



Confirmed Minutes

Kioloa Coastal Campus (KCC) Management Committee

MEETING NO.	04/2024
DATE / TIME	20 June 2024 / 10.00 - 11.00 am
VENUE	ZOOM
PRESENT	Kiaran Kirk, CoS Dean, (Chair) Grady Venville, DVCA, (Deputy Chair) Simon Haberle, Director CHL, CAP (Academic staff representative) Bronwyn Parry, CASS Dean (HASS Dean representative) Sara Rowley, General Manager (First Nations) <i>alternate</i> Brad Condon, ANU Satellite Sites Manager, F&S <i>alternate</i>
APOLOGIES	Peter Yu, Vice-President (First Nations) Jeremy Matthew, Director, Facilities & Services Craig Strong, Associate Director (Education) FSES, CoS (Academic staff representative)
OBSERVERS	Mark Talbot, Associate Director Operations, F&S
SECRETARY	Nancy Richardson, Manager, Executive Support, CoS

The meeting commenced at 10.06 am

1. Welcome, Apologies and Announcements

Apologies were noted from Jeremy Matthew, Craig Strong and Peter Yu. Brad Condon represented Facilities & Services and Sara Rowley the First Nations Portfolio.

Mark Talbot was welcomed as an observer for this meeting and will be replacing Jeremy as the representative from Facilities & Services from the July meeting.

2. Guests

Nil.

3. Previous Minutes

The unconfirmed minutes of the [23 April 2024](#) meeting were endorsed without change.

4. Action Items

Action ID	Description	Responsibility	Status
1/2023 5b.	<p>2. Engage with the ANU teaching community to gather ideas for the outdoor teaching space and bring recommendation to the Committee.</p> <p>Notes Mtg #4/2023 update: 2. Matthew has sent the documentation to Simon Haberle and Craig Strong for input.</p> <p>Mtg #5/2023 update: 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: 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 Craig provided a draft survey to identify needs for the outdoor teaching space. Nancy will circulate the survey to the Committee for information.</p> <p>Mtg #4/2024 Discussed at Item 6.1 and agreed to utilise the survey from Craig Strong, with amendments from Grady incorporated, for the consultation.</p>	Craig Strong / Brad Condon	Ongoing
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>	<p>A. Ongoing</p> <p>B. Ongoing</p>

Action ID	Description	Responsibility	Status
	<p>Notes</p> <p>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> <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> <p>Mtg #3/2024 A. As Simon was not present, contact with the Collections team will be initiated after his report at mtg #4/2024. B. Penultimate draft of the MoU will be taken to the elders next week or the week after.</p> <p>Mtg#4/2024 A. Simon reported that he had had a discussion with Maggie Otto, acting Senior Collections Officer for the University, and she confirmed that she is unaware of any relevant artefacts in CAP. Bronwyn and Kieran to do due diligence in CASS and CoS to make sure that there aren't any artefacts in Schools. To be reported at next meeting then get Collections team involved. B. Mtg to finalise the MoU has been scheduled for late June. The VC is keen to be the signatory on the MoUs, noting that there will be two documents (same content) signed by the different groups. Grady's office to circulate dates for the signing event to Committee members.</p>		
1/2024 5.2	Create a draft pamphlet for internal marketing purposes, targeting non-fieldwork related areas at ANU.	Kieran Kirk (Nancy Richardson)	Work commenced with CoS Marketing team
	<p>Mtg #4/2024</p> <p>The Committee agreed that a separate brochure should be developed for potential external users.</p>		
1/2024 6.2	Canvas dates for a Committee working retreat at Kioloa in the second half of the year.	Nancy Richardson	COMPLETE In diaries for Monday 18 November
3/2024 5.2.	Confirm with ANU Advancement as to whether changes are being proposed to the naming policy and procedure in	Nancy Richardson	COMPLETE New action item created.

Action ID	Description	Responsibility	Status
	preparation for new names that will be required for the new modular buildings.		
	<p>Mtg #4/2024 The relevant procedure is "Naming Recognition". Local Indigenous names do not appear to be considered fit for 'Honorific naming' under the procedure, which states that this type of naming "recognises individuals who have made an exceptional contribution to ANU; have an international reputation bringing credit to ANU; have made an exceptional contribution to a particular discipline; have brought credit to ANU through their activities and reputation; or are of national distinction or significance.</p> <p><u>New Action item ID 3/2024 5.2.</u> Kieran to approach Alex Furman (owner of the Procedure) to ask for an amendment to be made to the procedure, to allow for local Indigenous names to be used for buildings at Kioloa.</p>		

5. Standing items

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

It was noted that Caitlyn Baljak, the Below Zero team member who had been working on the reforestation proposal, will be leaving the University and that it was uncertain if the proposal will be continued in her absence.

5.2. Monthly bookings, maintenance and capital works update (*Brad Condon*) - April and May reports attached

The Committee noted the continued improvement in usage compared to 2023, regardless of one cancellation of a large group from RSB in the future.

The Committee noted that the Homestead is being kept available as an option for longer term use (longer than 5 days), but that there has not been much demand for this. Grady advised that the local elders have expressed an interest in using the Homestead as a meeting space and/or potentially as a temporary keeping space. No promises have been made in this respect. The Committee agreed to discuss the future use of the Homestead at the retreat in November.

Bronwyn raised concern about the campus' income stream, as it is currently mostly internal use and probably funded from discretionary Q accounts. The Committee agreed to discuss methods to raise the level of external usage at a future meeting.

6. Other Business

6.1. Draft survey questions to inform design of external teaching space fit out

The Committee endorsed the survey with Grady's additions. Craig will send the survey out to course convenors know to use the campus and to Associate Deans (Education) for consultation.

6.2. Updated Accommodation Rates Review paper *for noting*

This paper was discussed at the March meeting (for which we did not have a quorum) and then again at the April meeting, where Option 3 was endorsed. The caveat being that Bronwyn suggested the paper be updated to indicate why, considering the University's financial state, Option 2 was not considered optimal (Option 2 appeared to provide a significant operational surplus). The Committee noted the updated paper which explains the rationale on page 8.

6.3. Proposal - extra guest charges for queen rooms *for decision*

The Committee endorsed the proposal without change.

6.4. PC2 laboratory certification

Brad noted that certification of the PC2 laboratory at the campus is currently suspended and that the Committee will need to decide as to whether it should be reinstated or given up. It was agreed that a question about the PC2 laboratory be added to the survey about the outdoor space. Brad will contact Craig to have this question added.

Next meeting: Monday 22 July 2024, 3.00 - 4.00 pm.

The meeting finished at 10:45 am

New action items list

Action ID	Description	Responsibility	Status
3/2024 5.2.	Approach Alex Furman (owner of the Procedure) to ask for an amendment to be made to the procedure, to allow for local Indigenous names to be used for buildings at Kioloa.	Kiaran Kirk	NEW