

## LIVING TOGETHER CHARTER – PROJECT INDEPENDENCE (PI) HARRISON

While a comfortable atmosphere is desired, some rules of behaviour and expectations are necessary to ensure the PI household at Harrison lives in harmony. All Residents of the Harrison community; along with their respective family member, parent or carer have met and decided to adopt the following set of rules which will be known as the “Living Together Charter.”

The Living Together Charter (LTC) will apply equally to all Residents, the Live-In Resident Co-ordinator (LIRC) and all Residents’ support network individuals, paid and unpaid, and any guests invited to the PI Harrison home. Every year the LTC will be discussed and any changes needed, will be agreed upon by all Residents, the LIRC and the Resident Committee.

<p><b><i>Responsibility for locking doors</i></b></p>	<ul style="list-style-type: none"> <li>• Each Resident is responsible for locking the doors after they go in or come out</li> <li>• A key will be kept on the inside of the door lock</li> <li>• All Residents are to carry their keys with them at all times.</li> </ul>
<p><b><i>Who the Residents contact if they lock themselves out</i></b></p>	<ul style="list-style-type: none"> <li>• If this occurs during the hours of 2:00pm and 8:00pm (Mon to Friday) – LIRC can be contacted</li> <li>• Family / Parent / Carer</li> <li>• PI Operations Manager</li> <li>• LIRC and PI Operations team have master keys.</li> <li>• Should keys need to be cut and/or a locksmith need to be called; it is the responsibility of the Resident to pay for these services</li> <li>• Residents can choose who they give spare keys to, at their own cost for key cutting. This would usually be to Family/Parent/Carer or support workers at Resident discretion.</li> <li>• A key register will be kept as a record of who has keys.</li> </ul>
<p><b><i>Use of Common Areas</i></b></p>	<ul style="list-style-type: none"> <li>• <b>Common area hub house - Residents living in units 1 and 2 have 24/7 access to the hub house common area</b> <ul style="list-style-type: none"> <li>○ <b>Normal use of hub house common area</b> <ul style="list-style-type: none"> <li>▪ The common area in the hub house is for the use of all residents taking into consideration the privacy of residents living in units 1 and 2. <ul style="list-style-type: none"> <li>• Residents living in units 3 to 10 are asked</li> </ul> </li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ to treat the hub house common area as they do their own common area by being respectful of everyone using and connected with the area and leaving the area clean and tidy as it was found.</li> <li>○ if accessing the area on a weekend that residents ensure upon leaving that all appliances if used are switched off and that all doors are locked and secure</li> <li>○ to keep access within social hours, 8.00am to 8.30pm, unless prior arrangement has been made with LIRC and/or the residents in Units 1 and 2, or it is an emergency.</li> </ul> <ul style="list-style-type: none"> <li>○ All residents wanting to use the hub house common area for a private gathering of any type beyond the normal house gathering before and/or after dinner are to <ul style="list-style-type: none"> <li>▪ Discuss with LIRC and the residents in Units 1 and 2 that they are planning a gathering ensuring that you have a date, start and finish time and approximate number of guests you expect to attend.</li> <li>▪ Confirm your gathering details with LIRC and the residents of Unit 1 and 2 within a reasonable time frame prior to your agreed gathering so any changes to routine events or residents timetable can be made without inconvenience</li> <li>▪ Ensure that you are considerate of the privacy of the residents in units 1 and 2 and ask your guests not to wander down the hallway or in any way intrude on units 1 and 2.</li> <li>▪ Adhere to the LTC in regard to parties</li> </ul> </li> </ul>
<p><b><i>Music/Loud Noise</i></b></p>	<ul style="list-style-type: none"> <li>● From 10:00pm onwards earphones are to be used or the noise turned down</li> <li>● If a Resident is having a party or a group of people over – let the rest of the house know</li> <li>● If the music or loud noise continues after 10:00 pm <ul style="list-style-type: none"> <li>○ The person who is making the noise should be asked politely to turn it down</li> <li>○ The person who is making the noise should be respectful of the request and the person who is making the request</li> </ul> </li> <li>● If the noise continues and the person making the noise is disrespectful, let LIRC know when she is next available.</li> </ul>

