

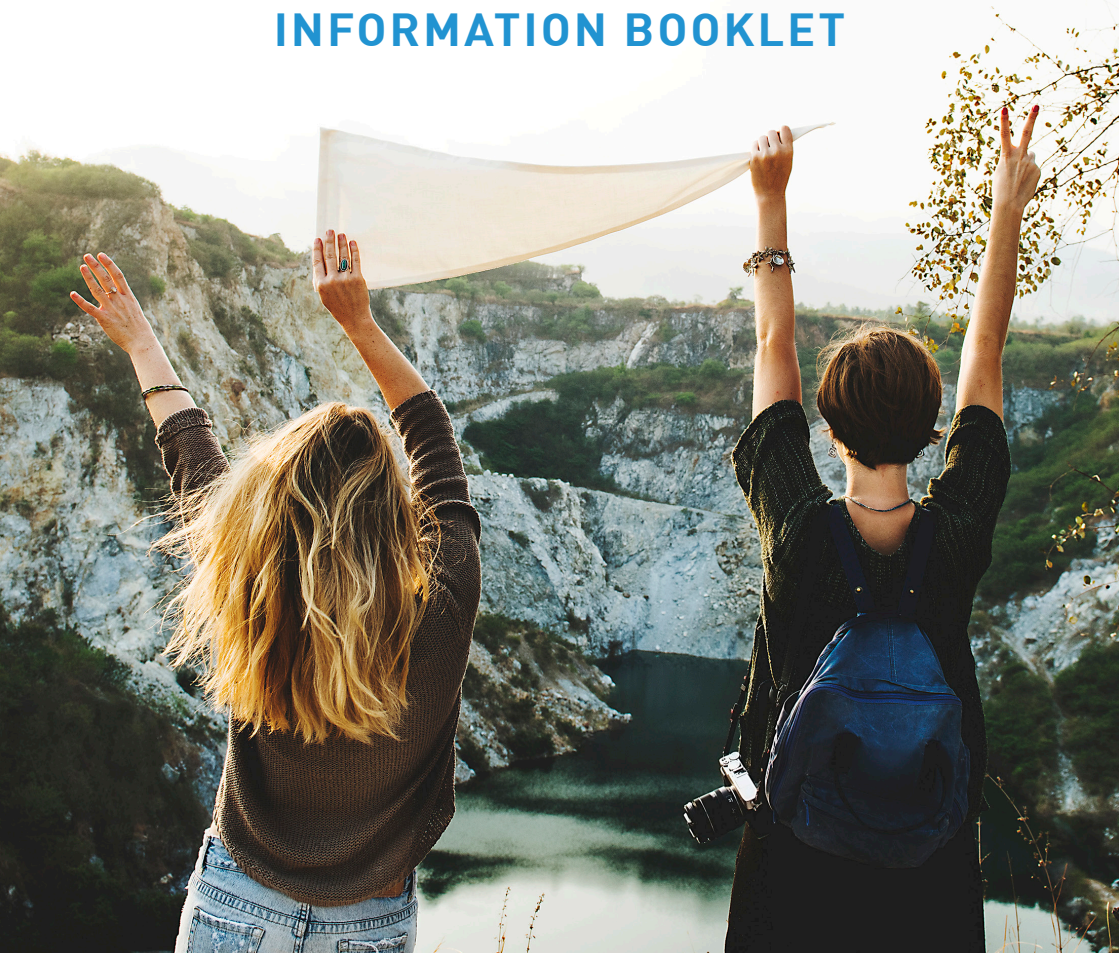


Kennerley

Building a brighter future for Tasmanian families since 1869

Moving On!

INFORMATION BOOKLET



Welcome

TO THE INDEPENDENT LIVING PROGRAM

This program is about you getting ready for independence.

Living out in the world on your own can be exciting and at times a challenging experience. Everyone needs to learn things, like how to spend money wisely, good housekeeping, and where to go for help etc. Additionally making sure you are feeling good and taking care of yourself is very important.

The more you know about what services are available in the community to assist you and the more you practice the skills necessary to be independent, the more successful at it you will become. It is important that you really want to be in the program as you will be required to do lots of learning. Things that have been done for you in the past will now become your responsibility but you will not be on your own as you will have plenty of help and support.

