



MEETING MINUTES

Guida Moseley Brown Architects

PROJECT: RSPCA – Pialligo Facility
MM No: 22015-029
DATE: 11:00am Thursday, 27th April 2023
LOCATION: 6 Pirie St, GMB Office
SUBJECT: RSPCA Workshop #03

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MORNING ATTENDING:

Nivad Nafisi	NN	Project Manager	TCCS
Steven Hare	SH	Project Manager	TCCS
Personal information		Partner in Charge	GMB
Personal information		Project Architect	GMB
Personal information		Project Architect	GMB
Personal information		Graduate Architect	GMB
Personal information		RSPCA ACT CEO	RSPCA
Personal information		RSPCA ACT	RSPCA
Personal information		RSPCA Animal Care Manager	RSPCA
Personal information		RSPCA Business Manager	RSPCA

AFTERNOON ATTENDING:

Peter Parry-Fielder	PF	Project Director	MPC
Nivad Nafisi	NN	Project Manager	TCCS
Steven Hare	SH	Project Manager	TCCS
Personal information		Partner in Charge	GMB
Personal information		Project Architect	GMB
Personal information		Project Architect	GMB
Personal information		Graduate Architect	GMB
Personal information		Animal Welfare Architect	Therian
Personal information		RSPCA ACT CEO	RSPCA
Personal information		RSPCA ACT	RSPCA

APOLOGIES:

Personal information		Graduate Architect	GMB
Personal information		Executive Group Manager	TCCS

Notes		
Item	Discussion	Action
1.0	Introduction	
1.1	- Acknowledgement of Country - Discussed general principles for design process and coordination - Personal information requested for an update on progress for RSPCA staff/volunteers in visual form	GMB to forward diagrammatic progress set for RSPCA Due date 28 th April



		2023
2.0	Site Analysis	
2.1	Site analysis discussions based on provided drawings included the following; - Existing site features, opportunities, constraints, and context - Bush fire setbacks - Storm water management and constraints - Traffic conditions, intersection signalisation, bus stop, site access and potential Fairbairn Avenue future road duplication, - Heritage and cultural significance - Soil conditions, cut and fill requirements - Recycling of cut soil and berm along Fairbairn Ave - Acoustic considerations. Primary noise source wil	Note
3.0	Overview of functional relationships and operations	
3.1	Overview of facility operation - Staff facility operation - Extent of volunteer access - Public vs private access - Delivery and servicing access	Note
3.2	General comments - ACT RSPCA facility is unique in comparison to other states with full range of animals and service that includes boarding, shelter, adoption and inspectorate - Consideration for ease and access through site - Considerations for delivery and transport of bulk goods across site to localised storage areas - Centralised laundry with separate spaces for cat and dog laundry - Outside drying lines to be considered for Cat laundry - Consideration for pest and wild animals on site, snakes and rats	Note
3.3	Dog kennels operation and functional considerations - ACT RSPCA facility is unique in comparison to other states including full range of animals, boarding, shelter, adoption and inspectorate - Dog for adoption viewed online, not typically kept on display in the adoption area - Public to have direct access to display kennels without RSPCA escort - School and disability groups access to be considered as part of public access - Public boarding to be separate from emergency boarding - Public to be escorted to public boarding - Emergency boarding to have owner visitation and	Note



	- external play area for enrichment - Centralised office for Dog Kennel leader - Sequencing for food delivery and preparation by species with common food prep area for kennels, boarding and emergency boarding - Integrated high pressure washing system for kennels to be considered	
3.4	Vet clinic - Animal intake/holding to be separated by species - X-Ray shielding to dental and general x-ray imagery rooms to be considered - Mobile x-ray unit to be considered for ease of circulation and access, RSPCA to provide details on current unit	Note
3.5	Catteries - Consideration for airlock to prevent escaping cats - Considerations for elements that generate sudden noises such as metal cages or doors to be minimised - Consideration for airborne diseases containment and isolation	Note
3.6	Sally port - Allowance for 2 car spaces - To be enclosed to prevent animal escape but can be external to building. Canopy / overhang preferable for rain protection	Note
4.0	Organisation	
4.1	Staff organisation discussed - Management offices location and relationship - Co-located offices and allocations - Workstations and hot desk allocations for volunteers and general staff - Confirmation on office and workstation numbers - Considerations for future expansion	GMB to revise return brief to reflect. Due date 30 th May 2023
5.0	Design	
5.1	- GMB tabled preliminary site option diagrams - General principles discussed based on presented options include - Maximising future expansion - Separation of public and private parking - GMB to issue presented options and work up proposed third option based on RSPCA feedback	GMB to issue revised options. Due date 28 th April 2023