

Minutes

RSPCA Project Home monthly meeting

Date	Friday, 12 September 2024	
Time	1:00 PM – 2:00 PM	
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)
Sophie Clement	EBM	Infrastructure Delivery
Michelle Robertson	RSPCA CEO	RSPCA
Chris Collins	RSPCA ACT Director	RSPCA
Steven Hare	Senior Director	City Services, Infrastructure Delivery
Rochelle Crowe	Senior Director	City Services, Infrastructure Delivery



Item No.	Comments	ACTION	ACTION BY	WHEN
1.	Welcome and apologies. - Group welcomed Personal Information. RSPCA have engaged an external source to support RSPCA Board in relation to project Home going forward. - Members noted apologies from Sophie Clement and Chris Collins.			
2.	Review of action items - Ensure Items from previous meeting have been closed off. - Noted that initial meetings have occurred on partnership agreement. Meeting today will include TCCS Legal Officer, Kristine Scheul. - Members discussed site proposed site visit to SA facility. Benefits of visit would be on lessons learned. We will discuss further offline and ensure that the SA project is adequately differentiated from Project Home.	SK to ensure actions items closed out. RC to update next meeting.		
3.	Grant Discussion/Delivery - Initial meeting was held in early August. - Meeting will be conducted today, 12 September to further define what the delivery will look like.			



4.	General Project Update and Status of Concept Design - Members were briefed on design workshop held at GMB on 11 Sept. - Feedback will be collated, and concept design will be wrapped. - Environmental reports being finalised prior to submission of DA. - Timelines are being developed to describe process going forward. - Timing for cost estimate and alignments. Updated estimate based on new site is imminent. RSPCA Board is eager mirror the approach taken to determine. Relevant information will be provided to RSPCA when available. - Concept designs were discussed and views were overall favourable noting the p[osition of Education centre was questioned. Relatively easy to reposition.	RC to provide RSPCA with appropriate brief		
5.	RSPCA ACT update - Noting RSPCA has engaged Project Management Support. - Noted that RSPCA donors are corresponding with MLAs, raising awareness of project.			
6.	Next key milestone - Documents for DA submission being finalised. - Briefing of incoming government likely due 1st week in Nov followed shortly by cabinet submission. Potential direction from government before end of year.			
7.	Any other business .			
Next meeting				
10-11.00am		Friday, 4 October 2024		