

HSBNE Inc.

Members Guide



Visit hsbne.org for more information.

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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.

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

Happy Making!

- The Executive



Access

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.

The gate pin is 3142. The numbers line up at the top of the lock.

- Your access card is required to:
 - spend spacebucks on our vending machines
 - access doors, machinery and tools
- Verify your membership
- Always carry your access card on your person, including bathroom trips etc. If a door accidentally closes you might become locked out. (Call port security)
- Don't mark your card with anything that gives the address of HSBNE for security reasons.
- If you lose your card, immediately report either on Discord or via email so it can be deactivated.
- 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.
- These keys can be found in Member's Storage:
 - Gate
 - Metalshop
 - The Hardstand (Where Blacksmithing is)
 - Gas bottles (in the second dome in the Hardstand)

Closing Up Checklist

<https://wiki.hsbne.org/howto/closeup>

If you're the last person leaving, you must make sure the site is fully secure. It is a condition of our lease that the site is secure, and can incur a two-week ban

When leaving, you should do the following things:

- Check the Zigbee board to ensure all windows and doors are closed securely
- Ensure all lights are switched off except for the security lights.
- Ensure any tools you turned on are turned off
- That the gate to the hard stand is closed and padlocked
- Lock the gate **The gate code is 3142**
 - Scramble the code lock
 - Do not lock another padlock out of the loop

Safety



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 (Closed due to COVID)
7. Hardstand
8. Large Project Storage

- ✘ Evacuation Point
- ✚ First Aid Kits
- Fire Extinguishers
- ▲ Fire Hoses
- Fire Blanket
- ⚡ 'S' bend electrocution saver
- ♥ Automatic Defibrillator

Health & Safety

Safety Policy: <https://hsbne.org/admin/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!

If you don't know how to use a tool, don't use it before watching some Youtube videos or asking around! 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, in the kitchen. There are additional first aid kits in the metalshop and woodshop.

We also have an automatic external defibrillator (AED) in the kitchen.

Fire extinguishers are specific to each area. Please make yourself aware of the location of fire extinguishers using the diagram above.

Impersonal PPE is freely available, covered by membership funds. It can be found in the PPE cupboard in the kitchen, in the Stockroom, and in select cause areas.

PPE includes:

- Fully covered shoes, and steelcaps when required
- Ear plugs/muffs
- Safety glasses
- Gloves

For your car's safety, we ask that you do not park in the quad (Between the main building and the metal/wood shop) You can drop materials off, but due to the large number of tyre punctures and the possibility of vehicle damage from member activity, it is best to park in the Eat st carpark.

Chemicals

Full chemical policy: <https://hsbne.org/admin/hazardouschemicals>

Bring it onsite = take it offsite

When using chemicals (e.g. paint, glues, resin, oil) follow all manufacturer's safety instructions, and please use a parking ticket for any materials left to dry or set. If in doubt, message your cause leader or the exec team. (Discord or email)

Hazardous chemicals in their many forms are well recognised as a threat to the environment. In response to this threat, The government at all levels have issued directives and guidelines for the storage and handling of these chemicals.

For businesses, compliance with these directives and guidelines is a significant bureaucratic effort; business must track the storage and use of these chemicals as well as ensuring that staff are trained in the proper handling of them. As a small voluntary organisation, HSBNE does not have the capacity to run such arrangements, even with the best of technology. Consequently, the organisation has decided that it has no other option than to place the onus for any compliance on the individual member.

About HSBNE

<https://wiki.hsbne.org/history>

HSBNE is an open community workshop, democratically operated by our membership. We are a 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.

When you see the phrase "the space" it means we're talking about HSBNE. This is an alternative nickname from when we were "The Hackerspace". 'Hack' as a word used to mean repurposing something, or making something from creative or disparate pieces (And a Hacker is someone who could make anything into anything). Today the word is much more negatively known for breaking computer security, and that is why we have moved away from the original name.

General Meetings

<https://wiki.hsbne.org/meetings/home>

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.

Examples of Agenda Items:

- Purchasing new equipment for a cause
- Proposing a new process or policy
- Reminders
- Announcing upcoming events
- Thankyou for a member's contribution

Culture

<https://hsbne.org/admin/safespace.html>

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, you could be called out for it.

We have also made a specific commitment in our Safe Space Policy to call out oppressive, discriminative or degrading behaviour.

Dings

<https://hsbne.org/admin/dispute.html>

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 telling them how to improve, 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

<https://hsbne.org/admin/dispute.html>

For more serious incidents, it's best to contact the executive directly to investigate, review swipe history and any camera footage. The exec are responsible for issuing a temporary (or permanent) ban if the situation requires it. If a member receives a ban, they are not allowed on site (There is a one-time exception to retrieve belongings).

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 a member is banned.

Organisation

<https://hsbne.org/admin/>

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 members are volunteers and can be contacted by emailing exec@hsbne.org.

Causes

<https://wiki.hsbne.org/causes/home>

HSBNE has a variety of causes that you can get behind. Selecting causes on your profile 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 as often as you like.

How you can contribute

Because we're all volunteers here, and there are many ways you can contribute, we ask that you talk to an Exec or a Cause leader for ideas and direction, and give an idea of how much time and effort you are willing to donate. HSBNE is a project itself, and there's always work to be done!

Policies

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.

Guests

<https://hsbne.org/admin/guests.html>

Members may bring up to two guests onsite 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, just remember to have them sign the guest register!