To ensure your time in Fletcher Avenue is a success you will need to understand how the program works and what is required from you. This information booklet will assist you in keeping the complex a safe and enjoyable place for all. We wish you every success working towards your independence.





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*Who are the people
there for you?*

YOUR MOP COORDINATOR/ CHILD SAFETY OFFICERS

During your time at Fletcher Avenue you will have the support of a child Safety Officer and the MOP Coordinator to ensure that you are heading in the right direction and learning all the skills and knowledge you need to live independently. The coordinator will assist you in many ways, for example working with you to develop a plan to achieve your goals, budgeting, food preparation, accessing services, self care etc. When you are ready to move into your own home they will assist you in this as well.

CARETAKER

The Caretaker manages the complex and surrounding gardens, and will ensure that it is well maintained and safe. The Caretakers main responsibility is to ensure that you and the other tenants are abiding by the rules, and notifying the Coordinator if your not on site over night. She is there for you to talk to particularly if you have any issues. Then she can refer your information to the Coordinator.

YOUR CREATE

The Create Foundation is an organisation whose primary role is to advocate for young people in care. As part of this they also run programs that assist young people with independence. The Create Your Future Program offers several fun filled workshops and a camp for young people to participate in while gaining heaps of important information and supports.

YOUR ROLE MODEL TENANTS

Role Model tenants are on site tenants who have lots of knowledge and skills at living independently. Frequently the role models have graduated from the program and so understand the challenges involved in gaining independence. Their role is to provide you with support and guidance.

Remember all these people are there to help you and to make sure things go well for you. If you have any problems or just need someone to talk to then let them know and they will be more than happy to assist you.



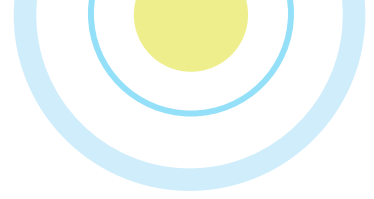


Rights & Responsibilities

As a member of this program you are entitled to have your rights respected while at the same time you need to respect the rights of others.

YOU HAVE THE RIGHT TO:

- Participate and direct your progress in regard to the program.
- Be involved in decisions regarding your goals and living arrangements.
- Withdraw from the program.
- Not be subjected to harassment.
- Be treated with respect and dignity.
- Have your privacy respected.
- Have your issues raised and action taken when appropriate.
- Have the buildings and grounds maintained in a satisfactory condition.
- Be provided with support and direction.
- Have your personal property respected.
- Feel and be safe.
- You also have the responsibility to.
- Actively work towards achieving your goals.
- Treat all tenants, staff and visitors with respect and dignity.
- Not subject others to any forms of harassment.
- Raise issues of concern with the Coordinator or Caseworker.
- Respect the privacy of others.
- Report any maintenance issue to the Caretaker.
- Participate in maintaining a clean environment.
- Respect the other tenant's property and the complex property.



Looking After Your Unit

FURNITURE / WHITE GOODS

When you move into your unit it will have all the basic things you require like a fridge, microwave, washing machine, television. It is important for you to look after these things and report any broken or damaged items to the Caretaker.

When you begin to move into your unit your child safety officer will assist you to apply for TILA. TILA is a one off payment that will enable you to purchase items that you will need for example a bed and linen. This will make it a lot easier for you when you move on to your own independent home.

HOUSE KEEPING

You will need to keep your unit clean and tidy. The Coordinator will organise with you to do regular inspections of your unit to make sure this is occurring.

GARDEN MAINTENANCE

Kennerley will supply a gardener to mow the lawns around your unit. You will be responsible for looking after the garden beds and making sure there is no rubbish lying around your unit.

GARBAGE BINS

Garbage from your unit must be placed in the wheelie bins on a regular basis. You are also responsible for making sure your wheelie bin and recycle bin are placed on the kerb every Monday night for rubbish collection.

DAMAGE TO PROPERTY

If you notice any damage around the complex you must report it to the Caretaker. In addition, if you damage anything this also must be reported. Damage will be assessed accordingly and if you are found to have purposely or maliciously created damage you will be responsible for fixing or replacing the damaged item.

