



Unconfirmed Minutes

Kioloa Coastal Campus (KCC) Management Committee

MEETING NO.	06/2024
DATE / TIME	21 August 2024 / 10.00 - 11.00 am
VENUE	ZOOM
PRESENT	Kiaran Kirk, CoS Dean, (Chair) Grady Venville, DVCA, (Deputy Chair) Mark Talbot, Associate Director Operations, F&S Simon Haberle, Director 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	Peter Yu, Vice-President (First Nations) Bronwyn Parry, CASS Dean (HASS Dean representative)
OBSERVERS	Nil
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, Bronwyn Parry and regular observer Brad Condon. Sara Rowley attended as Peter's alternate.

2. Guests

There were no guests at this meeting.

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.	Engage with the ANU teaching community to gather ideas for the outdoor teaching space and bring recommendation to the Committee.	Craig Strong / Brad Condon	COMPLETE
	<p>Notes Mtg #1/2024 update: 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> <p>Mtg #6/2023 Craig noted that he had sent the survey to 17 users / Associate Deans (Education) / Associate Directors (Science Education) and had received seven responses. Summary attached. It was agreed that this item will be closed, with Craig to work with Brad on implementation, including following up with Alex Maier regarding the PC2 lab.</p>		
6/2023 6.1	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.	Grady Venville	Ongoing
	<p>Notes Mtg #2/2024 update: 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 Penultimate draft of the MoU will be taken to the elders next week or the week after.</p> <p>Mtg#4/2024 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>		

Action ID	Description	Responsibility	Status
	<p>Mtg#5/2024 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> <p>Mtg #6/2024 Aug 6 meeting with Elders postponed (unfortunately three of the elders were unwell).</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	COMPLETE
	<p>Mtg #5/2024 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> <p>Mtg #6/2024 No updates have been received from Alex. It was agreed to remove this matter from the action items.</p>		
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) Kiaran Kirk	COMPLETE a) and b) see discussion at item 6.1. (below)
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	a) Simon Haberle b) Bronwyn Parry	Ongoing

Action ID	Description	Responsibility	Status
	would be any concern with relocating these artefacts.		
	Mtg #6/2024 a) Simon has spoken to Sue O'Connor who is willing to look at the artefacts but is unsure of when she will have capacity to do so. Simon will continue to follow-up on this item. b) No update as Bronwyn was not in attendance.		
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	Ongoing a) COMPLETE b) Craig noted that he would be happy to be an independent reviewer
5/2024 6.4.	Aim to hold the MoU signing ceremony with local Elders and the Vice-Chancellor on 18 November to coincide with the Committee's retreat	Grady Venville	COMPLETE Grady reported that she is unsure as to whether the VC will be able to attend, in which case she and Kiaran could represent the University at the signing.

5. Standing items

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

Nil to report.

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

Mark noted that July was very quiet but that August is looking better. On current trends, the campus looks likely to host approximately 1000 more bed nights in 2024 than in 2023; however, this is still 1000 fewer than projected.

The Shoalhaven City Council has proposed creating a footpath along the highway at the edge of the campus. Mark, Brad and Mick Kelly (Gardens and Grounds Manager, F&S) will be spending tomorrow on-site at Kioloa and will assess this proposal during their visit.

6. Other Business

6.1. Maintaining usage of the campus through financially constrained times - see papers on cancellations received and direct costs

Kiaran reported that the Biology cancellations (the only large internal cancellations) were not to do with the rental cost at Kioloa, but rather with Casual Sessional Academic staff salaries for the courses. Based on this information the Committee agreed that accommodation prices should remain at current levels.

6.2. Kioloa Rural Fire Service 90th anniversary at KCC

Shane Paul will be in attendance. If others would like to attend, they can RSVP directly.

6.3. Regarding the footpath mentioned in item 5.2., Mark was asked if this means that the Council will consider putting a pedestrian crossing on the road or some kind of signage. Mark agreed to follow-up on this question as he did not know.

