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MEETING MINUTES

PROJECT: RSPCA – Pialligo Facility
MA No: 22015-44
DATE: 12:30pm – 3:30pm, Thursday, 21st September 2023
LOCATION: 480 Northbourne Ave, Dickson
SUBJECT: Design Workshop 05 – Vet Clinic

ATTENDING:

Peter Parry-Fielder	PPF	Senior Project Manager	MPC
Gonca Tuzcu -Turman	GT	Principal Project Manager	MPC
RJ Sumaya	RS	Project Manager	MPC
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		Vet Clinic Manager	RSPCA
Personal information		Partner in Charge	GMB
Personal information		Associate Architect	GMB
Personal information		Animal Welfare Architect	Therian

APOLOGIES:

Sri Tharan	ST	Senior Manager	MPC
Personal information		Project Architect	GMB



Notes		
Item	Discussion	Action
1.0	Introduction (TCCS)	
2.0	Concept Overview (GMB)	
	<u>Overview</u> - Persona – Workshop to review planning of vet clinic and relationships & workflows between user groups. Concept Design report completed in June 2023. - SH - TCCCs to separately review update with RSPCA - Persona – Vet clinic briefed area schedule as agreed on, animal areas as discussed, vet clinic rooms adjusted; area close to brief +/- 50m2	Noted TCCS & RSPCA to review queries re: concept design
	<u>Vet Clinic Responsibility</u> - Persona – Operation of the veterinary clinic will be by RSPCA & will not be subcontracted - Aspire to open clinic to public	Noted
	<u>Animal management / intake process</u> - Persona - No reception area within Vet clinic - confirmed - Persona – Animal intake methods: - Surrender from door – At front door / reception - Stray pickup by public – At front door / reception - Inspector seized – Back of house entry / Sally port - Persona – Processing of animal intake takes 5 minutes to 4 hours. Consider separate areas for different species. - Persona – Adoption area & additional rooms in reception could be used to separate species. At present, 6 days of operation - Persona – Additional access points to be considered	Noted
	<u>External area – Undercover walkway</u> - Persona – Shared space between Admin / Clinic helpful for bereavement - Persona - No airlock between reception & clinic may be a concern as animals can escape - Persona – Animals escorted between reception & clinic - Persona – Options available: - Unite reception & clinic buildings - Addition of full height gates in covered walkway - SH – Consider issues with bulk store and laundry moving through gates	GMB to review location of gates with mesh for undercover walkway
	<u>External area – Triangular grassed area</u> - Persona - Fencing to be considered, queried need for temporary storage pens in sally port - Persona / Person – Helpful when managing multiple animals	Therian to include racking for sally port
3.0	Vet Clinic (Therian)	
	<u>Reception</u> - AN – Potential for clinic to be used after-hours, no reception? - Persona – Keep 1 person in admin building during clinic opening hours - Person – After hours not at present & unlikely	Noted



	<u>Overview</u> • Persona - Standard clinics 3 zones - public, centre treatment, ward • Persona – Accepted: - Single door consulting rooms & location ok - Pre-admin processing - Pre-op holding kennels - Pharmacy location - Recovery ICU	Noted
	<u>Pharmacy</u> • Persona - Drug safe, roller shutters lockdown up to benchtop	Noted
	<u>Treatment area</u> • Persona - Wet preparation area for minor procedures - Steriliser space next to sterile corridor • Persona - Ultrasound not as big as imaging • Persona – Endoscopy not set up; storage needed for treatment as well as walk-on dog scale	Therian to review swapping - Dental & Ultrasound, - Imaging & Lab
	<u>Isolation</u> • Persona - Ante room stocks PPE & supplies, sometimes laundry & under counter fridge - Isolation rooms – flexible space; cages / no cages - Treatment in anteroom • Persona / Person – Rooms to be large enough, flexible to allow for excess number of animals • Persona / Persona - Separate isolation elsewhere for ringworm cases, wards are for animal holding. Treatment in treatment area only	Noted
	<u>Wards</u> • Persona - Dog ward too close to cats & small animals • Person – Need door in vicinity to take dogs for a walk	Therian to mirror dog ward, add external door
	<u>Food Prep</u> • Persona - Dedicated food preparation needs to be larger • Persona – Dishwashing currently in wards. At present bulk equipment is 15m2	Therian to review
	<u>Other</u> • Persona - Toilet required for clinic • Persona - Need a space to store carriers from public • Persona – Storage near animal cage preferred but could be outside	Therian to add toilet & storage to ext. east wall
	<u>Refrigerator</u> • Persona – Cadavers collected once a fortnight • Persona - Freezer required, cadavers kept in bags on shelves • Persona – General freezer with secure rack for evidence	Therian to incorporate changes
	<u>Work Room</u> • Persona – Used as practice manager's room / Medical director's office / doctor's office for call back • Persona - 2 officers require lockable rooms for vet clinic manager & senior vet • Persona – Add toilet if possible	Therian to update layout
	<u>Workstations</u> • Persona – At present, 4 vets & 6 nurses. Projected 6 vets & 12 nurses. Require total of 6-8 workstations.	Noted



	- Public admin staff at reception • Persona – Admin phone nurse assigned every day. Can use workstations	
	<u>Surgical Ward</u> • Persona – Yagoona feedback – more bench & tables to anaesthetise. High volume desexing, provide multiple tables • Persona – Postmortems can be performed in dental, scrub sink numbers ok • Persona – Wall space within surgeries used for storage • Persona – Could incorporate external walkway within building if required	Therian – Surgery 1 for multiple tables Surgery 4 - larger, mirror sinks & shelves. Shelving in surgeries
	<u>Preadmission processing</u> • Persona - Distressed / aggressive animals in room • Persona – Need fold up exam table to allow more space • Persona - Also used for marketing photography	Noted
	<u>Sally Port</u> • Persona - Sally port wall to have screen to take evidentiary photos • Persona - Oxygen concentrator & vacuums required. Space on external wall • AN - Bring sallyport south & claim more space - Overdo rather than underdo vet clinic, due to proposed growth • Persona – Cannot move sally port. Driveway allows carparking & washing	Therian to review sally port configuration for generator
	<u>Utility space</u> • Persona – Rubbish placed here prior to being moved	Noted
	<u>Queries</u> • Persona – Any wheelchair access beyond consultation waiting? • Persona – Not required	Noted
	• Persona – Corridor widths 1.5m • Person – Width ok • PPF – Add 10+ 20% more in vet clinic area	Noted
	• Persona - Plant on top of utility building, oxygen concentrator location • Persona – Will need to store bottled oxygen, no need for fire isolation	Therian / GMB to update
	• Persona – How much outlook to courtyard for clinic? • Persona - Bereavement room required • Person – Animals benefit from natural light • Persona – Light via clerestory where possible, glazing internally in clinic	Therian / GMB to review access to external courtyard & outlook
	• Persona - Staff breakout space for all staff and volunteers? • Persona - Confirmed	Noted
	<u>Deep tub</u> • Persona - Treatment rooms can have 1 deep tub with ramp & drying facility. Plumbing required. • Persona – Nice to have for bathing, grooming dogs • Persona - Hydro bath – outside of building	Therian to review location of deep tub / hydrobath to sally port
4.0	Close Out	