

# Charter



## Tenant Representative Committee

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### Purpose

Establish a committee of representatives from the tenant organisations of Collins Square. This group will work with Walker's Collins Square Management to deliver community initiatives to Collins Square for the collective benefit of the precinct community members.

### Mission

The Tenant Representative Committee (also known as "TRC") is established for the purpose of delivering community initiatives to Collins Square. The "TRC" are to deliver a program of community and culture initiatives that have mass benefit to the precinct members without conflicting with the charitable commitments that Walker Corporation and Collins Square support.

The initiatives supported by the "TRC" are to align with the following areas:

- Workplace culture and engagement
- Social sustainability
- Environmental sustainability
- Charitable & non-profit causes
- Wellbeing

### Committee Members

Committee will be comprised of representatives from tenant companies of Collins Square. A tenant company may nominate one employee to be considered for a position on the "TRC". To be considered, nominees should currently hold a position within the tenant company which relates to community, people and wellbeing, such as:

- Corporate social responsibility
- HR, talent management, people and culture
- Employee wellness
- Employee experience
- Workplace management
- Community engagement
- Or other

The role of committee members is to ensure the diverse views of the Collins Square community are being considered and represented in discussions and initiatives. Further, committee members will be responsible for ensuring all initiatives adhere to the Collins Square standard of presentation.

### Scope

The "TRC" will attend regular formal meetings, chaired by Collins Square Management. Members of the committee will be responsible for delivering three (3) to four (4) initiatives per term, with support from Collins Square Management.

Members of the “TRC” will serve an initial 12-month term. At the end of the 12-month term new community member nominations will be called, at which time previous or existing members may be re-nominated.

### Authority

The “TRC” will act on the authority of the Collins Square Tenant Representative Committee, endorsed by Collins Square Management.

### Deliverables

The role of the “TRC” will be to deliver three (3) to four (4) initiatives per term, with the support of Collins Square Management. The committee will have a designated budget to deliver initiatives throughout the year.

Initiatives may be delivered in multiple formats; however, they must represent the wider views and interests of the Collins Square community and be delivered to Collins Square’s high-level standard.

### Ways of Working

Committee meetings:

Committee meetings will be held via Teams every six (6) weeks (initially) with the committee to adjust frequency of meetings as required. Meetings will be chaired and minuted by Collins Square Management representatives.

Sub committees:

Throughout the term, sub committees may be formed for the purpose of delivering initiatives agreed upon by the wider committee. Sub committees will be voluntary. It will be the responsibility of the sub committees to meet regularly, outside of the wider committee meetings.

Collaboration:

Committee members will be required to work collaboratively with each other and with Collins Square Management. Members will be expected to demonstrate respectful engagement and behaviour towards others including committee members, community members, Collins Square Management and other stakeholders.

### Commitment

Committee members will be elected to a minimum term of 12 months. Members will be expected to attend all scheduled committee meetings. Should a member be unable to attend a meeting a proxy form must be submitted 24 hours in advance of scheduled meeting.