



## Handbook for the Bike Shed at CERES

### Introduction

The Bike Shed at CERES (Bike Shed) is a not-for-profit community organisation which accepts donations of bikes/bike parts which are then restored and sold to the public at affordable costs or donated to charity. We also run fix-your-own-bike workshops where the public can get help to work on their bikes and teach mechanics courses. We are currently open on the following days: Tuesday (volunteering), Thursday (public workshop), Friday (volunteering), Saturday (sales/volunteering), Sunday (classes/public workshop).

The purposes of the Bike Shed are to:

- Recycle donated bicycles, parts and accessories;
- Facilitate the sharing and learning of bicycle repair and maintenance skills;
- Provide access to affordable bicycles;
- Provide free bicycles to those in need;
- Provide affordable public access to tools and secondhand parts;
- Build a community which promotes bicycles and cycling; and
- Advocate for cycling as a means of sustainable transport.

The Bike Shed is largely volunteer-run. It currently has two employees, Andrew and Bridget.

### Structure of the Bike Shed

The Bike Shed community is comprised of volunteers, the Committee, and the Managers.

Volunteers	Committee	Manager
<b>Roles and Responsibilities</b> <ul style="list-style-type: none"><li>• Fixing bicycles</li><li>• Teaching other volunteers</li><li>• Organising the shed</li></ul>	<b>Roles and Responsibilities</b> <ul style="list-style-type: none"><li>• Day managing</li><li>• Strategic decision-making and management</li></ul>	<b>Roles and Responsibilities</b> <ul style="list-style-type: none"><li>• Day-to-day operations</li></ul>

Volunteers are encouraged to provide ideas about the shed (as well as any initiatives they want to run) to either the Manager or a committee member. Volunteers can also attend the monthly committee meetings.

### Bike Shed finances

Any profits from the sale of bikes and components are re-invested into the organisation. Our key costs include rent, tools, parts, food & drink for volunteers, salary for staff and insurance. We provide financial support to new bike sheds in Australia and overseas, and financially support volunteers to attend bicycle-related training and events. Funds are also being raised for a planned redevelopment of our space.

### A space for everyone

Volunteers should be courteous to others. We pride ourselves on being a safe, discrimination-free, space. We don't tolerate abuse of any kind.

# The Bike Shed's model

## What we do

The Bike Shed receives donations of bicycles and components (e.g. wheels, handlebars, frames, and accessories) from members of the public.

Volunteers sort donations to decide which to keep and which to recycle. Donated bicycles are assessed using our triage system:

- Most bicycles are marked as worth repairing and stored in the Gong House;
- Bicycles which are not worth repairing (or which cannot be repaired) are stripped of useful parts and recycled as scrap metal. Tyres/tubes are also recycled.
- Donated components are sorted and stored in the Shed.

Volunteers then refurbish the bicycles which are worth repairing. Through a process of learning by doing, new volunteers are trained by more experienced volunteers to repair and fix bicycles.

Once repaired and tested, bicycles are sold to the public or donated to charity. Our prices generally range between \$100 to \$300 depending on the quality of the bicycle.

## What a day at the Bike Shed looks like

**Register** that you're coming on [SignUp](#) (only after you've done an induction), which is how you book yourself in for a shift. If you're not coming for the full day, just add a comment specifying when you'll be coming and going.

Each day there is a day manager (generally the Manager) who is in charge for the day (any issues can be raised with the Committee or the Manager if not resolved on the day). For volunteers, the general order of the day is:

