



Workplace FOCUS



Workplace Focus Pty Ltd
Suite 2.04 1 Crescent Rd
Glen Iris Vic 3146
workplacefocus.com.au

Telephone: 03 9824 5727

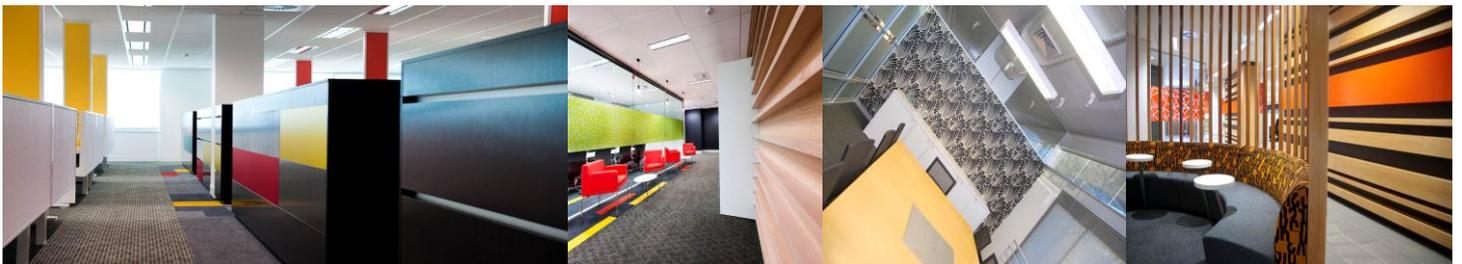
Facsimile: 03 9822 3113

Email: info@workplacefocus.com.au



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WHO WE ARE

Workplace Focus (WpF) is an independent project facilitation group. We operate nationally in all public and private business and market sectors including office, retail, industrial, health and development. WpF works collaboratively with clients in corporate and business accommodation and fitout projects to deliver exceptional consultancy, program and construction management services.

WpF has extensive experience with the delivery of commercial projects for both government and private sector clients. We employ best practice to provide a user centred, client focused approach that delivers value and efficiencies in program, budget and schedule.

We are set apart by our strong understanding of office and fitout spaces, our local and national knowledge and our industry links and access to specialised personnel. As independent consultants, WpF has neither conflicts of interest nor commitments to other stakeholders. This enables us to focus solely on providing the best project outcomes for our clients.

WHAT WE DO

Our team works closely with our clients to provide innovative solutions. We execute all aspects of project facilitation in a risk managed project environment. WpF ensures that each project is delivered within an agreed timeframe and financial parameters and is coordinated to facilitate smart, efficient and high quality project outcomes.

DESIGN MANAGEMENT

Design management is a key service provided by WpF that adds value to our clients' projects by facilitating business decisions and strategies that connect design with corporate processes. In our role as project facilitator, WpF provides strong leadership to the project team and ensures that the design remains driven by our clients' required outcomes. WpF is highly experienced in creating effective business environments that enable clients to achieve their corporate strategic goals through innovative design management.

CONSULTANT MANAGEMENT

An integral part of design management is engaging and managing consultants. WpF has extensive experience in sourcing and appointing suitable consultants in order to bring the right skills and knowledge to each project. WpF manages consultant design input to conform to the approved scope of work and ensure that design remains focused on our clients' required outcomes. WpF takes responsibility to clearly define and communicate all roles, responsibilities and constraints and ensures that there is a transparent process so that all parties have the same priorities and expectations. In this way WpF prevents any consultant decisions or actions that could potentially cause cost, delay or other risks to the project. WpF manages consultant contracts and continually monitors and evaluates consultant performance to ensure that risk is managed and the best possible project outcome is delivered.





MAKING YOUR WORKSPACE WORK FOR YOU

Progressive companies use office fitouts as part of an overall corporate strategy to build strong teams, attract the best staff and demonstrate their organisation's values. WpF can assist you to create a workplace environment that best reflects your organisation and delivers optimal organisational performance.

An effective workplace environment will:

- improve employee morale
- aid employee recruitment and retention
- reduce absenteeism
- increase productivity
- increase internal communication
- promote creativity
- facilitate knowledge sharing and improved culture
- reduce waste

Workplace design covers all aspects of facilities, ranging from aesthetics and strategic design through to technical aspects of data management, security and business continuity.



The way in which workplaces operate is rapidly changing in response to key drivers such as information and communication technology, culture, management style and patterns of work, demographics, sustainability and occupancy costs. Such changes require innovative solutions. Innovative environments function well and they endure. They empower and inspire. They leverage people to be creative and innovative in their work.

WpF can fully leverage your workspace as a transformative tool to support your business and cultural goals. Creating spaces where people want to work is how WpF provides our clients with the best value for their investment.

PROJECT METHODOLOGY

Our objective is to meet our clients' cost, time and quality parameters. This is driven by our quality assurance procedures and supported by our integrated management processes.

WpF has many years of experience working in numerous fields on a diverse range of projects. During this time we have gained an in depth understanding of business requirements which now form an integral part of our processes.

