

## APPLICATION/REFERRAL PROCESS FOR RESIDENCY

**YOU MUST READ THIS INFORMATION BEFORE YOU COMPLETE AND SEND YOUR APPLICATION.**

To save your time and effort we recommend that before completing the Application form (attached at pages 8 & 9) you read this information pack and phone Namatjira Haven and ask to speak with the Intake Officer to see if you (or your client) are eligible for admission. We can discuss the particular circumstances of your application and inform you of additional documentation that may be required to complete the assessment process.

Any person referred who has current matters before the courts, or who is under the conditions of any Court orders, or where requested by the Intake Officer, is to supply the current facts , criminal history, bail or bond or ADVO orders. **Without this we will not assess your application.** Please also see page 2 of the application form.

To be accepted as suitable for admission you must:

- Be an Aboriginal male (there are very limited beds for non-Aboriginal men);
- Be aged 18 years or over;
- Have a current drug and alcohol problem or dependency;
- Have no requirement to attend court during your residency;
- Have a desire and willingness to make change.

You will not be accepted if you:

- Have Supreme Court Bail applications;
- Have a Sentence Appeal before the courts;
- Have Sexual offence charges/convictions ;
- Have Charges/convictions of major violence ;
- Have an ADVO/AVO where the victim is in our local area or there are strict no contact orders in place;
- Are under the care of the Public Guardian or a Trustee, or have high needs physically or intellectually;
- Are on an Opiate Treatment Program e.g. prescribed Methadone or Buprenorphine ;
- Are on anti-psychotic medications or opiate based medications.
- Do not consent to us collecting, using and sharing your personal information where needed so we can assess your application and evaluate our service



see Criteria pg6 and Mental health referrals (Application form pg2) for more detail  
**You may call the intake officer if you are not sure.**

The process is

1. You lodge a written application (someone can help you do this) which includes legal documents if you have Legal matters including Parole or Bonds, or we request them.
2. You call and speak to our Intake Officer (within 48hrs of lodging the application) who will check your information, ask you for any information not supplied, confirm you consent to do our program and assess your clinical need for Drug & Alcohol Rehabilitation.
3. If suitable you will be accepted and placed on a Wait list (there are rarely immediate beds available and we have a priority system in place for Health applications) - you can request a letter of acceptance at this stage. You must ring weekly from this point.
4. You have to be alcohol and drug free to be admitted so you may need some form of detoxification prior to admission. We will discuss this with you
5. You are admitted - transport and other arrangements are discussed when you have been allocated a bed date

**Namatjira Haven reserves the right to refuse entry to any person who does not supply sufficient information to determine eligibility or who fails to provide information later seen to affect eligibility rules. Applicants must:**

- 🌍 **Communicate with us themselves** during the assessment process - no applicant will be admitted via third party without communication with us - this relates to consent.
- 🌍 **Be willing to change behaviour** - if it is found after admission that you are not interested in change then Namatjira Haven reserves the right to discharge you
- 🌍 **Agree to abide by all of the Rules of Namatjira Haven** during residency, including complete abstinence from alcohol and drugs (except where prescribed and within our criteria) and non-violent, non-threatening community participation.

**NO APPLICATION WILL BE ASSESSED WITHOUT PERSONAL CONTACT FROM THE APPLICANT - THIS INCLUDES PERSONS IN CUSTODY**

**IT IS UP TO YOU TO CONTACT US - WE WILL NOT CHASE YOU**

**Wait Times vary and your position on the Wait List will be determined by our assessment of your circumstances. Priority will always be given to local Aboriginal men who have no current Court matters or Orders.**



## INFORMATION FOR APPLICANTS

Namatjira Haven Drug & Alcohol Healing Centre is an Aboriginal residential drug and alcohol service offering respite for up to 26 weeks to men needing intensive support in dealing with a drug and/or alcohol problem or dependency. Namatjira Haven is situated in a rural setting just outside of the village of Alstonville, midway between Ballina and Lismore on the Far North Coast of NSW.

