



Confirmed Minutes

Kioloa Coastal Campus (KCC) Management Committee

MEETING NO.	03/2023
DATE / TIME	21 August 2023 / 10.30 am - 11.30 am
VENUE	ZOOM
PRESENT	Kieran Kirk, CoS Dean, (Chair) Grady Venville, DVCA, (Deputy-Chair) Riley Guyatt, (Student representative) Mathew Maclay, Associate Director, Operations, F&S (Director F&S representative) Bronwyn Parry, CASS Dean (HASS Dean representative) Craig Strong, Associate Director (Education) FSES, CoS (Academic staff representative) Sara Rowley, GM, First Nations Portfolio <i>alternate</i> Brad Condon, ANU Satellite Sites Manager, F&S <i>observer</i>
APOLOGIES	Simon Haberle, Director CHL, CAP (Academic staff representative) Peter Yu, Vice-President (First Nations)
SECRETARY	Nancy Richardson, Manager, Executive Support, CoS

The meeting commenced at 10.30 am

1. Welcome, Apologies and Announcements

Apologies were noted from Simon Haberle and Peter Yu. Sara Rowley attended as Peter's alternate.

Brad Condon (ANU Satellite Sites Manager) was welcomed as a regular observer henceforth.

2. Previous Minutes

The unconfirmed minutes of the 31 July 2023 meeting were confirmed without change.

3. Action Items

Action ID	Description	Responsibility	Status
1-2022-2.1	Plan formal campus re-opening ceremony involving Traditional Owners	Grady Venville, Kiaran Kirk and Dave Johnston	In Progress
	<p>Notes The VC has advised he would like the formal ceremony to be on the occasion of the signing of the MoU.</p> <p>Mtg#2/2023 update: The first round of consultation with the South Coast elders on the MoU is complete. Now awaiting consultation with the Butler family. Grady to contact Dave Johnston to ask about progress in talking to the Butlers.</p>		
3/2022	Look into NSW Community Grants to fund the establishment of a 'keeping place'	Grady Venville	Ongoing
	<p>Notes Potential opportunity to leverage the Kioloa financial gift. Grady to look at the deadlines as a next step.</p> <p>Mtg #2/2023 update: Representatives of the South Coast Elders have been to the Australian Museum in Sydney which is holding some boxes of artefacts from the area. The Elders are looking at finding a temporary holding place for these artefacts. Grady reported that the NSW Government has a rolling community grant with funds around \$20 - \$60K which could be used to fund the provision of a temporary space. One caveat is that we need to apply for the grant in collaboration with an Aboriginal organisation and the South Coast Elders registration is not current. Grady undertook to speak with Dave Johnston about this matter.</p>		
5-2022-5.0	Bring a paper to the group in early 2023 with proposals for how to handle possible allowance of the consumption of alcohol on campus.	Mathew Maclay	Ongoing
	<p>Notes Mtg #2/2023 update: Awaiting advice from the current catering team as to whether they would be prepared to get a liquor license. Staff bringing alcohol themselves, for functions at which undergraduate students are not present, could use the standard Functions on Campus process. Kiaran and Nancy to work with Mathew on a full proposal.</p>		
1/2023-5a.	Confirm if there is an existing definition of 'external' for accommodation rates.	Mathew Maclay	COMPLETE
	<p>Notes No definition exists. New action item created.</p>		
1/2023-5b.	1. Bring proposals for the modular building to a subsequent Committee	Mathew Maclay	Ongoing

Action ID	Description	Responsibility	Status
	meeting for consideration and decision. 2. Engage with the ANU teaching community to gather ideas for the outdoor teaching space and bring recommendation to the Committee.		
	Notes 1. Out to market for tender (closes end Aug) 2. Consultation not yet commenced (as at mtg#2/2023)		
1/2023 6.0	Formulate plans to develop for the campus: A. Capital plan B. Strategic plan C. Prioritised schedule of activities D. Operational plan	A. Mathew Maclay B. Kiaran Kirk C. Kiaran Kirk D. Mathew Maclay	Ongoing
	Notes The Committee agreed to consider whether the existing Master Plan might be utilised for one or more of these plans if appropriately updated.		

