



FREEMASONS WA  
creating thriving communities

## Information Booklet



*Keith Simpson Village  
Kingsley*

*"We are committed to providing a range of quality accommodation, health and care services to our residents which provide individuals the opportunity to engage in quality life experiences"*

# Welcome to Freemasons WA

At Freemasons WA our ethos is to be empathetic and caring. Our staff members are assigned to particular villages so they can get to know and understand their Residents. All our staff are professionals who take their responsibilities for managing the villages seriously and “go the extra mile” to ease any concerns Residents may have as well as strive to add to the quality of their lives.

This information package is designed to provide assistance so that you can settle into your life within the Freemasons WA Village and make the most of the facilities and opportunities available to you, both within the village and the local community in which your village is situated.

Many of the questions that you may have as a new resident will be answered within the pages of this Information booklet. If you have any other questions please feel free to contact us during office hours at our Head Office on (08) 9409 2322 and our staff will be available to help you as much as we can.

## Administration

Head Office Open - 9.00am to 4.30pm

Phone: (08) 9409 2322

Fax: (08) 9409 2300

Address: 3A Moolanda Boulevard  
Kingsley WA 6026

Postal: PO Box 62  
Landsdale WA 6065



# Administration

**Joan Brightwell**  
Residential Services Manager



## Your Village

### Keith Simpson Village, Kingsley

The Keith Simpson Village at Kingsley contains 25 units, all of which are spacious one bedroom units with a separate dining and kitchen.

To compliment village life, the village is equipped with a Social Club which includes a library, fully equipped kitchen, piano, dart board and a pool table.

Outside of the Social Club, Residents have access to an under cover heated swimming pool, a bowling green and BBQ area.

# Paying Your Rent

## The Tenancy Agreement

Provided with this Information Pack are two copies of the Tenancy Agreement along with a covering letter that provides all the details of the ingoing costs and Rental Payments.

This document outlines all the statutory rights and responsibilities for both parties and offers the residents permanency with their accommodation.

Please ensure that you read these documents carefully and return one copy of the Tenancy Agreement to Freemasons WA Administration Office.

## Bond

A bond of 'a total of 4 weeks rent' is payable with the first fortnightly rental payment. Conditions of repayment of the bond at conclusion of tenancy are described in the tenancy agreement.

## Your Rent

The Rent paid provides for your accommodation and is inclusive of internal and external repairs and maintenance. Renovations or repairs to units and grounds are authorised only by Freemasons WA.

## Paying your Rent

Rent is to be paid every 14 days/fortnightly for the amount which is detailed in your tenancy agreement and the covering letter included with this information pack.

Please note the form '*Fortnightly Rent Due Dates*' which indicate the days during the year when your rent is due to be paid. This form is also included in this Information Pack.

# Paying Your Rent

## Methods for Paying your Rent

- **Direct Debit**

Freemasons WA has a direct debit system in place where you can have your rent deducted straight from your nominated bank account. This system incurs no fees or charges and ensures that you will never fall behind in your rental payments.

*\*\*\*This method is highly recommended by Freemasons WA\*\*\**

Please complete and return the 'Direct Debit Request' form enclosed so Freemasons WA can organise this method of payment with the Bank.

- **Bank Transfer**

Bank Transfer moves money out of your bank account and into a Freemasons WA bank account. This method can incur fees and can take a few weeks for your bank to establish depending on your banking provider.

To set up this payment you will need to contact your bank and arrange for the regular payment. Freemasons WA bank account details will be provided to Residents on request.

- **Cheque/ Money or Postal Order**

If you wish to send a Cheque/Money or Postal Order please ensure that this is done on a fortnightly basis, failure to pay your rent or overdue rent can result in a Breach of Tenancy.

A Cheque/ Money or Postal Order can be sent to the below address:

Freemasons WA  
PO Box 62  
LANDSDALE WA 6065

# Paying Your Rent

## Monthly Statement

Freemasons WA will send a statement to you each month detailing the charges and the amounts paid for each calendar month so that you can keep track of your account.

## Utilities

Please note that all Residents are responsible for setting up your own phone and electricity accounts.

You will need to contact Telstra and Synergy directly.

Residents are required to pay for personal energy and telephone costs which they incur in their home.

## Insurance

Residents are encouraged to maintain their own personal insurance for items brought into the Village. Insurance cover for the Unit does not include personal effects. Please take care with items of value and ensure that you lock your Unit in your absence.

