

COMMUNICATION CHARTER



Consider the best method

Many queries can be resolved by email or phone. Sometimes a face to face meeting is best.



Our office hours

8.15am to 4.30pm.(4pm on Fridays)
Staff are not available at the weekend and in the evening.



We will respond within 2 working days

Occasionally this may not be possible, If the matter is urgent it will be prioritised.



Make an appointment

To see a member of staff make an appointment in advance.