

COMMUNITY HOUSE

**27 STRATHALLAN ST
TIMARU**

ADMINISTRATION MANUAL

April 2022

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UPDATED APRIL 2022

STATEMENT OF PURPOSE

Community House is owned and run by the Community Trust of Mid and South Canterbury to support not-for-profit community organisations in a shared space.

Community House offers affordable office accommodation and resources for over twenty-five “Not for Profit” community organisations within the South Canterbury region.

All Mid and South Canterbury not-for-profit organisations are able to use the facilities at Community House, such as the meeting room, interview rooms and photocopier.

The Community Trust of Mid & South Canterbury Inc provides the resources and staffing to run Community House, but it is self-funding through rents and grants. The Chief Executive Officer is responsible for the administration and day-to-day management of the House and reports directly to the Community Trust Board.

A Tenants’ Committee meet regularly to discuss issues and make recommendations relating to the Community House facility and services provided.

KEY STAFF

Liz Shea**Chief Executive Officer**

Community House and
Community Trust of Mid & South Canterbury Inc

P O Box 983

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Tenants Committee

Chris Thomas – Timaru Senior Citizens Assn

Fiona Pierce – MS South Canterbury

Airini Knight – Alzheimer's South Canterbury

Helen MacDonald – Stopping Violence Services

PART ONE

GENERAL SERVICES

PART ONE – GENERAL SERVICES

Air Conditioning

Carparks – Clients and Tenants

Cleaning, Rubbish and Recycling

Communal Kitchen Area

Confidential Document Disposal

General Office

In/out Board

Insurance – Property and Liability

Interview Rooms

Meeting Room 10

Monthly Accounts

Notice Boards/Brochure Display

Photocopier, Scanning & Pin Numbers

Reception Services

Smoke Free Building

Stationery and Paper Supplies

Storage space

Telephones, Internet, Wifi connections and charges

Tenant Committee Meetings

Visitors Log

Website – Community House

AIR CONDITIONING

The ground floor has air conditioning control panels which control two or three separate offices, so that atmospheric conditions in the building are maintained at comfortable levels. Instructions for the changing of the control settings are on the wall beside each controller. Each room on the first floor has an individual heat pump with controller. Instruction books have been provided for each room.

Control panel should be set at **20-22 degrees** during winter and **19-20 degrees** in summer. Please note that the system will not work below 18 degrees. Please contact CEO in the first instance for correct settings or any variation required. The heat pumps come on automatically each morning and turn off at the end of the day.

The system is checked, and the filters cleaned every three months by Thompsons Refrigeration.

CARPARKS – CLIENTS AND TENANTS

The House has 26 car parks for the following groups;

- 1 mobility park for visiting clients
- 1 car park for visiting clients
- 21 car parks leased to tenants of the building
- 3 car parks for Community Trust staff

Car parks are leased to tenants of the building only. *Notices are available in the resource area for display on unauthorized vehicles parked in the car park.*

Visitor car parks – Two car parks are available for visitors only. Not for tenant's use. For large meetings, *we advise that car parking is available at Sophia Street Carpark on a payment basis (ie \$6.00 per day)*

CLEANING, RUBBISH AND RECYCLING

Cleaning of office space is the responsibility of the tenant. All tenants and users of the building are expected to keep their own offices tidy, as well as the communal areas and meeting rooms. Paramount Services are contracted to clean all common and communal areas including toilets.

It is the responsibility of tenants to ensure the building is kept clean and tidy. Clearly marked containers are in the café area with red for rubbish, yellow for plastics (excluding lids), green for food and tea bags, blue for glass (excluding lids) and a separate bin for paper towels. All lids and bottle tops now to go into the red bins. The Otto Bins are managed by Community Trust staff but all tenants are expected to empty their own rubbish/recycling bins into the correct Otto bins.

Two vacuum cleaners are available for tenants – contact Operations Co-ordinator for location and availability. **PLEASE** check the dust bags once you have finished using the machine and, if full, empty into red bin. Filters are also to be cleaned regularly.

COMMUNAL AND KITCHEN AREA

The Communal area is for socializing or networking with clients, other NFPs and tenants and Trust staff. It is not intended to be used as a meeting place and appropriate meeting rooms should be booked. Reminder that any confidential sharing of information is inappropriate in this area and if the need arises, tenants should move to own room or interview room for such discussions.

