

HSBNE Inc.

New Members Guide



Visit hsbne.org for more information.

Revision: December 30 2018

Welcome aboard!

You've just joined up to Brisbane's Largest community workshop and collective of makers. We hope you'll love honing your craft while saving money on tools and equipment as much as we do.

We're delighted to welcome you into our community of like-minded makers and builders. Make the most of it: ask, learn, grow and tap into the collective skillsets we have on offer across our membership.

This booklet will act as your guide after induction. It includes our ways of working and tips on how to make the most of your experience at HSBNE Inc.

Happy Making!

- The Executive



Induction Checklist

- Understands fire facilities and first aid equipment
- Knows how to safely evacuate the campus in an emergency
- Aware of HSBNE policy for equipment inductions, Safe Space, Code of Conduct, as well as general safety.
- Understands the ticket and boneyard system
- Understands the donation and loans system
- Aware of the website (policies, events etc), forum (official comms), Trello (tasks), discord (IM) and Facebook page (latest events).
- Understands what it means to be a member of HSBNE in ethos. (policies, do-ocracy, we're all volunteers, etc)
- Knows the dispute resolution process (Dings & Bans)
- Has provided Photo ID (photocopied to exec)

By signing below you agree that you understand all of the items above. You agree to abide by all policies and procedures that are referred to in this booklet. All new memberships must be vetted by the executive by gaining at least 3 signatures below. Note that completing this page does not validate or confirm your membership. Other steps may be required before you're accepted as a full member.

Member Name:

.....

Member Signature:

.....

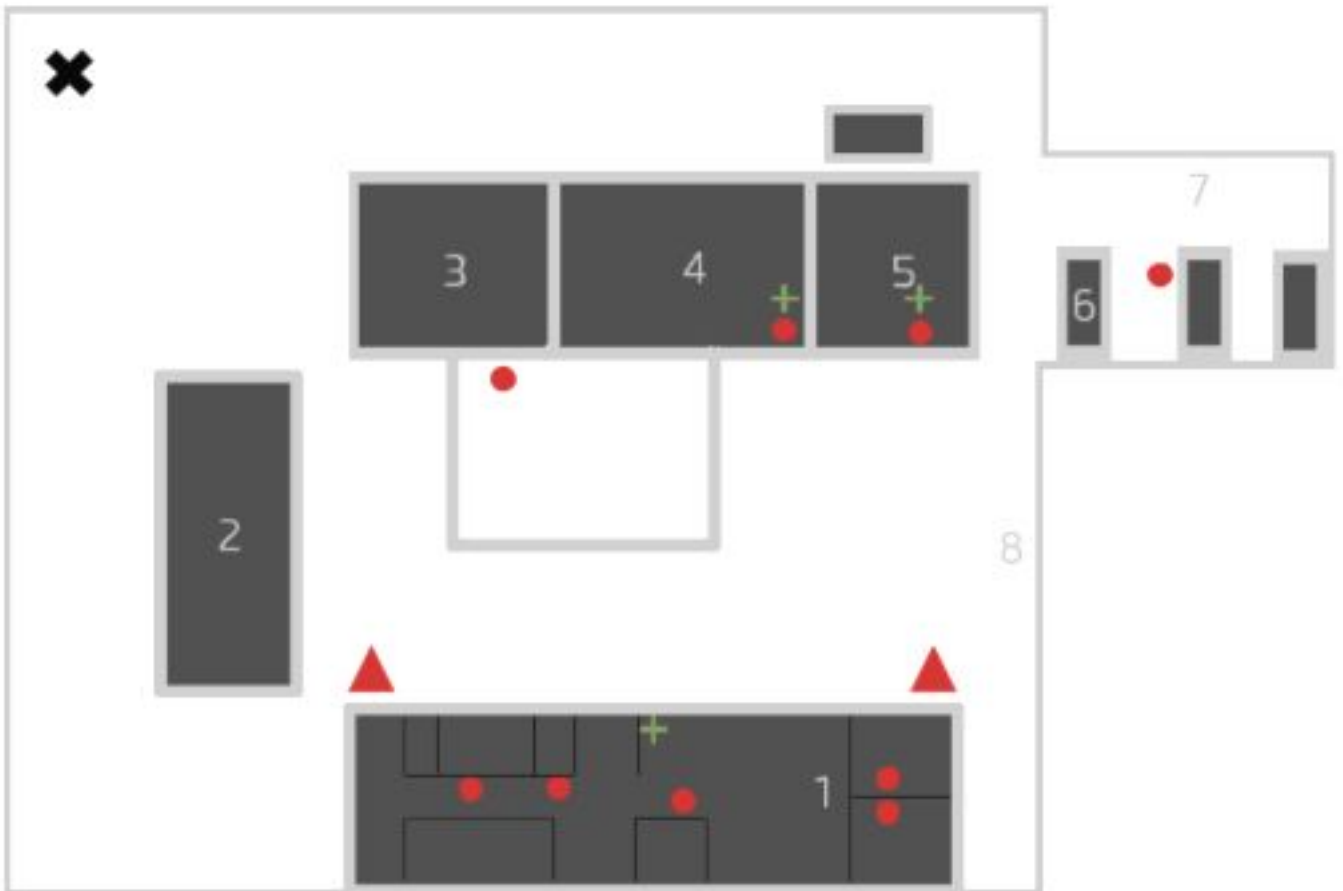
Executive Initials:

