



MEETING MINUTES

PROJECT: 22015
MM No: 20230317-018

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DATE: 17-03-2023, 11am to 12.30 pm.

LOCATION: Microsoft Teams

ATTENDING:

Ben McHugh	BM	Deputy Director General	Transport Canberra and Business Services
Daniel Childs	DC	Executive Group Manager	Territory and Business Services
Steven Hare	SH	Senior Director	Infrastructure Delivery
Nivad Nafisi	NN	Project Manager	Infrastructure Delivery
Personal information		RSPCA CEO	RSPCA
Personal information		Board Member	RSPCA
Personal information		Board Member	RSPCA
Grant Johnston	GJ	Project Director	Infrastructure Delivery
Peter Parry-Fielder	PPF	Infrastructure Officer	Infrastructure Delivery
Personal information		Partner	GMB Architects
Personal information		Graduate Architect	GMB Architects
Personal information		Practice Manager	GMB Architects
Personal information		Architect	GMB Architects

APOLOGIES

Personal information		Architect	GMB Architects
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No apologies provided.

SUBJECT

Notes		
Item	Discussion	Action, By
1.0	Welcome and Apologies – Chair Ben McHugh	
1.1	This project is critical to the Government and RSPCA.	
2.0	Meeting Introduction and Workshop Purpose - Chair	
2.1	- BM - Working to a funding envelope. - Today's workshop is to align within those constraints, differences, divergences of objectives. \ - Determine order of priority outcomes and objectives to achieve and how they relate in terms of project scale.	

3.0	Return Brief Overview – Steven Hare and GMB	
3.1	- SH - We are in the masterplan, concept planning stage until April. - The scope is higher than funding available - Next stage is Preliminary Sketch Plan (PSP) which needs to fit funding and it will more closely match the design, space and function requirements for the site. - We need to determine scale and what are essential items, what are not, how many condos etc.	Action – Steve Hare to share Therian document after discussion today.
3.2	Persona - GMB has been working on site due diligence, development application issues, site works regarding unexploded ordinance, survey, offsite work, road work and signalisation. - Return brief was developed from the RSPCA brief and Therian schedule of accommodation, including internal/external areas which was used in cost planning and then the schedule of accommodation was updated. - The current brief reflects our understanding of the project.	
3.3	Persona – GMB worked with Therian on schedules of accommodation, applied industry experience and code of practise to the briefed functions and square metre allowances	
4.0	RSPCA Project Scope Essentials - RSPCA	
4.1	Persona - Need to establish understanding of the return brief line by line. - The design is currently unclear, the sizes of animal accommodation are smaller than now, facilities must reflect good animal husbandry. - The Kitchens appears smaller, dog meet and greet area has insufficient space and RSPCA does not require circulation space between every kennel, they can be clustered. - There appears to be no space for reception staff, the accessibility toilet has been taken out and there are less staff toilets. - Cat quarantine, RSPCA briefed for 15, return brief has 5	
5.0	Scope Review - All	
5.1	Persona – Questions around areas can be put back to Therian to clarify	Steven Hare: Organise half day face to face meeting with GMB, Therian, RSPCA to coordinate different perspectives creating a firm

		position for the design phase.
5.2	• Persona - The difference between the initial brief and return brief were made to facilitate cost planning. • For potential staging of the project we would need more detail on core functions and animal capacity required now and what would be needed later from RSPCA	GMB: Arrange Therian to advise on schedule of accommodation area allocations.
	• Persona - The area schedule has everything we have now, the education/conference could be used or rented out.	
	• Persona - Dog boarding kennels, café could come out, the outdoor yard could be designed for flexible use, education and connection areas could be integrated with adoption area. Grooming area is a potential reduction • Prefer not to compromise on the veterinary clinic and can't compromise on animal husbandry.	Personal information: Advise omissions in Return Brief, list the substantive concerns for meeting consideration
	• Persona - Could we see a graphic representation of animal and people flow.	GMB to provide diagrams for discussion at proposed workshop
	• SH - Look at previous work done to consider animal movement and add to the plan so it can be considered. Would be good to understand RSPCA priorities if the scale has to be reduced.	
	• Persona – Demand won't go down, it would be good to understand the cost limitations. Appreciate the funding and want to work to fit within it.	
6.0	Wrap Up and Next Stages Chair Ben McHugh	
	• BM - We are building for future growth of the city and animal welfare needs. • Need to look at the co-dependent pieces, how to scale that to grow the complex later. Consider what will make the RSPCA more sustainable in the future. • Once most design differences are resolved in next week's meeting, then look at cost and scale. • The operating numbers will inform how the project is scaled. Minimise differences then TCCS and RSPCA can agree on final items and send advise to design team.	