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MEETING MINUTES

PROJECT: RSPCA – Pialligo Facility
MA No: 22015-53
DATE: 11:00am – 1:15pm, Friday, 17th November 2023
LOCATION: GMB Architects Office, 6 Pirie Street, Fyshwick
SUBJECT: WHS Workshop 02

ATTENDING:

Steven Hare	SH	Senior Director	TCCS
Alex Nockels	AN	Senior Director	TCCS
Nivad Nafisi	NN	Project Manager	TCCS
Personal information		RSPCA ACT CEO	RSPCA
Personal information		RSPCA ACT	RSPCA
Personal information		Exec Manager Business & Support Services	RSPCA
Personal information		Partner in Charge	GMB
Personal information		Project Architect	GMB
Personal information		Associate Architect	GMB
Personal information		Animal Welfare Architect	Therian

APOLOGIES:

Sri Tharan	ST	Senior Manager	MPC
Peter Parry-Fielder	PPF	Senior Project Manager	MPC
Gonca Tuzcu -Turman	GT	Principal Project Manager	MPC
RJ Sumaya	RS	Project Manager	MPC
Personal information		Vet Clinic Manager	RSPCA



Notes		
Item	Discussion	Action
1.0	Introduction (GMB)	
	• Persona – Purpose of WHS session • Persona – Is psychological safety included? • Persona – If high risk then yes. • Persona – Psychological risk dealt by a management process • Persona – More occupational violence of late, consider design from perspective of staff, volunteers & visitor	Noted
2.0	Cattery Overview	
	<u>Level difference on site</u> • Persona – Level differences resolved by 3 levels accessed by walkways - Kennels at one level - Admin and 1st cattery block at one level - 2 additional levels for cattery blocks • Person – Motorised tugs used to navigate level differences with heavy loads such as feed • Persona – Forklift used to unload trucks at loading bay	Noted
	<u>RSPCA Development visibility</u> • Persona – Any visibility from Ikea? • Persona – NCA meeting discussed preference of design to fit within rural setting • Persona – 4m to top of roof, visible from Fairbairn Ave • Persona – Existing native temperate grassland to southwest corner of site allows overlooking from new intersection on Fairbairn Avenue. Good aspect	Noted
	<u>Life of staff member</u> • Persona – Sick cats not dealt with in typical cattery block - Lot of material to carry around - Typ day; clean everything in cage. Involves bending, shifting, moving - Every condo cleaned, litter tray changed, food replaced, washed & scrubbed - If cat has been sick, deep clean required - Cat towers moved from inside the cage while cleaning • Persona - Cat allowed to wander in social space? • Persona – If cat is unsettled, less intense clean. Cat allowed to settle down in calm & quiet area *Risk* – Prefer to not stack cat cage, risk of head hitting cage door *Risk* – Cat can hiss, scratch, charge at worker • Persona – Training by RSPCA to manage risks	Noted
	<u>Socialising</u> • Persona – Volunteer remains with cat in central area • Persona – Prefer to have condo door open both ways • Persona – Can be accommodated • Persona – Cats in circulation space? • Persona – Mostly in central area	Therian to review cat condo door opening both ways



	Anomalies: • Intake process - Cat jumped though glass. Frosting required. • Cat run – Small area in roof / ceiling was worn. Cat managed to get into roof space • Persona – Cage to be robust, low maintenance. Netting is high maintenance *Risk* - Scratches & cat bites can make person very sick. Requires surgical cleaning	GMB to consider frosting to glazing. GMB / Therian to review detailing of cage
	<u>Airlocks & Cleaning</u> • Persona - No airlocks in catteries? • Persona – Cats left to wander can escape through door when someone enters. Airlock important • Persona – Vision panels to doors to be able to see cat on the other side or volunteer sitting down with cat • Persona - Risks associated with cleaning chemicals used & implications? • Persona – Cleaning generates fumes • Persona – 12 air changes an hour • Persona – Mixing station for chemicals? • Persona – Materials are stored elsewhere • Persona - Risks associated with reaching high places & at the back of cages when stacked • Persona – No step stools to avoid trips • Persona – Cat shelves in cat condo 1500 high for reach • Persona – Operational issue, could be resolved by staff selection for task	GMB to add airlock & doors with vision panels
	<u>Central area</u> • Persona – Option to cordon off central area • Persona - Central area enclosed for adoption • Persona – Stools under bench at Central area? • Persona – Chairs preferred for public • Persona – Trolleys also in circulation space • Persona - Lounge area useful when school children visit cattery. • Persona – Clean with large amounts of water? • Persona – Mop floors not wash *Risk* - Issues with drainage in laundry can lead to flooding. Require laundry to be properly drained *Risk* - Persona – High non slip surface required	GMB to review design for Central area
	<u>Cat Isolation</u> • Persona – Many instances of cats with ringworm. Ante room in isolation required good ventilation system *Risk* - Needle stick injuries. • Persona – Ringworm quarantine in entire building or only some areas? • Ideally separate within cat isolation. • Persona – Ringworm spread through exhaust • Persona – Hepa filter to exhaust • Persona – Separate out last 2 bays within isolation	Cannot be designed out GMB / Therian to separate out 2 bays