Member guests may not use tools or machinery that require an induction. They must also be directly supervised (ie standing next to) by you when using HSBNE equipment, as they are your responsibility.

Children

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

Although HSBNE allows accompanied minors, keep in mind that we do not make any effort to maintain a child-friendly environment above what is required in our Safe Space policy. They are present entirely at your own discretion and are entirely your responsibility.

Electrical Work Policy and Site Modifications

All members and guests are **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. HSBNE will employ a third-party in any case of electrical work being required.

HSBNE is always undergoing refurbishment and upgrades, and in the past members were allowed carte blanche to modify the space using their own judgement. As we have grown, culturally this has shifted to making proposals at General Meetings and forming Working Bees or small groups in order to complete the work.

Examples of previous site modifications are:

- Purpose-built tooling and furniture
- Repainting walls
- Installing fans

Stuff

Member's Storage

<https://hsbne.org/admin/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. (In the 'About HSBNE' section) 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 will be considered to be a donation.

This room also has the keys to non-swipe areas and a library of expensive hand tools. Should these go missing, swipe logs will be accessed and camera footage checked to locate these items.

Large storage

<https://hsbne.org/admin/largeprojects>

HSBNE has been home to some larger builds over the years, from refitting busses, to building a Tiny Home, to creating stage sets.

Large projects are defined as:

- Cannot be stored inside
- Will take more than one month to complete

These projects need to be cleared with our landlord (EDQ), and must be documented on our forum in order to demonstrate progress on the project.

Ticket System (Green, Orange & Red)

<https://hsbne.org/admin/tickets.html>

The ticket system at HSBNE is there to help bring some semblance of control to the utter Historical Vortex of 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 member's Storage. These items can be situated for no longer than a month.

Red tickets are left on things that don't belong where they are, such as unticketed projects or mess. These have been marked for the Exec to chase up with the member. If the member is uncontactable, the item is considered a donation.

Orange tickets are placed on tools/machinery which are broken or not working correctly. When using this, please also either message on Discord or email the Exec team so repair can be organised asap.

Consumables- Stuff you can use

General consumables (stationary, cleaning supplies, PPE gear) can be found in the Stockroom, located next to the Hipster Lounge.

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.

Each cause keeps some basic stock for member's use, paid for out of cause funds. We strive for a reasonable level of stock and variety of items. For example, it is reasonable to expect gas for welding equipment, but not a sheet of AR400 to make a tank.

The Woodshop has a collection of screws, nails, and sandpaper in the back right corner, as well as a free-moving stand of useful offcuts and leftover wood.

The metalshop has gas and wire for the welders, grinding wheels, degreaser, as well as a tub of offcuts.

Craftpunk has a rack of fabric, ribbons, foam, rubber, paper and other varied crafting material.

Digifab has a small amount of stock for the laser cutter, prices are written on each item.

Blacksmithing has an assortment of metals available for recycling

Electronics has electronics parts in containers in the Greenroom. 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.

We also keep a list of preferred supplier in the local area, it's on our wiki at <https://wiki.hsbne.org/resources/suppliers>

Donations

HSBNE accepts donations of equipment or money. In order to keep track of donations, please use the donation form at hsbne.org/donate.

We generally only accept equipment donations that are usable (or in a few cases for large equipment, easily repairable and worth repairing). Items that need a lot of repair work have a history of taking up space for extended periods of time, and are therefore discouraged.

For e-waste, there is a Reo3 collection bin outside, next to the can recycling bin.

Induction Checklist

- Understands what it means to be a member of HSBNE in ethos. (Policies and Volunteering)
- Understands fire facilities and first aid equipment
- Knows how to safely evacuate the campus in an emergency
- Aware of the Member's Portal and related communication tools: Forum (official comms), Discord (IM), Spacebug/Email, Facebook page (latest events).
- Aware of HSBNE policies
- Knows the dispute resolution process (Dings & Bans)
- Aware of HSBNE equipment inductions
- Understands the ticket and boneyard system
- Understands the donation system
- Knows how to access and lock-up HSBNE site
- 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:

.....

Executive Signature

.....

Getting started

Step one

Go to the HSBNE forums 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.

Step two

Go read the Wiki regarding your cause and for the Eventbrite links for their inductions (Also posted on the Forums). You can also read other member's build logs on the Forum, or see what's on the next meeting agenda!

Step Three

Get to know your cause people, either face-to-face or on **Discord**

Metalshop - Craig Rea (@Craig Rea)

Woodshop - Ale Morè (@Ale Morè)

Blacksmithing - Alex Wixted (@wixted)

Digifab - Using a team approach, notable people to approach are Aaron, Brendan and Doc (@Aaron/Crofty, @Brendan (nog3), @Doc_Forrest)

Automotive - Scott Wilson (@Scott Siridar)

Infrastructure - Jaimyn Mayer (@Jaimyn)

Craftpunk - Using an autonomous commune approach, notable people to approach are Tim, Paula and Emily (@Catprog, @Lonepiper, and @Emily [Secretary])

Step four

Make something amazing!

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

HSBNE Suppliers and Discounts

For the updated list, visit

<https://wiki.hsbne.org/resources/suppliers>

Jaycar Electronics

Trade discount for purchases over \$25, under the name "HSBNE"

Altronics

There is a trade account for members under "HSBNE"

Carbatec

15% discount across the majority of the store, exceptions for some brands and spare parts

BilbyCNC

Filament is discounted for HSBNE members