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**THE SALVATION ARMY CROSSROADS WEST  
LEAVING CARE GUIDE**

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## **Acknowledgements**

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## **Content Page**

	Page Number
Contacts listing	3
Managing your money	7
Housing & Accommodation	9
Dealing with Centrelink	12
Education	16
Employment & Training	18
Cars & Licences	22
Health & Lifestyle	24
Drugs	32
The Law & Your rights	34

## **Contacts**

### **Counselling**

<b>Name</b>	<b>Address</b>	<b>Contact Number</b>
Stand By Me Youth Service	Alton Road, Beechboro	9377 4022
Youth and Family Counselling - Lynks	YMCA House, 57 Short Street Perth	9227 4111
YouthLink	223 James Street, Northbridge	9227 4300
Youth for Christ Aust.	156 Mills Street, Welshpool	9356 1977
Youth Focus		9361 4222

### **Domestic Violence**

<b>Name</b>	<b>Address</b>	<b>Contact Number</b>
Domestic Violence Advocacy and Referral Service	Patricia Giles Centre, Joondalup	9300 1022
Women's Information Service	141 St Georges Tce, Perth	9264 1900
Relationships Aust		9489 6363
The Women's Refuge Group		9227 1642

### **Mental Health**

<b>Name</b>	<b>Address</b>	<b>Contact Number</b>
Aboriginal Community Support Service	156 Wittenoorn Street, East Perth	9421 3891
Grow WA	146 Beaufort Street, Perth	9328 3344
Quarry Health Centre	7 Quarry Street, Fremantle	9430 4544
Youth Focus	54 Goodwood Pde, Burswood	9361 4222
YouthLink	223 James Street, Northbridge	9227 4300
Kwinana Community Health Centre	1 Peel Crt, Kwinana	9419 2266
Mental Health Law Centre	217 Beaufort Street, Perth	9328 8266
Osborne Division of General Practice Ltd	4/137 Main Street, Osborne Park	9201 0033
Mental Health Direct		1800 220 400

## **Support for young people with substance use issues**

<b>Name</b>	<b>Address</b>	<b>Contact Number</b>
Drug Arm	56 Fourth Road, Armadale	9497 9498
Next Step	32 Moore Street, East Perth	9219 1919
Noongar Alcohol and Substance Abuse Service Inc	176 Wittenoom Street, East Perth	9221 1411
Palmerston Association Inc	134 Palmerston Street, Perth	9328 7355
Mission Australia	129 Hill Street, East Perth	9225 0400
Teen Challenge	56 Creaney Dve, Kingsley	9309 5255
Wesley Mission Perth	93 William Street, Perth	9321 9711
Alcohol and Drug Information Service (ADIS)	7 Field Street, Mt Lawley	9442 5000
Pregnancy, Early Parenting and Illicit Substance Use Project		9229 9032 1800 246 655
Youth Legal Services		9202 1688 1800 199 006
Sussex Street	29 Sussex Street, East Vic Park	9470 2676

## **Community Legal Centres**

<b>Name</b>	<b>Address</b>	<b>Contact Number</b>
Armadale Information and Referral Service	28 Sexty Street, Armadale	9497 1406
Citizens Advice Bureau	25 Barrack St Perth	9221 5711
Community Legal and Advocacy Centre	24 Parry Street, Fremantle	9432 9790
Consumer Credit Legal Services (WA) Inc	207 Murray Street, Perth	9481 7662 1800 627 662
Disability Discrimination Unit	29 Sussex Street, East Vic Park	9470 2676 1800 642 791
Environmental Defenders Office (WA)	33 Barrack Street, Perth	9221 3030
Gosnells Community Legal Centre	2240 Albany Highway, Gosnells	9398 1455
Mental Health Community Legal Centre	217 Beaufort Street, Perth	9328 8266 1800 620 285
Northern Suburbs Community Legal Centre	2/14 Chesterfield Road, Mirrabooka	9440 1663
Parkway Legal Advice Centre	8 Parkway Ave, Nedlands	9380 2945
Welfare Rights and Advocacy Service	98 Edward Street, Perth	9328 1751
Women's Legal Services	St Georges Tce, Perth	9221 5922
Youth Legal Service	79 Stirling Street, Perth	9328 9077
Southern Communities Advocacy Legal and Education Services	80 Civic Blvd, Rockingham	9528 6077
Tenants Advice Service	East Perth	9221 0088

## **Pregnancy Support**

<b>Name</b>	<b>Address</b>	<b>Contact Number</b>
King Edward Memorial Hospital for Women	374 Bagot Road, Subiaco	9340 2222
The Parent Help Centre		9272 1466
Ngal-a		9367 7855
Family Planning Association of WA	70 Roe St (Cnr of Lake St)	9227 6177

## **Public Transport**

<b>Name</b>	<b>Address</b>	<b>Contact Number</b>
Transperth Info Line		13 62 13

[www.transperth.wa.gov.au](http://www.transperth.wa.gov.au)

## **Women's Health Care**

<b>Name</b>	<b>Address</b>	<b>Contact Number</b>
Fremantle Women's Health Centre	114 South Street, Fremantle	9430 4545
Gosnells Women's Health Service Inc	59 Wheatley Street, Gosnells	9490 2258
Rockingham Women's Health and Information Centre	61 Council Ave, Rockingham	9527 8221
Women's Healthworks	70 Davidson Tce, Joondalup	9300 1566
Women's Health care House	100 Aberdeen Street, Northbridge	9227 8122
Armadale Health Services		

## **Young Mothers Groups**

<b>Name</b>	<b>Address</b>	<b>Contact Number</b>
Midland Women's Health Care Place	61 Morrison Rd, Midland	9250 2268
Communicare	28 Cecil Ave, Cannington	9451 9777
FRESH	7 Quarry Street, Fremantle	9432 9510
Granny Spiers Community Housing	2 Albatross Ct, Heathridge	9401 2699
Sudbury Community House	30 Chesterfield Road, Mirrabooka	9344 8011
Trinity Youth Options	245 Stirling Street, Perth	9228 8400
Cockburn Family Support Service	86 Cordelia Ave, Coolbellup	9331 3022
Family Planning		9319 8043

## **Play Groups**

<b>Name</b>	<b>Address</b>	<b>Contact Number</b>
Young mum's club	101 Challis Road, Armadale	9497 4794
Playgroup WA Inc	1-3 Woodville Lane, North Perth	9228 8088

## **Income Support**

<b>Name</b>	<b>Address</b>	<b>Contact Number</b>
Centrelink		131 021

## **Accommodation**

<b>Name</b>	<b>Address</b>	<b>Contact Number</b>
The Department of Housing and Works (Homeswest)	Head Office 99 Plain St East Perth	9222 4666
Crisis Care		9223 1111 1800 199 008
Salvo Care Line		9227 8655
Aboriginal Hostels Ltd	256 Adelaide Tce, Perth	9325 6770
55 Central Inc	55 Central Ave, Maylands	9272 1333
Canning Youth Accommodation Service	Edgeware Street	9461 7190
Fremantle Housing Association	7 Ellen Street, Fremantle	9430 5582
Moorditch Koolaak Housing Project	2117 Albany H'way, Gosnells	9490 4333
Mission Youth Accommodation and Support Service	91 Berwick Street, Vic Park	9470 4080
Perth Inner City Youth Services	22 Blencowe Street, West Leederville	9388 2792
Swan Emergency Accommodation	53 Great Eastern Highway, Midland	9274 5382
Tinoca	70 Davidson Tce, Joondalup	9307 4520
Emergency Accommodation Services	79 Grand Promenade, Bedford	9271 8772

**If you have any questions around independent living that aren't answered in this guide contact the Mobile Resource Support Worker (MRSW) at Crossroads West-TSS on Ph. 93281600.**





**Managing Your Money**

# Managing your money

Managing your money is probably the most important skill you need to learn when you start independent living. Having the discipline to put money aside for things like bills and rent is difficult, and the temptation to spend your money on payday is a big one. Whether your money comes from wages or Centrelink payments it is often hard to make ends meet. You need to find out the cheaper ways of doing things.

## Getting a Tax File Number

A Tax File Number (TFN) is a number given to a taxpayer (eg individual, company etc) to make it easier to pay taxes and receive government payments.

