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Haere mai ki

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Welcome to Whanganui's Confluence Coworking Employers Information Pack

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*Version control: This February 2020 edition replaces all prior printed or supplied PDF editions. This employers pack must be read in conjunction with our published online policies at [www.confluence.kiwi/policies](http://www.confluence.kiwi/policies)*

## Introduction to Confluence.

Confluence Whanganui Limited is a registered limited liability company owned and operated by Double Farley Creative Partners Limited, both of these companies are based in Whanganui and owned by:

Kevin Double  
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### 1. Services overview

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- b. The main business service provided by Confluence Whanganui Limited is the provision of an indoor space containing, amongst other things, desks, chairs, and associated business equipment and services, for use by individuals for a fixed period of time in return for a payment to Confluence. Those purchasing these services are referred to as coworkers.
- c. Coworking desks purchased at Confluence as a fixed term business service. They are not considered to be a rental or shared office, or similar, and therefore are outside of any New Zealand legislation relating to such.
- d. Companies or businesses using Confluence must recognise they are coworking and therefore this is not a dedicated or exclusive office for them, regardless of which desk service they purchase. This generally means communications should include Confluence as their identifying location, rather than 'x office' in Whanganui, where 'x' is the company.
- e. Coworking desks are located within Confluence, with some being reserved for those who choose to purchase longer time periods, which may also be in smaller office spaces. Shorter time period desk purchases are mainly in an open plan area. All spaces are shared with other coworkers on nearby desks or chairs.
- f. The provision of our coworking service to individuals or companies is at all times guided by our published policies

# SERVICES

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## 2. WiFi/Internet

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- a. Several wifi signals are provided throughout the spaces occupied by Confluence.
- b. Each wifi signal is linked to a common fibre internet connection. Some wifi signals are open requiring no password, these are intended for visitors or those briefly using Confluence services, and have some service restrictions.
- c. Other wifi signals are access controlled via a fixed password, details of which are provided in a welcome pack and as and when any changes happen.
- d. Internet speeds are the fastest available for commercial premises within the Whanganui CBD and are generally close to gigabit (1000Mb) down, and around 600Mb upload. Speeds or data amounts downloaded or uploaded are not limited or restricted to coworkers, however they are dependant upon the connection and equipment used by the coworker and subject to availability as defined between the owners of Confluence and their Internet Service Provider (ISP).
- e. All internet use is subject to Confluence policies and may be monitored by the owners or their agents to ensure compliance. Use or monitoring of any telecommunication services using Confluence provided services is subject to the NZ Telecommunications Information Privacy Code 2003. The owners are reasonably allowed to assume their NZ based ISPs will comply with this code at all times.
- f. The provision of wifi and associated internet is not subject to any Service Level Agreement (SLA) for coworkers or visitors, and therefore may at times be unavailable within the space. However maintaining it is considered a high priority by the owners of Confluence and their service providers, so despite being provided on a best-endeavours basis, it is carefully monitored and promptly reported in the event of any disruption.

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### 3. Power

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- a. Each coworking desk is provided with access to a mains powered, filtered, extension board for 4 or more 240v NZ mains compliant devices. Some also include filtered USB 5v power sockets for compatible devices.
- b. Mains power up to maximum NZ domestic plug amperage is included in the desk purchase price for the time purchased unless circumstances such as local or national power failures occur.
- c. Items discovered 'on' when the owner is not here, may be switched off at the mains socket by the owners of Confluence unless a prior agreement is in place.
- d. Power provision is limited for use with typical office business equipment of reasonable efficiency, and subject to our published policies, including fair use.
- e. Powered devices used within Confluence are the responsibility of the owners or those with legal responsibility for use of the device. It is therefore expected that any item plugged into a power socket, or used, in the space meets or exceeds NZ standard AS/NZS 3018.
- f. Provision of electrical power to coworkers is not subject to any Service Level Agreement or other guarantee. Although every care is taken to maintain power to the space and any disruption is reported as circumstances dictate.
- g. Backup power for emergency lighting of exits is provided and maintained.

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### 4. Printing

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- a. A networked colour laser printer with scanner and emailing facility, up to A3, is available for use to coworkers at no extra cost providing that use is within our fair usage policy.
- b. The printer is supplied and maintained by Ricoh Wanganui under an agreement with Confluence owners, Double Farley.
- c. The scan to email facility is provided using an external service provider without SLA to Confluence or its coworkers, so is used at your own risk.

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## 5. Telephone services

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- a. Coworkers use their own mobile devices for phone services. A fixed landline service can be setup for Whakapapa users at additional cost.

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## 5. Mail services

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- a. Confluence building is not serviced by NZ Post letter mail. Only occasional courier deliveries are available. Parcels or deliveries should be addressed 'care of x at Confluence'. Local PO boxes are available for letter or bulk mail.

# EMERGENCIES

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## 4. Earthquake or fire

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- a. The building occupied by Confluence has, at some point, been assessed as being over 60% NBS compliant. Earthquake safety procedures are displayed throughout the space and coworkers are given specific advice in their welcome packs.
- b. Visitors to the space for events or similar are also given verbal reminders of the procedure by the owners or properly inducted event hosts.
- c. Visitors to individual coworkers are at all times the responsibility of the coworker they are visiting and should be provided with relevant health and safety advice by the coworker, or if requested, by Confluence owners or delegated person(s). For more information see Visitors section.
- a. The building has an integrated fire alarm system with smoke detectors in all spaces and alarm sirens in two main areas. In addition to the sirens there are fire extinguishers and fire hoses, alarm activation points, plus emergency exit lighting. This entire system is maintained by the body corporate.