# Resident Details and Privacy

In order to provide the services to all our Residents, Freemasons WA collects information about you. All this information is kept private and is not forwarded to any parties except to Health Professionals in an emergency where it is considered essential to maintain your health, safety or well being, as outlined in the Privacy Act, 1988.

Please complete the '*Resident Details for File*' form supplied in this information pack and return to us at Head Office as soon as possible so we can enter the information into our database.

Details on the Privacy Statement and the Charter of Residents Rights and Responsibilities are included with this form.

## Pet Information Register

If you wish to bring a pet with you into the village, you will need complete the '*Pet Information Register*' form which is included with this Information Pack for our records.

As a guideline and to avoid any problems with your pet living in the village we suggest that the following guidelines are adhered to:

- Cats should be kept inside at night.
- Dogs should be on a leash at all times and kept under the direct control of the Resident/s whilst being walked through the village.
- Dog droppings must be picked up immediately and disposed of in a suitable manner.
- Dogs should not be allowed to walk, run, or forage through garden beds.
- Residents must ensure that their pet does not cause any disturbance to other Residents to the level that may cause a breach of the Local Government Act and Regulations; this includes excessive barking by a dog.

# Silver Chain

Each Resident in our Albany Village is covered by the Silver Chain Security system.

This system is a hands free personal alarm which allows two way communications with Silver Chain in the event of a medical emergency, safety concern or any problem that you as a Resident may have.

Silver Chain will respond to the emergency by notifying the appropriate Emergency Services if necessary or a nominated family member.

An Instruction Manual for the system is kept within the unit. This should remain in the unit at all times.

# Fire Safety

All Units are equipped with smoke alarms which will alarm when smoke is detected in the Unit. These are checked on an annual basis as well as having the batteries replaced. Smoke Alarms can save lives so please do not remove the battery or tamper with the alarm in any way.

Each Unit is equipped with a Fire Blanket and Fire Extinguishers are located around the village. These are checked by Fire Equipment experts every 6 months.

Fire equipment should only ever be used if it is safe to do so. In the event of a fire it is important to get to safety as quickly as possible to avoid any serious injury or smoke inhalation.

# Smoking

Smoking is not permitted within any areas within the Unit or Social Centre of the Village.

# Facilities at Your Village

The Social Club includes a fully equipped kitchen, TV with a DVD and video player as well as a home theatre system, piano, dart board, pool table and gym.

Outside of the Social Club, all residents have access to an under cover heated swimming pool equipped with tables and chairs, a bowling green and BBQ area.

Located in unit 26, Keith Simpson is Studio 26, which contains a library, hair salon and podiatrist centre.

A number of Social Activities are arranged on a regular basis including movie nights, bowling tournaments and many celebrations for special occasions including special birthdays, anniversaries, Christmas and Easter.

## Useful Services and Local Community Contacts

### Library

#### Studio 26

Located at unit 26 Keith Simpson, is the village library that is run by a volunteer within the village who works extremely hard to maintain this library. Studio 26 Library is continuously growing, so far there are over 1100 books.

#### Woodvale Public Library

Trappers Drive, Woodvale WA 6026. Telephone: (08) 9400 4180

Open:	Monday, Wednesday and Friday	9.30am - 6.30pm
	Tuesday and Thursday	9.30am - 8.00pm
	Saturday	9.30am - 1.00pm
	Sunday & Public Holidays	Closed

# Useful Services and Local Community Contacts

## Bus Services

Transperth is part of the State Government's Public Transport Authority (PTA), and is the brand name through which the Western Australian Government provides public transport services in the Perth metropolitan region. This includes Perth's public buses, trains and ferries. Timetables & information is available from Transperth at the Joondalup Bus Depot or by calling 13 62 13. Timetables are so available in the Social Club.

## Hairdressers

Studio 26 Hairdressing operates on Wednesdays and Thursdays. For more information please contact your Village Manager.

