

ITEM NAME:

THQ ON THE MOVE

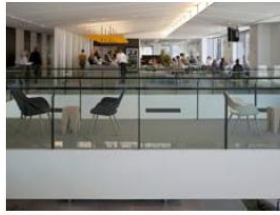
SHIP TO:

261-265 CHALMERS STREET
REDFERN NSW 2016



THQ Relocation Update

A unified workplace



*An inspiring,
supportive +
nurturing
workplace*



*A workplace that
celebrates the history
and purpose of the
Salvation Army*



*A tailored,
but flexible
workplace*



In this edition you will find more information on our relocation schedule, Redfern kitchen equipment and restrooms. We will cover practical details of how many fridges and microwaves are planned in breakout spaces, and address some of your queries as to whether these numbers are adequate.

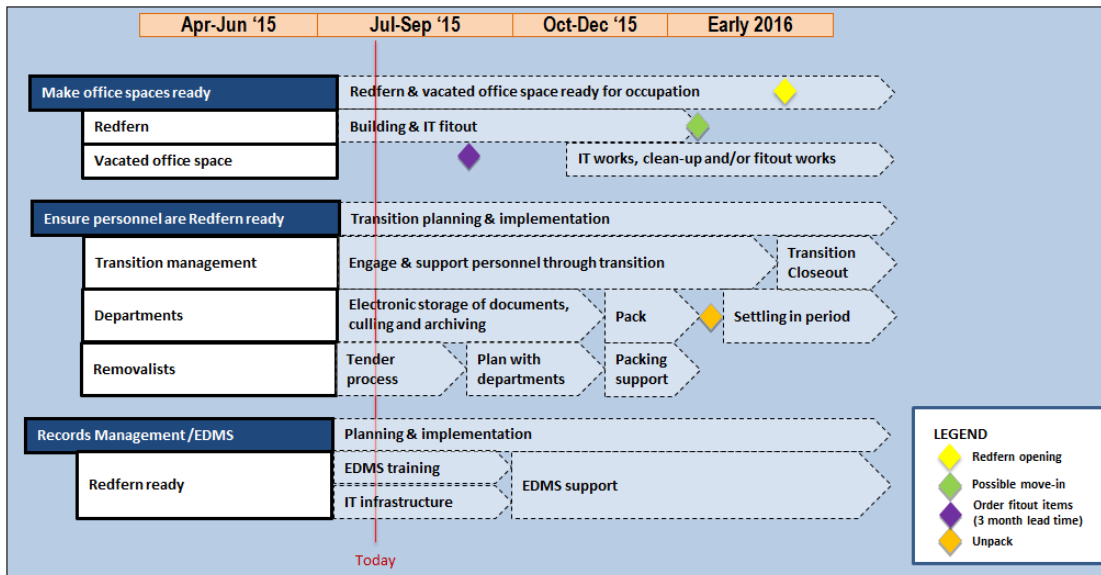
Firstly though, if you have not participated in the THQ Relocation survey, we would like to hear from you. We want to know your thoughts on the relocation and what we can do to support each other with the transition to the new office environment. Please click on the below link which will direct you to five survey questions. The survey will be closing next Friday, 7 August:

<https://www.surveymonkey.com/r/relocati-ontoredfern>

Relocation Schedule

Thank you to all who have been proactively preparing for the move to Redfern. In particular, we have been encouraged by the progress many departments have made in reviewing hard copy files and other items for disposal, as well as implementing EDMS and enhancing the records management processes for you teams.

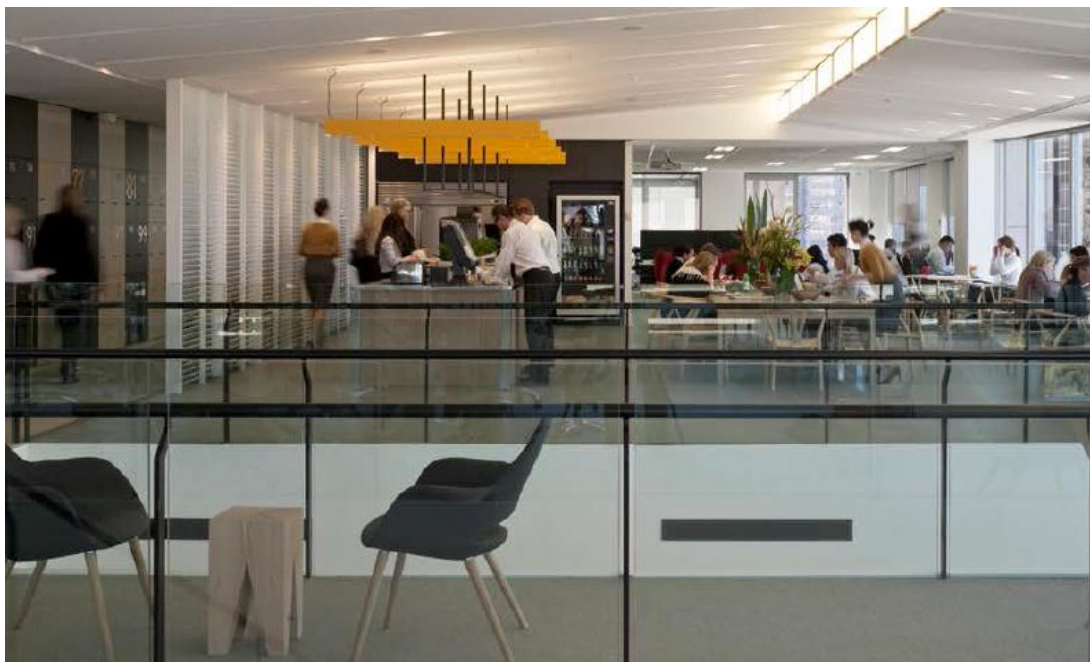
There have been some building delays and as a result we will not be moving into Redfern until early 2016. While this releases a little pressure off some of us in preparing for the transition, the delay is over the December /Christmas period in which many of us may be on leave or busy with end of year activities. Hence, for many departments we will still be working consistently on transition activities to make sure we are 'Redfern Ready'.



