

ITEM NAME:

THQ ON THE MOVE

SHIP TO:

261-265 CHALMERS STREET
REDFERN NSW 2016



THQ Relocation Update

Our final pre-move issue

The move date is all but upon us. In this issue of On The Move we have some final housekeeping and information before our move to Redfern.

In the coming weeks, there are some key dates all staff should note:

7 April, 9:15am – Final prayers at THQ Elizabeth Street, followed by morning tea.

8-9 April – Relocation of personnel to Redfern premises.

11-20 April – Relocation of storage and filing items to Redfern (this will be managed by your Relocation Champions with Allied Pickfords.)

13 April, 9:15am - Welcome to Redfern. All staff are invited to attend the chapel at Redfern for prayers, service recognition and a special presentation, followed by morning tea.

Preparing for the move

Crates, skates and IT bags will be delivered this Thursday (31 March) to all teams, ready for you to pack your workstation. Please remember that IT equipment is NOT to be packed into your crate. Monitors and towers should be labelled with the labels provided. Keyboard, mouse and cables should remain connected as Allied Pickfords will be disconnecting and reconnecting all your IT equipment. Please label the IT bag provided and place it on top of your keyboard at your desk. Please take any laptops home and bring them with you on Monday 11 April to Redfern.

There are clear next steps all staff need to accomplish before relocation. Click here for a [detailed checklist](#).

Completed:

- Take home or dispose of any food or personal items that are not moving with you, including fragile items.
- Organise new locations for safe contents after your move (safes will not be relocating).
- Organise conversion of suspension files to new lateral filing system.
- Complete uploading digital files to EDMS.
- If your team is self-packing, ensure you have the extra crates to pack files yourself.
- Complete opening and reviewing of all storerooms and alcoves.

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- Complete disposal of confidential items in the secure bins provided.
- Dispose of all rubbish in the bins provided.
- Block time in your calendar for packing and unpacking.
- If you will be away during relocation, organise a moving buddy to pack and unpack your crate.

Currently completing (by 1 April):

- Ensure you have received the correct colour labels for your crate and items.
- Ensure you have received your packing instructions and have labelled your crate and equipment correctly, including PC, computer monitors (larger than 21"), ziploc bag, etc.
- Notify key contacts of your new contact details.
- Update your email signature with your new location.
- Ensure all your storage is labelled with its Redfern reference number and ready to be packed by Allied Pickfords.
- Ensure all specialist items relocating have been emailed.
- Clear your Alcatel phone's voicemail.
- Update the location of all ongoing meetings.

Security passes

Security passes for the new building are being finalised and will be delivered in the coming weeks.

Business cards

Business cards are available and should be ordered through the mail room, as is currently the case.

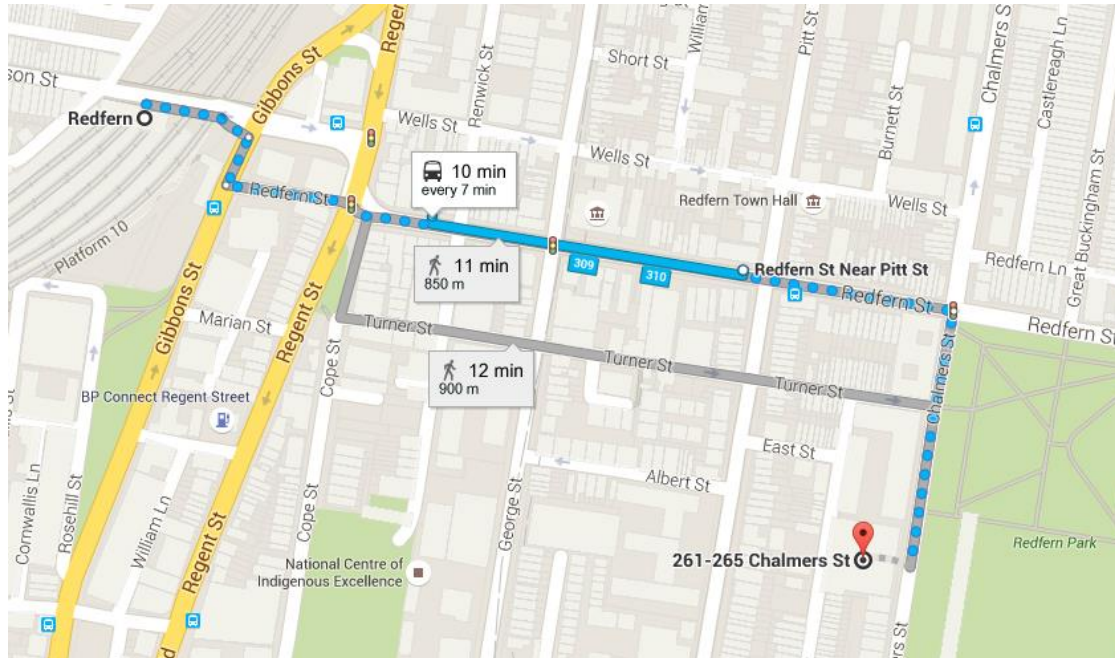
Getting to work

Our new premises at 261-265 Chalmers Street is easily accessible by bus, and is situated a short walk from Redfern Station. Sydney buses 308, 309 and 310 all travel along Redfern Street from near the station to the Redfern Street and Pitt Street corner. This map shows the building's convenience from the station, including walking and bus routes.

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Business continuity process

It is recommended each team works together to ensure there are business continuity measures in place to manage any potential risks or disruption to critical business processes. If a significant risk or business continuity issue is identified by the team (as a result of unavoidable relocation delay, or IT connectivity /technology issues on move-in day for example) this should be raised with the appropriate stakeholders to work out a plan to manage the unavoidable event.

While measures are being put in place to ensure a smooth relocation (for example, there will be a lift maintenance person on site during relocation), teams should be prepared to manage any business critical processes should something go wrong.

Etiquette guides

Ben Ward and the interns from the Mission Support Team have created a series of fun, animated etiquette guides to help us settle into our new, open-plan work areas. Make a cup of tea and take a moment to watch them.

[Chapter 1 - Noise](#)

[Chapter 2 - Distractions](#)

[Chapter 3 – Meeting Rooms, Car Park and Privacy](#)

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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@ae.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

What's next?

In the week leading up to relocation, we will send out a short newsletter with important information and updates concerning relocation. Our next full issue of On The Move, on Friday 11 April, will welcome us to Redfern!