



Name: \_\_\_\_\_

**ARANDA HOUSE THERAPEUTIC COMMUNITY & Transitional After Care Unit Rules**

There are three basic directions in the House:

- Respect yourself.
- Respect others in the House.
- No alcohol or illicit drugs.

**FAILURE TO GO BY THE RULES WILL RESULT IN DISCHARGE See Below**

<b>Break Major Rule (as listed below)</b>	
Drug and Alcohol use on the premises	Exit and 1 month ban (this is at the discretion of TC Manager and Operations Manager)
No Sex/or forming an intimate relationship with another resident	Exit& 14 Day ban
No Drug or Alcohol use off premises	1 <sup>st</sup> time you are able to come back if you have zero reading, however will you will start in Pre-phase, 2 <sup>nd</sup> time 14 day exit period
No unauthorized leaving of the premises	1 <sup>st</sup> time you are able to come back, however will you will start in Pre-phase, 2 <sup>nd</sup> time 14 day exit period
No Discrimination e.g. homophobic, gender bias, racism	Exit -Staff discretion on timeframe
No Violence	Exit -Staff discretion on timeframe
No stealing	Exit- Staff discretion on timeframe

\*If you are mandated by Corrections breaking one of these major rules may lead to a possible breach of your order.

**The Program**

- While you are staying in Aranda House you are required to assist with activities of daily living including but not limited to; cooking, cleaning, and general duties etc. and other roles as determined by the Community.
- As part of your treatment you **must** take part in the daily program, groups and counselling sessions.
- Failure to actively participate in the daily program will result in your behaviours being addressed by all members of the Therapeutic Community and may result in you being given a consequence or being asked to leave.

**Behaviour**

Any abusive or offensive behaviour, whether physical or verbal, will result in you being asked to leave the Therapeutic Community immediately.

**Non-Contact**

There will be a non-contact period for the first 10 days upon admission to the Therapeutic Community – this includes family and friends, other visitors, the use of the blue phone and incoming mail with the exception of Legal and financial documentation. The non-contact period of 10 days is to allow new residence the opportunity to stabilise and settle in to the Community.

**Personal Phone Calls**

**No personal phone** calls can be made for **the first 10 days** of your stay **unless in an emergency**.

- After 10 days one phone call in and one phone call out per week can be made from the Office phone – 10 minutes per call, after 5.00pm.
- Blue Pay Phone – May be used between 5pm and 10pm daily [after the 10 day non-contact period] – Please consider others if there is a queue.



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### **Medication**

- If medication is required to be given to you by DASA staff, this will be in accordance with DASA's Medication Policy.
- Upon entry to the Therapeutic Community any prescription medication must be handed to staff and will be administered as per the prescription.
- Any medication will be secured in the Therapeutic Community Support Worker (TCSW) safe, preferably in Dosette or Webster Packs, and administered as per the prescription.
- No Codeine medication is to be brought into the Community unless prescribed by a Medical Practitioner.

### **Drug and Alcohol Testing and Searches**

- An initial drug screening will be conducted within 48 hours of arrival.
- Random alcohol and other drug testing will be conducted at DASA's discretion throughout the duration of your stay.
- Residents will be breathalysed after shopping trips and upon return from all other unsupervised outings.
- Property will be searched by two staff members on admission to the Therapeutic Community.
- Property and room searches will be conducted at DASA's discretion.

### **Doctor Appointments**

- All Residents must be seen by a General Practitioner within 48 hours of admission to the Therapeutic Community.
- This appointment will be made for you by staff.

### **Smoking**

- There is no smoking in the Therapeutic Community – Residents are permitted to smoke in the designated smoking area outside Aranda grounds; food, drink and loitering is not permitted in this area. Residents found to be smoking on Aranda premises will receive a loss of privileges e.g. shopping or day leave and you may also move down a phase and move bedrooms, if you continue to smoke on the premises you maybe discharged. Aranda House is a Government owned building and by law no one is allowed to smoke on the premises. , if you continue to smoke on the premises you maybe discharged (this will be at the discretion of your Case Manager and Management)
- Cigarettes may be purchased on Monday's, Wednesday's during the morning walk, Friday's during the shopping trip and on Saturday throughout the daily outing.