Please remove all cups, dishes and rubbish after using this area. Wipe up any spills on furniture and couches.

The kitchen facilities are provided for the use of tenants and their visitors to the House. All tenants contribute to the cost of tea/coffee/milk items which is included in the monthly rental.

IT IS EXPECTED THAT TENANTS KEEP THE KITCHEN AREAS IN A CLEAN AND TIDY STATE AND WASH THEIR OWN DISHES AFTER USE.

Dishes from meeting rooms and the upstairs kitchen can be washed in the downstairs dishwasher and returned to those areas when cleaned.

ALL FOOD SCRAPS ON DISHES AND TEABAGS MUST BE REMOVED BEFORE BEING PUT IN THE DISHWASHER.

Check that filter is clean and remove any tea bags or teaspoons from the filter.

Use **powerballs in dishwasher (put in cutlery basket)**. Please advise front desk when supplies are low.

- **Ensure all appliances are turned off after use.**
- **Please clean any appliances used, ie toaster, sandwich press, microwave**
- **At the end of each week, please remove old food/lunches/beverages**
- **Leftover catering can be shared, but needs to be covered during the day or stored in the fridge overnight. Any old leftovers are to be put in the green bin.**
- **Contact reception when supplies are low, not when they are all gone!!!!**

CONFIDENTIAL DOCUMENT DISPOSAL

The shredder has now been removed and all confidential paper/documents can now be disposed of in the security bin next to the photo copier. This bin is available for everyone to use.

If you own your own shredder, please empty your shredded paper directly into **GREEN OTTO BIN** on the garage when container is full.

IN/OUT BOARD

An In/Out board is situated in Reception and all tenants are required to use this board to enable Reception to know who is available. Please use it to advise your whereabouts, return to work or carpark availability.

Accurate recording at the end of the day gives the last person in the office responsible for setting the alarm reassurance that there is no one left in the office.

Please be considerate and use the board daily.

INSURANCE – PROPERTY AND LIABILITY

Insurance cover for Community House and its own assets are the responsibility of the Trust. Tenants are responsible for insuring their property and equipment in their room including public liability, as set out in the Tenancy Agreement.

A copy of the current insurance policy is to be provided to the CEO on request.

INTERVIEW ROOMS

There are two interview rooms available for use by tenants and outside organisations. Tenants have free use of the rooms and outside groups pay the current charges as stipulated under the Community House section on the Community Trust website. The rooms **must** be booked and recorded through the online booking system, Skedda. Any cancellation must be actioned in Skedda immediately so that the room is available for other tenants and outside groups. Failure to cancel a room in time could result in a charge being made.

Each interview room contains a panic alarm which should be activated in an emergency situation where possible.

Please ensure, you are close to the alarm if your safety is in **doubt**.

Every effort will be made to assist the person who has hit the panic button, without endangering anyone.

See **“Panic Button”** under **Security** for further information.

MEETING ROOM 10

Meeting Room 10 **must** be booked and recorded through the online booking system, Skedda. Any cancellation must be actioned in Skedda immediately so that the room is available for other tenants and outside groups. Failure to cancel a room in time could result in a charge being made.

Users of the rooms must leave them in a clean and tidy condition.

Lights and heaters should be turned off at the end of each meeting. In Room 10, ensure doors to outside courtyard are shut and locked, especially at after hours meetings. If not properly locked, the security system is rendered inoperable. If Security is called, you are liable for the charge out fee.

If food and beverage is supplied at the meeting, provision of these supplies is the responsibility of the meeting organiser. Supplies to include milk, tea, coffee and sugar. This includes tenants who book a room as the kitchen supplies are for tenants and their visitors only, not for meetings.

When your meeting has ended:

- **Please ensure the room is left clean and tidy.**
- **Taking dishes to the kitchen and placing in dishwasher**
- **Vacuumping floor if necessary. The vacuum cleaner is kept in the garage.**
- **Putting chairs and tables back to original format**
- **Clean the mobile whiteboard**
- **Turn off heatpump**
- **Glass into the blue bin**
- **Plastic into the yellow bin excluding lids**
- **Other rubbish including lids, into the red bin**
- **Foodscraps to be put into green bin**
- **Paper towels and cardboard food containers in green bin**

This will ensure the room is ready for the next user.

