



THQ Relocation Update

In this issue you will find more information on the floor plans and layout. We also discuss practical details such as, visitor and disabled parking availability, restroom facilities, and more.

Firstly though, we would like to hear from you. We want to know your thoughts on the relocation and what we can do to support each other with the transition to the new office environment. Please click on the below link which will direct you to five survey questions:

<https://www.surveymonkey.com/r/relocationtoferdfern>

Please also raise any specific individual or team requirements to your line manager, as soon as possible, so these can be directed to the relevant committee or team for consideration.



Our office features large, attractive, centralised staff hub areas to draw us altogether, foster connectivity, and encourage a sense of being part of one whole. This is a key objective for the staff breakout /cafe areas on levels two and three, and the balcony areas on all levels. Each level has interconnecting stairs adjacent to staff breakout areas, as well as lift access to each floor.

The diagram on the next page shows a set of stairs through the void of level two, adjacent to a breakout area with a server /bain marie. The breakout area has access to a balcony area (bottom of diagram) with outdoor tables and chairs which will be ideal for meetings in the warmer months.

ITEM NAME:

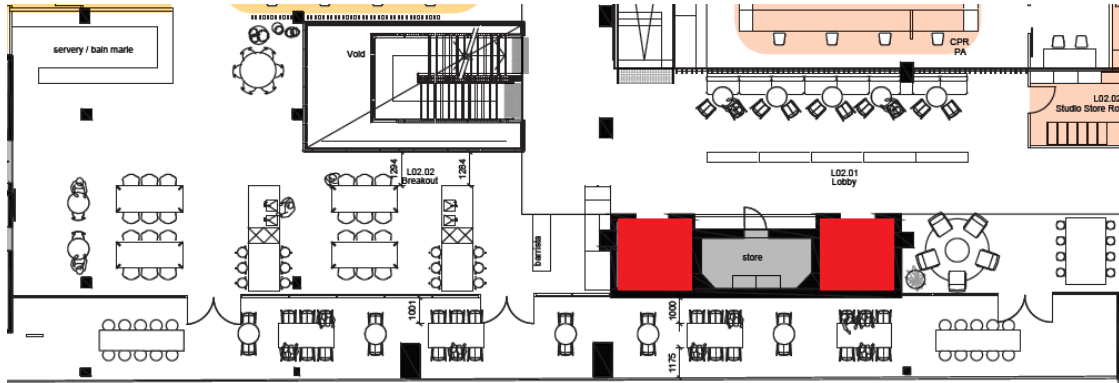
THQ ON THE MOVE

SHIP TO:

261-265 CHALMERS STREET
REDFERN NSW 2016



To the right are red squares identifying lift access to other floors. In front of the lifts are round tables with café style seating (along one wall) and two chairs for small informal meetings and discussions.



You can see some of the chairs /stools and the table being considered for these breakout areas below.



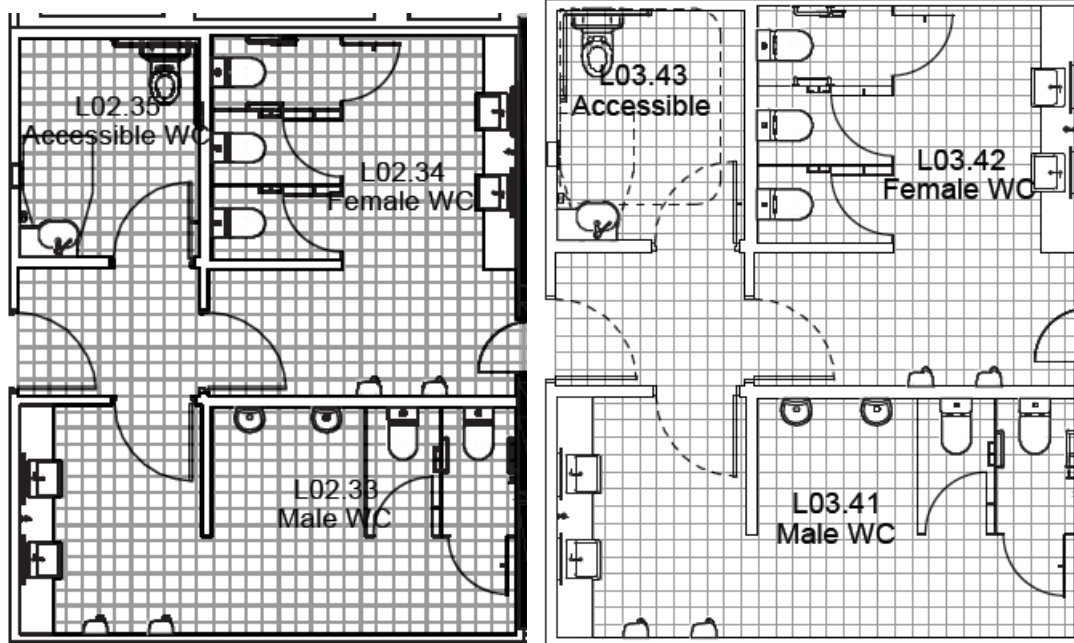
The diagram on the next page shows two configurations of some of the new restrooms. Restrooms on each floor have wheelchair accessible toilets (shown as L02.35 and L03.43), as well as ambulant toilets which have grabrails and other specifications for individuals with ambulant disability. There is one ambulant toilet in each of the male and female restroom areas.

