

DevelopmentWA Office Relocation – Staff Reference Group

Terms of Reference - April 2023

These terms of reference define the role and functions of the DevelopmentWA Office Relocation Staff Reference Group (SRG) and provide a framework for its establishment and operation.

All members of the SRG will be asked to agree to these terms of reference.

1.0 PROJECT OVERVIEW

DevelopmentWA are moving into brand new A Grade offices in early-mid 2024.

The new building is called Mia Yellagonga Tower 2 (we'll be on levels 6 and 7) and it's located at 5 Spring Street, Perth (next to the Woodside building, about an 8 minute walk from 40 The Esplanade)

The decision to move was made based on a number of factors:

- A need for modern working spaces with greater opportunities for collaboration
- Alignment with our Net Zero roadmap
- Providing the best value for money for DevelopmentWA.

DevelopmentWA took into account results from the December 2022 office accommodation survey where people indicated they valued a CBD location with access to public transport, parking and cafe/retail options, natural light and a high-quality fit out.

The building has a large floor plate, meaning staff can all fit on two floors. This will improve collaboration and help with fostering a 'one team' approach.

2.0 ROLE OF THE SRG

The SRG is a group of representatives from across DevelopmentWA who will provide input into the office relocation.

The SRG provides staff with an opportunity to be directly involved in key elements of the project and to work directly with the Office Relocation Project Team.

SRG members are asked to become 'move champions' who help with the flow of information to and from the Office Move Project Team and the wider business.

The SRG is an advisory group, not a decision-making group. Project decisions will remain the responsibility of Executive and the project team.

Members will provide early input into common area designs and feedback on proposed design fit out elements throughout the process.

The feedback provided by the group will help the project team and executive make decisions that respond to staff aspirations and concerns to ensure the best overall outcomes for the new office accommodation.

The project team will consider feedback and suggestions made by the group, and provide responses to how the comments and suggestions have been considered.

3.0 MEMBERSHIP

Participation in the SRG is voluntary and open to all staff.

To be a member of the group, you must agree to attend all meetings and fulfil the responsibilities outlined below.

Consisting of up to eight (8) volunteers, the SRG will include a mix of people from across the business.

The representatives will be selected by a panel comprising members of the project team and endorsed by Executive.

The following will be sought to ensure a balance of representation across the business, including:

- *1 x Culture Group representative*
- *at least 1 representative from each division*
- *2 additional members selected based on their EOI responses.*

3.1 SELECTION PROCESS

The selection process will be undertaken as follows:

1. Following the closing date and time for the online survey (5pm Friday 5 May) the list of applications will be exported in Excel from the Yoursay website and sorted into divisions and Culture Group representatives.
2. Responses to the application will be considered by a panel of no less than three (3) members of the Office Move Project Team who will shortlist recommended applicants.
3. The Executive Team will review and endorse shortlisted applicants
4. Successful applicants will be advised and then announced via the CEO update.

4.0 MEMBERS' RESPONSIBILITIES AND OUTCOMES

Members are appointed to the SRG to represent staff across DevelopmentWA.

Members will, to the best of their ability:

- become office move champions who help with the flow of information to and from the Office Move Project Team and the wider business.
- ensure confidential information remains confidential (anything confidential will be clearly identified and should not be shared with other people)

- review and understand any background materials (to be provided prior to workshops) to fully prepare for each meeting
- attend all SRG meetings and scheduled site tours
- notify the Office Move Project Manager as soon as possible if unforeseen circumstances mean they're unable to attend a workshop or site tour
- discuss any feedback raised by staff as appropriate.

4.1 Differing views and consensus

The aim of the SRG is to represent a diversity of viewpoints. It is not a requirement, or anticipated, that consensus will always be reached among members on the topics discussed.

Where group members hold a range of perspectives on a particular topic, the differing viewpoints will be noted and taken into consideration.

4.2 Privacy

SRG members are free to discuss the outcomes of the meetings/workshops with other people, however the specific views and opinions of other reference group members are confidential and not to be shared outside the reference group.

5.0 SRG MEETING DATES AND PROCEDURES

It's anticipated that there will be six (6) meetings/workshops held between May 2023 and March 2024. It's expected these workshops will be 1-2 hours duration.

Meeting/workshop dates will be discussed at the initial meeting to determine the most convenient day/time for future meetings/workshops to be scheduled.

5.1 Meeting agenda

An agenda with any additional meeting materials will be distributed to SRG members in advance of each meeting.

5.2 Meeting notes

Meeting notes will be taken at each meeting. The notes will summarise the discussion that occurred, agreements made and actions to be undertaken.

Meeting notes will not be a verbatim record of discussions and will be distributed to SRG members. Any changes required will be noted.

ENDS