You will need a TFN to start or change a job, have an account or investment that earns interest, obtain Centrelink payments, lodge a tax return, and pay HECS.

To get a TFN you will need to complete a TFN Application/Enquiry form and lodge it with the Australian Taxation Office (ATO). They have offices in Cannington and Northbridge where you can pick up the form. (Francis St Northbridge)

## Setting up a bank account

You will need to choose a bank or financial institution. You may decide on a bank because it is close to you, offers the kind of account you are after, or has lower fees.

When you go to set up a bank account you will need to take a few things for identification, to reach a certain number of points. You will need a birth certificate/passport, a driver's licence/health care card, and your tax file number. It may be worth contacting the bank to check whether the id you have will be enough points. (Your id needs to be worth 100 points to open an account).

## Tax

You need to put in a tax return if you paid tax in the last financial year, if you received a Centrelink payment, or if you received any other income. You will need to have a tax file number, and a group certificate/Centrelink statement to fill out your tax return.

A tax return is a booklet that asks you to fill in details of all your earnings since the last financial year (June 30). You need to submit your finished tax return between July 1 and October 31. A tax pack is normally delivered with your tax return application form, or they can be picked up from a post office or newsagency. It is a guide to help you understand the questions.

## Budgeting

Budgets are used to help you to keep some money left over for unexpected expenses and savings. Most people find this very difficult; as it is hard to put money aside for things you can't see (such as bills that haven't arrived). Budgets show your everyday expenses, including accommodation costs, bills, food, travel etc. Sticking to your budget leaves you with enough money to pay bills each month and helps with your day-to-day spending. It also allows you to reward yourself when you successfully save some money.

Remember to put things like entertainment, car maintenance costs and clothing on your budget, and be honest with yourself about your spending. Sometimes it helps to record all your spending for a fortnight, to find out where your money goes. You might be surprised at the result and be able to make changes to your spending to reduce your costs.

The easiest way to budget for bills is to get any budget cards that are available. That way you avoid the security risk of leaving money you have set aside around the house.

## **Paying Bills**

Most bills (except rent) can be paid at your local post office. More commonly you can pay by B-pay through telephone banking which you can set up with all banks. It may be a good idea to keep receipts or receipt numbers of payments for future reference.

You may be entitled to cheaper bills if you have a health care card. Not all companies offer this but its an idea to always ask.. It is hard to pay bills in one go, particularly if you haven't been budgeting for them. If you find you are unable to pay the full amount all at once, ring the company and provide them with a payment plan (one that you have already worked out eg \$20 a fortnight) to pay the debt off gradually. Negotiation skills are important and can help you develop realistic repayments.

## **Electricity**

Electricity bills come every nine weeks.

Western Power does offer a reduced connection fee to health care card holders. You can also ring Western Power about getting a budget card to help pay your electricity bills. This lets you put some money on your account at a post office, so that when bills come in you will already have paid some of it. You may even get credits. This is good because it means you won't be leaving money around the house where it might get stolen, or where you might decide to spend it on something else!

## **Phone Bills**

Phone bills come every month. You can get a budget card from Telstra to make it easier to budget for your bills.

You can also check with your phone company about the deals you can get to reduce your phone bill. When you first move into your own place you can put a bar on your outgoing calls that are expensive (such as STD, international and particularly mobile phones). You can still receive incoming calls and you have a pin number to deactivate the Call control. This is really good if you are sharing a place.

Telstra offers a rebate to sole parents.

Mobile phones are not suited to everyone. If you do feel you need a mobile phone it is recommended you get a pre paid one, so that you do not run up a huge bill without noticing it.





**Housing and Accommodation**

# **Housing and Accommodation**

Accommodation is the most basic need you have when living on your own. You may need to think about the kind of accommodation you would like to have (eg shared accommodation, private rental, boarding, supported accommodation etc) before you start looking for somewhere to live. You also need to think about the things you would need to live on your own, such as a fridge, bed linen, cutlery etc, so that you have some things of your own, or the money to buy them.

## **Looking for a place to live**

If you are looking for private rental properties you can search through the classified section of "The West Australian", particularly on Wednesdays and Saturdays, "The Sunday Times" and local community newspapers. Real estate agencies may also know of properties that are not advertised in the paper.

Shared accommodation, and rooms where you can board can also be found in newspapers, but it may be worth checking community noticeboards and university student guilds for flat mates.

You may be eligible for Homeswest, but remember that the waiting list can be quite long.

## **Setting up a place**

When you do find a place of your own there are a number of things you will need to be responsible for. If you are sharing accommodation it is a good idea to have your bills put into separate names, so that you only pay for your share.

There will be connection costs if the electricity, gas and phone need to be connected.

## **Paying Rent**

If you are renting a place you will be required to pay bond (4 weeks rent, see section on Bond Assistance) and usually 2 weeks rent in advance as well. Rent can be paid in different ways, but usually you will be required to give it to your landlord or your landlord's real estate agent. Sometimes you can organise to have your rent taken out of your account and put into your landlord's account by direct debit.

You should be given receipts for your rent payments. If you do not pay your rent you will be given a breach notice and may end up in rent arrears. You will owe the amount you haven't paid to the landlord.

Water costs apply and your share can be worked in an agreement with your landlord. Usually both parties agree to pay half the bill. The landlord pays the council rates.

## **Other costs**

There are other costs associated with new accommodation such as furniture removal, buying furniture and household items, having your mail redirected, getting your carpets cleaned at your last place if you were renting before, and getting insurance if you have chosen to insure your property.

There are some payments that may be required when you start your tenancy including an option fee, bond, a pet bond, two weeks rent in advance, a letting fee and stamp duty.

You will get your bond back if you leave the place in the condition it was in when you moved in, unless you owe money for rent, damage, water or any other cost. When you fill out the property condition report you can add anything you find that is wrong with the place. This will make it easier for you to get your bond back, as you will not be blamed for damage you did not cause.

Your obligations will be set out in a tenancy agreement. You will have to pay the rent, keep the place reasonably clean, tell the owner of any damage within 3 days of it happening, pay for any damage caused by you or people at your place, not cause a nuisance, and not use the premises for an illegal purpose.

The owner must tell you seven days in advance of any inspection of the premises. This must be in writing, and state the date and time of the inspection. It should be done at a reasonable time. If there are necessary repairs to be done you should be given 72 hours notice (this does not include general renovations).

If you are in a **fixed term tenancy** your landlord can only put the rent up if there was a specific clause in your agreement, which allowed for an increase. A rent increase notice must be in writing, state the amount of the increase and the day you have to start paying it. It must give you at least 60 days notice from the day the notice was given. The rent cannot be increased more than every six months.

## **Bond Assistance**

This is a loan, which helps you to pay the bond on a private rental property. You can repay the loan starting from the date of the loan approval. It can be direct debited from your Centrelink payment, and is interest free. The payment will be made directly to your landlord.

You can apply for bond assistance at a Ministry of Housing office. When applying you will need to bring the following documents:

A recent bank statement.

Pay slips or Centrelink income statement not more than 4 weeks old.

Proof of identity x 3 (eg birth certificate, passport, drivers licence, Health care card, gas/electricity account)

## **Application for Rental Housing**

You will be required to present proof of your identity and income. If you have an urgent housing need (eg medical condition aggravated by current housing, domestic violence, racial harassment, matters concerning child abuse) you may be eligible for **priority assistance** which would find you ahead of your turn on the waiting list. There are also provisions for people with disabilities.

You will be required to nominate your preferred kind of accommodation (eg house, apartment), and your preferred zone to live in (they will advise you of the suburbs in each zone, but it is not possible to apply for a specific suburb). You will be advised of the approximate waiting times for each type of accommodation in each zone, and will be contacted when a suitable property becomes available. You will need to notify a Homeswest officer if your circumstances change in the waiting period. Sometimes it helps to stay in phone contact or have a support worker advocate on your behalf to make sure you progress up the wait list.

Rent, water bills and other debts can be deducted directly from your Centrelink payment.





## Dealing with Centrelink

# **Dealing with Centrelink**

Centrelink has been known to make mistakes, so it is important to protect yourself by keeping track of your contact with Centrelink, and being aware of your rights.