MONTHLY ACCOUNTS

The Community Trust invoices tenants monthly for the services they have used during the previous month. These services may include;

- Telephone line rental and calls
- Internet
- Security Breach callouts
- Replacement keys
- Photocopying

Monthly rental payments are to be made by Direct Credit only.

NOTICE BOARDS/BROCHURE DISPLAY

Each office is provided with one notice board for their own use. There are notice/brochure areas throughout the House and a lockable Notice Board outside. These areas should be used with consideration for the needs of other users, and notices should not be placed there, as a means of permanent display. Any out-of-date notices are to be removed once event has finished.

Where possible, avoid using sellotape on windows as it marks the window etching – please use blue tac instead.

Any banners or flags should be kept angled to allow easy access in hallway and not create a hazard by being placed too far out into the hallway.

Outside banners should follow TDC guidelines and not create a hazard for pedestrians in the street. Banners to be brought in daily or during high winds.

Brochures can be displayed on the Mediboard panel in west corridor. Most brochure can only be used if prior arrangement made with Mediboard – Contact 03 348-3776 but there is room also for local brochures. See Office Co-ordinator for detail

GENERAL OFFICE

Lighting

All issues with replacement or faults of lights should be referred immediately to Chief Executive Officer or Operations Co-ordinator.

Mail/Pigeon Holes

Mail is delivered to P O Box 983, Timaru. Tenants are able to use this Box Number free of charge and their mail is collected daily and delivered to their pigeonholes. Also any messages or notices are placed here.

Courier parcels will also be delivered to the pigeonholes unless they are too big. These parcels will either be delivered to your office or left at reception for pickup.

PHOTOCOPIER, SCANNING AND PIN NUMBERS

A Ricoh Copier is provided by the Trust for use of tenants and other groups. Price per copy can be found on our website under Community House Services and subject to change.

Your office computer can be assigned to the Ricoh for direct printing.

An email address can be set up to receive scanned items from the photocopier at no charge.

Each user is allocated a PIN Number to use with the photocopier. It is the responsibility of the user to ensure this PIN Number is not lost as they are liable for all copying done using that number.

Please ensure you are logged out after use by pressing the RESET button to clear your PIN.

Please advise Operations Coordinator if there are any issues.

RECEPTION SERVICES

The Trust also provides reception services 25 hours a week from 9.00am to 2.30pm. Outside these hours Citizens Advice Bureau, will answer the bell and ensure that visitors are welcomed and dealt with appropriately.

Clients and visitors will be asked to sign in the visitors log or Community House. They will be asked if they have an appointment with a tenant and if so, directed to the appropriate office. Where requested by the tenant, clients will be asked to remain in the reception area and tenant is then expected to manage client to own office.

See VISITORS LOG for more details.

SMOKE FREE BUILDING

The Community House is a smoke free /vape free building. Smoking/vaping is permitted in the carpark area only or in the Council free space in Strathallan Street.

STATIONERY AND PAPER SUPPLIES

Community House provides paper for the photocopier and other consumables to ensure these items of equipment can be used. The use of all items is charged to the users account. Paper either by ream or box can be purchased from the Community Trust.

STORAGE SPACE

Storage space is provided in the garage area at the rear of the building. Storage space is an extra cost but added to the monthly rental payment. The storage spaces are to be kept tidy at all times, and this is the responsibility of the tenants storing items there. Shelving and cupboards are available for use in the garage – contact Community Trust staff for availability.

TELEPHONE, INTERNET AND WIFI CONNECTION AND CHARGES

The Trust provides each tenant that requires a landline with a digital telephone that has inbuilt answering service. Each extension has a Direct Dial In number and calls can be transferred throughout the building to another tenant's extension.

Tenants are charged for all outward calls as set out on the Spark account received monthly by the Trust.

High speed fibre Broadband is provided and charged to each tenant on a monthly basis and included in the telephone account. If no phone connection is required, a separate charge is made for internet usage only.

A charge for services to tenants will apply for service to their number, otherwise initial start up is covered by the Trust.