### **Money and Valuables**

Valuables and money must be handed in to the TCSW office upon admission to the Therapeutic Community, monies will be secured in the TCSW safe.

A maximum of \$100.00 will be kept in the safe at any one time; all other funds must be deposited into a bank account within 48 hours of arrival.

Monies will be made available to Residents for shopping and other necessary appointments, after which all remaining monies will be returned to the TCSW safe.

### **Business Phone Calls e.g. Centrelink, Job Network Providers, Medical, Lawyer**

- These can be made in the TCSW Office
- The call will need to be booked with the TCSW staff with sufficient notice given.
- You must ask a member of staff and tell them why you need to make the call.
- All calls from the TCSW office will be supervised.

### **Business Appointments and Visits Outside Aranda House e.g. Centrelink, Lawyer**

- Any visits for appointments required outside Aranda House are to be requested through your Caseworker and will be considered on an individual basis.
- At least one days notice is required.
- Time of visit must not interfere with your attendance in the Program.

### **Email**

- Emails can be checked once a week on a Sunday.
- A time must be booked with a TCSW. You have 15 minutes which is supervised.



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### Mobile Phones/ iPods

- Mobile phones are not allowed in Pre phase and phase 1. If you bring a mobile phone you must hand it in to staff upon arrival where it would be put in the safe until you are discharged from Aranda House.
- You may check your mobile phone under supervision in the TCSW office once a week but you cannot send text messages or make or receive phone calls.
- Once you are in Phase 2 you can use your own mobile phone to make calls in TCSW office after 5pm, times must be booked (10min limit applies)
- Phase 3 Residents can use their phones from 7pm-10pm on the TACU grounds, they are not to use them on Aranda house grounds. Phones need to be given back to TCSW's by 10pm.

### iPods

- iPods are to be used in free time only. iPods are **not** to be used whilst the Program is in session.

### TV

Monday – Friday

- The TV must be off by 8.00am and cannot be used again until after the afternoon meeting (approx. 5.00pm).
- DVD's can be watched after dinner and only when, **the kitchen/dining area has been cleaned.**
- DVD's rated M and below can be watched.

Weekends

- The TV can be used at leisure during the weekend.

### Junk Food

No purchased takeaway food, soft drink, energy drink or caffeine based drinks are permitted in the Therapeutic Community nor are they permitted to be purchased on the morning walk or other outings.

### Shopping

- Shopping is not permitted within the first 10 days of admission to the Therapeutic Community.
- Shopping day is Friday only.
- Shopping by yourself can only commence once you are doing what is required in Phase 1.

### Visitors

Visitors are permitted on Sundays only.

There are no visitors allowed during the week.

Only sober visitors will be welcome – visitors suspected of being under the influence of alcohol will be breath tested.

Children must be accompanied by a guardian who is not a resident of the Therapeutic Community.

Children are not permitted inside the House.

Children under the care of FACS are to have supervised visits with Catholic Care – this must be arranged through your Case Worker.

Visiting hours are between 10.00am and 5.00pm.

Staff will request visitors to leave the premise in the event of unacceptable behaviour.

### Leave

An application for leave may be requested after commencing in Phase 2. Two day leave can be applied for after commencing in Phase 3. These forms need to be submitted through your caseworker no later than the 12pm on the Friday of the week of your leave. Leave is once every fortnight.

### Housekeeping

Hang clothes up and place your bags in the bottom of the wardrobe

Sleep in night clothes (if you do not have any we supply them for you)

Rise from bed by 7.00 am ready to participate in the house's daily routine.

Retire by 11 pm weekdays, 12 pm weekends

Men & Women are to sleep in separate bedrooms

Consider others when watching TV, DVDs or listening to music. – keep volume down.

On the day that you are discharged from the program and Aranda House we ask that you wash your bedclothes and linen and clean your room.



Name: \_\_\_\_\_

**Toiletries**

On admission to the Therapeutic Community you will be provided with toiletries. Aerosol cans such as deodorant/hairspray are not permitted under any circumstances.

**Demountable Area – (behind Music room)**

The area at the back of the demountable is out of bounds.

When it is dark, all Residents are to remain within the Courtyard area. Any Residents found at the rear of the demountable after dark may be discharged from the Community.