When you apply at Centrelink you require proof of identification together with your tax file number, and your bank account details.

Keep ALL Centrelink and related documents in a folder. Get any documents handed in photocopied and stamped for your records. Record all contact you have with Centrelink staff, including their name and contact reference number for the conversation you have had.

## **Centrelink payments you may be entitled to**

### Youth Allowance (YA)

The aim of Youth Allowance is to improve the job prospects of young people by encouraging them to stay in education and training longer. You will receive the same assistance whether you look for work, studying or training, but in the long term, studying will get you a better paid job. With this scheme you can change from job-hunting to study without changing your payment. Youth allowance is paid from the date of your claim.

Your payment may be affected if you earn money doing casual work. You must declare what you earn, as there are penalties for non-disclosure of monies earned. Its best to be honest about your earning or and you could end up with a huge debt if your records are crosschecked with the Tax department.

Youth Allowance allows you to apply for an interest free Advance Loan of to \$500, dependent on the rate of allowance. It is repayable over a six month period and available every 12 months. The rate of repayment is normally \$30 a fortnight and can take a big bite out of your fortnightly income, so think about whether you can afford the repayments prior to applying for the loan.

### **Newstart Allowance (NSA)**

When you turn 21 you will be transferred over to Newstart Allowance.

### **Disability Support Pension**

You may be paid a Disability Support Pension if you have a disability, illness or injury that prevents you from working for at least 2 years. If your disability prevents you from dealing with Centrelink in person you are allowed to have a nominee to help you with your contact with them.

### **Sickness Allowance**

Sickness Allowance is paid if you are temporarily unable to work or study because of an illness or injury. For both allowances you will need to provide both a medical certificate, and a Treating Doctor's Report which your doctor completes. This report provides detailed information about your condition and its impact on your ability to work.

## **Extra Benefits:**

### **Health Care Card**

You may be entitled to a Health Care Card if you receive Youth Allowance. It saves you money on some prescription drugs and with it; your doctor may bulkbill your visits to Medicare. You may also be eligible for some other rebates with a Health Care Card.

## **Obligations:**

### **Activity Test / Mutual Obligation**

To continue receiving Youth Allowance or Newstart you will need to undertake approved activities such as full-time study, job search or work for the dole. This can be done in combinations (eg part-time work and part-time study). This is known as "mutual obligation".

You will be required to complete a certain number of hours of the activities (known as the Activity test) and you may be penalised by 18% reduction in your payment if you do not meet its requirements.

### **Activity Agreements**

If you are exempt from full-time education or training you are required to enter into an Activity Agreement. You must record attendance of relevant activities (education/training). You will be required to start your mutual obligation activity within 6 weeks of signing the Activity Agreement.

### **Job Placement Employment Training Program (JPET)**

Provides assistance to young people or students who are homeless or at risk of homelessness, young people wanting to continue or re-enter full-time education, young people in care/wardship or leaving wardship (not necessarily homeless), and refugees and ex-offenders. JPET staff can be contacted through DEETYA on 9464 4000 or through Centrelink

### **Literacy and Numeracy Training**

The Literacy and Numeracy Training program aims to improve the literacy and numeracy of unemployed people to increase their chances of gaining employment. Training is usually 6 – 15 hours a week. You can contact DEETYA about it on 9464 4000.

### **Read Write Now!**

Read Write Now! Is another program that can assist with literacy needs.

## **Work for the Dole**

Depending on how long you have been receiving your allowance you may be required to do 24 hours part-time work experience a fortnight, in one of a variety of projects for six months of the year. You will still have to look for jobs. You may be entitled to a small extra fortnightly payment.

## **Green Corps**

Green Corps is a voluntary program for people aged 17 – 20 who have an interest in the environment. Projects include land care, eco-tourism, restoration, survey and data collection. This project is mostly found in rural and remote areas. Participants receive a training allowance.

## **Parenting Payment**

You are eligible for a Parenting Payment if you have a child under the age of 16 living with you (sole and partnered parents). It can be paid to only one member of a couple.

## **Tips to avoid Centrelink Breaches/Penalties**

You must notify Centrelink within 14 days if there is a change in your circumstances, income or address.

Attend all appointments – note times and dates in a diary or tell Centrelink if you have difficulty keeping an appointment.

Always hand your forms in on time and accurately.

## **Complaints and Appeals**

If you disagree with a decision made by Centrelink about your payments there is a prescribed process available to review your case. Centrelink are obliged to inform you of this process and contact numbers.

You can get help with appeals or complaints from the

- Welfare Rights & Advocacy Service (north metropolitan and northern WA Ph. 9328 1751)
- Sussex Street Community Law Service (south metropolitan Ph. 9470 2676)
- Fremantle Community Legal and Advocacy Centre (south metropolitan and southern WA Ph. 9432 9790)

## **New Apprenticeships Access Program (NAAP)**

This program provides pre-vocational training (such as literacy/numeracy, communication skills) and other assistance to disadvantaged job seekers, and can fulfil mutual obligation requirements. To find out if you are eligible for NAAP, ask Centrelink or contact your local NAAP providers.

## **Traineeships**

A traineeship is like a mini apprenticeship, which lasts for up to 12 months. They are open to all ages. Many employers provide full on-the-job training, although any off-the-job training will be up to 13 weeks by providers chosen by the employer and the trainee. The trainee may have to pay a fee for the off-the-job training.

## **Apprenticeships**

An apprenticeship is a contract between an employer and one wanting to learn a trade. It combines practical work experience with training at a Registered Training Organisation (RTO).

If you wish to participate in an apprenticeship you can register with a Labour Exchange, answer newspaper ads, or seek out Group Training Companies (Group Training Scheme WA Ph. 9249 5344.)

## **Awards and Workplace Agreements**

Awards set out the minimum wages and conditions of employment for employees in a particular industry. They may be federal (from the Australian Industrial Relations Commission) or state based (from the WA Industrial Commission).

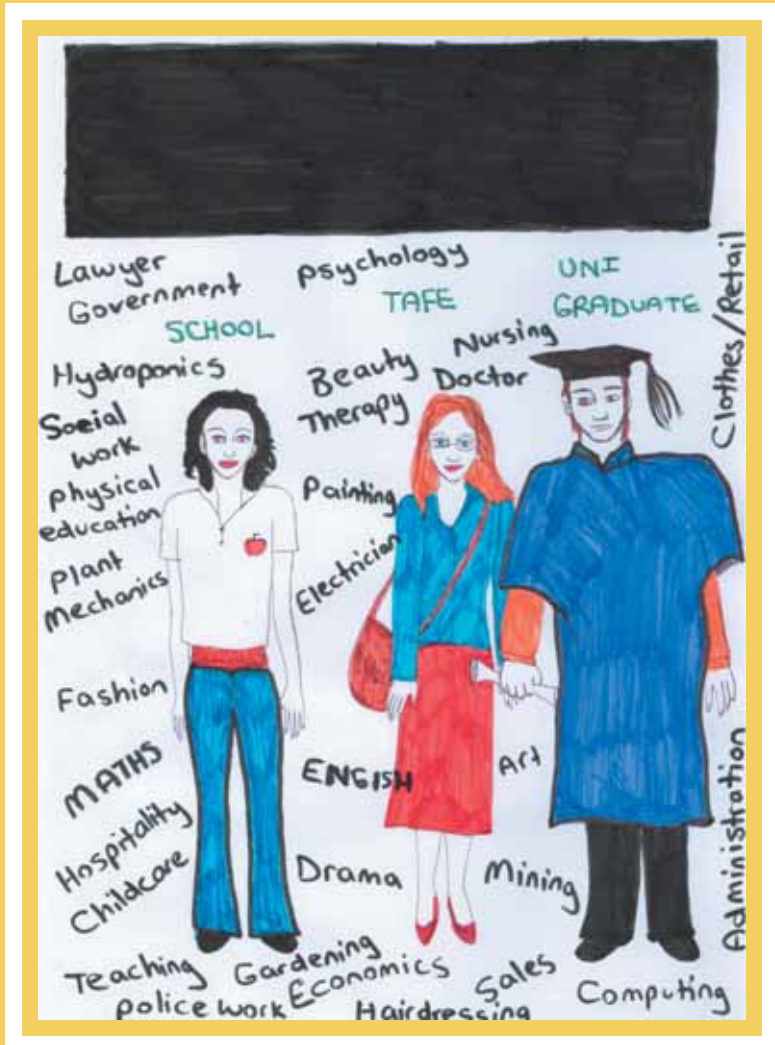
A workplace agreement is an agreement of employment wages and conditions made between an employer and an employee or group of employees. It is illegal to be threatened or intimidated into signing an agreement.

