



MEETING MINUTES

Guida Moseley Brown Architects

PROJECT: RSPCA – Pialligo Facility
MM No: 22015-020
DATE: 10:00am Friday, 24th March 2023
LOCATION: 480 Northbourne Avenue, Dickson office building
SUBJECT: RSPCA Stakeholder Workshop #02

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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
	Person	Graduate Architect	GMB
Personal information		Animal Welfare Architect	Therian
Personal information		RSPCA ACT CEO	RSPCA
Personal information		RSPCA ACT	RSPCA
Daniel Childs	DC	Executive Group Manager	TCCS

APOLOGIES:

Notes		
Item	Discussion	Action
1.0	Welcome	
1.1	- Acknowledgement of Country - Stakeholder engagement with the RSPCA ACT will proceed on a regular basis. Approx every 2 months suggested for formal presentation, pending project progress - Personal information to advise TCCS if/when consultation with RSPCA staff/volunteers is required - Discussed general principles for staging of works, vet clinic not a good candidate for staging, animal accommodation and support spaces possible	Note
2.0	Overview of return brief	
2.1	- Overview of areas that have been consolidated include - Staff Toilets - Staff Showers - Staff Offices - Staff Workstations - Reception - Photocopy & Storage	Note



	○ Bulk Storage ○ Laundries ○ Walk in Freezer ○ Meeting Rooms ○ Interview Rooms	
2.2	• Departures from brief ○ External storage for Marketing ○ Commercial Grooming Facilities ○ Disposal Rooms	Note
2.3	• Staffing numbers have been tabulated as per briefing documents provided by RSPCA • Clarity on roles and relationship between staff positions and requirements for office and workstations to be formally requested as an RFI	RSPCA to provide staff, volunteer and visitor numbers and peak times. Due date: 7 th April 2023
2.4	• Staff toilet numbers are to be as per National Construction Code 2022 (NCC 2022) requirements to reflect the number of full time RSPCA staff • Additional staff and public amenities will be provided once an initial design has been developed. • RSPCA to provide volunteer numbers to assist with staff amenities calculations • RSPCA confirmed they have approx. 20 volunteers daily	GMB to confirm number of amenities to be provided as per NCC. Final numbers to be advised concept design phase. Due date 30 th April 2023
2.5	• Staff office & workstations allocations to be revised pending additional information from RSPCA • Noted CEO would have larger office to accommodate meetings • Managers would have offices with capacity for smaller meetings with staff	RSPCA to provide breakdown of office and workstation requirements. GMB to revise return brief to reflect. Due date: 7 th April 2023
2.6	• Common facilities / services will be reviewed and included on an “as need basis” including ○ Cleaners rooms ○ Staff toilets ○ Public toilets ○ Photocopy rooms ○ Storage	GMB to revise return brief to reflect. Due date 30 th April 2023
3.0	Dogs & Puppies Animal Care Unit	
3.1	• GMB tabled preliminary diagrams of shelter dog kennel accommodation in animal care unit • GMB clarified the delineation of inside, conditioned space, external covered space and enclosed common exercise yards • General principles discussed include	GMB to revise return brief to reflect. Due date 30 th April 2023



	○ Single corridor(RSPCA preferred option) vs double loaded corridor ○ Screening to prevent dogs looking onto each other ○ Visitor circulation along exterior walkway (RSPCA preferred option) vs Visitor circulation enclosed interior ○ Staff access via enclosed interior (RSPCA preferred option) vs staff access via exterior walkway ○ Northern natural light for exterior spaces ○ Glazing along exterior façade to all visitors to look into individual kennels ○ Number of kennels in "Pod" vary between 9 to 12, typically driven by wash down hose length ○	
3.2	● RSPCA requested; ○ Grass to the external space for kennels ○ Internal hide space for dogs to retreat to ○ Provision for smaller number of "Large" kennels for bigger dogs to prevent Happy Tail ○ Internal workbench desirable ○ Boarding yards and external space for boarding kennel dogs ○ Dogs need enrichment outside ○ Day yards to be separate from larger yards. ○ Yards to have shade screening ○ Behaviour assessment to be internal room with home environment ○ Walking trials for volunteers ○ Dog boarding to follow same principles but be separate area ○ Total of 72 shelter dogs	GMB to revise return brief to reflect. Due date 30 th April 2023
3.3	● Boarding dog kennels need to accommodate for pairs of dogs sharing a kennel from same household	Note
4.0	Cats & Kittens Animal Care Unit, Tangos Cattery	
4.1	● GMB tabled preliminary diagrams of cat accommodation in animal care unit ● General principles discussed include ○ Single corridor(RSPCA preferred option) vs double loaded corridor ○ Cat to have access to external enclosed space individually ○ Potential for individual cat external spaces with decreased internal accommodation spaces ○ Shared courtyards for cats	GMB to revise return brief to reflect. Due date 30 th April 2023



