



Agenda

Kioloa Coastal Campus (KCC) Management Committee

MEETING NO.	02/2022
DATE / TIME	22 August 2022, 3.00–4.00 pm
VENUE	ZOOM
ATTENDEES	Kiaran Kirk, CoS Dean, Chair Grady Venville, DVCA, Deputy-Chair Anna Cowan, CoS/CHM Deputy-Dean Education Rae Frances, CASS Dean Riley Guyatt, Student representative Dave Johnston, Traditional Owners representative Mathew Maclay, Associate Director, Operations, F&S
APOLOGIES	Simon Haberle, Director CHL, CAP
GUESTS	Joseph Ashley-Smith, Senior Advisor, ANU Advancement Kellie Takenaka, Head of Advancement, CoS
IN ATTENDANCE	Nancy Richardson, Manager, Executive Support, CoS
CONTACT	Angela Ryan, Executive Assistant, ea.cos@anu.edu.au

1. Welcome, Apologies and Announcements

Apologies have been received from Simon Haberle.

2. Previous Minutes

The [unconfirmed minutes](#) of the 25 July meeting are attached for confirmation.

3. Action Items

Action ID	Description	Responsibility	Status	Notes
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1-2022-1	Invite Advancement staff to the next meeting to provide an update on the management of the financial assets of the gift.	Kiaran Kirk	Complete
1-2022-2	Meet with the CFO to discuss KCC financial dimensions, including revenue opportunities.	Kiaran Kirk and Grady Venville	Complete
1-2022-2.1	Plan formal campus re-opening ceremony involving Traditional Owners	Grady Venville, Kiaran Kirk and Dave Johnston	New
1-2022-3	Seek feedback on MoU from the ANU Legal Office before circulating to Committee members.	Grady Venville	In progress
1-2022-4	Circulate draft new user information document to Committee for feedback.	Mathew Maclay and Brad Condon	Complete

4. **Edith and Joy London Endowment** (*Kellie Takenaka and Joseph Ashley-Smith*)

Original gift deed for Kioloa Campus and the Terms of Reference for the Kioloa Coastal Campus Commission (*circulated by email*)

5. **Publicising the re-opening of KCC** (*Mathew Maclay*)

F&S booking report (*to be received*)

6. **Other Business**



Unconfirmed Minutes

Kioloa Coastal Campus (KCC) Management Committee

MEETING NO.	01/2022
DATE / TIME	25 July 2022, 9.30 am
VENUE	Zoom
PRESENT	Kieran Kirk, Dean, CoS (Chair) Grady Venville, DVC(A) (Deputy Chair) Anna Cowan, CoS/CHM Deputy-Dean Education Rae Frances, CASS Dean Riley Guyatt, Student representative Simon Haberle, Director CHL, CAP Dave Johnston, Traditional Owners representative Mathew Maclay, Associate Director Operations, F&S
GUESTS	Brad Condon, Satellite Sites Manager, Operations, F&S
IN ATTENDANCE	Nancy Richardson, Manager, Executive Support, CoS Angela Ryan, Executive Assistant, CoS - Secretariat support

The meeting commenced at 9.32 am

1. Welcome, Apologies and Announcements

Kieran acknowledged the traditional owners of the land. Brad Condon was welcomed as a guest.

Kieran provided a brief background of the issues relating to the Kioloa Coastal Campus (KCC) including closure of the site in 2020, its management, governance arrangements and Traditional Owner concerns.

2. Roles and Responsibilities of the KCC Management Committee

The responsibilities of the Committee as outlined under point 15 of the KCC Charter were discussed and the importance of reviewing academic programs was highlighted. Safety, funding arrangements and budget transparency were also noted as priorities. Kieran proposed members of the Advancement team be invited to the next meeting to brief the group on the financial assets of the gift.

Action ID	Action item description, including who is responsible for delivery and the timeframe
1-2022-1	Invite Advancement staff to next meeting to provide information on the management of the financial assets of the gift.