If you feel you are being bullied into signing a workplace agreement, it may be a good idea to get advice from your union, or ring the Department of Productivity and Labour Relations (DOPLAR) on 9222 7700. They will put you through to the right department for information on rates of pay, leave and other entitlements.

You can also contact Wageline on 1300 655 266.

[www.doplar.wa.gov.au/](http://www.doplar.wa.gov.au/) [wageline@doplar.wa.gov.au](mailto:wageline@doplar.wa.gov.au)





# Education

# Education

So you want to leave school now? Before you go there think about how your continued study could get you a better job and probably better money in the future. It could even be fun and enjoyable if you find subjects that are really interesting.

## School

At present you have to stay at school until the end of the year you turn 15. If you are in employment and training, you can get special permission from the Minister of Education to leave school when you are 14.

There are really no jobs at 15, which would get you a legally recognised income i.e. enough to support yourself. Without school qualification, few places would employ you now and even less when you are older.

Students are being encouraged to stay at school until completing year 12. Other options are enrolling at TAFE to do specific courses, apprenticeships or traineeships. TAFE allows you to work part-time or combine studies with a vocational course that can be continued after completing school studies.

Vocation Education and Training (VET) is designed to structure school with structured work experience in upper school. INSTEP (Industry Specific Programs) is designed for gaining access to TAFE. Ask your careers counsellor about it.

Balga Senior High School has a course for pregnant girls to complete their education as do Trinity Learning Centre. Canning College, Tuart Senior College, North Lake Senior Campus and Cyril Jackson Senior Campus are for those who left school early to return as mature aged students. Cyril Jackson Senior Campus is designed to assist in gaining Year 10 equivalent certificate and preparation for STAT tests to enter university. North Lake Senior Campus offers programs for entry into police and defence forces, completion of year 10, TEE, VET, and traineeships.

After finishing school, you may wish to continue your studies and improve job opportunities.

## TAFE

TAFE colleges offer numerous courses. Around 90% of TAFE graduates get work within a few months. It costs less to go to TAFE than university, although the fees are up front, sometime arrangements can be made to pay off your fees in instalments. The lecturers have industry experience as well as formal teaching qualifications.

There are different levels of qualification for increasing skills. They range from Certificates I to IV, to Advanced Diploma. Qualifications are developed to meet industry standards.

TAFE qualifications are recognised by tertiary institutions. Credits may be awarded for completed work.

There is a points system to enter TAFE. Most courses award a score out of 20 for general academic merit and a similar score for other studies and work experience related to the course you are trying to enrol in.

The TAFE Handbook is found at newsagents and online through the Internet.

Remember to check application-closing dates to avoid missing out or getting a late penalty fee.

## **University**

University is also an option. Entrance is scored by the Tertiary Entrance Rank (TER). You compete with other students doing year 11 and 12 TEE subjects for a place at university.

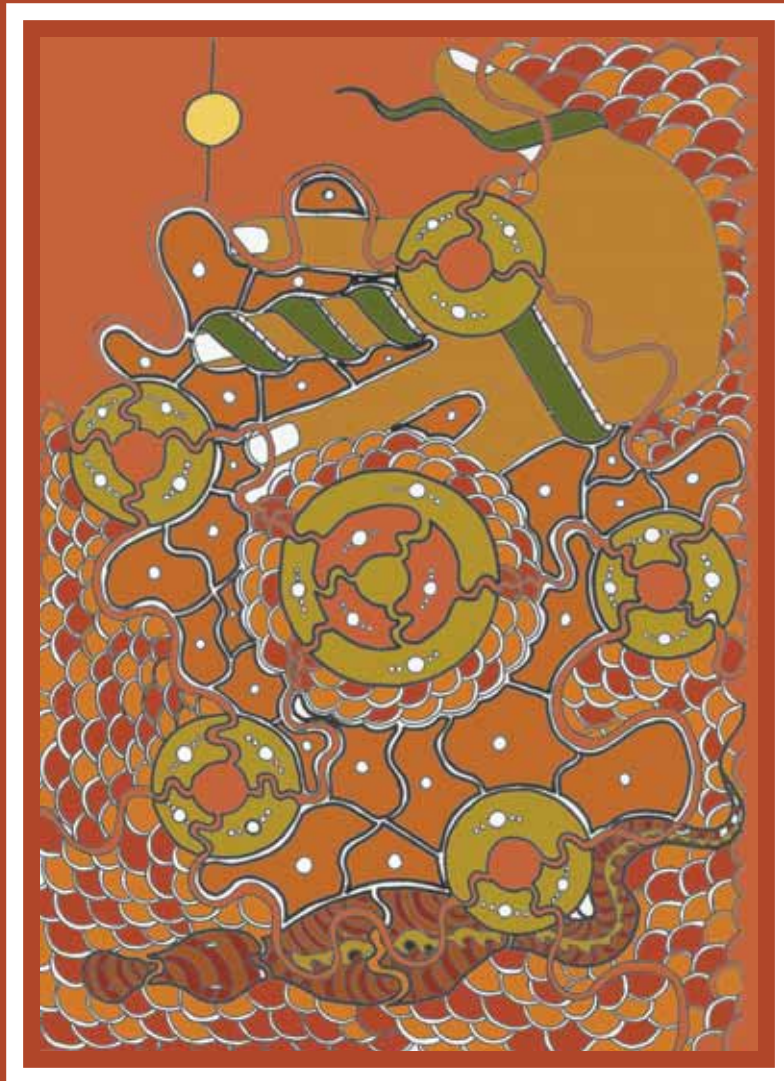
There are various courses offered throughout the five universities with different entrance requirements. This information is available from the Tertiary Institutions Services Centre (TISC) handbook, which is found at newsagents and universities. Once registered through TISC, you may use your telephone to access your results.

Those 20 years and older may sit the STAT test. This is made up of multiple choice and written sections and indicates level of skills required to study effectively at university. This gains general entry but not always for the course you want to do. You must check out prerequisites for your course before enrolling.

STAT tests are held periodically. There is a cost for sitting this test.

Some universities have bridging courses for certain areas of study. Ask your university student services officers for further information on these.





## Employment and Training

# Employment And Training

Let's face it. It's hard to find work. You apply for many jobs and get lots of interviews but no work. Learn from your experiences in interviews so that you understand what your potential employer wants. Don't give up!

## Looking for jobs

You can use lots of methods to find a job. There is word of mouth. Go and tell everyone you know you are looking for work.

Centrelink has job vacancies and Job Network listings. They provide access to telephones, photocopiers, fax, job guides, pamphlets, a noticeboard, and computers for typing up résumés and letters (take a floppy disk to save your resume). You may access Job Network Services.

Job Network members contact employers to find jobs and match your skills and experience to these jobs. You can use Job Matching services even if you are not receiving payments from Centrelink. You can enrol with all the Job Network members in your local area. You will be issued a Job Network Card to allow employers to check your eligibility for the service. Their information line is 13 62 68.

The Department of Employment, Workplace Relations and Small Business (DEWRSB) have job vacancies on its Internet home page and links to Australia Job Search (<http://www.dewrsb.gov.au>). Other employment agencies also advertise on the Internet and have offices designed to assist finding jobs.

Wednesday and Saturday editions of "The West Australian" newspaper have an employment section. Local community papers have "Positions Vacant" and/or "Employment" sections. Newspapers are available at your local library.

Community notice boards, too, advertise available local work.

If a workplace really interests you, telephone, write letters, or visit them. Even if there is no work then, your good impression may get you a future position when one is available. You can drop your resume off at any place that looks like a good place to work.

The Career Information Centre has information on occupations, training, and job prospects. (Level 2 City Central Building 166 Murray St Mall Perth)

## Job Search Training

Here you get help writing résumés and job applications, and interview techniques. Centrelink will contact you after being registered for 6 months. Youth Allowance (YA) or Newstart (NSA) clients referred to Job Search Training must participate. Allowance is cut for failure to attend.