The meeting finished at 10:30 am

New action items list

Action ID	Description	Responsibility	Status

Responses regarding input about the Kioloa outdoor teaching space. 20/8/24

Compilation of all responses. Original content below. (m – maybe):

Activity	Fit out inclusions	Janelle (user)	Jeremy (ADE)	Saul (user)	Louis (ADSE)	Merryn (ADE)	Alex (RSM ADSE)
General	Roof insulation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Ceiling fan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/> m	<input checked="" type="checkbox"/>
	lighting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
	Wall insulation and lining to facilitate vertical stacking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/> m	
	Other....					bins	
	Other....						
Small group discussions	Folding chairs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
	Storage rack for chairs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> m	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
	Other....					Stationery cupboard	
	Other....						
Field sample sorting	Folding tables on wheels	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> m	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
	Other....					Sample storage	
	Other....						
Field sample preparation	Stainless open bench	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> m		<input checked="" type="checkbox"/>	
	Stainless open sink bench	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> m		<input checked="" type="checkbox"/>	
	Cold water tap only	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> m		<input checked="" type="checkbox"/>	
	Powerpoints above stainless bench	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> m	<input checked="" type="checkbox"/> m		<input checked="" type="checkbox"/>	
	Open stainless shelf	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> m		<input checked="" type="checkbox"/> m	
	Wall mounted whiteboard	<input type="checkbox"/>	<input checked="" type="checkbox"/> m	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> m	
	Other....					Corkboard?	
Other.....	requiring use of a PC2 laboratory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
	Other...				Internet connection	Internet connection	

Respondents:	(7 responses from 17 surveyed).
Janelle Stevenson (regular user)	See original comments below
Jeremy Smith (ENGN ADE)	See original comments below
Merryn McKinnon (CoS ADE)	See original comments below
Saul Cunningham (regular user)	See original comments below
Louis Moresi (RSES ADSE)	Currently not utilised for teaching but RSES has used for workshops in the past. “The main thing that I would like to be sure works well is the network connection in the open space. For a field camp, this space could be used to set up / test / tear down equipment (e.g. seismometers that the students would later deploy) and we may want to get them on the network to get data or apply updates. This could then be done in situ rather than having to set aside a base in the main building.”
Alex Richardson (RSM ADSE)	RSM/CBE teaching restricted to Acton campus. But will share information with RSM exe for consideration of HDR and research activities. General comments about facility: - All sounds good - Insulation and fan are valuable additions for summer
Gavin Smith (Director Sociology)	General comment looks good.

Analysis of usability		
Activity	Fit out inclusions	Is this useful?
General	Roof insulation	<input checked="" type="checkbox"/>
	Ceiling fan	<input checked="" type="checkbox"/>
	General area lighting	<input checked="" type="checkbox"/>
	Wall insulation and lining to facilitate vertical stacking of items e.g. Chairs hung above folded tables. Possibly southern wall.	<input checked="" type="checkbox"/>
	Other....	
	Other....	
Small group discussions	Folding chairs (approx. 25) (we usually have 30 students and 4 staff)	<input checked="" type="checkbox"/>
	Storage rack for chairs – either wall hang or vertical stack	<input checked="" type="checkbox"/>
	Other....	
	Other....	
Field sample sorting	Folding tables on wheels – possible three (3) ~ 1800 x 900mm (plastic folding tables without wheels more desirable – tables with wheels prone to break)	<input checked="" type="checkbox"/>
	Other....	
	Other....	
Field sample preparation	Stainless open bench along western wall	<input checked="" type="checkbox"/>
	Stainless open sink bench on western wall northern end	<input checked="" type="checkbox"/>
	Cold water tap only	<input checked="" type="checkbox"/>
	Powerpoints above stainless bench	<input checked="" type="checkbox"/>
	Open stainless shelf above benches for temporary storage	<input checked="" type="checkbox"/>
	Wall mounted whiteboard above bench	<input type="checkbox"/>
	Other....	
Other.....	Do you foresee your school/group requiring use of a PC2 laboratory at Kioloa	<input type="checkbox"/>
	Other...	
	We would also use the shelter for outdoor screenings in good weather. Can bring our own portable digital projector but access to a foldout screen stored on site would be great.	