Wifi is available for use by tenants and visitors, especially when internet access is required for meetings. Code for access is available on request. Please use this service wisely.

TENANT COMMITTEE MEETINGS

Tenants Committee meetings are held quarterly, or as needed, where committee members are able to raise any issues or concerns regarding facilities and services at Community House. The Committee members are elected by the tenants.

The Tenants Committee minutes are shared with the Community Trust Property Committee and any issues raised can then be managed in consultation with the CEO.

VISITOR LOG

A Visitor Log is held at the reception desk to be completed by all visitors. This register is to be taken by Community House Staff and checked during any evacuation of the building to ensure all visitors are accounted for.

See Covid19 instructions under Health & Safety and Security

WEBSITE – COMMUNITY HOUSE

Community House does not have a dedicated website but it is included as a separate dropdown page on the Community Trust website at www.comtrust.org.nz.

- Information on Tenants and their contact details can be found on this site.
- Room bookings through Skedda can be made and photos of the meeting rooms are available.
- A link to the Community House Facebook page along with updates and recent news.

PART TWO

HEALTH & SAFETY INCLUDING SECURITY MEASURES

PART TWO - SAFETY & SECURITY MEASURES

Accident Register

After Hours Access

Automatic Doors

Carpark hours

Covid Management

CCTV

Emergency Management Plan

Fire Extinguishers

First Aid Supplies

Hazard Register

Health and Safety Policy

Keys/Code Numbers

Magnetic front door lock manual override

Panic Buttons

Security Breaches or concerns

Setting the alarms

Smoke Stop Doors

Office Security

ACCIDENT REGISTER

An accident register is held at Reception and **must** be completed each time there is an accident. The necessary authorities are to be notified in the case of a serious accident.

The CEO of Community House should be notified immediately of any accident so it can be reported to the Community Trust and entered into the accident register. The CEO is responsible for investigating and managing any issues raised as a result of the investigation.

AFTER HOURS ACCESS

Security and Access

All users of Community House, including after hours, will ensure that the Alarm System for the building is set appropriately. New users will be instructed in how to use the alarm system. Please refer to **SETTING THE ALARMS SECTION**

Users are to ensure that the building and carpark are locked at time of departure.

- First Security monitor the grounds.
- Code 9 monitor the alarms.
- Allied Alarms maintain the security system.

A security light is set to come on at the rear of the carpark during hours of darkness. The switch for this light is in the rear store on the south wall.

In the event of the alarm being triggered accidentally, users should ...

- a) Re-enter their code and push the “disarm” button
- b) Notify Code 9 of the action taken – **phone 0800 263 394**
- c) The Password for Code 9 is **“TOM”**
- d) Wait for FIRST Security to arrive
- e) Inform Trust management as soon as possible of the action.

The user will be charged for any callout fees due to misuse of the alarm system.

If a user is unsure what to do in the event of setting off the alarm, or any other security problem, they should contact the Community House CEO.

AUTOMATIC DOORS

The main entrance to the reception area is through automatic sliding doors. A control panel allows for the doors to be left fully open, locked or on automatic. It is important that the power supply to the doors (in ceiling of foyer by the automatic doors) **is left on** as this maintains the back up battery charge in case of failure.

The control panel is set for automatic and should only be changed in consultation with Community Trust staff. The door opens and remains open when the fire alarm is triggered.

CAR PARK HOURS

The carpark is open by First Security from:

- Monday to Thursday – 7.00am to 9.30pm
- Friday 7.00am to 6.30pm

The car park is closed in the weekend, but available for events or car parking for meetings held at the weekend.

Each tenant's key will also open the car park if they wish to use it outside normal hours, or if they find themselves locked in.

COVID19 MANAGEMENT AND MANDATES

The New Zealand Government posts all information for the public on <https://covid19.govt.nz/>. Please check for yourself the current alert level system and remember there is a press session daily from the Government and the Ministry of Health which updates on the status and the current traffic light system for COVID-19 in New Zealand.

Community House is following Government guidelines but should the traffic light system change or there is a national or local lockdown, Community House will follow those guidelines and where necessary, will close down until otherwise directed. All tenants would be expected to work from home unless deemed an essential service.

. The Community Trust will continue to adhere to Ministry of Health guidelines.

