



# Confirmed Minutes

## Kioloa Coastal Campus (KCC) Management Committee

MEETING NO.	03/2022
DATE / TIME	30 September 2022, 10.00 am
VENUE	Zoom
PRESENT	Kiaran Kirk, Dean, CoS (Chair) Grady Venville, DVC(A) (Deputy Chair) Anna Cowan, CoS/CHM Deputy-Dean Education Riley Guyatt, Student representative Brad Condon, Remote site manager, F&S <i>alternate</i>
APOLOGIES	Rae Frances, CASS Dean Simon Haberle, Director CHL, CAP Mathew Maclay, Associate Director Operations, F&S Dave Johnston, Traditional Owners representative
GUESTS	Vibo Chandrasekera, Deputy CFO
SECRETARY	Nancy Richardson, Manager, Executive Support, CoS

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The meeting commenced at 10.03 am

### 1. Welcome, Apologies and Announcements

Kiaran acknowledged the traditional owners of the lands from which participants attended. Apologies were noted from Rae Frances, Simon Haberle, Mathew Maclay and Dave Johnston. Brad Condon was welcomed as Mathew's alternate. Vibo Chandrasekera was welcomed as a guest from 10.30 am.

### 2. Previous Minutes

The unconfirmed [minutes](#) of the 22 August meeting were endorsed without change.

### 3. Action Items

Action ID	Description	Responsibility	Status	Notes
1-2022-2.1	Plan formal campus re-opening ceremony involving Traditional Owners	Grady Venville, Kiaran Kirk and Dave Johnston	In Progress	The VC has advised he would like the formal ceremony to be on the occasion of the signing of the MoU.
1-2022-3	Seek feedback on MoU from the ANU Legal Office before circulating to Committee members.	Grady Venville	The ANU Legal Office check is complete.	Dave Johnston to provide feedback before the MoU is circulated to Traditional Owners.
2-2022-4	Draft a letter to the VC in regard to the Edith and Joy London Foundation.	Kiaran Kirk and Grady Venville	Complete	Memo sent to the VC on 27 September
2-2022-5	Draft material announcing the re-opening of KCC for publication in On Campus.	Mathew Maclay	Complete	Published in <a href="#">VC's Blog</a> on 16 September. Kiaran to follow-up about getting the information published in On Campus.
2-2022-6.1	Dave to liaise with Mathew on the relevant Elders for stakeholder engagement with regard to renaming of KCC cottages.	Dave Johnston	Ongoing	Status to be confirmed at mtg #4/2022 as neither party was in attendance.

Action ID	Description	Responsibility	Status	Notes
2-2022-6.2	Set up a meeting with Deputy CFO, Kiaran, Grady and Mathew to advance discussion on financial operations of KCC.	Angela Ryan	On hold	Necessity for this meeting to be reviewed following the Deputy CFO's presentation at the next meeting (#4/2022)

*Vibo Chandrasekera joined the meeting at 10.20 am.*

#### 4. Financial Operations of KCC (Guest: Vibo Chandrasekera, Deputy CFO)

Following discussions with Kiaran and Grady, Vibo made some investigations into the true cost of running the campus, with the aim of understanding the prices to be charged and the mix of 'customers' (internal vs external) required to make the campus break even financially. Under the ANU's current method of financial management, the Expenditure Control Framework, 'commercial' management is not possible. The proposed solution is to set-up the campus with a 'trading account'

Vibo set an initial range of parameters based on some assumptions around feasible occupation rates etc. and modelled the campus as a business using the current rate for ANU staff / students of \$66/night (accommodation, three meals and cleaning included). This modelling showed that for every extra person per night the campus would lose money.

A breakeven scenario with external users paying double (i.e. \$132/night) was modelled and showed that the user base would have to be heavily weighted towards externals to achieve breakeven (75 / 25 external / internal users).

The Committee agreed this would not be an acceptable level of user use and agreed to do some market comparisons for accommodation including:

- Siding Spring accommodation pricing for externals (\$165/night)
- Other ANU fieldwork trips (Anna Cowan to investigate)
- Other universities' field site charges for external users (Kiaran Kirk to investigate)
- Other local accommodation options (Nancy Richardson to investigate)

In addition to market comparisons, Riley noted that the \$66/night fee was similar to the cost of living on the Acton campus and thus it would seem reasonable to charge more, and Anna noted that there are scholarships available to enable students who cannot afford fees to attend fieldwork courses.

Bookings have already been taken for January so it is desirable to set the rates for 2023 by November. It was agreed that the market comparison information be

gathered and provided to Vibo prior to the next meeting (31 October), and for Vibo to attend again at that meeting for further discussion.

*Vibo left the meeting at 10.46 am*

Anna suggested that the Committee consider other, flexible ways to keep fieldtrips for students affordable such as having Schools partially subsidise the costs.

#### **5. Update on KCC capital works and bookings (Brad Condon) [photos attached]**

A list of current bookings was circulated to the Committee prior to the meeting. Although some bookings are for only a few people, the demand appears to be growing with very few completely vacant weeks between September and December.

Brad reported that the last phase of the main capital works is underway. Examples include:

- Walshes Cottage is to become the accessibility cottage and awaits floor coverings to be finished.
- Some demolition work is waiting for local council approval.
- Next tasks include insulating every building, work on decks and structural renovations.
- The staff offices are to be moved out of the London Shed which will allow a new lecture room to be created.
- A new gate is to be installed and the road will be sealed.
- Peters Cottage – the floor is gone and there is consideration of removing the cottage entirely and replacing it with a four-bedroom modular building, with an ensuite for each bedroom.

Brad noted that new builds cost about the same as renovation and he agreed to send pictures of the new builds to the Committee. The Committee asked that F&S ensure any new builds are 'sustainable' / environmentally friendly.

At the end of this phase of works the accommodation capacity will rise from the current 50 beds to 70.

#### **6. Other Business**

Grady will look into NSW Community Grants to potentially help establish the 'keeping place' on site that the Traditional Owners would like us to establish.

Brad raised the issue of the longer term use of the Homestead which is currently untouched. It will not be able to be used for accommodation and will require some maintenance to be useable.

*The meeting finished at 10.55 am*

## New action items list

Action ID	Description	Responsibility	Status	Notes
<b>3/2022 4.0</b>	Gather market comparison prices for accommodation as follows: a. Other ANU fieldwork trips b. Other universities' field site charges for external users c. Other local accommodation options	a. Anna Cowan b. Kiaran Kirk c. Nancy Richardson	NEW	
<b>3/2022</b>	Look into NSW Community Grants to fund the establishment of a 'keeping place'	Grady Venville	NEW	