# HEALTH & SAFETY

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**A domestic First Aid Kit is available.**

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## 6. Our responsibilities

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- b. Whanganui Fire Service or those acting for the body corporate may, from time to time, carry out fire drills by activating the alarm system, sometimes without notice. All coworkers and visitors within the space **must comply with these drills** by assuming they are a real fire and evacuate the building immediately upon hearing the alarm and/or when instructed to do so by an authority or owner.
  - a. Confluence owners and hosts work hard to ensure that a safe environment is provided and maintained to work in. They do this by ensuring that all equipment is safe to use, and that any hazards reported or discovered, are eliminated, isolated, or minimised.
  - b. They also take the physical and emotional health of coworkers seriously, and encourage people here to talk about anything that happens which they consider stressful or upsetting.
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## 7. Coworkers responsibilities

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- a. Coworkers are responsible for their own behaviour including looking after their own health & safety.
- b. This means:
  - Respecting everyone else at Confluence - harassment or bullying of any kind is not acceptable in this space.
  - Reporting anything in the environment they feel constitutes a hazard.
  - Recording any incidents or accidents that occur to your host(s).
  - Setting up their work area to minimise their exposure to physical strain.
  - Taking care of their mental and emotional health.

- Not accessing illegal or objectionable material via any digital services when using the space, as defined here: <https://www.dia.govt.nz/Censorship-and-the-Internet>
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## 8. Smoking

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- a. This is a non-smoking building. Smokers must exit the building and stand well away from the Watt Street entrance (legally smokers must be at least 6 metres away from any doorway).
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## 9. Alcohol

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- a. Confluence is Alcohol free. We ask that alcohol is not consumed on the premises.
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## 10. Non-prescription drugs

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- a. This is a drug free environment. Please do not bring any non-prescription drugs onto the premises.
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## 11. After-hours safety

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- a. Coworkers are encouraged to remain aware of their safety if they are working alone in the evenings, or at the weekends, or other times as a sole coworker. This includes locking external doors and using sufficient lighting for stairwells and exits.
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## 12. Personal items

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- a. Personal items are **not** covered by Confluence or Confluence's owners insurance.
- b. Confluence space is covered by the owners public liability insurance. More details are available upon request.

# USING THE SPACES

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## 13. The Kitchen

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- a. A fully equipped kitchen space is provided for coworkers including supplies of tea, coffee, filtered chilled water, crockery, and dishwashing facilities.

## 14. The learning space/meeting room

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- a. Whakapapa River desk users are welcome to book this space following the procedure listed by the doorway. Or if it isn't booked, all coworkers are welcome to use it as an occasional alternative working, private calling, or relaxing space. All usage is subject to our fair use policy.

## 15. Visitors to Confluence

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- a. Clients or visitors are welcome to visit coworkers at their desks, or in any of the meeting areas (booking if required). Spare chairs are available on request.
- b. Occasional short visits by children or family members are permitted, or in exceptional circumstances such as childcare emergencies, they can be quietly accommodated in the kitchen or at an unused desk for a longer period.
- c. All visitors remain the responsibility of the coworker they are visiting and they will be responsible for their care and space safety at all times.

## 16. Toilets, showers, and bicycles

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- a. Two separate fully equipped toilet and shower facilities are available for coworkers to use. Disabled access toilets are also available on another floor.



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## 17 . ❄️ Working environments at Confluence

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- a. A comfortable temperature is attainable in our coworking spaces all year around through the sensible use of air conditioning, opening windows, and additional heating or cooling devices supplied by the owners as required.
- b. All environmental management is inclusive in the price paid for desks.

# THE OWNERS

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## 18. Confluence ownership and hosts

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- a. Melita Farley & Kevin Double, joint directors of Double Farley Creative Partners, are the owners of Confluence. They operate it as a trading name for their Double Farley business, and your invoices and payments will be handled by this business.
- b. Confluence is delighted to support the potential of New Zealand communities (particularly Whanganui!), organisations, and individuals to create and sustain change. We do this by working in new ways; using our skills in the areas of education, film, and technology.

**Call Confluence** : 06 2813474  
**Email** : [hello@confluence.kiwi](mailto:hello@confluence.kiwi)

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## 19. The spaces where Confluence operates

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- a. Confluence is operated from its registered business address of: 15 Watt Street, Whanganui 4500. The building is also known locally as 116 Victoria Avenue, or the WestPac building, both of which refer to a tenant located on the ground floor Victoria Avenue side of the building.
- b. Google map showing where Confluence is located in the CBD:



- c. Confluence owners are not responsible for maintenance or other ownership requirements of the building or common areas
- d. The entire building is maintained by a body corporate and is subject to the Whanganui Council commercial premises legislation. Confluence owners maintain a business lease agreement with the building owners for the part of the building they occupy.

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## 20. Payment options

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- a. All desk options can be purchased on-line using a credit card, PayPal account, or invoice options for Whakapapa River desks. Our on-line store is: [www.confluence.kiwi/pricing](http://www.confluence.kiwi/pricing)
- b. All prices shown include NZ GST with suitable tax receipting being issued.
- c. Confluence is a trading name of Double Farley who are:  
New Zealand Business Number (NZBN): 9429041828526.  
Registered Office: PO Box 922, Whanganui, 4541, New Zealand  
GST: 117-168-336  
Account: 38-9017-0045732-00

- d. Business to business invoicing, including direct via Xero is available. Either order on-line using the payment option for Whakapapa River desks, or email [kevin@doublefarley.com](mailto:kevin@doublefarley.com) for more information.
- e. Full terms and conditions for desk purchases are provided in our policies which are online at: [www.confluence.kiwi/policies](http://www.confluence.kiwi/policies)