4.2	- RSPCA requested; - Typically cats not look onto each other unless more than 2m apart, some can if need be for planning reasons - Cat internal accommodation spaces be reduced to 4sqm per cat, down from 6sqm originally briefed. - No in favour of stacking cats vertically - External enclosed cat colony that wasn't originally briefed. Required for strays that have been living together - Cat cages in isolation area to be raised off floor for staff to access in full PPE - Anti-room before isolation for wash up / staff PPE - Separate laundry and food prep facilities for shelter cats and Tango's boarding cats - Increase number of isolation cat cages from 5 to 15	GMB to revise return brief to reflect. Due date 30 th April 2023
4.3	- RSCPA confirmed office needed for Team Lead in cat animal care unit. Details to be provided as part of RFI - Size of current cages to be transferred over to be measured for inclusion - Satellite storage from bulk store for feed, bedding and consumables - Central bulk store to have loading access for deliveries	GMB to incorporate into concept design. Due date 30 th April 2023
5.0	Adoption Centre, Reception & Customer Service	
5.1	GMB clarified that it had reviewed RSPCA's area brief and had relocated or amalgamated areas such as toilets, meeting rooms, reception and interview rooms	Note
	- GMB confirmed that the reception area was included into the foyer. Terminology in return brief to be updated to reflect - Questioned if staff and volunteers could share facilities; (RSPCA Confirmed) - Meeting room / staff room - Kitchen facilities	GMB to revise return brief to reflect. Due date 30 th April 2023
	- RSPCA requested; - Remove dog display from adoption centre - Small animal display to be double sided shelf space for small animal tanks. For exotics only, not for rabbits - Office for animal care manager to be located within adoption centre - Confirmed staff and volunteers can share common facilities - Volunteers are briefed by Foster Coordinator	GMB to revise return brief to reflect. Due date 30 th April 2023



	Reception staff have an area to retreat to in the event of an aggressive person in the public area	
	Therian questioned the size allowance for the commercial grooming facilities within the adoption centre. Noted that the space needed would be significantly greater than that provided for hydrobaths, brush out and animal holding	Therian to advise on spatial requirements of RSPCA's grooming aspirations. Due date 7 th April 2023
	- RSPCA clarified. - Animal intake room in adoption and animal intake are a double count of the same room. Room to be located in Vet clinic but also accessed via adoption - Pre admission holding area in adoption and pre admission in vet are a double count of the same room. Room to be located in Vet clinic but also accessed via adoption	GMB to revise return brief to reflect. Due date 30 th April 2023
6.0	Office & Staff Accommodation	
6.1	High level discussion regarding offices, workstations, shared amenities.	Note
7.0	Vet Clinic	
	- RSPCA requested; 3 x surgery and 1 x cold shell surgery. One surgery for each species - Area for autopsies to be carried out. Therian suggested dental as it's a "dirty" space - Fish bowl office for Vets - Staff showers shared with Inspectorate - Grass in external Animal Exercise Area for dog toileting - Vet grooming area for surgery prep - Cadaver freezer, to be accessible from exterior with out waste contractor getting access to all of Vet Clinic	GMB to revise return brief to reflect. Due date 30 th April 2023
	- Therian suggested; 1 x separate surgery and 3x combined surgery for mass surgeries (desexing)	Therian to advise on numbers and allocations for surgery numbers. Due date 7 th April 2023
8.0	Facilities Support	
	- O2 converter to located within support facilities. In wall oxygen. - Therian questioned requirement for bottles of O2 if in wall system is available	GMB to revise return brief to reflect. Due date 30 th April 2023



		Therian to provide comment on typical services requirements. Due date 7 th April 2023
9.0	Small Animals, Pocket Pets & Farm Animals	
	• RSPCA requested; ○ Additional wombat yard, number increased to 2	GMB to revise return brief to reflect. Due date 30 th April 2023
10.0	Inspectorate	
	• RSPCA requested; ○ Lockable office workspaces for Inspectorate due to the sensitive nature of their work ○ Staff showers shared with inspectorate	GMB to revise return brief to reflect. Due date 30 th April 2023
	• RSCPA clarified; ○ Salle Porte to be used by utes and Mercedes Sprinter type van ○ Interview room in adoption is used by Inspectorate	GMB to revise return brief to reflect. Due date 30 th April 2023
	• Therian suggested; ○ Vehicle wash out bay included with Salle Porte	GMB to revise return brief to reflect. Due date 30 th April 2023