Once further building works are completed, we will be able to report back on a specific move-in date for early 2016.

Redfern Kitchen and Teapoint Equipment

In our last newsletter we discussed how our new Redfern office features large, attractive, centralised staff hub areas to draw us together, foster connectivity, and encourage a sense of being part of one whole. This includes breakout /café / teapoints, and kitchen areas which are serviced by fridges, microwaves, dishwashers, bin spaces, and storage spaces.



Picture showing an example of BatesSMART breakout space design style

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In choosing the number of appliances for each breakout area, a two stage process is followed by Batesmart, the architects involved in the designing our office space:

1. Benchmarking from other projects, applying standard ratios.
2. Assessment by the client on their specific requirements, which can often differ depending upon demographic and location of the site.

As a guide, Batesmart apply the following benchmarks:

1. One microwave for every 100 individuals.
2. One double fridge for every 100 individuals.

This of course does not cater for the total number of individuals at the one time but allows a reasonable number of appliances for the total headcount.

Based on the above benchmarks, Redfern should include four microwaves and four double fridges. However, there is more than double of each planned for Redfern. We have provided the breakdown on each floor in the below table, including the number of dishwashers.

Floor	Number of Microwaves	Number of Large Fridges	Number of Dishwashers
Level 1	2	2	2
Level 2	4	3	4
Level 3	4	3	4
Total	10	8	10

Staff Breakout areas are designed to have plenty of natural light and views of Redfern Oval. The plan is to provide each kitchen with the following equipment:

- 2 x coffee machines
- 2 x sinks with filtered boiling /chilled water taps
- 4 x bins (includes 2x recycle waste)
- 2 x paper dispensers
- Wi-Fi as well as adequate power points for mobile /laptop

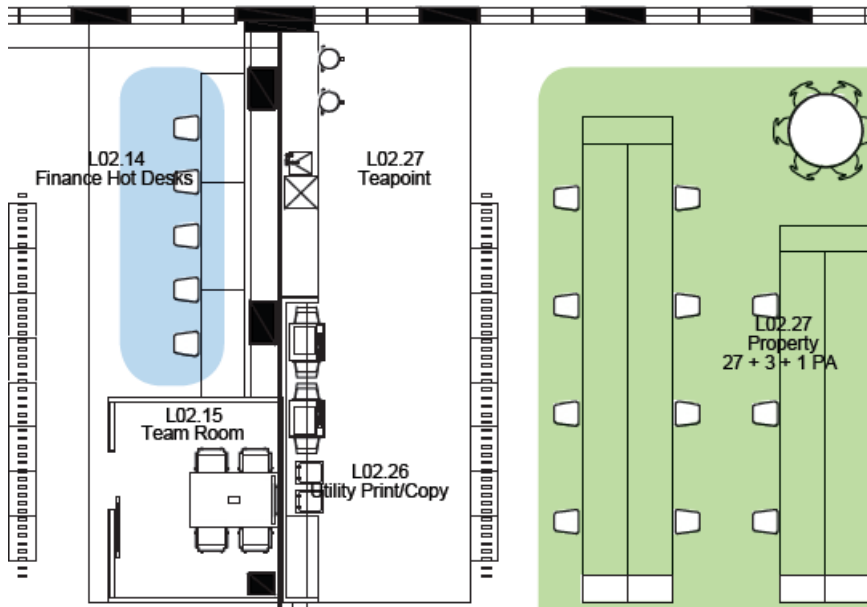
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The diagram below shows a Teapoint (L02.27 top middle of diagram), which are usually located at the opposite end to Staff Breakout areas.



Teapoints are provided for the making of tea /coffee only, and also include some relaxed furniture in this space to facilitate informal staff interaction. Planned equipment for each Teapoint includes:

- 1 x small fridge
- 1 x sink with filtered boiling /chilled water tap
- 4 x bins
- Paper towel dispenser

All breakout /staff hub areas have been designed with acoustic separation from workspaces in mind to minimise disruption. Each station is planned with ample cutlery and crockery storage space.