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Executive Signature

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Fire and Evacuation Information



1. Green Room, HSBNE Main Building
 2. River City Men's Shed (no HSBNE access)
 3. Team Arrow (no HSBNE access)
 4. Metal Shop
 5. Wood Shop
 6. Boneyard
 7. Hardstand
 8. Large Project Storage
- ✘ Evacuation Point
+ First Aid Kits
● Fire Extinguishers
▲ Fire Hoses

Set up and Settle in

Now that you've been inducted, there are a few extra things you can do to settle in and make the most of the community. When you see the phrase "the space" it means we're talking about HSBNE.

Introduce Yourself

If you don't already have one, make an account on the HSBNE forums (forum.hsbne.org) and put up an introductory post on the 'Member Introductions' thread. Let us know what you'd like to learn and what skills you have. The best way to get to know other people is to ask them what they're working on. This works both in person and online.

Connect to the Wi-Fi

Name: **HSBNEWiFi** Password: **HSBNEPortHack**

If you forget, it's up on the whiteboard in the green room and classroom. Encourage guests to connect to the guest network and check in on Facebook, which is required if you aren't a member.

Save the member portal as a bookmark

You should already have an account on our membership portal. You should save this as a bookmark or home screen shortcut for easy access. You can view the space webcams, your access permissions, recent swipes, cause memberships and more. You can also manage your personal details, top up your spacebucks, see recent transactions and submit issues. You can access it at portal.hsbne.org.

Save Port Security as a Contact

Port security are a great backup if you are in a situation where you need help. They can be contacted on **3258 4601**. They should also be called (after 000) in emergency situations. They will periodically drop by to check up on HSBNE and operate 24/7, so don't be alarmed if someone drops by in the early hours of the morning. Port Security will have a valid swipe card, and they will always swipe when they arrive.

About HSBNE

HSBNE is an open community workshop democratically operated by our membership. We are friendly community of tinkerers, makers, engineers, educators, scientists, artists, hackers and overall geeks. Anyone is welcome at HSBNE! We've got lots of cool tools and equipment. We've got a lot of really bright and creative people. We like to work on (and show off) fun and challenging technical projects.

If you have questions not addressed in this manual, visit wiki.hsbne.org or email contact@hsbne.org.

HSBNE Culture

HSBNE strives to promote an open and welcoming culture. We like the fact that we're a public resource for the community. To keep this kind of openness in our community, it takes a little more effort in a social sense to keep things running smoothly. Being part of an open community can be a challenge sometimes. Try to display a little extra politeness, a little extra patience, a little extra cleanliness and a little extra friendliness.

Our primary policy is "be excellent to each other." If you're not being excellent to your other members, expect to get called out for it. And if you don't know whether something you're doing is excellent or not, odds are it isn't.

We have also made a specific commitment in our Safe Space Policy to call out oppressive, discriminative or degrading behaviour. Please make sure to be aware of what you're saying and to whom.

Guests

Members may bring up to two guests on site outside of visitor hours. During visiting hours on Tuesday open nights from 5PM or on Saturday open days, you're encouraged to bring all your friends! Your guests may not use tools or machinery that require an induction. They must also be directly supervised (ie standing next to) by you. You're also responsible for anything they do, so make sure they behave.

Organisation

HSBNE is a non-profit organisation. We collect dues from our membership to pay rent, utilities, insurance and maintenance of the space. Any funds left over are used for tools and consumables for HSBNE. HSBNE has a five member executive that fulfil the roles required by Australian Incorporation law and oversee the operation of HSBNE. All the executive are volunteers and can be contacted by emailing exec@hsbne.org.

