



Agenda Item 1. Welcome and apologies

The Chair opened the meeting and welcomed members.

The Chair encouraged Steering Committee (Steer Co) members to provide frank and fearless input on the draft Workplace Strategy (WPS). The Chair reiterated the need to be open and for Steer Co members to hold a unified view of the Program. It was noted that diversity of views will prevent the department to successfully execute the Program and the changes required in the department.

Agenda Item 2. Action Items update & Minutes

- The September Minutes were accepted.
- The Chair noted the following open Action items:
 1. The positioning of SES offices within Sirius building – preliminary design be further developed for consideration
 2. Current Ways of Working (CWOW) Report – Rachel Balmanno noted that the CWOW summary will be released to the department imminently
 3. Government Hub – pending until design phase of Scarborough House

Agenda Item 3. Workplace Strategy Update

Veldhoen + Company (V+C) commenced their presentation with a video on 'What is Activity Based Working'.

Comments from Steer Co members on the video included:

- *Using the phrase Activity Based Working (ABW):*
 - *is perceived to be linked to hot-desking*
 - *ABW should not be the core part of messaging because of the tainted brand*
 - *Agriculture called their ABW a Flexi Space*
 - *We will not be able to use the term based on other government departments who have not done it well*
- *Confusing messages within video in regards to separating work from home, we need to be careful about messaging and images.*

Endorsement was not given for the use of the term Activity Based Working

V+C noted that when branding the Program, the name needs to resonate with staff and work for the department. Branding should capture the fundamental reason for the Program and why the department is changing. V+C also noted the importance of being very clear about the language used.

V+C then proceeded to present key elements of the WPS to Steer Co members:

1. New Ways of Working (NWOW)

Three Main Objectives - Please refer to 'Discussion and Feedback' section below for comments made on this topic

Guiding Principles - Please refer to 'Discussion and Feedback' section below for comments made on this topic

What are the Key Changes in NWOW? - Steering Committee in agreement

2. Workplace Design

How will we spend our time in NWOW? - Steering Committee in agreement

We will organise ourselves in neighbourhoods? - Steering Committee in agreement

How will we zone large buildings? - Steering Committee in agreement

Settings for Activities - Steering Committee in agreement

Technology