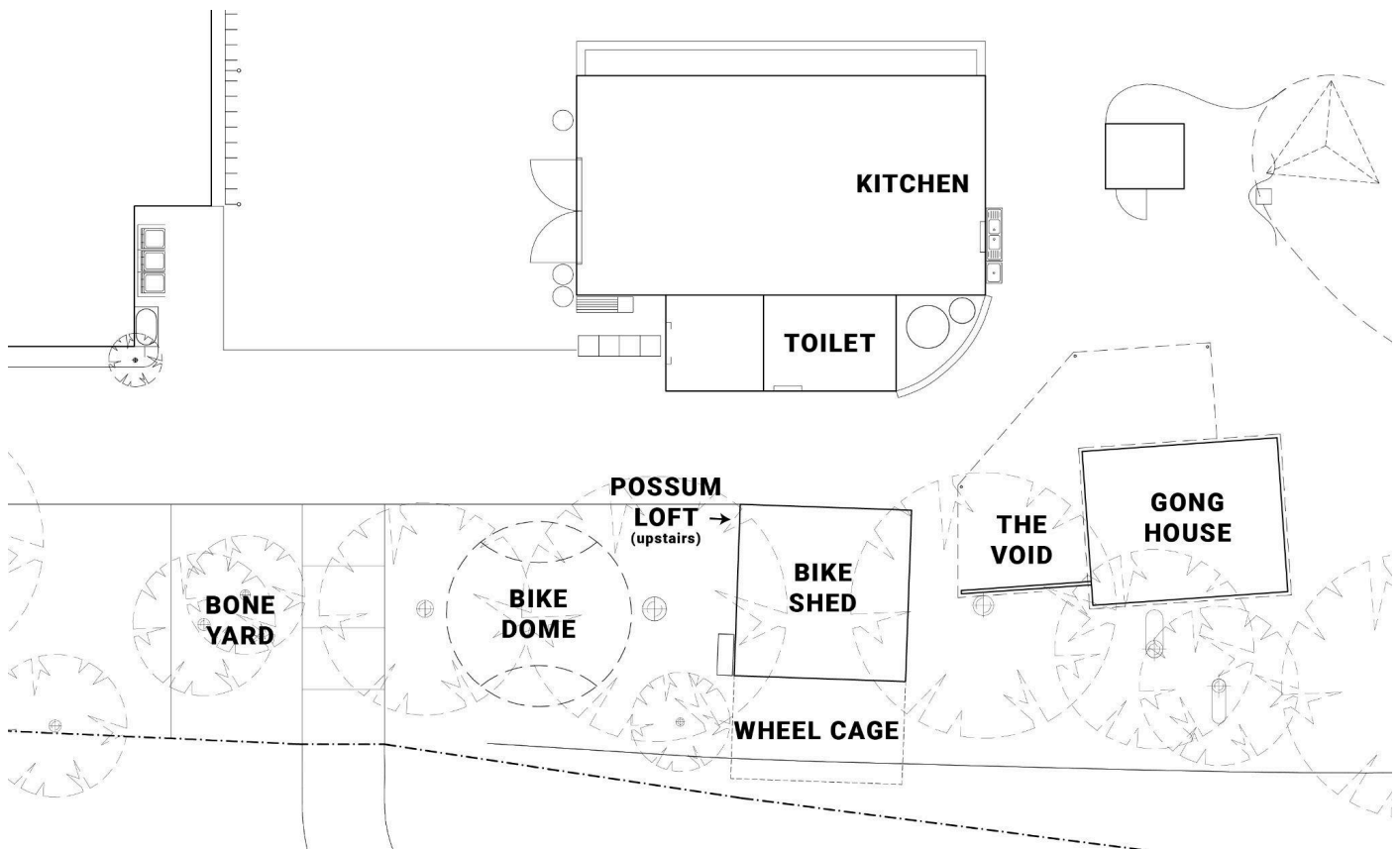
1. **Wear** clothing that can get dirty and closed-toe shoes. Dress for the weather, including sun protection. Bring a water bottle - it's thirsty work!
2. **Lock up** your bike in the Bike stand. Don't leave it near the Shed where it might be sold. Don't bring any tools, we have plenty, and yours might get lost. You can leave your bag in the Shed, but keep your valuables on you.
3. **Make** yourself a name tag.
4. **Set up** by taking out the tool carts, installing clamps at work stations, installing umbrellas (if necessary) and moving the fence and table to provide more space. On Saturdays, repaired bikes (which have Green tags) are removed from the Gong House and displayed for sale.
5. **Ask** the day manager how you can help. This could include:
  - a. Fixing bicycles.
    - i. If you're new to bicycle repair, just say so and you'll be matched with a more experienced mechanic, if possible. If you're a middling or experienced mechanic, you can work on your own, but be sure to ask if you need help.
    - ii. You can work on your own projects sometimes - try and do this on the designated days. If you want to do it on other days, discuss it with the day manager first.
  - b. Organising the Shed. This could be sorting components, triaging new donations or undertaking odd jobs. Someone also needs to take orders for lunch and pick it up.
  - c. Stripping bikes which are not worth fixing (or which can't be fixed). This is an important (and, some say, therapeutic) part of volunteering at the Shed.
  - d. Sell bikes, by helping customers find a bike which suits their needs and taking payment by EFTPOS (no cash). This is generally only done on Saturdays, when bikes are displayed and

a manager works on a portable stand. All bikes are double-checked by a manager before being sold.

