

# COFFS HARBOUR RULES

- No Drugs (Includes Alcohol).
- No Violence or Threatening Behaviour.
- No offensive language i.e. referring to male/female genitalia, calling anyone a dog.
- Discrimination of anyone because of their culture, race, gender, religion or sexual preference will not be tolerated.
- No Weapons of Any Description Are To Be On The Premises.
- No Stealing or Other Illegal Activities.
- No Tattooing or Body Piercing Whilst In Program.
- No Sex on the Premises.
- Medication is to be recorded in medication folder and signed by staff and residents.
- Note: Before Taking Any Form of Medication You need to Inform Staff.
- Rent Is To Be Paid On Arrival Two Weeks In Advance.
- Clients need to fill in a visitors form for approval.
- Curfew 11:30pm
- Mobile Phones aren't allowed in Stage 1
- Residents are restricted to program unless approved by staff.
- Random Urine Samples Are Taken For Full Drug Screening. (Urine Test Are Supervised)
- Morning meeting by 6.55am for 7.00am.
- No vehicles are allowed.
- Phone calls are supervised on Friday Nights only for clients within the first 4 weeks.
- Contaminated urine will be treated as a positive sample
- Samples are taken for drug and alcohol screening. Failure to give urine or a breath test within one hour on request may result in you being discharged. The staff reserves the right to discharge a person on suspicion without taking urine.

## **VISITORS**

- Visits allowed after 4 weeks with staff permission.
- Visitors aren't allowed to go inside the house or bedrooms.
- To use Staff Toilet
- Phone need to be left in the car
- Anything given needs to be approved by staff.
- No visits unless budget and outlines are up to date.
- If you are sick in bed or don't train your visit will need to be the following week.
- Note: Mobile Phones are only allowed in Stage 2 and Stage 3 at staff discretion

## **RISING TIME AND BED MADE**

- 6.30am out of bed and bed made and room tidied, Monday to Saturday. 7.30am bed made Sunday.

## **JOB ROSTER**

- Rostered duties Begin after morning meeting
- Every day (except spring clean).

## **CENTRELINK**

- Clients need to fill in there Centrelink's Forms and have the money deposited into the Adele account whilst in the program.

# COFFS HARBOUR RULES

## MUSIC AND TELEVISION

- Audio appliances are not to be turned up loud as the purpose of the house is to fit into the community.
- Quiet time in the house starts at 9.00pm so please respect the right of others to go to bed early.
- Television unit are to be turned off at 11.00pm Sunday to Friday and Saturday 11.30pm.
- No TV before 4.00pm on weekdays, Saturday after 1pm.
- Volume not to be more than 1/3 of maximum volume.
- Residents with their own music have it so you cannot hear it outside your room.
- Security has control over what they want to watch.
- Rugby League takes priority over all
- 4pm-5pm Music
- 5pm-7pm News and Current Affairs
- 7pm-11pm Anything. No music Channels.

## SAVINGS

- This is compulsory and money needs to be banked in the Adele trust account.
- You need to be saving and have a budget plan for when you are ready to move on.
- Withdrawals are not permitted unless it is an emergency and has been given approval by the Director. Give 3 work days' notice.
- A budget plan is required to be completed within the first 2 weeks and will reflect the monies required for when you leave the program.
- When leaving the savings will be returned as per client agreement.

## GYM

- Gym times are after you Daily Jobs
- Gym cannot be used before Daily Jobs are completed
- Put equipment back where they are supposed to be.
- Gym times are after 4pm.
- No one is allowed to train in the gym alone (there needs to be 2 people at all times)
- Weight routines have to fit into five days per week only, no split training (only once per day).
- No powder supplements allowed
- No steroid use in the program.
- NOTE: If any of the above is breached, you will not be able to use house gym whilst in program

## N.A. OR A.A MEETINGS

- Residents are required to attend all meetings, unless otherwise directed by staff.

## DRESS CODE

- When leaving the house you need to be presented appropriately i.e. dressed cleanly and shaved smart casual when going out with the house.

# COFFS HARBOUR RULES

## HOUSE TEAM

- The persons rostered need to stay home unless they have Staff Permission.
- Security is required to cook and prepare all meals including morning tea.
- Clean all toilets at 3pm each day 7 days per week.
- Complete property boundary run each morning.
- Will complete any responsibility that is not completed by other clients.
- The evening meal is to be cleaned up by Security.

## SMOKING

- Adele house has a no smoking in the house policy. Inside the house is a smoke free zone.
- Needs to be 4 metres from any entrance.
- Smokes will only be purchased once a week.

## SPRING CLEAN

- Spring Clean is compulsory and is on the first Saturday of every month
- Every fourth Saturday 6.30am
- Bedrooms are to be finished by 8.30am
- NOTE: If you need help with any of these it's your responsibility to ask.