

ITEM NAME:

THQ ON THE MOVE

SHIP TO:

261-265 CHALMERS STREET
REDFERN NSW 2016



THQ Relocation Update

Can you believe it's February already?

Progress is picking up from all corners as we fast approach move-in date. Seating arrangements and desk configuration for the new building are now being finalised, and construction of the new building is moving along as planned. Head to the end of this newsletter to find an extensive collection of the latest photos from Redfern.

We want to hear from you

Our second relocation survey closes this Friday 5th February. With less than three months until we move, this is your chance to tell us how we can supporting you and your team in the lead up to relocation.

Please click the link which will take you to the short survey:

<https://www.surveymonkey.com/r/relocationredfern2016>

Relocation Champions

Each department's Relocation Champion through the new building. During these site visits, Champions are being briefed on relocation activities and procedures. Upon completion of site visits, Champions will begin working with HODs to organize clean up days and packing within each THQ department.

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	Name
Aged Care Plus	Kelvin Neave
Business Admin / Mail Room & Salvationist Supplies	Colin Foster
Centre for Restoration	Brian O'Halloran
Communications & Fundraising	Benjamin Pinn
Donor Services	Tegan Murray
Executive Team & All Level 10	Cheryl Drayton
Family Tracing & Special Search	Glenys Page
Finance	Sarah Giordano

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Human Resources
Information Technology
Legal
Mission Support Team
Social
Payroll
Personnel
Property
Recovery Services
SAID
Salvos Counselling
Salvos Housing
Salvos Stores
SAMIS
Young Hope

Victoria Harris
Tony Beale
Graeme Ross
Camille Kajda
Michelle Bolton
Frank Piscioneri
Martin Machado
Jesse Schmid
Gerard Byrne
Alana Goodwin
Doug Scouler
Kathy Kricancic
Will Huckel
Simon Lawrence
Frigian Reyes

Getting Relocation Ready

While the Champions are busy preparing for relocation on a departmental level, there's lots you, personally, can do to prepare.

Scanning and filing – Continue scanning documents onto EDMS over the coming months.

General clean up – If they haven't already, your Champion or Head of Department will soon deliver instructions for clean up. In the meantime, personnel are encouraged to continue cleaning and sorting through personal files and belongings.

Allied Pickfords Relocation procedures

As part of Allied Pickfords' brief for the physical relocation of our personnel and storage to 261-265 Chalmers Street, Kent Mannis, Allied's project manager for the THQ relocation will present to the Relocation Champions the key information around the physical move procedures.

We will also offer this presentation as a document which will be sent to all HODs and distributed throughout every team. The Champions will be crucial in ensuring correct move procedure is followed and everyone has the correct labels and reference numbers for the move. Watch this space for more details

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EDMS Update

Tony Beale and the IT department are making excellent progress in preparing for the conversion of the Shared drive to read-only.

With almost all staff in the THQ building having completed training, IT are now concentrating on training those aligned to THQ who are moving into the new THQ from other locations. Training is planned for 14 (THQ) staff from Property and Finance in QLD in February.

There now appears to be a greater acceptance of EDMS as staff begin to realise the benefits. One good point being that we now have team management that are working with the EDMS system team to plan out ideal file structures for their documents with meaningful naming convention to locate documents quickly.

In short, there is now a greater acceptance in using EDMS and we are encouraging managers and teams to send document links and not attachments to further promote the system.

Construction Update

Construction is continuing to move ahead as planned. Here is a collection of photos taken at the site walk-through just last Thursday.



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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 hopefully 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?

The countdown continues to the relocation and we'll be bringing you some more updates from the Redfern Site as well as some tips for getting you and your team relocation ready.

The next issue of *On the Move* will be out on 15 February 2016 to bring you more updates on our relocation.