We offer the Gulgiwhen (Change) Program which aims to assist you to look inside yourself for the strength, motivation and enthusiasm to change negative self-defeating behaviours that result from, or have led to, drug and alcohol misuse and associated issues such as anger, violence and criminal behaviour.

The Gulgiwhen (Change) Program consists of:

- 🌍 Daily groups including a range of education and topic groups focused upon drug & alcohol use and the thinking, emotions and behaviours associated with misuse. Specific areas such as relationships, social and emotional wellbeing, harm reduction and living skills are addressed.
- 🌍 One to one case management with trained and experienced case workers. You will be allocated a case worker to work with you on the individual issues surrounding your substance use and other issues.
- 🌍 Peer support and active involvement of residents in a positive change community.
- 🌍 A Culturally specific focus and relevance. This includes: Elder Mentor Support, Cultural awareness activities, a Talking Circle and participation in cultural events.
- 🌍 Stress reduction activities and creativity.
- 🌍 Access to a range of health services such as GP, pathology, diagnostic imaging, sexual health and immunization services.
- 🌍 Awareness of and voluntary attendance at self-help groups.

Note: Namatjira Haven primarily follows a harm reduction focus in line with current Public Health Policy. We are not a 12 Step focussed Centre but we do include awareness of those programs and enable voluntary attendance at AA & NA, SMART self-help support groups and activities. Namatjira Haven is Strengths based and has a focus upon CBT (Cognitive Behavioural Therapy) based strategies and supports Stage of Change Theory which acknowledges the differences in where people are at in their substance use journey.

At Namatjira Haven We realise that each man has his own story and that each person's drug or alcohol use is different to another's. We therefore will try to personalise your experience by considering the particular circumstance which relate to you including the impact of trauma and cultural harm. However, we expect that all residents attend all program activities and show co-operation and willingness to change. We also require respect for self, for others, for property and for Aboriginal Culture and Lore and the land Namatjira Haven sits on. This, along with truthfulness and a non-blaming responsible attitude are the keys to positive change.



## Admission

### Admissions are accepted during Office Hours - Monday to Thursday -

Admissions outside these times must be negotiated with Intake Officer

No person will be collected off an early morning ex Sydney (4.30am) train. You **MUST** discuss travel arrangements with us when you are allocated a bed date.

### Program Cost

The rent is set at 65% of your Centrelink Support payment (before rent assistance is added) and is deducted via CentrePay. Persons not on Centrelink Support must discuss rental with Intake Officer prior to a bed date being allocated. Rent is required 2 weeks in advance. If you do not arrive with enough money then you will be required to pay additional rent until your rent is fully 2 weeks in advance. (Do not get an advance payment from Centrelink) You will also be charged a linen bond. This amount will be credited in full if linen is washed and returned upon departure. All residents are charged a \$50 non-refundable administration fee.

On departure, any rent refund will be repaid into your bank account within 7 working days (one week) of leaving. You cannot get cash refunds.

### What to Bring

- 👤 Medicare Card, Health Care Card, Bank ATM card and any other ID you have.
- 👤 Enough clothing for at least one week. It is important to bring covered shoes for work programs and warm clothing if in winter.
- 👤 A bath towel, toiletries and laundry detergent. You may bring your own linen if you wish.
- 👤 Any other personal items which are allowed (you should ask prior to admission) and which may assist to help you feel at home. Radio & MP3's are allowed but you must have earphones and agree not to be listening to these during Program hours otherwise they will be confiscated. A beach towel in warm weather
- 👤 You may bring your Mobile phone however there are strict rules on when you may use that and you must agree to both provide us with the phone number and hand the phone in whenever it is requested to do so. Any person with a strict no contact ADVO in place will have further restrictions which can include no mobile phone use.