The Community Trust issued a vaccine mandate on 14 February 2022 as follows:

1. All contacts of the Community Trust are **required to be fully vaccinated.**
2. Visitors and clients are **not required** to be fully vaccinated to enter Community House to access the services of the Community Trust or Community House tenants
3. All face-to-face interactions with employees, tenants and casual users require the following protocols to be observed for everyone's protection
 - a) Masks to be worn in common areas
 - b) Sanitisers and hand washing facilities to be made available
 - c) Be aware that some services may not be available

4. The CTMSC Human Resource Committee will review this policy and amend, if necessary, when there is a change or any release of orders or directives by the Ministry of Health.

A copy of the full mandate is on the Community Trust website: <https://comtrust.org.nz/wp-content/uploads/2017/07/Covid-19-Vaccination-Mandate-final-December-2021.pdf>

CCTV

CCTV has now been installed in Community House with cameras located in reception, entrance lobby, west and east corridors, courtyard/carpark and upstairs lobby.

The images are recorded and also monitored by Community Trust staff and CEO has afterhours access. Should an incident occur, images can be recovered for evidential purposes.

EMERGENCY MANAGEMENT PLAN – (EMP)

Each tenant is issued a copy of the EMP. A copy of the EMP is held at Reception and in the CEO's Office. **A copy is also included as Appendix 12.**

IT IS THE RESPONSIBILITY OF EACH TENANT TO ENSURE THEY ARE FAMILIAR WITH THE PLAN AND THAT THEIR STAFF ARE ALSO FAMILIAR WITH THE PLAN.

Fire and Evacuation Drills are held every six months under the control of Southgate Electrical who also monitor the fire alarms.

FIRE EXTINGUISHERS

We have seven fire extinguishers placed throughout the building. Two upstairs, four downstairs and one in the garage. For further information and locations on fire extinguishers see the Emergency Management Plan.

FIRST AID SUPPLIES

Supplies are held in the ground floor kitchen area. Regular checks are made to ensure supplies are up to date. Tenants should notify reception immediately when supplies are low.

Please note that Panadol is not supplied.

HAZARD REGISTER

The hazard register is held in the Community Trust office. The Community Trust is responsible for identifying, isolating and minimizing recording hazards.

All hazards identified by any tenant are to be notified immediately to the CEO on the Hazard identification form.

HEALTH AND SAFETY POLICY

Health and Safety is everyone's responsibility under the Health and Safety at Work Act 2015. The Health & Safety Policy as required under the Act is reviewed annually by the Trustees. The Community Trust H&S policy is signed off by the Chair and the CEO and displayed in the café area. Quarterly reports are presented to the Trustees and a copy is displayed on the noticeboard and emailed to each tenant group.

Addendum 3 to the Licence to Occupy, details the Health and Safety requirements for each tenant.

Each tenant is responsible for their own Health and Safety Plan with the Community Trust having an overarching policy for Community House.

This includes:

- Six monthly fire drills
- Monthly checks on fire safety equipment,
- Identifying, isolating and minimizing recording hazards
- Recording all accidents within Community House
- Providing regular training and updates on H&S issues
- Secure premises monitored by Code9 and First Security
- Installing and monitoring security cameras

KEYS/CODE NUMBERS

All tenants are issued with keys and security fobs free of charge and these are recorded in the key register. All keys are signed out and must be returned and signed in when a tenant vacates their office. These are security keys and fobs and, as such, cannot be copied – the Community Trust will obtain new keys/fobs if keys/fobs are lost and the tenant will be charged for the replacement or any additional keys.

When a person who holds a key/fob ceases employment within the building they must return the key/fob to reception, where the key register is kept and signed confirming the return of the key/fob.

Each Tenant has a key that opens:

- Their office
- Front and rear doors
- Carpark.

In most cases a security fob will also be issued which is registered with the number held by Allied Alarms. Pin numbers are supplied by each holder who are responsible for their security.

Community Trust staff, Senior Citizens and Alzheimers hold master keys that open all areas of the building and can assist you if temporarily locked out. Please advise Community Trust management if this occurs.

MAGNETIC FRONT DOOR LOCK – MANUAL OVERRIDE

The front door of the building, as well as the outside door to Room 10, are fitted with an automatic locking magnet. These are released on a time switch daily during the working week and come on again at 4.00pm.

