

Office and administration

Category:	Administration	Version:	1
Date of Issue:	01-11-08	Contact:	Administration Officer

Purpose

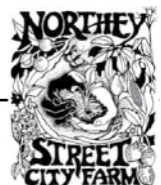
To provide information on office and administration services and procedures.

Policy

1. The office is open and staffed from Tuesday to Friday from 9.00 am until 4.00 pm. Access during and outside these hours is permitted for workers and key volunteers, and by negotiation, for students and other members who wish to use the office facilities.
2. Office operations are consistent with permaculture principles such as caring for the environment by: minimising and reducing energy use; using Australian recycled paper products, recycling office stationary and procuring supplies from local businesses.
3. In general, office equipment is to be used for Northey Street City Farm purposes only. Workers and volunteers may, when necessary, access phone, fax, and Internet (email access) for personal use, as long as they are not interfering with other people's work activities, and are considerate with usage.
4. The management, maintenance, replacement, and purchase of key office equipment such as computers, printer/photocopier/fax, phones and shredder are the responsibility of administration and the Operations Team. Energy ratings and lifecycle sustainability are to be considered when purchasing.
5. The office is a shared work and meeting space. All workers and volunteers are to contribute to maintaining a clean and comfortable environment within the office.
6. Phone answering and message checking is the responsibility of any key members in the absence of the office workers.
7. The office and equipment is to be secured from damage and/or theft. All office equipment is to be covered by adequate insurance and a record of guarantees maintained.

Procedures

1. **Use of phone**
On request, the phone may be used by others in The Farm community for personal use. Members who would like to make a call are to be asked to give a coin donation to support costs and to be considerate with usage.
2. **Purchase of stationary**
Purchase of general Farm stationary is organised by the Operations Team. Workers are to check stationary stores before making a request and to forward requests for stationary with at least one week's notice to the administration workers. Urgent purchase of stationery not held in the office may be obtained by key Farm members, who can be reimbursed for the cost.
3. **Paper use**
Paper use is minimised through use of electronic communication. Where paper must be used, recycled Australian paper and envelopes are to be purchased. When printing and photocopying, use the double-sided ('duplex') option, or print on the reverse side of used paper. All used paper is either recycled in the bin provided, or shredded for compost. Confidential financial and employee documents must be shredded.
4. **Lockers**
All workers, volunteers and students may use the lockers situated on the office verandah for



policy and procedures manual

temporary storage of personal items. People planning to store valuables in the lockers must provide a padlock with two keys to the administration workers for locker allocation and registration.

5. **Storage and filing**

Storage in the office is provided for the library, The Farm history and photo albums, confidential documents not yet archived, workers' documents, equipment, and stationary. Archived materials, documents not regularly used, kitchen items, personal belongings, and other items must be stored appropriately elsewhere, if possible. Minutes of Management Committee, teams and Team Reps meetings are filed in hard and electronic copy in the office for workers to refer to.

6. **Confidentiality**

Confidential information is to be treated with care and discretion (see separate Confidentiality Policy). Financial, employee, volunteer and membership documents, and any other personal information, is to be stored in locked and secure positions or password-protected electronic files, and is to be accessed by key members only. Core Farm records are to be kept for seven years, or as decided through the Operations Team.

7. **Opening and closing**

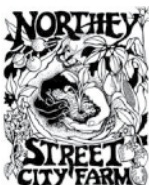
The first person to arrive on site is responsible for turning the power on and opening up the office, including doors, windows and hangar. The last person to leave the office is to leave it secure. All windows and doors, and the hangar, are to be locked internally and checked. Power is to be turned off.

8. **Keys**

The Farm has the following keys: master key, office key, kitchen cupboard keys, Nursery filing cabinet key, finance filing cabinet key, and art cupboard keys. Loans of office and master keys to workers are to be recorded in the key register, maintained by the administration workers. Workers are to return keys when they resign from employment or from key volunteer service. Keys are not to be given out for use by anyone other than key workers.

9. **Lost property**

A lost property bin is located in the office next to the pigeonholes. If items are found, please place them in the bin and inform administration workers.



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