

Minutes

RSPCA Project Home monthly meeting

Meeting # 2		
Date	Friday, 7 July 2023	
Time	10:00am – 11:00am	
Venue	Microsoft Teams	
Members		
Ben McHugh	Deputy Director-General	Transport Canberra & Business Services (Chair)
Daniel Childs	EGM	Territory & Business Services
Shane Kelly	Business Manager	Territory & Business Services (secretariat)
Bruce Fitzgerald	EGM	City Services, ID & NoWaste
Sophie Clement	A/g EBM	Infrastructure Delivery
Steven Hare	Senior Director	City Services, Infrastructure Delivery
Michelle Robertson	RSPCA CEO	RSPCA
Chris Collins	RSPCA ACT Director	RSPCA
Deborah Flood	RSPCA ACT Director	RSPCA
Apologies		
Bruce Fitzgerald	EGM	City Services, ID & NoWaste
Chris Collins	RSPCA ACT Director	RSPCA

Item No.	Comments	ACTION	ACTION BY	WHEN
1.	Welcome and apologies Minutes Previous accepted			
2.	Review of action items Bring forward designs. Will be circulated to RSPCA W/C 10 July			
3.	Budget Process Update - Noted large, provisioned budget allocation. Will work with Treasury to formalise figure to fund the project. - Budget process and forward cycles discussed and clarified.			
4.	Design Update - Updated environmental documents submitted week of 7 July. Tight timeframes have been expressed and support sought in streamlining process. Positive feedback has been received from assessing officers. Proactive process so far. - Working with Architects and their onsite consultants to ready site for studies. - Designed package received subsequent to design workshop with GMB. These reflected design brief provided by RSPCA. - Next steps in design process is moving into PSP/detail phase. - Updated cost estimates have been attached to design and while there is potential for some errors and contains contingency and escalation. (#note scope and value management meeting 3, August.) - Still some unknown risks associated to site that require investigation. (e.g. sewer). - Noted modular nature of certain elements of design the exhibit potential for being scaled back if required. - End of PSP design should result in tighter figure in terms of cost.	Design package to be provided to RSPCA. Design workshop review piece to be scheduled. Internal then with RSPCA	SH SH	

Item No.	Comments	ACTION	ACTION BY	WHEN
	- Contingency and risk management with Treasury to be worked out. - Scope and value management exercise to be scheduled. This will be followed by discussion with RSPCA to align vision. - Treasury involvement going forward at this meeting and future workshops. - Design and construct and access to contingency discuss. Process needs to be fit for purpose and appropriate delegations need to be formalised with Treasury and MPC. - Discussions with NCA upcoming. Their views on designs will be sought.			
5.	RSPCA ACT update - Staff and volunteer site visits scheduled. - Engaging RSPCA personnel important. - Package to be developed to provide presentation.			
6.	Next key milestone date Internal Workshop RSPCA workshop Ministerial Engagement NCA Workshop RSPCA Engagement	Update on schedules to be provided at 4 August meeting		
7.	Any other business Nil			

Next meeting



ACT
Government

Transport Canberra
and City Services

OFFICIAL

Next meeting

10-11.00am

Friday, 4 August 2023