Centrelink arrange for one-to-one support in obtaining and keeping a job. It is called Intensive Training Assistance. Refusal to attend will reduce your allowance.

Job seekers are encouraged to be apprentices or trainees. Those receiving YA or NSA for 6 months may participate in a Self Employment Development (SED) activity, or a New Enterprise Incentive Scheme (NEIS).

Centrelink also offers a free career counselling service (phone 13 28 50)

## **Résumés**

When you apply for a job you will usually be asked to supply a résumé or curriculum vitae (CV). A resume provides the basic information your employer needs to know, in a short, clear and accurate form. A résumé should include:

Personals Details – name, address, phone number, date of birth, motor drivers licence and access to transport (if relevant).

Employment History – the most recent job is listed first. The title of the position should be bold, followed by the name of the employer, details of employment, and the dates worked. Dot point your major duties for each position. Remember to include all relevant or impressive information.

Other relevant information – such as voluntary work, work experience, interests, hobbies and awards, committees, club membership, other languages computer skills etc.

Referees – are of two types. The first is the professional referee - people who are involved in a similar field of work for which you are applying and who are able to comment on your abilities, skills and attributes in this area. Give their names (after checking they are willing to provide a reference), their positions and phone numbers or contact addresses. The second types are character referees. These are people in the community, such as teachers, local doctor, religious leaders, and others who know you well and are prepared to affirm your good character.

There are many agencies that will help you write a résumé, including Centrelink, Employment Plus and Jobmate.

## Example Résumé

### Leigh Spencer

1 First Street, SUCCESS 6754  
Ph: (08) 9123 4567  
Date of Birth: 1 January 1982  
Health Status: Excellent  
'A" Class Licence

#### Qualifications:

**Diploma of Face Painting**, WA School of Art, 2000  
Year 11, Success Senior High School, 1998

Employment: **Bakery assistant**, Coles Pty Ltd, Success 1998 – 2000

- Customer service
- Stock presentation
- Hygiene and cleaning duties

Was an "Employee of the month", for demonstrating good customer service skills.

Voluntary work: Leader at Success Youth Club, 1995 – 1999

- Organised games and camps
- Food preparation and cooking

Peer Support program at Success Senior High School

- Mentoring younger students

Work Experience Clown Academy, 2000 – 01

- Applied sad and happy faces for circus and party clowns

#### Interests:

Reading  
Keeping fit by jogging, cycling and rowing  
Chess

#### Club memberships and committees:

Chess Club of Western Australia  
Secretary of Australian Association of Face Painters

#### Referees:

Happy Clown  
11 Red Crt  
Glendalough 6513  
Ph: (08) 9345 2943

Joyful Teacher  
65 Ringme St  
Tranby 6250  
(08) 9532 6743

## **Going for a job**

Once you find an advertised position you are able to do, or hear about a vacant position, you can contact the employer to see if the job is still available, or write an application letter.

You may already have an application form for the job. Be sure to send it in well before the closing date, and to make a copy of it.

## **Application/covering letter**

Your application or covering letter should contain your expression of interest in the position (referring to the advert), a brief summary of the reasons you believe the company should employ you, followed by a copy of your resume. Remember to refer to the position title or reference number.

## **Addressing Selection Criteria**

If the company has a selection criteria this will also need to be addressed and sent with the covering letter. It is useful to remember the abbreviation "STAR" when addressing selection criteria.

**S** = situation

**T** = task

**A** = action

**R** = result

For example

Selection criteria: Demonstrate your ability to work well in a team.

Response:

"In my previous employment as a secretary at a local business there were four workers including me, and it was important that we all worked well together and agreed on everything so the business could be successful".

{Situation}

"My task was to work with the three other members of the team to find out what they needed me to do to help them do their job." {Task}

"I would talk with team members about their needs whilst taking notes and work out ways of meeting their needs." {Action}

"This was an effective approach as I was able to provide a prompt response to my teams needs whilst enhancing my relationships with them in conversations and providing the required service." {Result}

## **Other Agencies**

Some other services available in the community supporting young people looking for work include:

The Salvation Army- Employment Plus (Morley Ph. 9376 0100)

Joblink (Stirling Ph. 9246 7011)

Mission Employment Services (Rockingham Ph. 9592 1533)

Northern Suburbs Career Options Inc (Osborne Park Ph. 9201 0222)

Community First (Mandurah Ph. 9581 1288)

South East Metropolitan Youth Link (Fremantle Ph. 9335 9386)

Wanneroo Youth Centre (Ph. 9306 3511)

Westrek Foundations (North Perth Ph. 9228 0808)





## **Cars and Licenses**

Cars and licenses are often on the minds of young people because they mean freedom, excitement and an end to the hassles of getting around. Cars and licenses do come with certain responsibilities though, and they can be very expensive.

It might be a good idea to practice for your learners permit. You are able to sit an example test on the internet which can be found at [www.dpi.wa.gov.au/](http://www.dpi.wa.gov.au/)

If you are applying for your learners whilst still under the age of 18 a letter of consent from a parent or guardian will be necessary.

You are also responsible for advising of any medical conditions you may have and will be asked to sit a medical test.

You can sit for your learners at 16 by completing and passing a written test; you are then considered a learner phase 1. This phase is the time for you to get practical driving experience either from a responsible adult or a driving instructor. After the age of 16 and 6 months you can sit a drivers test and enter learner phase 2. During this phase you are required to keep a logbook of 25 hours worth of driving in different conditions. When you reach 17 you can have your logbook reviewed and sit a hazard perception test, if you pass this test you are eligible to be granted your probationary license for two years. While you are on your probationary license you will need to display your P plates for 2 years, stay under 110 km/hr and remain under 0.02% blood alcohol level.

The Department for Planning and Infrastructure licensing centres are located at:

East Perth:	14 Wickham St
Fremantle:	Cnr Leach Hwy and Stock Rd
Kelmscott:	34 Gillam Dve
Mandurah:	Cnr Ranceby / Pinjarra
Midland:	11 Victoria St
Rockingham:	2/3 Benjamin Way
Warwick:	37 Eddington Rd
Welshpool:	21 Murray Rd South

Whether your car is old or new, treat it with respect because you do not know how it handles. Driving in a car whose performance is greater than your ability to control it can be deadly (literally). Remember that fuel and maintenance can be expensive, and the wrong choice of car can lead to repair bills, and the car and driver being unable to go anywhere.

### **Tips for first car buyers:**

New drivers are strongly recommended to get a manual for their first car. This may mean more time learning to drive but in the long run you will save money in initial cost, fuel and maintenance. Manuals give you better car control, as you learn how to use the gears and the clutch. Learning in a manual will make you a better driver, as you'll be better able to understand the mechanics of the car. Most people start with a used car, but remember to always take it for a test drive and never agree to buy without having it checked by a reliable mechanic. It will save you in the long run in both safety and money.

### **Choosing a car:**

Some cars are considered better than others for a first car owner, be aware that:

- Big cars can be difficult to manoeuvre
- Sports utility vehicles consume a lot of fuel and are prone to rolling
- Sports cars require far more skill to handle than new drivers tend to have

Sports cars require far more skill to handle than new drivers tend to have  
Some cars are not very fuel-efficient and will cost far more in petrol costs eg big cars, cars that are not unleaded and 4wd's.

Once you've picked out a car to buy you should check it with REVS (1300 304 054) that it is not stolen.

### **Registration:**

It is compulsory to have your car registered as this includes your third party insurance, which covers you for personal injury or injury you may cause to someone else (the third party). This does not cover the costs of damage to their car so it is advisable to try and get more insurance if you can afford it, this way you will not be responsible for all costs of repairs for your car or others if you have an accident.

### **Running a car:**

There are ongoing costs associated with running and maintaining a car and you should be aware of all of these before buying a car. Most importantly registration, then fuel, general wear and tear and upkeep of the car which is necessary to save you from receiving a yellow sticker, particularly if the car is old. Cars also need to be serviced regularly (approx every 6 months), which can be quite expensive and keeping legal tyres on the car can also cost a reasonable amount of money. Try to budget for these expenses and try not to drive to places that are in walking distance.