**Transitional Care Unit**

The Transitional Care Unit is out of bounds to Aranda House Therapeutic Community Detoxification/Rehabilitation Residents. Except when phase 3 Residents are using their phone.

**Media Room**

No access to the Media Room without prior permission.

5.00pm – 9.00pm weekdays

5.00pm – 10.00pm Friday

10.00am – 10.00pm Saturday

10.00am – 9.00pm Sunday

**NB: The room is closed for the duration of the afternoon meeting as per the AHTC Program**

**Gym Room**

No Access to gym room without permission. Please use a towel when using equipment , wash it after use.

6.30am – 7.45am all days

5.00pm – 9.00pm weekdays

5.00pm – 10.00pm Friday

6.30am – 10.00pm Saturday & Sunday

**NB: The room is closed for the duration of the afternoon meeting as per the AHTC Program**

**Community Hours:**

**FAILURE TO GO BY THE RULES MAY RESULT IN Community hours**

Action	First Time (h)	Repeat (h)
Sleep in after 7.00am	1	2
Late for group or house activity	1	2
Unsatisfactory Room Inspection (7.55am sharp)	1	2
Clothes left in washing machine	1	2
Leaving mess/ dirty dishes in kitchen	1	2
Not empty the clothes dryer within 24hrs	1	2
Off floor (e.g. in room) without permission in program time	1	2
Slacking off on work projects	1	2
Not taking responsibility for own actions.eg excuses, blaming	1	2
Breaking rules on outings	1	2
Ignoring reasonable staff directions	1	2
Manipulative behavior	Staff discretion	
Dishonesty and Deception	Staff discretion	
Deliberate damage or misuse of equipment	Staff discretion	
No mobile phone to be kept from staff	Staff discretion	
Leaving TV Room Messy	Awareness	
Venting	Awareness	
Gossiping/ Backbiting	Awareness	
Jail Raving	Awareness	
Drug Raving	Awareness	
Headphones during program time	Taken away for 3 days	
Smoking on Aranda premise	Shopping or Day leave	



Name: \_\_\_\_\_

\* Times may vary depending on severity of action as perceived by staff and or house

## **If I Go to TACU**

### **Transitional After Care Unit Rules**

**As part of your treatment you must take part in the daily program, groups and counselling sessions whenever you are not engaged in external employment or education. Whilst living in the Transitional After Care Unit you must be either engaged in or seeking engagement in external employment (paid or voluntary) and / or education. As a member of the Therapeutic Community you must still participate in the Program when you are engaged in work/study or volunteering.**

**BY THIS PHASE YOU ARE CONSIDERED TO BE A SENIOR RESIDENT/ROLE MODEL FOR OTHER RESIDENTS AND IT IS EXPECTED THAT YOU WILL GIVE BACK TO YOUR COMMUNITY – THIS COULD BE IN LEADING AN AFTERNOON MEETING OR GATHERING RESIDENTS FOR SESSIONS/OUTINGS AND CONTINUING TO ROLE MODEL.**

#### **MONEY AND VALUABLES**

There is a locked bedside cabinet in your room for you to store your valuable items in. Please ensure this is locked at all times and that your room is locked also. You are responsible for your property.

#### **MOBILE PHONES**

A personal mobile telephone per Resident is permitted. The responsibility for the safety and security of the phone rests with the Resident. The Resident is also responsible for all costs associated with the mobile telephone and its usage. **No other Residents are to use your mobile phone. When inside Aranda House you must keep your phone on silent and it must be not used in front of the Residents.**

#### **EMAILS AND INTERNET ACCESS**

One computer is available for use in the Common Room. Please be considerate of others when using the computer and ensure fair access to all Residents within the community. Personal computers are not permitted.

Pornography and other offensive material should not be viewed on the Common Room computer. Any reports of offensive material being viewed or saved on the computer **WILL** result in your access to the computer being cancelled.

#### **PHONE CALLS**

Personal calls can be made from the blue phone after 3pm each day, or from the phone box across the road. If you are still in the process of securing employment then personal calls can't be made during the program hours.

Business calls such as Employment or Education related calls, Centrelink, Medical appointments etc can be made with the assistance of your Caseworker on an appropriate phone.

