



Australian
National
University

Kioloa Coastal Campus (KCC)

Site Guidelines

Facilities and Services Division

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Introduction

This guide provides a summary of the basic safety information and rules at The Kioloa Coastal Campus. Compliance for all persons working at Kioloa is compulsory.

This document should be read in conjunction with the Licence Agreement.

For the purpose of this document the reference to the Licensee includes the Licensee, their members, guest and visitors and contractors.

The Permitted Use will be carried out in accordance with the following requirements, which may be amended from time to time by mutual written agreement of the Licensee and the Licensor:

1. Deed of Gift

The Edith and Joy London Foundation operates as the Kioloa Coastal Campus (KCC) of the ANU to provide land and facilities for teaching and research consistent with the Deed of Gift made between Joy London (the land donor) and the Charter of the ANU in April 1975. Hence, the land remains a protected and managed environment for the express purposes of conducting field teaching and research. All activities must be compliant with the provisions of the Edith and Joy London Foundation Deed of Gift (Deed of Gift)

The Licensee must ensure availability for research by students on the Licensor, pertaining to the Permitted Use and terms of the Deed of Gift.

2. Hours of Access

Access to the site is permitted between the normal KCC office hours:

- Monday to Sunday - 0800 – 1930 or Sunset (whichever occurs earlier).

Access to KCC outside of the above times, unless prior written approval is provided by the ANU, will be prohibited.

3. Water Supply

The water supply for KCC taps is non-portable water. The water is NOT suitable for consumption.

Sustainable gardening methods are to be utilise to ensure the water source is maintained.

Dam water usage should be controlled by timer switches or sprung trigger-nozzles to mitigate water wastage.

4. Children

Children must be supervised at all times and remains the responsibility of the adult or guardian with them.

Children are not to be utilised for paid or unpaid workforce as per the *Modern Slavery Act*.

5. Animals

Pets are prohibited from being on KCC, including but not limited to University buildings, other facilities or in vehicles, including utility tray or on foot.

Exemption may apply for Assistance Animal, in the context and meaning under Section 9 of the *Disability Discrimination Act*.

6. Removal of Rubbish

All rubbish, debris and clippings and cuttings must be removed from site and must not accumulate on the KCC.

Walkways and work areas must be kept clear and in clean and tidy condition.

7. Clothing

All members, visitors, guests and contractors attending the KCC in any capacity must dress in a manner considered appropriate for the purpose of KCC attendance. All persons must comply with the provisions of the WHS Act and Regulations relating to use and maintenance of PPE.

The minimum level of PPE includes, but is not limited to:

- Appropriate Clothing
- Enclosed Footwear
- Hearing protection
- Eye protection
- Sun Protection

Responsibility of the Licensee members and guests is maintained and managed by the Licensee as detailed in the licence agreement.

The Licensee is must ensure the access gate and egress points are closed upon entry and exit.

8. Site Facilities

No temporary buildings or containers will be allowed on site except with the written approval of the ANU Project office.

The installation of temporary buildings is subject to the Building Approval process.

The Licensee must not erect any structure without the consent of the KCC Manager.

9. Storage of Materials and Equipment

No materials and / or equipment shall be left unattended without the prior approval of the ANU Site Manager. The Licensee shall be responsible for the security of any such materials and/or equipment within the KCC.

The storage of flammable materials shall not be permitted at any time.

10. Chemicals and Hazardous Materials

The Licensee must inform the ANU of the types of chemicals or hazardous materials stored or used on KCC.

All Chemical must have the relevant Safety Data Sheet (SDS) as per the Work Health and Safety (WHS) Regulations.

Before handling any hazardous material, the specific instructions as per the DSDS.

SDS sheets must be provided to the ANU on a 6 monthly basis and be available for inspection on site at all times.

11. Use of Chemical Substances

The Licensee must clean up any spillages of chemical substances as soon as practicable and ensure that such substances are returned to the proper storage facilities after use. Under no circumstances should chemicals be allowed to pollute water courses, sewer and drains, and in the event of accidental occurrence, the matter be reported to the ANU immediately.

Should this knowingly occur the licensee will be responsible for all remediation works required.

12. Use of Campus Facilities and / or Equipment

Unless written approval is obtained from the University's Campus Manager in advance, the use of KCC facilities and equipment is prohibited.

The Licensee will be required to indemnify the ANU against any legal liability, loss, claim or proceedings for personal injury to or death of any person or damage to property arising from the use of the KCC Facilities and/or equipment prior to approval being given.

Excessive noise and inappropriate language will NOT be tolerated and will result in immediate eviction from KCC.

13. Security and Emergency Procedures

The Licensee's guests and contractors must familiarise itself with the University's Emergency Procedures prior to commencing any work on the KCC.

This familiarisation must include the location of any warning systems, evacuation procedures, emergency equipment and fire protection equipment.

In the event of an emergency, or precautionary closure of KCC, the Licensee's may be required to vacate the site until the emergency concludes and the ANU grant access onto KCC.

14. Signage

Signage can only be installed after written approval is obtained from the KCC Manager.

15. Fires

Solid fuel fires including heat beads and weber type units are not permitted at any time.

16. Smoking

Smoking on the ANU campus' is strictly prohibited.

17. Alcohol

The consumption of alcoholic beverages on any part of the ANU campus' is prohibited.

18. Contravening Rules and Conditions

If in the opinion of the ANU, the Licensee contravenes these rules and conditions, the Licensee may be advised the members access to the KCC has been revoked. Any directions issued by the ANU with respect to its conditions must be complied with.

The ANU reserves the right in its absolute and unfettered discretion to require immediate removal and permanent removal of any Member having regard to the particular circumstances applying to the relevant contravention of the Rules and Conditions.