Analysis of usability		
Activity	Fit out inclusions	Is this useful?
General	Roof insulation	
	Ceiling fan	
	General area lighting	Y
	Wall insulation and lining to facilitate vertical stacking of items e.g. Chairs hung above folded tables. Possibly southern wall.	
	Other....	
	Other....	
Small group discussions	Folding chairs (approx. 25)	Y
	Storage rack for chairs – either wall hang or vertical stack	maybe
	Other....	
	Other....	
Field sample sorting	Folding tables on wheels – possible three (3) ~ 1800 x 900mm	maybe
	Other....	
	Other....	
Field sample preparation	Stainless open bench along western wall	
	Stainless open sink bench on western wall northern end	Y
	Cold water tap only	Y
	Powerpoints above stainless bench	maybe
	Open stainless shelf above benches for temporary storage	
	Wall mounted whiteboard above bench	maybe
	Other....	
Other.....	Do you foresee your school/group requiring use of a PC2 laboratory at Kioloa	N
	Other...	

Merryn McKinnon (CoS ADE)

Analysis of usability		
Activity	Fit out inclusions	Is this useful?
General	Roof insulation	No – not for an open sided shelter like this
	Ceiling fan	Maybe
	General area lighting	Yes
	Wall insulation and lining to facilitate vertical stacking of items e.g. Chairs hung above folded tables. Possibly southern wall.	Possibly, if no other resource storage facility exists nearby.
	Other.... Is there a space for rubbish/recycling nearby?	Would be useful if nothing else adjacent
	Other....	
Small group discussions	Folding chairs (approx. 25)	Yes
	Storage rack for chairs – either wall hang or vertical stack	Yes
	Other.... Perhaps a cupboard to store stationery or other materials in for a multi-day program	Maybe
	Other....	
Field sample sorting	Folding tables on wheels – possible three (3) ~ 1800 x 900mm	Yes
	Other.... Perhaps a cupboard to store unsorted samples (if not from the animal kingdom!) or other materials in for a multi-day program	Maybe
	Other....	
Field sample preparation	Stainless open bench along western wall	Yes
	Stainless open sink bench on western wall northern end	Yes
	Cold water tap only	Yes
	Powerpoints above stainless bench	Yes
	Open stainless shelf above benches for temporary storage	Maybe (one that can be closed might be more useful)
	Wall mounted whiteboard above bench	Maybe – perhaps a mix of whiteboard and corkboard?
	Other....	
Other.....	Do you foresee your school/group requiring use of a PC2 laboratory at Kioloa	No
	Is the internet connection strong there too? Wondering about saving field notes as they're taken to back up any physical notes	Yes

Analysis of usability		
Activity	Fit out inclusions	Is this useful?
General	Roof insulation	no
	Ceiling fan	no
	General area lighting	yes
	Wall insulation and lining to facilitate vertical stacking of items e.g. Chairs hung above folded tables. Possibly southern wall.	
	Other....	
	Other....	
Small group discussions	Folding chairs (approx. 25)	yes
	Storage rack for chairs – either wall hang or vertical stack	yes
	Other....	
	Other....	
Field sample sorting	Folding tables on wheels – possible three (3) ~ 1800 x 900mm	yes
	Other....	
	Other....	
Field sample preparation	Stainless open bench along western wall	maybe
	Stainless open sink bench on western wall northern end	maybe
	Cold water tap only	If there is a sink, yes
	Powerpoints above stainless bench	maybe
	Open stainless shelf above benches for temporary storage	maybe
	Wall mounted whiteboard above bench	yes
	Other....	
	Other.....	
Other.....	Do you foresee your school/group requiring use of a PC2 laboratory at Kioloa	no
	Other...	