	• Persona – Slip resistant but not too gritty, else difficult to clean • Persona – Ante room review? • Persona – Requires a basin	GMB to add basin in anteroom
	Emergency Boarding & Cat admin • Persona Public don't access emergency boarding • Persona – Public waiting shown open. Could be closed off • Persona – How does stock move through bulk store? • DF – Motorised tug on existing trolleys • SH - Trolley size? • Persona – To be confirmed with Canberra Zoo • Persona – Door sizes need to be reviewed • Persona – Cat carriers washed outside of cattery. Biosecurity risk if not cleaned	GMB to review design for public waiting RSPCA to provide trolley size
3.0	Livestock Overview	
	• Persona – Increasing number of small & sick animals coming into RSPCA - Current design does not allow for bird isolation - Emerging risk, zoonotic diseases from birds - Container ear marked for small animal isolation - Previously animals were euthanased, changed to live outcomes. • SH – Will converting external aviary and wombat provide the required space? • Persona – No. Space provided larger than existing facility at Weston • Persona – Cant place healthy & sick animals together • Persona – Separate species & sick animals *Risk* Persona – Broken wires, sharp edges • Persona – Rabbits to be kept clear of water. - Bulk store could draw rats, which could draw snakes to the store & livestock area • Persona – Cold shell provided, considering layout may changes over time • Persona – Function of external run? • Persona – Rabbit run • Persona – Where are chickens housed? • Persona – In livestock • Persona – Animals such as ferrets have a strong odour • Persona – 12 air changes in this area	Noted
4.0	Kennels Overview	
	Cages *Risk* - Persona – Reactivity of dogs to one another. Important for dogs to not see other dogs. • Persona – When dogs taken for a walk, not in front of other dogs *Risk* - No holes in the ground else dogs will escape. • Persona – Concrete slab floor • Persona – 1500 high solid cage + 900 visible area over • Persona – Can be amended to 1200 high solid + panel over. External fence is 2100 high with closed off top	GMB to finalise cage height



	<u>Whelping kennels</u> *Risk* Person – Internal conditions for whelping kennels. Puppies may not survive if very cold. Also allow for area to be cooled, if too hot. - Person – Heated floor connected to manifold proposed for all kennels which is also used for cooling - Person – High pressure hose required - Person – Polyurethane resonant flooring (30 year warranty) with non-slip P3 rating - Person – PPE room requirement into whelping kennels (not provided) - Person – Limit exposure to illnesses & restricted entry. If puppies continue to be sick it would trigger higher level of response - Person – Commercial floor stands up to pressure shocks	Noted
	<u>Drainage</u> *Risk* - Person – Any areas where water can freeze causing a slip hazard? - Person – Walkways with canopy may have condensation - Person – Drainage for kennels due to cleaning process - Person – Strip drains provided	Noted
	<u>Inspectorate</u> Person – Security fence 2100 high	Noted
	<u>Generally</u> Person – Consider tap & hose point locations	GMB to review
	<u>Amenities & Utility Block</u> - Person – Large slip that waste bins get emptied into - Person – Some donated items cannot be used & need to be thrown - Person – 15m³ located across the road from the bulk store & waste - Person – Waste area needs ventilation due to smells - Person – Space allocated for return scheme for cans - Need patches of grass around site for dogs to use when they are walked. Usually dogs, if trained, will wait until they can find a patch. - Also space to throw dog excreta	Noted
	<u>Loading Bay</u> - Person – Loading bay; palette racking? - Person – Forklift for 3m lift, may even go 5m high or 3m wide. - Person – Requested information on access equipment used - Person – Electric trolleys need to be charged & stored	RSPCA to send information
5.0	Other Items	
	<u>Vet clinic</u> Need to organise a separate session for the vet clinic	Noted
	<u>Fencing</u> Need a separate workshop to review fencing on site	Noted
	<u>Landscape</u> Set up another workshop to discuss landscape	Noted
6.0	Close Out	