



Project HQ





All Staff Briefing

October 2020



HQ Experience Centre Almost Here

The **HQ Experience Centre** will open on **Monday 23 November 2020 – late January 2021** where ESS personnel can visit and learn more about the new Headquarters precinct, directly from the project team. Additional information about this space is below:

HQ Experience Centre FAQs	
 <p>Where is the Experience Centre?</p> <p>Level 4, 60 Waymouth Street.</p>	 <p>What time(s) will the Experience Centre be open?</p> <p>The Experience Centre will be open Monday-Friday from 10am-5.30pm. However, there will be set session times when teams can visit together (see next slide).</p>
 <p>How can staff visit the Experience Centre?</p> <p>A booking system is in place where staff and volunteers can book in sessions to visit the Experience Centre. Further details can be found on the following page.</p>	 <p>Who do staff ask questions, or provide feedback to?</p> <p>The HQ project team will staff the Experience Centre each day to answer questions and listen to staff feedback.</p>

Experience Centre Booking System

Staff and volunteers are encouraged to visit the Experience Centre with their teams and Leaders. To book a session, the following 'resource' will need to be added into an Outlook email invitation. In this invitation, staff can nominate their preferred session time.

Resource: SAFECOM:Level 4 New HQ Experience Centre

Below is a list of session times which staff and volunteers can book to visit this space. During these times, a member of the project team will be available to assist with queries or concerns. Ad-hoc visits are also available and do not require a booking.

If the options below are not suitable, staff and volunteers can contact the project team via projectHQ@sa.gov.au and arrange an alternative time to visit the Experience Centre.

Bookable Sessions	Ad-hoc Visits
10am-11am	12pm-2pm
11am-12pm	4pm-5.30pm
2pm-3pm	
3pm-4pm	

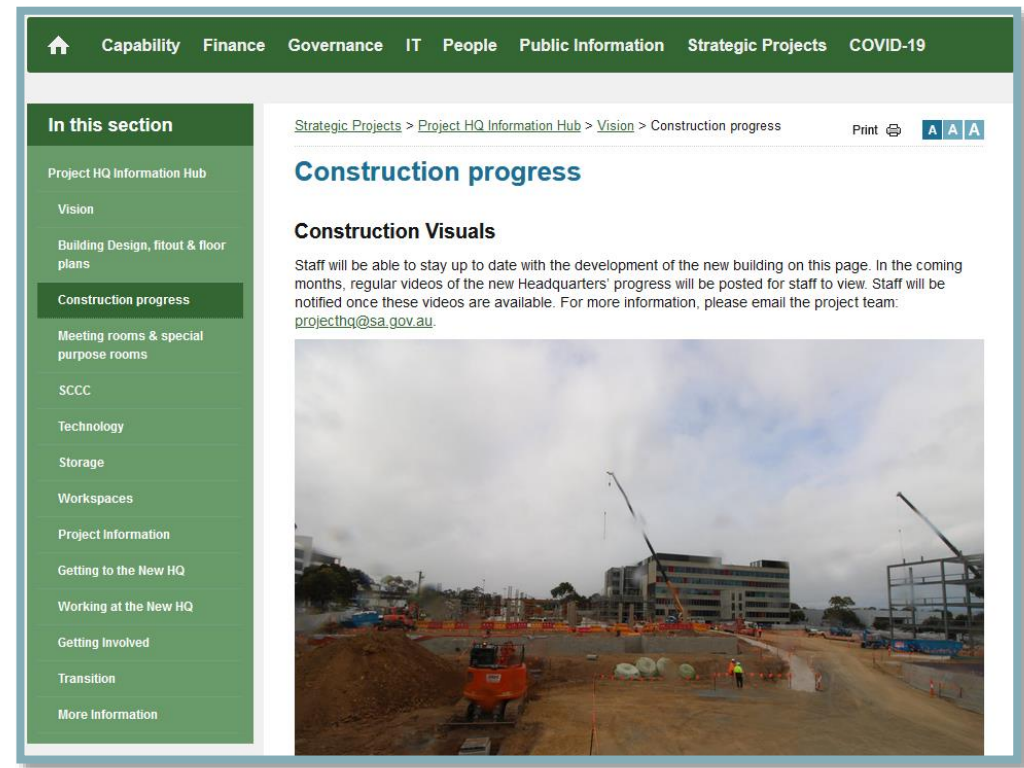
New Online Information Hub

The Project HQ intranet has been refreshed, which will now act as an **online information hub** for the new Headquarters building. Staff are encouraged to access this site when seeking information regarding Project HQ, as it is regularly updated by the project team.

The new intranet features updated information about:

- The project team and governance structure.
- Final floor plans, highlighting team locations.
- Meeting space and quiet rooms.
- Storage and technology updates.
- Updates from each Working Group
- Images of the construction site.

To access the **HQ online information hub**, click [here](#).



The screenshot displays the Project HQ online information hub website. The top navigation bar includes links for Capability, Finance, Governance, IT, People, Public Information, Strategic Projects, and COVID-19. The main content area is titled 'Construction progress' and features a section for 'Construction Visuals'. A large photograph shows a construction site with a crane and a building under construction. The left sidebar contains a menu with the following items: Project HQ Information Hub, Vision, Building Design, fitout & floor plans, Construction progress (highlighted), Meeting rooms & special purpose rooms, SCCC, Technology, Storage, Workspaces, Project Information, Getting to the New HQ, Working at the New HQ, Getting Involved, Transition, and More Information.



For more information:

- [ESS intranet](#): FAQs, Floor Plans, Imagery and All Staff Briefings.
- Email: projecthq@sa.gov.au to contact the project team with any queries or concerns.
- Contact a Steering Committee or Working Group representative, members can be found on the [intranet](#).