## Health and Lifestyle

# Health and Lifestyle

Our overall physical and mental health is affected by the lifestyle choices we make. What we eat, exercising, drinking alcohol, smoking, taking drugs, how stressed we are and the choices we make around sex provide many important lifestyle choices which can have a strong impact on our health.

## **Choosing a Doctor**

### **The Appointment:**

To see a Doctor just ring to make an appointment, or you could go into the surgery to do the same. If you need to see the Doctor urgently, it is important to tell the receptionist. If an urgent appointment can't be made then ask for other local surgeries.

### **Are you comfortable?**

Sometimes it is helpful to ask the receptionist who would be the best Doctor for you to see, for example you may prefer a female Doctor or there may be a Doctor who specialises in particular areas. If you do not feel comfortable with a Doctor you may ask family or friends to recommend another for you.

### **Bulkbilling:**

Always remember to take your Medicare card any practices will bulk bill, particularly for people in financial hardship (who have a Health Care Card). It is important to find this out before going to the Doctor to make sure you don't end up with a fee you can't pay for. **The Perth Medical Centre (Ph. 9481 4342)** at 713 Hay Street Mall is a central 'youth friendly' bulk billing service, although this still means that you have to pay a 'gap' of \$10. If this is too much for you can negotiate with medical staff or ask a friend or worker to advocate on your behalf. Other recommended services are **The Osborne Division of General Practice (Ph. 9201 0044)** and **Quarry Youth Health Centre (Ph. 9430 4544)**.

### **Confidentiality:**

While it can be difficult not to feel embarrassed talking to a Doctor about some situations, rest assured they have heard it all before. Your information will be kept confidential unless you ask the Doctor to discuss your situation with someone else. The only time a Doctor will break confidence is if you or someone else is at risk of serious harm.

### **You don't have to be sick to talk to a Doctor:**

If you are having problems with stress, tiredness, worry / boredom, drugs or alcohol, sex, relationships and diets you can talk to a Doctor about these issues too.

### **First Aid:**

It is always helpful to have a first aid kit with things like bandaids, bandages, gauze, antiseptic, tweezers and scissors. If you don't feel sick enough to go to the Doctor's, for example if you have a cold, drink plenty of fluids, particularly water and get some rest.

## **Women's Health Centres**

Women's Health Centres do not just provide medical services they can also provide health information, counselling and other health education sessions.

Fremantle Women's Health Centre (Ph.9430 4545)  
Gosnells Women's Health Service (Ph.9490 2258)  
Ishar Multicultural Centre for Women's Health (Mirrabooka Ph.9345 5335)  
Midland Women's Health Care Place (Ph.9250 2221)  
Rockingham Women's Health and Information Centre (Ph. 9527 8221)  
Women's Healthworks (Joondalup Ph. 9300 1566)  
Women's Health Care House (Northbridge Ph. 9227 8122)

## **Mental Health**

### **What is a mental illness:**

Mental illness can affect the mind just as physical illness affects the body. One in five of us will experience some form of mental illness, most of which are treatable, some of which take ongoing maintenance. The experience of mental illness can trigger feelings of depression, sadness, tension and fear, hallucinations, hearing voices or difficulty coping with day-to-day living. Common forms of mental illness are phobias, anxiety, eating disorders, obsessive-compulsive disorder, bipolar disorder and schizophrenia. Sometimes mental illness can run in families and sometimes it can be triggered by stressful events in our lives, physical illness and especially drug use.

### **Coping with Mental Illness:**

Mental illness can often leave individuals feeling isolated and discriminated against because of the stigma attached to mental illness often the result of so many people not having an understanding of mental illness. To overcome this stigma it can help to talk openly about mental illness, often you will find others may have had a similar experience or know someone who has.

### **Who to Contact:**

Youth Link (Northbridge Ph.9227 4300)  
Mental Health Direct (Ph. 1800 220 400)  
Youth Focus (West Leederville Ph. 9361 4222)  
Mental Health Law Centre (Perth Ph. 9328 8266)  
Rockingham Kwinana Community Psychiatric Service (Ph. 9419 2266)  
Aboriginal Psychiatric services (Ph. 9385 2701)  
Step One (Ph. 0418 942 475)

## **Suicide**

### **Who's at risk:**

Suicide is the main cause of death for young people. If you ever have feelings of wanting to end your life, you are not alone, but it is so important to find some help. Often people feel this way when they are experiencing depression, isolation or are having difficulties in their lives. It

is important to remember that these are temporary problems – ***suicide is a permanent solution to a temporary problem.***

### **Who to contact:**

Samaritans (Ph. 9388 2500 - youth line, Ph. 9381 5555 - emergency)  
Selby Child and Adolescent Clinic (Shenton Park Ph. 9382 0773)  
Warwick Child and Adolescent Clinic (Ph. 9448 5544)

If you have family and friends to talk to it can really help to share your problems with others, they may have been there once themselves.

### **Domestic Violence**

Domestic violence is the most common form of abuse in Australia, with 90% of victims being women and young women aged 18-24 being at the greatest risk. There are many forms of domestic violence including physical assault, psychological or verbal abuse, forced isolation, denying access to food or money and forcing a partner to have sex. DV can occur in any family and in same sex relationships. People often feel powerless to leave violent relationships and offenders are often people who can control themselves in other situations, others may even find them charming. Most importantly, **you are not to blame.**

### **Family Violence:**

Witnessing or experiencing family violence can have a profound impact on children who can become withdrawn and anxious and sometimes develop other behavioural problems. There are specialised services that provide support for both mothers and their children, such as **The Domestic Violence Children's Counselling Service**. Often when abuse starts in a relationship, the victim will try to ignore it and hope that it will not happen again, however once a pattern is established it is very unlikely it will stop without intervention and help of some kind. If the abuser will not seek help the chances of change are very slim.

### **What can I do?**

You will need information and support to leave a violent relationship, this may include planning for change through counselling or if you are in physical danger obtaining an Aggravated Violence Order which can result in your partner being arrested and charged with a criminal offence if they breach any of the conditions on the order. The following services will offer you relevant and helpful advice;

Domestic Violence Advocacy and Referral Service (Ph. 9300 1022)  
The Domestic Violence Legal Unit (Ph 9261 6320 or 9261 6254)

# Sexuality

Many people know from a young age that they are gay, or perhaps bisexual in that they are attracted to both men and women. Many gay young people experience feelings of difference and discrimination, which can lead to isolation and loneliness. If you feel this way there are services that deal specifically with these issues.

Gay and Lesbian Counselling Service: Ph. 9420 7201  
Freedom Centre: Ph. 9228 0354

## Sex

The age of consent to have sex in WA is 16 for both heterosexual and homosexuals. When you become sexually active there are many considerations for your health and safety. First and foremost you will need to organise contraception to avoid unwanted pregnancy and other protection to ensure you don't contract a sexually transmitted disease (condoms). Once women are sexually active it is very important for them to have regular pap smears (every 2 years) to check for the development of cells that lead to cervical cancer.

### When is sex an offence:

- When an adult has sex with someone under the age of 18 if that adult has a position of authority or supervision for the young person (eg teacher, youth worker, carer).
- When one person is aware that the other is a defacto or stepsister or brother or another lineal relative (eg cousin, uncle or aunty).
- One of the people is 'incapable' of giving their consent because of disability.
- When sex is forced on another who has shown or articulated that they do not want to have sex, this is rape.
- When sex continues past the point when you have expressed clearly that you want to stop.
- When one party is unable to give consent due to other reasons eg drug and alcohol affected.

## Myths about Rape

It is also an offence to touch someone in a sexual way without his or her consent, this is known as sexual assault. Women never asked to be raped by the clothes that they wear or by the way they behave, rape is never justifiable. Women are not the only one's who are vulnerable to rape, men can fall victim to rape also. Men who rape other men are often not homosexual as rape is a crime, which is about overpowering and dominating another human being. If you have been a victim of rape or sexual assault there is help available.