Things You Should Know

VISITORS AND FRIENDS

Inviting friends and visitors to your home can be a nice thing to do. We are supportive of you doing this but expect you to observe the rules around visitors. Visitors should be kept to a reasonable number and should leave the premises by no later than 9pm weekdays and 11pm weekends. When you have visitors they must be respectful of other tenants, staff and the complex area. No loud noise or rowdiness will be tolerated. If visitors do not observe the Code of Conduct they will be asked to leave. Any visitors not leaving when asked to do so will be reported to the police. On occasions you may like to have a friend stay over night. If this is the case you must inform the Coordinator or caretaker.

USE OF ALCOHOL

No one on the complex under the age of 18 should have alcohol in their possession or consume it. It is an offence to provide alcohol to anyone under the age of 18 years. Any tenant supplying alcohol to minors will risk their place in the program.

USE OF ILLEGAL DRUGS

Under no circumstances will the use of drugs be acceptable. Anyone caught using drugs will risk their place in the program.

STUDY AND OR EMPLOYMENT

All tenants are required to participate in either study or employment. Your Coordinator will assist you with ensuring this occurs. If you have any issues or concerns that arise while you are studying or working please talk to your Coordinator so that they can be resolved quickly.

PERSONAL SAFETY

If you are going to be late home or intend to stay away from your unit overnight you must let the Coordinator or the Caretaker know so that you are not reported as missing. We are responsible for making sure you are safe. If you are out at night and get into a difficult or dangerous situation you must ring the Coordinator for assistance. Keep in mind that it is not a taxi service and no one is on call to provide you with transport.

NON PAYMENT OF RENT

The payment of rent is viewed as an essential part of learning to live independently. Non payment of rent is treated as it would be in the private rental market, therefore:

- **If Rent is overdue by a few days a verbal reminder will be issued.**
- **If it is overdue by two weeks a letter of warning will be issued.**
- **If overdue by four weeks a second letter of warning will be issued.**
- **If overdue by six weeks a notice to vacate may be issued.**

It is paramount that you speak with the Coordinator to resolve any issue of late payment of rent. In special circumstances arrangements can be made.

VACATING YOUR UNIT

You will be required to provide two weeks notice if you intend to leave your unit. When you leave it is essential that the unit be left clean and tidy. This would include cleaning the fridge and stove. No program property should be removed from the site.





CONCERNS AND CONFLICT

It is extremely important that everyone residing in or visiting the complex feels safe and secure. In the event that behaviour occurs that needs to be addressed the following will apply:

- 1. The Coordinator will collect information from all members involved in the incident or concern**
- 2. A meeting will be held between the Child safety officer, Coordinator and tenant in question. The tenant in question may have an independent person present.**
- 3. If the issue can be resolved satisfactorily no further action will be taken.**
- 4. If the issue continues or is of an extremely serious nature and cannot be resolved the concern will be referred to the Moving On Partnership Panel.**
- 5. If the concern continues then the offending tenant may be asked to leave the program.**

NOTICE TO LEAVE THE PROGRAM

If it is deemed that a tenant is unable to participate in the program due to lack of compliance, co-operation or unsafe behaviour, he/she will be requested to leave the program. A period to vacate, being determined by the severity of the issues will be set. The Coordinator will provide information to the tenant as to the locating of alternative accommodation.





Planning your expenses

FINANCES

Living independently means that you will be responsible for paying all your bills and doing all the things required to meet your needs. Most tenants in the program will receive a Centrelink payment to provide them with the money to do this.

If you do not already receive a Centrelink payment then you should set this up with support from your Child safety officer immediately upon moving into your unit.

So that you can learn to organise your money, your child safety officer and Coordinator will assist you with budgeting. This will mean that you will need to be careful with your money and learn the skill of keeping some aside.

PAYMENT OF RENT ARRANGEMENTS

While living in the complex you will be responsible for the payment of your rent.

You can do this in either of two ways:

Direct Deposit: You can make arrangements with your bank to have your rent paid directly from your account into a Kennerley account.

**Commonwealth Bank
Kennerley Childrens Homes Inc.**

BSB: 067005

Account number: 28001973

Personal Payment: Alternatively you can make payment at the Kennerley Office or Coordinator by the appointed day.

PAYMENT OF UTILITIES

While you are living in your unit the utilities (electricity and water) are included in your rent payment. It is important that you are mindful and do not waste power and water. Remembering to be smart around water and power consumption is important for the environment and will also help you to save money in the future.



