

ITEM NAME:

THQ ON THE MOVE

SHIP TO:

261-265 CHALMERS STREET
REDFERN NSW 2016



THQ Relocation Update

Photos, photos, photos!

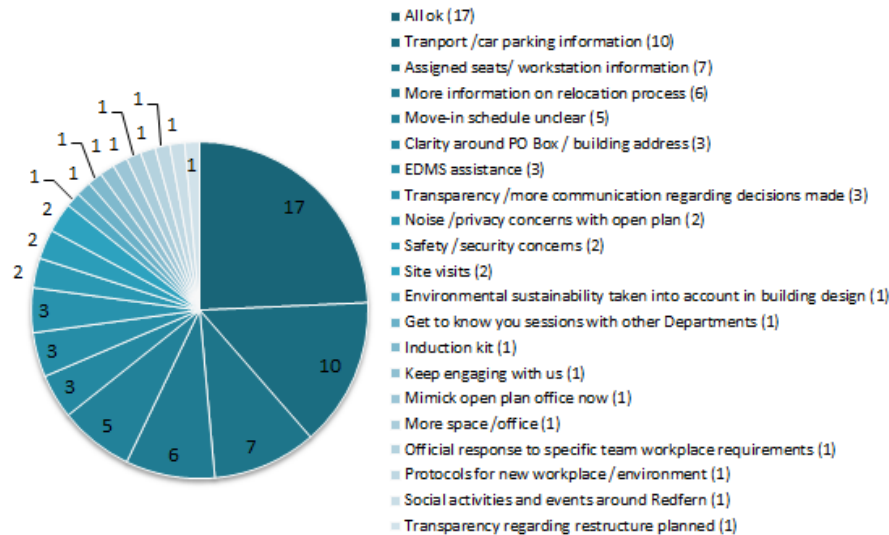
In this issue of *On The Move*, we bring you a new collection of photos of the construction site. We also have an update from your Change Champions and the results of our latest relocation survey.

Survey Results

Thank you to everyone who participated in the survey. We had more than 100 personnel respondents this year. This is significantly less than last year (Aug 2015), however, responses were provided by almost every team relocating to Redfern.

The 2015 survey results highlighted overall optimism for the building relocation. Most respondents agreed that being in one location would be helpful in working better together. When asked what other information would be helpful to prepare for the move, the 2015 respondents provided the following:

What else would you find helpful to prepare for the move and/or the new office environment?



We have been able to address some of these requests in subsequent newsletters ([You can read past issues here](#)), and following preparatory and transition activities. Some information has had to wait until closer to the move date to be able to address.

Fast forward to today and our most recent survey conducted earlier this year confirms continued positivity towards the move. Understandably, personnel are now seeking more detail and clarity around site facilities, the actual relocation date and move-in/set-up procedures.

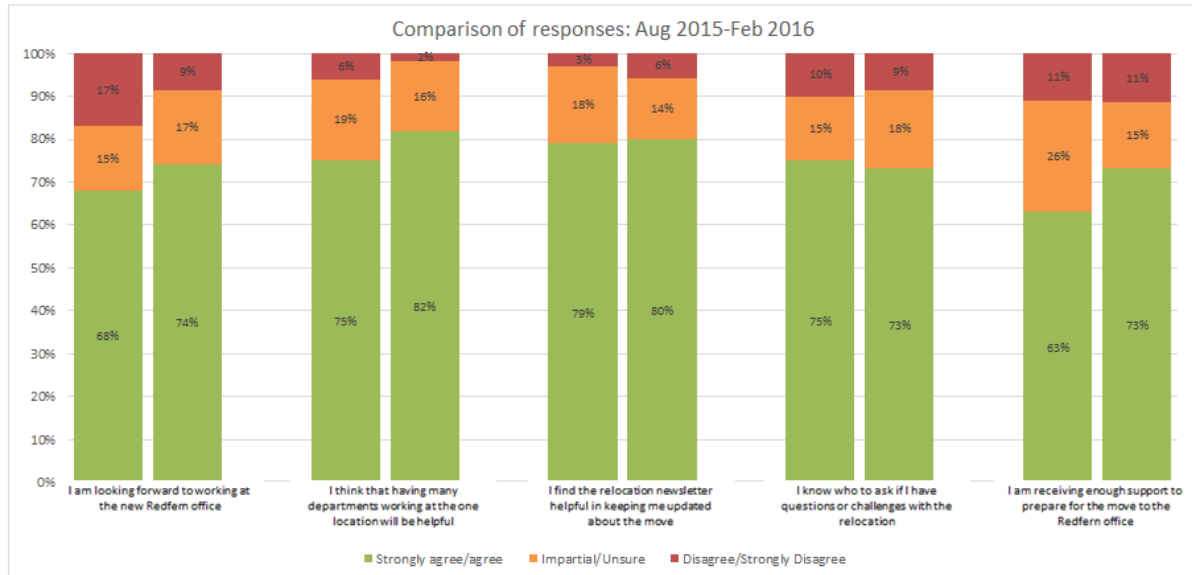
The finer details of relocation plans have been shared with relocation Champions recently, and a summary is provided in this newsletter.