Regular Events

HSBNE has an Open Night every Tuesday at 5pm. This is the best time to come by the space to find out what's happening and to meet our community. We keep a calendar of other upcoming meetings and events at hsbne.org and on our Facebook page.

Children

Due to the nature of HSBNE's environment (and the extra precaution required), unattended minors under the age of 18 are prohibited from HSBNE, except when accompanied by a legal guardian at all times.

Although HSBNE allows accompanied minors, keep in mind that we do not make any effort to maintain a kid-friendly environment. They are present entirely at your own discretion and are entirely your responsibility.

Do-ocracy

Because we're all volunteers here, we have a "do-ocracy" policy. If you want something done, be it improvements, fixing infrastructure, etc. you're encouraged to just do it yourself.

However, keep in mind that others may already have plans in place so check with a few members first to avoid upsetting someone.

General Membership and Payments Policy

HSBNE operates on a monthly membership period. Your membership fees are due on the 1st of each month and must be paid for in advance. At the treasurer's discretion, your site access will be disabled if you don't make payment on time and your membership can be terminated if you become 14 days or more in arrears. If you make a written request to the Treasurer prior to the due date, they can use their discretion to extend these time periods.

If your site access is disabled, you must give the treasurer written notice of your payment and intention to renew membership. It may take up to 5 days for your payment to clear in our systems and site access to be enabled again. You are not allowed to visit or use any HSBNE facilities until your site access is enabled again. Attempting to gain entry to HSBNE or our facilities without having site access will be treated as trespassing and dealt with as such.

Site Modifications and Electrical Work Policy

Whilst we do encourage our "do-ocracy" policy, we do need some oversight into permanent modifications to our premises. If you want to do anything like install a new shelf, paint a wall, etc. you must follow this policy (it's available on the website). You are also prohibited from doing any sort of electrical work to HSBNE premises. You must be a licensed electrician and be specifically approved by the landlord or site manager.

Causes

HSBNE has a variety of causes that you can get behind. Being part of a cause has no obligations whatsoever. However, it allows you to direct some of your membership fees to an area of your interest to help improve it and fund new tools and consumables.

You do not have to be part of a cause to use their facilities. In fact, causes cannot prevent non cause members from using their facilities.

You can update your causes at any time from the member portal.

Ticket (Green, Orange & Red) System

The ticket system at HSBNE is there to help bring some semblance of control to the utter Capital-C Chaos that hackerspaces tend to be. In short we have green parking permits, red parking tickets, and orange “borked or broken” tickets.

Green tickets are required to leave your project outside of a designated storage area. Red tickets are left on things that don't belong where they are, such as unticketed projects or mess. Orange tickets are placed on tools/machinery which are broken or not working correctly. You find more information here: hsbne.org/admin/tickets.

Dings

Occasionally members may do something that isn't excellent (whether intentionally or not). Any member is able to “ding” another person for doing something that isn't excellent such as leaving a mess or violating a policy. You can ding someone simply by calling them out, whether that's in person or online. However, for a ding to be officially recorded, it must be posted on the forum in the relevant category. All dings must include reasonable proof and constructive criticism on how to improve.

Bans

For more serious incidents, it's best to contact the executive directly and they can issue a temporary (or permanent) ban if the situation requires it. If you get a ban, you aren't allowed on site other than to collect belongings. Breaches of this are treated very seriously.

Bans aren't issued often, but are sometimes needed for more serious violations of our policies, or other behaviour. The executive can issue bans of any length and for any reason. However, most bans are issued in line with our current ban schedule here: hsbne.org/admin/dispute

For very serious incidents, such as physical violence or repeatedly violating our policies, a long term or permanent ban may be issued. All membership fees are forfeited for the time you are banned.

Health & Safety

Safety is the responsibility of each and every person at HSBNE. You are especially responsible for your own safety, but if you see others being unsafe, tell them!

It should go without saying, but if you don't know how to use a tool, don't use it! If you want to learn how to use a tool, ask around, and wait for someone to teach you! If you're alone in the space, it is advisable to refrain from using dangerous tools/machinery.

First aid kits are located in the Green Room, near the kitchen. There are additional first aid kits in the metalshop and woodshop. Fire extinguishers are littered throughout the space. Make yourself aware of the location of fire extinguishers, they should all be in plain sight. We also have an automatic external defibrillator (AED) near the kitchen.

