

ITEM NAME:

THQ ON THE MOVE

SHIP TO:

261-265 CHALMERS STREET
REDFERN NSW 2016



THQ Relocation Update

Welcome

There's less than four weeks until we move to Redfern, and to keep you up to date we will be issuing the *On The Move* newsletter weekly from now until relocation. This issue contains vital information for packing, labelling and moving dates for each department.

Relocation Schedule

Thank you for all that you and your teams are doing to prepare for relocation.

The relocation Steering Committee recently received confirmation that we can start working at Redfern from Monday 11 April, 2016. This is a week later than planned, and to manage this delay we will relocate all teams on Friday-Saturday 8-9 April.

Over the weekend of 8-11 April, each individual's workstation, including their one packing crate, will be relocated to Redfern. Computer-related equipment will be disconnected and packed by the removalist.

All other items, including filing and archived items, will be packed and relocated by Allied Pickfords from Monday 11 April to Wednesday 20 April. A draft schedule will be issued in the next week. Allied will be visiting all teams during the few weeks prior to relocation to work out the details and finalise each team's schedule for relocating storage/filing items.

In order to make the move as easy as possible, we are asking that on Friday 8 April, all staff either work from home or take a paid day off. This should be decided with approval by your line manager and there will be provision in HR21 to separate this day from your normal annual leave. The category for this leave will be "special leave". Time in lieu will be provided for staff who are required to be involved in the move and are not able to take a day off.

All teams should plan to start no earlier than 10am at Redfern on Monday 11 April to allow IT and other teams to resolve any issues first thing in the morning.

Preparing for the Move

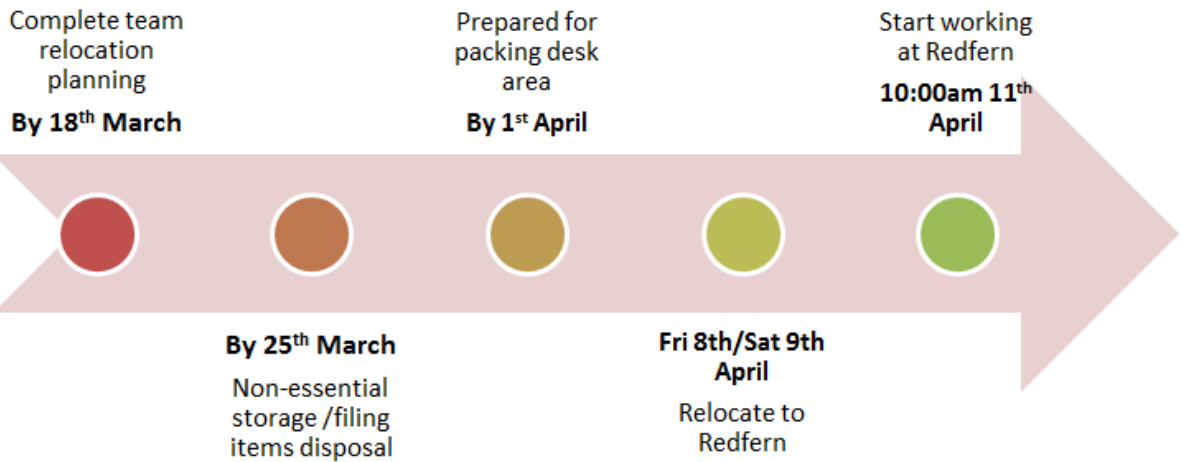
As we get closer to the planned move date of Friday-Saturday 8-9 April there are clear next steps. Below are some high-level milestones, however please click on the following link for a [detailed checklist](#).

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Packing and labelling

Sticky labels will be supplied to each department in the coming weeks. Labels are colour-coded and it is *vital* that each department use the correctly coloured label – blue for level 1, orange for level 2 and pink for level 3. Labels will be affixed to every crate and box being moved by removalists to the new building, as well as all computers, monitors and IT bags.