## Express Salon

Kingsway Shopping Centre  
168 Wanneroo Road, Lansdale WA 6065  
Telephone: (08) 9409 6881

## Moolanda Hair Studio

Boulevard Plaza  
9 Moolanda Boulevard, Kingsley WA 6026  
Telephone: (08) 9409 1884

# Pharmacies

## Kingsley Village Pharmacy

Kingsway Shopping Centre  
168 Wanneroo Road, Lansdale WA 6065  
Telephone: (08) 9409 1100

## Woodvale Pharmacy

Cnr Timberlane Drive & Trappers Drive, Woodvale WA 6026  
Telephone: (08) 9309 2601

# Medical Practitioners

## Karratha Medical Centre

Karratha Village, Sharpe Avenue, Karratha WA 6714  
Telephone: (08) 9185 3555

## Pilbara Division of General Practice

2/2609 Sharpe Avenue, Karratha WA 6714  
Telephone: (08) 9185 6662

# Podiatrists

Studio 26 Podiatrist Centre operates every second Tuesday afternoon. For more information please contact your Village Manager.

## Kingsway Podiatry

210 Wanneroo Road, Madeley WA 6065

Telephone: (08) 9309 9199

## Kingsley Podiatry

62 Creaney Drive, Kingsley WA 6026

Telephone: (08) 9409 3400

# Physiotherapy

## Kingsway Medical Centre

Cnr Hepburn Ave & Wanneroo Rd, Landsdale WA 6065

Telephone: (08) 9409 1155

## Boulevard Medical Centre

121 Moolanda Boulevard, Kingsley WA 6026

Telephone: (08) 9309 3699

# Optometrists

## Kingsley Optical Services

Suite 3, Creaney Drive Medical Centre

Kingsley WA 6026

Telephone: (08) 9409 7623

## Woodvale Optometrists

Shop 16 Woodvale Blvd Shopping Centre

Woodvale WA 6026

Telephone: (08) 9309 5277

# Dental Care

## Kingsley Dental Village

Suite 2, 62 Creaney Drive, Kingsley WA 6026

Telephone: (08)9409 7424

## WA Dental Group

Cnr Timberlane Drive & Trappers Drive, Woodvale WA 6026

Telephone: (08) 9309 2010

# Chiropractors

## Kingsley Chiropractic Clinic

123 Kingsley Drive, Kingsley WA 6026

Telephone: (08) 9309 3171



# Shopping Centres

## Kingsway City Shopping Centre

168 Wanneroo Road, Landsdale WA 6065

Telephone: (08) 9409 2222

## Woodvale Blvd Shopping Centre

Whitfords Ave, WOODVALE WA 6026

# Justice of the Peace

There is a JP living in the adjoining 'Corinthian Court Village.' The Residential Services Manager can provide contact details on request.

## Claire Patricia Carmel McGree

Kingsley WA 6026

Telephone: (08) 9309 5519

## Ian Peter Mitchell

Kingsley WA 6026

Telephone: (08)9409 4088

# Complaints and Suggestions

There may be occasions when a Resident/family/friend wishes to express a concern or make a suggestion about the Village.

Any issues can be discussed verbally with staff by contacting Head Office on (08) 9409 2322, our staff will always be more than happy to discuss any issues with you.

All written complains should be forwarded to Head Office and these will be investigated by the Client Services Officer and other appropriate staff members and you will receive an acknowledgement either verbally or in writing within five working days. Feedback will be provided on the outcome of the complaint.

If you remain dissatisfied then alternative avenues can be taken, such as contacting:

The Chief Executive Officer, Howard Emery at  
Head Office on (08) 9409 2322,



OR

The Department of Consumer and Employment Protection  
50-52 Durlacher Street, GERALDTON WA 6530  
Telephone: (08) 9964 5644

# Renting a Home in WA

Included in this package is an information brochure The Department of Consumer and Employment Protection has put together outlining important information about renting a home in WA. Please take the time to read this information so you as a Tenant know you're rights and obligations.

## Useful Phone Numbers

### Alinta Gas

- Emergency Services 13 13 52
- Residential Services 13 13 58

### Synergy

- General Enquiries 13 13 53
- Faults & Emergencies 13 13 51

### Water Corporation

- Faults & Emergencies 13 13 75

### Telstra

- Moving or Relocating 13 2200
- Accounts & Payments 13 2200
- Repairs & Faults 13 2203

### City of Esperance

- Enquires 9071 0666

### Emergency Services

- Joondalup Hospital 000
- Joondalup Hospital 9400 9999
- Warwick Police Station 9246 8333
- WA Police 131 444
- Duncraig Fire Station 9448 9544

# Village Map

