



Confirmed Minutes

Kioloa Coastal Campus (KCC) Management Committee

MEETING NO.	05/2024
DATE / TIME	22 July 2024 / 3.00 - 4.00 pm
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) Jeremy Matthew, Director, Facilities & Services Craig Strong, Associate Director (Education) FSES, CoS (Academic staff representative)
APOLOGIES	Peter Yu, Vice-President (First Nations)
OBSERVERS	Mark Talbot, Associate Director Operations, F&S Brad Condon, ANU Satellite Sites Manager, F&S <i>alternate</i>
SECRETARY	Nancy Richardson, Manager, Executive Support, CoS

The meeting commenced at 10.06 am

1. Welcome, Apologies and Announcements

Apologies were noted from Peter Yu. Jeremy Matthew announced that Mark Talbot would be replacing Jeremy on the Committee as the Facilities & Services Director representative from the August meeting.

2. Guests

Nil.

3. Previous Minutes

The unconfirmed minutes of the 22 July 2024 meeting were confirmed without change.

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.	Craig Strong / Brad Condon	Ongoing
<p>Notes</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> <p>Mtg #5/2024 Craig has pulled together the survey and will send out to course convenors next week.</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>	<p>A. COMPLETE Discussed at Item 6.1</p> <p>B. Ongoing</p>
<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.</p>			

Action ID	Description	Responsibility	Status
	<p>B. Grady has contacted Dave Johnston to organise finalising the MoU and is planning to visit Kioloa to get this done. Mtg #3/2024</p> <p>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</p> <p>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 Kiaran 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> <p>Mtg#5/2024</p> <p>A. Discussed at item 6.1. B. Grady is travelling to Kioloa on 8 August to confirm finalisation of the MoU content with the Elders. Grady will circulate the current draft after the meeting - COMPLETE (emailed to Committee on 22 July).</p>		
1/2024 5.2	Create a draft pamphlet for internal marketing purposes, targeting non-fieldwork related areas at ANU. Also create a pamphlet for external marketing purposes.	Kiaran Kirk (Nancy Richardson)	Ongoing Discussed at item 6.3. (mtg #5/2024)
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	Ongoing.
	<p>Mtg #5/2024</p> <p>Kiaran spoke to Alex Furman about the amendment request, specifically the Procedure being 'silent' on naming assets after anything other than humans or functions (with or without indigenous language names). Awaiting action from Alex.</p>		

5. Standing items

5.1. Below Zero engagement and progress report (*Mark Talbot*)

Mark provided an update on behalf of Caitlyn Baljak (formerly of the Below Zero team) noting that due to the University's current financial situation, there are insufficient funds to support the development of a carbon removal project, such

as the reforestation project previously discussed, at Kioloa at this time. It was noted that Owen Carriage of the South Coast Elders Association has participated in discussions on, and was enthusiastic about, the potential reforestation project and that Caitlyn would make him aware of this development.

Bronwyn joined the meeting

5.2. Monthly bookings, maintenance and capital works update (Mark Talbot) - June report attached

The Committee noted that, as usual, the winter months are quiet and future bookings are down due to the cancellation of a few large classes from RSB. Nevertheless, the projected accommodation figures for 2024 are still greater than for 2023. Kiaran had previously discussed the cancellations with the Director of RSB and understands that the RSB cancellations were a purely financial decision. The Committee noted that savings to one area of the university, arising from not paying KCC user fees, represent a loss to another part of the university (i.e. the KCC) while at the same time potentially decreasing the quality of the student experience. It was agreed that the Committee should develop a proposal for maintaining internal usage of the campus during financially straightened times, potentially including a College allocation of bed spaces for the remainder of the year. To inform the proposal, a) Brad will provide a list of cancellations received so far; b) Mark will work on calculating the real cost of each night stay; and c) Kiaran will discuss the issue with the other Deans and CoS School Directors. <<ACTION ITEM #5/2024 5.2.>>

6. Other Business

6.1. Kioloa artefacts discussion (report and materials list attached)

The Committee noted thanks to Maggie Otto (Senior Collections Advisor, Research Initiatives and Infrastructure) for her work on discovering what artefacts from Kioloa are at ANU. Bronwyn noted that the discovery found few actual artefacts and a lot of related paperwork. Work will now commence on relocating the artefacts to Kioloa, as per the wishes of the local Indigenous community, with the first steps being a) Simon to ask [Sue O'Connor](#) to evaluate the importance of the artefacts; and b) Bronwyn to ask the Director, School of Archaeology & Anthropology, if there would be any concern with relocating these artefacts. <<ACTION ITEM #5/2024 6.1.>>

Grady noted that once the MoU with the Elders is signed, she will start working on an application for a NSW grant to fund the creation of an appropriate keeping place on campus.

6.2. Proposed location for modular accommodation (attached)

The proposed location was endorsed by the Committee.

6.3. Draft pamphlet for external users (attached)

The Committee viewed the pamphlet, drafted by Ilario Priori (Manager, CoS Marketing & Communications) noting that all the content was taken from information currently available on the ANU website.

Suggestions for the pamphlet were:

- Add an Acknowledgement of Country
- Add teaching-specific information, such as total bed capacity
- Improve the booking web page (the landing page for the QR code on the pamphlet) so that the information is easily understood by those who have never been to the campus.

The Committee agreed with Ilario's opinion that the various Kioloa web pages (including the booking page) need a lot of work to make them more user friendly for both internal and external potential guests. Unfortunately, Ilario is unable to make changes directly to the pages as they are owned by F&S and thus editing can only be performed by the two ITS staff members in-charge of maintaining central pages. Kieran will ask the acting CIO if the CoS web team can be given permission to work on the Kioloa web pages and Nancy will work with Ilario on listing up suggested changes. <<ACTION ITEM #5/2024 6.3.>>

Any other feedback on the pamphlet is to be sent to Nancy by 5 August.

6.4. November retreat at Kioloa

The Committee discussed the plan for a one-day retreat to work on the Strategic Plan on Monday 18 November. Jeremy confirmed that there will be no charge for Committee members for this trip. Grady noted that she will attempt to have the MoU signing with the Elders and Vice-Chancellor on the 17th or 18th November to coincide with the retreat. <<ACTION ITEM 5/2024 6.4.>>

The meeting finished at 3:51 am

New action items list

Action ID	Description	Responsibility	Status
5/2024 5.2.	Gather information to inform the development of a proposal that maintains internal ANU use of the KCC during financially straightened times: a) provide a list of cancellations received so far; b) work on calculating the real cost of each night stay; c) discuss the issue with the other Deans and CoS School Directors	a) Brad Condon b) Mark Talbot c) Kieran Kirk	NEW

Action ID	Description	Responsibility	Status
5/2024 6.1.	Commence work on relocating the artefacts to Kioloa with the first steps being: a) ask Sue O'Connor to evaluate the importance of the artefacts b) ask the Director, School of Archaeology & Anthropology, if there would be any concern with relocating these artefacts.	a) Simon Haberle b) Bronwyn Parry	NEW
5/2024 6.3.	Improve the Kioloa web pages to make them more user friendly, with first steps being: a) ask the acting CIO if the CoS web team can be given permission to work on the Kioloa web pages b) work with Ilario Priori on listing up suggested changes.	a) Kiaran Kirk b) Nancy Richardson	NEW
5/2024 6.4.	Aim to hold the MoU signing ceremony with local Elders and the Vice-Chancellor on 17 or 18 November to coincide with the Committee's retreat	Grady Venville	NEW