

## Welcome to our office!

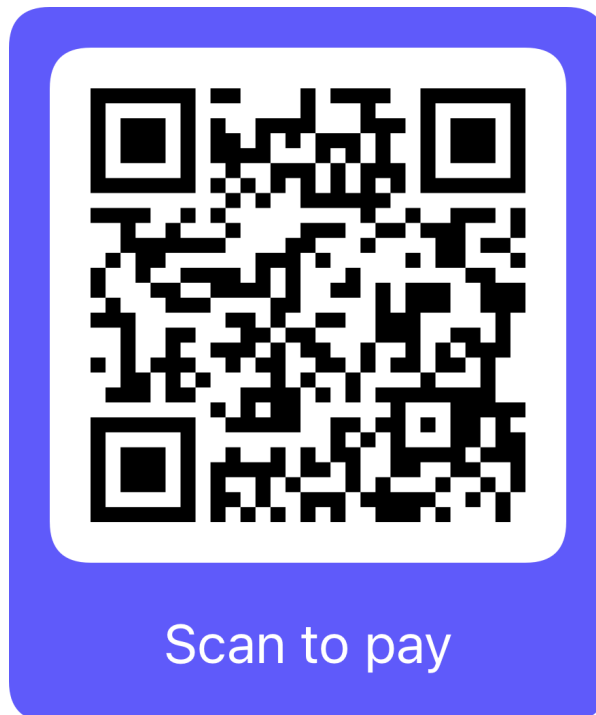
We are delighted that many member groups use the Conservation Council offices for meetings or events. With so many different groups coming and going please always be mindful and respectful of others, and of course of the staff who work here every day.

### Bookings and Keys

- Bookings must be formally made using our room booking form on the [Conservation Council website](#).
- If access to the office is required after hours a key can be picked up from our Key box located behind the counter of [The Food Co-op Shop and Café](#).  
Their opening hours are: Weekdays: 10am – 7pm, Weekends: 10am – 4pm.
- An 8-digit code is required to access the key, codes are allocated to the nominated representatives of each member group.

### Fees

- Member Groups - free if you are a Member Group of the Conservation Council.
- Non-member groups - \$20 per hour, or if in excess of 3 hours then a flat rate of \$60 is payable for the day.
- Payments are to be made at the time of booking and before use of the room. Payable by bank transfer, cash or online using the following QR code. The link can also be found [here](#).



Bank transfer details:

Name: Conservation Council ACT Region Inc

BSB: 313140

Account no: 12056682

## Conditions

- Always leave the space in a clean, tidy and presentable condition. When scheduling a meeting, allow time for adequate clean-up.
- On leaving, wipe over the Boardroom table, clean the white board off, ensure dishes are washed, dried and put away and chairs/ furniture are returned to their original location.
- Take ALL left-over food with you after the meeting, please do not leave it in the fridge.
- Noise – please respect the neighbours and keep noise and music to a minimum.

## You are welcome to

- Use our glasses, water jugs, crockery and cutlery.
- Utilise our tea and coffee – consider a small donation – thanks!
- BYO or buy during work hours from the Food Co-Op next door.
- Use the projector, PA system, screens etc. Please indicate what you need with your booking and always ensure that they are returned to their original location in the store room.
- Use the photocopier- charges apply- extra paper is located in the cupboard above the copier.

Always ensure anything borrowed or used is put back/ cleaned/ left in the condition it was found.

**Climate control** – this automatically switches off at 5pm during the week and is off on weekends. To restart the air conditioning go to the small control panel on a wall of the Board Room. To switch on the automatic climate control press and hold for 3 seconds the button with an image of a little person in a house. It will switch on for 2 hours. Use the up and down arrow keys to change the temperature – 21 degrees for winter and 24 for summer is recommended to be energy efficient and comfortable.

**Lights** - are automatic sensor controlled. There is no override to switch on or off or to dim. They will switch on when light fades to a certain level in the afternoon/evening. After you exit the building, they automatically switch off after 30 minutes.

**Bathroom**- Located at the back of the office to the left. Please replace empty toilet roll holders and leave as clean and orderly as possible.

## Waste & Recycling

We encourage you to follow the waste hierarchy – AVOID, REDUCE, REUSE then if need be, RECYCLE and DISPOSE if nothing else is possible. Consider avoiding use of disposable cutlery, cups and plates at your meetings and events.

- **Organics** – Food scraps (no meat) to go in the small bucket located on the bench in the kitchen. This is a small bucket, so if you intend to have lots of food scraps please take off site and compost at home. DO NOT LEAVE LEFT OVER FOOD IN THE FRIDGE.
- **Recyclables** – the 30-litre blue plastic bin directly across from the fridge is for recycling



i.e., cans, bottles, paper, cardboard, rigid plastic bottles/containers, tins. No plastic bags or packaging.

- **Soft plastics** – Place in the bottom draw, left of the sink, in the rear bin. Only for plastics that can be recycled through the REDcycle program.
- **Landfill** – Goes In the bottom draw, left of the sink, in the front bin.

### **Locking Up & Security**

- The office should never be LEFT UNLOCKED AND UNATTENDED AT ANY TIME.
- If member groups have used the out of hours key from the Food Co-op they are responsible for returning the key to the key box during the Food Co-op open hours.
- Check both the main door and fish bowl doors from the outside upon exiting to ensure they are definitely locked.