Sexual Assault Referral Centre: Ph.93401828.  
Safecare: Ph. 9339 5788  
Spectrum Counselling: Ph. 9487 6130

## Contraception

### The Pill:

The pill is the most common form of contraception. Once you have started taking the pill you will not be protected immediately so you will need to ask the Doctor or health nurse how long it will take until your protected. If you vomit or have diarrhoea chances are the pill will be inactive for a seven-day period, this is the same if you forget to take the pill one day. While

the pill is very effective in stopping unwanted pregnancy, it will **not** protect you from sexually transmitted disease.

### **Implanon:**

Implanon is a small rod, which is inserted (painlessly) under the skin on the upper arm. It protects against unwanted pregnancy for a three-year period and there has only ever been one pregnancy worldwide for a person with the implant. While there are many benefits to this, no taking pills every day, no worries if you get sick or need to take medication, which could affect your pill, you still need to protect yourself from sexually transmitted disease. The Implanon can cause unusual bleeding when first inserted, however this dies down after a short time. Some people may experience a loss of periods while on this contraception.

### **Contraceptive Injection (Depo Provera):**

Depo Provera injections will prevent pregnancy for a 12-week period and has been found to be 99% effective. Once you cease having Depo injections there is usually about a 5 to 6 month delay in the return of your fertility. Again this contraception does not protect against sexually transmitted disease.

### **Condoms:**

While some people may complain about having to use condoms, they are the only effective way to protect yourself from transmittable disease when having sex with someone whose sexual history you don't know, or who has not been tested for disease. Condoms are relatively cheap and can also be obtained free from places like the AIDS council and some youth agencies. To make sure there is always protection on hand it pays to keep some condoms at home and carry some in your purse or wallet.

Your Doctor or Family Planning consultant can talk to you about what contraception would be most suitable for you.

### **Pregnancy**

The first and most obvious sign of pregnancy is the absence of your period. Other signs can be feeling sickly ('morning sickness', which can last all day), going to the toilet more than usual, sore breasts and general tiredness. If you think you may be pregnant, try to get to a Doctor as soon as you can. For those continuing with a pregnancy you will be scheduled to see the Doctor routinely during the pregnancy to ensure the maintenance of your health and the baby's. If you have an unwanted pregnancy your options are to have a termination or putting the baby up for adoption.

### **Where to find help:**

If you are 17 or younger your Doctor can give you a referral to the King Edward Memorial Hospital where you can fully discuss your options. This is a free service, which can provide you with antenatal classes to prepare you for the birth and with support and advice for the future. You could also contact the Family Planning / Pregnancy Resource and Information Centre on 9319 8043 for neutral advice.

### **Help for Parents:**

It is common to feel isolated and frustrated as a new parent and there are services, which specialise with helping and supporting parents.

Ngala Bluebird Childcare centre:

Ph. 9367 7855

### **Young Mother's Groups:**

Cockburn Family Support Service  
Communicare

Fremantle Youth Service  
Granny Spiers Community House  
Midland Women's Health Care Place  
Sudbury Community House  
Trinity Youth Options.

## **Play Groups:**

Playgroup Association of Western Australia

Family Day Care Association: Karen Kyrwood 9349 7488 or 9581 1626

## **STD's**

Sexually transmittable diseases are quite common, although they vary greatly in the harm they can cause. Most STD's are passed from one partner to another during unprotected sex, however many are also transmittable through other unprotected sexual activity such as oral sex. You can protect yourself and your partner by:

- Always using condoms when having vaginal, oral and anal sex with a new partner (condoms are best used with a water based lubricant.)
- Only having sex with a partner who has been tested and cleared of STD's and not having unprotected sex with others outside of your relationship.
- If you do not have protection try stimulating yourself in other ways eg kissing and touching.
- If you plan to sleep with a new partner they have the right to know if you have an STD.
- Never share injecting equipment as this intensely increases the risk of blood-borne infections such as HIV and hepatitis B & C.

You could be at risk of having or contracting an STD if you have had or are having sex without a condom. Common symptoms of STD's are:

- Discharge or abnormal fluid from the penis (may have an unpleasant odour)
- Change in vaginal discharge (may have an unpleasant odour)
- Pain or irritation when passing urine or having sex
- Sores, blisters, ulcers, warts, lumps or rashes in the genital or anal area
- Pain in the lower abdomen
- Changes in periods

There are many STD's, which are common in Western Australia, if you think you have one, see a doctor immediately. Until you are sure, don't risk other's health by having unprotected sex. Confidential STD testing and treatment are available from:

Fremantle Hospital Infectious Diseases  
Royal Perth Hospital Sexual Health Services  
Family Planning Association of WA  
Quarry Health Centre  
Derbal Yerrigan Health Service (Perth Aboriginal Medical Service)

AIDS /STD Information and Advice Line: 9288 4999 – is an open, free service providing telephone support, information, advice and referrals for all sexual health issues including HIV / AIDS. For similar information you could also contact:

- ❖ AIDS Line
- ❖ Freedom

# Nutrition

## Learning to Cook

Learning to cook for yourself can seem daunting at first; however cooking is an important skill, which can save your pocket and health from too much fast food. Start with meals that only have a few ingredients. Here are some examples of simple but tasty meals:

### Apricot Chicken

Chicken pieces  
1 can apricot halves  
1 packet French onion soup mix

Preheat the oven at 180C. Put chicken into a baking dish and cover with the apricots and juice, then take the French onion soup mix and sprinkle over the top. Place in oven for approximately one and a half hours.

### Risotto - serves two

3 cups white rice  
1 pkt mixed winter vegetables  
3 cubes of Beef stock  
3 cups boiling hot water

Dissolve cubes of beef stock in hot water, place in saucepan and add rice. Stir over heat until rice has nearly cooked. Add winter vegetables, continue to stir – do not stop until vegetables are cooked. Drain remainder water and serve.

## Eating Healthy Foods

Eating healthy food ensures that your body is getting the nutrients it needs to keep you feeling your best and to prevent sickness. If you are eating too many unhealthy foods (particularly fast foods and processed foods eg cakes, chips) can cause you to become overweight, and increase your risk of catching infectious diseases. For instance the illness anaemia is created when the body is not receiving enough of a certain nutrient, in this case iron. Bad diets can also lead to fatigue and low motivation and difficulties concentrating.

### What's good for you?:

- ❖ Vegetables
- ❖ Fruit
- ❖ Pasta / Rice
- ❖ Breads (not too much white bread)
- ❖ Dairy / Eggs
- ❖ Meats
- ❖ Fish
- ❖ Lots of water
- ❖ Less sugar and salt.

### Some tricks to avoid food going bad:

Get cold food home as quickly as possible.  
Make sure your fridge is cold.  
Cook food thoroughly and do not reheat more than once.  
Store raw and cooked food separately.

Wash hands before preparing food and try to keep your kitchen clean (bacteria grows at an alarming rate)

Thaw out meats in the fridge, not at room temperature.

Do not use utensils that have been used on raw meats without washing and drying.

## **Exercise**

Having a healthy diet is a great start but for good overall health it is very important to include regular exercise. The general recommendation is for about 20-30 minutes three times a week. The benefits of exercise come in many forms, avoiding becoming overweight, keeping bones strong, decreasing the risk of heart disease, and many other health problems. Exercise is also good for our mental health because when exercising our body releases 'feel good' endorphins which help to elevate mood.





## Drugs

## **Drugs**

A drug is any substance that alters the normal functioning of the brain or body. They range from heroin and amphetamines to caffeine and tobacco and prescribed medications. **All drugs have the potential to be harmful** and when looking at the effect drugs may have many factors need to be considered:

The drug's purity  
How much you are taking  
How you are taking it  
Age  
Metabolism  
Are you mixing with other drugs?

The environment is a particularly important consideration when using drugs because you will not be functioning as normal. Are you comfortable with the people you are with? Do you have a friend who will look after you if needed? Are you in a safe place? If you are going to do something, which may be dangerous, it is better to do it in a safe way, this is called **harm minimisation**. These considerations should be applied when discussing alcohol consumption also.

## **Alcohol**

If you are planning to have a big night, here are some ways to stay safe and avoid becoming too ill:

- Eat before you drink
- Drink water and soft drink as well as alcohol
- Don't take other drugs with alcohol (a majority of overdoses occur when alcohol is also a factor)
- Drink with people you feel comfortable with
- Organise where you will be spending the night beforehand
- Don't have sex with someone you wouldn't be with if you were sober
- If you do have sex, **use a condom**.

