

KAMELEON GROUP

Making Decisions and Choices

An Easy Read Guide

This guide explains Kameleon Group's Decision Making and Choice Policy.

It uses Easy Read words and pictures to help everyone understand.

HOW TO USE THIS GUIDE

Some words are in bold.

This means the word is important.

This guide is about a policy.

A policy is a set of rules a business follows. Kameleon Group is the business.

Remember

- ★ You can ask staff for help to read this guide.
- ★ You can ask someone you trust to read it with you.

WHAT IS THIS POLICY ABOUT?

This policy is about your choices

This policy explains how Kameleon Group helps you make your own decisions.

It is for everyone who uses Kameleon Group's services.

It is also for your family, carers and other people who support you.

Why this is important

- You have the right to make choices about your own life.
- You have the right to get support you need.
- You have the right to be listened to.

YOU HAVE THE RIGHT TO CHOOSE

Kameleon Group believes you can make your own decisions

Kameleon Group starts by believing that you can make your own decisions.

You should be the person who decides about the support you get.

This means staff will:

- Give you information in a way you understand.
- Give you enough time to think about your choices.
- Let you ask questions.
- Respect the choice you make.

Your right to take risks

- ★ Sometimes a choice you make might have some risk.
- ★ You still have the right to make that choice.
- ★ Staff will help you understand the risk first.

GETTING INFORMATION TO HELP YOU DECIDE

Staff will help you understand

Staff must explain things in a way that is easy for you to understand.

- You can ask for information in Easy English.
- You can ask staff to explain things out loud.
- You can ask for an interpreter if you need one.
- You can bring a support person or advocate to meetings.

What is an advocate?

An advocate is a person who helps you say what you need. It can be a family member, a friend, or a person from an advocacy service.

SOMETIMES SOMEONE HELPS YOU DECIDE

You may have a support person

Some people have a person who helps them make decisions.

- This could be a family member, friend, or carer.
- This could be a person the law has appointed, like a Guardian or Administrator.

Kameleon Group will still involve you in decisions as much as possible.

Formal decision makers

Some people have a Guardian, Administrator, or a Power of Attorney. These are people appointed to help make certain decisions.

Remember

- ★ Even if someone helps make decisions for you, your wishes still matter.
- ★ Staff will always try to find out what you want.

KEEPING EVERYONE SAFE

Duty of care

Kameleon Group must keep you, staff, and other people safe.

This is called duty of care.

Sometimes a choice could be unsafe for you or for staff. Staff will talk with you about this.

WHERE TO GET MORE HELP

You can ask for help

- Ask your Kameleon Group worker.
- Ask a family member, friend or carer.
- Contact an advocacy service.

You can also read the full Decision Making and Choice Policy. Ask staff for a copy.

KAMELEON GROUP CONTACT DETAILS

Kameleon Group: 1300 10 10 69

Website: www.kameleongroup.com.au

DOCUMENT CONTROL

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