WpF provides a strong project manager and a dedicated team with the ability to make critical decisions and to keep the project goals firmly in focus. WpF nominates key people with the authority to make decisions ensuring accountability and timeliness. The WpF team has the experience to ensure processes are followed appropriately to eliminate confusion and provide the most efficient paths to reach project goals.



PROJECT SPECIFICS

PARAMETERS

Scope of Works

The brief provides the template from which the whole project progresses and develops, and sets the scope of works which clearly identifies the parameters for all stakeholders. The concept planning phase is an essential tool in enabling all involved parties to see the overall perspective and become positively engaged in the project. This facilitates the achievement of the maximum financial and strategic benefit.

Timing

Time delays can create serious concerns and risk breaching the project constraints. WpF has the experience to recognise and implement proven solutions in response to potential delays.

Cost

Client budgets form a critical piece of the overall project and provide the basis from which the project and final specification can be developed.

Throughout the project program the cost plan is regularly monitored, reviewed and rigorously adhered to.

Arising variances will be detailed between WpF and our clients in writing and an adjusted cost plan (and specification) will be confirmed and approved by all relevant parties.

CLIENT PROCESSES

WpF is acutely aware that our role is that of project facilitator and as such is attentive to our clients' processes and methodologies. We establish strong relationships with our clients, enabling us to have a clear insight into the existing client internal processes and to ensure that the project development and delivery fits those processes.

COMMUNICATION

All successful projects have clear, strong lines of communication. WpF has developed specific communication resolutions which we employ on all our projects:



- a. WpF identifies, builds and maintains strong relationships with stakeholders and ensures appropriate and effective stakeholder engagement throughout the project.
- b. WpF informs stakeholders who require executive awareness of the project.
- c. We consult with stakeholders who need to have a good understanding of the project and will be invited to provide input at critical points.
- d. We involve stakeholders who have a high level of engagement with the project and are involved in the decision making process and are impacted by deliverables.
- e. We collaborate with stakeholders who are responsible for driving the project.
- f. WpF ensures that everyone involved in the project receives all relevant communications and is aware of the relevant reporting processes. This minimises confusion and facilitates management of project risk from concept to delivery.
- g. Selected people in the various disciplines, throughout all stages of the project have the authority to make informed decisions and are answerable to these at all times.
- h. The role of all project partners is clearly articulated.
- i. Project timelines and constraints are directly shared and agreed upon with stakeholders.
- j. Communications issues are identified and managed to minimise their impact on the project.
- k. Best practice is reiterated.
- l. The overall goal of the project is clearly articulated.
- m. Communication forums, for example, tool box meetings and site meetings, are used to convey key messages.
- n. WpF actively seeks and reports back on all feedback received.

CORPORATE RESPONSIBILITY

WpF has third party accredited compliance with Environmental System AS/NZS ISO 14001:2004, Occupational Health & Safety System AS/NZS 4801:2001 and Quality System AS/NZS ISO 9001:2008. WpF is committed to the delivery of project solutions to meet the requirements of our clients, relevant Australian Standards, Building Code of Australia and to meet acceptable industry benchmarks.

OCCUPATIONAL HEALTH & SAFETY (OH&S)

We are committed to meeting the requirements of all relevant OH&S legislation and standards. As previously stated, we have third party accredited compliance with AS 4801.

All staff within WpF uphold safety standards that have been established to ensure the protection of our clients, visitors, employees, suppliers and contractors.

As project facilitator, we provide leadership and practical comprehensive safety management to the project in adherence with our stringent safety management systems.

SUSTAINABILITY

Sustainable practice is more than a trending concept. It is a valuable principle that we believe in and encourage our clients to incorporate into their required project outcomes.

Many organisations now recognise that green buildings offer better indoor environment quality, which leads to better productivity.

Sustainability is rapidly becoming a critical business strategy and companies operating within Australia are expected to adopt green building initiatives and be environmentally conscientious.



Organisations can demonstrate their corporate and social responsibility by using their workplaces as practical demonstrations. This enhances their reputations and minimises potential risks to their corporate brands.

Corporate responsibility extends beyond financial performance to community, environment and the workplace. With this focus, WpF has developed clear and concise policies and procedures that mitigate environmental risks. We are also committed to ensuring new workspaces are environmentally responsible.

RECENT PROJECTS

WpF is recognised for providing our clients with exceptional corporate and business fitout and accommodation project outcomes globally. Our recent projects and projects where our people have been a major stakeholder include:

- DVA Melbourne 6000m
- IHPA Sydney 800m
- DHS RMU Melbourne 7000m Brisbane 7000m - Major Mechanical upgrade
- Automotive Wholesalers 200m
- Medicare Brisbane 6000m
- Medicare Perth 5000m
- Medicare, CSA joint services Parramatta 8000m
- Medicare Adelaide 3000m
- Bluerock Legal 500m
- Medicare retail sites

Referees can be supplied on request.