### What Not to Bring

- 🚫 Alcohol or drugs of any kind except where prescribed and allowed.
- 🚫 Valuable items.
- 🚫 Weapons of any kind, including pocket knives.
- 🚫 Pornographic or violent material including R rated DVD's and CD's. These will be confiscated
- 🚫 Do not bring any electrical appliance without first discussing with Intake Officer

**Namatjira Haven does not take responsibility for a resident's belongings**



**Rules** - Namatjira Haven encourages self-responsibility - we are not a prison but we do have to have certain rules that residents are required to abide by. The main rules are obvious - no drug/alcohol use and no violence. The other rules will be explained to you during admission period

**Phone contacts** - Residents are able to have their mobile phones while at Namatjira Haven, which may only be used outside of program times. You must provide details of a willing person who can be contacted in the event of any emergency. This generally would be your next of kin (no ex-partner or person named in an AVO with no contact conditions will be accepted as a contact)

**Visitors** - Visiting hours are on every Sundays between 12 .30 and 4pm. Visitors also are allowed each second non outing Saturday (same hours). Special arrangements may apply to persons travelling long distance to visit with approval. Please discuss prior to arranging a visit.

**Residents and visitors must abide by any AVO/AVDO orders. Failure to do so can result in eviction and reporting. You are responsible for your visitors, including children. Visitors are to abide by the same rules as residents and will be asked to leave if they disregard these rules.**

**Namatjira Haven cannot take responsibility for a visitor's belongings**

**Rooms** - You will be allocated a single room if available as first choice on admission and linen will be issued. You will be responsible for cleaning your own linen and room and maintaining it in a tidy state. Namatjira also has 2 bedroom cabins available via an application process for those men staying longer than 12 weeks.

**Leave** - No regular leave in first 8 weeks. Compassionate leave to attend funerals or other family emergencies will be granted on a case by case basis. After 8 weeks leave may be granted dependent upon progress and circumstances.

**Shopping & Outings** - Regular shopping and outings is scheduled in the program timetable.

**Smoking** - No smoking is allowed within Namatjira Haven Premises (and motor vehicles). Smoking is allowed in 1 designated outside areas only ; failure to follow this rule will result in eviction.

**Program calendar** - An example of the Weekly Program is included at page 7 below. Please note this is subject to change.

**Important Information:** All applicants **MUST** read the Application Information pages 1 to 7 before completing the application form. Pages 1 and 2 of the Application form - all questions must be completed in full.

**Consent to collect, use and share your personal information** - we need your consent to collect, use and disclose your personal information in order to assess your application. In signing and submitting your application, you agree that the staff from Namatjira Haven may collect, use and disclose personal information about your application with other government and non-government agencies (including but not limited to Housing Providers, Health & Wellbeing Services, Legal Services, Family and Community Services, Medicare Australia, Centrelink, Alcohol and Other Drug services, Employment & Education Providers) for the purpose of assessing your eligibility and suitability for our service and for evaluating our application processes. Privacy law means any information we collect,



use and share still remains confidential within our service and within any other service we share information with.

The Application form is attached (2 pages). This needs to be completed in full and faxed to the Intake Officer on 02 66280520 (or e-mailed to [admin@namatjirahaven.com](mailto:admin@namatjirahaven.com)). Please be honest in your answers. You need to follow up your application within 2 days by phoning 02 6628 1098 and asking to speak to the Intake Officer. Any communication regarding this application is to be directed to the Intake Officer.

**BEFORE PROCEEDING WITH THIS APPLICATION - Check these criteria items**

You will not be accepted, and therefore should not apply, if:

- 🌐 You have current Supreme Court Bail or Sentence Appeal applications
- 🌐 You are on an Opiate Treatment Program eg. prescribed Methadone or Buprenorphine
- 🌐 You are under the care of the Public Guardian or a Trustee or have high needs physically (self-care and mobility) or intellectually. Please call if you need clarification
- 🌐 You are on prescribed anti-psychotic or opiate medication see page 2 Mental Health referrals
- 🌐 You have current or recent Sexual offence charges
- 🌐 You have current charges for major crimes of violence
- 🌐 You do not consent to us collecting, using and sharing your personal information where needed so we can assess your application and evaluate our service