3. Update on plans for the re-opening of the campus

Plans to re-open the campus on August 1 remain on-track and Brad advised that there will be 53 beds available from this date with a cost for ANU users of \$56 per night. Bookings will be made through the Kioloa website and managed by the Facilities & Services (F&S) team; the sharing of rooms across different groups will not be permitted. KCC is now fully catered and a new commercial kitchen has been installed which will be managed and operated by a local catering company. Self-catering options are no longer available. Other work to be completed includes: repairing water damage to cottages, new bathrooms, walking track upgrades, installation of new water tanks and updating the bushfire management plan. Information on transport options and the additional costs associated with accessing the campus were raised as useful items for inclusion in new user information.

F&S advised that the campus will run at-cost and will be included in the F&S maintenance budget. The group discussed opening the site to external users as a way of raising additional revenue. It was agreed that Kiaran and Grady should meet with the CFO to discuss the financial aspects of operating the KCC.

Grady proposed holding a formal ceremony to mark the re-opening of the campus involving the Traditional Owners and Dave agreed to help with the arrangements.

Action ID	Action item description, including who is responsible for delivery and the timeframe
1-2022-2	Kiaran and Grady to meet with the CFO to discuss KCC financial dimensions.
1-2022-2.1	Plan formal campus re-opening ceremony involving Traditional Owners.

4. Memorandum-of-Understanding with Traditional Owners

Grady thanked Dave for his help in connecting the ANU with local elders and expressed the hope that the MoU would help in building confidence in the University amongst the local people, and rebuild relationships with the South Coast elders association. The MoU is based on principles of collaboration and improved relationships, celebrating culture and restoring heritage following feedback from the Traditional Owners. It has been reviewed by Peter Yu, Vice-President (First Nations) and is under review by the ANU Legal Office. The draft will be circulated to this Committee for comment before further consultation with Traditional Owners.

Action ID	Action item description, including who is responsible for delivery and the timeframe
1-2022-3	Grady to seek feedback on MoU from the ANU Legal Office before circulating to Committee members.

Kiaran reported that the re-opening of the campus and work on the MoU are concurrent processes with aspects of the MoU such as the Welcome to Country, artwork and the re-naming of buildings flagged as priority areas. It was noted that formalities and expectations need to be clearly documented and communicated to users at the point of booking ahead of utilising the campus from August 1. Rae suggested that information on respectful relationships be included and F&S confirmed that this could be incorporated into the site induction slides featured in the booking system; F&S agreed to share the draft document with the Committee.

Action ID	Action item description, including who is responsible for delivery and the timeframe
1-2022-4	F&S to circulate draft new user information document to Committee for feedback.

Dave raised the need to seek permission before academic programs use physical sites on the campus and Kiaran agreed that this issue along with repatriation be addressed in the MoU and suggested inviting CASS staff members involved in a repatriation committee to a future meeting.

5. Next Steps

Kiaran thanked Brad and Mat for their work on preparing the campus for re-opening in a way that is affordable for students.

The next meeting will be scheduled in late August.

New action items are identified in the table below for review and comment at the next meeting.

Action ID	Description	Responsibility	Status	Notes
1-2022-1	Invite Advancement staff to the next meeting to provide an update on the management of the financial assets of the gift.	Kiaran Kirk	Complete	Joseph Ashley-Smith and Kellie Takenaka will join the August 22 meeting.
1-2022-2	Meet with the CFO to discuss KCC financial dimensions, including revenue opportunities.	Kiaran Kirk and Grady Venville	Complete	
1-2022-2.1	Plan formal campus re-opening ceremony involving Traditional Owners	Grady Venville, Kiaran Kirk and Dave Johnston	New	
1-2022-3	Seek feedback on MoU from the ANU	Grady Venville	In Progress	

Legal Office before
circulating to
Committee members.

1-2022- 4	Circulate draft new user information document to Committee for feedback.	Mathew Maclay and Brad Condon	Complete
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The meeting finished at 10.29 am.