

Kioloa Coastal Campus Management Committee Charter

Introduction

1. The ANU Kioloa Coastal Campus is one of the university's research facilities and field stations, providing a range of teaching, research as well as accommodation, meeting, performance and workshop facilities.
2. The Vice-Chancellor of the Australian National University has established the Kioloa Management Committee (the Committee).
3. This Charter supersedes all other Kioloa management arrangements, including the Kioloa Coastal Campus Commission established on 27 August 2019.
4. This Charter sets out the Committee's objective, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

Objective

5. The objective of the Committee is to oversee the strategic vision and management of the Kioloa Coastal Campus.
6. The Committee serves as the principal advisory body to the Vice-Chancellor about all matters concerning the Kioloa Coastal Campus of the University.

Authority

7. The Vice-Chancellor authorises the committee within the scope of its roles and responsibilities to:
 - obtain any information it needs from any ANU staff and/or external party (subject to their legal obligation to protect information);
 - request the attendance of any ANU staff at committee meetings;
 - discuss any matters with external parties (subject to confidentiality considerations).
8. The Vice-Chancellor may disestablish the Committee at any time.

Composition and Tenure

9. The Committee consists of:
 - A HASS Dean (*ex-officio*)
 - A STEM Dean (*ex-officio*)
 - Deputy Vice-Chancellor (Academic) – Deputy Chair (*ex-officio*)
 - Director, Facilities and Services or representative (*ex-officio*)
 - Up to three Academic Staff members appointed by the Chair

- Community Representative, representing the Traditional Owners of the Kioloa Coastal Campus, appointed by the Chair
 - One Student representative as nominated by the ANUSA and PARSA President, alternatively, and appointed by the Chair.
10. One of the two Deans on the Committee will alternatively serve as Chair of the Committee, as appointed by the Vice-Chancellor.
 11. Members are appointed by the Chair in accordance with this Charter serve a term of up to three years and are eligible for re-appointment.
 12. If a member of the Committee is absent from three meetings of the Committee during their term without the written approval of the Chair, or if a member ceases to be eligible due to inconsistency with this Charter, the Chair may declare the member's position vacant.
 13. When a vacancy occurs in the membership of the Committee, an eligible person will be appointed by the Chair to fill the vacancy, and serve the remainder of the former member's term of office.

Roles and Responsibilities

14. The Committee exercises such roles and responsibilities as may be assigned to it by the Vice-Chancellor from time to time, but only such powers as are explicitly delegated to it.
15. The committee's responsibilities are to:
 - Recommend formal academic programs at the Kioloa Campus for the Vice-Chancellor's approval (and/or the Academic Board and its sub-committees, as may be appropriate).
 - Ensure that academic programs and any other activities at the Kioloa Campus are aligned with the ANU Strategic Plan (ANU 2025) and with the Deed of the Edith and Joy London gift
 - Monitor the performance of the academic programs at the Kioloa Campus.
 - Monitor the suitability (including safety) of the facilities and services at the Kioloa Campus.
 - Monitor the financial viability of the Kioloa Campus, including approving user fees, reviewed annually, and other relevant funding arrangements.
 - Develop and oversee the implementation of a capital plan for the Kioloa Campus, which includes renovation/refurbishment of current buildings and the construction of new buildings/facilities.
 - Oversee the management of the financial assets of the gift, including the investment and/or distribution of the financial returns arising from the gift.

- Report on any matter as determined by the Committee or as requested of the Committee by the Vice-Chancellor, the Senior Management Group, Academic Board, Council Committees or Council.
- Engage with traditional owners of the Kioloa area wherever possible to meet the Committee's responsibilities.

Operationally, the Committee is required to develop:

- A Kioloa Strategic Plan that aligns with the duration of the ANU Strategic Plan (ANU 2025) for the Vice-Chancellor's approval.
- A prioritised schedule of activities, including teaching and research, and professional development.
- A Kioloa Operational Plan on the advice of the Facilities and Services Division.

Responsibilities of Members

16. Members of the Committee are expected to understand and observe the legal requirements of the *Australian National University Act 1991*, the *Public Governance, Performance and Accountability Act 2013* and applicable University policy.

17. Members are also expected to:

- Act in the interests of the University as a whole
- Contribute the time needed to study and understand the papers provided; and
- Apply good analytical skills, objectivity and good judgment.

Reporting

18. The Committee will report as required, but at least once a year to the Vice-Chancellor and SMG, with a copy to the Academic Board for noting about its operation and activities, including:

- As per *Roles and Responsibilities* established by this Charter;
- Details of meetings including the number of meetings held during the relevant period and the number of meetings each member attended.

Administrative Arrangements

19. The committee shall meet no less than three times per year on dates determined by the Committee.

20. A forward meeting plan, including meeting dates, location and agenda items, is agreed by the Committee each year. The forward meeting plan covers all its responsibilities, as detailed in this Charter.

21. The Chair is required to convene a meeting if asked to do so by at least 50% of the Committee members.

22. The Chair convenes and presides at all meetings of the Committee at which they are present. The Chair has a deliberative and a casting vote on all matters before a meeting of the Committee. When the Chair is unable to be present at a meeting, the Deputy Chair presides.
23. The conduct of meetings of the Committee is determined by the Chair, taking into account the advice of the Committee members.

Attendance at Meetings and Quorum

24. A quorum consists of at least 50 per cent of Committee members who hold office for the time being.
25. Meetings are held either in person or by video-conferencing. The secretariat shall arrange the telephone or videoconferencing facility.
26. The Chair may request any other ANU staff and/or external party to attend Committee meetings or participate in certain agenda items.

Secretariat

27. The College in which the Chair of the Committee is based will provide secretariat support to the Committee.
28. The secretariat will ensure the agenda and supporting papers for each meeting are circulated after approval from the Chair and at least seven days before the meeting.
29. The secretariat will ensure the minutes of the meetings are prepared and maintained. Minutes must be authorised by the Chair and circulated to each member of the Committee for approval.

Conflicts of Interest

30. Committee members must declare any material personal interests, whether they are actual, potential or perceived, at the start of each meeting or before discussion of the relevant agenda item or topic. Details of material personal interests declared by Committee members, and actions taken, are to be appropriately recorded in the minutes, and managed by the Committee on a case by case basis.

Induction

31. The Chair or the Secretary to the Committee provides an induction for Committee members to assist them to meet their Committee responsibilities.

Assessment and Review

32. The Chair initiates every second year a review of the performance of the Committee, and this Charter, with appropriate input sought from Committee members and any other relevant stakeholders. The review of performance will be conducted on a self-assessment basis, unless otherwise determined by the Vice-Chancellor, and presented to the Vice-Chancellor, SMG and the Academic Board.