You need to ring and check eligibility if any of the following apply

- 🌐 Historical Sexual Offences (certain circumstance and not within the last 5 years)
- 🌐 Past convictions for major crimes of violence
- 🌐 ADVO/AVO where victim is local or there are strict no contact orders in place.
- 🌐 Taking medications that are anti-psychotic but only for temporary reasons

If you have checked the above proceed to the Application form which is attached (2 pages). This needs to be completed in full and these 2 pages faxed to the Intake Officer with any medical or criminal history to be faxed also on 02 66280520 (or e-mailed to [admin@namatjirahaven.com](mailto:admin@namatjirahaven.com)).

You need to follow up your application within 2 days by phoning 02 6628 1098 and asking to speak to the Intake Officer.

**Further Enquiries** - If you would like further information please contact the Intake Officer at Namatjira Haven on (02) 6628 1098 during office hours or visit [www.namatjirahaven.com](http://www.namatjirahaven.com) .



| <b>Gulgiwhen Program – Example of Weekly Timetable</b> |                                       |                                       |                                |                     |                                   |  |                         |
|--|---------------------------------------|---------------------------------------|--------------------------------|---------------------|-----------------------------------|--|-------------------------|
| <b>Time</b>  | <b>Monday</b>                         | <b>Tuesday</b>                        | <b>Wednesday</b>               | <b>Thursday</b>     | <b>Friday</b>                     | <b>Saturday</b>  | <b>Sunday</b>           |
| <b>7am</b>   | Breakfast & Shower                    | Breakfast & Shower                    | Breakfast & Shower & chores    | Breakfast & Shower  | Breakfast & Shower                | Wake up  | Sleep in                |
| <b>8.30am</b>  | Chores                                | Chores                                | Chores                         | Chores              | Chores                            | Breakfast Shower   | Breakfast Shower        |
| <b>9.00am</b>  | House Meeting                         | House Meeting                         | House meeting                  | House Meeting       | House Meeting                     | Chores   | Chores                  |
| <b>9.30am</b>  | Extra House clean up<br>10am Shop Run | 9.45am – 10.30am<br>Tai Chi           | 10am Shop Run                  | Walk                | QML pathology                     | House Meeting Shopping                                     | 10am House Meeting      |
| <b>11am</b>  | Group                                 | Group                                 | Group                          | Group               | Group                             | Outing each 2 <sup>nd</sup> week or shop Alstonville       | All Wash vehicles       |
| <b>12.30pm</b>   | Lunch                                 | Lunch                                 | Lunch                          | Lunch               | Lunch                             | Lunch BBQ  | Lunch Visitors          |
| <b>2pm</b>   | Small Motors                          | Literacy Group                        | DVD Residents                  | Music Doctor's      | 1.30 Tai chi<br>2.30 Craft        | 2 <sup>nd</sup> Sat Outing<br>2 <sup>nd</sup> Sat visitors | Visitors                |
| <b>3pm</b>   | Small Motors                          | Literacy Group                        | Staff meeting<br>DVD Residents | Music Doctor's      | Craft                             | 2 <sup>nd</sup> Sat Outing<br>2 <sup>nd</sup> Sat visitors | Visitors                |
|  | Small Motors                          | Case Management                       | Case/Staff Meeting             | Music               | Craft                             | 2 <sup>nd</sup> Sat Outing<br>2 <sup>nd</sup> Sat visitors | Visitors                |
| <b>4pm</b>   | Small Motors                          | Case Management                       | Case/Staff Meeting             | Case Management     | Case Management                   | 4pm Return from outing                                     | Visiting over by 4.30pm |
| <b>5.30pm</b>  | Dinner                                | Dinner                                | Dinner                         | Dinner              | Dinner                            | Dinner   | Dinner                  |
| <b>6.30pm</b>  | NA Bangalow optional after 4 weeks    | AA Alstonville optional after 4 weeks | Talking Circle Compulsory      | Koori AA Compulsory | AA Lismore optional after 4 weeks | Bruce's Group  | TV                      |
| <b>11.00pm</b>   | Lights off                            | Lights off                            | Lights off                     | Lights off          | Lights off                        | Lights off   | Lights off              |

Residents are to attend all activities unless specifically excused for a valid reason. Optional groups are only optional from Week 5 of residency otherwise all attend. All attend Fire Circle.