#### **TELEVISION**

Televisions/DVD Players are not permitted in the accommodation units until you have a full time job. There is a large television and DVD player in the Common Room; this is accessible between 7am and midnight each day. Please look after the belongings in the Common Room; they are there to be enjoyed by all of the Residents within the Transitional After Care Unit. DVD's with a **M rating or Lower only** can be watched after dinner and after your dishes have been cleaned. The **TV** in the common room is **NOT** to be used between **8 am – 4pm** Monday to Friday, unless you have a full time job and are on a day off.

#### **COMMON ROOM**



Name: \_\_\_\_\_

The Common Room is accessible between 6am and 11pm Sunday to Thursday and 6am and Midnight Friday and Saturday and will be opened up and locked up by the Therapeutic Community Support Workers from Aranda House. All Residents are responsible for cleaning the Common Room including vacuuming, microwave, fridge, rubbish bin and benches. All Residents are required to clean up after themselves whenever they make **any** mess. Any items (books, games etc) that are taken from the shelves need to be returned when they are finished with. No items other than food are permitted to be taken out of the Common Room.

### **TACU Kitchen**

The TACU kitchen is for TACU Residents to use. This is to be kept very clean by all TACU residents. TACU residents are to work out a weekly menu with the Nutrition and Life Skills worker. As part of Phase 4 (Transition) the TACU residents are required to be part of a kitchen team once a week

### **SHOPPING**

If you are not engaged in employment/volunteer work or study shopping is to be done at the same time as all other Therapeutic Community residents, if you are working/volunteering/studying you may go shopping at another time that is to be discussed with your caseworker.

### **CURFEW**

You must be back to the TACU by 6pm. You must always talk to your Case worker about your work finishing times and appointments etc. When you **leave** the premises you **must let TCSW staff know where you are going and what time you plan to be back. This is a courtesy and must be followed.**

### **LEAVE**

After 2 weeks in the TACU you **may apply** for a day leave on a Saturday or Sunday, please ask your Caseworker for a leave form by Thursday morning, and then after another 2 weeks you **may apply** for a Weekend leave – which means Saturday at 8am until 6pm return to TACU to sleep and then Sunday 8am – 6pm, this will be at the discretion of your Caseworker and Management. If you are following all the TACU rules, you may apply to your Caseworker to have 1 day leave every weekend – this again is at the discretion of your caseworker/management.

### **HOUSEKEEPING:**

- ✚ You must hang up / put away all of your clothes and belongings
- ✚ Unless you are working nights you must rise by 7.00 am ready to participate in the daily routine.
- ✚ Main lights out and noise off by 11pm Sunday – Thursday and by midnight Friday and Saturday nights. This is a courtesy to all other Residents and the local community. You may read by your lamp later than this if you wish.
- ✚ Consider others when listening to music in your room, keep the volume down.
- ✚ Your room is to be kept tidy at all times and your linen and clothes are to be washed at least once per week. A room inspection will be carried out by the Case worker once a week.
- ✚ Your bathroom and toilet is to be cleaned at least once per week.
- ✚ Whenever you leave your room you are required to turn off all lights, music and appliances, turn off all taps, turn off the air conditioner and lock your door.
- ✚ On your last day you are required to clean your room thoroughly and wash all linen.

### **FAILURE TO GO BY THE RULES WILL RESULT IN CONSEQUENCES AND / OR DISCHARGE**

Failure to participate fully in the program and/ or not continuing positive Role Modelling may result in discharge or dropping back phases.

If you leave the program prior to being discharged by your Case worker and you would like to return, you must make a time to meet your Case worker and management in office hours to talk through your situation. It will be at the discretion of your Case Worker, Management (Corrections/Police if you are under orders) as to whether you will be accepted back into TACU, or if you need to complete all or part of the AHTC program again. If it is decided you can re enter TACU, your Case worker will do a new treatment plan with you and may implement new rules for a period of time, depending on the reasons you left.



Name: \_\_\_\_\_

**I understand and agree to abide by the Aranda House Therapeutic Community Rules & Transitional After Care Unit Rules:**

**Signed** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**Witness**

**Signed** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Date** \_\_\_\_\_