At other times, the magnet ON THE FRONT DOOR ONLY can be turned off by entering the code number 2580 and reset using the code number 0852. The manual override should be turned “off” prior to the alarms being set.

Please only turn off the override if expecting a large number of people through for a meeting after hours, but we recommend using the door to Room 10 instead of the front door. When the meeting is finished, the override must be reset for the alarm system to work correctly.

PANIC BUTTONS

Room 15 and 20 interview rooms are fitted with a panic button. Please ensure your seating arrangement allows you easy access to the button. This is activated by pushing the red button on the device.

When the alarm is pushed, it goes straight to Code 9 and they:

1. Ring keyholder, ie CEO on cell phone
2. Ring premises if alarm not at reception
3. Ring police
4. Advise keyholder of actions to date

If you press the button accidentally, please let Community Trust staff know immediately so that we can advise Code 9 that it is a false alarm.

When in doubt, **DIAL 111**, to seek assistance immediately.

SECURITY BREACHES OR CONCERNS

If you have any concerns at all about your safety, or the safety of others in the building, or suspect a security breach, Dial 111 and let the Police handle the situation.

SETTING THE ALARMS

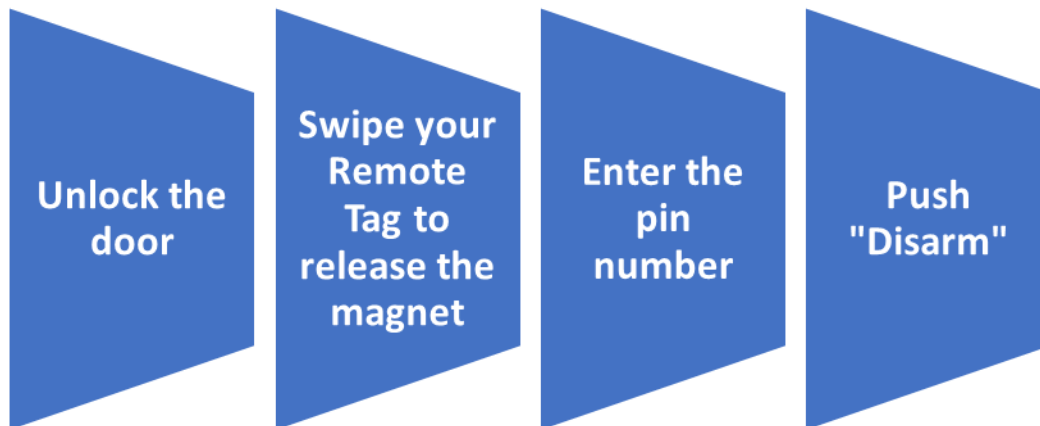
Building Security System

- 1) Our magnet lock will automatically come on at 4pm Monday – Friday. To access the building between 4pm and 5pm you will need to swipe the Remote tag or press the door bell.
- 2) When you enter the building after after hours (Monday to Friday, anywhere from 5.00pm onwards) and in the weekend, you will need to deactivate the security system – Refer to the “Entering the Building“ section on the flowchart overpage.
- 3) When you leave the building, refer to the “Leaving the Building” section on the flowchart overpage. When finished securing the building, leave the key in the letterbox to the right of the main door (if you are a visitor group)