6. **Stop** for lunch (provided by the Shed), for a coffee; or for a chat. It is volunteering after all.
7. **Pack up**, generally starting by 3pm/4pm. If you are working on a project, you can't store it at the Shed, you have to buy it and take it home.
8. **Catch up over a drink**. If enough volunteers are interested, someone will duck out and buy some drinks / icecreams (for which they are reimbursed by the Shed).

**Be safe.** Don't use the ladder. It's dangerous, and can only be used with the manager's specific approval. If using it, always face towards the ladder and grip it with both hands. Wear gloves when using cleaning chemicals (or just generally). If something is heavy, ask for help lifting it. Report any injuries to the day manager.

# Map



## **Bike Shed:**

Storage of tools, components, inventory, and donations to be sorted.

## **Possum Loft:**

Storage of forks, higher cost components, and admin space.

## **Wheel Cage:**

Storage of wheels and project bikes.

## **Bike Dome:**

Where volunteers fix bicycles, learn and socialise.

## **Bone Yard:**

Where bicycles which are to be scrapped and worthless parts go to be stored - ready to be recycled.

## **The Void:**

Currently an unused space that stores bicycles.

## **Gong House:**

Stores bicycles that have been triaged.

## **Kitchen/Toilet:**

Currently out of use due to fire. There is a working toilet about 30 metres above the kitchen on this map.

## Organisational Structure and Governance

The Bike Shed is a not-for-profit Incorporated Association governed by its Rules of Incorporation, which outline how the Bike Shed operates. These Rules are available on request. In practice, there are a number of key roles.

**The Committee** is the main decision-making body of the Bike Shed. During the Annual General Meeting (AGM), recognised volunteers (see below) elect the committee. It consists of 8 members (President, Vice President, Treasurer, Secretary and 4x Ordinary Committee Members).

The Committee and the Manager meet on the first Monday of every month to discuss ideas, projects, and issues regarding the Bike Shed. Volunteers are welcome to attend.

Currently, the Committee is Alex (president), Jas (Vice President), Spencer (Secretary), Jonny (Treasurer), Caitlin, Carla, Mimi and Muka (ordinary committee members). We're all happy to chat about the Shed.

**Volunteers** are the lifeblood of the organisation. They fix bikes, teach other volunteers and drive initiatives. For the purposes of our Rules, there are:

- **Inducted volunteers**, being anyone who has attended an induction. They are able to attend the Shed and volunteer. They receive a 25% discount on bikes (one per year)
- **Recognised volunteers**, being volunteers who are more involved in the organisation and have been 'recognised' by the Committee for their contribution. They can vote at the AGM, run for committee and are entitled to seek subsidisation for bicycle related courses and conferences and first aid courses. They receive a 50% discount on bikes (one per year), and can get reimbursed for steel capped boots (up to \$50) and gloves (up to \$20).

On SignUp, you might see reference to:

- **Experienced volunteers** - these are volunteers with experience who are happy to help others with bike repair.
- **Novice volunteers** - these are new volunteers who are still learning how the Shed works or are new to bike repair.

Knowing who are experienced or novice volunteers helps ensure there is a good balance of volunteers on each day the Bike Shed is open.

**Bike Shed Managers (Andrew & Bridget)** are responsible for the day to day operations of the Bike Shed. They work on the ground with volunteers and are generally responsible for things running smoothly.

**Day Managers** are senior volunteers who take on the responsibility to open and close the Bike Shed during opening hours. They are in charge for the day. They are volunteers who are approved by the Committee to open the Shed and have a key.

**Volunteer Coordinator.** This role involves introducing prospective volunteers to the Shed through an induction.

**CERES:** The Bike Shed is a Site Group at the CERES Site, meaning it pays rent to CERES in order to use its space.