Action items updates with new action items created

1/2023 5a. Defining 'external' for the purpose of accommodation rates

No definition of 'external' exists and the Committee agreed that a tiered approach as used for Kambri could be used, with those who have a connection to ANU receiving a slightly discounted 'sponsor' rate. Mathew and Brad will put together a suggestion for a tiered approach, including principles for accommodation use that ensure that teaching needs aren't pushed aside by those of external users.

ACTION (3/2023 3-5a): Mathew and Brad to bring a paper to the Committee to suggest a tiered approach to accommodation rates and a principles document for accommodation usage.

4. Standing items

a. Below Zero engagement and progress report (*Mathew Maclay*)

Mathew reported that the potential gift to Kioloa of 1000 solar panels from Endeavour Energy is now not likely to go ahead. Accordingly, Keith Hickson (Engineering and Sustainability Manager, F&S) is looking at procuring panels. Kiaran reminded Mathew that if that is the case, a proposal needs to be brought to the Committee for decision and also assessed by the Committee against the terms of the Deed of Gift. Mathew will inform Keith of these requirements.

b. Monthly bookings, maintenance and capital works update (*Mathew Maclay*)

The July update was provided to the Committee (see attached). The Committee requested that for future updates forward bookings be included and that the split between internal and external users is made clear.

5. 2023 Committee activities / responsibilities (Kiaran Kirk)

The Committee agreed that the existing Kioloa Coastal Campus Master Plan (sent by email) should be utilised for one or more of the plans required from the Committee (see action item 1/2023 6.0). It was agreed that a number of volunteers from the Committee plus volunteers from previous Kioloa Committees / Groups form a working group to review and update the Master Plan. The campus' Strategic Plan, Operational Plan, Capital Plan and Prioritised Schedule of Activities are then to be drafted based on the Master Plan.

ACTION (3/2023 5): Nancy to garner interest from Committee members for the Master Plan working group.

6. Other Business

a. Cottage name change proposal (Mathew Maclay) – for decision

The Committee:

1. Approved in principle the name change of Gropers Cottage, to Coomee Nulunga Cottage pending further consultation:
 - Nancy to contact Joseph Ashely-Smith (Advancement) to determine if the name meets the requirements within the newly-revised ANU Naming Policy;
 - Grady to consult with Dave Johnston to determine if this name is acceptable to the local community.

ACTION (3/2023 6a1-1): Nancy to consult with Joseph Ashely-Smith (Advancement) with regard to whether the suggested name, Coomee Nulunga Cottage, meets the requirements of the ANU Naming Policy.

ACTION (3/2023 6a1-2): Grady to consult with Dave Johnston as to the appropriateness of the suggested name Coomee Nulunga Cottage.

2. Agreed that engaging the community groups involved in the MoU consultation to propose a traditional name for the new modular accommodation building would be appropriate, pending advice from Advancement on the University's Naming Policy.
3. Noted the agreement to allow the local the Indigenous Dance Group to book accommodation at the ANU rate (Committee endorsement was sought and provided by email in advance of the meeting).

The meeting finished at 11.20 am

New action items list

Action ID	Description	Responsibility	Status
3/2023 3-5a	Bring a paper to the Committee to suggest a tiered approach to	Mathew Maclay / Brad Condon	NEW

Action ID	Description	Responsibility	Status
	accommodation rates and a principles document for accommodation usage.		
3/2023 5	Garner interest from Committee members for the Master Plan working group.	Nancy Richardson	NEW
3/2023 6a1-1	Enquire as to whether the suggested name Coomee Nulunga Cottage meets the requirements of the ANU Naming Policy	Nancy Richardson	NEW
3/2023 6a1-2	Consult with Dave Johnston as to the appropriateness of the suggested name Coomee Nulunga Cottage	Grady Venville	NEW