There are two breaker boxes in the Hackerspace. The first one is in the storeroom between Member Storage and the Hangout Lounge. The other one is in the middle of the big shed building, accessible via a door on the rear side facing the road. Please contact Tess Woolgar, the Colliers Facilities Manager in the event of a power trip to gain permission to access this. Her details are as follows: Dir 07 3370 1785, Mob 0432 598 232, Main 07 3229 1233.

Consumables

For most activities, you should plan to bring your own consumables. HSBNE has an ample supply of basic needs, but anything large or specialised will not likely be found at the space.

All parts in the electronics parts containers in the Greenroom are free. There is a sign marking them as free. These drawers contain resistors, capacitors, LEDs, and some semiconductors. The drawers are labelled and contain items such as tape, glue, zip-ties, soldering equipment, hot-glue.

Donations

HSBNE is a non-profit and will accept your donations of equipment or money. We accept all electromechanical and electronic equipment, except CRT monitors.

Keep in mind that we are not an e-waste dumping site and we have to pay for proper disposal of anything we don't use. We only accept equipment donations that are usable (or in a few cases for large equipment, easily repairable and worth repairing). Visit hsbne.org/donate for more information.

Storage

We provide limited on-site storage to Members so you don't have to carry everything related to your projects to & from the space every time you visit. This is in the form of tubs in the Members Storage room, which is next to the classroom.

We also have very limited storage for large projects outside in the quad and hardstand areas. You must ask the membership if you wish to use this by raising a proposal at a general meeting. (usually held every 2 weeks) The membership may impose conditions such as posting regular updates or paying a security deposit.

Keep in mind that this storage is only available if you're a paid-up member, and if your membership lapses your items may be removed and discarded to the boneyard or bins.

Bins

If you notice a bin is getting full then please change it, as we don't have cleaners. Ask around on the discord if you need help.

Security

All members have a responsibility to ensure HSBNE stays secure. Never swipe your card for other members and make sure you follow the closing up procedure (page 11) if you're the last to leave.

Important Links/Emails

Policies: hsbne.org/admin

Portal: portal.hsbne.org

Forum: forums.hsbne.org

Website: hsbne.org

Wiki (tool info): wiki.hsbne.org

Report Issue: issues@hsbne.org

Contact Exec: exec@hsbne.org

General Meetings

Every two weeks we run a general meeting. (usually 8 pm on a Tuesday) You're encouraged to come along and join in on discussions and vote on proposals. Agenda items must be publicly posted on our forums at least 5 days prior to the meeting. See our constitution and other policies for more information about this.

Closing Up Checklist

It is important that HSBNE remains a secure site. If you're the last person leaving, you must make sure the site is fully secure. If you've been using the metal or woodshop, and are the last one to leave that area, you should lock it up as a courtesy.

When leaving, you should do the following things:

- Close all windows/doors, including the metal & wood shop.
- Ensure all windows and doors are firmly latched by physically turning the handle, latch, etc.
- Ensure all lights are switched off except for the security lights.
- Ensure all tools, equipment and appliances are turned off at the wall. (except for computers, fridges etc)
- Ensure the boneyard is closed up and lights are off, and the gate to the hard stand is closed and padlocked.
- Lock the gate, paying special attention not to lock another padlock out of the loop and scramble the code.

Access Information

Immediately after your induction, you will receive an invoice. After you pay that, and your payment clears, your card will become active. You will receive an email notification when this happens. If you don't receive an invoice, email treasurer@hsbne.org.

- Always carry your access card on your person, including bathroom trips etc. If a door accidentally closes you might become locked out.
- Don't mark your card with anything that relates to HSBNE for security reasons. We don't want people knowing where to use your card if it's lost or stolen.
- Your access card is required to:
 - spend spacebucks on our vending machines
 - access doors, machinery and tools
 - verify your membership (you may be asked to swipe it at a door to check you're an active member)
- If you lose your card, tell us immediately so we can deactivate it. Otherwise, you may be liable for anything that happens.
- If you lose your card there is a \$10 fee for a new one.
- Don't cut, scratch, bend or damage your card.
- All external doors have RFID swipe readers except for the metal shop and the main gate.
- The main gate lockbox pin is 3142. There's a key for the padlock in here. The metal shop key is in member storage.



Attach Card Here



Visit hsbne.org for more information.