



Check out the latest draft of the new THQ:

Work has begun on our new offices and we are delighted to be able to share with you the latest draft of the plans. Please note since the plans were finalised the PSO has changed its name and is now called the Centre for Restoration (CFR).

Each Cabinet Secretary will be located on the same floor as the teams they serve. At this stage the levels of the building are to be set-up as follows:

- **Level 1:** Our Personnel Team including Personnel, HR, Salvationist Supplies, Risk & Compliance and the Centre for Restoration, Senior Executive including the Commissioners and Chief Secretary and will also be home to the main auditorium and external meeting rooms.
- **Level 2:** Our Business Team including Legal, Property, Finance, IT, Salvos Stores, CPR & Donor Services, SAID and Business Admin.
- **Level 3:** Our Program Team including SAMIS, Salvos Housing, Disaster Management, Mission and Resources (Social and Corps), Strategic Change Unit, Aged Care Plus and Salvos Counselling (administration/leadership not counsellors).

The meeting rooms on each floor will be available to all and can be pre-booked with our online booking system. There will also be some meeting rooms reserved for individual departments.

We have begun work on building including stripping out level one (see the photos below).



We are also removing the old auditorium on level three to create an additional 300 square metres of usable space. We will soon be working on also building showers, lockers and bike racks on the lower level.

ITEM NAME:

THQ ON THE MOVE

SHIP TO:

261-265 CHALMERS STREET
REDFERN NSW 2016



Discount gym memberships available

A local gym in Redfern, the National Centre of Indigenous Excellence, has offered discounts on memberships to Salvation Army staff and volunteers to help welcome THQ to the neighborhood.

Memberships are available for \$15.50 per week and the joining fee is only \$30. You can find out more about the National Centre of Indigenous Excellence here:

<http://ncie.org.au/fitness>

Changing the way we store documents

In preparation for the new move we will be making changes to the way we manage records, soft and hard copy, as we transition to one uniform system.

We will be using a program called 'Electronic Data Management System (EDMS) – DeskSite' – to store electronic/soft copies of our documents. It will replace our current shared drives and will help us all to follow the same process.

We are upgrading 15 multi-function workstations so we can scan all of our hard copy records and convert them into a locked PDF readable format in our EDMS.

Some hard copy records still in use will be retained, while all others will be catalogued and relocated to Ultimo Document Storage Centre (UDSC). We are still finalising a schedule which will help us identify the correct destruction date or permanent retention of these documents, in accordance with legislative requirements or for Salvation Army historical purposes.

The only hard copy records to be retained will be those required by law and those that shape our history, identifying how God acts in and through our movement. Most Federal and State legislation now allow for us to store records electronically.

Many of our personnel in THQ have completed the EDMS training and we are already in discussions with leaders from each department to explain our new processes and to schedule training sessions.

Need more information? Contact Mervyn Holland at mervyn.holland@ae.salvationarmy.org or call: 0409 318 541.

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Key Dates:

Our official move date is still August 2015 and we are currently working through the council approval process. We will keep you informed of any changes.

Creating a new future together

At the request of the THQ Relocation Steering committee The Strategic Change Unit met with every department/team relocating to Redfern to discuss THQ Workplace Culture during February.

Everything The Salvation Army does needs to be missionally focused and the move to Redfern brings significant new opportunities. This includes opportunities to put into practice a new way for THQ to operate, and to work with each other to best support and resource how we help and connect with people.

At each meeting, our Strategic Change Unit had an open discussion about our working environments and looked at how behaviours, attitudes, systems, and team locations all contribute to create workplace culture.

By moving to a new building with new spaces, new technologies and a new seating layout we open up new opportunities to work together in a new way. Your team's meeting with our Strategic Change Unit has helped inform decisions about how your department can get the best out of this new opportunity.

Any questions?

If you have any further questions about the move please ask your line manager, who will refer it to the appropriate person.

Missed a Town Hall meeting?

[Click Here](#) to re-watch any of our past Town Hall meetings in full.