Redfern Restroom Numbers

Our last newsletter also covered the configuration of the new restrooms, which would be in addition to the existing restrooms for each floor. As some of you have expressed an interest in the number of toilets available on each floor, the planned figures have been provided on the next page.

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Level	Number of Wheelchair Accessible Toilets	Number of Ambulant Toilets	Number of Other Toilets
Level 1	1	1x female 1x male	8x female 10x male toilets /urinals
Level 2	2	1x female 1x male	5x female 7x male toilets /urinals
Level 3	1	1x female 1x male	8x female 10x male toilets /urinals
Total	5	6	48

Transitioning to the new work environment

In this issue we share an interview with the Legal Department, including how they are preparing for the move. We have also provided information on Sitting versus Standing and creative ways to improve health and well-being.

Spotlight on our Territorial Legal Department

Graeme Ross and Claudette De Silva gave us an insight into their team when we spoke to them about their excitement of moving to an open plan office.

1. Tell us briefly about your team.

Graeme: The legal team is comprised of the legal secretary, which is myself, and a licensed conveyancer, which is Claudette, two part-time ladies, Margaret and Dina, who cover off mainly the work for the trustees and all the estate work. Then we have a solicitor on retainer through Salvos Legal who does other legal advice for us.

2. What does an average day within the Legal Department look like?

Graeme: Well it's probably busy, like constructively busy, but no fuss really.

3. How is your team preparing for the relocation to Redfern?

Claudette: I caught the train down there, just to look at the building. It's easy. From Redfern, I don't have to come all the way to Central now. Because I come from the west, I get off at Redfern and I just walk up.

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

Claudette: Having coffee, sitting outside on the balcony!

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

Graeme: We work fairly closely and even though we've got offices here, we'd never, or rarely, close the doors. So we're used to talking to each other and enjoying the space. I guess it's [important] to have a sense of a boundary around our space, so that we can converse. Even though it's got physical open ends to the space, it's important to know that there's still a zone that's our work zone.



6. How is Legal finding the transition to a paper-light office?

Graeme: I guess it's just having confidence in the systems that then underwrite our electronic databases. We feel we've got enough room to cover the paper we need to have in the new place. It'll just be adjusting to that. And maybe also adjusting to the fact that we usually leave stuff around when you go home!

7. As we move into the new, open-plan office, how can other teams support you?

Graeme: I suppose just to acknowledge the processes we've got in place.

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

Graeme: We'll probably walk less, maybe?

Sitting vs Standing – Creating a healthy work environment

Moving to our new offices at Redfern gives us a great opportunity to work differently. Recently our Property team announced that our new THQ will provide some work areas where our staff, officers and volunteers will have the opportunity to perform tasks while standing.

There are a number of studies that outline the health benefits of standing and there are also studies warning of the importance of not standing for too long. So how do you decide the healthiest way to work?

As with most health and well-being activities research indicates the key to a healthy working environment is balance. This means it's best to avoid either sitting or standing for too long and instead look for opportunities to add movement to your day.

Here are some ideas on how you can add balance and movement to your work:

- Look for opportunities in your workday to stand up in order to prevent sitting for too long. You could form habits like standing up whenever you take a phone call, or walking to ask a question of a colleague instead of sending an email. Plus once we're altogether in one building this will be a great way to meet your neighbours!
- Add variety to the way you perform your work activities. This could mean holding a meeting where everyone stands (this often leads to shorter, more productive meetings). Alternatively walking meetings can be effective in helping you to generate ideas. Why not take advantage of Redfern Oval and brainstorm with your team while walking in the sunshine?
- Prioritise your productivity. If sitting down for long periods has you feeling bored or easily distracted then find opportunities to stand or walk while performing your tasks. If standing is causing you discomfort and making it hard to achieve deep concentration then find a place to sit and focus.
- Make sure your posture is correct – regardless of whether you are standing or sitting. It's not just standing or sitting for prolonged periods of time that can cause



health issues. These problems can also be caused if you sit/stand with the wrong posture or if you have set up your workstation incorrectly.

If you would like more information about the best way to set-up your workstation to meet Work Health and Safety (WHS) standards then please email our WHS Consultant Colin Tasker at: colin.tasker@ae.salvationarmy.org

If you would like to read more about the studies on sitting vs. standing at work then you might find the following links helpful:

- Health Check: Sitting vs Standing (SMH) <http://bit.ly/1t9WLot>
- Health benefits of standing desks: separating hype from reality (Tech in Asia) <http://bit.ly/1Bnamc7>
- Sitting at work is bad, but is standing actually better? (Boston Globe) <http://bit.ly/1f1XxAE>
- The Healthiest Way to work: Standing vs Sitting and everything in between (Chicago Tribune) <http://trib.in/1M9CqdO>

To read more about the benefits of standing visit: <http://getaustraliastanding.org/>

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 thqrelocationenquiries@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.

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. Yes 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 near the front of the building 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. Meeting rooms will need to be reserved 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