<b>Parties</b>	<ul style="list-style-type: none"> <li>• Common areas are available for use in the event of a large family gathering or party for a celebration</li> <li>• Notice of the event is to be given in advance to the Resident Committee</li> <li>• The holders of the celebration shall supply their own food, decorations, entertainment, etc. for the event</li> <li>• The holders of the celebration will be responsible for the set up before and the clean-up of all areas following the event.</li> </ul>
<b>Birthdays</b>	<ul style="list-style-type: none"> <li>• A list will be made with the name of each Resident and their birth date and month</li> <li>• The list could also include the Residents favourite cake or celebration item</li> <li>• If any Resident does not want their name on this list, this choice is to be respected by the remaining Residents.</li> </ul>
<b>My Space</b>	<ul style="list-style-type: none"> <li>• Each Resident is to respect the private space of other Residents and in particular one another's units</li> <li>• A Resident is only allowed to enter the private space of another Resident when they have been invited to do so</li> <li>• LIRC is authorised to enter the unit of a Resident at any time if she has reason to believe there is an emergency situation, particularly if it is life threatening. LIRC will check on Residents who have not been visible for more than 24 hours.</li> <li>• "Do Not Disturb" signs to be provided to all residents. These are to be hung on the outside of the resident's internal door when they do not want to be disturbed</li> <li>• If the sign is on the door, all other residents are to respect the privacy of that resident, and not knock on their door.</li> </ul>
<b>Use of Personal Goods</b>	<ul style="list-style-type: none"> <li>• Each Resident is to respect the personal goods and property of each person and not use other people's property without permission</li> <li>• If personal items are left in the communal area (i.e., in the dishwasher to be washed), the item/s should be returned to the owner, if it is known who that person is. If it is not known who the owner is; the item/s should be left on the table in the communal area to be collected</li> <li>• Any goods donated to the PI Harrison house will first be assessed for suitability by a PI representative. Once the goods are deemed to be needed and suitable, this item then becomes the property of PI. Should the item be damaged or require replacement it will be at the discretion of PI and no negotiation with the donor will be entered.</li> </ul>
<b>Pets</b>	<ul style="list-style-type: none"> <li>• Pets may be considered on a pet-by-pet, Resident-by-Resident basis <ul style="list-style-type: none"> <li>○ <i>Eg: One bird may be acceptable, whereas a large dog or a cat may not</i></li> </ul> </li> <li>• Any request to have a pet in a Residents unit must be put before the Resident Committee and then forwarded to the PI Board for a final decision. Along with the resident's pet application the resident committee are to also forward a recommendation of agreement or disagreement with the resident's request</li> <li>• Even if the Resident Committee agrees to a particular pet, the overall decision rests with the PI Board.</li> </ul>

	<ul style="list-style-type: none"> <li>• Pets should be maintained in the Residents unit and not be allowed to roam throughout the common areas</li> <li>• Any approved pet will be the responsibility of the Resident regarding the care, feeding and cleanliness of the pet.</li> </ul>
<b>Guests</b>	<ul style="list-style-type: none"> <li>• The purpose of the guest bedroom (House One) is for overnight stays by family and friends</li> <li>• LIRC makes a note in her diary when any resident approaches her to book the room for a guest to use the room <ul style="list-style-type: none"> <li>○ When LIRC is on leave, the Casual Coordinator may use the guest room only if necessary and directed by the Operations Manager. Otherwise, they will be on site during weekday shift hours only. Urgent contact outside these times should be made to the Operations Manager's phone.</li> <li>○ LIRC has the responsibility of looking after the guest room and the care of the linen</li> </ul> </li> <li>• Any guest staying for an evening meal will contribute \$10.00 p/person towards the cost of the meal <ul style="list-style-type: none"> <li>○ All Residents are to inform LIRC of any extra dinner guests 3-4 days before the day that the guest plans to have the meal</li> <li>○ LIRC will be able to use the \$10.00 to supplement food provision costs, special treats, household games and equipment or any way that is for the benefit of all Residents.</li> </ul> </li> <li>• If any Resident becomes involved with a boyfriend or girlfriend; the boyfriend or girlfriend will be able to stay with the Resident for a maximum of two nights per week <ul style="list-style-type: none"> <li>○ As the boyfriend or girlfriend is a guest, they will be expected to pay \$10.00 p/person towards the cost of the evening meal</li> <li>○ Any on-going or long-term arrangements for a boyfriend or girlfriend will need to be re-visited at a meeting of the Residents Committee.</li> </ul> </li> </ul>
<b>Invited Guests and Friends</b>	<ul style="list-style-type: none"> <li>• All Residents are encouraged to invite family and friends to the PI home at any time <ul style="list-style-type: none"> <li>○ This is provided that these visits do not impact on the good order or operation of the home or affect the wellbeing of the other Residents and LIRC</li> </ul> </li> <li>• LIRC is permitted to bring friends, relatives, or family into her personal unit, but will be asked not to bring outside guests into the PI common areas unless discussed with the Residents prior to their visit.</li> </ul>
<b>Support Network Access</b>	<ul style="list-style-type: none"> <li>• Resident support networks are permitted to have access to the PI home</li> <li>• Access for support networks is preferably via the resident's courtyard</li> <li>• Residents should make every effort to introduce their support networks to LIRC and the other Residents.</li> <li>• All paid support persons need to have a WWVP check</li> </ul>
<b>Evening Meal</b>	<b>Evening Meal</b>