## **Using other drugs safely:**

- Amphetamines (speed) often makes you feel less drunk than you are, which means by continuing to drink alcohol you can become dangerously dehydrated.
- Using drugs regularly causes addiction and dependency, if you feel you can't do without drugs, there is a problem.
- With ecstasy don't be tempted to take more if nothing initially happens, the first pill may kick in making the effects stronger and more difficult to control.
- Stay hydrated; water is really important as drugs heat your body to unnatural levels.
- By swallowing or smoking drugs rather than injecting you are in a safer place to manage overdoses should the amount be too much. Breaking the skin for purposes of injection whether with clean or unclean equipment also leaves you open to possible infections. So always use clean injecting equipment to minimise the risk of infection.

## **Overdose:**

If someone has an overdose ring an ambulance immediately then check for dangers, response, airways, breathing and circulation. The ambulance officers are not interested in where you got the drugs or having you charged so be truthful about what the person has taken.

## **Other health factors:**

Amphetamines can result in greater self confidence which can lead some people to taking risks they wouldn't usually take like having unsafe sex, driving or swimming while under the influence. Amphetamine use and ecstasy can also lead to mental health problems with speed induced 'psychosis' probably being the most common.

## **Drugs and Pregnancy**

Taking drugs when pregnant, including cigarettes may lead to many problems including miscarriage, stillbirth, premature birth and an array of developmental problems. Any drug ingested by the mother will be shared with the baby, imagine the effects for a developing baby when compared to the effect drugs have on you a grown person. It is also important to remember that if you drink during your pregnancy the baby's blood alcohol level will match your own.

If you have an addiction to drugs and find out that you are pregnant please seek help, **Pregnancy, Early Parenting and Illicit Substance Use Project : 9229 9032 or 1800 246 655.**

## **Quitting Smoking**

In order to stop smoking you must have the desire and the belief that you can do it. For more information and support ring the Quit Line on 13 18 48.

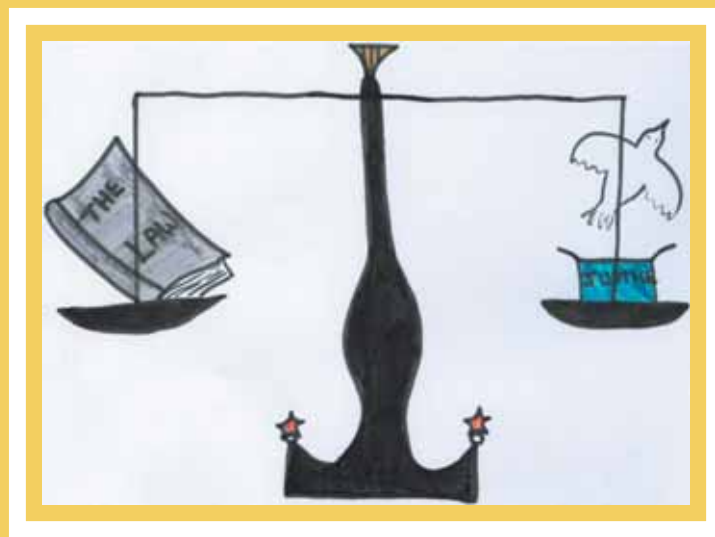
## **Support services for substance abuse:**

Alcohol and drug information service (ADIS)  
Alcohol and drug authority – Central Drug Unit  
Next Step  
Drug Arm  
Fremantle Alcohol and Drug Authority  
Mission Australia – Yirra  
Noongar Alcohol and Substance Abuse Service  
Palmerston  
Teen Challenge  
Wesley Central Mission Hearth

## **Alcohol, Drugs and the Law**

If you are apprehended by police when intoxicated you can only be detained for as long as you are intoxicated. You cannot in this time be charged with or questioned about an offence. You can be searched by an officer of the same sex and have personal property removed from you until you are released.





## The Law and Your Rights

# The Law & Your Rights

After leaving care at 18 you are legally able to make your own decisions about your life. While this gives you some freedom it also comes with responsibility. It is important that you know your rights under the law.

## Proof of age card

This card can be used for entry into pubs and clubs and for a 100-point identity check when opening a bank account, applying for a passport or when attempting to secure a lease. The proof of age card costs \$20 and can be obtained through the Department of Planning and Infrastructure.

## Voting

In Australia it is compulsory to vote when you turn 18, and you may incur fines if you don't vote. You will need to register with the Electoral Commission by getting an enrolment from the post office.

## Equal Opportunity Commission

If you believe you are being discriminated against for example in the work place, while studying or even when trying to find accommodation, there are measures you can take. You could try to talk to the person who is discriminating you, however if you are not comfortable doing this you may try to talk to a union if the problem is at work or make a complaint to the Equal Opportunity Commission on 9264 1933 / 1800 198 149.

You can also contact local community legal centres for advice:

Armadale Information and Referral Service

Community Legal and Advocacy Service

Gosnells Community Legal Centre

Northern Suburbs Community Legal Centre

Parkway Legal Advice Centre (Nedlands)

Southern Communities Advocacy Legal and Education Service (Rockingham)

Sussex Street Community Law Service

Welfare Rights and Advocacy Service

Aboriginal Legal Service of WA (East Perth)

## The Ombudsman

The Ombudsman is an independent and impartial person who investigates complaints about government bodies and reports directly to the Parliament of Western Australia. The Ombudsman often deals with complaints about agencies, which deal with young people eg schools, TAFE, Westrail, juvenile justice services, the police and prisons. Young people who have a complaint about a government service can be assisted to make their complaint. If the Ombudsman can't help they may be able to refer the problem to someone who can. The State Ombudsman can be contacted on: Ph. 9220 7555 or freecall 1800 117 000.

## Police

If you have reason to become involved with the police it is in your best interest to be polite and assert your rights without being aggressive.

## **Being questioned by the police:**

The police may approach and ask you questions at any time, however you do have the right to remain silent. This means that aside from answering your name and address you do not have to answer any questions whether you have been stopped in the street or taken to the station for questioning. It is advisable to refuse to answer any questions or sign any statements until you have spoken to a lawyer. If you have been lawfully arrested however the police have the right to question you whether or not you agree. You can be charged for refusing or for giving false details.

## **Being Arrested:**

To arrest you the police must:  
Tell you that you are under arrest  
Tell you why you are being arrested  
Touch you and tell you to go with them or to remain where you are.

If you are under the age of 18 the police should inform your parent / guardian so they can be present during questioning. The police are allowed to use reasonable force to make an arrest should you resist.

## **Breaking the Law**

A person under the age of 10 cannot be charged with a criminal offence, between 10 & 18 you may not always go to court. In most cases the police decide what is the most appropriate way to deal with you particularly if it is your first offence.

A formal caution may be given if you have committed a relatively minor offence and to receive one of these you would have to admit that you were responsible. If you are under 18 you can get assistance in court from the Youth Legal Service who also provide casework, information and advice up to the age of 25. They can be contacted on Ph. 9202 1688 or freecall 1800 199 006. You have the right to complain to the officer in charge or the Ombudsman if the police mistreat you, a lawyer could help you with a complaint.

## **Freedom of Information**

The Western Australian *Freedom of Information Act 1992*, gives people the right to view information held about them in agency files. This right is not affected by any reasons the person has for obtaining this information or the agency's belief as to why the person is seeking this information. Upon request (usually in writing) the agency are required to provide you with a copy of your personal information, some information in your file may be withheld, however this is when there is information regarding another person. The agency needs to insert a note to explain to you when this has happened.

## **Counselling**

Youth and Family Counselling:

Lynks (Perth) – For youth aged 12-25 and their parents, and individuals, families and groups.  
Costs \$10 per session depending on income.  
Youth for Christ WA (St James) – Youth groups for teenagers.  
Youthlink (Perth) – Youth aged 12-19, free service.  
Stand by me Youth Service (Beechboro) – For 12-25 year olds (under 18 free)  
Youth Meeting Place (Armadale) – For youth aged 12-18.  
Youthworx (Karrinyup) – For young people aged 13-18, minimal cost.  
Armadale, Gosnells and Districts Youth Resources Inc (Armadale) for youth aged 10 to 20.

