

AGM – Other Business – Updates

#	AGM – Other Business – Updates 09/11/2021 Prepared in advance by the Acting General Manager, Rebecca Beare Summary: 1. Our Shelter Relocation Plan 2. Interim Animal Boardings Options 3. Covid Safety Plan and Volunteers on Site Update 4. Town Hall – Sydney Dogs & Cats Home – Internal Stakeholders 5. Keep Yourself Updated all things Sydney Dogs & Cats Home
<u>1</u>	Our Shelter Relocation Plan The SDCH premises at Carlton has been on an ongoing month to month lease for several years. That site has recently been sold to a property developer, with settlement due on 11th February 2022. Prior to February 2022, we plan to relocate as much as possible of our shelter operations to our Strathfield site temporarily while we secure funding to implement the Kurnell animal shelter construction project. Relocation plans are currently being developed to exit Carlton. The Strathfield Vet Clinic will not provide sufficient space to accommodate all our shelter operations and staff. Recently alternative options were investigated via an Expression of Interest project scope with a view to some animal housing being leased from a third party to accommodate dogs and maybe cats; offsite storage arrangements are being considered at Kurnell and near the vet clinic. It also seems likely that arrangements will need to be made for some staff to work from home and/or from another location. To provide boarding facilities to the animals in our care during this transition period, we will be leasing part of an existing boarding facility where we can house and care for our animals. This will require a daily transfer routine between the Strathfield Vet Clinic and the boarding premises. It is anticipated that the SDCH vehicle will be utilised for some of these trips; however, additional transport may need to be outsourced. There are still many logistical considerations to be resolved around council drop-offs and pick-ups, out of hours access, reclaims, adoptions and so forth. Our Strathfield transition plan will provide in-house veterinary services to ensure that we complete all shelter animal care work. Transition arrangements will be in place until the Stage 1 Kurnell Animal Shelter is built and certified for occupancy.
<u>2</u>	Interim Animal Boarding Options After a tender process to find a suitable Animal Boarding option for the interim period when we vacate our Carlton site, we have confirmed interest in a suitable option for temporary dog and cat housing at Austral Boarding once we move out of Carlton. The Board have approved this option; however, a final contract has not yet been signed. <u>Staff & Animal Location Plan</u> The suggested staff location plan is currently being developed in consultation with the staff team as follows:

- Dogs and adoption cats will be housed at [Austral Boarding](#) (Fifteenth Ave, Austral). The facility has 25 large kennels (including 4 kennels for overnight drop-offs), a large grass yard for our exclusive use and 2 rooms for cats or storage. There is also a separate bathroom, laundry, kitchenette and admin space for our use.
- Vet team, Reception team adoption cats, stray cats, pocket pets will be based at our Strathfield vet clinic.
- Operations team and the Fundraising & Marketing team, will work from home, visiting all sites as required with access to regular in person team meetings at ad-hoc hired co-working sites and meeting rooms.
- We are still developing a Volunteer Location Plan and will provide further updates as they become available.

3 Covid Safety Plan and Volunteers on Site Update

As you know, Covid restrictions have changed again as of November the 8th 2021. The following information outlines how this will affect SDCH - we will be keeping most of our processes the same to minimise contact and reduce the risk of staff exposure.

We know that you are all keen to get back to business as usual; your cooperation during this time has been really appreciated and we are aware it hasn't been easy. The Leadership Team is aiming to merge back to one staff team later this month but intends to maintain two volunteer teams which will provide potential of easier access to the shelter for shifts as soon as possible and we are currently completing the design of our Business Contingency Plan to make this happen. Despite the easing of restrictions, we are still in the risky position of having to close the shelter if we have a positive case and need to make sure we have a plan B to avoid this.

We will provide an update as soon as this plan is finalised and ready for implementation. But for now, we have sent out the ACT and Volunteer roster for the first few weeks of November with the same team split still in place.

Please let us know if you have any questions and please follow the instructions below:

Masks:

- Still required to be worn by all staff indoors and outdoors.
- A staff member working alone in an office does not need to wear a mask.
- When walking a dog alone outside the shelter, mask wearing is optional. When walking in pairs, masks are still required.

Social Distancing on Site:

- Maintain 2 staff teams and 2 volunteers for the time being.
- Maintain 1 person per 4m square limit.
- Reduce onsite staff and volunteers as much as possible - staff working from home will continue to do so.
- Limit visitors to essential only; all customers, foster carers, reclaimants and adopters are to remain outside the shelter.
- Maintain 1.5m social distances.

Proof of Double Vaccination

- Proof of vaccination is not required if visitors do not enter the premises.

	<ul style="list-style-type: none"> • If they must enter the premises then proof of vaccination is required as per SDCH policy. Exemptions may be authorised by the senior person on site (RJ or TDR); exemptions are permitted as SDCH is deemed a 'critical retail premises. <p>Adoptions:</p> <ul style="list-style-type: none"> • Adoptions will continue to be by appointment only. • Adopters can travel to the shelter from anywhere within Greater Sydney. • Adopters can come to do meet and greets with dogs if they remain outside the shelter and only after an initial discussion and/or FaceTime with staff. • Adoptions for cats and pocket pets will continue to be conducted via Facetime with a no-contact pick up. <p>QR Code Sign In & Contact Tracing Check In Record</p> <ul style="list-style-type: none"> • QR Code Sign in will remain in place for all volunteers and visitors entering the premises. • All visitors (council staff, consultants and contractors etc) entering the premises will also sign into the Contract Tracing Check in Record at the reception desk. <p>Positive Covid 19 Tests_</p> <p>If a staff member or volunteer member tests positive, whether they are vaccinated or not vaccinated, they must self-isolate for 14 days and follow the advice from NSW Health. Businesses will refer to their COVID-19 Safety Plan and risk assessment approach for further instructions on notifying other staff.</p> <p>Cleaning:</p> <ul style="list-style-type: none"> • Continue end-of-day clean down and disinfect of all high traffic areas (bathroom, computers, phones, door handles etc) <p>Travel:</p> <ul style="list-style-type: none"> • No travel restrictions for adopters/carers/volunteers or staff within Greater Sydney • Travel registration is no longer required for workers • Is permitted for work outside of Greater Sydney if fully vaccinated • Fully vaccinated people may travel in the same car <p>Covid Safety Plan:</p> <p>Please see the complete Covid Safety Plan attached. This plan has been developed in consultation with our staff team and Employsure. We warmly welcome any feedback for this plan which is updated monthly or as required</p>
<p>4</p>	<p>Town Hall – Sydney Dogs & Cats Home – Internal Stakeholders</p> <p>An email will follow shortly after the AGM.</p> <p>SAVE THE DATE: Tuesday 30th November @7pm – 9pm via Zoom</p> <p>INVITATION: Staff, Volunteers Members</p> <p>PURPOSE: with so much going on, including staff and board changes and the implementation of the upcoming relocation and interim plan after we exit Carlton, the purpose of this town hall is to check in with staff, volunteers, and members with the aim to give all internal stakeholders an update and</p>

to provide a chance for any queries or concerns to be aired.

TOWN HALL AGENDA:

- Meet new Board members
- New Strategic Plan
- Relocation Plan
- Intermit Plan
- Kurnell Project Update
- Capital Campaign Update
- Volunteer Opportunities

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