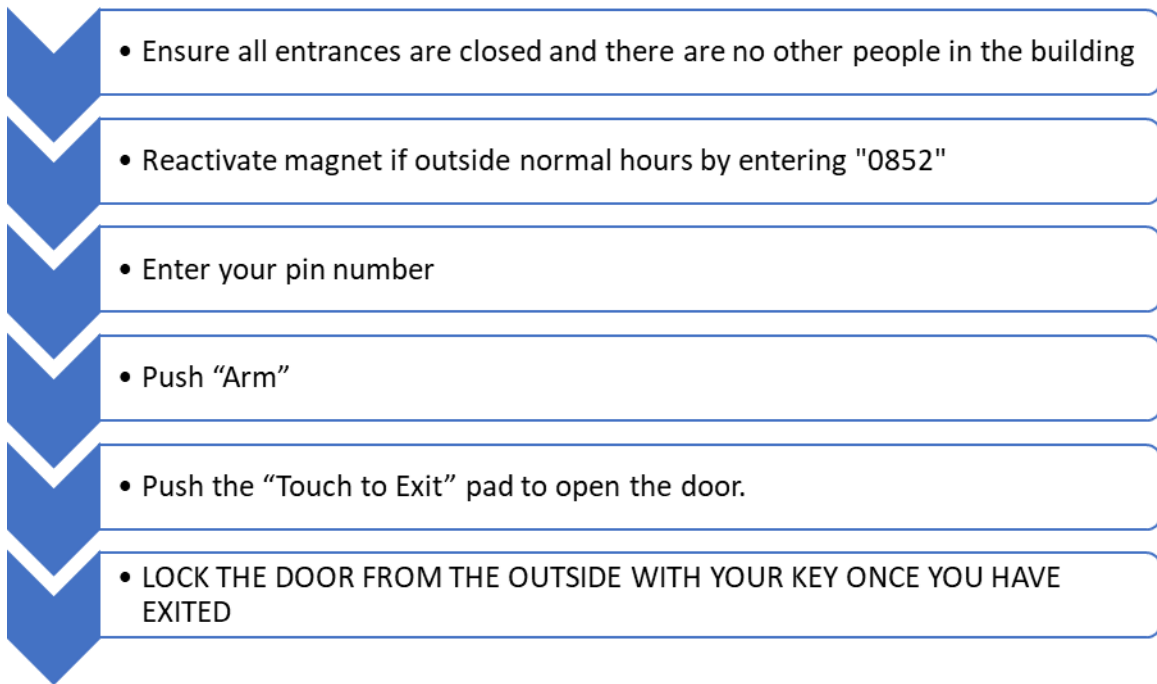
Car Park

The key you have will open the car park – it is up to you to ensure it is locked again at the end of your meeting.

Entering the Building



Leaving the Building



Over-riding the magnetic door

Outside normal office hours, the door is automatically locked with a magnetic lock. To deactivate this magnet so others may easily enter for your meeting/appointment:

- Enter "2580"

When leaving the building reactivate the door magnet.

- Enter "0852"

The magnet must be reactivated before the alarm is set.

If the alarm does not set:

1. Check building is secure at the conference room (Room 10) exit point.
2. Check that the manual override is turned off by entering the code 0852
3. Re-enter user code and repeat setting the alarm steps.

SMOKE STOP DOORS

The automatic smoke-stop doors at the top of the stairwell will close as soon as the smoke/fire alarm is activated.

OFFICE SECURITY

Tenants should be mindful that some people will take any opportunity they can. Tenants should be mindful to minimize this risk by:

- a) Keeping their offices locked when unattended.
- b) Not leave money or valuables lying around.
- c) Asking visitors in the building if they need assistance.
- d) Looking out for each other to ensure personal safety
- e) **ENSURING THE EXIT DOOR IN ROOM 10 IS KEPT LOCKED AT ALL TIMES UNLESS A MEETING IS IN PROGRESS.**

If you are unsure about a visitor in the building, and don't want to confront or speak to them, seek help from Community House management immediately.

If you consider there is a risk to person or property, dial 111 immediately.