PURCHASING OF FOOD, CLEANING AIDS & TOILETRIES

You will be responsible for purchasing your groceries and preparing your own food. Your Coordinator will assist you with information on shopping, food preparation and storage. It is important for you to work with your Coordinator to ensure you are eating healthy and well.

CLOTHING

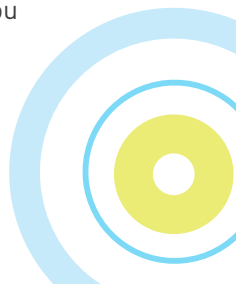
You will be responsible to purchase your own clothing. Layby is an easy way to do this so that you can pay the item off over time

TRANSPORT, LEISURE AND ENTERTAINMENT

Again, you will be responsible for ensuring you budget your money well so that you have some left over to cover this cost.

As you can see there are lots of things to pay for and you will need to make your money stretch to cover these things. It is important that you learn ways of keeping costs down like not having the heater on when it does not need to be on, turning off lights when you are not in the room, buying food items when they are on special, only cooking what you require so there is not waste, making sure you have a full load in the washing machine and making sure you turn every thing off when you leave your unit.

If at any time you find you are having trouble making ends meet it is important for you to speak with your Coordinator.



If you think something is wrong or unfair

If you believe you have been treated unfairly or have a problem that needs to be resolved you can follow the steps below:

1. You can attempt to resolve the issue directly with the Person concerned;
2. If unresolved you can approach the Coordinator and/or Child safety officer for assistance;
3. If the problem or issue is still unresolved then you can contact the Kennerley Manager, or Child & Family Service Centre Manager.

If you believe you have been unfairly treated by the Caretaker or Coordinator you can:

1. Address the issue directly with the Caretaker or Coordinator.
2. If unresolved you can approach the Kennerley manager, for assistance;
3. If unresolved you can request a formal meeting between all representatives in the Panel to ensure the issue/concern is resolved.

You also have the support of the Role Model Tenants if you would like to talk with them about your course of action. Additionally you may also have an independent support person attend any meeting organised to address the concern or grievance.



FIRE SAFETY

If you become aware of a fire you must let the Caretaker know immediately. Leave your unit and go to the emergency meeting place (letterboxes near the front gate). Raise the alarm by calling out to others on your way. Do not try and take things with you.

Call 000 and report the fire emergency. Under no circumstances are you to re-enter your unit until you are told it is safe to do so.

When you move into your unit the Coordinator will show you how to use the fire blankets, extinguishers and explain what you need to do in the case of a fire drill. Fire drills occur every three months and Housing maintenance inspectors will check the fire equipment in your unit annually.

Never put yourself or others at risk of harm!



Code of Conduct

It is essential for the well being of everyone that all tenants and where appropriate their visitors commit to a Code of Conduct. To ensure that each participant is living in a situation that feels safe and non-threatening the following rules apply:

- **No participant is to enter another persons unit without approval of the unit occupier.**
- **Participants agree to the Coordinator and /or Child safety officer conducting unit inspections as required.**
- **The use of alcohol is unacceptable to any participant under 18 years of age.**
- **Participants over the age of 18 should keep alcohol use to a minimum**
- **Drugs are strictly prohibited**
- **Anyone wishing to smoke must leave the unit to do so.**
- **Visitors should be kept to a reasonable number and should leave the premises by no later than 9pm weekdays and 11pm weekends.**

The Moving On program is designed to provide you with the best opportunities for you to be successful at independent living.

If you have any concerns or ideas on how to make this program better please speak with your child safety officer or Coordinator. Alternatively you can speak with the Kennerley Manager.



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YOUR CONTACTS

PROGRAM COORDINATOR (DONNA)	0416 319 477
OFFICE	62 725 900
CARETAKER	0477 062 235
CHILD & FAMILY SERVICES AFTER HRS	62307650
POLICE ASSISTANCE LINE	131 444
TAS FIRE SERVICE	6230 8600
POLICE, FIRE, AMBULANCE EMERGENCY	000
AMBULANCE SERVICE	1800 008 008
ROYAL HOBART HOSPITAL	6222 8308
MORETON GROUP CALL OUT DOCTOR	62783029
NEWTOWN DENTAL CLINIC	6214 5411
CENTRELINK	13 2490



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 /KennerleyKids

WWW.KENNERLEYKIDS.ORG.AU

*The Moving On Program is a Partnership between
Kennerley and the Tasmanian Government.*