Smoking is not allowed on site or in vehicles and must occur in designated area only when raining.

**This Program is subject to change at any time**



### **Gulgiwhen Residential Program for Men**

PO Box 14 Alstonville NSW 2477 [www.namatjirahaven.com](http://www.namatjirahaven.com)

We acknowledge our funders: PM & C, DoH, CS NSW, NSW Health



**Fax or email back these 2 pages only (do not fax the first 7 pages)**

**APPLICATION FOR RESIDENCY**

**Important Information:** All information supplied remains confidential and is protected by privacy legislation. Please be honest in your answers.. All questions must be completed.

**Please read and sign this declaration** - Please confirm by signing below that you have read and understand the information given page 1 to 7, that you have been truthful, you are male and that you are 18 years of age or older and you consent for us to contact other services or agencies where needed to assist with information to assess your application for entry into Namatjira Haven. You are aware that withholding of or giving misleading information may result in a non-acceptance or discharge after intake.

Please sign here .....

1.) **Date of Application:** ...../...../.....

Last Name: ..... First Name:..... D.O.B: ...../...../..... Age: .....

Your ATSI Status? (circle one)      Aboriginal      Torres Strait Islander

Both Aboriginal and Torres Strait Islander      Neither Aboriginal or Torres Strait Islander

If you identify as Aboriginal, what nation do you identify as coming from (optional)? .....

2.) **Usual Address:**...(Put which town if homeless) .....

Your mobile phone number: .....

**If you are in custody** which Correctional Facility are you in? ..... MIN no.....

Next Court or Parole Date ...../...../..... Court Type.....

**Which of these best describes your usual accommodation:** (Please circle)

Renting    Boarding    Own your Place    Staying with Family/Friends    Not Fixed    Homeless    Other

3.) **Have you ever been previously admitted to Namatjira Haven?**    Yes    No

If yes What Year:..... Length of Stay:.....

4.) **Are you in a current relationship?**    Yes    No





5.) What is your current employment/income status? (Please Circle)

Employed Full Time    Employed P/T    Pension    Student    Unemployed    Other

If you are on a Centrelink Benefit, which do you receive? .....

Your CRN (if you know) ..... Your Medicare No (if you know it) .....

6.) What alcohol/drugs have you used in the past 3 months? Describe how much

.....  
.....

7.) Briefly describe why you think you have a problem with drugs or alcohol that sees you making application for entry to Namatjira haven.

.....  
.....

8.) Do you think you need help to detox before entry?    Yes    No

*All persons accepted must be Drug & Alcohol free on admission.  
If your application is accepted, this requirement, and options for a withdrawal management program (e.g. Detox), will be discussed with you once a bed date is allocated.*

9.) Do you have a Medical or Mental Health issues? (Please Circle)    Yes    No    If yes, please detail

.....  
.....

10.) Do you have any current legal matters? courts or parole board or a current ADVO/AVO?    Yes    No

If yes you need to supply precise details of any Court related factors present before your application can be assessed. This will usually be; Facts sheet of current charges and court date, Current Orders (Bail, Parole and what type of Order), Criminal record, AVO or ADVO Orders currently in place naming you as Defendant.

**please ask your legal representative to fax these to us so we can assess your application**

**Details of your Legal Representative and/or Supervising Parole or MERIT officer**

Name of Officer or Supervisor ..... Office.....

Phone ..... Email.....

11.) To your knowledge are you related to, or do you have a relationship with, any staff member or current resident of Namatjira Haven?    Yes    No    If yes, Who is the staff member or current resident?

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**Thank you for your application. Please ring the Intake officer within 2 days (Office Hours)**