ITEM NAME:

THQ ON THE MOVE

SHIP TO:

261-265 CHALMERS STREET
REDFERN NSW 2016



Each floor will have one wheelchair accessible toilet, and two ambulant toilets (one each for female and male restrooms).

There are two hour disability car park spaces directly opposite the Redfern building and three visitor disability car parks in the building car park near lifts.



The view from a balcony at our Redfern office

There is also a loading and unloading bay in the car park of the building, followed by boom gated car parks for all Army fleet vehicles.

In our next newsletter issue we will cover the finer details, such as, how many fridges and microwaves are planned for each floor.

Please see your department head to review details of the latest floor plans.

ITEM NAME:

THQ ON THE MOVE

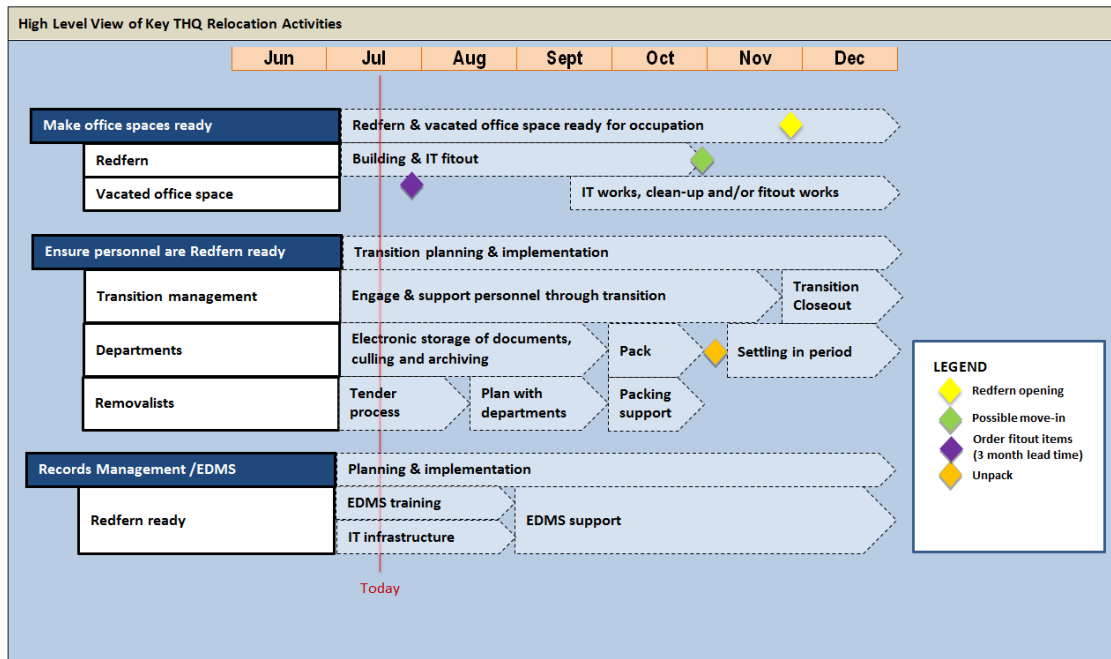
SHIP TO:

261-265 CHALMERS STREET
REDFERN NSW 2016



Change Management

The diagram below provides a high level view of the key THQ relocation activities. Many departments have been busy arranging electronic storage of documents, culling and archiving of hardcopy documents.



At least three different removalists are planning to participate in the tender process to provide removalist services. It is anticipated that after the tender process the chosen removalist would develop specific relocation plans with each department, taking into account any special considerations.

As part of the tender /costing process, a group of removalists will be visiting each department area to find out which items require relocation. Sean Rudder from [DATAFILE](#) will be working closely with the chosen removalists.

Department Managers, please contact Sean at sean.rudder@datafile.com.au if you have not worked through your storage requirements with him for Redfern.

Records Management / EDMS

EDMS team members are providing training and post training follow up to ensure competence is demonstrated in the use of EDMS. All enquiries on training, installation of DeskSite software and post-training assistance should be directed to Tony Beale or Major Brian Unicomb.

