

ITEM NAME:

THQ ON THE MOVE

SHIP TO: 261-265 CHALMERS STREET
REDFERN NSW 2016



THQ Relocation Update

Move date

We are very excited to announce that the official opening of the new THQ is on Saturday 2 April at 10am.

On Monday 4 April, personnel will commence moving to Redfern. Further details, including each team's precise move-in date, will be provided in due course.

Construction Update

Construction is on track with all Levels tracking for completion by 4th March and in the following two weeks we await the Occupancy Certificate.

Works in progress include installation of flooring (carpets and timber floor), installation of cables into workstation frames and installation of partitioning.

We will bring you more photos from the construction site in the next issue of *On The Move*.

Thank you!

Thank you to everyone who responded to the second relocation survey. Your responses are being collated and will be presented in the next issue of *On The Move*. In this issue, we answer some of the questions that you asked in the survey.

FAQ

1. How much will the removalists move for us? How much will we need to move ourselves?

Allied Pickfords will provide you with a crate to pack all personal items and immediate storage of your desk and pedestal. The volume of the crate is equivalent to two archival boxes. Desktop computers and screens are to remain on your desk and be labelled correctly with your workstation number (to be assigned shortly). You will be given a special zip-lock bag to place all IT accessories in (keyboard, mouse, dock, etc). To minimise disruption to your day-to-day activities, all other items in surrounding areas, including compactus areas, will be packed and relocated by Allied.

You will be responsible for moving all valuables (eg. iPad, cash, phones, glassware/breakables).

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Detailed information will be provided by Allied at their presentation in late February.

2. Is the building wheelchair-friendly?

Yes. The new building will be completely wheelchair accessible, with ramp and lift access. Wheelchair-accessible toilets are also available on each floor.

3. Is there opportunity to visit the building before we move?

Each department's relocation champion will visit the new building for a walkthrough in the coming weeks (if they haven't already), and can answer any questions employees may have. Staff will be able to walk through the building following the occupancy certification, which is currently scheduled for 18 March.

This is approximately two weeks prior to the official opening, and would give us time to have staff walk-through. We are planning to have teams visit their work areas and familiarise themselves with the building prior to moving in.

4. Are there showers and personal lockers? Bike storage?

Secure bike storage is available in the TSA restricted carpark. Showers and personal lockers will be located on Level 1. There are 30 lockers available. These cannot be pre-booked but will be available on a first-come, first-serve basis, and are secured with a four-digit pin code.

5. What space will I have for storage? Will our desks include storage for laptops, files, personal belongings?

Every workstation will have a lockable three-drawer pedestal with a drawer for suspension files. We will be providing more information on the workstation set-up in the coming weeks.

6. What parking will be available for employees?

Limited unrestricted street parking is available in Redfern. A map of street parking will be made available closer to the move date.

It is recommended that employees utilise public transport to travel to and from work. The new building is situated an easy 10-minute walk from Redfern station, and is also accessible by bus.

7. What is a "clear-desk policy?"

We are not implementing a "clear-desk policy" for Redfern, however, we would encourage everyone to keep their workstation area clean and tidy with any sensitive/confidential documentation stored appropriately.

8. How will the transition to the new building work?

The moving process will be staggered, with dates for each department's move currently being set.

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Allied Pickfords will brief all relocation champions in the coming weeks on their moving process. The presentation will also be provided as a document to all department heads and distributed throughout each team. Stay tuned for more information in the coming weeks.

9. Will electric sandwich-makers be included in the kitchens?

There is no plan at present to equip café areas with a sandwich press. Each floor will be equipped with sufficient fridge space, microwaves, coffee machines and sinks with filtered boiling/chilled water taps.

Freedom Catering will also be offering food and beverages in the café on Level 2.

10. Will there be window coverings on the west-facing windows on each floor?

There will be dual curtains for the west-facing windows on each floor – one sheer curtain and one block-out curtain.

11. Where can I find more information about the relocation?

If you have missed a previous issue of the newsletter, you can [find past issues](#) here, or visit our dedicated THQ relocation pages on mySalvos at my.salvos.org.au/thq-move. You can also get in contact with your Relocation Champion to find out more.

Relocation Champions

Each department's Relocation Champion has had the opportunity to walk through the new building. We spoke to Camilla Kajda from Mission Support (previously Mission and Resource – Corps) and Victoria Harris from HR for their feedback on the experience.

Camille Kajda – Mission Support

Can you tell us a little bit about the site visit experience?

It was really promising, I guess, because actually seeing everything makes it feel really real. We were able to see our whole floor – we're on level three – and we were able to see all the desks set up and even where we were going to sit. We were able to see the meeting rooms and the focus room, our kitchen area, our storage-room area, the toilets and the view from our balcony.

It was also good to be able to see how to get there. It was great to know that it's actually not that far at all from where we currently are, so it's not really that much difference.

How did that visit allay some of the concerns?

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As a team we were probably more concerned about how much room we would have storage-wise, but now that we've seen how much room we actually will have, I guess we're not as worried, because it looks like there'll be more than enough. It was great to see how spread out the desks are and how big they are, so now we know that while we're working in an open-plan environment, we'll still have a lot of space.

It was also fantastic to see how much soundproofing was around all the areas. I think sound was a bit of a concern for everyone, but seeing how much soundproofing was around was really reassuring that we would actually still be able to go ahead and do our own work.

It's going to be nice to have modern facilities in the meeting room as well; that was really good to see. I think people were really worried about not enough space for meeting rooms, but having seen how many there are and what they're going to be able to do, it's going to be great. It's encouraging to know we have a place where we can have a quiet conversation and be able to do video conferencing.

Victoria Harris – Human Resources

Can you tell us a little bit about the site visit experience?

I just think it's going to be an incredible work environment – all the natural light coming in, all the open space. I like the idea of an open office, and the facilities are magnificent.

Just a reminder, if you have any questions around your department's relocation, your Relocation Champion will be your first point of contact.

Your Relocation Champions are:

Department

Aged Care Plus
Business Admin / Mail Room & Salvationist Supplies
Centre for Restoration
Communications & Fundraising
Donor Services
Executive Team & All Level 10
Family Tracing & Special Search
Finance
Human Resources
Information Technology
Legal
Mission Support Team

Name

Kelvin Neave
Colin Foster
Brian O'Halloran
Benjamin Pinn
Tegan Murray
Cheryl Drayton
Glenys Page
Sarah Giordano
Victoria Harris
Tony Beale
Graeme Ross
Camille Kajda
Nicky Gangemi

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Social
Payroll
Personnel
Property
Recovery Services
SAID
Salvos Counselling
Salvos Housing
Salvos Stores
SAMIS
Young Hope

Michelle Bolton
Frank Piscioneri
Martin Machado
Jesse Schmid
Gerard Byrne
Alana Goodwin
Doug Scoular
Kathy Kricancic
Will Huckel
Simon Lawrence
Frigian Reyes

Have questions or want to know more?

- If you have any questions please talk to your Relocation Champion. Alternatively you can email THQRelocationEnquiries@ae.salvationarmy.org
- A register of FAQs can be found here: [THQ Move FAQ Register](#)
- If you have missed a previous 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 next issue, we will bring you a new round of photos from the Redfern site. We'll also have the results of the second relocation survey.

The next issue of *On the Move* will be out on 1 March.