in and around the Kioloa Campus area (targeting palaeoecological records from wetlands near Bawley Point). A good news story that Janelle could provide more info on to the committee at some stage in the future.

*Next meeting: Tuesday 23 April 2024, 2.00 - 3.00 pm.*

*The meeting finished at 3:40 pm*

### **New action items list**

<b>Action ID</b>	<b>Description</b>	<b>Responsibility</b>	<b>Status</b>
<b>2/2024 6.1.</b>	Rework the accommodation rate review proposal to include a separate catering price, and proposed timing for implementation.	Jeremy Matthew	NEW