	<ul style="list-style-type: none"> <li>• The evening meal will be served at approx. 6:30 pm</li> <li>• A roster <u>may</u> be planned for all Residents to assist LIRC with the preparation of the meal and the clean-up after the meal <ul style="list-style-type: none"> <li>○ If a Resident is rostered on for a meal and they know that they are not going to be at home, they should politely enquire if they can swap with another Resident</li> </ul> </li> <li>• If any Resident does not require an evening meal or they are going to be delayed, they must let LIRC know by 4:00 pm <ul style="list-style-type: none"> <li>○ If the Resident has a regular arrangement or they are going to be delayed; LIRC will make the meal available for re-heating when the Resident gets home</li> <li>○ If the Resident has said that they will not require the evening meal; LIRC will not prepare their serving</li> <li>○ If the Resident has not let LIRC know that they will not be home; LIRC will prepare their serving as usual; however, she will freeze the serving for later use.</li> <li>○ If any resident wants to eat their evening meal in their room; they must come and get their meal from house one and take it back <ul style="list-style-type: none"> <li>▪ Any plates or bowls used in a resident's room must be returned to the house one kitchen, clean</li> </ul> </li> </ul> </li> <li>• LIRC will inform the Residents if they are going to be unavailable on any night that she is usually there</li> <li>• The residents have decided that: <ul style="list-style-type: none"> <li>○ There should be limited talking at the dinner table whilst the evening meal is being eaten. Talking before and after dinner is ok</li> <li>○ There will be no mobile phones at the dining table <ul style="list-style-type: none"> <li>▪ Phones can be brought to house one; however, are to be turned to silent and placed on the side cupboard during the meal.</li> </ul> </li> </ul> </li> </ul>
<b>Plants</b>	<ul style="list-style-type: none"> <li>• Any plants which are contained in a pot can be freely used to brighten up the Residents courtyards</li> <li>• Annuals such as pansies and other small colourful plants are also welcome</li> <li>• The planting of any shrubs and trees with deep/spreading roots are to be discussed with the Residents Committee and then forwarded to the PI Board for a final decision. Along with the resident's plant application the resident committee are to also forward a recommendation of agreement or disagreement with the resident's request</li> </ul>
<b>Cleaning</b>	<ul style="list-style-type: none"> <li>• Each Resident is responsible for the cleaning of their own unit</li> <li>• The Common Areas are to be kept clean and tidy at all times <ul style="list-style-type: none"> <li>○ These are the responsibility of all Residents</li> <li>○ A roster <u>may</u> be planned for this purpose.</li> </ul> </li> </ul>

<b>Harassment</b>	<ul style="list-style-type: none"> <li>Any form of harassment, bullying or abuse of any Resident or LIRC, by any Resident, LIRC, visitors or support workers <b><u>will not be tolerated</u></b></li> <li>If any bullying has occurred it is to be reported to LIRC in the first instance; however if the bullying is caused by LIRC, it is to be reported to PI Operations Manager.</li> </ul>
<b>Smoking</b>	<ul style="list-style-type: none"> <li>Smoking <b><u>is not permitted</u></b> in any of the three PI houses located on the Harrison site</li> <li>Smoking <b><u>is permitted</u></b> in courtyards only, however not near any doors or windows.</li> </ul>
<b>Alcohol</b>	<ul style="list-style-type: none"> <li>The use of alcohol <b><u>is allowed</u></b> – However <i>“only as long as its use does not cause anti-social behaviour”</i>.</li> </ul>
<b>Drugs</b>	<ul style="list-style-type: none"> <li>The use of illegal drugs <b><u>is prohibited</u></b> and <b><u>will not be tolerated</u></b> within the PI home boundaries and common areas.</li> </ul>
<b>Fire</b>	<ul style="list-style-type: none"> <li>A fire evacuation procedure will be agreed upon to ensure the safe evacuation off all Residents in the event of a fire or similar emergency. Annual training will also be provided by ACT Fire Service and Fire Evacuation Maps clearly displayed.</li> </ul>