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The above graph shows that personnel continue to be positive towards the move. Feedback is telling us that respondents are ready and eager to move in and move on from the relocation.

Move preparations have clearly ramped up for many teams, with Champions taking a proactive approach in organising clean-up days. There is definitely a lot of work being done on an individual and team basis to clean out desks and files, including scanning-in documents and preparing for the paper-light approach.

Respondents indicate that many have been trained on EDMS, however significant progress is still required for a large number of teams with regards to utilisation or confidence in using the system. We will need to work through how we can become more effective users of EDMS as we target a paper-light office at Redfern.

Thank you to everyone who participated in the survey. As the relocation edges closer these are clear next steps:

- Locking in relocation dates for specific teams as we relocate teams gradually over 5-6 days.
- More detailed information on relocation plans.
- Organising site visits and orientation.
- Getting clear on move-in/set-up procedures.

Relocation Champions

Relocation Champions have been briefed by Allied Pickfords on moving procedure.

The presentation included information on:

- Labels and labeling procedure – detailed instructions for Relocation Champions on how staff are to label their crates and IT systems for the removalists.

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- Crates and packing – instructions, and a demonstration, of the use of the packing crates to be provided by Allied Pickfords.
- IT – how Allied will approach the disconnection and reconnection of computers and other IT equipment.
- Staff responsibilities and safety – what staff pack, what Allied will pack and how to ensure the safety of everyone involved.

Relocation Champions will present this information to each department in the coming days.

Getting relocation-ready

These are the things you should be doing, if you haven't already:

Scan and file – Continue scanning documents on to EDMS and disposing of hard copies. We don't want to be moving documents across to the new building.

Order secure bins – All departments should be well advanced in the process of disposing scanned documents.

Take personal items home – Breakables and fragile items cannot be packed into the packing crates provided by Allied Pickfords. It is your responsibility to move personal items and breakables yourself. If you haven't already, take home photos, crockery and other fragile items.

Schedule clean-up days – Department clean-up days should have been scheduled by now. If they haven't, check with your Relocation Champion about scheduling these days.

Construction update

Here is a collection of photos taken at the construction site on Friday 26 February.

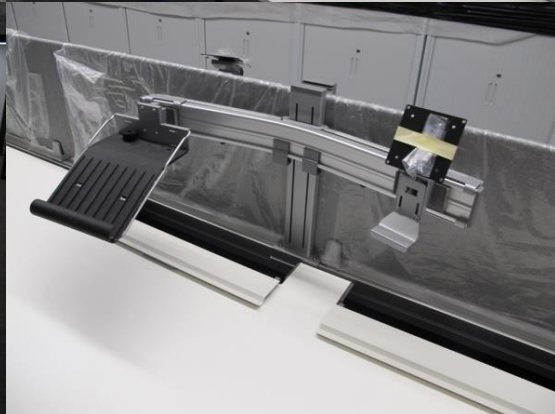


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Have questions or want to know more?

- 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

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What's next?

We are 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 will 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 15 March to bring you more information on our relocation.