Each employee will be given a specific workstation reference number. Workstation reference numbers begin with **WS** followed by the **floor number** (1,2 or 3), and then a **three-digit number**: WS1007, WS2176, WS3048 etc. It is vital that all crates and computer hardware are correctly labelled. Workstation numbers will be supplied to employees by their relocation champion.

Packing your crates: Crates will be delivered to each department 10-12 days before your relocation day; one crate per employee.

The following items should *not* be packed into your crate:

- Computers and IT equipment (these should be labelled separately. See below for further instructions).
- Rubbish bins.
- Alcatel telephones.
- Fragile/breakable items – including glassware, crockery, picture frames, etc.
- Personal items – including clothing, footwear, sports/recreational equipment, etc. Relocation of these items is the responsibility of the individual.

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Department clean-up

Regular recycling and rubbish bins will be delivered to THQ in the coming weeks and all staff are encouraged to continue cleaning their work space.

Teams Relocating on 8-9 April

The below table summarises the Department/Teams relocating on 8-9 April showing their current location and where they will be relocating to at Redfern.

Department	Current Location	Redfern Location
Business Administration	Level 8, THQ	Level 2
Centre for Restoration	Cleveland St - Strawberry Hills	Level 1
CFD	Level 6, THQ	Level 2
CFD - Donor Services	Level 2, Auburn	Level 2
Family Tracing	Level 8, THQ	Level 3
Finance	Level 5, THQ	Level 2
Historical Records	5-19 Mary Street, Surry Hills	Level 3
HR	Level 9, THQ	Level 1
HRIS (Chris 21)	Level 9, THQ	Level 2
Legal	Level 9, THQ	Level 2
Level 10 Elizabeth St	Level 10, THQ	Level 1, 2, 3
Mail Room	Level 8, THQ	Level 1
Mission Support	Level 7, THQ	Level 3
Payroll	Level 9, THQ	Level 1
Personnel	Level 9, THQ	Level 1
Property	Level 5, THQ	Level 2
Recovery Services	Level 8, THQ	Level 3
Risk & Compliance	Level 9, THQ	Level 3
SAID	Level 9, THQ	Level 2
Salvos Counselling	Rhodes	Level 3
Salvos Housing	Level 9, THQ	Level 3
SAMIS	Level 8, THQ	Level 3
Social Program	Level 7, THQ	Level 3
Special Search	Level 8, THQ	Level 3
Strategic Change	3A THQ	Level 3

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Construction update

During his visit to Australia for the launch of Australia One, International Chief of the Staff, Commissioner Brian Peddle, visited the Redfern site.



Left to right: Paul Taylor (Grindley), Andrew Sanderson (Grindley), Craig Redfern, Commissioner James Condon, Commissioner Brian Peddle, Alan Carstens (Grindley CEO).

Construction progress is in its final stages, with the finishing touches being put in place. Current activities are as follows:

Ground floor

- Wall and ceiling linings
- Flooring

Level 1

- Painting
- Flooring
- Installation of workstation tops

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- Wet-area finishes
- Services fit-off
- Installation of suspended lights
- Timber treads to stairs
- Operable wall panel installation

Level 2

- Installation of workstation tops
- Installation of suspended lights
- Services fit-off
- Timber floors, including stairs
- Ardit flooring
- Carpet installation
- Commencement of commissioning

Level 3

- Installation of workstation tops
- Installation of suspended lights
- Services fit-off
- Carpet installation
- Commence commissioning

Have questions or want to know more?

- If you have any questions, please talk to your representative on the Change Management Consultancy Committee so that we can have the opportunity to know your concerns and respond to them. Alternatively you can email them to THQRelocationEnquiries@aue.salvationarmy.org
- A register of FAQs can be found here: [THQ Move FAQ Register](#)
- If you have missed a prior issue of the newsletter, [you can find past issues here.](#)
- Visit our dedicated THQ relocation pages on mySalvos at my.salvos.org.au/thq-move

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What's next?

We're at the business end of relocation now, and it's vital that all employees keep up to date with news and updates. In the next issue, we'll have more IT updates as well as information on the next stage of relocation.

The next issue of *On the Move* will be out on 22 March.