Hard Copy Records Management:

We have provided information to key department heads on how long essential documents are to be retained. Major Mervyn Holland is available to assist with further information and clarification on retention periods and acceptable format (hard or soft



copy). Please refer also to the Salvo Legal advice on document retention, recently recirculated by the Secretary for Program, Lt. Colonel Laurie Robertson.

Every \$1000 saved by lowering our printouts and storage of hardcopies, is the equivalent of 10 nights of crisis accommodation for a homeless person, or funding two years of vocational courses for a young person. Our paper-light office requires your help to make it succeed.

If you need assistance with scanning please raise this with your Consultancy Group representative for resolution.

Transitioning to the new work environment

We hope to share information on a different department each newsletter, including how they are preparing for the move.

Spotlight on SAID

Naarah Peters and Sophia Masur gave us an insight into the THQ SAID team when we spoke to them about their excitement of moving to an open plan office.

1. Tell us briefly about your team.

Sophia: We're the international development part of The Salvation Army. We work with other Salvation Army territories around the world to reduce poverty. We do a lot of water, health, education and microfinance projects with our partner territories in developing countries.

2. Where does the SAID team fit into the structure of the territory?

Naarah: Because we report directly to the Chief Secretary, we're kind of a standalone arm. But we believe that our fit within The Salvation Army is in delivering really the core mission of The Salvation Army which is to reach the least the lost and the lonely. That's really the principle of why we do what we do

3. What are you looking forward to most about the relocation?

Naarah: I think the openness. The close proximity to the people we work with the most, I think, will create a sense of community that doesn't exist and can't exist on this building.

4. What do you anticipate will be the hardest part of the relocation?

Naarah: I think, again, it will be the openness. Because of the way THQ's structured now, if you need to have a confidential team discussion, quite often it takes place in the space you're in. In the new THQ, that really won't be the most applicable place for it, so it will be learning the balance between what discussions can take place at your desk and what discussions need to be taken elsewhere.



5. How are you making the transition easier within your team?

Sophia: Everyone is actually excited, because we don't have much to do with other THQ departments except finance and CPR, it will be so nice getting to know people.

6. How will sharing a floor with other teams improve the way you work?

Sophia: It will be really good because it will stop a lot of timewasting and going to different floors all the time for simple questions.

Naarah: I think the key to headquarters working effectively is about relationships and I believe that by putting each other in close proximity, it creates the opportunity for more collaboration and the development of stronger relationships, which I think, inevitably will be beneficial for the Army as a whole.

FAQs

Following are some questions we have received recently. If you have any other questions please talk to your representative on the Change Management Consultancy Committee so that we can have the opportunity to know your concerns and hopefully respond to them. Alternatively you can email them to thgrelocationenquiries@ae.salvationarmy.org

Q: Will we be given the option of two monitors?

A: Yes, if you need two for your specific work. If you have further questions about this please talk to your department head.

Q: What sort of computer will we have and do we have a choice?

A: Depending on whether our computer is due to be replaced, we will keep what we have or get a new one which will be for most of us a laptop. This means that they can easily be moved to a quiet work area or meeting. We will still have normal size screens. There are some people who require a desktop and this will be addressed in the application for a new computer. The department head will recommend the computer that best fits the role.

Q: Can you tell us more about workstation set up, including storage?

A: A mock up workstation will soon be set up on level four for everyone to see. Every workstation will have secure storage as we do now.

Q: Where will visitors to THQ park?

A: There will be visitor parking provided in the car park of the new building. There is also ample street parking that can be used as overflow if necessary for large events.

ITEM NAME:

THQ ON THE MOVE

SHIP TO:

261-265 CHALMERS STREET
REDFERN NSW 2016



Q: What about noise from those working around you? Are there meeting rooms/spaces that will help us to minimise noise?

A: Each department /team will need to adapt to the use of meeting rooms and other break out areas for planned and ad hoc meetings so that lengthy conversations would not be held where people are working. There are rooms and spaces provided for these discussions.

Q: Will the meeting spaces that do not have walls impact those working near it?

A: These spaces are designed to have minimal impact on employees working nearby.

Q: Can you provide more details on the eating areas?

A: There will be a cafe area on level two with tables and seating as well as tables and seating on level three along with the balcony areas on level one, two and three..

Q: Will there be any restrictions on entry /exit of the building for early starters /late finishers?

A: No. Staff will continue to have the same level of access to the building that is required for their role and agreed by their line manager. If you have further questions about this please contact your line manager.

Q: Will there be space for us to have team morning teas and celebrate birthdays?

A: Yes - there will be space for teams to celebrate special occasions. If you would like to use a meeting room please book ahead to ensure availability.

Q: Can there be physical partition between all desks?

A: There will be a partition that comes to about chest level in front of everyone and partitions are available for the sides of desks. The side partitions will need to be requested through your department head to the property team.

Want to know more?

Visit our dedicated THQ Relocation pages on mySalvos at my.salvos.org.au/thq-move