PART THREE

HISTORICAL PHOTOS & RECORDS

COMMUNITY HOUSE TENANTS DIRECTORY
--

Ground Floor**Rooms 1****Citizens Advice Bureau**

Anne-Marie Chapman

0800 376 222

Ph: 687 7362

Ext 732/742

Room 2**Room 3****S C Multiple Sclerosis**

Fiona Pierce

Ph: 687 7375

Ext 715

Room 4**Community Accounts Service**

Robyn Valentine

Ph: 687 7364

Ext 707

Room 5**Aoraki Foundation**

Richard Spackman

Nicola Buckingham

Ph: 687 379

Ext 703

Room 6**Volunteering Mid & South Canterbury**

Haidee Woods

Ph: 687 7367

Ext 704

Room 7**Alzheimers South Canterbury**

Rosie Chambers

Airini Knight

Nadine Rawlins

Chantelle Litten

Ph: 687 7583

Ext 723/733/734

Room 8**Life Education Trust**

Ph: 687 7369

Ext 709

Room 9 (Shared Office)**Accredited Visiting Service**

Ph: 687 7587

Ext 727

Room 9 (shared Office)**Elder Abuse Response Service**

Sarah Hendry

Ph: 687 7372

Ext 712

Room 11**Laura Ferguson Trust**

David Tie

Pip Byrne

Ph: 687 7586

Ext 714

Room 12**Waimate Centre Care Counselling**

Sam Roebeck

Bettina Mielenz

No phone

Room 14**Timaru Senior Citizens**

Chris Thomas

Jane Cullimore

Ph: 687 7581

Ext 721

Ph: 6877588

Ext 728

Room 16**Workbridge Timaru**

Vanessa McCasgill

Amy Linwood

No phone

Room 17**Workplace Support**

Vicki Snow

Ph: 687 7366

Ext 706

Room 18**Stroke Foundation****Room currently unoccupied**

Ph: 687 7582

Ext 722

Room 19**Stopping Violence Services IFS****Room currently unoccupied**

No phone

Reception**Community Trust of Mid & South Canterbury Inc****Operations Co-ordinator**

Kathryn Barber

Ph: 687 7360

Ext 700

Room 21**Community Trust of Mid & South Canterbury Inc****Community Relations Manager**

Lorel Hallinan

Ph: 687 7589

Ext 729

Room 22

Community Trust of Mid & South Canterbury Inc
Chief Executive Officer

Liz Shea

Ph: 687 7361

Ext 701

Upstairs

Room 23 – Upstairs

Fale Pasifika O Aoraki

Badi P Taafaki

Rooms 24 - Upstairs

Enabling Youth SVS

Mark Soal

Donna Roger

Ph: 687 7370

Ext 710

Room 25 – Upstairs

SVS, IFS

Tania Andrew

No phone

Room 26 – Upstairs

Stopping Violence Services

Helen Macdonald

Ph: 687 7376

Ext 716

Room 27 - Upstairs

Fale Pasifika O Aoraki

Kuana Levi


Ph: 687 7585

Ext 725

CAR PARK PLAN AND LIST OF USERS

Office No	Organisation	Phone No	Car Park No
1	Citizens Advice Bureau	687 7362	18
2	Restorative Justice	687 7378	24
3	S C Multiple Sclerosis	687 7375	17
4	Community Accounts Service	687 7737	16
5	Aoraki Foundation	687 7366	8
6	Volunteering Mid and South Canterbury	687 7367	7
7	Alzheimers S C	687 7583	25
8	Life Education Trust	687 7369	2
9	Elder Abuse Response Service	687 7372	15
9	Accredited Visiting Service	687 7587	15
11		687 7581	9
12	Waimate Centre Care Counselling		13
13	Laura Ferguson Trust		3
14	Timaru Senior Citizens	687 7581 687 7588	10
16	Workbridge Timaru		12
17	Workplace Support	687 7379	6
18	Stroke Foundation	687 7582	23
19	Stopping Violence Services		11
Reception	Community Trust of Mid & South Canterbury Inc	687 7360	20
21	Community Trust of Mid & South Canterbury Inc	687 7589	19
22	Community Trust of Mid & South Canterbury Inc	687 7361	21
23	Fale Pasifika O Aoraki		4
24	Enabling Youth - SVS	687 7370	
25	Stopping Violence Services	687 7377	14
26	Stopping violence Services	687 7376	5
27	Fale Pasifika O Aoraki	687 7585	26

Strathallan Street

Client Parking	
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- 2 Life Education Trust
- 3 Laura Ferguson
- 4 Fale Pasifika
- 5
- 6 Workplace Support
- 7 Volunteering Mid & South Canterbury
- 8 Aoraki Foundation
- 9
- 10 Timaru Senior Citizens
- 11 Stopping Violence Services
- 12 Workbridge
- 13 Waimate Centrecare Counselling
- 14 Stopping Violence Services
- 15 Elder Abuse
- 16 Community Accounts Service
- 17 SC Multiple Sclerosis
- 18 Citizens Advice Bureau
- 19 CTMSC
- 20 CTMSC
- 21 CTMSC
- 22
- 23 Stroke
- 24
- 25 Alzheimers
- 26 Fale Pasifika